

PLACE SCRUTINY COMMITTEE

Date: Thursday 13 September 2018

Time: 5.30 pm

Venue: Rennes Room - Civic Centre

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115.

Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.

Membership -

Councillors Sills (Chair), Wood (Deputy Chair), D Henson, Keen, Mitchell, Prowse, Begley, Lyons, Pattison and Robson

Agenda

Part I: Items suggested for discussion with the press and public present

1 Apologies

To receive apologies for absence from Committee members.

2 Minutes

To approve and sign the minutes of the meeting held on 14 June 2018.

3 Declaration of Interests

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item.

Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public

It is considered that the Committee would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part I of Schedule 12A of the Act.

5 Questions from the Public under Standing Order 19

Details of questions should be notified to the Corporate Manager Democratic and Civic Support at least three working days prior to the meeting. Further information and a copy of the procedure are available from Democratic Services (Committees) (Tel: 01392 265115) and also on the Council web site - <https://exeter.gov.uk/councillorsfaq/>.

6 Questions from Members of the Council under Standing Order 20

To receive questions from Members of the Council to appropriate Portfolio Holders.

PRESENTATION TO COMMITTEE

7 Portfolio Holder Priorities 2017/18 - Year end report

Councillors Edwards (Leader and Portfolio Holder (Growth and City Development) Councillor Harvey (Portfolio Holder Place & Commercialisation) Councillor Bialyk (Portfolio Holder Health and Wellbeing, Communities & Sport) Councillor Denham (Portfolio Holder City Transformation) and Councillor Sutton (Portfolio Holder Economy & Culture) to present half yearly updates for 2017/18.

(Pages 5 -
20)

8 Exeter City Futures Urbanisation Overview

To receive the update and presentation by Liz O'Driscoll, Exeter City Futures Programme Director.

(Pages 21
- 28)

ITEMS FOR CONSIDERATION BY THE EXECUTIVE

9 South Street Regeneration

To consider the report of the City Surveyor.

(Pages 29
- 84)

10 Public Space Protection Order (PSPO) Spotlight Review Report

To receive a report from Councillors Vizard and Wright.

(Pages 85
- 90)

Inspector Simon Arliss, City Centre Policing Team from Devon and Cornwall Police will attend the meeting.

ITEMS FOR DISCUSSION

- 11 **Local Air Quality Management**
- To receive the report of the Environmental Health and Licensing Manager. (Pages 91 - 100)
- 12 **Traveller Related Issues**
- To receive a briefing report from the Director of Place following a request at Exeter Strategic Board for information on traveller related issues. (Pages 101 - 130)
- 13 **2018/19 Budget Monitoring Report (Quarter 1)**
- To consider the report of the Chief Finance Officer. (Pages 131 - 142)
- 14 **InExeter (previously Exeter BID) Annual Update**
- To consider the report of the Economy and Enterprise Manager. Ann Hunter - BID Manager will also attend the meeting. (Pages 143 - 156)
- 15 **Recycling Plan Review**
- To consider the report of the Cleansing and Fleet Manager. (Pages 157 - 162)

ITEMS FOR INFORMATION ONLY

- 16 **Exeter Highways and Traffic Orders Committee DCC**
- To receive the minutes of the Exeter Highways and Traffic Orders Committee held on 30 July 2018. (Pages 163 - 168)

Date of Next Meeting

The next scheduled meeting of the Place Scrutiny Committee will be held on **Thursday** 8 November 2018 at 5.30 pm in the Civic Centre.

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on (01392) 265107 for further information.

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PLACE SCRUTINY COMMITTEE

13 September 2018

Portfolio Holder Priorities 2017/18 – Year end report

End of year updates against priorities for all Portfolio Holders are included within this report. The updates were provided in May/June 2018.

Members will note that some Portfolio Holders report to a different Scrutiny Committee and are unable to take questions at all committees.

2017/18 Leader of the Council: Councillor Peter Edwards

	Priority	Update
PH1	Work with partners on a devolution city deal that meets the needs of Exeter	We have continued to work on a Heart of the South West devolution deal (productivity strategy). We have also worked with our partners in the city on a pitch to government. Initial meetings have been held with senior government officials.
PH2	Set up a new vehicle for delivering housing and commercial schemes	Work is reaching a conclusion on the full business case for the formation of a new trading company, with subsidiary companies, to enable the delivery of residential and commercial developments. The business case and business plan for the first trading year will go to Full Council on 24 th July 2018 and if approved will commence trading from 25 th July 2018 with the first developments under construction in September 2018.
PH3	Introduce a pan-council performance framework	New corporate priorities have been set in the 2018-22 Corporate Plan. When agreed a full set of metrics will be compiled to monitor progress on both these and service delivery.
PH30	Progress the publication of a new development plan (Greater Exeter Strategic Plan) and address securing a future five year housing supply	The plan is progressing well and an enormous amount of the supporting evidence has been completed by the cross-authority dedicated team working in the Civic Centre and commissioned consultants. This evidence includes reports on housing demand, infrastructure requirements, landscape assessment, transport and a Low Carbon Strategy. Notwithstanding this work the overall timetable for the GESP has slipped by approximately 12 months for a number of reasons. This is due to a number of factors including the need to respond to emerging Government policy on housing; a higher than expected response to the “Call for Sites”; and a need to more work on the Transportation Strategy. Whilst this is disappointing it is not entirely unexpected given the aspirational nature of the original timetable and the complexities of inter-authority working.
PH32	Establish governance arrangements for the CIL and	The CIL Governance Board has now met twice under the chairmanship of the Council Leader and current Portfolio Holder for Growth and City

	Priority	Update															
	an infrastructure fund for the 3 authorities	<p>Development. Terms of Reference have been developed, and the Board has discussed future CIL spend. Amongst other issues, the Board will need to consider reviewing the CIL Regulation 123 and, potentially, the CIL Charging Schedule, seeking Executive and Council approval as necessary.</p> <p>Closer working with neighbouring authorities under the auspices of the Greater Exeter Strategic Plan (GESP) has given fresh impetus to discussions focused on establishing a joint infrastructure fund across administrative boundaries. The Government's Ministry of Housing, Communities and Local Government has consulted on proposals to allow for Strategic Infrastructure Tariffs to be introduced (in addition to authority-specific CIL) where combined authorities or joint planning committees have been delegated with strategic planning powers, and the establishment of a joint planning committee for Greater Exeter is under consideration. This would cover Exeter, East Devon, Mid Devon and Teignbridge districts.</p>															
PH33	Meet government targets for time taken to determining planning applications	<table border="1"> <thead> <tr> <th>Quarter</th> <th>Majors %</th> <th>Non-majors %</th> </tr> </thead> <tbody> <tr> <td>Apr-Jun 17</td> <td>75</td> <td>72</td> </tr> <tr> <td>Jul- Sep 17</td> <td>50</td> <td>57</td> </tr> <tr> <td>Oct- Dec 17</td> <td>80</td> <td>73</td> </tr> <tr> <td>Jan-Mar 18</td> <td>56</td> <td>88</td> </tr> </tbody> </table> <p>Government target: Majors (60%), Non majors (70%)</p>	Quarter	Majors %	Non-majors %	Apr-Jun 17	75	72	Jul- Sep 17	50	57	Oct- Dec 17	80	73	Jan-Mar 18	56	88
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2017/18 Portfolio Holder for Support Services: Councillor Ollie Pearson

	Priority	Update
PH4	Produce and implement a digital customer platform and maximise opportunities for shifting customers to digital services	The digital customer platform (Firmstep) is in place and enhanced, digital services are being added on a weekly basis. A single account for customers will be introduced shortly when security and privacy issues have been resolved.
PH5	Introduce a new communication and marketing strategy	<p>Marketing and communication spend has been centralised with 300+ new marketing requests. A restructure has been completed to deal with 'resilience and capacity' issues outlined in the Peer Review. Comms and Marketing strategies are being created and deployed on a departmental and project case by-case basis.</p> <p>A yearly plan will be created to coincide with the corporate plan, which will be updated annually. Brand architecture is being established and defined with regards to Visit Exeter/Exeter City Council/waste/Dev Co/Sport England Pilot/Invest. Exeter Live Better will form the central pillar of the civic pride and inward investment element of the communications plan for the next 6 months – it has already secured £250,000k plus for in kind partner sponsorship/exposure.</p>
PH6	Oversee prioritisation of the council's IT requirements and effective and efficient delivery by Strata Solutions	The Exeter Internal Review Board meets monthly to address issues. A new process for prioritising IT projects and business change requests has been introduced. A regular, joint meeting with East Devon and Teignbridge is now taking place to ensure alignment of priorities and identification of common issues.
PH7	Take forward the Asset Management Plan	The Corporate Property Maintenance Strategy 2018-23 has been put in place. Alongside that drafting of the new Asset Management Plan is progressing and an Asset Challenge initiative is being proposed to identify and realise early wins. The City Surveyor is engaged with Devon One Public Estate to identify opportunities within the public estate in and around Exeter.
PH8	Introduce new procurement arrangements	Following significant issues with recruitment a successful interim appointment was made in April 2018, who is now working to the original delivery plan. Significant progress is

	Priority	Update
		being made on ensuring our purchase of goods and services is efficient, effective and sustainable. The interim procurement lead for housing post has been extended until September 2018 whilst the development plan is implemented. Benefits realisation is being built into the 2018/19 improvement delivery programme.

2017/18 Portfolio Holder for People: Councillor Emma Morse

	Priority	Update
PH9	Investigate and deliver more cost effective and responsive temporary accommodation to meet housing needs	<p>Purchase of 25 Queens Rd (7 beds) completed 26 February 2018 without negative impact on occupants. Re-contracted support and housing management for the service pending appointment of Council staff to provide the same at a lower cost. Recruitment underway with two of three posts filled and one advertised the week beginning 11 June 2018.</p> <p>15 supported severe weather bed spaces have been negotiated with Gabriel House at no cost to department budgets. Government funding has been applied for, for a night shelter on Safesleep model for 18/19. A lease offer on an empty building is pending an agreement.</p> <p>Housing First launch of five initial units agreed for Autumn 2018. Support and risk management for contracted temporary accommodation providers reviewed and remodelled to accommodate higher risk complex needs clients where feasible.</p>
PH10	Implement the action plan for the Homelessness Strategy	<p>Year 1 Strategy Review report issued in January 2018. Key deliverables achieved include:</p> <ul style="list-style-type: none"> - Trailblazer funded work on prevention through an appointed tenancy rescue officer working across Exeter and Teignbridge; - Recruitment to private rented housing access service in Exeter; - Bringing online three properties for a local charity to develop accommodation service (St Petrocks); - Establishing a supported lodgings protocol for young persons (16-17 year olds and care leavers) plus a joint homelessness prevention protocol with Devon County Council and district housing authorities. <p>Preparation for implementation of the Homelessness Reduction Act continues with a joint action plan between Exeter and Teignbridge. Systems and processes have been updated in accordance with the new Code of Guidance in readiness to meet revised statutory obligations going forward from 3 April implementation date.</p>
PH11	Ensure the City Council is taking an active role in developing and monitoring the priorities of Integrated Care Exeter (ICE) and the Council's interest on CoLab	<p>Continued high percentage of ICE clients in Exeter's temporary accommodation with tenancies being maintained under new complex need accommodation support team – jointly with Sanctuary Supported Living.</p> <p>Additional six months of service (from 1 April 2018) agreed by Stewardship Group but awaiting funding options (costs to be reduced</p>

	Priority	Update
		<p>and management to be resourced in-house by the Council).</p> <p>Models of pooled funding / joint-commissioning tabled for exploration for 18/19 re-procurement of homelessness outreach services exercise for April 2019 onwards.</p> <p>The Council is leading the IDT & management team and service plan through System Lead and Complex Needs Caseworker. Undertaking liaison with MEAM to report on strategic and operational service development delivery.</p>
PH12	Consult on and implement the new Local Council Tax Support Scheme for 2017/18	Task completed in full
PH13	Work with partners to support the development of money management skills	<p>The Council has agreed to deliver budgeting advice and assisted digital support to Universal Credit claimants on behalf of the DWP for a further year from April 2018.</p> <p>Meetings have been held with both Plymouth Credit Union and Westcountry Savings and Loans, as both have extended their common bond to cover Devon, and a briefing note is being prepared for consideration by the Director and Portfolio Holder.</p> <p>The Budgeting & Money Management contract is in its' fourth quarter, and to date has assisted 85 customers with money advice, budgeting support, and debt remedies including agreeing sustainable payment arrangements and drawing down extra income totalling over £21k. An options appraisal is being pulled together for consideration in preparation for the contract ending this December.</p>
PH14	Ensure that the impact of Welfare Reform on residents and the Council is identified and mitigated where possible	<p>The Low Income Family Tracker Dashboard is being utilised to case work struggling households, as well as those that could be impacted by the full service rollout of Universal Credit in September 2018.</p> <p>The Benefits & Budgeting Calculator has been purchased and is being trialed by the Universal Support Team when customers apply for Discretionary Housing Payments (DHP). The Calculator links to job search and highlights excessive expenditure, and can also be used for "what ifs" e.g. how much better off would the household be if the earner increased their working hours per week from 20 to 25.</p>
PH15	Continue to focus on the recovery of funds due to the Council, based on principles of understanding customers' ability to pay	We were able to help businesses affected by the revaluation conducted by the Valuation Officer Agency (VOA) with £352k of financial support through our local Business Rates Discretionary Scheme.

	Priority	Update
		<p>Council Tax collection for 2017/18 ended 0.3% above target.</p> <p>With regard to Rent (HRA), collection has continued to improve with the outstanding debt for 2017/18 as a percentage of net rent charge being 1.55% compared to 1.71% for 2016/17 and 1.81% for 2015/16.</p> <p>Housing Benefit overpayment collection has also continued to improve with overall collection of both old and new debt for 2017/18 being 72.1% compared to 70.4% in 2016/17 and 67.3% in 2015/16.</p>
PH49	Investigate alternatives to current Council Tax Support Scheme	<p>An alternative Council Tax Support (CTS) Scheme needs to be informed by data analysis, therefore we will be procuring a resource for this in 2018/19. Our Council Tax Support Scheme is a means-tested scheme that closely mirrors its' predecessor, Council Tax Benefit. That makes it expensive to administer. However CTS is a council tax discount and with the administration funding for the scheme being cut each year, some local authorities are moving away from means testing. The Devon Benefit Officers Group (DBOG) has been monitoring and learning from changes already made to schemes throughout the country, and we will combine this learning with our data analysis in 2018.</p>

2017/18 Portfolio Holder for Housing Revenue Account: Councillor Hannah Packham

	Priority	Update
PH16	Set up a HRA Management Board	Currently under discussion with Portfolio Holder to determine if a Board with a wider remit would be more useful.
PH17	Maximise value from contractors	The Housing Service is currently employing a temporary procurement specialist to look at existing and pending contracts. The consultant is successfully working with Service Leads and Managers to improve the quality of the contracts and contract management. A renewed and more proactive approach to our work with our contractors has been introduced with a focus on Health & Safety and key performance indicators. We are at the early stages of developing our specification for the Reactive Repairs contracts due for renewal in 2020.
PH18	Ensure that the efficiency and effectiveness of the housing function matches, or aims to match that of best-in-class providers	We continue to benchmark our performance with a range of comparable housing providers throughout the country. Where performance in key areas fails to be in the top quartile we take remedial actions. These actions are recorded and monitored through service plans and operational meetings.
PH19	Propose and consult on a new model for supporting residents of our older persons' accommodation	Now in place and completed.
PH20	Undertake a comprehensive survey of our housing stock in order to understand future investment requirements and inform budget planning	The stock condition survey has been completed and so for the first time, we have a comprehensive view of the condition of this valuable asset for the Council. Its findings will inform our Asset Management Strategy due for completion in the autumn of this year.

2017/18 Portfolio Holder for Place & Commercialisation: Councillor David Harvey

	Priority	Update
PH23	Improve the recycling rate	<p>We await confirmation of garden waste and waste disposal figures before a final recycling rate and waste composition for the year is known. However, performance during quarters 1 – 3 indicate no substantial increase in recycling rate. Long term factors affecting our recycling rate remain:</p> <ul style="list-style-type: none"> • ‘Lightweighting’ of packaging materials • Decline in newsprint consumption • Growth in commercial student housing • Lack of new services to engage residents • Drop in voluntary group recycling <p>Recycling rate and full analysis due in June 2018.</p>
PH24	Improve cleansing of the city centre (to achieve A grade in the city centre and B grade elsewhere)	<p>Achieved. Grades consistently within A grade in the city centre, and B grade elsewhere.</p> <p>City Centre average for 2018 was 63% A, 37% B rating.</p> <p>Residential areas for 2018 was, 56.5% A, 42.5% B, 2% C rating to date.</p> <p>We are refocussing resources to more closely meet the agreed performance profile.</p>
PH25	Complete the business case for doorstep food waste collections and analyse options	This was completed and the results presented to Place Scrutiny Committee and Executive in March 2018. The recommendations, to continue the current service but to review the business case annually, were accepted.
PH43	Progress a solution for management of the Exe Estuary Harbour, canal and waterways	Report presented to Scrutiny Committee on 14 June 2018.
PH50	Carry out the recommendations of the Play Audit	<p>The Play Audit has been incorporated into the Sport England Delivery pilot to ensure an integrated approach to all green spaces, sports pitches and leisure facilities.</p> <p>Implementation will be coordinated with the Sport England work.</p>
PH51	Feasibility study on moving Belle Isle to Exton Road	Initial feasibility study was undertaken in 2017. Faithfull & Gould have been instructed to develop proposals for redesign of Exton Road to accommodate Belle Isle services.
PH52	Dog fouling / litter enforcement trial	Pre-contract meeting held with councillor involvement. The trial is likely to commence in July 2018.

2017/18 Portfolio Holder for City Transformation: Councillor Rosie Denham

	Priority	Update
PH26a	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to tackle congestion. Reduce congestion from base data by 20% by 2025	Exeter City Futures have been formally adopted as part of the Council's transformation plans for the city. This consolidates the partnership and enables Exeter City Futures to work more closely with the Council to tackle problems of urbanisation in ways that reduce social inequality and boost economic growth within the region. Liz O'Driscoll has been seconded to the City Council, into the post of Programme Director for Exeter City Futures, and will be working closely with the senior management team to establish a clear delivery plan as well as objectives and deliverables.
PH26b	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to achieve energy independence	
PH26c	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to progress a smart city agenda, including digital technology infrastructure	
PH28	Work with local residents and businesses to explore ideas for future investment in South Street and the wider West Quarter, including options for a new city-centre performance venue	Lacey Hickie & Caley Ltd have been engaged to produce urban analysis and proposals for improvements. Early consultation held. Draft report under review with further consultation to follow and report to Members in the summer. New venue report completed and now out for public consultation.
PH40a	Improve cycle routes – including promoting good design	The Council has improved its links with the Exeter Cycling Campaign who are now consulted and comment on scores of major planning applications to ensure that development schemes optimise opportunities for improving cycling facilities and participation. A very well attended workshop hosted by the Campaign and with both City and County Members and Officers met in November to share good practice and improve engagement in the future. In its role as Planning Authority the Council has continued to ensure that all new major developments provide ample cycle parking and contribute towards improving the network wherever possible.
PH40b	Provide more cycle parking around St Sidwell's Point	Enhanced cycling facilities are built into the design and approved planning application.
PH46	Exeter Vision 2040	A draft of 'The Exeter Promise – A Vision for 2040' has been prepared for comments from key partners, with a view to launching this in September 2018. 'Exeter Live Better' will be rolled out as a brand for the city and ownership and take up will be reviewed.
PH48	Low Carbon Task Force	The Low Carbon Task Force continues to meet and co-ordinate a number of low carbon projects. Revised terms of reference for the group are in the process of being prepared including considering the relationship with

	Priority	Update
		Exeter City Future's energy independence objective. These will be considered by the Greater Exeter Growth and Development Board in September.

2017/18 Portfolio Holder for Health and Wellbeing, Communities & Sport:
Councillor Phil Bialyk

	Priority	Update
PH21	Work with the Community Safety Partnership to solve emerging threats and trends	<p>A review of the Community Safety Partnership has taken place looking at both the structure and priorities going into the 2018/19 financial year.</p> <p>The review of the structure has resulted in the terms of reference being amended to introduce a second deputy chair and a management group that is able to co-ordinate the activities of the CSP between the Executive Group meetings. This has resulted in Exeter City Council taking the chair supported by the Police and Fire Service in the deputy chair roles.</p> <p>An agreed set of priorities will be agreed at the July Community Safety Partnership Executive meeting and will link to other key projects such as delivering active and healthy communities through the Sport England Local Delivery Programme and Wellbeing Exeter.</p>
PH22	Develop and implement strategies that provide public reassurance and reduces the root causes of antisocial behaviour (ASB)	<p>The coordination of multi-agency solutions to ASB has continued throughout 2017/18 to address the root causes of problems as and when they arise.</p> <p>During 2017/18, 342 ASB cases were dealt with by Environmental Health and Licensing in conjunction with other agencies. As a result 11 community protection warnings and one notice was served.</p> <p>59 cases were referred to the ASB Action Team for multi-agency discussion.</p> <p>2017/18 saw the implementation of the Public Spaces Protection Order which involved the fixing of signage in 90 different locations throughout the city. Training for police officers was carried out to ensure consistency of enforcement of the PSPO requirements. Since 1 August 2017 there have been 71 breaches of the PSPO prohibitions reported. There have been 6 prosecutions taken by the Crown Prosecution Service against those who have persistently breached the order.</p> <p>Staff from Environmental Health and Licensing supported the Police, Exeter University, Students Guild, residents and Licensed Premises to welcome the new student intake to the city at the start of the academic year. This was largely a proactive engagement to educate, support and prevent issues arising, but where necessary respond quickly to matters when needed. Initiatives included enforcing the Public</p>

	Priority	Update
		Spaces Protection Order, joint residential patrols with University Patrol, working with licensed premises to ensure effective management around premises and taking councillors and residents out to see the partnership in operation.
PH34	Oversee implementation of the community strategy	Plans for review of community grants and development of ECC Community Development Strategy through 2018/19.
PH35	Explore how Asset Based Community Development (ABCD) can be introduced across the council and in key services	See PH34 update.
PH36	Work with partners to improve the health and wellbeing of Exeter's communities	This is now delivered through Wellbeing Exeter.
PH37	Implement the council's Equality and Diversity Policy	A revised policy is due to go to Corporate Services Scrutiny committee on 28 June. Work has begun on revising the committee report format to include a separate section on equality and diversity.
PH38	Renew Exeter's Fairtrade City status and seek additional partners and new support for this initiative	Exeter renewed its Fairtrade City Status successfully in November 2016 and this will be due again in November 2018.
PH39	Take forward the St Sidwell's Point and bus station developments, including procurement of operators	Work is ongoing by way of a formal tender for the construction works. The two-stage tender process is scheduled to conclude by October 2018 ahead of a start on site in January 2019. Tendering preparation works continue to proceed with regard to the procurement of the operator for St Sidwell's Point. Formal tenders are anticipated to be issued to Leisure Operators late 2018 / early 2019.
PH41	Apply to become a Sport England Local Delivery Pilot Partner Agree a physical activity and Sports Strategy for the City	Successful bid notified in December 2017 High level concept discussed and this will be developed during 2018/19
PH42	Continue working with partners to make Exeter the most active city in the South West by 2018	See PH41 update.

2017/18 Portfolio Holder for Economy & Culture: Councillor Rachel Sutton

	Priority	Update
PH27	Support Innovation Exeter programme with the University and others to develop the knowledge economy and to drive productivity growth across the Greater Exeter sub region	<p>The work of Innovation Exeter has been incorporated into the corporate plan for Growth & Enterprise. It is also being fed into the emerging HOSW Productivity Strategy Delivery Plan, as well as the work around developing a growth corridor for Plymouth, Exeter and Torbay.</p> <p>The University of Exeter is pursuing options around the recommendations of the South West Science & Innovation Audit for Exeter.</p> <p>A submission has been submitted to central government to establish an Institute of Technology within the city, with Exeter College and the University of Exeter as partners. Additional FE & HE establishments from across Devon, Cornwall & Somerset are also included within the bid – hub (Exeter) and spoke (everywhere else) model is being recommended. The Bid has now been successful at stage one.</p> <p>A Digital Skills Partnership Pilot has been launched in the HOSW. Which is a national pilot to help identify gaps in digital skills provision, encourage partners to work strategically together to address them and attract investment from outside bodies. Officers from the City Council are directly involved with the pilot, to address digital skills gaps within Exeter.</p>
PH44	Drive transformational economic growth by directing business support at innovation and entrepreneurship (as identified in the Innovation Exeter Programme and including Exeter City Futures accelerators)	<p>Support has continued for the Exeter Velocities programme, which was launched this year to support a second cohort of new business start-ups which enable them to test their ideas and innovations.</p> <p>Exeter City Futures have been formally adopted as part of the Council's transformation plans for the city. This consolidates the partnership and enables Exeter City Futures to work more closely with the Council to tackle problems of urbanisation in ways that reduce social inequality and boost economic growth within the region. Liz O'Driscoll has been seconded to the City Council, into the post of Programme Director for Exeter City Futures, and will be working closely with the senior management team to establish a clear delivery plan as well as objectives and deliverables.</p> <p>Limited funding has been provided to the Heat of the South West Growth Hub, which will enable bespoke and face to face business support to be provided to new business start-ups and grow on businesses within Exeter.</p>

	Priority	Update
		An audit of what business support is available to businesses within Exeter has been undertaken. Recommendations on a way forward to support transformational economic growth to be discussed at Place Scrutiny Committee.
PH45	Inclusive Growth	<p>The Inclusive Growth agenda is now a focus of activity for the Growth & Enterprise team and is incorporated into our annual service plan, with the objective being: <i>“Enabling as many people as possible to contribute and benefit from growth and to tackle placed based social inequalities - Inclusive Growth”</i>.</p> <p>Inclusive Growth activity is broken down into three activity areas: skills & learning, jobs and public sector procurement. The new Skills Officer is leading on the delivery of this work.</p> <p>A pre-apprentice programme has been developed, to be piloted in a small number of schools this autumn to determine proof of concept. The programme is aimed at young people in school, who have no desire to attend university, and to open their eyes to the wide range of employment and training options to them.</p>

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REPORT TO: Place Scrutiny Committee
Date of Meeting: 13 September 2018
Report of: Exeter City Futures
Title: Overview of Exeter City Futures

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function?

1. What is the report about?

1.1 This report provides an overview of Exeter City Futures Community Interest Company and its current operational structure and activities.

2. Recommendations:

2.1 It is recommended that Place Scrutiny Committee support the direction of Exeter City Futures and the Goals as a way to deliver against the Council's strategic objective of reducing congestion in the City.

3. Reasons for the recommendation:

3.1 Financial constraints restrict what can be done by the City Council alone to mitigate the impact of continuing economic growth. As Exeter continues to grow and we build the housing numbers required to support this growth, it is critical that we form strong collaborative partnerships across the city including with Devon Country Council and our neighbouring authorities via the Greater Exeter Strategic Plan (GESP) to ensure that we can meet our vision of a connected city that is a great place to live, work, study, visit and socialise in.

3.2 Being part of Exeter City Futures enables the City Council to formally partner with other leading organisations from across the city to harness individual effort, create shared responsibility for delivering a better Exeter and bring coordination and focus to the challenges we face.

4. What are the resource implications including non financial resources.

4.1 A The role of Exeter City Futures Programme Director has been created within the City Council, in order to oversee the mobilisation and delivery of Exeter City Futures CIC. The role has been filled via a secondment from Global City Futures. This secondment started April 2018 and will continue for 12 months, at a cost of £99,459. This has been met from an underspend within existing budgets, as a result of vacant posts not being filled within the City Council.

5. Section 151 Officer comments:

5.1 There are no requests for additional finances contained within this report.

6. What are the legal aspects?

- 6.1 Community Interest Companies (CIC) were introduced by the Companies (Audit, Investigations and Community Enterprise) Act 2004 to permit social enterprises, wishing to use their assets and profits for the public good, to be set up without the complications and restrictions of a registered charity.
- 6.2 Their primary social objectives are to reinvest their profits for the benefit of the community and it is believed that CICs have their part in helping to create and sustain a strong and socially inclusive society.
- 6.3 To that end they are registered as limited companies at Companies House and are regulated under the provisions of the Community Interest Company Regulations 2005. Being granted CIC status ensures that such companies do work for the benefit of the community whilst providing them with much greater flexibility than companies registered with Charitable status.

7. Monitoring Officer's comments:

- 7.1 It is important that Exeter City Futures (ECF) retains its CIC status throughout its collaborative partnership with the Council and to that end ECF should be required to provide the Council with a copy of each annual Company Interest Report (as it is required to produce under Part 7 of the provisions of the Community Interest Company Regulations 2005) to ensure it continues to satisfy the 'community interest test' for the benefit of the Council's strategic objectives.

8. Exeter City Futures

- 8.1 Exeter City Futures (ECF) is an independent Community Interest Company that is working to help Exeter solve its urbanisation challenges in a way that reduces social inequality and contributes to economic growth.
- 8.2 Its vision is to help Exeter live better by bringing together local government, private sector and communities to jointly solve the big transport and energy challenges facing our city. By coordinating a range of innovation and data programmes, ECF is co-creating solutions that meet the needs of the city and inspiring action that contributes towards sustainable change. ECF has set out a bold mission to make Exeter energy independent and congestion free by 2025.
- 8.3 Current members of the Community Interest Company are Exeter City Council and Global City Futures. Further Members are in the process of joining, these include: University of Exeter, Exeter College, Devon County Council and the Royal Devon and Exeter NHS Trust. These Members can each appoint a Director to the Board of the Community Interest Company.
- 8.4 The ECF Community Interest Company (CIC) Board will ensure that ECF operates within the rules of a CIC and delivers impact in the region to meet our goals and to support investment, jobs and growth. Decision making is by the Board on a majority basis with no one member having control.
- 8.5 The operational activities of the ECF Community Interest Company will be delivered by a lightweight project team. This team will be provided by the Member organisations on a secondment basis.

8.6 The bold mission of ECF has also inspired organisations and individuals across the city to sign up to the ECF Partner Network and to consider how they can support transformation in Exeter. Currently there are 61 local business and organisations signed up to the Network, as listed in Appendix 1.

8.7 Through consultation with Member organisations and engagement with the residents and business of Exeter, ECF have set out 12 transformational goals that define the mission of “congestion free and energy independent”. The Goals are owned by the ECF Community Interest Company Board and their delivery will require the input of all Member organisations and the Partner Network.

8.8 The 12 (draft) transformational goals for Exeter are as follows. These are to be approved by the Board of the Community Interest Company.

1. All residents will have access to locally generated renewable sources of energy
2. The overall energy consumption of residents and businesses in Exeter will be reduced by [to be defined]%
3. New building developments in Exeter will generate more energy than they consume; waste energy will be captured for reuse
4. Residents and businesses will have access to the right tools to measure their energy use in order to reduce consumption and increase energy efficiency
5. All residents will be able to live in an affordable home which is energy efficient and healthy; fuel poverty will be reduced
6. The private car will no longer dominate the city centre making more space for people; there will be networks of priority routes for active transport and cleaner, more efficient, public transport vehicles
7. Waste will be seen as a resource and recycled wherever possible; waste collection and deliveries will be made via operationally and energy efficient means
8. The number of residents living and working inside Exeter who choose to use active transportation over vehicles will be raised to 50%
9. Journeys in Exeter will be reliable and the transport network will be resilient to major incidents
10. Exeter will have clean air through the reduction of pollutants from private cars and fossil fuels
11. Exeter will have the finance and capability to develop the Greater Exeter region in a way that delivers affordable homes to everyone, reduces relative congestion and embraces the energy independence values of the city.
12. Exeter will be an engaged data-aware and entrepreneurial city which has the skills to analyse and address the challenges that it faces

8.9 The role of ECF is to act as a whole City Programme Office to coordinate bids for funding and manage the provision of resource from Member organisations (and other entities) to deploy activities in pursuit of the Goals of ECF.

8.10 ECF promotes an analytical approach to whole city change. At our core, it offers a process for defining problems, building partnerships to find solutions, and managing and measuring progress. The activities of ECF are as follows:

1. Review the current projects being undertaken within the city and facilitate collaborative projects to address gaps between current state and ambition;
2. Curate sources of data, through the Exeter Data Mill, to help analyse and evaluate the city Goals and progress being made
3. Support individual organisations to identify challenges and co-create bespoke solutions that help them contribute to delivering the city Goals; ECF can facilitate access to delivery partners;
4. Through its partnership with Exeter Velocities and other start-up support programmes, stimulate and support the development of new social and commercial enterprises that address city Goals.

8.11 The work programme of the ECF Programme Director, which covers the period April 2018 through to March 2019 includes:

- Management of the delivery activities of the Exeter City Futures Community Interest Company on a day-day basis
- Provision of support to the roll-out of the vision for Exeter through proactive communication of innovation activities to position Exeter as a leading sustainable city
- Work with current City Council Directors and Officers to map current programmes and activities within Exeter City Council to enable review of the current position and identification of gaps between current status and ambition
- Provision of recommendations as to where programmes can be combined, extended or redirected in order to maximise impact on the City vision and the Goals of ECF Community Interest Company.
- Development of a measurement framework to track and assess impact of activities on the delivery of the Goals of ECF Community Interest Company and the strategic priorities of the City Council.
- Assist the Exeter City Council leadership with the management of change including support to investigate opportunities for innovative models of financing and procurement.
- Develop complete operational delivery plan and business case for ECF Community Interest Company - to include identification of opportunities for partnership and investment to support cost of activities

9. How does the decision contribute to the Council's Corporate Plan?

9.1 The reduction of congestion within Exeter is a priority objective of the City Council's Corporate Plan.

9.2 The Corporate Plan proposes that ECC will work towards our ambition of a city where transport is not a barrier to accessing education, jobs, services or social activities, and where sustainable means of travel are cheaper, quicker and more convenient than private car ownership.

