

EXECUTIVE

Date: Tuesday 3 September 2024

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris Street, Exeter

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 Mark Devin, Democratic Services Manager on 01392 265477.

Entry to the Civic Centre can be gained through the rear entrance, located at the back of the Customer Service Centre, Paris Street.

Membership -

Councillors Bialyk (Chair), Wright (Deputy Chair), Allcock, Asvachin, Foale, Vizard, Williams, R and Wood

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 9 July 2024 and the minutes of the special meeting held on 13 August 2024.

(Pages 3 -
22)

3 Declarations of Interest

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 any of the items on the 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 for the consideration 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 1, Schedule 12A of the Act

5 **Questions from the Public Under Standing order No. 19**

To receive questions relating to items on the Agenda from members of the public and responses thereto.

Details of questions should be notified to the Democratic Services Manager by 10.00am at least three working days prior to the meeting. Further information about speaking at a committee can be found here: [Speaking at a Committee](#)

6 **Relocation of Council Services Based in the Civic Centre**

To consider the report of the Chief Executive & Head of Paid Service. (Pages 23 - 66)

7 **Revised Local Development Scheme 2024**

To consider the report of the Strategic Director for Place. (Pages 67 - 90)

8 **Risk Management Policy**

To consider the report of the Strategic Director for Corporate Resources. (Pages 91 - 100)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 1 October 2024** at 5.30 pm in the Civic Centre.

A statement of the executive decisions taken at this meeting will be produced and published on the Council website as soon as reasonably practicable.

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) 265115 for further information.

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EXECUTIVE

Tuesday 9 July 2024

Present:

Councillor Bialyk (Chair)

Councillors Wright, Allcock, Asvachin, Foale, Vizard, Williams, R and Wood

Also present:

Councillor Jobson (as an opposition group Leader);

Councillor Moore (as an opposition group Leader); and

Councillor M. Mitchell (as an opposition group Leader).

Also present:

Director of City Development, Director Finance, Director, Service Lead, Legal Services & Interim Monitoring Officer, City Surveyor, Service Lead Net Zero & Business, Planning Solicitor and Democratic Services Manager

68

MINUTES

The minutes of the meeting held on 4 June 2024, were taken as read, approved, and signed by the Chair as a correct record.

69

DECLARATIONS OF INTEREST

Members declared the following interests:-

- Councillor Wright- Minute No. 78 - non pecuniary interest; and
- Councillor Vizard - Minute No. 81 - non pecuniary interest.

70

CHAIRS ANNOUNCEMENTS

The Chair congratulated Steve Race on being elected as Exeter's new MP and David Reed who represented three Exeter Wards in the Exmouth and Exeter East constituency. He advised that both he and the Chief Executive would be writing to them to express their congratulations on their election.

The Chair also expressed his thanks to former Exeter MP, Ben Bradshaw who had stepped down after 27 years and thanked him for his dedicated service to the residents of Exeter. He advised he would be writing to Mr Bradshaw and to former MP Simon Jupp who had also supported the city in the Topsham and St. Loye's Wards.

71

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

72

REVIEW OF THE CORPORATE RISK REGISTER

The Executive received the quarterly report which advised on the Council's risk management progress and presented the revised Corporate Risk Register which was linked to the Council's Strategic Priorities to ensure priorities were properly considered, managed, and monitored.

The risk register had been reviewed by Directors in consultation with their relevant Portfolio Holder and any amendments had been made. The report would also be received at the Audit and Governance Committee meeting later in July.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on the recommendation seeking clarity on how the Executive would identify actions it would be taking.

During the discussion, a Member highlighted the number of green risks on the register and noted the Council's successes, which were not reported.

In response to questions raised, the Director Finance advised that the purpose of the recommendation was to allow Members the opportunity to review the register and to request risks to SMB and the Portfolio Holders for consideration.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that Executive note the Corporate Risk Register and propose any necessary actions to help mitigate the risks for which it is responsible.

73

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2023/24 - QUARTER 4

The Executive received the report which advised Members of the end of year financial position of the General Fund Revenue Budgets for the 2023/24 financial year and sought approval for the General Fund working balance, a number of supplementary budgets and the creation of new earmarked reserves.

Particular reference was made to:-

- the actual take from the General Fund balance was £269,000, with a projected £284,000, at the end of Quarter 3;
- there had been a number of challenges - income generation and the higher pay award;
- there were significant underspends in budgets, relating to larger revenue projects undertaken during the year, and there were a number of supplementary budget requests to carry those projects forward;
- the majority of the supplementary budgets would be funded from reserves, with around £1.5 million being funded from the General Fund working balance;
- only £269,000 had been taken from the General Fund working balance during the financial year, with £1.5 million pounds set aside on the from the working balance to fund the supplementary budgets; and
- the Council was projected to be close to the minimum level of the General Fund balance at the end of this financial year.

The Leader requested a list of the earmarked reserves be provided to the Executive and for sharing at a future Member's Briefing.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – enquired on the how the Portfolio Holders would be involved in monitoring the reserve level for the General Fund, given there were a number of recurring items.

During the discussion, a Member highlighted an anticipated £72,000 income being generated by the solar farm at Water Lane, which also generated power to vehicles and buildings.

In response to questions raised, the Leader advised that due diligence was in place and Portfolio Holders would continue to monitor the budget regularly.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council notes and approves (where applicable):-

- (1) approves the net transfer of £173,188 to Earmarked Reserves as detailed in paragraph 8.11 of the report;
- (2) approves the £6,235,860 supplementary budgets and budget transfers as detailed in paragraph 8.13 of the report;
- (3) note the Earmarked Reserves as of 31 March 2024;
- (4) note the Council Tax account and collection rate;
- (5) note the outstanding sundry debt, aged debt analysis and debt write-off figures;
- (6) note the creditors payments performance;
- (7) approve the £5,882,563 General Fund working balance at 31 March 2024, having considered the account the overall financial position of the Council; and
- (8) note the update to the One Exeter programme update.

74

GENERAL FUND CAPITAL MONITORING 2023/24 AND REVISED CAPITAL PROGRAMME FOR 2024/25 AND FUTURE YEARS

The Executive received the report on the overall financial performance of the Council for the 2023/24 financial year in respect of the annual capital programme and sought approval of the 2024/25 revised capital programme, including commitments carried forward from 2023/24.

The Leader moved an additional recommendation to read as follows:-

- (3) £85,000 for the City Wall following tender returns, £185,000 to complete the RAMM re-roofing works and £88,120 as a contribution to a scheme to repair the roof at St Nicholas Priory. The additions would be funded by borrowing.

The Director Finance explained that the additional recommendation related to the budget for the city wall tender which originally came back in excess of £1million, prompting the team to re-design the scheme to go back out to tender. The new tenders came back at a more affordable price, but above the set budget, after the report was published. He further explained the tenders for the RAMM re-roofing works and contribution to repair the roof at St Nicholas Priory. To ensure the Council did not lose these opportunities, the additional recommendations had been requested.

Particular reference was made to:-

- although the capital programme was funded by borrowing, the Council was looking to use cash reserves to fund in the short term and would not be engaging in long-term borrowing until interest rates dropped to a suitable level;
- the total capital spend for the year was £5.6 million, from the approved revised capital programme of £72million. The finance team had been working closely with project managers to better align the capital programme; and

- the programme going forward would be around £27million with the timing of some schemes including the Guildhall shopping centre outside of the Council's control.

The Director Finance confirmed that that the £88,000 would only be paid as and when external funding was received.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on whether the additional recommendation for the city wall include the work for the Northernhay Gardens section?

During the discussion, the following points were made:

- did the £1.5million and additional £85,000, complete the work on the wall?
- was the Council borrowing from its reserves at 0% interest and what was the period for repayment?
- was it the repair work referring to the section of wall by the city gate house?
- had grant funding options been considered for the repair work?

In response to questions raised, the Director Finance advised that:-

- the section of wall for repair was by the city gate and the Council was using cash to fund the project;
- although there was a 0% borrowing rate, there would be a loss of investment interest on the cash, which was better in the longer-term financial interest;
- grant funding had been looked at and would continue to be considered going forward; and
- depending on the terms of the grant, it could be considered if an opportunity rises after the money is borrowed for use on other parts of wall or other historic buildings.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED as amended, unanimously.

RECOMMENDED that Council approves:-

- (1) the overall financial position for the 2023/24 Annual Capital Programme; and
- (2) the amendments and further funding requests to the Council's Annual Capital Programme for 2024/25.
- (3) £85,000 for the City Wall following tender returns, £185,000 to complete the RAMM re-roofing works and £88,120 as a contribution to a scheme to repair the roof at St Nicholas Priory. The additions would be funded by borrowing.

75

2023/24 HRA BUDGET MONITORING REPORT - OUTTURN

The Executive received the report which advised Members of the major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2024 in respect of the Housing Revenue Account and the Council's new build schemes.

Particular reference was made to:-

- the HRA was currently under its anticipated budget but had delivered significant progress on the Capital Programme;

- the HRA was originally budgeted to take £2.8 million from the HRA working balance, but only £1.5 million had been used; and
- the capital programme had delivered £24 million out of a revised £30.5 million programme and was split between £10.3 million on existing stock and £13.5 million for other projects.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – commented on the Ash Die Back budget which had been unspent for a number of years and needed to be invested into biodiversity projects and tree planting to address the risk of Ash Die Back.

During the discussion, the following points were made:

- welcome the work that had been undertaken on the capital programme and thanks were made to the officers; and
- the ash dieback budget was put in place a few years ago to address the anticipated risk across the UK. In Exeter, the risk was not as prolific as first expected and the money was kept to deal with any effects of Ash Die Back, rather than for tree planting.

Leader advised that the Portfolio Holder would look at the Ash Die Back budget and provide a detailed response.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council notes and approves:-

- 1) the supplementary budget of £50,000 as detailed in paragraph 8.5 of the report;
- 2) the HRA financial position for 2023/24 financial year;
- 3) the revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 3 of the report;
- 4) the request to transfer £466,000 from the social housing acquisitions Section 106 budget to the social housing acquisitions open market budget as detailed in paragraph 8.13 of the report;
- 5) to request £74,000 of additional funding to finalise the Hamlin Gardens project; and
- 6) to request that the new HRA development at Hamlin Gardens (Brooke House) be designated as a scheme for applicants over the age of 60, as detailed in paragraph 8.14 of the report.

76

TREASURY MANAGEMENT 2023/24

The Executive received the statutory report on the current Treasury Management performance for the 2023/24 financial year and the position regarding investments and borrowings at 31 March 2024.

Particular reference was made to:-

- the challenges to interest rates, borrowing, investing, assets and cash;
- the economic context and interest rate forecasts from the treasury management advisors, highlighted the changes since the previous year where it was originally forecast that interest rates would drop;
- going forward with a change in government, it would be difficult to provide an economic outlook; and

- the general fund had an improved position of £747,000 compared to the expected budget, with over a million pounds for the HRA, which was included in the budget for 2024-25.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired at what stage would a normal interest rate be considered?

The Leader highlighted the £164.7 million, which was used by the ratepayer's alliance for the amount of debt that the Council had and advised that the payable net interest would be less than 1% on average. He expressed his thanks to the Director Finance and his team for their hard work.

The Director Finance advised that although the budget was £1.5 million, the actual spend was £798,000.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council note the content of the report.

77

PARKING TARIFFS 2024

The Leader advised that he would be deferring the report and that a report would be brought back at the earliest opportunity.

RESOLVED that the item be deferred.

78

INEXETER BUSINESS IMPROVEMENT DISTRICT BUSINESS PLAN 2025 - 2030

Councillor Wright declared a non-pecuniary interest and left the meeting during consideration of the following item.

The Executive received the report on the process and proposals for a third term of the InExeter Business Improvement District (BID), as well as the 5-year Business Plan which businesses within the BID area vote upon in November 2024.

Particular reference was made to:-

- West Street, Bartholomew Street West and New North Road had been removed from the BID boundary due to the small number of BID levy payers there; and
- the third term was focussed on supporting businesses located within the city centre with a focus on providing safety, security, enhanced environment, and celebrating the city and its businesses.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – welcomed the report and enquired on whether consideration had been given to extending the relationship to those community's businesses at the quay who also made a valuable contribution to the city.

During the discussion, Members welcomed the report and noted the contribution it would have towards the Council's Net Zero ambitions and one Member welcomed

the opportunity to meet the incoming programme manager to discuss future working.

The Leader advised that the Portfolio Holder who sits on the board will raise the matter of extending relationships but it was a matter for the InExeter Business Improvement District (BID) to agree.

The Leader moved, and Councillor R. Williams seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council:-

- (1) votes in favour of continuing the InExeter Improvement District (BID) in the forthcoming ballot in November 2024;
- (2) approves a budget of £7,000 to undertake the ballot to be funded from General Fund reserves;
- (3) agree for the Portfolio Holder for Corporate Services and City Centre to continue sitting on the InExeter Board, with support from the Service Lead for Net Zero & Business, to oversee the interests of the City Council and wider city centre through activity undertaken by InExeter;
- (4) supports an amendment of the BID boundary to exclude West Street, Bartholomew Street West, and New North Road;
- (5) charge InExeter in collecting the BID levy, calculated at £12,000 + VAT per annum per year; and
- (6) agree for the Service Lead for Net Zero & Business to draw up contingency plans, to be implemented in the result of a no vote in November 2024.

79

**LIVEABLE WATER LANE: DEVELOPMENT FRAMEWORK AND DESIGN CODE
SUPPLEMENTARY PLANNING DOCUMENT**

The Executive received the report which sought Council approval to adopt a Supplementary Planning Document (SPD) to guide development at Water Lane. The SPD was required to support the delivery of high-quality, co-ordinated redevelopment and placemaking in the Water Lane area of the city, whilst assisting the Council in delivering the Liveable Exeter Principles and supported the preparation of the Exeter Plan.

Particular reference was made to:-

- Water Lane was one of the City Council's strategic priorities and was a key Liveable Exeter regeneration opportunity;
- most of the area had been allocated for development about 20 years ago, with a commitment to produce a master plan for water Lane, which the SPD had delivered on;
- the SPD would help shape development at Water Lane and support the coordination of the design and infrastructure with developers;
- a significant amount of technical work had been included in SPD documents which had been prepared by consultants led by LDA design;
- the work had been paid for from a government grant from Holmes England;
- the SPD would form a part of the formal planning policy ahead of the emerging Exeter Plan;
- a major element of the work undertaken had been on consultation and engagement with developers and communities. Consultation had followed the same process used in the Exeter Plan and included statutory bodies such as the Environment Agency and Historic England;

- the location of the neighbourhood centre had been amended and flexibility of the primary school location had been included;
- there had been refinements made to the facilities for water access;
- more control had been included for building heights, street design and density;
- more clarity was given to cycling and walking, and introducing bus routes, with restrictions on car parking; and
- the SPD was divided into seven key principles which were outlined in the report.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on whether the SPD provided protection against developers who did not support the Council’s vision and what security did the SPD provide for delivering the vision?
- Cllr Moore – welcomed the report and noted residents were open to the development. She commented on the issues of increased density and design in key areas and the need for having a primary care facility and commitment to including NHS facilities.

She further commented on developers providing support for a bridge across the canal for active travel and whether developers would be expected to demonstrate their commitment to limiting negative climate and environmental construction.

- Cllr Jobson – welcomed the report and the need for developers to understand Gabriel’s Wharf must remain open, which was vital to the canal.

During the discussion, the following points were made:

- the issues on Gabriel's Wharf had been raised with the team;
- the report was commended and demonstrated good practise in consultation processes and thanks were made to the officers involved;
- how was the SPD information being linked to the current planning applications for this area?
- the detailed report highlighted the commitment to prioritising brownfield sites for new quality climate ready buildings;
- the report was a good example of how the Council listened to residents; and
- the community support received for the SPD was welcomed and encouraging.

In response to questions raised, the Director City Development advised

- a recent planning application for Haven Banks retail park was a good case study on how a living SPD document worked. It enabled engagement with the developers to ensure the application confirmed to the Council’s vision and went through a number of changes before going to Planning Committee;
- the issues around detail and design, height and climate impacts would be dealt with at the planning application stage; and
- the SPD provided a framework for developers to adhere to.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approves the adoption of the Water Lane SPD, included as Appendix A of the report.

RESOLVED that the Executive:-

(1) note the Consultation Statement which documents responses to the consultation on the Liveable Water Lane: development Framework and Design Code Supplementary Planning Document (the "Water Lane SPD"), the Water Lane SPD Strategic Environmental Appraisal Screening Statement, the Water Lane Primary School Options Appraisal, the Haven Road Position Statement, the Liveable Water Lane SPD Transport and Mobility Technical Note, and the Water Lane Views Analysis;

(2) grant delegated authority to the Director of City Development*, in consultation with the Council Leader and Portfolio Holder for City Development, to agree minor changes to the Water Lane SPD before it is taken to Council with a recommendation to adopt.

* Officer Title has since changed to Strategic Director for Place.

80

PRODUCTIVITY PLAN

The Executive received the report which set out the background to the Government's requirement for all Councils to produce productivity plans and provided a draft plan for member approval, before the government submission deadline of 19 July 2024.

Particular reference was made to:-

- the productivity plan was not a statutory responsibility, despite being a government request;
- this was an opportunity to inform the government of productivity matters and their future plans; and
- the report also provided the Council with an opportunity to review where the Council was and what it was looking to achieve.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – welcomed the report and the opportunity to look at increasing productivity. He referenced a report from Cambridge University, on the success of four-day week working practices which saw a 22% increase in productivity, and whether there was scope for the Council to adopt this.

During the discussion, the following points were made:

- the report was welcomed and was easy to read and acted as a reminder of where the Council was and how it was progressing;
- work on improving productivity would be ongoing with the One Exeter and digital transformation work;
- the report highlighted barriers that the Council faced; and
- it would be beneficial to also compare the Exeter document with that of other authorities.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that the Executive approve the Productivity Plan and grant delegated authority to the Chief Executive, in consultation with the Leader of the Council to make any necessary drafting amendments before publication.

81

KING GEORGE V PLAYING FIELDS

Councillor Vizard declared a non-pecuniary interest and left the meeting during consideration of the following item.

The Executive received the report which proposed the transfer by lease of the whole of the King George V Playing Fields, including the changing rooms, to the Exeter City Community Trust with continued public access by the community.

Particular reference was made to:-

- the Council had considered ongoing operational and repair savings as well as the opportunity to deliver new facilities for sport, leisure, and community use in the area without the need for City Council capital investment;
- there were mechanisms currently under discussion with the Trust for securing existing Council income streams;
- the report addressed issues around best consideration; it being felt that the improvements to the site satisfied the requirements;
- there was a requirement to advertise this as a public open space disposal. The advert had been placed just prior to the announcement of the election. The public open space advert process had now completed and submissions had been received and were under consideration;
- there was an intention to carry out a full public consultation during the summer which would be supported by local event surveys and opportunities for people to comment on the proposals; and
- the alternative option was effectively to carry on the running the playing field as it was now, without the opportunity to deliver enhanced facilities.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – welcomed the report and sought assurance that the lease would ensure the site remained open for community use and guaranteed public access.
- Cllr Moore – enquired on whether there could be a commitment to increasing biodiversity and avoiding the use of plastics in the new facilities.

During the discussion, the following points were made:

- the proposals were welcomed, especially with more people playing football with a lack of access to 3G pitches in the city;
- having a full consultation was welcome;
- what information would be disclosed to the public?
- it was a large open space with facilities, which could be used more, and the facilities required an update;
- working with the Trust was welcomed; and
- this would provide new opportunities for a wide range of people, beyond use for football.

In response to questions and points raised, the City Surveyor advised:-

- that in terms of consultation and public access, there would be a wide ranging, fully open public consultation on the plans and the future;
- residents, local community groups and interested parties would be able to fully engage in the process with local events;
- the site would remain accessible to the general public, with improvements focused at improving sport, community uses, and wellbeing;
- the report was asking for authority to an agreement for lease, the details of which would be worked out and would include conditions to commit to public access rights and all issues would be worked through before any lease was actually granted; and
- leases were not the best means for delivering a commitment to biodiversity but those issues could be resolved through the planning process.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that Executive approve for the Council to enter into agreement for lease dictating terms for the eventual grant of a lease of the King George V Playing Fields to the Exeter City Community Trust (ECCT) in accordance with the broad proposals set out in this report but with negotiation and agreement of detailed terms to be delegated to the City Surveyor in consultation with the Leader of the Council.

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

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

83 **LAND AT PENDRAGON ROAD**

The Executive received the report to consider the approach that had been made to the Council for the grant of options for the acquisition of access land across a strip of amenity land off Pendragon Road to facilitate the development of land adjoining the Council's ownership.

Officers advised the Executive on the options available, in either agreeing to grant options to enable the site to deliver the residential scheme: thereby securing capital receipts and ongoing CIL and council tax income streams, together with significant affordable housing provision or, alternatively, to refuse and retain the strip for community amenity purposes.

The Service Lead, Legal Services & Interim Monitoring Officer, advised the Executive of S25 of the Localism Act 2011 and emphasised decision makers must ensure they have an open mind and consider all the issues when reaching a decision.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Jobson – enquired on whether there were any other legal obligations the Council needed to be aware of and what those might be?
- Cllr Mitchell – enquired on whether there was anything mentioned in the appeal decision regarding social housing?

