



## Exeter City Council

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A meeting of the **EXECUTIVE** will be held in the **RENNES ROOM, CIVIC CENTRE, PARIS STREET, EXETER** at **5.30 pm** on **TUESDAY 18TH SEPTEMBER 2007** to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Rowena Whiter, Member Services Manager on **Exeter 265110**.

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

### AGENDA

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

1. MINUTES OF PREVIOUS MEETING

To sign the minutes of the meetings held on 19 June and 3 July 2007.

2. DECLARATIONS OF INTEREST

Councillors are reminded of the need to declare personal and prejudicial interests, including the nature and extent of such interests, in relation to business on the agenda, before any discussion takes place on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3. 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 I, Schedule 12A of the Act.

4. **HOUSING STRATEGY 2007/12**

To consider the report of the Head of Housing Services. 1 - 4

Scrutiny Committee – Community considered the report at their meeting on 4 September and their comments will be reported.

(Report circulated)

5. **NEW INCLUSIVE PLAY AREA AT KING GEORGE V PLAYING FIELD**

To consider the report of the Head of Leisure and Museums. 5 - 10

Scrutiny Committee – Community considered the report at their meeting on 4 September and their comments will be reported.

(Report circulated)

6. **TRADE WASTE RECYCLING COLLECTIONS**

To consider the report of the Head of Environmental Health Services. 11 - 16

Scrutiny Committee – Community considered the report at their meeting on 4 September and their comments will be reported.

(Report circulated)

7. **ST ANDREWS ROAD AFFORDABLE HOUSING DEVELOPMENT**

To consider the report of the Head of Housing Services. 17 - 22

Scrutiny Committee – Community considered the report at their meeting on 4 September and their comments will be reported.

(Report circulated)

8. **HOUSING ASSISTANT POST (CE06101)**

To consider the report of the Head of Housing Services. 23 - 24

(Report circulated)

9. **DEVON COUNTY COUNCIL PROPOSAL TO FUND ROYAL ALBERT  
MEMORIAL MUSEUM DEVELOPMENT**

To consider the report of the Head of Leisure and Museums.

25 - 26

(Report circulated)

10. **REGIONAL SPATIAL STRATEGY PROPOSALS FOR GYPSY AND  
TRAVELLER PITCH PROVISION**

To consider the report of the Head of Planning Services.

27 - 30

(Report circulated)

11. **DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING  
DOCUMENT**

To consider the report of the Head of Planning Services.

31 - 52

(Report circulated)

12. **GOVERNMENT'S PROPOSED APPROACH TO IMPLEMENTING  
UNITARY COUNCILS**

To consider the report of the Chief Executive.

53 - 56

(Report circulated)

13. **HONORARY ALDERMEN**

Section 249 of the Local Government Act 1972 empowers the Council to confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent service to the Council as a past member. An Honorary Alderman is invited to participate in those Civic ceremonies which the Lord Mayor attends In State, and to which it is usual to invite Past Mayors/Lord Mayors.

Council on 17 July 2007, on the recommendation of Executive, approved the amendment of the eligibility criteria for considering the bestowal of the title "Honorary Alderman" on a past member to require that person to have served a total of at least twelve years as a City Councillor. It is not required for this to be a continuous period.

Former Councillors are eligible to have the title of Honorary Alderman conferred upon them should the Council so decide, and three applications have been

received from previous Councillors who fulfil the criteria.

**RECOMMENDED** that:-

- (1) the title of Honorary Alderman be conferred on:-

Mr Roy Hill  
Mr Mark Granville Baldwin  
Mr Barry Thomas McNamara

- (2) the Right Worshipful the Lord Mayor be requested to convene an Extraordinary Meeting of the Council to be held prior to the Ordinary Meeting on 16 October 2007, for the purpose of passing the appropriate resolution under Section 249 of the Local Government Act 1972.

14. **APPOINTMENTS TO OUTSIDE BODIES**

To consider appointments to outside bodies.

57 - 58

(Report circulated)

**DATE OF NEXT MEETING**

The next scheduled meeting of the Executive will be held on **Tuesday 2 October 2007** 5.30 pm. in the Civic Centre.

*A statement of the executive decisions taken at this meeting will be produced and made available as soon as reasonably practicable after the meeting. It may be inspected on application to the Customer Service Centre at the Civic Centre or by direct request to the Member Services Manager on 01392 265110. Minutes of the meeting will also be published on the Council's web site as soon as possible.*

*Membership -*

Councillors Edwards (Chair), D Baldwin, Boyle, Dixon, Mrs Henson, Mrs Morrish, Sheldon, Shepherd and P A Smith

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 Member Services Officer on (01392) 265115 for further information.

**Individual reports on this agenda can be produced in large print on request to Member Services on 01392 265111.**

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY 4 SEPTEMBER 2007

#### EXECUTIVE 18 SEPTEMBER 2007

#### HOUSING STRATEGY 2007 – 2012

### 1. PURPOSE OF THE REPORT

- 1.1 To seek Members' views on the content of the revised Housing Strategy 2007 – 2012 and to brief Members on the results of the Exeter and Torbay Housing Market Assessment.

### 2. BACKGROUND

- 2.1 Government Office South West (GOSW) asks local authorities to produce a five year housing strategy and review it regularly. This reflects the importance of the Council's strategic and enabling role in meeting housing needs in the city. We have conducted a thorough review of the current 2004 – 2009 Housing Strategy to:

- ensure it is up to date and relevant to changing circumstances;
- take account of the results of the Exeter and Torbay Housing Market Assessment;
- ensure it is in line with the Local Development Framework.

- 2.2 The 2004 – 2009 Housing Strategy was developed in consultation with GOSW to ensure that it complied with the Government's 'fit for purpose' criteria. The revised Strategy should continue to meet these criteria and will be submitted to GOSW for assessment. The revised strategy is informed by extensive public and stakeholder consultation and the comprehensive cross-tenure evidence base provided by the Exeter and Torbay Housing Market Assessment study (ETHMA). GOSW have recently been in discussion with district authorities regarding the need for sub-regional housing strategies. The revised Strategy includes a chapter on sub-regional issues and proposals, based upon the conclusions of the ETHMA. A copy of the revised Housing Strategy document is available on the website and in the Members' Room.

### 3. CONSULTATION

- 3.1 Public consultation was conducted using a questionnaire and leaflet distributed to a cross-tenure sample of Exeter residents and displayed in GP surgeries, libraries, community centres and the Civic Centre. Efforts were made to reach groups who may often be marginalised in consultation such as black and minority ethnic (BME) groups, people with physical disabilities, older people, young people, homeless people and people with mental health problems.

- 3.2 Consultation with partner agencies was based upon a Summary for Consultation of the Housing Strategy 2004-2009. Presentations on the Strategy were made to the Local Strategic Partnership, the Social Health and Inclusion Partnership and the Exeter Older People's Partnership Group. Council staff were also invited to take part in the consultation.
- 3.3 A Housing Strategy Review Working Group including council officers, Members, tenants and a representative of a local housing association met regularly to oversee the review process and shape the structure and content of the revised Strategy.
- 3.4 Consultation results showed public support for existing priorities with emphasis on the need for more affordable rented housing and low cost home ownership. There was strong support for improved environmental standards in housing. The partners' responses were varied, although there was some common ground regarding flexibility on affordable housing requirements.
- 3.5 An Equalities Impact Assessment of the Housing Strategy has been carried out as part of the review. As a result the revised Strategy places more emphasis upon diversity, equality and accessibility.

#### **4. RESULTS OF THE EXETER AND TORBAY HOUSING MARKET ASSESSMENT**

4.1 The ETHMA focuses on the Housing Market Areas of Exeter and Torbay as previously defined by government. It then identifies six further sub-markets within the sub-region. There is a main report on the sub-region as a whole and separate district reports. The Exeter report gives results for the city of Exeter as defined by the district council administrative area – this is not the same as the area covered by the Exeter Housing Market Area, which extends into East Devon, Teignbridge and Mid-Devon. The research was based on 3,470 personal interviews with households across the two Housing Market Areas, coupled with a range of secondary data sources.

#### **4.2 Additional Housing Requirement 2006-2011**

The ETHMA considers the interaction of housing requirements and supply across all sectors of the housing market and identifies future housing requirements for different types of properties and tenures in the city of Exeter as follows:

- 5,256 additional dwellings, across all tenures, would need to be provided over the 5-year period to sustain the existing supply/demand balance.
- The tenure split for these 5,256 would need to be; market housing 2,068 (39.9%); intermediate\* housing 981 (18.7%); social rented housing 2,207 (42%).
- Thus unmet need is around 60% affordable housing: 40% market housing

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\* Intermediate housing includes a range of dedicated low cost home ownership products such as shared ownership and a proportion of housing in the private rented sector with low rents (within the lowest quartile).