10. What risks are there and how can they be reduced?

10.1 There is the risk that Members of ECF, partners, the business community and residents of Exeter do not support the work of ECF. This will be mitigated through a comprehensive communication plan, to ensure all are kept up to date with progress, future plans and the impact of work already undertaken.

10.2 There is also the risk that other public sector partners from across the city do not sign up to the Community Interest Company Board. A programme of engagement has commenced to gain support at the highest level within each organisation mentioned in 8.3.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 In delivering the vision of ECF there will be a positive impact on the health and wellbeing of the residents of Exeter, community safety, the environment and the economy. In that activity will reduce social inequality, boost economic growth and provide sustainable transport options for residents to travel to work and to socialise – thus improving air quality.

12. Are there any other options?

12.1 There is the option of do nothing and to let other public sector bodies determine the future success and direction of Exeter. This isn't seen as a viable option, as the City Council should take the lead in driving the future growth and development of Exeter.

12.2 We could also wait for central government to offer support to address our city challenges. If this was the case, the city could miss out on potentially significant streams of funding and may not have the same degree of public and business engagement to develop the solutions that work for our City.

**Exeter City Futures Programme Director
Dr Liz O'Driscoll**

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
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Appendix 1

Exeter City Futures Partner Network

We are Cosmic
Sarah West Recruitment Consultants
McQueenie Mulholland
100% Open
Exeter Cycling Campaign
The Uncorrupted Copywriter
SSE Enterprise
OTB Eveling
GreenRide Sharing
Low Carbon
Task & Time
Like Minds
AWP Partnership
Escargo
Grenadier Estates
Wiseman Productions
Aardvark Environment Matters
Pavey Group
RideOn
Michelmores
Oxygen House
Hawksmoor Investment
SG Modular
Exeter Chiefs
South West Comms
Crowdcube
Royal Devon and Exeter NHS
Goodridge
Lightfoot
City Science
Francis Clark
BiG
Exeter City FC
Grow Exeter
Wifi Spark
JLL
Stephen Scown
Midas
Exeter College
Devon Doctors
Ravenslade Project & Cost Management
V2G
Map your Future
Bunyip Craft
Wilkinson Grant & Co
Optix Solutions
Burrington Estates
Chalk & Ward
Simply Connect
Ashfords

Energy Performance Direct
Mark Cotton Consultancy
Exto Digital Marketing
South West Business Connections
Hamson Barron Smith
Ashwoods
The Bike Shed
The Belt Makers
Liftshare
Fast Track to Growth
Astley Media
Tech South West
Aptus UK
Geotechnics

REPORT TO: PLACE SCRUTINY COMMITTEE and EXECUTIVE

Date of Meeting: 13th September 2018 (Executive) 9th October 2018

Report of: City Surveyor

Title: South Street Regeneration

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

- 1.1 This report follows the resolution of Executive in October 2017 that an Urban Design Consultancy be appointed to give the context for current and future development opportunities in South Street and consider the Street's role in the link between the City and the Quay
- 1.2 Lacey Hickie Caley, Exeter based Consultants were appointed following a procurement exercise. They have prepared a set of Urban Design Proposals for the South Street area which are annexed to this report.

2. Recommendations:

- 2.1 That Place Scrutiny Committee and Executive note the Urban Design Proposals and confirm their support for implementation on an incremental basis subject to appropriate consultation and budget availability; and
- 2.2 That the proposals be incorporated into the developing City Centre Strategy; and
- 2.3 Officers with the help of DCC and others to explore the implementation of the Early Interventions set out on Page 50 of the Urban Design Proposals report.

3. Reasons for the recommendation:

- 3.1 South Street is an important part of the City which is changing as the city centre transforms.
The street needs to create its own identity and clarify its function. Potentially it can act as an important link between the city centre and Exeter Quayside. It would be appropriate to incorporate the suggested proposals for South Street and the surrounding areas of the wider West Quarter into any revision of the City Centre Strategy.
- 3.2 A practical approach to moving these priority improvements forward is an incremental one based on a series of dialogues and further consultation with stakeholders including our tenants, BID representatives etc. There are a number of conversations already initiated with developers and others who have an interest in various development projects. The proposals identify "Early Interventions" which can be explored first, potentially as a catalyst to further improvement.
- 3.3 Many of these interventions will require cooperation and support from DCC as Highway Authority.

4. What are the resource implications including non-financial resources.

- 4.1 Broad Budget Guidelines are set out in the Urban Design Proposals. Offices will explore these opportunities and report back on initiatives as they emerge.

5. Section 151 Officer comments:

- 5.1 There are no additional financial requests contained within the report for Council to approve at this stage. However there is a long list of projects in the report that would require significant investment. The Council's current financial position is such that any investment, if not financed from capital resources such as CIL, would require borrowing and add to the significant savings required by the Council. Therefore Members must weigh up this potential scheme against all the other priorities it has that require funding.

6. What are the legal aspects?

- 6.1 In the event that the acquisition of land needs is considered, then the costs of acquisition, negotiation and ultimately Compulsory Purchase Orders under the provisions of the Town and Country Planning Act 1990 will need to be considered.

7. Monitoring Officer's comments:

- 7.1 This report raises no issues of concern for the Monitoring Officer.

8. Next steps

- 8.1 A number of dialogues are ongoing with developers. The outcome of these will be shaped by the Urban Design Proposals.
An incremental approach to be adopted commencing with the "Early Interventions" suggested in the Proposals, as resources permit

9. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

- 9.1 There will be no adverse impact.

10. Are there any other options?

- 10.1 The proposals set out a range of options for the improvement of South Street. Earlier consultation and review indicated that a substantial urban redevelopment proposition would not be suitable for the area. That approach has therefore been discounted.

Michael Carson
City Surveyor



Exeter
City Council

August 2018

South Street

Urban Design Proposals

Prepared by.





architecture
urbanism
landscape

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"First **life**, then
spaces, then
buildings -
the other way
around never
works"

Jan Gehl

1 Introduction

1.1 Purpose

Exeter City Council has identified the importance of South Street and the surrounding area as a key part of the city centre and the interface between the High Street, Cathedral Quarter, West Quarter and Quay.

LHC Architecture and Urbanism were commissioned by Exeter City Council to prepare an Urban Design Strategy for South St and the surrounding area in early 2018, with the aim of identifying potential enhancement and development opportunities that will benefit local business, community and visitors to the City Centre.

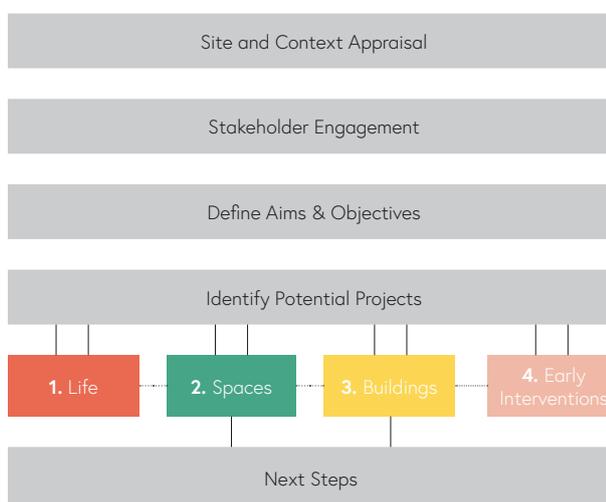
Exeter City Council is committed to the improvement of South Street and its surroundings for the benefit of local business, citizens and visitors. The Council is a stakeholder in the South Street area, being a landowner, leisure facility operator as well as being a custodian of the public realm and the visitor offer.

The approach taken builds upon previous studies into the future and role of the City Centre, and engagement with stakeholders to develop a responsive design which addresses the key aims and objectives set by the brief.

1.2 Aims and Objectives

A number of key aims and objectives were set by Exeter City Council within the project brief. These can be summarised as;

- 1) *To identify in a document proposal for improved Urban Design focussed on South Street to unleash its potential.*
- 2) *To have particular regard to a key link and other supporting links crossing South Street between City and Quay.*
- 3) *To prioritise a schedule of improvements with indicative costings.*
- 4) *To ensure the Urban Design proposals reflect ambitious but deliverable projects with an incremental approach to improvements identified therein.*
- 5) *The document has regard to the context and framework for the key priorities and improvements identified from public consultation and for future developments.*
- 6) *The improvements identified have regard to ongoing negotiations with developers, consultants and others in the six areas shown in the report to Exeter City Council's Executive*
- 7) *To consult with local stakeholders and relevant Executive Members at the stages of formulating the proposals and then with the prioritised design solutions proposed.*





2 Understanding The Site



Aerial South Street <

2.1 Site Location

The study area is located in the south-western part of Exeter City Centre, roughly defined by Cathedral Yard and the High Street to the north, Fore Street and the West Quarter to the north west, Western Way and the Quayside to the south and Southgate roundabout to the southeast.

A flexible approach to the study area was taken, with a primary focus on South Street, but consideration of the wider area to reflect the importance of the area as transition area and movement zone between the City Centre and the Quay and adjacent residential areas.

2.2 Historic Development

The site is at the core of the historic city centre; roughly at the centre of the walled city and one of the key historic routes into the city from the south (and quayside). The top of South Street is the junction between the four key routes through the city centre - High Street, Fore Street, North Street and South Street - historically known as Quatrefoix or Carfax, and the location of the Great Conduit (a public water fountain located in the centre of the street, which was demolished in the 1770s).

Much of the historic fabric of this part of the city centre was destroyed during World War II, and by subsequent post war demolition and clearance. The construction of Western Way required further demolition and introduced a barrier between the city centre and quayside.

Subsequent post war development has resulted in the loss of the historic street pattern and much of the historic built form, a wider street form, and the retention of isolated remnants of the city wall and older buildings in the southern part of South Street and at the corner of North Street. This is demonstrated in the overlay plans provided opposite.

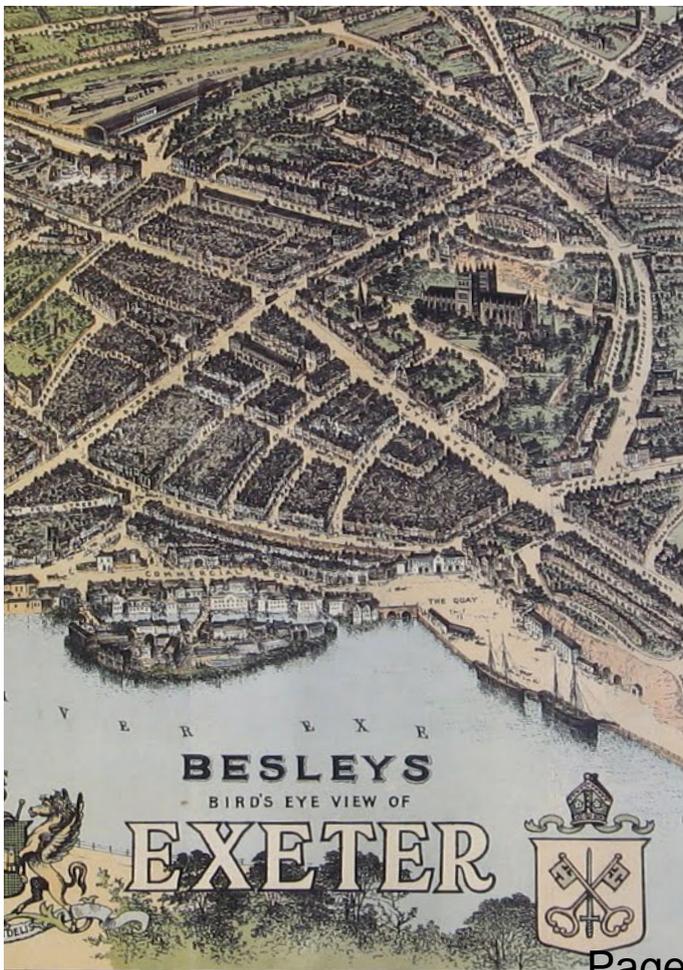
The post war development created larger buildings footprints and a horizontal building emphasis, reducing density and contrasting with the more detailed fenestration and vertical emphasis of the older buildings.

A number of the historic east – west streets, namely Guinea Street, Sun Street and George Street have been closed off by post war development, reducing the permeability of the area and limiting connectivity between the Quayside and Cathedral Precinct/City Centre.

South Street has been widened since the post-war period, resulting in a wide street sided by relatively low-level buildings.



Historic Map Besley's Historic Map of Exeter 1905 showing streets linking the city centre to the Quay



The White Hart, South Street



South Street, Exeter Photo of South Street in 1900

2.3 Strategic Policy Background

Exeter is an important and rapidly expanding, regional centre, serving a retail catchment of over 1 million people and in the top 50 national retail centres (CACI). Exeter is an important employment hub, and has regionally important cultural facilities including the Royal Albert Memorial Museum.

The role of city centres is changing, with dramatic changes to the retail marketplace and the resurgence of city centres as places to live, work and play. With these changes in mind the Urban Design proposals have been developed both with regard to wider strategic policies for Exeter City Centre, and with thought to future continuing changes to the role of the city centre, which are likely to include:

- Shopping as a leisure pursuit, linked to cultural or leisure activities and restaurant dining
- Changes to transport patterns, with likely reductions in private car use and an increase in public transport, autonomous vehicles and pedestrian/cycle traffic
- Flexible working patterns, including provision of work hubs and shared work space for small businesses
- An increase in the number of people living within the city centre
- The impact of Climate Change on public space and building function and design, and in particular increasing temperatures and rainfall

The **City Centre Vision for a Green Capital**, published 2011, sets out a Vision for a sustainable and accessible city centre that builds upon Exeter's sense of place to create a mixed use city centre that has good transport connectivity, with private cars limited to the edge of the city during daylight hours, and walkable and attractive spaces that support a range of activities.

The Vision document identifies South Street as part of the West Quarter and sets out a number of principles which relate to the objectives of this Strategy:

- *The distinctive character of the different quarters along the linear spine will be reinforced, creating areas with their own unique character and focus. The different quarters... will be well connected beyond the linear spine.*
- *Any new development in the city centre will respect the city skyline and reflect the underlying topography.*
- *Development in the city centre will improve the legibility of the historic walled city and city gates.*
- *Repair the finer grain of the walled city.*
- *Create an exciting mix of contemporary design and historic buildings*
- *Match projected housing growth in Exeter with growth in culture, services, employment and retail. Exeter should be recognised as a cultural centre of the peninsula.*
- *Create a true mixed use urban centre including more employment, housing and evening economy, delivered in a higher density, space efficient urban form.*
- *Become a genuinely 'green' place that moves beyond the standard sustainability agenda and takes advantage of local enterprise and business opportunities*

- *Prioritise pedestrians in the city centre and discourage cross town traffic*
- *Create a clear network of interconnected high quality pedestrian dominated streets, public spaces and parks*
- *Improve pedestrian and cycle access and enhance the arrival experience*
- *Improve foot and cycle connection to the river and surrounding countryside and create more usable green space in the city centre*
- *Increase urban biodiversity by creating and connecting habitats within the built fabric and along the riverside*

The **City Centre Strategy for Exeter 2013 – 2022**, published 2013, builds upon the Vision for a Green City Centre and sets out key City Centre Aims for the next 5-10 years:

1. A sustainable, resilient and competitive City Centre; reinforcing the city centre's unique layout to ensure all the City Centre's quarters are strengthened
2. A vibrant centre which offers attractions for all;
3. A welcoming and safe evening and night-time environment;
4. A better first impression;
5. A clean, well maintained and safe environment.

The City Centre Strategy highlights the need to improve the leisure and cultural offer in the City Centre, which has been recently enhanced by the refurbishment of the Guildhall Shopping Centre (providing a number of high quality restaurants and enhanced public spaces). It also highlights the potential to increase the number of people living in an attractive city centre and the potential to support the current growth in independent retailers, particularly in the West Quarter. The Business Improvement District (BID), with engagement from the public and private sectors is identified as key to the delivery of the Strategy.

The site area is substantially within the **Central Conservation Area**, and adjacent to the Riverside and Southernhay & the Friars Conservation Areas. The relevant Appraisals and Management Plans have informed the site and context appraisal and development of proposals. In addition there a number of Listed Buildings and Schedule Ancient Monuments within and close to the study area.

The New Entertainment Venue Advisory Group (NEVAG), which is made from a broad range of representatives from the arts, cultural and entertainment sectors has worked with officers to oversee a **New Entertainment Venue Needs Assessment** which was undertaken by Fourth Street and published in September 2017. The report included an appraisal of a number of possible sites for a new entertainment venue and concluded that the Corn Exchange was the preferred location for any future venue. This study acknowledges these recommendations however the findings of the assessment will now be the subject to further separate consultation with the public and key stakeholders.

The development of urban design proposals also acknowledges the vision of **Exeter City Futures**, which seeks to solve urbanisation challenges and reduce social inequality in a way that contributes to economic growth.

2.4 Site Ownership and Management

The site and wider study area is located within the study area and contains a number of land holdings under various ownership and management.

Exeter City Council has freehold ownership of many of the existing buildings fronting on to the northern section of South Street, which are subject to various occupier leasehold agreements. This offers a potential opportunity should there be future proposals to redevelop existing building stock.

The City Council also has significant ownership within adjacent areas of the city centre, and there is potential for these to be included in any regeneration proposals to widen the opportunity for development and increase potential funding for public realm enhancements.

There are also a number of buildings under private ownership within the southern areas of South Street. The Cathedral and Cathedral School also own a number of key buildings within and adjacent to the study area.

Early consultation with land owners is considered important to ensure that any forthcoming private development proposals are in accordance with the aims and objectives of this Urban Design Strategy.

The majority of the public realm within the study area is adopted by Devon County Council. Therefore, any public realm proposals implicating Highways will need to be developed in close consultation with Devon County as 'Highways Authority'.

However, a number of streets including Kalanderhay, Cathedral Yard, The Cloisters, Deanery Place and Palace Gate are owned by and managed by the Cathedral.



2.5 Site & Context Appraisal

South Street sits at the edge between the West Quarter, Cathedral Quarter, and West Quarter, with connectivity to the Quayside to the south.

The area falls between these areas and at present lacks a clear identity and function within the City Centre; which is exacerbated by the poor quality of some of the public realm and some of the buildings. Conversely the historic buildings, including Paternoster House, Sacred Heart Catholic Church, the White Ensign Club, George's Meeting House (Wetherspoons) and the White Hart Hotel give a taste of the streets historic character and generate footfall and activity (see plan bottom right)

Over the past few years South Street has strengthened its retail and leisure offer with a number of independent shops and restaurants locating in the street, along with a number of charity shops, helping to strengthen the character of the street and connection to Fore Street and the West Quarter Independent Shopping Area. This natural evolution suggests the potential for the area to develop as a natural extension to the West Quarter, providing an opportunity for a mix of uses including independent traders, restaurants and bars, arts and cultural activity, workplaces and residential accommodation.

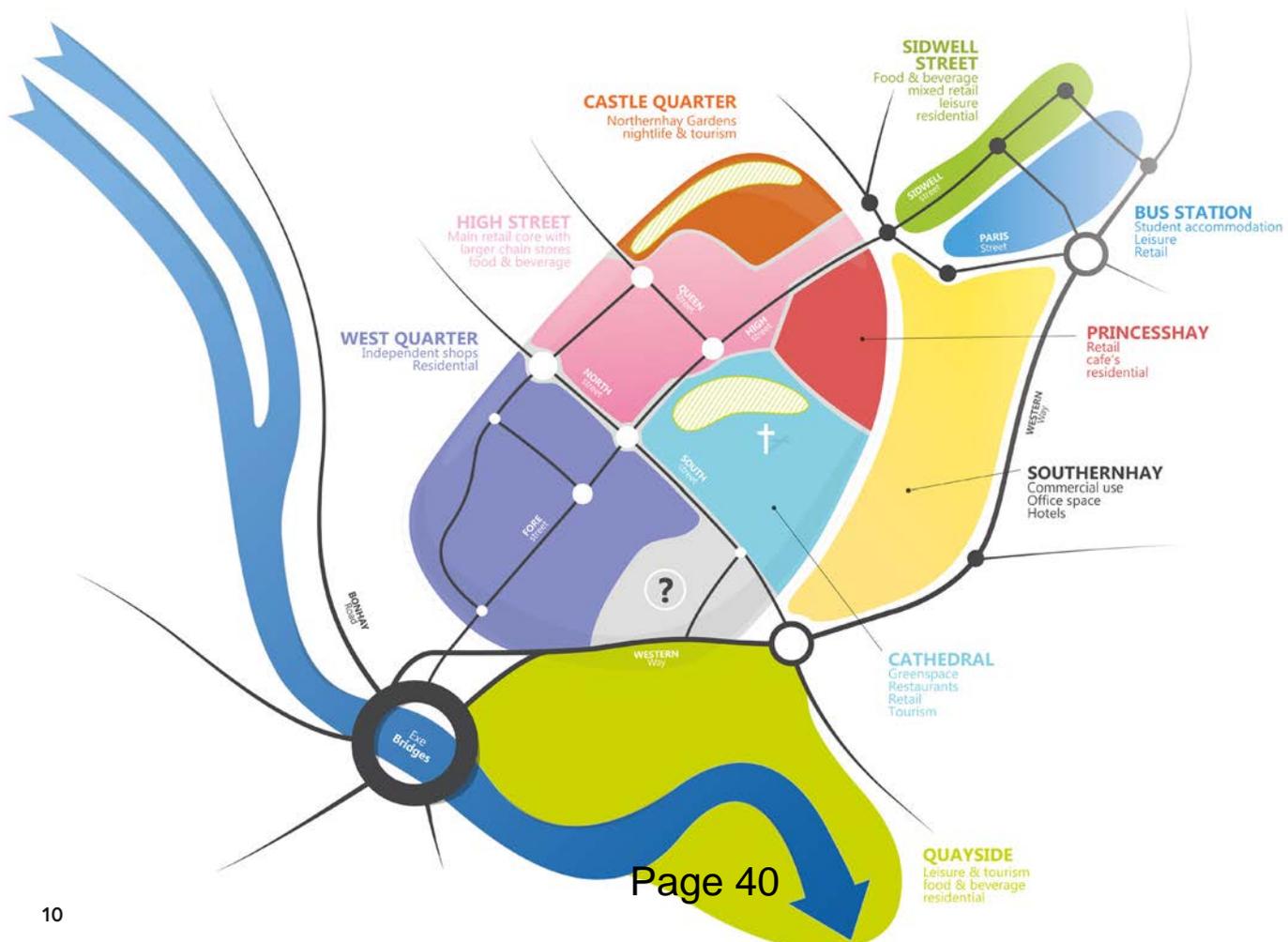
A detailed site appraisal identified key issues within the study area, which are illustrated on the plan opposite. A summary of existing site strengths and weaknesses include;

Strengths;

- Several key historic and positive buildings fronting South Street
- Occupies a historic route north-south across the city centre, with the site of the historic South Gate (demolished) and potential for excellent connections to the quayside
- Numerous independent traders (retail and bar/restaurant) already present offering life to the street
- Existing mixed-use area, including some residential uses
- Rising topography creates a key vista looking up South Street, views to the Cathedral and potential views to the wider landscape from upper floors
- Exeter City Council own significant areas, creating potential redevelopment opportunities and opportunities for intensification of uses throughout the area

Weaknesses;

- Lack of identity of South Street as part of the wider city centre quarters
- Loss of historic character and tired poor quality post-war buildings
- Highways dominated space used as a vehicular cut-through across city centre leading to poor pedestrian environment
- Lack of legibility and poor routes between Quay, City Centre & Cathedral
- Tired and poor quality public realm
- Post-war development has broken historical street pattern and some buildings out of scale



Urban Quality >



Listed Buildings >



2.6 Existing Vehicular and Pedestrian Movement

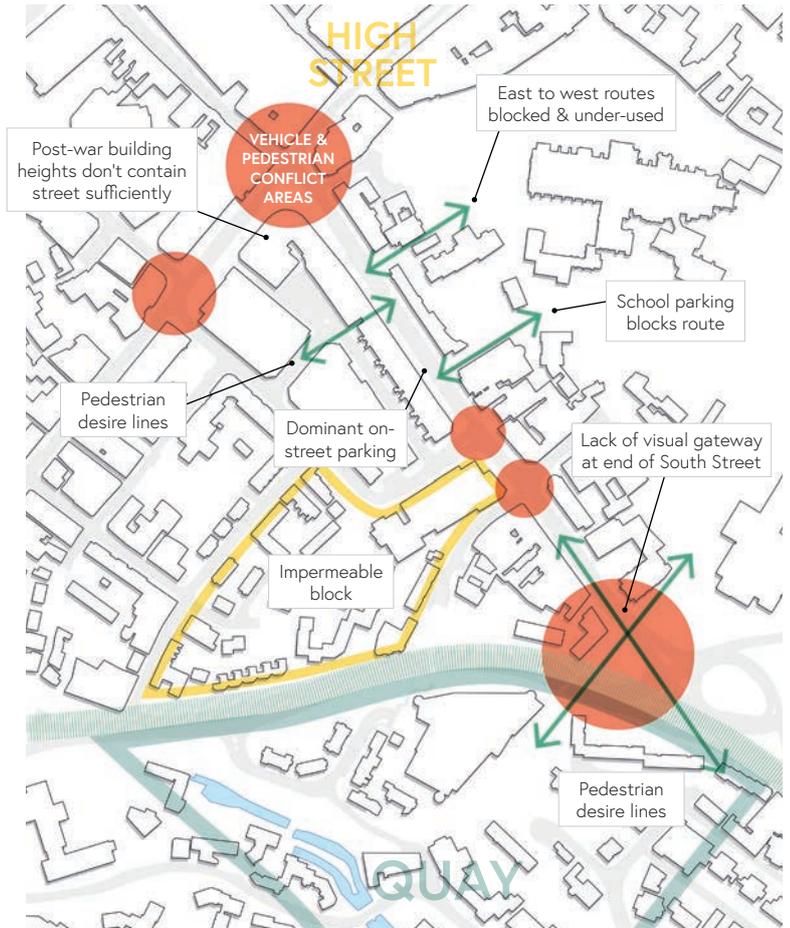
Existing permeability through the study area is restricted by the historic city wall, Western Way and the River. Pedestrian movement routes from adjacent parts of the city are primarily focused on three key routes:

- Exe Bridges - Fore Street (from the south west)
- North St (from the north west)
- Barnfield Road/Bedford St (from the east)

Routes from the south are broken and disjointed as a result of the river, Western Way and City Wall, with confusing and convoluted pedestrian routes at the South Gate roundabout and along Western Way severing links between the City Centre and the Quay. The adjacent diagram highlights the key pedestrian - vehicle conflict areas that result. This challenging permeability has a significant impact on pedestrian and cycle movement and limits footfall through the South Street area - with an impact on the vibrancy and viability of businesses in South Street.

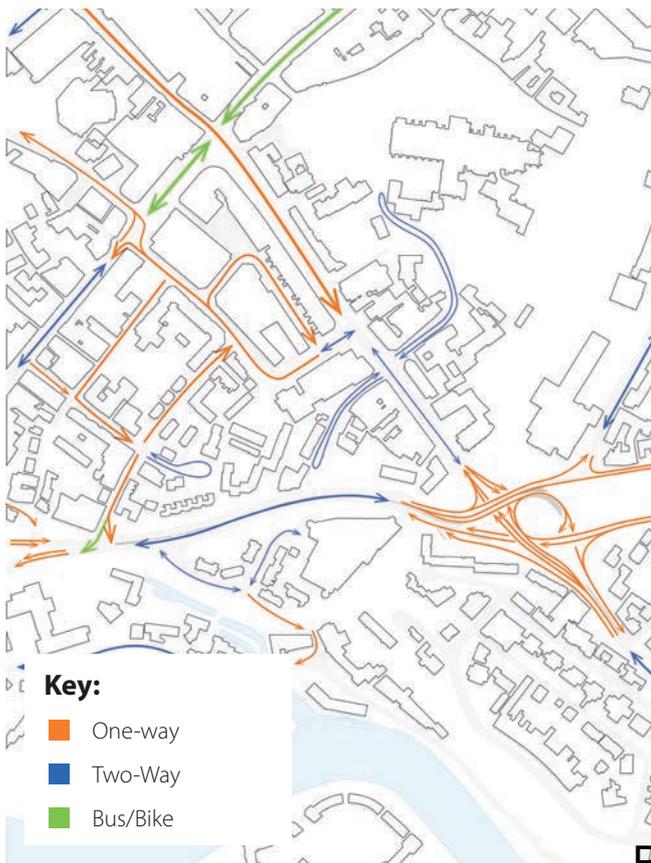
The severance of the historic street pattern through the post war redevelopment of this part of the city centre focuses the potential pedestrian movement along South Street, with links through Lower Coombe St and Quay Hill to the Quay.

Vehicle movement through the area exacerbates this problem, with the north-south vehicular route from St Davids through South Street providing a cut through for vehicles that could use alternative routes avoiding the city Centre (via Exe Bridges/Western Way). There is an opportunity to restrict this traffic movement to create a more pedestrian/cycle friendly environment that supports increased activity on South Street.

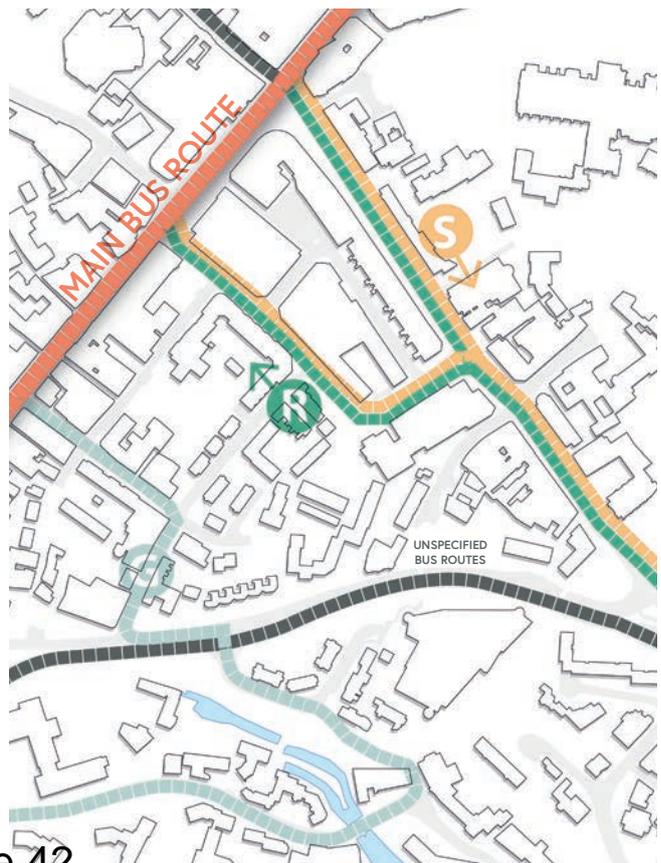


Movement Appraisal ^

Existing Vehicle Circulation v



Existing Public Transport Routes v





Poor building frontage at South Street Gateway



Vehicle dominated spaces linking South St to Cathedral Yard



Kalenderhay underutilised and associated with anti-social behaviour



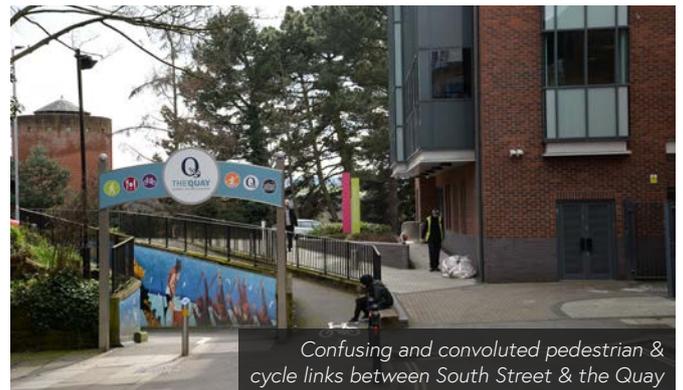
Vehicle orientated street restricts pedestrian movement



High amounts of on-street parking leads to domination of the car within the streetscape



Confusing and convoluted pedestrian crossings of Western Way



Confusing and convoluted pedestrian & cycle links between South Street & the Quay



Severed pedestrian & cycle links



Insufficient scale of post-war development provides weak street frontage and lack of architectural variety

3 Consultation Process

3.1 Previous Consultation

The stakeholder consultation built upon previous consultations with the community which established priorities for this part of the City Centre.

In 2016 a review was initiated with a report to Councillors on the future of the South Street area and the Corn Exchange.

Subsequently a public consultation in February 2017, with more than 450 responses, identified three key priorities for the area:

- Cultural Activity and Entertainment,
- Independent Businesses, and the Farmers Market (currently held every Thursday).
- The need for better links to the Quay

The consultation also identified a number of key improvements to:

- Gateways and connections principally the link from Cathedral to Quay
- the Appearance of buildings and shopfronts
- Public spaces and the street scene
- Transport and getting around

These findings were reported to members in September 2017 with a recommendation that they be addressed in an incremental way through a series of dialogues and further consultation with stakeholders including businesses, residents etc.

3.2 Stakeholder Workshop

This study has focused on the busy Fore street area and the key gateways to the town including Old Exeter Road and New Exeter Road. It is these areas where conflict is highest between motorised traffic and pedestrians and their relationship with the surrounding built environment.

