

# Public Document Pack

**Mid Devon District Council**

**Cabinet**

**Thursday, 3 January 2019 at 2.15 pm  
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting  
Thursday, 31 January 2019 at 10.00 am**

Those attending are advised that this meeting will be recorded

## Membership

Cllr C J Eginton	Leader and Environment
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

## A G E N D A

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

- 1. Apologies**  
To receive any apologies for absence.
- 2. Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 3. Declarations of Interest under the Code of Conduct**  
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4. Minutes of the Previous Meeting (Pages 7 - 12)**  
Members to consider whether to approve the minutes as a correct record of the meeting held on 22 November 2018.
- 5. Community Engagement Strategy 2016-17 (Pages 13 - 62)**  
Arising from a report of the Director of Corporate Affairs and Business Transformation, the Community Policy Development Group has recommended that the Community Engagement Strategy and Action Plan 2018-2019 be approved subject to an amended review timeframe

from 4 to 2 years.

6. **Community Safety Partnership Plan** *(Pages 63 - 76)*  
Arising from a report of the Group Manager for Public Health and Regulatory Services, the Community Policy Development Group has recommended that the priorities of the Community Safety Partnership (CSP) and planned activities within the partnerships priorities and action plan for 2018-21 and the proposed new structure of the CSP be noted.
7. **Health and Safety Policy** *(Pages 77 - 92)*  
Arising from a report of the Director of Corporate Affairs and Business Transformation, the Community Policy Development Group has recommended that the Health & Safety Policy which was approved by the JNCC on 12th September 2018 and reviewed by the Health and Safety Committee and Unison be noted.
8. **Financial Monitoring**  
To receive a verbal report from the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
9. **Budget 2019/20 - Update** *(Pages 93 - 102)*  
To receive a report of the Deputy Chief Executive (S151) reviewing the revised draft budget changes identified and to discuss any further changes required in order for the Council to move towards a balanced budget for 2019/20.
10. **Tax Base Calculation -**  
To receive a report of the Deputy Chief Executive (S151) detailing the statutory calculations necessary to determine the Tax Base for the Council Tax. **To follow**
11. **Culm Garden Village - Cullompton Stage 1 Consultation - Vision, Principles and Concepts** *(Pages 103 - 152)*  
To consider a report of the Head of Planning, Economy and Regeneration submitting information on the Culm Garden Village Vision and Concept document and seeking approval for Stage 1 public consultation on the material.
12. **East Cullompton Masterplan SPD (Culm Garden Village phase 1)– Stage 1 Consultation - Issues and Opportunities** *(Pages 153 - 202)*  
To consider a report of the Head of Planning, Economy and Regeneration submitting information on the East Cullompton Masterplan SPD Issues, Opportunities and Concepts document and seeking approval for Stage 1 public consultation on the material.
13. **Cabinet Member Decision**  
To note the following decision made by the Cabinet Member for Housing:

To remove the means test for Disabled Facilities Grant (DFG) applications relating to stair lifts until 31 December 2019 as part of a pilot to increase uptake and accessibility to the scheme.

**Reason:** The government has increased the amount given to Local Authorities under the Better Care Fund (BCF) significantly in over the last few years, with the allocation nationally to be in excess of £500m in 2019/20. The expectation is that the powers under the Regulatory Reform Order 2002 will be used to allow authorities to be more flexible in how the money is spent.

Under the current system all DFGs, apart from those where the disabled person is a child or qualifying young person, are subject to means testing. However, since 2003 local authorities have had the power to apply a much simplified system for provision of adaptations which do not follow all DFG conditions such as waiving means testing for certain types of works or works costing less than a specified amount (e.g.£5,000). The rationale is that the related administrative process of means testing can cost more than the value of a grant for smaller works and result in a significant slowing of the delivery process. Under the current (adopted) Devon-wide Housing Assistance Policy for the BCF (2018-19), such DFG applications are eligible for an Accessible Homes Grant once the mandatory DFG process has been completed. However, this double-application process under the current policy significantly extends the overall delivery timeline.

The proposal to remove the means test for stair lifts is part of a larger pilot in conjunction with Exeter City Council, Devon County Council and the Royal Devon and Exeter Hospital to increase uptake and accessibility, through reducing end to end times for such cases and allowing referrals to be made by the hospital direct to the relevant local authority.

It is proposed to review the pilot after 12-months as part of a formal review of the current Housing Assistance Policy.

14. **Notification of Key Decisions** (*Pages 203 - 214*)

To note the contents of the Forward Plan.

15. **Access to Information - Exclusion of the Press and Public**

During discussion of the following item(s) it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

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

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

16. **3 Rivers Developments Limited - Performance Report** (*Pages 215 - 226*)

To consider a report of the Deputy Chief Executive (S151) and 3 Rivers Development Limited acting Managing Director updating Cabinet on the Company's financial performance outcomes and outputs of projects and any key risks.

**Stephen Walford**

Chief Executive

Thursday, 20 December 2018



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

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

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

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

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

Tel: 01884 234229

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

Public Wi-Fi is available in all meeting rooms.

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **CABINET** held on 22 November 2018 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Also Present**

#### **Councillor**

F J Rosamond

### **Also Present**

#### **Officers**

Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Jenny Clifford (Head of Planning, Economy and Regeneration), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Tristan Peat (Forward Planning Team Leader), Christie McCombe (Area Planning Officer) and Sarah Lees (Member Services Officer)

## 98. **APOLOGIES**

There were no apologies for absence.

## 99. **PUBLIC QUESTION TIME**

There were no members of the public present.

## 100. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

The Leader declared a personal interest in relation to item 11, Treasury Management Strategy and Mid-Year Review Report, in that he had a pension with the Lloyds Banking Group.

## 101. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

## 102. **TOWN CENTRE REGENERATION MASTERPLAN AND INVESTMENT PROGRAMME (00:02:10)**

The Cabinet had before it a report\* of the Head of Planning, Economy and Regeneration considering the summary of responses following Stage 1 public consultation on the Tiverton Town Centre Masterplan, the key themes that have emerged from the consultation exercise and the next steps.

The Cabinet received a presentation summarising the responses of the consultation, the key themes that had emerged, the identification of key projects and the next

steps. Options had been presented to the public about the proposed content of the masterplan. This had included 4 town wide initiatives including accessibility, identity, environment and quality as well as 18 key development areas. All the themes that had emerged were relevant and could be included in the masterplan, however, particularly dominant themes related to extending the study area to include Old Blundell's, an enhanced public realm and improved accessibility.

The consultation process had identified 18 key projects and these were listed within the presentation. The report offered a suggested structure to the draft masterplan and a broad timetable for the next steps.

The Cabinet Member for Planning and Economic Regeneration stated that whilst there had been a relatively low level of response to the consultation the responses that had been received had been of a high quality offering constructive and helpful comment. He commended all those that had taken part. He stated that approval for the stage 2 public consultation would commence in June 2019 with the consultation itself taking place in June and July 2019.

He stated that recommendations 3 and 4 within the report needed further clarification and therefore he suggested that they be reworded to state the following:

**Number 3**

To provide guidance on the content of the draft Masterplan prior to public consultation at Stage 2 via a Cabinet workshop, to which Mid Devon Members will be invited to submit comments for consideration in advance.

**Number 4**

That Officers explore opportunities to bring forward projects and initiatives aligned with the emerging Masterplan as prioritised, giving particular attention to progressing a scheme at the market and its approach from Fore Street.

Consideration was given to:

- The need to involve all Members and to invite their comments.
- The need for the market project to be treated as a priority.
- What constituted a dementia friendly street such as appropriate signage.
- What was being done to ensure a greater response during the stage 2 consultation. The Cabinet Member for Planning and Economic Regeneration stated that he would be working with the Communications Team to ensure that all possible means would be explored.

**RESOLVED** that:

- a) The responses to the Tiverton Town Centre Masterplan supplementary planning document (SPD) Public Consultation at Stage 1 be noted.
- b) The Tiverton Town Centre Masterplan be progressed through the production of the draft SPD taking into account the key issues and projects that have emerged through public consultation at Stage 1.
- c) To provide guidance on the content of the draft Masterplan prior to public consultation at Stage 2 via a Cabinet workshop, to which Mid Devon Members will be invited to submit comments for consideration in advance.

- d) That Officers explore opportunities to bring forward projects and initiatives aligned with the emerging Masterplan as prioritised, giving particular attention to progressing a scheme at the market and its approach from Fore Street.

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

Note: (i) \*Report previously circulated, copy attached to minutes.

(ii) Cllr C J Eginton declared a personal interest as he was a business owner within the town.

**103. PROCEDURE FOR MONITORING AND ASSISTING THE DELIVERY OF HOUSING AND EMPLOYMENT DEVELOPMENTS (00:18:15)**

The Cabinet had before it a report\* of the Head of Planning, Economy and Regeneration regarding the opportunity to discuss development site delivery in a forum that would allow frank discussion, allow for a better understanding of development monitoring and assist in the innovation of delivery projects.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the delivery of housing and employment to the district was increasingly important and that the intention behind the establishment of this proposed group was to monitor the process after planning permission had been granted so as to enable the delivery process. He further stated that all councils were getting much more involved in this and the Planning Advisory Service had also reiterated the need for the elected membership of councils to become much more engaged in this part of the development process.

**RECOMMENDED** to the Standards Committee that:

- a) The governance arrangements set out in this report for setting up a Development Delivery Advisory Group is recommended to the Council for adoption.
- b) Following adoption that the necessary changes are made to the Constitution.

(Proposed by Cllr R J Chesterton and seconded by Cllr Mrs M E Squires)

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

**104. GREATER EXETER STRATEGIC PLAN – DECISION MAKING ROUTE (00:23:42)**

The Cabinet had before it a report\* of the Head of Planning, Economy and Regeneration clarifying the decision making route within this authority for the stages of preparation for the Greater Exeter Strategic Plan; providing further detail and clarity pertinent to the Scheme of Delegation within the Council's Constitution.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating the report sought approval for the decision making route for the Greater Exeter Strategic Plan by this Council. It did not affect the previously agreed decision making route for Local Plans (as approved by the Cabinet in December 2016). Each of the three Greater Exeter Councils had their own decision making routes which were not the subject of this report.

The decision making route made it clear that Council approval would be needed for the submission and also the adoption of the Greater Exeter Strategic Plan. He also confirmed that separate meetings of the Cabinet would not be needed in Tiverton, Cullompton and Crediton unless the Greater Exeter Strategic Plan included strategic allocations in that specific town.

**RESOLVED** that the decision making route for the Greater Exeter Strategic Plan as set out in the table in Appendix 1 be approved.

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

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

#### 105. **LOCAL DEVELOPMENT SCHEME UPDATE (LDS) (00:27:53)**

The Cabinet had before it a report\* of the Head of Planning, Economy and Regeneration setting out a revised timetable (Local Development Scheme) for the preparation of the Mid Devon Local Plan Review 2013 – 2033, the Greater Exeter Strategic Plan and a new Local Plan for Mid Devon.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the report sought approval for a revised LDS which included revised timetables for the preparation of development plans affecting Mid Devon. It was necessary to keep the LDS up to date and published on the Council's website. This would also be needed for the current examination of the Local Plan Review.

The Local Development Scheme included:

- A revised timetable for the Local Plan Review which reflected the preliminary hearings held in September and main hearings that would likely take place in February next year.
- A revised timetable for the Greater Exeter Strategic Plan that had become necessary as a result of ongoing technical work to formulate draft policies and site options.
- A provisional timetable for the preparation of a future new Local Plan for Mid Devon. There was now a legal requirement for review plans every five years. This work would need to be commenced as soon as practicable following the adoption of the current Local Plan Review.

Consideration was given to:

- Capacity issues within the Planning Service to administer and deliver the large number of plans that were in circulation. It was explained that the Council had had the benefit of additional capacity funding in recent years which had helped. The services of an expert consultant had also been brought in mindful that government funding could not be relied upon in the long term and this had worked well with a high level of productivity.
- The Inspector's thoughts regarding J27 in his letter following the preliminary hearings in September 2018. He had been happy with the principle of

allocations but hadn't gone into detail with his thoughts on the detailed wording of policy at this stage.

**RESOLVED** that the new Local Development Scheme (LDS) as set out in Appendix 1 of the report be approved which will have effect from 30 November 2018 and that this is published on the Council's website.

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

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

**106. HEART OF THE SOUTH WEST JOINT COMMITTEE - WORK PROGRAMME UPDATE (00:37:50)**

The Cabinet had before it a \* report of the Chief Executive providing members with an update on the work programme of the Heart of the South West Committee.

The Leader outlined the contents of the report stating that this followed on from a report to full Council on 24<sup>th</sup> October 2018 that sought approval to engage in the production of the Local Industrial Strategy (LIS) and to delegate authority to the Leader to vote at the HotSW Joint Committee. A recommendation within that report was that the update report, prepared by the HotSW Joint Committee Programme Management Office, be shared with the Cabinet and the Council as it became available. That report was before the Cabinet today.

Consideration was given to a mention in the report of the Brexit Resilience Opportunities Group and whether there was a document available to share with the wider membership of the Council? The Clerk was tasked with finding out whether there was such a document and to make it available to Members if there was.

**RECOMMENDED** that the report be forwarded to Council for noting.

(Proposed by the Chairman)

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

**107. FINANCIAL MONITORING (00:40:28)**

The Cabinet Member for Finance informed the meeting that in his previous report to the Cabinet he had stated that the deficit for the year was predicted to be in the region of £300k. He was now able to report that this had reduced to £200k largely due as a result of improvements with investments and planning income which had improved by £30k despite fewer numbers of planning applications being received. The Housing Revenue Account was well managed and on budget despite challenges such as Universal Credit. He also stated that there had been no change in figures relating to the capital programme.

**108. TREASURY MANAGEMENT STRATEGY AND MID YEAR REVIEW REPORT (00:41:53)**

The Cabinet had before it a \* report of the Deputy Chief Executive (S151) informing the Cabinet of the treasury performance during the first six months of 2018/19 and requesting agreement of the ongoing deposit strategy for the remainder of 2018/19.

The Cabinet Member for Finance outlined the contents of the report stating that investment income had improved by £100k. The Cabinet's attention was drawn to the list of deposits and short term investments within the report and the prudent strategy used by the Council to invest all surplus funds with the main UK banks and building societies, subject to strict lending criteria.

**RECOMMENDED** to Council that a continuation of the current policy as outlined in paragraphs 6.0 – 6.5 be agreed.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr Mrs M E Squires)

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

#### 109. **PERFORMANCE AND RISK (00:43:05)**

The Cabinet had before it and **NOTED** a \* report of the Director of Corporate Affairs and Business Transformation providing Members with an update on the performance against the Corporate Plan and local service targets.

The Group Manager for Performance, Governance and Data Security outlined the contents of the report and took the Cabinet through each of the appendices.

Consideration was given to:

- Rent arrears, although below budget, were showing favourable recovery rates.
- The cost effectiveness of monitoring the Council's car parks in the evening particularly if they were underused. It was explained that the Council's approach to enforcement was systematic but also random in order to avoid users of the car parks knowing when it would be patrolled.
- Risk scores in relation to the 3 Rivers Development Company which were explained as being quite high which any investment over £100k would be. It was about how that risk was mitigated and the controls in place to manage that risk.

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

#### 110. **NOTIFICATION OF KEY DECISIONS (00:51:05)**

The Cabinet had before it and **NOTED** its rolling plan for December/January containing future key decisions.

Note: Plan previously circulated, copy attached to minutes.

(The meeting ended at 3.08 pm)

**CHAIRMAN**



## COMMUNITY PDG 20 NOVEMBER 2018

### **Review of the Communication and Community Engagement Strategies and the Media and Social Media Policy and Guidelines**

**Cabinet Member(s):** Councillor Colin Slade  
**Responsible Officer:** Communications and Engagement Manager

**Reason for Report:** The purpose of this report is to provide members with the revised Communication and Engagement Strategy which now replaces the previous Communication Strategy, Community Engagement Strategy, Media and Social Media Protocol and Social Media Policy & Guidelines. This revised and amalgamated strategy is required to ensure we deliver and improve two way communication with staff, members and our customers to ensure all are engaged with and informed about Council services.

**RECOMMENDATION:** To recommend to Cabinet the content of the reviewed and amalgamated Communication and Engagement Strategy.

**Relationship to Corporate Plan:** To ensure that our customers, staff, members and stakeholders are informed about Council services, news and changes through appropriate and varied channels.

**Financial Implications:** Any financial implications would depend on the methods chosen to implement the action plans. The majority of the proposed actions can be implemented with the existing communication staff. Should the Council wish to implement larger scale communication changes, such as to develop a new intranet or carry out a full rebranding exercise, this would involve a financial cost. Any projects identified within the attached action plan would be accompanied by a costed and approved business case.

**Legal Implications:** To ensure that all communication and methods of consultation are GDPR compliant and adhere to the Council's Single Equality Scheme.

**Risk Assessment:** None

**Equality Impact Assessment:** Any consultation and communication channels would have regard to the Council's Single Equality Scheme.

#### **1.0 Introduction**

- 1.1 The Council has a duty to consult and engage effectively with residents, partners, employees and other stakeholders when deciding about future changes to services and new developments.
- 1.2 As a council we must offer value for money and customer satisfaction, therefore two way engagement is an essential part of delivering our services.
- 1.3 The Council previously had separate communication and engagement strategies which were due for review at different times. The Council's Social Media Policy and Guidelines previously sat with IT, while the Media and

Social Media Protocol sat with Communications. Now that there is a Communications team in place these policies and guidelines all sit within the Communication service area and are contained within this single document to provide an effective overarching strategic approach to the Council's communication and engagement activity.

## **2.0 The Communication function and team**

2.1 The Communication function is split into three key areas, all of which are detailed in this strategy:

- Internal Communication
- Community engagement
- Media relations

2.2 Core functions of the Communications team include:

- Media relations and media monitoring
- Social media
- Staff communication
- Community consultation and engagement
- Stakeholder consultation and engagement
- Branding and corporate campaigns
- Communication advice and training for managers, leadership team and elected members
- Website editing

## **3.0 Action plans**

3.1 Following a Corporate Peer Review in 2017 the Council recognised the need to improve consultation with our customers. Detailed in the strategy are proposed action plans in order to achieve this, both internally and with our external customers. These action plans essentially form a business plan for the Communication team. While it may not be appropriate, or cost effective, to develop all of the proposals they give an indication of the areas of work which the Communication team will be looking to develop over the coming months and years to support the Council in achieving its mission and corporate goals.

## **4.0 A corporate approach**

4.1 Now that a communication team exists the Council can adopt a more strategic approach to communication. The Communication team is already an integral part of the business transformation project and is seeking to work more closely with other service areas.

4.2 This work has begun but there is more that can be done to utilise existing channels of communication in other services areas, for the benefit of sharing a corporate message to a wider audience.

- 4.3 The Communication team is also looking at ways to raise its own profile among service areas to ensure any corporate and service messages which are communicated are targeted to their audience, that language used complies with our Single Equality Scheme and to support the Council's Annual Governance Statement which assesses our position against the Code of Corporate Governance. This will take some time to embed within the organisation but once the Communication team can develop the proposed actions and support the service areas this should improve, to the benefit of our customers.

## 5.0 The Future

- 5.1 Communication and engagement has moved from being focused on traditional print media and the distribution of press releases and postal literature to the emergence of online communities and the use of multiple and instantaneous channels which give individuals a platform to share their views. The Council must now recognise this, while being mindful of our demographic, and change and improve the way it reaches out to its customers to both inform them and seek their views.
- 5.2 In a digital era the Council should also recognise the importance of branding and adopt a more recognised and uniform approach to its communication channels, whether they are in print or online.

**Contact for more Information:** Jane Lewis Communications and Engagement Manager Tel. 01884 234953, email: [jlewis@middevon.gov.uk](mailto:jlewis@middevon.gov.uk)

**Circulation of the Report:** Councillors Colin Slade and Margaret Squires, Group Managers, Leadership Team and Community PDG

**List of Background Papers:** Communication Strategy 2015, Social Media Policy & Guidelines 2013, Media and Social Media Protocol 2015, Community Engagement Strategy 2016.

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**Mid Devon District Council**

**Communication and Engagement Strategy**

Policy Number: CM 01

**August 2018**

## Version Control Sheet

*Title: Communication & Engagement Strategy*

*Purpose: To provide an efficient communications and engagement service which enhances the Council's reputation. To encourage two way communication which ensures our staff, customers, members and stakeholders influence, support and are well informed about the work of the Council.*

**Owner: Communication and Engagement Manager**

**[jlewis@middevon.gov.uk](mailto:jlewis@middevon.gov.uk)**

**01884 234953**

**Date: August 2018**

**Version Number: 1**

**Status: Draft**

**Review Frequency: Every four years.**

**Next review date: 2022**

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

Leadership team

Group Managers

Community PDG

Cabinet

## Document History

This document obtained the following approvals.

Title	Date	Version Approved
Group Managers	October 23, 2018	1
Leadership Team	October 6, 2018	1
Community PDG	Due 20 November 2018	
Cabinet		

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## 1.0 Introduction

### 1.1 This strategy includes

- Internal communication action plan
- Community engagement action plan
- Social media and media relations policy
- Stakeholder and community groups mapping

## Background

1.2 The Council previously had separate communication and engagement strategies which were due for review at different times. The Council's Social Media Policy and Guidelines previously sat with IT, while the Media and Social Media Protocol sat with Communications. Now that there is a Communications team in place these policies and guidelines all sit within the Communication service area and are contained within this single document to provide an effective overarching strategic approach to the Council's communication and engagement activity.

1.3 The Communication team is a small entity, recently reinforced as a result of the Corporate Peer Review undertaken in 2017. The team sits as part of the corporate core of the organisation (under the Directorate of Business Transformation & Corporate Affairs) and works closely with all service areas of the council to provide a more effective approach to communication and engagement with all stakeholders. The team is made up of :

- Communication & Engagement Manager (part time)
- Web, Communication and Digital Administrator
- Communications Officer

1.4 The Communication function is split into three key areas, all of which are detailed in this strategy:

- Internal Communication
- Community engagement
- Media relations

1.5 Communication within the Council supports the Council's mission, as expressed through its internal operating framework:

Be an energetic, confident and agile organisation, with the ambition to change, the confidence to innovate, the compassion to care and the determination to succeed.

1.6 The Communication function can help achieve this by:

- sharing the achievements of staff, service areas and members
- supporting staff and members through changes and new ways of working
- providing advice on how service areas can consult and engage positively with our communities
- raising the profile of the Council within the district and beyond
- informing our community of changes in a timely and accessible way, using plain English



1.7 Each area of communication also supports the Council's Corporate Plan and annual priorities of the service areas.

1.8 Core functions of the Communications team include:

- Media relations and media monitoring
- Social media
- Staff communication
- Community consultation and engagement
- Stakeholder consultation and engagement
- Branding and corporate campaigns
- Communication advice and training for managers, leadership team and elected members
- Website editing

## **2.0 Scope**

2.1 This policy applies to all staff and members.

## **3.0 Related Documents**

- a. Internal communication action plan
- b. Community engagement action plan
- c. Social media and media relations policy
- d. Stakeholder and community groups mapping
- e. Channel Access Strategy
- f. Tenant Involvement Strategy,
- g. Culm Garden Village Engagement Strategy
- h. Town and Parish Charter

## **4.0 Internal Communication**

### **Background**

4.1 The Council currently employs circa 580 staff, based across six sites (Phoenix House, Carlu Close, Old Road and three leisure centres based in Cullompton, Tiverton and Crediton.)

4.2 Internal communication matters because it ensures our staff have the right information to carry out their job well, have sufficient opportunities to communicate their views and feel valued and supported by their employer. Internal communication is also important as it can have a positive influence on performance, retention of staff, innovation and wellbeing. This in turn means our staff are more likely to support the Council's objectives, enabling the Council to deliver its corporate plan and ensuring it provides a quality and efficient service to residents, partners and stakeholders.

4.3 A satisfaction survey is sent out to staff annually. The most recent received 297 replies. Highlighted results from the 2017 staff survey show:

- 89% of staff enjoy their job
- 75% feel valued
- 91% say they know how their job contributes to delivering the priorities of the Council

- 58% say they sometimes feel stressed
- 12% of staff feel they don't have a good relationship with councillors
- 9% of staff don't think the leadership team has a clear vision for the future of the council

4.4 Following the 2017 survey Group Managers created a staff survey action plan which highlights areas to focus on from our recent survey results and looks at ways to improve these.

4.5 All staff should operate according to the Officer Code of Conduct.

4.6 All elected members should operate according to the Member Code of Conduct.

### **Aim**

4.7 To provide an internal communication system which promotes interaction and ensures staff and elected members, at all levels, feel valued and informed and are in a position to support the mission and objectives of the Council.

4.8 We will do this by:

- Ensuring communication is shared with staff in a timely, easily accessible way, especially during periods of change and innovation, so that they feel better informed and engaged
- Help employees see the connection between their job and the organisation's aims and mission
- Recognising that different methods of communication are needed depending on the audience and message
- Encouraging staff to share good practice and expertise
- Encouraging senior management to listen to staff feedback and questions and respond accordingly, creating a climate of two way communication and improved levels of trust
- Facilitating free flowing communication

## Current methods of internal communication

Table 1:

Current staff channels	Purpose	Distribution	Responsibility
<b>The Link</b>	Round up of weekly news, key events and decisions	Weekly (Mon)	Communications team
<b>Sharepoint</b>	Information sharing portal	Ongoing	IT and service areas
<b>Staff Q&amp;As</b>	To encourage questions, to provide face-to-face interaction from leaders to staff, To share wider aims of the Council To receive feedback from staff	Leader and Deputy Leader annual Q&A  Leadership team biannual	Leadership team Leader Deputy leader
<b>All officer emails</b>	Time sensitive or urgent issues to inform	As required	Leadership team, Executive Assistant, Communications team
<b>HR group services newsletter</b>	Information sharing about payroll, HR, L&D, H&S	Quarterly	HR
<b>Noticeboards</b>	Printed information. Particularly useful for those who do not have access to IT	As required	Supervisors and site managers eg Carlu Close, Old Road
<b>Staff survey</b>	Receive feedback from staff on specific questions	Annual	Executive Assistant HR Group Managers

Table 2

Current member channels	Purpose	Distribution	Responsibility
<b>WIS</b>	Information about key dates, council news and events	Weekly (Thurs)	Member Services
<b>Member briefings</b>	For more complex issues requiring training or face-to-face discussion	As required	Member Services
<b>All member emails</b>	Urgent or time sensitive issues	As required	Member Services, Executive Assistant
<b>Notices in Members' Room</b>	Printed information	As required	Member Services/ Communications Team

### **Constraints**

- No intranet for staff. Sharepoint is clunky, holds too much information which is poorly visible and has a poor search function.
- Not all staff have access to a computer for online internal communication
- Currently limited ways for staff to share their views, particularly anonymously
- Multiple sites for staff bases
- Budget

## Proposed Internal Communication Action Plan

Table 3:

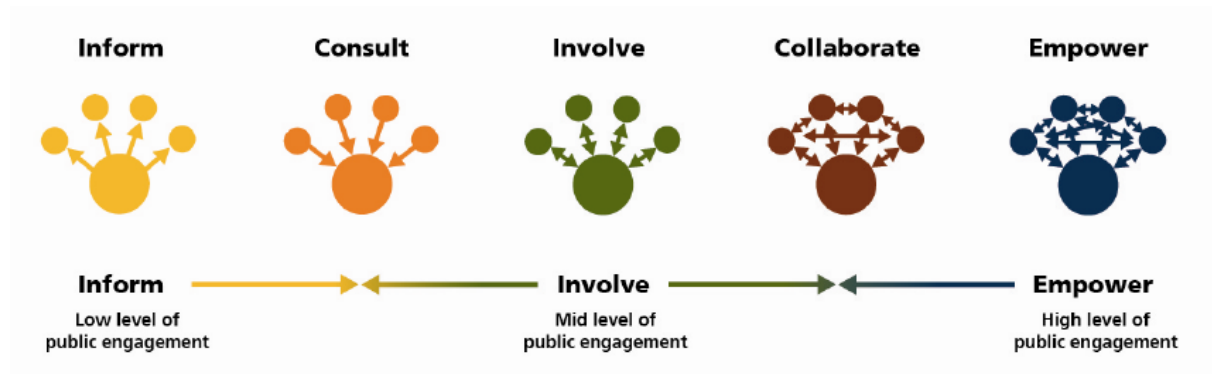
Objective	Method	Responsible	Evaluate
<b>Create a more interactive staff newsletter</b>	Exploring options to include: Gov Delivery, outsourced newsletter, in house IT development	Communications Team with input from IT, HR	Interactions and feedback directly via new newsletter  Staff panel feedback  A specific question in staff survey about it  Ask for feedback via newsletter
<b>Create a virtual staff panel</b>	Potentially via Sharepoint or an email group	Communications Team	How many people on the panel  Feedback from staff
<b>Encourage and collate feedback from Q &amp; As to improve format and attendance</b>	Contact those who attend the 2018 sessions	Communications Team	How many responses from those who attended a Q&A  How many attended the sessions compared to last year
<b>Explore options to create a more user friendly intranet</b>	IT liaison	Communications Team IT HR Finance	Staff survey results
<b>Encourage greater uptake of annual staff survey</b>	Promotion, Incentives, via newly formed staff panel, Cascade briefings /team meetings	Communications Team IT HR Executive Assistant to Directors Group Managers	Compare number of responses to previous years
<b>Explore internal social media options</b>	Yammer or Workplace	Communications Team	

## 5.0 Community engagement

### Background

5.1 Community engagement is about putting communities at the heart of their own local services. Effective community engagement is essential to ensure the services the Council operates are fit for the communities they serve. In some areas of the Council there is a statutory consultation requirement when the Council has a duty to engage with the public (such as planning and licensing) which is supported by the Council's adopted Statement of Community Involvement 2016. At other times the Council voluntarily and actively seeks out the views of the community to ensure the Council is delivering a high quality, cost effective service which meets the needs of the customer.

5.2 There are different levels of engagement and this should be considered when embarking on any form of engagement. The most appropriate method of engagement will depend on the desired outcome and audience:



### Aim

5.3 To develop and improve community engagement to ensure the Council can:

- understand and respond to the needs of our customers
- plan and deliver better and more efficient services
- take transparent decisions based on evidence and be held accountable for these decisions
- build relationships with the local community
- test out ideas and explore local issues
- measure the performance of the Council in delivering services

5.4 Effective engagement also means the local community will have a greater say and impact on the delivery of local services and be better informed about the Council's work.

5.5 We will do this by:

- Sharing information via multiple channels
- Exploring new partnerships, particularly with community and voluntary groups, as well as statutory/public sector partners

- Working with Members to promote the work of the Council and to receive feedback from constituents
- Encouraging service areas to share news and upcoming events and consultation
- Giving the community and stakeholders a means to express their views
- Listening to the feedback from our customers

5.6 Our community engagement methods will also support and adhere to our Single Equality Scheme 2018.

### **Elected Members**

5.7 The Council's elected members represent the views of the district and in particular their ward and are an essential part of creating effective community engagement.

5.8 A channel of communication from constituents to the Council through elected representatives, and vice versa, should be explored. This channel could be utilised to enhance two way communication and be used to receive feedback from our wards but also to share district wide news at local level, such as via councillor led surgeries.

Table 4

## Current Engagement Channels

Channel	Audience	Responsibility
<b>MDDC website</b>	Residents, businesses and media	Communications team and IT
<b>Devon Newscentre</b>	Media	Devon County Council
<b>Press releases</b>	Media	Communications team
<b>Facebook pages:</b> <i>Mid Devon Council</i> <i>Mid Devon Leisure</i> <i>Tiverton Pannier Market</i> <i>Electric Nights</i>  <i>Mid Devon Housing</i> <i>Community Safety</i> <i>Partnership</i>	Residents & media	Communications Leisure Market Officer Economic Regeneration and Growth Officer Housing Community Safety and Emergency Planning Officer
<b>Twitter accounts:</b> <i>Mid Devon Council</i> <i>Mid Devon Leisure</i> <i>Tiverton Pannier Market</i> <i>Electric Nights</i> <i>Mid Devon Housing</i> <i>Community Safety</i> <i>partnership</i>	Residents and businesses and media	Communications Leisure Market Officer Economic Regeneration and Growth Officer Housing Community Safety and Emergency Planning Officer
<b>Gov Delivery</b>	Residents	Communications team
<b>Statutory notice eg</b> <i>planning, licensing and elections</i>	Residents and businesses	Service area leads See Statement of Community Involvement
<b>Annual council tax bill and letter</b>	Residents	Revenues
<b>Tiverton Town Centre Partnership</b>	Tiverton businesses	Town Centre Manager
<b>Customer First</b>	Residents	Customer Service Manager
<b>Town and Parish Newsletter</b>	Clerks, town and parish councillors	Parish Liaison Officer
<b>Housing News 4 U</b>	Council tenants	See Tenant Involvement Strategy
<b>Tenant involvement group</b>	Council tenants	See Tenant Involvement Strategy
<b>Support of Mid Devon Business Forum</b>	Businesses	Economic Development Officer



Table 5

**Proposed Community Engagement Action Plan**

<b>Objective</b>	<b>Method</b>	<b>Responsible</b>	<b>Evaluate</b>
<b>Produce newsletter for residents</b>	Quarterly newsletter distributed via Gov Delivery (available to print off)	Communications Team	Interactions from readers Residents survey
<b>Increase Gov Delivery sign up</b>	Launch a campaign: Promotion via media, online, events, WIS, councillor surgeries, parishes, via staff.	Communications Team	Number of new accounts
<b>Grow social media presence</b>	Generate more own content. Create videos. Facebook Live. Spend time sharing community events.	Communications Team	Social media interactions and followers
<b>Increase council generated news content</b>	Attendance at PDGs. Use agendas for news generation. Communications officers to have PDG portfolios	Communications Team	Number of press releases generated and importantly the coverage generated
<b>Create joint campaigns with local media</b>	Paid for advertising and editorial articles	Communications Team	How many campaigns launched and of those use analytics to show the impact
<b>Support the business transformation project</b>	Specific campaigns depending on the business change eg going cashless	Communications Team	Evidence change in how people access council services
<b>Launch annual residents survey</b>	Online, via Gov Delivery, via Parish and Town clerks. Consider mailing with council tax bill	Communications Team with support from Customer First	Satisfaction results compared to previous year and LGA comparison figures
<b>Launch a new community panel/recruit community champions</b>	Ask new residents when they receive first council tax bill. Send a recruitment alert via Gov Delivery. Direct from Customer First contact. Campaign	Communications Team	Number of people acting as champions  Feedback from these people
<b>Improve work with town and parishes</b>	Attendance at Parish Clerk meetings. Articles in Parish Newsletter. Consider joint	Communications Team and Member Services	Parish clerk survey results  Feedback from parish clerk

	campaigns. Seek support for initiatives and campaigns Parish clerk survey <a href="#">Support Town and Parish Charter</a>		forum/meeting
<b>Create a database of social media groups to utilise</b>	Online searches. Parish and town liaison	Communications Team	Analyse how many times in the year we have used these groups and how many times they have been shared with their own followers
<b>Work with national campaigns to engage the younger electorate and future electorate</b>	National Democracy Week  National Youth Agency events and publications  Continue to support the Recycling Officer with school liaison and projects.	Communications Team and Elections team   Recycling Officer	     Number of school pupils entered into competitions
<b>Engage with hard to reach groups</b>	Support the reformation of the Corporate Equalities Group. Ensure all communication and engagement adheres to the council's Single Equality Scheme	Communications Team Supported by GM for Performance and Data Security	Number of Equalities group forums held and the turnout and feedback from each.

## **6.0 Media relations**

6.1 See Social Media and Media Relations Policy in appendix one.

6.2 Core functions include:

- Responding to press enquiries in a timely manner with an appropriate, informed response
- Generating press releases and supporting service areas with their own media coverage
- Providing a media monitoring service
- Supporting Members and officers with media interviews and responses
- Reputation management
- Generating social media content
- Managing social media pages and responding to comments
- Responding to customer enquiries which come in via social media

### **Aim**

6.3 To work closely with existing media, and to develop relationships with new media channels, to inform and engage the public about the work of the Council, ensuring the reputation of the Council is upheld and enhanced.

6.4 We will do this by:

- Meeting regularly with local reporters and editors
- Considering the use of paid for adverts and boosted posts, particularly for campaigns
- Generating news content
- Generating photo and video content
- Monitoring local and national news
- Linking trending articles to the Council's work on social media
- Working closely with Members on issues that matter to them
- Supporting Group Managers to deliver their annual work plans

### **Constraints**

- We cannot control the media, including their angle or the timing of their articles
- Leaks of information
- Staffing – the resources of the Communication Team are limited particularly with regards to monitoring social media platforms
- Budget – the Communication Team does not currently have an advertising budget

### **Evaluation and monitoring**

6.5 Media enquiries are monitored in Comms Flow

6.6 A monthly communication report is presented to the Leadership Team which includes social media and website analysis.

- 6.7 The Council receives a copy of the Tiverton Gazette and, on an ad hoc basis, the Crediton Courier and sends out a weekly media monitoring email, including links to online articles. The Council does not have a license with the NLA (Newspaper License Authority) to create photocopies of articles, but a copy of this newspaper is kept in the post room.

## **7.0 Emergency planning**

- 7.1 The Communication Team does not take part in an official standby rota but is available to be contacted out of hours through the Devon Emergency Planning Service (DEPS) telephone directory.
- 7.2 The three members of the Communication Team are all detailed in this document which is available to standby officers, senior leadership team and the emergency planning officer.
- 7.3 There is also a team of staff, who do not form part of the Communication Team, but who have the capability to edit the website. These members of staff are also detailed in DEPS directory.
- 7.4 In addition the Council's IT team will have capability to update the website during an emergency or out of hours event.

## **8.0 Corporate branding**

- 8.1 The Council does not have an up-to-date branding policy or guidelines. There would be a significant cost implication for a full rebrand, but with the Council actively embarking on a business transformation project, it may be a suitable time to consider if such an exercise needs to be undertaken.

## **9.0 Media training**

- 9.1 All elected members are offered media training as part of their induction programme. The Communications Team can also offer media training and guidance for media interviews to officers. This will be tailored to the individual.

## **10.0 Appendices**

- Appendix one: Social Media and Media Relations policy
- Appendix two: Suggested stakeholder and community groups

**Appendix One:**

# **Media & Social Media Policy**

**August 2018**

# Media and Social Media Policy

## Version Control Sheet

**Title:** Media and Social Media Policy

**Purpose:** To outline how we deal with media and social media and to provide advice and guidance to officers and elected Members

**Owner:** Communications & Engagement Manager  
[jlewis@middevon.gov.uk](mailto:jlewis@middevon.gov.uk)  
01884 234953

**Date:** August 2018

**Version Number:** 1.0

**Status:** Draft

**Review Frequency:** Every four years or sooner if required

**Next review date:** November 2022

**Consultation:** This document will be sent out for consultation to the following:  
Community PDG

## Document History

This document obtained the following approvals.

Title	Date	Version Approved
Community PDG*	20/11/18	[TBC]

\*- Delete if not applicable

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# 1 Introduction

This policy outlines procedures for Mid Devon District Council officers and elected Members who may come into contact with the media. It supports the Council's **Communication Strategy**.

With the growth of social media, online versions of newspapers, blogging and citizen journalism, any media policy must now take into account both the traditional media (newspapers, magazines, radio and TV) and online digital media (including websites, blogs and social media).

