



## Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 25 FEBRUARY 2014**, at 6.00 pm, at which you are hereby summoned to attend. The following business is proposed to be transacted:-

	Pages
1 Minutes	
To sign the minutes of the meeting held on 17 December 2013.	3 - 8
2 Official Communications	
To receive minutes of the following Committees and to determine thereon:-	
3 Planning Committee - 13 January 2014	9 - 22
4 Planning Committee - Special - 20 January 2014	23 - 44
5 Scrutiny Committee - Community - 14 January 2014	45 - 76
6 Scrutiny Committee - Economy - 16 January 2014	77 - 102
7 Scrutiny Committee - Resources - 22 January 2014	103 - 122
8 Executive - 21 January 2014	123 - 128
9 Executive - 4 February 2014	129 - 136

A plan of seating in the Guildhall is attached as an annexe.

Date: Monday 17 February 2014

Karime Hassan  
Chief Executive &  
Growth Director

**NOTE: Members are asked to sign the Attendance Register**

Office of Corporate Manager Democratic & Civic Support			
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# Agenda Item 1

## THE MEETING OF EXETER CITY COUNCIL

Guildhall  
Tuesday 17 December 2013

The Right Worshipful the Lord Mayor (Cllr Lyons)  
The Deputy Lord Mayor (Cllr Hannaford)  
Councillors Baldwin, Bialyk, Bowkett, Brock, Bull, Clark, Crew, Crow, Dawson, Denham, Donovan, Edwards, Fullam, D J Henson, Mrs Henson, Leadbetter, Macdonald, Martin, Mitchell, Morris, Mottram, Owen, Payne, Pearson, Prowse, Robson, Ruffle, Sheldon, Shiel, Spackman, Sutton, Tippins, Wardle and Winterbottom

51 **APOLOGISES**

Apologies for absence were received from Councillors Branston, Choules, Laws and Newby.

52 **MINUTES**

The minutes of the meeting held on 15 October 2013 were taken as read and signed as a correct record.

53 **PLANNING COMMITTEE - 28 OCTOBER 2013**

The minutes of the Planning Committee held on 28 October 2013 were presented by the Chair, Councillor Bialyk and taken as read.

**RESOLVED** that the minutes of the Planning Committee held on 28 October 2013 be received.

54 **PLANNING COMMITTEE - 2 DECEMBER 2013**

The minutes of the Planning Committee held on 2 December 2013 were presented by the Chair, Councillor Bialyk and taken as read.

In relation to Minute 100 (Planning Application No.13/3822/03 – Exeter Golf and Country Club), Councillor Bialyk advised that discussions between the two parties involved had become protracted and at this present time there were no further updates on the position.

**RESOLVED** that the minutes of the Planning Committee held on 2 December 2013 be received.

55 **LICENSING COMMITTEE - 19 NOVEMBER 2013**

The minutes of the Licensing Committee held on 19 November 2013 were presented by the Chair, Councillor Dawson and taken as read.

**RESOLVED** that the minutes of the Licensing Committee held on 19 November 2013 be received.

56

**SCRUTINY COMMITTEE - COMMUNITY - 12 NOVEMBER 2013**

The minutes of the Scrutiny Committee – Community held on 12 November 2013 were presented by the Chair, Councillor Shiel and taken as read.

**RESOLVED** that the minutes of the Scrutiny Committee – Community held on 12 November 2013 be received.

57

**SCRUTINY COMMITTEE - ECONOMY - 14 NOVEMBER 2013**

The minutes of the Scrutiny Committee – Economy held on 14 November 2013 were presented by the Chair, Councillor Leadbetter and taken as read.

In relation to Minute 50 (Questions from Members of the Council under Standing Order 20), the Portfolio Holder for Economy and Culture stated that the Council was aware of the issues in relation to the Mary Arches Street Car Park. The way the car park operated would be addressed under the forthcoming Review of Car Parking throughout the city.

In relation to Minute 55 (Christmas Lights Task and Finish Group), the Portfolio Holder for Economy and Culture commented that she shared Members' frustration regarding lack of funding from the businesses in the city centre for the Christmas Lights. The advantage of having the light switch on, on Thursday was that it could be done in conjunction with the Princeshay Light switch on at no extra cost to the Council.

**RESOLVED** that the minutes of the Scrutiny Committee – Economy held on 14 November 2013 be received.

58

**SCRUTINY COMMITTEE - RESOURCES - 4 DECEMBER 2013**

The minutes of the Scrutiny Committee – Resources held on 4 December 2013 were presented by the Chair, Councillor Baldwin and taken as read.

**RESOLVED** that the minutes of the Scrutiny Committee – Resources held on 4 December 2013 be received.

59

**AUDIT AND GOVERNANCE COMMITTEE - 27 NOVEMBER 2013**

The minutes of the Audit and Governance Committee held on 27 November 2013 were presented by the Chair, Councillor Bowkett and taken as read.

**RESOLVED** that the minutes of the Audit and Governance Committee held on 27 November 2013 be received.

60

**EXECUTIVE - 26 NOVEMBER 2013**

The minutes of the Executive held on 26 November 2013 were presented by the Chair, Councillor Edwards and taken as read.

In respect of Minute 108 (Rugby World Club Funding), some Members raised concerns regarding the lack of detail with regards to the proposed budget. Whilst the majority of Members supported the proposal and the economic benefits it would bring to the City they acknowledged the need for the Council to be open and transparent.

The Leader stated that hosting the Rugby World Club would bring visitors to the city and with them economic benefits. The Fanzone would be open for the duration of the Rugby World Club which would have free entry where fans could watch all of the matches on a large screen as well as purchase food and drink.

With regards to Minute 110 (Parking Tariffs), the Portfolio Holder for Economy and Tourism commented that the use of season tickets for the car parks in the city would be addressed in the forthcoming Parking Review.

In relation to Minute 113 (Appointment of Representatives to Outside Bodies), Councillor D Henson was appointed as a representative to Exeter Municipal Charity.

**RESOLVED** that the minutes of the Executive held on 26 November 2013 be received and, where appropriate, adopted.

61

### **EXECUTIVE - 10 DECEMBER 2013**

The minutes of the Executive held on 10 December 2013 were presented by the Chair, Councillor Edwards and, subject to an amendment to Minute 120 (Living Wage) recommendation (4) that the budgeted allocation be increased by £28,000, the minutes were taken as read.

With regards to Minute 120 (Living Wage), the majority of Members supported the living wage as this would bring benefits to employees and the wider economy. Some Members had concerns with regards to the affordability of the living wage for small businesses.

The Leader commented that the implementation of the living wage would help employees to come off benefits and take people out of poverty. The cost of the salaries had been funded in part, by the reduction in the costs of the Senior Management Team.

In accordance with Standing Order 27(1), a named vote on the recommendation was called for, as follows:

Voting for:

Councillors Bialyk, Bowkett, Brock, Bull, Clark, Crew, Crow, Dawson, Denham, Donovan, Edwards, Fullam, The Deputy Lord Mayor, Leadbetter, The Right Worshipful the Mayor, Councillor Macdonald, Martin, Mitchell, Morris, Owen, Payne, Pearson, Prowse, Robson, Ruffle, Sheldon, Spackman, Sutton, Tippins and Wardle.

(30 Members)

Abstain:

Councillors Baldwin, Henson D, Mrs Henson, Mottram, Shiel and Winterbottm.

(6 Members)

The recommendation as amended was carried.

In relation to Minute 121 (2014/15 Budget Strategy and Medium Term Financial Plan) the Leader commented that any borrowings were small in comparison to the Council's assets and that there was a need to 'invest to save'. The Council was already moving in this direction with the installation at the Civic Centre of LED lighting and Solar Panels.

With regards to Minute 124 (Shared ICT Services) the Members welcomed this proposal to work with East Devon and Teignbridge District Councils to take forward the ICT Service.

**RESOLVED** that subject to the agreed amendment to recommendation (4) of Minute 120 the minutes of the Executive held on 10 December 2013 be received and, where appropriate, adopted.

62 **NOTICE OF MOTION BY COUNCILLOR EDWARDS UNDER STANDING ORDER NO. 6**

Councillor Sheldon, seconded by Councillor Crew, moved a Notice of Motion in the following terms:-

That the Council:-

- notes that payday lenders are trapping millions of people in spirals of debt;
- believes that the Financial Conduct Authority (FCA)'s new proposals for regulating payday lenders are a step in the right direction, but do not go far enough;
- further believes:
  - i) that the FCA's proposals would not prevent payday lenders from drip feeding new loans to people who have payday debts and are struggling to pay them back
  - ii) that the FCA's proposals would not prevent people from being hit with escalating penalty fees
  - iii) that the FCA's proposals would not stop payday lenders from raiding people's bank accounts without telling them;
- welcomes that some of Britain's biggest debt, consumer and anti-poverty organisations – including Which?, Citizens Advice, StepChange Debt Charity, Church Action on Poverty and the Centre for Responsible Credit – and MPs from every Party represented at Westminster have come together to support the Charter to stop the Payday Loan Rip-Off.

Exeter City Council resolved to:-

- endorse the Charter to Stop the Payday Loan Rip-Off which calls on the FCA to introduce tougher regulation of payday lenders;
- encourage residents of Exeter to support the Charter by signing the online petition at <http://www.change.org/paydayloancharter>;
- promote and support the development of local credit unions and more affordable lending;
- work with partners on campaigns against increasing levels of personal debt; and
- agrees to send a copy of this motion to Martin Wheatley, Chief Executive of the Financial Conduct Authority and to all local Members of Parliament.

In presenting the Notice of Motion, Councillor Sheldon stated that the pay day loan companies were trapping millions of people into a spiral of debt by the exorbitantly high interest rates that they were charging vulnerable people in society.

Councillor Crew, in seconding the motion, stated that payday lenders used unethical means to advertise and there was a need to stop this exploitation of vulnerable people in society. There was also need to support and promote the use of credit unions so that people knew there were alternatives to pay day lenders.

In supporting the motion, Councillors agreed that more should be done to prevent payday lenders from giving new loans to people who have payday debts and were struggling to pay them back and prevent people from being charged escalating penalty fees.

The Notice of Motion was put to the vote and carried unanimously.

63 **NOTICE OF MOTION BY COUNCILLOR EDWARDS UNDER STANDING ORDER NO. 6**

Councillor Sutton, seconded by Councillor Edwards, moved a Notice of Motion in the following terms:-

That Exeter City Council notes:-

- that England is now widely recognised to be the Country with the most centralised system of government in Europe;
- that devolution has brought decisions about tax and spending and the quality of public services closer to voters in Scotland and Wales, whilst English voters have not gained comparably greater influence over decision-making that affects their taxes and services; and

Considers:-

- that the likely scale of change in how public services are funded and provided makes it democratically unsustainable for those changes to be decided within the existing over-centralised Government model;
- that services and their delivery need to be reformed and integrated across local agencies to enable them to take a proactive, preventative approach to problems rather than relying upon reactive solutions;
- that voters should be given back a meaningful say on a wider range of tax and spending decisions, through place-based budgetary arrangements with the abolition of the discredited Barnett formula and the reinstatement of fair financial distribution amongst English Councils; the re-creation of a municipal bond market and the certainty of multi-year funding settlements for the life of a Parliament;
- that central government should enable local decision-making through the joining up and reducing in size of Whitehall Departments in order to facilitate local place-based budgets by reducing Ministers' powers to intervene in local decisions and replacing bureaucratic tick-box inspection regimes with local service user champions; and

- that formal constitutional protection to local democracy be granted to reflect a new, more mature working arrangement between central and local government; and

Exeter City Council resolved to:-

- support the Local Government Association's Rewiring Public Services campaign, which embodies the above objectives;
- ask the City's Members of Parliament to support the Rewiring Public Services campaign which will improve local voters' influence over services, tax and spending; and
- instruct Officers to write to the Secretary of State informing him of this Resolution.

The Notice of Motion was put to the vote and carried unanimously.

(The meeting commenced at 6.00 pm and closed at 7.20 pm)

Chair



# Agenda Item 3

## PLANNING COMMITTEE

Monday 13 January 2014

### Present:

Councillor Bialyk (Chair)  
Councillors Spackman, Choules, Denham, Edwards, Mrs Henson, Mitchell, Newby, Owen, Prowse, Sutton, Tippins and Winterbottom

### Also Present:

Chief Executive & Growth Director, Assistant Director City Development, Area Planner (PJ), Planning Solicitor and Democratic Services Officer (Committees) (HB)

### Also Present:

Highway Development Management Officer (Exeter)

## 1 MINUTES

The minutes of the meetings held on 28 October and 2 December 2013 were taken as read and signed by the Chair as correct.

## 2 DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

## 3 DEFERRAL OF ITEMS

The Assistant Director City Development reported that the following applications were being deferred to a Special Meeting of this Committee on 20 January 2014. (Min. nos. 6,7,8 and 9).

<u>App. No.</u>	<u>Location</u>
13/4524/01	Housing Site South of A379 & West of Exmouth Branch Line, Newcourt Way, Exeter
13/4525/01	Land South of A379 & East of Newcourt Way, Newcourt Way, Exeter
13/4073/03	Devon & Cornwall Constabulary, Police Headquarters, Middlemoor, Exeter, EX2 7HQ
13/4067/01	Devon & Cornwall Constabulary, Police Headquarters, Middlemoor, Exeter, EX2 7HQ

He reported that all objectors should be advised when the Planning Committee agenda is published to give them an opportunity to come along to meetings and to alert them to the opportunity for both an objector and a supporter to speak. It appeared that not all notifications had gone out in time due to the Christmas and New Year breaks and it was necessary therefore to defer these applications by a week to Monday 20 January to provide a little more time for consideration of these important issues.

4

**PLANNING APPLICATION NO 13/3822/03 - EXETER GOLF AND COUNTRY CLUB, TOPSHAM ROAD, EXETER**

This Committee had resolved on 30 September 2013 that it was minded to approve the planning application but deferred a decision to allow Persimmon and the Exeter Golf and Country Club the opportunity to agree a more appropriate solution. It had been agreed that it would receive update reports on progress.

The Assistant Director City Development reported that the exchange of correspondence between the Club and Persimmon, allied to the Christmas break, had meant that progress had not been as quick as would have been hoped. It was the intention to report the matter to this Committee as soon as possible, possibly to the meeting on 17 February 2014.

5

**PLANNING APPLICATION NO. 13/4802/01 - LAND AT HOME FARM, CHURCH HILL, PINHOE, EXETER**

The Assistant Director City Development presented the application for outline planning permission for 120 dwellings with associated infrastructure and open space (all matters reserved for future consideration apart from access).

Members were circulated with an update sheet - attached to minutes.

The Assistant Director City Development reported that two additional letters of objection had been received raising similar issues to those set out in the report and with reference also to flooding problems over the Christmas period. The Environment Agency had not objected, subject to the development proceeding in accordance with the submitted Flood Risk Assessment. The Devon Wildlife Trust had expressed concern that the proposal did not demonstrate that there would be no net loss of biodiversity. Further information was required relating to how much hedgerow would be lost and how much is proposed to be replaced to mitigate the impact. A site visit had been held.

Councillor Macdonald, having given notice under Standing Order No. 44, spoke on the item with reference to three circulated documents and photographs to back her statement. She supported the recommendation, requesting the refusal of the application and asking that, in addition to the reasons set out in the report, the following three additional reasons also be added:-

- Flooding – flood risk analysis and flood relief plan are not persuasive
  - no evidence that every existing source of potential flood-water was identified for consideration in the applicant's calculations of what is needed to prevent the proposed development causing flooding;
  - the applicant admits that its own calculations do not cover the entire site;
  - balancing ponds are not suitable for use high up on a steep hillside area;
  - the proposed solution is dependent on regular maintenance and there is no indication of who will carry this out;
  - applicant does not recognise existing inadequacies of the rainwater capture and control system further downhill than Harrington Lane/Gardens;
  - no offer of funding is made to sort out known flooding problems; and
  - the applicant assumes that Devon County Council will take over the management of the ponds and crates.
- failure by the applicant's documentation to allay concerns about how the foul sewerage system in the area would cope with another 120 households and insufficient information on the foul sewer connections; and

- Devon Wildlife Trust make it clear that the planning application proposal, although referring to wildlife features, is inadequately silent when it comes to the essential points which the National Planning Policy Framework expects to see.

She provided detailed evidence to back each of the above additional reasons for refusal including:-

- flood risk – her two flooding related reports, correspondence from South West Water’s Development Co-ordinator confirming that the response to the proposal only covered SWW owned sewer systems, reference to a number of admissions within its Flood Risk Analysis and correspondence from local residents;
- foul sewer - lack of detailed information from the applicant of any proposals it may have for foul sewage and from SWW of its capability to accommodate the extra capacity; and
- Bio-diversity - no indication, in response to Devon Wildlife Trust’s concerns, of proposals with regard to the hedgerows and comments of a resident’s son with a doctorate in ecology on the quality of the ecological survey.

Mr Wright spoke against the application. He raised the following points:-

- 126 letters of objection had been received to the scheme which is contrary to the Exeter Local Plan First Review which gives it important “Landscape” status, safeguarding Exeter’s distinctiveness and character;
- it is contrary to the Revised 2013 Strategic Housing Land Availability Assessment where the Council has proved that there is enough housing to supply its needs;
- contradicts the recent planning refusal, on appeal, for just one dwelling nearby, the reasons stated for refusal including its proposed location on the ridge, the partial erosion of the landscape’s open character, the site is emphasised over the quarry and other developments which are not in a protected area and it would harm the character and appearance against Policy LS1 and CP16 in the Core Strategy;
- Church Hill is narrow, steep, on the ridge line and not conducive to people walking or cycling to school, work or shops;
- site access is poor and the proposed priority narrowing is impractical with high banks on either side making any improvements impossible. The access for emergency vehicle would also be less than ideal;
- there is little connectivity to public transport links;
- highways nearby are already unsafe, with dangerous parking outside the school and traffic congestion, chronic tailbacks and severe motorist frustration at the double mini roundabouts;
- the nearest bus and railway stations are too far for most people to walk, especially with a steep hill for the return trip;
- the RSPB had expressed concern that the development will cause harm to protected wildlife and the Devon Wildlife Trust are concerned at the loss of biodiversity habitat, particularly because of the presence of bats, including rare woodland Barbastelle Bats;
- the area suffers from significant flooding problems and the mitigation measures proposed by the developer do not go far enough; and
- to grant permission would give the green light to other unacceptable developments and significant developer land grabbing activity.

The recommendation was for refusal.

**RESOLVED** that:-

(1) outline planning permission for 120 dwellings with associated infrastructure and open space (all matters reserved for future consideration apart from access) be **REFUSED** for the following reasons:-

1) The proposal is contrary to the National Planning Policy Framework 2012, Policies CP1, CP4 and CP16 of the Exeter Local Development Framework Core Strategy 2012, Saved Policies H1, H2 and LS1 of the Exeter Local Plan First Review 1995-2011, and policies DD9, DD21 and DD30 of the emerging Exeter Draft Development Delivery Development Plan Document 2013, because:

- a) the proposal would harm the landscape setting of the city through development of protected land of particular importance to the setting of the city and of intrinsic landscape value in itself;
- b) adequate information has not been submitted to demonstrate that the proposal is acceptable in terms of access and impact on the highway network; and,
- c) it would set an undesirable precedent for other nearby residential development proposals that individually, or collectively, would harm the character of the area;

2) In the absence of a planning obligation in terms that are satisfactory to the Local Planning Authority, and which makes provision for a contribution towards affordable housing, the proposal is contrary to Exeter Local Development Framework Core Strategy 2012 Policy CP7, Exeter Local Plan First Review 1995-2011 Saved Policy H6 and Exeter City Council Affordable Housing Supplementary Planning Document 2013; and

(2) the Assistant Director City Development be granted delegated authority to add any further reasons for refusal after research into the issues raised by the Councillor attending under Standing Order No 44.

6 **PLANNING APPLICATION NO. 13/4524/01 - HOUSING SITE SOUTH OF A379 AND WEST OF EXMOUTH BRANCH LINE, NEWCOURT WAY, EXETER**

The application was deferred until a Special Meeting of this Committee on 20 January 2014.

7 **PLANNING APPLICATION NO. 13/4525/01 - LAND SOUTH OF A379 AND EAST OF NEWCOURT WAY, NEWCOURT WAY, EXETER**

The application was deferred until a Special Meeting of this Committee on 20 January 2014.

8 **PLANNING APPLICATION NO. 13/4073/03 - DEVON AND CORNWALL CONSTABULARY, POLICE HEADQUARTERS, MIDDLEMOOR, EXETER, EX2 7HQ**

The application was deferred until a Special Meeting of this Committee on 20 January 2014.

9                    **PLANNING APPLICATION NO. 13/4067/01 - DEVON AND CORNWALL  
CONSTABULARY, POLICE HEADQUARTERS, MIDDLEMOOR, EXETER, EX2  
7HQ**

The application was deferred until a Special Meeting of this Committee on 20 January 2014.

10                   **PLANNING APPLICATION NOS. 13/4660/03 AND 13/46661/07 - KALENDAR  
HALL, SOUTH STREET, EXETER, EX1 1DZ**

The Area Planner presented the application for planning permission for demolition of existing building, construction of performing arts and teaching facility and two retail units including improvements to public realm.

Members were circulated with an update sheet - attached to minutes.

One additional objection had been received from a local resident concerning the building's height, appearance and the use of polycarbonate material.

The Area Planner reported that the polycarbonate boxes at first and second floor level on the front façade had been replaced by glazing and that a lighting/management scheme for the glazing would be sought by condition. The usual conditions for a Listed Building would be added to the permission as they had been omitted from the Committee report.

The recommendation was for approval subject to the conditions as set out in the report and an additional condition requiring a lighting management strategy.

**RESOLVED** that planning permission for demolition of existing building, construction of performing arts and teaching facility and two retail units including improvements to public realm be **APPROVED**, subject to the following conditions:

- 1)        C05 - Time Limit - Commencement
- 2)        The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 18 October 2013 (dwg nos. 0955 L01.00 rev A; 0955 L01.01 rev A; 0955 L01.02 rev A; 0955 L01.03 rev A; 0955 L01.04 rev A; 0955 L02.01 rev C; 0955 L02.02 rev C; 0955 L03.01 rev B; 0955 L04.01 rev C; 0955 L04.02 and rev C; 0955 L04.07) as modified by other conditions of this consent.  
**Reason:** In order to ensure compliance with the approved drawings.
- 3)        C17 - Submission of Materials
- 4)        Notwithstanding the requirements of Condition 2 of this planning permission, no work shall commence on either phase of development hereby approved until full details of the following, insofar as they relate to that phase of development, have been submitted to and approved in writing by the Local Planning Authority and the following shall thereafter be provided in accordance with such details:
  - a) windows to include materials, means of opening, reveals, cills and headers;
  - b) external doors;
  - c) rainwater goods;

- d) lighting of the Vicars Choral;
- e) refuse storage;
- f) CCTV cameras and location.

**Reason:** Insufficient information has been submitted with the application and in the interests of visual amenity.

- 5) No part of the development hereby approved shall be brought into its intended use until the provision of secure cycle parking facilities to serve the site has been agreed, in accordance with details that shall have been submitted to, and approved in writing by, the Local Planning Authority and retained for that purpose at all times.  
**Reason:** To ensure that adequate facilities are available for the traffic attracted to the site.
- 6) A Construction Environmental Management Plans (CEMP) shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development on site, with the exception of demolition, and adhered to during the construction period. This should include details of monitoring and mitigation measures to control the environmental impact of the development during the construction and demolition phases, including site traffic, the effects of piling, and emissions of noise and dust. The CEMPs should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during the development works, in order to discuss forthcoming work and its environmental impact.  
**Reason:** In the interest of the site environment and surrounding areas.
- 7) Details of all building services plant, including sound power levels and predicted sound pressure levels at a specified location outside the building envelope, to be submitted to and approved in writing by the LPA. The predicted noise levels shall be submitted prior to commencement of the development and shall be demonstrated by measurement or calculation prior to occupation of the development.  
**Reason:** In the interests of residential amenity.
- 8) No demolition/construction work shall not take place outside the following times: 8am to 6pm Mondays to Fridays, 8am to 1pm on Saturdays nor at any time on Sundays, Bank Holidays or Public Holidays.  
**Reason:** In the interests of residential amenity.
- 9) The theatre/performance area use hereby approved shall not be carried on other than between the hours of 8am and 11pm on any day.  
**Reason:** So as not to detract from the amenities of the near-by residential property.
- 10) The development hereby approved shall not commence until details of the proposed finished floor levels and overall height of the building, in relation to an agreed fixed point or O.S. datum have been submitted to, and been approved in writing by, the Local Planning Authority.  
**Reason:** To protect the existing character and appearance of the streetscene.
- 11) C57 - Archaeological Recording.
- 12) the building shall not be occupied until a Light Management Strategy has been submitted and approved in writing by the Local Planning Authority. The Strategy shall include levels of light intensity, times of operation, a

maintenance schedule and display method examples. A review of the Strategy shall be undertaken and submitted within six months of the commencement of the lighting facility and agreed in writing by the Local Planning Authority. The lighting shall operate in accordance with these approved details at all times thereafter unless otherwise agreed in writing by the Local Planning Authority.

**Reason:** In the interest of visual amenity and insufficient information has been submitted with the application.

**RESOLVED** that listed building consent for demolition of existing building, construction of performing arts and teaching facility and two retail units including improvements to public realm be **APPROVED**, subject to the following conditions:

- 1) C08 - The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.  
**Reason:** To comply with section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 18 October 2013 (dwg nos. 0955 L01.00 rev A; 0955 L01.01 rev A; 0955 L01.02 rev A; 0955 L01.03 rev A; 0955 L01.04 rev A; 0955 L02.01 rev C; 0955 L02.02 rev C; 0955 L03.01 rev B; 0955 L04.01 rev C; 0955 L04.02 and rev C 0955 L04.07) as modified by other conditions of this consent.  
**Reason:** In order to ensure compliance with the approved drawings.
- 3) C17 - Samples of the materials it is intended to use externally in the construction of the development shall be submitted to the Local Planning Authority and the development shall not be started before their approval is obtained in writing and the materials used in the construction of the development shall correspond with the approved samples in all respects.  
**Reason:** To ensure that the materials conform with the visual amenity requirements of the area.
- 4) Notwithstanding the requirements of Condition 2 of this planning permission, no work shall commence on either phase of development hereby approved until full details of the following, insofar as they relate to that phase of development, have been submitted to and approved in writing by the Local Planning Authority and the following shall thereafter be provided in accordance with such details:
  - a) windows to include materials, means of opening, reveals, cills and headers;
  - b) external doors;
  - c) rainwater goods;
  - d) lighting of the Vicars Choral;
  - e) refuse storage;
  - f) CCTV cameras and location.**Reason:** Insufficient information has been submitted with the application and in the interests of visual amenity.
- 5) C57 - No development related works shall take place within the site until a written scheme of archaeological work has been submitted to and approved in writing by the Local Planning Authority. This scheme shall include on-site work, and off-site work such as the analysis, publication, and archiving of the results, together with a timetable for completion of each element. All works

shall be carried out and completed in accordance with the approved scheme, unless otherwise agreed in writing by the Local Planning Authority.  
**Reason:** To ensure the appropriate identification, recording and publication of archaeological and historic remains affected by the development.

11 **PLANNING APPLICATION NO. 13/4843/03 - PORTLAND HOUSE, LONGBROOK STREET, EXETER, EX4 6AB**

The Assistant Director City Development presented the application for a variation of condition two to approve amended drawings showing additional accommodation at level six (Ref No 11/0895/03 granted 16-01-2012).

Members were circulated with an update sheet - attached to minutes.

Mr Hill spoke in support of the application. He raised the following points:-

- Vitastudent operated nationally offering quality accommodation for students which they believed to be the best in the market. This was therefore a high quality investment;
- the six studio flats proposed at the top of the building would be well designed and provide excellent views. They would be of premium value and were crucial to the viability of the scheme;
- there was a 40% reduction from the number of flats previously sought for the top floor and they would be set back from the front of the existing building.
- students would not be able to access the roof and communal facilities were to be provided in the basement. There would be a 24/7 management/warden presence; and
- there was minimal difference to the approved scheme and the development would make a positive difference to the economy and built environment of the City.

Responding to Members, the Assistant Director City Development confirmed that an earlier application for the studio flats was being appealed and that he was not in a position to provide information on the finances of the scheme.

The recommendation was for approval, subject to the conditions as set out in the report.

**RESOLVED** that planning permission for variation of condition two to approve amended drawings showing additional accommodation at level six (Ref No 11/0895/03 granted 16-01-2012), be **REFUSED** because the proposal is contrary to the National Planning Policy Framework 2012 (particularly having regard to paragraphs 64, 132 & 134), Exeter Local Development Framework Core Strategy 2012 policy CP17, Exeter Local Plan First Review 1995-2011 Saved Policies C1, DG1 (a,b,c,d,e,f,g,h) and DG4 (a & b) and Exeter St James Neighbourhood Plan (March 2013) policies D1a, C2 & H1 because by reason of the increased massing of the building:

- (a) it would have an unacceptably increased overbearing and overshadowing impact on the amenity of occupants of nearby buildings in Longbrook Street compared with the previously approved scheme; and
- (b) it would detract from the character and appearance of the Longbrook Conservation Area.



**PLANNING APPLICATION NO. 13/4806/03 - FORMER IBSTOCK BRICKWORKS  
SITE, LAND OFF HARRINGTON LANE, EXETER**

The Assistant Director City Development presented the application for planning permission for variation to condition two of planning permission 11/1800/03 to allow re-siting of previously approved residential units, alterations to house types, minor highway realignment and six additional dwellings.

The recommendation was for approval, subject to the conditions as set out in the report.

**RESOLVED** that planning permission for variation to condition two of planning permission 11/1800/03 to allow re-siting of previously approved residential units, alterations to house types, minor highway realignment and six additional dwellings be **APPROVED**, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990, securing two additional affordable housing units and subject also to the following conditions:

- 1) C05 - Time Limit – Commencement.
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on *date (dwg.nos.)*, as modified by other conditions of this consent.  
**Reason:** In order to ensure compliance with the approved drawings.
- 3) Samples of the materials it is intended to use externally in the construction of the development shall be submitted to the Local Planning Authority and no building within the development shall be started before the samples for that building have been approved in writing and the materials used in the construction of the development shall correspond with the approved samples in all respects.  
**Reason:** To ensure that the materials conform with the visual amenity requirements of the area.
- 4) Notwithstanding the provisions of Article 3 of the Town and Country Planning (General Permitted Development) Order, 1995 (and any Order revoking and re-enacting that Order with or without modification), no development of the types described in the following Classes of Schedule 2 shall be undertaken on plots xx-xx (as shown on drawing xx) without the express consent in writing of the Local Planning Authority other than those expressly authorised by this permission:-
  - Part 1, Class A (extensions and alterations)
  - Part 1, Classes B and C (roof addition or alteration)
  - Part 1, Class D (porch)
  - Part 1, Class E (swimming pools and buildings incidental to the enjoyment of the dwellinghouse)
  - Part 1, Class F (hard surfaces)**Reason:** In order to protect residential amenity and to prevent overdevelopment.
- 5) A detailed scheme for landscaping for the care home site and the residential development site, including the planting of trees and/or shrubs, the use of surface materials and boundary screen walls and fences shall be submitted to the Local Planning Authority together or separately, and no development shall take place until the Local Planning Authority have approved the scheme(s); such scheme(s) shall specify materials, species, tree and plant sizes, numbers and planting densities, and any earthworks required together

with the timing of the implementation of the scheme(s). The landscaping shall thereafter be implemented in accordance with the approved scheme(s) in accordance with the agreed programme.