The Executive Committee in determining their response made the following points:-

- it was important for Members to keep an open mind on this matter;
- a fair balance needed to be made between the interests of the Council and Taxpayer with community interests;
- the decision would provide a sizable capital receipt and the delivery of housing, but would make a considerable change and impact to that part of the city;
- carbon emissions from cars would increase if the land were sold, causing more harm to the community than benefit;
- the whole site needed to be considered and not just the access;
- although there was now planning permission, the decision to grant options was not tied to that, and considering all the arguments for and against, selling of the land was not a good option;
- the Executive's decision and reasoning was not solely for the developer but for the wider community;
- the land was currently used as amenity land by the local community and selling would not provide any enhancements to residents and would be damaging to wildlife and biodiversity; and
- the land was beneficial to the community with established trees and hedges.

The Leader in concluding raised the following points:-

- he welcomed the Executive's points and open mind on the matter;
- there was a balance between the need to build affordable homes as recognised in the Council's Corporate Plan, with the wider interests of all residents of the city;
- the Executive had considered the Planning Inspector's decision to grant planning permission, but respectfully disagreed with it;
- evidence in the local plan showed the site had a high to medium landscape sensitivity;
- the Council was consulting on a new Local Plan about protecting the green spaces around Exeter for the benefit of residents and building new housing on brownfield land;
- the Council had a 4-year housing land supply which had been reduced down from 5 years, given the progress that the Council had made with the Local Plan; and
- he had considered the advantages and disadvantages and noted the views of the Executive Members.

The Leader moved an amendment to the recommendations to read as follows:-

- That having considered the report and other views, the Executive was not minded to sell the land.

The Leader moved, and Councillor Wright seconded, the recommendation which were voted upon and CARRIED unanimously.

RESOLVED that having considered the proposal and other views, the Executive was minded not to sell the two areas of amenity land.

84

RELOCATION OF THE GREEN SPACE TEAM AND DISPOSAL OF THE EXISTING GREEN SPACE DEPOT AT BELLE ISLE

The Executive received the report on the disposal of the Green Space team depot at Belle Isle and to relocate the Green Space team to a new depot. The depot site had been identified for redevelopment by Exeter City Living (ECL). The report also

sought authority for short-term capital expenditure required to facilitate the disposal of Belle Isle site.

The City Surveyor outlined the details in the report.

The Leader moved and Councillor Wright seconded an amendment to the recommendations to read as follows:-

- 2.3 delegate authority to the City Surveyor, in consultation with the Leader and the Director Finance to:
 - i) approve the final terms associated with the acquisition of an alternative depot site;
 - ii) approve the final terms associated with the disposal; and
 - iii) in accordance with the Local Government Act 1972 Section 122 to appropriate the existing Belle Isle site (shown on the plan at Appendix 1), for planning purposes to facilitate the carrying out of development, re-development, or improvement on or in relation to that land.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on whether the site was sold first before a new site was purchased and would the purchase be coming from reserves or from borrowing in the short term?
- Cllr Moore – enquired on the whether maximising capital receipts would compromise the integrity of the site and was there consideration for affordable housing in this area?

During the discussion, the following points were made:

- the recommendations would support making best use of the Council owned brownfield sites;
- did ECL receive the funding for the initial investigation onto the site and had the investigation been completed?
- was the Council able to sell the land provided that planning permission was granted?

In response to questions raised, the City Surveyor advised

- the Council would seek the best offer with conditional contracts subject to planning permission for acceptable development;
- nothing would be sold until the relocation was agreed;
- it was possible that a developer might have a site to swap, which may provide additional range of sites for depot relocation;
- there were still some sites with BLRF funding, which was available to spent, but there was a time limit on its use, which was conditional on the sale of the site for residential development.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve:-

(1) the allocation of a £2.5million capital budget to cover the costs of acquiring and developing an alternative Green Space depot site and the preparation of the Belle Isle site for disposal;

(2) the unrestricted disposal of land at Belle Isle, as shown on the site boundary plan in Appendix 1 of the report;
(3) that delegated authority be granted to the City Surveyor, in consultation with the Leader and the Director Finance* to:

- approve the final terms associated with the acquisition of an alternative depot site;
- approve the final terms associated with the disposal; and
- in accordance with the Local Government Act 1972 Section 122 to appropriate the existing Belle Isle site (shown on the plan at Appendix 1), for planning purposes to facilitate the carrying out of development, re-development, or improvement on or in relation to that land.

* Officer Title has since changed to Strategic Director for Corporate Resources.

85

DISPOSAL OF LAND AT GRACE ROAD FIELDS FOR THE FACILITATION OF THE LOW CARBON EXETER DISTRICT HEAT NETWORK

The Executive received the report to dispose of part of Exeter City Council's land holdings at Grace Road Fields, at best consideration, to Exeter Energy Network, following the award of £42.5million by Central Government to Exeter Energy Network to build a heat network using water source heat pumps.

The City Surveyor outlined the details in the report which outlined the options and the best recommendation going forward.

The Service Lead, Legal Services & Interim Monitoring Officer advised that the report was not a planning consideration and that any Executive Member sitting on Planning Committee would need to keep an open mind on matters brought before them.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – advised that the land was within the Valley Park master plan, which needed to be considered and whether a statement needed to be made.
- Cllr Mitchell – enquired on whether the Council was disposing on freehold or on leasehold grounds?

During the discussion, the following points were made:

- clarity was sought on whether there should be a public consultation?
- would the land be sold with any pledges to ensure no houses were built on the site?
- the Valley park protection and assurances was valid, but was subject to planning considerations; and
- the timescales for funding were uncertain, but it was a good project in principle

In response to questions raised, the City Surveyor advised

- the site was designated as Valley Park and therefore any planning application would have to address that issue;
- it was not clear in the report, but it should read that the disposal of open space would be published in the normal way, which was two consecutive weeks, with the submissions to be considered;
- the Council nearly always included restrictive covenants on disposals to control development; and

- there would have to be a very long leasehold for the amount of investment required.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that Executive approve:-

(1) the off-market disposal of part of Grace Road Fields, to Exeter Energy Network (“EEN”), or one of its associated vehicles, for the delivery of a Low-to-Zero Carbon heat network having consideration to the best consideration report prepared by independent Chartered Surveyors;

(2) that delegated authority be given to the City Surveyor, in consultation with the Council Leader and the Director Finance* (S151 Officer) to approve:

- a) the final boundary and terms associated with the disposal of the site; and
- b) to appropriate the wider Grace Road Field site, which belongs to the Council for planning purposes to facilitate the carrying out of development, re-development, or improvement on or in relation to that land.

(3) that subject to approval of (1) above, that notices be published in relation to the disposal of open space at Grace Road Fields with the results presented to the Executive prior to any exchange on the disposal of the site.

* Officer Title has since changed to Strategic Director for Corporate Resources.

(The meeting commenced at 5.30 pm and closed at 8.21 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 16 July 2024.

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EXECUTIVE

Tuesday 13 August 2024

Present:

Councillor Bialyk (Chair)

Councillors Wright, Allcock, Asvachin, Foale, Vizard, Williams, R and Wood

Also present:

Councillor Jobson (as an opposition group Leader);

Councillor Moore (as an opposition group Leader); and

Councillor M. Mitchell (as an opposition group Leader).

Also present:

Chief Executive, Strategic Director for Corporate Resources, Service Lead, Legal Services & Interim Monitoring Officer, Head of Service, City Centre and Net Zero and Democratic Services Manager.

86

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

87

CHAIRS ANNOUNCEMENTS

The Leader passed on his condolences and reflected on the memory of the former Lord Mayor and Honorary Alderman Marcel Choules, who had represented the Priory Ward and was well known across the city. References and Members' thoughts would be presented at the full Council meeting on 15 October 2024.

The Leader also welcomed the meeting of people from 'Exeter Together,' in standing up to racism, which was held on Saturday 10 August, which demonstrated Exeter being an exemplar city for community cohesion during recent troubling events.

88

PARKING TARIFFS 2024

The Executive received the report which sought to make amendments under the Parking Places Order to Exeter City Council car parks, which was important in delivering key services to attract people to live, visit or work in Exeter.

Particular reference was made to:-

- There was a legal requirement to consult with residents, businesses, and communities as part of the process of amending the Parking Places Order.
- The six-week consultation period would commence the week beginning 19 August 2024, consisting of posters in car parks, an advert in the Express and Echo, an online consultation, and letters delivered to the residents around Belmont Road car park.
- The recommendations were related to comments and concerns received from the business community, InExeter and Exeter Chamber of commerce.
- Encouraging shoppers to visit the city on a Sunday, would assist in reducing busy Saturday congestion.
- The proposed introduction of car parking charges at leisure sites would ensure they were used by their intended customers, which was currently problematic at the Riverside Leisure Centre and Wonford Sports Centre.

- Income generated from city centre car parks would be used to address ASB within some car parks, in particular, the Cathedral & Quay car parks.
- During 2024 seasonal, business, and residential parking permits were being reviewed for eligibility, and once completed all permits would be available to purchase on the Council website.

Opposition group leaders spoke on the item as follows:-

- Cllr Moore made the following points:-
 - although parking tariffs contributed toward the transport challenges, it was important to address the volume of daily commuters coming into the city;
 - would income from car parking address structural problems in multi-storey car parks;
 - the analysis on transport carbon emissions was welcomed, and given the rise of emissions since 2020, the consultation should include reference to tariff change impact on emissions;
 - were bus ticket prices an incentive to reduce the number of cars driving into the city centre to tackle climate emergency;
 - more attention was needed on the creation of a new sustainable car park; and
 - the inclusion of secure bike racks was welcomed.
- Cllr Mitchell made the following points:-
 - there was a need to compare tariffs with other neighbouring city areas, to ensure the Council was in line with them;
 - car parking charges were a smaller aspect of a larger matter; and
 - there was a contradiction between raising income and delivering the Net Zero ambition in the Corporate Plan.
- Cllr Jobson enquired on whether the consultation would be available in hard copy for residents to read or comment on and whether consideration had been given on the signs for operating hours of various car parks?

The Leader in thanking opposition Members noted the issues raised and encouraged members to contribute them through the consultation process. He advised that the focus of the meeting was on the process.

During the discussion, the following points were made:

- there was a challenging balance between achieving Net Zero in the city centre strategy and generating essential income from car parks;
- work was ongoing across the Council in achieving its objectives and there were issues of being in a two-tier system that needed to be considered;
- although there had been a decrease in the number of car parking tickets issued and city footfall, there was no data available to address the metrics of how people were coming into the city;
- would the consultation include detail on where car park income was used and what people were contributing toward;
- there were two stands in the process, relating to varying existing charges and introducing new charges;
- there were a number of car parks for leisure facilities, which were linked to the Healthy and Active City policy;

- it was important that there was strong engagement with car park users, key stakeholders, public and businesses in the consultation process; and
- there would be collaborative engagement with Devon County Council and Stagecoach, due to the limitations of the Council's role for transport matters.

The Leader in addressing points raised, made the following comments:-

- the Transport Working Group and potentially Scrutiny would address transport and corporate policy issues raised;
- the issues raised about the city centre strategy were important and were interlinked;
- £100,000 had been allocated to address antisocial behaviour and other matters, however, the Council required additional income to fully address these matters;
- hard copies of the consultation would be available to people and proper operating hour signage would be included;
- this was the start of a six-week consultation period, to enable the Council to listen to car park users and further changes could be made as a result of the feedback; and
- other issues would be picked up as a consequence of the consultation.

The Leader moved the recommendations, which was seconded by Councillor Wright, voted upon, and CARRIED unanimously.

RESOLVED that the Executive agree to:-

- (1) set aside £100,000 of the income achieved from Car Parks for maintenance and improvements to city centre car parks;
- (2) consult with nearby residents on a proposal to introduce residential car parking after 6.00pm at Belmont Road Car Park;
- (3) change the cost of seasonal, residential, and business parking permits as set out in the report presented at the meeting; and
- (4) amend the Car Park Places Order 2014 as follows:

- to change the car parking charges in accordance with the table in section 8 of the report;
- to re-introduce 1hr parking for city centre car parks located in Zone 2;
- to amend the opening and closing hours at the John Lewis car park to 8.00am - midnight;
- the addition of the following new car parks to the Parking Places Order in accordance with the plans at Appendix 2:

a. Central Zone

i. Paris Street Car Park (Old Bus Station site)

b. Zone 3

i. Pinhoe Railway Station Car Park;

ii. Bridge Road Car Park;

iii. Riverside Leisure Centre;

iv. Wonford Sports Centre; free for the first 3 hrs; and

v. Exeter Arena; free for the first 3 hrs.

(The meeting commenced at 5.30 pm and closed at 6.00 pm)

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 15 October 2024.

DRAFT

REPORT TO EXECUTIVE

Date of Meeting: 3 September 2024

REPORT TO COUNCIL

Date of Meeting: 15 October 2024

Report of: Chief Executive & Head of Paid Service

Title: Relocation of Council Services Based in the Civic Centre

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 To seek approval to move to the next stage of planning a potential move for Council services currently based at the Civic Centre to a number of sites already owned by the Council.

2. Recommendations:

2.1 That Executive agrees that officers proceed with detailed plans and costings for the enhancement of a number of council-owned sites in order to relocate staff currently based at the Civic Centre;

2.2 That Executive recommends to Council, the approval of a budget of up to £100,000 to develop full designs and costings for the project. This will be funded from ringfenced surplus funds from the Guildhall Shopping Centre.

3. Reasons for the recommendation:

3.1 The Civic Centre site is identified in the Liveable Exeter prospectus as a site for future housing development. The recommendations will advance the work required to enable the site to be marketed for that purpose.

3.2 There are a number of challenges with the existing site; with hybrid working, there is surplus capacity in both Phase One and Phase two, the layout of the building does not promote modern workplace practices of collaboration and hybrid meetings Success in letting Phase One of the building has been limited particularly post-pandemic and is not generating the forecast income .

3.3 The Council does not have the financial resources to spend significantly on a new building. Making better use of our existing assets will therefore provide a cost-effective way to improve working conditions, bring the cost of the Council's buildings back to budget and enable the Council to fully embrace working in a collaborative way across teams and services.

3.4 As the work will free up a site for regeneration, the surplus funds from the Guildhall Shopping Centre can be used to fund the necessary work, meaning that the Council can undertake the work without impacting on the Council Taxpayer.

4. What are the resource implications including non financial resources

4.1 It is anticipated that a budget of £100,000 will be sufficient to develop the plans to get costings to enable the Council to go out to tender. Prior to a tender being issued, a further report will come to the Executive and Council to determine whether there is sufficient funding to deliver the project and a budget will be sought from Council to proceed.

4.2 A cross-council project team will be set up to ensure that all issues are identified and addressed. This will include Strata as the Data Centre supporting the three Councils' ICT services is currently based at the Civic Centre.

5. Section 151 Officer comments:

5.1 The use of funds requested in this report is an appropriate use of the Guildhall Surplus Funds. The opportunity this provides for the Council to reduce its costs, deliver a significant capital receipt, and works towards two of the key Corporate Objectives, with impacting the Council Taxpayers is demonstrably worthy of the investment.

6. What are the legal aspects?

6.1 This report does not raise any legal issues which are relevant to the proposal at this stage.

7. Monitoring Officer's comments:

7.1 This report does not raise any issues for the Monitoring Officer.

8. Report details:

8.1 The Council has been considering options for a number of years to free up the Civic Centre site and move to new premises. The site could provide much needed new homes and has been identified as part of the Eastgate Liveable Exeter strategic development opportunity, providing for a vibrant mixed use new quarter in the City Centre.

8.2 Initially the Council was working with Crown Estate on a second iteration of the Masterplan for Citypoint, which was centred around a Civic Hub bringing the Council and Partner organisations together in brand-new purpose-built building. The final proposal however required the Council to commit to a 35-year lease wrapper on this building and a second building to provide commercial property space. The cost of the lease was several million pounds per year and would require the Council to take the risk of filling the space. There was no firm commitment from partners and therefore whilst this option has not been formally rejected by Council, it is not being actively pursued by officers and alternative options for delivery on the Citypoint site are being explored.

8.3 The Civic Centre is now not appropriate for the needs of Council. With the advent of hybrid working, the Council has moved into a single block and presently this is underoccupied. Efforts to lease out the other two buildings have had some limited success, but it is by no means full and is not achieving the rental income projected.

Empty space requires the Council to pay the Business Rates on buildings it is not occupying as well as utility costs.

8.4 The City Surveyor and Director Finance have been looking at opportunities to make better use of the Council's estate to provide suitable, high-quality accommodation for our staff and councillors, whilst ensuring that there is no cost to the Council Taxpayer.

8.5 As the ambition of the Council is to move to a position where office-based staff's work environment is a productive space for service teams to work collaboratively rather it is considered possible to locate spaces across multiple council-owned sites in the City.

8.6 Outline plans have been developed for the office block in the Guildhall Shopping Centre, the floor of the Bradninch Place, which the Council continues to operate out of and Oakwood House, at Exton Road. In addition, outline plans have been drawn up for a shop in the Guildhall Shopping Centre to be repurposed to provide face to face services.

8.7 The plans are set out in Appendix A set out some options for how each of the office areas could look. Although they are currently showing a majority of desks set out in the style of the current Civic Centre, it is likely that some of our satellite sites, particularly Bradninch Place will be set up as meeting spaces with the ability to use them as touchdown zones when the meeting room is not in use.

8.8 The Council will also look at other opportunities such as the spaces at the Livestock Centre (when they are not booked for external use) and offices based at our Housing sites to provide further accommodation for the Council to use.

8.9 At present, there are a number of tenants based within the Civic Centre, occupying space in Phase 1 and Phase 3. Due to the downsizing plan set out in this report, it will not be possible to provide accommodation for any of those tenants, with the exception of Strata, our IT Company, who are entitled to accommodation under the terms of the agreement and in any case play an integral part in the delivery of our services.

8.10 A budget of £100,000 is requested to allow detailed plans to be drawn up and for necessary works to be carried out. For example, the Guildhall offices date back to the 1970s when the Centre was built and we have the opportunity to invest in them to reduce our carbon footprint. The windows need replacing, as does the heating system, so there is an opportunity to design a building fit out which looks to support our commitment to Net Zero.

8.11 The budget requested will be funded from surplus money generated by the Guildhall Shopping Centre. As the majority of those funds will be designing improvements to the existing Centre, this is an appropriate use. In any case the entire project underpins a significant regeneration project in the City, which is the purpose for which the money is held. It is envisaged that, if approved, the costs of making the accommodation fit for our purposes will also come from the Guildhall surplus income meaning there will be no cost to the Council Taxpayer.

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

9.1 The intention is to deliver a low carbon principal site for the Council at the Guildhall Shopping Centre, contributing to our Net Zero ambitions. It will also support Housing and Building Great Neighbourhoods.

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

10.1 There may be a risk at peak demand times that there may not be sufficient space for all staff who want to come in to find space at their preferred location. A suitable booking system will reduce this risk. Split sites will be a new way of working for services, however the proximity of Bradninch Place to the Guildhall Shopping Centre should reduce the challenges. Additionally, there is the option of using our Exton Road site.

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation, and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies, and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage, and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics, but this will be an integral element of the detailed planning stage to ensure all issues are identified and addressed.

12. Carbon Footprint (Environmental) Implications:

12.1 The main offices in the Guildhall will likely require new windows and a new heating system. This provides Council with an opportunity to explore decarbonisation projects as part of the move. As the move will be funded from funds not available to the General Fund, this is an opportunity to decarbonise a significant asset, without impacting on the Council Taxpayer. It should be noted this is a project that will impact the Offices only and not the wider Centre. A representative from the Net Zero team will be invited onto the Project team.

13. Are there any other options?

13.1 The Council can remain in the Civic Centre. However, Council will need to address the shortfall in the budget to produce a balanced budget over the medium term. Some significant improvements will be required to the structure. If Members were inclined to take this option, the opportunity to redevelop the Civic Centre site for housing would be lost, but the Council could seek alternative uses at the Guildhall shopping centre offices which would generate a further income for other regeneration opportunities.

13.2 There may be an opportunity to acquire a site that is in a better condition and thus requires less works. Commercial properties are regularly informed of opportunities in the market and if an appropriate and costs effective option becomes available this will be presented to Members. Renting premises will not have a positive impact on the Council's financial position and is therefore not recommended.

Chief Executive, Bindu Arjoon

Author: Strategic Director Corporate Resources, David Hodgson

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

Background papers used in compiling this report:-

None

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EXETER CITY COUNCIL OFFICES

FEBRUARY 2024

FEASIBILITY
STUDY

2309-ASH-XX-ZZ-RP-A-00002

ARCHITECTURE
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DESIGN PROPOSALS

FEBRUARY 2024

Contributors:

Client: Exeter City Council
Architect & Interior Designer : Architecture by Studio HIVE

REVISION	DATE	DESCRIPTION	AUTHORED	CHECKED	APPROVED
01	16.01.24	PRELIMINARY	IB	NS	NS
02	13.02.24	PRELIMINARY	IB	GR	NS

Disclaimer

This document and its contents have been prepared by Architecture by Studio HIVE Limited for the sole purpose of brief preparation and feasibility design for Client, Exeter City Council. It represents design intent no greater in detail than representing RIBA Stage 1 under the RIBA Plan of Works 2020.