It explains processes in relation to: proactive media relations; dealing with media enquiries; and dealing with posts on social media. It also provides guidance on a range of other media-related issues.

## 1.1 Our strategic aim

To work closely with existing media, and to develop relationships with new media channels, to inform and engage the public about the work of the Council, ensuring the reputation of the Council is upheld and enhanced.

## 1.2 Our policy statement

Mid Devon District Council recognises the value of the media and social media, as a means of communicating information and messages to the public. We are committed to:

- transparent government;
- a positive working relationship with the media;
- always being open, honest and proactive in our dealings with the media and on social media, and;
- respecting the right of the media to report all views on any given topic.

## 2 Proactive media relations

Positive media coverage comes from pro-active media relations and the recognition of a good news story. Ideas for stories can come from both officers and elected Members. The drafting of press releases is undertaken primarily by the Communications team. Creative and editorial support is also offered to services; however they are free to submit their own drafts where appropriate sign-off has already been sought.

### 2.1 Press releases

Media coverage is predominantly generated through the publication and distribution of press releases to:

- Increase public awareness of services provided by the Council and the functions we perform
- Explain to residents and council taxpayers the reasons for particular policies and priorities
- Improve local accountability
- Publicise forthcoming events
- Encourage participation in public consultations
- Explain changes to services
- Explain how the Council is dealing with issues of particular interest to local communities
- Share good news

#### 2.1.1 Press release content

For advice on writing a press release, see **Phoenix Portal >> Communication >> Media Relations:**

- [How to write a good press release](#)
- [Quick checklist when writing a press release](#)

**Tip:** Make sure that the relevant Cabinet Member(s) – and, for local issues, any Ward Members – are informed about what is happening and that a press release is being prepared (even if those Members are not actually quoted in the press release).

### 2.1.2 Who should be quoted in a press release?

Quote attribution depends on the nature of the press release, for example:

- The relevant Cabinet Member and the officer most directly involved in the subject may both be quoted – this gives the media a strategic/policy viewpoint, as well as the day-to-day operational viewpoint
- An officer
- A Member
- An external partner

If the press release provides only straightforward information, there's no need to include a quote.

### 2.1.3 Contact details on press releases

Only contact details for the Communications team are included in the 'ENDS' of all press releases for follow-up enquiries from the press. This is to prevent journalists from contacting officers directly with future enquiries and to ensure all contact with the press is directed through, and logged with Communications.

Specific contact details may only be included in relation to consultations, where a 'return path' is required for respondent enquiries.

**Tip:** Where a press release covers a specialist subject for which follow-up inquiries from the press can only be answered confidently by a specific officer or Member, he/she should ensure they're available for contact by the Communications team, the following few days after release

### 2.1.4 Press release approval

For press releases written by the Communications team, sign-off is sought from the relevant Group Manager and Cabinet Member. Where a press release has been written by a service directly, it's up to the author to agree sign-off with the relevant Service Manager or Group Manager and Cabinet Member before submitting to [communications@middevon.gov.uk](mailto:communications@middevon.gov.uk), for publication and distribution.

Before issuing to the media, the Communications team will undertake checks for spelling, language and grammar.

**Tip:** Depending on the complexity of the subject matter, various people may need to agree the wording of a press release, such as:

- Any quoted elected Member/officer(s)
- The relevant service manager
- The Chief Executive or Group Manager (for important corporate issues or important operational issues)
- The Leader of the Council or the relevant Cabinet Member (for important strategic issues or policy decisions)
- Relevant partner organisations

### 2.1.5 Press release distribution

Press releases from services which are time-sensitive and sent in advance, must contain **\*\*\*EMBARGOED\*\*\*** within the subject line, along with the specified date for release. Press releases must also be accompanied with an appropriate image at an industry standard resolution of ~300dpi. This is not only for publication online, but also for reprinting by the press, should they choose to cover the article.

All press releases are published onto the [middevonnewscentre.info/](http://middevonnewscentre.info/) website and then distributed via email to all media contacts, town and parish councils, and internally to Group Managers, Members and Customer First for info.

Press releases are further promoted through:

- social media posts published on the corporate [Facebook](#) and [Twitter](#) pages, which link back to the story on [middevonnewscentre.info/](http://middevonnewscentre.info/), and;
- via e-bulletin to GovDelivery subscribers subscribing to the Council's email subscription service.

An RSS feed displaying the 10 most recently published stories on [middevonnewscentre.info/](http://middevonnewscentre.info/) is also displayed on the [Residents](#), [Business](#), [Your Council](#) and [Do It Online](#) homepages of the corporate [middevon.gov.uk](http://middevon.gov.uk) website.

## **2.2 Other ways of generating coverage**

The Communications team can be consulted for advice on other aspects of media relations including:

- Planning media campaigns
- Setting up photo opportunities
- Media briefings and media launches
- Use of embargos (where the media is given advance notice but cannot publish until a specified date)
- Negotiating exclusives
- Negotiating special features
- Improving web pages to support publicity
- Making better use of social media
- Increasing citizen engagement through GovDelivery

## 3 Reputational issues

### 3.1 Imbalanced or inaccurate media coverage

When media coverage of a particular issue is unduly negative and imbalanced, services can liaise with the Communications & Engagement Manager about how best to try to redress the balance. Action taken in response may involve:

- A letter to the press
- A request for a correction
- Communications & Engagement Manager, Chief Executive and/or Leader to meet and discuss with the Editor
- Generating further media coverage to move the story on in a more positive way

If we judge the following coverage to still be unfair or not based on fact, a complaint may be made to the [Independent Press Standards Organisation](#).

### 3.2 Confidential information

Leaking of confidential information, exempt agenda items and minutes to the media, is viewed seriously by the Council. The [Freedom of Information Act 2000](#) (see also 4.3 below), allows certain information to be available on request to anyone including the media, unless the Council has a justifiable reason for not releasing it. Please refer to the [Freedom of information Policy](#) on SharePoint for further information.

Occasionally, issues come to the notice of the media that involve staff or Members and aspects of their private lives or employment contracts. Our policy is not to comment upon such issues. Factual responses are permitted, for example: *'I can confirm that the employee is no longer in employment with Mid Devon District Council, but I am not able to discuss the situation in any greater detail'*.

### 3.3 Issues relating to employee relations

It is recognised that there will be occasions where the Unions wish to comment to the media in relation to issues rather than individual cases, on behalf of itself and its members.

There are mechanisms for complaining about issues or situations arising in the workplace and individual employees should refer to the procedures laid out in the appropriate policies (e.g. [grievance](#), [dignity at work/harassment](#) and [appeals procedure](#), [whistle-blowing](#)), available on SharePoint. If in doubt about how to raise concerns or which policy would be most appropriate for their needs, employees should seek advice and guidance from [Human Resources](#).

### **3.4 Protecting the Council's reputation**

While it is recognised that opposition elected Members will want to comment on particular issues such as Council policies and decisions, neither officers nor Members should bring the Council into disrepute or publicly criticise individual officers or associates.

## **4 Media enquiries**

Every media enquiry can be used as a positive opportunity to get a message across to the public. Failure to provide a response explaining 'our side of the story' is an opportunity missed to ensure the subsequent reporting is fair and balanced. Our preference is to provide a response rather than 'no comment', which can come across as aloof, uncaring or that we have something to hide. If, for some reason we cannot comment in detail, for example, in relation to case work which is ongoing, we can usually provide a general comment and an explanation as to why we cannot go into detail.

### **4.1 Points of contact for media enquiries**

#### **4.1.1 Communications**

The press and media personnel are encouraged to contact the Communications team with any requests for comments, supporting information or interviews. Communications will liaise with the relevant Group Manager or service spokesperson to coordinate a response. The enquiry is also Cc'd to the relevant:

- generic department email;
- Cabinet Member;
- Leader of the Council (if controversial), and;
- Committee Chair (if in relation to an incident or comment made at a committee meeting).

The Communications team will ensure all statements received are well written and submitted within the media's deadline. Final statements will be appropriately attributed, ensuring staff names and job titles are correct. Care is also taken to ensure that direct contact details for staff are not disclosed in any replies sent to the press.

Where a response from the relevant service is outstanding, we will respond to acknowledge receipt of the journalist's enquiry and to ask whether he/she is willing to extend the deadline for their enquiry. If no one is available, we will reply stating that the appropriate officer is currently unavailable for comment.

All contact between the press and staff internally is documented on the media reporting system CommsFlow for future reference and month end analysis.



#### **4.1.2 Officers and Members**

The media may from time to time contact officers or Members directly. If the enquiry is straightforward, requiring only a factual answer, this can be answered there and then. However, the responding officer or Member must notify the Communications team to record the enquiry onto CommsFlow.

With the immediacy of news now being published predominantly online, Officers and Members should be aware of the urgent need to respond within the deadline set by the enquiring journalist. It is within our mutual interest to respond positively and on time. The forging of good relations with the press allows us to build favours and any future coverage will likely be more favourable, or at least less critical if the story is negative. Similarly, journalists will be more willing to amend or withdraw a story if it's been reported inaccurately.

**Note:** Nothing in this policy precludes Members or political groups from speaking to or contacting the media. Members should make it clear to the media whether they are speaking:

- officially on behalf of the council – in this case communications should be kept informed, *or*;
- officially on behalf of their particular political group, *or*;
- in a personal capacity.

Media training will be offered to all Members who are likely to be called on to speak to the media regularly.

## **4.2 Media interviews and comments**

### **4.2.1 Officers**

It is up to heads of service and group managers to make arrangements for which officers in their teams can act as a spokesperson to provide comments or be interviewed by journalists.

The relevant Cabinet Members, should be consulted for advice at any time and be involved in drafting any media statements or preparing for interviews that are highly controversial or where this is a significant reputational risk to the Council.

Officers are likely to be called on to comment on these issues:

<b>Chief Executive / Leadership Team</b>	Major corporate issues (and in situations where the Leader would normally respond but is not available within the timescale)
<b>Group Managers</b>	Corporate issues within their service areas (and in situations where the Cabinet Member would normally respond but is not available within the timescale)
<b>Officers</b>	To answer questions of fact and/or technical information within their areas of expertise and in relation to projects and initiatives they are involved in, but they will not be expected to do live on-air interviews unless they have received appropriate media training

#### 4.2.2 Members

Members are likely to be called on to comment on these issues:

<b>Leader</b>	Strategic issues, key policy decisions, and other major corporate issues affecting the Council
<b>Cabinet Members</b>	Issues that come under their remit
<b>Chairmen of PDGs</b>	Issues their PDG is involved in
<b>Chairmen and Vice-Chairmen of committees</b>	Recent committee decisions
<b>Chairman and Vice-Chairman of Scrutiny</b>	Issues that Scrutiny raise and reviews that they are working on
<b>Local Ward Members</b>	Issues of particular local concern
<b>Group Leaders</b>	Issues that transcend politics, for example obituaries

### **4.3 Freedom of Information (FOI) requests**

Some media enquiries are submitted as FOI requests, in which case the Performance, Governance and Data Security team will coordinate the response. See [Freedom of Information Policy](#) in the Governance area on SharePoint.

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## 5 Social media

In addition to posting proactive stories on [Facebook](#) and [Twitter](#), social media is now also used as a customer service channel, where we can respond directly to customers' questions, comments or complaints.

### 5.1 Main corporate accounts

The Communications team maintains and administers the corporate [Facebook](#) and [Twitter](#) accounts. Where applicable, notifications in the form of questions, complaints and comments are dealt with directly by the Communications Officer. If the query is more complex, or concerns service policy, the relevant service is approached for information and guidance when forming an appropriate response.

Services should be aware there is no such thing as a 'deadline' on social media; customer expectation is for a quick response – certainly hours rather than days – and leaving a post (particularly a negative comment or complaint) unanswered for more than a few hours gives the impression we are ignoring it.

### 5.2 Other service-specific accounts

A number of services have their own specific social media accounts to include:

- Housing
- Community Safety Partnership
- Tiverton Pannier Market (Community Development)
- Electric Nights Streetfood (Community Development)
- Mid Devon Work & Play (Community Development)
- Leisure

Staff within these services respond to their own notifications, however with the use of Business Manager for Facebook, the Communications team can access and publish posts onto these pages, where urgent action is required and the relevant page editor is absent. (This does not apply to Twitter, for which there is no Business Manager equivalent). Any service wishing to set up a new social media account should discuss this with the Communications & Engagement Manager.

### 5.3 Dealing with detractors

When dealing with detractors, ALL page editors and administrators using social media business accounts should avoid getting into an argument or inflaming a discussion. Officers will try to help in the first instance; if the user continues to post without engaging our offer of help, their posts will be ignored.

### 5.4 Deleting abusive or discriminatory comments

As a general principle we do not attempt to moderate posts on social media, as to do so could also open us up to accusations of 'censorship'. However, we will remove any posts from our social media accounts that are abusive (for example, use of language or personal attacks on a particular named officer or Member) or discriminatory (for example, racist or homophobic) and we will also give the reason for deleting a post.

### 5.5 Social media guidelines

The following guidelines set out the responsibilities, standards of behaviour and provide guidance to employees and Members using social media in a professional capacity, and things to consider when using social media for personal purposes.

All employees and Members should be aware of and adhere to the following policies, whichever is applicable:

- [Dignity at Work](#)
- [Single Equality Scheme](#)
- [Member Code of Conduct](#)
- [Officer Code of Conduct](#)
- [Safeguarding Children and Adults at Risk policy and procedures](#)

#### 5.5.1 Do

- **be responsible and respectful** at all times by adhering to the existing policies listed above
- **trust yourself** to use social media – the Council already trusts you to send an email on behalf of the organisation and the same applies for social media
- check your **privacy** settings – understand who can see the information you publish and your personal information
- **chat** informally with other users – use language and tone of voice that's consistent with your target audience

- **credit** other people's work, ideas and links
- **respond** to all comments and private messages as quickly and honestly as possible. Be personal in your response – show empathy and a desire to find a resolution to problems where appropriate
- Drive the conversation **offline if it's sensitive** in nature or likely to escalate – ask the individual to message you privately with more details and include your name so the customer knows who he or she is talking to
- **listen** in on other pages to what's being said about the Council, its services and the local area, then join in on discussions, and;
- **share** helpful content and links signposting people to the appropriate service or authority to inform & grow your audience. If you're in any doubt about sharing any particular content, the best rule-of-thumb to follow is don't share it!
- **Seek [legal advice](#)**, it's there to help you
- **add value** by creating content that educates and spreads awareness about Council services. Include positive stories encountered whilst on the 'day job' and news-bites with perspective to show the human side to public services
- Align your posts with the **Council's purpose and values** as summarised in the [Corporate Plan 2016-20](#) and [Communications & Reputation Guidelines](#) (needs to be reviewed but still relevant)
- **seek permission** to publish any information, report or conversation that is not already in the public domain. Do not cite or reference customers, partners or suppliers without their approval
- **respect copyright** when linking to images or other online material – obtain owner permission and provide appropriate attribution when using images that aren't your own, and make sure you purchase the correct license for any stock images used
- respect the pre-election period known as '**Purdah**' (see [local.gov.uk/our-support/purdah](http://local.gov.uk/our-support/purdah))
- **ask** your followers questions to glean valuable insights (but ensure there's a clear and resourced return path for respondents to leave their feedback and make sure you share the results with them)
- **monitor and evaluate** the success of your activity.

### 5.5.2 Don't

- post content which will **embarrass** the Council or yourself
- **reduce your credibility** by posting your every personal thought – especially if you're complaining
- **moderate posts** unless they are abusive – blocking someone or deleting their posts without just cause will incur accusations of “censorship”
- use council **jargon** or corporate speak
- **ignore comments** and private messages
- say anything you **cannot substantiate** – if you don't know the answer, let the individual know you're looking into the matter

- **argue** with customers or inflame a discussion
- refer customers to **another channel** such as email or telephone – if they've contacted you via Twitter, you should respond in kind. The exception would be sensitive topics such as comments in relation to Planning applications, etc.
- Follow or share **political opinions** or groups which could otherwise compromise the Council's impartial service to the government
- **broadcast** or talk at people. Users who post information which is mostly information-sharing have twice as many followers than those who post mostly relating to themselves
- **cover up** mistakes, be honest and you'll get more respect for it in the long run
- disclose **personal information** – to do so would be in contravention of the [Information Security Incident Policy](#) and the social media platform's rules
- **assume** that social media will look after itself – you will need to invest time, enthusiasm and energy to make it work. And don't leave your accounts unattended for long spells
- **share your passwords** with anyone other than the Communications team.

## 5.6 Training

One-to-one staff or Member training to use Facebook and Twitter can be provided by the Communications team on request. Such requests should be emailed to [communications@middevon.gov.uk](mailto:communications@middevon.gov.uk). A new [Social Media Guide for Members and Staff](#) is also being written. In addition, an in-depth user guide written in-house specifically for Twitter is available to staff who have received the afore-mentioned training, see [Service User Guide for Twitter](#).

## 6 Other issues and special circumstances

### 6.1 Emergencies and out-of-hours contact

In the event of an emergency situation affecting multiple agencies, a Media Cell will be setup by the lead agency to manage communications and the press. For more information, please refer to the [Devon Emergency Planning Service \(DEPS\) Incident Response & Recovery Plan](#) on SharePoint.

In the event of the media contacting the Council outside normal office working hours and if deemed an emergency, contact details for the Communications & Engagement Manager and Communications, Web & Digital Systems Administrator are listed in [Part 5 of the DEPS Incident Response and Recovery Plan](#). The Communications & Engagement Manager will decide if and what response is required. If a response is required, she will contact the relevant officer (Chief Executive or head of service) and/or lead Member.

### 6.2 Court cases

The Council will occasionally launch prosecutions and will want to use successful outcomes of court cases to deliver a message to the public. The best way of doing this is by issuing a press release, or prior notification to the media of an impending court case. The relevant Group Manager should be consulted.

### 6.3 Photography and child protection

As outlined in our [Safeguarding Children and Adults at Risk Policy and Procedures](#), Officers, Members and volunteers should be vigilant at all times. Any person using cameras or videos within Council premises and at events or activities which involve children and young people, should be approached and asked to complete a [Photography Consent Form](#) (see **SharePoint >> Communications >> External Communications**).

#### **Guidance for commissioning professional photographers or inviting the press to cover council services, events and activities**

- Ensure that you make your expectations clear in relation to child protection



- Check credentials of any photographers and organisations used
- Ensure identification is worn at all times, if they do not have their own – provide it
- Do not allow unsupervised access to children or young people or one-to-one photographic sessions
- Parents must be informed when photographs of their child or young person may be taken at activities or events, and parental consent forms need to be signed agreeing to this
- It is recommended that the names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent

## **6.4 Data protection**

The [Data Protection Act 2018 \(DPA\)](#) determines the way in which we obtain, hold, use, release and dispose of personal information. Data which is protected should not be released to the media. For guidance, see [Data Protection Policy](#) or contact the Group Manager for Performance, Governance and Data Security.

## **6.5 Elections**

During elections, all publicity referring to a political party or anyone standing for election will – except as in the following paragraph – be suspended between the publication of a notice of election and polling day.

Members will not be quoted in press releases during this period unless it is a Member holding a key political or civic position commenting on an emergency or an important event outside the Council's control and where there is a genuine need for a response by a Member. For further information concerning the publicity restrictions observed by Local Authorities during the pre-election period known as 'purdah', please refer to [local.gov.uk/our-support/purdah](http://local.gov.uk/our-support/purdah).

## **6.6 Filming, recording and use of social media at council meetings**

All media, including radio and TV journalists, and members of the public may attend Council, Cabinet, PDG and committee meetings (apart from items

where the public is excluded). They may record, film or use social media before, during or after the meeting, so long as this does not distract from or interfere unduly with the smooth running of the meeting. Anyone proposing to film during the meeting is requested to make this known to the Chairman in advance. The Council also makes audio recordings of meetings.

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## **7 Media monitoring and evaluation**

### **7.1 Monitoring**

#### **7.1.1 Newspaper mentions**

The Communications team receives the following newspapers

- Tiverton Gazette
- Crediton Country Courier

Any articles referencing the Council, its staff or Members are summarised and sent to the Leadership Team, relevant Group Managers and Members for information. All papers are kept for 6 weeks in the Comms area at Phoenix House where they can be seen by Officers and Members.

#### **7.1.2 Online mentions**

The Communications Officer monitors the following news websites on a daily basis:

- [DevonLive](#)
- [Crediton Courier](#)
- [BBC News South West](#)

Links to any articles referencing the Council, its staff or Members are sent to the relevant Officers or Members for information.

For any printed or online reporting which is found to be baseless, either the Communications and Engagement Manager or relevant Group/Service Manager can decide whether any follow-up action is required in response (see also 3.1 above). Any coverage generated – whether from a press release or by responding to a media enquiry – is collated and reported monthly to the Leadership Team for evaluation.

### **7.2 Press cuttings**

Because it is prohibitively expensive, we do not have the necessary NLA Media Access licence to permit us to photocopy or electronically scan press cuttings. Officers and Members should therefore not make or store any copies of press cuttings for any purpose, as to do so would be breaking

copyright law. The originals of articles may however be cut out from newspapers and kept.

### **7.3 Social media monitoring**

The social media channels for the following groups are monitored daily:

- Reporters/journalists (both local and national)
- Media organisations (both local and national)
- Community news and forums

References to the Council or Members are flagged and reported as above.

### **7.4 Web Alerts**

Monitoring of the web is undertaken automatically. The Communications, Web & Digital Systems Administrator has setup a Google Alerts account to detect changes in content for predefined search terms. Terms have been entered for the Council, its premises, ongoing plans/developments, and names of key staff, Members and vexatious complainers. Additional search terms are added as and when appropriate, or the need arises.

Any detections are automatically emailed to [communications@middevon.gov.uk](mailto:communications@middevon.gov.uk), then forwarded to the relevant staff and/or Members, as above.

## **Appendix two: Suggested stakeholder map**

This document is meant as a guide to community engagement channels. It is a constantly evolving document and is not an exhaustive list.

# Mid Devon

## **Facebook Group:**

- Active Devon – Mid Devon
- Allies Mid Devon
- Mid Devon Children's Centres – Culm Valley, Tiverton, Crediton
- Mid Devon Work and Play
- Mid Devon Freegle

## **Community & Business Groups:**

- Grand Western Canal Country Park
- South West Rotary Youth Games
- TCR Radio Mid Devon
- Mid Devon Show
- Community Action Groups (CAG Devon)
- Mid Devon Leisure

## **Partner Organisations:**

- MP Mel Stride
- MP Neil Parish
- Devon County Council
- Devon Early Years & Childcare Service
- Devon & Cornwall Police
- Devon and Somerset Fire and Rescue
- Devon Strategic Partnership
- East & Mid Devon Community Safety Partnership
- Citizens Advice Bureau
- UNISON
- VOYC Devon
- Involve – Voluntary Action in Mid Devon
- Action for Children
- Devon Voluntary Action (DeVA)
- Mid Devon Gazette
- Devon Live
- Recycle Devon

## **Charities:**

- Age UK Mid Devon
- Campaign to Protect Rural England
- Churches Housing Action Team (CHAT)
- Devon Communities Together
- Devon Community Foundation
- Devon in Sight
- Samaritans of Exeter, Mid & East Devon
- Intercom Trust
- Marie Curie Cancer Care
- Devon Young Carers
- Devon People First
- UNITE - Carers in Mid Devon
- Living Options Devon
- Tiverton & District CTA
- Crediton & District Community Transport

# Crediton

## **Facebook Group:**

- Crediton Mums
- What's on Crediton
- Crediton Community
- Crediton Journey to Zero Waste
- Sustainable Crediton

## **Partner Organisations:**

- Crediton Town Council
- Crediton Police (Devon & Cornwall Police)
- Crediton Library
- QE Academy Trust
- Age Concern Crediton
- Crediton Congregational Church
- Crediton Fire Station (Devon & Somerset Fire and Rescue)
- Crediton Courier Newspaper

## **Community & Business Groups:**

- Crediton Chamber of Commerce
- Crediton Farmers Market
- Crediton Food Festival
- Crediton Museum

# Cullompton

## **Facebook Group:**

- Positive Cullompton
- Cullompton Nose
- Cullompton Allotment Association
- Cullompton Family Centre
- Cullompton Youth Voice
- What's on Cullompton
- Culm Garden Village

## **Partner Organisation:**

- Cullompton Town Council
- Cullompton Community College
- Cullompton Police (Devon and Cornwall Police)
- Cullompton Fire Station (Devon and Somerset Fire and Rescue)
- College Surgery

## **Community & Business Groups:**

- Cullompton Town Market
- Cullompton Community Association (CCA)



# Tiverton

## **Facebook Group:**

- What's on Tiverton
- Active Families Tiverton
- Active Parents Tiverton
- Tiverton Zero Waste
- Tiverton BMX Club
- Tiverton Adventure Playground
- Tiverton Gateway Club
- Tiverton Pride
- Tiverton Zero Waste

## **Partner Organisations:**

- Tiverton Police (Devon and Cornwall Police)
- Tiverton Fire Station (Devon and Somerset Fire and Rescue)
- Tiverton Library
- Tiverton Town Council
- Tiverton High School
- Petroc Mid Devon
- Blundell's School
- Tiverton Market Centre – Youth Drop In
- Tiverton Youth Centre – DYS Space

## **Community & Business Groups:**

- Tiverton Pannier Market / Electric Nights
- Tiverton Canal Co.
- The Tiverton Museum of Mid Devon Life
- Tiverton Portas Company / Tiverton Trade Association
- Abbeyfield Tiverton Society Ltd
- Old Heathcoat School Community Centre
- Soroptimist International of Tiverton & District
- Sunningmead Community Centre
- Tiverton District Scouts

# Surrounding Areas

## **Facebook Group:**

- The Silverton Community
- Bampton Beam
- Cheriton Matters
- Bampton Charter Fair
- Bickleigh Pre-School
- Blackdown Support Group
- Bow & District Historical Society
- Chawleigh Post Office/Shop Fundraising committee
- Cheriton Fitzpaine Welcome Club
- Coldharbour Mill Trust
- Cruwys Morchard Parish Hall
- Sampford Peverell & District Garden Club
- Sandford Heritage Group

## **Partner Organisations:**

- Town & Parish Councils
- Schools & Colleges
- Libraries

## **Community & Business Groups:**

- Town Markets

## COMMUNITY POLICY & DEVELOPMENT COMMITTEE

20 NOVEMBER 2018

### COMMUNITY SAFETY PARTNERSHIP PRIORITIES REPORT 2018- 2021

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

**Reason for Report:** To ensure that the PDG has oversight of the Community Safety Partnership (CSP) priorities and the planned activities of the partnership for the coming year. To acknowledge the revised change in structure to the CSP.

**RECOMMENDATION:** To note the priorities of the Community Safety Partnership (CSP) and planned activities within the partnerships priorities and action plan for 2018-21 and the proposed new structure of the CSP.

**Relationship to Corporate Plan:** The priorities of the CSP and the activities undertaken as part of the action plan compliment the ambitions of the Corporate Plan. In particular this activity contributes to Priority 3 Community. The CSP works directly with local partners and the wider community to ensure the district is a safe place to live, work and visit.

**Financial Implications:** There are no direct financial implications as a result of this report aside from highlighting potential ad-hoc costs arising from Domestic Homicide Review responsibilities as set out below. Funding for the Partnership is provided by external grant and the details of this are outlined in Section 3.0 of the report.

The CSP are legally responsible for the delivery of Domestic Homicide Reviews (DHR) under the Domestic Violence, Crime and Victims Act 2004. Until recently this activity was absorbed at county level without any direct financial contribution by local CSPs. The reviews will continue to be coordinated and delivered on a county basis through the Safer Devon Partnership, however all CSPs have now agreed to contribute £2,000 of their grant in 2018-19 towards the cost of undertaking these reviews. Further details of this are also provided in Section 3.0 of the report.

**Legal Implications:** The Crime and Disorder Act 1998 makes it a statutory requirement for the police and local authorities to engage with partners to form a CSP for the purposes of reducing crime and disorder. The Act places a legal responsibility on the partnership to consult with the community on the priorities it has set and to inform them of progress against the action plan. The Act also requires the partnership to carry out a Strategic Assessment of the area which is used to inform the partnership priorities and is now responsible for conducting Domestic Homicide Reviews.

**Risk Assessment:** There is a risk to the Council if it does not engage with the CSP in respect of failing to meet statutory duties.

**Equality Impact Assessment:** The 2018-21 Plan has had an equality impact assessment (EIA).

## **1.0 Introduction**

- 1.1 The East & Mid Devon Community Safety Partnership (CSP) has been formed in order to meet our statutory duties under the Crime and Disorder Act 1998 and is a multi-agency group working together to reduce crime and disorder.
- 1.2 The formal operating structure of the CSP has been under review, with a proposed new structure agreed at a CSP meeting held on 11 October 2018. The revised structure has a smaller, strategic CSP Board that directly oversees the delivery of the CSP Action Plan, acting as a 'check and balance' mechanism, with a wider Operational Delivery Group that will deliver the day to day activities within the plan. The wider group will also contribute to the annual review of the priorities and action planning year on year.
- 1.3 The CSP will still be scrutinised through each Councils respective Scrutiny Committee via an annual report. The Police and Justice Act 2006 requires the local authority to put in place a method of scrutinising the manner in which the CSP functions. Every local authority must have in place a committee with the power to review and scrutinise the actions of the CSP and its functionality.
- 1.4 The principal purpose of this report is for the Community Policy and Development Group to look at the planned activities for the CSP going forward.

## **2.0 Priority Areas**

- 2.1 The partnership has considered the latest Devon Strategic Assessment and a consultation workshop was held on 26 July 2018 as a priority setting exercise considering current activities and opportunities under three broad headings:
  - Exploitation and Vulnerability (typically hidden crime)
  - Anti-social Behaviour (more overt crime and disorder)
  - Community Resilience (forward looking/building prevention)
- 2.2 The focus has been on deriving activities and outputs which are; evidence based, focussed on prevention, informed by information sharing between partners and ultimately where the CSP (and therefore its partners) can add clear value.
- 2.3 The Strategic Assessment provided for all Devon Districts and overseen by the Safer Devon Partnership indicated seven areas of high level threat across the county. These are:
  - Dangerous Drug Networks – County Lines
  - Child Sexual Exploitation
  - Domestic Abuse (including Sexual Violence)
  - Problem Drinkers
  - Problem Drug Use
  - Modern Day Slavery
  - Terrorism, Radicalisation and Extremism

Moderate level threat included:

- Anti-social Behaviour (ASB) & Criminal Damage
- Fraud & Cyber Dependent Crime
- Hate Crime

2.4 Whilst ASB overall was considered as a moderate threat in Devon, within the East & Mid Devon communities, feedback is that it is a high priority for residents that can lead to the fear of crime if not addressed in a timely manner. Both criminal damage and public order offences have risen by up to 29%, equal to 1,835 offences in the year 2016/17. Generic incidents have remained fairly static at 3,444. Data given here are across both East & Mid Devon Districts combined.

### 3.0 **Partnership Funding and Domestic Homicide Reviews (DHR)**

3.1 The annual grant from the Office of the Police & Crime Commissioner (OPCC) for 2018-19 remains unchanged from 2017-18, at £12,500.

3.2 A £2,000 contribution towards the costs associated with Domestic Homicide Reviews (DHR) has been 'top sliced' resulting in Mid Devon receiving a grant of £10,500 for this financial year.

3.3 A DHR is a multi-agency review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by a person to whom they were related or with whom they were, or had been, in an intimate personal relationship, or a member of the same household as themselves.

3.4 Whilst DHR will continue to be co-ordinated at a county level through the Safer Devon Partnership and supported by the 'top sliced' funding, it's likely that CSP partners including Mid Devon will be required to host and provide additional practical support to any DHRs required in our area. Nonetheless, such reviews are characterised by a lack of predictability/relative infrequency and any additional financial costs are likely to be low. Consequently, it has been agreed that any expenditure which cannot be met from the 'top sliced' funding will be supported by general reserves rather than setting funds aside in the base budget which may not be required.

3.5 In addition to the OPCC grant as set out above, MDDC provide an annual grant of £4,750 to support CSP activities in the district and those funds are used to help deliver the variety of projects.

3.6 A new spending plan for 2018-19 will be agreed by the CSP as part of the review of the CSP and the updated CSP plan as discussed above.

### 4.0 **Action Plan 2018-21 - Year One**

4.1 Annex 1 provides the details of the projects and work planned for this financial year and the resulting likely outputs and actual outcomes. This is a working document and additional project work will continue to be added and completed during the first and subsequent years of the Plan.

4.2 These outputs and outcomes highlight the added value of the CSP activities in addressing the key crime and disorder priorities locally.

**Contact for more Information:** Julia Ryder, Community Safety & Emergency Planning Officer, Tel: 01884 234996 or [jryder@middevon.gov.uk](mailto:jryder@middevon.gov.uk) or Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel. 01884 244615 or [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

**Circulation of the Report:**

Cabinet leads for Public Health and Community Well-being – Cllr Margaret Squires and Cllr Colin Slade  
Leadership Team  
Members of Scrutiny Committee  
Financial Services  
Legal  
Audit

**List of Background Papers:**

Community Safety Plan for 2015-18  
<https://www.middevon.gov.uk/media/114390/csp-plan-2015-18-for-website.pdf>.

## East & Mid Devon Community Safety Partnership Priorities & Action Plan for 2018-21




Budget allocations are subject to change and agreement via the CSP Management Group and identification of suitable project work from partner agencies throughout the year.

### Priority 1 –Vulnerability & Exploitation of residents

Link to Strategic Assessment – High level threats.

County Lines & Dangerous Drugs Networks; CSE; Domestic & Sexual Abuse; Problem Drinkers; Problem Drug Use, Modern Slavery & Trafficking; Terrorism, Radicalisation & Extremism – Prevent.



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Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
To <b>protect</b> people with vulnerable characteristics from exploitation and abuse by raising awareness amongst practitioners and the community when appropriate	Raise awareness of taxi drivers of certain types of vulnerable persons by providing Bite size' training sessions for taxi drivers re CSE, modern day slavery etc.	Taxi Drivers are better informed of the issues, what to look out for and how to report a situation of concern.	Number of taxi drivers attending the sessions.  Training has been made mandatory as part of licence conditions from 2019.	Mid Devon and East Devon CSOs & Licensing Teams	01/07/18	31/03/19	£300 (OPCC and £300 from EDDC)  MID £350 OPCC est		
	Raise Awareness of County Lines amongst practitioners & professionals by circulating information from the County lines Strategy Group & the intel submission form.	Increased awareness amongst professionals and raised intel submissions.	Number of times that information is circulated to professionals  Types of awareness raising used  Increase in number of intel submissions to police.	Mid Devon and East Devon CSOs	01/04/18	31/03/19	No direct cost		JR to liaise with Police NH Sgts to progress this further in Mid Devon.  15/10/18 Tiverton Town Centre Task & Finish Group to tackle actual and perceived drug activities in town centre. JR to coordinate.
	Develop and launch a vulnerability response model for all partner agencies in order to support those at greatest risk from County Lines.	The needs of people vulnerable to forms of exploitation are considered before police or other agencies take enforcement action.	Model developed and used by all CSP agencies	Police	01/04/18	31/3/19	£0 direct development costs		JR & Insp Bradford developed this but 'stalled'. Insp Groves was to progress. Raised at CSP 11/10/18 and to re-send to Ruth Bailey & Matt Lawler for assessment & authorisation to distribute. JR sent to above 11/10/18   Vulnerability Response model CL v
	Raise awareness of on-line exploitation & grooming by circulating information about social media trends to practitioners and members of the public .	Communications strategy in place  Practitioners and public better informed	Social Media App issues monthly Newsletter circulated to practitioners via CSP networks.	Mid Devon and East Devon CSOs	01/04/18	31/3/19	£0 direct costs		
	Bitesize training sessions for Practitioners to	Practitioners are more aware of local issues and	No. of workshops held No. of practitioners who	Mid Devon and East Devon CSOs			£800 est from each district		JR contacted Ken Lamont who suggested DI Adrian Hawkins may be the best point of contact. No response

## Priority 1 –Vulnerability & Exploitation of residents

### Link to Strategic Assessment – High level threats.

County Lines & Dangerous Drugs Networks; CSE; Domestic & Sexual Abuse; Problem Drinkers; Problem Drug Use, Modern Slavery & Trafficking; Terrorism, Radicalisation & Extremism – Prevent.

Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
	inform and upskill on topics linked to the CSP priorities including County Lines, CSE, DVSA, and Modern Slavery.	make informed decisions and actions as a result.	attend				For room hire and speaker costs		so chased 16/10/18.  Ruth also contact Zac at Childrens Soc about possible CSE Workshops but would need to be commissioned in and we need to identify a target group.  Can link all new trained staff and raise awareness of the Exploitation webpages when they are launched.
	Provide Internet Safety Awareness session at Littleham (Exmouth) Primary School.	To better Inform the students and parents and carers.	1.No of students at the Sessions 2. No of parents/carers at Sessions	East Devon CSO	01/04/18	30/06/18	£123.75	Parents, staff and pupils received direct and relevant input they would not have had without this funded project.	Yrs 3 & 4 ages 7-9 = 48 pupils Yrs 5 & 6 ages 9-11 = 49 pupils Adults 5 parents 3 staff. Total 97 children & 8 adults plus 7 more adults who were in with the hall with the children.
	Raise awareness of drug issues with children in local schools through the Theatre for example Solomon Theatre group presentation of Gemma's Wardrobe .	Children are more aware of the dangers of drug use and links to county lines networks.	Number of performances  Number of children who had raised awareness.	Mid Devon CSO	01/05/18	30/06/19	£2010 OPPC	Both Mid Devon Schools – Cullompton CC and Tiverton HS were able to use this performance as part of a wider school initiative around Personal Safety and support pupils during and post event.	Chased THS for feedback.  Cullompton Community College – 130 Yr 9 pupils attended. The performance was part of a whole package of input from school based around Personal Safety Day in June. School nurse had a notable increase in self referrals for support.  Cullompton ComColl Feedback.docx  THS Feedback.docx
	Promote Hate Crime Awareness Week 13-20 Oct 2018.	Raised awareness of MDDC staff and members and visitors to Phoenix House by use of displays, internal news items and social media.		Mid Devon CSO	08/10/18	22/10/18	£0 direct costs	Staff and members more aware to take knowledge into communities. Displays in public area at Phoenix House and newsletters.	
	Promote SDP funded Web-Resource explicitly developed around exploitation and aimed at practitioners.	Practitioners and staff have a 'go to' point of reference regarding all forms of exploitation, with references and referral information.							
To support and promote the Counter Terrorism <b>PREVENT</b> agenda	Engage with Devon and Torbay PREVENT Partnership and participate in identified local activities.	Universal approach to the PREVENT work across East & Mid Devon that dovetails into wider county work.	Noted attendance at meetings and local activities generated.	PREVENT lead officers.	11/10/18		£0 direct costs		
	Take account of new PREVENT duty Toolkit @ Sept 18.	Each LA is compliant with latest guidelines.	Self-assessment completed and noted.				£0 direct costs		



**Priority 1 –Vulnerability & Exploitation of residents****Link to Strategic Assessment – High level threats.**

County Lines &amp; Dangerous Drugs Networks; CSE; Domestic &amp; Sexual Abuse; Problem Drinkers; Problem Drug Use, Modern Slavery &amp; Trafficking; Terrorism, Radicalisation &amp; Extremism – Prevent.

Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
	Review of current arrangements for engaging with elected members in leadership roles, including: - Ensuring a CTLP briefing is provided for Elected Members - Ensuring that designated Elected Members are proactively involved in PREVENT Policy-setting, delivery and communications.	Members are more informed and aware of local vulnerabilities.	Briefing sessions held and appropriate communications shared.				£0 direct costs		
	Venue Hire and IT Policies Review expectations of compliance and good practice activity in relation to own organisation (p. 23 of Toolkit).	The LAs will have compliance with national expectations.	Policies in place.				£0 direct costs		

**Priority 2 – Reduce the Impact of Anti-Social Behaviour (ASB)****Link to Strategic Assessment – Moderate level threat.**

Emerging Threat - Youth Gangs

Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
Reduce the impact of antisocial behaviour on local communities	Resolve neighbour disputes by funding the Devon Mediation Service to allow 'free referrals' from Police and local ASB Officers.	Neighbour disputes are successfully resolved informally	Reduction in the number of neighbour disputes that escalate to formal involvement  No of referrals to the Devon mediation service  Number of cases successfully resolved informally	Mid Devon and East Devon CSOs	01/04/18	31/03/19	EAST £500 OPCC  MID £500 OPCC		To add updates from DMS when available. Police are the biggest referrer to DMS in the area.
	Review existing delivery mechanisms for a coordinated response to ASB from partner	The CSP has a clear model to support vulnerable young people and adults in order to prevent the escalation of	Draft options report produced for decision by the CSP	Mid Devon and East Devon CSOs					At CSP Mtg 11/10/18 agreed to working group. Inc Ruth Bailey & Ian Flett due to risks of exploitation.

## Priority 2 – Reduce the Impact of Anti-Social Behaviour (ASB)

Link to Strategic Assessment – Moderate level threat.

Emerging Threat - Youth Gangs

Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
	agencies.	ASB that can be used across the area							
	Working with local partners to reduce anti-social behaviour caused by young people in key locations over the summer holidays.	Reduction of asb in Cranbrook  Reduction of ASB in Connaught Gardens, Sidmouth	No of sessions held. Number of Individuals engaged	East Devon Community Safety Officer	16/07/18  17/08/18	03/09/18  31/08/18	£546 (OPCC)  £360 (OPCC)	In both areas the reports to the Police of anti-social behaviour has decreased.	At Cranbrook a total of 93 contacts were made with young people over a 5 week summer holiday period by Youth Genesis. These were in different areas of the town. Funding has been obtained by Youth Genesis to keep this outreach work going for another 12 months.  At Sidmouth the outreach took place on 2 Friday evenings and 1 Saturday evening in August. A total of 35 contacts were made with young people. (East Devon District Council also funded private security in the locations).
	Support young people to attend an adventure programme to prevent their involvement in ASB.	Young people that attend the programme no longer get involved in ASB type activity	Number of young people that attend the programme  Number and type of activities	East Devon Community Safety Officer and EDDCs Youth Development Officers	01/09/18	31/12/18	Total £500  (£250 OPCC & £250 EDDC)		
	Support SPACE to provide positive activities to engage those at most risk of ASB involvement over the summer holidays.	Reduced reports of ASB activities in the Tiverton Town and surrounding areas.	No of individuals engaged	CSO	20/06/18	01/09/18	£650 OPCC		
	Raise awareness of ASB with practitioners through supporting the YIT Speech & Language conference.	Devon Practitioners trained to understand links to poor communication skills and ASB	No of practitioners who attend	CSO	?	?	£0 direct cost? £? Refreshment Costs?		JR chased Jan at YIT on 16/10/18
	Investigate the possibility of creating a local CCTV hub to better cover Tiverton Town Centre and possibly incorporate other MD town systems.								

### Priority 3 – Community Resilience

#### Link to Strategic Assessment

**High level threats** - County Lines & Dangerous Drugs Networks; CSE; Domestic & Sexual Abuse; Problem Drinkers; Problem Drug Use, Modern Slavery & Trafficking; Terrorism, Radicalisation & Extremism – Prevent.

**Moderate level threats** – Fraud & Cyber Crime; Hate Crime

**Lower level threats** – Acquisitive Crime; Reducing Reoffending; Suicide Prevention

Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
To assist local communities in accessing services and develop resilience	Hold a CSP Annual Conference for public and professional engagement	To better inform members of the public and staff from a number of different agencies of the issues relating to Adverse Childhood Experiences to encompass Child Sexual Exploitation, Modern Slavery and County Lines	Number of attendees	Community Safety Officer	11/04/18	11/04/18	Contribution to refreshments and venue hire £206 (OPCC)	The CSP met our obligation to consult with the community and this event included practitioners and members of the public.	On 11/4/18 over 100 people including members of the public, representatives from a number of different agencies and elected members attended
	Increase knowledge of healthy relationships amongst secondary school students. SPLITZ to deliver workshops for students and teachers	Better informed students and teachers trained to deliver this information directly.	Number of sessions held in each school  Number of persons attending sessions	Community Safety Officer	01/09/18	31/03/19	EAST £2500 (OPCC)  MID £2500 split funded (£1250 OPCC & £1250 MDDC Grant)		CSOs to obtain update from Splitz on schools covered.
	Provide an event for young people at Ottery St Mary Skatepark	Improve community cohesion	Number of young people attending the event.  Type of Activities Provided	Community Safety Officer	15/09/18	15/09/18	£150 (OPCC)		
	Organise a local team of young people to attend the Devon Youth Games	Improve community cohesion and giving young people from challenging backgrounds the opportunity to compete.	Number of Young people in attendance	EDDC Youth Development Officers			£200 (EDDC)		
	Prevent/reduce thefts of purses from handbags by distributing lanyards that attach to the purse and the handbag to elderly people free of charge.	Raise awareness of theft from handbags and reduce the thefts of purses in towns	Number of lanyards & posters distributed to charity shops  Reduction in thefts of purses	Community Safety Officer	30/06/18	01/09/18	£390 (EDDC)		
	Increase resilience and self-esteem for children living with DVSA by running a 4 week course in Primary schools where staff have	The children will be able safely challenge their own perceptions of boundaries and explore feelings and behaviours.	Ten self-esteem sessions run at primary schools in Mid Devon.  Ten school staff to be trained to deliver these sessions in the future.	Splitz	01/04/18	31/03/19	£2500 split funded (£1250 OPCC & £1250 MDDC Grant)		CSOs to obtain update from Splitz on schools covered.

<b>Priority 3 – Community Resilience</b> <b>Link to Strategic Assessment</b> <b>High level threats</b> - County Lines & Dangerous Drugs Networks; CSE; Domestic & Sexual Abuse; Problem Drinkers; Problem Drug Use, Modern Slavery & Trafficking; Terrorism, Radicalisation & Extremism – Prevent. <b>Moderate level threats</b> – Fraud & Cyber Crime; Hate Crime <b>Lower level threats</b> – Acquisitive Crime; Reducing Reoffending; Suicide Prevention									
Objective	Activity	Outcome	Measure of success	Responsibility	Start date	End Date	Project Costs	Added Value	CSOs Update
	been able to identify that there may be DVA within the family								
	Improve awareness with Event Planners of drugs issues through the Circulation of information relevant to event via the Safety Advisory Group.	For event planners to have raised awareness of of any drug taking at events so that this is reduced locally	No of Event Planners Informed and how.	SAG Chair/CSO	01/04/18	31/03/19	No direct cost	Event planners have information on current drugs being sold with images of what to look out for.	
	YSmart Training for Schools.	Improved knowledge of teaching and support staff in schools regarding current drug trends and support available to young people.	No attending the event from East & Mid Devon area	CSOs	8/10/18	01/01/18		Fund places at £65 per place for staff and practitioners in our area.	CSOs to publicise locally. JR raised with schools in Mid and via PCSOs.

## Equality Impact Assessment

<b>Title of review</b>	East & Mid Devon Priorities & Action Plan 2018-21
<b>Service</b>	Public Health and Regulatory Services
<b>Date of review</b>	10/10/2018
<b>Date of next review</b>	31/03/2019
<b>Lead officer, Job Title and Service</b>	Julia Ryder, Specialist Lead Community Safety & Emergency Planning, Public Health and Regulatory Services
<b>Review team</b>	Julia Ryder & Tanya Wenham, Community Team
<b>Scope of the analysis</b>	The purpose of this review is to consider the equality implications of the Community Safety Partnerships (CSP) Priorities & Action Plan 2018-21.
<b>Beneficiaries</b>	The residents of, and those that visit and work in, Mid Devon. All protected characteristics are represented within the beneficiaries.
<b>Stakeholders</b>	<p>Stakeholders include:</p> <ul style="list-style-type: none"> <li>• Residents;</li> <li>• CSP Partner Agencies;</li> <li>• Council Members;</li> <li>• Council staff;</li> <li>• Community and voluntary organisations.</li> </ul>
<b>Relevant data and research</b>	N/A
<b>Access complaints</b>	None recorded
<b>Consultation</b>	A Partnership Workshop was held on Thursday 26 July 2018 to identify local priorities and agree actions and activities in order to help address crime and disorder issues across East & Mid Devon.
<b>Results of consultation</b>	The CSP Priorities & Action Plan 2018-21
<p><b>Relevance to the duty</b> - Do your proposals contribute towards or impact on any of the aims of the duty?</p> <p>There is impact as some of the activities are directed at vulnerable groups within our communities in order to offer support and build resilience.</p>	

**1. Eliminate unlawful discrimination** – harassment, victimisation and any other conduct prohibited by the Act;

Some of the activities within the plan specifically target members of the community, such as young people and those in relationships, partnerships or marriages that are subject to, or engaged in crimes due to their vulnerabilities or behaviour. Activities are designed to enable practitioners supporting families and individuals to provide guidance, advice and support and help prevent reoccurrence of problems associated with those vulnerable groups.

**2. Advance equality of opportunity** – between people who share a protected characteristic and people who do not share it by;

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- meeting the needs of people with protected characteristics; and
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.

Some residents have been identified by the Devon Strategic Assessment to be more likely to be victims, or perpetrators of crime. The activities within the CSP Priorities & Action Plan 2018-21 aim to target individuals and groups where a difference can be made in reducing the chances of crime occurring or being repeated, both as perpetrator and victim.

**3. Foster good relations** – between people who share a protected characteristic and people who do not share it, by; tackling prejudice and promoting understanding between people with a protected characteristic and others.

Strategic Partners of the CSP support many areas of the community, and the CSP has priority areas to support vulnerability and exploitation at the heart of its Plan.

**Equality impacts raised or identified:**

The proposed CSP Priorities & Action Plan 2018-21 will target groups that have been identified in respect of some of the protected characteristics.

Protected Characteristic	Commentary	
Age	Impact	Yes.  Young people who are showing risky behaviour in relationships or who are engaging with activities that may lead to antisocial behaviour or criminal activities if not specifically targeted.
	Mitigation	The CSP works with specialist youth services, Youth Offending Teams and schools to ensure appropriate processes are in place to support

		individuals and groups within the protected characteristics.
<b>Gender</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against gender.
	<b>Mitigation</b>	Not required as no impact has been identified, negative or positive.
<b>Race</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against race.
	<b>Mitigation</b>	Not required as no impact has been identified, negative or positive.
<b>Disability</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against disability
	<b>Mitigation</b>	Not required as no impact has been identified, negative or positive.
<b>Religion or belief</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against religion or belief.
	<b>Mitigation</b>	Not required as no impact has been identified, negative or positive.
<b>Gender reassignment</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against gender reassignment.
	<b>Mitigation</b>	Not required.
<b>Sexual orientation</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against sexual orientation.
	<b>Mitigation</b>	Not required.
<b>Marriage and civil partnership</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against Marriage or Civil

		Partnerships.
	<b>Mitigation</b>	Not required.
<b>Pregnancy and maternity</b>	<b>Impact</b>	No.  The CSP Priorities & Action Plan 2018-21 does not discriminate against pregnancy and maternity.
	<b>Mitigation</b>	Not required.
<b>Overall conclusions and options to be put before decision maker or to take forward to develop your service:</b>  Some of the protected characteristics are likely to be impacted by the delivery of activities within the CSP Priorities & Action Plan 2018-21. The plan is targeting specific vulnerabilities to offer support, advice and services to those impacted by crimes indicated in the Devon Strategic Assessment.		
<b>Actions arising from analysis:</b>		
<b>Action</b>	<b>Officer Responsible</b>	<b>Deadline</b>
None		

### Acceptance

Name and signature of assessing officer and date of assessment

**Name:** Simon Newcombe

**Position:** Group Manager, Public Health & Regulatory Services

**Signed:**

**Date:** 10/10/2018



## COMMUNITY POLICY DEVELOPMENT GROUP 20<sup>TH</sup> NOVEMBER 2018

### Health and Safety Policy review

**Cabinet Member(s):** Cllr Margaret Squires  
**Responsible Officer:** Michael Lowe (Health and Safety Officer)

**Reason for Report:** To advise Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee.

**RECOMMENDATION:** Members to note that the Health and Safety Policy was approved by the JNCC on 12<sup>th</sup> September 2018, and reviewed by the Health and Safety Committee and Unison.

**Relationship to Corporate Plan:** Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

**Financial Implications:** Failure to meet the Council's obligations could lead to serious financial implications. The maximum penalties for failing to discharge its duties are unlimited. In addition to this would also be the costs involved in any litigation in the Civil Courts.

**Legal Implications:** Failing to comply with Health and Safety legislation and regulations could result in the Council being issued with Improvement/Prohibition Notices and/or prosecution. The Council would also be at risk of potential civil litigation.

**Risk Assessment:** Ensuring the Council has robust health and safety policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

**Equality Impact Assessment:** The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.

The policy as a whole seeks to advance equality of opportunity for and between different protected groups.

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Dignity at Work, Harassment Policy

## **1.0 Introduction**

1.1 The Health and Safety Policy was reviewed by the Health and Safety Committee on 11<sup>th</sup> October 2018 and, following consultation with Unison, recommended to the JNCC committee for approval.

1.2 The Health and Safety Policy was approved by JNCC on 12<sup>th</sup> September 2018.

## **2.0 Future actions**

2.1 In accordance with the Health and Safety at Works Act 1974, the Safety Representatives and Safety Committee Regulations, Mid Devon District Council will continue to review the Health and Safety Policy on an annual basis, with approval by the JNCC.

**Contact for more Information:** Michael Lowe, Health and Safety Officer, [mlope@middevon.gov.uk](mailto:mlope@middevon.gov.uk)

**Circulation of the Report:** Members of Community PDG, Cllr Squires, Management Team

# Corporate Policy

## **Version Control**

*Title: Mid Devon District Council Health and Safety Policy*

*Purpose: Health and Safety*

*Owner: Stephen Walford, Chief Executive*

*Date: 12<sup>th</sup> January 2019*

*Version Number: v3.3*

*Status: Draft*

*Review Frequency: Annually*

*Next review date: January 2020*

## **Consultation**

This document obtained the following approvals:

<b>Who</b>	<b>Date</b>	<b>Version Approved</b>
Leadership Team	<b>04.09.18</b>	<b>v3.3</b>
JNCC	<b>12.09.18</b>	<b>V3.3</b>
H&S Committee	<b>11.10.18</b>	
Community PDG	<b>20.11.18</b>	
Cabinet	<b>03.01.19</b>	

## Index

1. Part 1: General commitment
2. Part 2: Organisation
3. Part 3: Arrangements
4. Part 4: Statement of general policy

### PART 1 Statement of general commitment towards health and safety at MDCC

- 1.1 Mid Devon District Council is committed to ensuring high standards of health, safety and welfare for its employees. It is also committed to ensuring that Council activities do not adversely affect the health or safety of members of the public, contractors and others with whom we interact. This policies applies to employees, contractors and agency staff
- 1.2 Policies and procedures on specific areas of health and safety can be found on SharePoint [Policies & Strategies - Home](#)
- 1.3 The Council regards compliance with statutory requirements as the minimum standard. Policies may extend beyond the legal standard if this is agreed. This general policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974 and other statutory provisions, which should lead to a progressive improvement in health and safety standards over time in accordance with the principles of good health and safety management described in HSG65 ([www.hse.gov.uk/managing/index.htm](http://www.hse.gov.uk/managing/index.htm)).
- 1.4 The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost conscious and competitive environment. The successful implementation of this policy requires the commitment and co-operation of management and all employees at all levels within the organisation. The Council delegates the responsibility for day to day operational health and safety management to the Chief Executive, Directors, Group Managers, Supervisors and Team Leaders through the normal line management structure.
- 1.5 All managers, supervisors and staff have responsibility for the health and safety of persons and facilities within their designated areas of control.
- 1.6 **All employees should take note when reading this policy that they also have their own legal obligations under the Health and Safety at Work Act 1974. Under this law there is the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Failure to do this could result in prosecution and a fine. Employees are also required to work in accordance with the provided training and instructions and to report situations that could be considered unsafe and shortcomings in health and safety procedures to their line manager or Corporate Health and Safety Officer.**
- 1.7 The Chief Executive and Directors will be supported in their efforts by provision of competent health and safety advice from the Corporate Health and Safety Officer. Effective communication will be maintained with staff and union safety representatives e.g. through the weekly staff newsletter (The Link) and the H&S Committee. The Council will maintain and improve competence in health and safety through staff training and development.

- 1.8 This policy does not form part of any employee's contract of employment and MDDC may amend it at any time. This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as may be necessary. The policy has been agreed following consultation with the trade union.

## **PART 2: Organisation**

### **General**

- 2.1 This section sets out the range of duties and responsibilities throughout the Council for the implementation of this policy.
- 2.2 **Service specific policies and operating procedures will be required to supplement this policy to ensure that the specific risks associated with the activities of each service are identified and controlled throughout the diverse range of the Council's activities.**
- 2.3 The following management process will be applied (HSG65) in managing health and safety:

- Plan: what it is you want to do
  - Policy
  - Planning
- Do: Profiling the organisation's health and safety risk
  - Carry out risk assessment first then implement it
  - Risk profiling
  - Organising for health & safety
- Check: that the risk assessment is effective
  - Measuring performance
  - Investigating incidents
- Act by learning from experience
  - Reviewing performance
  - Learning lessons

### **2.4 Councillors**

- 2.4.1 Elected members cannot be responsible on a practical level for the implementation of Health and Safety arrangements within the Council – this is a responsibility of the Chief Executive, Directors, Group Managers and all other employees. Members, however, are required to ensure that overall health and safety arrangements are in place through the scrutiny process and the receiving of committee reports e.g. relating to the auditing and performance of the Council's health and safety management system. This will also be monitored through the Health and Safety Committee on which a Cabinet Member is nominated. Any resultant reports that require a decision will be passed through the Cabinet.
- 2.4.2 To assist them, the Chief Executive, Directors and Group Managers will provide Councillors with professional advice and guidance. This is also available from the Corporate Health and Safety Officer where needed.

## 2.5 Chief Executive

### 2.5.1 The Chief Executive is responsible for:

- The overall implementation of corporate policy decisions, day-to-day operations and will review and decide upon matters within the Council's corporate policies;
- Ensuring that the Council has an effective Health and Safety Committee and for responding to its recommendations;
- Encouraging a positive safety culture throughout the Council by providing leadership and commitment to high standards of health and safety;
- Appraising the effectiveness of this policy and making changes where appropriate;
- Ensuring that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions;
- Ensuring the Council provides adequate resources to implement and maintain the effectiveness of this policy, and that measures are in place for joint consultation regarding safety between employee and member representatives in accordance with the Safety Representatives and Safety Committee Regulations 1977 (as amended);
- Ensuring that a sufficient number of competent persons are available to give advice on the application of the provisions of health and safety law as they apply to the activities of the Council in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### 2.5.2 The Chief Executive will be informed by the most appropriate method of any incident, accident or deviation from this policy.

### 2.5.3 The Health and Safety Executive (HSE) gives the following definition of what a health and safety culture is:

*The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of, an organisation's health and safety management.*

*Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.*

## 2.6 Directors

### 2.6.1 Directors will be responsible for:

- The implementation of the Council's health and safety policies, including the monitoring and review of the safety performance of each service within their remit;
- Where they are identified, implementation of the specific arrangements in Part 3 of this policy;
- Managing the health and safety performance of their service in accordance with the management process outlined above;
- Encouraging and sustaining a positive safety culture as described above within their specific services;

- Establishing risk assessment as a positive approach to the management of their service's activities;
- Ensuring that arrangements are made within their service's for all staff to be kept informed on matters of health and safety;
- Seeking to ensure, and where necessary document, that adequate resources are made available within their service's to implement and maintain the Council's policies for health, safety and welfare;
- Ensuring that for all work and places of work under their control, risk assessment processes are applied with equal importance to all other management functions;
- Dealing with any wilful disregard by employees of health and safety arrangements including, where necessary, the use of the Council's disciplinary procedure;
- Working with their managers and team leaders towards ensuring that health and safety performance requirements are objectively set, monitored and reviewed;
- Reporting any known deviance from this policy to the Corporate Health and Safety Officer or Chief Executive.

## **2.7 Group Managers Supervisors and Team Leaders**

2.7.1 Groups Managers, Supervisors and Team Leaders are responsible to their relevant Director for the health and safety performance of their respective areas. In this they will be required to:

- Have sufficient knowledge of the activities under their control and the Council's policies relating to them to be in a position to assure their competency in managing the Council's Health and Safety Policy and provide positive leadership on health and safety;
- Work with the Chief Executive and Directors in achieving a positive safety culture throughout the authority;
- Manage the day to day operations based on safe systems of work with a considered proactive approach towards managing risks;
- Where they are identified, implement the specific arrangements in Section 3 of this policy;
- Ensure through the provision of training and selection that each employee involved is competent to undertake safely the responsibilities given to them BEFORE they carry them out;
- Ensure that sufficient instruction, information and supervision is given to individual staff under their management, based on the level of risk to which they may be exposed, and that employment of their staff includes the necessary elements of competency (in accordance with Regulation 13 of the [Management of Health and Safety at Work Regulations 1999](#));
- Be responsible, where required, for making returns and reports to the Corporate Health and Safety Officer – including reports of near misses, accidents or dangerous occurrences;
- Ensure that before the issue of contracts or orders, adequate checks are made to confirm the suitability of the contractor's health and safety policies, method statements and risk assessments (Contractor Arrangements Section). This will include assessment of their arrangements to provide adequate welfare facilities and ability to manage all the activities they will undertake for, or on behalf of, the Council. All arrangements must be consistent with those required by the Council for its own staff;

- Ensure that policies, safe systems of work and risk assessments specifically tailored to control the hazards for their functions or work areas are created, implemented, recorded, monitored, and reviewed as necessary. Employees will be briefed on any risk assessment that affects their work and given the opportunity to contribute to the assessment e.g. through 'Toolbox talks' before work begins;
- Ensure that all statutory records of testing/inspection/maintenance pertinent to their service area are maintained and create and record as necessary routine maintenance arrangements;
- Ensure that all new work places and work activities are subject to a risk assessment and that all identified hazards are documented and measures taken to minimise or control the risks as far as is reasonably practicable;
- Ensure that before employment a Young Person's Risk Assessment is carried out on any employee who has not yet reached their 18<sup>th</sup> birthday, in accordance with Regulation 19 of the [Management of Health and Safety at Work Regulations](#) and its Approved Code of Practice. (This is intended to identify whether the individual is suitable for the tasks they may be given, and to limit those tasks where necessary, and what training and supervision will be required to ensure their competency and safety whilst at work);
- Ensure that risk assessments are carried out for expectant mother or employees with special needs [Risk management: Health and safety in the workplace](#);
- Consult with the Corporate Health and Safety Officer regarding specific health and safety queries, training needs and, where needed, risk assessments;
- Ensure their staff, as far as is reasonably practicable, apply all legal, corporate and directorate requirements relative to the work of their specific function that may affect health, safety and welfare at work;
- Ensure the provision of welfare facilities (clean water, seating, toilets and washing facilities) for all work situations under their control and ensure that first-aid, to the standard required by law, is available and made known to all their staff, and periodic checks are made of first-aid equipment. First aid arrangements can be assessed using the free HSE tool available on the [www.hse.gov.uk](http://www.hse.gov.uk) website;
- Ensure that employees are fully aware of procedures to be followed in the event of a fire;
- Ensure that, in circumstances where the use of Personal Protective Equipment (PPE) has been identified, the type and quality selected will be appropriate and will adequately protect that person from the hazards encountered. Supervisors must ensure that those who are required to wear PPE; have been given the PPE and adequate training in its use, care and maintenance and, where appropriate, keep the appropriate records.

## **2.8 Corporate Health and Safety Officer**

2.8.1 The Health and Safety Officer is responsible for providing advice, support and information on the application of health and safety legislation within the Council to comply with [Regulation 7 of the Management of Health and Safety at Work Regulations 1999](#). In particular, the Health and Safety Officer will:

- Assist the Council in establishing and maintaining appropriate monitoring and auditing systems for health and safety;
- Carry out internal 'Health and Safety Status Reviews' of each Council Service;



- Provide information and advice on request to management and staff on all aspects of health and safety, including fire safety;
- Carry out fire risk assessments on all relevant Council properties;
- Advise management on the formulation, development and implementation of health and safety policy and procedures in line with legal requirements and guidance, such as that available from the HSE and other relevant bodies;
- Advise on the need for health and safety training, including at induction, and to be a key participant in developing and, where necessary, delivering such training;
- Work with management and staff to ensure that we meet our legal requirement to carry out risk assessments;
- Advise management on the steps needed to achieve adequate control of risks to health and safety;
- Work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;
- Advise management on systems for recording and reporting accidents and ill-health and be responsible for the maintenance of adequate records;
- Where required, make RIDDOR reports to the HSE;
- Investigate accidents and cases of reported ill-health in order to recommend actions to avoid a recurrence;
- Liaise on health and safety with external bodies and enforcing authorities.

## **2.9 Safety Representatives**

2.9.1 Recognised Trades Unions have, in consultation with the Council, identified employees to represent the staff on matters relating to Health, Safety and Welfare at work. Their duties are defined in Part 3 but as representatives on the Corporate Health and Safety Committee they may:

- Investigate potential dangers and hazards;
- Examine the cause(s) of accidents;
- Investigate complaints relating to Health, Safety or Welfare at work;
- Inspect the scene of an accident, dangerous occurrence/near miss or reported case of disease, if it is safe to do so (after consultation with the Corporate Health and Safety Officer);
- Carry out formal inspections of the workplace or part of the workplace. The maximum frequency of formal inspections will be quarterly, except by written agreement of the Chief Executive.

## **2.10 Health and Safety Committee**

2.10.1 The Health and Safety Committee will be the principal forum for the Council to consult both its employees and the Union on measures taken to ensure, as far as reasonably

practicable, their health, safety and welfare. The Committee will be administered in accordance with the Safety Representatives and Safety Committee Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). In its operation the Health and Safety Committee will assist the Council to discharge its general obligations under the Health & Safety at Work etc. Act 1974

- 2.10.2 The Health and Safety Committee will monitor and review the operation of the Council's Health and Safety Policy and any related arrangements and procedures, receive reports of incidents, trends and any remedial action taken and, where necessary, make recommendations to the Cabinet and or other relevant Council Committees regarding any revisions or additions that may be required. Minutes of meetings and agreed actions will be kept.
- 2.10.3 The Health and Safety Committee will consider and make recommendations to the Chief Executive and Councillors, as appropriate, concerning priorities and the strategic direction for MDDC to achieve compliance with statutory obligations and continually improve performance.
- 2.10.4 An elected member, who acts as the elected Member's Health and Safety champion, will be a member of the Health and Safety Committee.
- 2.10.5 The Health and Safety Committee will specifically consider the Council's overall position and performance in relation to the [Corporate Manslaughter and Corporate Homicide Act 2007](#).

## **2.11 Employees**

- 2.11.1 The Council commits itself to providing suitable and sufficient health and safety information, instruction and training as is appropriate to the activities employees carry out.
- 2.11.2 Individual responsibilities of all employees are as follows:
- In accordance with Section 7 of the Health and Safety at Work etc. Act 1974, it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
  - As regards any duty or requirement imposed on the Council under health and safety law, to co-operate with the Council so far as is necessary to enable it to comply;
  - Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety and welfare by the Council, e.g. fire or safety equipment;
  - If the fire alarm sounds, to leave the building by the nearest fire exit and go to the fire assembly point. Do not stop to collect belongings and do not use the lifts. Fire Wardens will assist in the evacuation of the building and the employee must follow their instructions and not re-enter the building until told to do so;
  - If involved in an accident, or injury at work, however minor, the employee should report this to their supervisor/team leader.
- 2.11.3 Note: As the above are statutory duties, failure to comply will not only result in investigation and, where proven, disciplinary action, but also may lead to investigation and prosecution by the HSE.

## PART 3: Arrangements

- 3.1 The Council is required by Regulation 5 of the Management of Health and Safety at Work Regulations 1999 to make, and give effect to such arrangements as are appropriate, having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of its preventive and protective measures, and to put these arrangements in writing.
- 3.2 **Effective management of health and safety will depend, amongst other things, on the robust application of proactive risk assessment and, leading from this, the implementation of reasonable mitigating controls to prevent, avoid or minimise the risk of injury. The law requires a written summary be kept of the risk assessments. At MDDC this would be using the SPAR system and the Risk Assessment Register on SharePoint.**
- 3.3 Corporate policies on health and safety are listed on SharePoint under Corporate Health and Safety. [Policies & Strategies - Home](#)
- 3.4 Risk Assessment**
- 3.4.1 Directors will take responsibility for the completion, implementation, monitoring and review of Risk Assessments for their areas of responsibility. Collectively this will cover all activities of the Council. In practical terms this process will need to be broken down and delegated to competent individuals who will be in a position to assess the risk of significant hazards that exist within each work area and report back to the relevant Director, who will retain overall responsibility for ensuring the risk assessment process is completed. The Corporate Health and Safety Officer through his routine reviews will monitor performance and report back to the H&S Committee any findings.
- 3.4.2 The Council will apply HSE guidance on Risk Assessment ([Risk management: Health and safety in the workplace](#)), including adoption of the '5 Steps to Risk Assessment' approach for all new assessments and reviews. The 5 steps are as follows:
- Step 1: Identify the hazards**  
**Step 2: Decide who might be harmed and how**  
**Step 3: Evaluate the risks and decide on precautions**  
**Step 4: Record your findings and implement them**  
**Step 5: Review your assessment and update if necessary**
- 3.4.3 The findings of the risk assessments will be recorded on the Risk Assessment Register and, where they meet the criteria, SPAR.
- 3.4.4 Action required to remove/control risks will be approved by the Director who will, if necessary, take them to the Chief Executive.
- 3.4.5 Group Managers Supervisors and Team Leaders will be responsible for ensuring the required actions are implemented as part of their day-to-day management supervision.
- 3.4.6 The Corporate Health and Safety Officer will check that the implemented actions have removed/reduced the risks as part of his routine reviews and accident/near-miss investigations. Feedback will be provided to the relevant Director, including the need for a review, which they must act on without delay.
- 3.4.7 Assessments will be reviewed every 12 months, or when the work activity changes, whichever is soonest.
- 3.5 Consultation with employees**
- 3.5.1 MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Representatives and Safety Committee Regulations

1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

### **3.6 Safe use of plant and equipment**

- 3.6.1 Directors will be responsible for ensuring the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\) - Work equipment and machinery](#) are implemented and adhered to. The Group Managers Supervisors and Team Leaders shall ensure that equipment is suitable for the task it is being used for and that effective maintenance procedures are drawn up and implemented.
- 3.6.2 Employees will report any problems found with plant/equipment to the relevant Group Managers Supervisors and Team Leaders who will authorise its repair or replacement.
- 3.6.3 On request, the Corporate Health and Safety Officer can check that new plant and equipment meets health and safety standards before it is purchased e.g. CE marking.

### **3.7 Safe use of hazardous substances**

- 3.7.1 The Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). <http://www.hse.gov.uk/pubns/indg136.pdf>
- 3.7.2 Hazardous substances include:
- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
  - Substances generated during work activities (e.g. fumes and dust)
  - Other substances that can be a hazard that employees may come into contact with during their work, e.g. blood, vomit and faeces containing biological agents such as bacteria and other micro-organisms e.g. viruses.
- 3.7.3 The COSHH assessment process is detailed under a separate Policy [Policies & Strategies - Home](#). Responsibility for its implementation, monitoring and review rests with the individual Director, Group Managers, Supervisors and Team Leaders for their particular area. The initial priority will be to have an overview of what substances require assessment and obtain the relevant Product Data Sheet for each chemical purchased from the manufacturer/supplier.
- 3.7.4 The COSHH Regulations require the Council to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In achieving this, the Council may:
- Change the process or activity so that the hazardous substance is not needed or generated;
  - Replace it with a safer alternative;
  - Use it in a safer form e.g. pellets instead of powder, gels instead of liquids etc.
- 3.7.5 If prevention is not reasonably practicable, the Council will introduce control measures identified by the COSHH Assessment [Health & Safety - Home](#). These will be applied in the following order of priority:
1. Use appropriate work processes and systems, engineer controls and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;
  2. Control exposure at source (e.g. local exhaust ventilation) and reduce the number of employees exposed to a minimum, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the workplace;
  3. Provide PPE, including face masks, gloves, clothing, but only as a last resort and never as a replacement for other control measures which are required.
- 3.7.6 Following the assessment, a written record of any findings and control measures will be retained and employees provided with suitable and sufficient information, instruction and

training to minimise any identified risk to their health. The Corporate Health and Safety Officer will review each Service on COSHH and provide feedback.

### 3.8 Information, instruction and supervision

3.8.1 A Health and Safety Law poster will be displayed at each Council building.

3.8.2 Health and Safety advice is available from the Corporate Health and Safety Officer:

Michael Lowe Tel 07714 680171 Email <a href="mailto:mlope@middevon.gov.uk">mlope@middevon.gov.uk</a>
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3.8.3 Supervision of young workers/trainees will be arranged/undertaken/monitored by Line Managers.

3.8.4 The Council has a duty to provide relevant health and safety information to its employees in **any reasonably foreseeable circumstance**. It is for Group Managers, Supervisors and Team Leaders to be aware of this as part of their Risk Assessment e.g. who needs to know what information? This is of particular importance where Council employees are working off-site e.g. at locations under the control of another employer where information may be provided to their employees but not to ours. Where informed, the Corporate Health and Safety Officer can provide advice on the information required.

### 3.9 Competency for tasks and training

3.9.1 Human Resources will support induction training for all employees in liaison with Directors, Group Managers, Supervisors and Team Leaders.

3.9.2 Group Managers Supervisors and Team Leaders will arrange job specific training in liaison with the Council's Learning and Development Officer.

3.9.3 Training records will be kept by each Service and will be reviewed by the Corporate Health and Safety Officer and Internal Audit.

3.9.4 Training on health and safety will be identified, arranged and monitored by Team Leaders through their risk assessment process (see above).

### 3.10 Accidents, first aid and work-related ill health

3.10.1 Under Regulation 6 of the Management of Health and Safety at Work Regulations 1999, the Council will ensure that all its employees are provided with health surveillance as is appropriate, having regard to the risks to their health and safety. The need for health surveillance and its appropriate level, frequency and type will be identified as part of the Council's Risk Assessments taking into account current HSE guidance. [HSE: Health surveillance](#)

3.10.2 Where the assessment requires it, the relevant Group Managers, Supervisors and Team Leaders for the activity will arrange for appropriate health surveillance in liaison with Human Resources, who will maintain a Health Surveillance Record with the employee's other personal information.

3.10.3 Names of employees identified as requiring health surveillance will be passed to the Corporate Health and Safety Officer for his information.

3.10.4 To fulfil its obligations under the Health and Safety Regulations 1981 [First aid at work - The Health and safety \(First Aid\) Regulations 1981](#), the Council will maintain an appropriate level of First Aiders in addition to the minimum legal requirement of identifying Appointed Persons. The level of cover will be set within a specific First Aid Policy. [Policies & Strategies - Home](#)

- 3.10.5 First aid kits will be provided at each Council building and, subject to risk assessment, appropriate first aid equipment will be maintained in Council-owned vehicles.
- 3.10.6 All accidents and cases of work-related ill health are to be recorded on an Accident Report Form and reported under RIDDOR where necessary. The Accident Reporting Procedure will be maintained by the Corporate Health and Safety Officer (found under Corporate Health and Safety on SharePoint). [Health & Safety - Home](#)
- 3.10.7 In addition to this, if there is a work related accident resulting in the death or major injury to an employee, self-employed person working on Council premises or a member of the public, it will be investigated by the Corporate Health and Safety Officer (or by a nominated person in his absence) and reported to the HSE within 10 days (or 15 days if due to an over 5 day absence from work), [How to make a RIDDOR report - RIDDOR - HSE](#)

### **3.11 Monitoring**

- 3.11.1 To check our working conditions and ensure our safe working practices are being followed, we will:
- Carry out regular workplace inspections;
  - Investigate any accidents or reports of ill health;
  - Regularly review policies and procedures whenever necessary.
- 3.11.2 The Corporate Health and Safety Officer will be responsible for this.
- 3.11.3 The Human Resources Service, in liaison where necessary with the Corporate Health and Safety Officer, is responsible for investigating work-related causes of sickness absences. The relevant Director is responsible for acting on investigation findings to prevent a recurrence.

### **3.12 Emergency procedures – fire and evacuation**

- 3.12.1 Group Managers, Supervisors and Team Leaders with responsibility for the buildings they are operating in must ensure that:
- There are emergency plans in place to deal with any potential emergency [Emergency procedures](#);
  - Emergency evacuation procedures are developed and implemented;
  - All fire safety checks are completed in accordance with the fire risk assessment;
  - Emergency evacuation procedures are tested randomly at least twice a year.
- 3.12.2 The Corporate Health and Safety Officer is responsible for:
- Ensuring a fire risk assessment is undertaken and implemented for all Council managed buildings;
  - Supporting the Group Managers, Supervisors and Team Leaders in developing and implementing emergency action plans and evacuation procedures;
  - Monitoring that all emergency action plans and fire safety checks are being maintained and reviewed.
- 3.12.3 The Group Manager for Corporate Properties and Commercial Assets is responsible for:
- Ensuring all firefighting equipment meets and is maintained in accordance with BS-5306;
  - Ensuring all fire alarm systems meet and are maintained in accordance with BS-5839;
  - Ensuring that all emergency lighting fittings meet and are maintained in accordance with BS-5266;
  - Ensuring any faults brought to the attention of Property Services which impact on the safe evacuation of people from a Council building are given priority.



# This is the statement of general policy and arrangements for

## Mid Devon District Council

**Stephen Walford Chief Executive**

**has overall and final responsibility for health and safety**

**Michael Lowe Corporate Health and Safety Officer**

**has day-to-day responsibility for ensuring this policy is put into practice**

Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Group Managers Corporate Health and Safety Officer	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from the Health and Safety Officer <a href="mailto:healthandsafety@middevon.gov.uk">healthandsafety@middevon.gov.uk</a>
To provide clear instructions and information and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Group Managers, Supervisors, Team Leaders	Training needs are assessed by the Team Leaders, with the delivery of the training program supported by the Learning and Development Manager. Group Managers and Team Leaders are responsible for ensuring the completion of appropriate risk assessments and using these to generate safe systems of work
Engage and consult with employees on day-to-day health and safety conditions	Unison Branch Secretary Corporate Health and Safety Officer	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement
Implement emergency procedures – evacuation in case of fire or other significant incident.	Group Managers, Supervisors, Team Leaders with responsibility for buildings under their control	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Group Manager for Corporate Property and Commercial Assets Group Manager, Supervisors, Team Leaders	The Group Manager for Corporate Property and Commercial Assets has overall responsibility for ensuring the maintenance of facilities and plant equipment. Group Managers, Supervisors and Team Leaders are responsible for the maintenance and safe use of operational equipment, machinery and safe storage/use of hazardous substances
Signed: * (Employer)	Stephen Walford Chief Executive	Date:
Health and safety law poster is displayed on	Staff noticeboards in all MDDC sites	
First-aid box is located:	Listed in the emergency action plans for each site	
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary <a href="#">Health &amp; Safety - Home</a>	

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## Cabinet 3 January 2019

### Budget 2019/20 - Update

**Cabinet Member** Cllr Peter Hare-Scott  
**Responsible Officer** Deputy Chief Executive (S151), Andrew Jarrett

**Reason for the report:** To review the revised draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2019/20.

**RECOMMENDATION:** To consider and agree the updated General Fund budget proposals for 2019/20 included in Appendix 1 and the Capital Programme included in Appendix 2.