**Reason:** To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.

- 6) Any trees, shrubs and/or hedges on or around the site (other than those permitted to be felled by this permission) shall not be felled, lopped or removed without the prior written consent of the Local Planning Authority.  
**Reason:** To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.
- 7) C37 - Replacement Planting.
- 8) No materials shall be brought onto the care home site or the residential site and no development shall be commenced, until the developer has erected tree protective fencing around all trees or shrubs to be retained on either site, in accordance with a plan that shall previously have been submitted to and approved in writing by the Local Planning Authority. This plan shall be produced in accordance with BS 5837:2005 - 'Trees in Relation to Construction'. The developer shall maintain such fences to the satisfaction of the Local Planning Authority until all development the subject of this permission on either site is completed unless otherwise agreed in writing by the Local Planning Authority. The level of the land within the fenced areas shall not be altered without the prior written consent of the Local Planning Authority. No materials shall be stored within the fenced area, nor shall trenches for service runs or any other excavations take place within the fenced area except by written permission of the Local Planning Authority. Where such permission is granted, soil shall be removed manually, without powered equipment.  
**Reason:** To ensure the protection of the trees during the carrying out of the development.
- 9) Prior to the commencement of development, a Landscape and Habitat Management Strategy shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the development shall proceed in accordance with the approved document.  
**Reason:** In the interests of securing a comprehensive approach to the preservation and enhancement of the landscape and ecological interest of the site.
- 10) Prior to the commencement of development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority (LPA)), the following components of a scheme to deal with the risks associated with contamination of the site, including gas migration, shall each be submitted to and approved, in writing, by the LPA:
  - 1) A preliminary risk assessment which has identified:
    - all previous uses
    - potential contaminants associated with those uses
    - a conceptual model of the site indicating sources, pathways and receptors
    - potentially unacceptable risks arising from contamination at the site.

2) A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.

3) The results of the site investigation and detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.

4) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.

Any changes to these components require the express consent of the Local Planning Authority. The scheme shall be implemented as approved.

**Reason:** To protect controlled waters and in the interests of residential amenity.

- 11) If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the Local Planning Authority (LPA)) shall be carried out until the developer has submitted, and obtained written approval from the LPA for, a remediation strategy detailing how this unsuspected contamination shall be dealt with. The remediation strategy shall be implemented as approved. In addition, to prevent pollution, any oil or chemical storage facilities should be sited in bunded areas. The capacity of the bund should be at least 10% greater than the capacity of the storage tank or, if more than one tank is involved, the capacity of the largest tank within the bunded area. Hydraulically inter-linked tanks should be regarded as a single tank. There should be no working connections outside the bunded area.  
**Reason:** To protect controlled waters.
- 12) No building shall be built until a foundation risk assessment for that building has been submitted to and approved in writing by the Local Planning Authority. The development shall take place in accordance with the conclusions of the assessment.  
**Reason:** In order to ensure that piling does not create new migration pathways for contamination.
- 13) A comprehensive residential travel plan, to be agreed in writing by the Local Planning Authority, in relation to development of the site should be provided, operated and maintained.  
**Reason:** To ensure that sustainable (non private car) trips to and from the site are maximised.
- 14) The proposed estate roads, footways, footpaths, cycle routes, junctions, verges, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, road maintenance/vehicle overhang margins, embankments, visibility splays, accesses, car parking and street furniture as appropriate for any part of the development shall be constructed and laid out in accordance with details to be approved by the Local Planning Authority in writing before construction of that part of the development begins. For this purpose, plans indicating, as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the Local Planning Authority.  
**Reason:** To ensure that adequate information is available for the proper consideration of the detailed proposals.

15) Prior to occupation of any dwelling hereby permitted, cycle parking shall be provided for that dwelling or the care home in accordance with details previously submitted to and approved in writing by the Local Planning Authority. The cycle parking shall be maintained at all times thereafter.  
**Reason:** To ensure that cycle parking is provided, in accordance with Local Plan policy T3, to encourage travel by sustainable means.

16) Prior to commencement of the development, a detailed scheme for the pedestrian and cycle network shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include:-

(a) details of routes, road crossings, bridges, surface treatments, lighting, street furniture and signage;

(b) a programme for implementation synchronised with the progressive occupation of the development; and

(c) such temporary measures as are necessary (such as ramps where routes cross unfinished roads) to ensure the routes are fully usable during the construction period.

The approved scheme shall be adhered to at all times, including (where applicable) any amendments subsequently agreed in writing by the Local Planning Authority.

**Reason:** To ensure that the pedestrian and cycle routes are provided and maintained in accordance with Local Plan policy T3, to encourage travel by sustainable means.

17) No development shall take place until details of the sustainable urban drainage design serving that part of the development have been submitted to and approved in writing by the Local Planning Authority. The development shall take place in accordance with the approved details.

**Reason:** In the interests of sustainability, and visual and local amenity.

18) No construction work shall be undertaken, or machinery operated, within the site outside the hours of 0800 to 1800hrs Mondays to Fridays, 0800 to 1300hrs on Saturdays, nor at any time on Sundays or public holidays without the prior written consent of the Local Planning Authority.

**Reason:** In the interests of the residential amenity of the occupants of surrounding property.

19) A Construction Environmental Management Plan (CEMP) for the development shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development, and adhered to during the construction period. This should include details of monitoring and mitigation measures to control the environmental impact of the development during the construction and demolition phases, including site traffic, the effects of piling, and emissions of noise and dust. The CEMPs should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during the development works, in order to discuss forthcoming work and its environmental impact. **Reason:** In the interest of the environment of the site and surrounding areas.

20) Prior to the commencement of any development adjacent to the boundary with the adjacent employment land, detailed plans, including sections of

the proposed noise attenuation features, along with a timeframe for their implementation, shall be submitted to and be approved in writing by the Local Planning Authority. Thereafter the development shall proceed in accordance with the approved details and no building intended for residential use adjacent to this boundary shall be occupied until the noise attenuation feature has been completed in accordance with the approved details.

**Reason:** In the interests of the residential amenity of the future occupants of buildings within these phases of the development.

- 21) A detailed scheme(s) for the treatment of the boundary of the site with all adjoining land including the planting of trees and/or shrubs and walls and fences shall be submitted to the Local Planning Authority and no development on any particular part of the site shall take place until the Local Planning Authority have approved a scheme(s); such scheme(s) shall specify materials, species, tree and plant sizes, numbers and planting densities, and any earthworks required together with the timing of the implementation of the scheme(s). The boundary treatment shall thereafter be implemented in accordance with the approved scheme(s) in accordance with the agreed programme.

**Reason:** To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.

- 22) No dwelling hereby approved shall be occupied until the applicant has submitted a SAP calculation which demonstrates that a 10% reduction in CO2 emissions over that necessary to meet the requirements of the Building Regulations current at the time of Building Regulations approval can be achieved through the use of decentralised and renewable or low carbon energy sources. The measures necessary to achieve this CO2 saving shall thereafter be implemented on site.

**Reason:** In the interests of sustainable development.

- 23) Any individual dwelling hereby approved shall achieve Code for Sustainable Homes Level 4 (including a 44% CO2 emissions rate reduction from Part L 2006) as a minimum, and a CSH Level 5 (Zero Carbon) if commenced on or after 1 January 2016, in accordance with the requirements of the Code for Sustainable Homes 2006 and the Code for Sustainable Homes Technical Guide November 2010 (or such equivalent standard that is approved in writing by the Local Planning Authority) and Exeter Core Strategy Policy CP15.

**Reason:** In the interests of sustainable development.

- 24) Prior to commencement of any dwelling the developer shall submit to the Local Planning Authority a Design Stage CSH assessment including the score expected to be achieved and which standard this relates to. Where this does not meet the minimum required standard the developer must provide details of what changes will be made to the development to achieve the minimum standard, and thereafter implement those changes. Unless otherwise agreed in writing by the Local Planning Authority, no dwelling shall be occupied until an application for a Final Code Certificate has been made seeking certification that the required Code Level has been achieved and within one year of occupation of any dwelling the developer shall submit to the Local Planning Authority a Final Code Certificate to demonstrate that a Final Code Level of 4 or 5 has been achieved as required above.

**Reason:** In the interests of sustainable development.

- 25) Where construction of any dwelling hereby permitted has not been commenced before 1 January 2016, the Local Planning Authority shall be notified in writing of the identity of those dwellings for which construction has commenced before 1 January 2016, within 10 working days following that date.

**Reason:** In the interests of sustainable development.

13

**LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS**

The report of the Assistant Director City Development was submitted.

**RESOLVED** that the report be noted.

(Report circulated)

14

**ENFORCEMENT PROGRESS REPORT**

The Assistant Director City Development presented the report updating Members on enforcement matters.

**RESOLVED** that the report be noted.

(Report circulated)

15

**APPEALS REPORT**

The schedule of appeal decisions and appeals lodged was submitted.

**RESOLVED** that the report be noted.

(Report circulated)

16

**SITE INSPECTION PARTY**

**RESOLVED** that the next Site Inspection Party be held on Tuesday 4 February 2014 at 9.30 a.m. The Councillors attending will be Denham, Newby and Spackman.

(The meeting commenced at 5.30 pm and closed at 7.43 pm)

Chair

## PLANNING COMMITTEE

Monday 20 January 2014

### Present:

Councillor Bialyk (Chair)  
Councillors Spackman, Choules, Denham, Mrs Henson, Mitchell, Newby, Owen, Prowse, Sutton, Tippins and Winterbottom

### Apologies:

Councillor Edwards

### Also Present:

Chief Executive & Growth Director, Assistant Director City Development, Planning Solicitor, Area Planner (MH), Forward Planning Officer (FP), Highway Development Management Officer and Democratic Services Officer (Committees) (HB)

17

### COUNCILLOR EDWARDS

The Chair reported that Councillor Edwards was recovering. The Committee passed on their best wishes for a speedy recovery.

18

### DECLARATIONS OF INTEREST

The following Member declared a disclosable pecuniary interest:-

<b>COUNCILLOR</b>	<b>MINUTE</b>
Councillor Choules	21 (wife employed by Morrisons)

19

### PLANNING APPLICATION NO. 13/4525/01 - LAND SOUTH OF A379 AND EAST OF NEWCOURT WAY, NEWCOURT WAY, EXETER

The Assistant Director City Development presented the application for outline planning permission (with all matters reserved except access) for erection of a non-food retail store (Class A1) and ancillary facilities together with associated access, car parking and landscaping.

Members were circulated with an update sheet - attached to minutes.

The Assistant Director City Development advised that a late representation had been received from John Lewis requesting that condition 12 should be more specific regarding the type of goods to be sold, which was acceptable. He detailed the application with reference to the principle of development, retail policies including the sequential and impact tests, highways and sustainable transport, visual impacts and residential amenity.

He reported that the Highways Agency and Highway Authority had accepted the residential development and IKEA proposals on the land off the A379 at Newcourt and had stated that the impact on Junction 30 was realistic and acceptable.

Councillor Leadbetter, having given notice under Standing Order No.44, spoke on the item. He raised the following points:-

- representing St. Loyes as a City Councillor and St Loyes and Topsham as a County Councillor;

- do not object to the scheme as, although some have mentioned that the site is not the correct location for a large store, IKEA has many benefits especially job creation and will be a significant boost for the City's economy;
- many residents have concerns regarding the store and it is requested that all matters be dealt with responsibly;
- there are significant concerns regarding the exit of traffic from the store and there is a belief that the dangers at the Russell Way/Lewis Crescent junction will be amplified; steps need to be taken to eliminate the opportunities for motorists to undertake U turns;
- the provision of comprehensive screening is essential and mature tree should be used to hide the IKEA store from neighbouring residential sites; and
- need to ensure that the impact of cooking smells from the ancillary restaurant on nearby dwellings is minimal.

Members welcomed the proposal which was an exciting opportunity for the City and an addition to the existing retail provision, but they expressed a wish to see mature plants used for the landscaping so as to provide a more immediate benefit. A 15 year period for the landscaping to reach maturity was too long.

The recommendation was for approval, subject to the conditions as set out in the report.

**RESOLVED** that, subject to referral to the Secretary of State, the Assistant Director City Development, in consultation with the Chair of this Committee, be granted delegated authority to **APPROVE** outline planning permission (with all matters reserved except access) for erection of a non-food retail store (Class A1) and ancillary facilities together with associated access, car parking and landscaping, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990, requiring the following:-

- implementation of Landscape Strategy;
- replacement highway signage;
- contribution towards match day permit parking traffic orders;
- pedestrian route providing a direct connection, at the north west boundary of the application site, to the existing pedestrian/cycle bridge;
- mitigation measures for Cirl buntings, if necessary;
- local employment/training opportunities; and
- pedestrian route providing a direct connection, at the north east of the application site, to the proposed housing site; and

subject also to the following conditions (which may be varied or supplemented as appropriate)

- 1) CO7 – Time Limit - Outline
- 2) C15 – Compliance with Drawings
- 3) The height of the proposed development should not exceed 43 metres above Ordnance Datum Newlyn and should be no higher than 0.5 metres below the footway of the pedestrian and cycle bridge over the A379 to the north west of the development.  
**Reason:** To avoid the potential for significant landscape and visual impacts
- 4) The results of a site investigation (Phase II intrusive ground investigation) shall be submitted to and approved by the Local Planning Authority before



development commences. If contamination posing unacceptable risks is found during the site investigation, a report specifying the measures to be taken to remediate the site to render it suitable for the approved use shall be submitted to and approved in writing by the Local Planning Authority before development commences. The site shall be remediated in accordance with the approved measures and a verification report shall be submitted to and approved by the Local Planning Authority before any part of the development is occupied.

If, during the course of development, contamination posing unacceptable risks is found, which has not been identified in the site investigation, additional measures for the remediation of this shall be submitted to and approved in writing by the Local Planning Authority. The remediation of the site shall incorporate the approved additional measures and a verification report shall be submitted to and approved by the Local Planning Authority before any part of the development is occupied.

**Reason:** To prevent unacceptable risks to human health or the environment, in accordance with Exeter Local Plan Policy EN2.

- 5) C57 – Archaeological Recording
- 6) Construction work shall not take place outside the following times: 8am to 6pm (Mondays to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.  
**Reason:** In the interests of the amenity of occupants of nearby buildings.
- 7) The development hereby approved should be constructed to incorporate a Sustainable Urban Drainage (SUDS) scheme that should be approved in writing by the Local Planning Authority prior to the commencement of development.  
**Reason:** To reduce overall flood risk in accordance with Policy CP12 of the Exeter Core Strategy.
- 8) Prior to the commencement of development, a method statement for the use of vibro-compaction/displacement piling machinery should be submitted to the Local Planning Authority for approval.  
**Reason:** to ensure the safe operation of the railway.
- 9) The development hereby approved should be constructed to incorporate a Sustainable Urban Drainage (SUDS) scheme that should be approved in writing by the Local Planning Authority prior to the commencement of development.  
**Reason:** To reduce overall flood risk in accordance with Policy CP12 of the Exeter Core Strategy.
- 10) Prior to the occupation of the development, a noise management plan for the use of the service / delivery yard at the proposed retail store should be submitted to and approved by the Local Planning Authority.  
Noise levels from the service/ delivery yard shall not exceed World Health Organisation Guideline values for a reasonable noise climate at night. This equates to a limit value of 45 dB, LAeq, 8 hours and LAmax no greater than 60 dB between 2300 and 0700 hours. The value should be assessed as a façade value at any nearby noise sensitive façade, and the compliance point specified (e.g. outside bedroom window first floor level for standard property type or other noise sensitive room depending on proposed site layout).  
**Reason:** In the interest of the amenity of neighbouring residents.

- 11) A Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development, and adhered to during the construction period. This should include details of monitoring and mitigation measures to control the environmental impact of the development during the construction and demolition phases, including site traffic and emissions of noise and dust. This should include details of the phasing and timing of work to minimise noisy activities on Saturdays and measures that will minimise the impact of construction traffic on the local road network, including parking. The CEMP should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during this phase of the development, in order to discuss forthcoming work and its environmental impact.  
**Reason:** To control the environmental impact of the development during demolition and construction.
- 12) The use of the store shall be limited to the sale of DIY products, furniture and homewares comprising:
- Living Room (Sofas, bookcases, tables etc);
  - Dining Room and Work Room;
  - Bed, Children, Hall;
  - Kitchens and Bathrooms;
  - Workshop (flooring, wall coverings);
  - Lighting (domestic, technical, lamps);
  - Rugs and mats;
  - Textile Interiors (bed textiles, fabrics and curtains);
  - Kitchenware (kitchen boutique, tableware);
  - Home Accessories (for example pictures, frames, basketware, play);
  - Contract (office, conference work);
  - Garden Furniture (plants and accessories);
  - Renewable Technologies (for example solar panels)
- Also, for any ancillary uses including restaurant, crèche, children's play area, fast food kiosks, and Sweden Shop which are offered in support of the main retail function.  
**Reason:** In the interests of town centre vitality and vibrancy
- 13) The use of the store shall be limited to the sale of DIY products, furniture and homewares and those goods referred to in the Planning And Retail Statement and for any ancillary uses including restaurant, crèche, fast food kiosks, and Sweden Shop which are offered in support of the main retail function.  
**Reason:** In the interests of town centre vitality and vibrancy.
- 14) The retail store hereby approved shall not be divided into more than one unit and shall be used for the purposes of a single retail operator.  
**Reason:** In the interests of town centre vitality and viability.
- 15) The development hereby approved shall include at least 1,004 car parking spaces unless otherwise agreed with the Local Planning Authority. The development shall not be occupied until the car parking spaces have been provided.  
**Reason:** In the interests of highway safety.
- 16) No part of the development hereby approved shall be brought into its intended use until secure cycle parking facilities have been provided and maintained in accordance with details that shall have been submitted to, and

approved in writing by, the Local Planning Authority and retained for that purpose at all times.

**Reason:** To ensure that adequate facilities are available for the traffic attracted to the site.

- 17) Any individual building hereby approved shall achieve a BREEAM 'excellent' standard as a minimum, and shall achieve 'zero carbon' if commenced on or after 1 January 2019. Prior to commencement the developer shall submit to the Local Planning Authority a BREEAM design stage assessment report, the score expected to be achieved which standard this relates to. Where this does not meet the minimum required standard the developer must provide details of what changes will be made to the development to achieve the minimum standard, and thereafter implement those changes. A post completion BREEAM report shall be submitted to the Local Planning Authority within 3 months of the substantial completion of the development hereby approved. The required BREEAM assessments shall be prepared, and any proposed design changes approved prior to commencement of the development, by a licensed BREEAM assessor.

**Reason:** In accordance with Policy CP15 of the Exeter Core Strategy.

- 18) A comprehensive Store Travel Plan shall be submitted to and approved in writing by the Local Planning Authority and Local Highway Authority prior to occupation of the development. The approved Travel Plan measures, to include in store real time public transport information displays, will be implemented to the satisfaction of the Local Planning Authority and Local Highway Authority. A review of travel patterns for the site shall be undertaken and submitted to the local planning authority within 3 months of occupation of the development and the travel plan shall be updated on an agreed basis thereafter, as confirmed in writing by the Local Planning Authority.

**Reason:** To ensure that the development promotes all travel modes to reduce reliance on the private car, in accordance with paragraph 36 of the NPPF.

- 19) No part of the development hereby approved shall be brought into its intended use until the site access, visibility splays, on site car parking facilities, turning areas, estate road layout, bus facilities including provision of real time passenger information and site highway drainage have been provided and maintained in accordance with details that shall have been submitted to, and approved in writing by, the Local Planning Authority and retained for that purpose at all times.

**Reason:** To ensure that adequate facilities are available for the traffic attracted to the site.

- 20) No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The statement should include details of access arrangements and timings and management of arrivals and departures of vehicles.

**Reason:** In the interests of highway safety and public amenity.

- 21) The total gross floor area of the retail store hereby permitted shall not exceed 28,000 square metres.

**Reason:** In the interests of town centre vitality and viability.

- 22) In the event of failure of any trees or shrubs, planted in accordance with any scheme approved by the Local Planning Authority, to become established

and to prosper for a period of five years from the date of the completion of implementation of that scheme, such trees or shrubs shall be replaced with such live specimens of such species of such size and in such number as may be approved by the Local Planning Authority.

**Reason:** To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.

In the event that the Section 106 Agreement is not completed within six months of the date of this Committee meeting, authority be delegated to the Assistant Director City Development to refuse planning permission for the reason that inadequate provision has been made for the matters which were intended to be dealt with in the Section 106 Agreement.

20

**PLANNING APPLICATION NO. 13/4524/01 - HOUSING SITE SOUTH OF A379 AND WEST OF EXMOUTH BRANCH LINE, NEWCOURT WAY, EXETER**

The Assistant Director City Development presented the application for outline planning permission (with all matters reserved except access) for erection of between 180-220 residential units together with associated access, car parking, landscaping and associated works.

He reported that the Highways Agency and Highway Authority had accepted the residential development and IKEA proposals on the land off the A379 at Newcourt and had stated that the impact on Junction 30 was realistic.

With reference to the provision of a Multi Use Games Area, a Member was concerned that it would not amply cater for all ages especially as the final number of houses for the site were not known at this outline stage. The Assistant Director, stating that the application was at the indicative stage and referring to open space areas provided in adjoining developments, advised that the provision on this site would be examined with regard to the comprehensive play provision in the area.

The Chair requested that a briefing for all Members be organised on open space provision in new developments. He also requested that the Committee and Ward Members be advised in advance of the outcome of the above examination of open space provision on this site and in the area.

Councillor Leadbetter, having given notice under Standing Order No.44, spoke on the item. He raised the following points:-

- the application does not contain a proposal to provide a school - have sufficient steps been taken to ensure that educational provision in the area is sufficient; and
- regard to be given to the provision of community facilities such as a doctors surgery and broadband.

The Assistant Director City Development outlined that the Newcourt Master Plan set out one way of delivering the development allocated in the area, including school facilities. Proposals for a two form entry primary school at the Darts Farm land and a further school on the Upper RNSD site were now coming forward.

The recommendation was for approval, subject to the conditions as set out in the report.

**RESOLVED** that the Assistant Director City Development, in consultation with the Chair of this Committee, be granted delegated authority to **APPROVE** outline planning permission (with all matters reserved except access) for the erection of between 180-220 residential units together with associated access, car parking and

landscaping, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990 requiring the following:-

- affordable housing;
- implementation of Landscape Strategy;
- mitigation measures for Cirl buntings, if necessary;
- local employment/training opportunities;
- provision and future management of on-site open space and children's play areas;
- Travel Plan implementation contribution;
- contribution towards match day permit parking traffic orders;
- provision of two-way signalised bus priority measures at overbridge to Russell Way and associated works;
- pedestrian route providing a direct connection, at the north west of the application site, to the proposed retail store; and
- land transfer and construction access to MUGA site; and

subject also to the following conditions, with the Assistant Director City Development authorised to vary or supplement the Section 106 Agreement or planning conditions in respect of details of open space provision.

- 1) C07 - Time Limit - Outline
- 2) C12 - Drainage Details
- 3) C57 - Archaeological Recording
- 4) C37 - Replacement Planting
- 5) C38 - Trees - Temporary Fencing
- 6) No individual dwelling hereby approved shall be brought into its intended use until secure cycle parking facilities for residents have been provided in accordance with details that shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter said cycle parking facilities shall be retained for that purpose at all times.  
**Reason:** To ensure that cycle parking is provided, in accordance with Exeter Local Plan Policy T3.
- 7) Construction work shall not take place outside the following times: 8am to 6pm (Mondays to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.  
**Reason:** In the interests of the amenity of occupants of nearby buildings.
- 8) The results of a site investigation (Phase II intrusive ground investigation) shall be submitted to and approved by the Local Planning Authority before development commences. If contamination posing unacceptable risks is found during the site investigation, a report specifying the measures to be taken to remediate the site to render it suitable for the approved use shall be submitted to and approved in writing by the Local Planning Authority before development commences. The site shall be remediated in accordance with the approved measures and a verification report shall be submitted to and approved by the Local Planning Authority before any part of the development is occupied.  
If, during the course of development, contamination posing unacceptable risks is found, which has not been identified in the site investigation,

additional measures for the remediation of this shall be submitted to and approved in writing by the Local Planning Authority. The remediation of the site shall incorporate the approved additional measures and a verification report shall be submitted to and approved by the Local Planning Authority before any part of the development is occupied.

**Reason:** To prevent unacceptable risks to human health or the environment, in accordance with Exeter Local Plan Policy EN2

- 9) The dwellings hereby approved shall be designed and built to meet Lifetime Homes Standards.

**Reason:** To increase choice, independence and longevity of tenure in accordance with Policy CP5 point three of the Exeter Core Strategy.

- 10) The development hereby approved should be constructed to incorporate a Sustainable Urban Drainage (SUDS) scheme that should be approved in writing by the Local Planning Authority prior to the commencement of development.

**Reason:** To reduce overall flood risk in accordance with Policy CP12 of the Exeter Core Strategy

- 11) Prior to occupation of the first dwelling details of a fence spanning the boundary to the east of the site and bounding the railway line should be submitted to the Council for approval in consultation with Network Rail and constructed in accordance with the approved scheme.

**Reason:** For reasons of public safety.

- 12) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 1 October 2013 (*dwg. no. 120633/A/07/A*) as modified by other conditions of this consent.

**Reason:** In order to ensure compliance with the approved drawings.

- 13) The proposed estate roads, footways, footpaths, junctions, verges, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, road maintenance/vehicle overhang margins, cycle routes, bus passenger waiting facilities (including shelters and real time passenger information), embankments, visibility splays, accesses, car parking and street furniture shall be constructed and laid out in accordance with details to be approved by the Local Planning Authority in writing before their construction begins. For this purpose, plans indicating, as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the Local Planning Authority.

**Reason:** To ensure that adequate information is available for the proper consideration of the detailed proposals.

- 14) No part of the development shall be occupied until the access arrangements across the Russell Way overbridge have been designed and constructed fully in accordance with details previously submitted to and approved in writing by the Local Planning Authority and the Local Highway Authority.

**Reason:** To ensure the site is served by sustainable transport modes required to meet the agreed residential trip rates.

- 15) No part of the development hereby approved shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The statement should include details of access arrangements and timings and management of arrivals and departures of vehicles.

**Reason:** In the interests of highway safety and public amenity.

- 16) No part of the development hereby approved shall be brought into its intended use until a comprehensive travel plan has been submitted to, and approved in writing by, the local planning authority.  
**Reason:** To ensure that the development promotes all travel modes to reduce reliance on the private car, in accordance with paragraph 36 of the NPPF.
- 17) A Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development.  
**Reason:** To control the environmental impact of the development during demolition and construction.
- 18) An additional noise impact assessment is required which should be of sufficient duration and detail to establish a representative background noise level and enable the noise impact of railway, road traffic noise, and the impact of external store plant equipment on the proposed development. The report CRN/ CRTN calculation should include consideration of the predicted increase in road traffic usage over the next 15 years as well as the effect of use of the retail store extraction/ air handling units, and use of the retail store service/ delivery yard. The report's assessment of the impact of the retail stores extraction/ air handling units and use of the stores service/ delivery yard should fully comply with the reporting requirements of Section 10 of BS4142 and include details of measurement locations for compliance; plant noise should be at a rating level of 5dB below background. Details of the source of input data e.g. levels from car parks, loading bays etc should be referenced in the report. The proposed assessment methodology, as well as the noise impact assessment report shall be submitted to the Local Planning Authority for approval at the same time as any reserved matters planning application submitted pursuant to this planning permission.  
If, following the above assessment, the LPA concludes that noise mitigation measures are required, the applicant shall also submit a scheme for protecting the proposed residential development from noise from road/ rail noise, noise from the air handling units, and noise from use of the service/ delivery yard at the proposed retail store development. This shall be based on the results of the aforementioned assessment and shall be submitted to and approved by the Local Planning Authority before development commences. All works that form part of the scheme shall be completed before any of the permitted development is occupied.  
**Reason:** In the interests of the residential amenity of the future occupants of the dwellings.

21

**PLANNING APPLICATION NO. 13/4073/03 - DEVON AND CORNWALL  
CONSTABULARY, POLICE HEADQUARTERS, MIDDLEMOOR, EXETER, EX2  
7HQ**

Councillor Choules declared a disclosable pecuniary interest as his wife was employed by Morrisons and left the meeting during consideration of this item.

The Area Planner presented the application for planning permission for a Criminal Justice Centre and Police Hub in the south of the site and a Class A1 Supermarket (extending to 6,789 sqm with associated petrol filling station and customer car parking for 418 cars) in the north-east of the site.

He reported that the County Council had provided a revised consultation response indicating satisfaction with the submitted information relating to the transportation impact of the proposal and the design/layout of the various access points in principle. Consequently, subject to appropriate conditions and a Section 106 Agreement under the Town and Country Planning Act 1990 the Highway Authority raised no objections.

It was reported that the Highways Agency had replaced the holding direction of non-approval with one directing a condition relating to Moor Lane roundabout improvements and that an additional objection had been received as set out in the update sheet.

Members were circulated with an update sheet - attached to minutes.

Councillor DJ Henson, having given notice under Standing Order No.44, spoke on the item. He raised the following points:-

- 35 representations have been received from local residents with the predominant concern being the extra traffic that will be generated as a result of this development which will be exacerbated as a result of the previously approved developments for IKEA and the housing site south of the A379;
- the applicant has failed to provide a detailed Highway Traffic Management Plan despite having sufficient time to do so;
- all aspects of the application should be determined by the Planning Committee and no elements should be delegated to the officers;
- these developments will increase the pressure on the City's transport network. The four main arterial routes of Heavitree Road, Prince Charles Road, Tosham Road and Polsloe Road are of particular concern. Traffic is diverted from Topsham Road through the Rydons development into Heavitree, traffic from Heavitree Road diverts onto Polsloe Road and increasing flow along Prince Charles Road increases the pressure on the Old Tiverton Road. Ultimately, the City's transport network is facing gridlock; and
- request deferral of the application for the applicant to provide additional information on highway matters.

Councillor Leadbetter, having given notice under Standing Order No.44, spoke on the item. He raised the following points:-

- local residents, especially Bathurst Close, are concerned that the location of the Custody Centre is a potential security threat to their properties given the nature of the individuals being dealt with. Unlike Heavitree Road, which is close to the City Centre and with quick access to public transport, residents fear that, on release from the Custody Centre, some individuals may remain in the area which could lead to criminal activity. Because of the lack of transport links in the immediate area they feel that some may not leave quickly. It has a capacity for 40 and this could mean some 10,000 individuals being handled in a single year; and
- request that the access to the Custody Centre is moved so that it is not as close to the access to Bathhurst Close, that a Management Plan be prepared by the Devon and Cornwall Constabulary to include reference to how individuals will leave the area and that CCTV cameras be installed in appropriate locations.

Mr Skelly, the Deputy Chief Constable, spoke in support of the application. He raised the following points:-

- the site has been occupied since 1930 reflecting the longevity of the Police role as a civic partner;



- the development of the site is a central element of the long term strategic plans for the Force and its role in Exeter, East Devon and the wider community;
- a custody facility has been based at the Heavitree Road Police Station since 1959 on two floors but is now outdated and a transfer to a modern up to date facility is essential; and
- the development of the northern part of the site for the store is a co-dependent element necessary to release capital for re-investment in new policing facilities. No additional funding is available so the funds must be derived from the sale of part of the Middlemoor site.

He responded to Members' queries:-

- recognise the concerns of local residents regarding the security of their homes and, although those released from custody do not receive bus or train passes or any specific assistance with returning home, the majority make their own arrangements and are usually met on release. They are unlikely to wish to remain in the area close to the Police hub in any event. A risk assessment of each individual is incorporated into the custody process. The concerns are understood and the Police will do their best to minimise risks;
- normal helplines are available should the residents feel concerned - the 999 emergency number or the 101 number for non emergencies;
- the emerging strategy for the Hub has regard to the Police role in relation to other Crime and Justice issues and facilities and those in custody will still need to be transferred to the Magistrates Courts in Heavitree Road;
- long term, all policing facilities will be transferred from Heavitree Road to the new Hub, but there will remain a contact centre and police presence in the City Centre for public to meet the Police; and
- as the new Custody Centre will have additional capacity this will reduce the likelihood of those arrested being transferred out of the City to an alternative custodial centre because of lack of space as currently occurs occasionally with Heavitree Road. This will free up personnel for other policing activities.