The Stakeholder Workshop, undertaken in April 2018, builds upon previous consultation held in February 2017 which identified three key priorities for the area namely: cultural activity and entertainment, independent businesses and the Farmers Market. The consultation also identified a number of key improvements sought in respect of the following: - Gateways and connections principally the link from Cathedral to Quay

- Appearance of buildings
- Public spaces and the street scene
- Transport and getting around

Invitees were drawn from the local community and representatives from different public bodies and council departments that have an influence over or work within the context of South St and the wider area.

3.3 Summary of Feedback

Existing Site Issues/Constraints

Circulation

- Current Pedestrian/vehicle conflicts
- South Street on the bus route
- Existing coach parking within the street – there will be an ongoing requirement for this provision. Currently a poor arrival point/gateway for those arriving into the city centre by coach.
- Poor legibility of pedestrian routes between South Street and the Quay and Cathedral Yard.
- Existing junctions on South Street provide a barrier to pedestrian and cycle movements.
- On-street parking and loading considered a positive by shopkeepers.
- Western Way a barrier between South Street and the Quay making route to Quay difficult and confusing. Western Way will continue as a strategic Highways route through the city with high vehicle numbers.
- Guinea Street and back of South Street feels unsafe.
- Historic routes have been closed off or underutilised.
- Poor gateway into the City Centre.
- Route from Quay carpark and underpass onto Combe Street feels unsafe at night.

Existing Uses

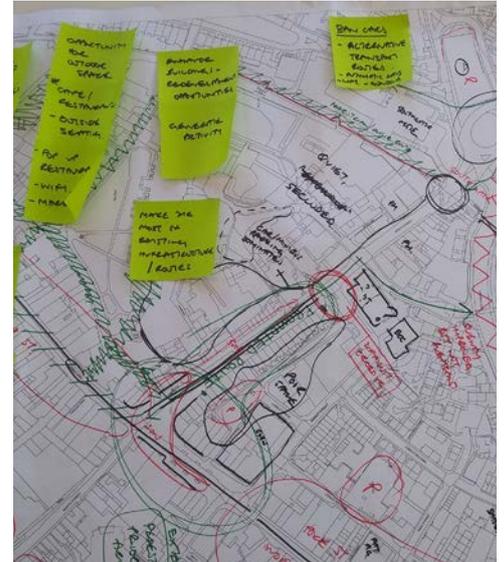
- Retail shops have high turnover.
- Upper storeys of existing buildings are underutilised
- Independent shops and business a positive
- Low numbers of existing residential and office uses.
- Anti-social behaviour within poorly maintained public spaces e.g. Kalenderhay
- Space for Farmers Market not ideal due to existing layout of street furniture.
- Quay car park underutilised.

Existing Role & Character

- South Street lacks its own sense of identity and mix of uses
- Too much social housing as a proportion of residential tenure

Existing Strengths

- Good mix of independent retailers.
- On-street parking and loading considered a positive by shopkeepers.
- Historic Route
- A mix of historic buildings
- Tree planting



Key Opportunities

- Create a new identity of South Street as City Quarter of its own.
- Review Highways movements and potentially close off the upper section of South Street to car movements.
- Identify 'easy win' or temporary projects e.g. parklets within on-street parking bays.
- Encourage and support independent traders.
- Make underpass more user friendly and enhance cycle routes.
- Tie improvements into City Centre wayfinding strategy including potential for street art/ façade artwork/ ground signage.
- Create shared space / pedestrian focussed streetscape and public realm including tree planting.
- Narrow road/junctions. Retain drop off & servicing access for traders.
- Improve cycle connectivity.
- Allow businesses to use and adapt spaces e.g. café terraces, signage, shop frontages etc. Potential grant or funding resource to facilitate this.
- Create an improved public square at the top of South Street – will allow for improved Farmers Market.
- Create an improved coach parking area – New gateway.
- Re-open/improve historic east-west pedestrian routes between South Street and the Cathedral Yard.
- Create potential pedestrian crossings of Western Way to improve connectivity with the Quay. Pending concerns over traffic circulation.
- Redevelop the Cathedral & Quay carpark to allow a new pedestrian link between Quay and Western Way (route to resolve level changes in a more effective way i.e. use of lifts or escalators. This could be further linked into the footbridge over Western Way or link into a further new building at the gateway of South Street.
- Retain or enhance the existing footbridge over Western Way.
- Develop opportunities for live/work/ social within South Street.
- Upward development opportunities upon existing buildings
- Increase amounts of private residential

to offer city centre living

- Increase office and employment space – Co-working/start-ups/modular office

Devon County Council Highways Meeting

We met with the Devon County Council's Highway Development Officer to review potential for pedestrian/cycle enhancement and changes to the transport circulation within the South Street area. Key opportunities identified included:

- Potential to reduce traffic movements through North St/South St, particularly during the day to improve the pedestrian environment
- Potential to include a cycle contraflow and cycle facilities to improve cycle movements. Potential to access cycle funding streams.
- Consideration of public transport routes, including amended bus stops following bus station development, is required. Visitor coach drop offs located on South Street.
- Existing loading areas need to be retained, but could have limited hours to start and end of the day.

Exeter City Council Housing and Property Meeting

We met with Exeter City Council's Shadow Director of Development to discuss the emerging proposals for South Street. The main comments, which should be considered as part of any future urban design proposals were:

1. Need to consider how proposals fit in with the city centre strategy and future proofing the proposals to address future changes to - city centre function, transport and climate change.
2. Be clear on identity and function of study area - independent/arts quarter?
3. Development appraisals need to address whether buildings should be refurbished/ extended or redeveloped.
4. Will redevelopment be sufficient to fund enhancement scheme? Development Appraisal (long term) required - should consider options appraisals to achieve sufficient funding. Early projects/interventions should increase land values to improve viability of later phases.

4 Strategy & Vision

4.1 Vision

South Street will become an exciting destination to live, work and socialise. It will form a key part of the West Quarter with a high quality and attractive pedestrian focused environment and improved links with the Quayside and Cathedral Yard.

4.2 Objectives

It is envisaged that South Street should become an integral part of the West Quarter, with an intensification of uses will help to reinvigorate the area and enhance the character of the area.

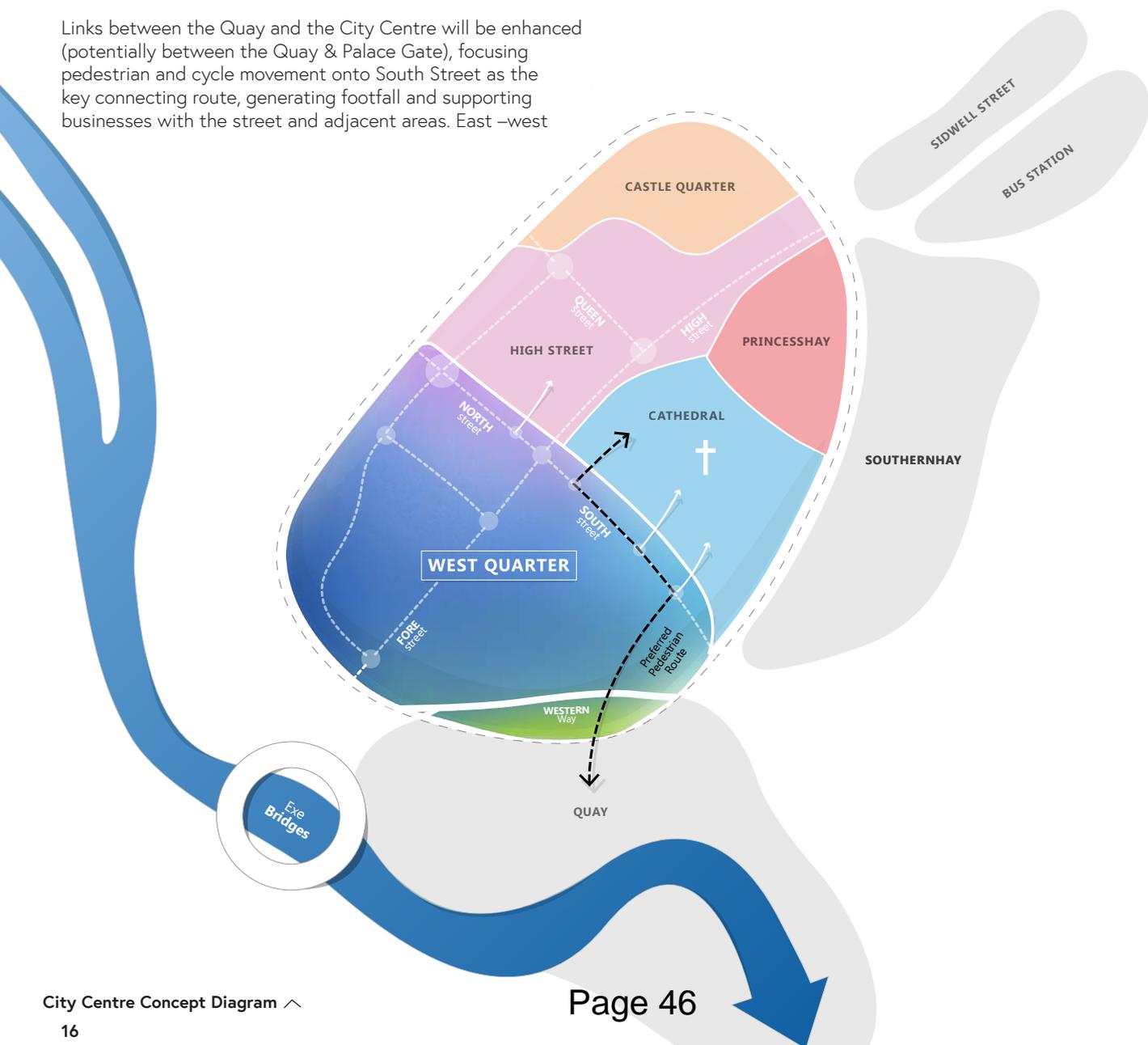
South Street will be treated as a space, rather than the edge between adjacent areas. Traffic management will prioritise pedestrian movement and reduce through traffic which can use alternative routes that avoid the city centre.

Links between the Quay and the City Centre will be enhanced (potentially between the Quay & Palace Gate), focusing pedestrian and cycle movement onto South Street as the key connecting route, generating footfall and supporting businesses with the street and adjacent areas. East-west

Public realm enhancements will be focused on improving pedestrian circulation and supporting sustainable modes of transport, whilst improvements to the built environment will aim to enhance the character of the area and offer exciting mixed-use development opportunities.

Intensification of uses will be achieved through the refurbishment, conversion and/or redevelopment of existing buildings with a mix of innovative community, commercial and residential uses to create a population of people living and working within the area .

Three key underlying and interlinked themes of Life, Spaces and Buildings will guide the delivery of the proposed interventions, focusing on the key objectives , design 'moves' and prioritising proposals that generate activity and life in public spaces.



South Street will become an exciting destination to live, work and socialise. It will form a key part of the West Quarter with a high quality and attractive pedestrian focused environment and improved links with the Quayside and Cathedral Yard.



Life

Maximise activity & design for the community

Key Moves:

- 1.** Review of vehicular movement routes and explore reducing vehicles in South Street
- 2.** Diversify uses and activity
- 3.** Create opportunities to maximise Street Life and encourage Community Involvement

5 Life

5.1 Highways circulation review

Through the consultation process one of the main issues raised by stakeholders related to the high amounts of vehicle traffic using South Street, which has led to a vehicle dominated environment.

The presence of traffic and on-street parking limits the ability of pedestrians to cross the road and enjoy the urban streetscape fully.

South Street is currently part of the bus network and is served by a number of bus routes. There is a bus shelter located at the top of the street, which creates pedestrian congestion at busy times of the day.

South Street is also used as a coach drop off, with three spaces available. This presents a convenient access point into the city centre by those arriving by coach but has been recognised as a poor gateway currently.

To address the balance between vehicle, pedestrian and cycle circulation it is proposed that a review of Highways circulation should be undertaken.

Early discussions with Devon County Council Highways Authority have established support in principle for the following changes;

- Implementation of a time restriction for vehicle access during the hours of 9-6pm. This would require restrictions to the one-way system on both North Street and South Street;

- Implementation of a counterflow cycle lane enabling cycle flows up South Street with continued one-way southbound cycle flows on the carriage;
- Retention of bus circulation and bus stops;
- Retention of coach parking with provision for 4No. drop off spaces;
- Reduction and/or removal of on-street parking;
- Retention of adequate loading and delivery space to serve local business and residential properties;
- Carriageway narrowing.

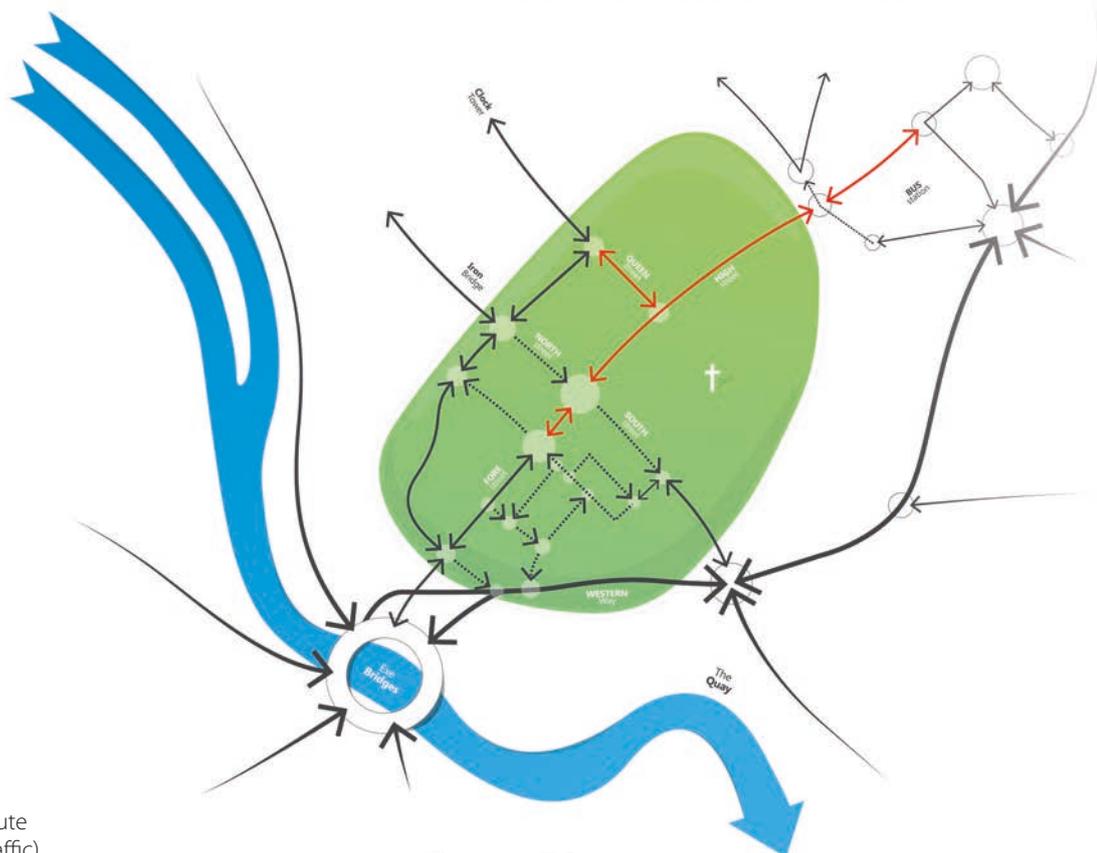
A summary of these proposals is provided in the diagrams below.

It is accepted that to further develop any of these proposals, close consultation with Devon County Council Highways Authority would be required and a suitable Traffic Order would need to be sought.

It is considered that the removal of vehicle traffic during the core daytime trading hour of 9-6pm would have a profound effect upon the usage of the streetscape, allowing flexible and safer pedestrian flows.

The reduction of vehicles and associated on-street parking would also free up significant areas of the streetscape during the day enabling flexible use by people and local businesses for additional seating, café, and social space.

Both the use by bus services and coaches will need to continue as part of any future proposals and the circulation of such vehicles would not be restricted.

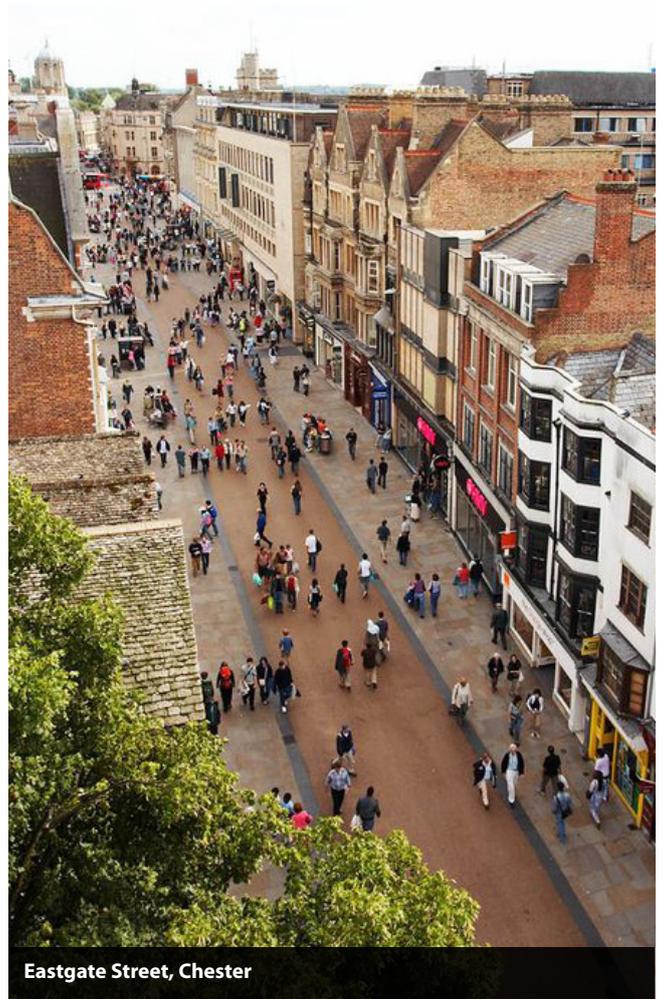




Fishergate, Preston



High Street, Maidstone



Eastgate Street, Chester

Examples of recent pedestrian focused street design schemes within the UK ^



Key:

- ↔ Vehicle route
- ↔ Bus & cycle route
(No Vehicle Traffic)

5 Life

5.2 Intensification and Diversification of Uses

South Street exhibits a variety of uses with a predominance of independent retails and food establishments at street level.

Existing residential properties, the majority of which are social or affordable housing, occupy upper storeys of some buildings. A number of first floor space is used by traders as storage and office purposes.

However, feedback from consultees has acknowledged that the area does not adequately represent the mix of uses commonly present within a city centre urban setting that the area occupies.

In particular, many people thought that the area lacks private residential accommodation or modern work spaces.

To address this issue and increase the vibrancy of the urban environment it is considered important that proposals seek to diversify existing uses. Such changes may be possible through;

- Refurbishment or redevelopment of buildings to deliver increased and vertical mixes of uses;
- Flexible and imaginative leases to facilitate change;
- Explore possibilities of concessionary arrangement for business rates payment (Business rates assessment are not within Local Authority control);
- Enhance existing community buildings and consider the provision of co-working or incubation business space.

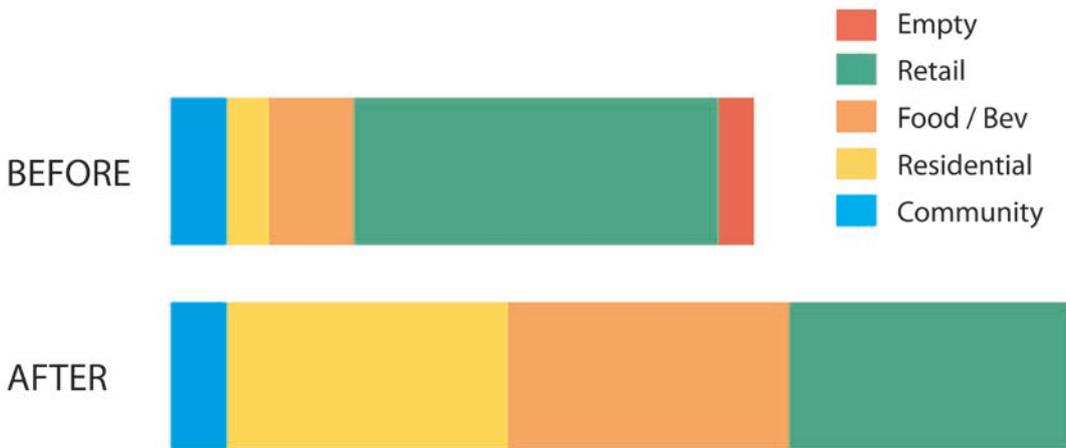
5.3 Maximise street life and encourage community involvement

To fully enliven the streetscape, street activities should be maximised through the external uses of the public realm. This may include such ideas of café space, parklets, seating and play areas.

The use of temporary structures to provide shelter from the weather should also be permitted to maximise the times of the year that people could use this space.

Engagement of the community should also be encouraged to foster a sense of involvement and ownership. This may comprise encouragement to use the existing Highways License arrangements, enabling local businesses to extend their activities (where relevant) into the street and also other community run events. Possible ideas may comprise;

- Extended street market;
- A Community arts project;
- Street parties.



*Indicative areas based upon on-site /desktop observations

∧ Indicative existing land uses alongside potential future land-uses



Spaces

S

Develop spaces for people and reconnect South Street with the Quayside and City Centre

Key Moves:

1. Identify a series of projects to enhance the public realm.
2. Improve pedestrian and cycle links with the Quay.
3. Improve Legibility and Wayfinding.
4. Create spaces that allow the community and businesses to create a vibrant streetscape, with outdoor seating and cafe areas, public art and organised and impromptu events.

6 Spaces

6.1 Public Realm Enhancements

South Street would benefit from a series of public realm improvements, which would enable the street to transition from a 'highways' focussed to a 'people' focussed space. These improvements would also enhance street character, seek to maximise street activity and transform South Street into an exemplar destination space.

The adoption of shared space principles with pedestrian focussed street design should be considered. A coordinated palette of paving, external lighting and street furniture should be used throughout the various projects to develop a cohesive streetscape.

The figure opposite shows a concept masterplan illustrating potential proposals. This also separates these into discrete project areas, which could be phased over time.

In summary of potential public realm improvement projects;

S1	Carfax Square	Highways and public realm improvements to create a new flexible public square at the top of South street including potential water drinking fountain.
S2	South Street Northern Improvements	Narrowing of Highways to one way. Creation of counterflow cycle lane and wide multifunctional space either side of the street. Enhanced coach drop off.
S3	Market Street/Palace Gate/Coombe Street Junction Enhancements	Narrowing of Highways, maintaining two way and tightening of junction radii. Raised tabletop.
S4	South Street Southern Improvements	Introduction of improved on-street cycle lanes either side of the carriageway.
S5	Southern Gateway & Embankment Crossing Improvements	Surface crossings implemented to provide direct pedestrian crossing points across South Street and Western Way. Potential information kiosk or gateway feature within green space.
S6	Subway Enhancements	Enhancements to subway via improvement of signage, de-clutter street furniture, widening & resurfacing of shared cycle/pedestrian footway.
S7	Western Way Level Crossing	Potential controlled pedestrian crossing of Western Way and ramp/stepped access onto Lower Coombe Street. Selective tree thinning to open access and views.
S8	Coombe Street Public Realm Improvements	Potential shared space public realm to improve pedestrian route along Coombe Street.
S9	City Wall Walk Improvements	Potential improvements to green space and footway to enhance pedestrian route and celebrate City Wall.
S10	Additional steps to access Quay Car Park	Additional stepped access to southern side of City Wall to improve access to/from Quay car park.
S11	Bear Street	Pocket space on corner of Bear Street with potential shared space street upgrades.
S12	Kalenderhay	Re-open Kalenderhay link to forge improved pedestrian link between South Street and Cathedral Yard.
S13	Kalenderhay Pocket Space	Enhancements to Kalenderhay pocket space & setting of scheduled ancient monument.
S14	Lower Coombe Street improvements	Potential public realm improvements to Lower Coombe including improved shared cycle/footway.
S15	Wayfinding & Signage Strategy	Potential new signage & wayfinding strategy with potential to create new city trails.

A number of short term or 'quick win' public realm interventions

is detailed in section 8.

6.2 Pedestrian and cycle link improvements to the Quay.

At present, the key pedestrian routes between the South Street, The Quay and Cathedral Yard lack clarity and often require convoluted or over burdensome movements to traverse the vehicle dominated streets of South Street and Western Way.

This is a particular issue at the following locations;

- the southern end of South Street, where pedestrians have no clear or direct route to cross both South Street and Western Way Refurbishment or redevelopment of buildings to deliver increased and vertical mixes of uses;
- The junction between Coombe Street/South Street and Palace Gate, where pedestrian movements are restricted by traffic movement within South Street;
- Market Street junction where pedestrians wanting to continue up South Street are restricted by turning traffic movements;

In addition to these issues, the existing east – west links of Bear Street and Kalenderhay are currently underutilised or closed off due to the public.

The existing subway/underpass between Coombe Street and Lower Coombe Street offers a useful function for pedestrian and cycle movements but feels unwelcoming and confusing to those unfamiliar the city.

The public realm improvements proposed seek to address these issues and have been designed with the specific intention of;

- Increasing pedestrian connectivity between the Quay, South Street and city centre to facilitate increased activity;
- Improving the legibility of this area of the city centre;
- Maximising the number of pedestrian movement options by opening up and enhancing the east-west routes between the Quay and Cathedral Yard;
- Enhancing pedestrian routes to improve safety of the pedestrian environment;
- Developing a network of continuous and interlinked quality spaces between the Quay and Cathedral.



EXETER CATHEDRAL

- Key:**
- S1 Carfax Square
 - S2 South Street Northern Improvements
 - S3 Market Street / Place Gate / Coombe Street Junction Enhancements
 - S4 South Street Southern Improvements
 - S5 Southern Gateway and Embankment
 - S6 Subway Enhancements
 - S7 Western Way Level Crossing
 - S8 Coombe Street
 - S9 City Wall Walk
 - S10 Additional Steps to access Quay Car Park
 - S11 Bear Street
 - S12 Kalanderhay
 - S13 Kalanderhay Pocket Space
 - S14 Lower Coombe Street

S1 Carfax - Quatrefoix Square

Project Aims:

To create a new flexible public square at the top of South street, to celebrate it's historic role as Quatrefoix and home of the Great Conduit - a public fresh water source.

Key Features:

- Enhancement of the public square at the junction of South Street, High Street, Fore Street and North Street
- Tightening of kerb radii to maximise pedestrian space
- Potential creation of a new coffee stall by existing or new traders and public water fountain as a focus for the area reference to the historic function of the space as the location for the Great Conduit
- Retention of existing Highways across the junction
- Potential introduction of 'Rest on Red lights' at the top of north street to aid traffic flows
- Extension of the street market
- Enhanced coach drop off area



Key:
 * Focal Point
 - - - Enhanced bus and coach drop off
 Potential development opportunity

S2 Northern South Street Improvements

Project Aims:

Enhance the streetscape to maximise street activity and encourage pedestrian and cycle circulation.

Key Features:

- Narrowing of Highways to 3.6m one way
- Creation of 2m wide counterflow cycle lane
- Removal or reduction of on-street parking to deliver a wide multi-functional space either side of the street which could be used as café, seating, parklets or play space
- New street tree planting and street furniture
- Retention of bus stops and coach parking
- Extension of the street market
- Introduction of flexible loading bays for local businesses



Key:
 * Focal Point
 Potential development opportunity

S3 Market Street/Palace Gate/Coombe Street Junction Enhancements

Project Aims:

To improve pedestrian and cycle connectivity across the Market Street and Coombe Street junction.

Key Features:

- Creation of a raised shared table to improve pedestrian movements from Coombe Street to Palace Gate and also those travelling northwards and southwards along South Street
- Narrowing of Highways to 5.5m two way whilst maintaining existing traffic movements
- Tightening of junction radii
- Market Street/Palace Gate/Coombe Street Junction Enhancements



S4 Southern South Street Improvements

Project Aims:

To improve pedestrian and cycle circulation and increase the width of public realm areas

Key Features:

- Introduction of improved on-street cycle lanes either side of the carriageway
- Removal or reduction of on-street parking
- Retention of bus Layby
- Allow businesses to use external street space



S5 Southern Gateway and Embankment Crossing Improvements

Project Aims:

To improve pedestrian movements across South Street and Western Way to improve links to the Quay.

Key Features:

- Surface crossings implemented to provide direct pedestrian crossing points across South Street and Western Way.
- Potential information kiosk or gateway feature within green space



S6/7/8 Underpass Enhancements / Western Way Level Crossing / Coombe Street Public Realm Improvements

Project Aims:

To improve pedestrian and cycle movements between South Street and the Quay.

Key Features:

- Potential shared space or public realm improvements to pedestrian route along Coombe Street;
- Potential controlled pedestrian crossing of Western Way and ramp/stepped access onto Lower Coombe Street to create a more direct and legible route for pedestrians;
- Selective tree thinning to open access and views of Quay from Coombe Street;
- Enhancements to underpass via improvement of signage, declutter street furniture, widening & resurfacing of shared cycle/pedestrian footway;
- Potential kiosk at gateway of underpass to increase activity and surveillance.

Key:
 Focal Point
 Potential development opportunity
 Potential pedestrian route



S9/10

City Wall Walk Improvements & Additional Steps to access Quay Car Park

Project Aims:

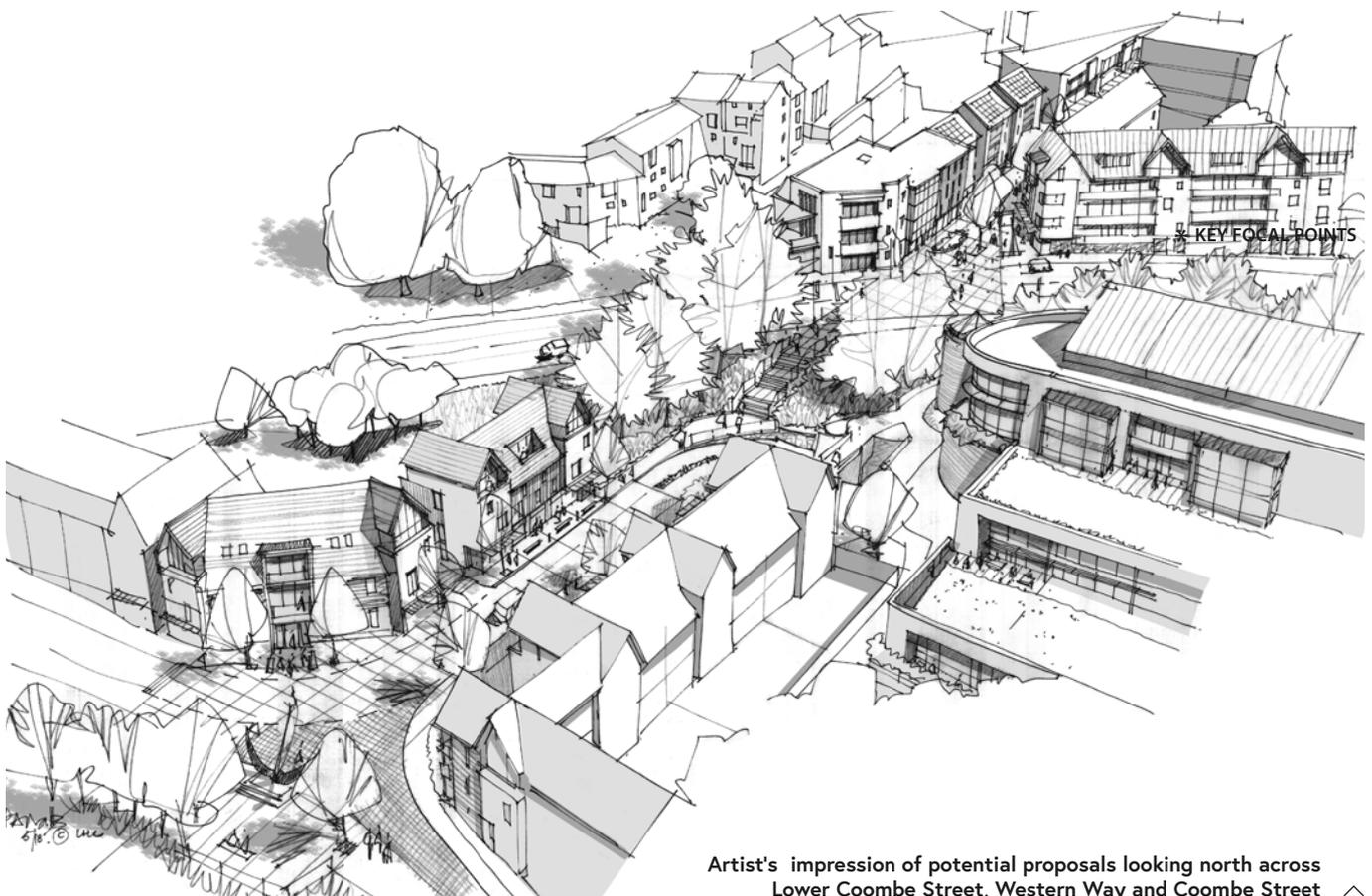
To improve connectivity with the Cathedral & Quay car park and enhance the greenspace and setting of the city wall.

Key Features:

- Potential improvements to green space and footway to enhance pedestrian route between South Street and the Quay. Designs should celebrate the City Wall;
- Additional stepped access to eastern side of City Wall to improve access to/from Quay car park.
- Improved external lighting scheme to develop architectural accent and safer route in the evening.