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

**Financial Implications:** Now the Council has received notification of the Provisional Settlement it is imperative that it matches current and ongoing expenditure plans to estimated sources of income/funding.

**Legal Implications:** None directly arising from this report, although there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

**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. This position has been revised based on an additional two months of financial monitoring information and the changes announced in the Provisional Settlement released on the 13/12/18. In addition prudent levels of reserves will also continue to be maintained.

**Equality Impact Assessment:** There are none identified.

#### 1.0 Introduction

- 1.1 On the 13 December 2018 the Council received the Provisional Settlement from Central Government. The Provisional Settlement confirmed some of our previous assumptions namely; that we would not be successful in our bid for 75% Business Rates Retention; that the Government would not impose negative Revenue Support Grant and that, New Homes Bonus calculations would not change significantly.
- 1.2 From our reading of the Settlement we have been fortunate to receive some recognition of our rurality through an increase to Rural Services Delivery Grant (RSDG) of £92,185. The Settlement also brought an unexpected bonus of £33,408 which relates to a redistribution of excess Business Rates levy which

the Government announced as part of the Settlement. Our overall Business Rates forecast was robust and we saw a small increase of £11,720 when the tariff figures were confirmed. There will be a further movement on Business Rates when we confirm our figures in our NNDR return which we will submit at the end of January. Any movement in our Business Rates figures at this time will be mitigated by a transfer to or from the Business Rates Smoothing Reserve. We anticipate that this NNDR1 will highlight further growth in our Business Rates.

- 1.3 The New Homes Bonus grant calculations have been a “moving feast” with additional affordable homes (72) increasing our allocation and the top-slice of growth not being quite as high as we had anticipated. Now the figures have been confirmed, our allocation for 2019/20 is confirmed at £1,243,503 which reflects a positive increase in 2018/19 to the housing stock across the district.
- 1.4 As part of the Settlement the Council has also been given the freedom to raise its Council Tax by up to 3% (before a referendum is triggered). This would raise an additional £27k from the £5 increase which was provisionally indicated at Cabinet in October.

## 2.0 2019/20 General Fund Budget - Revised Position

- 2.1 Since the first round Cabinet and PDG meetings the Finance team and service managers have been revisiting a range of budgets to deliver more savings or increase income levels. Please see summary table below:

**Table 1 – Reconciliation of Major 2019/20 Budget Variances**

<b>Variances</b>	<b>Amount £k</b>
<b>19/20 Budget Shortfall (Cabinet Report 25/10/18)</b>	<b>662</b>
Further Cost Pressures identified	358
Additional Savings identified	(437)
Additional (net) recharge to HRA	(63)
Minimum Revenue Provision (MRP) reduction	(66)
Additional Rural Services Delivery Grant	(92)
3% increase in C/Tax (£5 previously built in)	(27)
Business Rates Levy Re-distribution	(33)
Business Rates Tariff adjustment	(12)
Council Tax growth	(37)
<b>Draft budget gap for 2019/20 (See Appendix 1)</b>	<b>253</b>

## 3.0 Conclusion

- 3.1 It is encouraging that the Council has managed to significantly close the budget gap of £662k discussed at earlier meetings, considering the factors that have been outside of our control such as the new pay scales and the reduction of spinal points which has created significant pressure in areas such as Waste; Street Scene and; Leisure which employ significant numbers of lower-earners.

- 3.2 Moving forward Members and officers need to look to the pressures over the next few years reflected in our recently updated MTFP and our need to address ongoing pressures which cannot be satisfactorily addressed by the one-off use of reserves.
- 3.3 In order to conclude the statutory budget setting process, this updated draft budget position will go through Cabinet, another round of PDG's, Scrutiny, and a final meeting of the Cabinet before being agreed at Full Council on the 27<sup>th</sup> February 2019. During this period officers will continue to identify and examine further savings possibilities that can reduce the current budget gap.

**Contact for more information:** Andrew Jarrett – Deputy Chief Executive (S151) / [ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk) / 01884 234242

**Background Papers:** Draft 2019/20 Budget Papers  
Provisional Settlement Email

**Circulation of the Report:** Leadership Team, Cabinet Member for Finance, and relevant Service Managers

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## Appendix 1 – Budget Movements since Cabinet Meeting 25 October 2018

	£k
<b>Budget Gap as reported to Cabinet 25 Oct 2018</b>	662
MRP realignment – based on a revised Capital Programme	-66
Waste - DCC shared savings - reduction in estimates	50
Legal Services – reduction in staff costs (since round 1)	-26
Phoenix House hearing loop	5
Reduction in vehicle sinking fund	-150
Planning income pressure	150
Duty Manager – Planning advice	-20
Increase interest income	-56
Additional interest payable	14
Net increase in recharge to HRA	-63
Growth in Council Tax figures	-37
Assumption of 2.99% increase in Council Tax	-27
Parking patrols	9
Reduction in standby budget	-5
Reduction in preceptors contribution to Revenue recovery	7
Business Rates Tariff figures adjustment from Settlement	-12
Additional Rural Services Delivery Grant	-92
Levy Account Surplus Draft Allocation	-33
Additional transfer to Earmarked reserves	59
Waste – reduction in allowance for vacancies and other salary savings	-80
Minor budget alignments	-36
<b>Draft budget gap for 2019/20</b>	<b>253</b>

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## Provisional Capital Programme 2019/20

## Appendix 2

	1st Draft Budgeted Capital Programme (per 25/10/18 Cabinet)	2nd Draft Budgeted Capital Programme (for 03/01/19 Cabinet)
	2019/20 £k	2019/20 £k
<b><u>Estates Management</u></b>		
<b><u>Leisure - Site Specific</u></b>		
<b><u>Exe Valley Leisure Centre</u></b>		
Spinning Room - New window - improve light	20	20
Leisure Spinning Bike Replacement - <b>all sites</b>	60	60
<b><u>Culm Valley sports centre</u></b>		
Fitness Gym Kit Replacement	185	185
<b>Total</b>	<b>265</b>	<b>265</b>
<b><u>Other MDDC Buildings</u></b>		
<b><u>MSCP Improvements</u></b>		
MSCP-Top Deck surfacing	70	70
<b><u>MDDC Depot sites</u></b>		
Carlu Close - Potential Air Conditioning units	25	25
Carlu Close - Interceptor upgrade (correct class)	30	30
Carlu Close - Solar PV options	20	20
<b><u>Cemeteries</u></b>		
Tiverton Cemetery - Infrastructure extension	80	80
<b><u>Other Projects</u></b>		
Land drainage flood defence schemes	25	25
Homeless Emergency Shelter Options Project		75
<b>* <u>General Fund Development Schemes</u></b>		
Tiverton redevelopment project	1,500	0
<b>Total</b>	<b>1,750</b>	<b>325</b>
<b>* All developments schemes are subject to acceptable Business Case</b>		
<b><u>Economic Development Schemes</u></b>		
* Hydro Mills Electricity Project	680	680
<b>Total</b>	<b>680</b>	<b>680</b>
<b>* All Economic Development schemes are subject to acceptable Business Case</b>		
<b><u>ICT Projects</u></b>		
UPS Power supplies refresh	25	25
Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)	100	100
Lalpac Licensing System replacement (SN)	80	80
Replacement Access Database - Property Services		100
<b>Total</b>	<b>205</b>	<b>305</b>

	Budgeted Capital Programme (per 25/10/18 Cabinet)	Budgeted Capital Programme (for 03/01/19 Cabinet)
	2019/20	2019/20
<u>Affordable Housing Projects</u>		
Grants to housing associations to provide houses (covered by Commuted Sums)	117	117
<b>Total</b>	<b>117</b>	<b>117</b>
<u>Private Sector Housing Grants</u>		
Empty homes and enforcement	108	108
Disabled Facilities Grants–P/Sector	562	562
<b>Total</b>	<b>670</b>	<b>670</b>
<b>TOTAL GF PROJECTS</b>	<b>3,687</b>	<b>2,362</b>
	<b>0</b>	<b>0</b>
<u>Other General Fund Development Projects</u>		
<u>Housing Schemes</u>		
Waddeton Park - 75 Affordable Homes	2,000	2,000
<u>Other</u>		
Land acquisition for operational needs		600
<b>TOTAL GF OTHER DEVELOPMENT PROJECTS</b>	<b>2,000</b>	<b>2,600</b>
<b>GRAND TOTAL GF PROJECTS</b>	<b>5,687</b>	<b>4,962</b>
<u>HRA Projects</u>		
<u>Existing Housing Stock</u>		
Major repairs to Housing Stock	2,325	2,285
Renewable Energy Fund	300	250
Home Adaptations - Disabled Facilities	300	300
<u>* Housing Development Schemes</u>		
Replace end of life HRA Assets	2,000	2,000
Council Housing building schemes to be identified	2,000	2,000
<b>* Proposed Council House Building / industrial units schemes subject to full appraisal</b>		
<b>Total</b>	<b>6,925</b>	<b>6,835</b>
<b>* Proposed Council House Building / industrial units schemes subject to full appraisal</b>		
<b>TOTAL HRA PROJECTS</b>	<b>6,925</b>	<b>6,835</b>
	<b>0</b>	<b>0</b>
<u>OTHER HRA DEVELOPMENT PROJECTS</u>		
<u>Housing Schemes</u>		
Round Hill Tiverton- Site	1,500	1,500
<b>TOTAL OTHER HRA DEVELOPMENT PROJECTS</b>	<b>1,500</b>	<b>1,500</b>
<b>GRAND TOTAL HRA PROJECTS</b>	<b>8,425</b>	<b>8,335</b>
<b>GRAND TOTAL GF + HRA PROJECTS</b>	<b>14,112</b>	<b>13,297</b>



Budgeted Capital  
Programme (per  
25/10/18 Cabinet)

Budgeted Capital  
Programme (for  
03/01/19 Cabinet)

2019/20

2019/20

**MDDC Funding Summary**

**General Fund**

	2019/20 £k	2019/20 £k
<b>EXISTING FUNDS</b>		
Capital Grants Unapplied Reserve	951	951
Capital Receipts Reserve	31	31
NHB Funding	417	592
Other Earmarked Reserves	188	188
Other Funding	600	600
<b>Subtotal</b>	<b>2,187</b>	<b>2,362</b>

<b>NEW FUNDS</b>		
PWLB Borrowing	3,500	2,600
<b>Subtotal</b>	<b>3,500</b>	<b>2,600</b>

<b>Total General Fund Funding</b>	<b>5,687</b>	<b>4,962</b>
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**Housing Revenue Account**

	0 £k	0 £k
<b>EXISTING FUNDS</b>		
Capital Receipts Reserve	1,065	1,065
NHB Funding	21	21
HRA Housing Maintenance Fund	2,000	2,000
Other Housing Earmarked Reserves	2,697	2,607
<b>Subtotal</b>	<b>5,783</b>	<b>5,693</b>

<b>NEW FUNDS</b>		
PWLB Borrowing	2,642	2,642
<b>Subtotal</b>	<b>2,642</b>	<b>2,642</b>

<b>Total Housing Revenue Account Funding</b>	<b>8,425</b>	<b>8,335</b>
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<b>TOTAL FUNDING</b>	<b>14,112</b>	<b>13,297</b>
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**CABINET**  
**3<sup>RD</sup> JANUARY 2019**

**AGENDA ITEM**

## **REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION**

### **CULM GARDEN VILLAGE – VISION & CONCEPT DOCUMENT**

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

#### **Reason for Report:**

1. To submit information on the Culm Garden Village Vision and Concept document and seek approval for Stage 1 public consultation on the material.

#### **RECOMMENDATION:**

1. That the document at Appendix 2 is approved for Stage 1 public consultation.
2. That Cabinet approves the proposed amendments to the document set out in Appendix 1.
3. That delegated authority be given to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

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

**Financial Implications:** This significant project requires financial resources to continue progress towards delivery. Capacity funding from Homes England's Garden Villages and Towns Programme to advance the project has been received over the past two years. Continued financial support from capacity funding is critical to adequately resource the project. This capacity funding is conditional on progress being made with the project in line with the Council's place making aspirations and to meet the Government's requirements.

**Legal Implications:** None anticipated at this time.

**Risk Assessment:** If progress on masterplanning the garden village is delayed, the Council may become vulnerable to speculative planning applications being submitted which do not accord with the Council's aspirations for the garden village and which could lead to unsustainable and uncoordinated development which would not meet policy requirements for essential infrastructure, open space and local services. One of the Government's priorities is the delivery of housing, the achievement of which is increasingly linked to future success of funding bids. The ability to show progress against key milestones in the delivery plan for the project is of increasing importance.

Establishment of a comprehensive vision and concepts for the development are considered vital to achieving the Council's aspirations for the garden village in terms of community, place making and quality. The absence of such an approach would represent a significant risk to achieving the desired quality outcomes.

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

## 1.0 INTRODUCTION

- 1.1 Policies CU7-CU12 of the Mid Devon Local Plan Review allocate 160 hectares of land to the east of Cullompton for up to 1,750 homes and associated development within the period up to 2033 (with at least 850 houses thereafter). This allocation is intended to form part of a larger garden village proposal. The Local Plan Review has been submitted for examination and hearings are likely to take place in February 2019, with adoption in the summer of 2019 (subject to Planning Inspectorate timetable). Policy CU7 of the Local Plan Review requires comprehensive masterplanning of the development including at least two stages of public consultation, and adoption of the masterplan as a Supplementary Planning Document before any planning application is determined.
- 1.2 Culm Garden Village was one of 14 areas awarded garden village status by the Government in January 2017 following a successful expression of interest by the Council. The background to this was summarised and included within the report considered by Cabinet on 6<sup>th</sup> July 2017.
- 1.3 With Culm Garden Village receiving garden village status, there is a clear intention and direction of travel towards a garden village of significantly greater scale and covering substantial additional land to that currently proposed to be allocated by policy CU7 of the Mid Devon Local Plan Review.
- 1.4 The draft Cullompton Neighbourhood Plan was published for consultation in March 2017 and supports the idea of the wider garden village beyond the local plan allocation conditional upon establishing a joined-up and locally led approach that ensures physical and social 'integration' of existing and new development enabling development to the east of the M5 to become an integral part of the community of Cullompton.
- 1.5 The Greater Exeter Strategic Plan (GESP) is intended as the policy vehicle to allocate the remainder of the Garden Village, subject to the requirements of that plan making process. The garden village project team has been working closely with the GESP team on initial site analysis, emerging policy making and conceptual masterplanning that could enable the delivery of the balance of homes (up to 5,000 homes in total) and associated development. Public consultation on the draft Plan is expected to take place in the summer of 2019.
- 1.6 Masterplans bridge the gap between planning policy aspiration and its implementation in order to achieve high quality design and create successful places. They also set out key principles that planning applications will need to

have regards to in order to be considered acceptable. Additionally, as masterplans often relate to large strategically important sites that are to be delivered in phases over what may be a long time period, they also need to contain flexibility in order to respond to changing circumstances.

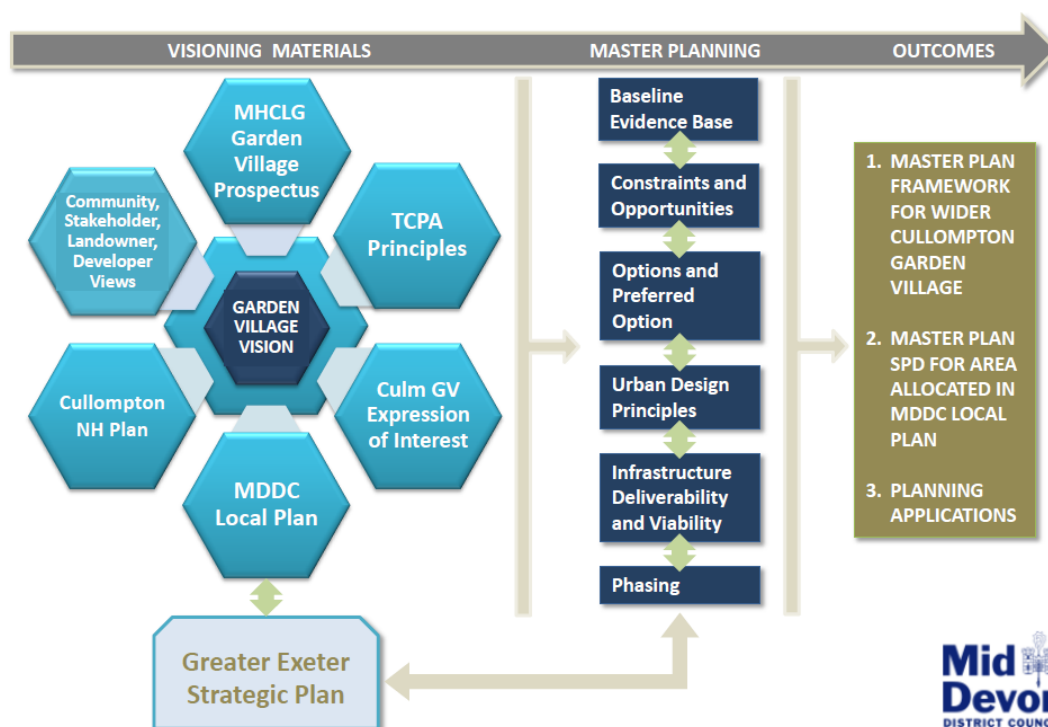
- 1.7 Supplementary Planning Documents provide more detail to planning policies and can only be developed in support of adopted planning policies. Whilst they do not form part of the Development Plan, they are a material consideration in the determination of planning applications.
- 1.8 As the garden village is to be allocated through two different plans that are at different stages of development (the GESP is at a very early stage of development), it is not possible to masterplan the whole of the garden village within one masterplan SPD document. At this stage, it is therefore proposed only to develop a detailed masterplan SPD for the part of the garden village to be allocated under the Mid Devon Local Plan Review (policies CU7-CU12).
- 1.9 However, the Council has an aspiration to masterplan the whole of the garden village as one, rather than in parts. This is difficult as only part of the garden village has an emerging allocation, and the boundaries of the whole are not yet known.
- 1.10 In looking to respond positively to this context, the opportunity is being taken now to develop and determine the key choices and decisions for the initial Masterplan SPD area at the same time as establishing a clear picture and understanding of the broader, longer term concept for the wider garden village. This approach should offer benefits to the overall outcomes and placemaking by better informing key decisions and choices in the Masterplan SPD document.
- 1.11 The process of creating this Vision and Concept document for Culm Garden Village will also provide an important source of evidence and community and stakeholder input to inform the consideration of the potential future allocation of Culm Garden Village in the Greater Exeter Strategic Plan.
- 1.12 It is therefore proposed to bring two documents to Cabinet to go out for stage 1 public consultation at the same time:
  - A) A draft Vision and Concept document for the whole garden village; and
  - B) An Issues, Opportunities and Concepts document relating to Stage 1 consultation on a Masterplan SPD for the East Cullompton allocation only.

This report is in respect of document A) a draft Vision and Concept document (**Appendix 2** to this report).

Draft document B) is subject to a separate Cabinet Report.

The diagram below shows the relationship between the two documents and the background work that has taken place in the production of the two documents.

# Review of Local Vision and Ambitions



## 2.0 BACKGROUND WORK AND ENGAGEMENT TO DATE

- 2.1 Two workshops have been held with technical stakeholders such as landscape architects, ecologists, highways officers, urban designers, flood risk and drainage specialists, education and housing officers, and leisure and health professionals. The first of these looked at the constraints of the site based on background work carried out by the technical stakeholders, for example, green corridors, heritage assets, biodiversity assets, and flood zones. The second built on this first workshop, looking at how the development of the garden village might be informed by these constraints, for example starting with the landscape. The second workshop also considered a potential vision and started to think about key principles by which the garden village should be developed.
- 2.2 Two workshops were also held with the Culm Garden Village Community Stakeholder Forum. The Forum is attended by representatives from organisations such as Cullompton Town Council, Kentisbeare Parish Council, Cullompton Neighbourhood Plan Steering Group, sports clubs, local health providers, local schools, arts groups and faith groups. The first workshop looked at a potential vision and key principles, and the second looked at how the garden village might develop.
- 2.3 The outputs from these workshops formed the basis of the Vision and Concept document. Some of the key findings from this engagement are set out on page 10 of the document.

### 3.0 SCOPE AND PURPOSE OF THE DOCUMENT

- 3.1 New garden settlements are intended to be a modern take on traditional garden cities which were developed around a number of key principles. The Town and Country Planning Association has updated these principles to reflect modern requirements. Whilst the quote below references garden cities, it is equally applicable to planning garden communities at different scales, including this smaller garden village project.

*'A Garden City is a holistically planned new settlement which enhances the natural environment and offers high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. The Garden City Principles are an indivisible and interlocking framework for their delivery, and include:*

- *Land value capture for the benefit of the community.*
- *Strong vision, leadership and community engagement.*
- *Community ownership of land and long-term stewardship of assets.*
- *Mixed-tenure homes and housing types that are genuinely affordable.*
- *A wide range of local jobs in the Garden City within easy commuting distance of homes.*
- *Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy communities, and including opportunities to grow food.*
- *Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, and that uses zero-carbon and energy-positive technology to ensure climate resilience.*
- *Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods.*
- *Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport.'*

- 3.2 The Government's aim is for all garden communities to develop their own vision and principles. These will be embedded into the project as it develops.

- 3.3 The key purpose of this document is to establish a Vision for the garden village and set out the key principles that will guide development and deliver the Vision. The document will also begin to add shape to the garden village in the form of an initial Concept Plan that sets out spatially how the garden village may be developed.

- 3.4 The document sets out:

- a proposed Vision as a statement of intent to guide development of the envisaged garden village;
- a set of 9 Key Principles which will form the basis of the delivery of the proposed Vision; and
- an emerging Concept Plan for the garden village which sets out spatially how the garden village embodies the Vision and Principles.

- 3.5 This document is, therefore, the first key step in a series of stages of development of a comprehensive masterplan for Culm Garden Village. Further stages with associated engagement and consultation will take place over the coming months.

#### 4.0 VISION AND KEY PRINCIPLES

- 4.1 The draft Vision statement for Culm Garden Village has been informed by a wide range of existing material including Mid Devon Council's emerging Local Plan, the draft Cullompton Neighbourhood Plan and the original Expression of Interest to Government for a garden village at Culm. Allied to this has been engagement with community and technical stakeholder groups to ensure the masterplanning process is locally led.

- 4.2 A draft Vision has emerged, which is proposed to form part of the consultation material:

*"Culm Garden Village will be a new settlement in the exceptional Mid Devon countryside that will become a distinctive, vibrant and inclusive place that is physically and socially integrated with the historic market town of Cullompton. Residents will feel a strong sense of shared identity, civic pride and community ownership. The garden village will carefully and imaginatively use the outstanding natural environment to create a successful and sustainable place set in a beautiful landscape setting. New infrastructure, parks and open spaces connect local people to a range of jobs, facilities, recreation and services that are accessible to all. In this green setting, Culm Garden Village will promote active, healthy, fun and safe lifestyles. It will deliver high quality, well designed and affordable homes, new work places, streets and neighbourhoods that use innovation and technology to support sustainable approaches to living, working, and travelling."*

- 4.3 This draft Vision is supported by 9 draft key principles which are set out and elaborated on within the document. They are:

1. Embed the countryside within the garden village
2. A well connected and integrated new place
3. Creating a healthy living environment
4. Locally distinctive with well-designed neighbourhoods and places
5. Community focused
6. Great homes
7. Ambitious employment opportunities
8. Future proofed – smart and sustainable
9. Delivery and stewardship

- 4.4 The public consultation will ask whether people consider the draft Vision and Principles to be the right ones for the garden village.

#### 5.0 CONCEPT PLAN

- 5.1 Whilst the full extent of the Garden Village is not yet known and will need to be identified and consulted upon and then allocated in future plans, potentially through the emerging Greater Exeter Strategic Plan, the conceptual work



done to date has identified some natural boundaries to what might be the potential developable area. These include areas of woodland, ridgeline, flood zone, M5 motorway and railway, and the need for a green buffer between the Garden Village and Kentisbeare. Working with the constraints of the site and the opportunities that arise from these provides a framework for development.

- 5.2 The preparation of the Vision and Principles for Cullompton Garden Village and the engagement and discussions with the local community and stakeholders has informed the evolution of an initial Concept Plan and a set of proposals that are illustrated on the Concept Plan.
- 5.3 There are policy requirements for the East Cullompton allocation that might be quite different from the policy requirements for the entire garden village. For example, an urban extension of 1,750 new dwellings is unlikely to need a secondary school, whereas development at the scale of the wider garden village will. The secondary school is not required for the Local Plan Review allocation so has to be placed outside the allocation boundary, but for good placemaking reasons needs to be close to the centre of the garden village. Likewise, the neighbourhood centre should be located centrally within the garden village, but the centre of the whole garden village is likely to be different to the centre of the East Cullompton allocation. The concepts plan for the East Cullompton allocation has been developed with this longer term aspiration in mind and to ensure that a comprehensive, coordinated approach to the overall scheme is taken.
- 5.4 The document summarises the initial conceptual proposals which seek to articulate what type of place Culm Garden Village could be and which will be used to steer the development of Culm Garden Village and its masterplan in due course.

## **6.0 PUBLIC CONSULTATION ARRANGEMENTS**

- 6.1 Stage 1 public consultation is proposed to take place over a 6 week period from 18<sup>th</sup> January 2019 to 1<sup>st</sup> March 2019.
- 6.2 Means of consultation will include staffed events in Cullompton and Kentisbeare and pop-up exhibitions in busy locations.
- 6.3 At least one permanent exhibition is proposed during the consultation period and the material will be posted on the Culm Garden Village website. Publicity arrangements are to include press release, social media posts, video on Devon Live, posters and letters to residents within and adjoining the proposed garden village area.
- 6.4 A detailed consultation plan is being drawn up including actions on how to reach all members of the community, including hard to reach groups.

## **7.0 SUGGESTED AMENDMENTS TO THE DOCUMENT**

- 7.1 The draft Vision and Concept document has been presented to the following meetings:

- Community Stakeholder Forum on 10<sup>th</sup> December 2018
- Cullompton Town Council and Kentisbeare Parish Council on 10<sup>th</sup> December 2018
- Informal Cabinet on 13<sup>th</sup> December 2018
- Planning Policy Advisory Group on 13<sup>th</sup> December 2018.

At these meetings points were raised that have resulted in a number of suggested amendments to the document. These suggested amendments are set out in **Appendix 1** to this report. Cabinet are requested to consider these amendments and it is recommended that they are incorporated into the document before public consultation commences.

## 8.0 CONCLUSIONS

- 8.1 The Vision and the 9 Key Principles will be used to set the ambition for the garden village and ensure that the garden village is delivered in a way that meets local expectations. The document will also begin to add shape to the garden village in the form of an initial Concept Plan that sets out spatially how the garden village may be developed.
- 8.2 The Vision and Concept document will be subject to 6 weeks' public consultation at the same time as the Masterplan SPD Issues, Opportunities and Concepts document in respect of the East Cullompton allocation (Phase 1 of the garden village). The Masterplan SPD is the subject of a separate Cabinet report.
- 8.3 Cabinet is asked to consider the consultation material and approve it for public consultation.

<b>Contact for any more information</b>	Tina Maryan, Area Planning Officer 01884 234336 <a href="mailto:tmaryan@middevon.gov.uk">tmaryan@middevon.gov.uk</a>
<b>Background Papers</b>	Cabinet report 9 <sup>th</sup> June 2016  DCLG prospectus locally led garden villages, towns and cities <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508205/Locally-led_garden_villages_towns_and_cities.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508205/Locally-led_garden_villages_towns_and_cities.pdf</a>  Culm Garden village Expression of interest <a href="https://www.middevon.gov.uk/media/342814/culm-garden-village-mid-devon-eoi-submission_low-res2.pdf">https://www.middevon.gov.uk/media/342814/culm-garden-village-mid-devon-eoi-submission_low-res2.pdf</a>  Cabinet report 6 <sup>th</sup> July 2017
<b>File Reference</b>	None

<b>Circulation of the Report</b>	Councillor Richard Chesterton, Cabinet Member for Planning & Regeneration

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## CULM GARDEN VILLAGE – VISION & CONCEPT DOCUMENT

### APPENDIX 1 - LIST OF SUGGESTED AMENDMENTS

1. The following question is added to the Concept Plan on page 32:

*The Concept Plan shows a green landscape area to act as a buffer between the potential extent of the garden village and the village of Kentisbeare.*

*Where do you consider the boundary of this landscape buffer area and the garden village should be located?*

*What type of facilities would be acceptable within the green buffer, for example, sports pitches?*

2. Amend concept proposal plan on page 32 to show the area between Horn Road and Dead Lane as hatched and annotated as 'Proposed use query – development area or green landscape buffer'.
3. The first paragraph on page 17 under the heading "a) Physical connections and integration" should be amended to include improved connection to the M5 motorway as well as over the M5 motorway.
4. The first paragraph on page 19 under the heading "a) Active lifestyles" should be amended to include reference to improved bridleways.
5. On page 32, the key to the Concept Plan should include reference to the dashed green lines as green links.
6. On page 35, "Next Steps" should include Facebook as an option for feedback on the proposals.
7. All references to Garden City Principles within the document should be amended to read "Garden Community Principles" to avoid confusion.
8. Very small text, for example within the keys to the maps, should be increased in size for ease of reading.
9. Consider overall legibility of documents for colour blind and non-colour blind readers.

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# VISION & CONCEPT

DECEMBER 2018



REVISION NO:	ISSUE DATE:	PREPARED BY:	APPROVED BY:	
DRAFT V8	29/11/18	TM/RW/OK	PB	





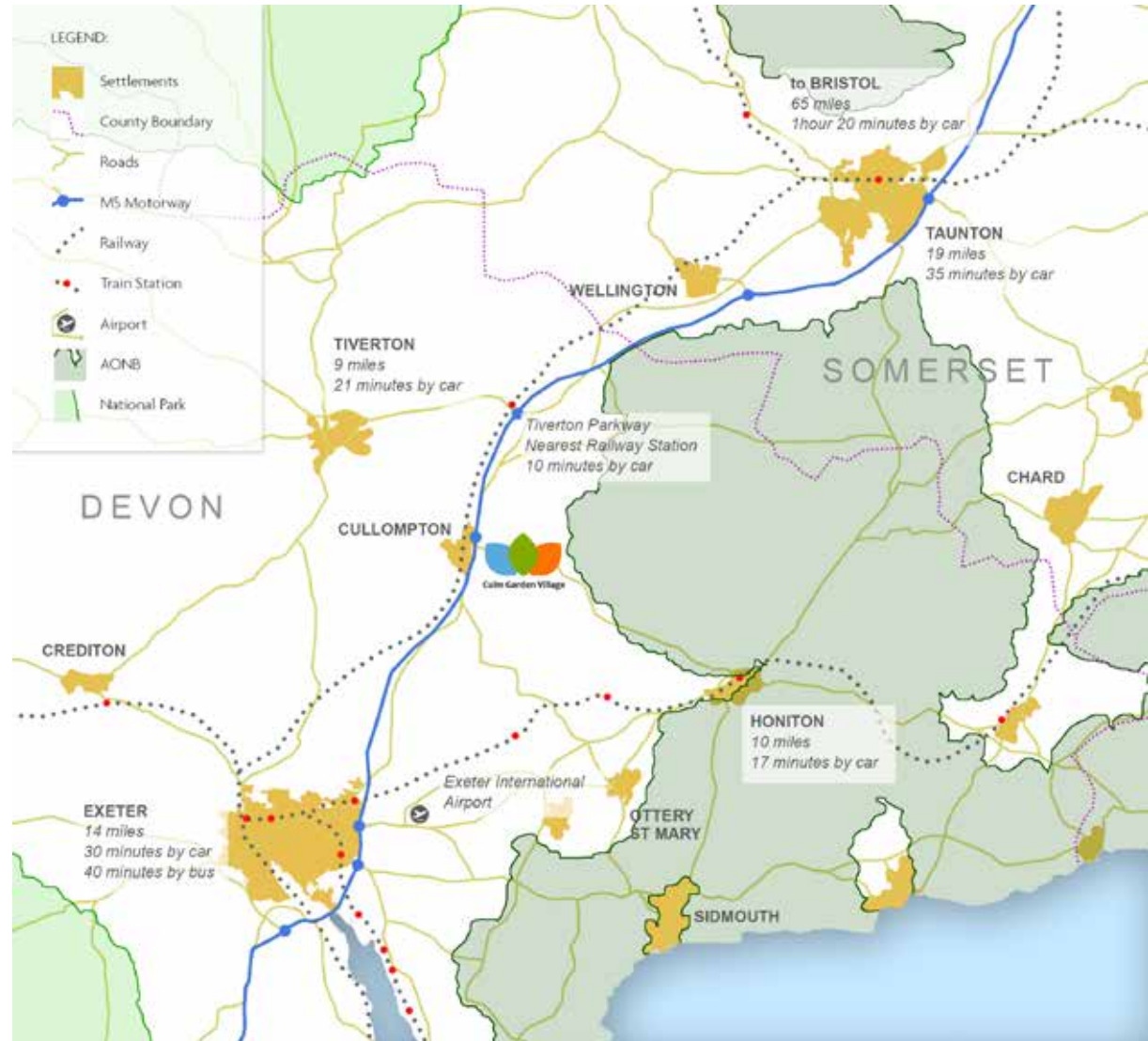
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On 2nd January 2017, the Government announced plans for a number of new Garden Villages and Towns across the country, including Culm Garden Village. These new settlements are to provide a modern take on the traditional garden communities movement that has its roots in the late 19th Century. Garden villages are meant to be different. They are new communities rather than just housing developments on the edge of existing communities and are designed around a number of key principles. For the 21st Century, Garden villages continue to focus on providing excellent access to services and jobs within a healthy, well connected and green environment.

The Government has confirmed garden village status for land to the east of the M5 motorway at Cullompton. The long term plans for the garden village are to deliver up to 5,000 new homes, as well as employment, shops, schools, healthcare facilities and leisure opportunities including the potential for new sports facilities and country park. The garden village will help to deliver M5 J28 motorway improvements and the long-awaited town centre relief road and will provide benefits in terms of natural flood management. There is also an ambition to re-open Cullompton railway station and improve bus transport.

Culm Garden Village now needs to establish its own Vision and Principles that have been developed through extensive engagement and consultation with the community. These will be embedded into the project as it develops and will support the creation of an ambitious example of a modern new garden community that is appropriate for Cullompton and Mid Devon.



"The advantages of the most energetic and active town life, with all the beauty and delight of the country may be secured in perfect combination"

*Ebenezer Howard, Garden Cities of Tomorrow 1898*





# INTRODUCTION

## Scope & Purpose of the Document

The key purpose of this document is to establish a Vision for the garden village and set out the key principles that will guide development and deliver the Vision. The document will also begin to add shape to the garden village in the form of an initial Concept Plan that sets out spatially how the garden village may be developed.

These emerging ideas are based on background research and extensive stakeholder and community engagement and consultation that have taken place to date. Through this document, further, wider consultation and input into these emerging ideas and plans is sought in order to establish an initial Vision, Principles and Concept for Culm Garden Village.

Accordingly, this document will set out and seek views on:

- a proposed Vision as a statement of intent to guide development of the envisaged garden village at Culm;
- a set of 9 Key Principles which will form the basis of the delivery of the proposed Vision; and
- an emerging Concept Plan for the garden village which sets out spatially how the garden village embodies the Vision, Principles and Objectives.

This document is, therefore the first key step in a series of stages of development of a comprehensive masterplan for Culm Garden Village. Further stages with associated engagement and consultation will take place over the coming months (see the Next Steps section) and are closely linked to the evolution and requirements of emerging local and strategic planning policy.

## Relationship to the emerging Mid Devon Local Plan, Cullompton Neighbourhood Plan and the Greater Exeter Strategic Plan (GESP)

The first part of the garden village is proposed to be allocated for development under the Mid Devon Local Plan Review which considers proposals for the period between 2013-2033. Emerging Policy CU7 (East Cullompton) of the Mid Devon Local Plan Review proposes the allocation of a site of 160 hectares to the east of Junction 28 of the M5 for the development of the initial new settlement (1,750 houses to 2033 with at least a further 850 to follow). It also requires comprehensive master planning and the adoption of a Masterplan as a Supplementary Planning Document (SPD) before any planning application is determined and that the Masterplan is subject to at least two phases of public consultation.

The draft Neighbourhood Plan was published for consultation in March 2017 and supports the idea of the wider garden village beyond the local plan allocation conditional upon establishing a joined-up and locally led approach that ensures physical and social integration of existing and new development enabling development to the east of the M5 to become an integral part of the community of Cullompton.

There is a clear intention and direction of travel towards a garden village at Cullompton of significantly greater scale and covering substantial additional land to that currently proposed to be allocated in the Mid Devon Local Plan Review. However, the additional land required will need to be identified and then allocated in future plans, potentially through the emerging Greater Exeter Strategic Plan.

In looking to respond positively to this context, the opportunity is being grasped now to develop and determine the key choices and decisions for the initial Master Plan SPD area at the same time as establishing a clear picture and understanding of the broader, longer term concept for the wider garden village.