The recommendation was for approval subject to the conditions as set out in the report and update sheet.

**RESOLVED** that, subject to consultation with the Secretary of State regarding potential call in, the Assistant Director City Development, in consultation with the Chair of this Committee, be granted delegated authority to **APPROVE** planning permission for a Criminal Justice Centre and Police Hub in the south of the site and a Class A1 Supermarket (extending to 6,789 sqm. with associated petrol filling station and customer car parking for 418 cars) in the north-east of the site, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990 addressing the matters referred to in the report, subject also to the following conditions which comprised those as set out in the original report and as amended on the update sheet, together with the additional conditions as requested by Devon County Council and directed by the Highways Agency as also set out in the update sheet, with the Assistant Director City Development authorised to vary or supplement as appropriate:-

- 1) C05 - Time Limit - Commencement
- 2) C15 - Compliance with Drawings
- 3) The development of the retail store or the additional Police Authority accommodation shall not begin until full details of drainage works to serve

that element of the scheme have been submitted to and approved by the Local Planning Authority in writing. The drainage details submitted pursuant to this condition shall accord with the submitted Flood Risk Assessment & Drainage Statement dated July 2013 (as modified by the FRA & DS Addendum dated December 2013). Thereafter each element of the development shall be implemented in accordance with the approved details.  
**Reason** - To ensure the satisfactory drainage of the development.

- 4) C17 - Submission of Materials
- 5) Prior to the commencement of development of either the retail store or the additional Police Authority accommodation a detailed scheme for landscaping for the respective part of the site, including the planting of trees and/or shrubs, the use of surface materials and boundary screen walls and fences shall be submitted to the Local Planning Authority for approval; such scheme shall specify materials, species, tree and plant sizes, numbers and planting densities, and any earthworks required together with the timing of the implementation of the scheme. The landscaping shall thereafter be implemented in accordance with the approved scheme in accordance with the agreed programme. The submitted landscaping scheme will be expected to accord with Landscape concept drawing nos 02 Rev E and 03 Rev B that accompanied the submitted Soft Landscape Works Maintenance and Management Proposals document dated 16th April 2013.  
**Reason** - To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.
- 6) C38 - Trees - Temporary Fencing
- 7) C37 - Replacement Planting
- 8) No development related works shall take place within the site of either the retail store or the additional Police Authority accommodation until a written scheme of archaeological work for the relevant part of the site has been submitted to and approved in writing by the Local Planning Authority. This scheme shall include on-site work, and off-site work such as the analysis, publication, and archiving of the results, together with a timetable for completion of each element. All works shall be carried out and completed in accordance with the approved scheme, unless otherwise agreed in writing by the Local Planning Authority.  
**Reason** -To ensure the appropriate identification, recording and publication of archaeological and historic remains affected by the development.
- 9) No development shall take place on the site of either the retail store or the additional Police Authority accommodation until a full investigation of the relevant part of the application site has taken place to determine the extent of, and risk posed by, any contamination of the land and the results, together with any remedial works necessary, have been agreed in writing by the Local Planning Authority. The building(s) shall not be occupied until the approved remedial works have been implemented and a remediation statement submitted to the Local Planning Authority detailing what contamination has been found and how it has been dealt with together with confirmation that no unacceptable risks remain.  
**Reason** - In the interests of the amenity of the occupants of the building(s) hereby approved.

- 10) Construction work shall not take place outside the following times: 8am to 6pm (Monday to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.  
**Reason:** In the interests of the amenity of occupants of nearby buildings.
- 11) The lighting to external areas (and any external facing internal lighting) of the supermarket development shall be turned off between the hours of 11pm and 6am daily unless otherwise agreed in writing by the Local Planning Authority.  
**Reason:** To prevent light pollution in the interests of the residential amenity of the occupants of surrounding properties.
- 12) Separate Construction Environmental Management Plans (CEMP) in respect of the supermarket development and the police accommodation shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development on each respective element of the development hereby approved, and shall thereafter be adhered to during the construction period. These should include:
- (a) details of monitoring and mitigation measures to control the environmental impact of the development during the construction and demolition phases, including site traffic and emissions of noise and dust.
  - (b) details of the phasing and timing of work to minimise noisy activities on Saturdays and measures that will minimise the impact of construction traffic on the local road network, including parking.
  - (c) any road closure;
  - (d) hours during which delivery and construction traffic will travel to and from the site;
  - (e) the number and sizes of vehicles visiting the site in connection with the development and the frequency of their visits;
  - (f) the compound/location where all building materials and waste will be stored during the demolition and construction phases;
  - (g) areas on-site where delivery vehicles and construction traffic will load or unload building materials, finished or unfinished products, parts, crates, packing materials and waste with confirmation that no construction traffic or delivery vehicles will park on the County highway for loading or unloading purposes, unless prior written agreement has been given by the Local Planning Authority;
  - (h) details of wheel washing facilities and obligations
  - (j) the proposed route of all construction traffic exceeding 7.5 tonnes.
  - (k) photographic evidence of the condition of adjacent public highway prior to commencement of any work.

Prior to commencement it is recommended that the developer consults, and if necessary meets with, the Local Highway Authority to establish an agreed approach for progressing implementation of the development.

The CEMP should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during this phase of the development, in order to discuss forthcoming work and its environmental impact.

**Reason** - To minimise impacts from construction related traffic on the environment, the amenity of local residents/businesses and safety on the public highway.

- 13) Details of all building services plant relating to the retail store and the additional Police Authority accommodation, including sound power levels

and predicted sound pressure levels at a specified location outside the building envelope, shall be submitted to and approved in writing by the LPA. The predicted noise levels relating to each element of the scheme shall be submitted prior to commencement of the relevant part of the development and shall be demonstrated by measurement or calculation prior to occupation of that part of the development, and shall be adhered to at all time thereafter.

**Reason** - In the interests of residential amenity.

- 14) Prior to the retail store hereby approved being brought into operation a Management Plan covering details of all delivery and servicing arrangements associated with the store shall be submitted to, and be agreed in writing by, the Local Planning Authority. The management plan should be based on the Wm Morrison Supermarkets Plc Quiet Delivery (Noise Management) System and include provision for appropriate noise trials in line with the 'Quiet Deliveries Demonstration Scheme 2011. Thereafter the store shall be operated in accordance with the agreed Management Plan at all times unless otherwise agreed in writing by the Local Planning Authority.  
**Reason:** In the interests of minimising the potential noise impact of the store upon residential amenities within the vicinity of the site.

- 15) Unless it is demonstrated in writing that it is not viable or feasible to do so the buildings comprised in the development hereby approved shall be constructed so that their internal systems for space and water heating are capable of being connected to the proposed decentralised energy (district heating) network at Monkerton and Hill Barton. Prior to occupation of the development the necessary on site infrastructure shall be put in place for connection of those systems to the network at points at the application site boundary agreed in writing by the LPA.  
**Reason** -To ensure that the proposal complies with Policy CP13 of Council's Adopted Core Strategy in the interests of delivering sustainable development.

- 16) Any individual building hereby approved shall achieve a BREEAM 'excellent' standard as a minimum, and shall achieve 'zero carbon' if commenced on or after 1 January 2019. Prior to commencement of such a building the developer shall submit to the Local Planning Authority a BREEAM design stage assessment report, the score expected to be achieved and which standard this relates to. Where this does not meet the minimum required standard the developer must provide details of what changes will be made to the development to achieve the minimum standard, and thereafter implement those changes. A post completion BREEAM report shall be submitted to the Local Planning Authority within 3 months of the substantial completion of any such building hereby approved. The required BREEAM assessments shall be prepared, and any proposed design changes approved prior to commencement of the development, by a licensed BREEAM assessor.  
**Reason:** In the interests of sustainable development.

- 17) Where construction of any building hereby permitted has not been commenced before 1 January 2019, the Local Planning Authority shall be notified in writing of the identity of all buildings for which construction has commenced before 1 January 2019, within 10 working days following that date.  
**Reason:** In the interests of monitoring compliance with sustainable development requirements.

- 18) No development shall take place until a Wildlife Plan which demonstrates how the proposed development has been designed to enhance the ecological interest of the site, and how it will be managed in perpetuity to enhance wildlife has been submitted to and approved by the Local Planning Authority. Thereafter the development shall be carried out and managed strictly in accordance with the approved measures and provisions of the Wildlife Plan.  
**Reason** : In the interests of protecting and improving existing, and creating new wildlife habitats in the area.
- 19) The type and location of any recycling facilities to be provided on the site of the retail store forming part of this application shall be submitted to, and approved in writing by, the Local Planning Authority prior to their installation. Thereafter, any such facilities shall be provided strictly in accordance with the approved details.  
**Reason** : In the interests of the visual amenity of the area, and the residential amenities of the occupants of surrounding residential areas
- 20) No more than 30% of the net retail floor space of the store hereby approved shall be devoted to the sale and display of comparison goods.  
**Reason** - In the interests of protecting the vitality and viability of the existing city centre, district and local centres.
- 21) TO8 - Trees - Bat condition.
- 22) Any buildings to be demolished should be assessed in detail for possible bat interest prior to works being carried out in accordance with a methodology to be agreed by a bat consultant. This should involve inspection of the buildings to be demolished for potential roosting opportunities. If bats are found to be using the buildings, the advice of a bat consultant should be sought to prevent disturbance/injury to bats which would constitute an offence.  
**Reason** : To comply with the Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000.
- 23) The Class A1 supermarket hereby approved shall not be opened/brought into use until highway improvements to the signalised junction of Hill Barton Road and the A3015 including the addition of pedestrian crossing facilities for crossing Hill Barton Road have been completed in accordance with details (broadly in accordance with drawing no. VN50211-ECC-DG-0006) that shall previously have been submitted to, and approved in writing by, the Local Planning Authority.  
**Reason** – To prevent an adverse impact on the local highway network and provide a suitable access to the site for pedestrian and cyclists visiting the retail store, in accordance with paragraph 32 of the NPPF.
- 24) Neither the retail store nor the additional Police Authority accommodation hereby approved shall be brought into its intended use until the on-site cycle-parking and car-parking facilities to serve that element of the scheme have been provided, surfaced and marked out in accordance with details that shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter the said facilities shall be permanently retained for the intended purpose at all times.  
**Reason** – To ensure that adequate facilities are available for the traffic attracted to the site.

- 25) Neither the retail store nor the additional Police Authority accommodation hereby approved shall be brought into its intended use until the pedestrian and cycle connections within the respective parts of the site and to the surrounding highway network to serve that element of the scheme have been provided, surfaced and marked out in accordance with details that shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter they shall be retained for the intended purpose at all times.  
**Reason** – To ensure that adequate facilities are available for the traffic attracted to the site.
- 26) Unless otherwise agreed in writing by the Local Planning Authority, in consultation with the Highway Authority, the vehicular access to the petrol filling station shall be provided in the location identified on drawing no. (PL) 04 Rev B.  
**Reason** – To minimise the potential impact of any overspill queuing that could result in an unsafe access to the site.
- 27) No part of the additional Police Authority accommodation comprised in this application shall be brought into its intended use until the proposed accesses onto Sidmouth Road, including visibility splays, drainage and turning areas have been provided and maintained in accordance with details that shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter the said accesses shall be retained for the intended purpose at all times unless otherwise agreed in writing by the Local Planning Authority.  
**Reason** – To ensure that a safe and suitable access is achieved in accordance with paragraph 32 of the NPPF.
- 28) The Framework Travel Plan shall be updated with specific details on the proposed measures to reduce single occupancy car driver trips to the site and shall be submitted to and agreed in writing by the Local Planning Authority and Local Highway Authority in advance of occupation of the development and a review of travel patterns for the site shall be undertaken within 6 months of occupation of the development and on an annual basis thereafter, unless otherwise agreed with the Local Planning Authority. The Framework Travel Plan shall be implemented as updated and as subsequently revised in accordance with this condition.  
**Reason** - To ensure that the development promotes all travel modes to reduce reliance on the private car, in accordance with paragraph 36 of the NPPF.
- 29) Other than the Criminal Justice Centre, the occupation of any part of the development authorised by this permission shall not be allowed unless otherwise agreed by the Local Planning Authority (in consultation with the Secretary of State for Transport) until :-
1. Devon County Council (in consultation with the Secretary of State for Transport) has approved in writing a full scheme of works for improvements to Moor Lane Roundabout and
  2. The approved works at Moor Lane Roundabout have been completed in accordance with the Local Highway Authority's written approval (in consultation with the Secretary of State for Transport) and have been certified in writing as complete on behalf of the Local Planning Authority, in this case Exeter City Council.
- Reason** - To ensure that the capacity of Moor Lane Roundabout is enhanced to prevent the risk of queuing on the westbound A30 Honiton Road approach extending into and impacting upon the operation of M5

Junction 29. Congestion on this approach would be exacerbated and further affect the SRN if occupation of the development was to come forward before proposed Devon County Council improvements to Moor Lane Roundabout are in place, and full completion of the Phase 3 Link Road not complete.

- 30) The net retail floor space of the store hereby approved shall be limited to 3,886 m<sup>2</sup> in accordance with the submitted Retail Assessment.  
**Reason** – In the interests of protecting the vitality and viability of the existing city centre, district and local centres.

22

**PLANNING APPLICATION NO. 13/4067/01 - DEVON AND CORNWALL  
CONSTABULARY, POLICE HEADQUARTERS, MIDDLEMOOR, EXETER, EX2  
7HQ**

The Area Planner presented the application for outline planning permission (with all matters reserved except for access) for two residential areas (referred to as 'Area A' and 'Area B') to provide a combined provision for up to 83 residential units. Area A is located in the north-western part of the Middlemoor site, whereas Area B is located in the central part (to the south of the proposed supermarket).

He reported that the Highways Agency was now satisfied from the additional information and modelling that development traffic can be accommodated at M5 junction 30. However, development traffic would impact on the operation of Moor Lane Roundabout which would in turn affect the operation of Junction 29, primarily in the AM peak. In view of this, the improvement at Moor Lane roundabout would need to be in place before occupation/opening of the development occurs. The Agency had therefore replaced its holding direction of non approval and replaced it with one directing an appropriate condition.

A Member welcomed the proposed improvements to the Wilton Way roundabout but asked if a safe pedestrian crossing could be provided. The Highway Development Management Officer confirmed that a totally safe crossing would require traffic light controls, which was not possible at this location, but that there was a pedestrian refuge on each arm of the roundabout. As with the previous item, the issue of broadband internet access to serve the new dwellings was raised.

Members were circulated with an update sheet - attached to minutes.

The recommendation was for approval, subject to the conditions as set out in the report and the update sheet.

**RESOLVED** that the Assistant Director City Development, in consultation with the Chair of this Committee, be granted delegated authority to **APPROVE** outline planning permission, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990, requiring the following:-

- affordable housing, including housing for disabled, housing mix and tenure;
- provision and future management of on-site open space, and children's play areas (or off site contribution if agreed as more appropriate), including maintenance where appropriate;
- travel plan implementation contribution (£500/dwelling);
- a requirement to utilise a district heating system unless it can be satisfactorily demonstrated that it is not feasible to do so (possibly replaced by condition if appropriate);
- rights to provide appropriate district heating pipe work for the development (possibly replaced by condition if appropriate); and
- local employment/training opportunities;

and subject also to the following conditions (which may be varied or supplemented as appropriate):-

- 1) Approval of the details of the layout, scale, appearance of the buildings, the means of access thereto (other than the points of access from Alderson Drive) and the landscaping of the site (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before any development is commenced.  
**Reason:** To safeguard the rights of control by the Local Planning Authority in respect of the reserved matters.
- 2) C07 - Time Limit – Outline
- 3) The development shall not begin until full details of drainage works have been submitted to and approved by the Local Planning Authority in writing. The drainage details submitted pursuant to this condition shall accord with the submitted Flood Risk Assessment & Drainage Statement dated July 2013 (as modified by the FRA & DS Addendum dated December 2013). Thereafter the development shall be implemented in accordance with the approved details.  
**Reason** - To ensure the satisfactory drainage of the development.
- 4) Any reserved matters application submitted pursuant to this consent shall incorporate open space that meets the criteria set out in policy DG5, and the accompanying text to that policy, of the Exeter Local Plan First Review 1995-2011. This will require provision equivalent to at least 10% of the gross development area of the application site as open space.  
**Reason:** To ensure that adequate open space is provided to meet the needs of the future occupants of the housing hereby approved.
- 5) The development hereby approved shall not commence until details of the proposed finished floor levels and overall ridge heights of all the dwellings, in relation to an agreed fixed point or O.S datum have been submitted to, and been approved in writing by, the Local Planning Authority. Thereafter the development shall be implemented in accordance with the approved details.  
**Reason** - In the interests of the visual amenities of the area and the residential amenities of the occupants of surrounding properties.
- 6) C17 - Submission of Materials
- 7) A detailed scheme for landscaping, including the planting of trees and/or shrubs and hard landscaping including boundary screen walls and fences shall be submitted to the Local Planning Authority as part of the submission of reserved matters; such scheme shall specify types and species, and any earth works required, together with a programme of planting and the timing of implementation of the scheme. The submitted landscaping scheme will be expected to accord with Landscape concept drawing nos 02 Rev E and 03 Rev B that accompanied the submitted Soft Landscape Works Maintenance and Management Proposals document dated 16th April 2013. Thereafter the development shall be implemented in accordance with the approved details.  
**Reason** - To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.
- 8) C36 - No Trees to be Felled
- 9) C38 - Trees - Temporary Fencing



- 10) C37 - Replacement Planting
- 11) C57 - Archaeological Recording
- 12) The proposed estate road, cycleways, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, road maintenance/vehicle overhang margins, embankments, visibility splays, accesses, car parking and street furniture shall be constructed and laid out in accordance with details to be approved by the Local Planning Authority in writing before their construction begins. For this purpose, plans and sections indicating, as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the Local Planning Authority.  
**Reason:** To ensure that adequate information is available for the proper consideration of the detailed proposals.
- 13) A Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development, and shall thereafter be adhered to during the construction period. This should include:
- (a) details of monitoring and mitigation measures to control the environmental impact of the development during the construction and demolition phases, including site traffic and emissions of noise and dust.
  - (b) details of the phasing and timing of work to minimise noisy activities on Saturdays and measures that will minimise the impact of construction traffic on the local road network, including parking.
  - (c) any road closure;
  - (d) hours during which delivery and construction traffic will travel to and from the site;
  - (e) the number and sizes of vehicles visiting the site in connection with the development and the frequency of their visits;
  - (f) the compound/location where all building materials and waste will be stored during the demolition and construction phases;
  - (g) areas on-site where delivery vehicles and construction traffic will load or unload building materials, finished or unfinished products, parts, crates, packing materials and waste with confirmation that no construction traffic or delivery vehicles will park on the County highway for loading or unloading purposes, unless prior written agreement has been given by the Local Planning Authority;
  - (h) details of wheel washing facilities and obligations
  - (j) The proposed route of all construction traffic exceeding 7.5 tonnes.
  - (k) Photographic evidence of the condition of adjacent public highway prior to commencement of any work.

Prior to commencement it is recommended that the developer consults, and if necessary meets with, the Local Highway Authority to establish an agreed approach for progressing implementation of the development.

The CEMP should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during this phase of the development, in order to discuss forthcoming work and its environmental impact.

**Reason** - To minimise impacts from construction related traffic on the environment, the amenity of local residents/businesses and safety on the public highway.

- 14) No development shall take place on site until a full investigation of the site has taken place to determine the extent of, and risk posed by, any contamination of the land and the results, together with any remedial works necessary, have been agreed in writing by the Local Planning Authority. The buildings shall not be occupied until the approved remedial works have been implemented and a remediation statement submitted to the Local Planning Authority detailing what contamination has been found and how it has been dealt with together with confirmation that no unacceptable risks remain.  
**Reason:** In the interests of the amenity of the occupants of the buildings hereby approved.
- 15) No individual dwelling hereby approved shall be brought into its intended use until secure cycle parking facilities for residents have been provided in accordance with details that shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter the said cycle parking facilities shall be retained for that purpose at all times.  
**Reason:** To ensure that cycle parking is provided, in accordance with Exeter Local Plan Policy T3.
- 16) An additional noise impact assessment is required which should be of sufficient duration (& encompassing various wind directions), to enable the noise impact of railway and road traffic noise on the proposed development to be calculated (CRN/ CRTN calculation), as well as the effect of use of the Police firing range, the new concrete batch plant (Sowton Industrial Estate), and noise from the proposed supermarket extraction/ air conditioning units. The proposed assessment methodology, as well as the noise impact assessment report shall be submitted to the Local Planning Authority for approval at the same time as any reserved matters application.  
  
If, following the above assessment, the LPA concludes that noise mitigation measures are required, the applicant shall then submit a scheme for protecting the proposed residential development from noise from road/ rail noise, noise from the Police firing range, noise from the Sowton Industrial Estate, and noise from the extraction/ air conditioning units at the proposed supermarket development. This shall be based on the results of the above assessment and shall be submitted to and approved by the Local Planning Authority before development commences. All works that form part of the scheme shall be completed before any of the permitted development is occupied. The applicant should aim to achieve at least the 'Reasonable' standards for internal noise level specified in BS8233:1999 Sound Insulation and Noise Reduction for Buildings – Code of Practice.  
**Reason** - In the interests of the residential amenity of the future occupants of the dwellings, and given that the detailed design of the development has not yet been fixed.
- 17) Construction work shall not take place outside the following times: 8am to 6pm (Monday to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.  
**Reason:** In the interests of the amenity of occupants of nearby buildings.
- 18) Unless it is demonstrated in writing that it is not viable or feasible to do so the buildings comprised in the development hereby approved shall be constructed so that their internal systems for space and water heating are capable of being connected to the proposed decentralised energy (district heating) network at Monkerton and Hill Barton. Prior to occupation of the development the necessary on site infrastructure shall be put in place for connection of those systems to the network at points at the application site boundary agreed in writing by the LPA.

**Reason** - To ensure that the proposal complies with Policy CP13 of Council's Adopted Core Strategy in the interests of delivering sustainable development.

- 19) Any individual dwelling hereby approved shall achieve Code for Sustainable Homes (CSH) Level 4 (including a 44% CO2 emissions rate reduction from Part L 2006) as a minimum, and a CSH Level 5 (Zero Carbon) if commenced on or after 1 January 2016, in accordance with the requirements of the Code for Sustainable Homes 2006 and the Code for Sustainable Homes Technical Guide November 2010 (or such equivalent standard that maybe approved in writing by the Local Planning Authority) and Exeter Core Strategy Policy CP15.

**Reason:** In the interests of sustainable development.

- 20) Prior to commencement of any dwelling the developer shall submit to the Local Planning Authority a Design Stage Code for Sustainable Homes (CSH) assessment including the score expected to be achieved and which standard this relates to. Where this does not meet the minimum required standard the developer must provide details of what changes will be made to the development to achieve the minimum standard, and thereafter implement those changes. Unless otherwise agreed in writing by the Local Planning Authority, no dwelling shall be occupied until an application for a Final Code Certificate has been made seeking certification that the required Code Level has been achieved and within one year of occupation of any dwelling the developer shall submit to the Local Planning Authority a Final Code Certificate to demonstrate that a Final Code Level of 4 or 5 has been achieved as required above.

**Reason:** In the interests of sustainable development

- 21) The Local Planning Authority shall be notified in writing of the identity of all dwellings for which construction has commenced before 1 January 2016, within 10 working days following that date.

**Reason:** In the interests of monitoring compliance with sustainable development requirements.

- 22) Prior to the first occupation of any dwelling constructed within Area A forming part of this planning application a shared pedestrian/cycle path link shall be created and made available for use from the site linking to the existing footpath on Hill Barton Road in accordance with details which shall previously have been submitted to and approved in writing by the Local Planning Authority.

**Reason:** In the interests of permeability and the encouragement of the use of sustainable modes of transport

- 23) No development shall take place until a Wildlife Plan which demonstrates how the proposed development has been designed to enhance the ecological interest of the site, and how it will be managed in perpetuity to enhance wildlife has been submitted to and approved by the Local Planning Authority. Thereafter the development shall be carried out and managed strictly in accordance with the approved measures and provisions of the Wildlife Plan.

**Reason** - In the interests of protecting and improving existing, and creating new wildlife habitats in the area.

- 24) The occupation of any part of the development authorised by this permission shall not be allowed unless otherwise agreed by the Local Planning Authority (in consultation with the Secretary of State for Transport) until :-

1. Devon County Council (in consultation with the Secretary of State for Transport) has approved in writing a full scheme of works for improvements to Moor Lane Roundabout and
2. The approved works at Moor Lane Roundabout have been completed in accordance with the Local Highway Authority's written approval (in consultation with the Secretary of State for Transport) and have been certified in writing as complete on behalf of the Local Planning Authority, in this case Exeter City Council.

**Reason** - To ensure that the capacity of Moor Lane Roundabout is enhanced to prevent the risk of queuing on the westbound A30 Honiton Road approach extending into and impacting upon the operation of M5 Junction 29. Congestion on this approach would be exacerbated and further affect the SRN if occupation of the development was to come forward before proposed Devon County Council improvements to Moor Lane Roundabout are in place, and full completion of the Phase 3 Link Road not complete.

- 25) The provision of infrastructure relating to broadband access.

(The meeting commenced at 5.30 pm and closed at 7.50 pm)

Chair

## SCRUTINY COMMITTEE - COMMUNITY

14 January 2014

### Present:

Councillor Norman Shiel (Chair)

Councillors Bowkett, Branston, Bull, Clark, Macdonald, Morris, Mottram, Payne and Spackman

### Apologies:

Councillors Mitchell, Choules and Crow

### Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director Environment, Assistant Director Housing, Assistant Director Customer Access, Corporate Manager Democratic and Civic Support, Housing Operations Manager, Principal Accountant (SR), Housing Options Manager and Democratic Services Officer (Committees) (HB)

### 1 **Minutes**

The minutes of the meeting held on 12 November 2013 were taken as read and signed by the Chair as correct.

### 2 **Declaration of Interests**

No declarations of interests were made by Members.

## ITEMS FOR DISCUSSION

### 3 **Future Workings of Scrutiny**

The Corporate Manager Democratic and Civic Support presented the report informing Members of recent changes to the scrutiny process including changes in the operation of the three Scrutiny Committees and of proposed changes to future working in order to make the Committees more efficient and effective.

Some of the proposed changes that had emerged following a series of meetings between the Chairs and Deputy Chairs of the three Committees were:-

- a new style of agenda format;
- unless requested, officers would not present reports at committee;
- Members to provide officers with advance notification of questions to be asked at the meeting;
- Scrutiny Chairs to take a more active role in the Committee meeting 'pre-meet' to decide agenda content; and
- Portfolio Holder's reports to be considered prior to Council meetings rather than at Scrutiny Committees.

Councillor Macdonald moved and Councillor Payne seconded the following motion:-

“That the principles and concepts of the report be considered by all Members prior to a Council meeting, which would also provide an opportunity to trial the efficacy and practicality of Members meeting prior to the Council meeting to discuss matters, as was being proposed with regard to the Portfolio Holder reports.”

The motion was put to the vote and lost.

Councillor Bull moved and Councillor Bowkett seconded the following motion:-

“Scrutiny Committee - Community welcomes looking at further ways to develop the scrutiny process. However, the proposals in front of us come from the Chairs of scrutiny and has, until now, not been through a cross party process. At this stage the report may be subjected to numerous and conflicting amendments at the three individual scrutiny committees.

Previous proposed changes to scrutiny were done through a cross party working group and, therefore, a precedent for an appropriate process has been established.

We therefore recommend that Executive re-establish a cross party working group to look into this report and to bring back proposals to Executive and then, subject to approval, they be put before Full Council.”

The motion was put to the vote and carried.

#### 4 **Reports of Portfolio Holders**

Councillors Hannaford and Owen presented progress reports on priorities within the Housing and Customer Access Portfolio and the Environment, Health and Well Being Portfolio respectively. Responses to Members' queries are set out below:

##### Housing and Customer Access

- approximately a fifth of the City's housing stock was in the private rented sector, a quarter of which was of poor standard; the introduction of the Exeter Landlord's Accreditation Training Scheme was therefore a positive step;
- as provision of affordable homes remained a priority, the Council wished to continue its strong track record in this respect and to ensure that developers met the recently introduced 35% ratio of such homes in new developments. The Planning Inspector had advised that 35% of affordable housing was sensible;
- notwithstanding the proposed Council house rent increase of 3.7%, rent levels compared favourable to other areas and this was a central tenet of the HRA Business Plan;
- the importance of encouraging local, small and medium sized firms to tender for the various housing contracts was recognised;
- local Members would be advised of the consultation process with developers during negotiations for CIL contributions to local communities. There would be a focus on site related infrastructure and affordable housing; and
- the reduction of street begging was a priority, including the introduction of an alternative giving scheme, improved access to accommodation and treatment services for those wishing to engage and more robust enforcement. A poster campaign had been created to help educate the public on the dangers of giving cash to beggars and signs placed in car parks to advise that drug taking, sleeping

etc. is illegal in car parks. An agreement was being sought from the Police that they are committed to working with the Council on this matter.

### Environment, Health and Well Being

The Portfolio Holder explained that responsibility for the Parkwood Leisure contract had been transferred to the Portfolio Holder for Economy and Culture and that the Health and Wellbeing stream of work had been added to his portfolio.

- the County Council had agreed to allocate a sum of money for the Council to determine its own regime of grass and weed cutting and a meeting was to be held with the Assistant Director Public Realm to discuss further;
- an agreement had been reached with the taxi trade for continued funding of the Taxi Marshall Scheme on Saturday nights in 2014. At present, this could not be extended to cover Friday nights because of the cost;
- a Help Zone trialled on 20 December to assist the public late at night/early morning had been very successful with 16 people helped. A debriefing for partners including the Police, Health Workers, Street Pastors etc. was to be held when consideration would also be given to funding a continuation of this scheme;
- charging for the deposit of commercial waste at the recycling centre was appropriate. This was a County Council function;
- the proliferation of betting shops in the City Centre was of concern, especially as they were categorised as financial services under planning legislation which made the change of use to such shops relatively straight forward. It was hoped that a proposal at Government level to introduce stricter controls would be progressed; and
- the licensing regime could help control fly posting of events by licensed premises.

Scrutiny Committee - Community noted the reports.

### **ESTIMATES, CAPITAL PROGRAMME AND FEES AND CHARGES**

#### **5 Community – General Fund – Estimates/New Capital Bids/Fees and Charges**

The Principal Accountant presented the report on the Community Revenue Account Estimates and Fees and Charges, which outlined the strategic framework within which the estimates had been prepared; changes in accounting practices which affected all budgets and gave detailed reasons for major changes in the Management Unit estimates. A detailed schedule of the capital programme for Community was also attached to the report.

Since the reporting of estimates to the December meeting of this Committee, the employer superannuation rates for 2014/15 had been announced, with the increased cost of £130,000 being reflected in the revised draft revenue estimates.

Members noted the increase charge imposed for inspecting properties for immigration sponsors and to the £10,000 budget increase for illegal camping by travellers etc. The City and County Councils were working together on this issue.

Scrutiny Committee – Community noted the draft Revenue Estimates for 2014/15, the proposed Capital Programme and Fees and Charges for further consideration by Executive.

## 6 **Community – Housing Revenue Account – Estimates/New Capital Bids/Fees and Charges**

The Assistant Director Housing presented the report on the Housing Revenue Account Estimates and Fees and Charges, which outlined the strategic framework within which the estimates had been prepared, changes in accounting practices which affected all budgets and gave detailed reasons for major changes in the Management Unit estimates. A detailed schedule of the capital programme for Housing was also attached to the report together with details of the Council Own Build programme.