Key:

- ✳ Focal Point
- Potential development opportunity
- Enhanced pedestrian route from Cathedral & Quay Car Park



Artist's impression of potential proposals looking north across Lower Coombe Street, Western Way and Coombe Street

S11/12/13 Bear Street/Kalanderhay/Kalanderhay Pocket Space

Project Aims:

Develop small pocket spaces as a focal point of activity.

Key Features:

- Pocket space on corner of Bear Street with potential shared space street upgrades to Bear Street;
- Re-open Kalanderhay link to forge improved east-west pedestrian route between South Street and Cathedral Yard;
- Enhancements to Kalanderhay pocket space & setting of scheduled ancient monument.



Key:

- ✱ Focal Point
- Potential development opportunity
- Potential pedestrian route

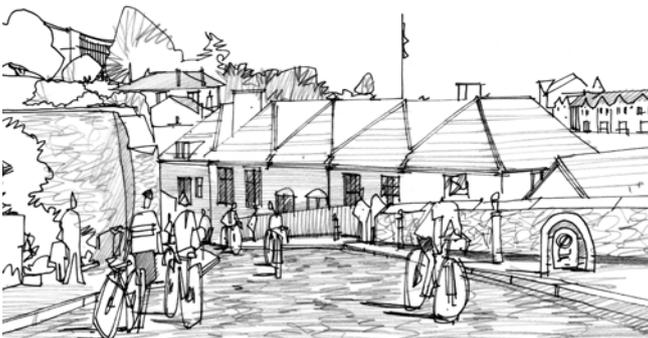
S14 Lower Coombe Street Improvements

Project Aims:

Enhance pedestrian and cycle movements to Quay by improved surfacing and signage.

Key Features:

- Potential public realm improvements to Lower Coombe Street including improved shared cycle/footway and better connection with Quay Hill.
- Improve surfacing on Quay Hill to enhance the cycle link to and from the Quay (i.e. replace sections of cobbles with more suitable cycle friendly paving.)
- Improve wayfinding and signage.



Key:

- ✱ Focal Point
- Potential development opportunity
- Potential pedestrian route



6.4 Improve Legibility and Wayfinding

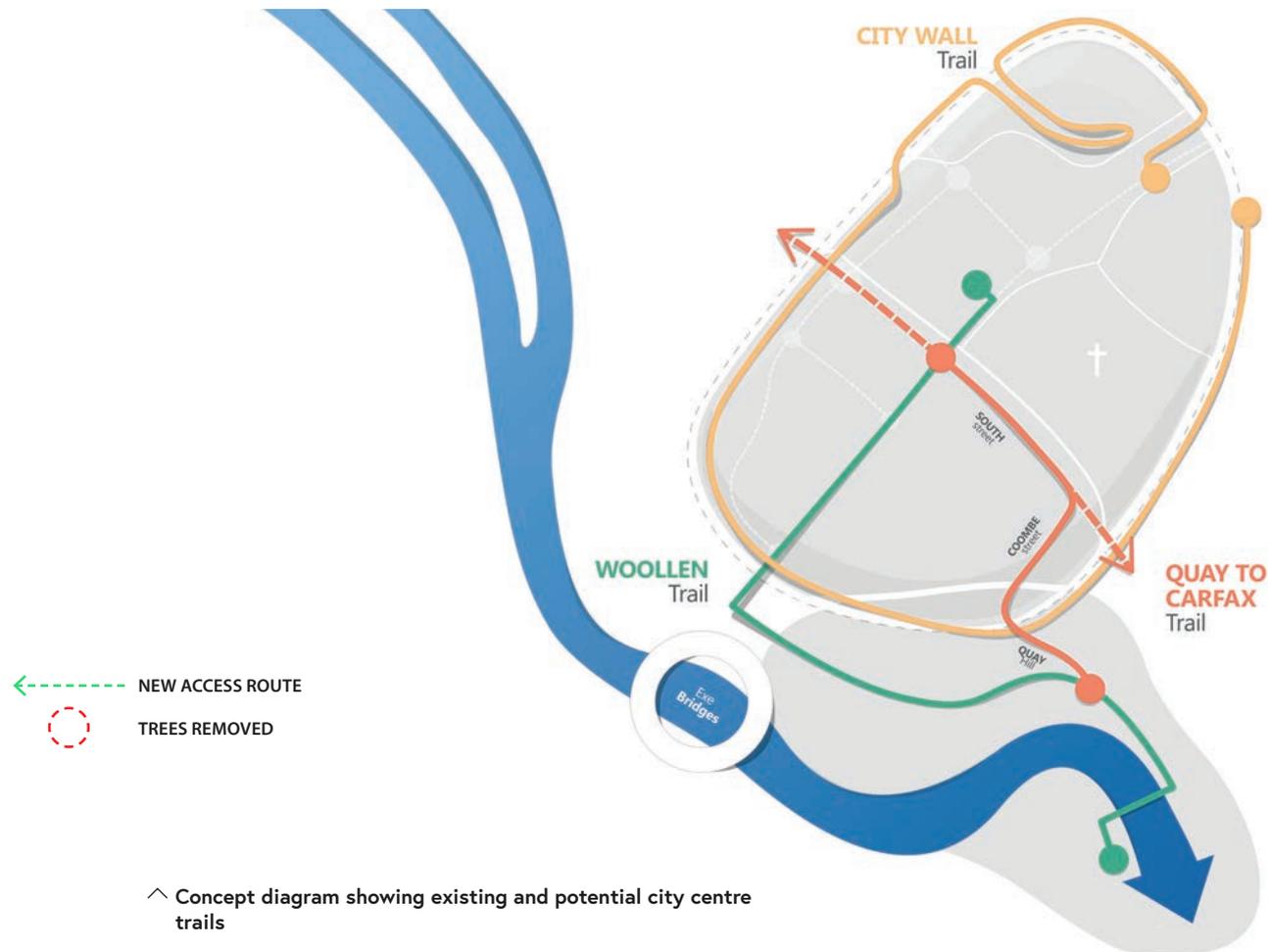
Although public realm improvements are likely to assist with the legibility and understanding of the area, these should be considered in conjunction with wayfinding and signage improvements.

This could be achieved through a series of schemes including a coordinated street signage strategy, external lighting and public art.

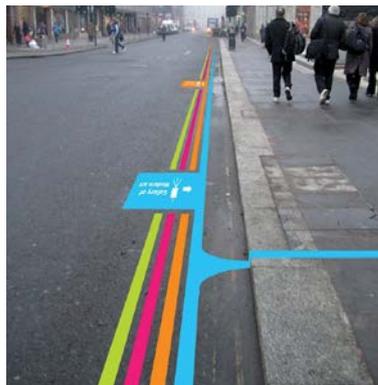
A review of the existing city centre trails could be undertaken to establish if there is potential to extend these trails to incorporate South Street, Combe Street and Palace Gate within them, or identify the potential of a new 'Quay to Carfax' trail.

The diagram below illustrates the existing City Wall and

Woollen Trails city with potential additional new links.



Examples of possible alternative wayfinding and signage features



Buildi

ings

Identify potential opportunities for viable refurbishment and redevelopment which intensifies activity in South Street, creates a mix of uses and sustainable forms of development

Key Moves:

1. Identify potential opportunities for viable building refurbishment and redevelopment
2. Improve shop frontages and street level architecture
3. Intensify uses, including homes and workplaces, and seek to maximise mixed-use development
4. Introduce a new vernacular based upon modern and sustainable forms of development

7 Buildings

7.1 Potential opportunities for building refurbishment and redevelopment

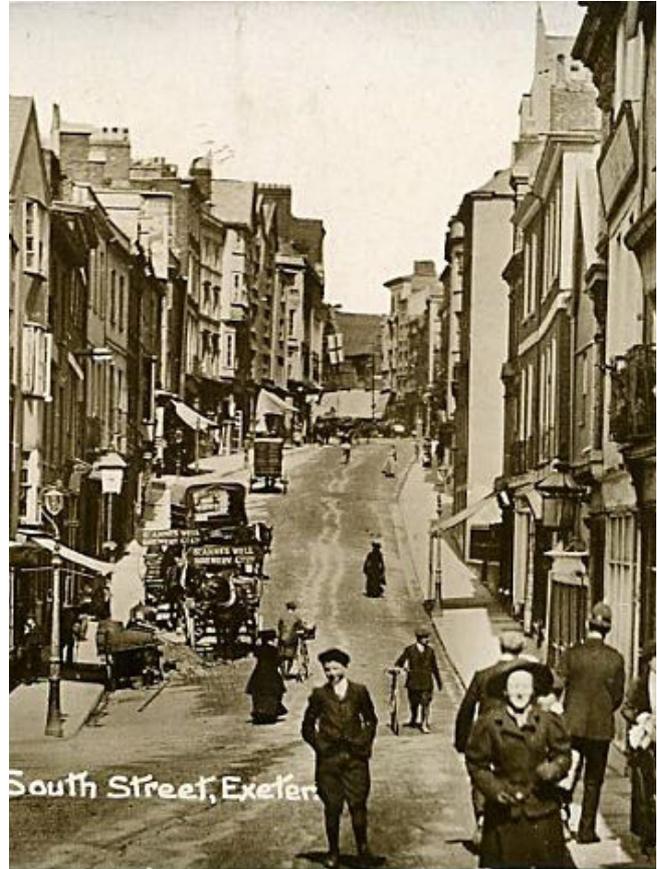
It has been established that there a number of potential opportunities for refurbishment and redevelopment within the study area.

These would be subject to further studies and discussions with land owners.

A wide range of options may be available including refurbishment, upward development upon existing buildings and/or complete redevelopment of selected buildings and potential infill development.

Redevelopment of buildings within the study area may offer a number of benefits to South Street and the wider Western Quarter and City centre. These include;

- Increasing the density and numbers of private residential dwellings;
- Developing an improved urban form and architectural appearance;
- Delivery of mixed-use buildings enabling the option to live, work and play within the city centre;
- Opportunities to design out crime and anti-social behaviour;
- Improve the environment to the rear of existing development, particularly to the rear of George Street .
- Improved ICT connectivity within new buildings .



^ Photo of South Street in 1900 showing pre-war built form

Precedent images of potential built form



7.2 Shop frontages and street level architecture

There is potential to improve the street level architecture along South Street via shop frontage improvements. To coordinate the improvements a shop frontage improvements design code or guidance document would be recommended.

To fund these enhancements, Exeter City Council could consider setting up a grant scheme available to traders for improvements including painting, repairs and signage.

7.3 Mixed-use developments

To support increased street activity, new mixed-use development should be encouraged to enable people to live, work and socialise within South Street.

The retention of an active street frontage is imperative in the development of a diverse urban character and both day and night-time uses should be supported to ensure that activity is maintained throughout various times of the day.

The provision of modern and flexible city centre work space including co-working and business incubation space should be considered along with other innovative community and business uses.

Increased private and social housing provision should occur to offer people the opportunity to live within this sustainable city centre location whilst contributing towards an enriched community of the wider West Quarter.

7.4 Building Character and sustainable forms of development

New development should introduce a new high quality architectural vernacular.

Both the Central Conservation Area Appraisal & Management Plan and A City Centre Vision for a Green Capital document support development which references the pre-war period, seeking to reintroduce a tighter urban grain and vertically proportioned buildings.

There is potential for upward and/or redevelopment that introduces taller buildings within the street enabling the intensification of built form more akin to the pre-war development form.

An architectural design code could be considered to provide design guidance and set out key architectural design principles.

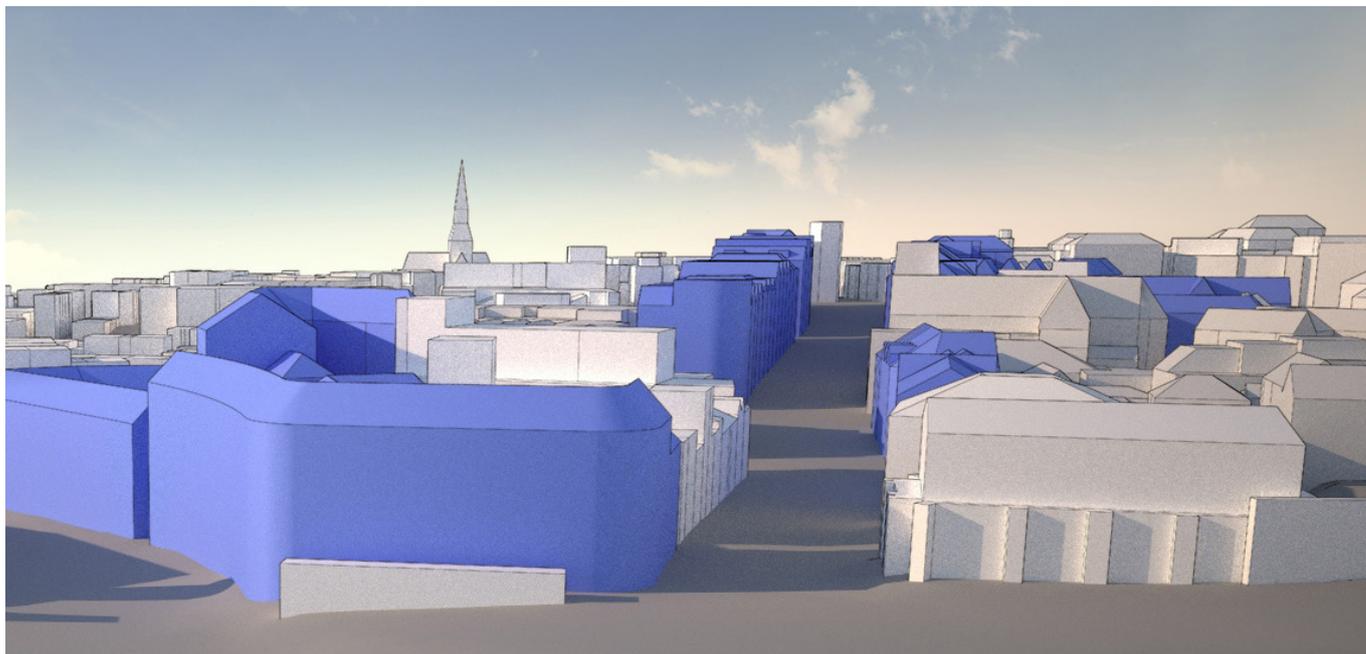
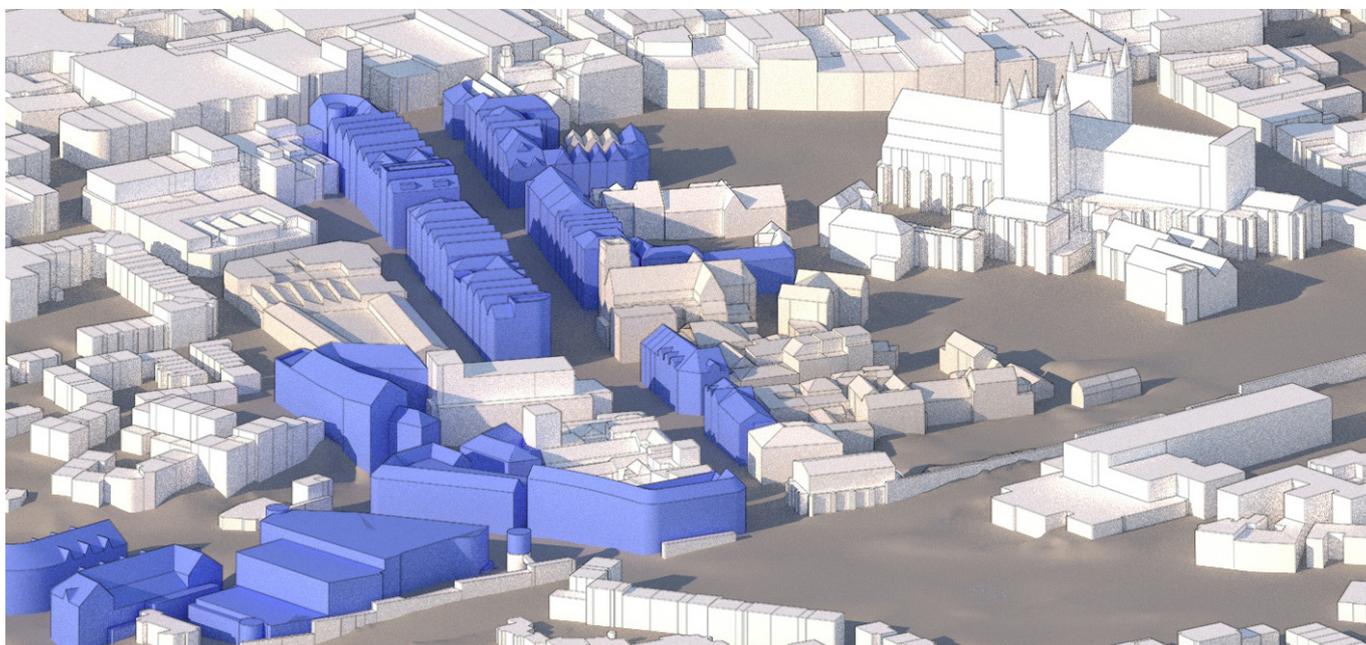
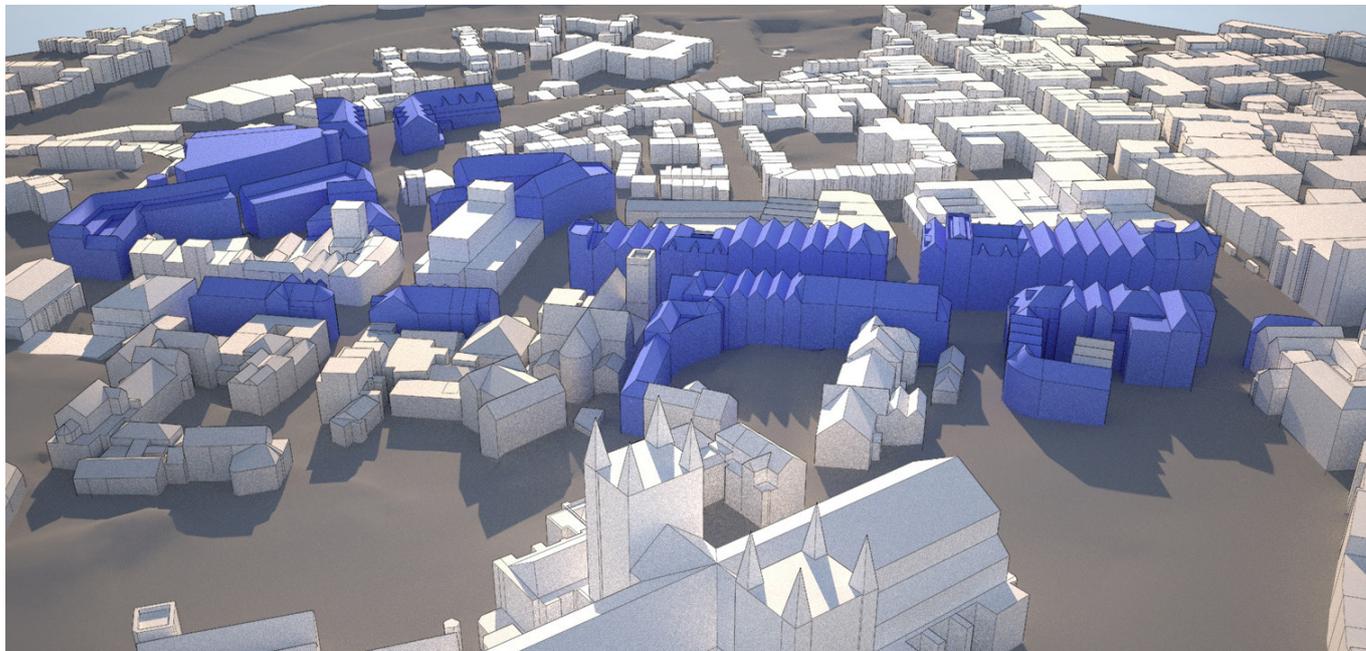
Modern methods of construction (MMC) and sustainable forms of development should be considered to ensure that any proposals are forward thinking and future proofed.

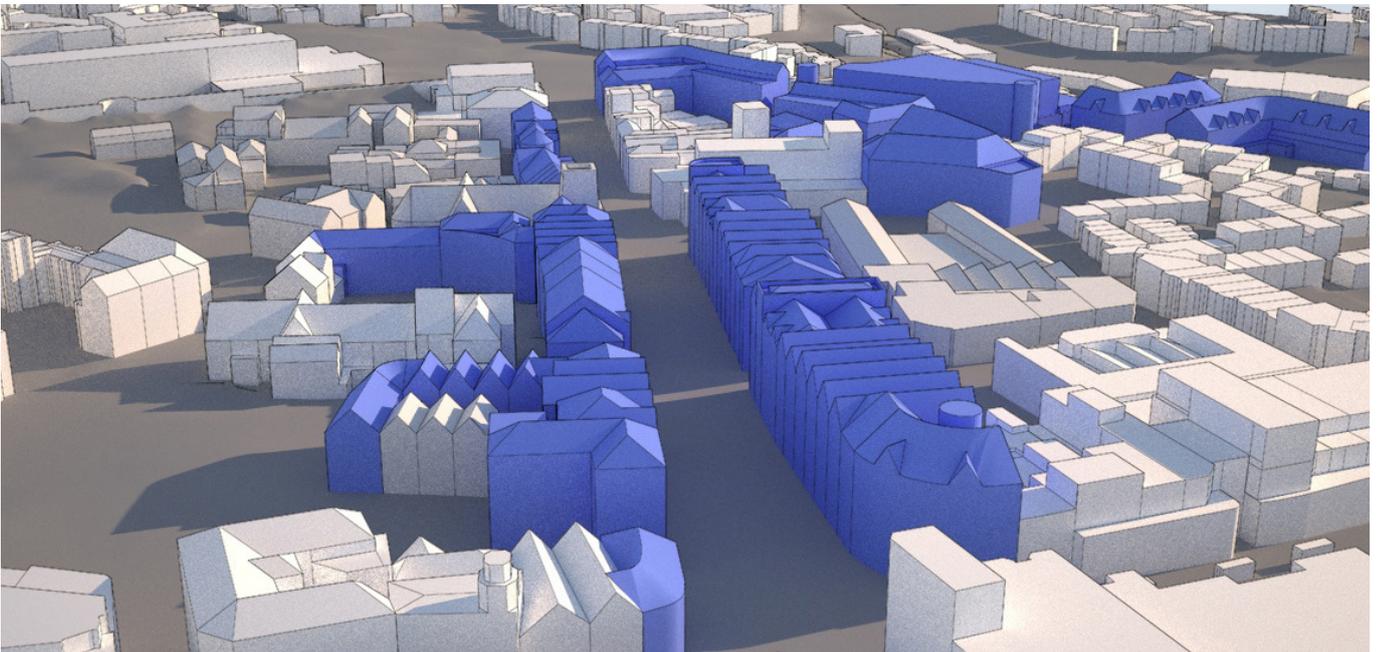
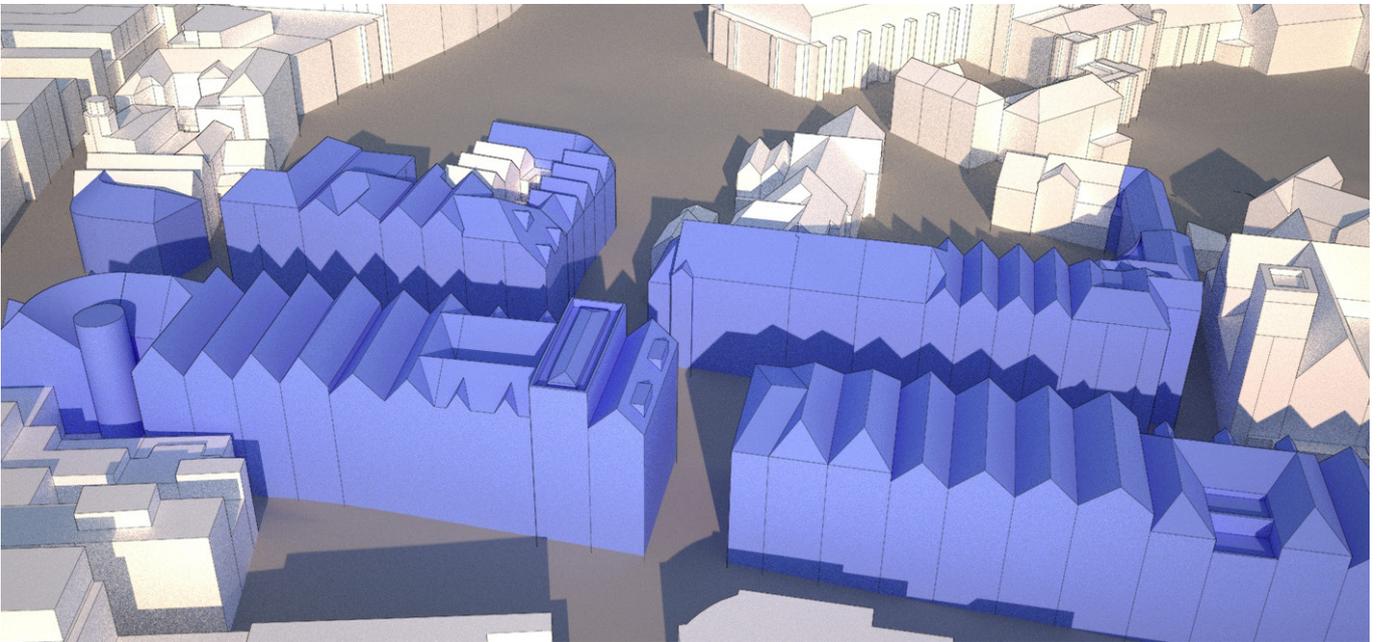
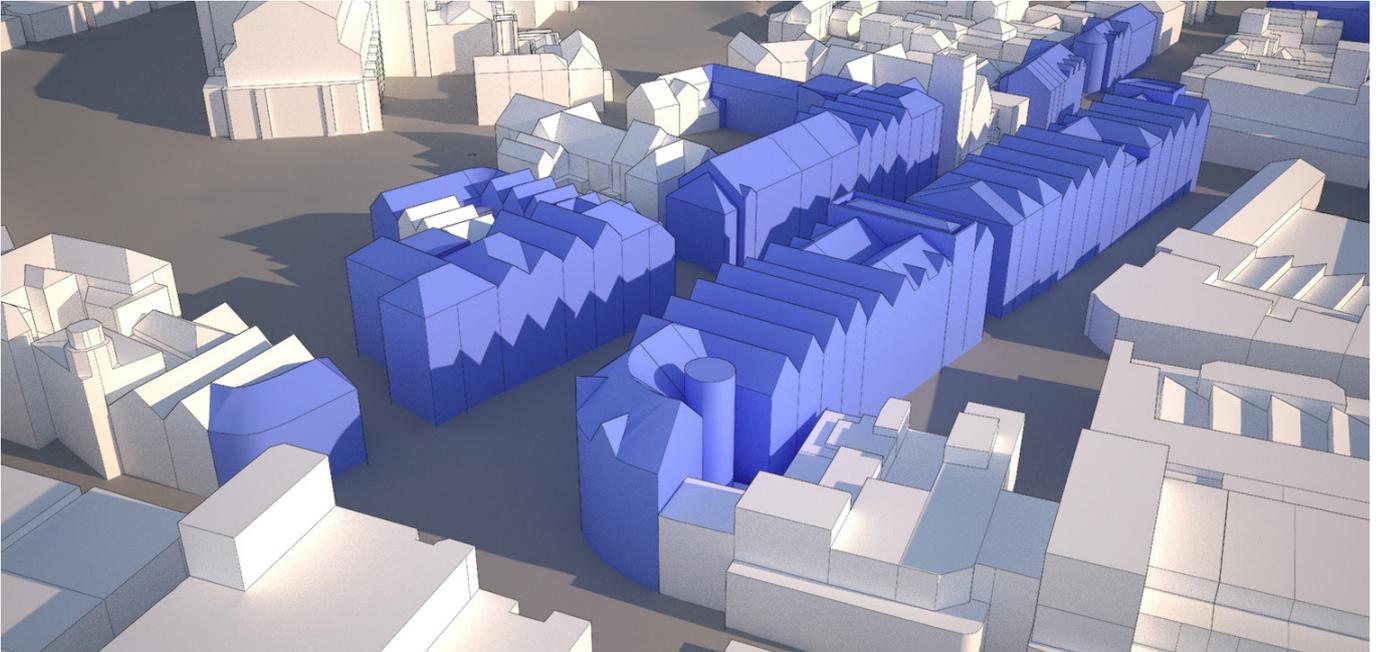
The images below show potential massing of redevelopment within the South Street area. The plan provided in appendix 1 identifies potential redevelopment sites and opportunities along with an associate development schedule.

The building storey heights shown are indicative and should not be used as a definitive guide nor should they preclude potential for alternative building heights or development opportunities coming forward.



^ Artists impression showing the potential character of new built form









Early

Interventions

Develop a series of advanced and early interventions that produce immediate impact and generate momentum for longer term projects.

Interventions

Key Moves:

1. Identify early Highways Interventions to enhance the pedestrian environment and support pedestrian and cycle movement
2. Identify a series of low cost and deliverable interventions that improve connectivity, lift the quality of the existing public realm and develop momentum for change

8 Early Interventions

The following proposals represent a series of potential advance projects and early interventions which would produce immediate impact and generate momentum for longer term projects.

8.1 Early Highways Interventions

A series of early changes to Highways may be possible subject to further Highways studies and funding mechanism. These would improve pedestrian and cycle movement in the short term.

Priority

of any works would be to the Coombe Street/Market Street junction and southern areas of South Street due to current accident statistics. The potential enhancements are illustrated on the plan opposite and may comprise;

- Early implementation of traffic order (subject to required analysis) to remove private vehicular traffic from North Street and South Street during specified hours, supported by temporary public realm enhancements (set out below)
- Rest on red traffic lights at the top of North Street offering greater priority to pedestrian movements.
- Consider paint or surface treatments to narrow the carriageway widths of South street between Market Street and Coombe Street. The addition of street planters may physically narrow the carriageway further;
- Replace the signalised crossing at Market Street/Lower Coombe Street with a zebra crossing to facilitate safer pedestrian movements northwards and southwards;
- Implement a counterflow cycle lane within the existing carriageway by thermoplastic line marking or surface treatment;
- Consider the use of zebra crossing on Market Street to enable safer pedestrian movements northwards and southwards;
- Declutter unnecessary Highways signage street clutter and improve wayfinding signage.
- Narrow the entrance to South Street from Western Way and introduce a low speed limit to the entire length of South Street. Consider a pedestrian crossing aligning with the City Wall walk.

8.2 Low cost and deliverable interventions

There are a number of low cost and deliverable interventions that would increase activity, lift the quality of the existing public realm and develop momentum for change. These comprise;

South Street

- Licence a high-quality and distinctive mobile pop-up cafe at the top of South Street to act as a focal point.
- Consider potential to rename the junction of South St, North St, High St and Fore Street as 'Carfax Square' to reflect historic function and identify.
- Close off selected existing on-street parking bays and allowing use of the street by local traders for external seating;
- Increase the area for the Street Market, utilising parking bays, to create a more spacious and attractive market.

- Potential drinking fountain or water feature within the Carfax square to reflect the historic location of the Great Conduit ;
- Pop up cafés and seating areas at key locations e.g. Kalanderhay or in parklets within closed off on-street parking bays;
- Façade artwork to act a gateway or wayfinding feature at the southern end of South Street
- Work with the BID and traders to create a festival (potentially linked to the Food Festival and Farmers Market) to promote the area. Encourage links to Fore Street Traders.
- Consider a trial of awnings and street canopies to business frontages where it would support external use.

Links to The Quay

- Removal of unnecessary railings & clutter to create a level shared pedestrian-cycle path between Coombe Street and Lower Coombe Street.
- Selective clearance of trees from the Embankment to open views of the Quay (and Haldon Hill) from Coombe Street;
- Widen the pedestrian-cycle bridge at the entrance to Cathedral and Quay car park and sign this as the route to the quay
- Consider removing on street parking to Lower Coombe Street and widening the pavement to create a shared foot-cycle way.
- Widen footpaths around the Cathedral and Quay Car Park and enhance planting in this area to open up views of the Quay and improve the pedestrian experience
- Reduce the size of the no-entry signs at the bottom of Quay Hill and add 'Except Cycles' allowing cyclists to cycle up Quay Hill

Buildings

- Encourage conversion of upper floors to residential or employment use in Council owned buildings.
- Consider providing grants for building enhancement - encourage facade and shopfront enhancement to improve the character of the street and increase vertical emphasis and rhythm along the street
- Instigate a Public Art programme through the BID. Identify opportunities for temporary murals to key facades
- Encourage short-term development opportunities (e.g. 14-18 South Street) to allow a step change in the character of South Street.
- Cathedral & Quay Car Park - enhancement scheme to improve lighting, remove planters which reduce daylight to parking decks, improve signage to decks and directional signage to city centre.
- Promote infrastructure changes from built development opportunities.
- Improve bin storage and service areas to rear of buildings, particularly within George Street.



Rest-on-red traffic lights:
Prior to introducing 10-5 times road closure to all traffic, except bus, bike and bike deliveries (Escargo, etc.)

Rename 'The Carfax'

Potential Drinking Fountain

Mobile on-street catering to provide focal point

Paint different colour vertical façades

Declutter signage

Retain pedestrian crossing for disability users with the potential to change to a rest-on-red signal.

Paint different colour vertical façades

Add contraflow bike lane with paint and narrow carriageway

Remove on-street parking bays and allow cafés etc. to fill with seating

Allow additional seating to spill over onto pavement whilst retaining a 3m wide clear pedestrian footway

Paint road surface and narrow carriageway width with planters and on street furniture.