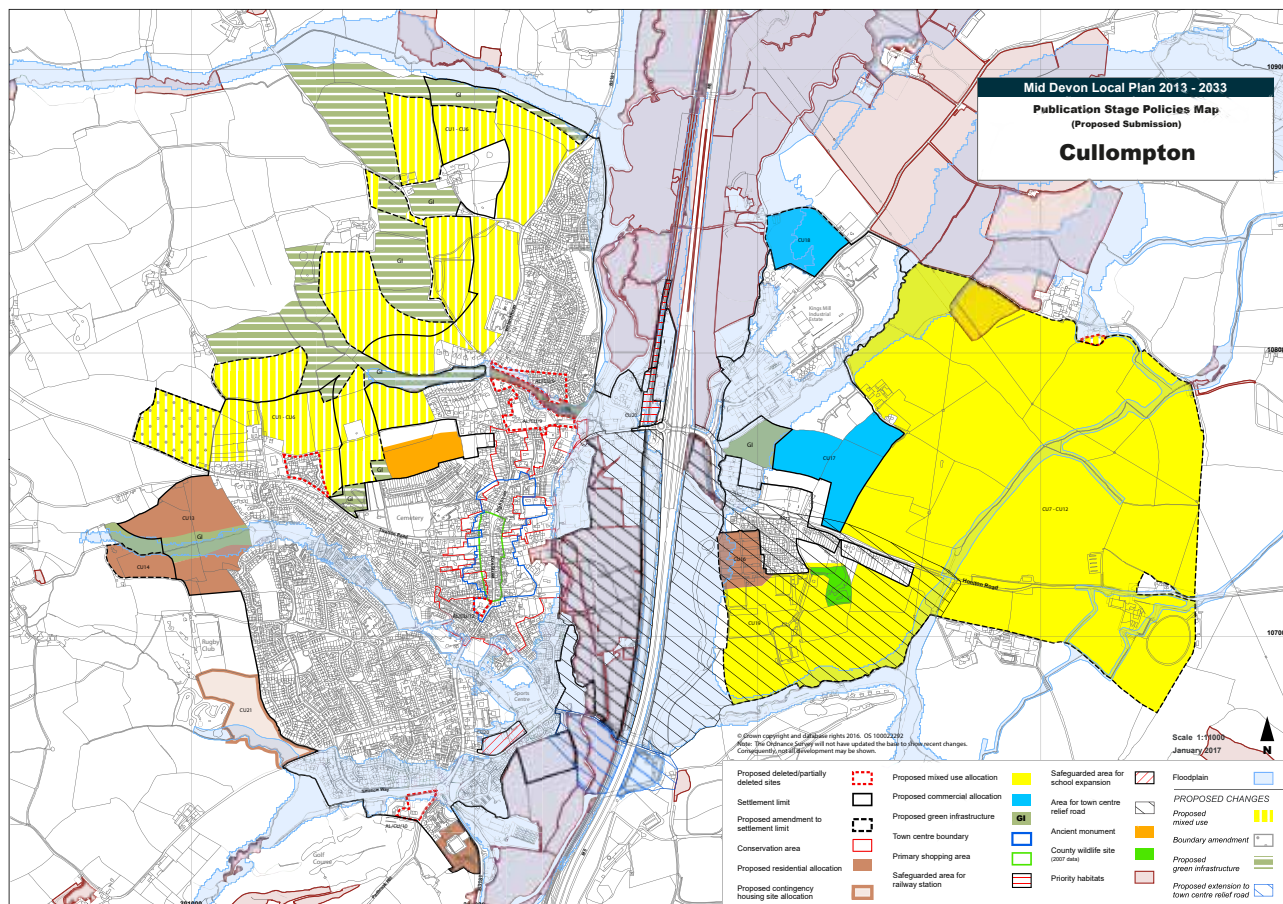
This approach should offer real benefits to the overall outcomes and placemaking by better informing



key decisions and choices in the Master Plan SPD document. Accordingly, this initial draft Vision and Concept document is accompanied by a separate Stage 1 consultation draft version of the Master Plan SPD document for the east of Cullompton emerging allocation area.

The process of creating this Vision and Concept document for Culm Garden Village will also offer benefits by providing an important source of evidence and community and stakeholder input to inform the consideration of the potential future allocation of Culm Garden Village in the Greater Exeter Strategic Plan.

**Q1:** Culm Garden Village is a working name for the new settlement to the east of Cullompton. Do you have any ideas for a name for the new garden village and reasons why you have selected this name?



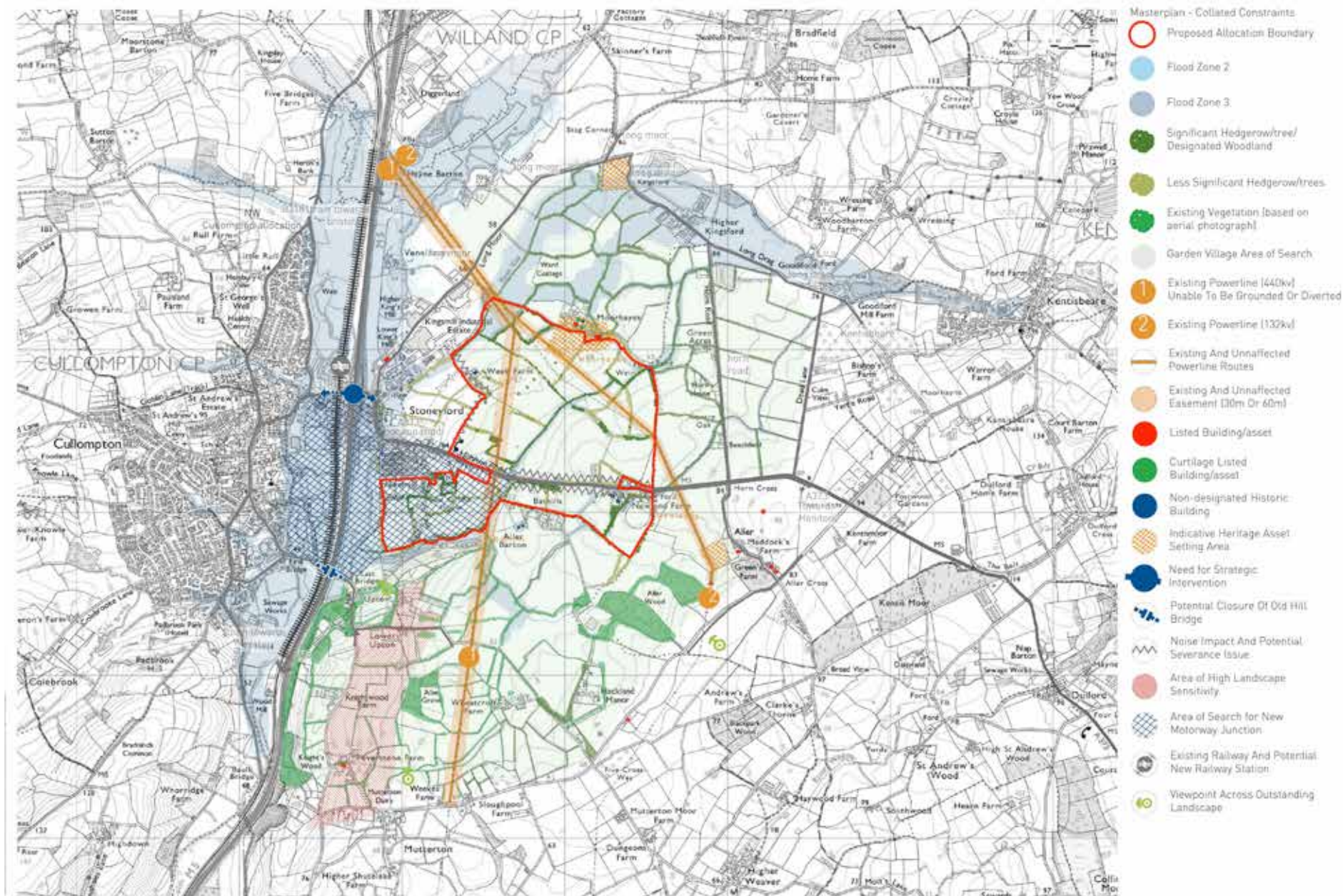
Whilst the full extent of the garden village is not yet known and will need to be identified and consulted upon and then allocated in future plans, potentially through the emerging Greater Exeter Strategic Plan, the conceptual work done to date has identified some natural boundaries to what might be the potential developable area. These include areas of woodland, ridgeline, flood zone, M5 motorway and railway, and the need for a green buffer between the garden village and Kentisbeare. Working with the constraints of the site and the opportunities that arise from these provides a framework for development. Some of the key constraints and opportunities are shown on the adjacent plan and described below.

- Landscape: the existing ridge to the south west, ancient woodland to the south east and flood risk area to the north provide opportunities to create a “green triangle” of potential open space.
- Rivers and flood areas: the River Ken and the River Culm along with various other smaller watercourses result in parts of the proposed garden village area being subject to potential flooding and drainage issues. The features have the potential to make a positive contribution through the approach to green infrastructure and open space.
- Existing hedgerows, treelines and watercourse crossing the garden village area create opportunities to link the green triangle with green corridors.
- Pylon runs through the area provide opportunities for new wide green corridors, also linking the green triangle and existing green corridors.
- Settings of historic landscape features and listed buildings will need to be protected/ enhanced.
- Existing employment areas can be developed further and linked to housing and other facilities with green walking and cycling routes.
- New employment areas can take advantage of the good links to the M5 motorway and to Cullompton.
- Honiton Road runs centrally through the area to provide good access to a local centre and schools.
- Connections to and across the M5 motorway (and river and railway line) and development of

the garden village is constrained by the current circumstances at Junction 28 of the motorway. This garden village presents an opportunity to support the resolution of town centre traffic problems and provide a new or improved means of access onto the M5 motorway as well as pedestrian, cycling and public transport across the motorway to the existing town.

**Q2:** Are there other significant constraints or opportunities that the master planning process at Culm Garden Village needs to take into account?





# 3 ENGAGEMENT

Building on the understanding of the potential garden village area, extensive engagement and collaborative working has taken place with a number of technical stakeholders such as landscape architects, ecologists, highways officers, urban designers, flood risk and drainage specialists, education and housing officers, leisure and health professionals; as well as with community organisations and groups forming the Culm Garden Village Community Stakeholder Forum.

This Forum is attended by representatives from organisations such as Cullompton Town Council, Kentisbeare Parish Council, Cullompton Neighbourhood Plan Steering Group, sports clubs, local health providers, local schools, arts groups and faith groups.

The key findings from this engagement have informed the draft Vision, Principles and Concept Plan contained in this document. These key findings include:

- Ensure the new community is integrated with Cullompton, physically and socially
- Green buffer with Kentisbeare
- Sense of community and well-being with sports and leisure to meet the needs of the existing and new communities – being happy where you live, active, inclusive and safe
- Adequate and natural flood risk management and sustainable urban drainage systems.
- Good quality employment in a high quality environment to attract the right people to the right jobs – reducing out-commuting
- Business hubs with fast broadband, links with the Exeter Science Park, highly skilled workforce and quality apprenticeships
- Focal points for gathering people together, arts and culture, faith;
- A community hub with provision for healthcare, catering for all ages
- Central neighbourhood centre with post office, pub, church, shops, cash point, nursery, community centre – focal point of the village
- Education provision close to Honiton Road, sports and employment.
- Easy to find your way around
- Timely provision of infrastructure
- Suitable mix of housing to meet demographic need, high quality, well designed and built housing, including care homes and variety of tenures
- Innovative design and new technology with low running costs and self-sufficiency designed in
- Flexible live-work space
- Community ownership and stewardship of open space and facilities, open space and facilities optimised to build community cohesion; facilities well run; fair for everyone
- Respect and respond to natural features, incorporate renewable energy, grow your own food; environmentally sensitive.
- Prioritise walking and cycling, green routes, connect north and south of Honiton Road and across M5 motorway.
- Country parks and green corridors; space for wildlife; bringing the countryside into the village; and a green perimeter trail

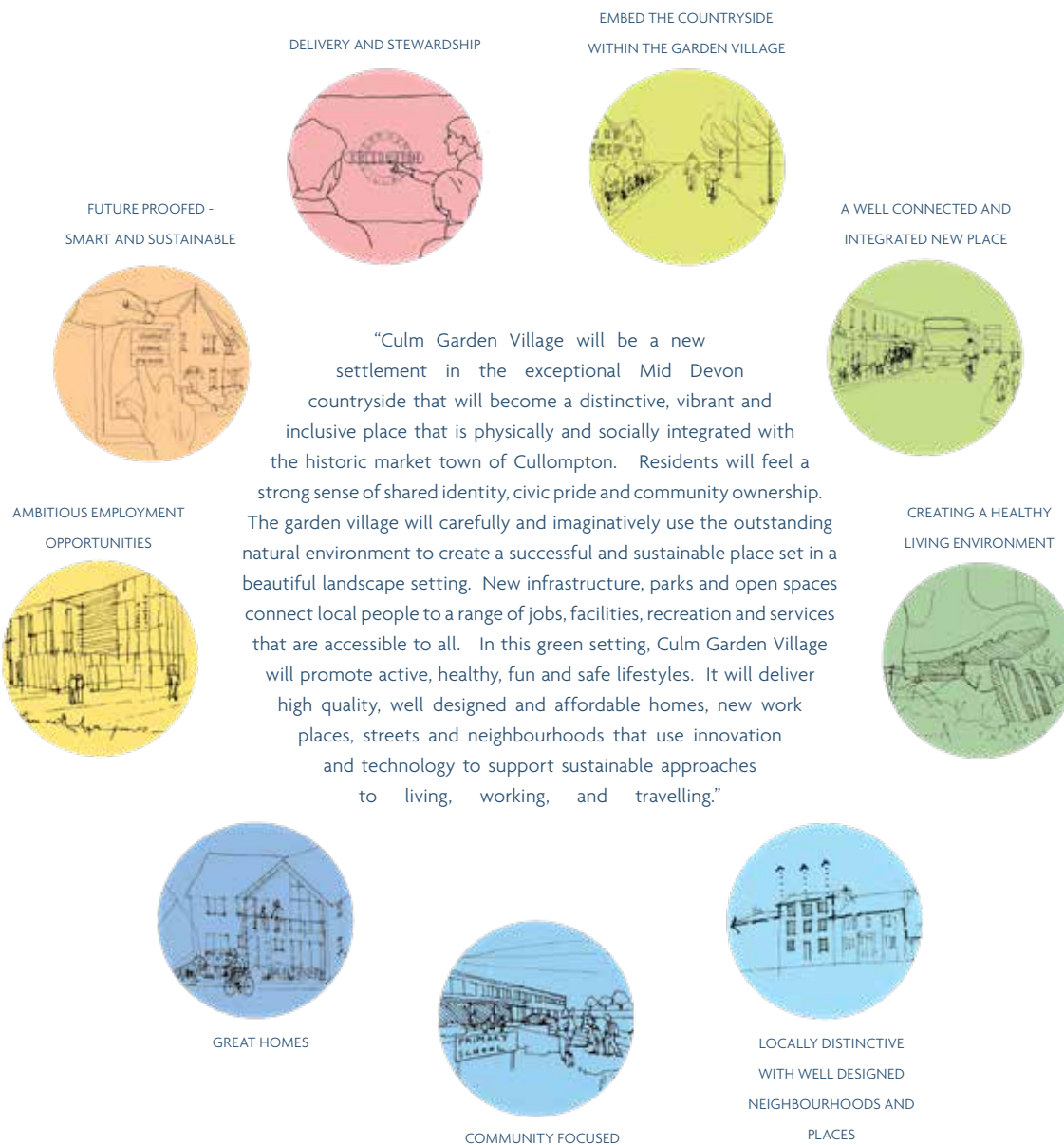




Further engagement is planned to take place across the spring and summer of 2019.

The Vision statement for Culm Garden Village has been informed by a wide range of existing material including Mid Devon Council's emerging Local Plan, the draft Cullompton Neighbourhood Plan and the original Expression of Interest to Government for a garden village at Culm. Allied to this has been engagement with community and technical stakeholder groups to ensure the master planning process is locally led. The product of this work and thinking is set out in the remainder of this document starting with the following Vision statement alongside the proposed 9 key Principles which articulate what type of place Culm Garden Village could be.

**Q3:** Do you agree with the emerging Vision for Culm Garden Village? What other aspects should the vision include or what should be taken out of it?



"Town and country must be married,  
and out of this joyous union will  
spring a new hope, a new life, a new  
civilization."

*Ebenezer Howard, Garden Cities of Tomorrow 1898*







## I. EMBED THE COUNTRYSIDE WITHIN THE GARDEN VILLAGE

Culm Garden Village provides a superb opportunity to embed the countryside within the new settlement within a hierarchy of ambitious open space provision, including destination parks, formal and informal open space and green corridors which at the strategic level would also be shared with the neighbouring town of Cullompton to provide for exemplary recreational, educational, ecological resources and enhancements.

**Q4:** Do you agree that embedding the countryside should be one of the 9 key principles?

**Q5:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





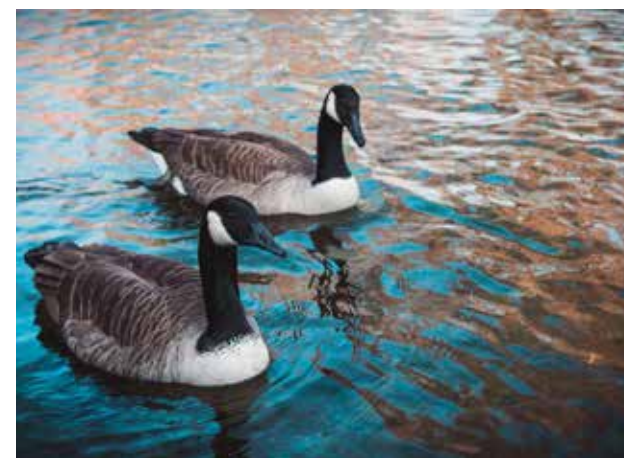
#### a) Enhance and respect existing landscape

A landscape led master plan will respect and enhance the existing natural environmental assets, the topography of the area, its watercourses and woodlands to create new high quality landscapes and features as key elements of the proposed garden village.



#### b) Green and Blue Infrastructure as features and connecting corridors

Existing and new green corridors, ecology, hedgerows and water courses will underpin the green infrastructure and links to park(s), open spaces and leisure and recreational destinations.



#### c) Destination green and open Spaces

A series of new, high quality landscape and waterscape features and destinations will be available to new and existing residents and will be key assets for the garden village and Cullompton.



#### d) Culm Garden Village 'Green Triangle' – connecting the water, ridge and woodland landscapes

A key structuring element of the landscape and green infrastructure vision for Culm Garden Village is the potential to connect together key existing and proposed landscape features, parks, open spaces and green corridors to deliver a 'Green Triangle'.



#### e) Ecological and biodiversity gains and enhance the natural environment

Development will enhance the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, with appropriate low carbon approaches and climate resilience built-in.



#### f) Recreational and educational resources for the whole area

The garden village will provide the opportunity to create superb new recreational and educational resources such as a country park and a sports zone with opportunities for off-road cycling and walking routes.





## II. A WELL CONNECTED & INTEGRATED NEW PLACE

A new garden village and community is well connected and integrated both within the boundaries of the settlement and with the existing community of nearby Cullompton and areas beyond such as Exeter and Taunton.

**Q6:** Do you agree that a well-connected and integrated new place should be one of the 9 key principles?

**Q7:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?



### a) Physical connections and integration

The garden village will be designed to support the integrity of Cullompton and to foster integration between the existing and new settlement areas through physical connections including bridges, roads, pedestrian links, cycle paths and public transport. Connectivity to Cullompton town over the M5 is a priority, including improved access for cycling. Pedestrian and cycle connections between the garden village and the centre of the existing town of Cullompton across the motorway will be expanded and enhanced.



### b) Social connections and integration

An excellent range of new community services and facilities will be provided within the garden village that can also help to serve the needs of the whole community in the Cullompton area, including sports, education, health/wellbeing, community and faith spaces. Culm Garden Village will embrace the principles of accessibility for all.



### c) A legible and walkable place with neighbourhood and local centres

The garden village itself will be designed to create easily understood and navigable neighbourhoods, routes and connections that place people first. Key local services such as schools, healthcare, shops and jobs will be within easy walking distance of every home. Walkable and cyclable neighbourhoods within the garden village will be based on safe and attractive routes that intersect with public transport nodes.



### d) Movement and travel choices

Within the garden village, it will be easy and safe to make your way around and between the streets, places, neighbourhoods, green spaces and community facilities. The design will enable integrated and accessible movement and will prioritise walking, cycling and public transport to make them the most attractive forms of travel. A well-functioning road network will also ensure that this is an attractive location for new development, minimising the impact on adjoining uses and providing sustainable development that benefits the wider community.



### e) Cullompton Railway Station

The potential to re-open Cullompton railway station is directly related to the delivery of Culm Garden Village and can improve the area's already excellent accessibility credentials. The station is a key part of the development strategy for the revitalisation of the existing town, attracting inward investment to the area and increasing opportunities for the use of sustainable modes of transport.





### III. CREATING A HEALTHY LIVING ENVIRONMENT

Culm Garden Village will enable people to enjoy active lifestyles, promoting good health and personal wellbeing within its natural surroundings. The offer includes well-connected green environments and open spaces for informal and formal recreation, including sports clubs and facilities to support a range of activities, and children's play areas to promote outside learning and play. By creating opportunities and encouraging community cohesion a natural sense of community will evolve to help people of all ages and abilities feel safe and keep naturally healthy.

**Q8:** Do you agree that creating a healthy living environment should be one of the 9 key principles?

**Q9:** Do you agree that the following related objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





### a) Active Lifestyles

Opportunities will be provided for formal and informal activity and leisure for all ages and abilities including a sports/health hub for a range of sporting activities integrated within the community that will encourage healthy lifestyles from a young age. The community and place will be based on active design principles to encourage and promote sport and physical activity e.g. outdoor gyms and trim trails. Culm Garden Village will also promote the use of healthier travel choices providing easy and safe opportunities for everyone to be physically active including walking and cycling routes for recreation and commuting.



### b) Built environment

The design and layout of Culm Garden Village will promote physical activity and the design of individual buildings and homes will provide attractive, safe places to give residents the health and independence to live life to the full for as long as possible e.g. high quality independent living for the elderly, and dementia-friendly design.



### c) Natural environment

The high quality countryside experience integrated within the garden community will provide walking trails and informal leisure opportunities linked to green infrastructure corridors, landscapes and parks. This will facilitate active lifestyles, and importantly enjoyment of peace and tranquillity, mindful of people's positive life-long mental health and wellbeing.



### d) Local food production

A sustainable garden village with community allotments and orchards will give residents the chance to grow their own organic produce within a productive farming landscape, providing learning experiences and community interaction and cohesion. The garden village will enable everyone to live well by eating healthy locally grown food.



### e) Benefits to the local economy

Culm Garden Village will be a place to enjoy healthy lifestyles within a strong and supportive community; helping to retain and attract a diverse and active working population.





#### IV. LOCALLY DISTINCTIVE WITH WELL DESIGNED NEIGHBOURHOODS & PLACES

Culm Garden Village will be a place where people really want to live, embracing design and quality at the highest level to deliver a memorable settlement of unique character that integrates with and enhances an outstanding local natural environment. Culm Garden Village will have a clear design theme which relates to locally distinctive architectural styles and traditions and uses high quality materials.

**Q10:** Do you agree that locally distinctive with well designed neighbourhoods and places should be one of the 9 key principles?

**Q11:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





#### a) Design and materials that reflect local character

Culm Garden Village will have a coherent architectural theme. A design code will be developed that will be complementary to the existing town to be adhered to by all developers throughout the evolution of the village. It will provide a clear understanding of detail and craftsmanship expected to ensure the creation of beautifully and imaginatively designed buildings.



#### b) Integrated with landscape, environment and heritage features

Culm Garden Village will have well-designed homes in beautifully landscaped settings. The natural environment will be integrated within the development, including through retaining important trees and hedgerows and other landscape features. Heritage features are important to the design and 'sense of place' for Culm and design should ensure that these assets and their settings are enhanced in designing a locally distinctive place.



#### c) Adaptable neighbourhoods and places

The layout, legibility and accessibility of Culm Garden Village will ensure that it is a safe and accessible place that can accommodate the needs of people of all ages including small children, those with mobility difficulties and elderly persons' requirements.



#### d) Exemplary public realm

Public spaces within the garden village will be usable by residents and other members of the public of all ages for a range of leisure and recreation activities in a safe social environment. Public spaces will be carefully designed and landscaped; incorporating bespoke street furniture, quality street signs, and locally sourced public art to create the most attractive and social spaces possible. A variety of public places and spaces will provide an accessible environment to develop social links between residents of all ages.



#### e) Supporting diversity and innovation

Culm Garden Village will accommodate new forms of architecture and building whilst making use of local materials and contributing positively to the character of the built environment and sense of place. Innovative designs and alternative construction models (e.g. off-site pre-fabricated builds) will be encouraged for enhanced delivery whilst achieving expectations of high quality design. Low carbon buildings should aim to maximise use of building fabric to achieve energy efficient homes with energy prioritised from renewable sources.



#### f) Creating civic pride and ownership

Local people will be able to participate in the design process to enable positive support for development and local empowerment; helping to foster social linkages between existing and new residents within the Cullompton area to create a sense of pride and permanence.



## V. COMMUNITY FOCUSED

Culm Garden Village will be designed to foster a sense of community pride and ownership, delivering everything that will make the place function well and flourish for all of its residents. This will contribute to a feeling of community spirit, inclusion and permanency that will encourage people to stay and put down roots. Key to the initial and longer term building of the new community will be integration with Cullompton that will create and sustain links between the new and existing communities.

**Q12:** Do you agree that being community focused should be one of the 9 key principles?

**Q13:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





#### a) Co-ordinated and timely delivery of services, facilities and infrastructure

Key community buildings including provision of schools, sports/leisure facilities, technology, affordable homes, community buildings and accessible green open space, should, as far as possible, be delivered in step with housing development, alongside measures for local solutions to long term management and stewardship roles for the community.



#### b) Integrated with and complementary to Cullompton Town

The new community will be connected to the existing community both physically and socially; so it becomes an integral part of the wider community and settlement of Cullompton with shared facilities and interests. A clear strategy and supporting governance will be developed to establish and maintain relationships between the two communities to bring them together.



#### c) Strong recreational, arts and cultural offer in sociable neighbourhoods

Cultural activities and facilities, sporting activities and a sports hub will help to positively empower the new community, prioritising the role of local input and leadership opportunities. Outdoor performance space and multi-functional facilities are important for social engagement and establishing the identity of Culm Garden Village through local inspiration. Art and cultural provision should build on local creativity derived from local heritage, character and traditions as Culm Garden Village develops and the community evolves



#### d) Safe places and facilities delivered as part of vibrant walkable neighbourhoods

Culm will be a happy place to live so everyone feels that they are supported by ensuring opportunities and facilities such as community meeting places, connections and spaces are provided for successful community integration. Multi-functional places and spaces that can be used for community-led formal and informal activities, events and exhibitions will be a significant component of the garden village.



#### e) Accessible to all and fair for everyone

Places and spaces will be open and beneficial to everyone ensuring that the physical environment is accessible and easy to navigate including for people with dementia, so it is easy to access, understand, use and enjoy.



#### f) Fostering a sense of community pride and ownership

The garden village will demonstrate a clear focus on community engagement so the community has a clear role and can steer how it develops and functions now and in the future. Strong local leadership and governance will ensure a solid foundation. A long term management strategy will enable Culm Garden Village to flourish and provide a high quality environment, contributing to the feeling of community spirit and permanency.



## VI. GREAT HOMES

Culm Garden Village provides a unique opportunity to deliver a vibrant new community with homes that people want to live in, in a place where people can live, work, and play for generations to come. Homes will be sustainable, affordable, accessible and adaptable and set within a beautiful landscape, with a range of types and tenures to meet identified needs.

**Q14:** Do you agree that delivery of great homes should be one of the 9 key principles?

**Q15:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





#### a) Beautifully and imaginatively designed

Homes will have a clear identity, reflecting the local built heritage and the best design approaches, and making the most of new technologies and innovations in construction and design enhancing people's health and wellbeing. Homes that are built to excellent design standards in terms of architecture, space, quality materials and build, will be sustainable, accessible and adaptable, with usable outdoor space and parking. Innovative and distinctive homes and neighbourhoods will be created by locally responsive design, capitalising on the site's natural assets.



#### b) Mix of character, types, tenures and designs

A mixed and balanced community will be supported through delivery of a wide choice of homes to meet local needs in terms of housing types, affordability, designs and tenures. The garden village will include custom and self-build opportunities, accessible homes, homes for all ages including those that require care, homes with workspace, private rented sector development and flexible homes that are adaptable to changing needs over a lifetime.



#### c) Self and custom build

At least 5% of the housing plots within the garden village will be serviced and available to self-builders or those wishing to buy a customised home, for example modular homes built off-site to customer specification, or provision of shell homes to be finished as desired.



#### d) Local opportunities

A diverse housing mix will be delivered by a range of providers, with opportunities for smaller local developers, community groups such as community land trusts, housing associations and self and custom builders.



#### e) Sustainable and resilient in construction and use

Highly energy efficient homes will incorporate the latest technology in terms of construction methods and low running costs. Consideration will be given to community renewable energy solutions, using resources available locally. Homes will be accessible and adaptable to people's changing needs over time, such as room to extend, flexible space that can be used for work or home life, and the ability to install a stairlift should the need arise.



#### f) Exemplar/pilot areas

Opportunities for innovative house building technologies to be trialled on the garden village in pilot areas, or showcased to potential buyers, will set the highest standards of sustainability.



## VII. AMBITIOUS EMPLOYMENT OPPORTUNITIES

Culm Garden Village is not simply about housing. A broad range of high quality employment opportunities is required to reduce out-commuting and help deliver a sustainable, resilient community. This will be supported by an economy and skills strategy to attract the right people with the right skills and the right jobs. Sustainable transport networks such as a re-opened railway station, and fast bus transit will facilitate sustainable commuting where necessary to jobs in the local area.

**Q16:** Do you agree that creating ambitious employment opportunities should be one of the 9 key principles?

**Q17:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





#### a) Economy & skills strategy

An economy and skills strategy will aim to support self-sufficiency and reduce out-commuting by attracting high quality jobs, targeting the green economy, smart data and the technology sectors, and setting the right conditions for inward investment. The strategy will seek to attract the right businesses and training providers to achieve a flourishing and diverse local economy, integrated and physically connected to Cullompton, to help Cullompton grow as an important business centre.



#### b) Diverse opportunities for all

A wide range of business spaces will be provided to enable businesses to function effectively, from business hubs to support small and start-up businesses and the growing trend for remote and home working, to flexible business spaces to provide opportunities for businesses to relocate to the area and for local businesses to expand and grow. Skills training, linked with local education and skills providers and businesses, will provide people of all ages with opportunities to improve their skills to meet employer's needs.



#### c) Well connected

Access to cutting edge digital infrastructure and high speed fibre broadband connections will be standard across Culm Garden Village. New businesses will be physically located with good access to public transport, including the ambition for a re-opened railway station and improved fast bus service, the surrounding road infrastructure and M5 motorway. They will be linked to existing and proposed housing areas and public transport nodes with attractive walking and cycling routes.



#### d) Linked to education

The Garden Village will look to support an ambitious economy and skills strategy to provide high quality skills training and apprenticeships. It will seek to engage private sector employers and key players in the knowledge economy, such as research and educational partners, and explore opportunities to link with skills providers and high tech business zones such as Exeter Science Park. Schools will be located close to employment areas to take advantage of close links with local employers.



#### e) Quality buildings and environments

Providing a high quality environment in which to live and work will be essential to attract the right businesses and inward investment and attracting the right people to the right jobs. The garden village will aim to provide high quality homes and imaginatively designed buildings, set within a beautiful landscape, with a mix of employment areas and types linked to homes, schools, retail, leisure and sports provision by attractive green walking and cycling routes.



#### f) Green economy

'Green economy' captures a range of activities spread across different sectors which have the common objective of providing goods and services in a sustainable way, reducing the impact on the environment. Focusing on the green economy within the garden village has the potential to deliver high quality jobs, innovation, energy security opportunities and a range of other benefits. The importance of the knowledge economy in sustaining places is now crucial, as is the flexibility to respond to the potential for new technology to change the nature of work.



## VIII. FUTURE PROOFED- SMART AND SUSTAINABLE

Culm Garden Village will be designed to be a resilient place that allows for changing demographics, future growth, the impacts of climate change and new technology for generations to come. Today's technology would have been unimaginable when the original garden cities were designed. Now they are increasingly becoming a vital part of everyone's life. The creation of a new garden village provides the opportunity for new and emerging technology and SMART solutions to play a part in all aspects of its design.

**Q18:** Do you agree that creating a smart and sustainable community should be one of the 9 key principles?

**Q19:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





#### a) Design & construction

Culm Garden Village will promote high standards of sustainable living, for example incorporating low carbon and energy plus construction – houses and employment buildings that generate more energy than they use. Innovative construction techniques such as modular houses built off-site to a high specification can increase choice. Buildings will be designed to be adaptable to changing needs and to take advantage of the natural assets of their environment, such as the use of sustainable urban drainage systems and natural flood risk management, as well as renewable energy, either incorporated into individual buildings or as community energy solutions.



#### b) Energy security, carbon & low emissions - reducing cost of living

The garden village will promote ways to reduce the high costs of living for everyone through sustainable design of housing, with homes incorporating the latest technology. The garden village will require a carbon reduction and low emissions strategy, promote low carbon and energy positive construction with self-sufficiency built in, and explore the potential for community renewable energy schemes, to give fuel certainty and security and reduce the environmental impact of development.



#### c) Environmentally sensitive – biodiversity gains & climate change resilience

The garden village will create new neighbourhoods focused on climate change adaptation that will enhance the natural environment. The right landscaping and tree planting combined with natural flood risk management will aid flood prevention, provide shade and carbon reduction. Sustainable urban drainage systems can be incorporated into wide green corridors running through the village to encourage wildlife and bring nature into the heart of the urban area. Carbon reduction and energy-positive technology will aid climate resilience.



#### d) Innovation & technology

Building design will be based on the latest technology with smart solutions built in. The design of the garden village will anticipate the opportunities presented by technological change, such as electric and driverless cars, the smart grid and digital connectivity, and opportunities for trialling and showcasing new technological solutions in pilot areas will be available.



#### e) Well connected

High speed fibre broadband connections will be standard across the garden village, and flexibly designed neighbourhoods will allow adaptation to new patterns of working and living as technology increases digital connectivity. The garden village will be designed to be able to adapt to future smart transport solutions, such as driverless cars and autonomous public transit.



#### f) Strong communities

The garden village will have a strong community at its heart. It will be designed to be somewhere that people want to stay and invest in. A wide range of housing, employment, sport, leisure and education opportunities will help to ensure that there is a good social mix. Technology will help bring the new and existing communities together through a community run website and social media groups. People will be encouraged to take care of and manage their own environment and take part in building a cohesive new community. A strong community with a stake in the future of the place will be more adaptable to the future changes in the economy, society and environment.





## IX. DELIVERY & STEWARDSHIP

Delivery of a successful and thriving place and community at Culm Garden Village is recognised as needing to develop innovative and long term thinking for its design, execution, funding and stewardship with particular emphasis on the engagement and involvement of the existing local community and future residents and businesses.

**Q20:** Do you agree that delivery and stewardship should be one of the 9 key principles?

**Q21:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?





### a) Locally led with strong vision and ongoing engagement

A longstanding commitment to the development of the garden village being locally led, is backed by an ambitious vision. Extensive engagement and involvement of the local community, stakeholders and existing and future residents and businesses and bringing together land owners, promoters, the public sector and the community will create and deliver the garden village in a coherent and integrated way.



### b) Long term management and stewardship strategy

Long-term management strategies will be developed early and put in place to ensure that the garden village continues to flourish and offer the best for existing and future residents. The stewardship approach at Culm is likely to go beyond the management of the green space such as the water park to potentially cover the active and positive management of a range of other proposed community facilities from arts provision to commercial estates and utilities companies. A stewardship company, as a not for profit organisation, could look to ensure that community assets can generate funding to ensure that all the development's assets will be cared for now and for future generations, essentially making the residents the custodians of their own community and the garden village way of life.



### c) Efficient and effective delivery

Creating a masterplan that is geared towards timely delivery of physical infrastructure and an effective rate of development, will ensure that the garden village is a viable, accessible and successful location as quickly as practicable. It will also have multiple opportunities for residential and commercial developers (large and small) to create a new and innovative market destination, thereby increasing the rate of development and speed at which a critical mass of activity and establishing of an integrated new place is secured.



### d) Integrated, self-sufficient and innovative

Maximising the potential benefit of the relationship with nearby Cullompton and the envisaged scale of development and critical mass at Culm Garden Village will help secure the timely and up front delivery of services and facilities such as schools, neighbourhood centres, health and leisure provision and new employment space. Continually seeking to employ innovative techniques in design, planning, implementation, management and governance will create a strong, self-sufficient and socially inclusive community and place.



The consideration and understanding of the potential garden village area alongside the preparation of the Vision and Principles for Culm Garden Village and the engagement and discussions with the local community and stakeholders has informed the evolution of an initial concept plan and set of proposals that are illustrated on the accompanying diagram. The following paragraphs summarise those initial conceptual proposals which seek to articulate the Vision and Principles and set out what type of place Culm Garden Village could be and which will be used to steer the development of Culm Garden Village and its master plan in due course.

### EMBED THE COUNTRYSIDE WITHIN THE GARDEN VILLAGE

The initial thinking about the development has been structured around access to the countryside, greenspace and watercourses, a central concept being a “green triangle” comprising a water park in the north, a strong ridgeline to the south west, and a wooded area to the east, linked by a network of pathways, sporting and recreational provision.

### A WELL CONNECTED & INTEGRATED NEW PLACE

The central provision of a local centre, schools and community facilities close to Honiton Road with walking and cycling links to housing, employment, sport and outdoor recreational facilities ensures good connectivity within the garden village and provides a focus for the wider area. Links for all modes of travel across the M5 to Cullompton ensures that the garden village integrates physically and socially with the existing town, and provides access to public transport provision, including to the future railway station.

### CREATING A HEALTHY LIVING ENVIRONMENT

The integration of the countryside as a core characteristic of the garden village underpins healthy lifestyles for those living and working locally. Access to the countryside, parks, allotments and green routes encourages time spent outdoors. Sport, leisure, health and well-being provision is co-located or linked by green routes and provides superb local opportunities for recreation and healthy living.

### LOCALLY DISTINCTIVE WITH WELL DESIGNED NEIGHBOURHOODS & PLACES

Public spaces will be designed around the needs of people and be easily accessible. Culm provides a series of neighbourhoods across the garden village, with strong connections to the local centre, schools and facilities close to Honiton Road. Each neighbourhood will have a character and feel that responds to the local setting and provides a distinctive place.



## COMMUNITY FOCUSED

The initial concept planning for Culm has involved the local community and represents early thinking about how the garden village should be designed to ensure it is valued, safe and accessible for all. Schools, shops, sports, health and leisure facilities are accessible to the whole community and managed and maintained for and by the community to foster a sense of pride of place.

## GREAT HOMES

Residential areas will be easily accessible and provide a mix of house types, tenures and designs that cater for the needs of the whole community. Homes will be well-designed to ensure adaptability to the changing needs of the occupants while high levels of energy efficiency will reduce future running costs.

## AMBITIOUS EMPLOYMENT OPPORTUNITIES

Culm provides a range of job opportunities for existing and future residents. New employment areas have a strong relationship with existing industrial estates and close links with the M5 motorway. Emerging green economy and smart data sectors complement the more traditional jobs providing a range of opportunities and supporting the growth of Exeter as a regional green economy hub. There is a close physical relationship between schools and businesses to ensure that young people have the skills and training they need.

## FUTURE PROOFED – SMART AND SUSTAINABLE

The vision for a smart and sustainable garden village will be integral to future masterplanning that will build on the high level concepts in this document though delivery of new homes and buildings that help to reduce the costs of living through sustainable design and technology and that are digitally and physically well connected. The resulting place is environmentally sensitive and somewhere that enables a strong community to develop that is resilient and adaptable to future changes.

## DELIVERY & STEWARDSHIP

The initial concept planning for Culm has involved the local community and this will continue into the future. Looking to the future, long term strategies and structures will be put in place so that the local community has a real say in how the area develops and how community facilities are managed.



