

# Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 22 November 2018 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Thursday, 3 January 2019 at 2.15 pm

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 5 - 12)**  
Members to consider whether to approve the minutes as a correct record of the meeting held on 25 October 2018.
- 5. Town Centre Regeneration Masterplan and Investment Programme (Pages 13 - 30)**  
To consider 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 through from the consultation exercise and the next steps.

6. **Procedure for Monitoring and Assisting the Delivery of Housing and Employment Developments** *(Pages 31 - 34)*  
To consider 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.
7. **Greater Exeter Strategic Plan – Decision Making Route** *(Pages 35 - 38)*  
To consider 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.
8. **Local Development Scheme Update** *(Pages 39 - 50)*  
To consider a report of the Head of Planning, Economy and Regeneration regarding 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.
9. **Heart of the South West Joint Committee - Work Programme Update** *(Pages 51 - 56)*  
To consider a report of the Chief Executive providing members with an update on the work programme of the Heart of the South West committee.
10. **Financial Monitoring**  
To receive a verbal report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
11. **Treasury Management Strategy and Mid-Year Review Report** *(Pages 57 - 64)*  
To receive 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 the ongoing deposit strategy for the remainder of 2018/19.
12. **Performance and Risk** *(Pages 65 - 96)*  
To consider 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.

13. **Notification of Key Decisions** (Pages 97 - 108)

To note the contents of the Forward Plan.

**Stephen Walford**

Chief Executive

Wednesday, 14 November 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 25 October 2018 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Apologies**

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

Mrs M E Squires

### **Also Present**

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

F W Letch and F J Rosamond

### **Also Present**

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

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Alan Keates (Group Manager for ICT and GMS Services), Lynsey Chilcott (Customer Services Manager) and Sally Gabriel (Member Services Manager)

## 83. **APOLOGIES**

Apologies were received from Cllr Mrs M E Squires.

## 84. **PUBLIC QUESTION TIME**

There were no members of the public present.

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

Members were reminded of the need to declare any interests when appropriate.

## 86. **MINUTES OF THE PREVIOUS MEETING (00-00-52)**

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

## 87. **REVIEW OF THE COMPLAINTS AND FEEDBACK POLICY (00-01-00)**

Arising from a report of the Group Manager for Business Transformation and Customer Engagement, the Scrutiny Committee had recommended that the revised policy be approved.

The Customer Services Manager outlined the contents of the report stating that the policy last reviewed in September 2015 highlighted the key requirements for

recording and dealing with complaints, which remained unchanged in the revised document. The policy continued to set out the standards and timescales that customers expected when providing feedback to the authority, it also provided standards for staff in dealing with complaints and any feedback. The policy had been updated to reflect changes in the structure and to show that stage 1 complaints would be dealt with by Services Managers and stage 2 complaints by Group Managers or a member of the Leadership Team. The policy also reflected the change of contact details for the Ombudsman.

**RESOLVED** that the recommendation of the Scrutiny Committee be approved.

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

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

88. **ANNUAL REPORT OF COMPLAINTS, COMMENTS AND COMPLIMENTS (00-03-12)**

The Cabinet had before it and **NOTED** a report of the Group Manager for Business Transformation and Customer Engagement providing an update on complaints, comments and compliments received as part of the 1.7 million contacts with customers in 2017/18.

The Customer Services Manager outlined the contents of the report highlighting how the complaints, compliments and comments were recorded through the CRM system in accordance with the corporate complaints policy. She outlined the number of complaints received and provided information with regard to complaints to the Ombudsman which were highlighted within the report.

Consideration was given to calls to mobile phones which were not logged on the system, thus increasing the number of calls to the authority.

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

89. **SECTION 106 AGREEMENTS AND FINANCIAL CONTRIBUTIONS - PROPOSED GOVERNANCE (00-04-56)**

The Cabinet had before it a \* report of the Head of Planning, Economy and Regeneration setting out additional recommendations for governance of s106 contributions.

The Cabinet Member for Planning, and Economic Regeneration outlined the contents of the report stating that the Council currently collected financial contributions from new development through legal agreements signed under Section 106 of the Town and Country Planning Act 1990 (as amended). It was considered that the governance of the s106 contributions set out in the Councils adopted SPD could be further refined to enhance the transparency of this process. He highlighted the proposed new governance arrangements: the project specific requirement, the proposed delegated authority to the Head of Planning, Economy and Regeneration, the formation of the S106 Board and that views of the Parish and Town Council and Ward Members would be sought. He emphasised that the proposed governance arrangements were for consultation with the Town and Parish Councils and that a

further report (following the consultation process) would be brought before the Cabinet at a future meeting.

Consideration was given to:

- The process looked heavy and complicated
- The Government requirements
- The need to clearly explain to the Town and Parish Councils how the proposals would work
- The fact that there would no longer be an open pot
- The need to consider the views of the Town, Parish and Ward Members when identifying projects
- The need for each Town and Parish Council Clerk to be provided with a list of the proposed projects for their catchment areas

**RESOLVED** that the governance arrangements as set out in the report be agreed for consultation purposes with Parish and Town Councils.

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

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

90. **FINANCIAL UPDATE FOR THE SIX MONTHS TO 30 SEPTEMBER 2018 (00-12-09)**

The Cabinet had before it and **NOTED** a \* report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.

The Cabinet Member for Finance informed the meeting that the General Fund forecasted a deficit for the current year of £305k. There had been a further large decrease in income from the Planning Service, however he explained that this was a countrywide issue due to the present economic climate. Most of the other functions of the Council were broadly on budget. The Housing Revenue Account was in good order; however Universal Credit could still have an impact which could lead in to increase of rent arrears.

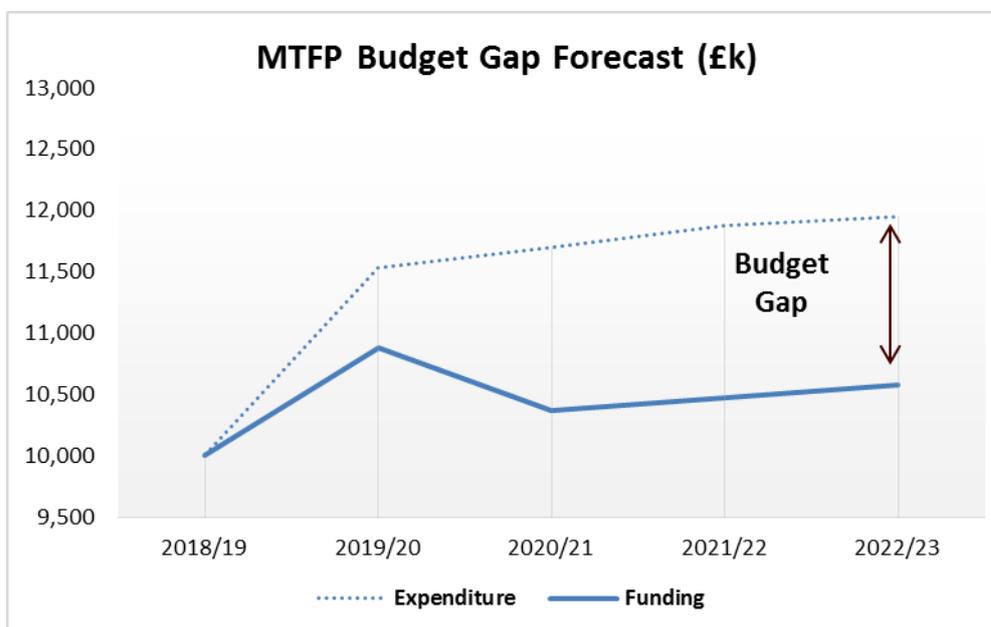
Note: \*Report previously circulated, copy attached to minutes.

91. **MEDIUM TERM FINANCIAL PLAN - GENERAL FUND (GF) AND CAPITAL PROGRAMME (00-14-32)**

The Cabinet had before it a \*report of the Deputy Chief Executive (S151) providing an updated Medium Term Financial Plan (MTFP) which took into account the Council's key strategies (i.e. the Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy) and demonstrated that it had the financial resources to deliver the Corporate Plan. The report modelled potential changes in funding levels, new initiatives, unavoidable costs and proposed service savings.

The Cabinet Member for Finance outlined the contents of the report stating that the MTFP was based on best assumptions and estimates for further year on year reductions in Government funding.

The budget gap forecast for 2019/20 to 2022/23 as depicted below:



It was forecasted that the budget gap would be £1.4m if no remedial action was undertaken. Key assumptions had been made with regard to the Revenue Support Grant, Business Rates, any capping on a Council Tax rise, income from the New Homes Bonus and any possible amendment to the split between county and district authorities.

Consideration was given to whether the assumptions were realistic and that there was no guarantee on Government funding.

**RESOLVED** that the Medium Term Financial Plan be **NOTED** and that the proposals outlined in paragraph 8.2 of the report be fully endorsed.

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

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

92. **DRAFT 19/20 GENERAL FUND AND CAPITAL PROGRAMME (00-21-05)**

The Cabinet had before it and **NOTED** a \* report of the Deputy Chief Executive (S151) in order to consider the initial draft 2019/20 Budget and options available in order for the Council to set a balanced budget and agree a future strategy for further budget reductions for 2020/21 onwards.

The Cabinet Member for Finance outlined the contents of the report informing the meeting that the budget at the present time was £661k adrift of a balanced budget; work was taking place with Managers with a view to reducing the figure.

The proposed budget would be shared with the Policy Development Groups who would be asked for constructive suggestions with regard to reducing the budget.

Consideration was given to:

- recent legislation with regard to Council Tax on empty properties
- the public consultation that had taken place with the citizens panel
- Statutory and non-statutory services

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

93. **REFURBISHMENT OF LORDS MEADOW LEISURE CENTRE FITNESS STUDIO (00-27-03)**

The Cabinet had before it a \* report of the Leisure Manager – Health and Fitness seeking approval from Cabinet to bring forward the refurbishment of Lords Meadow Leisure Centre Fitness Studio and undertake that work in the current financial year (FY18/19); the funding for this work having been programmed in the next financial year (FY19/20).

The Cabinet Member for Community Well-Being outlined the contents of the report stating that the investment in the Exe Valley Leisure Centre in the last financial year had delivered excellent results and that the focus was now on improving the facilities at the Lords Meadow Leisure Centre with investment into the fitness studio and therefore the Cabinet were being asked to consider an in-year virement of £185,000 to fund the refurbishment. The changes would be cosmetic with the installation of the very best matrix equipment and there would be no structural alterations to the building. If approved the scheme would be completed by 1 January 2019.

Members considered the scheme to be necessary and that it would be very well received.

**RESOLVED** that an in-year virement of £185,000 to fund the refurbishment of the fitness suite at Lords Meadow Leisure Centre be approved.

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

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

94. **INFORMATION SECURITY AND INFORMATION SECURITY INCIDENT POLICIES (00-29-56)**

The Cabinet had before it a \* report of the Group Manager for Performance, Governance and Data Security updating the existing Information Security Management Policy (Appendix A) and the Information Security Incident Policy (Appendix B) to reflect current job roles and best practice.

The Group Manager for IT and GMS Services outlined the contents of the report stating that the existing policy was already based on best practice, therefore only minor changes to the roles and responsibilities of relevant officers had been made along with current legislation and taking into account GDPR.

**RESOLVED** that the revised Information Security and Information Security Incident Policies be approved.

(Proposed by the Chairman)

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

95. **SCHEDULE OF MEETINGS 2019/20 (00-31-24)**

The Cabinet had before it \* a schedule of meetings for the municipal year 2019/20.

The Member Services Manager explained the requirement for the schedule to meet certain decision-making and reporting requirements within the 6 cycles of the municipal year.

**RECOMMENDED** to Council that the Schedule of Meetings for the 2019/20 municipal year be approved.

(Proposed by the Chairman)

Note: \*Schedule previous circulated, copy attached to minutes.

96. **MODERNISATION OF COUNCIL HOMES 2018-2023 (00-32-31)**

The Cabinet had before it a \* report of the Director of Operations advising Members on the results of the procurement of the contract for the Modernisation of Council Homes 2018 – 2023.

The Cabinet Member for Housing outlined the contents of the report stating that there was a legal requirement to maintain the stock and meet the Decent Homes Standard, this mainly identified the replacement of kitchens and bathrooms and included the upgrading of electrical circuits to Council owned property in the district. He explained the financial implications of the tender.

**RESOLVED** that the contract be awarded to Supplier 3 for a period of 3 years with the option to extend for a further 1 +1 years.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

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

97. **NOTIFICATION OF KEY DECISIONS (00-33-38)**

The Cabinet had before it and **NOTED** its rolling plan \* for November 2018 containing future key decisions.

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

(The meeting ended at 2.52 pm)

**CHAIRMAN**



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## CABINET

22 November 2018

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

#### TIVERTON TOWN CENTRE REGENERATION MASTERPLAN AND INVESTMENT PROGRAMME

**Cabinet Member**                      **Cllr Richard Chesterton**  
**Responsible Officer**                **Mrs Jenny Clifford, Head of Planning, Economy & Regeneration**

**Reason for the Report:** To consider the summary of responses following Stage 1 public consultation on the Tiverton Town Centre Masterplan, the key themes that have emerged through from the consultation exercise and the next steps.

#### **RECOMMENDATIONS:**

- 1. To note the responses to the Tiverton Town Centre Masterplan supplementary planning document (SPD) Public Consultation at Stage 1.**
- 2. To agree to progress the Tiverton Town Centre Masterplan through the production of the draft SPD taking into account the key issues and projects that have emerged through public consultation at Stage 1.**
- 3. To provide guidance on the content of the draft Masterplan prior to public consultation at Stage 2.**
- 4. That Officers explore opportunities to bring forward projects and initiatives aligned with the emerging Masterplan as prioritised.**

**Relationship to Corporate Plan:** to ensure the delivery of key priorities for Mid Devon, including a thriving economy, empowering local communities and caring for the environment.

**Financial Implications:** The procurement and cost of commissioning this masterplan has formally been considered and approved at Cabinet. It is expected that the masterplanning process will identify opportunities and sites for regeneration / redevelopment. The Council has land and property assets within the study area. Any proposals to regenerate, develop or invest in these assets will have financial implications for the Council. These would be considered in detail as part of a subsequent and separate decision making process.

**Legal Implications:** Legal implications will arise from various property transactions but are anticipated to be managed within the existing resource.

**Risk Assessment:** A full risk assessment will be undertaken as the projects in the scheme are developed. Failure to support a regeneration of Tiverton Town Centre could lead to deterioration in commercial activity and a less vibrant centre.

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

## **1.0 Background**

- 1.1 The Council has resolved to develop a masterplan for Tiverton Town Centre and has commissioned consultants in its production. It will form the basis for the regeneration of the town; enhancing the town's economic prospects and providing a clear strategy to ensure the town meets its full potential as an attractive and thriving market town of the 21<sup>st</sup> century.
- 1.2 In accordance with Mid Devon's Statement of Community Involvement, the masterplan SPD will be subject to two stages of public consultation; Stage 1 to scope out the proposed contents of the masterplan and present the options that might be included in the masterplan and Stage 2 to present the draft masterplan itself.
- 1.3 At the meeting on the 8<sup>th</sup> March 2018 Cabinet approved the draft consultation material (exhibition boards) to scope out the content of the Tiverton Town Centre Masterplan SPD and resolved that public consultation should take place based on the draft material. Accordingly, a Stage 1 public consultation exercise was undertaken between 30<sup>th</sup> April and 10<sup>th</sup> June 2018.