Paint façade

Declutter signage

Remove unnecessary division and railings

Remove cycle/pedestrian division and remove central railings

Remove selected trees which block view through from Coombe Street

Widen bridge and remove segregation

Simplify signage and allow bikes onto pavement

Add temporary street art

Remove one "No entry" sign and add "except bicycles" sign

Narrow carriageway with paint and add 20mph zone sign on road

Paint different colour vertical façades

Potential zebra crossing allowing pedestrian / cycle crossing

Declutter signage

Add sign saying "Staircase this way"

Enhance car park
- Signage
- Remove planting

Wildflower seed all of this area

Widen footpaths around car park

The images opposite demonstrate how simple changes could be introduced to enhance the existing environment.



∨ Potential use of Kalandershay as a pocket space with cafe

∧ Existing Kalandershay space is underutilised





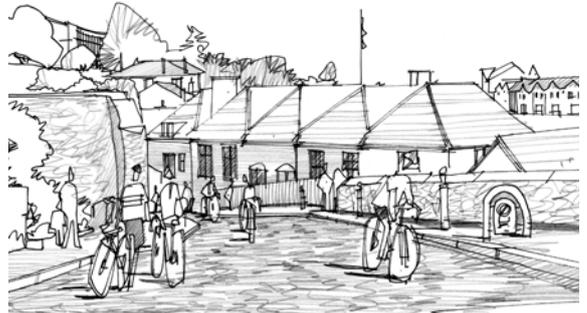
^ Existing pedestrian and cycle link tightly constrained



^ Potential surfacing and bridge widening improvements



^ Existing cobbles and signage to Quay Hill



^ Potential paving enhancements to Quay Hill



9 Summary of Projects

9.1 Summary of Projects

This report has identified a number of urban design projects. Further project development is required to refine project briefs and costings, identify potential funding and assess the viability of individual schemes.

The table opposite offers a summary of the projects identified.

9.2 High Level Costing

Indicative budget guidelines have been provided for each of the separate projects. Further input from a quantity surveyor is recommended to develop cost estimates should any of the schemes be pursued.

9.3 Phasing

It is anticipated that the projects proposed within this report will be delivered through a pragmatic and phased approach.

Changes to the highways circulation and implementation of a traffic order to restrict traffic between core daytime hours may present the largest catalyst for all subsequent enhancement schemes.

The short term & Easy Win projects offer an opportunity for early interventions, which would result in a marked improvement to the urban environment, improve connectivity and footfall and generate both momentum and support for further projects and enhancements.

The proposals seeking to maximise activity and community engagement provided in section 5 of this report should be given a high priority. Although these will not provide significant alterations to the existing built urban fabric they will generate a profound change in behaviour and shift the priority to pedestrian activity.

The public realm improvements outlined in section 6 are separate yet connected with the development opportunities presented in section 7. These will need to be phased pragmatically and may need to be linked with building development to secure sufficient funding mechanisms. A wider development appraisal is required to identify capital and revenue streams that will fund public realm enhancements.

Potential external funding streams, such as funding for the delivery of cycle infrastructure, should be identified with project partners such as Devon County Council and Exeter BID.

Area	Project	Name	Summary Description	Budget Guidelines		
				Low (<£100K)	Medium (<£500K)	High (>£500K)
LIFE	L1	Highways Order to South Street	Seek to introduce a Traffic Order limiting times private cars can enter onto South Street.			
	L2	Community Involvement Scheme	Potential Arts based community involvement scheme to introduce public realm features e.g. gable artwork or temporary parklet designs			
SPACES	S1	Carfax Square	Highways and public realm improvements to create a new flexible public square at the top of South street			
	S2	South Street Northern Improvements	Narrowing of Highways to 3.6m one way. Creation of counterflow cycle lane and wide multi-functional space either side of the street			
	S3	Market Street/Palace Gate/Coombe Street Junction Enhancements	Narrowing of Highways to 5.5m two way and tightening of junction radii. Raised tabletop			
	S4	South Street Southern Improvements	Introduction of improved on-street cycle lanes either side of the carriageway			
	S5	Southern Gateway and Embankment Crossing Improvements	Surface crossings implemented to provide direct pedestrian crossing points across South Street and Western Way. Potential information kiosk or gateway feature within green space			
	S6	Underpass enhancements	Enhancements to subway via improvement of signage, declutter street furniture, widening & resurfacing of shared cycle/ pedestrian footway			
	S7	Western Way level crossing	Potential controlled pedestrian crossing of Western Way and ramp/stepped access onto Lower Coombe Street Selective tree thinning to open access and views.			
	S8	Coombe Street public realm improvements	Potential shared space public realm to improve pedestrian route along Coombe Street			
	S9	City Wall Walk Improvements	Potential improvements to green space and footway to enhance pedestrian route and celebrate City Wall			
	S10	Additional steps to access Quay Car Park	Additional stepped access to southern side of City Wall to improve access to/from Quay car park			
	S11	Bear Street	Pocket space on corner of Bear Street with potential shared space street upgrades			
	S12	Kalenderhay	Re-open Kalenderhay link to forge improved pedestrian link between South Street and Cathedral Yard			
	S13	Kalenderhay Pocket space	Enhancements to Kalenderhay pocket space & setting of scheduled ancient monument.			
	S14	Lower Coombe Street improvements	Potential public realm improvements to Lower Coombe including improved shared cycle/footway			
	S15	Wayfinding & Signage Strategy	Potential new signage & Wayfinding strategy with potential to create new city trails			

Early Interventions

ST1	Traffic Order	Early implementation of traffic order to remove private vehicular traffic from North St & South St during daylight hours			
ST2	Misc short-term Highways enhancements to South Street	Rest on red traffic lights to top of North St, Surface treatments to narrow carriageway, Street planting, Declutter street furniture & Signage, 20mph signage, potential zebra crossing across Market St			
ST3	Counterflow cycle Lane	Couterflow cycle lane implemented within existing carriageway			
ST4	Close off selected on-street parking bays	Close off a number of on-street parking bays to increase flexible pedestrian space for use by farmers market, adjacent businesses and parklets			
ST5	Pop-up cafes and kiosks	pop-up cafes and kiosks under street trading license at key nodal points e.g. Kalenderhay, Carfax square			
ST6	Potential water drinking fountain/water feature within Carfax Square	Potential water drinking fountain/water feature to reference the location of the Great Conduit			
ST7	Potential community/ street festival	Work with BID and traders to organise a South Street festival			
ST8	Improved links to Quay	Removal of unecessary street furniture/ clutter, selective tree clearance, widening of pedestrian/cycle bridge, Improved cycle signage			
ST9	Building shopfront & Building Enhancement Grant	Potential shop frontage enhancements to enhance quality of street character			
ST10	Public Art Programme	Potential façade art, Street furniture, signage etc.			
ST11	Improvements to Cathedral & Quay Car Park	Improved ligthing, signage etc.			

10 Next Steps

10.1 Next Steps

This report has provided a series of urban design concepts and proposals which set out key aims and objectives required to enhance the urban environment of South Street and improve pedestrian and cycle links with the Quay and wider city centre area.

10.2 Further Studies

A number of further studies would be recommended to test the viability and provide more in-depth design guidance to support potential projects as they come forward. Further studies may comprise;

- **Design Code** - Design principles based upon these proposals to support high quality development;
- **Event/Marketing Strategy (Exeter BID)** - Document integrating key principles within a marketing strategy for the city centre;
- **Lettings and Business Rates** - To explore flexible leases ,other lease terms and the potential for business rates concessions to facilitate change;
- **Development Appraisal** - Financial appraisal to test viability of proposals. Consider wider development options, sustainability and lifecycle appraisal.

10.3 Exeter City Member Engagement

The urban design projects proposed have been developed through close consultation with Key stakeholders and Exeter City Council officers.

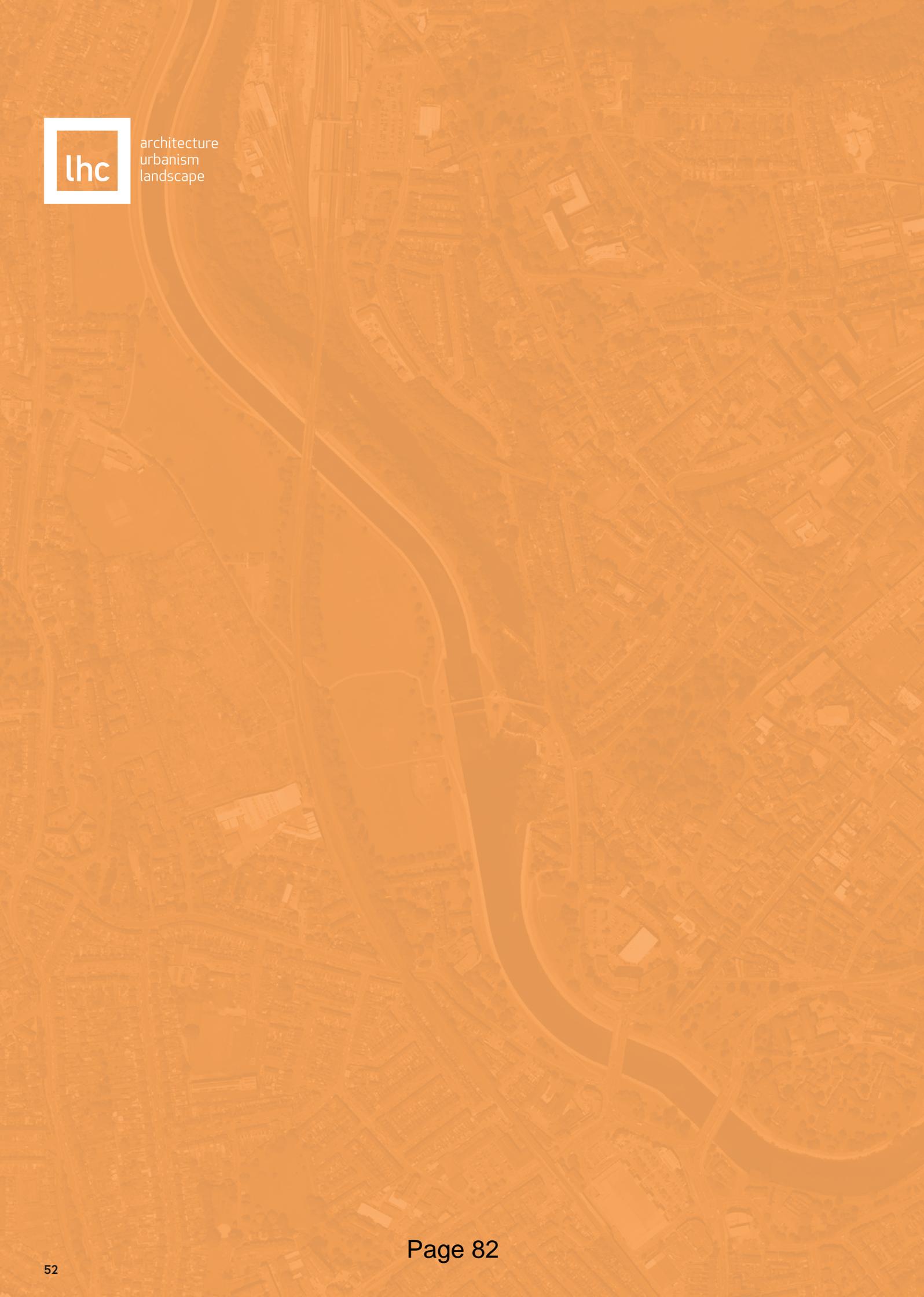
Council and Ward Members have subsequently been engaged through separate discussions and via Place Scrutiny Committee.

The time-line opposite illustrates the key consultation stages of the scheme process and indicative programme going forward.





architecture
urbanism
landscape





Exeter

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Emperor Way
Exeter Business Park
Exeter Devon EX1 3QS

01392 444334

Plymouth

The Design Studio
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Royal William Yard
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www.lhc.net

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REPORT TO: PLACE SCRUTINY COMMITTEE
Date of Meetings: 13 September 2018

Report of: Cllr Matthew Vizard and Cllr Laura Wright

Title: PSPO Spotlight Review Report

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To provide the Place Scrutiny Committee with an update following implementation of the Public Spaces Protection Order (PSPO) in June 2017.

2. Recommendations:

The Place Scrutiny Committee:-

- (a) Agrees that the current PSPO is working well in its current form and therefore should not be withdrawn.

3. Reasons for the recommendation:

The penultimate recommendation of the PSPO report submitted to the Place Scrutiny Committee on the 12th January 2017 required an update post implementation, which would detail the operation and effectiveness of the PSPO in reducing the problematic anti-social behaviour it sought to manage; details of any negative or unforeseen impacts that may have developed, together with any recommendations for varying or discharging the Order.

4. What are the resource implications including non-financial resources:

None in respect of this report.

5. Section 151 Officer Comments:

There are no financial implications contained within this report.

6. What are the legal aspects?

None identified.

7. Monitoring officer Comments

This report raises no issues for the Monitoring Officer.

8. Report Details:

Overview

The PSPO is a discretionary power under the Anti-Social Behaviour Crime and Policing Act 2014 which a Council can adopt and shape for local circumstances to deal with persistent anti-social behaviour.

Following public consultation and Council approval, the PSPO covering Exeter City Centre was implemented in June 2017. Attached to this report is a map which accompanied the original report and depicts the current PSPO area boundary.

The PSPO Spotlight Review Group membership consisted of:-

Cllr Harvey
Cllr Wright
Cllr Lyons
Cllr Morse
Cllr Owen
Cllr Robson
Cllr Sills
Cllr Matthew Vizard
Cllr Wardle
Cllr Prowse

The following people appeared before the PSPO spotlight review group:-

Jo Yelland – Director Exeter City Council and Exeter Community Safety Partnership Chair
Simon Lane – Environmental Health, Licensing and Community Safety Manager
Lisa Cocks – Principal Environmental Health Officer for Nuisance and ASB
Inspector Simon Arliss – Neighbourhood Inspector for Exeter
Sgt Dave Turner – City Centre Sargent

The review took place on the 18th June 2018 with the Environmental Health, Licensing and Community Safety Manager reminding Members that the first six months of implementation was focussed on education and making sure that the PSPO and the intention behind it was well received whilst adapting things where necessary so that people had a chance to understand how it could be used effectively and the clear rules around it.

Members were reminded that the original consultation process, included people from outside Exeter being invited to provide their views as well as Exeter residents. There were five public meetings (one including local businesses) held across the proposed PSPO area so that a broad overview of opinion could be obtained as well as specifically understanding the views and wishes of impacted communities and businesses. St Thomas ward was particularly supportive with a high turnout of people attending the meeting, some of whom arrived with a negative perception of the PSPO but left with a more positive view.

Inspector Simon Arliss and Sargent Sgt Dave Turner explained that the police find the PSPO a very useful and flexible tool. The PSPO initiative presented an opportunity to work with other organisations such as the City Council together with

businesses, communities and agencies to collectively demonstrate that the City will not tolerate certain behaviour and to put in place prevention measures (working with off licence traders for instance is invaluable in terms of prevention measures).

Since implementation the figures suggest that the volume of anti-social behaviour reported to the police in the City Centre (covering Fore Street, the High Street and Sidwell Street) has reduced by 16%. At the outset education was seen as the immediate priority which partly explains why there were no arrests before January 2018. The focus was on issuing anti-social behaviour contracts which seemed to work well. However, following a period of implementation, it is now time to take a gradual approach to enforcement and since January 2018 there have been 9 arrests to date relating to dispersed individuals who have subsequently come back into the PSPO area. Breach of the PSPO is not an imprisonable offence and is usually dealt with by the Magistrates' Court with a fine issued or the initial remand in custody viewed as sufficient punishment.

The power to seize alcohol is used on a daily basis and is particularly useful in helping to reduce anti-social behaviour, since if individuals are less inebriated they are less abusive and it is far easier to disperse individuals and groups. Dispersals break up the group dynamic and sometimes only this is required to resolve the presenting anti-social behaviour.

Instances of public urination have reduced with the introduction of the PSPO and the ability to issue fines for this offence means that money generated can go to the Community Safety Partnership and be used to fund anti-social behaviour projects.

There are still challenges and realistically it is fair to say that as quickly as problems are resolved, a new set of challenges can appear - this simply reflects the nature of dealing with anti-social behaviour but with collaborative working through the PSPO initiative these new challenges are being dealt with swiftly and effectively.

There will always be difficulties as a consequence of dispersals. Although planning in respect of the PSPO boundary took into account avoiding dispersals of individuals who would then move to other specific areas (for example, Belmont Park), there is no evidence to suggest that dispersed individuals go to specific locations – most do go home as they live in the City Centre although it is recognised that there are a percentage of individuals who are street attached.

A joint plan is coming into effect to tackle the issues at Blackboy Road in the vicinity of the toilets, working in association with the Councils Housing Options Team and the council funded Assertive Street Homeless Outreach Team from Julian House. This demonstrates the positive impact of collaborative working in order to find joint and sustainable solutions. Generally issues are largely contained and regularly reviewed and the Task and Finish Group found that the PSPO boundary appears sufficient since individuals usually do not wish to venture beyond it to predominately residential areas.

New Guidelines

The Home Office issued new Guidelines in December 2017 which encourage a more stringent consultation process and clarification as to what should be included in the PSPO which reflected the process undertaken in Exeter.

It should be recognised that the existing PSPO cannot be amended. A new Order would be required followed by a separate consultation. Exeter will have to go through this process in 2 years' time as the lifespan of the current PSPO will have expired. At this point fresh evidence will be collected and the PSPO area could be varied although there is nothing to suggest, at present, that this is required.

In Summary

This Task and Finish Group agreed that:-

- The PSPO is working well with a 16% reduction in anti-social behaviour reported to the Police.
- The power to seize alcohol and disperse groups and individuals is a very effective tool in tackling anti-social behaviour,
- The area currently covered by the PSPO is sufficient.
- The collaborative, multi organisations response is working well in terms of prevention, education and enforcement.
- Communities are being encouraged and supported to tackle low level anti-social behaviour, particularly through the Community Safety Partnership.

However, it is appreciated that:-

- Dispersals might push issues out of the City Centre and beyond the PSPO boundary – however there is no evidence that this is causing a problem at present.
- As quickly as one challenge is resolved another arises, which is the nature of dealing with anti-social behaviour and is unavoidable.
- Limited resources mean that responses need to be prioritised and focussed.

9 What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?

This report simply provides an update as to the progress of the PSPO. An Equality Impact Assessment was submitted with the original report to Place Scrutiny on the 12th January 2017

Cllr Matthew Vizard and Cllr Laura Wright

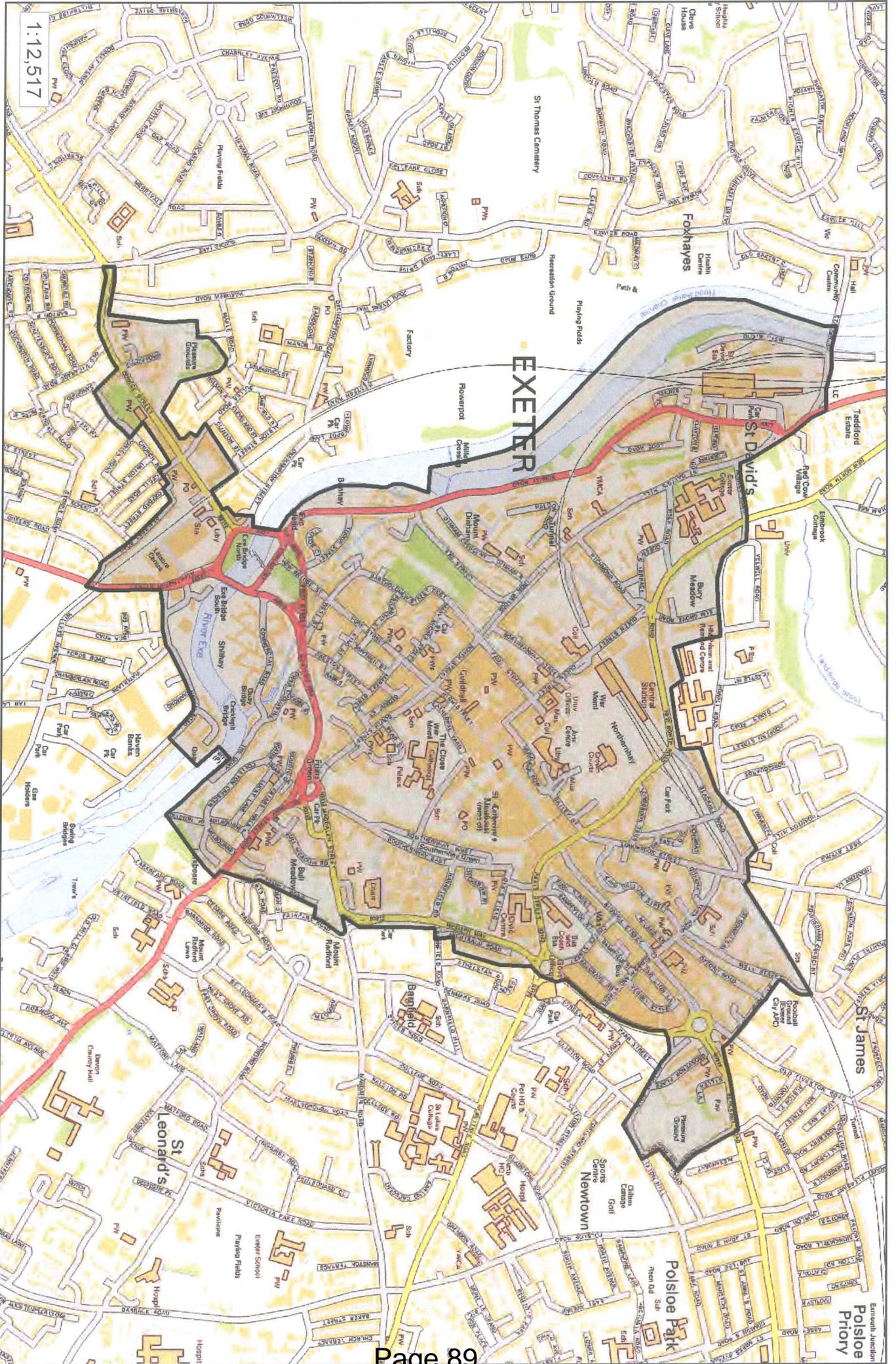
Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:

None

Contact for enquiries: Anne-Marie Hawley, Scrutiny Programme Officer

Tel No: (01392) 265110



1:12,517

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REPORT TO SCRUTINY COMMITTEE - PLACE

Date of Meeting: 13 September 2018

Report of: Environmental Health and Licensing Manager

Title: Local Air Quality Management

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

- 1.1 To present the statutory Annual Status report that has been submitted to the Department of Environment, Food and Rural Affairs (DEFRA)

2. Recommendations:

- 2.1 That Scrutiny Committee – Place: notes the statutory annual status report

3. Reasons for the recommendation:

- 3.1 Action on local air quality is a legal duty placed upon the Council (and all district and county councils) by Part IV of the Environment Act 1995. Safeguarding air quality will help reduce any detrimental effects from air pollution on the health and wellbeing of Exeter's population. We are required under this legislation to submit an Annual Status Report to DEFRA using their template and to present the report to members at a local level.

4. What are the resource implications including non-financial resources.

- 4.1 The City Council will continue to monitor air pollution and report on levels. This will take place within existing resources.

5. Section 151 Officer comments:

- 5.1 There are no additional financial implications contained within this report.

6. What are the legal aspects?

- 6.1 Part IV of the Environment Act 1995 sets out statutory provisions on air quality. Section 82 provides that local authorities shall review the air quality within their area. Section 83 requires local authorities to designate Air Quality Management Areas (AQMAs) where air quality objectives are not being achieved, or are not likely to be achieved (i.e. where pollution levels exceed the air quality objectives) as set out in the Air Quality (England) Regulations 2000. Where an area has been designated as an AQMA, Section 84 requires local authorities to develop an Air Quality Action Plan (AQAP) setting out the remedial measures required to achieve the air quality standards for the area covered within the AQMA. Where air quality issues have been

identified, it is recommended that a steering group is formed to include the main parties involved in developing either Action Plans or Air Quality Strategies.

- 6.2 The Department for Environment, Food and Rural Affairs (DEFRA) has recently provided new statutory guidance in the form of the Local Air Quality Management Policy Guidance (PG16). The guidance gives particular focus to so-called 'priority pollutants' such as Nitrogen Dioxide (NO₂) and so-called 'Particulate Matter' (PM₁₀ and PM_{2.5}) which are relevant to both district and county councils. Local Authorities are required to submit an Annual Status Report (ASR) to the Department for Environment, Food and Rural Affairs in order to report the progress being made in achieving reductions in concentrations of emissions relating to relevant pollutants below air quality objective levels. The completed report is submitted to the Secretary of State (DEFRA) for consideration. DEFRA provide comments back to the Local Authority which the Authority must 'have regard to'.

7. Monitoring Officer's comments:

The Monitoring Officer has no observations to make on this report.

8. Report details:

- 8.1 There are two national objectives for levels of nitrogen dioxide. These are for the average level over a whole year, which should be below 40 µg/m³, and the average level for one hour, which should be below 60 µg/m³. The annual average objective applies to residential, hospital and educational sites. The hourly average objective applies to these sites and to busy streets and workplaces as well.
- 8.2 Exeter City Council has a monitoring network that is designed to identify the areas with the highest levels of nitrogen dioxide, at the locations where the objectives apply. Most of the monitoring sites are therefore on residential properties in close proximity to the busiest roads and junctions in the city. The results of the monitoring conducted by the City Council is not representative of typical or average conditions across the city. Instead it is indicative of the worst case locations.
- 8.3 In recent years the annual average objective has not been met at a number of places in the city. These are Alphington Street, the junction with Blackboy Road and Pinhoe Road, and along the Heavitree corridor into the city. The highest levels are measured on the Heavitree corridor, at East Wonford Hill. Here levels are close to also exceeding the hourly objective, but have not (in the last three years) been above that target. The measured results can be found in table A.3 of the Annual Status Report (appendix 1). Trends in annual nitrogen dioxide concentrations can also be seen in Figure A.1.
- 8.4 A few sites have levels between 35 and 40 µg/m³ (ie are close to but not above the objective level of 40). These are York Road, Barrack Road at Livery Dole, Sidmouth Road and Topsham Road near Tollards Road. Away from these locations, but still along the busy routes into and around the city, concentrations of nitrogen dioxide are in the range between 25 and 35 µg/m³.
- 8.5 As you move away from busy roads, levels fall below 25 µg/m³. Typical suburban streets with only local traffic flows experience levels of between 13 and 25 µg/m³. The majority of the population of Exeter therefore live in locations with concentrations of nitrogen dioxide well below the objective, but a small number are exposed at home to levels above the objective. No schools in Exeter experience levels above the objective.

8.6 The Annual Status Report also summarises the results of particulate pollution measurements (PM₁₀). No areas in the city are thought to exceed the objectives for this type of air pollution. Measurements of PM_{2.5} have been made in Exeter since July 2018 following the replacement of the fixed air quality monitoring equipment. This data will be presented to the committee in future annual reports on air pollution.

8.7 The annual status report also summarises the measures that the City Council has taken in the last year to reduce pollution levels, and the actions that will be implemented in the coming year (table 2.2 of the Annual Status Report). Work in this area is also being co-ordinated with Exeter City Futures.

9. How does the decision contribute to the Council's Corporate Plan?

9.1 The main contribution of effective management of air quality is to support the purpose of 'Keep me / my environment safe and healthy and building a stronger city'.

10. What risks are there and how can they be reduced?

10.1 Various risks have been identified to the air quality in Exeter. These include pressures from future development and failure to agree or implement measures to reduce transport emissions. These risks will be monitored over the coming year and as the Air Quality Action Plan develops and steps taken to mitigate and risks as appropriate.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 Areas with high levels of air pollution tend to be relatively deprived. This means that more deprived populations are disproportionately affected. There is a higher incidence amongst deprived populations of the types of diseases that are exacerbated by poor air quality. Thus the most vulnerable members of society are often worst affected by air pollution.

12. Are there any other options?

12.1 No, the action to reduce exposure to PM_{2.5} and to reduce local air pollution where levels exceed the government objectives are legal duties imposed on local authorities through Part IV of the Environment Act 1995.

Simon Lane
Environmental Health and Licensing Manager

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

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Democratic Services (Committees)
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Food & Rural Affairs

North East
Seacole Block
2 Marsham Street
London
SW1P 4DF

T: 03459 335577
helpline@defra.gsi.gov.uk
www.gov.uk/defra

20th August 2018

Dear Exeter City Council,

Thank you for consulting the Department for Environment, Food and Rural Affairs on Exeter City Council's 2018 Air Quality Annual Status Report (ASR).

Defra's response is contained in the appraisal report, which you can now access on the Report Submission Website.

The ASR for 2019 is due in June 2019. Defra expects local authorities to upload a copy of the ASR to the Report Submission Website <http://laqm.defra.gov.uk/1rsw/> no later than 30 June 2019.

The Local Air Quality Management Helpdesk is available to help with queries about the LAQM Framework:

<https://laqm.defra.gov.uk/>

Telephone: 0800 0327 953

Email: LAQMHelpdesk@uk.bureauveritas.com

Yours Sincerely,

Defra Local Air Quality Team

Defra Air Quality

WEB: <http://uk-air.defra.gov.uk>



TWITTER: @defraukair

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Local Authority:	Exeter City Council
Reference:	ASR18-157a
Date of issue	August 2018

Annual Status Report

The Report sets out the Annual Status Report, which forms part of the Review & Assessment process required under the Environment Act 1995 and subsequent Regulations.

The Local Authority currently has one consolidated AQMA covering the major routes into and throughout the city, as detailed below.

AQMA Name	Date of Declaration	Pollutants and AQ Objectives	One Line Description	Level of Exceedance		Action Plan
				At Declaration	Now	
Exeter AQMA	Declared 2007, Amended 2011	NO ₂ Annual Mean and NO ₂ 1 Hour Mean	An area encompassing the radial routes into the city and other major routes	70 µg/m ³	59 µg/m ³	Exeter AQAP (2011-2016)

In 2017, the Local Authority has conducted monitoring for NO₂ at one automatic site and across 67 diffusion tube sites. Automatic monitoring for PM₁₀ has also been carried out at two sites, and for O₃ at one site. There have been seven measured exceedances of the annual mean NO₂ objective at diffusion tube sites within the AQMA. There has been no exceedance (or proxy exceedance) of the hourly mean NO₂ objective, or of the annual mean or 24 hour PM₁₀ objectives. No monitoring data has been provided for O₃.

The City Council is in the process of developing a new AQAP, which has undergone three months of public engagement in 2018. Other key completed measures in 2017 have been developing the Greater Exeter Strategy Plan; setting up a Transport Board to discuss and coordinate transport policy between the city and county councils; securing funding for a Devon-wide Electric Vehicle charging network project; and undertaking community air quality monitoring in 2018 in partnership between the local Heavitree community, Exeter University and Exeter City Futures.

On the basis of the evidence provided by the Local Authority the conclusions reached are acceptable for all sources and pollutants, with the provisos listed in the commentary below.

Following the completion of this report, Exeter City Council should submit their next Annual Status Report in 2019.

Local Authority:	Exeter City Council
Reference:	ASR18-157a
Date of issue	August 2018

Commentary

The report is well structured, detailed, and provides the information specified in the Guidance, following the latest reporting template. The following comments are provided.

1. In 2017 there have been exceedances of the annual mean NO₂ objective at seven diffusion tube sites within the AQMA. There is no exceedance of the hourly mean NO₂ objective, however at one site annual mean concentrations remain within 10% of the proxy for exceedance of the hourly mean objective – 60 µg/m³.
2. The AQMA for hourly mean NO₂ can be considered for revocation once concentrations have remained stable below 10% of the (proxy) objective level for three consecutive years.
3. There remains a need to develop and give priority to AQAP measures which target improvement at the identified hotspot locations, with a view to achieving stable compliance within the AQMA in the shortest time possible.
4. The Local Authority has stated in their ASR that they have submitted a draft AQAP to Defra for consultation but have not yet received a response. There does not appear to be any record of a draft AQAP being submitted by Exeter City Council, and this is currently being followed up.
5. It is noted that the Local Authority have stated that the draft AQAP submitted to Defra “does not predict the air quality improvements to be expected as a results of the plan, or priorities measures for implementation”, and that “the Council will update the draft plan with further detail on the expected outcome of measures, prioritisation and implementation plans”.
6. It is recommended that instead of submitting an incomplete draft of their AQAP for consultation now, the Local Authority should wait to submit this latter, more complete draft of their AQAP, and benefit from consultation on their AQAP in full, including these key additional components.

Local Authority:	Exeter City Council
Reference:	ASR18-157a
Date of issue	August 2018

7. It would be useful if the Local Authority made reference to the Public Health Outcomes Framework and the local indicator for PM_{2.5} in Section 2.3, in addition to providing details of how they are working with Public Health to address PM_{2.5}.
8. The Local Authority has not provided any monitoring data or a brief summary of results for O₃. This should be provided in future reporting.
9. There have been two new diffusion tube sites added to the network networking in 2017. It is encouraging to see that the Council is taking an active approach to reviewing and amending their monitoring program as necessary. This should be continued on a regular basis to ensure monitoring is taking place at all areas of potential exceedance at locations of relevant exposure.
10. The Council has committed to continue automatic monitoring in Exeter, to replace current aging continuous analysers, and to include the capacity to measure PM_{2.5}, this is supported, and encouraging to see.
11. Distance correction has been applied to two diffusion tube sites exceeding the annual mean NO₂ objective at locations which are not representative of relevant exposure. Details of distance corrections calculations should be provided in Appendix C in future reports.
12. The maps provided in the additional Appendix D documents are useful but it would be much more helpful if these can be included in the main body of the ASR. It appears that the maps do not demonstrate the locations of all monitoring sites – rather, the sites within the AQMA. All monitoring site locations should be presented on maps in future reports. It would also be helpful if monitoring sites should be labelled by site ID rather than site name.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Annual Status Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Assembly Government, Scottish Government or DOE, as appropriate

For any other queries please contact the Local Air Quality Management Helpdesk:
 Telephone: 0800 0327 953
 Email: LAQMHelpdesk@uk.bureauveritas.com

Local Authority:	Exeter City Council
Reference:	ASR18-157a
Date of issue	August 2018

Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	

Comments on appraisal/Further information:

Briefing Note Traveller issues

Report to Place Scrutiny 13th September 2018

The City is visited by significant numbers of travellers from May to September each year.