### 4.3 Predicted Completions

- The number of completions within Exeter city, across all tenures, is expected to be around 500 dwellings per annum, 2,500 across the 5-year period.
- Social rented completions are predicted to be between 675 and 845 dwellings over the 5-year period, well short of the 2,207 requirement.
- Intermediate housing completions are predicted to be between 130 and 260 dwellings over the 5-year period, again short of the 981 requirement.
- Market housing completions are predicted to be around 1,600 over the 5-year period, short of the 2,068 requirement.

### 4.4 Migration and households

- Inward migration to the city is significant in increasing housing demand. Exeter's population in 2005 was 117,600. This is estimated to rise to 143,900 by 2029,
- 29% of households in Exeter contain only 1 member.
- As many as 30,350 (70%) of households are currently technically under occupying their property, nearly half of these by 2 or more bedrooms.
- Net migration into Exeter during 2000-2005 was 4620 people – of these 3,500 were in the 16 – 24 age category

### 4.5 Tenure and housing conditions

- The current housing tenure in Exeter is - owner occupied 66.5%; private landlord 14%; housing association 6.4%; and Council 13.1%.
- The current house type mix in Exeter is - detached 15%; semi detached 27%; terraced 35%; flats 23%.
- 1429 households are currently living in technically overcrowded housing
- 2586 households believe they have a serious problem with the condition of their houses, 1334 of these have no fixed heating and 1839 believe they are suffering from disrepair.

## 5. PROPOSALS

5.1 The ETHMA indicates a growing housing requirement but there is limited land available for housing in Exeter and completion rates are unlikely to reach the levels required. The Housing Strategy sets out a strategic approach to improve the use of existing stock and future investment to ensure that “Everyone has the opportunity of a home that they can afford”. Proposals are organised around the themes of:

- **Everyone** – outlines how we will meet the diverse needs of different communities covering issues such as supported housing, older people's housing, accessible housing, particular needs of BME groups and gypsies and travellers. Action points include a commitment to increase the availability of accessible housing and for all new affordable housing to be built to Lifetime Homes\* standard.

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\* The Lifetime Homes Standard sets out a minimum specification that new properties should meet that gives a high degree of flexibility to adapt the property to a household's changing needs. By building to this standard it is expected homes will remain sustainable for the long term.

- **Home** – sets out our strategy for the most effective use of housing stock, both social and private sector and measures to encourage development of sustainable, mixed communities. Action points include developing affordable housing on Council-owned land, higher environmental standards for new affordable homes and the use of downsizing initiatives.
- **Opportunity** – deals with access to housing, homelessness, housing advice and allocations. This section seeks to increase the requirement for affordable housing on private developments to 35% (from 25%) on developments of fifteen dwellings or more – 70% of which should be social rented housing and 30% intermediate affordable housing. It also seeks to introduce, through the Local Development Framework and Affordable Housing Supplementary Planning Documentation a level of developer contributions to affordable housing on sites where the number of units provided is 14 or below.

5.2 The Strategy also makes recommendations for joint working with neighbouring authorities to develop a sub-regional strategy to accommodate predicted household growth.

6. **RECOMMENDED** that Scrutiny Committee – Community supports and Executive agrees:

- 1) to adopt the revised Housing Strategy document 2007-2012
- 2) that an annual report is submitted outlining progress against the Strategy's action plan.

## **HEAD OF HOUSING SERVICES**

S:LP/Committee/907SCC13  
23.8.07

### COMMUNITY & ENVIRONMENT DIRECTORATE

#### **Local Government (Access to Information) Act 1985 (as amended)**

#### **Background papers used in compiling this report:**

Exeter and Torbay Housing Market Assessment – Main Report and Exeter City Report  
Planning Policy Statement 3 (PPS3)



## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 4 SEPTEMBER 2007

#### EXECUTIVE 18 SEPTEMBER 2007

#### NEW INCLUSIVE PLAY AREA AT KING GEORGE V PLAYING FIELD

##### 1. PURPOSE OF REPORT

- 1.1 This report seeks in principle approval for Exeter Mencap to create a new inclusive play area at King George V Playing Field (KGV) in Countess Wear and to agree to a temporary disposal at less than best consideration to facilitate the scheme.

##### 2. BACKGROUND

- 2.1 Exeter Mencap approached the Council in autumn 2006 with a proposal to provide a play area that would truly be suitable for both able and disabled children. A particular feature would be high fencing and appropriate gates that would prevent older autistic children from running out of the play area. The gates would remain unlocked at all times, but would be designed such that good dexterity is required to open them.
- 2.2 A number of possible sites were considered by Exeter Mencap, and it was decided jointly with the Council that the eastern corner of KGV would be the most suitable (see attached plan).
- 2.3 Exeter Mencap will apply for £250,000 of lottery money from the Playful Ideas funding stream, along with contributions from elsewhere. If the funding is approved, the lottery will require that the play area must be leased to Exeter Mencap for 10 years, and Exeter Mencap will be responsible for managing the play area throughout that period.
- 2.4 The equipment and other features will all be approved by the Council and will be broadly of similar durability as items that can be found in the Council's play areas. Almost without exception the equipment has been chosen by Exeter Mencap in order to be suitable and accessible for people with disabilities. This does not preclude non-disabled people from using the same equipment.
- 2.5 At the end of the lease, ownership of the play equipment would transfer to the Council.

##### 3. PROPOSAL

- 3.1 It is proposed that the Council offers to make the land available at no charge via a 10 year lease. This would be a formal disposal of the land, which would allow Exeter Mencap to submit its funding bid with certainty that a suitable site will be forthcoming.
- 3.2 At this stage it is understood that the lottery will require Exeter Mencap to take ownership of the play area and to be involved in its routine management. As the Council maintains more than 60 play areas in the City it would be sensible and efficient for maintenance and day to day management to be undertaken by the Council, with play events and promotion of the play area being undertaken by Exeter Mencap. However, the

Council's involvement in maintaining and managing the play area needs to be looked at, as the lottery may not be satisfied with such an arrangement. Before any disposal took place the Council will need to be satisfied that the maintenance and management arrangements for the play area are satisfactory.

- 3.3 The Council has already agreed to a new community hall being sited in the east of KGV, subject to satisfactory funding from a number of partners. It is proposed that, as long as Exeter Mencap secure the necessary funding, the inclusive play area goes ahead as soon as possible regardless of whether the community hall project comes to fruition. The attached plan illustrates how the play area would fit into the site with or without the community centre. Either way, a path to the play area would be needed.

#### **4. IMPLEMENTATION**

- 4.1 KGV is owned by the Council, but the land is held in trust and there are conditions over how it may be used. The National Playing Fields Association (NPFA), which oversees all of the country's King George V Playing Fields, has verbally indicated that the proposed inclusive play area is ideal use of such an open space and although formal consent will be needed it anticipates that there will be no problem with the granting of the proposed lease. Consent of the Department for Communities and Local Government will also be required. In addition, there is a formal advertising process to be followed in connection with the disposal of land held for open space purposes and consideration must be given to any representations received.
- 4.2 It has been confirmed that planning permission will be needed for the play area. The planning application will be submitted by Exeter Mencap with assistance in terms of plans and specifications coming from the Council. If Sport England object to the planning application it will need to be referred to the Government Office for the South West.
- 4.3 There will need to be consultation with neighbours with a view to trying to address any concerns they may have. The only immediate neighbour is the Countess Wear Lodge hotel. They, along with the closest residents, have been informed of the proposals and their feedback will be reported to the committee.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 In these circumstances the Council is entitled to dispose of the land at less than best consideration on the grounds that the scheme will clearly contribute to the social wellbeing of the community. It is proposed that the annual rental of the lease be a peppercorn, this representing an undervalue of £1,500 per annum (being the market rental value of the land).
- 5.2 The cost of inspecting and maintaining the play area is estimated at approximately £1,500 a year, assuming that no items of equipment need to be replaced during the first 10 years. The Parks & Open Spaces maintenance budget will need to be increased by this sum if it is invited by Exeter Mencap to maintain the play area. This could be funded by the project, by Exeter Mencap or by the Council.