## **2.0 Summary of Public Consultation Feedback**

- 2.1 The Stage 1 public consultation asked for feedback on exhibition boards displayed at Phoenix House, in the Pannier Market and online on the Mid Devon website. The consultation ran from 30<sup>th</sup> April until 10<sup>th</sup> June 2018. There were two staffed exhibitions at the Pannier Market; the first at the Electric Nights event on Saturday 5<sup>th</sup> May and the second on Friday 18<sup>th</sup> May. A video ran on Devon Live and social media was extensively used to advertise and encourage participation in the consultation.
- 2.2 Feedback was invited on four town wide initiatives including accessibility, identity, environment and quality as well as 18 key development areas. In total, 55 responses were received during the consultation period. Responses were received via mail, email, comments boxes at Phoenix House and the Pannier Market and through an online questionnaire. A summary of the responses received is provided as **Appendix 1**.
- 2.3 The summary of the public consultation was presented to the Economy Policy Development Group on 6<sup>th</sup> September 2018. Whilst the report was noted, there was discussion regarding the poor level of response and whether the Council could do something differently to encourage the public to respond, including the use of social media. The summary of responses was then presented to Scrutiny Committee on 8<sup>th</sup> October 2018 at which the report was noted.

### 3.0 Emerging Key Themes

3.1 Analysis of the feedback from the public consultation indicates that there are a number of key themes that are emerging. The details (including the number of respondents indicated in brackets) are provided at **Appendix 2**. However, the emerging themes were as follows:

Parking	Funding	Signage
River	Public Toilets	Bus Station / Drop off
Museum	Green Infrastructure	Cinema
Shops	Dementia/Elderly Friendly places	Clean up
Market	Town Hall	Cycle Ways
Old Blundell's	Event / Performance Space	Site Boundary

3.2 The themes that have emerged through the consultation process are welcomed and relevant. All are capable of being included within the masterplan at some level of detail. The full extent of their inclusion will emerge as Officers progress the draft Masterplan SPD. However, an initial review provides some potential indicators:

- a) Extend the Study Area to include Old Blundell's. The public consultation indicated a strong desire for a 'greening' of the town centre including street trees and access to green spaces. As a Grade 1 listed building set within extensive grounds, Old Blundell's provides an opportunity. There is existing public access to the lawns at the front of the main building. However, this is little known or used by the public. The main building has significant historic interest. Inclusion of the building within the study area provides an opportunity to consider its role within the wider regeneration of the town centre; enhancing access to a central area of green space at the eastern entrance to the town.
- b) Enhanced public realm. This is regarded as an important element that can provide significant benefits in improving the visual appearance of the town. A public realm strategy across the town centre – detailing paving materials, street furniture and cleaning programme - would provide a common strategy to lift the visual appearance of the town. Elements of it can be implemented relatively quickly with positive results.
- c) Improved accessibility. To include improved foot and/or cycle links to enhance circulation around the centre of the town, with links to improved riverside frontage.
- d) Vision. A clearer understanding is required of what a 'modern market town' will look like in the 21<sup>st</sup> century. This should be reflected in the vision statement referencing the role of its economy, attractions and cultural programme.

### 4.0 Key Projects

4.1 The Consultation material identified a number of key projects – some within the control of the District Council (as land owner), others not. Comments received were generally positive. However, it is advised that St Andrew's Street (Key Site 2) is removed from the masterplan as a regeneration site. The site has planning consent for the construction of 39 residential units,

landscaping and associated works. Its inclusion within the masterplan area is now considered unnecessary due to the works agreed and now taking place.

- 4.2 Nonetheless, it is considered beneficial that, within the Masterplan, the key projects are prioritised as a means to understand how the Masterplan will be implemented. Suggested prioritisation is as follows:

<b>Number and name of key sites</b>	<b>Priority</b>
1. West Exe (south)	Short term
West Exe (north)	Long term
2. St Andrews Street	Remove from Masterplan
3. Town Hall	Long term
4. Becks Square Car Park	Long term
5. Southern Gateway	Short / medium term
6. Bus Station	Long term
7/8 Phoenix Lane	Short / medium term
9. The Market	Short term
10. Private land	Long term
11. Private car park	Long term
12. Northern car park	Long term
13. Private garage	Long term
14. Market Walk	Short / medium term
15. Market Walk South	Medium
16 / 17/ 18 Private land	Long term

A plan showing the location of these key sites is at **Appendix 3** to this report.

- 4.3 It is to be noted that some of these sites are controlled by the Council as part of its property assets. This would allow the potential for Officers to be asked to explore whether regeneration projects associated with the sites in the Council's control be brought forward. This would align with the emerging masterplan and associated feedback obtained at stage 1 public consultation and could deliver a series of 'quick wins' for town centre regeneration and enhancement by utilising the Council's assets.

## **5.0 Content of Draft Masterplan**

- 5.1 The Tiverton Town Centre Masterplan SPD once adopted will not in itself form part of the Development Plan for planning purposes, but will nevertheless be a material consideration in the determination of planning applications. The content of the draft masterplan, having responded to the comments and key themes that have emerged from the consultation exercise, is likely to include following:

### **CONTENTS**

Vision/ Foreword/ context for success

## 1 Introduction

- Purpose of the town centre masterplan
- Study area
- Background studies
- Report structure

## 2 Tiverton today

- Historic background
- Geographical context
- Landscape setting/views
- Planning policy context
- Town centre performance review
- Property market assessment
- Landownership
- Opportunities for enhancement

## 3 Why Tiverton?

- Location and context
- Distinctive features
- What you told us
- Main issues (planning, challenges and opportunities)
- Key themes
- Growing a successful town centre

## 4 Masterplan

- The framework
- Town centre action plan
- Key interventions and projects to be delivered
- Overall movement and public realm strategy
- Public realm strategy

## 5 Delivery

- Overview of masterplan
- Funding & infrastructure review
- Town centre/ visitor/ traffic management
- Investment programme

## 6.0 Next Steps

- 6.1 A provisional timetable for the next stages in the production of the masterplan is set out as follows:

Action	Date
Production of draft masterplan	December 2018/ January 2019
Committee Approval (for consultation)	March 2019
Stage 2 Public Consultation	May/ June 2019

## 7.0 Conclusion

- 7.1 The Tiverton Town Centre Masterplan SPD will seek to provide a comprehensive framework to guide development in a coordinated and comprehensive manner. Once adopted it will achieve full weight in decision making as a material planning consideration. The first phase of public consultation has been undertaken. Progressing the Tiverton Town Centre Masterplan towards a draft document taking account of the stage 1 public consultation is now sought.
- 6.2 In addition, Cabinet is asked to provide guidance on the key issues, particularly points a) to d) in paragraph 3.2 and the key projects including the removal of St Andrew's Street (Key Site 2). Prioritising the key projects will help to inform the emerging Town Centre Masterplan, give it greater credibility and inform Officers seeking to explore opportunities to bring forward projects and initiatives aligned with the emerging Masterplan.
- 6.3 Cabinet is further asked to provide guidance on the content of the draft Masterplan for stage 2 public consultation.

<b>Contact for more information</b>	Christie McCombe, Area Planning Officer 01884 234277 <a href="mailto:cmccombe@middevon.gov.uk">cmccombe@middevon.gov.uk</a>
<b>Background Papers</b>	Economy Policy Development Group 6th September 2018. Scrutiny 8 <sup>th</sup> October 2018 Cabinet 11th May 2017, 8 <sup>th</sup> March 2018
<b>Circulation of the Report</b>	Councillor Richard Chesterton Cabinet Member for Planning & Regeneration

## Appendix 1

### Stage 1 Consultation Summary

(Figures in brackets indicate the number of respondents commenting)

#### **1. Respondents were asked whether they considered there were any other issues facing the town centre that were not captured on the exhibition boards.**

28 respondents answered this question. The main concerns were:

Lack of public toilets, particularly near the bus station/centre (5), littering, street cleaning and maintenance (3), impact of Junction 27 development (2), anti-social behaviour at night (2), lack of vibrancy and atmosphere especially during the evenings (1), lack of safe/secure cycling opportunities (1), lack of footfall (1), shops closing down (1), high street is dying (1), the future of the hospital (1), need to better involve local businesses and organisations (1), limited public transport, especially in the evenings (1), lack of big name retail units (1), lack of opportunity for small shops (1), cinema needs replacing (1), online shopping (1), does not cater for electric vehicles (1), lack of traffic regulation on Fore Street (1), competition from neighbourhood centres (1), lack of good quality eating (1), no good riverside access (1).

#### **2. Respondents were asked to indicate whether they supported the vision and objectives for Tiverton Town Centre in creating a better place for people to live, work, visit and attract new investment and business. 30 respondents answered this question.**

25 respondents supported the vision and objectives for creating a better place for people to live.

22 respondents supported the vision and objectives for creating a better place for people to work.

23 respondents supported the vision and objectives for creating a better place for people to visit.

22 respondents supported the vision and objectives for creating a better place to attract new investment and business.

#### **3. Respondents were asked to indicate whether they supported the Framework Masterplan Vision to be delivered over the next 15 years.**

Of the 29 respondents that answered this question, 13 supported it, 6 did not support it, 8 were undecided and 2 were neutral.

Some of the comments received:

*Clearly there is a need to do something to bring more life to the town. We think it is essential that they succeed in bringing life to the town which will otherwise continue to fade away and become less relevant to people.*

*Tiverton has all the assets to be a really great market town and I think these proposals would help to achieve that.*

*The plan needs an overarching vision of what the town is to become. What is a modern market town? Are we working to a model or trying to emulate other towns? We may be able to benefit from their experience.*

*I applaud the fact that MDDC have finally realised that something major needs to be done to address the decline of Tiverton's town centre which has unfolded over the last 2 decades. From what I have seen of the masterplan, I believe it is very encouraging but it needs to be done properly.*

*Independent traders and businesses need to be encouraged as well as new amenities to go hand in hand with all the housing estates being built on the outskirts of the town.*

*Work on infrastructure first before wasting millions on vanity projects; enhance what we already have; make it all link up better and work better; make the whole of Tiverton cycle friendly and enhance the offering for cycle tourism.*

*Tiverton needs better than this - the next 20 years will see massive increases in electric cars, new modes of transport, broadband roll out, online shopping, increasing leisure demands for environmentally based planning - this has none of that. We should be looking at a scheme that attracts investment, has a USP (unique selling point), brings history to life and looks forward not trying to recover the past and most of all not basing it on the Pannier Market.*

#### **4. Respondents were asked to say what they thought about 4 key themes: accessibility, identity, environment and quality.**

37 respondents answered this question. The main areas of comments were:

##### **Accessibility**

Ten respondents commented that provision for pedestrians, cyclists and bus facilities, with an appropriate parking strategy (accessible and affordable), and traffic management (including for taxis), should be integral to the proposals. Ten respondents commented on the need to improve links/signage/promotion of visitor attractions such as Canal, Old Blundells, Castle, Museum, and Tourist Information.

Seven respondents commented that the route from Tiverton Parkway should be improved (e.g. shuttle bus) and more made of cycles routes and entrance points into the town.

Four respondents wanted to see future technologies and smarter travel methods embraced, e.g. electric car charging points, shared mobility vehicles, technology used for information provision, Wi-Fi enabled town centre.

Two respondents wanted well-maintained toilets in accessible places, e.g. the bus station.

One respondent did not want to see pedestrianisation of the town centre whilst another wanted to make the town centre car free. One respondent did not want to see restrictions on day-time deliveries for independent traders.

## **Identity**

Thirteen respondents wanted to see more made of the historic architecture of the town, its historic streets and buildings, as this would increase Tiverton's attractiveness.

Six respondents commented that a good mix of independent retail stores and a cultural element would offer more reasons to visit; one commented that Tiverton needs a really distinctive retail offer; and one that the town needs an anchor supermarket.

Three respondents commented that the night-time economy needs to be improved with more quality restaurants, a welcoming night-time atmosphere and later shop opening. This would attract local people and visitors into the town in the evening. Two respondents wanted more emphasis on leisure (e.g. skating, bowling, gyms).

Four respondents wanted to highlight the creative arts/crafts going on in the town and promote local events; one wanting a link to the Tiverton Community Arts Theatre project.

Two respondents commented that flexible use of buildings and units in the town centre would enable future trends in the retail sector to be addressed, e.g. good quality live/work and flexible workspaces.

One respondent thought that the project should capitalise on the Pannier Market and the river which make Tiverton an individual place. While another suggested consolidating the town around the market and reducing the retail area.

One respondent thought that the proposals were based on outdated thinking about retail space, town centres and transport and that the focus should be on a scheme that attracts investment, has a USP, is unique, brings history to life and looks forward, not trying to recover the past. One respondent questioned whether the project provided a strategy for making Tiverton a place people want to visit.

One respondent suggested involving community groups in establishing Tiverton's identity. Another suggested making the town dementia-friendly.

## **Environment**

Six respondents highlighted the need to protect and enhance the riverside frontage and extend riverside walks. Five respondents thought the Council should identify opportunities for the provision of green infrastructure/biodiversity gain/more trees and plants throughout and keep green spaces around the town.

The inclusion of public art and other features of interest (fountains, sculptures), street performance and active demonstrations of sports and other physical activity were suggested by one respondent; whilst one did not want money spent on public art.

One respondent highlighted the importance of archaeology and the many listed buildings in the town centre. One suggested the parks would benefit from a makeover.

Three respondents wanted to maintain views and a sense of space and one suggested making more of the Leat.

## **Quality**

Six respondents wanted to see a better quality public realm delivered first; two wanted public realm improvements for mobility (scooters and wheelchairs); and one, less street clutter.

Six respondents wanted to see improved community planting and flower displays, public seating and weather protection.

Two respondents commented on the need for a shop front policy. Two wanted to see buildings properly maintained and improved.

### **5. Respondents were asked to comment on a number of key sites (19 in total) for enhancement and/or development across the town centre.**

25 respondents answered the question: “*Do you agree with the key sites that have been identified across the town centre*”? Of these, 16 responded “Yes”, 8 responded “No”, and one supported only the market site.

The sites were divided into 7 groups for the questionnaire. Comments were as follows.

#### **The Market**

Almost half of respondents liked the idea of opening up the entrances to the market, one suggested replicas of the old arched market entrances.

Comments were mixed on redeveloping Market Walk with some specifically wanting to see redevelopment (3). Respondents commented that the Pannier Market building itself should remain a key feature (4) and either not losing its character (1) or returning to its original character and footprint (2). One respondent thought that setting market stalls amongst trees would give a temporary market atmosphere.

Respondents liked the art and craft focus for the market stalls but wanted to see exhibition space (3) and opportunities for pop-up shops/workshops (2). One respondent wanted the market to be used for social and community purposes.

Comments were mixed on the inclusion of housing. One respondent did not want to see any town centre housing, another thought that sensitive housing development would enhance the area. Another thought that the building design did not suit Tiverton.

Three respondents wanted to see the pub improved to have a wider appeal.

Some respondents wanted car parking retained (3) whilst one thought it should be reduced. One respondent thought it should be developed into a multi-storey car park with retail on the ground floor.

#### **West Exe/Riverside**

Almost all respondents wanted to see good use made of the river frontage and its look improved and greened with riverside walks being extended (20). Seven respondents gave ideas for activities on the river, including fishing, canoeing,

walking, pubs, entertainment and restaurants (7). One respondent thought hydro power could become a feature.

Two respondents wanted to see a footbridge over the river.

One respondent thought much more could be done for West Exe and one thought it important to retain its village atmosphere. Two respondents wanted to retain West Exe parking, one suggesting it should be free.

### **Western Gateway/Town Hall**

Thirteen respondents did not want to see houses built on the site to the rear of the Town Hall. They thought it would prevent an opportunity to open up the river frontage for community and leisure space. One respondent commented that loss of the space by the river prevents its use for functions and receptions linked to the Town Hall. Four respondents thought the Town Hall should be developed further as a venue.

Two respondents wanted to see St Andrews Street North pedestrianised (except for access) and the entrance to the Museum and Town Hall improved. One respondent did not like the idea of public space in front of the Town Hall due to potential traffic and pedestrian conflicts. However, one respondent thought the area could become a hub for restaurants/coffee shops.

### **Fore Street**

There was some support for improving the public realm in Fore Street, including paving, road surfacing, street furniture, shopfronts and the look of some of the buildings, streets and footpaths (5). One respondent thought the artist's impression was dated and did not reflect Tiverton's history. The coloured pavements will become dirty, uneven and dangerous.

One respondent was concerned with empty retail units and wanted to see a reduction in business rates. One respondent wanted to see Fore Street focus on food, art and literature rather than household and clothing retail.