CONTENTS

1. INTRODUCTION	3		
2. EXISTING CONDITION	4		
2.1 [REDACTED] EXISTING CONDITION	5		
2.2 [REDACTED] EXISTING PLANS	6		
2.3 UNIT [REDACTED] 30 / BLOCK A EXISTING CONDITION	7		
2.4 UNIT [REDACTED] / BLOCK A EXISTING PLANS	8		
2.5 PHOENIX CENTRE EXISTING CONDITION	9		
2.6 PHOENIX CENTRE EXISTING PLANS	10		
3. OFFICE [REDACTED] PROPOSED SOLUTION			
3.1 DESIGN SOLUTION INTRODUCTION	11		
3.2 PUBLIC & SERVICE POINT PROPOSED PLAN	12		
3.3 PUBLIC & SERVICE POINT / MEET & GREET DESIGN IDEAS	13		
3.4 SUPPORT OFFICES LEVEL 2 PROPOSED PLAN	14		
3.5 SUPPORT OFFICES LEVEL 2 DESIGN IDEAS	16		
4. OFFICE UNIT [REDACTED] 30 & BLOCK A			
4.1 DESIGN SOLUTION INTRODUCTION OPTION 1	17		
4.2 OFFICE UNIT [REDACTED] 30 PROPOSED PLAN	18		
4.3 OFFICE UNIT BLOCK A PROPOSED PLAN	19		
4.4 DESIGN SOLUTION INTRODUCTION OPTION 2	20		
4.5 OFFICE UNIT [REDACTED] 30 PROPOSED PLAN	21		
4.6 OFFICE UNIT BLOCK A PROPOSED PLAN	22		
4.7 PERMANENT WORKSTATION EXAMPLE	23		
4.8 FLEXIBLE & HOT DESKING WORKSTATION EXAMPLE	24		
4.9 COLLABORATIVE & INFORMAL MEETING OPTIONS	25		
4.10 FORMAL MEETING ROOMS	26		
4.11 MODULAR & FLEXIBLE STORAGE OPTIONS	27		
4.12 BREAK-OUT AND STAFF AREAS	28		
5. PHOENIX CENTRE PROPOSED SOLUTION			
5.1 DESIGN SOLUTION INTRODUCTION	29		
5.2 PHOENIX CENTRE PROPOSED PLAN	30		
5.3 OFFICE & BREAK-OUT AREA DESIGN IDEAS	31		
6. OAKWOOD HOUSE			
6.1 OAKWOOD HOUSE EXISTING CONDITION	32		
6.2 OAKWOOD HOUSE EXISTING PLANS	33		
6.3 DESIGN SOLUTION INTRODUCTION	34		
6.4 PROPOSED PLANS	35		
6.5 BREAK-OUT AREAS EXAMPLES	37		

1. INTRODUCTION

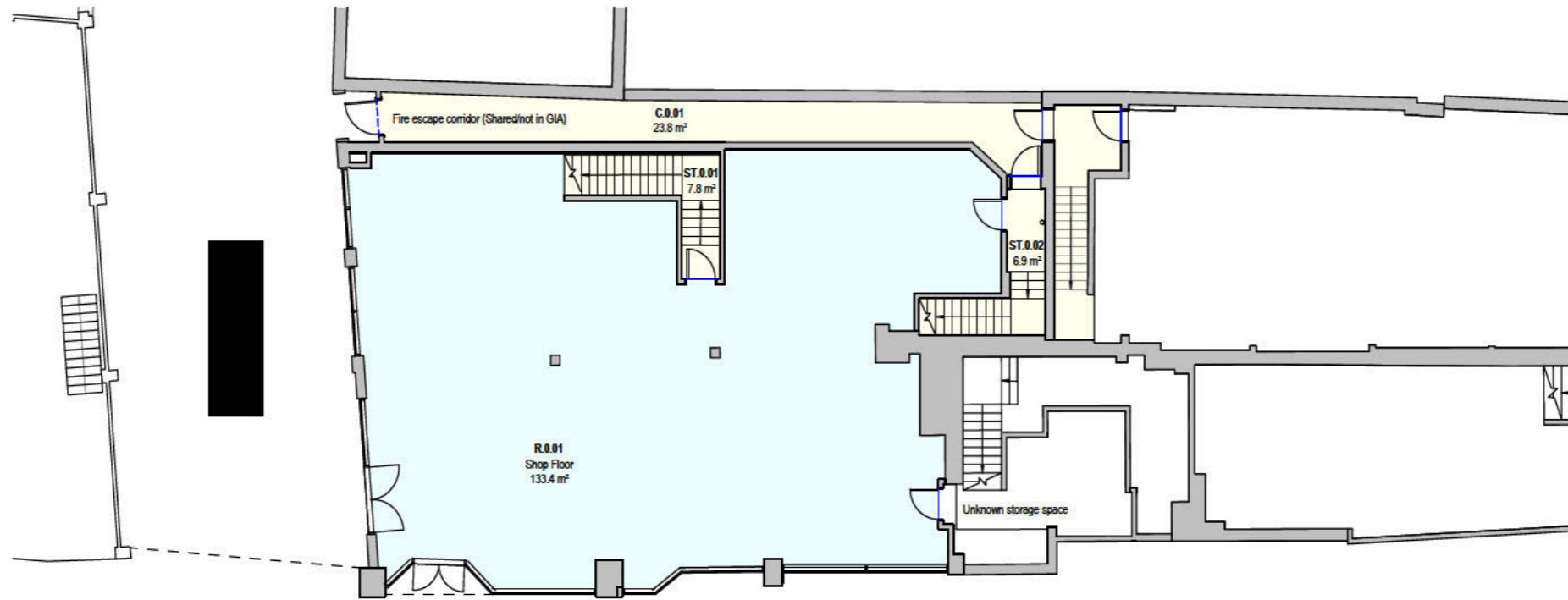
Architecture by Studio Hive was approached in April 2023 by Exeter City Council with a view to testing two areas within Guildhall shopping Centre against their requirements for new office accommodation in the city center.

Following the issue of several sketch schemes, we were asked in September 2023 to undertake detailed slides of the available spaces in the Guildhall Shopping Centre comprising units [REDACTED] 30 and Block A together with Unit [REDACTED] which may become the Council's 'Public Service Point' for a customer-facing operation.

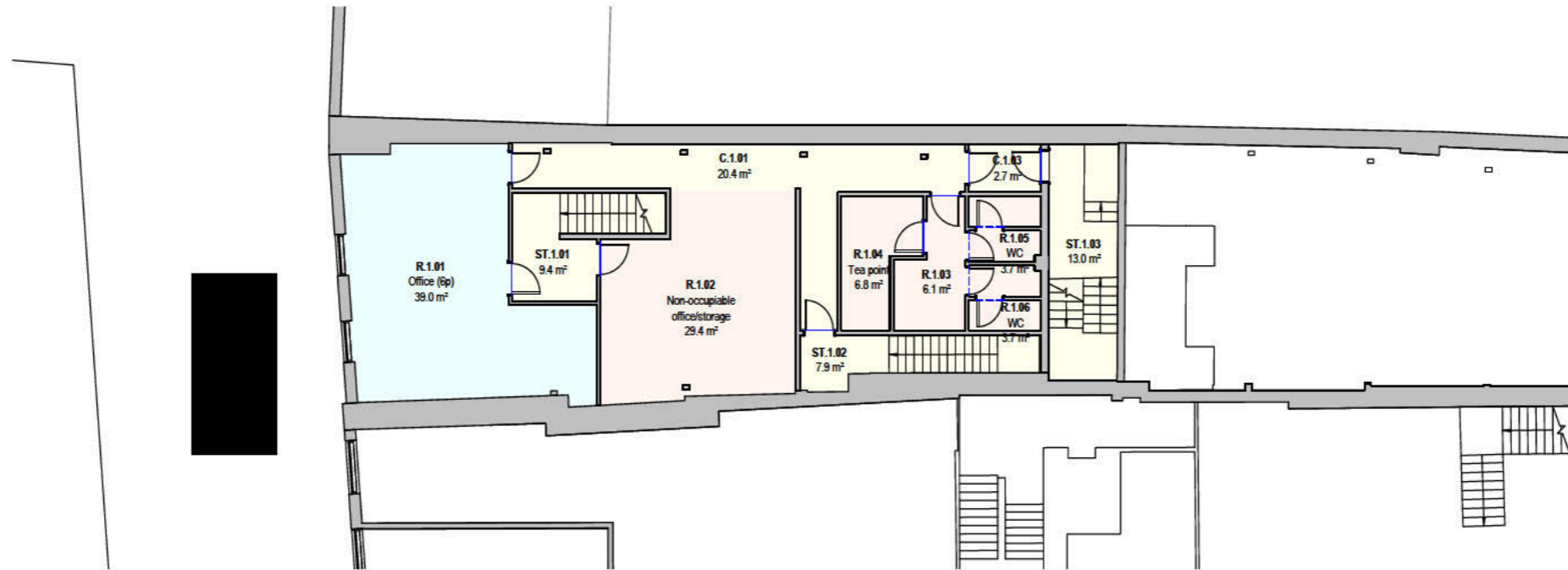
We have also been asked to include a study of the first floor of Phoenix Centre which is adjacent to RAM; a few minutes' walk from the Guildhall Shopping Centre. The brief for the Phoenix building is similar; to look at the existing office layout and suggests a new way of achieving a higher density of workstations and support facilities.

Finally, we have now been charged with producing a similar study for Oakwood House which is home to Exeter City Council Cleaning Services in the Marsh Barton area of the city. This study was now completed following the site visit on 17th January 2024 and was added to this document.

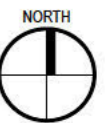
2.2 EXISTING PLANS



GROUND FLOOR - EXISTING



FIRST FLOOR - EXISTING



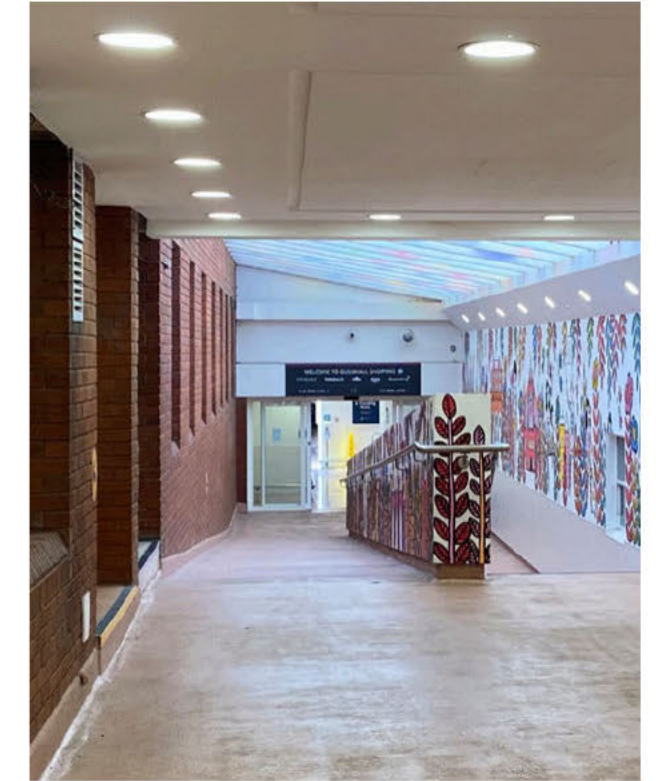
2.3 OFFICE UNIT [REDACTED] 30 & BLOCK A EXISTING CONDITION

Unit [REDACTED] 30 & Block A Introduction

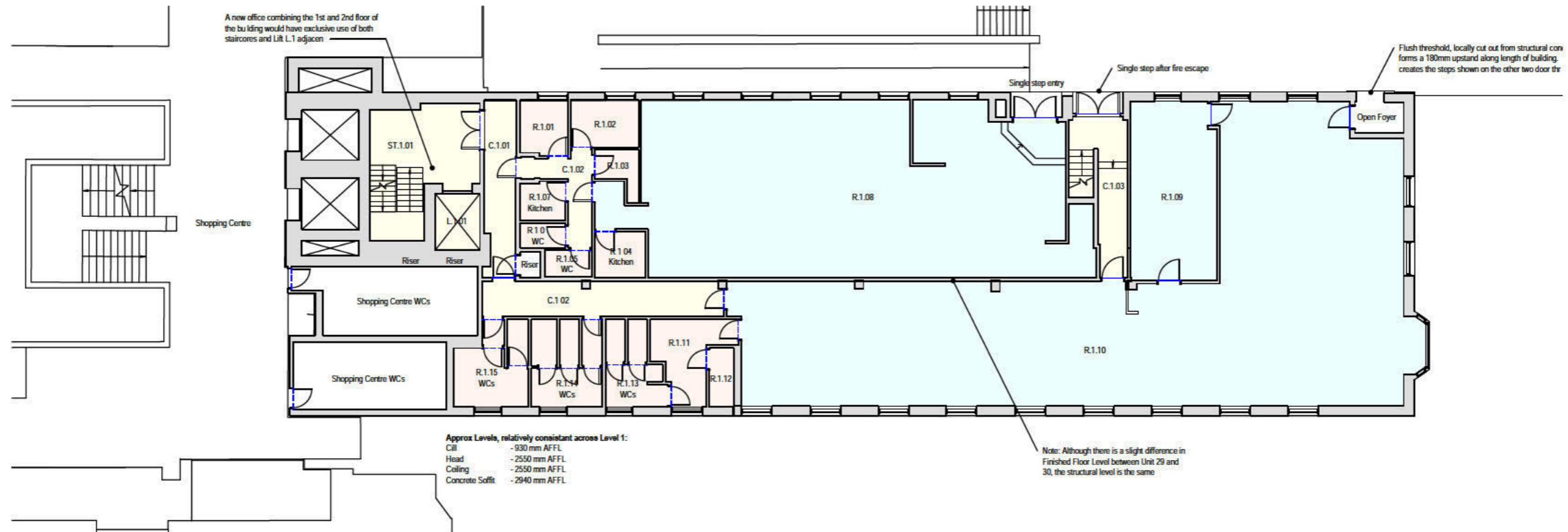
Units [REDACTED] 30 on the first floor of the Guildhall Shopping Centre were once a café and hairdressers respectively. Both units will require a full re-fit in order to make the spaces suitable for occupation by the Council.

Block A is the unit above and was previously occupied by Exeter College. It is currently configured as a series of cellular offices with a suspended ceiling. As with the lower units, Block A will require a complete strip out and re-fit to bring it to current standards. We will look at whether insulation levels can be increased as well as investigate the efficiency of the landlord's boiler plant which is thought to be relatively recent.

Both floors are served by a passenger lift and the core also contains male and female toilets which will also require refurbishment as part of the proposals.



2.4 OFFICE UNIT [REDACTED] 30 & BLOCK A EXISTING PLANS



OFFICE UNIT [REDACTED] 30 - EXISTING PLAN - Level 1



OFFICE BLOCK A - EXISTING PLAN - Level 2

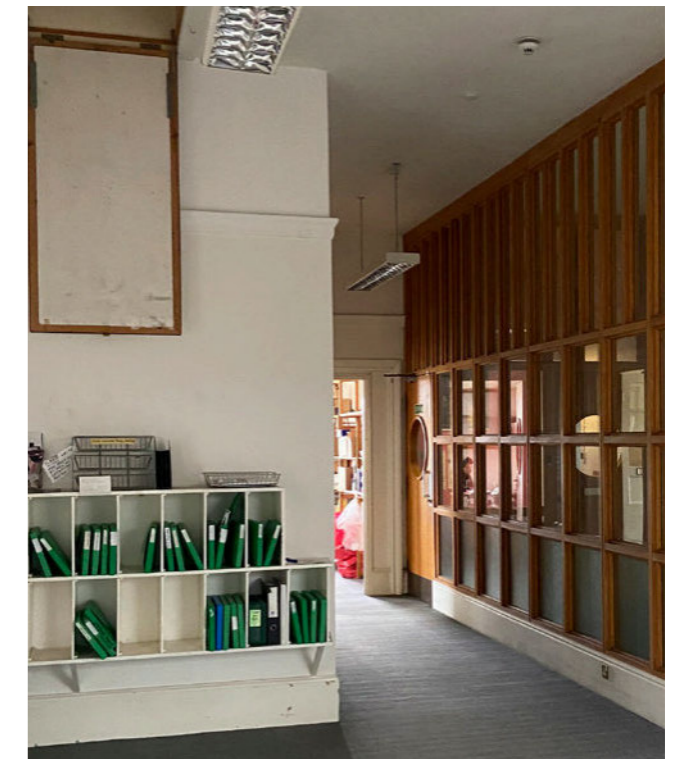
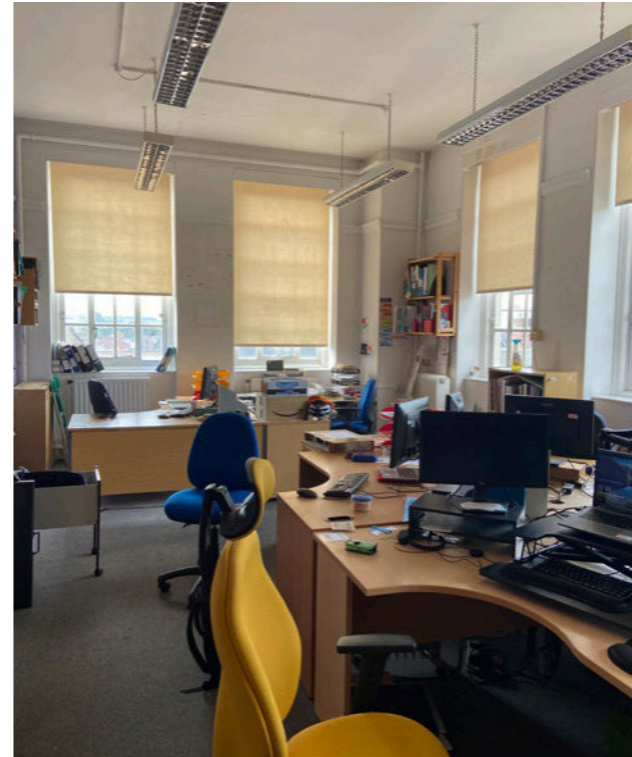
2.5 PHEONIX CENTRE EXISTING CONDITION

Phoenix Centre Introduction

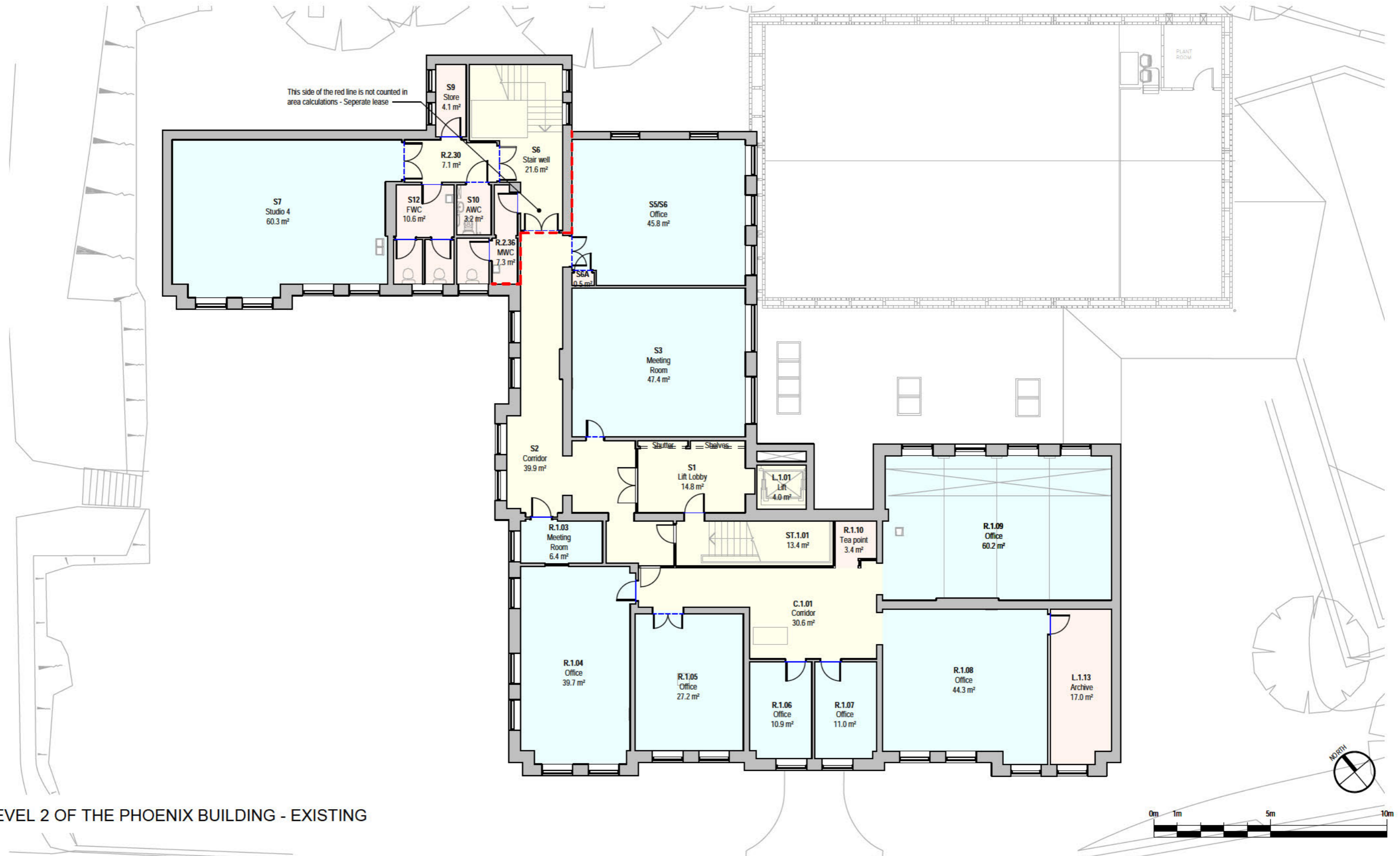
The Phoenix Centre offices are currently occupied by those responsible for the RAM which is adjacent. The offices are on the second floor of a very impressive Edwardian civic building constructed in 1911 in the Baroque Revival style.