## 6. EXETER CITY COUNCIL OBJECTIVES

- 6.1 In this case such a disposal furthers the Council's own strategic aims. The Leisure Strategy refers to the two shared priorities,
- improving the quality of life of children, young people, older people and families at risk
  - promoting healthier communities and narrowing health inequalities
- 6.2 In the play section of the Strategy, the outcomes which the Council is working towards are listed as including the completion of a network of fixed play provision for children and young people, including more adventurous play, and the support of community-led play development and improvement.
- 6.3 Assisting with the development would also meet the Council's objectives in providing equal access to all sections of society, and promoting inclusion generally.

## 7. RECOMMENDED that:

- 1) the Council approves the principle of leasing approximately the area shown on the attached plan to Exeter Mencap for a period of 10 years at a peppercorn rental (representing an undervalue of £1,500 per annum), and offers to maintain the play area during that period;
- 2) if Exeter Mencap's lottery application is successful the Council seeks the necessary consents for the disposal to go ahead, and if necessary funds the cost of maintaining the play area;
- 3) any representations arising from the public consultation on disposal be considered and if necessary addressed by the Heads of Leisure & Museums and Estates in consultation with the Portfolio Holders for Environment & Leisure and for Economy & Tourism.

## HEAD OF LEISURE AND MUSEUMS

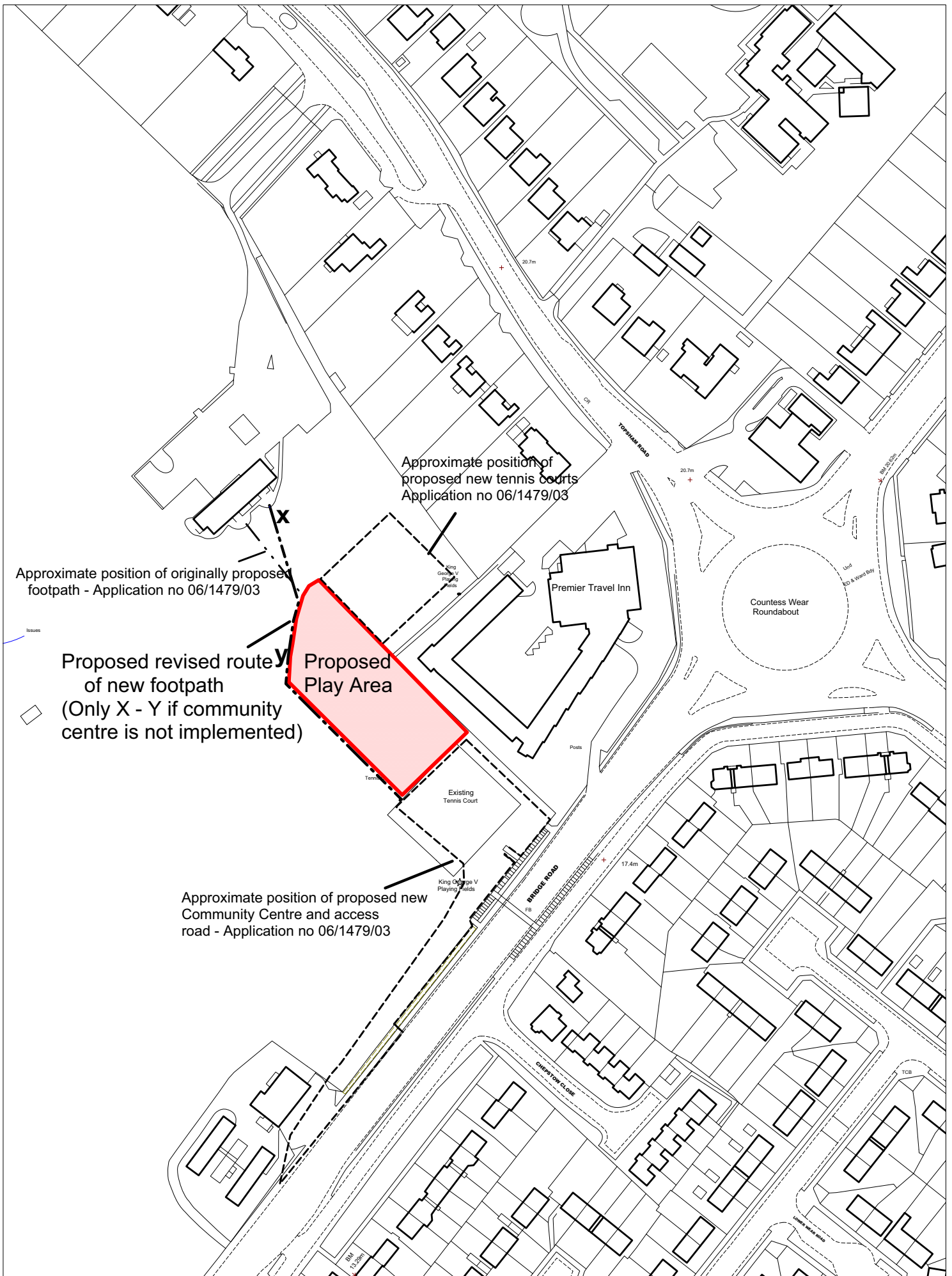
S:LP/Committee/907SCC3  
23.807

COMMUNITY AND ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 4 SEPTEMBER 2007

#### EXECUTIVE 18 SEPTEMBER 2007

### TRADE WASTE RECYCLING COLLECTIONS

#### 1. PURPOSE OF REPORT

- 1.1 To seek support from Scrutiny Committee Community and Executive approval to provide a trade waste recycling collection service in order to meet legal and customer requirements.

#### 2. BACKGROUND

- 2.1 Under the Environmental Protection Act 1990 all local authorities have a legal obligation to provide a trade refuse collection and disposal service to trade customers located within their district boundaries. Waste generated by trade customers is classed as municipal waste. The Act states that local authorities must charge a reasonable rate for this service.
- 2.2 Exeter City Council has operated a successful co-mingled trade refuse collection service for many years. Regrettably all collections are sent directly to landfill as currently the service is not set up to recover recyclables from this waste stream.
- 2.3 The current trade customer base is just over 1,200 businesses, which are serviced by two crews and one refuse vehicle 5.5 days a week. Additional income generated by this service contributes to the overall running costs of cleansing services.
- 2.4 Approximately 4,000 tonnes of mixed trade refuse is collected and sent to landfill each year, of which an estimated 1,000 tonnes could potentially be recycled.

#### 3. KEY DRIVERS FOR CHANGE

- 3.1 There are two major forces that are driving change in current practices relating to the collection of trade waste, namely potential Landfill Allowance Trading Scheme (LATS) charges and the Landfill (England and Wales) (Amendment) Regulations 2005 that comes into force on 30 October 2007.

##### **Landfill Allowance Trading Scheme**

- 3.2 An essential element of achieving a reduction in municipal waste (which includes trade waste) going to landfill is for the Council to find effective ways of reducing the amount of trade waste that goes to landfill. This means removing some or all of the recyclable waste from the co-mingled waste stream.

- 3.3 Although the existing recycling infrastructure has been directly funded mainly by council tax payers, trade customers have made an indirect contribution via revenue contribution to overheads and additional income to cleansing services.
- 3.4 Because trade waste collected by councils counts as municipal waste it falls within the LATS scheme. Trade waste collected by commercial companies does not. We could therefore be faced with additional disposal costs of around £150/tonne from 2010 onwards. It is therefore vital that the Council starts to take action soon if it is to be able to avoid having to pass on these charges to its trade customers.

#### **Landfill (England and Wales) (Amendment) Regulations 2005**

- 3.5 The Landfill (England and Wales) (Amendment) Regulations 2005 governs the activities of contractors that manage landfill sites. The aim of the Act is to reduce the negative effects on the environment of sending waste to landfill.
- 3.6 A keystone of the Regulations requires that, by 30 October 2007, all waste collected must be pre-treated in some way before it can be accepted for landfill. In essence, this means that some of the waste must be removed for recycling. Ultimately, it is the responsibility of the trade customer to pre-treat, however, they can pass this responsibility to their collection contractor and it is anticipated that this will be the likely choice for most customers. A number of options have been formulated which will ensure compliance with the legislation.