## 6 NEXT STEPS

### How to Make Your Views Known

Copies of the information will also be available and responses are encouraged to be submitted electronically through the online form available on the Culm Garden Village website at:

[www.culmgardenvillage.co.uk/get-involved/](http://www.culmgardenvillage.co.uk/get-involved/)

or through the following email address:

[culmgv@middevon.gov.uk](mailto:culmgv@middevon.gov.uk)

Written responses to this document can also be posted/delivered to:

Tina Maryan  
Area Planning Officer, Major Projects Cullompton  
Growth, Economy and Delivery Team  
Mid Devon District Council  
Phoenix House  
Phoenix Lane  
Tiverton EX16 6PP

Informal views may be expressed and questions answered at public exhibitions/workshops which will be held on dates to be advertised on the Mid Devon Council Website; the Culm Garden Village Website and in local

press and media. All written responses will be treated as public documents and published on the Council's website after the consultation ends. Personal information such as email addresses and signatures will not be published.

This document outlines the emerging Vision and Principles for development of the garden village and an initial draft Concept Plan for consultation.

Following public consultation on this document, the Vision and Concepts document will be finalised, informed by the feedback received. The document will be used to guide development of the garden village.

Consultation on this document is taking place alongside consultation a Masterplan Supplementary Planning Document Issues Opportunities and Concepts document for the East Cullompton allocation in the emerging Mid Devon Local Plan Review, which will form the first phase of the garden village.

The Vision, Principles and Concepts document and the Supplementary Planning Document on the emerging East Cullompton allocation are subject to adoption of planning policies relating to the East Cullompton allocation in the Mid Devon Local Plan Review, and the inclusion of the garden village as a proposed allocation in the Greater Exeter Strategic Plan.

The Mid Devon Local Plan Review has been submitted for examination. Hearings have taken place on the part of the part of the Plan related to development at Junction 27 of the M5 motorway and related housing allocations. Hearings for the remainder of the Plan, including the East Cullompton allocation, are expected to take place late early 2019, following which, if the Plan is found sound, it will be adopted by Mid Devon Council.

It is expected that a first draft of the Greater Exeter Strategic Plan will be out for public consultation during the summer of 2019, following which it will need to be revised to take into account consultee feedback.

# Questions

We have asked questions throughout this document to help focus debate. These questions are listed below to act as a reference point.

**Q1:** Culm Garden Village is a working name for the new settlement to the east of Cullompton. Do you have any ideas for a name for the new garden village and reasons why you have selected this name?

**Q2:** Are there other significant constraints or opportunities that the master planning process at Culm Garden Village needs to take into account?

**Q3:** Do you agree with the emerging Vision for Culm Garden Village? What other aspects should the vision include or what should be taken out of it?

**Q4:** Do you agree that embedding the countryside should be one of the 9 key principles?

**Q5:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q6:** Do you agree that a well-connected and integrated new place should be one of the 9 key principles?

**Q7:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q8:** Do you agree that creating a healthy living environment should be one of the 9 key principles?

**Q9:** Do you agree that the following related objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q10:** Do you agree that locally distinctive with well designed neighbourhoods and places should be one of the 9 key principles?

**Q11:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q12:** Do you agree that being community focused should be one of the 9 key principles?

**Q13:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q14:** Do you agree that delivery of great homes should be one of the 9 key principles?

**Q15:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q16:** Do you agree that creating ambitious employment opportunities should be one of the 9 key principles?

**Q17:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q18:** Do you agree that creating a smart and sustainable community should be one of the 9 key principles?

**Q19:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q20:** Do you agree that delivery and stewardship should be one of the 9 key principles?

**Q21:** Do you agree that the following objectives are the right ones to deliver that principle or should the emphasis be on other priorities, and if so, what are they?

**Q22:** What are your views on the Concept for Culm Garden Village as shown in the Concept Plan?





**CABINET**  
**3<sup>RD</sup> JANUARY 2019**

**AGENDA ITEM**

## **REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION**

### **PHASE 1, CULM GARDEN VILLAGE – EAST CULLOMPTON MASTERPLAN SPD: ISSUES, OPPORTUNITIES AND CONCEPTS**

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

#### **Reason for Report:**

1. To submit information on the East Cullompton Masterplan SPD Issues, Opportunities and Concepts document and seek approval for Stage 1 public consultation on the material.

#### **RECOMMENDATION:**

1. That the document at Appendix 2 is approved for Stage 1 public consultation.
2. That Cabinet approves the proposed amendments to the document set out in Appendix 1.
3. That delegated authority be given to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

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

**Financial Implications:** This significant project requires financial resources to continue progress towards delivery. Capacity funding from Homes England's Garden Villages and Towns Programme to advance the project has been received over the past two years. Continued financial support from capacity funding is critical to adequately resource the project. This capacity funding is conditional on progress being made with the project in line with the Council's place making aspirations and to meet the Government's requirements.

**Legal Implications:** None anticipated at this time.

**Risk Assessment:** If progress on masterplanning the garden village is delayed, the Council may become vulnerable to speculative planning applications being submitted which do not accord with the Council's aspirations for the garden village and which could lead to unsustainable and uncoordinated development which would not meet policy requirements for essential infrastructure, open space and local services. One of the Government's priorities is the delivery of housing, the achievement of which is

increasingly linked to future success of funding bids. The ability to show progress against key milestones in the delivery plan for the project is of increasing importance.

Establishment of a comprehensive vision and concepts for the development are considered vital to achieving the Council's aspirations for the garden village in terms of community, place making and quality. The absence of such an approach would represent a significant risk to achieving the desired quality outcomes.

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

## 1.0 INTRODUCTION

- 1.1 Policies CU7-CU12 of the Mid Devon Local Plan Review allocate 160 hectares of land to the east of Cullompton for up to 1,750 homes and associated development within the period up to 2033 (with at least 850 houses thereafter). This allocation is intended to form part of a larger garden village proposal. The Local Plan Review has been submitted for examination and hearings are likely to take place in the first part of 2019, with adoption in the summer of 2019 (subject to Planning Inspectorate timetable). Policy CU7 of the Local Plan Review requires comprehensive masterplanning of the development including at least two stages of public consultation, and adoption of the masterplan as a Supplementary Planning Document before any planning application is determined. This report is in respect of Stage 1 of this formal consultation.
- 1.2 Culm Garden Village was one of 14 areas awarded garden village status by the Government in January 2017 following a successful expression of interest by the Council. The background to this was summarised and included within the report considered by Cabinet on 6<sup>th</sup> July 2017.
- 1.3 With Culm Garden Village receiving garden village status, there is a clear intention and direction of travel towards a garden village of significantly greater scale and covering substantial additional land to that currently proposed to be allocated by policy CU7 of the Mid Devon Local Plan Review.
- 1.4 The draft Cullompton Neighbourhood Plan was published for consultation in March 2017 and supports the idea of the wider garden village beyond the local plan allocation conditional upon establishing a joined-up and locally led approach that ensures physical and social 'integration' of existing and new development enabling development to the east of the M5 to become an integral part of the community of Cullompton.
- 1.5 The Greater Exeter Strategic Plan (GESP) is intended as the policy vehicle to allocate the remainder of the Garden Village, subject to the requirements of that plan making process. The garden village project team has been working closely with the GESP team on initial site analysis, emerging policy making and conceptual masterplanning that could enable the delivery of the balance of homes (up to 5,000 homes in total) and associated development. Public

consultation on the draft Plan is expected to take place in the summer of 2019.

- 1.6 Masterplans bridge the gap between planning policy aspiration and its implementation in order to achieve high quality design and create successful places. They also set out key principles that planning applications will need to have regards to in order to be considered acceptable. Additionally, as masterplans often relate to large strategically important sites that are to be delivered in phases over what may be a long time period, they also need to contain flexibility in order to respond to changing circumstances.
- 1.7 Supplementary Planning Documents provide more detail to planning policies and can only be developed in support of adopted planning policies. Whilst they do not form part of the Development Plan, they are a material consideration in the determination of planning applications.
- 1.8 As the garden village is to be allocated through two different plans that are at different stages of development (the GESP is at a very early stage of development), it is not possible to masterplan the whole of the garden village within one masterplan SPD document. At this stage, it is therefore proposed only to develop a detailed Masterplan SPD for the part of the garden village to be allocated under the Mid Devon Local Plan Review (policies CU7-CU12), “East Cullompton”.
- 1.9 However, the Council has an aspiration to masterplan the whole of the garden village as one, rather than in parts. This is difficult as only part of the garden village has an emerging allocation, and the boundaries of the whole are not yet known.
- 1.10 In looking to respond positively to this context, the opportunity is being taken now to develop and determine the key choices and decisions for the initial East Cullompton Masterplan SPD area at the same time as establishing a clear picture and understanding of the broader, longer term concept for the wider garden village. This approach should offer benefits to the overall outcomes and placemaking by better informing key decisions and choices in the Masterplan SPD document.
- 1.11 It is therefore proposed to bring two documents to Cabinet to go out for stage 1 public consultation at the same time:
  - A) A draft Vision and Concept document for the whole garden village; and
  - B) An Issues, Opportunities and Concepts document relating to Stage 1 consultation on a Masterplan SPD for the East Cullompton allocation only.

This report is in respect of document B) a Stage 1 Issues and Opportunities document in respect of a Masterplan SPD for the East Cullompton allocation (**Appendix 2** to this report).

Draft document A) is subject to a separate Cabinet Report.

## 2.0 BACKGROUND WORK AND ENGAGEMENT TO DATE

- 2.1 A range of studies have been carried out by the land promoters in order to establish the constraints of the site. The following is a list of background information that has informed the production of the Masterplan SPD Issues and Opportunities document. This background material will be available on the website to inform the consultation process.
- Strategic site options landscape and visual appraisal by Peter Brett Associated dated September 2014 (prepared for the Local Plan Review)
  - Landscape and visual impact appraisal by Pegasus Group dated September 2017
  - Phase 1 habitat survey by DBRC dated June 2014 (Prepared for the Local Plan Review)
  - Preliminary ecological appraisal by Ethos Environmental Planning dated September 2016
  - Archaeology and built heritage statement by Pegasus Group dated July 2017
  - Preliminary flood risk and drainage by Aecom dated December 2017
- 2.2 Two workshops have been held with technical stakeholders such as landscape architects, ecologists, highways officers, urban designers, flood risk and drainage specialists, education and housing officers, and leisure and health professionals. The first of these looked at the constraints of the wider garden village area based on background work carried out by the technical stakeholders, for example, green corridors, heritage assets, biodiversity assets, and flood zones. The second built on this first workshop, looking at how the development of the garden village might be informed by these constraints, for example starting with the landscape. The second workshop also considered a potential vision and started to think about key principles by which the garden village should be developed.
- 2.3 Two workshops were also held with the Culm Garden Village Community Stakeholder Forum. The Forum is attended by representatives from organisations such as Cullompton Town Council, Kentisbeare Parish Council, Cullompton Neighbourhood Plan Steering Group, sports clubs, local health providers, local schools, arts groups and faith groups. The first workshop looked at a potential vision and key principles, and the second looked at how the garden village might develop.
- 2.4 The outputs from these workshops formed the basis of the Vision and Concept document the subject of a separate report, as well as informing the work carried out on the Masterplan SPD Issues, Opportunities and Concepts document, the subject of this report.

### 3.0 **SCOPE AND PURPOSE OF THE DOCUMENT**

- 3.1 As required by the Council's Statement of Community Involvement, two formal stages of consultation will take place on the Masterplan SPD. This document represents a 'Stage 1' consultation. The document outlines the emerging local planning policy context and the initial vision and principles for the site, before going on to summarise the masterplanning evidence base to date and the subsequent issues that have been identified. The document then



proceeds to outline initial development opportunities for delivery of the vision and principles.

- 3.2 To ensure that the garden village is planned holistically, a Vision and Concept document for the entire garden village has also been prepared and will be published for consultation alongside the East Cullompton Masterplan SPD Issues, Opportunities and Concepts document. The Masterplan SPD draws on these principles and concepts and ensures that the 'East Cullompton Masterplan' delivers appropriate parts of the overall Culm Garden Village vision, whilst also delivering a cohesive place within the emerging allocation area and statutory policy context.
- 3.3 Feedback from public consultation will help to shape the final version of the Masterplan SPD which, when adopted, will support the Local Plan, to help guide the development of the proposed allocation and the wider garden village.
- 3.4 A formal 'Stage 2' consultation is programmed for late Summer 2019, and will draw on the comments received, further engagement, evidence gathering and options testing to propose a full and final version of the Masterplan SPD.

#### **4.0 ISSUES, OPPORTUNITIES AND CONCEPTS**

- 4.1 The draft East Cullompton Masterplan SPD Issues, Opportunities and Concepts document is set out within 6 sections.
- 4.2 Section 1 sets out the scope and purpose of the document and outlines the relationship of the Masterplan SPD to the garden village Vision and Concept document, and the relevant planning policy.
- 4.3 Section 2 sets out the emerging Vision, Principles and Concept for the wider garden village as these also relate to and inform the design of the East Cullompton allocation.
- 4.4 Section 3 briefly summarises and maps each of the background studies listed in Section 2 of this report, and shows these individual elements on a composite constraints plan.
- 4.5 Section 4 sets out masterplanning opportunities and concepts in relation to a number of topic areas that link to the key principles outlined in the Vision and Concept document:
- Masterplanning opportunities and concepts
  - A well connected and integrated new place – travel and movement
  - Creating a healthy living environment
  - Locally distinctive and community focussed with well-designed neighbourhoods, places and great homes
  - Ambitious employment opportunities
  - Delivery & stewardship
  - Future proofed – smart and sustainable

Section 4 also outlines a potential scope of content for the draft Masterplan SPD.

4.6 Section 5 sets out how to comment on the document.

4.7 Section 6 repeats and sets out on one page all the consultation questions asked throughout the document.

## 5.0 PUBLIC CONSULTATION ARRANGEMENTS

5.1 Stage 1 public consultation is proposed to take place over a 6 week period from 18<sup>th</sup> January 2019 until 1<sup>st</sup> March 2019.

5.2 Means of consultation will include staffed events in Cullompton and Kentisbeare, and non-staffed exhibition material displays to be left in place for the entire consultation period (venues to be confirmed).

5.3 At least one permanent exhibition is proposed during the consultation period and consultation material will also be posted on the Culm Garden Village website.

5.4 Publicity arrangements are to include press releases, social media posts, video on Devon Live, posters, and letters to residents within and adjoining the proposed garden village area.

5.5 A detailed consultation plan is being drawn up including actions on how to reach all members of the community, including hard to reach groups.

## 6.0 SUGGESTED AMENDMENTS TO THE DOCUMENT

6.1 The draft Masterplan SPD Issues, Opportunities and Concepts document has been presented to the following meetings:

- Community Stakeholder Forum on 10<sup>th</sup> December 2018
- Cullompton Town Council and Kentisbeare Parish Council on 10<sup>th</sup> December 2018
- Informal Cabinet on 13<sup>th</sup> December 2018
- Planning Policy Advisory Group on 13<sup>th</sup> December 2018.

At these meetings points were raised that have resulted in a number of suggested amendments to the document. These suggested amendments are set out in **Appendix 1** to this report. Cabinet are requested to consider these amendments and it is recommended that they are incorporated into the document before public consultation commences.

## 7.0 CONCLUSIONS

7.1 East Cullompton Masterplan SPD Issues, Opportunities and Concepts document outlines the emerging local planning policy context and the initial vision and principles for the site, before going on to summarise the masterplanning evidence base to date and the subsequent issues that have

been identified. The document then proceeds to outline initial development opportunities for delivery of the vision and principles.

- 7.2 The Masterplan SPD Issues, Opportunities and Concepts document will be published alongside a Vision and Concept document that will be used to set the ambition for the entire garden village and ensure that it is delivered in a way that meets local expectations.
- 7.3 Feedback from public consultation will help to shape the final version of the Masterplan SPD which, when adopted, will support the Local Plan, and guide the development of the proposed allocation.

<b>Contact for any more information</b>	Tina Maryan, Area Planning Officer 01884 234336 <a href="mailto:tmaryan@middevon.gov.uk">tmaryan@middevon.gov.uk</a>
<b>Background Papers</b>	Cabinet report 9 <sup>th</sup> June 2016  DCLG prospectus locally led garden villages, towns and cities <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508205/Locally-led_garden_villages_towns_and_cities.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508205/Locally-led_garden_villages_towns_and_cities.pdf</a>  Culm Garden village Expression of interest <a href="https://www.middevon.gov.uk/media/342814/culm-garden-village-mid-devon-eoi-submission_low-res2.pdf">https://www.middevon.gov.uk/media/342814/culm-garden-village-mid-devon-eoi-submission_low-res2.pdf</a>  Cabinet report 6 <sup>th</sup> July 2017
<b>File Reference</b>	None
<b>Circulation of the Report</b>	Councillor Richard Chesterton, Cabinet Member for Planning & Regeneration

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## **PHASE 1, CULM GARDEN VILLAGE – EAST CULLOMPTON MASTERPLAN SPD: ISSUES, OPPORTUNITIES AND CONCEPTS**

### **APPENDIX 1 - LIST OF SUGGESTED AMENDMENTS**

1. That the potential location of the country park is shown on the Concepts Plan on page 37 and that reference is made within the document to early delivery of a country park. It is recommended that the following suggested wording is added to page 29:

*Complementary proposals outside the allocation will bring forward a country park, potentially a water park, to the north of the East Cullompton allocation. Whilst it is outside the East Cullompton allocation, it is envisaged that the country park is delivered alongside development of the allocation.*

2. The keys to the maps on pages 28 and 37 should make it clearer that the locations of the strategic motorway intervention and town centre relief road are indicative only. The following wording is suggested:

*Potential strategic motorway access solution and town centre relief road, subject to option choices being finalised.*

3. On page 21, under the heading “Electricity Transmission Lines”, reference should be made to considering non-residential uses closest to the pylon runs.
4. On page 22 under the heading “Access and Movement”, the references to the time it takes to drive to Forge Way car park should be deleted. “Forge Lane” should be corrected to read “Forge Way”.
5. On page 30 under the heading “Locally distinctive and community focussed with well-designed neighbourhoods, places and great homes”, the fourth paragraph relating to the local centre should include reference to medical facilities and worship space.
6. The Concepts Plan on page 37 and related text on page 36 should be moved to before the page on Potential Scope and Content of the Final SPD.
7. On page 38, “Have Your Say” should include Facebook as an option for feedback on the proposals.
8. All references to Garden City Principles within the document should be amended to read “Garden Community Principles” to avoid confusion.
9. Very small text, for example within the keys to the maps, should be increased in size for ease of reading.
10. Consider overall legibility of documents for colour blind and non-colour blind readers.

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# EAST CULLOMPTON

MASTERPLAN SUPPLEMENTARY PLANNING DOCUMENT  
STAGE 1: ISSUES, OPPORTUNITIES AND CONCEPTS CONSULTATION  
DECEMBER 2018





**December 2018 | Project code BRS.5955\_44C**

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## Scope and Purpose & Relationship to Garden Village Status

On 2<sup>nd</sup> January 2017, the Government announced plans for a number of new Garden Villages and Towns across the country, including Culm Garden Village. The long term potential for the Garden Village is to deliver up to 5,000 sustainable new homes, as well as employment, shops, schools, healthcare facilities and leisure opportunities including the potential for new sports facilities and a country park.

East Cullompton is proposed to be allocated for strategic development in the emerging Mid Devon Local Plan (2013-33). It will form the first phase of the Garden Village to be masterplanned and is the subject of this Masterplan Supplementary Planning Document (SPD). The remainder of the potential Garden Village land has yet to be formally identified and it is intended that this be allocated through the emerging Greater Exeter Strategic Plan.

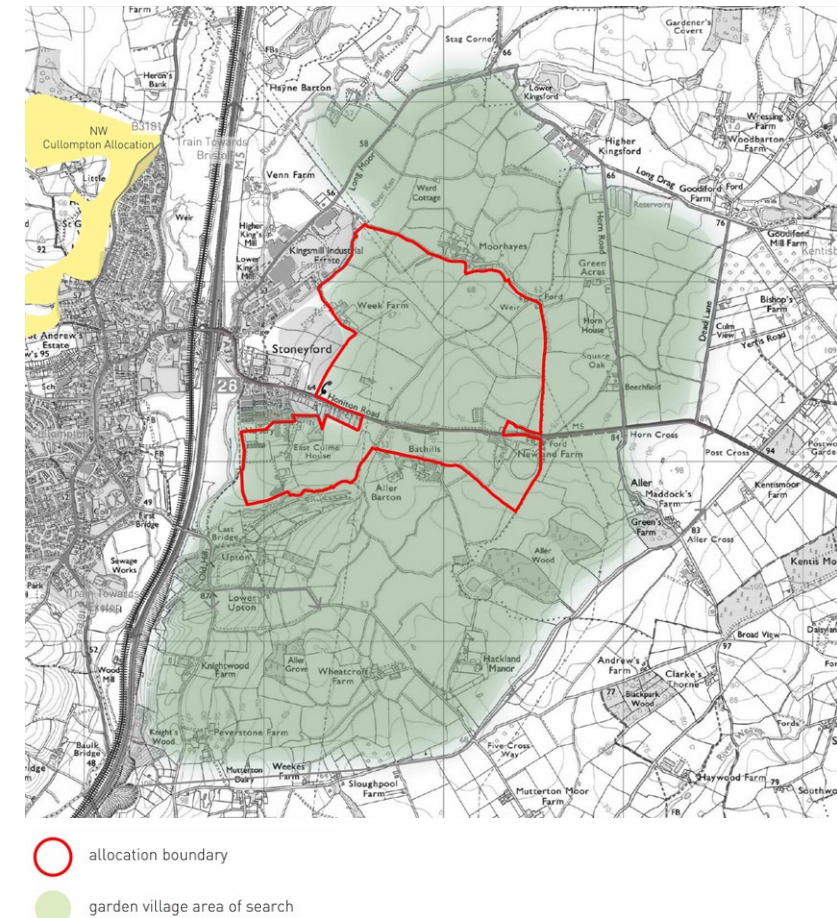
Two formal stages of consultation will take place on the Masterplan SPD. This document represents a 'Stage 1' consultation. It outlines the emerging local planning policy context and the initial vision and principles for the site, before going on to summarise the masterplanning evidence base to date and the subsequent issues that have been identified. The document then proceeds to outline initial development options and opportunities for delivery of the vision and principles.

To ensure that the Garden Village is planned holistically, a Vision & Concept document for Culm Garden Village has also been prepared and has been published for consultation alongside this Stage 1 Masterplan SPD. The sets out a vision and series of guiding principles along with an initial concept plan for the Garden Village. The East Cullompton Masterplan SPD will draw on these principles and concept and ensure that the 'East Cullompton Masterplan' delivers as the first part of the overall Culm Garden Village vision, whilst also delivering a cohesive place within the emerging allocation area and statutory policy context.

Residents, businesses, and other stakeholders are invited to provide comments and feedback on the content of this document using the details provided at the end of this document. These comments will help to shape the final version of the Masterplan SPD which, when adopted, will support the Local Plan, to help guide the development of the proposed allocation and the wider Garden Village. A series of questions are posed within this consultation document to help focus responses on the key issues and opportunities. Interested parties are invited to respond to these, whilst also providing any other general comments that they may wish to make.

A formal 'Stage 2' consultation is programmed for late Summer 2019, and will draw on the comments received, further engagement, evidence gathering and options testing to propose a full and final version of the SPD.

**Figure 1** – East Cullompton Allocation Boundary and Indicative Garden Village area of search

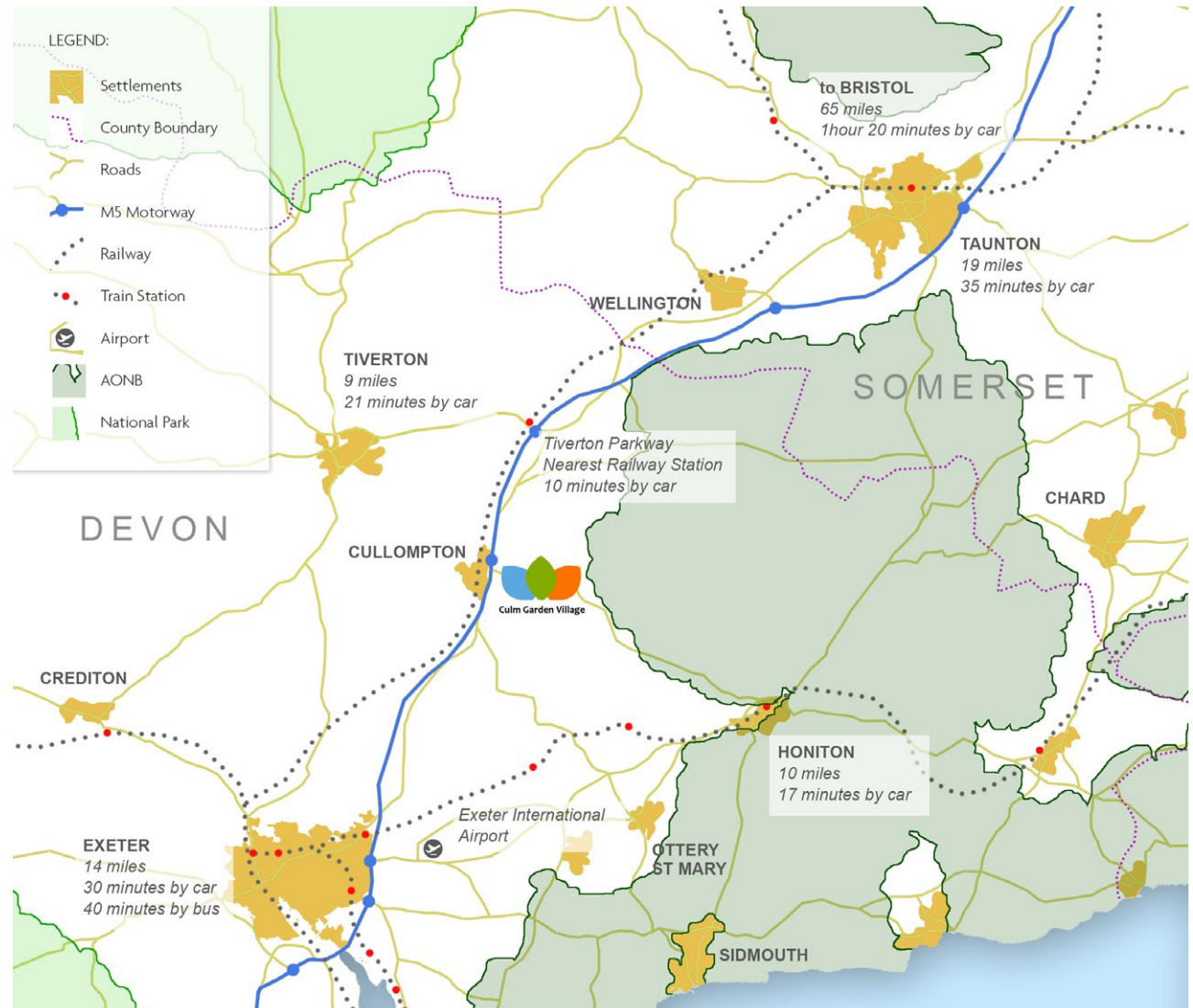


## Sub Regional Context

East Cullompton is strategically located to the east of Cullompton, off Junction 28 of the M5. It is on a broadly south-west – north-east axis between Exeter and Taunton, which are both around 25 minutes away. This axis also benefits from a mainline rail connection and there is potential to re-open the train station at Cullompton, directly related to the development of east Cullompton/Culm Garden Village to improve the area's accessibility credentials.

To the north-west and south-east additional employment/service centres at Tiverton and Honiton are around 20 minutes away. There are opportunities to strengthen local bus service frequencies on this axis. In order to support delivery at East Cullompton issues at Junction 28 of the M5 motorway will need to be addressed and a relief road for the town centre provided. A strategic solution to motorway access also brings the potential to create alternative crossing points between Cullompton and East Cullompton.

**Figure 2** – East Cullompton in Regional Context





## Emerging Planning Policy Context

### Mid Devon District Council Local Plan

The Mid Devon Local Plan for the period 2013-2033 was submitted for examination in March 2017. Once adopted the new Local Plan will form the Development Plan for the area, replacing the 2006-2026 Core Strategy and associated Development Plan Documents (DPDs). The key policies from the emerging local plan are summarised below:

**Policy S2 [Amount and Distribution of Development]** sets out the district's housing requirement for the plan period (2013-2033) of 7,860 dwellings. Central to the spatial strategy is the role of Cullompton in meeting the district's long-term development needs.

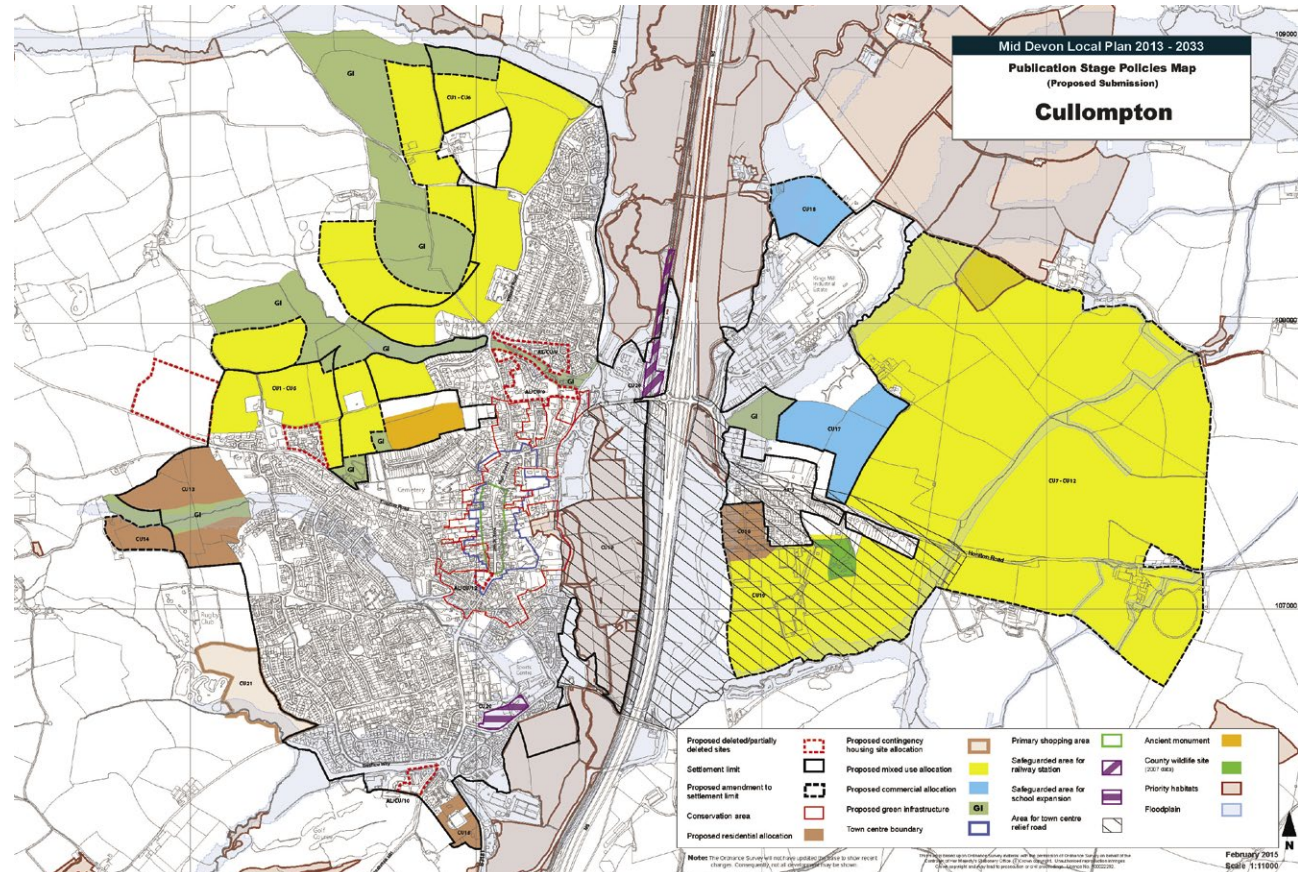
**Policy S11 [Cullompton]** sets out a long-term vision for Cullompton to develop as a fast-growing market town with a strategic role in the hierarchy of settlements in Mid Devon. Cullompton is to become the strategic focus of new development, reflecting its accessibility, economic potential and environmental capacity, especially to the east of the M5. This strategy will improve access to housing and employment opportunities. There will be significant improvements to the town's infrastructure and connectivity, potentially including the reopening of the railway station; M5 access and junction improvements; a relief road for the town centre; and improved services for its population and nearby rural areas.

At Cullompton approximately 3,930 dwellings of which 900 will be affordable, and 73,500 square metres of commercial floor space are to be provided over the plan period.

**Policy CU7 [East Cullompton]** allocates a site of 160 hectares to the east of Junction 28 of the M5 for the development of an area of new settlement.

Policy CU7 sets out a number of development requirements, covering a range of matters. Criteria (a) – (d) set out the headline quantitative requirements for the East Cullompton allocation. →

**Figure 3 – Mid Devon Local Plan 2013-2033 Publication Stage Policies Map for Cullompton**





- a) *“It is expected to deliver 1,750 new homes to 2033 with at least 850 coming forward thereafter;*
- b) *28% of housing is to be affordable, inclusive of extra care housing and 10 gypsy and traveller pitches, subject to viability considerations at planning application stage;*
- c) *5% of housing is to be provided as serviced plots for sale to self-builders; and*
- d) *20,000 sqm of commercial floorspace is to be provided to 2033, with a further 12,000 sqm thereafter, inclusive of a care home or retirement complex, retail development of a scale appropriate to the new settlement and its relationship with Cullompton, and other uses such as office space, hotel rooms and leisure uses.”*

The allocation is therefore expected to deliver at least 2,600 homes. Of these, 728 homes will be ‘affordable’ (subject to viability) and 1,872 will be sold on the open market. 5% of all the housing plots are to be available for self-build, which equates to 130 plots.

Criteria (e) – (l) of Policy CU7 cover issues relating to strategic green infrastructure, transport, environmental protection, mitigation and enhancement, school places, carbon reduction and air quality, and archaeological investigations. The site-specific planning policy requirements in relation to these matters is set out in detail under Policies CU8-CU12. They set out additional requirements such as 40ha for green infrastructure and 2ha for a local centre.

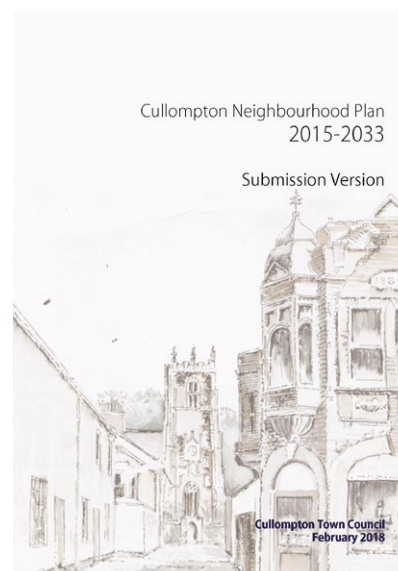
Criterion (m) requires a phasing strategy for the allocation to set out an agreed viable relationship between development and infrastructure, and criterion (n) requires:

*“Comprehensive masterplanning and the adoption of a Masterplan as an SPD before any planning application is determined. It also requires that the Masterplan be subject to two phases of public consultation.”*

## Cullompton Neighbourhood Plan

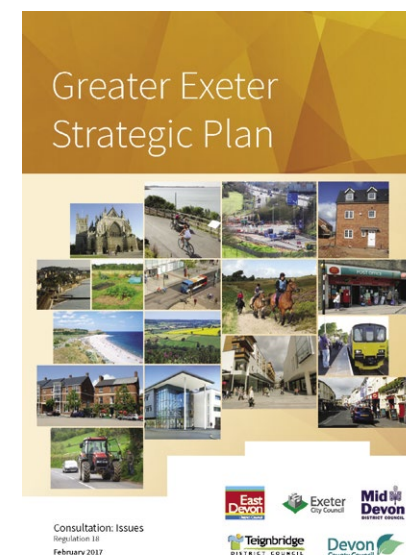
A draft Neighbourhood Plan was published for consultation in March 2017. Cullompton Town Council and the Neighbourhood Plan Steering Group support the East Cullompton allocation and wider Garden Village concept in principle. However, that support is conditional upon establishing a joined-up approach that ensures the area of new settlement is properly integrated with the rest of the parish area. The masterplanning should enable the community, through the Town Council and its neighbourhood planning group, to participate in a meaningful way.

Policy SD06 of the Draft Cullompton Neighbourhood Plan builds on the Mid Devon Local Plan in respect of the key masterplanning objectives. The aspiration is for development to the east of the M5 to become an integral part of the community of Cullompton. The opportunity to create leisure provision for the whole population of Cullompton, such as a country park and a sports zone, is promoted as an ambition for the Masterplan for the wider project.



## Greater Exeter Strategic Plan

The Greater Exeter Strategic Plan (GESP) will be the statutory process by which the full extent of Culm Garden Village could be identified for development via the planning system. Decisions will be subject to sustainability appraisal, discussions between the GESP authorities and further public consultation to establish whether a larger project, and at what scale, would form part of an appropriate strategy for the Greater Exeter Plan area. A first draft of the Greater Exeter Plan will be published during the Summer of 2019.



Garden village status brings with it a high expectation of quality social infrastructure, economic opportunity and environmental enhancement, in a visually rich setting of buildings, streets and open spaces. To guide this, a draft Vision, 9 Key Principles and a Concept Plan have been developed and are reproduced in the following pages. These are set out in more detail in a Vision & Concept proposals document, also subject to public consultation alongside this Masterplan SPD.

The Vision statement for Culm Garden Village has been informed by a wide range of existing material including Mid Devon Council's emerging Local Plan, the draft Cullompton Neighbourhood Plan and the original Expression of Interest to Government for a Garden Village at Culm. Allied to this has been engagement with community and technical stakeholder groups to ensure the masterplanning process is locally led. The product of this work and thinking is set out in the remainder of this document starting with the following Vision statement alongside the proposed 9 key Principles which articulate what type of place Culm Garden Village could be.

DELIVERY AND STEWARDSHIP

EMBED THE COUNTRYSIDE  
WITHIN THE GARDEN VILLAGEFUTURE PROOFED -  
SMART AND SUSTAINABLEA WELL CONNECTED AND  
INTEGRATED NEW PLACEAMBITIOUS EMPLOYMENT  
OPPORTUNITIES

"Culm Garden Village will be a new settlement in the exceptional Mid Devon countryside that will become a distinctive, vibrant and inclusive place that is physically and socially integrated with the historic market town of Cullompton. Residents will feel a strong sense of shared identity, civic pride and community ownership. The garden village will carefully and imaginatively use the outstanding natural environment to create a successful and sustainable place set in a beautiful landscape setting. New infrastructure, parks and open spaces connect local people to a range of jobs, facilities, recreation and services that are accessible to all. In this green setting, Culm Garden Village will promote active, healthy, fun and safe lifestyles. It will deliver high quality, well designed and affordable homes, new work places, streets and neighbourhoods that use innovation and technology to support sustainable approaches to living, working, and travelling."