The existing office suite of offices are lofty and well-lit and exploited for the storage of historical reference materials both on high shelving and in large store cupboards.

The existing workstations are very large (designed for CRT monitors) and inefficient. There are also many heavy cabinets and a huge amount of shelving which also affects the efficiency of the space.



2.6 PHEONIX CENTRE EXISTING PLAN



LEVEL 2 OF THE PHOENIX BUILDING - EXISTING

3.1 [REDACTED] / PROPOSED SOLUTION INTRODUCTION

The office [REDACTED] is separated into two areas. The welcome and reception area are on the ground level and additional office spaces are on the first

Welcome area with the service point

GIA - 195.3 sqm / 2102 sqft
NIA – 133.4 sqm / 1436 sqft

Additional Offices First Floor

GIA – 155.2 sqm / 1671 sqft
NIA – 95.6 sqm / 1029 sqft

Main Features

Public service point with an informal meeting zone, semi private open plan meeting zone, and service point desk with adjacent private interview room.

Two private small offices with 2 permanent workstations in each, with a desk, adjustable office chair on castors, personal under-desk lockable cabinet, with additional lockable storage.

Additional office space for three to six people on level 2 with permanent workstations and additional office lockable cabinets.

Small tea point / kitchenette

The welcome and customer zone is separated into different zones to accommodate different activities, with a level of openness and privacy depending on the particular needs. At the entrance, there is a spacious meet-and-greet zone, with a low-back couch where privacy isn't required (1).

The need for semi-private and informal meetings could be accommodated with the use of high-back meeting pods, which come in a variety of options and are great solutions to not only fulfill the privacy needs but also help to define smaller, more private spaces in open plan layouts (2).

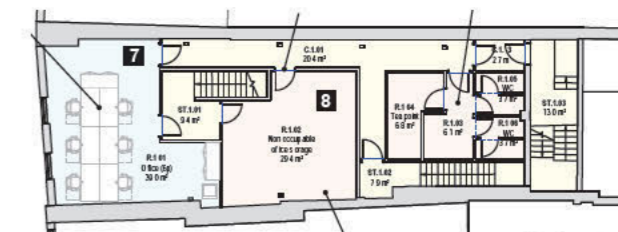
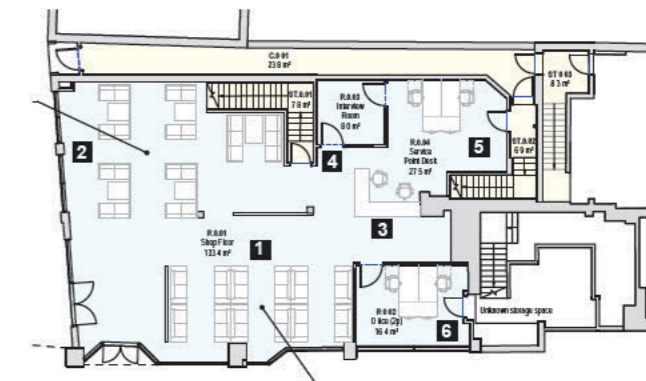
The service desk is located further down with seating spaces for two people (3) and with an adjacent private office with two permanent workstations with a desk, an adjustable chair on castors, an under-desk lockable storage pedestal / cabinet, and additional storage / filing cabinets in each office which can be selected based on requirements for each office (5).

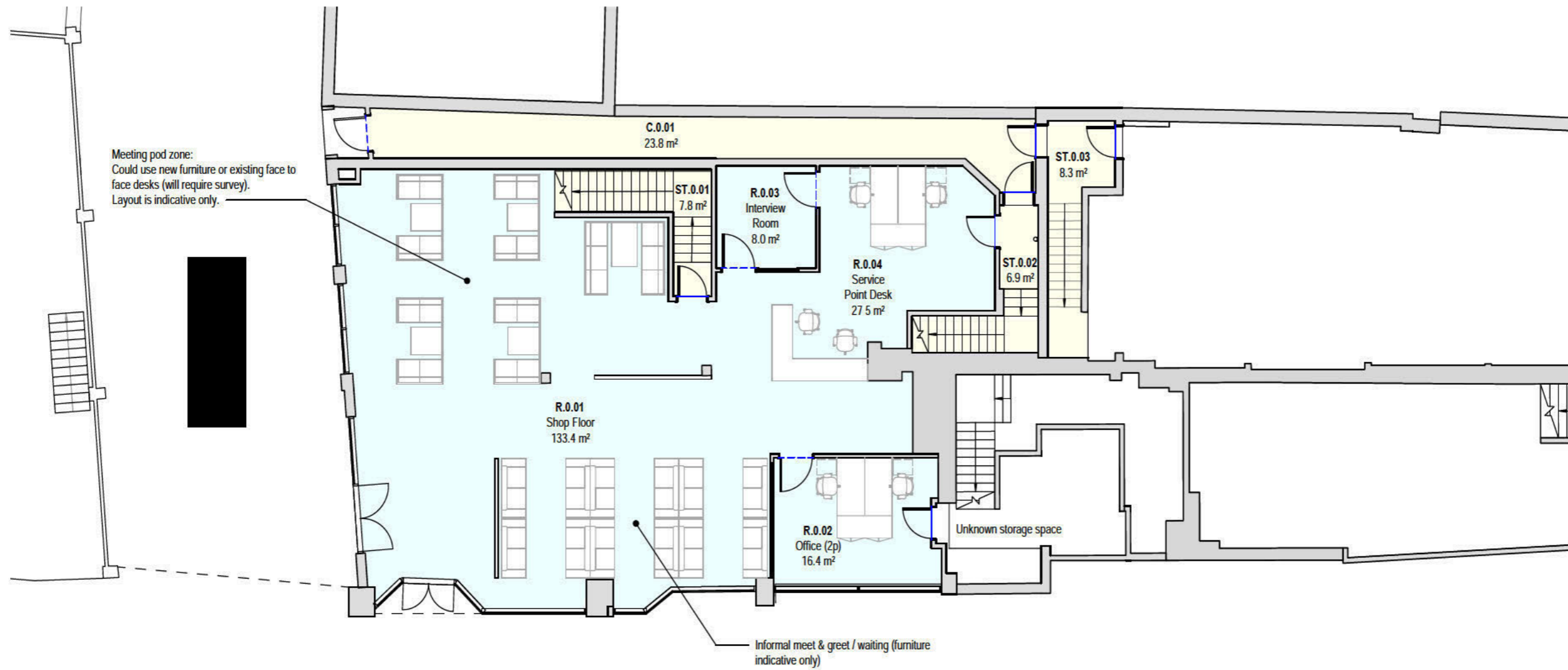
This option has a small private interview room for 2-3 people located next to the service point desk (4). There is a second private office on this level with a further two permanent workstations (6). For an example of the workstations and storage, please see images and precedents on pages 16 & 23 and 27.

Please note that this layout is indicative only showing limited types of furniture. Please see examples and images of precedents on the pages 14 and 15 to explore different ideas and options.

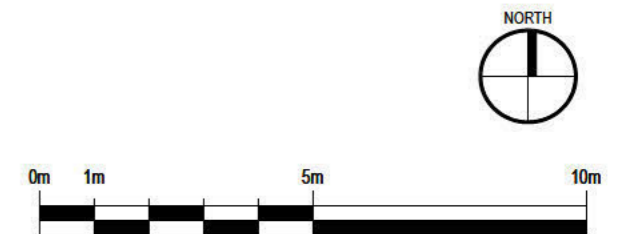
On level 1, there is an office with six workstations currently indicated in the plan together with space for storage and filing cabinets (7). Whilst this is based on the maximum occupancy available for the given space, a more comfortable number would be three or four workstations based on the BCO guidelines.

There is an existing tea point and WCs on this level that we recommend are fully refurbished. This option offers a generous space for storage (8). Due to the lack of natural light, this area is not occupiable as an office, however, there is a scope to split it into two separate rooms, which would offer both the space for storage and a staff break-out zone that could double up as an informal meeting space/meeting room, with some comfortable furniture. Glazed partitions in this area would help to break up the long dark corridor into smaller more pleasant spaces.



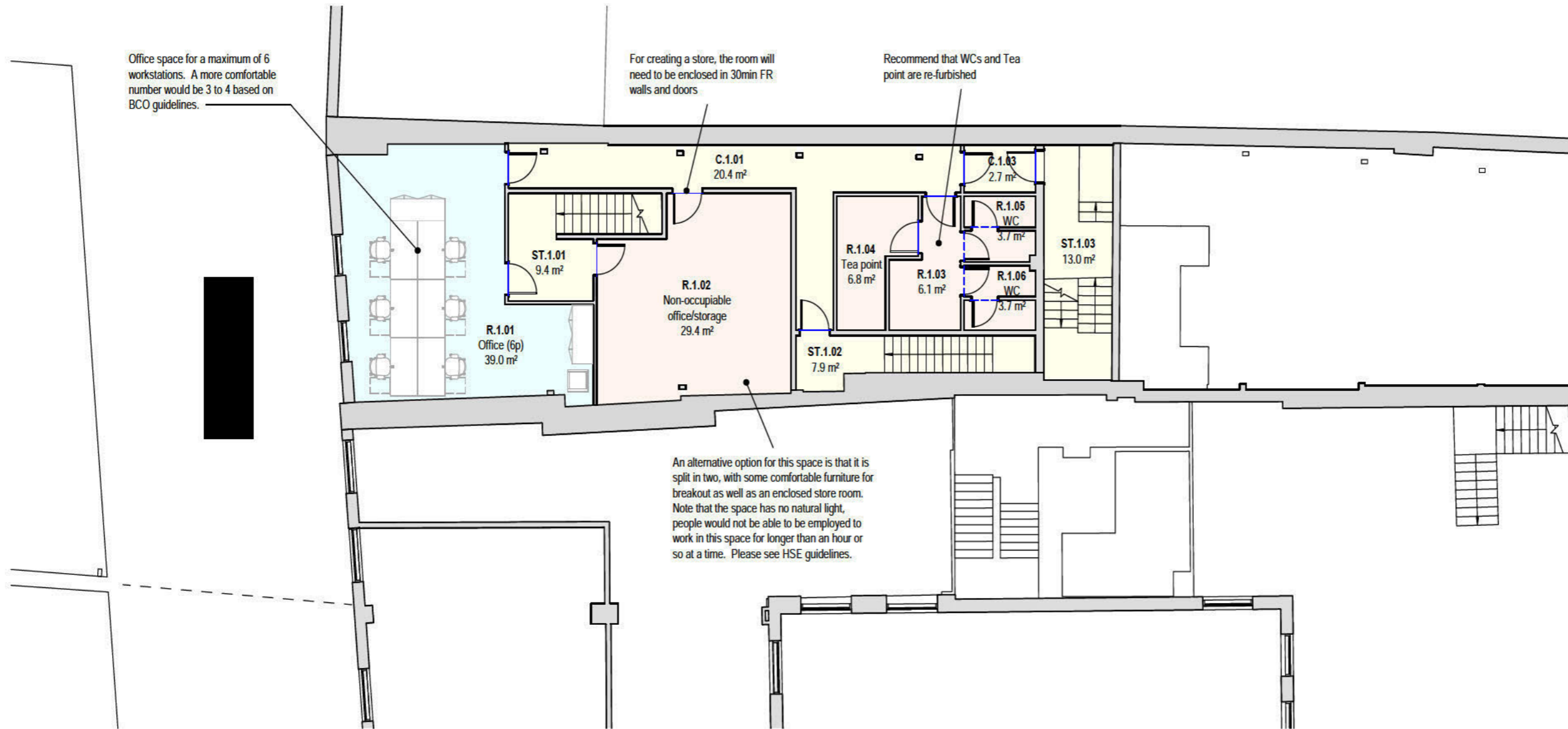


Public Service Point Plan Level 1

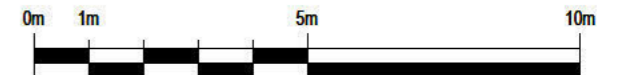
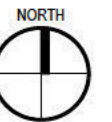


3.3 [REDACTED] PROPOSED PLAN / OFFICE & BREAK-OUT AREAS

Page 40



Support Offices Proposed Plan Level 1



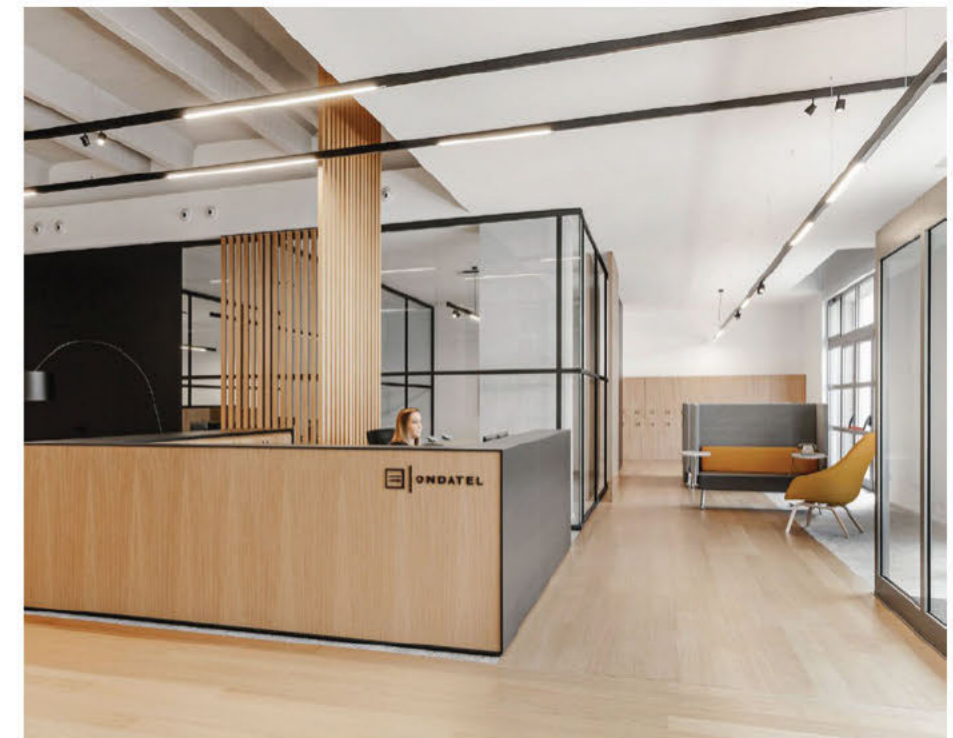
3.4 OFFICE / MEET & GREET AREA



1. Example of a welcome and reception area with a variety of furniture, simple timber room screen dividers, and different floor material finishes. A similar solution could help to define smaller customer areas within open plan space with minimum intervention.



2. High-back meeting pods are ideal solutions for open spaces to fulfill privacy needs whilst helping to define smaller zones within open-plan spaces. Can be used back to back or with variety of small furniture for different scenarios.



3. Example for the service point desk with adjacent interview/ meeting room with glass partitions. High back pod for two with armchair



4. Armchair and coffee table for reception / customer service area.



5. High-back meeting pod



6. Simple service point desk

3.4 OFFICE [REDACTED] / MEET & GREET AREA LEVEL 1



1. Low-back couches for welcome zone in customer service areas



2. Low-back couches for the welcome zones in reception areas where privacy isn't required. The design includes variety of configurations with optional additions of side shelves, coat/bag hangers, or magazine and newspaper racks



3. Lounge area example with variety of small furniture



4. Low-back couch for welcome zone in customer service areas. A variety of configurations are available



5. Upholstered stool available in various sizes

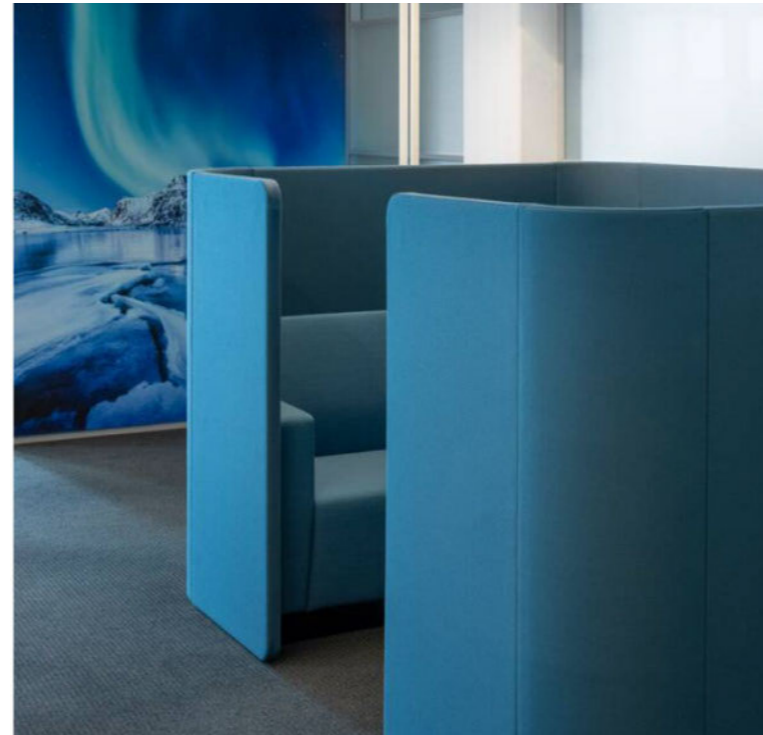


6. Example showing optional side shelf for magazines and newspapers

3.5 OFFICE [REDACTED] / SUPPORT OFFICES LEVEL 2



1. An example of an permanent workstation layout with 1600 x 800 desk, underdesk lockable cabinet or drawer. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers (see more options on page)



2. Example of break out zone if the existing large storage zone would be split into two with a high-back furniture option.



3. Example of open plan break out zone if the existing large storage zone would be split into two rooms. This area can also used for informal meetings



4. 1600x800 desk with an adjustable chair on castor, under-desk lockable storage with an option of cabinet or drawer, shared lockable storage cupboard



5. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution

4.1 OFFICE UNIT ██████30 AND OFFICE BLOCK A INTRODUCTION / OPTION 1

Office Unit ██████30 (Level 1)

GIA - 449 sqm / 4833 sqft

NIA – 388 sqm / 4176 sqft

Office block A (Level 2)

GIA - 577sqm / 6211 sqft

NIA – 451 sqm / 4767 sqft

Main Features

74 workstations are shown in total, with an example of permanent desk workstations only.

With storage lockers to allow flexible seating/hot desking if required (6m² NIA workspace per person/ most dense to aim for)

9 maximum WCs required over both floors

2 self-contained accessible showers for both floors (as required if following the recommendation to have a separation by sex (10 sqm NIA per core facility unit/ BCO guidance)

Drying and locker room

This option shows an example of a layout with permanent workstations (desk, adjustable chair, individual lockable under- desk cabinet or drawers only (for examples of permanent workstation set-up refer to page 23), with 8 workstations at level 1(1) and a further 66 stations on level 2 (2).

A variety of storage cabinets are located across the office and near all workstations, creating an additional benefit as room dividers (3) with option for planters which would soften the feel of the rooms and with personal ICT lockers located on level 2 (4)in the main office space to allow for flexible seating / hot desking if required and some close to the showers/changing rooms.

This option offers a generous reception and welcome area with low couches (5) (plan is indicative only, see other options of lounge furniture on page 14 and 15) and a reception desk with spaces for 2 people managing the desk (6). Adjacent to this is a meeting room or small office and private interview room (7).