The increased superannuation costs had resulted in a £28,000 increase in the estimates. There had also been a £50,000 increase in the capital programme since the December meeting of this Committee for a new lift at 98 Sidwell Street.

The consequence of the Government potentially cutting short the period preparing for rent convergence by one year could be a loss of rental income of £185,000 a year, although this needed to be seen in the context of an overall budget of £19 million.

Scrutiny Committee – Community noted the draft Revenue Estimates for 2014/15, the proposed Capital Programme, Fees and Charges and Council Own Build for further consideration by Executive.

### **ITEM FOR EXECUTIVE**

## 7 **Housing Rents and Service Charges 2014/15**

The Assistant Director Housing presented the report recommending a rent increase for council dwellings from 1 April 2014.

An increase was proposed reflecting a general inflationary increase of 3.7% together with a convergence factor to reflect the number of years to rental convergence.

In order to achieve the Government's social rent reform, it would be necessary to implement an increase of 3.7% (RPI + 0.5%) with up to an extra £2 per week to facilitate convergence. For 2014-15, this would result in an average increase of 6% which equated to £4.09 per week over 52 weeks.

The Assistant Director acknowledged the importance of effectively communicating the increase and agreed that the opportunity should be taken to emphasize that the increase was necessary and reasonable and that tenants received very good value.

Scrutiny Committee - Community noted the report and recommended Executive to:-

- (1) approve a rent increase for Council dwellings by an average of 6% from 1 April 2013 which includes a general inflationary increase of 3.7% together with the phased introduction of the Government's rent restructuring proposals;
- (2) approve a service charge increase of 3.7% with the exception of those charges set out below:-
  - (a) 3.2% increase in respect of cleaning communal areas in line with anticipated rises in cleaning contract costs;
  - (b) 0% increase in respect of communal electricity at Weirfield House;
  - (c) 0% increase in respect of water at Magdalen Gardens; and



- (d) the restructuring of charges in respect of communal gas at Sheltered Sites to reflect the number of properties per site and ensure an equitable apportionment of costs to better reflect consumption. No inflationary increase was proposed; and
- (3) an increase in garage rents of 3.7%.

**ITEM FOR INFORMATION ONLY**

**8 Minutes of the Devon and Cornwall Police and Crime Panel**

The minutes of Police and Crime Panel meetings were circulated after each meeting to Members of this Committee to enable them to raise any issues of concern or interest at these Scrutiny meetings. No issues were raised.

The Chair reported that Tony Hogg, the Police and Crime Commissioner, had advised that Ian Ansell, the Criminal Justice, Partnership and Commissioning Manager would attend the next meeting of this Committee on 4 March 2014.

Members regretted the fact that the Commissioner was unable to attend in person as had originally been requested and that a meeting proposed for December of last year between the Commissioner and senior Council Members and Officers had not materialised.

Scrutiny Committee - Community asked the Chief Executive to again request the presence of the Commissioner at a Scrutiny meeting.

The meeting commenced at 5.30 pm and closed at 6.47 pm

Chair

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**Portfolio Holder Priorities 2013/14**  
**Cllr Robert Hannaford**  
**Housing**

<b>Help me find somewhere suitable to live</b>	
<b>Build communities where everyone has a home</b>	<b>UPDATE</b>
<ul style="list-style-type: none"> <li>o Continue to offer a professional and flexible approach to developers seeking to build new homes in the City and to negotiate the provision of affordable housing that meets the identified housing needs of local residents.</li> </ul>	<p>Since 1 April 2013, 101 new affordable homes have been delivered (69 social rent, 8 shared ownership and 24 affordable rent). Throughout the year negotiations have been ongoing for future new home delivery across the city. There are 1,069 new affordable homes in the pipeline to be delivered in the future.</p>
<ul style="list-style-type: none"> <li>o Provide new affordable homes across the city and in the urban extensions at Newcourt, Monkerton and Alphington.</li> </ul>	<p>Since 1 April 2013, 19 new affordable homes have been delivered at Newcourt. 33 affordable homes are currently onsite at Monkerton, and 79 affordable homes are currently onsite at Newcourt.</p>
<ul style="list-style-type: none"> <li>o Seek to deliver at least 5% of all new affordable housing stock to meet the Council's wheelchair design standards and we shall produce a wheelchair housing strategy for the city.</li> </ul>	<p>There are 18 wheelchair accessible currently under construction onsite, exceeding the 5% target</p>
<ul style="list-style-type: none"> <li>o Continue to assist in the facilitation and development of 150 Extra-Care homes across the City.</li> </ul>	<p>£1.4million grant secured from the Department of Health to facilitate delivery of St Loyes Extra Care.</p>
<b>Use a range of measures to solve housing problems</b>	
<ul style="list-style-type: none"> <li>o Continue to investigate and encourage innovative schemes to deliver affordable housing without public subsidy</li> </ul>	<p>The Housing Development Team continually examines and tests different methods of delivering affordable housing without public subsidy, including utilising HRA surpluses and Section 106</p>

	commuted sum contributions as well as other private finance opportunities.
<ul style="list-style-type: none"> <li>o Review and monitor the pressures on the council's existing housing stock and Housing Revenue Account (HRA) from the new discounted Right To Buy proposals.</li> </ul>	So far in 2013/14 we have completed sales on 24 properties through the Right to Buy (RTB) with a number more in the pipeline. This is in line with forecasts made following the changes to the discounts available to tenants in order to purchase their homes under RTB.
<ul style="list-style-type: none"> <li>o Ensure that we make best and prudent use of any funding that becomes available through the new HRA, to maintain existing stock and build and acquire new units.</li> </ul>	The Council is in the second year of a major 3 year programme of refurbishing kitchens and bathrooms. So far this programme has delivered over 700 new kitchens and 500 bathrooms through the total delivery project. We are currently on budget for the remainder of this financial year and in 2014/15 we plan to deliver a further approx 400 kitchens and 300 bathrooms.
<ul style="list-style-type: none"> <li>o Maintain and enhance our existing good work through the Tenants and Leaseholders Committee, Exeter Homes Partnership and Performance Review Committee.</li> </ul>	Revised model of resident involvement agreed by committee in December 2013.
<ul style="list-style-type: none"> <li>o Manage additional pressures and work loads from the cuts and changes to housing benefit, government imposed reductions in council tax benefits, and the Coalitions back to work agenda.</li> </ul>	Our systems thinking work has helped to mitigate the impact of the increase in workload of the changes as a result of Welfare Reform. We worked proactively with those residents who were liable for Council Tax for the first time for make them aware of the change and offer advice and support in agreeing a suitable repayment schedule to ensure that the council was able to collect the amounts due, but in a way that minimised financial hardship for individuals. The workload did cause a negative impact on the backlog for processing claims for Benefit and dealing with claimant's changes of circumstances but this has been brought under control through a temporary reallocation and refocus of staff resources.

<ul style="list-style-type: none"> <li>o Work with the Environmental Health staff to monitor and drive up standards in private sector properties, especially for vulnerable groups and young people.</li> </ul>	<p>As a result of enforcement activity undertaken by the Environmental Health Residential Team, prosecutions are being considered in respect of two landlords for their failing to comply with legal requirements and three HMO properties are currently the subject of emergency enforcement action as a result of their very hazardous condition. These notices are likely to become the subject of works in default and prosecution.</p> <p>The majority (approx. 600 of 850) of the larger licensable HMOs, have been re-licensed and scheduled inspections have followed on a priority basis.</p> <p>The Private Sector Housing function will be transferring to Housing with effect from 1 February 2014, and the Council will be looking to implement a licensing scheme for private sector landlords to drive up standards of accommodation in this sector.</p>
<ul style="list-style-type: none"> <li>o A partnership has been developed with the National Landlord's Association to provide accreditation training to Exeter Landlords. Training sessions will be run up to 4 times per year. The first 15 landlords were accredited in April 2013.</li> </ul>	<p>28 private sector landlords have completed the NLA Foundation Accreditation Course, with a further session scheduled in for February 2014 for a new group of landlords.</p> <p>A further NLA course specifically dealing with tenancies and possession proceedings is also scheduled for February 2014.</p> <p>In addition the Council is closely supporting the University and Student Guild with the expansion of the Universities accreditation scheme for student HMOs that they are running in partnership with UNIPOL AFS, which is a nationally recognised accreditation body.</p>
<ul style="list-style-type: none"> <li>o The private members bill to give greater rights and protection to park home owners has now been enacted as the Mobile Homes Act 2013.</li> </ul>	<p>Commencement dates for all parts of the Act are still awaited - policy is being shaped in line with the anticipated commencement dates to deal with such new powers as the 'fit and proper person' test for site licensees.</p>

<ul style="list-style-type: none"> <li>o Make the best use of the new funding streams from the revised planning systems for both housing and community initiatives.</li> </ul>	<p>The Council introduced a Community Infrastructure Levy from 1 December that will generate significant funding for new development related infrastructure including community facilities. Local communities will be consulted on 15% of CIL expenditure. Negotiations on Section 106 agreement requirements will now focus on site related infrastructure and affordable housing. Requirements for affordable housing were reinstated at the higher 35% and 3 threshold level required by the Core Strategy in September to reflect the findings of the CIL examiner on development viability.</p>
<ul style="list-style-type: none"> <li>o Continue to grow the Private Sector Leasing and EXtralet schemes to provide a wider pool of affordable accommodation in conjunction with the private sector</li> </ul>	<p>Growth of the Private Sector Leasing scheme and EXtraLet scheme has been limited due to staff resources and service priorities. Since April 2013, 6 new PSLs and 3 new ExtraLets have been procured. It is anticipated that from April 2014 a new system of procurement will be in place. This will improve the speed and scale of PSL and EXtraLet procurement.</p>
<ul style="list-style-type: none"> <li>o Develop our approach to reducing street begging including the introduction of an alternative giving scheme, improved access to accommodation and treatment services and more robust enforcement</li> </ul>	<p>An alternative giving scheme to dissuade people from giving money to street beggars is being developed in association with other partners, with a prospective launch in Feb/March 2014.</p> <p>A poster campaign has been created to help educate on the dangers of giving cash to beggars on the streets, who collectively could be taking up to £1000 a day. The posters will direct people to give donations via an alternative giving scheme (website and or text messaging). Agreement is being sought from the police that they are committed to working with us in addressing the number of beggars and using enforcement powers to deal with them. Our car parks now have signs informing the public that drug taking, sleeping and begging is not allowed in our car parks and that legal action could be taken against anyone seen doing so. The first trespass injunction is being prepared for an aggressive beggar who is persistently found in Mary Arches Car</p>

	<p>Park. A survey has also been carried out on all ECC car parks to identify entry points and a costing has been sought to completely shut down all access points to the car parks at night. A full report on the problems in the car park, and options to resolve these, will be made available for SMT in February.</p> <p>A 'Recovery &amp; Fast Tracked' services procedure (RAFT) was developed in 2013, in association with Devon Drugs &amp; Alcohol Service and Addaction, but further joint working is needed with agencies such as the Police in order for this procedure to be implemented successfully, and take-up assured.</p> <p>A comprehensive enforcement policy, together with procedural tools is being developed, in preparation for consultation with external partners in February 2014.</p>
<ul style="list-style-type: none"> <li>o Transform how the council maintain its properties and provide a better service with improved value for money</li> </ul>	<p>Work on empty homes and kitchen and bathrooms programme ongoing. Significant pressures on voids budget have become apparent during the course of the financial year and a new voids team has been established with effect from December 2013, to begin to tackle these.</p>
<ul style="list-style-type: none"> <li>o Provide up to £400,000 in renovation grants to those most in need to make private sector homes fit for habitation (this was cut some time ago)</li> </ul>	<p>Financial assistance primarily in the form of loans administered through the Council's partner Wessex Reinvestment Trust. From April – December there have been 39 referrals and 30 applications with £117,000 committed plus £84,000 drawn down.</p>
<ul style="list-style-type: none"> <li>o We will build upon recent work to cut down the time it takes to install Disabled Facility Grant adaptations in private dwellings by use of approved builders lists and modular pricing of standard works.</li> </ul>	<p>This work has been completed with an agreed builders list formed and an agreed modular price structure used on standard non-complex jobs. This has resulted in DFG end to end times being halved from an average of 60 working days to around 30 working days for non-complex DFGs such as stair-lifts and level access showers.</p>

<ul style="list-style-type: none"> <li>o We will continue to work to strengthen to Protocol all the Devon Councils have with Registered Providers (Housing Associations) through which they undertake to contribute to the cost of disabled adaptations to their homes. New governance arrangements have been put in place to maximise sign up.</li> </ul>	<p>The protocol is in place with all the active Registered Providers in Exeter signed up, with the exception of one big provider. The result is that many Registered Providers have funded or part funded adaptations to their properties that they hadn't done before. However, more recently it is becoming clear that some Providers are reconsidering their financial position in relation to such funding.</p>
<ul style="list-style-type: none"> <li>o Wessex Home Improvement Loans have employed a marketing manager in order to encourage greater take up. We will also seek to expand the work of Wessex to include debt advice to clients in need.</li> </ul>	<p>Our partner Wessex Improvement Loans, launched a successful marketing drive in 2013, which resulted in an uplift in enquiries, from 14 for the whole of 2012/13 to 39 by the third quarter of 2013/14.</p> <p>In terms of debt advice, Wessex have liaised with the Council's own debt advice agencies, such as CAB, to offer support and work with them where appropriate.</p>
<b>Provide homes for rent that people can afford</b>	
<ul style="list-style-type: none"> <li>o Implement the recently approved Empty Homes Enforcement Policy to return privately owned empty homes to use and ensure they are fit for habitation</li> </ul>	<p>22 long term empty homes have been brought back into use through the threat of enforcement. 20 further cases are in hand.</p>
<ul style="list-style-type: none"> <li>o Build on our existing good work with the private sector to expand our portfolio of private properties which we manage on behalf of private landlords and use to proactively prevent homelessness.</li> </ul>	<p>Since April 2013, 6 new PSLs and 3 new ExtraLets have been procured. It is anticipated that from April 2014 a new system of procurement will be in place. This will improve the speed and scale of PSL and EXtraLet procurement.</p>
<ul style="list-style-type: none"> <li>o Use increased flexibilities with allocations policies to ensure our social housing always goes to those most in need with a strong local connection to Exeter.</li> </ul>	<p>We continue to be flexible on the lettings of ECC properties ensuring best use of stock to meet customer needs. Through systems thinking we are trialling a number of methods of allocating homes. A Scrutiny Community Task &amp; Finish Work Group has been established to look into the working of the Devon Home Choice System.</p>



<ul style="list-style-type: none"> <li>o Introduce flexible tenancies in our own stock to optimize the potential for council-owned homes to be available for people in most housing need</li> </ul>	Flexible Tenancies introduced from Oct 2013.
<b>Retain current system of setting council rent</b>	
<ul style="list-style-type: none"> <li>o Set Council rents in line with the Housing Revenue Account Business Plan</li> </ul>	Ongoing and report to Executive in January on 2014/15 rent increase. Headline rent increase of 3.7% being recommended to Executive. Full report to Scrutiny Community to be presented later on the agenda.
<b>Provide 25% of all new build development as social housing</b>	
<ul style="list-style-type: none"> <li>o Where viable, make 25% of all new homes built across the City affordable</li> </ul>	25% achieved; 35% now adopted from 1 December 2013 following the outcome of the Community Infrastructure Levy Examination where the Planning Inspector advised that 35% of affordable housing was feasible.
<b>Introduce a co-operative and mutual model of home ownership where people are given stability and equity while retaining housing stocks</b>	
<ul style="list-style-type: none"> <li>o Continue to explore opportunities for introducing cooperative and mutual models of home ownership.</li> </ul>	Ongoing discussions held with Exeter Eco Housing, who are presently undertaking development viability work to ascertain the potential to bring forward council land for a co-operative housing scheme.
<b>Install solar panels on council houses</b>	
<ul style="list-style-type: none"> <li>o Identify and maximise opportunities to increase the Council's own housing stock to high energy sustainability standards.</li> </ul>	Work is due to be completed in February on the 3 Laings properties which we are currently being refurbished and made more thermally efficient. There are a further 2 Laing properties

	<p>becoming vacant where similar works will be completed. An additional 38 homes had PV panels installed this year as part of a re-roofing programme. Whilst rendering works are being carried out at Whipton Barton Road new glazing is being fitted which is category A which category C previously. This is more thermally efficient.</p>
<ul style="list-style-type: none"> <li>o Install solar panels on up to 55 council-owned homes in Hawthorn Road</li> </ul>	<p>Due to capacity of local sub station we were only to fit 38 roofs with PV panels but this is now complete.</p>
<ul style="list-style-type: none"> <li>o We will continue to work in partnership with E.on to deliver energy efficiency grants and loans schemes to maximise take up of Green Deal and Energy Commitment Obligation (ECO).measures.</li> </ul>	<p>A pilot ECO scheme was launched, in the 6 most deprived wards, in July 2013 to October 2013, and 3,030 residential addresses written to. This resulted in 192 responses, a disappointing 6% return. Of this 192, only 140 would have qualified for free insulation, and only 27 went forward because of the complex criteria for the Government's ECO scheme. This demonstrates that the new replacement energy efficiency schemes need to be very carefully marketed and well-managed in order to persuade people to take it up.</p> <p>In addition, the Council in partnership with 9 other Devon authorities (excluding Plymouth) has engaged Eon as a provider funder for a pan-Devon ECO scheme under the well-known brand of Cosy Devon. This is due to launched in April, with the lessons from the ECO pilot informing the Cosy Devon/ECO project.</p>

Enable me to have my say and be heard	
Empower residents to have a greater say	
<ul style="list-style-type: none"> <li>o We will further develop the Residential Park Forum in order to support those many Exeter householders who have additional housing challenges to deal with as park home residents</li> </ul>	<p>The forum is proving to be a success and has assisted with the introduction of revised licence conditions and other issues. The revised conditions based upon the Model Standards, for the three sites with outdated conditions will come into force in April 2014.</p>
<ul style="list-style-type: none"> <li>o Develop a new Housing Strategy in consultation with our residents, communities, tenants and wider stakeholders.</li> </ul>	<p>Housing Strategy for 2013-2017 drafted and consulted on. Final version ready by summer 2014</p>

**Cllr Robert Hannaford**  
**Jan 2014**

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**Portfolio Holder Priorities 2013/14**  
**Cllr Robert Hannaford**  
**Customer Access**

<b>Help Me With My Financial and Housing Problem</b>		<b>UPDATE</b>
1	<p><b>One View of Debt</b></p> <p>Work has started to bring together the services that touch our residents in multiple debt to us; i.e. housing benefit overpayments, council tax arrears and rent arrears.</p>	<p>Council Tax Recovery staff, Housing Benefit Overpayment Recovery staff and Housing Rent's Income Management Officers were finally able to physically come together to form the One View of Debt team in October. With a mission statement of 'maximum contact results in minimum debt' and a purpose 'to deal with a customer's total debt as one, and to help customers to get fixed and stay fixed', staff have been busy learning each other's systems, processes and procedures. Priority for the team is to increase the number of automated payment lines, so that more customers, who are just paying and don't need other help, can self serve by phone or online. This frees up staff resources to spend with those customers who are struggling to pay. The team have drawn up an action plan of improvements for the new year including:</p> <ul style="list-style-type: none"> <li>• Overhauling correspondence to make it more user friendly</li> <li>• A new OVOD web page to inform on what help is available</li> <li>• Making more payment dates and frequencies available, in line with when and how often people get paid</li> <li>• Reducing the use of enforcement agents so as to keep costs down.</li> </ul> <p>The team work closely with CAB and Homemaker through our Exeter Money Advice Project (EMAP) to help those customers struggling with debts, and EMAP are delighted to be involved as their location in the CSC pod means they can get problems with benefits, rents or council tax sorted out straight away.</p> <p>The team have come up with the following operating principles:</p> <ul style="list-style-type: none"> <li>• Put the customer, not their debt, at the centre of your decision making.</li> </ul>

- Look for ways to help, not for ways not to help
- Don't punish customers for past behaviour
- Make every contact count
- Gather information from all systems before making a decision
- Don't take unnecessary recovery action
- Increase collection within the realistic capabilities of our customers
- Increase ways to pay and make it easier to pay
- Help customers to help themselves
- Prioritise new debt, and ring fence old debt
- Reduce manual intervention
- Reduce use of enforcement agents
- Don't add unnecessary costs for customers
- Decrease costs for the Council
- Promote sensible borrowing and seek out alternatives to pay day loans
- Prepare our customers for what's coming
- Always tell customers how we can help
- Work to keep people in their homes
- Make good use of profile information
- Don't take recovery action in April, use that month to work with customers with debts for previous year(s)
- Always collect full contact details (landline/mobile/email), and check info we hold is up to date
- Don't take recovery action within the month instalment is due

It's still early days, but the team have been thinking about how they can measure success, with possible measures being:

- Increased amount collected
- Reduced amount of recovery action taken
- Reduced costs to customers
- Reduction in use of bailiffs

		Unfortunately staff have to look at several different systems when dealing with customers, as there is currently no overall picture on one system, and this is hindering progress, but IT are working with the team to see if a solution can be found using the Blackpool model.
2	<p><b>Local Council Tax Support Scheme</b></p> <p>As the Scheme has only been in place since April, there is little evidence to allow us to determine the impact. Initial data suggests that our recovery rates are positive.</p>	<p>ECC's Council Tax recovery rate to the end of September 2013 (quarter 2) was 56.09%, compared to 56.54% at the same time last year. There has been a drop in November, however this may be due to the fact that minimal recovery action has been taken to enable the new OVOD team to establish new ways of working, or it may be the affects of welfare reform being felt, or both. It is still too early to tell and a full year's worth of data is needed in order to gauge the true impact of the scheme.</p> <p>Pro-active work with customers (financially supported by Devon &amp; Cornwall Police and Devon &amp; Somerset Fire Authorities, and Devon County Council) has kept the collection rate high, and a business case has been submitted to our preceptors to continue this pro-active approach into the next financial year.</p> <p>The current scheme includes the provision of an Exceptional Hardship Fund (EHF), and 11 awards of EHF had been made by the end of quarter 2 to customers with extreme financial hardship. Again, pro-active work with customers has kept the need for awards low.</p> <p>The scheme will remain the same for the 2014/15 financial year, but officers have begun modelling the scheme for 2015-16 for consideration by Council in case there is a need to reduce funding.</p>
3	<p><b>Local Welfare Support</b></p> <p>Two elements of the national social fund (community care grants and crisis loans for living expenses) were abolished. A reduced amount of funding was passed to upper tier and unitary authorities to devise local schemes to provide welfare support. This is a two year interim</p>	<p>At the end of Q2, there had been just under 1,000 applications for assistance through Local Welfare Support. Of the awards made:</p> <ul style="list-style-type: none"> <li>71% supported a short term priority need (i.e. food bank referrals, food vouchers, utility top ups, travel warrants, clothes)</li> <li>23% supported establishing into the community (i.e. furniture, white goods, help with moving costs)</li> <li>6% supported self-reliance and resilience (i.e. help with training costs, debt relief order costs, getting back into work)</li> </ul> <p>The concern is that as the funding is limited to 2 years, with longer term funding uncertain,</p>

	<p>arrangement. Longer term funding is uncertain.</p>	<p>too much is being spent in response to a crisis as opposed to supporting self-reliance and resilience (i.e. getting and staying fixed).</p> <p>On 13 December a local Housing Association forwarded information about a small group of tenants who should not have been affected by the social sector size restriction. Housing Benefits reviewed the law highlighted and confirmed the information was correct. By 18 December, 31 ECC claimants (4.5% of those subject to a restriction) had been identified and had their awards corrected with arrears of Housing Benefit paid before Christmas totalling nearly £16,000. On 8 January DWP published an Urgent Bulletin confirming the action taken by ECC was correct. They also advised their intention to amend legislation so that this group would become subject to the size restriction.</p>																																				
4	<p><b>Preparing for the Household Benefit Cap</b></p> <p>The household benefit cap will introduce a total maximum amount that can be claimed in all benefits for non-working families. The threshold has been set at £500 per week for couple and lone parent households and the lower rate of £350 per week for single adult households.</p>	<p>All cases affected by the household benefit cap had been contacted with details of their reduced award by the end of August. In the event there were far fewer cases than had been suggested by DWP scans in the run up to the launch of the cap. All 16 affected households have been contacted and offered tailored assistance to help them either adjust to the reduction or take steps to change their situation so that the cap no longer applies. To date 13 awards of Discretionary Housing Payment (DHP) have been made to households affected by the cap, at a total cost of £19364.72.</p> <table border="1" data-bbox="824 970 1935 1310"> <thead> <tr> <th colspan="6">September 2013</th> </tr> <tr> <th>Tenure</th> <th>Cases affected</th> <th>Weekly loss (adjusted) £</th> <th>Average weekly loss £</th> <th>Maximum weekly loss</th> <th>Minimum weekly loss</th> </tr> </thead> <tbody> <tr> <td>Council secure tenant</td> <td>2</td> <td>£107.94</td> <td>£53.97</td> <td>£82.94</td> <td>£25.00</td> </tr> <tr> <td>Council temporary</td> <td>3</td> <td>£430.31</td> <td>£143.44</td> <td>£198.53</td> <td>£62.61</td> </tr> <tr> <td>Housing Association</td> <td>6</td> <td>£493.86</td> <td>£82.31</td> <td>£110.59</td> <td>£19.86</td> </tr> <tr> <td>Private - Rent Officer</td> <td>1</td> <td>£48.39</td> <td>£48.39</td> <td>£48.39</td> <td>£48.39</td> </tr> </tbody> </table>	September 2013						Tenure	Cases affected	Weekly loss (adjusted) £	Average weekly loss £	Maximum weekly loss	Minimum weekly loss	Council secure tenant	2	£107.94	£53.97	£82.94	£25.00	Council temporary	3	£430.31	£143.44	£198.53	£62.61	Housing Association	6	£493.86	£82.31	£110.59	£19.86	Private - Rent Officer	1	£48.39	£48.39	£48.39	£48.39
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5	<p><b>Late Night Opening</b></p> <p>The late Thursday opening until 7pm will be formally reviewed after 6 months of promotion.</p>	<p>As Members will be aware, the Council since April 2013 has been trialling late night opening on Thursday for the Civic Centre- based services that residents access the most. This has meant that the Civic Centre has stayed open until 7pm. This is part of our commitment to ensuring that we are working to find the most convenient and accessible ways of meeting the needs of residents who need to access our services and in particular, those who are in the most need- one of our reasons for opening later into the evening was in the wake of the introduction of Welfare Reform changes, providing support for working residents who may have been affected by local Council Tax Support and other changes which would find it difficult to access the Council during working hours. We are committed to continuing this approach to our opening hour although looking to ensure that we are targeting this effectively.</p> <p>A report will be going to Executive on 21 January to present what has been learned from the Pilot.</p>												
<b>Housing Need Priorities</b>														
1	<p>For Exeter to be a city where no-one needs to sleep out on the streets for a second night.</p>	<p>As members will be aware, the Council has been working in partnership with St Petrocks and Shilhay to ensure that no new rough sleepers have to spend a second night out on the streets of Exeter. NSNO is the current administrations response to ending rough sleeping on the streets of England. Exeter City Council has now been providing</p>												

		<p>accommodation under NSNO since August 2012.</p> <p>We are currently using a mixture of Bed and Breakfast accommodation as well as a shared house for move on accommodation and a sit up service at Gabriel House for first stage accommodation for clients with complex needs. The hostel in Pinhoe Road will be opening at the start of 2014 with support coming from Shilhay. We will also hopeful that The Haven will be on line from the summer. Pinhoe Road and The Haven coming on line will result in us no longer needing to use B&amp;B under NSNO and we fully expect this to be cost neutral to the Council.</p> <p>Exeter City Council continues to oversee the Devon and Cornwall Rough Sleepers Partnership which oversee NSNO across Devon and Cornwall. We have recently completed a survey for Homeless Link detailing the work that has been carried out across the region. We are now waiting to hear if further money is available to ensure that all areas across the Peninsula can continue to deliver NSNO.</p> <p>Rough Sleeping in Exeter continues to be a challenge and over the last year The Street Homeless Outreach Team have worked with over 150 rough sleepers. In the early hours of 22<sup>nd</sup> November 2013, an Official Street Count across Exeter. 23 Individuals were found out on the night and this has been returned to the CLG. The Street Count was verified by Homeless Link and we received positive feedback from Homeless Link on the conduct of the count. This is a reduction from 30 which was recorded last year</p>
2	To work in partnership to tackle the underlying causes of homelessness.	<p>2014 will be a very exciting year in terms of Partnership working to tackle the underlying causes of homelessness:</p> <p><b><u>a)</u> The continuance of the Devon and Cornwall Rough Sleeping Partnership:</b> We will hear soon if further monies are to be made available to support the work that the DCRSP has done across the Peninsula. Exeter City Council was been chosen</p>

	<p>by the CLG and Homeless Link to oversee the Partnership and administer the funds.</p> <ul style="list-style-type: none"> <li>• The DCRSP has introduced a variety of ‘tools’ to ensure continuity of service delivery across Devon and Cornwall. These cover:</li> <li>• The Devon and Cornwall ‘No Second Night Out’ standard, which sets out the vision, defines what we mean by a ‘rough sleeper’ and sets out how the vision will be achieved.</li> <li>• The Devon and Cornwall Rough Sleepers Partnership agreement, which establishes the partnership governance arrangements</li> <li>• The DCRSP NSNO principles, which incorporates details of the single service offer, co-ordination of cold weather provision, reconnection principles and enforcement principles.</li> <li>• Eligibility criteria for Individualised Budgets for rough sleepers</li> </ul> <p><b><u>b)</u> Community HUBS:- The Community HUBS have been set up to oversee the new DCC Homelessness Prevention Contracts (Formerly Supporting People)</b></p> <p>Devon’s multi agency partnerships for preventing homelessness are organised into three community hubs – Exeter has been put forward as lead Authority to oversee the Eastern HUB of Exeter, East and Mid Devon. The hubs help join up the wider multi agency managed homelessness resources of a locality – such as buildings and statutory practitioners to the DCC funded elements of support available. The hubs review and advise on the definitions of eligible need and relative priority being applied to the DCC homelessness support contracts.</p> <p>The commissioning organisations represented at the community hubs each maintain and publish their own needs assessments in relation to their organisational core duties and purpose. However, community hubs provide an opportunity for building and maintaining a</p>
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		cross cutting profile of homelessness need by combining some of the relevant elements from each organisational needs assessment.
3	To make sure we allocate our homes to help those in most need, and make best use of our housing stock.	<p>Through Devon Home Choice, 226 ECC homes were let to applicants in Band B in the year from 20/12/2012. This was 83% of the 271 ECC homes let in this period. This ensures that those deemed to be in the most housing need in the city are identified and their needs responded through this system. Approximately 30% of all allocations to ECC properties were to working applicants. A Direct Match system has been developed to match vacant ECC properties with those in specific housing need. This is particularly effective for clients with severe health and wellbeing needs for whom special adaptations are needed. This scheme began in June 2013. 21 applicants have been successful in securing a tenancy through this route.</p> <p>A Scrutiny Community Task &amp; Finish Work Group has been established to look into the working of the Devon Home Choice System.</p>
<b>Run the Council Well</b>		
1	<p><b>Customer Access</b></p> <p>We will support our existing systems reviews by working across the council to develop a robust understanding of how our residents are contacting us in person, by telephone, or electronically (email/web/Twitter/Facebook).</p>	<p>The issue of how we make our services more accessible to the public and their changing expectations is at the heart of our work to redefine our interaction with the public. From January 2014, we are beginning work to look at how we deliver services through the various channels of Face To Face, Telephone and On line. While we will maintain Face to Face service for those residents that need it, it is a fact that this is the most expensive method of contact and with the financial challenges facing the Council, we need to ensure that where services can be accessed in other ways, we are identifying those. Residents themselves increasingly expect to access some services from the Council with the convenience and ease that they receive from other public and private sector agencies and therefore we need to respond to this. Part of this work includes looking at how we use our Website. I look forward to updating Members on progress in this area in due course.</p>