CREATING A HEALTHY  
LIVING ENVIRONMENT

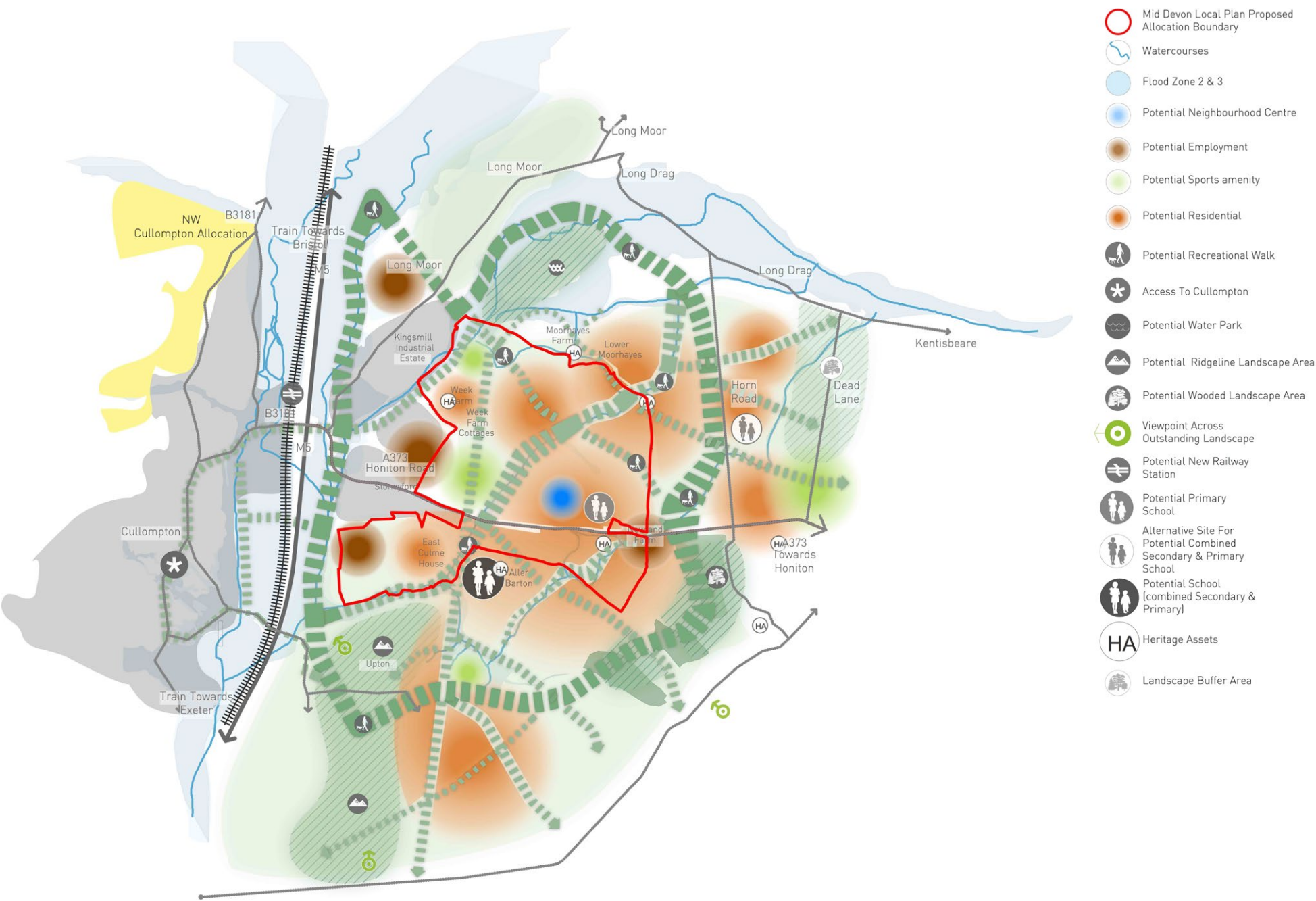
GREAT HOMES



COMMUNITY FOCUSED

LOCALLY DISTINCTIVE  
WITH WELL DESIGNED  
NEIGHBOURHOODS AND  
PLACES

Figure 4 – Concept Plan



## Culm Garden Village 9 Key Principles

### EMBED THE COUNTRYSIDE WITHIN THE GARDEN VILLAGE



Culm Garden Village provides a superb opportunity to embed the countryside within the new settlement within a hierarchy of ambitious open space provision, including destination parks, formal and informal open space and green corridors which at the strategic level would also be shared with the neighbouring town of Cullompton to provide for exemplary recreational, educational, ecological and biodiversity resources and enhancements.

### A WELL CONNECTED AND INTEGRATED NEW PLACE



Creating a new Garden Village and community that is well connected and integrated both within the boundaries of the settlement but also with the existing community of nearby Cullompton and areas beyond such as Exeter and Taunton.

### CREATING A HEALTHY ENVIRONMENT AND LIVING



Culm Garden Village will enable people to enjoy active lifestyles, promoting good health and personal wellbeing within its natural surroundings. The offer includes well-connected green environments and open spaces for informal and formal recreation, including sports clubs and facilities to support a range of activities, and children's play areas to promote outside learning and play. By creating opportunities and encouraging community cohesion a natural sense of community will evolve to help people of all ages and abilities feel safe and keep naturally healthy.

### LOCALLY DISTINCTIVE WITH WELL DESIGNED NEIGHBOURHOODS AND PLACES



Culm Garden Village will be a place where people really want to live, embracing design and quality at the highest level to deliver a memorable settlement of unique character that integrates with and enhances an outstanding local natural environment. Culm Garden Village will have a clear design theme which relates to locally distinctive architectural styles and traditions and of high quality materials.

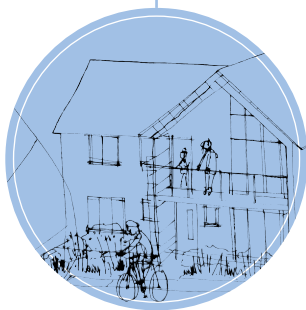


## COMMUNITY FOCUSED



Culm Garden Village will be designed to foster a sense of community pride and ownership, delivering everything that will make the place function well and flourish for all of its residents. This will contribute to a feeling of community spirit, inclusion and permanency that will encourage people to stay and put down roots. Key to the initial and longer term building of the new community will be integration with Cullompton that will foster and sustain links between the new and existing communities.

## GREAT HOMES



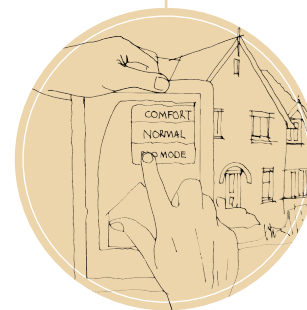
Culm Garden Village provides a unique opportunity to deliver a vibrant new community with homes that people want to live in, in a place where people can live, work, and play for generations to come. Homes will be sustainable, affordable, accessible and adaptable and set within a beautiful landscape, with a range of types and tenures to meet identified needs.

## AMBITIOUS EMPLOYMENT OPPORTUNITIES



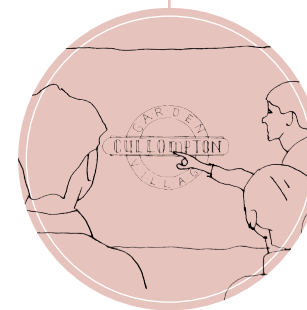
Culm Garden Village is not simply about housing. A broad range of high quality employment opportunities is required to reduce out-commuting and help deliver a sustainable, resilient community. This will be supported by an economy and skills strategy to attract the right people with the right skills and the right jobs. Sustainable transport networks such as a re-opened railway station, and fast bus transit will facilitate sustainable commuting where necessary to jobs in the local area.

## FUTURE PROOFED – SMART AND SUSTAINABLE



Culm Garden Village will be designed to be a resilient place that allows for changing demographics, future growth, the impacts of climate change and new technology for generations to come. Today's technology would have been unimaginable when the original garden cities were designed. Now they are increasingly becoming a vital part of everyone's life. The creation of a new Garden Village provides the opportunity for new and emerging technology and SMART solutions to play a part in all aspects of its design.

## DELIVERY AND STEWARDSHIP



Delivery of a successful and thriving place and community at Culm Garden Village is recognised as needing to develop innovative and long term thinking for its design, execution, funding and stewardship with particular emphasis on the engagement and involvement of the existing local community and future residents and businesses.

This section considers the key characteristics of the site to inform the understanding of how to approach delivering the emerging Local Plan Policy for East Cullompton and the vision for Culm Garden Village, it covers:

- Wider Topography and Landscape;
- Local Topography, Landscape Character and Visual Issues;
- Habitats and Species\*;
- Heritage;
- Flooding and Drainage;
- Electricity Transmission Lines; and
- Access and Movement.

#### Wider Topography and Landscape

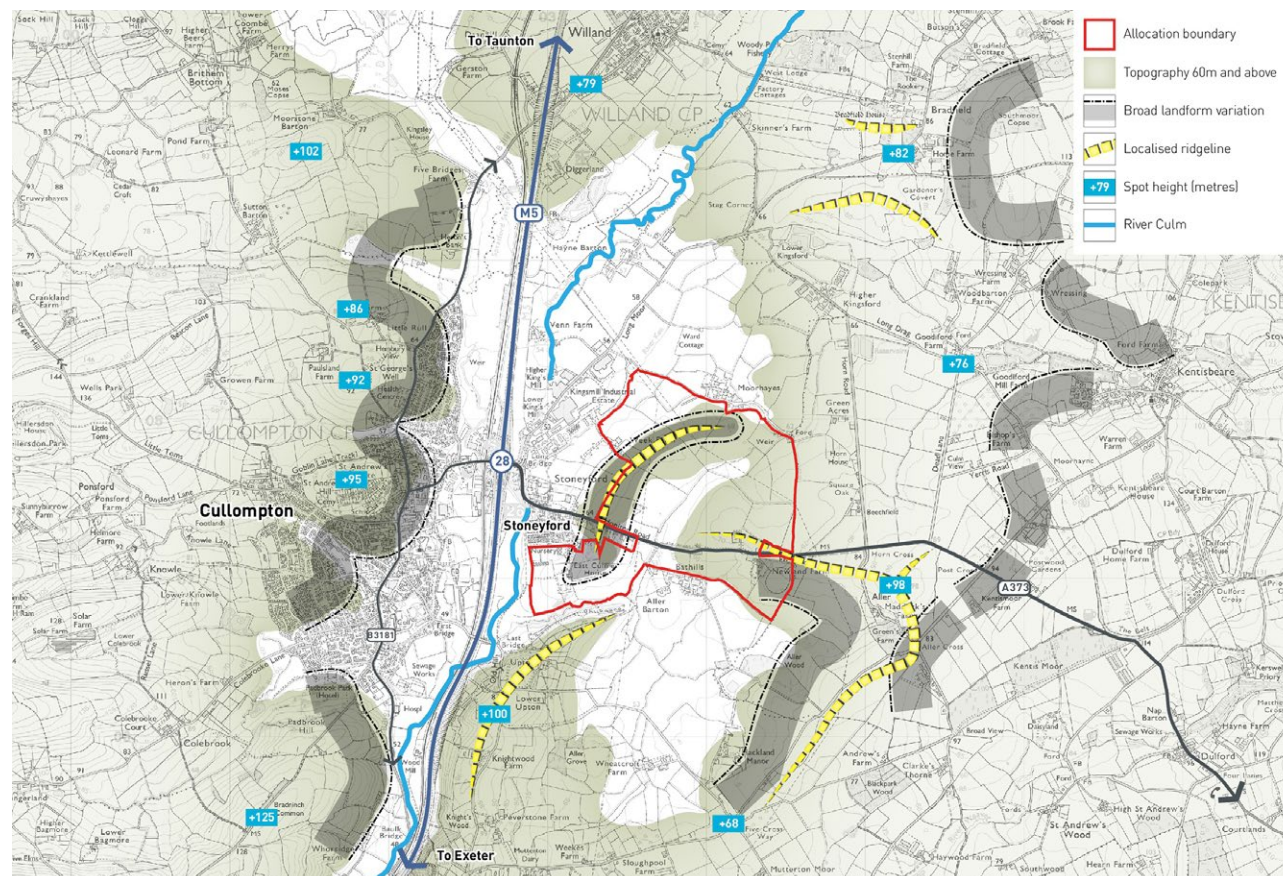
In the landscape surrounding Cullompton, topography is influenced by the transition between the context of the Culm Valley and the rolling hills and ridgelines associated with the foothills of the Blackdown Hills Area of Outstanding Natural Beauty (AONB), see figure 4.

To the north-east of Cullompton, the River Culm initially flows through a narrower valley at Uffculme before passing to the south of Willand and into a wider floodplain. This part of the floodplain extends around the north-eastern edge of Cullompton and Stoneyford before the landform begins to rise up to a series of undulating hills and localised ridgelines.

Low, localised ridgelines are present immediately north of Stoneyford and also to the south of Honiton Road, at Upton and Lower Upton; these are distinctive components in the landscape.

Further east, and in the wider landscape, the landform continues to rise, occasionally steeply, at locations close to Aller and Bradfield on the fringes of the Blackdown Hills, such as Blackborough. This area is characterised by a more complex series of interlocking hills with some small scale, and relatively steep sided localised valleys (such as at Kentisbeare).

Figure 5 – Wider Topography and Landscape



\* The Landscape and Visual Appraisal (PBA, 2014) and Phase I Habitat Survey (DBRC, 2014) which informed the masterplanning process available to view on the Council's website.



- The wider study area can very broadly be defined in three distinct areas of landform.

Firstly, the lower lying areas associated with the extended floodplain of the River Culm. These lie to the north-east of the Kingsmill Industrial Estate at Long Moor and along the eastern edge at Horn Road. The floodplain also extends to the south-east of Stoneyford.

Secondly is the subtle, low ridgeline that sits across and to the north of Stoneyford, rising from the floodplain.

Lastly are the surrounding hills and ridgeline that influence the fringes of the wider site area and begin to form a degree of enclosure; these areas extend around the north, east and western edges of the wider site area and rise to form a series of undulating hills.

## Local Topography and Landscape Character

The East Cullompton allocation area can be divided into four distinctive areas that have broadly similar landscape characteristics.

### Character Areas

To the **north of the Honiton Road** localised topography creates two distinctive low-lying ridgelines and these create a central, shallow valley with a stream which, along with a strong treed hedgerow, distinguishes localised differences in character to the east and west.

To the east of the valley **(A)**, the landform rises gently in a south-easterly direction towards a shallow spur in the vicinity of Newland Farm. As a result, much of the area is out of sight from Honiton Road. This area comprises mainly larger scale field patterns, dominated by one large field, but with remnant sections of hedgerow and trees present. A small area of woodland lies immediately north of the Honiton Road. The eastern boundary of the allocation is currently open, but is based on the alignment of a former hedgerow.

The western area **(B)** exhibits a smaller scale field pattern with more frequent tree cover, including field trees and a small block of woodland set across a more defined localised ridgeline. This area is also influenced by the built form and industrial areas of Stoneyford and the Kingsmill Industrial Estate which reflect the transition of the landscape to the wider settlement fringe of Cullompton and the M5 corridor.

To the **south of Honiton Road**, the western area **(C)** consists of a more intricate network of irregular fields, glass houses, the grounds of East Culme House and a local wildlife site. These are situated on a small spur between the Culm Valley to the west, and off-take of the River Ken to the south, to which the land falls more steeply. It is very enclosed and difficult to locate when looking from the adjacent lanes and its enclosure is reinforced by the short, pronounced ridgeline at Upton; the ridgeline itself forming a local feature in the landscape from which area C is more visible. This part of the site is the most closely related to existing residential development, at Culm Lea.

The eastern area **(D)** is more open than the western, as it falls away to the south from Honiton Road but retains a good association to the road corridor, with roadside hedges tending to screen the site and provide green infrastructure on the northern edge. The boundaries with the land to the south comprise field boundary hedgerows with frequent hedgerow trees, however the landform falls away to the south and south-west, maintaining a connection across to the local landscape context.

### Public Rights Of Way (PROW)

There are no public rights of way across the site thereby restricting public accessible viewpoints to the Honiton Road and Horn Road where there are gaps in the hedgerow or fields gates.

There is a footpath to the west of the site along the floor of the shallow Culm Valley, between the M5 and the site boundary. The site is about 5m above the footpath and beyond a hedge, so *its generally not visible from this footpath*.

The extent of views and visibility from the wider site area is variable and subject to the combined effect of landform and vegetation cover. From within the river valley, views to the wider landscape are screened by the combined influence of the low lying, flat landform and vegetation structure along the river corridor. There are, however, some incidental views to localised high points that form features in the landscape, such as the prominent hilltop at Upton.

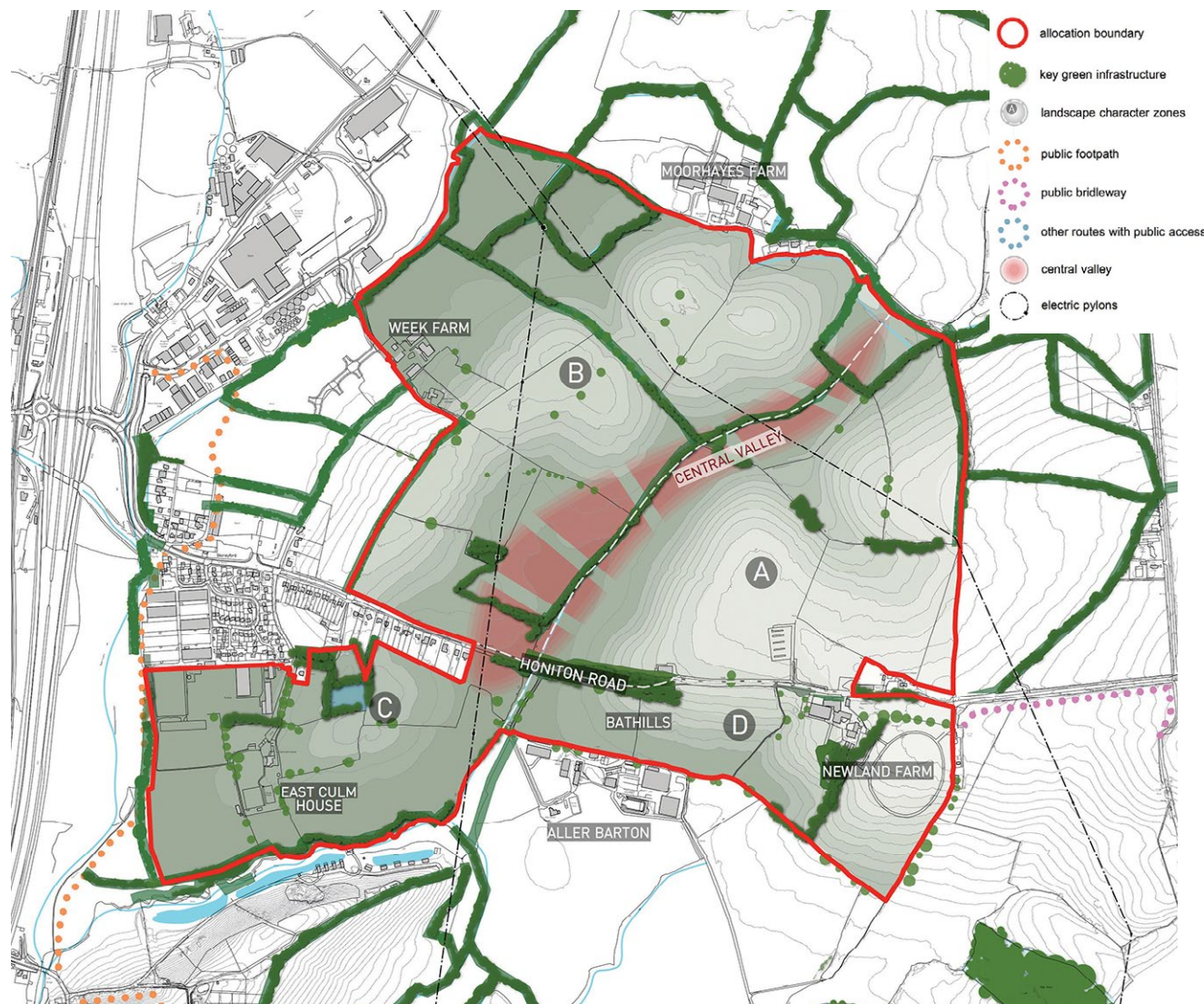
Otherwise, long distance views are generally limited to other localised high points (e.g. Week Farm to the west and the higher slopes of the Blackdown Hills to the east). These views are often restricted to foreshortened short and medium distance views due to the variations of landform and the layering of vegetation cross the field patterns.

### Positive Features and Detracting Components

Positive features of the site are its open rural, nature, the network of hedgerows and hedgerows trees, and the generally enclosed and apparently remote character. The network of hedgerows that follow some of the watercourses are distinctive and will need to be protected, as will the field trees throughout the site.

Detracting components include the two runs of overhead power lines and their pylons, which enter the site in the north-west corner, with one run heading due south across the site and the other running in a roughly south-easterly direction. There has been significant hedge removal north of the Honiton Road. Nearby to the north-western parts of the site, the Kingsmill Industrial Estate also influences the site.

Figure 6 – Localised Landform









Habitats and Species

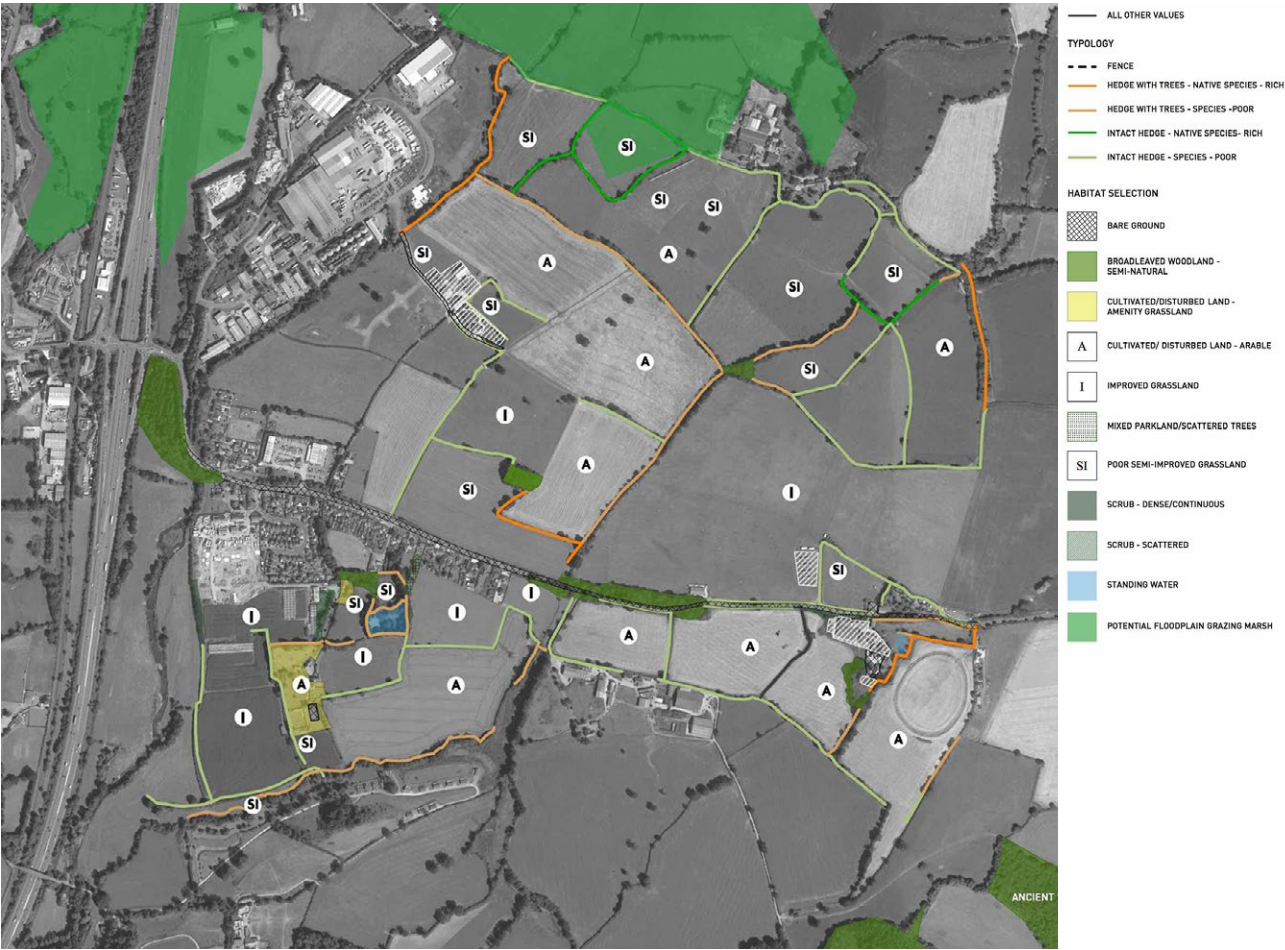
Preliminary habitat and species surveys identify that the allocation area is dominated by large fields of arable land for the growing of crops, improved grassland and semi-improved grassland for the grazing of livestock. There are also small clumps of woodland and notable lengths of species rich hedgerow, with and without trees. There are a number of small streams and wet and dry ditches that cross the site, a number of which are associated with boundary features. On occasion fields within landscape character area B shown on the plan on the previous page support mature scattered trees such as pedunculate oak.

Pond to the south of Honiton Road is surrounded by mature trees and could support amphibians. There is also a small pond at Newland Farm.

Possible grazing marsh associated with the Culm and the Ken lies to the north and west, whilst ancient woodland at Aller Barton lies to the south.

Protected species have previously been found in the wider environs of the site, and given its connectivity to the wider landscape through mature hedgerows and streams such species may be present. Seasonal species surveys are underway across parts of the allocation to determine whether this is the case.

Figure 7 – Habitat Plan



## Heritage

There are no listed buildings in the allocation but there are two Grade II farmhouses with five associated curtilage listed buildings situated immediately to the north, namely:

- Upper Moorhayes Farmhouse including front garden wall;
- Lower Moorhayes.

Figure 7 provides an initial indication of where development should be avoided to protect the setting of these farmhouses. Where development does take place in the vicinity, particular attention and care will need to be taken to its layout, detailing and materials.

There are other historic buildings and features, some of which are non-designated heritage assets at Newlands Farm, Week Farm and East Culme House within the site together with a linhay and historic trackway in the north-east and a short stretch near Week Farm. Buildings associated with Bathill and Aller Barton lie due south of the site. Further afield there are a number of listed buildings at Maddocks Farm, Woodbarton Farm and Bradfield.

The site is located within a wider landscape containing evidence of prehistoric and Roman period activity. There are likely to be below ground remains of early to post medieval activity associated with farmsteads with and adjoining the site.



Upper Moorhayes



Lower Moorhayes



Figure 8 – Heritage Plan





MOORHAYES

FARM





## Flooding and Drainage

Extensive flooding and drainage analysis is being undertaken with regard to the Garden Village and wider Cullompton area.

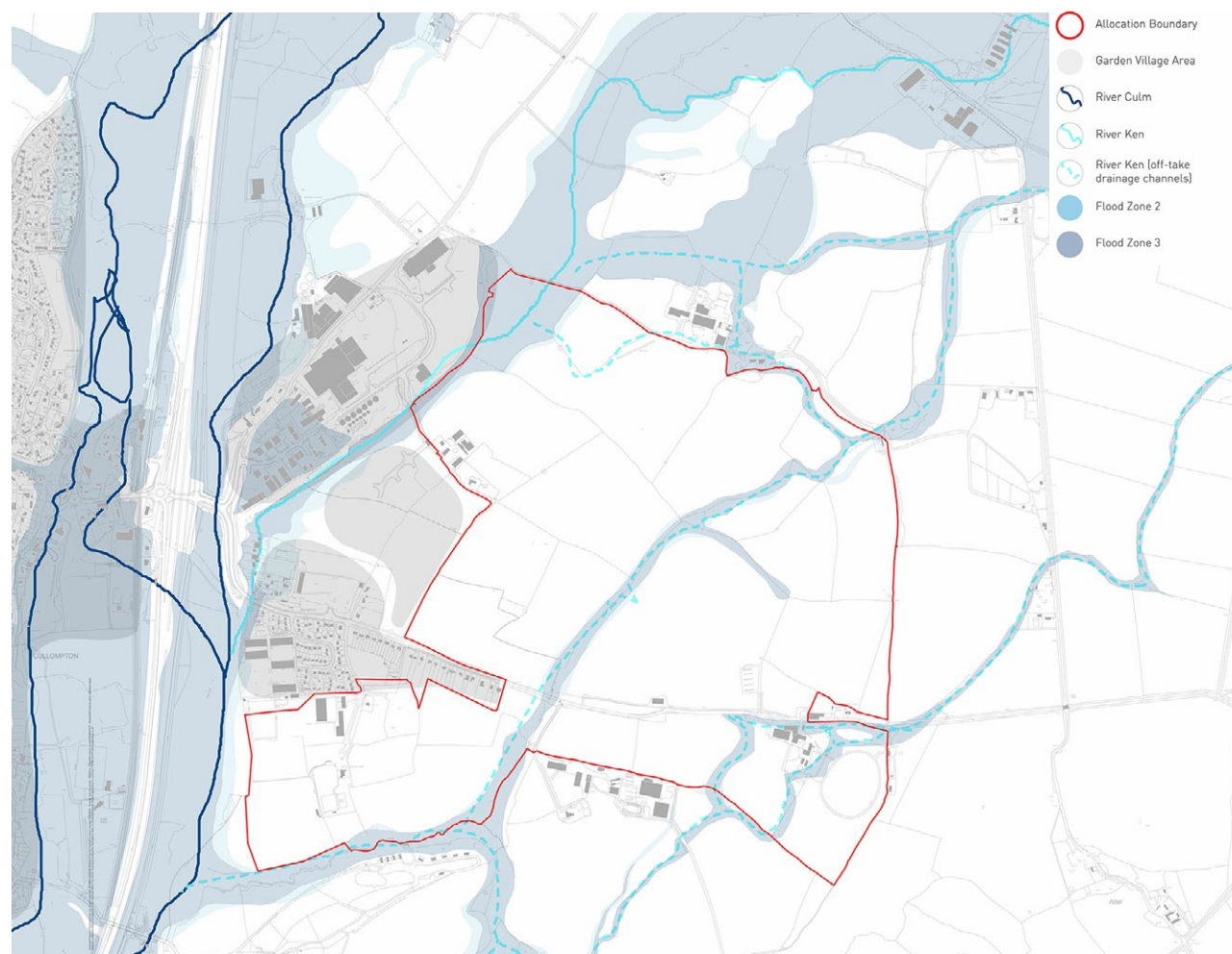
The north-western part of the allocation is affected by flood risk associated with the River Ken as it flows towards the Culm. The central and south-eastern parts of the site are affected by drainage ditches of the River Ken. The central drainage ditch is also heavily tree lined offering the potential for a central green infrastructure spine that could flow into a wider Garden Village area. A similar treatment can be considered for the south-eastern area, as part of a wider longer-term strategy. To the north the River Ken floods a more substantial area and it is here where any future Country or Water Park could be located.

The SPD will provide a strategy for dealing with surface water and determine the number, size and location of the required SUDS features, including the potential for nature based solutions. This will have regard to East Cullompton's status as a demonstration zone as part of the 'Connecting the Culm' flood and water management project.

Much of Cullompton is identified by the Environment Agency as a 'Critical Drainage Area', where there is a need for surface water to be managed to a higher standard than normal to ensure any new development will contribute to a reduction in flooding risks in line with NPPF.

In respect of foul drainage, South West Water has indicated that directing foul flows north to Willand Sewage Treatment Works (approximately 3km away) via a new pumping station and rising main would be its preferred option.

**Figure 9 – Watercourses and Fluvial Flood Risk**



## Electricity Transmission Lines

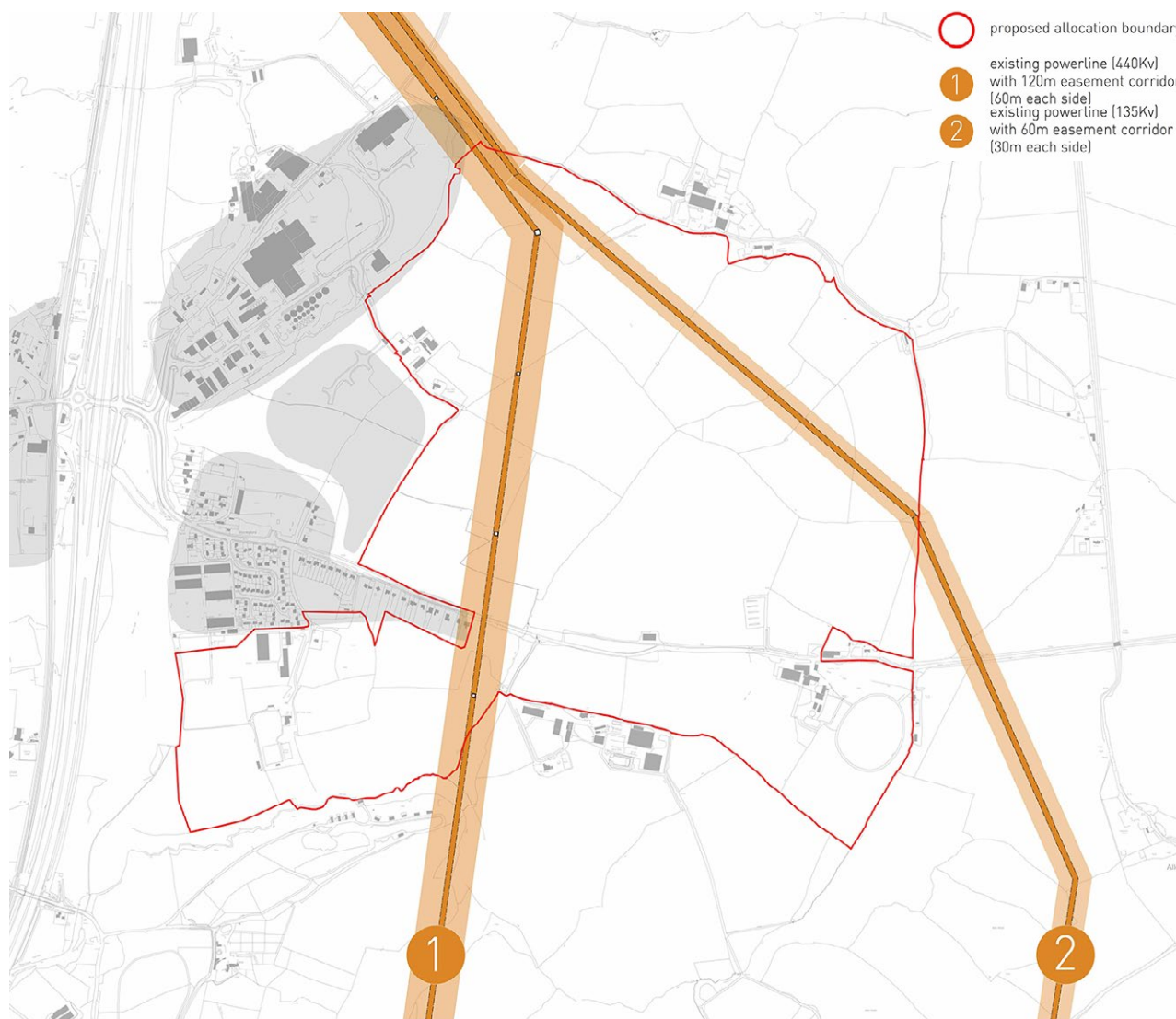
Preliminary infrastructure work has identified the existing utilities within the site. 400kV National Grid (NG) power lines and 132kV Western Power Distribution (WPD) power lines enter the site in the north-west and run in parallel for a short distance, before bisecting the area on different alignments.

The National Grid (400kV) power lines are a fixed constraint and will need to be factored into the masterplanning process, potentially being incorporated into the green infrastructure network. Not only will the easement need respecting, but a residential amenity buffer will need to be established. There is no set formal guidance on the size of easements but a figure of 60m from any dwelling to the centre line of the 440kV transmission lines (i.e. a 120m corridor) is an approach that has been used in planning policy for development to the east of Didcot in South Oxfordshire.

At a detailed level, The National Grid has produced design guidance, in respect of how to Masterplan around transmission lines and treat the space beneath them.

There are options available to reduce the effect of the Western Power Distribution (132kV) power lines. The land over which the lines pass within the site benefits from 'lift and shift' clause over the route easement. This enables the landowner to alter the path of the power lines if an alternative route is available, at the expense of WPD. Land north of the allocation is also in the ownership of the landowner over which the WPD cables currently pass.

**Figure 10 – Cables Plan**



## Access and Movement

### Current Local Connections

The site lies to the north (mostly) and south (partly) of the A373 Honiton Road which connects it, over Junction 28 of the M5 motorway, to the roundabout from which the B3181 continues over the railway line on to the town centre. It is about 1.6 miles from Newland Farm to Forge Lane car park behind the High Street and it takes about 5 minutes to drive, 8 minutes to cycle and 30 minutes to walk.

Cullompton Community College is a further 0.5 miles away and it takes about 11 minutes to cycle and 41 minutes to walk. Other local facilities and movement attractors in Cullompton are shown on Figure 10.

### Walking, Cycling and Public Transport

Public Footpaths are limited to the immediate west of the allocation where a footpath runs next to the River Culm and connects to Stoneyford and to Old Hill Bridge, connecting to the High Street via a PROW network across the CCA fields or the College and sport centre via Meadow Lane. Routes to the college and the sports centre need to be designed to promote active travel.

Stoneyford is served by the 394 (Cullompton Town Service) and 694 (Honiton Circular) buses, but the services are infrequent. The Bristol to Plymouth Stagecoach Falcon Service operates from a stop at the Weary Traveller on the B3181 Station Road in Cullompton. The main west coast railway line runs alongside the motorway between the site and Cullompton.

### Existing Road Network and Accesses

The speed limit along Honiton Road is 30mph from the M5 junction to the end of ribbon housing development, from which point it is 40mph up to Horn Cross and beyond. There is a pavement on both sides of the road, but then pedestrian movement is restricted to the south of the carriageway, ceasing at the change in speed limit.

Suitable access points from the Honiton Road to serve a strategic level of development are limited by its current alignment, topography, areas of woodland, watercourses, National Grid transmission lines and existing housing. A topographical survey is underway to help to establish where new junctions should be formed and their required visibility splays.

To the south of the Honiton Road existing access points serve Culm Lea and new housing at Cummings Nursery.

Policy CU17 [Week Farm] requires that a new access be provided onto Honiton Road. There is some potential for this to connect to Castleman Way and then to Brunel Road, Saunders Way and Kingsmill Road. Brunel Way is within the allocation, thus offering a vehicular, walking and cycling access point to the areas of employment in the west.

The northern boundary of the allocation comprises a private lane that provides access from Kingsmill Road to Moorhayes Farm. There are no road or lanes on the eastern boundary of the allocation, but Horn Road lies 400-450 metres beyond.