There were 18 incursions on Council owned land in the last two year period involving over 100 caravans.

The attached table gives details and the duration of stay.

The Estates Team manage the City Council's traveller protocol which has been used successfully over the last 20 years or so. The protocol was based on one originally developed by Devon County Council. It is compliant with legal and other guidance and there is a process for an initial check of health and educational welfare requirements and notifying relevant County Council Officers giving them the opportunity to make their own onsite enquiries. The protocol is published on the City website: <https://exeter.gov.uk/council-and-democracy/council-information/strategies-policies-and-plans/environment-and-planning/> and reviewed annually. A copy is attached. It gives certainty and consistency to all parties concerned and has not yet been challenged. We could consider future discussion with our County Council colleagues and other Devon authorities on the adoption of a County wide protocol.

Operation of the protocol by professional property staff within the Estates Team is time consuming and detracts from potential income producing core property management activity. The protocol could be operated by service teams as it does not require special expertise. As the encampments aren't currently dealt with by the service teams this may act as disincentive to them giving priority to their site security measures.

A robust package of security measures at Riverside Valley Park which were put in place some years ago have proved very successful. Similar measures would be appropriate for the access points to Exhibition Fields. Principally the work involved excavations and obstacles which retained access for maintenance and Emergency vehicles but proved a barrier to long wheelbase towed caravans.

At King George V Playing Fields a system of staggered bollards along the entrance drive has been suggested, again the dimensions would exclude long wheelbase towed vehicles from entering.

Haven Road is generally the only car park to suffer regular incursions and normally the Coach parking areas are used for these. The Car parks Manager has indicated that with the closure of the bus station and therefore increased numbers of coaches using this coach parking area it is becoming increasingly difficult to manage the site when travellers arrive. The site is very close to residential and business occupiers. There are height barriers but they are locked back to permit the coach access.

The Government consulted in April this year on powers for dealing with unauthorised development and encampments. In our response (copy attached) we highlighted the difference between encampments which are on operational property, where the rights of the wider public are immediately compromised, from those on unoccupied or open land. We suggested that a Court Order once granted should protect an operational site for a number of months to prevent multiple reoccupation such as we have experienced at Haven Road and King George V Playing Fields. We also suggested that unauthorised encampments should be criminalised where there was "deemed aggravated trespass" in order to gain access e.g. where travellers cut through barriers, uprooted posts etc.

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Exeter City - Traveller Occupation

2016-2018

Location	Caravans	Dates			Duration (days)
		From	Court Order	To	
Haven Road Car Park	8	16.5.16	20.5.16	23.5.16	8
	5	13.6.16	-	16.6.16	3
	5	12.6.17	-	13.6.17	2
	6	14.8.17	22.8.17	18.8.17	5
	5	11.9.17	15.9.17	18.9.17	8
	7	8.6.18	15.6.18	15.6.18	8
	2	4.7.18		5.7.18	2
Exhibition Fields	14	26.5.17	6.6.17	6.6.17	12
	4	03.05.18	15.05.18	15.05.18	13
King George V Playing Fields	7	23.8.17	31.8.17	31.8.17	9
	4	19.9.17	26.9.17	26.9.17	8
Millenium Wood	4	16.5.16	-	18.5.16	3
Ludwell Valley park	4	8.8.16	-	9.8.16	2
Public open Space between South Grange and Russell Way	16	14.8.16	19.8.16	19.8.16	6
Exwick Playing Fields	8	3.9.16	9.9.16	9.9.16	7
Cowick Barton Playing Fields	2	20.9.16	4.10.16	5.10.16	14
Land f/o "The Ark" Exton Road	5	16.8.17	22.8.17	23.8.17	8

PROTOCOL FOR UNAUTHORISED ENCAMPMENTS (CARAVANS & VEHICLES)

LAND OWNED OR CONTROLLED BY THE COUNCIL

1.0 INTRODUCTION

- 1.1 This Protocol is intended for use where an unauthorised encampment is reported on the Council's land. It has regard to the requirements of the Office of the Deputy Prime Minister's document "Guide to effective use of enforcement powers - Part 1: Unauthorised encampments" February 2006, one aim of which is to help strike a balance between the needs and legitimate expectations of members of the settled community, local businesses and other landowners, and Gypsies and Travellers.
- 1.2 By way of definition, the term "*unauthorised encampment*" shall be the same as that stated in the ODPM's guidance. ***Unauthorised encampment*** – *trespassing by Gypsies and Travellers on land which they do not own (e.g. playing fields, farmers' fields or other private land).*
- 1.3 When an unauthorised encampment on the Council's land is brought to the attention of the Council it should be reported to Corporate Property who will inform the officers mentioned in 3.1. Corporate Property will inform the Chief Executive and Deputy Chief Executive. A decision will be required whether to evict or authorise for a fixed period. Other interested departments and third parties must be notified as necessary.
- 1.4 This Protocol has been subject to an Equality Impact Assessment.

2. INITIAL CONTACT

- 2.1 Normally two officers from Corporate Property (the Visiting Officers) (or other Section or other Agency if appropriate) will make contact, ideally within 24 hours, note the number of vehicles and caravans and advise the trespassers that they are camped on land, which is not a campsite. Enquiries must be made and recorded as to any welfare, health or educational needs.
- 2.2 In circumstances where an encampment involves only tents or rough sleepers it is not necessary for Corporate Property to be involved. The Department responsible for the affected land should make their own arrangements for dealing with such encampments.
- 2.3 The Visiting Officers will arrange for Civil Enforcement Officers to accompany them. If not available, the Visiting Officers must decide whether to proceed or delay. (See Section 7)
- 2.4 The initial visit is an opportunity for giving information to unauthorised campers about;
- the standard of behaviour expected,
 - what is going to happen next, what procedures the authority are likely to follow and what this means for the unauthorised campers
 - names and addresses of local services and sources of advice likely to be useful to the unauthorised campers. (See para 8 below for full contact details of useful contacts.)

3. MAKING DECISIONS

- 3.1 On return to the Civic Centre the visiting officer should:
- Make appropriate welfare enquiries
 - Notify G&T Traveller Liaison Service and EMTAS (see para.8).

- If there are safeguarding concerns these will be discussed with safeguarding lead or designated professional, if appropriate a safeguarding referral will be made.
- Consult, subject to individual officers being available, the following:-

- (1) The most senior officer responsible for the land or a representative
- (2) The City Surveyor or a representative
- (3) The City Solicitor or a representative

Those consulted should decide on how to manage the unauthorised encampment. The Chief Executive and Deputy Chief Executive are to be kept informed, plus other relevant officers.

- 3.2 Decisions must be: based on information gathered; lawful; reasonable; balanced and proportionate; based on Government guidance; and fully recorded and documented.
- 3.3 Any welfare needs of unauthorised campers are a material consideration for local authorities when deciding whether to start eviction proceedings or whether to allow the encampment to remain longer. Welfare needs do not give an open ended right to stay. Some examples, (given in the guidance), of welfare needs to be considered in eviction decisions include advanced pregnancy, ill health, and educational needs. In some circumstances it may be appropriate to exclude a single person or family from eviction action.
- 3.4 The Human Rights Act 1998 should be considered. With regard to eviction, the issue that must be determined is whether the interference with the unauthorised camper's family life and home is justified and proportionate. The human rights of members of the settled community are also material if an authority fails to curb nuisance from an encampment.
- 3.5 Also to be considered is the Equality Act 2010 under which it is necessary to eliminate, as far as reasonably possible, discrimination, harassment intimidation etc and to foster good relations between the travelling and settled community.
- 3.6 **Unacceptable Encampment Locations.** There are locations where encampment will not be acceptable under any circumstances. If the unauthorised campers refuse to move from an unacceptable location, eviction processes should be commenced. Only if extreme welfare issues exist would a decision other than eviction be considered.

Examples of unacceptable locations given in the guidance include: Town & Village Greens, school car parks or playing fields, an urban park, car parks, industrial estate, a site where pollution could damage groundwater, a derelict area with toxic waste or other serious ground pollution, the verge of a busy road where fast traffic is a danger. This list is not exhaustive and would also include for instance the Council's Operational Property.

Unauthorised Encampments have been experienced at the following Unacceptable Encampment Locations:

Riverside Valley Park
 Matford Park & Ride
 Haven Banks Car Park
 Ludwell Valley Park Playing Fields
 Eastern Fields
 Betty's Mead Playing Fields
 Station Road (Pinhoe) Playing Fields

As part of Exhibition Fields is a Village Green, a notice is to be erected at the same time as Court papers advising the action the Council is taking.

3.7 Other Locations. Generally, tolerance will be shown where groups are small, look after the land they are parking on, don't dump or burn rubbish, park vehicles safely, keep animals under control and only park on land not needed for another purpose, or where there are genuine welfare grounds.

3.8 Consideration will be given as to whether there is another council owned parcel of land which is not currently operational and where lawfully, and notwithstanding the lack of planning consent the travellers could be temporarily sited. If there is such a site it should be included in the consultation under clause 3.1.

4.0 DECISION TAKEN TO TOLERATE

4.1 The unauthorised campers should be informed of: the decision, the period over which their presence will be tolerated, their responsibilities, and the factors that might trigger the eviction process. Encampments should be kept under review.

4.2 Changed and deteriorating circumstances and levels of anti-social behaviour could lead to the start of eviction proceedings, for example; increased levels of nuisance or environmental damage. This could also occur if other unauthorised campers join the original encampment and increase its size to unacceptable levels or initiate anti-social or criminal activities. It should be made clear to unauthorised campers that such changes could precipitate eviction, if they occur.

4.3 Depending on the facts of the case, the effects of unauthorised use for short periods might not be unacceptable in planning terms. In this context, the Council may wish to bear in mind the length of time specified in part 5 of schedule 2 to the 1995 General Permitted Development Order, for which caravans may stay on land without requiring specific planning permission, which is 28 days total in any year.

5.0 DECISION TAKEN TO EVICT

5.1 Once a decision to evict an unauthorised encampment has been properly taken, the aims should be:

- To act quickly and efficiently
- To use powers most appropriate to the circumstances
- To reduce scope for challenge through the courts by ensuring that policies and procedures are properly followed so as to reduce cost and delay.

5.2 On land **owned** by the Council a claim for possession should be brought using Civil Powers in the County Court, see section 6 below.

5.3 On land **not owned** by the Council, the Council may use powers under the Criminal Justice & Public Order Act (CJPOA) 1994 ss77 & 78, through the Magistrates Court. In general, if a request to evict unauthorised campers is received, such owners will be advised that this is their own responsibility. If there is some over-riding reason for the Council to become involved in such action and it has the authority the owners should be advised that the same criteria would be used in decision making as that outlined above.

5.4 It should be noted that on land where there are two or more persons trespassing AND those persons cause damage or engage in anti-social behaviour OR those persons have 6 or more vehicles on the land the Police do have special powers under s61 of the CJPOA.

6.0 PROCEDURE FOR EVICTION AND CORRECT SERVICE OF NOTICES

6.1 It is **vital** that notices are served correctly. To be served correctly a notice must, as a minimum, be placed in a clear plastic envelope fixed on a stake driven into the land so that it is clearly visible. In addition, wherever practical notices should be placed on or with each caravan. (Where possible a photographic record should be made of the notice fixed to the

stake). When encampments are large or where trespassers become aggressive it may not be possible to serve a notice on each caravan. Private Bailiffs may be engaged to serve notices. Any Officer or Bailiff who serves a Court Notice must complete a Certificate of Service form N125, available from Legal Services.

- 6.2 **Step 1** – A Direction to Leave Land requiring the travellers to vacate the premises by a stated date and time may be served, the minimum reasonable notice period being 24 hours unless there are very extreme circumstances. This direction is not essential under the County Court Procedures but is considered a sensible step to take and the direction can be served at the same time as the County Court papers.

A Template can be found on S/Property/Estates/Travellers.

- 6.3 **Step 2-** An application to the County Court via Legal Services should be initiated and Legal Services will prepare the Claim (*Form N5 – Claim Form for Possession of Property, N121-Particulars of Claim, a Draft Order for Possession and visiting officer's statement*) with assistance from the visiting officer. Proof of title to the land must be established and details included in the visiting officers statement. The Court will provide a hearing date, which will be inserted along with the Court Seal on the claim papers. The sealed court papers must be copied and served.
- 6.4 **Step 3** – Court Hearing – One of the visiting officers should attend with a member of Legal Services. Where a Possession Order is granted, the Order should be served immediately on the trespassers and where required a warrant of execution should be filed at the Court Office instructing Court Bailiffs to proceed with eviction.
- 6.5.1 Notify other interested departments and third parties that an encampment is likely to be on the move. When vacant, secure and initiate clean up. Review Security Measures.

7.0 GENERAL

- 7.1 Health and Safety issues can arise for Council staff working on site. Such staff must work in accordance with the Safe Working Practice on Site Visits Protocol and the Step Away Policy. Assistance from Civil Enforcement Officers can be requested. The Police have stated that they are not prepared to make joint visits unless there is a pre-existing situation of criminality. If an incident develops on site the Visiting Officers should step away and consider calling the Police on 999.

8.0 USEFUL CONTACTS

- 8.1 **Gypsy & Traveller Liaison Officer (Sabrina Thomas 07967 397618) (Wed-Fri)**
Assistant Gypsy & Traveller Liaison Officer (Jenny Rayner 07792 632718) Full time

sabrina.thomas@devon.gov.uk

jenny.rayner@devon.gov.uk

Services for Communities
Devon County Council
Great Moor House
Bittern Road
Sowton Industrial Estate
Exeter
EX2 7NL

Ethnic Minority & Traveller Achievement Service (EMTAS)

Great Moor House
Bittern Road
Sowton, Exeter
Devon EX2 7NL

Tel. No: 01803 861082

Charlotte Small – charlotte.small@babcockinternational.com

Medical Services & Health Visitor

Newcourt House
Old Rydon Lane
Exeter
EX2 7JU

Public Health Nursing Manager Exeter – 01392 208401
wendypalfrey@nhs.net

NHS Walk In Centres

City Centre
Unit 4 31 Sidwell Street, City Centre, Exeter EX4 6NN
01392 276892

Wonford RD&E
Royal Devon & Exeter Hospital, Barrack Road, Exeter EX2 5DW
01392 411611

Clock Tower Surgery
3 King William Street, Exeter, EX4 6PD

Housing

Housing Needs Team

Exeter City Council
Civic Centre
Paris Street
Exeter
EX1 1JN Tel. No. 01392 277888

MICHAEL CARSON
CITY SURVEYOR
August 2017

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Consultation response proforma

If you are responding by email or in writing, please reply using this questionnaire proforma, which should be read alongside the consultation document. You are able to expand the comments box should you need more space

Your Details (Required fields are indicated with an asterix(*))

Family Name (Surname)*	Partridge
First Name*	Sam
Title	Mr
Address	Exeter City Council Estates Team
City/Town*	Exeter
Postal Code*	EX1 1JN
Telephone Number	
Email Address*	sam.partridge@exeter.gov.uk

Are the views expressed on this consultation your own personal views or an official response from an organisation you represent?* (please tick as appropriate)

Personal View

Organisational Response

Name of Organisation (if applicable)

Exeter City Council

If you are responding on behalf of an organisation, please tick the box which best describes your organisation.

Local Authority (including National Parks, Broads Authority, the Greater London Authority and London Boroughs)

Neighbourhood Planning Body/Parish or Town Council

Private Sector organisation (including housebuilders, housing associations, businesses, consultants)

Trade Association / Interest Group/Voluntary or Charitable organisation

Other (Please specify)

--

Unauthorised development and encampments

Question 1:

What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

Please enter your comments here

Regular encampments, especially during the Summer months, on City Council owned land used by the public causing distress to users and nearby residents. The same sites may be re revisited. Often barriers are cut or fences uprooted to gain access.

Powers for dealing with unauthorised encampments

Question 2:

We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:

- a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
- b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
- c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?

Please enter your comments here

Millennium Wood	
16 May 2016	TJ visited site with MW. 4 caravans, 3 adults 2 children. Travellers advised no education or welfare needs. They intended leaving this evening. It was noted that considerable rubbish was collecting over the site. Information/contacts info sheet handed out
17 May	Those responsible decided not to tolerate and proceed to court for possession

	We were advised that force had been used for entry by angle grinding off the locking mechanism from the metal site barrier.
18 May	Travellers left. No court costs Clean up £100 Barrier repair £250
Haven Road Car and coach Park	
16 May 2016	TJ visited with MW. 8 caravans, 2 horse boxes. 6 adults 4 children. They advised they would move by the weekend, they had no health or other welfare concern. Some rubbish bagged by bins
17 May	Those responsible decided to proceed to court for possession.
19 May	TJ and TW served court notice
20 May	TW attended court with TO, court order granted
23 May	TJ visited, travellers had left and clean up proceeding Court fee £280 Clean up £115
Haven Road Car and Coach Park	
13 June 2016	TJ visited with MW. 5 Caravans and 1 horsebox. 6 Adults and 5 children. They advised they had one towing being repaired and would move on Thursday. They had no welfare or health issues. They were given information leaflet. No rubbish at this stage. There was a sixth caravan which was clearly not part of the group and appeared to be abandoned.
14 June	Applied to court for possession order, served on travellers
16 June	Travellers left no rubbish or damage

	Costs were £280 court fee
Ludwell Valley Park	
8 August 2016	TJ visited with MW. 4 Caravans. 8 adults and 10 children. Said they would move on Wednesday or Friday at latest. One vehicle being repaired. They had no welfare housing or health issues. They were given info leaflet. No rubbish at this stage. Returned to office, decision made to apply to court for possession
9 August	We were advised that they had left
	Clean up £300
POS between South Grange and Russell Way	
16 August 2016	Advised arrived late Sunday 14 th August. Advised by public that boulder moved aside by Council contractors earlier in the summer to gain access to cut grass/install new bench. Boulder not moved back into place & enabled access. TW visited with TJ. 16 caravans 14 females and 2 males and approx. 8 children. Mixed departure date advised. One pregnant and one older male less mobile but all fit to move. Provided contact list to all adults. No rubbish at this stage, two toilet tents being used. Reported to senior officers who decided to proceed to evict.
17 August 2016	Witness statement drafted and court hearing for possession order applied for.
19 August	10am Court hearing granted possession
19 August	Travellers moved off without need to attend. Cleansing attended to remove waste and re-secured Court costs £355 Legal fees £180 Bailiff fee £180 + VAT

	Clean up
Exwick Playing Fields	
5 September	<p>Advised on 5 September that travellers arrived on 3 Sept.</p> <p>TJ visited with MW, 8 caravans, 8 females and 8 children. 2 dogs. All French or German. Said they would leave Sat 10 Sept. No damage, no rubbish.</p> <p>Parked on land to be leased to College and affected by EA works.</p> <p>Decision to evict.</p>
7 September	Court papers served by TJ and MW
9.9.16	Court hearing – possession order granted
9.9.16	<p>Attended site to serve notice & travellers were already pulling off. No further action required</p> <p>Court costs £355</p> <p>Legal Fee £120</p> <p>Clean up</p>
Cowick Barton PF	
12 Sept	Two caravans arrived – parks dealing as thought to be local resident parking
20.9.16	Referred back to estates to deal with as evidence of sleeping in caravans
22.9.16	Initial visit but no-one on site to speak to reported to senior officers
26.9.16	Decision to proceed to evict
4.10.16	Court hearing possession order granted
5.10.16	Attended site to serve court papers – both caravans gone
	Court costs £355

	Legal Fee £120 No clean up required
Exhibition Fields	
26.5 or 27.5.17	Caravans arrived at Exhibition Fields – reports gates were unlocked but photo of angle ground lock
31.5.17	Initial visit by Estates, Civil Enforcement & PC Steve Parsons & report to senior officers. Decision to proceed to evict
2.6.17	Court hearing papers served on group
6.6.17	Court hearing and possession order granted
6.6.17	Attended site to serve court papers with bailiff –site eventually cleared at 6.45pm
	Court Costs £355 Bailiff fee £2350.40 + VAT Legal fee £120 Clean up costs £1266.28
Haven Road Coach Park	
12/6/17	Report of four caravans. Initial visit by estates. Five caravans. No damage, no forced entry as it is an open coach park.
13/6/17	Travellers departed. No clean up cost
Haven Road Car Park	
14.8.17	Travellers moved on
15.8.17	Attended site for initial enquiries 11.30am

	Reported to senior officers for decision to proceed
16.8.17	Request for hearing made to Court – court hearing set 11.30am 22 August 2017 Served court hearing papers on encampment
18.8.17	Travellers left before court action
	Court fee £355 Legal fee £120 Bailiff Fee £0 Clean up costs – £35 based on £20 Man hours £10 Vehicles cost Estimate (fuel servicing etc) £5 Waste disposal
Land f/o the Ark, Exton Road	
16.8.17	Travellers moved on Attended site for initial enquiries at 4pm Reported to senior officers for decision to proceed
17.8.17	Request for hearing made to Court – court hearing set 11.30am 22 August 2017 Served court hearing papers on encampment 2.45pm
22.8.17	Attended court 11.30am – possession order granted Attended site 3.30pm – court papers served with bailiff and civil enforcement and asked the group to move off, no men present & no towing vehicles therefore unable to move.
23.8.17	Bailiff returned to site early am and travellers moved off site at 7.45am

	<p>Court fee £355</p> <p>Legal fee £180</p> <p>Additional security £2,592 (24 hour security)</p> <p>Bailiff Fee – £1,994</p> <p>Clean up costs -</p>
KGV Playing Fields	
23/08/17	Travellers moved on 5:30 pm approx..
24/08/17	<p>SP attended site with SY for initial enquiries 11.00 am</p> <p>Reported to senior officers for decision to proceed.</p>
25/08/17	<p>Request for hearing made to Court – court hearing set for 10.00am 31August 2017 due to intervening Bank Holiday.</p> <p>Served court hearing papers on encampment 3.00pm</p>
31/08/17	<p>Attended Court 10.00am –possession order granted</p> <p>Attended site 3.30pm – court papers served with bailiff and civil enforcement and asked the group to move off, no men present & no towing vehicles therefore unable to move. Eventually left 6.30 when men returned with towing vehicles.</p>
Costs	<p>Court Fee £355</p> <p>Legal Fee TBA</p> <p>Bailiff Fee £1,696.50</p> <p>Clean up costs TBA</p>
Haven Road Car & coach Park	
11/9/17	Advised that travellers were on site. TJ attended with MW for initial visit. Five caravans. No welfare or health issues. No

	damage caused and no rubbish. Said they had one vehicle being repaired but would leave Thursday or Friday.
12/9/17	Decision made to proceed to court for possession notice
15/9/17	Court papers served at 4.30 by TW and SY.
18/9/17	Travellers have left. Costs just court fee of £355
KGV Playing Fields	
19/09/17	Travellers arrive on site approx. 5.30pm
20/09/17	Attended site at 11.30am. TW attended site with SP 4 caravans, No health or welfare issues identified or advised. Reported to senior officers on return to office.
21/09/17	Decision made to proceed to evict. Request for hearing made to Court – court hearing set 10am 26 September 2017 Served court hearing papers on encampment 3.50pm
26/09/17	Attended court 10am – possession order granted Attended site 3.00pm – court papers served with bailiff and civil enforcement
	Court Fee - £355 Legal Fee - £90 Bailiff Fee – £1,877 Clean up Costs – £352.30 Asbestos clean up cost – £861.95

Eastern Fields, Exhibition Way, Pinhoe

03.05.18 Travellers arrived on site having cut through both barriers with an angle grinder (Crime Ref:CR 039880/18)

08.05.18 Attended site at 11.30am. with SY. 4 caravans, No health or welfare issues identified or advised. Reported to senior officers on return to office.

09.05.05 Decision made to proceed to evict. Request for hearing made to Court – court hearing set 10:30am 15th May 2018

Served court hearing papers on encampment 14.00pm

Bailiff booked for 9.00 am 16.05.2015

15.05.2018 Attended court 10:30am – possession order granted

Travellers moved off of their own accord PM. Bailiff carried out site visit and at 9.00am 16.05.2018

Court Fee - £355

Legal Fee - £ TBA

Bailiff Fee – £388

Clean up Costs – £718

Streamlining the powers under which local authorities can direct unauthorised campers to leave land

Question 3:

Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?

Please enter your comments here

No. The Direction to Leave under S77 of the Criminal Justice and Public Order Act 1994 has never been effective in its own right without recourse to the Magistrates Court for a Court Order. If non compliance with a properly served Direction would lead to a Criminal Offence this would make it effective and save Court time and therefore public expense.

Question 4:

Do you think local authorities could improve their use of existing powers?

Please enter your comments here

Authorities appear to make full use of existing powers as far as they are able.

Question 5: What other powers may help local authorities deal with unauthorised encampments?

Please enter your comments here

See answer to question 3

A developed "unauthorised traveller protocol" developed by the council in consultation with relevant other agencies has assisted us here in Exeter in giving certainty to staff, the public and the Travellers.

An Order to Leave once granted by the Court in respect of a particular site should remain in force in respect of that site for a period of at least 4 months (we have had site re-visits during the period May-September) infringement during that period should be a Criminal Offence.

Aggravated trespass

Question 6:

Do you consider that the current powers for police to direct trespassers to leave land are effective?

Please enter your comments here

Powers under the Criminal Justice and Public Order Act should be extended to allow the Police to direct travellers to leave if criminal damage has been caused in accessing public land with the intention of creating an unauthorised encampment i.e. cutting locks, digging up posts and gates. The burden of proof for this activity reduced from beyond reasonable doubt to "reasonable likelihood in the circumstances". Hard evidence of access via criminal activity is virtually impossible to prove against individuals once encamped.

Question 7:

Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?

Please enter your comments here

See answer to Question 6

Question 8:

Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

Please enter your comments here

The offence of Aggravated Trespass should be extended to “deemed aggravated trespass” in relation to any operational publicly held land or sites e.g. parks, public open spaces, public car parks etc.

Use of injunctions to protect land

Question 9:

What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?

Please enter your comments here

Joint-working between local authorities, communities and the police

Question 10:

Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?

Please enter your comments here

Adoption of a joint local protocol possible being an extension of the Local authorities protocol where they have established one.

Court Processes

Question 11:

Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

Please enter your comments here

The Possession Order Hearing (when unopposed as it normally is) is very short process and therefore more Court time may be allocated than needed. Maybe a daily slot could be provisionally allocated for such matters to speed up the process and avoid infringing on Court time for more serious matters.

An application for a possession order should not require officers of the Council to give their names in witness statements only their job title and/or Authorised Officer of the Council to avoid potential intimidation.

Any damages claims could be dealt with separately as they are rarely brought against "persons unknown".

Interim possession orders

Question 12:

In your view, what would the advantages and disadvantages be of extending the IPO process to open land?

Please enter your comments here

Extending the IPO process to public open land would be welcome. It would reduce the period of occupation and therefore distress to the Public affected.

There would be a saving to the public purse in terms of staff time, appointment of Bailiffs etc.

Presumably "persons unknown" would not have a right to a full hearing so only those who identified themselves (which rarely happens) would have that right.

Powers for dealing with unauthorised development

Question 13:

Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?

Please enter your comments here

No comments on this topic

Question 14:

If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?

Please enter your comments here

No comments on this topic

Question 15: Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?

Please enter your comments here

No comments on this topic

Improving the efficiency of enforcement notice appeals

Question 16:

How do you think the existing enforcement notice appeals process can be improved or streamlined?

Please enter your comments here

No comments on this topic

Government Guidance

Question 17:

How can Government make existing guidance more effective in informing and changing behaviour?

Please enter your comments here:

By making it Statutory in respect of protocols

Question 18:

If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?

Please enter your comments here

Not without associated changes in legislation.

Planning and traveller site provision

Question 19:

Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?

Please enter your comments here

No comments on this topic

Impacts on the travelling community

Question 20:

What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

Please enter your comments here

There would be no change.
The suggested changes would simply serve to protect the Duties of the Authority to the wider public it serves

Question 21:

Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

Please enter your comments here

There would be no impact as the changes would only relate to short term encampments on Public Land.

Other comments

Question 22:

Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?

Please enter your comments here

None

Your opinion is valuable to us. Thank you for taking the time to read the consultation and respond.

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REPORT TO: PLACE SCRUTINY COMMITTEE
Date of Meeting: 13 SEPTEMBER 2018
Report of: Chief Finance Officer
Title: 2018/19 Budget Monitoring Report – Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

This report advises Members of material differences, by management unit, between the 2018/19 approved budget and the current outturn forecast in respect of Place Scrutiny Committee revenue and capital budgets.

Potential areas of budgetary risk are highlighted in Appendix 3 of this report, so that Members are aware that certain budgets have been identified as being vulnerable to factors beyond the control of the Council, which may result in potential deviations from budget, and are therefore subject to close monitoring by officers.

2. Recommendations:

That Members of Place Scrutiny Committee assure themselves that satisfactory actions are being undertaken by Officers to address the key areas of budgetary pressure, as highlighted in this report.

3. Reasons for the recommendation:

Local authorities have a statutory duty to set and monitor their budgets during the year and to take any actions necessary because of potential overspending or potential shortfalls in income. Members are therefore presented with a quarterly financial update in respect of Place Scrutiny Committee and this is the first report for 2018-19.

4. What are the resource implications including non financial resources

The financial resources that are required to deliver Place Services during 2018-19 are set out in the body of this report.

5. Section 151 Officer comments:

The report projects an overspend for Place Committee. The Council's financial position is such that the medium term financial plan projects that reserves will be at the minimum level that the section 151 Officer recommends by the end of this financial year and therefore the Council must address the overspend within the year. Members are reminded that it is their responsibility to take action where there are variations from budget, which will impact on the financial position of the Council. Council set a budget in February, which was based on the resources available and therefore Members must take action to protect the financial position of the Council.

6. What are the legal aspects?

Part 2 of the Local Government Act 2003 provides the legislative framework for the process of setting and managing budgets. In particular, Section 28 of the 2003 Act requires local authorities to monitor their budgets during the financial year.

7. Monitoring Officer's comments:

There are no issues in this report for the Monitoring Officer.

8. Report Details:

Budget Monitoring – Quarter 1

8.1 Key Variations from Budget

The current forecast suggests that net expenditure for this committee will increase from the revised budget by a total of £271,663 after transfers to and from reserves, as detailed in Appendix 1. This represents a variation of 2.67% from the revised budget, which includes supplementary budgets of £755,800 already agreed by Council

8.2 The significant variations by management unit (+/- £30,000) are:

Management Unit	Q1 Forecast Variance (Under)/ Overspend £	Details
81D5 Public Conveniences	39,500	<ul style="list-style-type: none"> A £30,000 saving in utility costs was estimated in anticipation of the closure of the Paris Street toilets. This saving will not now be achieved. Maintenance costs are expected to exceed the budget
81D6 Cleansing Chargeable Services	50,000	<ul style="list-style-type: none"> As happened last year, income for Trade Refuse & Recycling is expected to be £100,000 (11%) below budget as local businesses look to reduce their own costs. The loss is reduced by £50,000 savings planned by the service, and commercialisation work will commence in-year.
81D8 Recycling	135,000	<ul style="list-style-type: none"> Problems with the MRF and fluctuations in global markets continue to increase costs and reduce income, despite the best efforts of the service to mitigate their impacts. An MRF investment plan is due to be presented in September and this will propose measures to reduce costs and increase the service's ability to extract value from the recyclable material delivered to the plant.
83A9 Building Control	(33,000)	<ul style="list-style-type: none"> Staff vacancies in the Land Charges service are expected to lead to a surplus of £18,000, which will be transferred into an earmarked reserve. A grant payment of £15,000 has been received in respect of the Land Charges service.

83B5 Planning Services	262,000	<ul style="list-style-type: none"> Community Infrastructure Grants amounting to £217,000 have been paid; these will be funded from the Community Infrastructure Levy (CIL). An additional officer has been seconded to deal with CIL work; the additional £23,000 cost arising will be funded from the CIL. £160,000 has been contributed towards the Growth Team will be paid, for which there is no budget. £80,000 of this will be funded from New Homes Bonus. Fee income is expected to exceed the budget by £100,000 Pay costs are expected to be £38,000 less than the budget due to staff vacancies.
83C3 Contracted Sports Facilities	91,463	<ul style="list-style-type: none"> In June 2018 the Council agreed to the recommendations in the Built Sports and Leisure Facilities report that included the permanent closure of Clifton Hill Sports Centre. A supplementary budget of up to £150,000 was approved to demolish Clifton Hill Sports Centre, to secure the site and avoid incurring Business Rates and other unbudgeted revenue costs. The figure shown here is covered by the up to £100,000 also approved to cover loss of revenue and VAT.

8.3 Pay budgets throughout the Council are under pressure as a result of the final pay award for 2018/19 for staff on lower grades exceeding the budgets, and the estimated impact of this in Place is reflected in the figures in Appendix 1. The issue is being closely monitored.

9. Capital Budget Monitoring – Quarter 1

To advise members of the financial performance in respect of the 2018-19 Place Capital Programme.