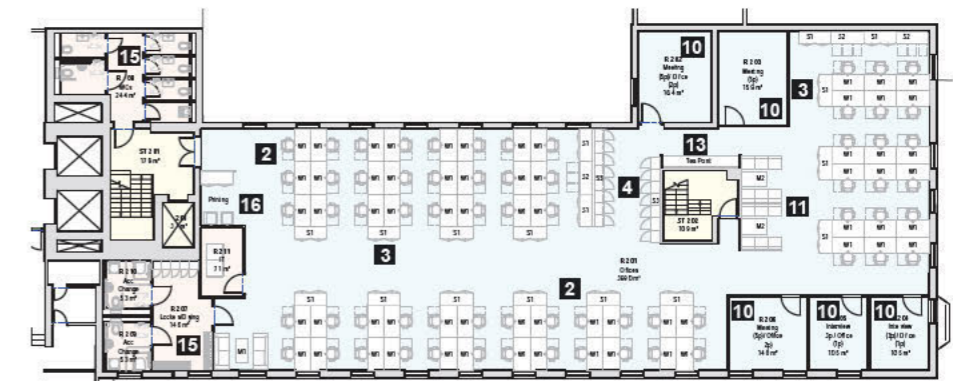
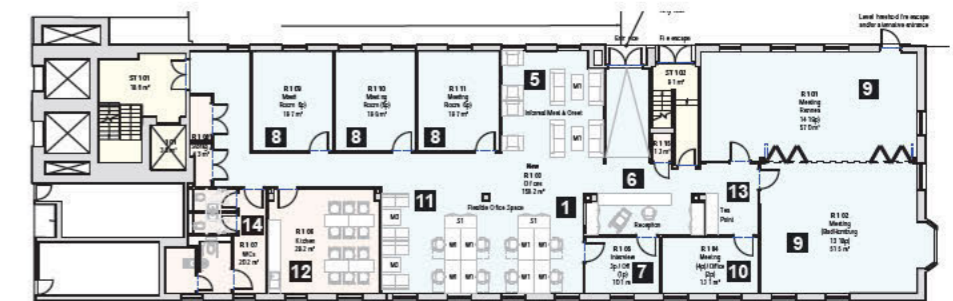
There are a further 3 meeting rooms for 6 people (8), two large meeting / conference rooms on level 1 (9), and five smaller meeting rooms (10) ranging from spaces for 3 to 5 people on level 2. The foldable door partitions in large meeting/conference rooms allow for flexibility and adaptability in the size of the meeting rooms. Flexible meeting room tables would offer a variety of arrangements and as such give more usability to these rooms.

This layout illustrates higher workstation capacity, and the collaborative furniture is reduced, some high-back booths are located across the office zone on both floors (11), which can be used for collaborative work/informal meetings.

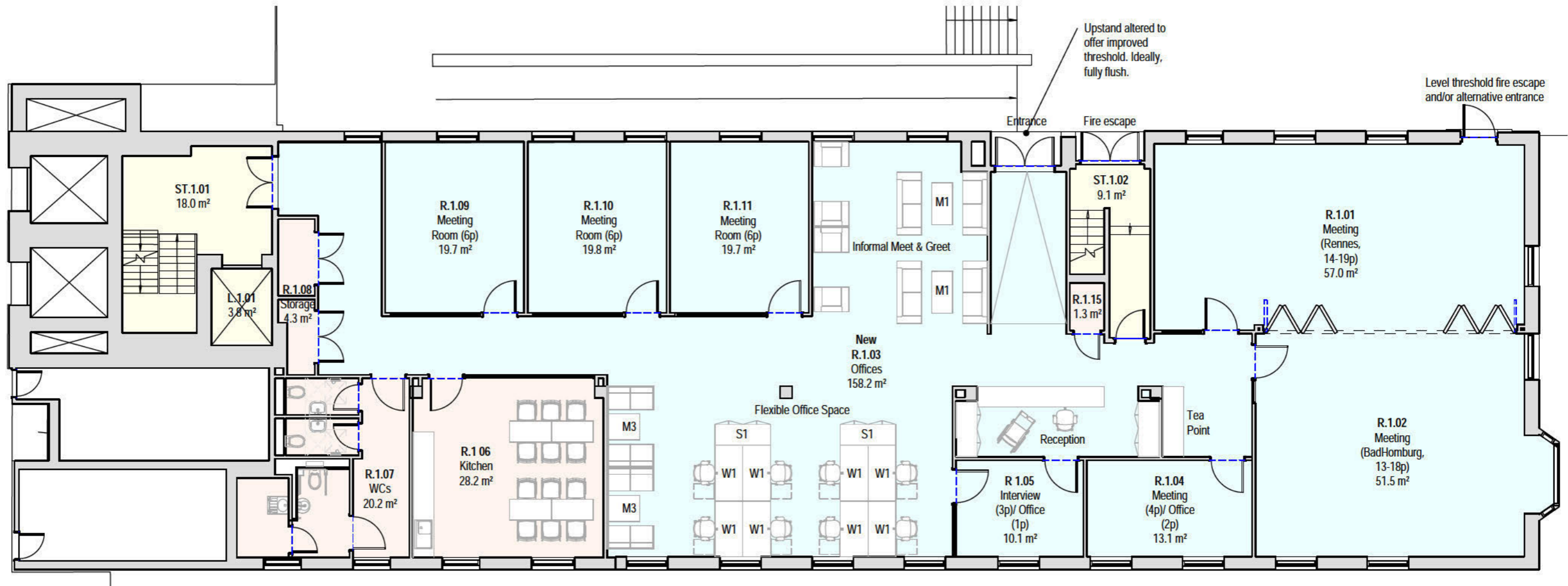
There are generous break-out zones with a good-sized separate kitchenette with dining spaces for 12 people (12) and additional tea points are located on both levels (13). In this option, the break-out / dining room is separated by glass partition which creates more open-plan feel and connection with the rest of the office space and meeting areas.

There are 2 unisex WCs and 1 Accessible WC on level 1 (14), 5 unisex WCs and 1 Accessible WC on level 2, and 2 Accessible showers adjacent to the drying room with personal lockers (15).

IT room and printing zone are facilitated on level 2 in the main office space (16).



4.2 OFFICE UNIT [REDACTED] 30 / PROPOSED PLAN / OPTION 1



Page 45

Office Unit [REDACTED] 30 Proposed Plan Level 1

KEY:

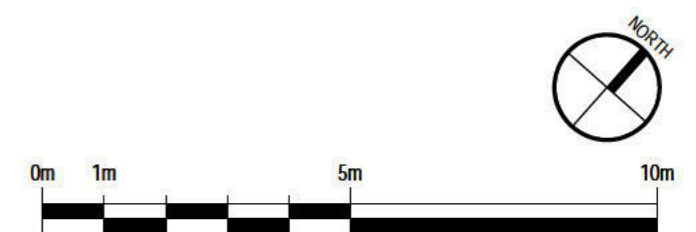
- W1: Typical permanent office desk workstation
- S1: Desk-high lockable cabinets
- M1: Informal breakout/meeting couches with coffee table
- M3: Meeting pod for 1-2 persons with privacy/acoustic high-back surround

NOTES:

8 workstations shown

FLOOR AREA:

GIA	=	449 m ² / 4833 ft ²
NIA	=	388 m ² / 4176 ft ²



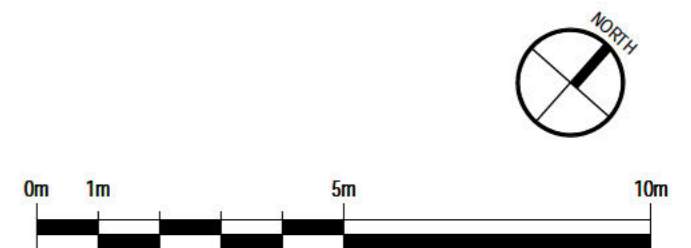
4.3 OFFICE BLOCK A PROPOSED PLAN / OPTION 1



Office Block A Proposed Plan Level 2

KEY:

- W1: Typical permanent office desk workstation
- S1: Desk-high lockable cabinets
- S2: Desk-high lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround



4.4 OFFICE UNIT ██████30 AND OFFICE BLOCK A PROPOSED PLANS OPTION 2

Office Unit ██████30 (Level 1)

GIA - 449 sqm / 4833 sqft

NIA - 388 sqm / 4176 sqft

Office block A (Level 2)

GIA - 576 sqm / 6200 sqft

NIA - 500 sqm / 5382 sqft

Main Features

54 workstations are shown in total across both floors (8 on level 1 and 46 on level 2), with a mix of permanent workstations and personal ICT lockers for an option for flexible seating / hot desking if required (10 sqm NIA per core facility unit)

More collaborative working zones

9 maximum WCs required over both floors

1 self-contained shower (Accessible) over both floors (as required by BREAM)

Drying room with lockers

This option offers a combination of desk arrangements, with spaces for both hotdesking on level 1 (1) (Please see example on the page 24) and spaces for permanent staff on level 2 (2) (Please see the example on page 23), with either individual lockable under desk cabinet or drawer for permanent workstations or individual lockers with charging capability that are provided near the hot desking zones.

Across both levels, there are additional storage and filing cabinets in each office and near workstations(3). The types can be selected based on requirements for each office (Examples can be seen on page 27).

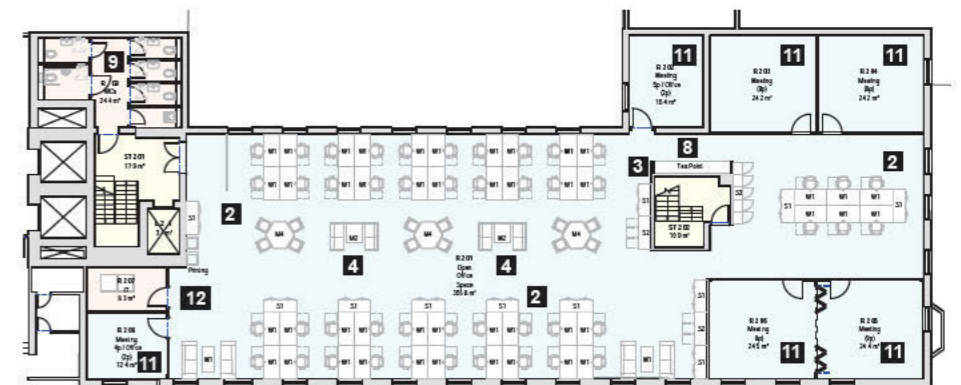
Tables for informal meetings and collaborative work and high-back seating booths for privacy are located across the offices, also offering the benefit of separating the open-plan office into a variety of work areas (4).

This option offers a welcome area on level 1 with a reception desk with spaces for 2 people (5) and a variety of furniture with low couches and high back booths that can be used for both the visitors and the staff as an informal meeting space (6).

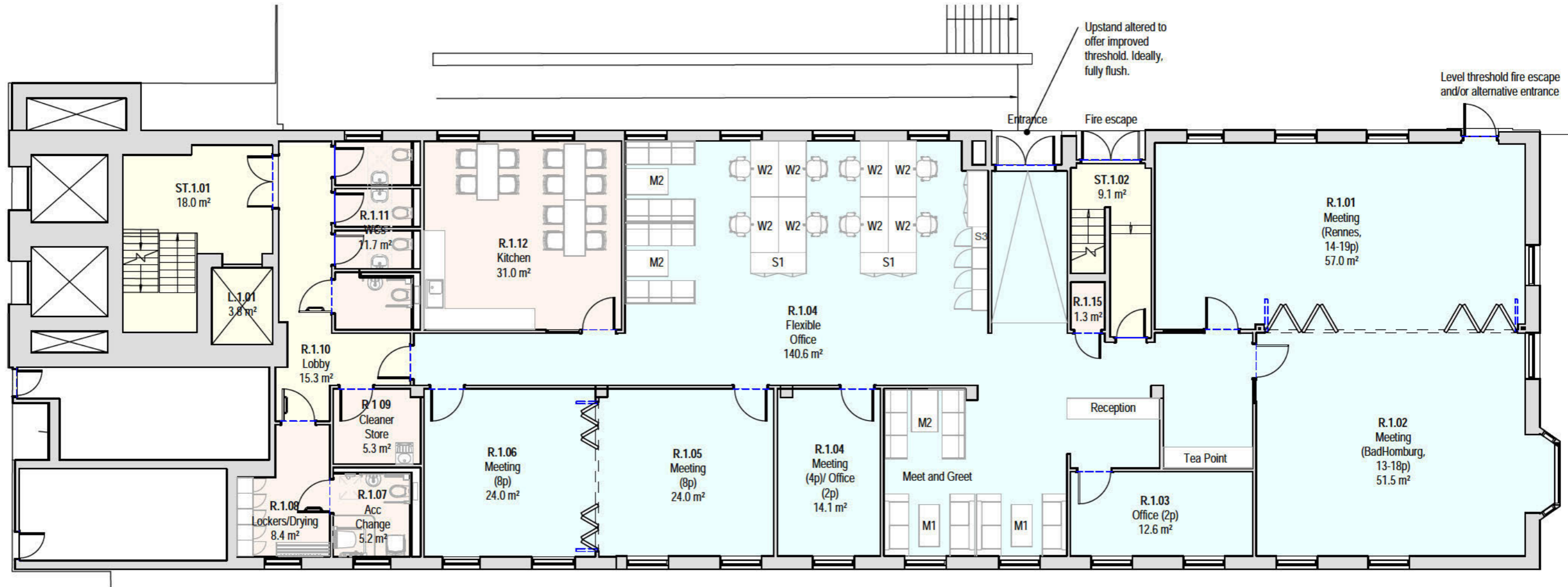
There are generous break-out zones with a good-sized separate kitchenette and dining spaces for 12 people (7) and additional tea points located on both levels (8).

This option offers 8 unisex / female / male WCs, 2 accessible WCs across both floors, and 1 Accessible shower on level 1 adjacent to lockers, drying room, and a cleaner's store (9).

This option offers 3 small to medium-sized meeting rooms accommodating from 4 to 8 people and 2 large meeting / conference rooms with foldable doors for flexibility in size on level 1 (10). There are further 6 meeting rooms that can accommodate from 2 to 8 people on level 2 (11); some with foldable doors for an option to create large rooms if needed. In this option, the meeting rooms are separated by a solid partition creating more privacy but less connection and spatial flow with the other part of the office. Flexible meeting tables would offer a variety of arrangements and as such give more usability to these rooms. IT room and printing zone are facilitated on level 2 in the main office space (12).



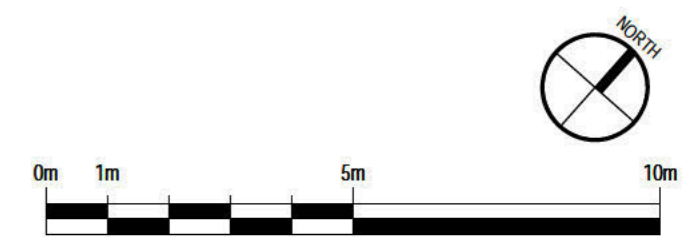
4.5 UNIT 30 / PROPOSED PLANS OPTION 2



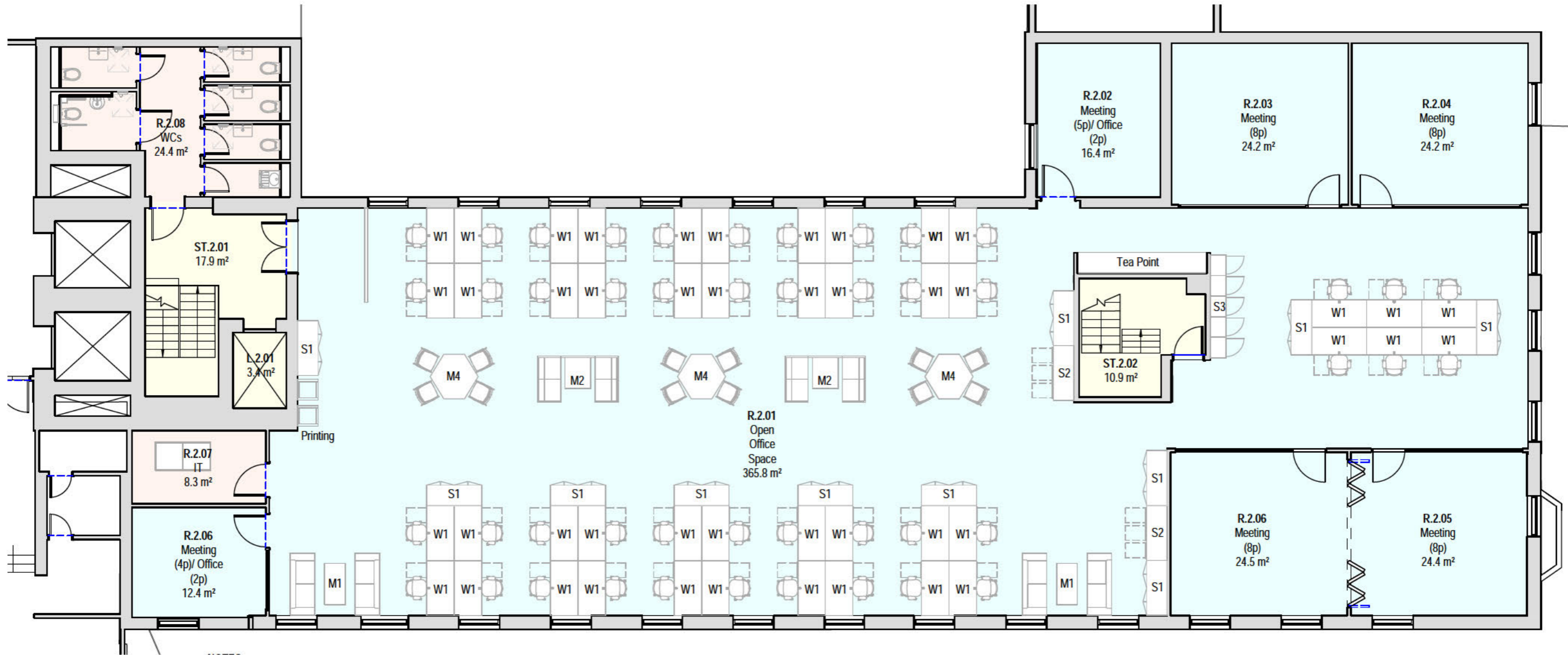
Office Unit 30 Proposed Plan Level 1

KEY:

- W2: Flexible & Hot-desking office workstation
- S1: Desk-high lockable cabinets
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- M1: Informal breakout/meeting couches with coffee table
- M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround



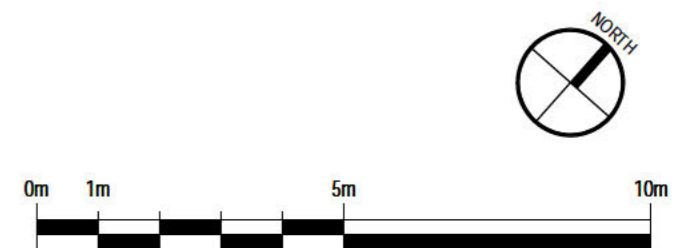
4.6 OFFICE BLOCK A / PROPOSED PLANS OPTION 2



Office Block A Proposed Plan Level 2

KEY:

- W1: Typical permanent office desk workstation
- S1: Desk-high lockable cabinets
- S2: Desk-high lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- M1: Informal breakout/meeting couches with coffee table
- M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround
- M4: Informal breakout/collaboration tables



4.7 OFFICE UNIT / PERMANENT WORKSTATION OPTION

PERMANENT WORKSTATION UNIT EXAMPLE



1. An example of an open plan office layout and a typical permanent workstation set up

2. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution

3. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers



4. 1600x800 desk with an adjustable chair on castor with an under-desk lockable storage with an option of cabinet or drawer



5. An example of a adjustable office chair on castor

4.8 OFFICE UNIT FLEXIBLE WORKING / HOT- DESKING WORKSTATION OPTION

FLEXIBLE WORKING & HOTDESIING WORKSTATION UNIT EXAMPLE



1. An example of an open plan office layout and a typical workstation for flexible seating and hot-desking with 1600 x 800 desk and adjustable chair



2. Built-in wall solution with personal lockers with charging capability and full-height storage cupboards. Small private meeting/ telephone booths



3. Built-in wall solution with personal lockers, seating, and a variety of storage cupboards with a tea point option



4. Optional acoustic desk separator

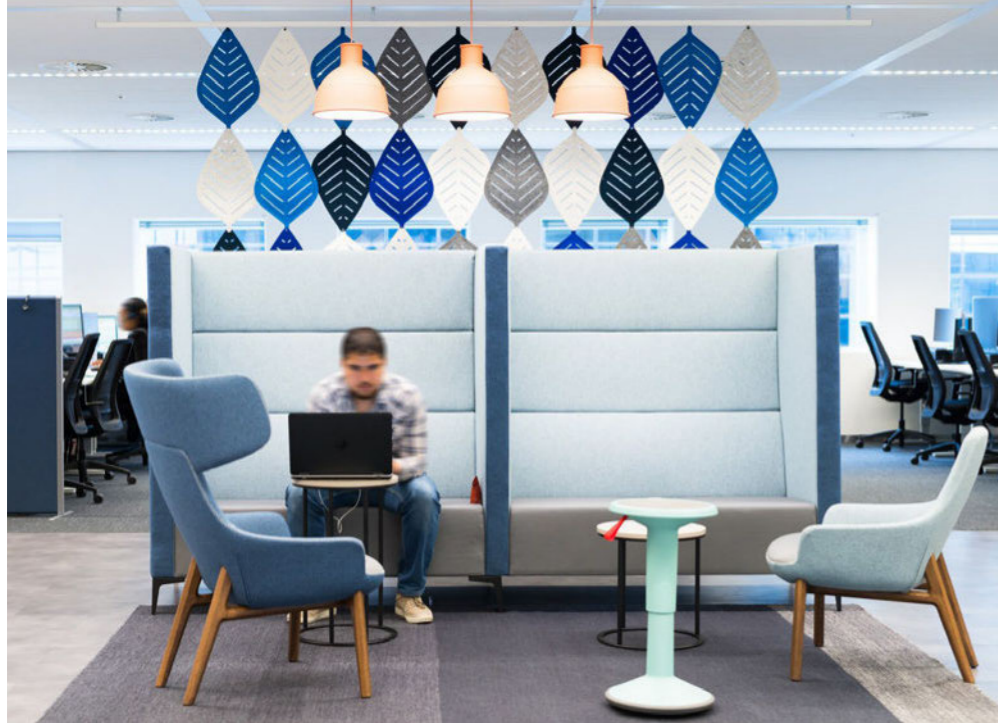


5. Telephone booth for open-plan office solutions



6. Option of seating and standing desk for different types of working styles

4.9 OPEN-PLAN OFFICE COLLABORATIVE AND INFORMAL MEETING OPTIONS



1. High-back meeting pods are ideal solutions for open spaces to fulfill privacy needs with minimal interventions, reducing peripheral vision and blocking external noise, whilst helping to define smaller zones within open-plan office spaces. Can be used back to back or with variety of small furniture for different scenarios.