One respondent wanted to see more evening activity with a more welcoming atmosphere. One wanted to see the theatre relocated into the town centre. Two respondents wanted to see better use made upper floors for housing.

One respondent thought traffic should be restricted further while one thought it should not be restricted.

### **Beck Square**

Seven respondents commented that Tiverton Museum should be at the forefront of thinking for Beck Square. Thirteen respondents wanted the Beck Square car park retained, as it provides level access to the town centre and visitor access to the Museum. Four respondents suggested that pedestrian links from Fore Street and Phoenix Lane to the Museum and Beck Square should be improved and/or greened.

Four respondents did not want to see development on Beck Square, particularly as it would reduce opportunities/visibility for the Museum. While one respondent thought Beck Square has unfulfilled potential.

## **Phoenix Lane**

Seven respondents commented that more should be made of the Phoenix Lane space in terms of providing seating, green areas, market stalls, event and performance space; but clutter should be reduced (1) and the open feel of the space should be retained (2).

Four respondents wanted to keep the Burma Star Memorial Garden, and 3 thought it important to retain views of the hills/Iron Age Fort. Two respondents thought it important to retain historic buildings and protect their settings.

Seven respondents agreed with improving the cinema but thought it should retain its retro character.

## **Southern Gateway**

Two respondents wanted to retain the location for the bus station. One respondent thought that any relocation of the bus station should maintain current bus services and good access to the town centre, and one liked the café by the bus station. Three respondents wanted to see toilets at the bus station.

Two respondents wanted to see improved public access and ease of movement to the area around the southern gateway. One commented that car parking should be retained, and one that the multi-storey car park needs a facelift.

## **Other comments**

Four respondents commented that more should be made of the Old Blundell's buildings and gardens and four wanted to see improvements and a clear strategy for Lowman Green. One respondent wanted to see continued regeneration of Gold Street.

One respondent wanted the Tesco area included in the plan. One thought that allowing the Lidl development near Tesco would hamper attempts to focus on the town centre. One suggested renovating the land between Tesco and Travis Perkins for restaurants/ cafés/bowling/skating.

One respondent suggested opening up a pedestrian route between the Pannier Market and Morrisons and the hospital. While two suggested including Tiverton Castle in the plan.

## **6. Whilst there was no specific question about parking in the questionnaire, many respondents commented on this.**

Two respondents commented that Tiverton needs convenient parking at an affordable price; 8 respondents said parking was too expensive.

Eleven respondents objected to the loss of Beck Square as a car park as it provides level access to the town and is close to the Museum. Four respondents were concerned with the loss of spaces in the multi-storey car park.

Other suggestions were: a park and ride from Tesco free car park (1); Council take over Tesco car park and shoppers claim back fee when they shop (1), new

underground car park with bus and coach parking above accessed from Phoenix Lane (1).

One respondent wanted to keep small private car parks and one thought there was a need for more car parking.

Two respondents highlighted the need for a proper parking strategy as a short term priority.

One respondent wanted to see electric vehicle charging points and suggested a free Tesla Supercharger Station installation.

**7. Respondents were asked “Where do you think the coach drop off point should be, and why”?**

Forty respondents answered this question. The suggested locations were: the bus station (9), William Street (4), Beck Square (3), near the Market (3), behind Banburys/Argos (2), Phoenix Lane (3) and with coach parking in the vicinity of Blundells Road (1), close to Tourist Information (1), at the multi-storey (1), by the river (1) and at Tesco (1). One respondent questioned the need to provide a coach drop-off point.

**8. Respondents were asked whether they agreed with the short, medium and long term priorities for the town centre.**

Twenty-two respondents answered this question. Of these, 10 respondents agreed with all 3 priorities, 3 respondents agreed only with the short term priorities, 2 respondents agreed with the short and medium term priorities only, one respondent agreed with the medium and long term priorities only, and 6 respondents did not agree with any of the priorities.

Comments received on the priorities included:

*Can Tiverton afford such schemes and where will the money come from?*

*Past development schemes/proposals have been carried out at great expense but did not proceed. Are these present proposals just an aspiration or are they real?*

*Simple things such as toilets, free parking and bus parking should be priorities; also replacing paving slabs in town centre.*

*Cut business rates to encourage new traders.*

*Long term approach needed - priority should not be given to making money immediately; craft units will need to be subsidised because they draw tourists in.*

*Could we have targets and dates and feedback on how it is going? Put boards up in the market as you have done for the masterplan, highlighting what has been done.*

## Appendix 2

### Public consultation feedback

#### Key Themes

Parking – the public want free or cheap parking around town the centre. The loss of Beck's square car park is a concern and should not be replaced with housing (7). With supermarket parking being free, there is a call for town centre parking to be also. (13)

River – there is a need for improvements to the river corridor as a whole and sites should not be developed just for housing. Suggestions for enhancement include: greening, creating social space with cafes and restaurants, open up and celebrate the river frontage. The river frontages are currently seen as grey and miserable with no attractive walkways that go anywhere. New links to other areas of the town could run along the river. West Exe should be encouraged to retain its 'distinct character' and 'village atmosphere' (12).

The Museum – the museum has a large presence and importance in the town and has a stronger role to play. The Museum has its own development plan that should be incorporated into the masterplan. It is well located and needs a stronger presence in the town (11).

Shops – there is a need for smaller units and areas for independent retailers and crafts to be made available. Bigger retail stores could also be encouraged in Tiverton to aid footfall and prevent the need to travel to Exeter to 'make bigger purchases'. The presence of more and improved independent retail in the centre would counter the attraction of supermarkets and out of town retail. Improve what is currently in Tiverton town centre sensitively so not to clutter the town centre with the wrong uses. (8)

Market – there was support for the overall vision. There is a need for sensitive design in keeping with the existing building. It is unclear what the 'modern market town' looks like. There is a responsibility to enhance it wisely and successfully. (8)

Cycle ways – routes for cyclist and pedestrians to either take a leisurely ride/stroll or get across town is required. A designated area / route is required along the river. Improved connections to the train station are needed. (7)

Funding – is funding available for the master plan and can the masterplan be

delivered? Are the proposed retail uses necessary? (7)

Public toilets – improve and increase facilities across the town. (7)

Green infrastructure – major improvements are suggested along the river. Natural England suggest parks, recreations, flood storage, trees and allotments to benefit the health and wellbeing of local residents and to aid biodiversity across the town. The existing parks need improvement. (6)

Dementia/Elderly friendly places – dementia friendly initiatives need to be considered across the town to make all spaces safe and readable. (5)

Town Hall – make the most of it as an attraction and encouraging visitors/ locals to it. Development behind the town hall should be treated sensitively. (5)

Signage – needs to be improved if the town is to improve itself and gain more visitors. (4)

Bus centre/drop off – there were a number of different suggestions for the location of the coach drop off. Many believe the current location serves the town well; facilities just need to be improved. Some suggest the coach park near the market and Blundell's Road. (5)

Cinema – needs to be improved but not replaced. The character of the area and of the cinema itself should be kept but sensitively brought into the 21<sup>st</sup> century with improved facilities around the area especially at night. (4)

Clean up – Tiverton to be zero waste. Littering is a problem and there's a need for sufficient recycling facilities. A street clean-up alone will improve the town. Repainting and repairing buildings is needed. (3)

Event and performance space – a range of spaces should be provided across the town.

Old Blundell's – to be sensitively developed rather than smaller areas being developed elsewhere which struggle to provide open space. Parts are owned by the National Trust and are undeveloped/naturally enhanced. This is an opportunity. (2).

Site boundary – opportunity to widen the study area to include more of the town.



# 6 Tiverton Town Centre Regeneration

## DRAFT MASTERPLAN

### Key projects

#### Key site 1: West Exe

Owned by MDDC. Potential for comprehensive redevelopment or property enhancement of the shops/ flats above. Wider long term development opportunities linked to West Exe car park site opposite. Potential opportunities for recreational uses on the river.

#### Key site 2: St Andrews street

Opportunity for riverside frontage and public access as part of the redevelopment. Currently being progressed.

#### Key site 3: Town Hall

Owned by Tiverton Town Council. Opportunity to enhance as events/ cultural venue, including an element of commercial space with new public square and gateway.

#### Key site 4: Beck Square Car Park

Owned by MDDC. Opportunity for mixed-use development, residential accommodation and restaurant/cafe.

#### Key site 5: Southern Gateway

Partly owned by MDDC. Potential to improve public realm and provide mixed-use development with bars and restaurants, offices and housing.

#### Key site 6: Bus station

Owned by MDDC. Potential long term redevelopment/ relocation of the bus station to be investigated.



#### Key sites 7/8: Phoenix Lane

Potential cinema expansion with new entrance to Fore Street and Phoenix Lane. Opportunity for residential development with restaurants and cafes on the ground floor to complement the cinema. New and enhanced public spaces linking to the planned hotel and multi-storey car park.

#### Key site 9: The Market

Owned by MDDC. Incentives needed to attract people and traders back to the Market with regular events/late night opening. Potential future role and use as food & drink/ arts and crafts hub. Support proposals in current action plan for the Market.

#### Key site 10: Private land

Long term redevelopment opportunity to further enhance the Market area.

#### Key site 11: Private car park

Potential for comprehensive redevelopment with land to the north to provide housing development in the town centre.

#### Key site 12: Northern car park

Owned by MDDC. Opportunity for rationalisation of car park and creation of an improved public realm as part of wider Market area redevelopment.

#### Key site 13: Private garage

Opportunity for future redevelopment as part of Market Walk.

#### Key site 14: Market Walk

Owned by MDDC. Redevelopment opportunity as a food and retail hall with improved frontages to Bampton Street and the Market.

#### Key site 15: Market Walk South

Potential for relocation of public toilets and creation of a new street with small craft workshops and retail/ exhibition space linked to the Market.

#### Key site 16/17/18: Private land

Long term development opportunities within the town centre to bring forward for development.

#### Various locations

Opportunity to create a new, inviting coach drop off/ pick up point.

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**CABINET**  
**22 NOVEMBER 2018**

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

### **PROCEDURES FOR MONITORING AND ASSISTING THE DELIVERY OF HOUSING AND EMPLOYMENT DEVELOPMENTS**

**Cabinet Member(s):** Cllr Richard Chesterton  
**Responsible Officer:** Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

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

To give members 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.

#### **RECOMMENDATION:**

- 1. That the governance arrangements set out in this report for setting up a Development Delivery Advisory Group is recommended to Standards Committee and Council for adoption.**
- 2. Following adoption that the necessary changes are made to the Constitution.**

#### **Relationship to Corporate Plan:**

The delivery of housing and employment is central to the delivery of the corporate priorities of Housing and the Economy.

#### **Financial Implications:**

There are no financial implications envisaged for setting up the advisory group. However by facilitating development growth within the District this will potentially increase business rate and council tax revenue.

#### **Legal Implications:**

There are not considered to be any significant legal issues. It is recommended that the advisory group does not include members of the Planning Committee to ensure that there is separation between the group and the statutory planning decision making process.

#### **Risk Assessment:**

There are no significant risks identified.

#### **Equalities Impact:**

There are no equality issues identified in this report.

## **1.0 BACKGROUND.**

- 1.1** The delivery of housing and employment is increasingly important to the District Council. It is a key focus of the corporate priorities of Housing and the Economy. Furthermore National Policy is increasingly focussed on the need to provide new homes and facilitate economic growth.

- 1.2 Delivery is also intrinsically linked to the Council's five year supply of housing. Five year land supply calculations include considerations as to whether the District is delivering sufficient housing. If insufficient levels of development are delivered then this can fundamentally affect the five year land supply requirement. The National Planning Policy Framework 2018 has also seen the introduction of a Government housing delivery test.
- 1.3 In addition to development providing benefits such as providing houses and facilitating economic growth opportunities, the importance of growth also has relevance to the Council's future financial stability. Revenue Support Grant is set to diminish until its expected demise in 2020. Council tax and business rates revenue is therefore becoming increasingly important.
- 1.4 Officers are currently actively engaged in facilitating planned development and seek opportunities to assist in bringing forward stalled sites. What is currently missing however is a forum for elected members to discuss current delivery rates and consider how the Council can be proactive with regard to the delivery of local plan sites. A Development Delivery Advisory Group could take its direction from the Cabinet and provide the opportunity for elected members to get actively involved in discussion, innovation and challenge with regard to site delivery.
- 1.5 The advisory group would not meet in public to permit free uninhibited discussion and examination. The group will have the right to call experts and advisors as required. The group will not make decisions over planning policy or planning application matters. Any proposals coming from the group that require Cabinet or Planning Committee consideration and approval (dependent upon the nature of the issue) will be subject to the normal public decision making process. The new group complements and mirrors the Planning Policy Advisory Group established in 2012 to enable members to be more actively involved in planning strategy and policy formulation.

## 2.0 **Make-up of the proposed new Group**

2.1 The Development Delivery Advisory Group would be made up as follows

- Cabinet Member for Planning & Regeneration
- 6 Other non-Planning Committee Members who have attended planning training or have previously served on the Planning Committee.

This provides a membership of 7.

- 3.2 Members of the Planning Committee are not proposed to be part of this group so as to avoid any risk of pre-determination of any sites which do not currently have planning permission.
- 3.3 The Head of Planning, Group Manager (Growth, Economy and Delivery) and the Forward Planning Team Leader would be required to attend with other officers attending as necessary.

- 3.4 The Development Delivery Advisory Group would meet on a need to meet basis rather than scheduled meetings; although it is anticipated that the group is likely to meet roughly on a quarterly basis. It is suggested that these meetings commence following the formation of the new Council in late May 2019 and are held initially on a one year pilot basis to assess its effectiveness and usefulness.
- 3.5 It is not proposed that formal minutes are taken of these meetings to allow frank dialogue and also as sensitive landownership and commercial interest could be discussed.

Contact for more Information: Mr Adrian Welsh, Group Manager for Growth, Economy and Delivery 01884 234398  
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Circulation of the Report: Cabinet Members

List of Background Papers: Cabinet October 2011 (Planning Policy Advisory Group)

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**CABINET**  
**22<sup>ND</sup> NOVEMBER 2018**

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

### **GREATER EXETER STRATEGIC PLAN (GESP) FOR CONSIDERATION BY PLANNING POLICY ADVISORY GROUP, CABINET AND THE COUNCIL**

**Cabinet Member:** Cllr Richard Chesterton  
**Responsible Officer:** Mrs Jenny Clifford, Head of Planning and Regeneration

**Reason for Report:** To clarify 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.

#### **RECOMMENDATION:**

- 1. That Cabinet approve the decision making route for the Greater Exeter Strategic Plan as set out in the table at Appendix I**

**Relationship to Corporate Plan:** To ensure planning policy reflects the corporate plan objectives. The Greater Exeter Strategic Plan (GESP) will set out a shared vision, strategic policies and proposals for development and conservation in the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge up to 2040. The GESP will help meet the Corporate Plan priorities: 'Economy', 'Homes', 'Community' and 'Environment'.

**Financial Implications:** None.

**Legal Implications:** None - The Greater Exeter Strategic Plan will still require adoption by Full Council.

**Risk Assessment:** Identification of the decision-making route for the Greater Exeter Strategic Plan, as set out in the table in Appendix I, removes any misunderstanding or misinterpretation and reduces the chances for errors or omissions.

**Equality Impact Assessment:** The Greater Exeter Strategic Plan will be subject to stages of public engagement and consultation where there will be an opportunity to comment on the draft plan's policies and proposals. The plan will also require an Equality Impact Assessment. The decision making pathway for Mid Devon District Council's approval of the Greater Exeter Strategic Plan will not in itself lead to any impacts on the equality strands protected under the Equality Act 2010 (the 'protected characteristics').

## **1 INTRODUCTION**

- 1.1** The Cabinet last agreed amendments to the table setting out which planning policy documents require approval by the Planning Policy Advisory Group (PPAG), Cabinet and Council at its meeting on 9<sup>th</sup> June 2016. At this time the Council's involvement in the Greater Exeter Strategic Plan (GESP) was at an

early stage, and the table did not include reference to this strategic plan. This report specifically identifies the necessary decision-making route for the Greater Exeter Strategic Plan, which aligns with the route for Local Plans previously approved by the Cabinet at its meeting on the 9<sup>th</sup> June 2016. Local Plans which include strategic allocations require separate Cabinet meetings in Tiverton, Cullompton and Crediton: the same approach is proposed for the Greater Exeter Strategic Plan.