9.1 Revisions to the Place Capital Programme

The 2018-19 Capital Programme was last reported to Corporate Services Scrutiny Committee on 28 June 2018. Since that meeting the following changes have been made to the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 28 June 2018	12,250,430	
Leisure Centre Essential Enhancements	2,000,000	Approved by Council on 13 June 2018
Leisure Centre Additional Enhancements	880,000	
Belmont Park Community Building	150,000	

Belmont Park Enhanced Facilities	50,000	Approved by Council on 24 July 2018
Kings Arms Bridge	250,000	
Livestock Market Drainage & Toilets	200,000	
Mary Arches Lifts	40,000	
Revised Capital Programme	15,820,430	

9.2 Performance

The Place Capital Programme is detailed in Appendix 2. The appendix shows a total spend of £442,109 in 2018-19 during the first three months of the year with £4,539,620 potentially deferred until 2019-20.

9.3 Capital Variances from Budget

The main variances and issues concerning expenditure in 2018-19 are:

Scheme	Estimated Overspend / (Underspend) £	Reason
Bowling Green Marshes Coastal Defence Scheme	(250,000)	This scheme was to be entirely funded by the Environment Agency (EA), but due to disputes between the EA and Natural England on how to proceed it is now anticipated that the scheme will not go ahead.
Topsham Flood Gates (Ferry Road/The Strand)	(100,000)	This scheme was also to be funded by the Environment Agency (EA). Following a trial, the EA are reviewing demountable defence flood barrier types for region-wide deployment. It is anticipated that the EA will manage the scheme themselves.

9.4 Capital Budgets Deferred to 2019-20 and Beyond

Schemes which have been identified as being wholly or partly deferred to 2019-20 and beyond are:

Scheme	18-19 Budget £	Budget to be Deferred £	Reason
Leisure Complex	4,046,530	(2,647,330)	Budgets re-profiled in-line with anticipated expenditure.
Bus Station Construction	3,251,750	(2,986,550)	

10. How does the decision contribute to the Council's Corporate Plan?

Place Committee contributes to 6 key purposes, as set out in the Corporate Plan; a stronger city, keep place looking good, keep me / my environment safe and healthy, provide great things for me to see and do, help me run a successful business and deliver good development

11. What risks are there and how can they be reduced?

Areas of budgetary risk are highlighted to committee as part of the quarterly budget monitoring updates.

12. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

13. Are there any other options?

No

DAVE HODGSON
Chief Finance Officer

Authors: Nicola Matthews-Morley / Sally Reeve / Adrian Rutter

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:

None

Contact for enquiries: Democratic Services (Committees) Room 2.3 (01392) 265275

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**PLACE SCRUTINY COMMITTEE
2018/19 BUDGET MONITORING REPORT
QUARTER 1**

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	CODE	APPROVED BUDGET	OUTTURN FORECAST	OUTTURN VARIANCE
£	£	£		£	£	£
72,924	(69,384)	(142,308)	81A1 ENVIRONMENTAL PROTECTION	288,580	288,580	0
51,004	52,623	1,619	81A3 LICENCING,FOOD,HEALTH & SAFETY	231,130	231,130	0
11,013	(2,525)	(13,538)	81A4 PUBLIC SAFETY	315,730	315,730	0
243,670	287,388	43,718	81A6 PARKS & GREEN SPACES	1,762,920	1,784,420	21,500
137,895	135,007	(2,888)	81B&C PUBLIC REALM DEVELOPMENT TEAM	565,730	567,930	2,200
10,025	831	(9,194)	81B2 BEREAVEMENT SERVICES	4,840	12,840	8,000
442,074	422,833	(19,241)	81D2 DOMESTIC REFUSE COLLECTION	2,081,240	2,108,240	27,000
399,090	341,643	(57,447)	81D4 STREET CLEANING	1,562,030	1,545,030	(17,000)
60,708	71,343	10,635	81D5 PUBLIC CONVENIENCES	257,530	297,030	39,500
(116,796)	(76,034)	40,762	81D6 CLEANSING CHARGEABLE SERVICES	(287,830)	(237,830)	50,000
73,983	73,888	(95)	81D7 EXTON ROAD OVERHEADS AND FLEET	249,500	261,500	12,000
51,701	107,880	56,179	81D8 RECYCLING	109,690	244,690	135,000
5,250	7,760	2,510	83A2 TRANSPORTATION	21,000	21,000	0
(543,844)	(517,060)	26,784	83A3 PARKING SERVICES	(5,526,960)	(5,516,960)	10,000
124,331	46,634	(77,697)	83A4 GROWTH & ENTERPRISE	502,670	502,670	0
100,311	50,230	(50,081)	83A5 ARTS & EVENTS	305,970	305,970	0
111,068	133,772	22,704	83A6 TOURIST INFORMATION	370,725	370,725	0
46,228	36,838	(9,390)	83A8 DISTRICT HIGHWAYS AND FOOTPATHS	256,580	256,580	0
(17,337)	(61,259)	(43,922)	83A9 BUILDING CONTROL	45,740	12,740	(33,000)
111,533	261,251	149,718	83B5 PLANNING SERVICES	378,880	640,880	262,000
		0	83B6 CONSERVATION	4,920	4,920	0
		0	83B7 AFU	1,670	1,670	0
5,000	998	(4,002)	83B8 MAJOR PROJECTS	30,000	30,000	0
(104,163)	(288,865)	(184,702)	83B9 MARKETS & HALLS	(459,365)	(464,365)	(5,000)
49,241	51,239	1,998	83C1 WATERWAYS	223,940	223,940	0
702,040	447,365	(254,675)	83C2 MUSEUM SERVICE	2,190,660	2,190,660	0
6,675	(256,635)	(263,310)	83C3 CONTRACTED SPORTS FACILITIES	4,591,910	4,683,373	91,463
15,246	59,437	44,191	83C7 PHYSICAL ACTIVITY DEVELOPMENT	101,820	101,820	0
2,048,870	1,317,198	(731,672)	NET EXPENDITURE	10,181,250	10,784,913	603,663

TRANSFERS TO / (FROM) EARMARKED RESERVES

83A9 - Building Control and Land Charges Reserves	18,000
83B5 - Planning Services - Community Infrastructure Levy (CIL) income	(270,000)
83B5 - Planning Services - New Homes Bonus funding	(80,000)

OUTTURN FOR THE YEAR AFTER MOVEMENTS TO/(FROM) RESERVES	10,452,913
REVISED BUDGETS	10,181,250
ADJUSTED OUTTURN VARIANCE	271,663

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PLACE SCRUTINY COMMITTEE
2018/19 CAPITAL MONITORING - QUARTER 1

	2018/19 Capital Programme	2018/19 Spend to 30 June	2018/19 Forecast Spend	2018/19 Budget to be Carried Forward to 2019/20 and Beyond	2018/19 Programme Variances (Under)/Over
	£	£	£	£	£
PLACE					
WELL RUN COUNCIL					
Vehicle Replacement Programme	442,500	6,668	442,500		
MRF Air Compressor	7,840	0	7,840		
Car Park Resurfacing, Lining & Boundary Improvements	50,000	0	50,000		
Mechanisation of Street Scene	150,000	0	150,000		
Waste Infrastructure	16,700	0	16,700		
IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD					
Repair Canal Bank at M5	29,090	900	29,090		
Queen's Crescent CPO	18,000	0	18,000		
Kings Arms Bridge	399,630	5,724	399,630		
Bowling Green Marshes Coastal Defence Scheme	278,900	0	28,900		(250,000)
Topsham Flood Gates (Ferry Road/The Strand)	100,000	0	0		(100,000)
Exeter Flood Alleviation Scheme	200,000	0	200,000		
Exwick Cemetery Ashes Section	32,420	20,023	32,420		
Replacement of Mallison Bridge (Exeter Quay)	350,000	17,398	350,000		
Parks Infrastructure	150,000	7,800	150,000		
Cemeteries & Churchyards Infrastructure Improvements	60,000	0	60,000		
Purchase of Harbour Patrol Vessel for Exe Estuary	50,000	0	50,000		
Improved Car Park Security Measures at King William Street & Arena Park	45,000	0	45,000		
Repairs to Turf Lock Pier Head	20,000	0	20,000		
Repairs to Salmonpool Bridge	45,000	0	45,000		
Repair to Walls at Farm Hill	30,000	0	30,000		
Bank Repairs & Stabilisation to Watercourses	20,000	11,293	20,000		
Matford Centre Fire Alarm Replacement	100,000	0	100,000		

KEEP ME/MY ENVIRONMENT SAFE & HEALTHY

Car Park Surfacing - Haven Road	12,350	0	12,350
Replace Lifts at Mary Arches MSCP	240,000	0	240,000
City Wide Property Level Protection	94,400	0	94,400
RAMM Air Monitoring Equipment	89,560	256	89,560
Topsham Lock	180,000	2,001	180,000

PROVIDE GREAT THINGS FOR ME TO SEE & DO

Outdoor Leisure Facilities	294,180	23,082	294,180
Sports Facilities Refurbishment	146,430	44,913	146,430
Passenger Lift at RAMM	73,880	0	73,880
St Nicholas Priory	39,920	180	39,920
RAMM World Culture Galleries	160,440	82,128	160,440
Cowick Barton Tennis Courts	35,000	26,613	35,000
Newtown Community Association - Belmont Park Community Building	150,000	0	150,000
Belmont Park Enhanced Facilities	50,000	0	50,000

MAINTAIN THE ASSETS OF OUR CITY

RAMM Roof Access Improvement	58,520	952	58,520
Pyramids Essential Works	950,000	2,450	950,000
Leisure Centre Essential Enhancements	2,000,000	0	2,000,000
Leisure Centre Additional Enhancements	880,000	0	880,000
Livestock Market Drainage & Toilets	200,000	0	200,000

DELIVER GOOD DEVELOPMENT

Leisure Complex - Build Project	4,046,530	162,886	1,399,200	2,647,330
Bus Station Construction	3,251,750	20,741	265,200	2,986,550
Pinhoe Community Hub	90,000	0	90,000	
Newtown Community Centre (S106)	74,330	6,100	74,330	
Newtown Community Centre (1st Grant)	50,000	0	50,000	
Newtown Community Centre (2nd Grant)	43,410	0	43,410	
Beacon Heath Martial Arts & Boxing Club - New Roof	14,650	0	14,650	

PLACE TOTAL	15,820,430	442,109	9,836,550	5,633,880	(350,000)
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AREAS OF BUDGETARY RISK

The table below notes service-areas that have been identified as a budgetary risk within the Place 2018-19 revenue and capital budgets.

The revenue budget areas of risk are:

Budget Title	Approved Budget (Management Unit)	Risk and mitigation
Revenue: Cemeteries	(256,260)	<p>The income budgets include various sources such as interment fees, rights of burial and headstone fees.</p> <p>Historically the income received has been lower than target. Income levels will be monitored and the issue flagged to senior management if the trend of income continues as in previous years.</p>
Revenue 81D6: Cleansing Chargeable Services	(£287,830)	<p>The majority of the £1,444,690 income is subject to local and national markets with many competitors.</p>
Revenue 81D8: Recycling	£109,690	<p>Recycling income is budgeted at £1,222,550. Although the service actively seeks to trade at the most advantageous price available, this income is subject to fluctuations in the global market, and can be very volatile with even small changes in world prices having a material impact.</p> <p>The Exton Road MRF operates on the basis that some materials too small for us to sort cost-effectively are sent to alternative MRFs to be processed for a fee. Access to these alternative MRFs is becoming more difficult and expensive. The ageing machinery in our MRF is also resulting in more breakdowns and reduced productivity, reducing our ability to extract valuable materials for resale. The Service is preparing a report setting out options .regarding the future of the MRF</p>

Budget Title	Approved Budget (Management Unit)	Risk and mitigation
Revenue: Car Parking	(£7,577,970)	Car Parking income can be volatile; a 3% shortfall in income would mean a shortfall of £225k against the budget.
Revenue: Planning Services	348,640	There has been a number of recent planning decisions which have been appealed. This generally results in a need for external consultancy and legal advice. Significant expenditure has been incurred in this area in previous financial years.
Revenue 83B9: Markets & Halls	(£459,365)	Sources of £1,811,710 income cannot be guaranteed at current or historical levels so there is a risk that the net income budget may not be achieved. The service seeks to minimise risk by taking a pro-active approach to revenue optimisation.

REPORT TO: Place Scrutiny Committee
Date of Meeting: 13 September 2018
Report of: Victoria Hatfield, Economy & Enterprise Manager
Title: InExeter (previously Exeter BID) annual update

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 To update members on the 4th year of trading for InExeter and draft plans for the next 12 months to BID renewal in October 2019.

2. Recommendations

2.1 That Place Scrutiny notes and comments on the report and presentation by InExeter.

3. Reasons for the recommendation

3.1 To ensure Place Scrutiny is kept up to date with activity delivered by InExeter.

4. What are the resource implications including non-financial resources?

4.1 Exeter City Council pay an annual BID levy for the properties owned and leased by the City Council within the BID area, this equated to £18,747.50 for the current financial year – 2018/2019. This amount would vary each year dependant on how many properties the City Council own are vacant at the time.

Use	Hereditament	Levy
CAR PARK	BAMPFYLDE STREET CAR PARK	£670.00
CAR PARK & PREMISES	CAR PARK PARIS STREET	£432.50
OFFICES & PREMISES	2nd FLOOR ST STEPHENS HOUSE	£252.50
HALL & PREMISES	EXETER CORN EXCHANGE	£570.00
MUSEUM & PREMISES	EXETER UNDERGROUND PASSAGES	£97.50
CAR PARK & PREMISES	GUILDHALL CAR PARK	£3,350.00
CAR PARK & PREMISES	HARLEQUIN'S CAR PARK	£580.00
CAR PARK & PREMISES	MARY ARCHES CAR PARK	£3,100.00
OFFICES & PREMISES	ROYAL ALBERT MEMORIAL MUSEUM	£290.00
MUSEUM & PREMISES	ROYAL ALBERT MEMORIAL MUSEUM	£4,450.00
OFFICES & PREMISES	THE CIVIC CENTRE	£3,925.00
GUILDHALL & PREMISES	THE GUILDHALL	£392.50
SHOP & PREMISES	TOURIST INFORMATION CENTRE	£222.50
SHOP & PREMISES	VACANT	£225.00
SHOP & PREMISES	VACANT	£190.00
		£18,747.50

5. Section 151 Officer comments:

- 5.1 There are no additional financial implications for the Council to consider in the report.

6. What are the legal aspects?

- 6.1 None identified.

7. Monitoring officer Comments:

- 7.1 This report raises no issues of concern to the Monitoring Officer.

8. Background

- 8.1 In March 2015, businesses within a defined area of the city centre, as shown in Appendix 1 and with a rateable value in excess of £7,500, voted to introduce a Business Improvement District (BID) for 5 years: 2015 – 2020. Businesses voted on the delivery of a business plan, with actions highlighted in Appendix 2.
- 8.2 InExeter is funded by a 1% levy on the rateable value of a business, which generates £2.25million over the 5-year period of the BID, this totals circa £450,000 per financial year.
- 8.3 For the financial year ending 31 March 2018 the collection rate was 96.6%, and as of August 2018, the collection rate stands at 86.6% of the collectable BID levy, this is collected by Exeter City Council and transferred to InExeter. Any outstanding debt is rolled forward to the next financial year for collection. On 12 July 2018 there was a BID court hearing for unpaid levy and circa 14 businesses were issued with 7-day letters to pay the levy. At present, there is no further update.
- 8.4 The InExeter Board comprises of members elected from businesses within the BID levy area, plus one representative from Exeter City Council, Devon County Council. Board members are such:

Director	Business	Area
Wayne Pearce (Chair)	Princesshay	Princesshay
Ray Frame	Wilkos	High Street and Guildhall
Andrew McNeilly	Guildhall Shopping and Queen Street Dining	Property Owner / Chamber of Commerce
Daisy Otton	Woollen Michelmores	Cathedral Close
Michelle Pugh	TrinityMirror	Partner
Patrick Cunningham	Exeter Phoenix	Exeter Culture
David Goodchild	Cavern Exeter	Evening / night-time economy
Mattie Richardson	Bunyip Craft	Fore Street
Philippa Rutherford	Mantis Jewellery	Gandy Street, Upper Paul, Queen Street
Helen Scholes	Stagecoach	Partner
Philip Parkinson	Espresso Café	Castle Street, Musgrave Road

Anthony Thomas	Dansci Dance Studio	South Street, Market Street
Vacant	Exeter City Council Cllr	TBC
Vacant	Devon County Council Cllr	

- 8.5 Mark Barretto, InExeter Coordinator was appointed December 2015 to assist in delivering the business plan. Ann Hunter, BID Manager was appointed 29 September 2017 to deliver the Exeter BID Business Plan, who replaced the outgoing BID Manager.
- 8.6 The InExeter Monitoring Group was set up and meet approx. twice a year, to monitor income levels form the levy payers. Kevin Burnley, Guy Hughes, Ann Hunter and Mark Barretto attend.
- 9. Delivery of the Business Plan**
- 9.1 As of August 2018 the collection rate stands at 86.6%. Any outstanding debt will be rolled forward to the current financial year for collection by Exeter City Council. This high % rate of collection enables for the full delivery of the business plan.
- 9.2 A full update on progress on the delivery of the Business Plan 2015 – 2020 is included within Appendix 2. Plans for the final year of the BID term and new BID term 2020-2025 with ballot timeframes will be included in the presentation by the BID Manager at Place Scrutiny Committee.
- 9.3 A 'Billing Leaflet' is enclosed with the BID levy bills when issued. This reviews how the levy has been spent in the previous financial year and sets out plans for the next year. This is a transparent and true representation of levy spend and projects delivered. A copy of the billing leaflet can be found in Appendix 3.
- 9.4 In October 2019 InExeter will look to go to ballot on a further 5-year term. A feedback engagement survey will take place end of September 2018 with all levy paying businesses. February 2019 InExeter will seek thoughts and suggestions for 2020-2025 projects and services before launching a new business proposal.
- 10. How does the decision contribute to the Council's Corporate Plan?**
- 11.1 InExeter assists the City Council in delivering the following areas of work, specifically for the BID area:
1. Data collection (footfall, vacancy rates etc.)
 2. Developing and delivering experiences, events and activities
 3. Welcoming and safe including membership of CSP
 4. Greening and improvements, hanging baskets, art and culture
 5. Supports Exeter Culture through an annual contribution of £7,000
 6. Collaboration and partnership
 7. Engagement and communication in our bi-monthly newsletters and mail shots and with individual businesses.
- 11. What risks are there and how can they be reduced?**
- 11.1 A) Continue with the InExeter Monitoring Group to address any issues regarding the collection of levy payments.

B) To ensure InExeter continues beyond its term period (5 years) it is imperative it delivers the business plan within Appendix 2 and can evaluate its performance on an annual basis.

c) InExeter to continue with regular updates and communication with BID levy payers on progress made with delivering the Business Plan.

12. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults; economy; safety and the environment?

12.1 Promotional activity undertaken by InExeter promotes the city centre to all. Projects and initiatives delivered by the BID improves the environment and safety of people visiting. The Welcome Team are able to assist visitors to the BID area, which includes vulnerable adults and young people to ensure their safety.

13. Are there any other options?

13.1 Due to the successful BID vote, there are no other options. Annually, InExeter invests over £450,000 into projects, services and programmes to improve the city centre and support local business. This doesn't include intangible work, such as business engagement and solving issues across the BID area. If the BID was not to continue, this investment would be lost.

Victoria Hatfield, Economy & Enterprise Manager

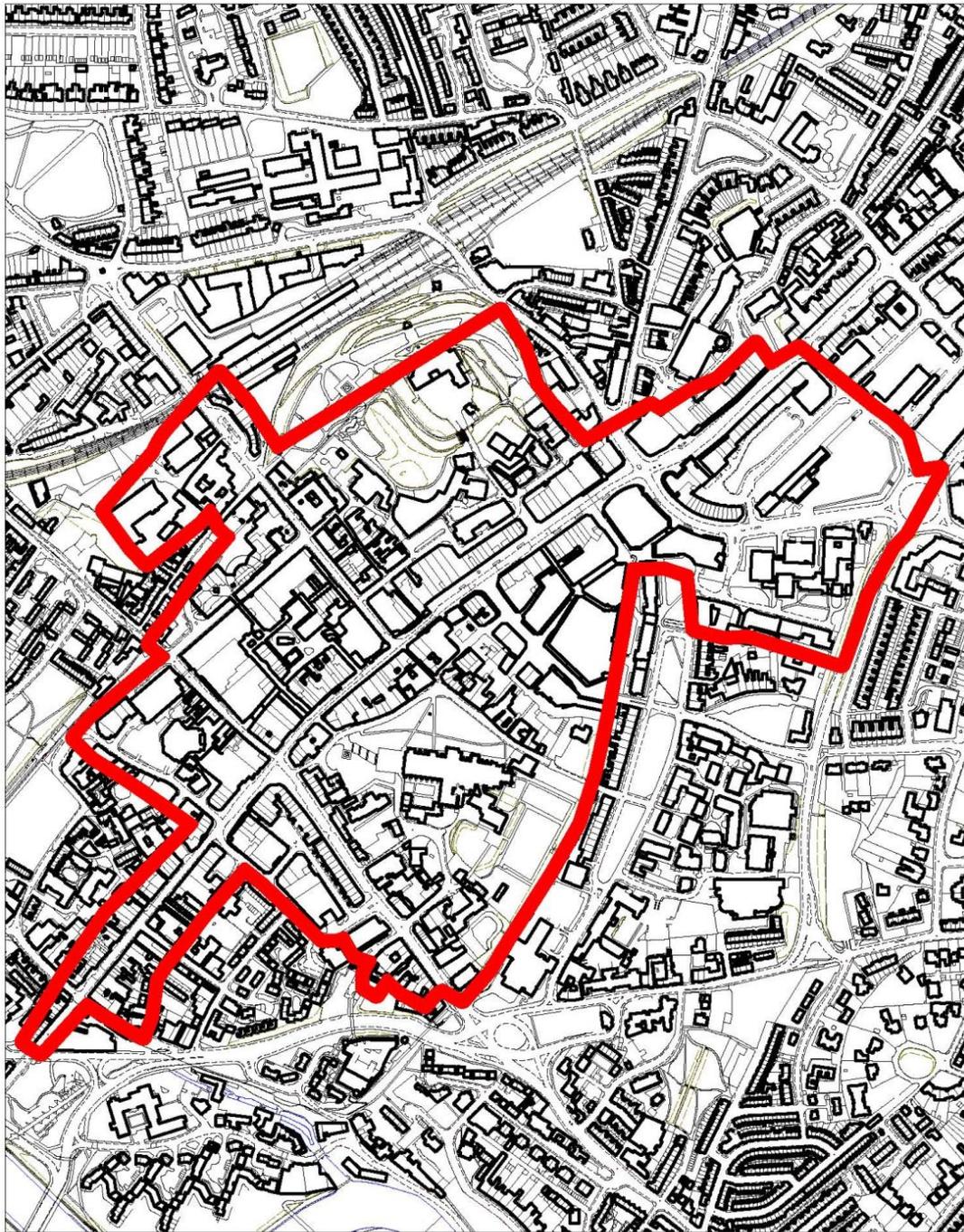
Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires: Sharon Sissons, Democratic Services (Committees), Room 2.3, 01392 265275

APPENDIX 1 – InExeter Area



↑ Exeter Bid Area 2014

© Crown copyright Exeter City Council 100049053

Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1NN

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Appendix 2 – InExeter (previously Exeter BID)

In addition to the programmes laid out in the business plan, in 2018-2019 InExeter will also deliver:

1. Install 160+ summer and winter hanging baskets on a full maintenance contract adding colour and vibrancy to our high streets;
2. Look at installing planters or poles to hang baskets in locations where hanging basket brackets are not possible (South Street and Sidwell Street);
3. Install city dressing – Chinese Lanterns to celebrate Chinese New Year, coloured umbrellas at the start of Spring and bunting;
4. Add art to our high street – installing panels in the Queen Street network rail bridge and BT building amongst others;
5. Launch an ‘Independents Advisory Group’ with a £30,000 fund per financial year to be spent on projects decided and agreed by local independent business. These include for 2018-2019, a research report, independent guide, gift card, city dressing and Facebook page;
6. Fund community group events and projects such as the RAMM 150 anniversary parade of animals, Exeter City trust Santa Run, Northernhay Outdoor Film Festival, Shop Mobility and Exeter Street Arts Festival;
7. Commit £2,000 to each ‘area’ of the BID to help and support hyper local projects such as the Fore Street Flea, catenary wires on Castle Street and Gandy Street summer fete and countdown to Christmas.

Strategic Objective	Action	2018-2019 (year 4 of 5)
<p>Spread The Word</p>	<p>A strategic marketing plan – to determine what Exeter stands for and where it sits in the region and beyond</p>	<p>Each year of the BID term One Voice Media will create and implement a marketing and PR plan. 2018-2019 focuses on 4 key campaign areas:</p> <ol style="list-style-type: none"> 1. Eat & Drink. Production, print and distribution of 30,000 guides to where to eat and drink in the city. Sponsorship of the Exeter Food & Drink Festival, with facilitated space for InExeter businesses to trade at the festival. Social media campaign. 2. Exeter, City of Independents. Production and print of a guide to Exeter city independents, media campaign, gift card, online guide to businesses. City dressing. 3. StyleinExeter, 17-23 September. Fashion and beauty festival with a ‘Slow Fashion Movement; and launch

		<p>of the 'Southwest Sustainable Design Award' with a headline event at Exeter Cathedral</p> <ol style="list-style-type: none"> 4. Christmas in Exeter with light illumination 5. Enable independent traders to have a stall at the Exeter Cathedral market. <p>Reactive and proactive marketing on key calendar celebrations.</p>
	Coordinated national campaigns and communications – to take Exeter to London, Birmingham and many other cities in the UK and Europe	Targeted alongside the campaigns listed above, for example Marie Claire magazine are running a StyleInExeter weekend.
	A website – to provide a one-stop site providing all the information about Exeter in one place including a directory of all businesses in the BID area	Exeter BID and InExeter amalgamated websites in early 2018 after the company name change to InExeter. www.inexeter.com is now the go to place for all information on businesses, what's on and BID services.
	Social Media – deliver a comprehensive social media presence to give timely information about everything that is happening in the city	InExeter manages and runs the following accounts on a proactive basis: Instagram: in_exeter with 2,961 followers Facebook InExeter with 5,994 followers Twitter: @tweet_inexeter, with 4,120 followers
Exciting Exeter	A programme of high-profile events throughout the year, tailored to a theme or area of the city	As above linked with the marketing campaigns.
	An Exeter Welcome Team – employ a team of uniformed wardens who will act as our eyes and ears on the street and welcome and direct Exeter's customers to find those hidden gems as well as the retail core	Introduced in December 2015, the Welcome Team of Andrew Dean, Myra Latham and Martyn Garry have brought their experience gained from retail or business backgrounds to the streets of the BID and are now an important part of InExeter's commitment to communicating with visitors to the area and with our levy payers. As an example of impact in June 2018 they welcomed 2,628 visitors, reported 253 local environment problems and made 293 business visits.

	Coordination of marketing and promotion of all events and activities	The appointment of One Voice Media as the BID's publicity and marketing partner after a robust tender process was a key step forward in ensuring the BID area, its events and activities are presented to a local, regional and national audience in a professional manner.
	Christmas lights through- out the BID area	The Festive Lighting company has been contracted to install lights across the city which will be further expanded in 2018 and cover more of the city. The cost of lights per year totals circa £65,000
	Area identity schemes e.g. Fore Street Creative & Bohemian, South Street Parties & Celebrations, Gandy Street Hidden Gem, Sidwell Street Gateway to the City to encourage customers to visit those parts of the city that are away from the High Street	Working with each of the area's on how to best present each area – with projects such as city dressing, colour banners and a new city map.
	Enhance the Exeter Trails initiative – build on this already successful initiative, grow it and make it sustainable for independent retail in the city	Programme scheduled for early 2019. The illustrator of the original map has been contacted.
Welcome and Safe	Staff discount bus fares monthly / quarterly / annual tickets – the BID team will work with Stagecoach to provide a preferential discount season ticket for staff working within the BID area to help you to recruit and retain the best people	No update, future year project
	A car parking discount scheme for staff in the BID area – we will negotiate with Exeter City Council to bring in a limited scheme to offer discounted parking in selected car parks for staff working in the BID area	No update, future year project
	A parking redemption scheme for customers to be promoted by the BID on behalf of business. Encourage our customers to stay longer and shop more by offering to contribute to their parking fee	No update, future year project

	Coordinate commercial waste disposal services	InExeter offer all business free waste electrical and electronic equipment (WEEE) collections and in 2018 we have already collected from 58 sites. Batteries are also collected. In May 2018 InExeter launched a free food waste trial with 7 business to understand demand, collections, quantities and disposal methods.
	Organise a clean-up scheme with community payback scheme	InExeter are in discussion with Community Payback on a number of initiatives.
	Negotiate with Exeter City Council to enhance cleansing with an additional hot wash service	InExeter has introduced an enhanced street cleaning service working with Exeter City Council. The service, funded solely by the BID, provides additional cleaning to the streets of the BID area. In June 2018 the cleansing team responded to 444 incidents. InExeter have also following collaboration with Exeter Cathedral agreed an additional 18 weeks of cleaning and litter picking on a Monday for the Cathedral grounds.
	Purple Flag – The BID will achieve the gold standard of management for the night time economy – this will give customers the confidence to know that Exeter is a safe place in which to enjoy a night out	The BID has provided £2,000 financial support to “Best Bar None Exeter”, part of the national scheme. Involvement in this scheme is viewed as an important precursor to submitting a Purple Flag application, an accreditation process that awards towns and city centres for standards of excellence in managing the evening and night time economy.
	Exeter Business Against Crime – grow and develop the radio link scheme for all businesses in the Bid area, to provide an effective early warning system to fight crime and share information.	No update, future year project
Looking after business	Training and Development	InExeter funds a range of free accredited training and development courses for member businesses in subjects

		such as first aid, health and safety, food hygiene, social media and COSHH.
	Better Communication – we will ensure that there is a website with up to date information constantly available	InExeter communicates its projects and programmes in a number of ways: <ol style="list-style-type: none"> 1. A Welcome Pack is distributed to all new member businesses 2. A mailshot is emailed to every business each Thursday 3. A printed newsletter is printed and sent via post to all member businesses.
	Networking meetings – we will facilitate meetings for streets and areas in the BOD area so you can share information and good practice with colleagues	Area meetings now take place each quarter.
	Bulk purchase insurance scheme - many BID's across the UK have negotiated bulk purchase deals with insurance providers to secure discounts for BID members. Exeter BID would look to do the same for BID voters in the city.	After a process of tender and consultation, InExeter has selected Meercat Associates as its partner in helping businesses in the BID area save money on business costs such as utilities and insurance by using the collective buying power of the levy paying members. The service will be free to all business members.
	Energy saving and cost reduction scheme – the BID will work with established agents in the business of cost saving reductions for energy bills	To date in 2018 this has seen identified savings for business of £116,604 and realised savings of £67,886.
	Waste cardboard initiative – the BID will look to build a scheme to collect waste cardboard for recycling to save business commercial waste costs	No update, future year project
	Digital High Street and other training opportunities – to ensure that Exeter businesses can compete on digital platforms	No update, future year project
	Footfall counters to measure success. The BID will install additional cameras to encourage investment, provide evidence of its success and to support its activities.	There are now five footfall cameras in operation located across the BID area. The cameras provide weekly footfall

		totals that can be compared with local and national figures which are circulated to levy payers and ECC.
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Appendix 3: 2018-2019 Billing Leaflet



Proposed Income and Expenditure 2018-2019 Report of Activities 2017-2018

In 2017 – 2018, the third year of the Business Improvement District term, Exeter BID / InExeter have cemented the core services which benefit our city centre businesses, implemented new programmes to support business and promoted Exeter as a vibrant place to do business, shop, live and visit.

Your business improvement district, is managed by a Board of Directors representing each quarter of the city centre area, meaning that local businesses control the BID and have a direct say in how the levy collected is spent for the benefit of business. Businesses with a rateable value (RV) of £7,500 or more in the 2010 Rateable Valuation list contribute 1% of RV towards the BID. The fund collected is ringfenced and invested back into business and Exeter.

In 2018-2019 the BID shall continue to roll out events, improvements and schemes to ensure your business and the city flourishes, making sure businesses have a direct say in what those projects are. Together, we shall ensure Exeter thrives.

This information leaflet will review last year's activities and achievements and outline how your levy shall be invested in the next year. We shall remain proactive in our outlook and committed to supporting business.

In March 2018 we changed our company name from Exeter BID to InExeter, amalgamating all our projects, events and programmes under one name.

For full information about InExeter, your business improvement district go to www.inexeter.com

Directors of Exeter BID Ltd as at March 2018 are:

Clif Stuart Barker
Devon County Council

Clif Stephen Brimble
Exeter City Council

Patrick Cunningham
Exeter Phoenix

Roy Frame
Wilko

Dave Goodchild
Exeter Tavern

Andrew McNeilly
Guildhall Shopping & Dining

Daisy Otton
Morgan and Pope

Wayne Pearce, Chair
Princesshay

Michelle Pugh
Trinity Mirror

Mattie Richardson
Bunyip Craft

Philippa Rutherford
Mantis

Helen Scholes
Stagecoach

Anthony Thomas
Dance! Dance Studio

Review 2017 – 2018

Following the Business Plan 2015-2020 we work under four themes, Spread the Word, Exciting Exeter, Welcome and Safe and Looking after Business.