#### **4. OPTIONS THAT WERE CONSIDERED**

- 4.1 A working group considered five options. Consultation also took place with representatives of Exeter Chamber of Commerce, with the proposals from the working group. Feedback from the exercise led to a variation of the prime option under consideration.
- 4.2 Options considered were:
- (a) **Split vehicles** - the existing two crews do daily collections of both refuse and recycling in split vehicles, capable of separately collecting both waste types. Materials to be sorted in the MRF.
  - (b) **Standard and split vehicle** - the existing two crews do daily collections of refuse, and an additional split vehicle and crew collect recycling materials daily. Materials to be sorted in the MRF.
  - (c) **Standard vehicle and additional recycling vehicle(s)** - the existing two crews do daily collections of trade refuse, and one purpose-built vehicle with two person crew collects recyclables (initially paper and cardboard) once a week from each customer. Materials to be sorted in the MRF. A variation to this option has been added in light of consultation with the Exeter Chamber of Commerce, which is the addition of two smaller recycling vehicles, each with a two man crew - one capable of kerbside collection and one capable of emptying containers of co-mingled recyclables.
  - (d) **Third party provider** - work in partnership with a third party service provider that would collect and dispose of recycling materials, and the Council would continue to



provide refuse collection services only. The Council would be the single point of contact for the customer, and all invoicing for both refuse and recycling would be managed by the Council.

- (e) **Recycling service only** - using the current vehicles and crew, the Council stops refuse collection services and starts recycling only services. Materials sorted in the MRF.

4.3 For each of the above options the group considered the following key factors:

- the most suitable collection vehicles
- the most viable collection schedules – should collection of refuse and recycling take place at the same time, or would alternative collection times be more appropriate
- the impact on staff and crews
- the cost of sorting
- the change in revenue contribution
- attractiveness of the proposition to trade customers
- the impact on LATS charges
- availability and suitability of working partners
- likely uptake of existing and new customers
- full financial appraisal of all options
- compliance with the Council's environmental policies
- other commercial competition

4.4 The working group considered that a cautious approach should be adopted at the outset until a stable customer base for recycling services is established.

4.5 Option (e) to operate a recycling service only, was discounted as this option failed to meet the Council's statutory duty, and it would leave 1,200 waste customers without a service. The options to use a split collection vehicle (options (a) and (b)) were discounted due to the high cost of the vehicle and the difficulties these wider vehicles have in operating down narrow streets.

4.6 Working with a third party partner was given serious consideration as it initially appeared an attractive proposition. However, this option was eventually discounted as it would leave the Council to collect residual waste from trade, which would count towards its municipal waste tonnage going to landfill, but remove the income element derived from the sale of recyclables.

## 5. PROPOSAL

5.1 It is considered, therefore, that option (c), standard vehicle and additional recycling vehicle(s) option, would be the most appropriate option at this time. The Council could trial this approach by hiring a small caged vehicle during the first six months of service, and use two agency crew workers. If this approach proves to be successful, one or more purpose built vehicle(s) will need to be purchased at a later date and permanent crew members appointed. In future the Council could potentially expand its recycling collection services to include possible additional recyclables such as plastic, cans and glass. Any expansion of this service would be based on the overall success of the service, customer demand and sufficient income to support it.

- 5.2 In order to set up the pilot service as an addition to the existing trade refuse collection service, it will be necessary to employ a temporary administration officer for the period of the six month pilot, in order to deal with the additional administration involved. It is anticipated that on extending the pilot, the administration of the service will be either absorbed or the administrative support will be reviewed should take-up by customers exceed expectation.
- 5.3 The primary service would operate on a planned basis whereby the collection crew would go to designated areas on four days of the week (Monday to Thursday) and collect whatever paper and cardboard customers have put out for collection in branded clear sacks or branded tape provided by the Council. On Fridays the collection crew would collect, on request, additional paper and cardboard from those customers that generate large volumes of paper or cardboard and/or those that have particular storage constraints.
- 5.4 It is considered that an across-the-board fixed fee of £3.00 per week should be made to those trade customers wishing to take up the service. In return for this fee the Council will provide a weekly recycling collection service to all trade refuse customers. For those customers needing an additional collection on Fridays an additional fee of £3.00 per collection should be levied.
- 5.5 Subject to the overall uptake of this trade recycling service it is considered that, at worst, the service will break even and, at best, it could make a modest surplus which could be reinvested to provide future improvements to the service.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The proposed service has been modelled on the assumption that 400 to 600 (33% - 50%) of the existing 1200 trade refuse customers will take up the recyclables collection service. Take up of 33% will effectively give a cost neutral position, whereas 50% take up will generate a positive revenue contribution of £32,000.
- 6.2 A combined capital and revenue bid has been made to earmark funding in 2008/09 allowing transition from the pilot scheme to a permanent trade recyclable collection service, dependant upon the success of the pilot.
- 6.3 On completion of the pilot, the council will be better placed to model a service that will meet customer demand and as well as attracting sufficient income to fund the service in the medium term.

## **7. RECOMMENDED**

That Scrutiny Committee - Community supports and Executive approves:

- 1) the provision of a separate recycling collection service to trade customers as part of a six month pilot commencing in October 2007. Initially, the service will include the weekly collection of paper and cardboard only, but if successful, the service may be expanded to include other recyclables.

- 2) the hire of a vehicle for six months and the appointment of two temporary crew members for a six month period.
- 3) that a provisional charge of £3.00 per week per customer is agreed as an across-the-board fixed fee for the collection of recyclables once a week, with every additional collection charged at the same rate for the purposes of the pilot scheme.
- 4) that during the pilot, the provisional charge may be altered by agreement by the Head of Service and Portfolio Holder for Environment and Leisure.
- 5) on the pilot proving successful following review in Quarter 4, 2007/8, and subject to approval of a suitable budget, the Head of Environmental Health Services, with the agreement of the Portfolio Holder for Environment and Leisure, purchases either:
  - a new purpose built kerbside sorting vehicle at a capital cost of £100,000 and annual revenue cost of £50,000 (two person crew); or
  - purchases two smaller vehicles at a total capital cost of £100,000 and an annual revenue cost of £100,000 (2 x two person crew);dependent upon the demand from trade customers and sufficient income derived to support the option.
- 6) the appointment of a temporary admin support officer (Grade 3 - subject to job evaluation) for a six month period to input necessary data changes to trade customer records at a cost of £10,112.

## HEAD OF ENVIRONMENTAL HEALTH SERVICES

S:PA/LP/ Committee/907SCC4  
23.8.07

## COMMUNITY & ENVIRONMENT DIRECTORATE

### **Local Government (Access to Information) Act 1985 (as amended) Background papers used in compiling this report:**

None

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY 4 SEPTEMBER 2007

#### EXECUTIVE 18 SEPTEMBER 2007

#### ST ANDREWS ROAD AFFORDABLE HOUSING DEVELOPMENT

### 1. PURPOSE OF REPORT

- 1.1 To seek a declaration that a parcel of Council owned land off St Andrews Road, Exwick (shown edged black on the attached plan), is surplus, and to obtain approval for the disposal of the subject land to Sanctuary Housing Association (SHA), at less than best value, any capital receipt to be ring fenced to grant aid an affordable housing scheme on the site and to cover the cost of enabling works both on and off site.

### 2. BACKGROUND

- 2.1 This site was identified when work was recently undertaken to identify potential infill sites, suitable for the development of affordable housing, on Council owned land. Part of the site is a remnant of land that was not included in the disposal of the neighbouring Exwick Mill site, and part was originally acquired to enable flood defence work. Flood defences on this land were not required as a result of the construction of the flood relief channel. Subsequently there were proposals to use this land to provide a relief road linking St Andrews Road with Station Road but these have since been dropped. The land, which is held under the Council's General Fund, is therefore surplus to operational requirements.
- 2.2 Planning Services have confirmed that a residential development on the land would be acceptable. Design work has been undertaken in conjunction with Sanctuary Housing Association (SHA) and a planning application for up to 27 dwellings is expected to be submitted shortly. These would comprise a mix of one, two and three bedroom flats.
- 2.3 The Service with responsibility for the land, Contracts and Direct Services, have been consulted and are supportive of the scheme although they have identified a number of enabling works that they would require if the land were to be disposed of. These include; the construction of a Devon bank to separate the development from the adjacent valley park; the provision of a cycle route over the site, which would ultimately link up with Station Road; additional planting and landscaping on site and elsewhere in the valley park, as well as on the other side of the river; and improvements to the Station Road Play Area. It is also likely that further enabling works and or cash contributions will be required as a condition of any planning consent. These would be dealt with under a Section 106 agreement linked to the planning consent.