**Cllr Robert Hannaford**  
**Jan 2014**

## Portfolio Holder Priorities 2013/14 Environment, Health and Wellbeing

Provide great things for me to see, do and visit	
1	<p><i>Upgraded play facilities (31 July) to be provided in St Thomas Pleasure Ground and a new splash play feature installed (end 2013). We will also complete the redesign and refurbishment of Flowerpot Skatepark (September 2013).</i></p> <p><b>Progress:</b> New Spacenet dry play equipment was installed this summer and the infrastructure for the splash pad was installed in the autumn. The remainder of the surfacing and the jets themselves will be installed for a spring 2014 opening. Soft landscaping within the play area and the park is being completed March 2014.</p> <p>The skate park was completed on time and on budget and successfully opened by Ben Bradshaw at the end of September 2013. It has proved extremely popular with children of all ages. Proposals have been made for lighting to extend the use of the skatepark in the winter.</p>
2	<p><i>We continue to work with Parkwood Leisure to maintain and improve sporting and leisure facilities operated on behalf of the Council. We will monitor implementation of the agreed site by site improvement plans focussing on maintaining and improving the customer experience. Work will start on replacing the surface of the Arena running track so that regional events can be attracted to the city, that experienced and aspiring athletes in the city can train and improve their performance and to provide facilities for supporting those seeking to improve their fitness and well being.</i></p> <p><b>Progress:</b> Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture.</p>
Help me run a successful business in Exeter	
1	<p><i>Proactively work with businesses to increase the number engaging with ECC as their Primary Authority. In addition, work with Trading Standards to enhance the Primary Authority offering.</i></p> <p><b>Progress on Primary Authority</b> – officers have successfully increased the number of businesses that wish the Council to act as their Primary Authority to 3 national and regional companies; they have also linked with Trading Standards to offer a more comprehensive service to businesses. In this relationship, businesses pay for advice on regulation and compliance, and this is a good example of the ‘better regulation’ agenda, helping businesses to improve and sustain standards.</p>
2	<p><i>Proactively work with businesses to reduce negative impacts on the public/public realm through the use of licensing and regulatory tools, and greater engagement with them over:</i></p> <ul style="list-style-type: none"> <li>• <i>Food Hygiene Rating System;</i></li> <li>• <i>Waste management;</i></li> <li>• <i>Business litter;</i></li> <li>• <i>Flyposting;</i></li> <li>• <i>Customer nuisance (eg smokers congregating outside clubs)</i></li> </ul> <p><b>Progress on Innovative use of regulation and licensing tools</b> – officers within Environmental Health have been working to use tools to bring about compliance with key areas or regulation.</p> <ul style="list-style-type: none"> <li>• <b>Food Hygiene Rating System</b> – officers have been working with new and</li> </ul>

	<p>existing food businesses to bring about and maintain compliance with food hygiene law resulting in 95% of Exeter food businesses achieving positive ratings of 3, 4 and 5. Targeted work continues with the low number of non-compliant premises to bring about improvement through the use of regulatory and educational interventions.</p> <ul style="list-style-type: none"> <li>• <b>Business Waste management and litter</b> – inspecting EHOs now routinely place a greater focus on waste management issues and relevant documentation at businesses to ensure better refuse management is brought about. Where compliance is not achieved, notices and fixed penalties have been used to deal with problem premises.</li> <li>• <b>Flyposting</b> – an issue was identified with licensed premises (clubs &amp; pubs) illegally flyposting to promote events taking place within their premises. A stakeholder meeting was held with all of the key premises and promoters to explain the legalities of such activities and seek agreed solutions to acceptable event promotion methods. Since this meeting there has been a noticeable reduction in flyposting, particularly in the inner city areas such as Musgrave Row and Queen Street.</li> <li>• <b>Customer nuisance</b> – this work is closely linked with the Licensing Task Groups mentioned elsewhere in this response. During 2013 there has been a deliberate cross-regulation approach developed between EHOs and Licensing Officers to widen the licensing presence, and enable an increase in licensing inspections of problem premises in 2014.</li> </ul>
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**Keep my city safe and looking good**  
**(Keep me/my environment safe and healthy)**

1	<p><i>We will continue the 'looking good' systems redesign (now operating in seven Wards), with a view to introducing a new operating model for green space management, grounds maintenance and street cleansing in early 2014 based on more integrated working, greater empowerment of frontline staff to do what needs to be done and basing service delivery around the concept and demands of 'place' rather than traditional functional silos.</i></p>
	<p><b>Progress:</b> Following on from lessons learnt during the Looking Good Redesign pilot from January to October 2013, proposals for restructuring Public Realm Outdoor staff to provide location-based services were approved by the Transformation Board on 5<sup>th</sup> November 2013. In future, staff will work flexibly in response to demand and need across traditional job, role and spatial boundaries to produce optimum efficiency by tackling work that needs to be done when it needs to be done. Revised job descriptions are being drafted, to be followed by consultation with staff before implementation in spring 2014.</p>
2	<p><i>We will take action to improve the appearance of the children's burial area in Higher Cemetery, recognising that this is a place that has great sensitivity and strong emotional significance for many people. Initially, we will be focusing our efforts on making sustainable improvements to the drainage in this area which has an enormous impact on appearance during periods of prolonged wet weather.</i></p>
	<p><b>Progress:</b> Over the summer, work was undertaken improving the drainage and the appearance of the grass areas. Working practices were changed to reduce ground damage and define grave areas. Work continues to improve the area, for example path resurfacing is due for completion in March 2014.</p>
3	<p><i>Building on the 'looking good' redesign pilot, we will explore the potential for place-</i></p>

	<p><i>based service delivery, including partnerships with the County Council to deliver services on their behalf and place-based budgeting.</i></p> <p><b>Progress:</b> Discussions with DCC staff over the summer has resulted in the potential for maintaining the performance of weed control measures despite a reduced budget by training our own staff to undertake work previously partly contracted out. Systems thinking is only just being rolled out across the city, and it is too early to assess the potential for Place-base budgeting, but the design allows for this as a future measure.</p>
4	<p><i>In partnership with HSE, Public Health, D&amp;SFR, CoC and Trading Standards, launch an 'Estates Excellence' programme in Marsh Barton, focussing on health, safety and welfare of employees.</i></p> <p><b>Progress on Estates Excellence</b> – this innovative national project was launched in Marsh Barton on 14<sup>th</sup> January 2014, in partnership with HSE, Public Health, Devon &amp; Somerset Fire &amp; Rescue Service, Chambers of Commerce, Trading Standards, other Devon LAs and several large employers (e.g. Met. Office, Sainsburys, S.W. Water), following 6 months of planning. This 6 week project is the second to take place in Devon, helping businesses to ensure that they have safe workplaces, and involving the larger businesses to utilise their experience and resources to help mentor the 600 small businesses within Marsh Barton. This project forms part of the 'better regulation' agenda and uses a cost-effective partnership approach to improve and sustain work-place standards.</p>
5	<p><i>In light of concerns over 46% of catering premises surveyed for gas safety in 2013/14, implement a project in conjunction with Gas Safe, to encourage and ensure regular maintenance of gas appliances using qualified gas engineers.</i></p> <p><b>Progress on Gas Safety in catering premises</b> – with this project EHOs have been focussing on the maintenance and service records of gas appliances during food safety inspections. Officers have found deficiencies in 54 premises, which have been subject to interventions, and in 20% of cases Gas Safe have been called in to make appliances safe and follow up action on unqualified/uncertified gas engineers.</p>
6	<p><i>In preparation for a revision of Licensing Policy due 2014, work with Licensing Committee Members on 4 key elements to enhance outcomes:</i></p> <ul style="list-style-type: none"> <li>• <i>Pool of conditions (control of nuisance, CCTV, plastic glasses, etc);</i></li> <li>• <i>Special licensing tools (e.g. EMRO, CIP, LNL, DPPO);</i></li> <li>• <i>Voluntary schemes (Best Bar None, Purple Flag, Challenge 21 and 25, training staff, public health agenda)</i></li> <li>• <i>Late night economy (late night refreshment, flexible opening hours).</i></li> </ul> <p><b>Progress on Licensing Policy development</b> – 4 working groups of Licensing Committee Members have met on a monthly basis in small task groups from October 2013, examining four different areas of concern:</p> <ul style="list-style-type: none"> <li>• Pool of conditions;</li> <li>• Special licensing tools;</li> <li>• Voluntary schemes;</li> <li>• Late night economy</li> </ul> <p>The groups have benefitted from knowledgeable guest speakers and Members undertook an organised visit to key licensed premises late at night on Builders' Friday (20<sup>th</sup> December). The working groups will be progressing their findings in the early New Year, with a view to discussing these jointly in March 2014 at Licensing Committee.</p>
7	<p><i>Exeter Alcohol Violence &amp; Night Time Economy (EAVNTE) – progress multi-agency actions to reduce alcohol-related violence, disorder and nuisance through the introduction of schemes such as:</i></p> <ul style="list-style-type: none"> <li>• <i>Taxi marshals;</i></li> <li>• <i>Safe Zones;</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Taxi rank provision &amp; siting;</i></li> <li>• <i>Under-age sale of alcohol testing.</i></li> </ul>
	<p><b>Progress on Exeter Alcohol Violence &amp; Night Time Economy (EAVNTE)</b> – a number of key actions have been progressed as part of this multi-agency forum, which help contribute to making Exeter safer and more pleasant at night:</p> <ul style="list-style-type: none"> <li>• <b>Taxi marshals</b> – following the successful pilot in 2013, a contract has now been awarded for the whole of 2014 to provide the scheme for two key ranks from midnight to 4am on a Sunday morning; the scheme has been well-received by all partners including the taxi and licensed premises trades.</li> <li>• <b>Help Zone</b> – a multi-agency Help Zone was successfully piloted at the Mint Methodist Church, Fore Street, on December 20<sup>th</sup> from 11pm to 4am on the 21<sup>st</sup> December. Partners included the Ambulance Service, Police, Street Pastors and Mint Ministry – all partners reported benefits to their respective operations, and 16 people in need were assisted.</li> <li>• <b>Taxi rank provision &amp; siting</b> – two new ranks have been identified in association with the trade, and have been incorporated into Devon County Council’s proposed Traffic Regulation Order which is due imminently.</li> <li>• <b>Under-age sale of alcohol testing</b> – officers have been working with Trading Standards Officers who have conducted test purchasing at premises in the City; the results of the test purchasing will inform any reviews of premises licences.</li> </ul>
8	<p><i>Introduce and co-ordinate a multi-agency Exeter Safety Advisory Group (ESAG) to ensure that public safety is appropriately safeguarded at large events.</i></p>
	<p><b>Progress: Exeter Safety Advisory Group (ESAG)</b> – this multi-agency forum involving the Council, Police, DCC, Fire &amp; Rescue and Ambulance Services, designed to review prospective large events and work with organisers to ensure safe delivery (e.g. South West Run, Unexpected Festival) was successfully set up in 2013, and continues to meet on a regular basis to ensure that organisers have properly planned for public safety at large events.</p>
9	<p><i>Comprehensively review the key factors contributing to Exeter’s recycling rate and seek to re-invigorate recycling by a variety of actions including:</i></p> <ul style="list-style-type: none"> <li>• <i>targeted interventions at those communities where recycling rates are lower than the norm, including working with public sector and private landlords to facilitate appropriate arrangements to encourage greater recycling;</i></li> <li>• <i>broadening the Green Team partnership along with other educational programmes;</i></li> <li>• <i>broadening the garden waste customer base.</i></li> </ul>
	<p><b>Progress:</b> Drawing upon the results of 4 distinct surveys on waste and recycling carried out in the last 14 months, a clearer picture has been formed of the opportunities for improving recycling rates based upon current collection methods, and the underlying constraining factors. Actions taken to sustain recycling rates include:</p> <p><b>Progress on targeted interventions:</b> Joint working between Waste Operations, Housing Neighbourhood Management, and the waste collection crew is helping to address poor recycling and problems with waste at blocks of flats. For example, in council flats in Whipton Barton, there has been a particular problem with overflowing rubbish bins and under-used recycling bins. The following actions are being implemented:</p> <ul style="list-style-type: none"> <li>• Individual address labelling of bins encouraging tenants to take responsibility for their own bin</li> <li>• Engagement with tenants through ‘door-knocking’ and leafleting</li> <li>• Installation of mini bottle bank sites in near the blocks to encourage residents to</li> </ul>



	<p>recycle more glass</p> <ul style="list-style-type: none"> <li>• Better engagement on reports of 'problem' bins by the collection crew</li> </ul> <p>Collaborative work with Exeter University has seen the introduction of minimum standards for waste and recycling provision and information in its landlord accreditation scheme, due to be implemented in 2014. Waste operations officers attended the Landlords' Forum meetings in 2013 to promote good waste and recycling provision in private rented accommodation.</p> <p><b>Progress on Green Team:</b> 29 schools are now engaged with the Green Team partnership and a further 12 months' sponsorship from Gregory Distribution and continued support from Express and Echo has been confirmed for 2014. Green Team awards will take place Feb 2014, with attendance of over 200 pupils and teachers anticipated. This work helps to encourage the recyclers of the future.</p> <p><b>Progress on broadening the garden waste customer base:</b> the scheme is now being better promoted by using wider communications (e.g, higher profile in the annual waste collection calendar sent to each household) and offering packages such as cut-price home compost bins to new and renewing garden waste customers.</p>
10	<p><i>Following a successful bid for DEFRA funding, progress development of a low emissions strategy which will contribute to the Air Quality Action Plan for Exeter.</i></p> <p><b>Progress: Low Emission Strategy development</b> – using funding from the Department of Environment, Food &amp; Rural Affairs (DEFRA) for this purpose, an external specialist consultant has now been commissioned to develop the strategy in 2014.</p>
11	<p><i>Explore the use of licensing tools available to allow the management of concentration of gambling premises in a locality.</i></p> <p><b>Progress: Concentrations of Gambling Premises</b> – the current Gambling Licensing Policy tools are permissive and do not allow restrictions on concentrations of gambling premises in a street or locality; recent appeals decisions going against councils have served to re-emphasise this point. A potential way forward is that of a cumulative impact policy for such premises where there is an evidence base for any concentration in a locality undermining the licensing objectives of the Gambling Act 2005, however, further work needs to be carried out to in the early part of 2014 to examine the real potential for this as a policy tool.</p>
12	<p><i>Conduct a review of the purposeful system of keeping people and the environment, safe and healthy.</i></p> <p><b>Progress:</b> a review of the system for dealing with nuisance and anti-social behaviour commences in Jan 2014. The review will focus upon understanding the underlying causes of disharmony between neighbours, properly recognising the significance of disharmony and attributing effective and timely interventions/solutions which align with the relative priority and impact on health and wellbeing.</p>
<b>Run the Council well</b>	
1	<p><i>In recognition of the continuing pressures on local government finance, I will be asking officers to review the opportunities for greater income generation and increased commercial awareness across my portfolio, using the principle – where it is appropriate to do so – that those services that are capable of generating income should at least be covering their costs.</i></p> <p><b>Progress:</b> Allotments are currently operating under a significant subsidy and the prices</p>

	<p>have been fixed until Sept 2015. We have sought to reduce the costs of providing the service by removing the service support staff. Although this will have an impact upon customer service it was the only option immediately available to reduce the subsidy gap. In the future we will be looking at self-management models but if the allotments remain within the council's management a significant rise in rents will be required to achieve a cost neutral service.</p>
2	<p><i>In partnership with the Portfolio Holder for Sustainable Development &amp; Transport, I will be reviewing the management arrangements for car parking assets that fall within my portfolio to explore whether a single management and enforcement regime can be introduced for all Council car parks to ensure that charging and other policies are consistently and fairly applied.</i></p> <p><b>Progress:</b> Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture</p>
3	<p><i>Joint Waste Management Board – proactively engage with exploring the potential for joint working in clusters across Devon in partnership with other councils.</i></p> <p><b>Progress for Joint Waste Management Board</b> – partnership working with DCC and other Devon local authorities has been progressing over 2013, with both an officer working group and Member project board. In December 2013, external consultants Eunomia presented a preliminary business case to all LA's, and a majority of Members were in favour of exploring joint management arrangements; further work on a viable business case is planned for 2014.</p>
4	<p><i>Materials Reclamation Facility – in light of the development work for a Joint Waste Management Board and opportunities in terms of regional/national provision for recycling, a review of the MRF operation over the medium to longer term will be carried out to identify potential benefits.</i></p> <p><b>Progress on Materials Reclamation Facility</b> – in the short-term the MRF is an integral part of Exeter's co-mingled recycling collection method. The price per tonne received from the sale of materials to newly contracted re-processors continues to match or exceed the market average. Positive feedback from re-processors shows that our sorting process produces high-quality materials for resale compared to other MRFs.</p> <p>Medium to long term operational viability of the MRF is closely linked with the Joint Waste Management Board work as any clustering arrangement with neighbouring authorities in the medium to long term may alter the way we collect recyclates in Exeter. Irrespective of this, modelling of potential cluster arrangements place Exeter's depot as strategically important, and the MRF site would continue to function as a depot/bulking-up facility for recyclates collected in a wider Exeter area.</p> <p>The amount of material processed for recycling is still declining due to changes in packaging materials and consumer habits. In order to maintain income levels and recycling performance, two additional waste streams are being processed through the MRF since November 2013:</p> <ul style="list-style-type: none"> <li>• Mixed recycling from trade customers – to improve convenience to customers and increase the customer base of the trade waste recycling service;</li> <li>• City centre litter bins - trial loads of litter bin contents have been processed through the MRF and a high proportion of valuable plastic, aluminium and paper recovered, although contamination remains an issue.</li> </ul>

Cllr Keith Owen  
January 2014

## Portfolio Holder Priorities 2013/14 :Environment, Health and Wellbeing :Addendum to main report

### Health and Wellbeing

#### 1 ***Exeter Health and Wellbeing Board***

This board was established in the autumn of 2013, to provide a more Exeter-focused attention than the work being carried out by the Devon Health and Wellbeing Board operated under the auspices of Devon County Council.

Its aims are:

- to ensure the delivery of improved health and wellbeing outcomes for the population of Exeter, with a specific focus on reducing inequalities;
- to concentrate its efforts over the medium-term to significantly improve the health outcomes in one priority area;
- to promote integration and partnership working between the City Council, NHS, social care, public health, Police, voluntary services, and other local services; and
- to improve local democratic accountability for health and wellbeing.

Its membership consists of:

- Exeter City Councillor (Leader) (chair of Board)
- Exeter City Councillor (Lead Councillor for Housing and Customer Access)
- Exeter City Councillor (Lead Councillor for Environment, Health and Wellbeing)
- Exeter City Councillor (Opposition)
- Devon County Councillor (Chair of Health and Wellbeing Scrutiny Committee)
- Devon County Councillor with Exeter locus
- Exeter City Council Officer (Assistant Director Environment)
- Exeter City Council Officer (Assistant Director)
- Exeter City Council Officer (Community Involvement and Inclusion)
- A representative of Healthwatch Devon
- A representative of the Exeter team within the North, East and West (NEW) Devon Clinical Commissioning Group
- A representative of an Exeter based Voluntary and Community Sector infrastructure organisation
- A representative of Devon and Cornwall Constabulary
- The Director of Public Health
- A senior commissioning officer from the Devon County Council Strategic Directorate: People
- A representative of the Exeter Chamber of Commerce and Industry
- A representative of Exeter City Football Club

The Board has agreed the following priority areas for developing co-ordinated actions:

- (1) increased physical activity;
- (2) reduced alcohol misuse;
- (3) reducing falls and cold homes; and
- (4) health of the most disadvantaged.

The primary focus of the Board initially is the first of these and has set itself a target of making Exeter the most physically active city in the south west of England by 2018. A working group has been set up to focus on this and its first meeting will be held shortly.

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## SCRUTINY COMMITTEE - ECONOMY

16 January 2014

### Present:

Councillor Leadbetter (Chair)

Councillors Brock, Bowkett, Branston, Bull, Crew, Crow, Martin, Prowse, Robson and Wardle

### Apologies:

Councillors Bialyk and Mottram

### Also present:

Chief Executive & Growth Director, Assistant Director Economy, Assistant Director Public Realm, Economy and Tourism Manager, Museums Manager, Senior Collections Officer, Principal Accountant Service (PM), Festivals and Events Manager, Leisure Facilities Manager and Democratic Services Officer (Committees) (SLS)

### In attendance:

Councillor Rosie Denham - Portfolio Holder for Economy and Culture  
Councillor Rachel Sutton - Portfolio Holder for City Development

Jeremy Wright – General Manager, Parkwood Leisure  
Michelle Murray – Sports Development Manager, Parkwood Leisure

## 1 **Minutes**

The minutes of the meeting held on 14 November 2013 were taken as read and signed by the Chair as correct.

## 2 **Declarations of Interest**

No declarations of discloseable pecuniary interests were made.

## 3 **Questions from Members of the Council Under Standing Order 20**

In accordance with Standing Order 20, two questions on car parks from Members were put to the Portfolio Holder for Economy and Culture - Councillor Prowse's question was in relation to car parks on Okehampton Street and also Flowerpot Lane, and Councillor Ruffle's question related to Mary Arches Street. The Portfolio Holder replied. A copy of the questions had previously been circulated to Members. The questions and the replies from the Portfolio Holder (in italics) are appended to the minutes.

## 4 **Future Workings of Scrutiny**

The Corporate Manager Democratic and Civic Support presented the report informing Members of some proposed changes to the future working of the three Scrutiny Committees in order to make the process more efficient and effective.

Some of the proposed changes that had emerged following a series of meetings between the Chairs and Deputy Chairs of the three Committees were:-

- a new style of agenda format;

- unless requested, officers would not present reports at committee;
- Members to provide officers with advance notification of questions to be asked at the meeting;
- Scrutiny Chairs to take a more active role in the Committee meeting 'pre-meet' to decide agenda content; and
- Portfolio Holder's reports to be considered prior to Council meetings rather than at Scrutiny Committees.

A Member acknowledged the work already carried out by the Task and Finish Group, but considered that a cross party decision should be taken on the approach, as there may be differing views from the individual Scrutiny Committees. It was also considered that the presentation of the Portfolio Holder reports prior to meetings of Full Council would mean an additional time commitment, particularly for working Councillors. A Member acknowledged this concern, but welcomed the opportunity to meet with all of the Portfolio Holders in a more informal setting.

Councillor Leadbetter moved the recommendation -

"That the proposals detailed in the report be trialled through the next cycle of Scrutiny meetings in March 2014, whilst the proposal concerning the Portfolio Holder reports would be trialled at the Council meeting scheduled for July 2014".

The recommendation was put to the vote and lost.

Councillor Bull moved and Councillor Bowkett seconded the following motion:-

"Scrutiny Committee - Community welcomes looking at further ways to develop the scrutiny process. However, the proposals in front of us come from the Chairs of scrutiny and has, until now, not been through a cross party process. At this stage the report may be subjected to numerous and conflicting amendments at the three individual scrutiny committees. Previous proposed changes to scrutiny were done through a cross party working group and, therefore, a precedent for an appropriate process has been established.

We therefore recommend that Executive re-establish a cross party working group to look into this report and to bring back proposals to Executive and then, subject to approval, they be put before Full Council."

The motion was put to the vote and carried.

## 5 **Reports of Portfolio Holders**

Councillor Brock declared an interest as a trader in Magdalen Road.

Councillors Sutton and Denham presented progress reports on priorities within the City Development (formerly the Sustainable Development and Transport Portfolio) and Economy and Culture Portfolio respectively. Responses to Members' comments and queries are set out below:

### City Development

- the recent examination of the application for a village green at Eastern Fields had been through a thorough process, with over 112 folders of supporting documents and feelings ran high on both sides of the discussion. There was likely to be a final decision in May or June.

- the adoption of the St James Neighbourhood Plan would help fund improvements and shape the local community. This work had helped springboard improvements in the local environment and promoted more community cohesion. Unfortunately, there was no further funding, but she thanked the officers in the City Council's City Development team as they had offered a great deal of support.
- work with neighbouring authorities in respect of the approach to infrastructure planning in the city was ongoing, particularly relating to wards such as Pinhoe on the south west side of Exeter. As the City Council had no seat on the LEP, the concern had also been raised with the Exeter and Heart of Devon Growth Board. She would respond to a question on the status of the Politmore Arms in Pinhoe, as its possible demolition could have implications for the existing highway boundary and capacity for subsequent planning development.
- Improvements to the city's public realm were ongoing, including the Central Station frontage and cooperation with the County Council to revamp the area around the library. The financial climate had delayed plans in relation to the proposed new Bus and Coach Station, but a viable scheme could now be progressed. She acknowledged the comment that some areas of the city needed improving, but the lack of available funds meant that they were now dependent on working with partners to fulfil the ambitions for the city.

#### Economy and Culture

- despite best intentions there had been a lack of progress on projects to help improve the local economy in the Heavitree District Shopping Centre. It was important to be realistic of what could be achieved, but this issue would be raised with the Leader.
- the Trail leaflets supporting independent shops was an excellent example of what could be achieved and the model would go forward for all those businesses who had signed up to the initiative. She would ask the Assistant Director Economy to contact the Member and provide more feedback and also in terms of business relocation to the city.
- the Exeter Cultural Partnerships bid to the Arts Council had been unsuccessful and an update would be provided at a later date.
- officers were working in partnership with the police to address anti-social behaviour in the city and, in particular, the increasing levels of begging in the High Street. The distress caused to local residents and also visitors was acknowledged.
- the Living Wage Forum had met and centered their discussions on a range of employment issues and support for those on low incomes within a wider forum. They would continue to engage with local businesses.
- internal work had picked up some pertinent issues relating to procurement.
- efforts had been made to create opportunities for a wide range of cultural activities during the Rugby World Cup. The dedicated Fan Zone would also be available on match free days for others to use. Every effort was being made to ensure increased rugby participation and to build on the legacy, however funding could only be used for the specified work.
- officers were about to embark on a study of the current state of the river and canal with the Council's maintenance team, amidst concerns of the need to dredge the canal. The Assistant Director Public Realm would be picking up this work.
- paying for Parking by Phone was now operational in the city's car parks.
- the Council was making every effort to contribute towards the ongoing dialogue for a Supercomputer at the Met Office.

Scrutiny Committee – Economy noted the achievements and priorities presented.

## 6 Parkwood Leisure Management Contract

The Leisure Facilities Manager presented the report, informing Members on the performance of the Parkwood Leisure Management Contract for year three of the contract, October 2012 to September 2013.

Jeremy Wright, the Exeter General Manager and Michelle Murray, the Sports Development Manager, introduced themselves. They set out the ambitions of Parkwood's leisure management contract in Exeter. They were currently in year three of a ten year agreement which was due to expire in 2020, and operated eight sites throughout the city. The contract was monitored using a number of methods including the provision of data for Key performance Indicators, regular monitoring meetings and visits to facilities. Members were also offered a regular overview through the Parkwood Leisure Working Group. Jeremy Wright outlined Parkwood's main aspirations and referred to the importance of good customer service and recognised the importance of engaging with their clientele. They understood the challenges of ensuring that there were sufficient staff who were appropriately trained and maintaining a high visual standard of the older sites.

Each of the Parkwood sites had been registered for Quest accreditation. They worked closely with the City Council to see where they could exceed the contractual requirement and go that extra mile to reach the community. The upcoming Quest reports will be used as a basis for revised improvement plans for each of the facilities. Mr Wright also referred to the work they had accomplished in developing club use and extending the opportunities for clubs to gain their club mark accreditation sports development as well as supporting the local community.

Parkwood recognised the areas in which they are under-performing and will be concentrating on these to bring about an improvement in performance.

The following responses were given to Members –

- a reporting team had been working with the Leisure Manager and Exeter Sports Development Board to develop a value added experience of sport. They have also been working with Active Devon to encourage more informal interaction with less active clients.
- further interrogation of the statistics would gather a more accurate profile of physical participation. Parkwood were keen to work with the community, particularly younger age groups, as well as more collaborative work with other organisations to make a stronger case for funding bids. They could also supply additional details on the type of accidents at individual sites, though it was stressed this was a relatively low figure over all of the sites.
- The importance of reception and front of house staff was acknowledged as well as ensuring the right staffing to manage the facility and identify any trends.
- Mr Wright gave an undertaking to look at the suggestion to encourage take up from the older age groups, and consider the current criteria in relation to the X-Card. It was agreed that this would be discussed at the next meeting of the Parkwood Leisure Working Group.

Scrutiny Committee – Economy thanked Mr Wright and Ms Murray for their presentation and noted the content of the report.



## 7 **Estimates 2014/15**

The Principal Accountant outlined the strategic framework within which the 2014/15 Estimates had been prepared, changes in accounting practices which affected all budgets and any significant changes in the Management Unit estimates, which were discussed at an informal briefing of Scrutiny Committee – Economy on 16 December 2013. The budget framework, Capital Programme and proposed new schemes for the areas covered by Scrutiny Committee - Economy and proposed 2014/15 Fees and Charges were included as an appendix.

Since the reporting of estimates to the December meeting of this Committee, the employer superannuation rates for 2014/15 had been announced, and had changed from 21% to 22.9% and resulted in an increased cost of £90,000 being reflected in the revised draft revenue estimates. A Member sought further information on the revenue for the raised tariffs in Magdalen Road. The Principal Accountant would respond to the Member.

Scrutiny Committee – Economy noted the draft Revenue Estimates, Capital Programme and proposed Fees and Charges for 2014/15 for further consideration by the Executive and Council.

## 8 **New RAMM Collections Development Policy 2014 - 2019**

The Senior Collections Officer presented a report which sought approval for the new RAMM Collections Development Policy to cover the period 2014 - 2019. This would ensure a more strategic approach to the shaping of RAMM's acquisitions and disposals, and an opportunity to examine the nature, extent sustainability and potential of its collecting activity. As funding for new acquisitions was likely to be limited between 2014 and 2019, the policy would also enable a stronger focus on targeting key acquisitions that would improve the quality of the collections and overall visitor experience. The Policy also recognised that the level of digital data had grown significantly improving access to collections, and linking to collaborative work with Exeter University. An approved Collections Development Policy was also a requirement of Museum Accreditation, a prerequisite of funding requests to the Arts Council England and other bodies. RAMM is scheduled to apply for its Accredited Museum status renewal in April.

RAMM's current collection was evidence of Exeter's historical legacy, and it was important to distinguish the high quality and character which uniquely reflected the history of the local community. The new policy builds on these existing strengths by closely managing future acquisitions. The emotional impact, particularly for members of the public hoping to secure a place for their donations was recognised. It was also important to ensure that disposals remained part of a transparent process and complied with the Museum Associations Code of Ethics.

Members acknowledged the hard work and achievement in drawing the Collections Policy together, and made the following comments -

- Whether the Museum enlisted the help of digital artists to develop its contemporary art collection? The Senior Collections Officer stated that RAMM was interested in this area of artistic practice but recognised that technological change meant that preserving digital material over the very long term had particular challenges which would effectively limit its 'life span'.
- If the Museum had any artefacts from the First World War period or planned any display in recognition of the centenary? The Senior Collections Officer advised that the Museum had a number of nurse's books containing notes by

recuperating soldiers in local hospitals and a small number of military artefacts. A series of exhibitions and events were planned to mark the commemoration.

- An acknowledgement that the current catalogue reflected aspects of the record of Exeter's social and industrial history.

Scrutiny Committee - Economy noted the report and recommended approval by Executive of the new RAMM Collections Development Policy 2014-2019.