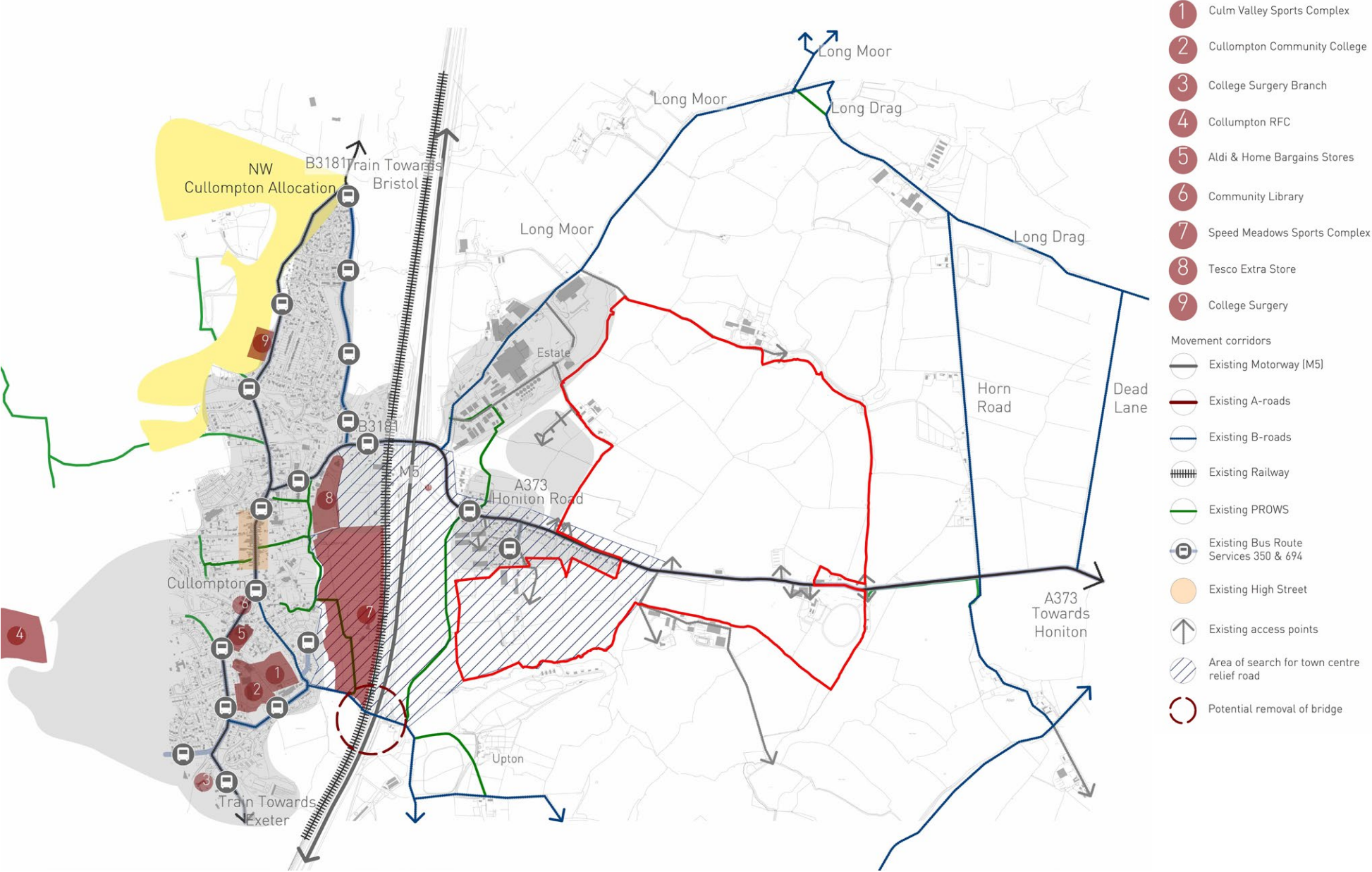
### Strategic Infrastructure

Vehicular access and movement at Cullompton as a whole is constrained by the limited capacity of Junction 28 of the M5, in addition to traffic congestion and poor air quality in the town centre. Junction 28 of the M5 does not have sufficient capacity to enable all of the East Cullompton allocation to be developed. This is contingent on the delivery of a new strategic solution to motorway access. East Cullompton, in combination with the urban extension to the north-west of Cullompton, presents an opportunity, to resolve town centre traffic problems and provide an alternative or improved means of access onto the M5.

It is not the role of this SPD to determine that strategic solution, but the masterplanning of the allocation needs to be mindful of this important issue, and the need for a links between it and Cullompton and the motorway with new infrastructure potentially helping to shorten cycling and walking distances from within the allocation to the southern part of the town centre.



Figure 11 – Current Access & Movement





## Summary of Constraints

The adjacent plan summarises the constraints affecting the site based on those identified above. It identifies the key heritage, landscape, ecological, environmental, topographical and infrastructure features within the red line area that will need to be taken into account at the masterplanning stage. In summary:

- Localised ridgelines: running along the north and western edge of the site and another encroaching on the south-east corner;
- Existing hedgerows, some of high value, some of lesser value, that will help to shape a green infrastructure framework to define broad developable areas;
- Protected habitats and species, although largely confined to ecological features (e.g. ponds, streams and hedgerows);
- Listed buildings that lie immediately to the north of the allocation boundary;
- 400kV and 132kV power lines that run through the site;
- Limited existing and potential opportunity to provide access to the wider area through connections to existing footpaths, bridleways and road network; and
- Key current infrastructure constraints and an opportunity to resolve town centre traffic problems and provide an alternative or improved means of access onto the M5.

The identified constraints and related opportunities have been used to inform the masterplanning opportunities and concepts set out in the remainder of this document. Further work will be required and is ongoing in relation to a number of these issues to ascertain the full extent of the opportunities and possibilities.

**Figure 12 – Summary Constraints**



**Q1:** Are there other significant constraints or opportunities that the masterplanning process for the East Cullompton allocation needs to take into account?







### Master planning Opportunities and Concepts

This section of the Masterplan SPD builds on the vision and key principles for the garden village and the understanding of the east of Cullompton site set out in the preceding sections. It will draw on these aspects to set out how the 'East Cullompton Masterplan' could look to deliver the first part of the overall Culm Garden Village alongside the emerging policy local plan policy requirements. It will explore the masterplanning opportunities and potential concepts that could be employed to deliver a cohesive place with the possibility for future expansion that incorporates the key principles and responds to the established characteristics of the area and landscape.

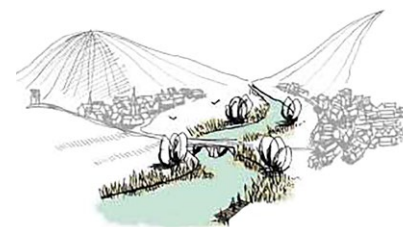
#### Embed the countryside within the garden village – Green and blue infrastructure opportunities

East Cullompton has a strong foundation in the local landscape and draws inspiration from the local surroundings. The initial thinking about the development has been structured around access to the countryside, greenspace and watercourses, and therefore a central element of the concept for the place is the delivery of initial parts of and links into the wider 'green triangle'. The high quality strategic green infrastructure network proposed will enable opportunities to enhance biodiversity throughout the site through along with sustainable water and natural flood management strategies incorporated into development proposals.

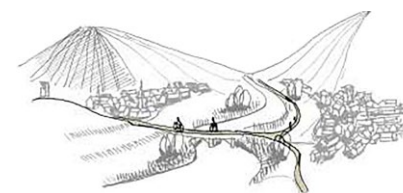
The key environmental features of the allocation and the alignment of electricity transmission lines combine to form the starting point for identification of strategic green and blue infrastructure. The green and blue infrastructure has the potential to deliver a broad range of benefits including habitat provision, recreation and movement, landscaping and flood attenuation.

Green nodes are formed where the key movement corridors cross which provide opportunities to provide sports, health and leisure uses. An opportunity is also available to provide land for a relocated Cullompton Rugby Club on a site to the east of the allocation which could also provide general use pitches and a sports hub. There is also potential to provide a country park to the north of the allocation and to provide key elements of the green triangle concept.

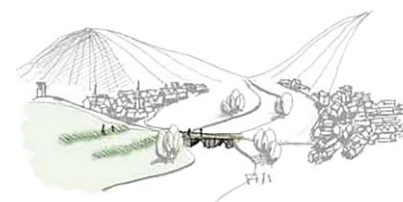
The illustrations demonstrate how one site or location can provide a variety of green infrastructure functions.



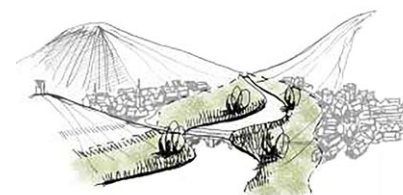
Habitat provision and access to nature



Access, recreation, movement and leisure



Landscape setting and context



Flood attenuation and water resource management

**Q2:** The key environmental features of the allocation and the alignment of electricity transmission lines combine to form the starting point for identification of strategic green and blue infrastructure. Do you agree or disagree with this approach? Please explain why.

Some of the main existing green and blue infrastructure features and opportunities that are contained within the envisaged green infrastructure proposals shown are:

- 1 The heavily “treed” north-south hedgerow and drainage channel that runs through the central part of the allocation to the north of Honiton Road, before continuing to the south of the south-west part of the allocation (see figure 13), where it connects with Old Hill. There is also a linear connection to the south-east towards areas of ancient woodland.
- 2 The PROW alongside the River Culm, linking to the main spine described above.
- 3 An east-west, partly “treed” hedgerow south of Moorhayes Farm and its intersection with the main spine (1).
- 4 Linear open space between the National Grid Pylons and the diverted WPD transmission lines.
- 5 A waterbody and heavily “treed” area in the south-west, and smaller area at Newlands Farm.
- 6 Smaller areas of woodland to the north of the Honiton Road, and some potential veteran field trees.
- 7 The potential for a gateway Garden Village setting area north of ribbon housing on the Honiton Road, and between the site and the employment land allocation CU17 (Week Farm).
- 8 The treatment of the floodplain of the River Ken to the east of the Kingsmill Industrial Area, both with the site and connecting to GI within Policy CU1.

**Figure 13 – Green Infrastructure Plan**



## A well connected and integrated new place – travel and movement

A central pillar of the layout of the emerging concept for the SPD area is movement and accessibility. The attractive green routes through the development, often following hedges and streams, ensure that walking and cycling are attractive options for local journeys whilst the various routes across the M5 bring the facilities of the town centre within cycling distance. Segregated pedestrian and cycle paths over the M5 will be explored. Looking further afield, access to Exeter and destinations to the north is provided by improved access to the M5 and attractive and direct access to the potential future Cullompton rail station.

Bus routes are envisaged to connect to the key destinations within Cullompton High Street, the Community College, Sports Centre and supermarkets, as well as the rail station once re-opened.

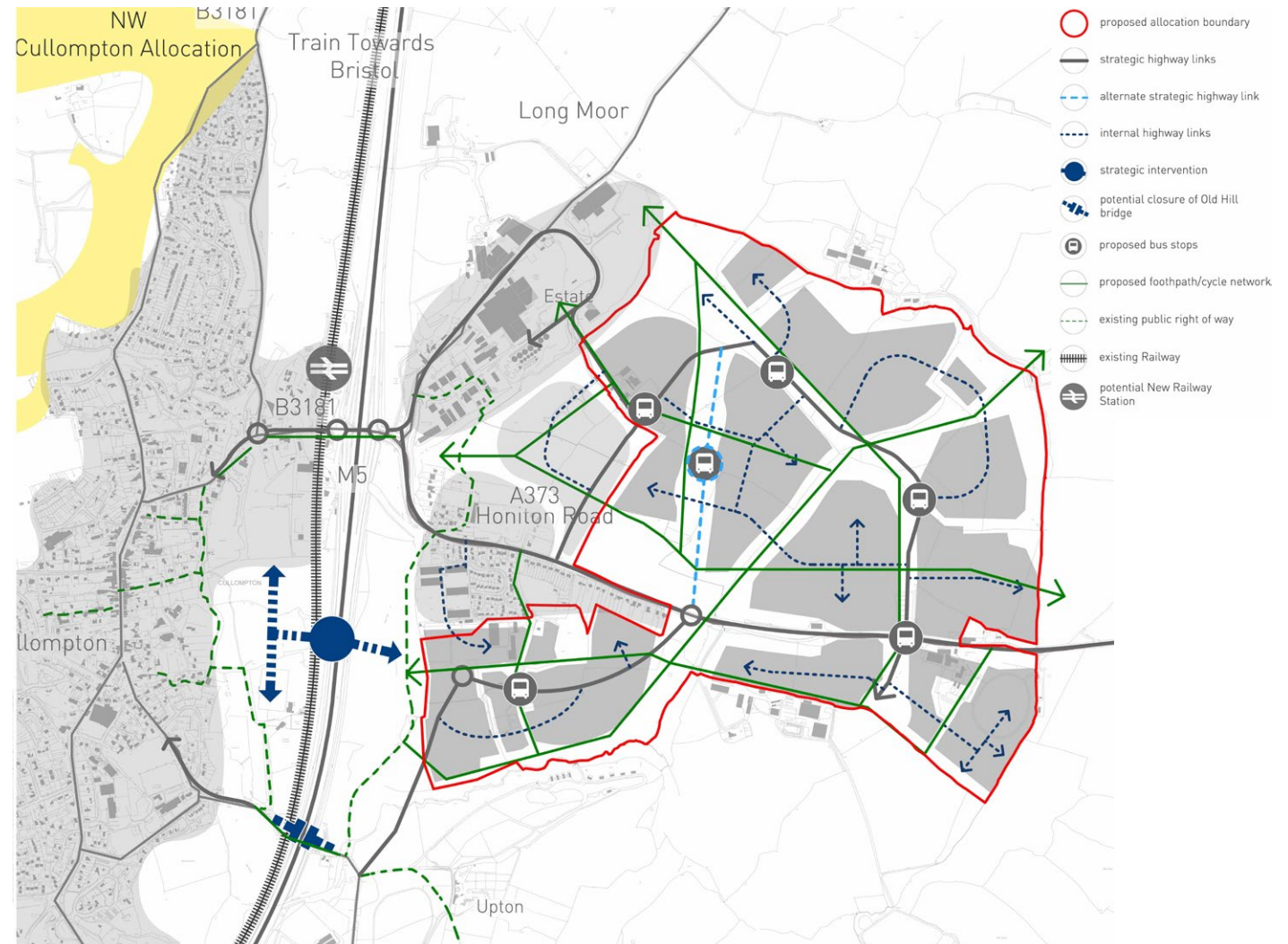
A potential vehicular access and movement strategy could involve the creation of primary points of access on the Honiton Road to the west of Newland Farm, serving areas to the north and south.

To the north of the Honiton Road a main street could be aligned in a loop that connects Kingsmill Industrial Estate and back to the Honiton Road, east of Mole Valley Farmers. Bus stops could be placed at regular intervals to ensure that all residents were within walking distance of planned services. From the main street, secondary streets would be positioned to access development parcels.

To the south of Honiton Road, the eastern area could be served by a short section of street with a bus stop within this area or on the Honiton Road itself. In the south-western part of the allocation access and movement will depend on the relationship with any proposed strategic motorway solution.

Within the allocation area, the emerging proposals will include a clear hierarchy of streets, lanes, tracks, footpaths and public open spaces that connect the neighbourhood centre, employment areas and other important amenities/facilities with the residential areas.

**Figure 14 – Access and Movement Plan**





## Creating a healthy living environment

Safe and attractive parkland and green streets will provide excellent pedestrian links to all amenities and public transport facilities. Around 17ha of formal open space and 23ha of informal open space (40ha in total) are provided throughout the allocation area with a significant proportion of this is to be delivered on playing pitches located at the identified formal green infrastructure nodes.

A key aim of the East Cullompton allocation will be to promote and provide opportunities for its residents to engage in activity conducive to a healthy lifestyle. The green infrastructure network will provide opportunities for informal recreational activities (e.g. dog walking) as well as providing attractive pedestrian and cycle friendly routes as alternatives to travel by private motor vehicle. These will provide convenient routes to the proposed services, facilities and proposed employment areas both within the allocation and beyond.

Formal areas of open space will be given over to dedicated play areas for young people and new sports facilities to meet the needs of the new community and existing Cullompton residents. Dedicated areas for allotments and community gardens can also be identified to promote healthy eating habits through the cultivation of fruit, vegetables and other food that supports a balanced diet.

The local centre will also deliver services and facilities for formal recreation and leisure activities, which will act as a focal point for community activity. Combined, the opportunities for formal and informal recreation will help to support social engagement between members of the community which, in turn, will also help to improve mental, as well as physical, well-being.

**Q3:** The map shows a potential access and movement strategy to serve the allocation with potential to expand this into the wider garden village and improve connections into Cullompton. Do you agree or disagree with this strategy? Please explain why.

**Q4:** The green and blue infrastructure will provide opportunities to provide sports, health and leisure uses. What types of uses do you consider important to promote healthy living, and why?



## Locally distinctive and community focussed with well-designed neighbourhoods, places and great homes

East Cullompton will provide a series of neighbourhoods across the development, each with strong connections to the neighbourhood centre close to Honiton Road and proposed local facilities. Each neighbourhood will have its own character and feel which responds to the local setting while a mix of house types, tenures and designs caters for the needs of the whole community. It is suggested that higher densities of housing are concentrated around the neighbourhood centre, local facilities and transport hubs/corridors with lower densities radiating out from these areas towards the edges of the allocation. The potential for higher densities has been retained along parts of the SPD boundary in anticipation of continuation into the wider garden village area following identification and allocation within the Greater Exeter Strategic Plan.

Homes are well designed to ensure adaptability to the changing needs of the occupants while high levels of energy efficiency reduce future running costs.

East Cullompton will provide a high quality natural and built environment for its residents. Public spaces will be designed around the needs of people as opposed to the car, green space is provided throughout the area and buildings are well designed and energy efficient. Quality is not only about buildings, public space and design, the quality of the new place also comes from the carefully planned infrastructure and facilities which are provided at the right time.

The emerging Local Plan policy requires a shopping and community centre and an area of 2ha is required to provide for this. This could include a suitable range of shops and services e.g. health care provision, to serve the new community, without negatively impacting on Cullompton High Street and a building to host a range of clubs and events.

The location of this hub needs to achieve a balance between a central location that encourages walking and cycling and a location that can benefit from passing traffic on the Honiton Road. The identification of land for the development of the centre, within the first phase will help to establish a sense of place and create a heart of East Cullompton. The sense of place includes not only the amenities themselves but the squares, wider pavements/shared areas, and meeting places that can be enabled through careful design.





- The co-location of the main primary school with the neighbourhood hub would enable linked trips and the creation of a community feel.

The emerging education strategy for the wider garden village includes the potential for an all-through education campus to include both primary and secondary provision alongside a further separate primary school. Delivery within the SPD area is seeking to respond to this concept whilst also delivering a cohesive place within the emerging allocation and local policy context.

Around 630 primary school places are forecast to be needed to serve East Cullompton. This equates to a single 3-form entry school or a 2-form entry school and a 1-form entry school. The school site(s) need to be of a suitable size, relatively flat and should be located to encourage walking and cycling trips, but should fall outside of electricity transmission line buffers, and have regard to noise from the Honiton Road, and the need to cross it. Primary provision is likely to need to be available as part of the first phase of development and this will also affect potential school locations.

Around 390 secondary school places are forecast as being needed as a result of the East Cullompton allocation. Within the context of the emerging policy context and the SPD, secondary provision will relate to enhancement/expansion at Cullompton Community College. The emerging access and movement concepts for East Cullompton can enable safe and convenient walking and cycling routes across the Honiton Road and M5.

**Q5:** The emerging Local Plan policy requires a shopping and community centre and an area of 2ha is required to provide for this. This could include a range of shops and services e.g. health care provision. Where do you think the local centre should be located and what key uses do you think it should include?

**Q6:** What types and tenures of housing do you think is needed within the allocation, for example, family homes to buy, starter homes, affordable rent, shared equity, extra care apartments, self-build, energy efficient? Please explain why.





## Ambitious employment opportunities

Not only does East Cullompton provide a range of homes, it also provides the associated job opportunities for future residents, those living in Cullompton and Kentisbeare and further afield.

New employment areas will have a strong relationship with the existing industrial estates and close links to the M5. Emerging employment sectors of green energy, technology and smart data complement the more traditional jobs in the area.

Alongside new employment land allocations at Week Farm and Venn Farm, East Cullompton can play a major role in enabling the economic development strategy for Mid Devon. Land to accommodate 32,000 sqm of commercial floorspace needs to be identified in the SPD Masterplan, with the anticipation of at least 20,000 sqm being developed to 2033. Commercial development includes land for industrial, warehousing and office development and also includes leisure uses (hotel), specialist housing with an employment component (retirement complexes), and retail.

Employment opportunities are just as likely to be taken up by residents moving into Cullompton itself, as East Cullompton. The identification of land needs to enable walking and cycling means of travel to work.

The potential construction of a new strategic solution to access to the M5 motorway offers the likelihood of occupier interest in locations close to such a solution, indicated in the summary plan as in the south-west part of the of the allocation area. Further opportunities exist in the northeast off Saunders Way, but certain commercial uses (e.g. retirement housing) would be best located more centrally, perhaps close to the local centre.

**Q7:** What type of employment opportunities do you think should be included within the allocation, and why?





## Delivery & Stewardship

The initial concept planning has involved the local community and this will continue into the future. It is vital that local people, particularly from Cullompton and Kentisbeare, are involved in setting out how East Cullompton should be developed to ensure that the resulting proposals are embedded in the local landscape, history and culture. Looking to the future, long-term strategies and structures will be put in place so that the local community has a real say in how the area develops and how community infrastructure is managed. New ways of funding and delivering infrastructure are key aspects whilst the community has a significant role in the ongoing care and maintenance of its assets.

**Q8:** Do you see opportunities for community groups to manage facilities on the allocation, and how might this work?





## Future Proofed – Smart and Sustainable

East Cullompton will be designed to be a resilient place that allows for changing demographics, future growth, the impacts of climate change and new technology for generations to come. Today's technology would have been unimaginable when the original garden cities were designed. Now they are increasingly becoming a vital part of everyone's life. The creation of a new Garden Village provides the opportunity for new and emerging technology and SMART solutions to play a part in all aspects of its design.

### **a) Design & Construction**

East Cullompton will seek to promote high standards of sustainable living, for example incorporating low carbon and energy plus construction – houses and employment buildings that generate more energy than they use. Innovative construction techniques such as modular houses built off-site to a high specification can increase choice. Buildings will be designed to be adaptable to changing needs and to take advantage of the natural assets of their environment, such as the use of sustainable urban drainage systems and natural flood risk management, as well as renewable energy, either incorporated into individual buildings or as community energy solutions.

### **b) Energy Security, Carbon & Low Emissions – Reducing Cost of Living**

The proposals will promote ways to reduce the high costs of living for everyone through sustainable design of housing, with homes incorporating the latest technology. East Cullompton will require a carbon reduction and low emissions strategy, promoting zero carbon and energy positive construction with self-sufficiency built in, and exploring the potential for community renewable energy schemes, to give fuel certainty and security and reduce the environmental impact of development.

### **c) Environmentally Sensitive – Biodiversity Gains & Climate Change Resilience**

The development at East Cullompton will create new neighbourhoods focused on climate change adaptation that will enhance the natural environment. The right landscaping and tree planting combined with natural flood risk management will aid flood prevention and carbon reduction.

Sustainable urban drainage systems can be incorporated into wide green corridors running through the village to encourage wildlife and bring nature into the heart of the urban area. Carbon reduction and energy-positive technology will aid climate resilience.



#### → **d) Innovation & Technology**

Building design will be based on the latest technology with smart solutions built in. The design of the SPD area will anticipate the opportunities presented by technological change, such as electric and driverless cars, the smart grid and digital connectivity, and opportunities for trialling and showcasing new technological solutions in pilot areas will be available.

#### **e) Well Connected**

High speed fibre broadband connections will be standard across East Cullompton, and flexibly designed neighbourhoods will allow adaptation to new patterns of working and living as technology increases digital connectivity. The area will be designed to be able to adapt to future smart transport solutions, such as driverless cars and autonomous public transit.

#### **f) Strong Communities**

East Cullompton will have a strong community at its heart. It will be designed to be somewhere that people want to stay and invest in. A wide range of housing, employment, sport, leisure and education opportunities will help to ensure that there is a good social mix.

Technology will help bring the new and existing communities together through a community run website and social media groups. People will be encouraged to take care of and manage their own environment and take part in building a cohesive new community. A strong community with a stake in the future of the place will be more adaptable to the future changes in the economy, society and environment.

**Q9:** Is the focus on SMART and sustainable development the right approach to development within the allocation?  
Please explain your answer.



## Potential Scope and Content of Final SPD

This document represents the first stage of a two part process towards the creation of the final Masterplan Supplementary Planning Document (SPD) for East Cullompton. The responses to the Stage 1 consultation will be assessed early in 2019 and, alongside further evidence gathering and masterplanning options testing, will inform a Stage 2 version of the Masterplan SPD (final consultation is likely in late Summer 2019). During 2019 there will be on-going engagement based on the feedback at Stage 1 and the Culm Garden Village website will be updated with additional information.

As such, part of the purpose of this version of the SPD and subsequent consultation is to consider the proposed scope and content of that final version. An indicative scope and content is set out here and is likely to include:

### Section 1 – Introduction

- Introduction and relationship to wider Garden Village;
- Objectives of the SPD;
- Policy context;
- Summary of Consultation Process;
- Using/About the SPD;
- The Design Process.

### Section 2 – Understanding the Site

- Site Context;
- Landscape;
- Habitats and Species (Biodiversity);
- Heritage;
- Flood Risk and Drainage;
- Existing Infrastructure;
- Constraints and Opportunities;
- Achieving Comprehensive Masterplanning.

### Section 3 – Vision, Principles and Concepts

- The 'Garden Village' Vision and Principles
- Overall Development Proposals and Concepts;
- Guiding Principles.

### Section 4 – Making the Strategy Work

- Creating the Structure;
- Masterplan;
- Amount and Use (Land Use Budget);
- Green Infrastructure, Landscape and Open Space;
- Integration, Movement and Connections.

### Section 5 – Delivering the Place

- Implementation, Phasing and Delivery Approaches and Mechanisms;
- Infrastructure Requirements;
- Planning Approval Process;
- Monitoring and Review.

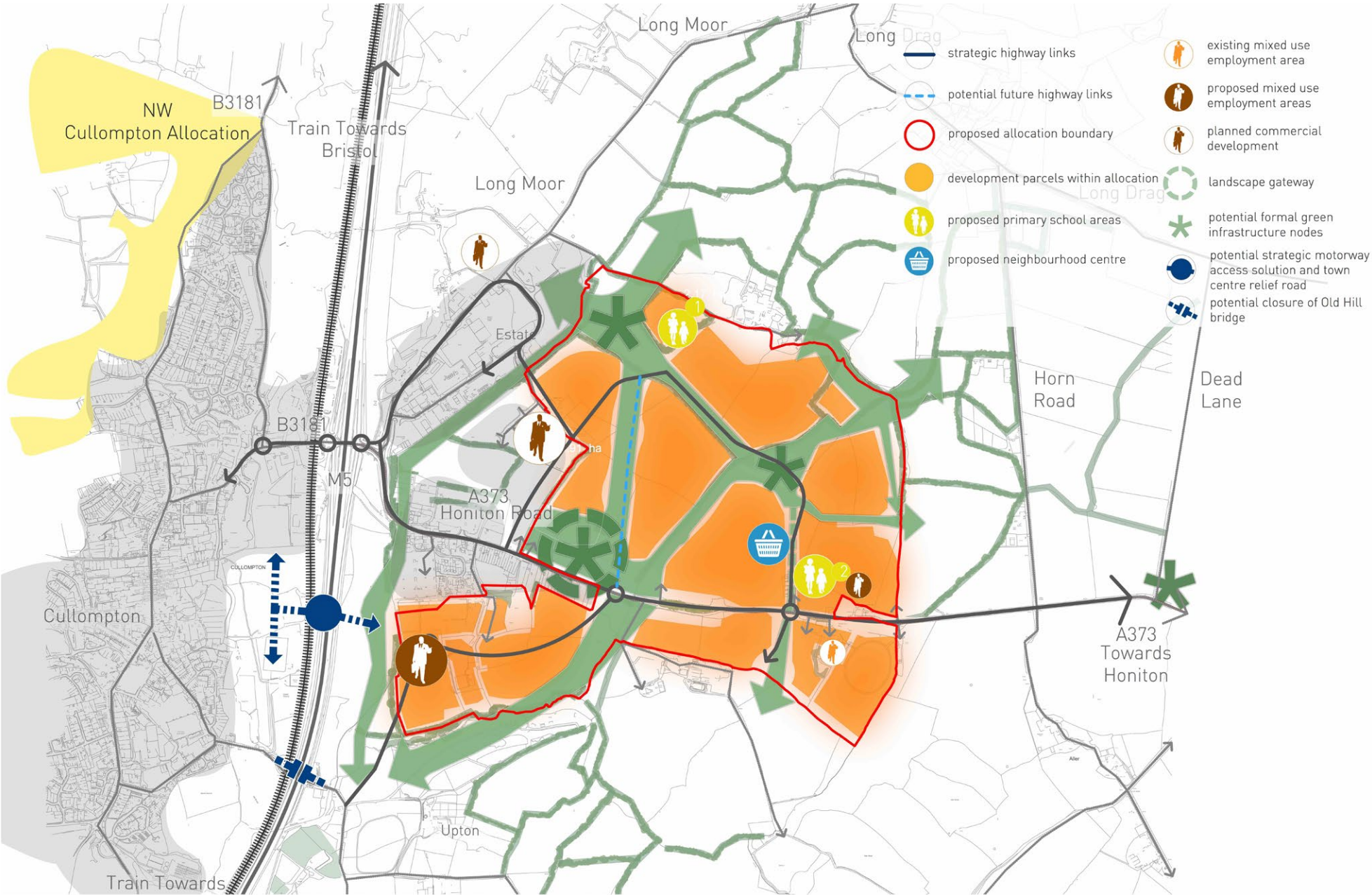
## East of Cullompton Summary Masterplan Opportunities Plan

Figure 15 is a Summary Plan of the Masterplan opportunities for the SPD described in this section. It illustrates how the initial phases of the garden village vision and concept could be approached through the east of Cullompton area alongside the emerging policy requirements.

**Q10:** Do you think the ideas and concepts in this SPD reflect the draft Vision, Principles and Concepts for the garden village as a whole as outlined in this document?

**Q11:** Do you agree with the potential scope and content of the Masterplan SPD? Please explain your answer.

Figure 15 – Masterplan Opportunities





# 5 HAVE YOUR SAY

## How to Make Your Views Known

Copies of the information will also be available and responses are encouraged to be submitted electronically through the online form available on the Culm Garden Village website at: [www.culmgardenvillage.co.uk/get-involved/](http://www.culmgardenvillage.co.uk/get-involved/)

Or through the following email address:  
[culmgv@middevon.gov.uk](mailto:culmgv@middevon.gov.uk)

Written responses to this document can also be posted/delivered to:

**Tina Maryan,**  
**Area Planning Officer, Major Projects Cullompton,**  
**Growth, Economy and Delivery Team,**  
**Mid Devon District Council,**  
**Phoenix House,**  
**Phoenix Lane,**  
**Exeter EX16 6PP**

Informal views may be expressed and questions answered at public exhibitions/workshops which will be held on dates to be advertised on the Mid Devon Council Website; the Culm Garden Village Website and in local press and media. All written responses will be treated as public documents and published on the Council's website after the consultation ends. Personal information such as email addresses and signatures will not be published.

**Q12:** Do you have any further comments you wish to make?



# 6 QUESTIONS

**Q1.** Are there other significant constraints or opportunities that the masterplanning process for the East Cullompton allocation needs to take into account?

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**Q2.** The key environmental features of the allocation and the alignment of electricity transmission lines combine to form the starting point for identification of strategic green and blue infrastructure. Do you agree or disagree with this approach? Please explain why.

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**Q3.** The map shows a potential access and movement strategy to serve the allocation with potential to expand this into the wider garden village and improve connections into Cullompton. Do you agree or disagree with this strategy? Please explain why.

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**Q4.** The green and blue infrastructure will provide opportunities to provide sports, health and leisure uses. What types of uses do you consider important to promote healthy living, and why?

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**Q5.** The emerging Local Plan policy requires a shopping and community centre and an area of 2ha is required to provide for this. This could include a range of shops and services e.g. health care provision. Where do you think the local centre should be located and what key uses do you think it should include?

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**Q6.** What types and tenures of housing do you think is needed within the allocation, for example, family homes to buy, starter homes, affordable rent, shared equity, extra care apartments, self-build, energy efficient? Please explain why.

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**Q7.** What type of employment opportunities do you think should be included within the allocation, and why?

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**Q8.** Do you see opportunities for community groups to manage facilities on the allocation, and how might this work?

---

**Q9.** Is the focus on SMART and sustainable development the right approach to development within the allocation? Please explain your answer.

---

**Q10.** Do you think the ideas and concepts in this SPD reflect the draft Vision, Principles and Concepts for the garden village as a whole as outlined in this document?

---

**Q11.** Do you agree with the potential scope and content of the Masterplan SPD? Please explain your answer.

---

**Q12.** Do you have any further comments you wish to make?

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Culm Garden Village

# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

January/February 2019

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<b>Market Schedule of Tolls</b> To receive a report recommending a schedule of market tolls for 2018/19.	Economy Policy Development Group  Cabinet	10 Jan 2019  7 Feb 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Shop Front Scheme</b> To consider the Shop Front Scheme.	Economy Policy Development Group  Cabinet	10 Jan 2019  7 Feb 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Policy Framework</b> To consider a report requesting endorsement of the Policy Framework.	Scrutiny Committee  Cabinet  Council	14 Jan 2019  7 Feb 2019  27 Feb 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Void Management Policy</b> To receive a report from the Group Manager for Building Services presenting the revised Void Management Policy.	Homes Policy Development Group  Cabinet	15 Jan 2019  7 Feb 2019	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Supply and Demand Policy</b> To receive a report from the Group Manager for Housing presenting the revised Supply and Demand Policy.	Homes Policy Development Group  Cabinet	15 Jan 2019  7 Feb 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Housing Assistance Policy, Devon Wide</b>	Homes Policy Development Group  Cabinet	15 Jan 2019  7 Feb 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Economic Strategy</b> To receive the Council's draft Economic Strategy for approval	Economy Policy Development Group  Cabinet  Council	29 Jan 2019  7 Feb 2019  27 Feb 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Cullompton Relief Road, Options</b> To consider route options for the Cullompton Relief Road following public consultation.	Cabinet	31 Jan 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Unauthorised Encampment Policy</b> To receive a *report of the Group Manager for Corporate Property and Commercial Assets presenting a policy regarding illegal Encampment	Cabinet Council	7 Feb 2019 27 Feb 2019	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Safeguarding Policy Guidance and Procedures</b> To provide Members with the updated policy and a review of best practice	Cabinet	7 Feb 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Vehicle Maintenance Contract</b> To consider the maintenance contract.	Cabinet	7 Feb 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Leader of the Council (Councillor Clive Eginton)	Open



<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Tiverton Eastern Urban Extension Area B Masterplanning</b> To consider the outcome of the tender process	Cabinet	7 Feb 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Part exempt
<b>Cullompton Town Centre Masterplan</b> To consider the contract award	Cabinet	7 Feb 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>ICT Strategy</b> Report regarding a review of the ICT Strategy	Cabinet	7 Feb 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Design Supplementary Planning Document</b> To consider a report seeking approval to consult on the draft Supplementary Planning Document.	Cabinet	7 Feb 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

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<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Cleaning Contractors</b> To approve the outcome of the procurement exercise.	Cabinet	7 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>National Non-Domestic Rates</b> To consider a report requesting approval of the INDR1	Cabinet Council	7 Feb 2019 27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Budget</b> To consider proposals for the General Fund and HRA for 2019/20	Cabinet Council	7 Feb 2019 27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Capital Programme</b> To consider a report seeking approval of the Capital Programme for 2019/20.	Cabinet Council	7 Feb 2019 27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Establishment</b> To consider a report outlining the overall structure of the Council.	Cabinet  Council	7 Feb 2019  27 Feb 2019	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Capital Strategy</b> The provision of a Capital strategy is a new requirement for 2019/20, which will become an annual requirement.	Cabinet  Council	7 Feb 2019  27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Statement of Community Involvement Review 2018</b> To consider the review post consultation and make recommendation to Council	Cabinet  Scrutiny Committee  Cabinet  Council	7 Feb 2019  18 Feb 2019  4 Apr 2019  24 Apr 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Pay Policy</b> Report setting out the legislative requirements under the Localism Act relating to senior pay.	Cabinet  Council	7 Feb 2019  27 Feb 2019	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
				Margaret Squires)	
<b>Bereavement Services Fees &amp; Charges</b> To receive the annual review of Bereavement Services Fees & Charges from the Director of Operations.	Environment Policy Development Group  Cabinet	5 Mar 2019  4 Apr 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Clive Eginton)	Open
<b>Play Area Safety Inspection Policy</b> To receive a 3 year review from the Director of Operations of the Play Area Safety Inspection Policy	Environment Policy Development Group  Cabinet	5 Mar 2019  4 Apr 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Leader of the Council (Councillor Clive Eginton)	Open
<b>Proposals for improvements to Tiverton Town Centre</b> To receive an overview of the presentation to Cabinet on proposals for improvements to Tiverton Town Centre, seeking authority to go out to tender with a view to progress project work'.	Cabinet	7 Mar 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Part exempt

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Design Supplementary Planning Document - post consultation</b> To consider the Supplementary Planning Document post consultation	Cabinet	7 Mar 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Treasury Management Strategy and Annual Investment Strategy</b> To consider the proposed Treasury Management Strategy and Annual Investment Strategy for 2019/20	Cabinet  Council	7 Mar 2019  24 Apr 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Corporate Asbestos Policy</b> To receive a report from the Group Manager for Building Services presenting the revised Corporate Asbestos Policy.	Homes Policy Development Group  Cabinet	12 Mar 2019  4 Apr 2019	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>ASB Policy and Procedures</b> To receive a report from the Group Manager for Housing presenting the revised Anti-Social Behaviour Policy and	Homes Policy Development Group  Cabinet	12 Mar 2019  4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open



<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
Procedures.					
<b>Tenancy Strategy</b> To consider a report regarding the revised strategy.	Homes Policy Development Group  Cabinet	12 Mar 2019  4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Homelessness Strategy</b> To receive a report from the Group Manager for Housing presenting the revised Homelessness Strategy.	Homes Policy Development Group  Cabinet	12 Mar 2019  4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Allocations Policy and Procedures</b> To receive a report from the Group Manager for Housing presenting the revised Housing Allocations Policy and Procedure.	Homes Policy Development Group  Cabinet	12 Mar 2019  4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>The Grand Western Canal and The Exe Rail Projects</b> – report with regard to funding.	Economy Policy Development Group  Cabinet	14 Mar 2019  4 Apr 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Charging admin fees for grant applications</b> To receive a report regarding the proposal to charge administration fees for the processing of grant applications by the Economic Development Team.	Economy Policy Development Group  Cabinet	14 Mar 2019  4 Apr 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Market Rights Policy</b> To receive a report proposing the adoption of a new Market Rights Policy.	Economy Policy Development Group  Cabinet  Council	14 Mar 2019  4 Apr 2019  24 Apr 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Public Health Enforcement Policy</b> To receive the 2 yearly review of the Public Health Enforcement Policy from Group Manager for Public Health and Regulatory Services.	Joint PDG  Cabinet	15 Mar 2019  4 Apr 2019	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Regulation of Investigatory Powers</b> To receive the 3 yearly review of Regulation of Investigatory Powers from the Director of Corporate Affairs and Business Transformation.	Community Policy Development Group  Cabinet	19 Mar 2019  4 Apr 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Corporate Health &amp; Safety Policy</b> To receive the annual review of the Corporate Health & Safety Policy from the Director of Corporate Affairs and Business Transformation.	Community Policy Development Group  Cabinet	19 Mar 2019  4 Apr 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Greater Exeter Strategic Plan for Consultation</b> To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Cabinet  Council	Not before 30th May 2019  Not before 6th Jun 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

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