- 2.4 Depending upon the final layout of the scheme it is likely that to enable the construction of a Devon bank, as referred to at 2.3 above, it will be necessary to acquire a narrow strip of land from the Environment Agency. The EA have agreed in principle to transfer this land to the Council but a value has not been agreed.
- 2.5 It is anticipated that the Council would dispose of this site to SHA by way of 125-year lease under which they would procure the affordable dwellings. Delegated Powers were agreed by Executive on 4 July 2006 to allow the disposal of Housing Revenue Account land for affordable housing, but as this land is held within the General Fund a specific approval is required for this disposal.
- 2.6 It remains too early to precisely assess the Market Value as many aspects of the proposed scheme have not yet been defined. However, Estates Services have prepared a desktop appraisal and it is anticipated that a developer might be prepared to pay in the region of £600-£800,000 for the site on the open market, less the cost of acquiring the strip of land from the Environment Agency, the costs of enabling works and costs associated with a section 106 agreement.
- 2.7 Under normal circumstances a scheme such as this would not be brought before Executive unless it had been fully crystallised and planning consent obtained. However, the Housing Corporation have previously approved £475,000 of Social Housing Grant to another SHA scheme that will not now proceed. In order that this funding can be reallocated to this scheme, SHA need to be able to demonstrate to the Housing Corporation that they have the Council's in principle decision to transfer the land to them, otherwise this funding will be lost. SHA will also need to bid for further Social Housing Grant funding as this is a larger scheme and an in principle decision will enable them to do so at an early stage.
- 2.8 In order that a scheme on this site can be viable Housing Services expect to have to provide further assistance to SHA. This might be achieved either by a less than best disposal or by recycling any capital receipt in excess of the cost of the enabling works as grant.
- 2.9 The Council would receive full nomination rights to all of the properties in perpetuity.

### **3. PROPOSAL**

It is proposed that:

- 3.1 The land be declared surplus.
- 3.2 Delegated powers are granted to the Head of Estates Services, in consultation with the Leader, the Portfolio Holder for Housing and Social Inclusion, the Portfolio Holder for Community and Environment, and the Heads of Service for Treasury, Housing, and Contracts and Direct Services, to dispose of the land to Sanctuary Housing Association by way of a 125-year lease, at or below market value for affordable housing, subject to 100% nomination rights being granted to the City Council in perpetuity.

3.3 Any capital receipts are ring fenced for use in grant aiding affordable housing and for the acquisition of the Environment Agency land. The Head of Treasury Services to allocate the receipt within the capital programme.

#### **4 RESOURCE IMPLICATIONS**

4.1 Any capital receipt would be recycled to grant aid the scheme, to cover enabling works on and off the site, and to finance the acquisition of the Environment Agency land.

4.2 There is no revenue implication associated with this transaction or any impact on the current capital programme.

#### **5 RECOMMENDED that:**

- 1) The above proposals are supported by Scrutiny Committee Community and agreed by Executive.

#### HEAD OF HOUSING SERVICES

S:LP/Committee/907SCC18  
24.8.07

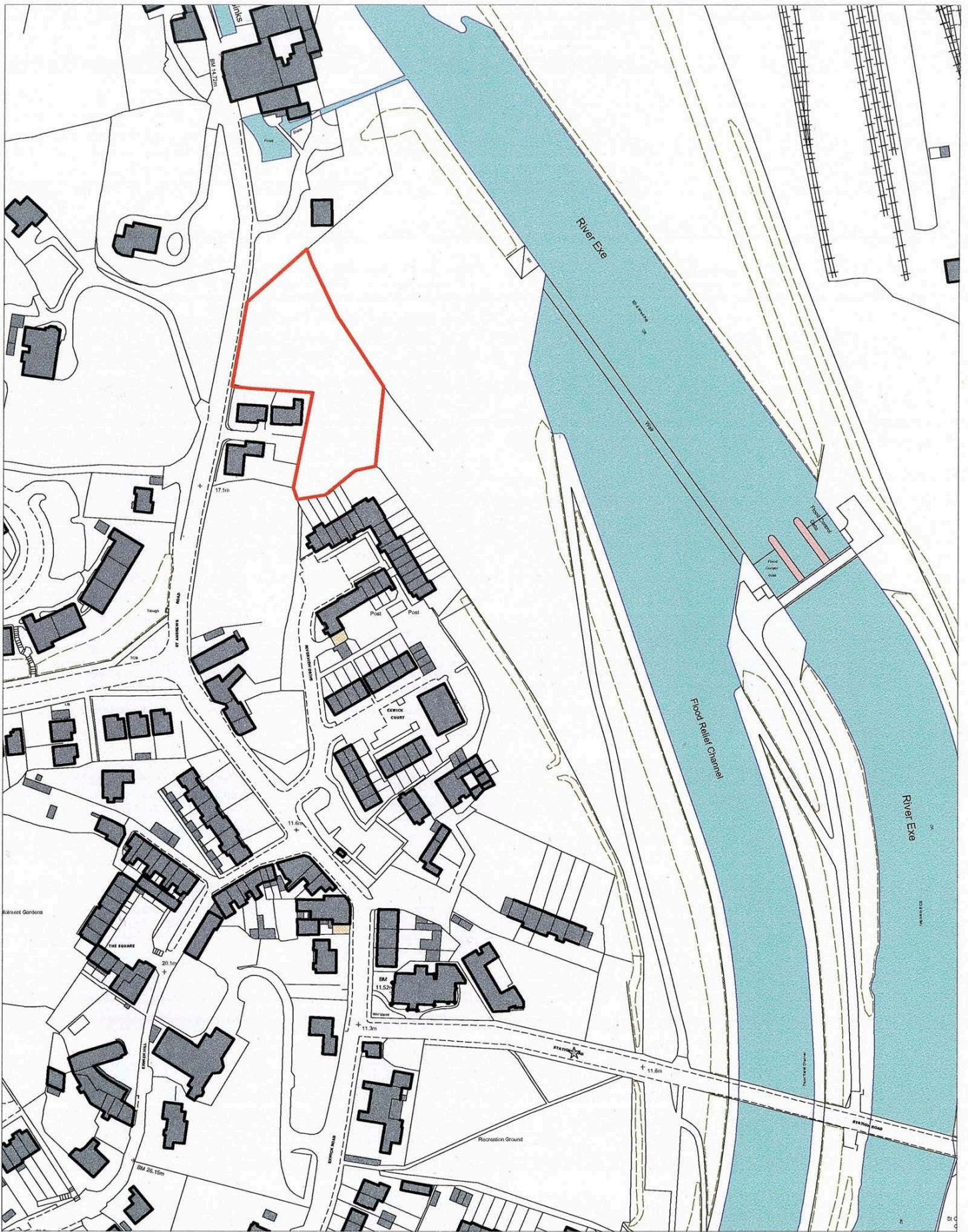
#### COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report**

None

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Exeter City Council

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## EXETER CITY COUNCIL

### EXECUTIVE COMMITTEE

18 SEPTEMBER 2007

#### HOUSING ASSISTANT POST (CE06101)

#### 1. PURPOSE OF REPORT

- 1.1 To agree to make the post of Housing Assistant within the Housing Services Unit permanent.

#### 2. BACKGROUND TO THE POST

- 2.1 The Housing Assistant post (CE06101), together with its budgetary provision, remained vacant within the Housing Unit structure for a number of years.
- 2.2 A review of workloads within the Tenancy Services Section was undertaken last year following the implementation of the Council's new Anti-Social Behaviour Policy and the Neighbourhood Management Policy. Both of these initiatives involve increased activity for Housing Estate Officers and result in them spending more time on their estates undertaking inspections and working with residents and other agencies to develop solutions for the problems that occur. To support these changes it was important that the team had sufficient support in terms of:
- dealing with tenant enquires as they come into the office, (answering enquiries when possible, logging phone calls, letters etc)
  - keeping estate inspection records up-to-date,
  - ensuring action from inspections is reported and actioned – ie reporting work to other sections of the Council, raising works orders, liaising with external agencies etc.
  - sending the relevant standard letters to tenants as instructed by the Estate Officer, maintaining records on the anti-social behaviour database and helping with accurate record keeping etc.
  - recording and monitoring the use of Incident Diary Sheets
  - maintaining the Tenancy Services procedure manual
  - reporting on contractor performance, cleansing, grounds maintenance and Signpost Services
- 2.3 All of the above duties assist in freeing up Estate Officer time to allow them to deal more directly with our tenants and be more visible on our estates.
- 2.4 As a result of this review it was agreed to fill this vacant post on a temporary basis for one year and to monitor its effectiveness in assisting with the implementation of these two important initiatives.

#### 3. CURRENT PROGRESS

- 3.1 Officers believe that during the year that this post has been filled the level of support and assistance to the Estate Officers has steadily increased and the responsiveness to

tenants has improved. Indeed, the level of administrative work required in order to fully implement the new policies has far exceeded original expectations. In particular sending and monitoring warning letters, logging and reporting on cases of anti social behaviour using the new IT system, logging the results of neighbourhood inspections, ordering and chasing work etc has been an essential part of the post's everyday role.