2. Example of a high-rise table for collaborative working and informal meetings

3. Example of a low table for collaborative working with back-to-back meeting pods



3. Example of the high back, closed sides meeting pod for maximum privacy

4. Link panel addition allows for private meetings and conversations. Option for access to monitor and presentations and with tables for both working mode and informal meetings

5. Single-seat pod for smaller spaces or reception

2. Furniture for collaborative working and informal meetings for office space

4.10 OFFICE UNIT & 30 AND OFFICE BLOCK A FORMAL MEETING AREAS



1. Example of medium size meeting room for 8 people



1. Example of small sized meeting room / interview room



3. Example of large meeting and conference room with flexible table arrangement



5. Meeting and visitor chair



5. Meeting and visitor chair



6. Tall meeting room and collaborative working zones chair



7. Foldable meeting/conference room tables of different sizes

4.11 MODULAR AND FLEXIBLE STORAGE OPTIONS



1. Modular storage and shelving units can be used to define smaller zones within an open-plan office space



2. Modular storage with different filing and storage options



3. Modular storage with different filing and storage options



4. Modular storage units with optional planters are used as space dividers



5. Modular storage option with shelving and cupboards



6. Modular storage option with shelving and cupboards



7. Modular storage with lockers and cupboards combination



8. Modular storage option with shelving and cupboards

4.12 OFFICE UNIT 30 AND OFFICE BLOCK A BREAKOUT AREAS



1. Example of open plan break-out area with dining and kitchenette / tea-point with individual tables and chairs arrangement



2. Banquet type of seating for the dining area in the kitchenette / staff room. This solution saves space whilst offering maximum setting spaces.



3. Open plan break-out zone with a modular wall solution with a variety of seating options, personal lockers, and tea-point / kitchenette



4. Low dining furniture example



5. High dining / break-out furniture example

5.1 PHOENIX CENTRE PROPOSED SOLUTION INTRODUCTION

Phoenix Building

GIA-441.5 sqm / 4752 sqft
 NIA- 314.5 sqm / 3385 sqft

Main Features

Layout showing maximum occupancy with the possibility of 44 workstations across open-plan office arrangements and smaller offices. Choice of permanent or flexible / hotdesking workstations with a variety of storage options.

Three meeting rooms for 2-3 people and some areas for collaborative working and informal meetings with table and chairs in the office area.

Small tea-point / kitchenette

Dedicated archive room

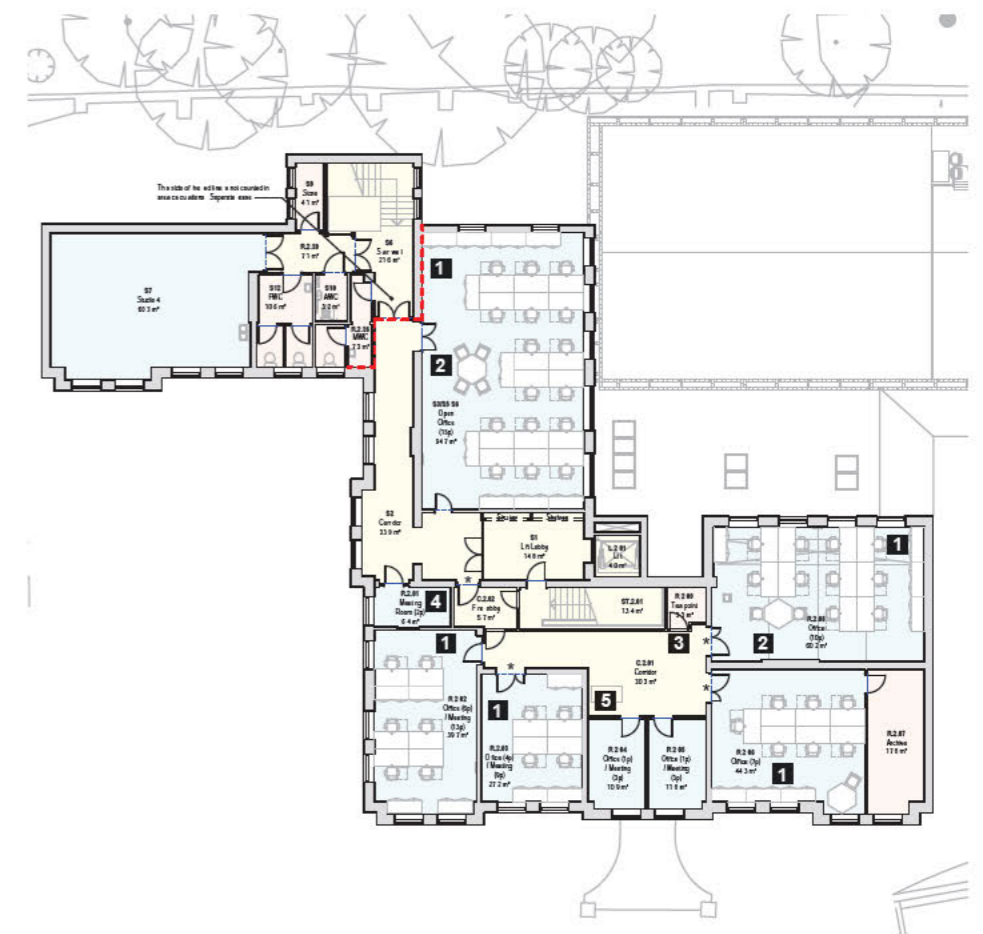
The plan for the Phoenix office building is indicative only and demonstrates the maximum occupancy and office space/workstation this unit can achieve. The plan is currently based on 6sqm of NIA workspace per workstation, the BCO Guidance however recommends 10-12.5 sqm per person therefore the number of workstations could be reduced or adjusted to suit different working styles and scenarios. It is also not necessary that all workstations shown will be permanently occupied.

The office space consists of five offices offering various size office accommodation, all showing permanent workstation option, with a desk, adjustable chair, and under-desk lockable cabinet / pedestal and space allocated for a variety of storage and filing cupboards depending on the needs (1) and some tables for informal meetings and collaborative work (2).

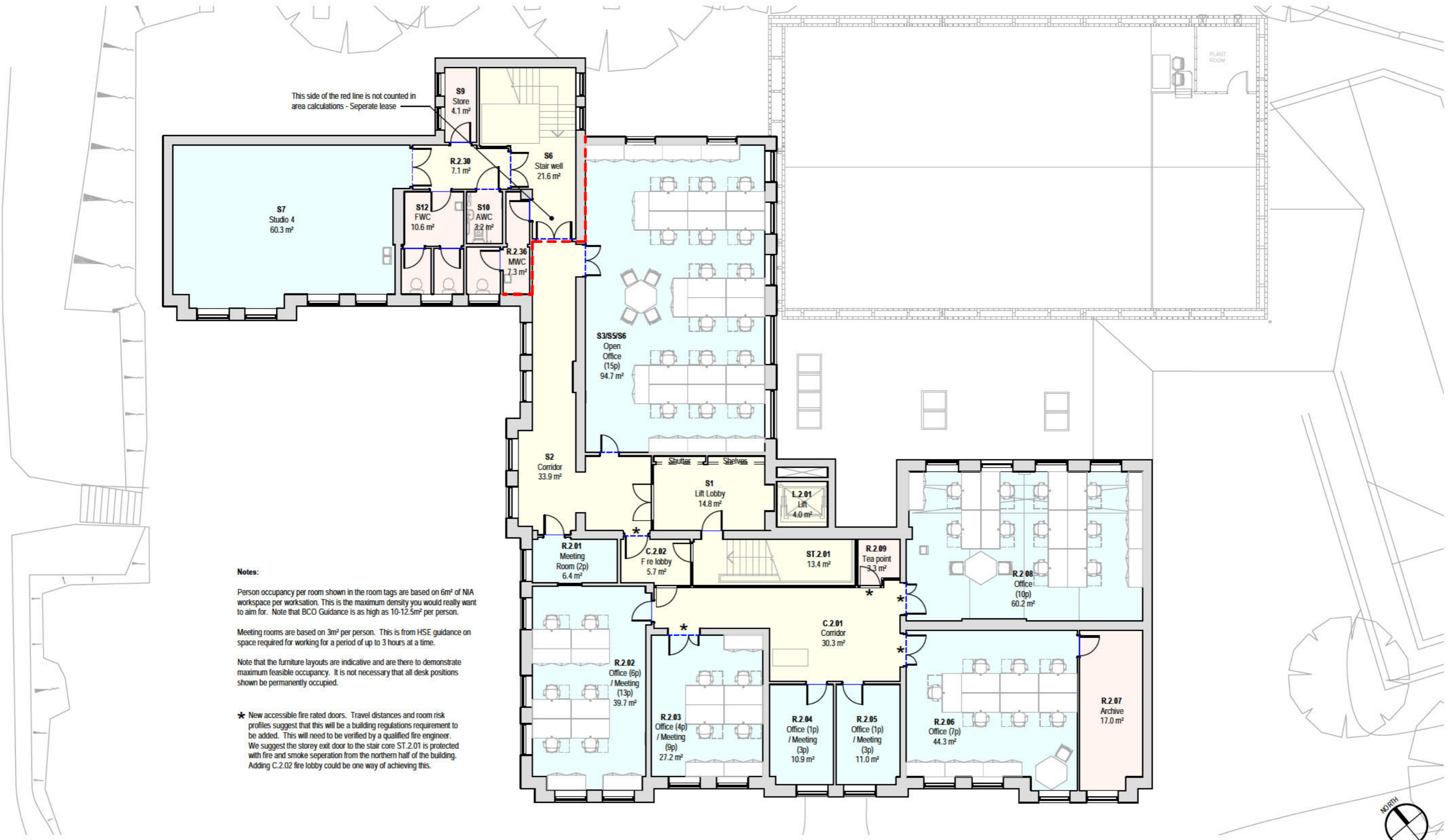
The option offers two individual meeting rooms for three people and additional smaller meeting room for two (5). The use of glass partitions in meeting rooms would help to open up the space and make it look larger, whilst also bringing some interest to the circulation area (example on page 19)

Currently, there is a lack of furniture that could be used for both break-out areas and informal meetings such as meeting pods; however, more generous break-out areas could be included if the number of workstations is reduced. Alternatively, the meeting rooms could double as break-out areas (example on page 31).

Currently, there is only one small tea point (3), which is unlikely to service the whole floor, another option could be, that a second tea point / kitchenette could be located where the meeting room (R.2.01) is in the current plan layout (4), which would service the other side of the office.



5.2 PHOENIX CENTRE PROPOSED PLAN



Notes:

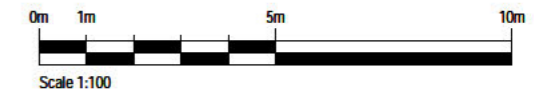
Person occupancy per room shown in the room tags are based on 6m² of NIA workspace per workstation. This is the maximum density you would really want to aim for. Note that BCO Guidance is as high as 10-12.5m² per person.

Meeting rooms are based on 3m² per person. This is from HSE guidance on space required for working for a period of up to 3 hours at a time.

Note that the furniture layouts are indicative and are there to demonstrate maximum feasible occupancy. It is not necessary that all desk positions shown be permanently occupied.

★ New accessible fire rated doors. Travel distances and room risk profiles suggest that this will be a building regulations requirement to be added. This will need to be verified by a qualified fire engineer. We suggest the storey exit door to the stair core ST.2.01 is protected with fire and smoke separation from the northern half of the building. Adding C.2.02 fire lobby could be one way of achieving this.

Phoenix Building Proposed Plan Level 2



5.3 PHOENIX CENTRE / OFFICE & BREAK-OUT AREA



1. An example of an permanent or flexible / hot-desking worksation layout with 1600 x 800 desk. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers (see more options on page) Option of underdesk lockable cabinet or drawer.

5. Small tea-point / kitchenette example

3. The use of glass partitions in meeting rooms would help to open up the space and make it look larger, whilst also bringing some interest to the circulation area.



3. 1600 x 800 desk with an adjustable chair on castors, under-desk lockable storage with an option of cabinet or drawer, shared lockable storage cupboard

5. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution



2. Option for a medium-sized meeting room with the capability to double as a break-out / dining area for units without a dedicated lunch dining area. With a small private telephone booth

6.1 OAKWOOD HOUSE EXISTING CONDITION

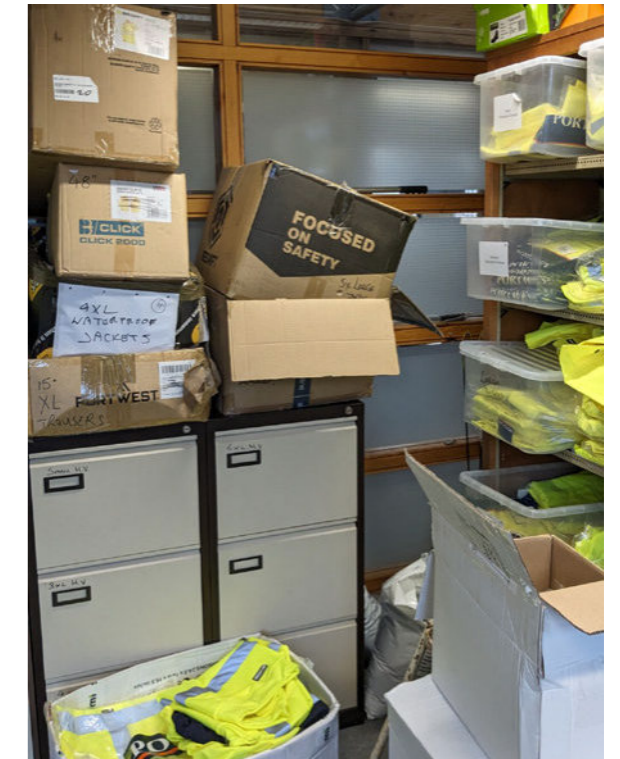
Oakwood House Introduction

Oakwood House offices are currently occupied by the Exeter City Council's Waste Collection Department. The building housing the offices is a fairly recent construction, built in 2006 with a timber frame and designed around a natural ventilation strategy. The space comprises both cellular and open-plan offices across two floors. Both floors are serviced by a passenger lift, with male and female toilets located on the ground floor and a kitchen/tea point on both floors.

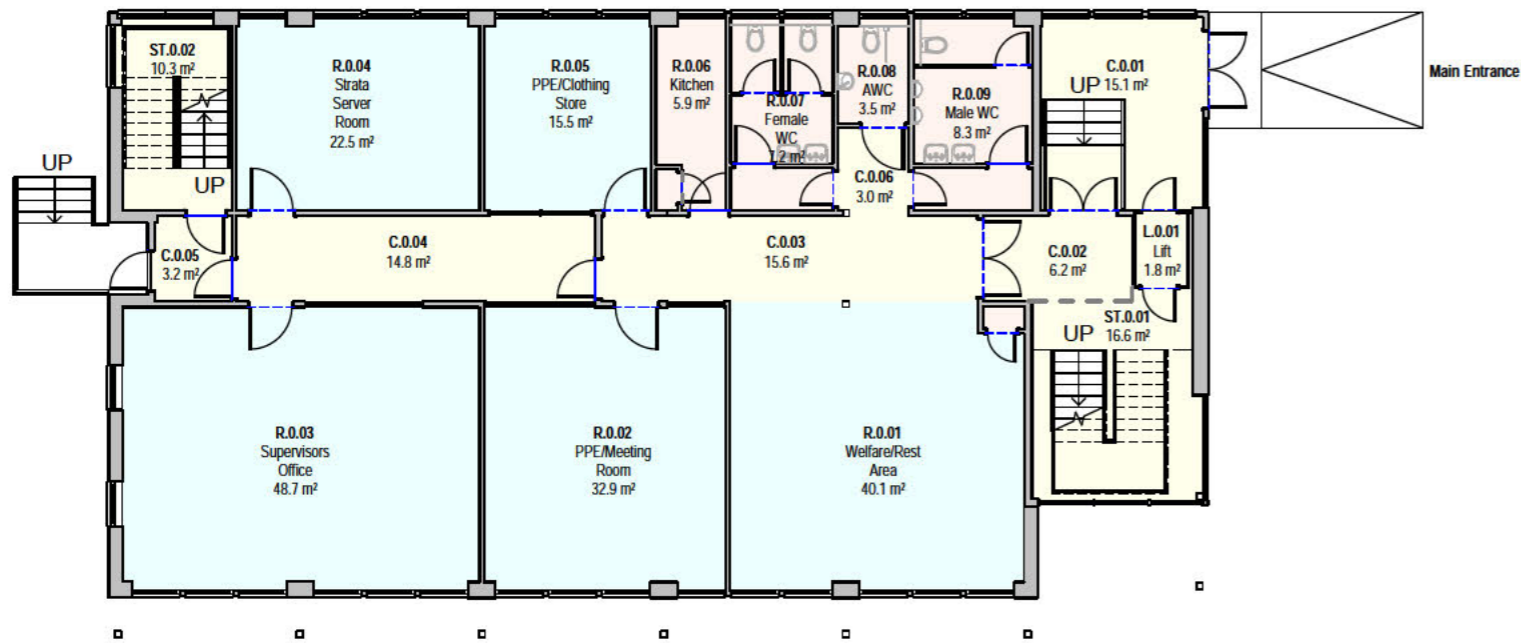
The existing workstations are very large with many heavy cabinets and shelving units, with a large amount of space that is currently taken by PPE and clothing, all of which contributes to an inefficient use of space. There is no dedicated room for PPE and the clothing is stored across offices, meeting rooms, and break-out areas. There is a need for flexible meeting areas and a more efficient office layout to maximize the space with the use of flexible workstations that are more suitable to their current way of working.

The end of user feedback suggest that meeting, break-out and reception area that is currently available on the ground level is too small to accommodate the high numbers of workers arriving in the mornings and afternoons to pick up/drop off their equipment and clothing. Increasing the staff changeover facilities and/ or improving the current layout with dedicated clothing storage and flexible furniture could be beneficial.

The spaces are lofty, bright and airy, particularly on the upper level. We discussed some issues with thermal performance, in particular, overheating; we could investigate and look at possible improvements as part of future work if required.



6.2 OAKWOOD HOUSE EXISTING PLAN

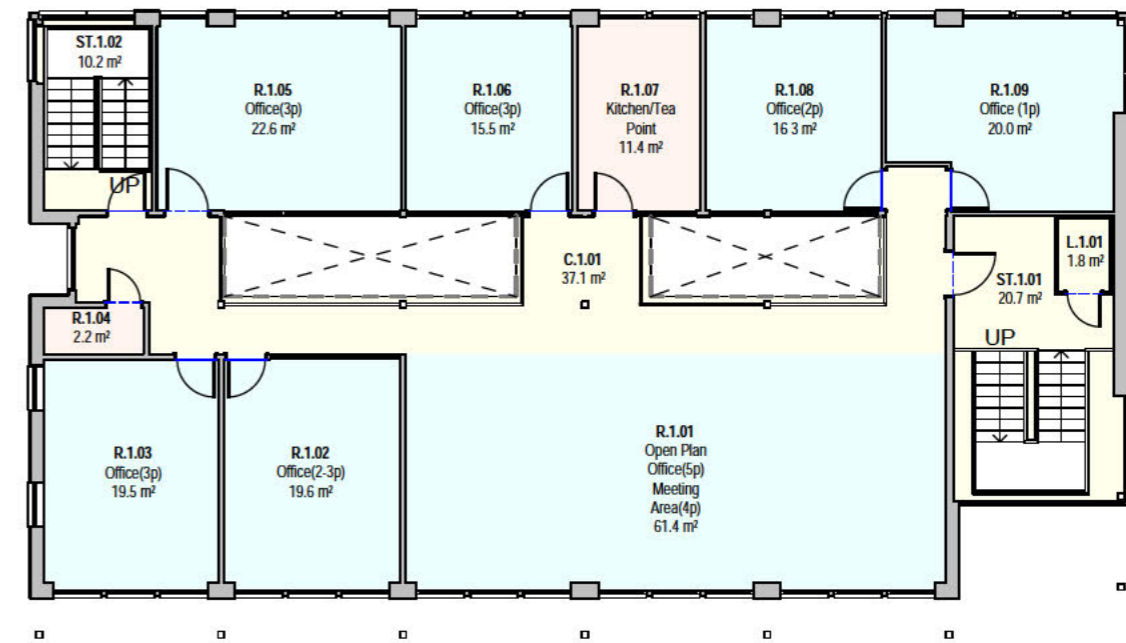


Existing Plan Level 0

Notes:

GIA - 275 sqm / 2960 sqft

NIA – 228 sqm / 2454 sqft

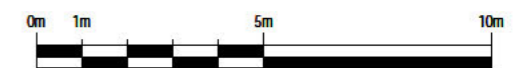


Existing Plan Level 1

Notes:

GIA – 279 sqm / 3003 sqft

NIA – 228 sqm / 2454 sqft



6.3 OAKWOOD HOUSE PROPOSED DESIGN INTRODUCTION

Oakwood House (Level 0)

GIA - 275 sqm / 2960 sqft

NIA – 228 sqm / 2454 sqft

Oakwood House (Level 1)

GIA –279 sqm /3003 sqft

NIA – 228 sqm / 2454 sqft

Main Features

39 workstations are shown possible in total across both floors (15 on level 0 and 24 on level 1), with flexible/hotdesking workstations across offices based on 6 sqm NIA per core facility unit (this is the maximum feasible density, BCO recommends as high as 10-12m2 per person)

Variety of storage for both office equipment and PPE/ clothing, some personal ICT lockers available on both floors.