Exciting Exeter

Events and activities are a great way to showcase the city and to attract new and old customers to come to the city, stay longer and spend more. In 2017-2018 we:

- Installed bespoke Christmas lights across the city in over 18 separate locations which included 225 illuminated accommodations with over 7,150 m of low-energy LED lights;
- Hired 8 acts who provided 90-minute live entertainment every Thursday late night and Sunday afternoon from switch on night through to 21 December, bringing festivity to the city centre;
- Organised and hosted in partnership with Radio Exe the city Christmas light switch on event which included 3 hours of live music entertainment showcasing music acts from the Exeter area, including students from Exeter College's Performing Arts course, resulting in a 44.9% increase in footfall for the week of the switch-on compared to the previous week and a reach of 193,424 people with 7997 reshares on Facebook;
- Ran a 12 streets of Christmas historical and promotional campaign with Radio Exe in the run up to Christmas;
- Launched a 'Star in Exeter' competition to find a local musician to perform live at the event;
- Published and distributed 75,000 copies of a printed Christmas in Exeter leaflet promoting retail, events and information on everything visitors could find in Exeter during the festive period;
- Supported local Exeter community groups and events such as Art Week Exeter, Lost Weekend, Exeter Santa Run, Gancy Street summer fete and countdown to Christmas;
- Launched a Summer of Independents campaign on 4th July to showcase the wide variety of independent businesses trading within the Exeter BID area, via Radio Exe, Exeter Living, distributing over 10,000 voting cards to eligible businesses and opening an online voting option, with 1658 votes received for a total of 117 businesses;
- Ran campaigns such as 10 reasons we love Exeter, Explore Exeter, Explore Gandy Street;
- Hosted a 'Style in Exeter' event and campaign featuring 34 retailers which recorded a 7% year on year increase in footfall;
- Supported the 4 Fore Street Fete events arranging road closures and supporting marketing;
- Sponsored 5 challops at the Cathedral Christmas Market for independent traders;
- Dressed the city with bunting, Chinese lanterns and umbrellas to add colour to our high streets;
- Wrapped empty shop fronts with colourful vinyl;
- Offered businesses free photography sessions to help promote and market the city.

Spread the word

Marketing and promoting the city and business. In 2017-2018 we:

- Delivered a marketing and PR campaign for the city through One Voice Media;
- Updated and refreshed the www.inexeter.com website;
- Grew social media channel followers for @tweetinExeter / InExeter;

	Facebook /inExeter	Instagram @in_Exeter	InExeter Twitter @tweetinExeter
2016/17	4636	1759	2821
2017/18	5580	2420	3779
% change YOY	+20.4%	+37.6%	+34%

- Distributed 15,000 copies of the 2nd edition of the InExeter map with 10,000 copies distributed to local shops and leisure sites across Devon and 5,000 distributed in the city;
- Generated print and digital PR coverage with a value of more than £100,000, with radio and TV coverage in addition.

Looking after business

Core business services including representation, consultation responses, support, information and saving businesses money. In 2017 – 2018 we:

- Recorded, through our Welcome Team ambassadors, 133 Environmental reports, 25 Anti-Social reports, we carried 26,811 visitors and made 3,582 visits to BID member businesses;
- Installed 5 footfall cameras to record city centre figures throughout the year;
- Offered annual renegotiation through a joint procurement arrangement with Veer-cat Associates across 9 areas including Energy, Telecoms, Pest Control, Health & Safety, Stationery, Merchant Fees, Water and Utilities saving 37 businesses £5115;
- Ran 3 free courses in First Aid, Customer Service and Level 2 Food Safety attended by 25 people across 9 businesses.

Welcome and safe

Projects such as wayfinding, signposting, travel discounts, cleaning, waste removal and reporting are key to the environment. In 2017-2018 we:

- Carried out 2,915 street cleaning visits and 3,179 cleaning tasks were completed of which 44 were graffiti removal;
- Extended our additional street cleaning service from 5 to 7 days a week;
- Supported ExeAccess towards the provision of mobility equipment to enable access to the city.

Plans 2018 – 2019

In addition to our existing services and projects the BID will be focusing its attention on promoting Exeter and identifying future business priorities as the BID enters its fourth year.

Exciting Exeter

Events and activities are a great way to showcase the city and to attract new and old customers to come to the city, stay longer and spend more. In 2018-2019 we will:

- Extend, improve and upgrade the city Christmas light illuminations;
- Hold a first class, free Christmas Lights switch on event offering opportunities for local schools and groups to showcase talent;
- Support a variety of community and cultural groups through an open application process and in 2018 sponsor, Exeter Street Arts Festival, RAMM's Carnival of the Animals, Big Screen in the Park and ExeAccess.
- Support the University of Exeter Chinese New Year celebrations and dress the city with red Chinese lanterns;
- Explore options for markets and fairs across the city centre.

Looking after business

Providing value for money is our key focus. Commitment and dedication from our members feeds into the projects we develop ensuring they are relevant to the needs of our local businesses. Our goal is to offer our members opportunities in which to collaborate and improve efficiencies of scale and consolidate buying power. In 2018-2019 we aim to:

- Offer free collections of waste electrical and electronic equipment through our partnership with BINNT reducing the amount of materials ending up in general waste and saving businesses money;
- Continue to offer our additional cleansing and cleaning service with our cleansing team who work hard to keep our city graffiti free and clean;
- Extend our free training courses to benefit our businesses;

Spread the word

Our city offers a diverse mix of independent business, creative and cultural centres, branded names, restaurants, cafes and pubs and we'll celebrate all our city centre businesses across all channels. In 2018-2019 we aim to:

- Launch an Independents Advisory Group with a £30,000 fund to spend on projects and schemes to celebrate our city independents; here collaboration and partnership will ensure our city independents thrive;
- Run 4 targeted campaigns along the themes of: Food & Drink, Summer of Independents, Style in Exeter and Celebrate Christmas, offering businesses opportunities. These will put a spotlight on the city and drive footfall;
- Support the Exeter Festival of Food and Drink, sponsoring the bags that will include a guide to eating and drinking in Exeter. Offer free stands to our food retailers to showcase their businesses;
- Run a weekly #FindItInExeter social media campaign which will highlight one business across all our social media platforms;
- Promote our website www.inexeter.com as the go to place for all information about what is happening in Exeter;
- Manage social media profiles @tweetinExeter and /inexeter offering up to date information on all things Exeter.

Welcome and safe

Projects such as wayfinding, signposting, travel d scouts, cleaning, waste removal and reporting are key to the environment. In 2018-2019 we will:

- Update our Welcome Team ambassador uniforms;
- Work in collaboration with Exeter Community Safety Partnership to ensure our city centre is a safe environment;
- Deliver an alternative giving platform to channel spend and giving to key partners and groups ensuring those who need help receive support;
- Invest in greening and planting schemes throughout the city adding colour;
- Partner with City in Bloom to drive our greening agenda;
- Support Exeter Business Against Crime and the Best Bar None awards.

Financial Table

Forecast Income & Expenditure*
2017 - 2018

Anticipated Income & Expenditure
2018 - 2019

	2017 - 2018	2018 - 2019
Income		
BID Levy**	456,000	460,750
Associate membership	225	1,000
Sponsorship & grants	7,000	20,000
	463,225	481,750
Expenditure		
Marketing and PR campaigns	£70,000	£70,000
Inexeter.com website	£2,500	£1,000
Social media and business photography	£2,000	£1,500
Marketing materials	£11,400	£1,500
InExeter promotional items	£3,150	£900
	£89,050	£74,900
Summer & Style InExeter events	£4,300	£30,000
Festive lights	£53,000	£63,000
Supported city wide Christmas events	£7,900	£0
Christmas Lights switch on event	£23,000	£25,000
Christmas Market	£12,900	£15,000
Exeter Festival of Food & Drink	£2,165	£4,000
Area identity schemes	£4,850	£4,500
Exeter trails	£100	£3,000
Supported Events (community applications)	£20,000	£12,000
Exeter In Bloom Support	£2,500	£1,000
Exeter Cultural Partnership Support	£7,000	£7,000
City Dressing	£20,000	£20,000
Independents Advisory Group	£0	£30,000
Area spend	£0	£12,000
	£157,715	£226,500
Welcome team ambassadors	£95,000	£98,000
Cleansing and cleaning team	£52,000	£52,000
Waste Electrical & Electronic Equipment collection	£0	£8,000
Exeter Business Against Crime & Purple Flag & Best Bar None	£4,000	£5,000
Improvements and Greening	£8,000	£15,000
	£159,000	£178,000
Communications, newsletters & networking	£1,900	£3,350
Meercat joint procurement scheme	£15,000	£15,000
Training and Development for business	£3,000	£10,000
Springboard football cameras	£12,720	£12,720
Place Dashboard membership	£6,000	£0
	£38,620	£41,070
Management team	£87,500	£87,500
Legal fees	£1,600	£1,600
Finance fees	£5,700	£5,700
General office	£6,000	£6,000
Insurance	£1,000	£1,000
Memberships & Subscriptions	£1,200	£1,200
Training & Development	£1,000	£2,000
	£104,000	£105,000
<small>*Correct as at 27 February 2018, forecast to 31 March 2018</small>		
<small>**Figure shown is actual amount collected as at 7 February 2018 from a billed £481,703</small>		
	£548,385	£625,470
Surplus (Deficit)	(£85,160)	(£143,720)
Brought forward	£229,567	£144,407
Carried forward	£144,407	

For more information about InExeter business improvement district please contact the team on:



Registered in England, company number 7376128

T: 01392 424975
E: info@inexeter.com
W: www.inexeter.com

Write to us:
St Stephens House
9 Catherine Street
Exeter, EX1 1EU



REPORT TO: SCRUTINY COMMITTEE – PLACE

Date of Meeting: 13 September 2018

Report of: Environmental Health and Licensing Manager

Title: RECYCLING PLAN REVIEW

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report updates Scrutiny Committee Place on our current performance in waste reduction and recycling, and the reasons for current trends. It also provides an update on progress on the annual Recycling Plan, and seeks ongoing support and suggestions from Scrutiny for recycling initiatives.

2. Recommendations:

- 1) That Scrutiny Committee Place notes the current trends on waste reduction and recycling, and supports the ongoing actions planned for 2018/19 that are described in this report.

3. Reasons for the recommendation:

The actions described in this report are necessary in order to progress towards our recycling target set out in the Corporate work programme.

4. What are the resource implications including non financial resources.

- 4.1 The actions described in the report are being implemented within the budget allocated to the recycling strategy.
- 4.2 The operating budget for our Materials Reclamation Facility (MRF) in 2018/19 is £921,540 and the budget for from material sales and Devon County Council recycling credits is £958,930.

5. Section 151 Comments:

- 5.1 There are no additional financial implications for Council to consider, although Members should note that the Council is reliant on income from recycling to fund its services and therefore drops in recycling pose a risk to the financial stability of the Council.

6. What are the legal aspects?

- 6.1 There are no statutory recycling targets that currently apply to waste collection authorities. The Household Recycling Act 2003 requires the Council to offer a kerbside recycling collection of at least two materials.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer to consider.

8. Report details:

8.1 Household waste increase and recycling performance

8.4 The 2018 annual recycling statistics for Devon indicate that Exeter's recycling rate continues to drop. The table shows the rate for the last three years.

Year	Recycling Rate (%)
2015/16	33
2016/17	32
2017/18	31

8.5 The Council's Corporate Plan includes a target to increase our recycling rate by one percentage point each year. Unfortunately despite best efforts the recycling rate is reducing. The national trend suggests that a plateau has been reached after significant progress in the last two decades, and further improvement will depend on improving the way we engage with communities, and increasing the range of materials collected for recycling.

8.6 Exeter is one of five Devon district councils to experience a drop in tonnes recycled last year. Those councils that have increased their recycling tonnage have done so mainly through a significant change of service: introduction of weekly food waste collection and/or addition of new materials to their recycling scheme. East Devon is now collecting waste once every three weeks.

8.7 The waste that is taken by householders to Devon County Council's two bulky waste Recycling Centres in Exeter is excluded from our recycling statistics. Including these recycling centre tonnages (Unitary authorities are able to include these) would have increased our recycling rate to over 40 %.

9 Reasons for the trend in recycling performance

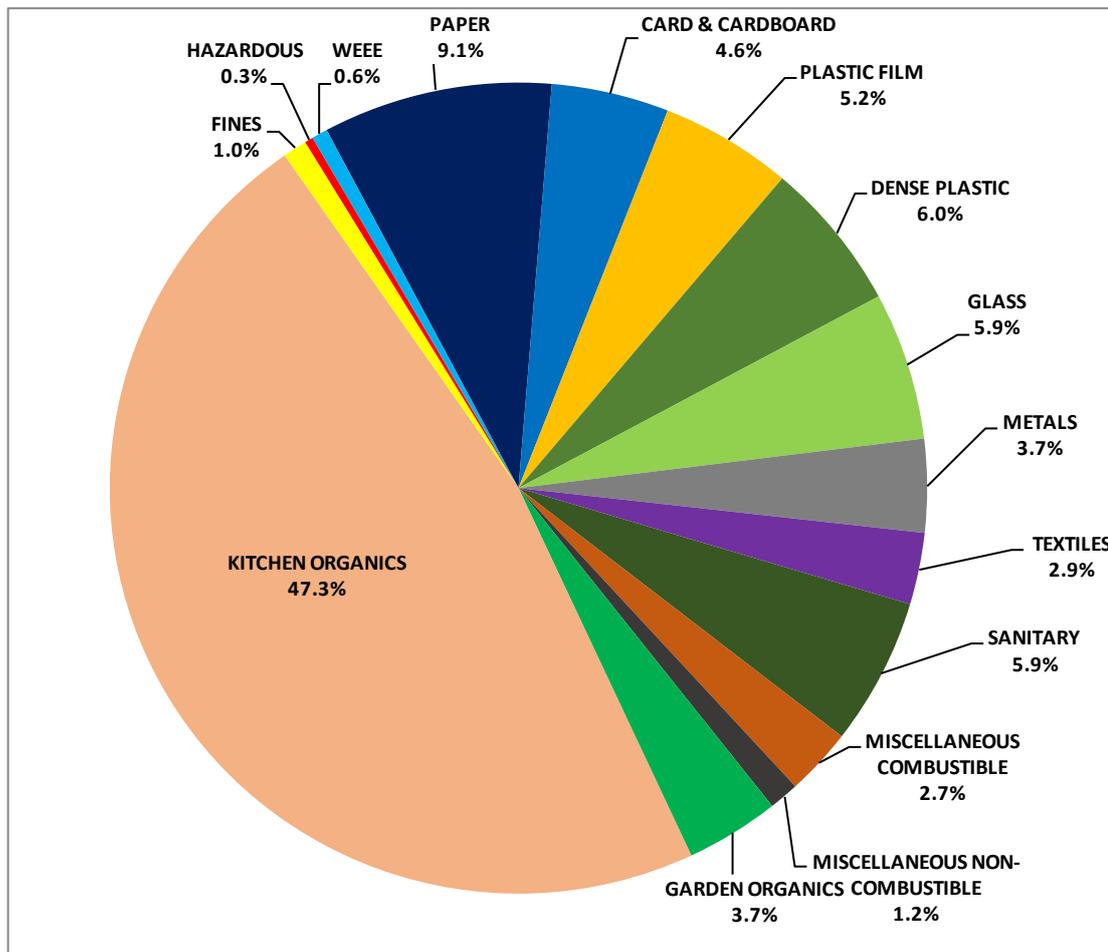
9.1 The quantity of waste sent for recycling dropped by 2.2 tonnes. Paper consumption continues to decline as people take to reading newspaper and magazines online. The light weighting of packaging materials such as plastic is also having a significant effect on the tonnage of material collected.

9.2 Local contributing factor to this decline in recycling rate is due to:

- (i) The Materials Recycling Facility (MRF) was built in 2001 and the deterioration in the aging separation and sorting equipment is having a significant impact on our ability to extract value from mixed recycling collected in Exeter. The option of sending a proportion of 'fines' (materials too small to be sorted in the Exeter MRF) to alternative MRFs for further sorting is becoming increasingly unsustainable. Commercial MRFs are increasing their gate fees or choosing not to accept the material. A plan to invest in new equipment for the MRF will be presented to Executive Committee. This will outline the options for increasing income and reducing costs through investment in new machinery.

- (ii) An increase in the number of purpose-built student housing developments. With limited bin storage and little control over their tenants' waste management habits, the management companies of these developments are choosing to pay for extra refuse collections each week, which is diverting material away from recycling.
- (iii) A drop in material collected by voluntary groups and charities, largely because Devon County Council no longer pays recycling credits for textiles collected by these groups. A drop in production of newsprint also means there is less paper for them to collect.
- (iv) A degree of inertia by residents, with no new services introduced to reinvigorate residents' enthusiasm to recycling. Experience from other local authorities indicates that a significant change to one part of the service, for example adding food waste collections, tends to increase participation in recycling of all materials.

The pie chart below shows the results of the analysis that was conducted in November 2017, from which it is clear that organic waste makes up a big part of the waste that is contained in the refuse bin. The other three areas that need to be highlighted to the public to recycle more of are, paper, card and cardboard and glass.



10. Recycling behavioural change

- 10.1 Kerbside recycling collections are now well-established in the UK. Exeter's scheme has been in operation since 1996, lack of understanding of which materials to recycle remains a barrier to improving recycling rates. This uncertainty is not just an Exeter phenomenon the WRAP 2016 Recycling Tracker survey reports that 66% of householders feel uncertain about whether or not to recycle at least one item of waste, and 49% put at least one item in the rubbish bin that could have been recycled.
- 10.2 The recycling education messages continue to concentrate on overcoming this confusion so that our residents can be confident, well-informed recyclers. This is complemented by targeted messages aimed at specific communities.
- 10.3 The Devon Authorities Strategic Waste Partnership appointed recycling advisors to assist with behavioural change work which has just come to the end of the second year. It is hoped that this contract will be extended for a third year. The advisors are employed by Resource Futures who have the contact to carry out this work. Time is allocated by number of households in the district, the allocation for Exeter is 15 weeks per year.
- 10.4 There are two main areas of work;
- (i) Participation monitoring followed by door stepping (knocking on doors talking to residents about recycling) A 5% increase in participation has been recorded from year one to year two.
 - (ii) Flats review and door stepping to understand the barriers to recycling when living in a flat. It is estimated that we now collect an additional 41 tonnes of recycling from these properties which will equate to about £4,500 in income.
- 10.5 Other key communications activities are the 'Recycling Times' two page spread of information, facts and figures and call to action. This now into the third year of publication in Exeter Citizen. We also use the Twitter and Facebook accounts designed to promote recycling in a light-hearted way.

11. Further activities to be completed in 2018/19

- 11.1 A plan to invest in new equipment for the MRF will be presented to Executive Committee. This will outline the options for increasing our recycling rate, achieving more income and reducing costs through investment in new machinery. As well as improving capture rates for recyclable materials collected in Exeter, this will increase our scope gain income from sorting materials sent from neighbouring local authorities.
- 11.2 The business case for food waste collection, and the service options for collection of 'dry' recycling materials, will be reviewed to take account of major changes in the market for scrap materials since the original Eunomia consultant's study was completed in early 2017.
- 11.3 Funding has been identified within the Waste Services budget to introduce 'Recycling on the Go bins' in two areas of the city, The Quay and Exeter High Street. Both these

areas a high foot fall areas and currently residents and visitors do not have the opportunity to recycling when out and about. Although these are not expected to generate significant tonnage of material for recycling, street litter contains a high proportion of valuable plastic and metal and the income from this is expected to make the project self-funding. In addition, 'recycle on the go' is a visible demonstration of the Council taking recycling seriously.

- 11.4 Increased number of textile bank sites in order to collection up to an additional 32 tonnes of textiles in a 12 month period. This will equate to about £6,000 in additional income.
- 11.5 The Recycling Team will work with the Director of Communications and Marketing to promote the core messages and engage with the residents of the City to help improve recycling rates.
- 11.6 From the 1 August 2018 the charge for the domestic recycling bins has been reduced to zero until the end of the financial year. It is anticipated that this measure will encourage greater take-up of recycling and be self-funding through the collection of more material for recycling.

12. How does the decision contribute to the Council's Corporate Plan?

- 12.1 Achieving a one percentage point increase in recycling rate per year is part of the corporate management work programme.

13. What risks are there and how can they be reduced?

- 13.1 Recycling generates a significant income to the Council. The risk of failing to meet income targets arises from stagnating or reduced recycling tonnages, and from the volatile markets for recyclable materials. Investment in the MRF, and pursuing opportunities to sort materials from outside Exeter, will mitigate this risk.

14. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

- 14.1 Recycling ranks above disposal in the 'waste management hierarchy', which considers the environmental impacts of all methods of dealing with waste. No other impacts have been identified.

15. Are there any other options?

- 15.1 There are no other options that will achieve the objectives identified in this report.

Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report:-
None

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01392 265275

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Tel 01392 665024
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EXETER HIGHWAYS AND TRAFFIC ORDERS COMMITTEE

30 July 2018

Present: -

Devon County Council: -

Councillors Y Atkinson (Chair), H Ackland, M Asvachin, , S Aves, E Brennan, P Prowse and C Whitton

Exeter City Council: -

Councillors R Denham, R Newby and T Wardle

Apologies: -

Councillors O Pearson, R Hannaford and A Leadbetter

* **51** **Election of Chair and Vice-Chair**

RESOLVED that Councillors Atkinson and Brennan be elected Chair and Vice Chair respectively for the ensuing year.

* **52** **Minutes**

RESOLVED that the Minutes of the meeting held on 18 May 2018 be signed as a correct record subject to correction of Minute 46 (Residents' Parking Permits Working Group) with the inclusion of Councillor Brennan in the list of members.

* **53** **Matter of Urgency: E4 Cycle Route - Eastern Fields - Betty's Mead**

(An item taken under Section 100B (4) of the Local Government Act 1972)

The Chair had decided that the Committee should consider this as a matter of urgency in view of the need to progress the proposed Scheme.

The Committee considered the Report of the Head of Planning, Transportation and Environment (PTE/18/40) on proposed improvements to the section of the E4 cycle route between Exhibition Way and Bettysmead Playing Fields, off Beacon Lane. This would be constructed in 2018/2019 following the completion of Phase 1 on Cumberland Way in July 2018.

Members referred to the need for early consultation with local Members about the proposed details of future Schemes, and provision for people with disabilities and the proposed links to Cumberland Way.

The proposed improved cycle infrastructure would help meet the aims and objectives of national and local plans and strategies.

It was **MOVED** by Councillor Atkinson, **SECONDED** by Councillor Denham and

RESOLVED

(a) that the construction of the E4 cycle route, as detailed in the Report PTE/18/40 at an estimated cost of £213,000 be approved; and

(b) that a report be submitted on the proposed links from this Scheme to Cumberland Way, Exeter and issues for people with disabilities on the new cycle path.

* 54

Bus Services in Exeter

Mr Williams, Commercial Director, and Mr P Clerk, Operations Director, Stagecoach South West, attended and spoke at the invitation of the Committee on developments affecting bus services and the network in and around Exeter since the last meeting, as follows:

- In May Stagecoach had been advised of the railway bridge closure at Hele that would effectively leave Bradninch isolated from a bus service and worked with DCC to convince Network Rail to fund a shuttle bus to link back in. It was originally expected to last until December 2018, but it was due to be suspended whilst some issues were resolved and further disruption was therefore likely;
- on 6 July 2018 Stagecoach had introduced the Friday & Saturday evening and all-day Sunday extension of route H from St David's to Exeter Quay in partnership with Exeter City Council, the Environment Agency and the Exeter Quay and Canal Trust. However, manoeuvring a bus in that area was proving very difficult at busy times, and poor parking meant the suspension of services on a couple of evenings and the arrangement would be reviewed shortly;
- on 21 July 2018 a new 1+2, 1 adult and up to 2 children day ticket in Exeter had been introduced following discussions at the last meeting, and a survey was to be carried out later in the year once the schools had returned in September 2018;
- consultation had been carried out on proposed changes and enhancements to services in the East of Exeter and Exmouth from 3 September 2018. The consultation period had now closed and in summary the resultant changes were:
 - Route 56 – East Devon District Council and the East Devon & Exeter Growth point had come together in a ground-breaking arrangement to fund enhancements to the part of the route that ran between Exeter St David's, the City Centre, Met Office and Exeter Airport to support the on-going development of this region over the next 3 years by providing improved transport links. The off-peak frequency would be doubled to run every 30 minutes Mondays – Saturdays, replicating the 30 minute frequency that already ran on Monday – Friday peak periods. There would also be new journeys very early in the morning, and a new evening service introduced to ensure connections for all flights and associated key worker hours. The route between the Met Office and Airport would be amended to serve Clyst Honiton instead of the A30 to provide twice the number of buses to the Science Park in combination with route 4, and provide links to Skypark. The timetable was coordinated with route 4 to provide a regular 15-minute frequency from Exeter Mondays-Saturdays. There would also be some minor changes to the timetable between the Airport, Woodbury and Exmouth, with one additional journey than was currently the case. The buses were also to receive free WiFi and a new look to provide the Airport, Skypark, Science Park and Met Office with the type of stand-out service associated with similar places in other towns and cities across the UK.
 - Route 58 - The route in and out of Exeter would be standardised so that all journeys serve Sowton Industrial Estate and Honiton Road Park & Ride instead of Middlemoor to provide a wider range of options for people working in those areas. A new evening journey from Exeter would be introduced at 1900hrs.
 - Route 5 - In response to customer feedback, the first journey from Crediton and Cowley Bridge would operate 5 minutes earlier than present to maintain the ability to change from this service to the 56 in the City Centre following the change to the 56 timetable.
 - Route J - Funding from the emerging Rougemont Park development on Hill Barton Road to provide local bus services whilst the development was under construction would allow the J service to be extended from Whipton Barton along Hill Barton Road through to Digby to create a new East Exeter Orbital Route I & J. Buses

running in the clockwise direction (outbound along Pinhoe Road & inbound along Topsham Road) would be the J, and buses running anti-clockwise (outbound along Topsham Road & inbound along Pinhoe Road) would be the I. Buses would run every 20 minutes in both directions, the I/J providing a combined 10 minute frequency from IKEA to the City Centre via the alternate directions, and every 10 minutes when supplemented by existing route K between Countess Wear, the City Centre and Whipton Barton.

- Route K - Funding from the emerging Tithebarn development to allow this route to be extended from Whipton Barton to Cumberland Way, Tithebarn Lane and Exeter Science Park. It was anticipated that the route would evolve in future years to serve other developments in the area. Buses would continue to run every 20 minutes along the extended route.
- Route R/S - With the increase in the number of services along Heavitree Road, the frequency on this Inner Exeter Orbital Route would be reduced from every 12 to every 20 minutes each way round the loop, but still combining to a 10-minute frequency from Rifford Road to the City Centre. Routes D and H also provided alternatives from some parts of these routes.
- There was also changes to services within Exmouth from the same date that did not impact on Exeter but were linked operationally.
- Further Information about these changes were available online at: <https://www.stagecoachbus.com/news/south-west/2017/july/stagecoach-announce-changes-to-exeter-bus-network-from-3-september-2017>
- Stagecoach had not been consulted about the new cycleway on Cumberland Way, or the one proposed at this meeting and whilst this latest section was not on the line of a bus route, the completed section on Cumberland was a concern as it has created a dead zone where it was longer possible to site bus stops. This would become a problem when new housing came on stream in the area and requested they be consulted on any future extensions to ensure suitable facilities for bus services were included; and
- new ticket machines had been deployed across the entire fleet in the South West during July 2018, finishing with Exeter this weekend. These included the facility for contactless payment that would be advertised in August but was available now.

In response to Members' questions and discussion points Mr Williams:

- indicated that Bus drivers should inform passengers (families or groups) of the best ticket options available for any route and noted the suggestion about advertising the new deal for families and children as soon as possible prior to the new School term and indicated that information was available on the Stagecoach website; and
- referred to the need for early consultation by the Local Planning Authority and Devon County Council (as highway authority) on bus service provision associated with larger scale developments.

Members noted that this was Mr Williams' last meeting as he was leaving Stagecoach at the end of September. The Chair and Members thanked him for his services to public transport in Exeter and for his attendance at these meetings.

In relation to the current zonal parking restrictions and enforcement issues on the Quay which limited bus manoeuvres on occasions, Officers were aware of the problems and the Civil Enforcement Officers had been advised accordingly. The situation would continue to be reviewed with the local Member as necessary and a report would be submitted to the next meeting.

* **55** **Annual Local Waiting Restriction Programme**

The Committee considered the Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/18/38) on the Annual Local Waiting Restriction Programme based on requests for waiting restrictions to be introduced or amended following consultation with local County Council Members.

According to the Policy following advertisement:

- proposals which did not attract objections could be implemented without the need to report back to Committee;
- proposals which attracted minor objections should be determined under delegated powers by the Chief Officer in consultation with the Local County Council Member and the Chair of the Committee; and
- proposals attracting significant objections would be reported to the next available Committee.

There were no aids to movement improvements identified for consideration in this year's programme to date. Minor schemes of below £25,000 in value could be delivered under delegated authority and did not need to be reported back to Committee.

The local Member Pinhoe and Mincinglake referred to further proposals on Pinhoe Road and Langaton Lane which the Officers would discuss further with the local Member.

It was **MOVED** by Councillor Atkinson, **SECONDED** by Councillor Brennan and

RESOLVED

(a) that the work on the annual waiting restrictions programme process for 2018/2019 be noted; and

(b) the recommendations contained in Appendix I & II of Report HIW/18/38 be agreed and the proposals be advertised.

* **56** **Residents' Parking**

The Chief Officer for Highways, Infrastructure Development and Waste reported on schemes agreed by the Working Party and this Committee in January 2018.

Consultations for the four areas identified were being progressed and were planned to happen in September/October 2018 with results being reported to the January 2019 meeting.

* **57** **Rosebarn Lane Area - Residents' Parking**

The Committee considered the report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/18/59) on consultation with residents and responses following proposals to extend residents' parking in the Rosebarn Lane area to include Stoke Valley Road, Shepherd Road and Collins Road, Exeter.

Members referred to the levels of responses received in respect of the informal consultation carried out.

It was **MOVED** by Councillor Prowse, **SECONDED** by Councillor Atkinson and

RESOLVED

(a) that the results of the informal consultation be noted;

(b) that the advertising of a traffic regulation order to introduce a residents parking scheme in the Rosebarn Lane area as described in Report (HIW/18/59) be approved, subject to the

detailed design being agreed by the Chief Officer for Highways, Infrastructure and Waste in consultation with the Chair and the local County Councillor; and

(c) that details of the statutory consultation arrangements be agreed by the Chief Officer in consultation with the Chair and local County Councillor.

* **58** **Travel Plan for the IKEA Store in Exeter**

The Committee received a presentation by the Head of Planning, Transportation and Environment on the IKEA Travel Plan, which had been required as part of the planning conditions relating to the retail development.

The presentation covered: the primary purpose of a Travel Plan, its aims and objectives in accordance with national and local policies, the approach adopted depending on land use and scale; and monitoring and review arrangements by IKEA (an ECC condition of the planning approval).

Members referred to how IKEA could encourage its staff not to use their cars but other methods of travel which could include bike and other facilities; and the need to review the Plan and arrangements after two years.

* **59** **Bus Shelters in Exeter**

The Committee considered the Report of the Head of Planning, Transportation and Environment (PTE/18/39) which provided an update on the provision of bus shelters in Exeter provided by Clear Channel under a joint agreement with Devon County Council and Exeter City Council. This followed concerns about delays in achieving replacement targets. As part of a Member Investigation a meeting with Clear Channel had been held on 10 January 2018 to discuss the reasons for the delays and to seek assurances regarding outstanding works.

This Report outlined the implementation of the recommendations of the Member Investigation (CSO/18/22), appended to this report, as endorsed by the Corporate Infrastructure and Regulatory Services Scrutiny Committee on 12 June 2018 and subsequently referred to this Committee.

Regarding Clear Channel reporting annually on profit sharing (arising from revenue from digital advertising sites) by the County Council and Exeter City Council, Members noted that a net amount of £44,492 (subject to clarification of VAT requirements) was due to be shared by both Councils.

Members also referred to the need for additional and improved facilities for National Express and Megabus passengers in Sidwell Street arising from the Bus Station Traffic Management plans and the interim arrangements agreed at the last meeting (Minute *43). Members suggested that the City Council could be asked to make available a vacant retail unit for waiting passengers.

The Mount Pleasant Surgery was not part of any other programme or funding, so would be a candidate for one of the two free shelters per year. It was noted that the Working Party had recommended that, in preparation for this phase of the project, this Committee determine the first four priority sites for free shelters at its November meeting.

It was **MOVED** by Councillor Atkinson, **SECONDED** by Councillor Denham and

RESOLVED

(a) that progress with pursuing the bus shelter replacement programme be noted;

(b) that the implementation of the recommendations of the Member Investigation be noted, and that Clear Channel be asked to attend this Committee's meeting on 6 November 2018;

(c) that the Cabinet and Exeter City Council be asked that the net income from the profit sharing agreement with Clear Channel (currently standing at £44,492) be used solely for additional and improved bus shelters in the City; and

(d) that the City Council be requested to permit digital advertising on the bus shelters in the High Street to increase revenues for improved bus shelter provision.

* **60** **Petitions/Parking Policy Reviews**

No petition for a parking review from a member of the public relating to Exeter had been received.

* **61** **Actions taken under Delegated Powers**

The Committee received the Report of the Chief Officer for Highways, Infrastructure and Waste (HIW/18/60) on action taken in consultation with the Chair and local County Councillors.

* **62** **Date of Next meetings**

Tuesday, 6 November 2018 and 14 January and 9 April 2019

The County Council Calendar of meetings was available on the website:

<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

***DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 2.15 pm and finished at 4.10 pm