## 9 **Storage of Archives Resulting from Developer-Funded Archaeology**

The Museums Manager presented the report, which sought Members' support for a new mechanism for dealing with storage of archaeological finds and records as a result of excavations funded by developers within the city. The demise of Exeter Archaeology had left a legacy of undeposited archives in the Council's care and the Museum's current storage arrangements had now reached their limit. A number of storage options were presented including moving the current archaeological archive into a longer term "deep-store", (using an adapted former salt-mine) to extend and make better use of two leased warehouses, and a final option for a mixed use of both using one of the warehouses and the deep-store solution.

The following responses were given to Members:-

- The Senior Collections Officer confirmed that more important material was retained as part of the Museum's collection, but other material already identified for deep-store was the responsibility of the developer. The Museums Manager advised that the cost of a storage box at the proposed Deepstore facility in Cheshire was approximately £1.20 a year. Producing a list of the material deposited at Deepstore would be the responsibility of the developer as part of the archiving process.
- Conditions of planning permission gave developers responsibility for rescuing archaeological material 'at risk' ensuring that such material was appropriately stored, and made publicly available. The Chief Executive & Growth Director added that this level of material was not of sufficient quality to retain in the Museum's store. Future technology may allow some extraction of information allowing further academic research at a later date.
- The Museums Manager explained that 47 other authorities had closed their doors to storing lower grade material. The solution proposed by the Council in this report was likely to be of interest to others in a similar position. There had been a great deal of interest in how Exeter had dealt with this issue.
- The Portfolio Holder Economy and Culture reminded Members that the Council would not wish to keep most of the material, and the developers were legally obliged to ensure ongoing funding for storage under planning conditions.

A Member also sought reassurance that, should there be any significant finds during the anticipated development of the Bus and Coach Station site, the Museum would be able to offer suitable storage. The Museums Manager stated that exceptional material would always be dealt with accordingly. Following a comment on the Ark, the Museums Manager extended an invitation to Members to see the Council's principal store of museum artefacts.

Scrutiny Committee – Economy noted the report and recommended that Executive support the new mechanism for dealing with developer-funded archaeological archives since January 2011, and also future material and agreed that Option 2, as set out in the circulated report, be pursued.

## 10 **A Commitment to Local Employment and Training**

The Assistant Director Economy presented the report as a key action within the City Council's Corporate Plan (2012 - 2014) to take advantage of the development process using planning powers to create Local Labour Agreements to give local people a chance to secure jobs arising from construction projects. Other local authorities, including Sedgemoor and Eastbourne Councils, had successfully used this approach enabling local people to gain training opportunities and employment.

A Member referred to the recent development of student accommodation in Western Way, built by a workforce, predominantly drawn from outside of the region. Although there were other benefits to the local economy, and there was no compulsion to use the local workforce, every effort should be made to encourage the building industry to use employees from the locality and contribute to creating training opportunities for young people.

Funding through Section 106 agreements could help with the necessary training and skills. A Member referred to Mulberry, who were a good example of a high end manufacturer who had made a commitment to the local workforce in Somerset through this approach.

Scrutiny Committee - Economy supported the following recommendations for consideration by Executive:-

- (1) approve the application of Local Labour Agreements to new development proposals of an appropriate scale and size, through the preparation and adoption of Planning Documents facilitated by the emerging Draft Development Delivery Development Plan Document;
- (2) the Exeter and Heart of Devon Employment and Skills Board be encouraged to promote the adoption and application of Local Labour Agreements by developers, employers, local authorities and other stakeholders within and beyond the sub-region;
- (3) this approach be promoted to the Growth Board partners and developed in partnership with them; and
- (4) an approach be established to develop and promote the supply of local goods and services to the construction industry alongside local employment, recruitment, apprenticeships and skills training.

## 11 **Support for Small Businesses**

The Economy and Tourism Manager presented the report, which provided Members with an overview of the provision of business support to traditional business and social enterprises, the contribution made by services funded by Exeter City Council. Exeter Business Support offered a range of services through a partnership consisting of Peninsula Innovations Limited, Exeter College Business School and the Fruit Tree for Business. It was acknowledged that the demand still warranted an Exeter Business Support service, and Members were asked to consider different options for service delivery. However after further discussion it was felt the most appropriate way forward should include a review of the support provided to social enterprises. A Member welcomed the opportunity for a review and felt it would be short sighted to change the current arrangement as they were already offering a solution.

Scrutiny Committee – Economy supported the following –

- (1) continuation by the City Council to fund business support for embryonic, new and existing business to provide opportunities for individuals to secure the means of improving their financial position and promoting job creation at a cost of £42,000;
- (2) that officers be authorised to negotiate service level agreements for 2014/15 with Peninsula Innovations Limited for the continued delivery of services outlined in the report under the banner of Exeter Business Support;

and an additional recommendation, which was put to the vote and carried –

- (3) that the City Council carry out a review to consider whether funding, which had enhanced support for the social enterprise sector should be extended and whether any changes should be made to the way the support was delivered.

## 12 **Update on Youth Unemployment in Exeter**

The Economy and Tourism Manager presented the report, which reviewed current data on levels of youth unemployment within the city, comparing Exeter with neighbouring local authority districts and national trends. It also provided an update on the support available for young job seekers through Job Centre Plus, and comparison of Job Seekers Allowance claimants. She provided an update on the October figures which showed a continuing downward trend; in Table 1, the comparison of all JSA claimants aged 16 to 64 had reduced to 1435; Table 2 and the seven year comparison of young JSA claimants aged 16 – to 24 level had risen by 105 claimants; and Table 3 depicting the number and duration of JSA Claimants aged 16 to 24 years was below the South West and national average.

Scrutiny Committee – Economy noted the report and supported the continued provision of a watching brief through an annual update on youth unemployment, unless there was a change in trends.

## 13 **Parking Review**

The Assistant Director Public Realm presented a report which set out the details of a review of parking in the city to enable a new Parking Strategy to be drawn up by 2015, and included a proposed terms of reference to help scope a review of parking in Exeter and Topsham. The newly adopted City Centre Strategy 2013 – 2022 had meant that a new strategic approach to parking in the city centre was needed to meet the future challenges of a successful local economy and rapidly changing shopping and leisure demands. Officers had carried out an initial consultation exercise with retailers and other interested stakeholders prior to a tender exercise to appoint a consultant from April to October to oversee the work required. It was envisaged that a final report would be made to Scrutiny Committee – Economy by December 2014.

A Member sought confirmation that the new parking places order would enable greater opportunity to offer free or reduced parking at particular times of year. The Assistant Director Public Realm advised that a new parking places order would offer greater flexibility. She also responded to a comment on the likely cost of the consultation, stating that funding was available from a sum of money set aside for the feasibility works around the redevelopment of the Bus Station site. She also responded to a Member's comment on the reliance of parking as a funding stream for the Council.

Scrutiny Committee – Economy noted the Terms of Reference for the forthcoming Parking Review.

#### 14 **Annual Arts & Events Review**

The Festivals and Events Manager presented an update on the performance of the festivals and events portfolio, comprised of Animated Exeter, Vibraphonic, Exeter Open Studios, and Exeter Respect. These events are grant aided by the City Council and also run at arm's length by independent companies or voluntary management boards. There were many achievements in 2013, and in particular the success of the Council's Unexpected Festival, which had taken art and performance onto the street as well as using non traditional performance spaces.

She responded to a Member regarding Exeter Respect being told they would not be able to have a licensed bar at the 2014 event, and stated that this had not been the case. However, the police had raised concerns, both regarding minor alcohol related incidents in 2013 and also rising attendance figures and control of numbers at the event. The introduction of a Designated Public Places Order (DPPO) in Belmont Park would necessitate that issues around the sale of alcohol and management of the bar would need to be looked into. The arrangements for 2014 would be discussed at a forthcoming meeting with the police, licensing colleagues, and the Chair and Production Manager of Exeter Respect. A Member commented on the success of recent events by the festival and events team in encouraging and coordinating such a wide range of professionals and volunteers. The Festival and Events Manager advised that an annual review of the projects funded would be made to the meeting of Scrutiny Committee - Economy in September 2014.

Scrutiny Committee - Economy noted the report on the performance of the festivals and events portfolio in 2012/2013 and the proposed approach for both core and revenue project funding as outlined in section 4 of the circulated report.

#### 15 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

**RESOLVED** that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3, of Part 1 of Schedule 12A of the Act.

#### 16 **Minutes of Exeter and Heart of Devon Growth Board**

The minutes of the Exeter and Heart of Devon Growth Board held on 16 October 2013 were circulated for Members' information, and referred to a number of issues that the City Council may need to consider and take forward as appropriate.

Scrutiny Committee – Economy noted the content of the Exeter and Heart of Devon Growth Board Minutes.

The meeting commenced at 5.30 pm and closed at 9.05 pm

Chair

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**SCRUTINY COMMITTEE – ECONOMY**  
**16 JANUARY 2014**

**MEMBER QUESTION UNDER STANDING ORDER 20**

In February 2013, I discovered that this Council had chosen to lease a small car park to a private parking company. I have now found that this was not the only car park. The second car park, which has received the same disposal, is at Flowerpot Lane. This car park holds 62 cars. The daily charge set by the Private Parking Company (PPC) is £2. A modest charge. However, it is worth noting that adjacent to this car park is Okehampton Street car park which we still control. The daily charge is £1.80. Its capacity is 84 spaces.

The Portfolio Holder will agree that if at full capacity both car parks on a daily basis would take the same revenue.

1. Who took this bizarre decision?

*At the Executive meeting held on 8th February 2011, alternative parking enforcement arrangements were considered for Council-owned sites not covered by the parking order. Executive resolved not to transfer responsibility for enforcement to the parking service. Land-holding services were able to carry on managing parking on these sites by way of a range of prohibition and enforcement regimes. Parks & Open Spaces were faced with a situation where this car park was being used as free parking to the detriment of the nearby Okehampton Street Pay and Display car park. In consultation with the Estates team, a business lease of the premises was granted under which the tenant occupier had to install and operate pay and display machines and share the income with the City Council on an equal basis.*

2. Did any Councillor on this entire Council become involved in any part of the decision making involving this situation?

*The decision not to extend the remit of the parking service was taken by Executive. In light of that decision, the management of the land is the responsibility of the land-holding service who, on advice from Estates agreed to a lease solution in this case. The power to agree terms and enter into leases is set out in the delegated powers in the City Council's Constitution.*

3. Are there any other parks that have received the same disposal attention?

*The car park in Station Road, Exwick is also covered by a lease, but they have a charging regime designed to discourage long staying customers, so that it can be available to recreational users of the Valley Park. Consideration of similar arrangements was given for a number of other sites but it was not felt appropriate in those cases.*

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**SCRUTINY COMMITTEE – ECONOMY**  
**16 JANUARY 2014**  
**MEMBER QUESTION UNDER STANDING ORDER 20**

**Question from Councillor Ruffle on St Mary Arches Car Park**

I understand that since we last looked at the non collection of car parking fees from this car park at the previous Scrutiny Committee, a security company was employed for two weeks to cover the car park until midnight but this has now been reduced to two days a week.

*Reply: This was correct*

- 1) Is the Portfolio Holder aware that on those days when security has been used the extra revenue collected between the hours of 10 pm and midnight has been of the order of £200-double the original estimate?

*Reply: During the 15 days prior to Christmas when security was employed the value tickets where drivers attempted to leave without paying after 10.00pm, totalled £162.20 (£10.81 per day) The value of tickets correctly presented during the same period amounted to £1,990.90 (£132.73)*

*They found that a relatively small number people were not paying for their parking.*

- 2) How much extra money are we being charged for this security cover?

*Reply: The cost was £25 per day.*

Would it not make more sense to roster late night car park cover using our own staff instead as the extra overtime pay is more than covered by the extra revenue being collected at present?

*Reply: There are not the resources to extend the current coverage. The cost of the additional security was only £2 per hour more than if we used City Council staff, thus a business case for additional resources to cover this in isolation would be unsustainable.*

- 3) Further can the Portfolio Holder explain in simple terms that the public would understand how-when a car is closed it is in reality open because the barriers are raised-and when a car park is open it is not as the barriers are down!

*Reply: We have not felt it necessary to physically close the outside area of Mary Arches car park when the facility is 'closed' preferring only to secure the inside decks only. In common with all our open air car parks, the public are permitted to use them outside the tariff charging times.*

*When the car park is open for business the exit barriers are down and rise when a valid paid ticket is inserted.*

- 4) Would it not be more sensible to keep the barriers down when the car park is closed and late leavers can call the security firm to let them out? This would ensure that such late leavers would be obliged to pay in order to get out.

*Reply: The cost of attendance by the security company would be prohibitive and would at, the current rate, be more than that paying for someone to staff the barrier. An alternative would be to close the car park at the same time as Guildhall Car Park and forego the evening tariff of £2 currently levied after the standard tariff becomes free elsewhere but the loss in income as demonstrated above would be significant.*

Councillor Ruffle thanked Councillor Denham for her comprehensive report and requested a written copy. He accepted the revised figures of £162.30 over 15 nights or £10.81 a day. He hoped to have the opportunity to meet with the Portfolio Holder to discuss and investigate other occurrences.

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**Portfolio Holder Priorities 2013/14**  
**Sustainable Development & Transport**  
**[Now City Development]**  
**Progress report for Scrutiny Economy 16 January 2014**

<b>Run the Council well</b>	
1	In partnership with the Portfolio Holder for Environment & Leisure, I will be reviewing the management arrangements for car parking assets that fall within my portfolio to explore whether a single management and enforcement regime can be introduced for all Council car parks to ensure that charging and other policies are consistently and fairly applied.
	Progress: Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture
2	The management and policy framework for the River & Canal function will be reviewed to ensure that it remains democratically accountable, is fit for purpose and serves the best interests of the Council and the city. As part of this review, I will be asking officers to consider whether the longstanding Harbour Revision Order should be withdrawn.
	Progress: Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture
3	The Council's in-house Engineering function will be reviewed against the backdrop of the likely future demands on this team, a declining capital programme and the scope for generating income from other internal or external sources.
	Progress: Funding for the posts of Civil Engineer, Lead Architect and Assistant Engineer have been removed from the revenue budget. We currently have a part-time Lead Engineer (Drainage), who is crucial to the progression of the Exeter Flood Defence Scheme, and two Assistant Engineers with one Assistant Engineer vacancy. The current proposal (subject to review over the next six months) is to continue maintaining our basic engineering maintenance function with the four staff referred to above.
4	Our City Development service has a pivotal role to play in delivering the Council's corporate vision. We will implement a systems review of City Development, including Building Control and Land Charges that will achieve our ambition of delivering good development and, in the process, generate high income levels such as through New Homes Bonus, while meeting the desire for greater community involvement.
	Progress: The service has been redesigned, staff formally consulted and 18 new posts job evaluated. Recruitment to the new structure will commence shortly for full implementation by May. The new structure involves a reduction in establishment from about 36 fte in 2013/14 to about 30 fte in the 2014/15 budget. The reduction is likely to be achieved by voluntary redundancies. A separate detailed redesign has been undertaken of Land Charges. More positive development outcomes are being achieved and enhanced customer satisfaction.
<b>Provide great things for me to see, do and visit</b>	
1	Work towards a comprehensive redevelopment of the Bus and Coach Station, including

	retail space, new swimming pool and leisure facilities and new bus and coach station.
	<p>As Members will be aware, the area defined by Sidwell Street, Paris Street and Cheeke Street, which includes the Bus and Coach Station site, represents the most significant redevelopment opportunity in the City Centre.</p> <p>The adopted Exeter Core Strategy identifies the site as suitable for mixed use development including retail. The need for a new Bus Station is also recognised. A set of Development Principles which provide more detailed guidance for the preparation of any development scheme for this area was approved in June 2012.</p> <p>During the last two years the City Council has worked with Land Securities and the Crown Estate to thoroughly explore the feasibility and viability of a comprehensive redevelopment of the wider area. Whilst there continues to be good demand for additional retail and restaurant space in the city, some of which could be met in this location, comprehensive redevelopment of the wider area including the bus depot is proving to be challenging.</p> <p>We will continue to progress plans for the comprehensive redevelopment of the site and continue working with Land Securities and the Crown Estates to bring forward a retail and leisure development. This year the focus will be to conclude the viability work with Land Securities and to determine as land owner the way forward.</p> <p>We will continue to progress with plans to build a new leisure facility, including a swimming pool as a replacement for the existing Pyramids Centre, on the land adjacent to the Paris Street roundabout. Officers are putting in place a funding plan and pushing ahead with plans for appointing a project manager and assembling a project team for the leisure centre. One of the key tasks of the project manager will be the production of the work programme and project plan.</p>
	<p>Progress: the Council and its development partners have identified the basis of a viable scheme for retail and leisure led redevelopment re-providing the bus station. The future of Paris Street and replacement of bus laying-up are significant issues. An Outline planning application is expected Summer 2014.</p> <p>Progress continues with the Council's plans to build a new leisure facility on the Bus Station site adjacent to the Paris Street roundabout. An extensive tendering process is under way to secure an external professional project management consultancy firm. The successful firm will be formally appointed in February 2014 and will thereafter produce and manage the project programme and work plan.</p>
<b>Keep me/my environment safe and healthy</b>	
1	We will continue to work in partnership with the Environment Agency and the County Council to deliver an upgraded flood defence scheme for Exeter. We anticipate the proposed scheme being submitted for formal government project approval this Summer.
	Progress: We have agreed a contribution of £3m and are actively engaged with the Project Board and detailed operational issues. Funding for the project should be approved in February and Phase 1 is due to begin in April 2014. A Lawful Development Certificate has been agreed for Phase 1 works and pre planning application discussions are ongoing on Phase 2.
2	We will continue to drive carbon management through the Low Carbon Task Force and to explore initiatives such as the Energy Company Obligations to reduce the carbon footprint of the City Council, residents and businesses.
	Progress: Devon Energy Company Obligations delivery partner appointed. Council housing stock and Registered Providers can benefit. Three houses in St Thomas to be

	given package of improvements under 'Ready for Retrofit' programme.
<b>Deliver good development</b>	
1	<p>We will work to deliver the average of 600 homes per annum required by the Core Strategy and maintain a five year housing land supply.</p> <p>A key focus will be to bring forward outline and full planning permissions to enable the implementation of the proposed new sustainable communities at Monkerton, Newcourt and Alphington:-</p> <p><u>Monkerton:</u></p> <p>Completion of S106 agreements affecting outline applications for about 1,160 homes and agreement of first reserve matters enabling starts on site, pre-application discussions and submission of further applications by Barratt and Devon County Council, agreement of a mechanism and funding for delivery of Tithebarn Link road and a district heating scheme.</p> <p><u>Newcourt:</u></p> <p>Completion of S106 agreement on Dart land, determination of planning applications for IKEA and Newcourt rail halt, progress early delivery of primary school facilities and firm up location of proposed employment land through the proposed Development Delivery DPD.</p> <p><u>Alphington:</u></p> <p>Adoption of a development brief in partnership with the local community, for delivery of the strategic allocation of up to 500 homes and consideration of an outline planning application. Liaise with Teignbridge District Council to ensure a sustainable development of South West Exeter including an infrastructure delivery plan.</p>
	<p>Progress: About 469 homes are expected to be delivered in 2013/14. The Council's latest SHLAA shows the 600 target should be exceeded in 2015/16. The yield is lower than the average required by the Core Strategy largely due to the slow rate of implementation of large outline consents at Monkerton and Newcourt. Since April 2013, the Council has approved or resolved to approve over 2,000 homes. The Development Delivery DPD identifies further proposed sites for about 1,000 homes.</p> <p>The Strategic Housing Land Availability Assessment has been updated to December. The current supply is 5 years and 3 months.</p> <p><u>Monkerton</u></p> <p>The three outline consents for 1162 homes were issued at the end of November, approval of reserve matters applications have yet to come forward. An outline application for 450 homes has been submitted by Devon County Council and one is imminent for 185 homes by Barratt. A funding mechanism is in place for the Tithebarn link road, it is due to start on site on 2 June. Considerable effort was required to reach the point where Eon and the main developers have a heads of terms agreement on a district heating scheme, this needs to move forward to a master agreement quickly to take advantage of HCA local infrastructure funding.</p> <p><u>Newcourt</u></p> <p>Outline planning approval for the Dart land was issued in October however, the decision has been subject to judicial review. This is being robustly defended requiring staff resources. Heritage Homes has been assisted from pre application discussions to a start on site for a scheme of 40 homes. The implications for delivery of primary schools are being addressed. The Council is about to consider planning applications by IKEA and the Newcourt Railway Station has secured planning approval, agreement on land transfer and funding. It is due to start shortly. The DDDPD identifies the proposed location of the 16 ha of employment land. Pre application discussions have been</p>

	<p>commenced with landowners between the railway line and the M5 motorway.</p> <p><u>Alphington</u></p> <p>A public consultation survey of local residents on issues affecting a development brief in July attracted over 400 responses. These have now been analysed and a further meeting with Alphington Forum was held on 13 January. I envisage that a proposed draft brief will be reported to PMWG and Executive in February. Officers and Members have continued to liaise with Devon and Teignbridge Councils regarding infrastructure issues in South West Exeter, one planning application has been submitted to Teignbridge and another is imminent.</p>
2	<p>We will adopt the St James Neighbourhood Plan following the recent referendum vote in favour.</p>
	<p>Progress: The Exeter St James Neighbourhood Plan was adopted by Council In July following a 92% vote for adoption in the referendum. It was the second adopted neighbourhood Plan in England and the first for an urban area.</p>
3	<p>When made available, we will consider the implications of the Inspector's report on the application for a town/village green at Eastern Fields.</p>
	<p>Progress: The Inspector reported that the use of the land did not meet the legal tests in June. A legal challenge was made in September with leave for judicial review. The case will not be heard until the outcome of a supreme court case in early April, there may be a decision by May or June.</p>
4	<p>We will respond to proposals from local communities for grants from the NHB Local Infrastructure Fund.</p>
	<p>Progress: The 2013/14 allocation of £250,000 has been allocated to twelve separate organisations, with projects ranging from a bicycle refurbishment scheme, through replacement park gates, to new community buildings. Some of the projects we assisted in the previous year have now been completed, including the Mulberry Garden at Exeter Community Centre, and an extension to Topsham Rugby Club.</p>
5	<p>Environmental improvements to Cowick Street and Central Station Yard will be completed this year and we will examine ways of assisting Devon County Council on improvements to Central Library.</p>
	<p>Progress: Cowick Street was substantially completed in September, connection of the information monolith is awaited. Central Station was completed in December, an opening event will be arranged shortly. Devon County Council has agreed to use higher quality yorkstone to surface the area around the entrance to the Central Library following a City Council offer of a £20,000 contribution to the costs. Funding will be sought through the 2014/15 budget process.</p>
6	<p>We will progress implementation of the Council's Green Infrastructure Strategy and expect to have appointed an officer to the Exeter and East Devon Growth Team to lead on green infrastructure. We will establish a governance structure for overseeing progress on green infrastructure.</p>
	<p>Progress: Simon Bates has been appointed as Green Infrastructure Project Manager to the Growth Team he has already been involved in work on Newcourt and the proposed Monkerton ridgeline park. A Green Infrastructure Board has been established and</p>

	agreed terms of reference.
7	We will implement a comprehensive approach to infrastructure planning including a decision on adoption of proposed Community Infrastructure Levy rates and maintain an up to date Infrastructure Delivery Plan. We will work with neighbouring authorities and Devon County Council to address the infrastructure needs of the City.
	Progress: The Inspector who considered the Council's proposals for CIL found the rates sound on 29 August and CIL was implemented from 1 December. Some significant proposed developments that benefited from resolutions to approve needed to be issued before the implementation date. The Infrastructure Delivery Plan is a live document. We continue to work with neighbouring authorities and recently met Teignbridge and Devon at Member level regarding infrastructure issues in the proposed South West Exeter development. The Inspector's report on CIL led to additional work to cease to apply the Council's adopted Affordable Housing SPD (requiring 25% on a 15 home threshold) and to consult on a revised document (relating to 35% and a 3 home threshold with amended advice on mix).
8	Viable proposals for district heating schemes are being developed focussing on the RD&E Hospital and City Centre; with a possible link to the energy from waste incinerator at Marsh Barton. We will respond to Government proposals for allowable solutions.
	Progress: Responses submitted to Government consultations on Allowable Solutions, Housing Standards Review and Independent Heat Customer Protection Scheme. Memorandum of Understanding signed by partners to delivery of district heating to the City. Exeter, Teignbridge and Devon councils have match funded bid for total of £0.5 m to procure an Energy Services Company partner.
9	We will consider representations on the Issues & Options DMDPD and publish a Development Delivery Development Plan Document for public consultation.
	Progress: About 600 representations from about 300 respondents were considered (many relating to Eastern fields) and the DDDPD was agreed by Executive and published for public consultation on 16 December. The current consultation exercise includes four exhibitions. Significant additional work was necessary on the evidence base and supporting documents including an updated Strategic Housing Land Availability Assessment, a revised Development Management Policy Statement to that agreed at the time of adoption of the Core Strategy and a Housing Land Review to meet a commitment given at the Examination. This work will assist the Council to resist inappropriate proposals such as in the hills that form the landscape setting of Exeter.
<b>Maintain the (property) assets of our city</b>	
1	We will complete an update of records of locally important heritage assets.
	Progress: In July, PMWG considered a report on the results of consultation and reassessment of locally important heritage assets. This new list will feed into the final DDDPD.
<b>Help me run a successful business</b>	
1	We will introduce 'pay by phone' parking in all Council car parks to provide greater

	convenience and flexibility to customers wishing to visit and shop in the city.
	Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture
2	In response to notice given by the County Council to terminate the existing Agency Agreement for civil parking enforcement, we will work with them to introduce more efficient and streamlined arrangements and, subject to financial considerations, will be looking to play a leading role in future provision to ensure that Exeter's residents and businesses continue to have effective and measured parking enforcement that balances the competing needs of the city.
	Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture
3	Following recent consideration of a petition at Full Council, we will work in partnership with the County Council and representatives of the community in Topsham to explore the available options for alleviating the reported pressures on parking space.
	Responsibility for this priority has transferred to the Portfolio Holder for Economy and Culture
4	We will continue to highlight the potential impact of aviation policies on Exeter Airport and draw attention to the consequences of air passenger duties on regional airlines and airports.
	Progress: The Davies Commission published its interim report on UK airport capacity in December. Differential Air Passenger Duty is not favoured; however the Commission sees a developing role for regional airports in point to point travel.

The City Development service has also responded to significant other demands in the period. These include:

An annual report to PMWG in July that resulted in production and agreement by Executive of a draft amended HMO SPD for public consultation, undertaking public consultation, analysis of comments and recommendations to PMWG and Executive for adoption.

Reporting for determination planning applications by Morrisons and the Police authority at Middlemoor, redesigned schemes at Portland House and Ibstock Brickworks and considering an application for an amended S106 agreement at Pinhoe Quarry.

Responding to University of Exeter expansion plans, including approval of a significant extension and conversion at St Lukes campus.

Leading on establishment of a Devon Design Review Panel that considered schemes for St Thomas Hall and Exeter Cricket Ground at its inaugural meeting.

**Councillor Rachel Sutton**  
**Portfolio Holder City Development**  
**January 2014**



**Portfolio Holder Priorities 2013/14  
Economy and Culture**

Help me run a successful business	
1	<p>City Centre Strategy 2013/2022</p> <p>Draft Strategy has been approved after extensive consultation with the business community, other city centre users and the agencies responsible for its cleanliness, safety, development and important role as a hub for employment, important services and cultural activity. The City Centre Partnership Board membership and approach is being reviewed to be fit for purpose to oversee and drive delivery of the strategy. A programme of work will follow setting out how and by whom the key actions are to be taken forward.</p>
2	<p>Economic Development Strategy 2013- 2018</p> <p>Development of knowledge based economy strategy will shortly be finalised with the broader economic development strategy prepared by end of March 2014. The intention is to set out the way forward for supporting and growing the local economy as the basis for securing a continuation of the partnership approach between public and private sectors including key government agencies which has been so successful to date.</p>
3	<p>Advertise premises and sites through our on-line commercial property register</p> <p>In the year ending 31<sup>st</sup> December 2013, the service handled 1177 new enquiries and 29 companies completed their expansion or relocation plans creating 370 jobs following support from the service. Of these enquiries, 88% were secured via the Council's website.</p>
4	<p>Promote the City nationally and internationally to secure investment and attract new businesses and skilled workers</p> <p>New website up and running and prospectus being finalised. New video launched and activities to now use these tools proactively as part of promotional campaign are being implemented.</p>
5	<p>Bring employers to major employment sites, including Exeter Science Park, creating upwards of 26,000 jobs in the next 15 years in the Exeter growth area</p> <p>First occupier now on site at Science Park and construction of new Science Park Centre will now start in Jan 2014 with some prospective occupiers being identified. There is an exciting prospect of Met Office investment in a new super computer which could be a significant magnet for further occupiers and boosting the development of the science park.</p>
6	<p>Support thriving district shopping centres including Topsham, Cowick Street, Fore Street, Heavitree, Magdalen Road</p> <p>Independent shops being assisted with support given to the development and distribution of five Trail leaflets aimed at raising the profile of areas away from the High Street. There has been a significant improvement in the relationship and engagement with independent traders in the City.</p> <p>Support has been given to the Federation of Small Businesses in promoting Small Business Saturday to attract media attention to Fore Street and Cowick Street. A Small Business Saturday parking permit for Pay &amp; Display car parks was also provided.</p>

	<p>Topsham has its own leaflet aimed at attracting tourism.</p> <p>Initial meeting held with Cowick Street traders to discuss the possibility of a locally-led strategic plan for Cowick Street. A small group are now looking at developing a consultation of traders and the wider community.</p> <p>Disucssions are ongoing around improving engagement with Fore Street Heavitree traders.</p>
7	<p>Promote the City as a retail and visitor destination</p> <p>Activities to promote the city are ongoing involving coordinated activity with businesses directly contributing through the Exeter and Heart of Devon Tourism Partnership. For example 50,000 copies of the Winter in the City promotional brochure were printed and distributed throughout Devon, produced in partnership with the Express &amp; Echo. This was also included as an 8 page supplement in the paper (Oct half term). Also there is ongoing development of the promotional website <a href="http://www.ExploreExeter.co.uk">www.ExploreExeter.co.uk</a> to promote Exeter for day visits and short breaks and a national promotion of Exeter with an themed extensive PR campaign. There is some evidence that this is resulting in the city remaining attractive to visitors and keeping the city centre streets busy. For example the number of Park and Ride users has increased by 10% by the end of December 2013 compared with the previous year, an increase from over 608,000 to over 672,000</p> <p>The development and promotion of the city, and particularly the city centre, as a visitor destination is now recognised as a strategic economic priority and is being picked up through multiple areas of work including the City Centre Strategy, Cultural Action Plan and Parking Review.</p>
8	<p>We will introduce 'pay by phone' parking in all Council car parks to provide greater convenience and flexibility to customers wishing to visit and shop in the city.</p> <p>Contracts have been exchanged and pay by phone should be on offer in Council car parks from mid January.</p>
9	<p>In response to notice given by the County Council to terminate the existing Agency Agreement for civil parking enforcement, we will work with them to introduce more efficient and streamlined arrangements and, subject to financial considerations, will be looking to play a leading role in future provision to ensure that Exeter's residents and businesses continue to have effective and measured parking enforcement that balances the competing needs of the city.</p> <p>The city's civil parking enforcement service will transfer to the County Council on 1 April 2014. We are working closely alongside the County Council to ensure a smooth transition. The Parking Review will also include the on-street parking offer.</p>
10	<p>Following recent consideration of a petition at Full Council, we will work in partnership with the County Council and representatives of the community in Topsham to explore the available options for alleviating the reported pressures on parking space.</p> <p>Progress: The immediate issues have been identified and most relate to on street parking issues which are the remit of the County Council. Car parking capacity in Topsham will be considered as part of the Parking review.</p>