More collaborative working zones

Break-out/reception area with flexible furniture with the possibility to double as an informal meeting space and clothing storage solution

The FF&E layout within the proposed plan for Oakwood House offices is indicative only and demonstrates the maximum occupancy and workstations this unit can achieve. The plan is currently based on 6 sqm of NIA workspace per workstation, the BCO Guidance however recommends 10-12.5 sqm per person therefore the number of workstations could be reduced or adjusted to suit different working styles and scenarios. Given the requirement for flexible working, it is also not necessary that all workstations shown will be permanently occupied

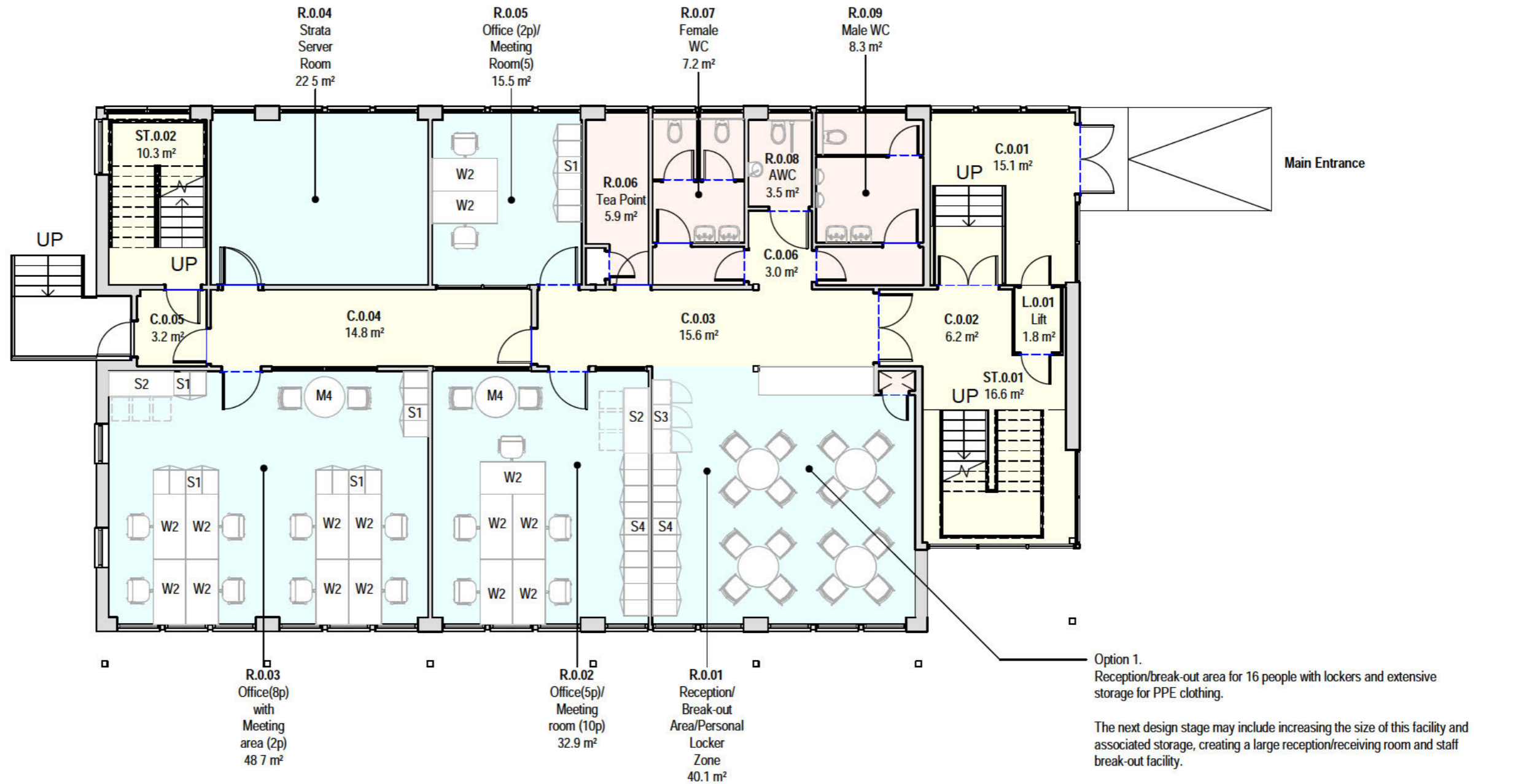
This option offers office accommodation with some cellular offices and an open plan office solution, with flexible/hot desking workstations only, with large desks and adjustable chair on the castor(1) (Please see example on page 24). This option offers a variety of storage and filing cabinets in each office and full-height cupboards that can accommodate storage of PPE (2) (Please see storage example on page 27). Individual lockers (3) with charging capability are provided in the break out area on the ground floor and near open plan office space on level 1 which is easily accessible to all workers. Tables for collaborative working/informal meetings are provided in most offices (4).

On level 1 there is a large open-plan office for 8 people with a meeting area for six (5), which naturally separates the space with the potential to accommodate different teams. Note that if the meeting area is not required in the open plan office, two further desks could be accommodated.

This option offers a break-out/reception area with seating for 16 people and full-height cupboard storage for PPE/clothing and some individual lockers. At quieter times this area could double as an informal meeting space. Other options could include increasing the size of this facility and associated storage, creating a large reception room and staff break-out facility with a tea-point or kitchenette, that could also accommodate informal meetings during quieter times of the day. (please see examples on page 37). This would free up the space currently occupied by the existing kitchens for other uses such as showers or PPE



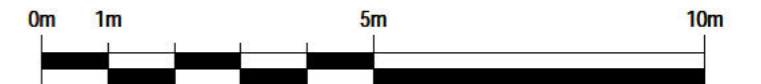
6.4 OAKWOOD HOUSE PROPOSED PLANS



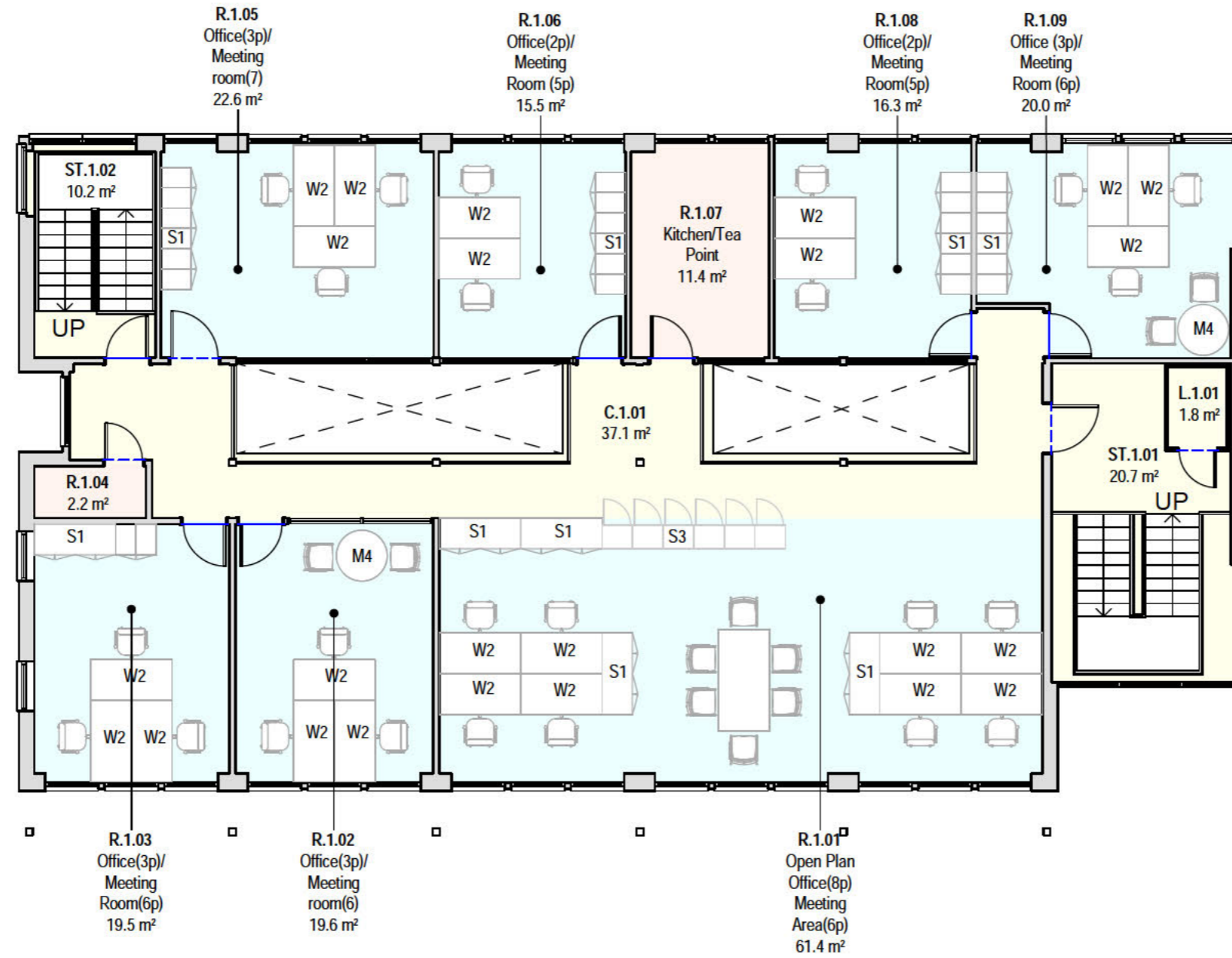
Page 62

KEY:

- W2: Flexible & Hot-desking office workstation
- S1: Desk-height lockable cabinets
- S2: Desk-height lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- S4: Full-height lockable cupboard



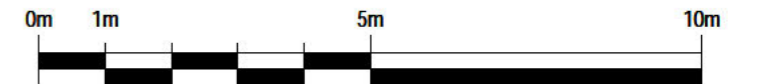
6.4 OAKWOOD HOUSE PROPOSED PLANS



Proposed Plan Level 1

KEY:

- W2: Flexible & Hot-desking office workstation
- S1: Desk-height lockable cabinets
- S2: Desk-height lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- S4: Full-height lockable cupboard



6.5 OAKWOOD HOUSE BREAK-OUT AREAS EXAMPLES



1. An example of a large break-out area with flexible furniture and a kitchenette/tea point that allows for different uses during the day. It can be used as both a dining area for staff and as an informal meeting space.



2. An example of a large break-out area with flexible furniture and a kitchenette/tea point that allows for different uses during the day. It can be used as both a dining area for staff and as an informal meeting space.



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REPORT TO EXECUTIVE

Date of Meeting: 3 September 2024

Report of: Strategic Director for Place

Title: Revised Local Development Scheme 2024

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 The report refers to a revised Local Development Scheme which identifies a brief scope and timetable for the preparation of Council planning policy documents including the emerging Exeter Plan (the new Local Plan) and a Supplementary Planning Document.

2. Recommendations:

2.1 That Executive approves the revised Local Development Scheme (Appendix A) as the basis for preparing local planning policy.

3. Reasons for the recommendation:

3.1 The existing Local Development Scheme was approved in July 2023. Since then, work on the Exeter Plan and other planning policy documents has progressed and there is a statutory requirement to keep the Local Development Scheme up to date. This report presents the necessary updates.

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

4.1 The evidence budgets required to prepare the planning policy documents listed in the Local Development Scheme have previously been agreed at various Council meetings. The recommendation made in this report results in no direct additional budgetary implications at this stage.

5. Section 151 Officer comments:

5.1 There are no additional financial implication to consider in this report.

6. What are the legal aspects?

6.1 A Local Development Scheme is a statutory requirement for local planning authorities under s15 of the Planning and Compulsory Purchase Act 2004. The Local Development Scheme outlines amongst other things the local development documents that will form part of the local plan for the area, including development plan documents, their subject matter, geographical coverage and the timetable for their preparation and revision.

7. Monitoring Officer's comments:

7.1 The report seeks approval for a revised Local Development Scheme in line with this legislation.

8. Report details:

Background

8.1 In accordance with legislation set out in the Planning and Compulsory Purchase Act 2004¹, the Council has an existing Local Development Scheme (LDS) which identifies the planning policy documents which it intends to publish, the subject matter to be covered by each of the documents and a timetable for their preparation. The current LDS was approved by the Executive in July 2023.

Revisions to the Local Development Scheme

8.2 Legislation requires that Councils maintain and update their LDS. The updated document at Appendix A responds to this requirement.

8.3 In updating the LDS, specific focus has been given to the inclusion of detail regarding the following documents:

- The Exeter Plan (the local plan); and
- St Luke's University Campus Supplementary Planning Document.

8.4 The LDS also notes that significant progress continues to be made on planning policy preparation since the previous iteration the document as follows:

- A Full Draft Exeter Plan consultation has been organised and completed;
- The Liveable Water Lane SPD (including a development framework and design code) has been adopted (July 2024);
- The Householders Guide: Design of Extensions and Alterations SPD has been adopted (April 2024); and
- The Houses in Multiple Occupation SPD has been adopted (December 2023).

8.5 A revised CIL Charging Schedule has also been examined and approved.

8.6 Further explanatory detail on the Exeter Plan and St Luke's SPD is included in the following sections.

8.7 Further information is also provided on how the City Council intends to respond positively to the Government's recently announced consultation on national planning policy reforms, including planning for an uplift in housing numbers for Exeter.

The Exeter Plan

8.8 The Exeter Plan (the local plan) will be the primary Development Plan Document for the city. Once adopted it will replace the current Exeter Local Plan First Review and Core

¹ [Planning and Compulsory Purchase Act 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Strategy. In doing so it will include a vision, objectives, planning policies and site allocations for Exeter.

8.9 The first three milestones in the current LDS, the Issues consultation, an Outline Draft consultation, and a Full Draft Consultation have been achieved.

8.10 Following a review of future work required and the detailed comment provided at the Full Draft Plan Consultation, the proposed revised LDS would see the plan progress through further consultation, submission to the Planning Inspectorate, examination, likely further consultation and then adoption in November 2026.

8.11 It is proposed to amend the currently timetabled adoption date of December 2025 for a variety of reasons.

Addressing consultation responses

8.12 During the Full Draft consultation the Council received more than 2,800 responses from more than 1,100 respondents. The level of response and detail provided on a range of issues means that there are significant matters to resolve to an appropriate level before consulting on the next stage of the plan – the Regulation 19 Publication version of the plan. Discussions with a variety of stakeholders are a key part of this process.

Additional evidence

8.13 Following on from the consultation responses, there are a focused number of areas where additional evidence is required. Some of this evidence had not been anticipated earlier in the plan-making process and the level of detail required has become more significant as the plan has progressed. Examples of this evidence includes ecological surveys, a density study, an emergency access and egress study, sub-regional transport evidence and infrastructure work.

8.14 This evidence will help the Council respond to the tests of soundness which are applied by the Planning Inspectorate when examining the plan. Plans must be:

- Positively prepared
- Justified
- Effective
- Consistent with national policy.

Other planning policy work and staff resource

8.15 As already mentioned, beyond the Exeter Plan itself, the Council has successfully completed four other significant projects since the current LDS was approved. These include the adoption of three SPDs and the approval of a revised CIL Charging Schedule. There are various other projects which also been progressed.

8.16 The significant workload has also coincided with unexpected staff resource challenges within the local plans team. Out of a team of 6 policy staff (including the assistant service lead who also has other responsibilities), three have either left the authority or are on maternity leave. Two new members of staff have, or are in the process of being recruited, however this leaves the team with reduced capacity for policy preparation at a time when key plan drafting is taking place.

Duration of Plan Examinations

8.17 As already stated, the Planning Inspectorate (PINS) will be required to examine the Exeter Plan. In recent years, the average Examination process duration has extended and so additional time has been factored into the Exeter Plan timetable before adoption. It should be noted however that the duration of this part of the process is largely driven by PINS.

Proposed timetable

8.18 To take account of the challenges faced it is proposed to push back the next formal Exeter Plan engagement stage, the Publication stage, by three months. This slight change provides time to address issues, have further discussions with partners and reinforce the evidence base to ensure a robust and resilient plan. This option would also play a positive role in managing staff workload at a time when team resources are particularly limited.

8.19 The principal milestones for preparing the Exeter Plan as set out in the proposed LDS are included below:

- Issues consultation (Regulation 18²): September 2021 **Complete**;
- Outline Draft Plan consultation (Regulation 18): September 2022 **Complete**;
- Draft Plan consultation (Regulation 18): October 2023 **Complete**;
- Publication (Regulation 19): December 2024 /January 2025;
- Submission to Planning Inspectorate (Regulation 22): June 2025;
- Indicative timetable (determined by Planning Inspectorate)
- Examination including hearings (Regulation 23 - 24) November/December 2025;
- Adoption (Regulation 26): November 2026.

National planning policy reform

8.20 By adopting a revised timetable, Exeter City Council should still be in a position to conform with the Government's deadlines and deliver a local plan that effectively addresses the city's future development needs.

8.21 However, it should be noted that the Government is currently consulting on highly significant national planning policy reforms. This includes revisions to the National Planning Policy Framework (NPPF), nationally set housing requirements for each local planning authority area and transitional arrangements for plan-preparation. The Government has stated that the reforms will be in place by the end of 2024.

8.22 The most significant element of the planning reforms relates to the housing requirements for each Council. For Exeter, this would see the requirement increase from 642 to 815 homes per annum. This near 27% increase would equate to 3,460 additional homes to be accommodated over a twenty-year plan period (in addition to the current housing requirement). Exeter City Council is committed to providing for this increase in much needed new homes, whilst bringing forward an up-to-date new local plan, in a timely fashion. It is appropriate to continue progressing the Exeter Plan under the transitional arrangements in accordance with the existing NPPF and current housing

² [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

numbers (642 per annum). Once the Exeter Plan has been adopted, the City Council will plan for the proposed uplift in housing numbers, in accordance with the NPPF.

8.23 In order to take advantage of the transitional arrangements, the Council will need to publish the next stage of the plan within one month of the release of the new NPPF – a stipulation set out in the national planning reforms. Although it is not definitively clear when this will be, if Government continues with its planned timetable this would be likely to be in mid to late December following the end of national consultation on 24 September. This would require the Council to publish the plan for consultation in mid to late January. The timetable set out above would allow for this, albeit it with minimal room to manoeuvre.

8.24 Were Government to publish the revised NPPF unexpectedly early this would make meeting the transitional arrangements extremely challenging given all the challenges set out earlier in the report.

St Luke’s University Campus Supplementary Planning Document

8.25 One of the key employment sites in the Exeter Plan is St Luke’s University Campus. The site is also vital in terms of University investment and maintaining the University’s high profile and status within the academic sector. On this basis, a masterplan is being progressed to shape development on the site. The masterplan is being prepared by the University. It is anticipated that the University will undertake all the necessary work on the masterplan in accordance with regulatory processes. Officers will provide advice and assistance, including exploring whether the masterplan can be adopted alongside the Exeter Plan. Consultation will be required as part of this process – this will be jointly held by the Council and the University.

8.26 The proposed timetable for the work on the SPD is summarised below.

- Evidence gathering: 2024;
- Consultation: 2025;
- Further assessment: 2025;
- SPD adoption: 2026.

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

9.1 The revised Local Development Scheme is important for guiding the preparation of new planning policy which will be critical to ensure the delivery of the Council’s Corporate Plan. It will contribute to the aspirations of the Exeter Vision 2040 by helping to establish a robust policy framework which will support growth, shape places, and deliver infrastructure and community services.

9.2 Future planning policy, as set out in the revised LDS will help to deliver the City Council’s strategic priorities of a prosperous local economy through improving Exeter as a place to attract investment. It will also provide policies to encourage health and activity in the city and to support place-making which will deliver housing and build neighbourhoods and communities. The emerging policies timetabled in the revised LDS will also support

the progress towards a new zero carbon city and enhance the culture and heritage of the city.

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

10.1 There is always some risk of slippage on the plan-preparation timetable for a local plan because of the need for consultation and to address a myriad of issues raised by third parties. This is a particular issue because of the breadth and volume of policy work being pursued concurrently and as a result of the intricacies and challenges of a brownfield development strategy and the associated evidence requirements. Risk of slippage would increase if additional projects were added to the work programme.