## **2 JUSTIFICATION**

- 2.1 Agreement is needed in relation to the consideration of the Greater Exeter Strategic Plan by Planning Policy Advisory Group (PPAG), Cabinet and Council, to ensure that there is a clear decision-making pathway to progress the strategic plan through the various stages required by legislation. The Greater Exeter Strategic Plan will be subject to decision-making pathways for each of the other three local authorities that are also responsible for preparing this strategic plan with Mid Devon District Council. This report only addresses the decision making in connection with this Council.
- 2.2 The decision-making procedure for Mid Devon District Council, in relation to the Greater Exeter Strategic Plan, is set out in the table in Appendix I.
- 2.3 No changes are proposed to the decision-making procedures for other planning policy documents set out in the table that was approved by the Cabinet at its meeting on the 9<sup>th</sup> June 2016.
- 2.4 A revised timetable for the preparation of the Greater Exeter Strategic Plan is the subject of a separate report to this Cabinet meeting that recommends approval be given to an updated Local Development Scheme (November 2018).

## **3 GROUPS CONSULTED**

- 3.1 The decision-making procedure for the Greater Exeter Strategic Plan was reported to and considered by the Planning Policy Advisory Group (PPAG) at its meeting on 31<sup>st</sup> August 2018.

**Contact for more Information:** Tristan Peat, Forward Planning Team Leader  
01884 234344 / [tpeat@middevon.gov.uk](mailto:tpeat@middevon.gov.uk)

**Circulation of the Report:** Cabinet Member for Planning & Regeneration;  
Management Team

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

The previous Cabinet Report for the 9<sup>th</sup> June 2016 regarding the decision-making route for planning policy documents (item no. 22) is available at:

<https://democracy.middevon.gov.uk/ieListDocuments.aspx?CId=133&MId=626&Ver=4>

## APPENDIX I

Type of Policy Document	Planning Policy Advisory Group	Cabinet	Council for approval of submission document or adoption	Requires separate meeting of Cabinet in each of the main towns
Greater Exeter Strategic Plan	Yes	Yes	Yes	No (unless it includes reference to strategic site allocations in that specific town)

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## **CABINET**

22 November 2018

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

#### **LOCAL DEVELOPMENT SCHEME**

**Portfolio Holder** Cllr Richard Chesterton  
**Responsible Officer** Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

**Reason for Report:** To approve 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.

#### **RECOMMENDATIONS:**

**That Cabinet approves the new Local Development Scheme (LDS) in Appendix 1 which will have effect from 30 November 2018 and that this is published on the Council's website.**

**Relationship to Corporate Plan:** The new LDS, appended to this report, sets out a revised timetable for the preparation of the Mid Devon Local Plan Review 2013-2033. It also includes the timetable for the Greater Exeter Strategic Plan and also a timetable for a new Local Plan for Mid Devon that will eventually replace the Mid Devon Local Plan Review 2013-2033. The Local Plan Review 2013 - 2033 and will set the strategy for guiding new development in the district, allocating sites for housing, employment and retail uses and the provision of infrastructure, as well as policies for the protection of the environment and managing development. The Greater Exeter Strategic Plan (GESP) will set out a shared vision, strategic policies and proposals for development and conservation in the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge up to 2040. The new Local Plan for Mid Devon will sit alongside the Greater Exeter Strategic Plan and adopted Neighbourhood Plans, and will include both strategic policies (other than those included in the Greater Exeter Strategic Plan) and non-strategic policies for the use and development of land and buildings in Mid Devon. These plans will help meet the Corporate Plan priorities: 'Economy', 'Homes', 'Community' and 'Environment'.

**Financial Implications:** The report itself has no direct financial implications, however the preparation of planning policy documents have associated production costs. There is currently a budget for the examination of the Local Plan and production of the Greater Exeter Strategic Plan within the planning service. Budgetary provision will be earmarked for the preparation of a new Local Plan for Mid Devon in future budgets.

**Legal Implications:** A Local Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004 as amended by Section 111 of the Localism Act 2011. It must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publicly and kept up to date.

**Risk Assessment:** The Local Plan Review was submitted in March 2017 and is currently subject to examination prior to adoption. It could be subject to challenge during the examination process, if it can be demonstrated that it was not drawn up in compliance with the LDS. The proposed LDS provides an accurate, updated timetable for the production of development plans.

**Equality Impact Assessment:** The Local Development Scheme sets out the Council's project plan and timescales for the development of local development documents. It would not in itself lead to any impacts on the equality strands protected under the Equality Act 2010 (the 'protected characteristics'). The Local Plan Review was subject to a full Equalities Impact Assessment.

## 1.0 Introduction

1.1 Local Planning Authorities are required to prepare and keep up to date a development plan for their area. It is important that the development plan is kept up to date to ensure that it reflects recent changes in the planning system, the Council's current corporate objectives and provides a sound basis for decision making. Therefore a project plan needs to be put in place to ensure the review is completed efficiently.

1.2 The Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011 requires local authorities to prepare and maintain a LDS for the district. The LDS provides interested people and organisations with the Council's project plan for the preparation of local development documents. The Council's adherence to the LDS is part of the legal compliance check applied to Local Plans at their examinations. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 has introduced a legal requirement to review local development documents within certain time periods. In respect of a local plan, a review must be completed every five years, starting from the date of adoption of the local plan. Consequently, this LDS review incorporates an indicative timescale for the production of a new local plan post-adoption of the Local Plan Review 2013 – 2033.

1.3 The purpose of this report is to present a revised version of the LDS which takes account of the preliminary examination hearings that took place in September 2018 and to incorporate the forthcoming main examination hearings into the remainder of the Plan.

## 2.0 The Local Plan Review 2013 - 2033, the Greater Exeter Strategic Plan and a new Local Plan for Mid Devon

### *Mid Devon Local Plan Review 2013 - 2033*

2.1 Preliminary Hearings for the examination of the Mid Devon Local Plan Review took place on the 20 and 21 September 2018. During these hearings, the Inspector considered the proposed allocations at Junction 27 of the M5 and two associated additional housing sites at Blundell's School, Tiverton and Higher Town, Sampford Peverell. The Council has now received a letter from the Inspector clarifying the situation in relation to those policies. Broadly, the

Inspector considers there is no 'in principle' difficulty with Policy J27 but wishes to address the precise wording of the policy in one of the Main Hearings. In addition, the Inspector is content that the Council's conclusion that development of the site at SP2 could take place with very little or no harmful impact on the setting or the significance of the Grand Western Canal Conservation Area is not an unreasonable one. The Inspector does not share the view, expressed by some, that the process by which the site was selected over others was flawed. However, the Inspector has indicated his intention to return to the detailed wording of the policy in one of the Main Hearings. The Inspector further considers that the allocation of the Policy TIV16 Blundells School is soundly based and there is no need for a tie within it to Policy J27.

- 2.2 The Inspector will now identify a series of "Matters and Issues" which are questions about the policies and content of the plan, and make these available in early December 2018. At the time of writing this report it is envisaged that the Main Hearings into the remainder of the Plan will take place in February 2019. It is to be noted that this is currently subject to confirmation from the Inspector and is envisaged that these will take place over 6 sitting days, over two consecutive weeks.

#### *Greater Exeter Strategic Plan (GESP)*

- 2.3 The preparation of the GESP has been held up by a number of factors, the main ones being as follows:
- Significant and ongoing review of national planning and housing policies, including the revised National Planning Policy Framework 2018. This includes amendments to the five year supply approach, a new housing "delivery test" and changes to the way housing need is calculated.
  - A very high response to the "call for sites" with over 700 sites made available, which needed to be assessed and considered via the HELAA (Housing and Employment Land Availability Assessment) process.
  - The need to resolve complex transport issues associated with the plan, particularly in the Exeter area, including extensive modelling, roadside interviews and scheme assessment to ensure that Highways England are content with the work. This work is still ongoing and will inform a key element of the GESP strategy.
- 2.4 There is also still some uncertainty with regards to the interpretation of the new NPPF given that much of the Government's Planning Practice Guidance has yet to be updated. These factors mean that draft policies and site options are not likely to be ready before June 2019. The full draft plan will be published in November 2019. An 8 week consultation period is allowed for (subject to approval of the Statement of Community Involvement for the GESP), longer than the normal 6 weeks referred to in the regulations. This timetable also allows for an additional stage of consultation during the plan preparation process.
- 2.5 Allowing for the various legal and other requirements of plan making, the proposed LDS sets publication/proposed submission in February 2021, plan submission in July 2021 and adoption in April 2022.

## *New Mid Devon Local Plan*

- 2.6 As set out in paragraph 1.2, there is now a legal requirement for councils to complete a review of their local development documents every five years. The procedure for preparing a local plan requires the development of a robust evidence base, extensive public consultation and detailed consideration of economic, social and environmental issues facing the area. Therefore a project plan needs to be put in place to ensure the review is completed efficiently.
- 2.7 A review will also be required as the Greater Exeter Strategic Plan reaches more advanced stages of preparation. The GESP will be a formal statutory document, providing the overall spatial strategy and level of housing and employment land to be provided in the period to 2040. The document will provide the high level strategic planning policy framework for the area and will therefore supersede specified parts of the Mid Devon Local Plan Review 2013 – 2033. This will create a need for a future review to identify other strategic policies and also non-strategic policies for the use and development of land and buildings in Mid Devon.
- 2.8 An indicative timetable for a new Local Plan for Mid Devon is provided in Appendix 1 (Section 5.0).
- 3.0 **Groups Consulted**
- 3.1 The Planning Policy Advisory Group (PPAG) were advised of the timings within the new LDS. No comments on the contents of this report were received.
- 4.0 **Approval of the LDS**
- 4.1 The Cabinet Report of 9<sup>th</sup> June 2016 'Planning policy documents for consideration by the Planning Policy Advisory Group, Cabinet and Council' states that Cabinet is the only body that needs to give approval to the adoption of a new LDS. There is no longer a requirement for the LDS to be signed off by the Secretary of State. If approved, the new LDS will be published on the Council's website.
- 4.2 It is recommended that the LDS is approved, is published on the Council's website and will have effect from Friday 30<sup>th</sup> November 2018.

**Contact for more Information:** Tristan Peat, Forward Planning Team Leader  
01884 234344 / [tpeat@middevon.gov.uk](mailto:tpeat@middevon.gov.uk)

**Circulation of the Report:** Councillor Richard Chesterton, Leadership Team

**List of Background Papers:** The previous LDS can be viewed on the Mid Devon website by following this link:

<https://www.middevon.gov.uk/residents/planning-policy/local-development-scheme/>

Inspector's Letter to Council 29 October 2018:

<https://www.middevon.gov.uk/media/346288/id08-mid-devon-local-plan-examination-inspectors-letter-29oct2018.pdf>

# Appendix 1: Local Development Scheme (November 2018)

## Mid Devon District Council

### Local Development Scheme – 30 November 2018

#### 1. INTRODUCTION

1.1 Mid Devon District Council is required to prepare and maintain a Local Development Scheme (LDS) for the district. The LDS provides interested people and organisations with the Council's project plan for the preparation of local development documents. The Planning and Compulsory Purchase Act 2004 states that the LDS must specify:

- The local development documents which are to be 'development plan documents'
- The subject matter and geographical area to which each development plan document relates
- The timetable for preparation and revision of the development plan documents

1.2 Local authorities can update their LDS at such times as considered appropriate. The previous Mid Devon version has been in place since May 2018.

1.3 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 has introduced the requirement to review local development documents within certain time periods. In respect of local plans, a review must be completed every five years, starting from the date of adoption of the local plan. Consequently, this LDS incorporates an indicative timescale for the production of a new local plan post-adoption of the Local Plan Review 2013 - 2033.

#### 2. THE LOCAL PLAN

2.1 The National Planning Policy Framework (NPPF) states that Local Plans are key to delivering sustainable development and that local authorities should produce a Local Plan for their area. The Local Plan can then be reviewed in whole or in part to respond flexibly to changing circumstances.

2.2 Mid Devon's Local Plan is currently made up of three parts, all of which are development plan documents. The three documents are:

Document	Adopted	Scope	Subject matter
Local Plan Part 1 - Core Strategy 2006 to 2026	July 2007	Mid Devon	The Core Strategy is part 1 of the District's Local Plan. It was adopted in accordance with the timetable set out in the Council's first Local Development Scheme. It sets out a spatial strategy and strategic policies for Mid Devon and its settlements.
Local Plan Part 2 – Allocations and Infrastructure	October 2010	Mid Devon	The AIDPD is part 2 of the District's Local Plan. It allocates sites for housing, retail and employment development,

Development Plan Document (AIDPD)			whilst setting necessary infrastructure requirements, with policies on the Community Infrastructure Levy, public open space, affordable housing, education provision, green infrastructure and carbon footprint reduction.
Local Plan Part 3 – Development management policies (LP3)	October 2013	Mid Devon	LP3 is part 3 of the District’s Local Plan. It provides the detailed development control policies to deal with the specifics of planning applications

2.3 Devon County Council has a strategic planning role and is responsible for minerals and waste planning in Devon including the production of mineral and waste plans. The Devon Minerals and Waste Plan is currently made up of two parts which are development plan documents. The two documents are:

Document	Adopted	Scope	Subject matter
Devon Minerals Plan 2011-2033	February 2017	Devon	The Devon Minerals Plan contains the County Council’s vision and objectives for minerals planning and provides the policy framework and site proposals to maintain the supply of minerals and limit the impacts of their working.
Devon Waste Plan	December 2014	Devon	The role of the Devon Waste Plan is to establish the overarching principles and policy direction for waste planning in Devon, it also identifies strategic sites for energy recovery across the County and a series of planning policies for making decisions on planning applications. The Plan covers the period to 2031.

2.4 Neighbourhood Plans were introduced through the Localism Act 2011. Neighbourhood Plans are a community-led framework for guiding the future development and growth of an area which conform to the strategic policies of the Local Plan. Neighbourhood Plans, once ‘made’ will be adopted as part of the overall development plan. The following Neighbourhood Plans are currently under development within the Mid Devon area:

- Crediton Neighbourhood Plan
- Cullompton Neighbourhood Plan
- Silverton Neighbourhood Plan
- Tiverton Neighbourhood Plan

2.5 Supplementary Planning Documents (SPDs) are not part of the Local Plan, nor are they development plan documents. Therefore, information on their production is not set out within the LDS. Instead, such information can be found on the Mid Devon

website at <https://new.middevon.gov.uk/planning-policy/supplementary-planning-documents/>.

### 3.0 LOCAL PLAN REVIEW 2013 - 2033

#### Local Plan Review (Core Strategy, AIDPD and LP3) Adoption Target: 2019

3.1 The existing Core Strategy has been in place for approximately eleven years and the AIDPD for eight years. A review process began prior to the adoption of LP3 in October 2013 to reflect the need to adhere to the provisions of the NPPF. This review process includes all strategic policies and allocations for the district, and incorporates development management policies such as those in LP3. The updated document will replace the existing Core Strategy, the AIDPD and LP3 to produce a single Local Plan for the district (effectively a review of parts 1, 2 and 3 of the current Local Plan). The new document will extend the time period of the plan to 2033.

3.2 The reviewed Local Plan will contain:

- Strategic policies guiding housing, employment and retail distribution across the district;
- The development focus for each of the three towns of Tiverton, Crediton and Cullompton, the villages of the district and the open countryside;
- Site allocations for housing, employment, retail development, community facilities and infrastructure; and
- Development management policies.

3.3 The evidence base for the Local Plan includes a Strategic Housing Land Availability Assessment, Strategic Housing Market Assessment, Open Space and Play Area Strategy, Viability Assessment, Gypsy and Traveller Accommodation Assessment, Renewable and Low Carbon Energy Screening Study, Landscape Character Assessment, Habitat Regulations Assessment, Transport Assessment, Town and Village Character Assessment, Retail Study, Employment Land Review, Infrastructure Delivery Plan and Strategic Flood Risk Assessment. A Community Infrastructure Levy charging schedule has also been produced alongside the Local Plan review.