- 3.2 Anti Social Behaviour casework continues to increase as more action is taken against perpetrators. This has produced a considerable amount of paper work that requires copying, collating and exhibiting for court action, a very important but time consuming exercise which has been made considerably easier by this appointment. There is also evidence to show that the increased support to the Estate Officers and Anti Social Behaviour Case Manager has enabled them to spend more time on their estates and to focus on the more urgent issues.
- 3.4 Telephone services to tenants have also improved as the post holder answers calls on behalf of the Estate Officers when they are out of the office. This ensures accurate messages are taken and requests passed to the right person.
- 3.5 The post holder has also developed a range of IT and paper systems to better monitor activity of the team and the work that they generate.
- 3.6 In conclusion, it is evident that the placing of this post within the Tenancy Services Team has had a beneficial impact on the effectiveness of the team and increased the level of work undertaken by the team.

#### **4. PROPOSAL**

- 4.1 Given the contribution this post has made to the Tenancy Services section in terms of support and assistance, and to the improvement in services to tenants in general it is recommended that this post be made permanent.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 Budgetary provision already existed for this post therefore there is no effect on the Housing Revenue Account as a result of this recommendation.

#### **6. RECOMMENDED**

- (1) that Executive approves that the post of Housing Assistant (CE06101) is made permanent from 25 September 2007.

HEAD OF HOUSING SERVICES

S:LP/Committee/907EXEC2  
21.8.070

COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**

**Background papers used in compiling this report:**

None

## EXETER CITY COUNCIL

EXECUTIVE  
18 SEPTEMBER 2007

### DEVON COUNTY COUNCIL PROPOSAL TO FUND ROYAL ALBERT MEMORIAL MUSEUM DEVELOPMENT

#### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the changed circumstances relating to Devon County Council's libraries policy, and its offer to make a financial contribution to the Royal Albert Memorial Museum (RAMM) Development Project.

#### 2. BACKGROUND

- 2.1 Members will recall that at its meeting on 13 March 2007 Executive decided not to accept a contribution of £50,000 towards the redevelopment of the Royal Albert Memorial Museum and Art Gallery from Devon County Council. Executive felt that it would be inappropriate for the Council to accept the offer, in view of the opposition that the City Council had previously expressed to the cuts in the library service and stated their preference for the funding to be directed for use in the library service.
- 2.2 On 31 July however the County's Executive Committee approved a plan which will see Pinhoe Library remain open. This was clearly welcome to the City Council. Shortly beforehand the County Council had written to repeat its offer of funding, and in the circumstances, the Chief Executive and Director of Community and Environment, in consultation with the Leader of the Council and the Portfolio Holder for Environment and Leisure, determined that the conditions for acceptance had been met, and duly accepted the offer, with thanks.

#### 3. RECOMMENDED

- 1) That the decision of the Chief Executive and Director of Community and Environment be noted, the County Council be thanked for its contribution to a project of county-wide significance, and also congratulated on its decision to strengthen the library service in the city.

#### HEAD OF LEISURE & MUSEUMS

S:PA/LP/ Committee/907EXEC1  
16.8.07

COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None

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## EXETER CITY COUNCIL

### EXECUTIVE

18 SEPTEMBER 2007

## REGIONAL SPATIAL STRATEGY PROPOSALS FOR GYPSY AND TRAVELLER PITCH PROVISION

### 1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to agree a response to a consultation by the Regional Assembly on proposed levels of gypsy and traveller pitch provision for Exeter to be included in a partial review of the Regional Spatial Strategy (RSS). A copy of a leaflet setting out the draft RSS revision and details of how to respond has been circulated to Planning Member Working Group and Executive Members and is in the Members' Room. A poster and a pack of consultation documents has been provided to the Customer Services Centre. The closing date for comments is 31 October 2007.
- 1.2 The City Council will ultimately have to identify sites for the required number of pitches through its Local Development Framework documents.

### 2 BACKGROUND

- 2.1 The framework for addressing the accommodation needs of gypsies and travellers is set out in ODPM Circular 1/2006 '*Planning for Gypsy and Traveller Caravan Sites*' (see PMWG report on draft 8/2/2005). This identifies a three stage process:
- Gypsy and Traveller Accommodation Assessments (GTAAAs) should assess needs and identify pitch requirements for each local authority area. Government has also separately published draft guidance on making such assessments, the methodology aligns well with that already developed for use in Devon.
  - Regional Spatial Strategies should check/modify pitch numbers provided by GTAAAs from a regional perspective and specify pitch numbers for each local planning authority.
  - Local Development Framework documents should identify specific sites to match pitch numbers from the RSS. Government has also published '*Draft Guidance on the design of sites for Gypsies and Travellers*' that will provide advice on site location, selection and design.

#### GTAAAs

- 2.2 GTAAAs are similar to 'bottom-up' general housing needs surveys, which have been undertaken by local authorities for many years. Devon local authorities co-operated on the production of a GTAA that was prepared by the Social Research & Regeneration Unit of Plymouth University and published at the end of 2006. A copy is on the City Council web site at:

<http://www.exeter.gov.uk/media/pdf/t/g/28.pdf>

- 2.3 The GTAA identified a need for 226 pitches in Devon between 2006 and 2011, of which 12 were in Exeter. The main elements of the requirement are:

	<u>All Devon</u>	<u>Exeter</u>
Unauthorised encampment pitches	155	4
Overcrowded pitches	26	6
Household growth at 3% pa	45	2
<b>Total</b>	<b>226</b>	<b>12</b>

- 2.4 Data are not available on the location of the unauthorised encampments. Much of the need generated from overcrowded pitches and household growth will originate from the existing authorised DCC site for 11 pitches at Avocet Road, Sowton.
- 2.5 Devon County Council, which is the strategic planning authority for the Exeter area, is responsible for making 'first detailed proposals' to the Regional Assembly. The County Council Strategic Planning, Regional and International Affairs Committee agreed advice for submission to the Regional assembly on 1 March 2007. The report, which reflected the figures in the GTAA, is at:  
[http://www.devon.gov.uk/index/democracymunities/decision\\_making/cma/cma\\_report.htm?cmadoc=report\\_eec0747hq.html](http://www.devon.gov.uk/index/democracymunities/decision_making/cma/cma_report.htm?cmadoc=report_eec0747hq.html)
- 2.6 The results of the GTAA will also feed into the City Council's Housing Strategy 2007-9 that is due to be considered by Community Scrutiny in September.

#### RSS

- 2.7 When the draft RSS was submitted to Government in April 2006 a 'stop-gap' policy on provision of pitches for gypsies and travellers was included in the knowledge that it would need to be revised when more information on needs became available. Sufficient information has now become available for the Regional Assembly to be able to proceed with a partial review of the RSS. The Regional Assembly meeting of 13 July agreed a new proposed draft policy and pitch distribution. The report is at:  
<http://www.southwest-ra.gov.uk/media/SWRA/Assembly%20Papers/13th%20July%202007/PaperJ.pdf>
- 2.8 The draft policy GT1 requires local authorities to identify realistically deliverable sites in their LDFs to provide for about 1,500 additional pitches for Gypsies and Travellers in the region, over the period 2006-2011, distinguishing between residential and transit pitches. The proposed distribution attached to the policy requires 12 new pitches in Exeter based upon DCC's 'first detailed proposal' plus an estimate of 5 transit pitches. The need for transit pitches, by its nature is more difficult to quantify. It is anticipated that more, larger permanent pitches may reduce the need for transit sites. The proposed accompanying text states that in some locations, transit provision will be phased in once significant progress has been made in meeting the need for residential pitches.
- 2.9 The proposed level of provision in surrounding districts is:
- |             |                        |                   |
|-------------|------------------------|-------------------|
| East Devon  | 9 residential pitches  | 5 transit pitches |
| Mid Devon   | 14 residential pitches | 5 transit pitches |
| Teignbridge | 65 residential pitches | 5 transit pitches |



- 2.10 The high level of requirement in Teignbridge largely reflects the large number of existing unauthorised pitches. Devon authorities have recognised there will be a need to work together to look at cross boundary issues.
- 2.11 The proposed programme for the partial review of the RSS is a consultation until xx October, an Examination in Public of the proposals early in 2008 with the amended policy keying in to the production of the finalised RSS in mid 2008.