## Provide great things for me to see, do and visit

1	<p>Offer an inspiring programme of events, activities and exhibitions at the Museum, enriching the cultural lives of all who live, visit and work in the City</p>
	<p>October to December programme published which includes the 'flagship' exhibition 'West Country to Worlds End' 26th October 13 to 2nd March 14. Ongoing programme planning continues with visitor numbers remaining good particularly attracted by the high quality exhibitions RAMM is able to secure through its Arts Council funding and its growing reputation as a leading regional museum and art gallery.</p> <p>RAMM has worked in partnership with other organisations to broaden participation and access to the museum and to develop links with the Health &amp; Wellbeing agenda, through projects such as Essentially Me! with Exeter's Youth Inclusion and Support Team.</p>
2	<p>RAMM (Major Partners Museum Bid). Secure a successful bid.</p>
	<p>Application for the next round of significant funding to provide the essential underpinning of the quality and extent of the activities of the RAMM from the Arts Council will be being made in January with the result for this vital source of money being known in the Summer. This funding will be for the period of 3 years from April 2015.</p>
3	<p>Work with Parkwood Leisure to maintain and improve sporting and leisure facilities operated on behalf of the council</p>
	<p>The Members Working Group was set up to work with Parkwood to achieve an improved level of service for users of the facilities. There is a programme of improvement plans in place which will be revised and updated once the results of the independently produced Quest Assessments (industry acknowledged Quality Scheme) of the facilities are received. Each facility would then produce an improvement plan that relates directly to their individual assessments. The MWG will be able to monitor progress of these plans.</p> <p>Significant improvements over the past year have included the introduction of the social media Facebook presence for customers to be able to make online comments and enquiries. An online booking system has been introduced to make it easier for customers. The annual Customer Satisfaction Survey undertaken every August/September indicated an increase overall across all the facilities of 7% in the customer satisfaction ratings. Major improvements have been made in the refurbishments of Wonford and Clifton Hill fitness rooms and replacement of the bowling mat underlay at Isca Bowls Centre.</p> <p>Progress is also being made in delivering the replacement running track at the Arena which is due for completion next summer. This will result in a closure of the track but on completion Exeter will have a national standard track that will last up to 25 yrs and remain the number one athletics facility in the South West. Consultation with customers and clubs has been very positive and they are fully supportive of the Council's decision to replace the track despite the loss of their training and competition facility for a few months in the athletics season.</p> <p>More detail will be provided by the officer report to Scrutiny Committee and the presentation by the Parkwood manager.</p>
4	<p>Continue to give grant aid to Animated Exeter, Vibrasonic and Exeter Respect festivals</p>
	<p>The Council has supported these three successful festivals again this year. Vibrasonic's attendance was just under 5000 with some 300 artists involved. Exeter Respect attracted a diverse audience of some 20,000 over the two days in the summer. A successful application for £46800 has been made to the Arts Council fund, Grants for the</p>

	Arts, for Light Stream, an animation event in Fore Street over three nights of the festival in February 2014. Further details of these events are contained in the 2012/13 Arts Review report being presented to Scrutiny Economy including information on the success of the Unexpected Festival which took place in September and which engaged with some 20,000 people over 17 events.
5	Work with the Exeter Cultural Partnership to prepare a Cultural Strategy to develop the breadth and quality of activity in the City
	<p>An initial Cultural Action Plan has been presented to and received the support of Scrutiny Committee - Economy and Executive. This has set out four objectives agreed with the Cultural Partnership towards establishing the city as a regional cultural centre with aim of increasing involvement and participation at all levels. Progress with this will be reported back to future meetings.</p> <p>A bid, by Exeter Cultural Partnership with the support of Exeter City Council, has been submitted to the Arts Council and Visit England's Cultural Destinations Fund for a total of £347,600 over three years which will contribute to the delivery of the Action Plan with the intention of supporting cultural activity alongside the Rugby World Cup.</p>
6	Work towards the development of the new swimming pool and leisure facilities.
	The Project Board for Leisure Centre has been constituted and recruitment of the Project Manager is underway. Following a complex design and procurement process, construction is forecast to start in late 2015.
<b>Help me get back to financial independence</b>	
1	Continue to work with the Exeter and Heart of Devon Employment and Skills Board to promote investment in training provision for employers and progress projects which support local people to take advantage of job opportunities
	Encouraging developers to employ local people is being pursued through the planning process and a report recommending an approach to secure skills and employment plans and commitments to training from developers as part of the planning process has been considered by Planning Member Working Group and is on the agenda for this Scrutiny Economy meeting. With the departure of the officer supporting the Board further progress building upon success with other initiatives aimed at helping people into work and to receive training in work is delayed until a replacement is recruited. It is important to note that the work of the Board alongside other Boards in the area has resulted in the skills agenda now being one of the key priorities in the LEP Strategic Plan.
2	Work with local partners to explore how we can join up services to help residents to find or get back into employment
	The Employment and Skills Board is increasing its employer membership to add representation from sectors not covered and to increase its engagement in the business community. It has submitted/is lobbying the LEP to ensure skills issues are included in any proposals for additional funding to address challenges and opportunities for local people arising out of developments happening in and around the city. The Board includes representatives from Job Centre Plus, Exeter College and other organisations which directly and have resources to contract others to provide help or training for residents.

## Run the Council well

1	<p>In partnership with the Portfolio Holder for Environment, Health and Wellbeing, I will be reviewing the management arrangements for car parking assets that fall within my portfolio to explore whether a single management and enforcement regime can be introduced for all Council car parks to ensure that charging and other policies are consistently and fairly applied.</p>
	<p>Progress: A parking review will take place in 2014 and will address charging and other policies. The principle of bringing management arrangements for car parking assets in house was approved by Executive Committee in November and assets will be transferred into in house management arrangements, where practicable, as they become available. It is not proposed that we foreshorten any existing contracts nor is it envisaged that it will be practicable to take all the assets into the in house portfolio.</p>
2	<p>The management and policy framework for the River &amp; Canal function will be reviewed to ensure that it remains democratically accountable, is fit for purpose and serves the best interests of the Council and the city. As part of this review, I will be asking officers to consider whether the longstanding Harbour Revision Order should be withdrawn.</p>
	<p>Progress on this has been delayed by other priorities but it remains my intention to review this function.</p>

**Councillor Rosie Denham**  
**Portfolio Holder Economy and Culture**  
**January 2014**

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## SCRUTINY COMMITTEE - RESOURCES

22 January 2014

### Present:

Councillor Baldwin (Chair)

Councillors Ruffle, Bowkett, Brock, Bull, Crew, Donovan, Morris and Sheldon

### Apologies:

Councillors Dawson, Macdonald, Newby and Robson

### Also present:

Deputy Chief Executive, Assistant Director Customer Access, Assistant Director Finance, Corporate Manager Democratic and Civic Support, HR Business Manager, Principal Accountant Service (SH), Benefits Training and Support Team Manager and Democratic Services Officer (Committees) (SLS)

### In attendance:

Councillor Sutton - Deputy Leader

Councillor Pearson - Portfolio Holder Enabling Services

Councillor Hannaford - Portfolio Holder for Housing and Customer Access

## 1 **Minutes**

The minutes of the meeting held on 4 December 2013 were taken as read and signed by the Chair as correct.

## 2 **Declarations of Interest**

No declarations of discloseable pecuniary interests were made.

## 3 **Future Workings of Scrutiny**

The Corporate Manager Democratic and Civic Support presented the report informing Members of some proposed changes to the future working of the three Scrutiny Committees in order to make the process more efficient and effective.

Some of the proposed changes that had emerged following a series of meetings between the Chairs and Deputy Chairs of the three Committees were:-

- a new style of agenda format;
- unless requested, officers would not present reports at committee;
- Members to provide officers with advance notification of questions to be asked at the meeting;
- Scrutiny Chairs to take a more active role in the Committee meeting 'pre-meet' to decided agenda content; and
- Portfolio Holders reports to be considered prior to Council meetings rather than at Scrutiny Committees.

The Chair wished to support the proposals, but had noted the concern raised at the two other Scrutiny Committees particularly regarding the presentation of the Portfolio

Holders reports prior to meetings of Full Council. This could be an opportunity for all Members to listen to the Portfolio Holders reports and offer a broader cross spectrum rather than fall under particular scrutiny areas. She hoped that if the proposal in relation to the Portfolio Holders reports was removed for now, that all other proposals could be supported. A Member said that he understood the concern raised in respect of Members' varying commitments, but would also be disappointed if Members and officers had to revisit the work of the task and finish group.

Members also discussed the setting of the Scrutiny agenda and commented on the proposal to put any questions in advance of the meeting, which could inhibit any spontaneous line of questioning or debate.

Councillor Baldwin moved and Councillor Donovan seconded the following motion:-

“That the proposed changes in the report be agreed, with the exception of the presentation of the Portfolio Holder's reports at Full Council, which should be considered at a later date.”

The motion was put to the vote and lost.

Councillor Bull moved and Councillor Bowkett seconded the following motion:-

“Scrutiny Committee - Resources welcomes looking at further ways to develop the scrutiny process. However, the proposals in front of us come from the Chairs of scrutiny and has, until now, not been through a cross party process. At this stage the report may be subjected to numerous and conflicting amendments at the three individual scrutiny committees. Previous proposed changes to scrutiny were done through a cross party working group and, therefore, a precedent for an appropriate process has been established.

We therefore recommend that Executive re-establish a cross party working group to look into this report and to bring back proposals to Executive and then, subject to approval, they be put before Full Council.”

The motion was put to the vote and carried.

#### **4 Reports of Portfolio Holders**

Prior to the consideration of this item. Members wished to pass on their very best wishes for a speedy recovery to Councillor Edwards.

Councillors Sutton, Pearson and Hannaford presented progress reports on priorities covering the Leader, Enabling Services and the Customer Access area of responsibility which falls alongside the Housing and Customer Access Portfolio.

Responses to Members' queries are set out below:

##### Leader's Statement

- Planning approval for IKEA was given after the 1 December, and so this development will attract a Community Infrastructure Levy (CIL) contribution (CIL) and the new housing associated will attract New Homes Bonus funding (NHB). A further sum relating to business rates should be in the region of £500,000, as well as the benefit of 300 new jobs and the opportunity for employment for local crafts people.
- VPBS panels had been installed on a number of council buildings and as well as the environmental benefits, it had reduced energy consumption and given



a good rate of return through the feed tariff. The Deputy Chief Executive confirmed that £3 million had been included in the capital programme to progress the City Council's energy neutral aspirations.

- the Deputy Chief Executive referred to discussions relating to the Council's procurement system and some scoping work to consider simplifying the number of suppliers to achieve a greater financial benefit.
- the Council continued to engage with the local community sector to work together and ensure that there was no vacuum as the Council considered a significant change in the delivery of its services. The voluntary and community sector had useful local knowledge which could be shared.

#### Enabling Services

- staff now had access to social media, as the Council used this tool for greater communication and had signed up to a social media policy including training and support which staff should adhere to.
- facility management of smaller buildings and sites had not been seen as a priority. An Asset Management Group had been formed to build a framework to manage the Council's and the community's expectation. A Member offered his expertise should a task and finish group or working party be proposed.
- the Living Wage Forum involved local businesses and voluntary groups. The Forum had also started to look at the concerns raised by smaller businesses over ensuring a sustainable approach to employment.
- a change to the provision of ICT Services would be going forward over the next few months and the process will be as transparent as possible. The Deputy Chief Executive confirmed that the final delivery and implementation plan would come to this Scrutiny Committee.
- a review of the City Council's web site would require a large commitment from staff to update the information, but the importance of ensuring that the web site was accessible and easy to use was recognised as a means of delivering a better service.
- concern over the rise in begging and associated antisocial behaviour in the city was acknowledged, but there was no intention to pursue those facing rough sleeping or homelessness within the same legal framework.

#### Customer Access

- the Assistant Director Customer Access referred to One View of Debt and confirmed that this was part of the Help Me System, looking at assisting customers owing the Council Rents, Council Tax and Housing Benefits Overpayments. Members welcomed this approach. The Assistant Director Finance was looking at whether this approach could be replicated for Sundry debt across the Council.
- individuals affected by the launch of the Household Benefit Cap had been contacted and every effort would be made to support the most vulnerable individuals
- the Benefits Training and Support Team Manager, responded to a Member's comment and the closing of a legal loophole in respect of social sector size restriction will take effect from 3 March 2014. He also confirmed that £1.5 million funding given to Devon County Council by the DWP, with £250,000 for the City Council would be used for the Local Welfare Support scheme this year. It was important to lobby at a central level for funding beyond 2014/15.

Councillor Hannaford urged Members to thank the Housing Benefits team for their sterling work.

Scrutiny Committee - Resources noted the achievements and priorities presented.

## **5 Resources - Estimates/New Capital Bids/Fees and Charges 2014/15**

The Principal Accountant outlined the strategic framework within which the 2014/15 estimates had been prepared, changes in accounting practices which affected all budgets and any significant changes in the Management Unit estimates, which were discussed at an informal briefing of Scrutiny Committee – Resources on 9 December 2013. The budget framework, Capital Programme and proposed new schemes for the areas covered by Scrutiny Committee – Resources and proposed 2014/15 Fees and Charges were included as an appendix.

Since the reporting of estimates to the December meeting of this Committee, the employer superannuation rates for 2014/15 had been announced and had changed from 21% to 22.9% and resulted in an increased cost of £99,500 being reflected in the revised draft revenue estimates. A small amount of the target savings that had been identified have been moved in to 2015 – 2016 plus an approved increase in the budget for clerical support for individual electoral registration.

The Scrutiny Committee – Resources noted the draft Revenue Estimates, Capital Programme and proposed Fees and Charges for 2014/15.

### **MATTERS FOR CONSIDERATION BY THE EXECUTIVE**

## **6 Annual Pay Policy Statement**

The Human Resources Business Manager presented the report, which set out the City Council's annual Pay Policy Statement 2014/15, and the legal requirement for approval by Full Council each financial year. The changes to the revised policy were set out in section 2.3 of the report.

A Member welcomed the implementation of the living wage, and asked how this related to the apprentices employed at the City Council and if the City Council had considered offering an 'apprentice' living wage. The Human Resources Business Manager stated that eight apprentices were currently part of a continuous rolling training programme at the City Council. It was acknowledged that such training was considered as part of an overall package of benefits. The age profile of the apprentices had been expected to be predominantly made up of school leavers, but appointments to the programme tended to be more in the age range of 17 to 19 years. Apprentice pay rates at the Council were already in excess of the National rates for apprentices with the adult minimum wage being applied as required in line with legislation. The Member hoped that the national low pay unit might review the pay offered to apprentices, but he welcomed the City Council's stance in relation to the minimum wage.

A Member referred to the pay multiple between the Chief Executive & Growth Director and the lowest paid employee and whether a comparison had been made with other local authorities in Devon and Cornwall. In response, the Human Resources Business Manager advised that given that all local authorities were currently in the process of approving their pay policy for 2014/15, a comparison had not been undertaken. She provided further information on the apprenticeship scheme, advising that regrettably, because of the current financial situation, onward employment could not be guaranteed after the apprenticeship period had ended. She also clarified that the Pay Policy Statement would be effective from 1 April 2014 for decisions taken on or after that date.

Scrutiny Committee – Resources recommended that the Council’s annual Pay Policy Statement for 2014/15 be adopted and published following approval by Full Council in accordance with the legislation.

## **7 Capital Programme 2014/15 - 2016/17**

The Assistant Director Finance presented the report and requested Members’ approval of the General Fund and Housing Revenue Account Capital Programmes for 2014/15, along with a number of schemes identified for the following two years. Members were advised that a borrowing requirement of £16.505 million had been identified over the next four financial years, which would have an ongoing impact on the council tax. He provided an update on Business Rates (NNDR), but was not yet in a position to report fully on the impact for 2014/15.

Scrutiny Committee - Resources supported the following for approval by Executive:-

- (1) the General Fund capital programme for 2014/15 as set out in Appendix 3 of the report; and
- (2) the HRA Capital Programme for 2014/15 as set out in Appendix 4 of the report.

## **8 Revenue Budget Proposals 2014/15**

The Assistant Director Finance presented the report outlining the strategic framework within which the estimates had been prepared and highlighted the issues that would affect the actual setting of the overall level of council tax. The Government had announced the provisional Local Government Settlement on 18 December 2013, confirming that the Council would receive £7.832 million in 2014/15 (£40,000 lower than predicted as part of the Medium Term Financial Plan). A revised Medium Term Financial Plan was included as an appendix to the report and also set out the additional savings of £4 million that will be required over the next five years.

Responding to a Member, he explained that the loophole which gave a council tax capping advantage to parish and town councils was likely to change in the near future. He also confirmed that if the Government allowed the lowest 25% of Councils to increase their council tax by more than others, then Exeter would be able to take advantage as it remained in the lowest 25%. The Chair congratulated the Assistant Director Finance and his team on the work achieved to present the Council’s financial position.

Scrutiny Committee – Resources noted the report and recommended that Executive approve the Draft Revenue budget proposals for 2013/14, and recommended also that the minimum level for the General Fund Working Balance should remain at £2 million.

## **9 Treasury Management Strategy Report 2014/15**

The Assistant Director Finance presented the report which sought Members’ approval for the adoption of the Treasury Management Strategy Report, which also incorporated the Annual Investment Strategy 2014/15, as required under Section 15(1) (a) of the Local Government Act 2003. The Strategy set out some changes in financial practice including an increase in the level of investment allowed in respect of a money market fund or loaned to an Upper Tier Local Authority. He also confirmed that Lloyds Bank had been awarded the contract to service the Council’s financial affairs, which was due to commence on 1 April 2014. The services of the

Co-operative Bank would be retained for a short period to facilitate a smooth transition.

Scrutiny Committee - Resources noted the report, requesting that Executive recommend the adoption by Full Council of the new Treasury Management Strategy and delegations contained therein.

10 **The Prudential Code for Capital Finance in Local Authorities (Incorporating the Annual Statement of Minimum Revenue Provision)**

The Assistant Director Finance presented a report, which set out the proposed 2014/15 prudential indicators for capital finance for adoption by the Council, and to set the annual statement of Minimum Revenue Provision (MRP). The prudential indicators covering a period of the next three years was set out in Appendices A to C. The report also confirmed that the requirement to produce an annual strategy of minimum revenue provision for repayment of debt, had been met.

Scrutiny Committee - Resources noted the report and recommended that Executive approve the adoption by Full Council, of the following:-

- (1) Prudential Indicators set out in Appendices A – C of the report; and
- (2) Annual Statement of Minimum Revenue Provision for the City Council.

The meeting commenced at 5.30 pm and closed at 7.30 pm

Chair

## Leader's Update to Resources Scrutiny

22 January 2014

As members are aware the current financial situation facing local authorities is more challenging than it has ever been. The Council is facing a reduction of 44% in Government Grant over the next four years and will have to completely reshape itself in order to achieve this.

In spite of this, we are still an ambitious Council and are determined to ensure that the City achieves its potential and our residents receive quality services. We are facing the challenge head on and this year, we have delivered on our pledge to implement the living wage for all employees at Exeter City Council.

We are also presenting a balanced budget this year, having identified close to £1.5 million worth of savings whilst in the Medium Term we have identified another £900,000 of savings that can be delivered.

This still leaves the Council with a tremendous challenge. As you will have seen from the budget papers on tonight's agenda, in order to balance the budget over the medium term, close to £4 million worth of additional expenditure needs to be removed from the budget.

In terms of the three priorities I have given to the Senior Management Team – I believe that focusing on these areas will put us in the right place to achieve the balanced budget. The priorities are:

- To deliver growth in the City – IKEA locating in the City alone will bring 300 more jobs and 200 new homes to the City. It will also provide growth in our Business Rate, which the Council will be able to keep and invest. Alongside that we now have a viable bus & coach station proposal being developed. Again as well as jobs, this will provide much needed additional business rates income for the Council.
- To ensure that financial discipline continues to be at the heart of service delivery – the management team are monitoring income and expenditure on a monthly basis and are required to address any potential problems. As a Council, work is also ongoing to review the current grant allocation system across the council. The aim is to have a new system in operation for the 2015/16 financial year. This work is now being progressed by myself after changes to portfolio responsibilities.
- To ensure that business transformation becomes the everyday role of managers – this will ensure that our residents receive the services they want, when they want them to a high standard.

In respect of Business Rates, the Council is on track to achieve growth in its Business Rates base during the first year of operation of the new system. This means additional funding for the Council, with an element of the funds also retained and shared within the wider Devon area.

In terms of the New Homes Bonus, we are supporting projects in the wider community. In this financial year, all City Grants have now been fully allocated. Some wards have also fully committed their funds but significant sums remain in the Ward Grant pot (over £16,000).

As I have said there are tremendous challenges ahead of us, but as you can see, not only are we facing up to these challenges but we are still delivering real improvements to the City of Exeter and our residents.

**Portfolio Holder Priorities 2013/14  
Cllr Ollie Pearson  
Enabling Services**

**Purposes  
“A well run Council”  
“Maintain our property assets”**

**Update**

<b>1</b>	<p><b>Human Resources</b></p> <p><b>A.</b> The introduction of a negotiating framework to enable the council to introduce greater flexibility into employment contracts and to deal with other emerging priorities such as Exeter’s low wage economy.</p> <p>Job roles at the council are being reviewed in light of the development of new systems, with a view to ensuring the effective management of equal pay, the identification of core skills to support the transformation programme and maintain the new ways of working.</p> <p><b>Update</b></p> <p><b>Having implemented the Joint Consultation and Negotiation Committee in place of the Employee Liaison Forum, the Council has now implemented the Living Wage in respect of Council employees as from the 1<sup>st</sup> January 2014. This will have a positive impact on the Councils lowest paid staff and will remove them from the poverty trap.</b></p> <p><b>In addition a new Low Wage Economy Group has been set up under Cllr Denham to consider how we can collectively positively impact on wage levels across the district.</b></p> <p><b>The implementation of systems thinking across the Council is having an impact on the current salary scales. This in effect means that we will need to review our pay structure to better meet the current and future needs of the organisation.</b></p> <p><b>Discussions have now commenced in respect of revisiting the Council’s Single Status Agreement with a view to refining it and building in greater flexibility.</b></p> <p><b>B.</b> Improve monitoring and analysis of the impact of employment policies on our staff.</p> <p><b>Update</b></p> <p><b>Workforce profile reported at Executive in July 2013. Workforce data presented monthly to SMT Performance. New workforce profile data will be developed in the New Year for reporting our annual workforce profile in July 2014, this will include equalities data for publishing annually.</b></p> <p><b>In order to support this all employees are being contacted in the New Year to advise them of the personal data currently held in payroll records with a view to data cleansing and collection of missing equalities information. We have also improved collection of this data during the recruitment process with the</b></p>

	<p>development and implementation of our new Recruitment pages including on-line application form. Having more complete data about our employees will enable better analysis of our employment records with regard to the potential impact or benefit of employment policy.</p> <p>C. Develop appropriate training programmes to encourage a supply of potential future female senior managers and investigate ways of targeting and encouraging more women to apply for management posts.</p> <p><b>Update</b>  <b>In July 2013 Members expressed an interest in expanding the scope of our consideration of under represented groups in our workforce profile. We are currently developing our L&amp;D provisions and approach which will include a management development programme. A paper is due to be put to the SMT in the New Year. Until the Council's approach has been decided no specific targeting of under-represented groups in management can be undertaken.</b></p>
2	<p><b>IT</b></p> <p>A. DELT is a proposal to deliver IT related services to Exeter City Council, Plymouth City Council, East Devon District Council, Teignbridge District Council and the Plymouth Clinical Commissioning Group. A business case is being prepared for Executive. It must also be compliant with the transformation strategy.</p> <p><b>Update</b>  <b>Council in its December meeting agreed in principle to progress with an alternative strategy to potentially create a shared service facility based on the 3 district councils; East Devon, Teignbridge and Exeter. Work is now progressing to complete the detailed implementation plan with a final recommendation hopefully being submitted to Council in the spring.</b></p> <p>B. Enhance and promote the use of the Council's website for accessing information and services online.</p> <p><b>Update</b>  <b>Levels of demand for different elements of the web site have been analysed and consideration is being given to the most effective way of organising and maintaining the content. A meeting has been arranged with the portfolio holder and Deputy Chief Executive to explore options for optimising the council's use of its web site, including through mobile channels.</b></p> <p><b>This work links directly with the wider consideration of how we use the various e-enabled services to both deliver services and communicate with citizens. The various building blocks, web, social media, proactive messaging, link into a seamless service provision, are presently being considered.</b></p>



<p>3</p>	<p><b>Legal</b></p> <p>A. The Inspector’s report rejected the application to register Eastern Fields as a “Village Green”.</p> <p><b>Update</b></p> <p>The Inspector’s decision rejecting the application to register Eastern Fields as a village green has been appealed by way of Judicial Review. However these proceedings are held in abeyance pending the Supreme’s Courts consideration of the Barkas case which is listed for hearing in the first week in April 2014. In practice this means if we are lucky JR may just be listed for hearing before summer recess. Otherwise the matter won’t be finally determined till sometime in 2015!</p> <p>B. The team is assisting with formulating the council’s street enforcement policy which sets out how to deal with rough sleepers and beggars and associated anti-social behaviour.</p> <p><b>Update</b></p> <p>Several legal remedies are available for use by the Council including:</p> <ol style="list-style-type: none"> <li>1. The introduction of a Byelaw prohibiting rough sleeping.</li> <li>2. Use of injunctions to remove the rough sleepers.</li> <li>3. Use of Possession Orders</li> </ol> <p>Once completed the way forward will be reported to Members.</p>
<p>4</p>	<p><b>Policy and Communications</b></p> <p><u>External Communications</u></p> <p>A. We are ensuring that relevant audiences recognise the council's achievements, policies, activities and events by publishing timely information through appropriate channels, including the Exeter Citizen and increasingly through social media channels (Twitter and Facebook).</p> <p><b>Update</b></p> <p>We will be working with services to generate more content for media channels, promoting the council’s day to day work. Procedures are in place to provide the public with up to date information in the event of snow causing disruption to refuse services. Events, campaigns, consultations and initiatives are promoted through social media. Work continues to support services in their take –up and effective use of social media.</p> <p>B. Publish the Exeter Citizen four times a year, ensuring all residents are informed of the Council’s policies, activities and events.</p> <p><b>Update</b></p> <p>Due to low demand, the Citizen is no longer available in mp3 format or CD. It is however available in large print for the visually impaired.</p> <p>We will be considering alternative ways of providing and enhancing the citizen over the coming months. This links with the wider social media agenda.</p>

## Internal Communications

A. We are working with staff to ensure that they are aware of initiatives and change across the council and can readily submit opinions, attitudes and feedback.

### **Update**

The staff Exchange Briefings have continued to run throughout the year, and have provided staff with updates on the key issues affecting the Council. This is supplemented by the monthly City News staff e-newsletter. Urgent messages are currently distributed via email. Staff are encouraged to submit questions and ideas (anonymously if necessary) through Exchange and City News.

Further work will continue to improve internal communications across the Council. This will include developing City News and looking into the possibility of using message boards to communicate key messages. All staff now have access to social media via the City council's ICT infrastructure.

B. We continue to enhance and promote the council's corporate identity and house style.

### **Update**

The Council's logo has been enhanced to give it a cleaner, more prominent look. Guidance has been produced on how and when to use the new logo. All staff have been advised of these changes and further information is available on the intranet.

C. A briefing session for members on the Public Sector Equality Duty has been timetabled. There are plans to follow this up with more detailed training on equality and diversity in 2014.

### **Update**

The briefing session took place on 9 October and a further event has been scheduled for October 2014.

## Other

A. We are a Fairtrade City. We are an international city supporting communities around the world by encouraging our residents and visitors to buy Fairtrade products.

### **Update**

Plans are underway for Fairtrade Fortnight 2014 including an awareness raising event in Bedford Square and coffee morning in St Stephens church on 1 March.