3.4 Coverage: Mid Devon District (excluding part of the district within the parish of Cheriton Bishop that is situated within the Dartmoor National Park. The Dartmoor National Park Authority is responsible for preparing a Local Plan for the Dartmoor National Park area).

3.5 Conformity: the document will be produced in conformity with the NPPF.

3.6 The following table sets out the timetable for production and adoption of the Local Plan review:

Stage	Date
Sustainability Appraisal Scoping	May 2013 (completed)
Preparation Stage Consultation	January 2014 (completed)
Publication Stage Consultation	February – April 2015 (completed)
Modifications Consultation	January – February 2017 (completed)
Submission	March 2017 (completed)
Hearings	September 2018 (Preliminary hearings completed) – Main Hearings February 2019

Adoption	July – September 2019*
Review	2020

\*subject to hearing dates set by the Planning Inspectorate and receipt of the Inspector's report.

#### 4.0 Greater Exeter Strategic Plan

4.1 The Greater Exeter Strategic Plan will cover the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge (i.e. those Councils' administrative areas excluding Dartmoor National Park). It will be prepared jointly by those four local planning authorities with the support of Devon County Council under Section 28 of the Planning and Compulsory Purchase Act 2004. It will:

- set an overall vision and strategy for the development of the area in the context of national and other high level policy;
- include overarching, cross-boundary and strategic targets, policies and proposals for development and conservation;
- guide the overall level and distribution of development;
- make strategic development and infrastructure proposals;
- contain other strategic policies necessary to implement the vision and strategy; and
- cover the period 2020 to 2040.

4.2 Once adopted it will supersede specific strategic parts of the East Devon Local Plan, Exeter Core Strategy, Exeter Local Plan, Mid Devon Local Plan, Teignbridge Local Plan and any other Development Plan Documents as necessary.

4.3 The following table sets out the timetable for production and adoption of the document:

Stage	Date
Issues Consultation	February 2017 (completed)
Draft policies and site options	June 2019
Draft Plan Consultation	November 2019
Publication (Proposed Submission)	February 2021
Submission	July 2021
Hearings	September 2021
Adoption	April 2022

#### 5.0 NEW LOCAL PLAN

5.1 A new Local Plan will be prepared following the adoption of the Local Plan Review 2013 – 2033. This new Local Plan will cover Mid Devon District (excluding part of the district within the Dartmoor National Park). Once adopted, it will form part of the Development Plan for Mid Devon together with other development plans (once adopted) including the Greater Exeter Strategic Plan, Devon Minerals and Waste Local Plans and Neighbourhood Plans. The new Local Plan will include strategic policies (other than those included in the Greater Exeter Strategic Plan) and non-strategic policies for the use and development of land and buildings in Mid Devon.

5.2 The new Local Plan, once adopted, will supersede specified parts of allocations, infrastructure and development management policies within the Local Plan Review 2013 - 2033. The Greater Exeter Strategic Plan will provide the overall vision and strategy for development in Mid Devon.

- 5.3 The following table sets out the timetable for production and adoption of the document, which is subject to the successful achievement of the Greater Exeter Strategic Plan:

Stage	Date
Issues Consultation	September 2020
Draft Plan Consultation	September 2021
Publication (Proposed Submission)	September 2022
Submission	December 2022
Hearings	May 2023
Adoption	November 2023

## 6.0 PROGRESS REPORTING

- 6.1 The Council produces an Annual Monitoring Report (AMR) in December each year, covering the 'monitoring year' (of the preceding April-March period). The AMR sets out the list of documents that are included within the LDS, their timetable for preparation, the stage they are currently at, and if they are behind schedule the reasons for this.

- 6.2 The AMR is made available on the Mid Devon website and can be seen at:  
<https://new.middevon.gov.uk/planning-policy/monitoring/>

## 7.0 IMPLEMENTATION

- 7.1 This LDS will have effect from 30 November 2018.

## 8.0 REVIEW

- 8.1 The Planning and Compulsory Purchase Act 2004 states that local authorities can revise their LDS at such times as they consider appropriate. The Mid Devon District Council website will be updated to set out if the LDS has been subject to further revision. Proposed changes are subject to ratification by Cabinet.



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## **CABINET 22<sup>ND</sup> NOVEMBER 2018**

### **Heart of the South West Joint Committee – Work Programme Update**

**Cabinet Member(s):** Clive Eginton - Leader  
**Responsible Officer:** Stephen Walford – Chief Executive

**Reason for Report:** To provide members with an update on the work programme of the Heart of the South West committee.

**RECOMMENDATION: To note the report.**

**Relationship to Corporate Plan:** The Local Industrial Strategy has the potential to influence across all Corporate Plan Priorities, however it is most clearly and closely aligned to the Economy priority and the objectives surrounding the attraction of businesses, the support and facilitated growth of existing businesses, and the overarching economic vitality of the district.

**Financial Implications:** None arising from this report. Members should note that the council's financial contribution to the joint committee is £1.4k per annum.

**Legal Implications:** None arising from this report.

**Risk Assessment:** This is an information report, so the main risks arise from members not being aware of work that is ongoing, which will likely set the context for future economic direction and government investment (at LEP level) in future.

**Equality Impact Assessment:**  
No negative impacts arising from this report.

#### **1.0 Background**

- 1.1 This report follows on from the 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 (see background papers).
- 1.2 Recommendation 3 of that report, which was approved by council, was that 'the update report being prepared by the HotSW Joint Committee Programme Management Office is shared with the Cabinet and the Council as it becomes available'.
- 1.3 The update report was not available prior to the publishing of the council papers, however this has now been received from the programme management office and its contents are outlined below.

#### **2.0 Context**

- 2.1 In January 2018, the HotSW Joint Committee was formally established by the councils and organisations involved since 2015 in the devolution partnership.

- The Committee is tasked with improving productivity across the HotSW area in collaboration with the HotSW LEP and other organisations as necessary.
- 2.2 The Committee has met formally three times in 2018, in March, June and October. In addition to this the management structure that sits behind the Committee and involves Chief Executives and senior officers from across the partnership has met regularly to drive the business of the Committee. The Committee is chaired by Cllr David Fothergill, Leader of Somerset County Council and the Vice-Chair is Cllr John Tucker, Leader of South Hams District Council.
- 2.3 This report summarises the progress made by the Committee over recent months in key areas of activity and sets out actions proposed in the coming months.

### 3.0 **Key Achievements**

- 3.1 Influencing government - The partnership's original focus in 2015 was to explore opportunities on offer through devolution to improve productivity. Since the Committee was created the influencing role has continued to be central to the work of the Joint Committee and recent months have seen successes in this area. Government policy changes and Brexit have required the partnership to be flexible to present a united front to Government and respond to the changes. As an example, the Government has increasingly moved away from its devolution policy approach of 2015 and the partnership is now engaged in more flexible and targeted dialogues with Government. This approach is proving successful - demonstrating the benefits of presenting a single compelling partnership vision between the business and public sectors. The Committee is keen to demonstrate its ability to deliver Government objectives as well as local priorities so accessing help beyond our boundaries is critical to the success of the partnership. It is already apparent that the Joint Committee / LEP Partnership carries a critical mass that the Government is responding to through policy announcements and on-going dialogue with Government officials. The most significant announcement is the recent inclusion of the HotSW LEP area in wave 2 of developing Local Industrial Strategies (LIS). This success is due in large part to the close alignment of the Joint Committee and the LEP on the Productivity Strategy. Much of the activity detailed below has resulted directly from discussions with Government.
- 3.2 Approval of the HotSW Productivity Strategy - In March the Committee and the LEP Board agreed a challenging HotSW Productivity Strategy which set an ambition of "Doubling the size of the Heart of the South West's economy over 20 years" with a vision of "Productivity and prosperity for all".
- 3.3 The Strategy identifies three strategic themes to improve productivity by strengthening and developing:
- a. the leadership and ideas within businesses in our area
  - b. the housing, connectivity and infrastructure our people and businesses rely on for living, moving goods, accessing jobs and training, and exploiting new opportunities.

- c. the ability of people in our area to work, learn and improve their skills in a rapidly changing global economy, and to maximise their economic potential.

In addition, there are three cross-cutting themes, referred to throughout the Strategy:

- d. Inclusive growth for our people, communities and places
- e. Capitalising on our distinctive assets
- f. Maximising the potential from digital technology

The strategy can be viewed at:

<https://heartofswlep.co.uk/about-the-lep/how-we-work/productivity-strategy/>

- 3.4 Endorsement of the Delivery Plan - This document is key to the delivery of the Productivity Strategy and will be further developed as explained below. It is a live action plan that will be used to track performance locally and may also form the basis of annual progress reports to Government, as required under the recent national review of LEPs. It is broadly divided into two sections – a ‘core offer’ focussing on programmes that deliver Business Support and Employment and Skills, as well as ‘enablers’ including housing delivery, transport, and other infrastructure that is essential to support economic growth. These activities apply across the whole of the HotSW area. A further section focuses on programmes of activity linked to the agreed set of ‘opportunities’ that are specific to the HotSW area. The Plan incorporates current as well as future, planned activity, and is being produced in stages depending on how well developed the programmes of activity for each theme are. The current version features the opportunities that are at the most advanced stage, namely: Digital (Photonics); Advanced Engineering (marine and nuclear); High Value Tourism; Farming, Fishing and Food. By spring 2019 it will be expanded to include: Healthy Ageing; further Digital (Creative and Big Data); Advanced Engineering (aerospace); Construction; and Defence. Place markers have also been included for inclusive growth and natural capital to be developed as part of the next phase of work.
- 3.5 An Opportunities Prospectus has been extracted from the Delivery Plan and will be used with local MPs, Ministers and senior Government officials as part of continuing to raise the profile of the HotSW area at a critical time ahead of the 2019 Spending Review and the anticipated launch of the UK Shared Prosperity Fund towards the end of 2019. The document was circulated to MPs prior to the Chancellor’s autumn statement as part of the influencing approach. To ensure that the Prospectus document has some longevity, the key strategic ‘asks’ of Government have been set out in a covering letter, jointly signed by the Chairs of the Joint Committee and the LEP. As we develop the Delivery Plan, further asks will emerge and be submitted to Ministers. The Prospectus document can be viewed at:  
<http://www.hotswjointcommittee.org.uk/wp-content/uploads/2018/10/HotSW-Opportunities-Prospectus-October-2018.pdf>

- 3.6 Housing is a key enabling opportunity for the Joint Committee. Following a housing audit to gauge Local Plan progress on targets and delivery rates, a HotSW Housing Summit was held in September with key agencies including Homes England. The outcome of this successful event was an agreement to work closely with Homes England to develop a bespoke package of offers and asks with Government which will help us to successfully deliver the ambitious housing programmes we have across our area. A Housing Sector Task Force of strategic leaders and officers has been established to develop our proposition to Government and to work with Homes England which will report to the Joint Committee.
- 3.7 National Infrastructure Commission (NIC) - The Joint Committee is seeking to secure a growth corridor study following helpful discussions with the NIC. Initial discussions with the Chair of the Commission were well received and the Joint Committee was encouraged to submit a business case to the Chancellor who will ultimately make a decision as to whether to fund a study. A proposal was submitted to the Chancellor in October. The study would be similar to the one conducted by the NIC for Cambridge-Milton Keynes-Oxford. It would help the HotSW partnership to better understand the constraints to higher levels of productivity by highlighting where investment in strategic infrastructure could unlock faster growth over the long term. The initial focus for the study would be along the A38/M5 transport spine, recognising that investment would have benefits for the whole of the HotSW area and wider south west.
- 3.8 Brexit Resilience Opportunities Group. The Joint Committee has consistently lobbied Government that any powers that move back from the EU under Brexit must not stop at Whitehall. This senior officer group was established by the Joint Committee to research and advise on the opportunities and risks to the HotSW. The Group has been collating evidence on some of the key risks and opportunities for our unique economy and has conducted research in the following areas: workforce, construction industry, agriculture and land management; food and farming, fisheries and post Brexit funding to support the economy. The Group is also collating the risk and impact analysis of Brexit on local government such as service delivery and community resilience. The Group has fed directly into the Local Government Association briefing papers and to key Government departments to raise the profile of the area. With the Brexit departure date looming and several 'deal' scenarios still possible, this work has become ever more important. A Brexit Joint Regional Sounding Board event planned, as part of the 12th November LEP Conference, will be an opportunity for business and public sector to engage with Government representatives from Defra, BEIS, and MHCLG on preparedness. The Group is working with Cornwall on issues of mutual interest and concern.
- 3.9 Sub-National Transport Body. Linked to the Joint Committee's work on infrastructure is the imminent establishment of a South West Peninsula Shadow Sub-National Transport Body (covering Somerset, Devon, Cornwall, Plymouth and Torbay) which will develop a sub-national Transport Strategy to work with Government to deliver investment in our major transport infrastructure. In the short-term this will be an informal partnership, however a current 'ask' of Government is that they endorse the creation of a statutory Sub-National Transport Body for the Peninsula, and a separate body for the

South West around the east of the region. These two new transport bodies will provide a platform for strategic discussions with Government on priorities for the region over the long term.

#### 4.0 **Next Steps**

- 4.1 In addition to what is outlined above, the Joint Committee / LEP partnership will develop an Investment Framework for the Delivery Plan so that priorities for delivery and project opportunities can be delivered via investment from a range of sources.
- 4.2 The Joint Committee / LEP partnership will also review the roles and functions of both bodies through a governance review to acknowledge the revised and enhanced focus given to LEPs by the Government. This work will include a review of the management support arrangements. The Joint Committee and the LEP will continue to share responsibilities across the Productivity Strategy and the Delivery Plan, with the LEP leading on areas closely linked to the LIS and the Joint Committee leading on other areas such as housing and infrastructure. The need for close collaboration between the two has never been more important as we look to further influence Government policy and actions over the next 12 months and beyond.

**Contact for more Information:** Stephen Walford, Chief Executive & Director of Growth: [swalford@middevon.gov.uk](mailto:swalford@middevon.gov.uk)

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

All Cabinet, All Members, All Leadership Team

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

Mid Devon and the Local Industrial Strategy (Agenda item 9, Full Council 24/10/18):  
<http://mddcmgov01:9070/documents/s12739/LIS%20Report%20to%20Full%20Council%20Oct18.pdf>

Heart of the South West Joint Committee Webpage:

<http://www.hotswjointcommittee.org.uk/>

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## **Cabinet 22 November 2018**

### **Treasury Management Strategy Mid-Year Review Report 2018/19**

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

**Reason for Report:** To inform the Cabinet of the treasury performance during the first six months of 2018/19 and agree the ongoing deposit strategy for the remainder of 2018/19 and a review of compliance with Treasury and Prudential Limits for 2018/19 (Appendix 1).

**Recommendation:** That Cabinet recommends to Council that a continuation of the current policy outlined at paragraphs 6.0 - 6.5 be agreed.

**Relationship to Corporate Plan:** Maximising investment return whilst minimising risk of credit default enables the Council to finance the delivery of its Corporate Plan objectives.

**Financial Implications:** Good financial management and administration underpins the entire strategy. The Council's Treasury Management Strategy should attempt to maximise investment return commensurate with the minimum risk to the principal sums invested.

**Legal Implications:** The Council is under a statutory duty to "have regard" to the 2011 CIPFA Treasury Management Code of Practice. The Council's own Financial Regulations include requirements as to the reporting of treasury management information.

**Risk Assessment:** The Council considers deposit security as the paramount function in any treasury dealings or activities. It should be noted that any investment decisions will always be subject to a degree of risk. However, in complying with an agreed Treasury Management Strategy, these risks would be kept to a minimum acceptable level.

#### **1.0 Introduction**

1.1 CIPFA's Code of Practice for Treasury Management recommends the annual setting of a Treasury Management Strategy and best practice dictates a half yearly update of treasury performance. This report will not only update members on the treasury performance over the first six months of 2018/19, but will also seek approval for the ongoing deposit strategy.