#### LDF

- 2.12 The GTAA recommended that sites should be relatively small with no more than a maximum of 20 pitches and preferably between 6 and 15 pitches. The Government consultation on the design of sites suggests between 6 and 12 pitches with a maximum of 20. It is likely that the City Council will need to find two sites, one for permanent pitches and one for transit. The proposed requirement does need to be treated as indicative and tested through the LDF process.
- 2.13 The City Council's proposed Core Strategy includes a criteria based policy as a guide to the allocation of sites in accordance with Circular1/2006. It is proposed that the Core Strategy be submitted to the Secretary of State in early 2008 for intended adoption by the end of that year. When PMWG considered the Core Strategy Members expressed a strong desire to make additional provision for gypsies and travellers.
- 2.14 The allocation of sites will be through the East of Exeter Area Action Plan (EEAAP) if they are east of the bypass or the Generic Development Control Policies if they are elsewhere in the City. A site search exercise will need to be undertaken by officers this Autumn. Proposed sites in the EEAAP would be subject to an Issues and Options consultation at the end of 2007, Preferred Option consultation in Autumn 2008, Submission to Secretary of State in summer 2009 and adoption in late Summer 2010. Any resulting planning application might 'twin track' later stages of the process but it is unlikely that a site can be open before 2011. The gypsy and traveller community and registered social landlords will be consulted in the process. The Council will continue to look for any opportunities to provide sites earlier outside of the LDF process, however, it seems unlikely that any could be delivered.
- 2.15 The recent draft guidance on design of sites states:

*As a rule of thumb, no sites should be identified for Gypsy and Traveller use that would not be appropriate for ordinary residential dwellings. Where possible, sites should be developed near to housing for the settled community as part of mainstream residential developments. To help achieve this local authorities and registered social landlords should consider the need and scope to provide a site for Gypsies and Travellers as part of all significant new build developments.*

- 2.16 The reference to sites as parts of large new build developments may provide an opportunity to identify the two sites required in Exeter. Co-development may provide an opportunity to achieve greater integration as a new community develops. It may be possible to make generalised allocations as part of larger developments through the core strategy rather than awaiting the EEAAP.

- 2.17 Proposed sites can be in public or private ownership. Many gypsies and travellers would prefer to own their own site, however, private sites are likely to be small making little contribution to meeting the requirement. The Government is making funding available for the development of sites through the Housing Corporation. Gypsies and Travellers site grant is part of the Regional Housing Pot managed by the South West Regional Assembly, grant is available to local authorities and registered social landlords.
- 2.18 The RSS reflects Circular 1/2006 in looking ahead five years. However, it is important to try and estimate requirements and to make provision for the longer term. Sites identified through the LDF process are unlikely to be delivered to about 2011. The Council's LDF will cover the period to 2026. After immediate needs are satisfied in the period to 2011, the best estimate for future needs may be based upon continued household formation at national rates of 3% per annum. This might suggest that Exeter would need to find a further 6 pitches over the latter part of the period of the LDF. Potential for expansion from 12 to 18 pitches might be provided in the proposed permanent site.

### **3 ADVICE AND RECOMMENDATION**

- 3.1 That PMWG notes and Executive resolves that:

Officers respond to the consultation accepting the proposed requirement for pitches in Exeter, recommend that the RSS propose indicative figures for the longer term and refer to the Council's strong commitment to deliver pitches through the LDF process.

**RICHARD SHORT**  
**HEAD OF PLANNING SERVICES**

**ECONOMY & DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1985 (as amended):**  
Background Papers used in compiling this report:  
None

## EXETER CITY COUNCIL

### EXECUTIVE

18 SEPTEMBER 2007

#### DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

##### 1.0 PURPOSE OF REPORT

- 1.1 To seek Members agreement to consultation on a draft Supplementary Planning Document (SPD) prepared to amplify existing and proposed future policy on the provision of affordable housing.

##### 2.0 BACKGROUND

- 2.1 The SPD, if adopted, will have an important role advising how Government guidance on affordable housing included in Planning Policy Statement 3 (PPS3) can best be interpreted to meet local requirements and policies.
- 2.2 It will provide detailed guidance in support of the Exeter Local Plan First Review Policy H6 requiring that 25% of dwellings provided on sites capable of accommodating 15 dwellings or over 0.5 ha in extent should be affordable.
- 2.3 It is intended that it will also support the equivalent policy in the Local Development Framework Core Strategy when this is submitted to the Secretary of State. Members will recall that Policy CP9 in the Core Strategy Preferred Options Paper proposed that the percentage requirement be raised to 35%.
- 2.4 Members are referred to the publication of the Exeter and Torbay Strategic Housing Market Assessment in July this year. The assessment concludes that a substantial increase in the supply of affordable housing is required and that, accordingly, a review of the policy framework is necessary. Scope to raise the percentage requirement further appears limited but there is a strong case for requiring affordable housing to be provided on smaller sites. The draft SPD provides guidance on the basis that the Core Strategy submitted to the Secretary of State will require affordable housing provision to be made where sites are capable of providing 3 or more dwellings. A financial contribution rather than on site provision would be accepted on sites capable of providing 3 to 14 dwellings. This would greatly reduce the practical problems and delays in delivery that might be otherwise anticipated from the adoption of a low threshold. The requirement will apply to the net dwelling increase in schemes and the first two units will be exempt. For example, a conversion of one dwelling into four flats would make a contribution based upon one qualifying unit.
- 2.5 The setting of a threshold below the 15 dwellings indicative level set by PPS3 will need to be fully justified on the basis that there are exceptional circumstances at Exeter.

### 3.0 CONTENT

3.1 The SPD is attached. The guidance it provides is highlighted in grey text. Quotations and summaries of relevant parts of PPS3 are distinguished by inclusion in text boxes. Below is a summary of key proposals:

Para  
No:

- 14 the types of housing development to which affordable housing policy apply should include purpose built accommodation for students and people receiving care and support.
- 21 where 25% of dwellings are to be for affordable housing 85% of these should be for social rent. With the increase of the target to 35%, the proportion for social rent is proposed to be reduced to 70%. These changes will, whilst substantially increasing the amount of affordable housing overall, significantly increase the proportion of intermediate, as opposed to social rented, housing reflecting recent demand and the results of public consultation.
- 23 outgoings for low cost home ownership housing should not exceed average market rent for comparable properties. The mortgage element should be assessed on the basis of a 30 year term at standard variable rates and rents should not exceed 1% p.a of the retained equity;
- 24 rents for intermediate rented housing should be at a level making it eligible for Housing Corporation grant and fall within any relevant Housing Benefit ceiling.
- 26, 27 affordable housing should be allocated through the Exeter Home Choice letting system;
- 30 any receipts arising from purchase of affordable housing by occupiers should be used to provide affordable housing in the city;
- 37 off-site provision of affordable housing on sites capable of providing 15 or more dwellings should only be accepted if essential for management reasons or because it will significantly widen choice and encourage better mix elsewhere in the City;
- 42, 43 affordable specialist or supported housing should be provided on larger sites. Otherwise the mix of house types should reflect as far as possible the mix on the rest of the development;.
- 45 affordable housing should be distributed singly or in small groups around a development;
- 47 affordable housing should be of a high quality and indistinguishable from other housing on the development, and

- 50 claims that affordable housing requirements prevent a development from being viable will not be accepted unless demonstrated through submission of full financial details.

#### **4.0 SUPPORTING DOCUMENTS**

- 4.1 The required sustainability appraisal and consultation document have been placed in the Members' Room together with "Implementing Affordable Housing Requirements" referred to by the SPD.
- 4.2 The sustainability appraisal was carried out at the same time as the SPD so that potential negative outcomes could be avoided. Impacts are almost invariably very small because of the limited function of the document. Naturally it scores well in relation to housing and other areas where it seeks to address social exclusion. The effects are largely neutral on objectives seeking to minimize damage to the environment because it does not have any direct influence on the amount of development. To a limited degree it may discourage investment in the City but this is unavoidable if its objectives are to be achieved.
- 4.3 The consultation document is required to report on consultation carried out as part of the preparation of the SPD. It describes the result of consultation on a draft SPG carried out in 2003. The SPG was abandoned when it became clear that major changes to Government policy were coming forward but many of the comments were taken into account in the drafting of the SPD. Key stakeholders were also consulted earlier this year.
- 4.4 Implementing Affordable Housing Requirements, gives guidance to developers on the practical arrangements in place to ensure that affordable housing requirements are met. The housing enabling team and the planning solicitor have been closely involved in the preparation of this and the other documents.