10.2 The Government is also currently progressing with significant national planning policy reforms which are subject to a major consultation. Although the proposed timetable for the Exeter Plan has been devised in order to fit with the timings currently set out in the consultation material for the national planning reforms, there is a risk that Government amends the programme for publishing the new National Planning Policy Framework, the transitional arrangements for plan-making and the new housing numbers. If this were to be the case it would be extremely challenging to meet the Exeter Plan milestones in accordance with the national reforms. The Council will need to react to this potential eventuality if it transpires.

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- Eliminate discrimination, harassment, victimisation, and any other prohibited conduct;
- Advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- Foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty, authorities must assess the impact on equality of decisions, policies, and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage, and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the preparation of a revised Local Development Scheme is a legislative requirement setting out a timetable of work and does not directly address any equalities issues. An Equalities Impact Assessment has been included in the background papers for Members' attention.

12. Carbon Footprint (Environmental) Implications:

12.1 There are no direct carbon/environmental impacts arising from the recommendation.

13. Are there any other options?

13.1 There are no other options because the maintenance of an up-to-date Local Development Scheme is a statutory requirement.

Ian Collinson: Strategic Director for Place

Author: George Marshall: Assistant Service Lead – Local Plans

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

Background papers used in compiling this report:-
Current Exeter Local Development Scheme.

Contact for enquires:
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Exeter City Council

Local Development Scheme -

Future planning policy work

September 2024

Version for Executive: Appendix A



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Please contact us to request this information in an alternative format or language.

We consider requests on an individual basis.

1. Introduction

- 1.1 This Local Development Scheme (LDS) is required to set out a programme of planning policy documents which the Council proposes to prepare for the city council administrative area.
- 1.2 The principal document the Council is progressing is the Exeter Plan, the new Local Plan for the city. This Exeter Plan has progressed through three public consultations since 2021 with further engagement planned in future.
- 1.3 The Council has also adopted three Supplementary Planning Documents since the previous LDS was published in 2023:
- The Liveable Water Lane SPD (including a development framework and design code): Adopted in July 2024
 - The Householders Guide: Design of Extensions and Alterations SPD: Adopted in April 2024
 - The Houses in Multiple Occupation SPD: Adopted in December 2023.
- 1.4 In addition to these planning policy documents the Council has also made an updated Article 4 Direction to control the change of use of regular dwellings to houses in multiple occupation (this sits alongside the Houses in Multiple Occupation SPD). The Council also approved and implemented a new Community Infrastructure Levy Charging Schedule in January 2024.
- 1.5 This document replaces the previous LDS of July 2023. It will be updated as necessary to reflect the progress being made on the planning policy documents being prepared.

2. Current planning policy for Exeter: The ‘development plan’

- 2.1 Planning legislation¹ requires all local planning authorities to produce what is called a ‘Development Plan’.
- 2.2 The current Development Plan for Exeter consists of a series of plans called Development Plan Documents. Taken together, these provide a vision and a framework for the future development of the city. More specifically, the documents set out the priorities for the city, identify areas for development and provide a comprehensive set of policies which are used to make decisions on planning applications.
- 2.3 In Exeter, the Development Plan currently includes the following documents:
- The adopted Exeter Core Strategy (2012) and saved policies from the adopted Exeter Local Plan First Review (2005)
 - The St James Neighbourhood Plan. This is currently the only ‘made’ Neighbourhood Development Plan in Exeter. Because neighbourhood development plans are not prepared by the Council they are not considered in detail here (plan adopted in 2013).
 - The adopted Devon Minerals Plan and adopted Devon Waste Plan. These are produced by Devon County Council. Because minerals and waste planning policy is not prepared by the Council these matters are not considered in detail here.
- 2.4 The policies in all these documents must be taken into account when making decisions on planning applications.

¹ [The Planning and Compulsory Purchase Act 2004](#)

3. Supplementary planning documents

- 3.1 In addition to formal Development Plan Documents such as the Exeter Plan, the Council occasionally produces other documents such as Supplementary Planning Documents (SPDs). SPDs provide further explanation of formal Development Plan policies, how they should be interpreted and expectations for their implementation. SPDs can be used to provide further guidance for development on specific sites or on a particular issue and are taken into account when making planning decisions. SPDs cannot not themselves set out policies.
- 3.2 The Council already has a series of SPDs covering topics such as affordable housing, planning obligations, public open space and various areas in the city. The list of SPDs will gradually need to be reviewed in the context of the new policies which emerge in the new Exeter Plan and to reflect changes in national planning policy which may result from the Levelling-up and Regeneration Bill, the review of the National Planning Policy Framework and the emergence of National Development Management Policies.
- 3.3 SPDs do not provide formal planning policy in the same way as a local plan and so the procedure for preparing them is simpler and shorter as explained by the planning regulations². They do however have to be prepared with supporting evidence, require public consultation and need to be formally adopted by the Council.
- 3.4 The Council is currently scoping the potential for a further SPD:
- St Luke's University Campus Supplementary Planning Document.

² [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

4. The new Local Plan: The Exeter Plan

- 4.1 The Council is currently preparing a new Local Plan for the city. This will be known as the Exeter Plan. The Exeter Plan will replace the adopted Core Strategy and adopted Local Plan First Review. It will include a vision and objectives for Exeter, a spatial strategy, sites for development (allocations) and a series of planning policies. Some of these policies will be strategic policies covering themes and topics whilst others will be non-strategic policies covering requirements for development or specific areas.
- 4.2 The topics to be covered by the Exeter Plan include:
- Climate change
 - Homes
 - Economy and jobs
 - High streets and retail
 - Transport and communications
 - Natural environment
 - History and heritage
 - Culture and tourism
 - High quality places and design
 - Health and wellbeing
 - Infrastructure and facilities
- 4.3 Three formal public consultations to consider the Exeter Plan have already been held. An Issues Consultation was held between September and November 2021. This discussed the vision for the plan, a series of issues which the plan could cover and some of the principles to steer a future spatial strategy for the city. This was a regulation 18 consultation.
- 4.4 Following the Issues Consultation, work on the Local Plan evolved and the name of the document was revised to become the Exeter Plan. A further consultation on an Outline Draft of the Exeter Plan was held between September and December 2022. The Outline Draft plan included a vision for the city, a spatial strategy, a series of Liveable Exeter principles to achieve high quality development, a number of draft policies on various themes and a suite of proposed development allocations for Exeter. This was a regulation 18 consultation.
- 4.5 Most recently, a Full Draft Plan consultation was held between October 2023 and January 2024. The Full Draft of the Exeter Plan was a fully formed plan including a vision, spatial strategy, a full set of thematic policies and site allocation policies.
- 4.6 There is still further work to go on the preparation of the Exeter Plan. This includes the continued development of the evidence base, further policy drafting, additional consideration of potential development allocations,

consultation and an Examination. The key consideration for the timetable is the need for robust evidence to ensure the soundness and deliverability of the plan, in particular the predominantly brownfield development strategy.

4.7 The timetable for preparing the Exeter Plan is set out below:

- Issues consultation (Regulation 18³): September 2021
Complete
- Outline Draft Plan consultation (Regulation 18): September 2022
Complete
- Draft Plan consultation (Regulation 18): October 2023
Complete
- Publication (Regulation 19): December 2024 /January 2025
- Submission to Planning Inspectorate (Regulation 22): June 2025

Indicative timetable (determined by Planning Inspectorate)

- Examination including hearings (Regulation 23 - 24):
November/December 2025
- Adoption (Regulation 26): November 2026

4.8 It should be noted that the timetable after the submission is broadly outside the control of the council due to the Examination process being managed by the Planning Inspectorate.

4.9 Furthermore, the Council is preparing the Exeter Plan at a time of significant change to the planning system as proposed in national planning policy reforms launched for consultation in July 2024. The outcome of the reforms are not yet known but the Council will need to adapt as these outcomes become clearer.

4.10 Details of the steps required in preparing the Exeter Plan are set out in planning regulations⁴. The stages are summarised below.

- **Issues consultation (complete):** This was the first stage of public consultation where the Council sought views on what the plan should cover and the key issues facing the city.
- **Outline Draft Plan consultation (complete):** After the issues consultation, responses were analysed and further evidence was prepared. From this work, an outline draft plan was produced. This

³ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

⁴ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

included a series of draft policies and potential sites for consultation. This document was not yet a full draft of the plan.

- **Draft Plan consultation:** Following the Outline Draft Plan consultation, the responses are being reviewed, further evidence is being compiled, additional policies are being prepared and more detailed specific site proposals worked up.
- **Publication (Pre-submission Plan):** After the draft plan consultation, responses will be considered, amendments made and further work completed to produce a final draft of the plan. This 'publication' version is the plan which the Council intends to submit to the Planning Inspectorate for examination. A publication consultation will be held on this version of the plan to seek formal comments ('representations'). The nature and duration of this consultation have to follow strict regulatory requirements with specific questions asked about the soundness of the plan.
- **Submission to the Planning Inspectorate:** The publication version of the plan, the supporting evidence and the formal comments on the plan will be submitted to the Planning Inspectorate who will appoint an independent inspector to test the plan through an examination.
- **Examination hearings:** During the examination, the planning inspector will hold a set of public hearings to discuss the plan. These hearings can be attended by those making comments on the publication version of the plan. The discussions at the hearings help the inspector to reach conclusions regarding the soundness of the plan. The inspector will often identify modifications to the plan which may require further consultation. At the end of this process the Council will receive a report from the Planning Inspectorate which concludes whether the plan is 'sound'.
- **Adoption:** After the Council receives the report from the inspector, the plan can be formally adopted by the Council. This means that the content of the plan, including the policies and development sites, become official planning policy for the city.

5. St Luke's University Campus Supplementary Planning Document

- 5.1 The Council proposes to allocate the St Luke's University campus in the Exeter Plan as a transformational employment site providing education, health, research and ancillary uses.
- 5.2 In order to provide high quality development, the Council is working with the University of Exeter to undertake masterplanning on the site. The University is doing the majority of work on this document with advice and input from Council officers. Consultation will be required as part of this process – this will be jointly held by the Council and the University. Once the Exeter Plan is adopted, this masterplanning would be adopted as a Supplementary Planning Document.
- 5.3 The content and timetable for the work is currently being scoped in detail but a high level direction of travel is provided below:
- Evidence gathering: 2024
 - Consultation: 2025
 - Further assessment: 2025
 - SPD adoption: 2026

6. Other work

- 6.1 As required by legislation, this Local Development Scheme has set out the key formal planning policy documents which the Council proposes to produce together with a timetable for this work.
- 6.2 It should be noted that the projects included in this document are not an exhaustive list. There is a series of other work which the Local Plans team carries out. This includes:
- Development delivery work, focusing on the Liveable Exeter initiative
 - Housing monitoring and land supply calculations
 - Infrastructure planning
 - CIL and s106 collection and monitoring
 - Maintenance of the brownfield land register
 - Maintenance of the custom and self-build register
 - Preparation of the Authority Monitoring Report
 - Evidence preparation
 - Partnership working particularly covering sub-regional issues across Exeter, East Devon, Mid Devon and Teignbridge
 - Responding to planning consultations
 - Wider consultation and engagement activity

Equality Impact Assessment: Revised Local Development Scheme 2024

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not.

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive. 03.09.2024	Revised Local Development Scheme 2024	That Executive approves the revised Local Development Scheme (Appendix A) as the basis for preparing local planning policy.	The Local Development Scheme (LDS) identifies the planning policy documents which the Council intends to produce, a brief description of their scope and the timetable for preparing them. The LDS does not itself set

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
			<p>out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, groups with specific, protected characteristics are not considered to be affected by the recommendation to approve the LDS.</p>

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed decision will have a **positive, negative or neutral impact**. This is must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, groups with specific, protected characteristics are not considered to be affected by the recommendation to approve the LDS.</p>
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Sex/Gender	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Gender reassignment	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Religion and belief (includes no belief, some philosophical beliefs such	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p>

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
as Buddhism and sects within religions).			On this basis, this group is not considered to be affected by the recommendation to approve the LDS.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Pregnancy and maternity including new and breast feeding mothers	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>
Marriage and civil partnership status	Neutral	N/A	<p>The LDS does not itself set out planning policy. The policy documents to which it refers will progress through project-specific evidence preparation, consultation and approval processes, including EQIA.</p> <p>On this basis, this group is not considered to be affected by the recommendation to approve the LDS.</p>

Actions identified that will mitigate any negative impacts and/or promote inclusion

N/A

Officer: George Marshall: Assistant Service Lead: Local Plans

Date: 8 August 2024

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REPORT TO EXECUTIVE

Date of Meeting: 3rd September 2024

Report of: Strategic Director for Corporate Resources

Title: Risk Management Policy

Is this a Key Decision?

No

Is this an Executive or Council Function?

Risk management is an Executive function.

Risk Management is an important element of the council's Code of Corporate Governance.

1. What is the report about?

1.1 The report seeks consideration and approval of the updated Risk Management Policy (Appendix A) which has been updated to reflect the new Strategic Leadership structure and reporting arrangements.

2. Recommendations:

2.1 That the Executive considers and approves the updated Risk Management Policy in accordance with paragraph 5 of the Council's Financial Regulations.

3. Reasons for the recommendation:

3.1 To ensure that the council has a robust policy and approach to identifying, managing, and monitoring corporate risks which could impact on the delivery of the council's strategic priorities.

4. What are the resource implications including non financial resources

4.1 The Executive, Strategic Directors, and Heads of Service, as appropriate, are asked to comply with the policy by reviewing the council's corporate risks on a quarterly basis. The risks are reviewed quarterly by the Strategic Management Board.

5. Section 151 Officer comments:

5.1 The Council's Risk Management Policy sets out how the council manages and reports risks to Members and Officers. This ensures that the council's business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively.

6. What are the legal aspects?

6.1 Risk management is an essential management tool in order to manage, assess and prioritise risks. The Risk Management Policy is designed to support the management of risk.

7. Monitoring Officer's comments:

7.1 Members will note the legal aspects above and the content of this report. The process of risk management is an essential tool to manage risks and to ensure that risks are brought to the attention of Members and Officers. By proactively managing risk, good governance will be maintained.

8. Report details:

8.1 The council's Risk Management Policy sets out the council's objectives and approach to managing risk. The aim of the policy is not to eliminate risk from the council's activities, but rather, to ensure that every effort is made to manage risk appropriately and in line with the council's risk appetite. The policy also defines roles and responsibilities in the council and the process for reporting risk within the council.

8.2 The policy has been updated to reflect changes to the new council structure and the requirement to report the Corporate Risk Register and progress against mitigations to Executive Committee as well as Audit and Governance Committee. The updated Risk Management Policy can be found at Appendix A. Members are asked to consider and approve the updated Risk Management Policy.

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

9.1 Good governance contributes to the Council's purpose of a "Well Run Council."

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

10.1 N/A

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation, and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies, and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage, and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the report is for information only.

12. Carbon Footprint (Environmental) Implications:

12.1 No direct carbon/environmental impacts arising from the recommendations.

12.2 Actions to mitigate the risks identified in the Corporate Risk Register may result in some future impact, however, any actions proposed would be subject to a specific report and the impacts would be considered in that report.

13. Are there any other options?

13.1 N/A

Strategic Director for Corporate Resources, Dave Hodgson

Author: Lorraine Betts, Organisational Transformation Programme Lead

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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Risk Management Policy

Contents

1. Introduction.....	3
2. Objectives.....	3
3. Risk management approach.....	3
3.1 Aim	Error! Bookmark not defined.
3.2 Risk appetite and tolerance.....	3
3.3 Risk treatment	4
3.4 Framework	4
4. Responsibilities and procedures	4
5. Review.....	5

Version Control

- Version 1.0 – Updated and drafted June 2022
- Version 1.1 - Updated to reflect new approach to Risk Management – October 2023
- Version 1.2 - Updated post Zurich review – August 2024

1. Introduction

1.1 Exeter City Council is committed to the effective management of risk at every level within the Council and to providing:

- a safe environment for its employees and customers;
- safe working arrangements for employees; and
- training to enable its employees to undertake their work effectively, efficiently, and safely.

1.2 The purpose of this Risk Management Policy is to state the Council's risk management objectives, approach, responsibilities, and procedures.

2. Objectives

2.1 The purpose of risk management is to:

- preserve and protect the Council's assets, reputation, and staff;
- promote Corporate Governance by integrating risk management and internal control;
- promote a risk aware culture to avoid unnecessary liabilities and costs, but to encourage the taking of calculated risks in pursuit of opportunities that benefit the Council;
- enhance and protect the local environment; and
- improve business performance.

3. Risk management approach.

3.1 Aim

Risk management has to be proactive to ensure that corporate and operational risks are:

- identified;
- assessed by considering the impacts and likelihoods of their occurrence;
- effectively managed by identifying suitable controls and countermeasures; and assessing the cost effectiveness of the mitigating actions proposed.

Effective risk management anticipates and allows risks to be managed rather than dealing with the consequences of events happening. However, not all risks can be managed, particularly those that are caused by external factors over which the Council has no control (e.g. severe weather). All services, as part of their business planning, are therefore required to develop Business Continuity Plans to reduce the impact should a major event occur.

3.2 Risk appetite and tolerance

Calculated controlled risks, such as accepting new opportunities or using innovative approaches for the benefit of the Council, may be taken providing the risk exposure is within the Council's 'risk tolerance' levels, these are defined as:

Acceptable risks – the risks associated with any proposed actions and decisions need to be clearly identified, evaluated, and managed to ensure that risk exposure is acceptable. Particular care is needed in considering actions that could:

- have an adverse effect on the Council's reputation and/or performance;
- undermine the independent and objective review of activities;
- result in censure or fines being imposed by regulatory bodies; and
- result in financial loss.

Any threat or opportunity that could have a significant impact on the Council or its services must be closely examined, and all risks clearly evaluated and referred to the appropriate Strategic Director. Where there is both a significant potential impact and a high likelihood of occurrence, then the Strategic Director must report the risk to the Senior Management Board for review and the Audit and Governance Committee.

Prohibited risks – where risks could result in physical harm; non-compliance with legislation or Government regulations; or non-compliance with the Council's policies, rules, and procedures, etc., then these risks are not acceptable. Therefore, any opportunity or innovative approach that could result in such outcomes should not be pursued.

3.3 Risk treatment

There are four basic ways of responding to risk:

- a) Avoidance – deciding not to continue or proceed with the activity in view of the level of risks involved, wherever possible. (Note: statutory requirements cannot be avoided)
- b) Transfer – which involves another party bearing or sharing the risk, a typical example is the use of insurance. (Note: ultimate responsibility to undertake statutory requirements remains with the Council even if third party provision is engaged)
- c) Control – by ensuring existing controls are effective by periodic review and testing, and implementing additional controls where considered necessary
- d) Acceptance – certain risks cannot be adequately treated by either avoidance, transfer, or control. In such cases, there is no alternative but for the Council to accept the residual ('remaining') risks concerned. Details of how these risks and their possible effects are to be managed must be recorded in the service's (and where appropriate Corporate) Risk Register, and subject to regular review.

3.4 Framework

The Council maintains a Corporate Risk Register (CRR) and Operational/Service Risk Registers. These registers detail the:

- Risk and Impact that could happen if the hazard or event should occur;
- Actions which have been taken to mitigate the risk;
- Current risk score – a score to show the likelihood of the hazard/event occurring after actions have been taken to mitigate the risk;
- Further actions planned to reduce the risks;
- Post mitigated risk score (i.e. after treatment) – a score to show the risk level when further actions have been taken to mitigate the risk; and
- All risks will be assigned risk owners.

4. **Responsibilities and procedures**

General – to achieve effective Risk Management, it must be embedded from the very top of the Council right down to each individual service, employee, and Councillor.

All Council employees and Councillors are responsible for ensuring there are robust and fit-for-purpose systems of internal control and risk management in place; and they are aware of the risks:

- they are empowered to take;
- that must be avoided;
- that must be reported upwards.

The Leader of the Council - is responsible for acting as the Lead Councillor for risk management.

The Executive & Strategic Management Board - is responsible for:

- approving the Risk Management Policy;
- affirming and supporting the work of risk management throughout the Council which is an important part of the Council's Corporate Governance arrangements;
- continually monitoring corporate risks and providing quarterly updates;
- reporting all new and amended risks for inclusion onto the quarterly review of the Corporate Risk Register.

The Audit and Governance Committee is responsible for:

- monitoring the effectiveness of risk management throughout the Council and the progress made in relation to mitigating actions;
- considering the Corporate Risk Register (CRR) and recommending its approval to the Executive;
- regularly reviewing the Corporate Risk Register.

4.5 Heads of Service are responsible for:

- ensuring that all employees within their service understand and comply with the risk management policy and procedures;
- identifying, evaluating, and managing operational risks and reporting any possible corporate risks to their Strategic Director;
- working with their Strategic Director to ensure that operational risk registers are established for their services and regularly reviewed to ensure that risks are adequately monitored and managed.

4.6 South West Audit Partnership (the council's Internal Auditors) are responsible for:

- undertaking audits of the Council's Risk Management system and procedures to assess their effectiveness and compliance with the Council's requirements as part of the Corporate Governance process; and
- making recommendations to improve the effectiveness of risk management within the Council.

5. Review

This policy is reviewed and approved by the Senior Management Board and Executive Committee (*date*)..... and thereafter will be reviewed/approved biennially.

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