## 2.0 Treasury Performance 1/4/18 to 30/09/18

2.1 The table below shows the Council's overall treasury management position for the first six months of 2018/19.

	Average Interest %	Total Interest as at 30/9/18	Forecast Year-end position
Temporary Investments and Deposits	0.77%	£103k	£180k
CCLA dividends	4.22%	£105k	£211k
<b>Total</b>		<b>£ 208k</b>	<b>£391k</b>

2.2 The General Fund 2018/19 budget for all investment activity is £254k and for the Housing Revenue Account is £59k.

2.3 The flow of generally positive economic statistics after the quarter ended 30 June meant that it came as no surprise that the Monetary Policy Committee (MPC) came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, from 0.5% to 0.75%. However, the MPC emphasised again, that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary nor contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time but they declined to give a medium term forecast. It is currently estimated that the Council will generate an investment return of approximately £391k. Members should note that historically we are able to invest significantly more monies in the first half of each financial year.

2.4 Interest rate forecasts:

2.4.1 The Council's treasury advisor, Link Asset Services (formerly Capita Asset Services), has provided the following forecast:

Link Asset Services Interest Rate View														
	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75%	0.75%	1.00%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%	1.50%	1.75%	1.75%	2.00%
3 Month LIBID	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%	1.70%	1.80%	1.90%	2.00%
6 Month LIBID	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%	1.80%	1.90%	2.00%	2.10%
12 Month LIBID	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%	1.90%	2.00%	2.10%	2.20%
5yr PWLB Rate	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%
10yr PWLB Rate	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.20%	3.20%
25yr PWLB Rate	2.90%	3.00%	3.00%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%	3.60%	3.70%
50yr PWLB Rate	2.70%	2.80%	2.80%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%	3.40%	3.50%

### 3.0 Current Portfolio Position

3.1 The Council's treasury portfolio position as at 30 September 2018 was made up of short-term investments/deposits to the value of £30.92m. These investments comprised:

£ 28.50m in fixed term investments  
£ 2.42m in Natwest bank call accounts

Property Fund comprises of:

£ 5.00m with CCLA commercial property fund

Detailed list of deposits/short term investments:

Institution	Principal: (£)	Rate:	Start Date:	Maturity Date:
Goldman Sachs **	3,000,000	1.05%	03/10/2017	03/10/2018
Nottingham City Council	1,000,000	0.67%	03/09/2018	22/10/2018
Coventry Building Society	1,000,000	0.58%	25/10/2017	25/10/2018
Coventry Building Society	1,000,000	0.67%	01/12/2017	26/11/2018
Lloyds	500,000	0.90%	01/12/2017	30/11/2018
Leeds City Council	2,000,000	0.75%	31/08/2018	30/11/2018
Sumitomo **	4,000,000	0.80%	16/07/2018	08/02/2019
Lloyds	500,000	0.85%	14/02/2018	14/02/2019
Coventry	2,000,000	0.72%	05/07/2018	15/03/2019
Santander	2,000,000	0.80%	08/05/2018	28/03/2019
Lloyds	1,000,000	0.90%	05/04/2018	05/04/2019
Santander	2,000,000	1.01%	06/04/2018	05/04/2019
Goldman Sachs	2,000,000	1.22%	26/04/2018	26/04/2019
Santander	1,000,000	0.93%	15/08/2018	15/05/2019
Barclays	2,500,000	0.94%	01/08/2018	31/07/2019
Sumitomo	1,000,000	0.83%	05/09/2018	05/03/2019
Salford City Council	2,000,000	0.90%	01/10/2018	01/07/2019

\*\* These banks are domiciled in the UK.

3.2 **Property Fund:** The Council currently has £5m deposited with the CCLA (Churches, Charities and Local Authorities) commercial property fund. Dividends are paid quarterly; first two quarters, dividends of 4.22% were earned.

3.3 The Council received an average return of 0.77% on investments during the first six months. The return on investments for the first half of the year has increased due to the Bank of England raising the base rate from 0.5% to 0.75% - only the second rise in over a decade. The expectation for the second half of the year has some uncertainty given the concerns over the impact of Brexit.

3.4 During 2017/18 an average rate of investment return of 0.51% was earned at the mid-year point.

#### **4.0 Borrowing Requirements**

4.1 The Council has no short term borrowing but has existing PWLB loans of £41.59m at the end of September 2018, in addition to £344k in finance leases.

4.2 The Council did undertake new borrowing during 2017/18 on the 29<sup>th</sup> March 2018 when £0.21m was borrowed for the Matrix Leisure Equipment at Exe Valley Leisure Centre. There has been no new borrowing during 2018/19, however there is £0.50m assumed to be borrowed during 2018/19 to deliver the capital programme.

4.3 Members should therefore note that any activity during the remainder of 2018/19 will keep us within approved treasury and policy limits previously agreed. (See Appendix 1 for main Prudential Indicators)

#### **5.0 Annual Investment Strategy**

5.1 Any fixed term investments in the market place (except Debt Management Office [DMO]) are restricted to a maximum term of one year. The Council's substantial commitments (particularly the monthly precepts to Devon County Council, the Police and Fire Authority) constrain the term of investments. The Cabinet of 9 February 2012 resolved to a continuation of the policy to invest all surplus funds with the main UK banks and building societies, subject to strict lending criteria.

5.2 The Council will continue to have regard to the DCLG's Guidance on Local Government Investments ("the Guidance") issued in March 2004 and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectorial Guidance Notes ("the CIPFA Treasury Management Code").

#### **6.0 Lending Criteria and Counterparty Limits**

6.1 The current policy allows the lending of funds to be deposited with major UK banks and building societies with an investment period no longer than one year and where the counterparty is required to meet the following ratings requirements: Banks (Fitch F1, F1+) and for building societies based upon a minimum Fitch rating of F1 and an asset base level of at least £1bn. The maximum lending limit to any group counterparty is £5m. The policy includes investments with CCLA property fund and money market funds with a limit of £2m on this option. Note that delegation was provided to the s151 officer and Finance Portfolio Holder in 2011/12 to make reactive decisions when market conditions changed due to volatility in rating changes when our own bankers, Natwest, were downgraded, along with other part nationalised banks. We do not invest any term deposits with the Royal Bank of Scotland Group and only have our call accounts with them.

- 6.2 Officers would recommend a continuation of the existing policy for investments with banks and building societies, property funds and money market funds.
- 6.3 In addition to these fixed term deposits, the Council also uses an instant access liquidity account with the National Westminster Bank (the Council's banker) to sweep any small surplus funds which cannot be placed by our brokers. Again, this account will be subject to the same £5m maximum deposit level.
- 6.4 The Council will also continue to lend to:
- Local Authorities, Police and Fire & Rescue Authorities
  - DMOADF
- 6.5 None of the investments made to organisations stated in paragraph 6.4 will be constrained to a maximum deposit of £5m due to the limited level of attached risk.

## **7.0 Future Outlook**

- 7.1 Although growth looks as if it will only be modest at around 1.5% in 2018, the Bank of England's August Quarterly Inflation Report forecast that growth will pick up to 1.8% in 2019, albeit there were several caveats – mainly related to whether or not the UK achieves an orderly withdrawal from the European Union in March 2019. As for the labour market, unemployment has continued at a 43 year low of 4%. It was therefore unsurprising that wage inflation increased to 2.9% and to a one month figure in July of 3.1%. This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 0.4%, near to the joint high of 0.5% since 2009. (The previous high point was in July 2015.) Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This tends to confirm that the MPC were right to suggest a cautious increase in Bank Rate in August as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy. However, the MPC will need to tread cautiously before increasing Bank Rate again, especially given the uncertainties around Brexit.
- 7.2 In the political arena, there is a risk that the current Conservative minority government may be unable to form a majority in the Commons over Brexit. However, our central position is that Prime Minister May's government will endure, despite various setbacks, along the route to Brexit in March 2019. If, however, the UK faces a general election in the next 12 months, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up.

**Contact for more information:** Andrew Jarrett – 01884 234242 ([ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk)) and Gemma Cawsey ([gcawsey@middevon.gov.uk](mailto:gcawsey@middevon.gov.uk))

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	2017/18 Estimate £'000	20/18/19 Estimate £'000	2019/20 Estimate £'000
<b>Upper Limit for Total Principal Sums Invested for over 365 days <sup>1</sup></b>	0%	0%	0%

Note 1 Our policy states no investments over one year, however this may take us over 365 due to weekends and bank holidays.

<b>Maturity structure of existing borrowing (£m)</b>	<b>Actual</b>	<b>Lower Limit</b>	<b>Upper Limit</b>
Under 12 months	4.37%	0.00%	50.00%
12 months and within 24 months	4.50%	0.00%	50.00%
24 months and 5 years	14.07%	0.00%	50.00%
5 years and within 10 years	25.72%	0.00%	75.00%
10 years and above	51.34%	0.00%	100.00%

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**CABINET**  
**22 NOVEMBER 2018:**

**AGENDA ITEM:**

## **PERFORMANCE AND RISK FOR 2018-19**

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

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

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

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

**Financial Implications:** None identified

**Legal Implications:** None

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

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

### **1.0 Introduction**

- 1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2017-18 financial year.
- 1.2 When benchmarking information is available it is included.
- 1.3 Appendix 6 shows the higher impact risks from the Corporate Risk Register. This includes Operational and Health & Safety risks where the score meets the criteria for inclusion. See 3.0 below.
- 1.4 Appendix 7 shows the risk matrix for the Council.
- 1.5 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

## 2.0 Performance

### Environment Portfolio - Appendix 1

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste:** The % of household waste reused, recycled and composted; the recycling rate for the year so far is 53.8% compared to 52.5% for the same period last year when in Q 1 & 2 street sweeping waste was sent to landfill until the transfer station was built. Since the opening of the transfer station all residual waste is now taken to the Energy from waste plant. The number of missed collections was low but did rise slightly over Q2 in waste due to vacancies in the service. These positions have now been recruited to so performance should improve with route knowledge.
- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint:** There are now 2 public electric car charging points at each leisure centre, additional chargers being installed as part of the Premier Inn project. Capital schemes for LED lighting are being identified.
- 2.3 Public Consultation on the options for delivering the Cullompton Eastern Relief Road continued until 25 October.

### Homes Portfolio - Appendix 2

- 2.4 Regarding the Corporate Plan Aim: **Build more council houses:** No new **Council Houses** were completed; however work is progressing on Birchen Lane (4), due October 2018, Burlescombe (6) due March and Palmerston Park (26) due June 2019.
- 2.5 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing:** Last year was very successful with both measures well above target. The **Affordable homes** delivered figure is reported quarterly. Bringing **Empty homes** into use has almost reached the annual target as at September.
- 2.6 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment: Performance Planning Guarantee determined within 26 weeks** is just below target for Q2 but all 4 speed and quality measures were well above the required target.
- 2.7 **% Properties with a valid Gas Safety Certificate:** 2 properties expired – both at legal stages due to access issues.
- 2.8 **Rent Arrears:** Performance improved during September with the month ending just outside target. The roll out of Universal Credit in Mid Devon has resulted in a far greater proportion of our tenants receiving their benefits directly and in arrears and consequently we have been expecting to see a reduction in the level of performance.

2.9 On 9 October 2018, the Housing Service hosted a regional meeting for TPAS, the Tenant Participation Advisory Service. The event was attended by 50 external attendees and four of our own involved tenants. Representatives from the Regulator for Social Housing and the Ministry of Housing, Communities and Local Government were also present. Three Officers and an involved tenant, David Taylor, gave a presentation about our approach to tenant involvement which was very well received.

2.10 Housing performance remains in the top quartile compared with HouseMark.

#### Economy Portfolio - Appendix 3

2.11 An Economic Development Service Update which covers specific projects is a separate item on this agenda.

2.12 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** we record **Businesses assisted** which is above target; they have to be assisted for a minimum of an hour to be included in this figure. MDDC has also been instrumental in two successful bids for LEADER funding for Mid Devon businesses.

2.13 Regarding the Corporate Plan Aim: **Improve and regenerate our town centres with the aim of increasing footfall, dwell-time and spend in our town centres:** for **Empty Shops**, the vacancy rates have improved for Crediton and Cullompton for Q2, only Tiverton is below our target.

#### Community Portfolio - Appendix 4

2.14 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** A total refurbishment of the fitness studio at Lords Meadow Leisure Centre will be completed by the end of the year. Costing £185,000 the decision to revamp the facility was approved by Mid Devon District Council's Cabinet on 25<sup>th</sup> October.

2.15 **Other:** compliance with food safety law there has been some reclassification of premises which has reduced the number of higher risk premises this PI relates to.

2.16 Gigaclear made an announcement on 1 November that they are in significant delay in delivering superfast broadband across Devon and Somerset. They promise to keep communities informed of any decisions through their elected representatives.

#### Corporate - Appendix 5

2.17 **Working days lost due to sickness** remains well below target. The Sickness Absence Action Plan went to Leadership Team for approval in October.

2.18 The **Response to FOI requests** remains slightly below target. The new performance reporting requirements contained in the Cabinet Office Code of

Practice on FOI were published on our website for the first time as at September.

- 2.19 Complaints resolved within set timescales is slightly below target. The average number of complaints recorded each month by Customer First is 30.
- 2.20 Progress is steady with Premier Inn since the partial demolition of the car park started. Some progress has also been made with letting out our retail units.
- 2.21 The cash collection project is on target for the 1 December go live date.

### **3.0 Risk**

- 3.1 The Corporate risk register is reviewed by Management Team (MT) and updated; risk reports to committees include risks with a total score of 10 or more. (Appendix 6)
- 3.2 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

### **4.0 Conclusion and Recommendation**

- 4.1 That the Committee reviews the performance indicators and any risks that are outlined in this report and feeds back any areas of concern.

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

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

## Corporate Plan PI Report Environment

Monthly report for 2018-2019  
 Arranged by Aims  
 Filtered by Aim: Priorities Environment  
 For MDDC - Services

## Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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\* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment																		
Priorities: Environment																		
Aims: Increase recycling and reduce the amount of waste																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	195.29 (6/12)		378.00	32.70	64.94	93.67	123.01	152.22	185.92								Stuart Noyce	(April - September) The amount of residual household waste has decreased by 1.93% compared to Q1 and is 4.4% under target. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	52.5% (6/12)		53.0%	54.3%	55.0%	56.5%	56.0%	54.8%	53.8%								Stuart Noyce	(September) The rise is mainly due to an increase in organic waste of 186.58 tonnes and mirrors the rise in garden waste customers together with an increase in the amount of street sweeping residue sent for composting. (LD)
<u>Net annual cost of waste service per household</u>			£45.31	n/a		n/a	Stuart Noyce											
<u>Number of Households on Chargeable Garden Waste</u>	9,537 (6/12)		9,500	9,613	9,848	9,912	9,953	9,978	10,034								Stuart Noyce	(September) The number of garden waste customers has increased by 5.21% compared to the same period last year and exceeds the target by 534 customers. Although this

**Corporate Plan PI Report Environment**

**Priorities: Environment**

**Aims: Increase recycling and reduce the amount of waste**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
																		number may change as the majority of renewals are carried out during the months of October and November. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (6/12)		0.03%	0.02%	0.02%	0.03%	0.03%	0.03%	0.04%								Stuart Noyce	(September) The % is 0.01% above target for the year. This has increased due to vacancies in service which are currently being recruited. (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (6/12)		0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%								Stuart Noyce	(September) The % of missed collections attributed to kerbside recycling remain on target for the year. (LD)

**Aims: Protect the natural environment**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	21 (6/12)			3	4	7	8	9	11								Stuart Noyce	(September) One offender has appeared in court resulting in a fine of £800 for non payment of Penalty Notice. (LD)

**Corporate Plan PI Report Homes**

Monthly report for 2018-2019  
 Arranged by Aims  
 Filtered by Aim: Priorities Homes  
 For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data	Well below target	Below target	On target	Above target	Well above target
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\* Indicates that an entity is linked to the Aim by its parent Service

**Corporate Plan PI Report Homes**

**Priorities: Homes**

**Aims: Build more council houses**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>Build Council Houses</u>	0 (6/12)		26	0	0	0	0	0	0							Angela Haigh	(May) Birchen Lane due May (CY), (September) Birchen Lane revised due completion October (CY)	