B. Work in partnership with other agencies to ensure we are developing the best services for communities in the City.

### **Update**

Newcourt Community Association in conjunction with city council resolved long standing issue with developer to enable monies to be released and for new play park to be developed. Currently waiting for handover of new community centre to ECC, community association preparing to do recruitment for centre manager. Priory Community First have produced a Community Plan for the area after

	<p>consultation with residents. They are currently advertising funding available for this year to support community activities. Work to start on recruitment for three community organisers for Wonford to be hosted by Wonford Community Centre, employed through Locality. First meeting of Exeter Health &amp; Well Being Board to address Health &amp; Wellbeing issues for residents of the city. Proposal for physical activity to be the main health &amp; wellbeing priority for development.</p>
6	<p><b>Corporate Property</b></p> <p>A. Creation of new corporate property function and unit.</p> <p><b>Update</b>  The Estates and Contract Development teams have been merged with a view to forming the basis for a new corporate property unit which will take the lead in developing asset management across non-housing property and implement a new approach to property investment and maintenance spend.</p> <p>B. Roll out of renewables initiatives.</p> <p><b>Update</b>  An initial phase of investment in renewables and other energy efficient technologies has been prepared and will be rolled out in the coming months.</p> <p>C. Creation of a Council wide Asset Management Plan.</p> <p><b>Update</b>  Once the new corporate property unit has been formally established a new Asset Management Plan will be developed. In the meantime, however, early work will be undertaken on the Council's repairs and maintenance strategy and on the management of community assets.</p>

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**Portfolio Holder Priorities 2013/14**  
**Cllr Robert Hannaford**  
**Customer Access**

<b>Help Me With My Financial and Housing Problem</b>		<b>UPDATE</b>
1	<p><b>One View of Debt</b></p> <p>Work has started to bring together the services that touch our residents in multiple debt to us; i.e. housing benefit overpayments, council tax arrears and rent arrears.</p>	<p>Council Tax Recovery staff, Housing Benefit Overpayment Recovery staff and Housing Rent's Income Management Officers were finally able to physically come together to form the One View of Debt team in October. With a mission statement of 'maximum contact results in minimum debt' and a purpose 'to deal with a customer's total debt as one, and to help customers to get fixed and stay fixed', staff have been busy learning each other's systems, processes and procedures. Priority for the team is to increase the number of automated payment lines, so that more customers, who are just paying and don't need other help, can self serve by phone or online. This frees up staff resources to spend with those customers who are struggling to pay. The team have drawn up an action plan of improvements for the new year including:</p> <ul style="list-style-type: none"> <li>• Overhauling correspondence to make it more user friendly</li> <li>• A new OVOD web page to inform on what help is available</li> <li>• Making more payment dates and frequencies available, in line with when and how often people get paid</li> <li>• Reducing the use of enforcement agents so as to keep costs down.</li> </ul> <p>The team work closely with CAB and Homemaker through our Exeter Money Advice Project (EMAP) to help those customers struggling with debts, and EMAP are delighted to be involved as their location in the CSC pod means they can get problems with benefits, rents or council tax sorted out straight away.</p> <p>The team have come up with the following operating principles:</p> <ul style="list-style-type: none"> <li>• Put the customer, not their debt, at the centre of your decision making.</li> <li>• Look for ways to help, not for ways not to help</li> <li>• Don't punish customers for past behaviour</li> </ul>

- Make every contact count
- Gather information from all systems before making a decision
- Don't take unnecessary recovery action
- Increase collection within the realistic capabilities of our customers
- Increase ways to pay and make it easier to pay
- Help customers to help themselves
- Prioritise new debt, and ring fence old debt
- Reduce manual intervention
- Reduce use of enforcement agents
- Don't add unnecessary costs for customers
- Decrease costs for the Council
- Promote sensible borrowing and seek out alternatives to pay day loans
- Prepare our customers for what's coming
- Always tell customers how we can help
- Work to keep people in their homes
- Make good use of profile information
- Don't take recovery action in April, use that month to work with customers with debts for previous year(s)
- Always collect full contact details (landline/mobile/email), and check info we hold is up to date
- Don't take recovery action within the month instalment is due

It's still early days, but the team have been thinking about how they can measure success, with possible measures being:

- Increased amount collected
- Reduced amount of recovery action taken
- Reduced costs to customers
- Reduction in use of bailiffs

Unfortunately staff have to look at several different systems when dealing with customers, as there is currently no overall picture on one system, and this is hindering progress, but

		IT are working with the team to see if a solution can be found using the Blackpool model.
2	<p><b>Local Council Tax Support Scheme</b></p> <p>As the Scheme has only been in place since April, there is little evidence to allow us to determine the impact. Initial data suggests that our recovery rates are positive.</p>	<p>ECC's Council Tax recovery rate to the end of September 2013 (quarter 2) was 56.09%, compared to 56.54% at the same time last year. There has been a drop in November, however this may be due to the fact that minimal recovery action has been taken to enable the new OVOD team to establish new ways of working, or it may be the affects of welfare reform being felt, or both. It is still too early to tell and a full year's worth of data is needed in order to gauge the true impact of the scheme.</p> <p>Pro-active work with customers (financially supported by Devon &amp; Cornwall Police and Devon &amp; Somerset Fire Authorities, and Devon County Council) has kept the collection rate high, and a business case has been submitted to our preceptors to continue this pro-active approach into the next financial year.</p> <p>The current scheme includes the provision of an Exceptional Hardship Fund (EHF), and 11 awards of EHF had been made by the end of quarter 2 to customers with extreme financial hardship. Again, pro-active work with customers has kept the need for awards low.</p> <p>The scheme will remain the same for the 2014/15 financial year, but officers have begun modelling the scheme for 2015-16 for consideration by Council in case there is a need to reduce funding.</p>
3	<p><b>Local Welfare Support</b></p> <p>Two elements of the national social fund (community care grants and crisis loans for living expenses) were abolished. A reduced amount of funding was passed to upper tier and unitary authorities to devise local schemes to provide welfare support. This is a two year interim arrangement. Longer term funding is uncertain.</p>	<p>At the end of Q2, there had been just under 1,000 applications for assistance through Local Welfare Support. Of the awards made:</p> <p>71% supported a short term priority need (i.e. food bank referrals, food vouchers, utility top ups, travel warrants, clothes)</p> <p>23% supported establishing into the community (i.e. furniture, white goods, help with moving costs)</p> <p>6% supported self-reliance and resilience (i.e. help with training costs, debt relief order costs, getting back into work)</p> <p>The concern is that as the funding is limited to 2 years, with longer term funding uncertain, too much is being spent in response to a crisis as opposed to supporting self-reliance and</p>

		<p>resilience (i.e. getting and staying fixed).</p> <p>On 13 December a local Housing Association forwarded information about a small group of tenants who should not have been affected by the social sector size restriction. Housing Benefits reviewed the law highlighted and confirmed the information was correct. By 18 December, 31 ECC claimants (4.5% of those subject to a restriction) had been identified and had their awards corrected with arrears of Housing Benefit paid before Christmas totalling nearly £16,000. On 8 January DWP published an Urgent Bulletin confirming the action taken by ECC was correct. They also advised their intention to amend legislation so that this group would become subject to the size restriction.</p>																																										
4	<p><b>Preparing for the Household Benefit Cap</b></p> <p>The household benefit cap will introduce a total maximum amount that can be claimed in all benefits for non-working families. The threshold has been set at £500 per week for couple and lone parent households and the lower rate of £350 per week for single adult households.</p>	<p>All cases affected by the household benefit cap had been contacted with details of their reduced award by the end of August. In the event there were far fewer cases than had been suggested by DWP scans in the run up to the launch of the cap. All 16 affected households have been contacted and offered tailored assistance to help them either adjust to the reduction or take steps to change their situation so that the cap no longer applies. To date 13 awards of Discretionary Housing Payment (DHP) have been made to households affected by the cap, at a total cost of £19364.72.</p> <table border="1" data-bbox="824 935 1935 1318"> <thead> <tr> <th colspan="6">September 2013</th> </tr> <tr> <th>Tenure</th> <th>Cases affected</th> <th>Weekly loss (adjusted) £</th> <th>Average weekly loss £</th> <th>Maximum weekly loss</th> <th>Minimum weekly loss</th> </tr> </thead> <tbody> <tr> <td>Council secure tenant</td> <td>2</td> <td>£107.94</td> <td>£53.97</td> <td>£82.94</td> <td>£25.00</td> </tr> <tr> <td>Council temporary</td> <td>3</td> <td>£430.31</td> <td>£143.44</td> <td>£198.53</td> <td>£62.61</td> </tr> <tr> <td>Housing Association</td> <td>6</td> <td>£493.86</td> <td>£82.31</td> <td>£110.59</td> <td>£19.86</td> </tr> <tr> <td>Private - Rent Officer</td> <td>1</td> <td>£48.39</td> <td>£48.39</td> <td>£48.39</td> <td>£48.39</td> </tr> <tr> <td>Private - LHA</td> <td>4</td> <td>£540.87</td> <td>£135.22</td> <td>£203.20</td> <td>£76.33</td> </tr> </tbody> </table>	September 2013						Tenure	Cases affected	Weekly loss (adjusted) £	Average weekly loss £	Maximum weekly loss	Minimum weekly loss	Council secure tenant	2	£107.94	£53.97	£82.94	£25.00	Council temporary	3	£430.31	£143.44	£198.53	£62.61	Housing Association	6	£493.86	£82.31	£110.59	£19.86	Private - Rent Officer	1	£48.39	£48.39	£48.39	£48.39	Private - LHA	4	£540.87	£135.22	£203.20	£76.33
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		<b>Grand Total</b>	<b>16</b>	<b>£1,621.37</b>	<b>£92.67</b>	<b>£203.20</b>	<b>£19.86</b>
5	<p><b>Late Night Opening</b></p> <p>The late Thursday opening until 7pm will be formally reviewed after 6 months of promotion.</p>	<p>As Members will be aware, the Council since April 2013 has been trialling late night opening on Thursday for the Civic Centre- based services that residents access the most. This has meant that the Civic Centre has stayed open until 7pm. This is part of our commitment to ensuring that we are working to find the most convenient and accessible ways of meeting the needs of residents who need to access our services and in particular, those who are in the most need- one of our reasons for opening later into the evening was in the wake of the introduction of Welfare Reform changes, providing support for working residents who may have been affected by local Council Tax Support and other changes which would find it difficult to access the Council during working hours. We are committed to continuing this approach to our opening hour although looking to ensure that we are targeting this effectively.</p> <p>A report will be going to Executive on 21 January to present what has been learned from the Pilot.</p>					
6	<p><b>Business Rates</b></p>	<p>Collection Rate:</p> <p>As at the 31 Dec 2013 the Collection Rate for Business Rates had reached 87.8%- the target is 88% - so only slightly down on where we needed to be. The overall Collection Rate target for the year is 98.5%, which is challenging given the current economic climate but we are reasonably confident that it is still achievable.</p> <p>Current priorities:</p>					

		<ol style="list-style-type: none"> <li>1. Identifying new properties more quickly</li> <li>2. Forging better working relationships with other Sections within the Council</li> </ol> <p>These two items will assist in maximising the Council's portion of the Business Rates Retention Scheme as it is based on the Rateable Value that exists on the Rating List</p> <ol style="list-style-type: none"> <li>3. Introducing e-billing for Ratepayers. This will reduce the amount of bills being issued in the post so this will assist in reducing costs</li> <li>4. Introducing Paperless Direct Debit for Ratepayers which will allow new Direct Debit applications being taken over the telephone and via the Web. This should aid the collection of the Business Rates.</li> </ol>
<b>Run the Council Well</b>		
1	<p><b>Customer Access</b></p> <p>We will support our existing systems reviews by working across the council to develop a robust understanding of how our residents are contacting us in person, by telephone, or electronically (email/web/Twitter/Facebook).</p>	<p>The issue of how we make our services more accessible to the public and their changing expectations is at the heart of our work to redefine our interaction with the public. From January 2014, we are beginning work to look at how we deliver services through the various channels of Face To Face, Telephone and On line. While we will maintain Face to Face service for those residents that need it, it is a fact that this is the most expensive method of contact and with the financial challenges facing the Council, we need to ensure that where services can be accessed in other ways, we are identifying those. Residents themselves increasingly expect to access some services from the Council with the convenience and ease that they receive from other public and private sector agencies and therefore we need to respond to this. Part of this work includes looking at how we use our Website. I look forward to updating Members on progress in this area in due course.</p>

**Cllr Robert Hannaford**  
**Jan 2014**

## EXECUTIVE

Tuesday 21 January 2014

### Present:

Councillor Sutton (Chair)  
Councillors Denham, Fullam, Hannaford, Mrs Henson, Owen and Pearson

### Apologies:

Councillor Edwards

### Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director Economy, Assistant Director Housing, Assistant Director Finance, Museums Manager and Democratic Services Manager (Committees)

1

### MINUTES

The minutes of the meetings of Executive held on 29 November and 10 December 2013 were taken as read and signed by the Chair as correct records.

2

### DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

3

### RUGBY WORLD CUP 2015

The Assistant Director Economy updated Members on the host city responsibilities which formed the Host City Agreement. The responsibilities included provision of a Fanzone, City Dressing, Commercial Rights Protection, Transport Management Support and Volunteers Support. A City Steering Group with all key agencies met monthly to work through the detail to prepare for the programme of activities. The legacy was split broadly into five themes which were aimed at benefits to the local community. Members were updated on the outline budget although this did not take into account any potential income raised through sales of food and drink or other income earning activities.

In response to Members, the Assistant Director Economy advised that it was anticipated that the Newcourt rail halt would be in place by the start of the Rugby World Cup and that experienced stewards/games markers would be utilised to marshal spectators.

Members noted the update.

4

### HOUSING RENTS AND SERVICE CHARGES 2014/15

The joint report of the Assistant Director Finance and Assistant Director Housing was submitted, recommending a rent and service charge increase from 1 April 2014 for Council dwellings and garages.

The Assistant Director Housing advised that the proposal was for an average increase in rents of Council Houses of 6%, service charge increases of 3.7% (with the exception of those charges as set out in 5.3 of the report) and a garage rent increase of 3.7%. The average rent for a two bed council property after the proposed increase would be £71.50 per week compared with £96 per week for a two bed housing association property and £167.00 per week for a two bed private rented property. This showed that Council rents remained very competitive.

The Portfolio Holder for Housing and Customer Access clarified that the increase was necessary to facilitate rent convergence. The funds would be used for maintenance and investment in the current stock and the building and purchasing of new stock.

Scrutiny Committee – Community considered the report at its meeting on 14 January 2014 and the comments of the Members were noted.

**RESOLVED** that:-

- (1) rents of Council dwellings are increased by an average of 6% from 1 April 2014 which includes a general inflationary increase of 3.7% together with the phased introduction of the Government's rent restructuring proposals;
- (2) service charges are increased by 3.7% with the exception of those charges set out below:-
  - (a) 3.2% increase in respect of cleaning communal areas in line with anticipated rises in cleaning contract costs;
  - (b) 0% increase in respect of communal electricity at Weirfield House;
  - (c) 0% increase in respect of water at Magdalen Gardens; and
  - (d) the restructuring of charges in respect of communal gas at Sheltered Sites to reflect the number of properties per site and ensure an equitable apportionment of costs to better reflect consumption. No inflationary increase was proposed; and
- (3) garage rents are increased by 3.7%.

5

**NEW RAMM COLLECTIONS DEVELOPMENT POLICY 2014-19**

The report of the Assistant Director Economy was submitted, seeking approval for a proposed new RAMM Collections Development Policy, to cover the period 2014-19.

Councillor Shiel spoke on this item under Standing Order no.44. He supported the recommendation although raised concerns regarding the ethical disposal of any of the museum's collection.

The Assistant Director Economy advised that an approved Collections Development Policy was a requirement of Museum Accreditation and would ensure a more strategic approach to shaping RAMM's acquisitions and disposals. Any disposal must be carried out in strict accordance with the Museums Association Code of Ethics and these disposal procedures specifically requested that artefacts were transferred to other collections in the first instance.

The Portfolio Holder for Economy and Culture clarified that this policy was an important document that would allow RAMM to manage their collection and that RAMM had won the Collection Best Practice Award in 2013.

Scrutiny Committee – Economy considered the report at its meeting on 16 January 2014 and the support and comments of Members were noted.

Members welcomed and supported this RAMM Collections Development Policy.

**RECOMMENDED** that the new RAMM Collections Development Policy 2014-2019 be formally adopted by Council.

## 6 **STORAGE OF ARCHIVES RESULTING FROM DEVELOPER-FUNDED ARCHAEOLOGY**

The report of the Assistant Director Economy was submitted, recommending a new mechanism for dealing with the storage of archaeological finds and records resulting from excavations funded by developers within the city, and recommending an approach for dealing with the legacy of past archaeological collecting.

Councillor Shiel spoke on this item under Standing Order no.44. He stated that as Chair of the Museums Storage Facilities Working Group he was in full support of the recommendation and option proposed.

Scrutiny Committee – Economy considered the report at its meeting on 16 January and the comments of the Members were noted.

**RESOLVED** that:-

- (1) the new mechanism for dealing with developer-funded archaeological archives since 1 January 2011 and any future archaeological archives be approved; and
- (2) option 2, as set out in the report, be pursued.

## 7 **A COMMITMENT TO LOCAL EMPLOYMENT AND TRAINING**

The joint report of the Assistant Director City Development and Assistant Director Economy was submitted, outlining the mechanism that could be applied in Exeter to help residents achieve financial independence, by working with employers and training providers to give employees and young people a competitive edge in going for local jobs. The proposal was to use opportunities in the planning process through supplementary planning guidance to encourage the use of the local work force.

Whilst the majority of Members welcomed the progression of Local Labour Agreements by working with employers to encourage the employment of the local labour force, one Member raised concerns regarding how any Supplementary Planning Document could be enforced and that it could be viewed as discrimination.

The Portfolio Holder for Economy and Culture advised that further work was required to be undertaken on Local Area Agreements and that a report would be brought back in due course with more detail on how employers could be encouraged utilise the local labour force. Any proposals would not be to the detriment of housing supply in the city.

Scrutiny Committee – Economy considered the report at its meeting 16 January 2014 and the comments of Members were noted.

**RESOLVED** that:-

- (1) the progression of the application of Local Labour Agreements to new development proposals of an appropriate scale and size, through the preparation and adoption of a Supplementary Planning Document facilitated by the emerging Draft Development Delivery Development Plan Document be approved;
- (2) the Exeter and Heart of Devon Employment and Skills Board be encouraged to promote the adoption and application of Local Labour Agreements by developers, employers, local authorities and other stakeholders within and beyond the sub-region.
- (3) this approach is promoted to the Growth Board partners and developed in partnership with them; and
- (4) an approach is established to develop and promote the supply of local goods and services to the construction industry alongside local employment, recruitment, apprenticeships and skills training.

(In accordance with Standing Order no.43, Councillor Mrs Henson requested that her abstention from voting be recorded)

8

### **2014/15 COUNCIL TAX BASE AND NNDR1**

The report of the Assistant Director Finance was submitted, looking to set the 2014/15 Council Tax base in accordance with the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012. The report also sought approval to delegate to the Assistant Director Finance (Section 151 Officer) the Council's estimate of Business Rate Income (NNDR1) for the next and following financial years for subsequent circulation to all Members.

The Assistant Director Finance advised that the amount calculated as its council tax base for the year 2014/15 would be 34,344, which amounted to a 1.5% increase in the council tax base.

Members expressed disappointment that the DCLG required the estimate for the NNDR1 figures by 31 January 2014 with the Council having only been given the return on 20 January 2014.

**RESOLVED** that:-

- (1) in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Exeter City Council as its tax base for the year 2014/15 shall be 34,344; and
- (2) responsibility to approve the Council's NNDR1 return by 31 January 2014 be delegated to the Assistant Director Finance (Section 151 Officer).

9

**DELEGATED AUTHORITY FOR ACQUISITION OF NEW AFFORDABLE HOUSING FROM S106 RECEIPTS (COMMUTED SUMS)**

The report of the Assistant Director Housing was submitted, seeking approval for the delegation of authority to the Assistant Director Housing to acquire suitable housing properties using receipts generated through the negotiation of the affordable housing provision on Section 106 sites. This would enable the Council to purchase new affordable housing where opportunities were presented.

The Assistant Director Housing advised that affordable housing purchased was reported to Members via the capital programme report.

**RECOMMENDED** to Council that the Assistant Director Housing be given delegated authority to approve the use of commuted sums, as required, to acquire new affordable housing in consultation with the Portfolio Holder for Housing and Customer Access and Finance and Estate Officers; and that the Constitution be amended to that effect.

10

**DELEGATED AUTHORITY - USE OF SPECIALIST CONSULTANTS FOR THE PROVISION OF AFFORDABLE HOUSING**

The report of the Assistant Director Housing was submitted, seeking approval for the delegation of authority to the Assistant Director Housing to employ consultants, as required, to assist the Housing Development Team in the provision of affordable housing in the City where external expertise is required. The cost of this work would be covered by commuted sums negotiated from Section 106 sites and there would be no additional costs to the Council.

The Assistant Director Housing clarified that there would be an open and transparent procurement process for the employment of consultants.

**RECOMMENDED** to Council that the Assistant Director Housing be given delegated authority to approve the use of consultants to assist the Housing Development Team in undertaking viability appraisals and the appraisal of new forms of affordable housing delivery in consultation with the Portfolio Holder for Housing and Customer Access, and that the Constitution be amended to that effect.

11

**RESULTS OF PUBLIC CONSULTATION AND PROPOSED ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENT: 'HOUSES IN MULTIPLE OCCUPATION (INCLUDING CLASS C4 USES)'**

The report of the Assistant Director City Development was submitted, looking to consider the results of the recent public consultation and whether to adopt the proposed Houses in Multiple Occupation Supplementary Planning Document (SPD) with or without amendment. The SPD contributed to meeting the Council purpose 'Deliver Good Development'.

**RESOLVED** that:-

- (1) the amended Houses in Multiple Occupation SPD at Appendix 2 be adopted; and

- (2) delegated authority be given to the Portfolio Holder City Development and Assistant Director City Development to agree any minor editorial changes that may prove necessary.

12

**APPOINTMENTS TO OUTSIDE BODIES**

The schedule of appointments to outside bodies was circulated.

**RECOMMENDED** that the appointments be agreed by Council.

13

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

14

**MINUTES OF EXETER AND HEART OF DEVON GROWTH BOARD - 16 OCTOBER 2013**

**RESOLVED** that the minutes of the Exeter and Heart of Devon Growth Board of 16 October 2013 be noted.

(The meeting commenced at 5.30 pm and closed at 6.40 pm)

Chair

**The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 25 February 2014.**



## EXECUTIVE

Tuesday 4 February 2014

### Present:

Councillor Sutton (Chair)  
Councillors Denham, Fullam, Hannaford, Mrs Henson, Owen and Pearson

### Apologies:

Councillor Edwards

### Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director Housing, Assistant Director City Development, Assistant Director Finance, Assistant Director Customer Access, Corporate Manager Democratic and Civic Support, HR Business Manager, Senior Housing Development Officer and Democratic Services Manager (Committees)

15

### DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

16

### FUTURE WORKINGS OF SCRUTINY

The Corporate Manager Democratic and Civic Support advised of the recommendations of all three Scrutiny Committees on the establishment of a cross party working group to look into the future workings of scrutiny. The proposals should be brought back to Executive and then, subject to approval, be put to Full Council.

Councillor Shiel spoke under Standing Order no.44. He raised concerns regarding the changes proposed to the original recommendations of the task and finish group. He felt that the proposal would delay the good work that the task and finish group had already undertaken. The task and finish group meetings had been conducted in a democratic way and the Leader of the Council had been invited to attend.

Members discussed the role of scrutiny as a critical friend and the need for the Council to have a robust scrutiny process to ensure that Councillors were held to account.

Whilst the majority of Members supported the formation of a cross party working group to look into the future workings of Scrutiny, other Members had concerns regarding the merits of establishing a cross party working group in light of the previous work that had already taken place on the Scrutiny process.

**RECOMMENDATION** to Council that a cross party working group be established to look into the future workings of scrutiny and that the proposals are brought back through Executive to Full Council.

(In accordance with Standing Order 43, Councillors Mrs Henson and Fullam requested that their names be recorded as having absented from voting)

17

### **MEMBERS ALLOWANCES 2014/15**

The report and recommendations of the City Council's Independent Remuneration Panel were submitted in relation to Members' Allowances for 2014/15.

**RESOLVED** that this report be deferred.

18

### **ANNUAL PAY POLICY STATEMENT**

The report of the Human Resources Business Manager was submitted seeking approval to the Council's Annual Pay Policy Statement 2014/15 which must be approved by Full Council each financial year in line with legislation. The policy included the introduction of Full Council approval for severance payments in excess of £100,000 to be effective from 1 April 2014 for decisions taken on or later than that date.

Scrutiny Committee – Resources considered the report at its meeting on 22 January 2014 and the support and comments of the Members were noted.

**RECOMMENDED** to Council that the Pay Policy Statement 2014/15 be adopted and published in accordance with legislation.

19

### **TREASURY MANAGEMENT STRATEGY REPORT 2014/15**

The report of the Assistant Director Finance was submitted, seeking adoption by the Council of the Treasury Management Strategy report, incorporating the Annual Investment Strategy 2014/15, as required under section 15(1)(a) of the Local Government Act 2003. The maximum that could be lent to any one organisation, other than the UK Government, would be £5 million and for an individual bank the limit would be £3 million.

The Assistant Director Finance clarified that there was no limit on the amount of funds that could be placed in the United Kingdom and investments in Foreign Countries would be limited to £3 million per country.

Scrutiny Committee – Resources considered the report at its meeting on 22 January 2014 and the support and comments of the Members were noted.

**RECOMMENDED** to Council to adopt the new Treasury Management Strategy and delegations contained therein.

20

### **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES (INCORPORATING THE ANNUAL STATEMENT OF MINIMUM REVENUE POSITION)**

The report of the Assistant Director Finance was submitted setting out the proposed 2014/15 prudential indicators for capital finance for adoption by the Council and setting the annual statement for Minimum Revenue Provision (MRP). The report set out the maximum that the Section 151 Officer was allowed to borrow to cover the Operational Boundary and day to day Cashflow needs of the Council.

Scrutiny Committee – Resources considered the report at its meeting on 22 January 2014 and the support and comments of the Members were noted.

**RECOMMENDED** to Council to adopt the:-

- (1) Prudential Indicators set out in Appendix A–C; and
- (2) Annual Statement of Minimum Revenue Provision for the Council.

21 **GENERAL FUND REVENUE ESTIMATES AND CAPITAL PROGRAMME 2014/15**

The report of the Assistant Director Finance was submitted, seeking approval of the General Fund revenue estimates for 2014/15. This report also included the proposed Capital Programme for 2014/15 and future years, and a note of the proposals in respect of the Housing Revenue Account. Members were advised that this report was still in draft form as the final grant settlement had not yet been received.

Members expressed their frustration at the late notification of the final grant settlement.

The Assistant Director Finance clarified that £2 million had been set aside for major infrastructure from the New Homes Bonus with £0.5 million already being allocated.

The majority of Members supported the report and welcomed the flexibility to vary the fees and charges and the removal of the ring fence on capital receipts for the Canal Basin. Some other Members felt they could not support all the recommendations proposed.

Scrutiny Committee – Resources considered the report at its meeting on 22 January 2014 and the support and comments of the Members were noted.

**RECOMMENDED** to Council:-

- (1) to approve the Council's overall spending proposals in respect of both its revenue and capital budgets;
- (2) to set aside the amounts allocated from the New Homes Bonus for major infrastructure along with the unallocated funds to finance the proposed new leisure complex, with any additional funding left over used to support the revenue budget in terms of financing and repaying borrowing that has been incurred;
- (3) to remove the ring-fence on capital receipts for the Canal Basin project;
- (4) to approve the council tax for each Band as set out in section 21.3, subject to Devon County Council, the Office of the Police and Crime Commissioner Devon and Cornwall and the Devon and Somerset Fire Authority confirming their Band D levels respectively;
- (5) when the actual council tax amounts for Devon County Council, Devon and Cornwall Police Authority, and the Devon and Somerset Fire Authority are set then the revised council tax levels be submitted to Council on 25 February 2014 for approval; and

- (6) to note the Statement given by the chief finance officer as required under Section 25 of the Local Government Act 2003.

(In accordance with Standing Order 43, Councillors Mrs Henson and Fullam requested that their names be recorded as having voted against the recommendation)

22

## **CONSULTATION ON DRAFT DEVELOPMENT BRIEF FOR SOUTH WEST ALPHINGTON**

The report of the Assistant Director City Development was submitted seeking views on a draft Development Brief for South West Alphington and approval of arrangements for public consultation on the Development Brief, in advance of its adoption as a Supplementary Planning Document. The Brief related to the Council's purpose to 'deliver good development'.

Members were updated on the background, the content of the Draft Development Brief, the public consultation and the comments from the Alphington Village Forum. It was proposed that the Development Brief be subject to wider public consultation so that it could be adopted as a Supplementary Planning Document. Planning Member Working Group had supported the document.

Councillor Clark spoke under Standing Order no.44. She was speaking at a Local Ward Councillor and representing the Alphington Village Forum. She was concerned that any development should protect the character of the existing area, asked who had assessed the gross developable area and was of the view that the maximum density should be 30 dwellings per hectare.

Councillor Ruffle spoke under Standing Order no.44. He had concerns regarding traffic congestion which would be exacerbated by the impact of the development in neighbouring Teignbridge and stated that self enforcing 20mph zones were essential. He questioned if the density proposed included 72 and 76 Chudleigh Road and if the proposed allotments would be able to be used by those allotment holders that would be displaced from the allotments near the school.

The Chair thanked the officers involved for all their hard work and welcomed the input by Alphington residents in the consultation process. She stated that a Devon County Council Highways representative had attended Planning Member Working Group and Members had raised with him the issue of a road layout which limited speeds to 20mph.

Members discussed the highway impact, speed reducing measures such as chicanes and the need to protect the skyline of the city. Hopefully Alphington residents would benefit from the New Homes Bonus grant by applying for community funds from the Council's budget that it set aside from this grant for community projects.

The Portfolio Holder for Housing and Customer Access welcomed the 35% affordable housing and allotments whilst recognising that there was a need to be realistic about the density.

The Assistant Director City Development clarified that the Alphington Forum proposed maximum density was inconsistent with the Council's policy; the gross developable area had been calculated by the Council although this would need to be confirmed with the developer; 72 and 76 Chudleigh Road were not included in

the density; and that it was a planning law requirement that only new residents could apply for the proposed new allotments.

**RESOLVED** that:-

- (1) the draft Brief be approved as a basis for public consultation; and
- (2) authority be delegated to the Assistant Director City Development, in consultation with the Portfolio Holder City Development, to agree any further minor editorial amendments required prior to publication.

23

### **OPENING HOURS FOR CIVIC CENTRE -BASED SERVICES**

The report of the Assistant Director Customer Access was submitted providing a review of the data that related to the Thursday late night opening pilot for Civic Centre-based services. The report also sought Members' views on future opening hours for the relevant services. The report was presented in the context of the Council's Customer Access work to determine the best way to respond to customers' needs and it was highlighted that the proposed hours could change in the future as a result of work to determine the most responsive and cost effective channels in which to meet customers' needs.

The Assistant Director for Customer Access updated Members on the data gathering exercise and the proposals to alter the opening hours from 8:30am-5pm Monday to Friday and 8:30am to 7pm Thursday to 9am to 5pm Tuesday, Wednesday and Friday and 9am to 6pm on Monday and Thursday. The hours of the Customer Service Centre would be continually reviewed to ensure that the opening hours met the demands and needs of the customer.

The Portfolio Holder for Housing and Customer Access stated that the demands of customers would be kept under review and that work was being done to redevelop the Council's order to promote service delivery on line where appropriate.

The Assistant Director Customer Access clarified that due to the need for consultation with staff and stakeholders, it was anticipated that the revised hours would not come into force until at least the end of February. The cost of the Pilot was £22,314 which included publicity and staff overtime costs.

Members agreed that the current opening hours should be amended at the same time as commencing the new hours. It was noted that consultation with staff was taking place to identify and resolve any issues.

**RESOLVED** that:-

- (1) efforts to ensure that the staff resources are used effectively in order to meet customer demand as part of the Council's systems thinking approach are noted;
- (2) the revised opening hours for the CSC be effective from the completion of consultation with affected staff for the services included in the 'Help Me' System; and
- (3) the end date of the current pilot of opening until 7pm on Thursdays be no later than Mid March to allow for consultation with staff and stakeholders.

24

### **RESEARCH PROJECT TO INVESTIGATE HOUSING NEED IN EXETER**

The report of the Assistant Director Housing was submitted requesting approval to carry out a major research project into housing need in Exeter. Members were advised that the project was in partnership with Exeter University and would be funded from Section 106 monies.

The Portfolio Holder for Housing and Customer Access Customer Access stated that this data gathering exercise would be invaluable to understand housing need and demand in Exeter.

The Portfolio Holder for Economy and Culture advised that work being undertaken by the Cost of Living Forum which would feed into this research project.

Members supported this research project noting that it would be a useful document when reviewing the council house waiting list and the Council's allocations policy.

**RESOLVED** that:-

- (1) the undertaking of a Research Project to investigate housing need in Exeter and, by extension, the functioning of the housing market in Exeter, be approved, this Research Project to inform the new Housing Strategy.
- (2) the research would be carried out by Exeter University in partnership with the Council's Housing Development Team, the total cost would not exceed £30,000 net, be noted.

25

### **EMPTY HOMES STRATEGY 2014-17**

The report of the Assistant Director Housing was submitted seeking the adoption of the Empty Homes Strategy 2014-17 which sets out how the Council would deal with privately owned empty homes within the city. Members were advised that the Empty Homes Strategy had been developed in line with purposes in the Corporate Plan and of the five key objectives which flowed through the strategy.

Members welcomed this robust approach to bring empty homes back into use.

**RESOLVED** that the Empty Homes Strategy 2014-2017 be approved.

26

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

27

### **TENDER OF HOUSING GAS CONTRACT**

The report of the Assistant Director Housing was submitted seeking approval to tender the new gas contract operating a different service delivery model.

Members supported that way forward.

**RESOLVED** that the tendering of the gas contract following a different service delivery model be approved.

(The meeting commenced at 5.30 pm and closed at 7.39 pm)

Chair

**The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 25 February 2014.**

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# Agenda Annex

## SEATING IN THE GUILDHALL

		Deputy Lord Mayor Councillor Hannafor (L)	Chief Executive & Growth Director	Lord Mayor Councillor Lyons (L)	Corporate Manager Democratic/Civic Support	Corporate Manager Legal	
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Democratic Services Manager (Committees)				Deputy Chief Executive	Assistant Director Finance	
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Councillors	Councillors	Councillors		Councillors	Councillors
Tippins (L)	Bowkett (L)	Edwards (L)	TABLE	Mrs Henson (C)	D J Henson (C)
Crew (L)	Robson (L)	Sutton (L)		Baldwin (C)	Donovan (C)
Branston (L)	Spackman (L)	Pearson (L)		Shiel (C)	Mottram (C)
Laws (L)	Bull (L)	Owen (L)		Crow (C)	Prowse (C)
Choules (L)	Dawson (L)	Denham (L)		Leadbetter (C)	Winterbottom (C)
Bialyk (L)	Sheldon (L)				Newby (C)
Macdonald (L)	Clark (L)				
Martin (L)					

Cllr Morris (L)	Cllr Wardle (L)	Cllr Ruffle (LD)	Cllr Mitchell (LD)	Cllr Mrs Brock (LD)	Cllr Payne (LD)	Cllr Fullam (LD)
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L: Labour : 24  
 C: Conservative : 11  
 LD: Liberal Democrat : 5

### Portfolio Holders

Edwards: Leader  
 Hannafor : Housing and Customer Access  
 Pearson: Enabling Services  
 Owen: Environment, Health and Wellbeing  
 Sutton: City Development  
 Denham: Economy and Culture

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