**Aims: Facilitate the housing growth that Mid devon needs, including affordable housing**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>Number of affordable homes delivered (gross)</u>	59 (2/4)		80	n/a	n/a	8	n/a	n/a	12	n/a	n/a		n/a	n/a		Angela Haigh		
<u>Deliver 15 homes per year by bringing Empty Houses into use</u>	43 (6/12)		72	13	19	26	29	56	70							Simon Newcombe		

**Aims: Other**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>% Decent Council Homes</u>	100.0% (6/12)		100.0%	99.8%	99.9%	99.7%	99.9%	99.9%	99.9%								Angela Haigh	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.91% (6/12)		100.00%	99.69%	99.78%	99.73%	99.91%	99.91%	99.91%								Angela Haigh	
<u>Rent Collected as a Proportion of Rent Owed</u>	98.73% (6/12)		100.00%	95.34%	96.76%	97.09%	97.72%	99.34%	99.70%								Angela Haigh	
<u>Current Tenant Arrears as a Proportion of Annual Rent Debit</u>	1.30% (6/12)		1.00%	1.13%	1.17%	1.29%	1.34%	1.32%	1.32%								Angela Haigh	
<u>Dwelling rent lost due to voids</u>	0.5% (6/12)			0.71%	0.67%	0.70%	0.65%	0.57%	0.55%								Angela Haigh	
<u>Average Days to Re-Let Local Authority Housing</u>	16.8days (6/12)		14.0days	16.6days	15.9days	16.1days	15.6days	14.9days	14.2days								Angela Haigh	

**Corporate Plan PI Report Homes**

**Priorities: Homes**

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Print Date: 29 October 2018 09:26

### Corporate Plan PI Report Economy

Monthly report for 2018-2019  
 Arranged by Aims  
 Filtered by Aim: Priorities Economy  
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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\* indicates that an entity is linked to the Aim by its parent Service

#### Corporate Plan PI Report Economy

##### Priorities: Economy

##### Aims: Attract new businesses to the District

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>Number of business rate accounts</u>	2,963 (6/12)		3,000	3,004	3,004	3,044	3,049	3,049	3,054								Andrew Jarrett	

##### Aims: Focus on business retention and growth of existing businesses

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>Businesses assisted</u>	137 (6/12)		250	25	49	72	93	113	128								None	(September) Provisional (JB)

##### Aims: Improve and regenerate our town centres

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	54,734 (6/12)			49,410	51,507	51,931	53,629	53,627	51,547								Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	25 (2/4)		18	n/a	n/a	22	n/a	n/a	21	n/a	n/a	n/a	n/a	n/a	n/a		Adrian Welsh	(Quarter 2) July 2018 slight improvement - 21 vacant units representing 9% of available units (JB)
<u>The Number of Empty Shops (CREDITON)</u>	8 (2/4)		8	n/a	n/a	10	n/a	n/a	8	n/a	n/a	n/a	n/a	n/a		Adrian Welsh	(Quarter 2) 8 units representing 6.8% of the total retail units (JB)	
<u>The Number of Empty Shops (CULLOMPTON)</u>	9 (2/4)		8	n/a	n/a	6	n/a	n/a	7	n/a	n/a	n/a	n/a	n/a		Adrian Welsh	(Quarter 2) Vacancy rate on 17th July was 8.2% (7 vacant units) (JB)	

##### Aims: Other

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>Funding awarded to support</u>	£25,459 (2/4)			n/a	n/a	£0	n/a	n/a	£160,395	n/a	n/a		n/a	n/a			Adrian Welsh	(Quarter 2) £133,178 LEADER funding awarded to Newton Equine Services £27,217 LEADER funding

<b>Corporate Plan PI Report Economy</b>																		
<b>Priorities: Economy</b>																		
<b>Aims: Other</b>																		
<b>Performance Indicators</b>																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>economic projects</u>																		awarded to Harefield Barn, Shobrooke (JB)

**Corporate Plan PI Report Community**

Monthly report for 2018-2019

Arranged by Aims

Filtered by Aim: Priorities Community

Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020

For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data	Well below target	Below target	On target	Above target	Well above target
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\* Indicates that an entity is linked to the Aim by its parent Service

**Corporate Plan PI Report Community**

**Priorities: Community**

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

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>GP Referrals</u>	22 (7/12)			22	22	22	22	22	22	22							Corinne Parnall	(October) 22 (K)

**Aims: Other**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Manager Date	Group to Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	175 (7/12)		30	69	66	66	75	77	86	125							Jane Lewis	(October) No. of Facebook Posts Published = 60 No. of Tweets Tweeted = 65 (MA)
<u>Number of web hits per month</u>	27,804 (7/12)			35,191	33,432	29,453	30,317	31,082	29,611	31,193							Jane Lewis	
<u>Compliance with food safety law</u>	89% (6/12)		90%	85%	85%	85%	85%	85%	86%								Simon Newcombe	(April - August) The reduction to 85% compliance is a statistical issue. The cycle of inspection and interventions has meant a 3-yearly review of the lowest category risk premises has been completed this financial year. This has resulted in a number being identified as no longer active/preparing food and require deregistration. Such low-risk premises (e.g. village halls/pre-prepared food) have the most straight-forward compliance targets and typically score above 90% as a result. Having fewer such premises means the overall % compliance across the district is now lower. The higher risk

Corporate Plan PI Report Community																		
Priorities: Community																		
Aims: Other																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual Date	Group to Manager	Officer Notes
																		premises are still performing as before and the number of food retail premises scoring 4 or 5 on Scores-on-door remain unaffected. (CY)

Corporate Plan PI Report Corporate

Monthly report for 2018-2019  
 Arranged by Aims  
 Filtered by Aim: Priorities Delivering a Well-Managed Council  
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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\* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: Put customers first

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Office Notes
% of complaints resolved w/in timescales (10 days - 12 weeks)	93% (6/12)		90%	94%	96%	89%	89%	90%	87%								Lisa Lewis	
Number of Complaints	38 (6/12)			18	28	32	37	28	32								Lisa Lewis	
New Performance Planning Guarantee determine within 26 weeks	99% (2/4)		100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	n/a	n/a				Jenny Clifford, David Green	
Major applications determined within 13 weeks (over last 2 years)	83% (2/4)		60%	n/a	n/a	86%	n/a	n/a	91%	n/a	n/a	n/a	n/a				Jenny Clifford, David Green	
Minor applications determined within 8 weeks (over last 2 years)	79% (2/4)		65%	n/a	n/a	73%	n/a	n/a	75%	n/a	n/a	n/a	n/a				Jenny Clifford, David Green	
Major applications overturned at appeal (over last 2 years)	4% (2/4)		10%	n/a	n/a	3%	n/a	n/a	3%	n/a	n/a	n/a	n/a				Jenny Clifford, David Green	
Minor applications overturned at appeal (over last 2 years)	0% (2/4)		10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	n/a	n/a				Jenny Clifford, David Green	
Response to FOI Requests (within 20 working days)	78% (6/12)		100%	97%	98%	98%	98%	98%	97%								Catherine Yandle	
Working Days Lost Due to Sickness Absence	4.66days (7/12)		7.00days	0.64days	1.34days	2.18days	2.82days	3.42days	4.13days	4.79days							Jane Cottrell	
Return on Commercial Portfolio			7.5%	n/a	n/a	n/a	n/a			n/a	Andrew Busby							
% total Council tax collected - monthly	56.69% (6/12)		98.50%	11.32%	20.63%	29.48%	38.51%	47.43%	56.33%								Andrew Jarrett	
% total NNDR collected - monthly	57.38% (6/12)		99.20%	12.15%	23.60%	32.20%	40.39%	47.45%	56.32%								Andrew Jarrett	

**Corporate Plan PI Report Corporate**

**Priorities: Delivering a Well-Managed Council**

**Aims: Put customers first**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Office Notes
<u>Number of visitors per month</u>	2,703 (6/12)		2,750	2,172	2,351	2,323	2,393	2,341	2,338								Lisa Lewis	
<u>Satisfaction with front-line services</u>	97.14% (6/12)		80.00%	0.00%	0.00%	100.00%	100.00%	100.00%	100.00%								Lisa Lewis	
<u>Increase Number of Digital payments</u>	38,810 (6/12)		70,960	6,908	14,226	20,885	27,772	34,330	40,987								Lisa Lewis	

Printed by: Catherine Yandle

SPAR.net

Print Date: 02 November 2018 15:3

## Risk Report Appendix 6

Report for 2018-2019

Filtered by Flag: Include: \* CRR 5+ / 15+

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

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

### Risk Report Appendix 6

**Risk: 3 Rivers Disclosure requirements** The disclosure arrangements for the new wholly owned SPV are posing technical accounting questions which are exercising our external auditors and Finance department

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Financial Services

**Current Status: High (15)**

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jo Nacey

**Review Note:** We have enlisted the help of a technical expert who advises CiPFA to ensure we get this right

**Risk: 3 Rivers Governance Arrangements** Maintaining arms-length status and not falling foul of state aid legislation, successfully countermanning challenge.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Governance

**Current Status: High (15)**

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

**Review Note:** Lots of scrutiny and FOIs at the moment, likely to continue into 2019

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**Risk: 3 Rivers Loan** Ability to service and repay the loan from MDDC will depend on Economic factors and their success in the marketplace commercially.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Financial Services

**Current Status: High  
(16)**

**Current Risk Severity: 4 -  
High**

**Current Risk Likelihood: 4 -  
High**

Service Manager: Jo Nacey

**Review Note:** Dependent on ability to win contracts and compete in a low margin environment

**Risk: Asset Management** • The Council may not be optimising its portfolio of assets

- Assets purchased without prior approval may not be supported by Council policies and systems
- Misuse of assets could have a financial impact to the Council
- Inadequate inventory records could invalidate insurance claims, disrupt the business continuity process and hide instances of theft
- Failure to maintain the Asset Management Strategy could result in an inefficient use of resources

Not making a commercial ROI

**Effects (Impact/Severity):** • Theft of stocks and stores

**Causes (Likelihood):** • Mismanagement of stocks and stores

Service: Property Services

**Current Status: Medium  
(12)**

**Current Risk Severity: 3 -  
Medium**

**Current Risk Likelihood: 4 -  
High**

Service Manager: Andrew Busby

**Review Note:** Capital Asset Management Strategy on the website

**Risk: Commercial Land supply** Failure to identify commercial land supply will stunt economic growth

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Planning

**Current Status: Medium  
(10)**

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

**Current Risk Likelihood: 2 -  
Low**

Service Manager: Jenny Clifford

**Review Note:** Local Plan Review identifies employment land.

**Risk: Contingency - Business Continuity** Having an ineffective Business Continuity Plan in place to complement the Emergency Plan, Disaster Recovery Plan and Risk Management Plan leading to service failure and loss in reputation.

**Effects (Impact/Severity):** • Staff are not enabled or adequately prepared to deal with incidents in the event that senior managers are unavailable

- Poor management of a major incident will affect the Council's reputation
- There is a risk to decision-making processes and maintaining quorate committees in the event of

## Risk Report Appendix 6

loss of Members.

- Software Failure, leading to potential inability to pay staff, creditors, benefits etc and inability to access key data affecting service delivery and customer experience
- Increase in workforce homeworking

**Causes (Likelihood):** • Severe weather including snow, flooding and heatwaves can cause disruption to normal service operation

• Severe space weather can cause disruption to a range of technologies and infrastructure, including communications systems, electronic circuits and power grids.

• Fuel strikes

• Industrial action

Failure to plan for this and implement contingency procedures will affect service delivery.

**Service: Governance**

**Current Status: High (16)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 4 - High**

**Service Manager: Catherine Yandle**

**Review Note:** Local authorities have been warned to prepare for up to three months of disruption in the event of a no-deal Brexit.

We are also coming into the season when inclement weather is likely.

**Risk: Corp RA - Recycling Income** Reduction in material income levels due to market forces.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Street Scene Services**

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Stuart Noyce**

**Review Note:**

**Risk: Culm Garden Village** Financial risk if bid for capacity funding fails as costs are being incurred already

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Planning**

**Current Status: High (15)**

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

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Jo Nacey**

**Review Note:** needed

**Risk: Dangerous Equipment** Risks associated with using powered equipment and machinery or that which has moving parts eg fans, woodworking machines, abrasive wheels. Also risks with using powered portable tools eg electric drill, off-hand grinders as well as manual tools eg knife,

## Risk Report Appendix 6

guillotine.

There are risks that some equipment may produce electromagnetic interference with pace-makers.

**Effects (Impact/Severity):** High if no PPE worn or risk assessments not followed

**Causes (Likelihood):** medium if procedures followed.

**Service: Property Services**

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Andrew Busby**

**Review Note:**

**Risk: Economic Development Service** Failure to promote economic activity within the District could reduce the potential for new jobs, new businesses and increased prosperity for residents

A continuing economic recession could jeopardise our ability to achieve corporate objective of 'A Thriving Economy'

**Effects (Impact/Severity):** - Inability to meet Council objectives

- A lack of inward investment

- Uncertain economic recovery, impact on employment and infrastructure development

**Causes (Likelihood):** - Decline in national macro-economics

**Service: Growth, Economy and Development**

**Current Status: Medium (8)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 2 - Low**

**Service Manager: Adrian Welsh**

**Review Note:** Work on the Economic Strategy is well underway. The Economic Strategy will identify where the EDR team can intervene to support Economic Growth and will indicate improved ways to monitor progress

**Risk: Evictions** Tenants being evicted could become violent.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

**Service Manager: Claire Fry**

**Review Note:** The assessment of the risk remains the same, as the Housing Service is required to house vulnerable people with complex needs who may exhibit challenging behaviour if they feel threatened. An eviction can be a very traumatic event for such people.

**Risk: Five year housing land Supply** Risk: Housing land supply. Inability to demonstrate the required 5 year housing land supply (+20% ) until Local Plan Review approved

**Effects (Impact/Severity):** Effects (Impact /severity):

- Receipt of speculative housing applications in unplanned locations with less community benefit

## Risk Report Appendix 6

and less infrastructure / coordination compared with allocated sites.

- Objections

- Pressure on major application appeal performance (Government indicator of quality of decision making). Risk of intervention: loss of fee and less local control over major application decision making.

**Causes (Likelihood):** - Lack of sufficient housing completions, housing market conditions.

**Service:** Planning

**Current Status: High**  
(15)

**Current Risk Severity: 3 -**  
Medium

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

**Service Manager:** Jenny Clifford

**Review Note:** Adoption of Local Plan Review will re-establish housing land supply.

**Risk: GDPR compliance** That the Council cannot demonstrate that we are prepared for GDPR

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service:** Governance

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 -**  
Low

**Service Manager:** Catherine Yandle

**Review Note:** Information Audit Action Plan agreed today

**Risk: H&S RA - Carlu Close Depot** Inherent risk at Carlu Close site - highest scoring risk

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service:** Street Scene Services

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 -**  
Low

**Service Manager:** Stuart Noyce

**Review Note:** Higher level risk have now been updated

**Risk: H&S RA - Enforcement Officer** Enforcement Officer Risk assessment

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service:** Street Scene Services

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 -**  
Low

**Service Manager:** Stuart Noyce

**Review Note:** Limited access to support while working alone -  
Emergency help button installed on hand held device with direct relay to depot.  
Officers registered with Taunton Deane Lone Worker programme

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**Risk: H&S RA - Litter picking** Litter picking - Risk of accident/injury from vehicles when working roadside

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer

**Review Note:**

**Risk: H&S RA - Recycling Depot Operatives** Risk assessment for role - Highest Risks scored - Vehicle Movements inside Depot/Risk of Fire

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Street Scene Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Stuart Noyce

**Review Note:** SSoW/designated walkways/PPE/Reversing Assistants/Equipment servicing. Regular alarm testing and equipment checks/flammable materials outside.

**Risk: H&S RA - Refuse Driver/Loader** Risk Assessment for Role - Highest risk from role RA. - Risk of RTA from severe weather conditions

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Street Scene Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Stuart Noyce

**Review Note:** SSoW/Training & Instruction/Mobile phones

**Risk: H&S RA - Street Cleansing Operative** Risk assessment for role - highest risk from role - Risk of accident/injury when working roadside

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Street Scene Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Stuart Noyce

**Review Note:**

## Risk Report Appendix 6

**Risk: H&S RA - Tractor Operations** Tractor with Side Arm Flail Operations (Where applicable this RA is to be used in conjunction with the Working by roadside RA and the Hand Held Hedge Cutter RA)

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer

**Review Note:**

**Risk: H&S RA - Tree Operations including the use of chainsaws** Tree operations including the use of chainsaws

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

Service Manager: Darren Beer

**Review Note:**

**Risk: H&S RA - Use of GM vehicles (inc. loading, tipping, trailers and use of water bowser)** Loading vehicles + unloading on site

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer

**Review Note:**

**Risk: H&S RA - Working at height** Use of Ladders

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

Service Manager: Darren Beer

**Review Note:**

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**Risk: H&S RA - Working by Roadside Urban/Rural** Carrying out activities and tasks by the roadside.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Grounds Maintenance

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer

**Review Note:**

**Risk: H&S RA -Waste Collection - Health and Safety** Inadequate training with regards to Manual Handling and workplace hazards (eg contact with broken glass) could result in Health and Safety risks

**Effects (Impact/Severity):**

**Causes (Likelihood):** - Increasing demand and service costs due to increasing population, consumer society and an increasing amount of waste

Service: Street Scene Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Stuart Noyce

**Review Note:**

**Risk: Hoarding** Some tenants are known hoarders but we have policies in place and we do regular inspections.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Housing Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Claire Fry

**Review Note:** The assessment of the risk remains the same but it should be noted that the Housing Service works closely with partners including the Devon and Somerset Fire and Rescue Service to help those who hoard to understand the possible consequences of their behaviour and to help them to commence addressing the issues.

**Risk: Homelessness** Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

**Effects (Impact/Severity):** - Dissatisfied customers and increase in complaints.  
- This will involve an increase in officer time in dealing with Homelessness prevention and early

## Risk Report Appendix 6

intervention.

- Possible increase in temporary accommodation usage.

**Causes (Likelihood):** New legislation implemented in April 2018 introduced new statutory duties and as a result the numbers of people presenting as homeless are increased, having an impact upon workloads.

**Service: Housing Services**

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Claire Fry**

**Review Note:** In mitigation of the risk, we have implemented a restructure to build capacity and we are planning to convert an existing property to provide more temporary accommodation. However, the risk assessment remains the same because there is only a limited number of units available within our own stock to house those to whom we have a duty and whilst there is a budget for to meet the cost of accommodating clients elsewhere, there is a risk that this might not be enough should there be a large increase in the numbers of people who need to be housed on a temporary basis. New software has been procured and is in use.

**Risk: Impact of Welfare Reform and other emerging National Housing Policy** Changes to benefits available to tenants could impact upon their ability to pay. Other initiatives could impact upon our ability to deliver our 30 year Business Plan.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Claire Fry**

**Review Note:** Universal Credit full service has now started in Mid Devon and the number of tenants in receipt of this is increasing. This is having an impact upon our revenue stream. For this reason, the risk assessment remains the same although we now have a team in place which is dedicated to income recovery and we are also reviewing our procedures in order to streamline them.

**Risk: Information Security** Inadequate Information Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the council fails to have an effective information strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: I C T**

**Current Status: High (20)**

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

**Current Risk Likelihood: 4 - High**

**Service Manager: Alan Keates**

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**Review Note:** Although technical controls are in place to help to mitigate this risk, there is still a high probability that human error could potentially cause a severe data breach or malware infection. User awareness training is regularly taking place to help reduce this risk.

### Risk: Legionella Legionella

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Leisure Services

**Current Status: Medium**  
(10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Darren Beer, Heather Hargreaves

**Review Note:**

### Risk: Localism Act - Community Right to Buy / Challenge Transference of services to the community could enable the Council to identify cost savings

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Financial Services

**Current Status: Medium**  
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jo Nacey

**Review Note:**

### Risk: Lone Working Risks associated with working alone (eg on site visits, call-outs, evening, weekend and emergency work and working from home).

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Property Services

**Current Status: Medium**  
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Busby

**Review Note:** Health & Safety Officer trailing new Lone Working equipment.

### Risk: Management of Legionella within Corporate Assets The risk assessment covers the Management control, including practises and procedures, of Legionella across all Commercial Assets

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Property Services

**Current Status: High**  
(15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

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**Service Manager: Andrew Busby**

**Review Note:** The Environmental team are now regularly taking water samples from the corporate assets and the h&s officer has passed a legionella management course to assist with producing schematics of the HWS and CWS systems. The risk remains the same until we have completed a review across all sites as reported to the h&s Committee.

**Risk: Overall Funding Availability** Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Financial Services**

**Current Status: High**  
(15)

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

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Jo Nacey**

**Review Note:** There is continuing pressure due to ongoing funding reductions. Further discussion has taken place centrally on changing the mechanism re NHB funding which will have an impact if implemented

**Risk: Palmerston Park** Development of 26 houses - liquidator exploring a claim against us regarding losses and damages re previous contractor.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Property Services**

**Current Status: Medium**  
(12)

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Andrew Busby**

**Review Note:** Development of 26 houses - liquidator exploring a claim against us regarding losses and damages re previous contractor. A response to this claim has been submitted to those representing the liquidator and the Council despite chasing have not received a reply in accordance with the construction protocol.

**Risk: Plant Room** Plant Room

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 - Low**

**Service Manager: Darren Beer, Heather Hargreaves**

**Review Note:**

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

#### **Effects (Impact/Severity):**

#### **Causes (Likelihood):**

**Service: Leisure Services**

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

**Service Manager: Darren Beer, Heather Hargreaves**

**Review Note:** improvement through increased staffing resources, or removing the activity. Staff training is undertaken for this activity in addition to the NPLQ qualification

### **Risk: Premier Inn Construction site** Increased difficulty in management of the car parking facility while the Premier Inn is being built

#### **Effects (Impact/Severity):**

#### **Causes (Likelihood):**

**Service: Property Services**

**Current Status: High (15)**

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

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Andrew Busby**

**Review Note:** Demolition RA received and circulated, comments sent to developer and mitigations amended as instructed by us. Insurance company advised. Risk increased to reflect the fact demolition due to commence this month.

### **Risk: Reduced Funding - Budget Cuts** We are subject to continuing budget reductions. If we concentrate on short term cost savings, it may increase long term impact of decisions

**Effects (Impact/Severity):** • Increased workforce stress and declining morale can add to the dangers of a major incident if staff come under pressure as budget cuts force changes in operational models

- Budget cuts may limit the financial resources that we can dedicate to network security potentially making us more vulnerable to cyber-attacks
- Use of reserves to supplement reduced funding for budgets could put a strain on reserves in future, with inability to maintain them
- The Council could significantly over or underspend against budget on the provision of Council services
- There may be inefficient use of public money and a failure to comply with the Council's objectives
- The relative scale of impact in an incident will be higher due to decreased organisational resilience as a result of diminishing financial reserves and workforce response capacity

**Causes (Likelihood):** • Severe financial pressure caused by a significant reduction to the Council's Revenue Support Grant

- Ceasing of other grants

**Service: Financial Services**

**Current Status: High (20)**

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

**Current Risk Likelihood: 4 - High**

**Service Manager: Jo Nacey**

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**Review Note:** We have managed to balance the budget in previous years with limited use of reserves. This will become increasingly difficult and we will need to continue to implement longer term savings.

**Risk: Reduced Funding - Service Cuts** With continued reductions in funding, there may be a long-term need to plan reduced or cease non-statutory services.

**Effects (Impact/Severity):**

- With the economic downturn there is risk of balancing reduced services with customer expectations in an increasing demand-led environment.
- Financial costs arising from reduced services (eg insurance claims due to flicking stones when cutting long grass)

**Causes (Likelihood):** • Severe financial pressure caused by a significant reduction to the Council's Revenue Support Grant

**Service: Financial Services**

**Current Status: High**  
(16)

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 4 - High**

**Service Manager: Jo Nacey**

**Review Note:**

**Risk: Reputational damage - social media** impact of reputational damage through social media is a significant risk that warrants inclusion on the Authority's risk register.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Communications**

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 - Low**

**Service Manager: Jane Lewis**

**Review Note:** Now that there is a full time Communication Officer in post this provides the council with improved social media monitoring and we are more likely to respond in a timely manner. The media policy and social media guidelines are also currently being reviewed and will be taken to the Community PDG in November 2018.

**Risk: Reputational re Council Housing Stock** Handling a disaster/mistake properly would prevent any reputation damage.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status: Medium**  
(10)

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

**Current Risk Likelihood: 2 - Low**

**Service Manager: Claire Fry**

**Review Note:** the assessment of the risk remains the same but there are adopted policies and procedures which should mitigate the risk of a disaster happening. Furthermore, we have trained and experienced staff.

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**Risk: S106 Agreement** Inability of the legacy systems to provide a full overview of the 'trigger points' for all of the s106 agreements

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Planning

**Current Status: High  
(15)**

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

**Current Risk Likelihood: 3 -  
Medium**

Service Manager: Jenny Clifford

**Review Note:** Project to update records is progressing and will allow better tracking of payments due /made and trigger dates.

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

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Leisure Services

**Current Status: Medium  
(10)**

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

**Current Risk Likelihood: 2 -  
Low**

Service Manager: Darren Beer, Heather Hargreaves

**Review Note:** Improvement possible by increased staffing resources

**Risk: Stress** Legal work is often high stakes and relatively urgent, with little control over the timing of instructions and work volumes. Officers in the team have to change priorities on a daily basis, leading to frustration and discord with services. The time allowed to do the work properly first time is almost always underestimated, leading officers to feel that they are on a conveyer-belt with little appreciation.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Legal Services

**Current Status: No  
Data**

**Current Risk Severity: 3 -  
Medium**

**Current Risk Likelihood: 3 -  
Medium**

Service Manager: Kathryn Tebbey

**Review Note:**

**Risk: Stress** The physical and mental well-being of Officers could be affected by work environment and pressures caused by work demands and work relationships.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Housing Services

**Current Status: Medium  
(12)**

**Current Risk Severity: 4 -  
High**

**Current Risk Likelihood: 3 -  
Medium**

Service Manager: Claire Fry

## Risk Report Appendix 6

**Review Note:** The risk assessment remains the same due to the nature of the work. Whilst we have a strong supervision framework in place, provide appropriate training and access to support as necessary, Officers are often required to work with challenging people, make key decisions which can have a profound impact upon individuals and juggle conflicting priorities.

### Risk: Swimming Lessons Swimming Lessons

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Leisure Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer, Heather Hargreaves

**Review Note:** Improvement possible with increased staffing resources

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

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Leisure Services

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

Service Manager: Darren Beer, Heather Hargreaves

**Review Note:** Improvement possible by increased staffing resources

### Risk: Tenants with Complex Needs As our housing stock shrinks, the proportion of such tenants will increase.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

Service: Housing Services

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

Service Manager: Claire Fry

**Review Note:** The risk assessment remains the same because vulnerable people may need support and may also exhibit challenging behaviour which could impact staff wellbeing. We provide appropriate training for staff and have good links with other agencies including the Police, social services, Wiser£money, CHAT, the CA etc

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# Risk Matrix

## Report For MDDC - Services Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	1 Risk	No Risks	No Risks
	4 - High	No Risks	2 Risks	1 Risk	3 Risks	2 Risks
	3 - Medium	No Risks	2 Risks	12 Risks	13 Risks	7 Risks
	2 - Low	1 Risk	21 Risks	35 Risks	20 Risks	22 Risks
	1 - Very Low	4 Risks	7 Risks	8 Risks	11 Risks	20 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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**MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS**

**December 2018/January 2019**

**The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting**

<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>Community Safety Partnership Plan</b> To consider a review of the partnership plan.	Community Policy Development Group	20 Nov 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
	Cabinet	3 Jan 2019			
<b>Community Engagement Strategy (inc Action Plan)</b> Updating Members on progress made with the Community Engagement Action Plan and to review the strategy and focus for 2018/2019.	Community Policy Development Group	20 Nov 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
	Cabinet	3 Jan 2019			
<b>Safeguarding Policy Guidance and Procedures</b> To provide Members with the updated policy and a review of best practice	Community Policy Development Group	20 Nov 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
	Cabinet	3 Jan 2019			

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Agenda Item 13.

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>Unauthorised Encampment Policy</b> New policy regarding Illegal Encampment	Cabinet  Council	3 Jan 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>Tiverton Eastern Urban Extension Area B Masterplanning</b> To consider the outcome of the tender process	Cabinet	3 Jan 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>Culm Garden Village - Cullompton</b> To consider the project constraints, opportunities, issues (masterplanning)	Cabinet	3 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>Vehicle Maintenance Contract</b> To consider the maintenance	Cabinet	3 Jan 2019	Stuart Noyce, Group Manager for Street Scene and Open	Leader of the Council (Councillor Clive)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
contract.			Spaces Tel: 01884 244635	Eginton)	
<b>Tax Base Calculation</b> To consider the Tax Base Calculation using information as at 30 November.	Cabinet Council	3 Jan 2019 27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>3 Rivers Developments Limited - Performance Report</b> To consider a performance report from 3 Rivers Developments Limited	Cabinet	3 Jan 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
<b>Economic Strategy</b> To receive the Council's draft Economic Strategy for approval	Economy Policy Development Group Cabinet Council	10 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>Market Rights Policy</b> A report proposing the adoption of a new Market Policy.	Economy Policy Development Group	10 Jan 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel:	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet Council	7 Feb 2019 27 Feb 2019	01884 234398	(Councillor Richard Chesterton)	
<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>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	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>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

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>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>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>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	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>Housing Assistance Policy, Devon Wide</b>	Homes Policy Development Group	15 Jan 2019	Andrew Pritchard, Director of Operations Tel:	Cabinet Member for Housing (Councillor Ray	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	7 Feb 2019	01884 234950	Stanley)	
<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.	Community Policy Development Group  Cabinet	22 Jan 2019  7 Feb 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>Proposals for Improvements to Tiverton Town Centre</b> To receive a presentation on proposals for improvements to Tiverton Town Centre, seeking authority to go out to tender with a view to progress project work'.	Cabinet	7 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully 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

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>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
<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 NNDR1	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	Cabinet Council	7 Feb 2019 27 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151)	Cabinet Member for Finance (Councillor Peter	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
2019/20			Tel: 01884 234242	Hare-Scott)	
<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>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>Statement of Community Involvement Review 2018 - post consultation</b> To consider the review post consultation and make recommendation to Council	Scrutiny Committee Cabinet Council	18 Feb 2019 7 Mar 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>Bereavement Services Fees &amp; Charges</b> To receive the annual review	Environment Policy Development		Andrew Jarrett, Deputy Chief Executive (S151)	Leader of the Council (Councillor Clive	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
of Bereavement Services Fees & Charges from the Director of Operations.	Group Cabinet	5 Mar 2019 4 Apr 2019	Tel: 01884 234242	Eginton)	
<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>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>ASB Policy and Procedures</b>	Homes Policy Development		Claire Fry, Group Manager for	Cabinet Member for Housing	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To receive a report from the Group Manager for Housing presenting the revised Anti-Social Behaviour Policy and Procedures.	Group Cabinet	12 Mar 2019 4 Apr 2019	Housing Tel: 01884 234920	(Councillor Ray Stanley)	
<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>Regulation of Investigatory Powers</b> To receive the 3 yearly	Community Policy Development		Jill May, Director of Corporate Affairs and Business	Cabinet for the Working Environment and	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
review of Regulation of Investigatory Powers from the Director of Corporate Affairs and Business Transformation.	Group Cabinet	19 Mar 2019 4 Apr 2019	Transformation Tel: 01884 234381	Support Services (Councillor Margaret Squires)	
<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>Pay Policy</b> Report setting out the legislative requirements under the Localism Act relating to senior pay.	Cabinet Council	5 Apr 2018 25 Apr 2018	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	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	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	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
a draft strategic plan.				Richard Chesterton)	