#### **5.0 CONSULTATION ARRANGEMENTS**

- 5.1 It is proposed to seek views on the proposal to lower the affordable housing threshold and the draft affordable housing SPD at the same time. Consultation will be otherwise in accordance with the Statement of Community Involvement adopted by the Council in December 2005 and primarily involve contact with interested parties. These will include Statutory Consultees, the MP, Councillors, key stakeholders, house builders and agents, Registered Social Landlords, the Housing Corporation and the Civic Society.
- 5.2 The new requirements for 35% affordable housing, financial contributions on smaller sites and the application to student and continuing care retirement communities will only apply after adoption of the SPD and submission to the Secretary of State of the Core Strategy including the relevant framework policies.

## **6.0 PLANNING MEMBER WORKING GROUP**

6.1 The draft SPD was considered by the Planning Member Working Group on 21 August. Members generally supported the proposed draft as a basis for public consultation. Some Members expressed concern about the potential impact of extending requirements to small sites upon small developers.

## **7.0 RECOMMENDED THAT**

The attached draft Supplementary Planning Document – Affordable Housing be approved as the basis for public consultation

**RICHARD SHORT**  
**HEAD OF PLANNING SERVICES**

### **ECONOMY AND DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1985 (as amended):**

Background Papers used in compiling this report:

- **Draft Supplementary Planning Guidance - November 2003 - ECC**
- **Exeter Local Plan First Review - April 2005. - ECC**
- **Exeter Local Development Framework – Core Strategy Preferred Options Paper – October 2006 - ECC**
- **Planning Policy Statement 3 PPS3 – Housing - November 2006 - DCLG**
- **Delivering Affordable Housing – November 2006 – DCLG**
- **Exeter and Torbay Strategic Housing Market Assessment (ECC and other Devon authorities) - July 2007**

# AFFORDABLE HOUSING DRAFT SUPPLEMENTARY PLANNING DOCUMENT

## **PREFACE**

- *This draft Supplementary Planning Document (SPD) was agreed as a basis for consultation by Exeter City Council’s Executive on .....*
- *The closing date for comments is .....*
- *The following supporting documents have been prepared:*
  - *a **Consultation Statement** describing the consultation that was undertaken during the preparation of the document and the result;*
  - *a **Sustainability Appraisal** of its content assessing its merit against environmental, social, cultural and economic criteria; and*
  - *“**Implementing Affordable Housing Requirements**” describing in detail the legal and financial arrangements set up to facilitate delivery.*
- *The Draft Supplementary Planning Document, the above supporting documents, relevant development plan and other documents referred to by the SPD and prepared by the City Council can be seen on the City Council’s web site [www.exeter.gov.uk](http://www.exeter.gov.uk) or at the Council’s Paris Street reception area.*
- *Copies of these documents and additional information can be obtained by contacting Nick Bickford on 01392 265283 or [nick.bickford@exeter.gov.uk](mailto:nick.bickford@exeter.gov.uk)*
- *Comments and questions should be addressed to:*

**Richard Short**

*Head of Planning Services*

*Exeter City Council*

*Paris Street*

*Exeter EX1 1NN*

*Tel. 01392 265219*

*Email. [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)*

- *Respondents should be aware that representations received may be stored on an electronic database and details will be made available to the public.*

## **PRESENTATION**

*The SPD aims to provide, as far as possible, comprehensive guidance on the provision of affordable housing in the City. In general, it follows Government advice provided by Planning Policy Statement 3 (PPS3) and the accompanying document “Delivering Affordable Housing”:*

*Boxes in the text quote or summarize relevant parts of PPS3*

*Text highlighted in grey provides interpretation and amplification of PPS3 to advise on what is most appropriate to meet Exeter’s needs.*

*Main documents referred to are listed in Appendix A*

*Definitions of key terms used that are not included in the text are provided in Appendix B*



## INTRODUCTION

- 1 The purpose of this SPD is to provide advice to developers, landowners and other interested parties on the provision of affordable housing in Exeter through the planning process. It does this by amplifying local planning policy and by applying Government guidance to reflect local requirements.
- 2 The Council's Community Strategy, Exeter Vision, includes aspirations to promote "equality of opportunity through support of disadvantaged groups" and ensure "housing needs are met, especially encouraging more affordable housing both in the City and the surrounding area."
- 3 The SPD's objectives are to:
  - enhance the effectiveness of planning policies requiring that affordable housing is provided as part of new residential developments;
  - ensure that new housing developments are as socially inclusive as possible, and
  - make sure that affordable homes are of good quality in terms of their construction, sustainability, appearance and the amenities they provide.

## NATIONAL LEGISLATIVE AND POLICY CONTEXT

- 4 Section 38(6) of the Planning and Compulsory Purchase Act 2004 provides that planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 5 Section 106 of the Town and Country Planning Act 1990 (as amended) provides that a local planning authority may enter into a "planning obligation" or "section 106 agreement" with the owner of land to:-
  - (a) restrict the development or use of the land in any specified way;
  - (b) require specified operations or activities to be carried out in, on, under or over the land;
  - (c) require the land to be used in any specified way; or
  - (d) require a sum or sums to be paid to the authority on a specified date or dates or periodically.
- 6 Circular 05/2005 recognises that this enables planning authorities to require that affordable housing is included in new housing developments.
- 7 The Secretary of State in Section 5 of Planning Policy Statement 1 makes it clear that a Supplementary Planning Document is an integral part of the Local Development Framework for its area.
- 8 The Government advice on affordable housing is provided by Planning Policy Statement 3 (PPS3) and the accompanying document "Delivering Affordable Housing". In Paragraph 27 of PPS3 it states;

<p>The Government is committed to providing high quality housing for people who are unable to access or afford market housing.</p>
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## THE DEVELOPMENT PLAN

- 9 The Exeter Local Plan First Review (‘the Local Plan’) adopted on 31 March 2005, and relevant replacement policies of the Exeter Local Development Framework (LDF), when they are adopted together with the Regional Spatial Strategy (RSS) constitute the development plan. Along with the development plan, Government advice through Planning Policy Statements and Circulars and a community’s need for affordable housing are all material considerations. The Local Plan has been saved until 31 March 2008 but the Council will make use of arrangements available for the saving of all or part of the document for a longer period to maintain continuity. Progress with the LDF can be established by referring to the Local Development Scheme on the Council’s web site.
- 10 This SPD is designed so that it can be used in conjunction with both the Local Plan and subsequently the LDF. Affordable housing policy in the Local Plan is provided by Policy H6 and paragraphs 4.40 to 4.50 and reproduced in the Addendum. This material will be replaced by the relevant Core Strategy policy and supporting text when this is submitted. Similarly, it will be amended in the light of any changes introduced by the Inspector’s Binding Report..
- 11 Development plan policies are supported by the Exeter and Torbay Strategic Housing Market Assessment (ETHMA), the Exeter Housing Strategy and the Housing Needs Survey available from the City Council and listed in Appendix A. The document “Implementing Affordable Housing Requirements gives detailed guidance on the necessary practical arrangements. A viability assessment is currently being prepared.

## THE DEFINITION OF AFFORDABLE HOUSING

- 12 The definition of affordable housing provided by PPS3 and set out below is used by the Council:

Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. Affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices;
- Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

## SCOPE

- 13 Policy H6 of the Exeter Local Plan requires the provision of affordable housing on sites capable of providing 15 or more dwellings or over 0.5 hectares in extent. The Core Strategy policy that is to be submitted requires provision of affordable housing on sites capable of providing three or more dwellings.

- 14 The requirement to provide affordable housing will apply to all housing proposals including:
- new build, and mixed use schemes;
  - conversions of buildings other than existing dwellings;
  - supported housing developments;
  - phased developments where the thresholds will be exceeded by cumulative totals;
  - developments by Registered Social Landlords (RSLs formerly known as housing associations);
  - schemes providing housing for students in off campus accommodation or people receiving care or support, and
  - schemes involving non-self contained dwellings and the sharing of amenities including houses in multiple occupation.

### AMOUNT

- 15 As indicated by para 29 of PPS3, the amount of affordable housing sought on suitably qualifying sites is determined by the current relevant development plan policy subject to any variations made necessary by site conditions and other planning objectives.
- 16 The Local Plan First Review states that 25% of dwellings on eligible sites should be affordable (para 4.45). The Local Development Framework Core Strategy Preferred Options Paper, published in October 2006, envisages a 35% target of which at least 70% should be social rented housing.
- 17 The amount is expressed as a target percentage, which should be achieved not only in relation to the number of dwellings, but also in relation to gross internal floor area. Where the target percentage would not result in a whole number of affordable homes, the Council will expect a commuted sum on the fraction as a contribution towards the purchase of a unit off-site. The mechanism for calculating the amount of commuted sum is defined in Implementing Affordable Housing Requirements based on the cost of providing an affordable dwelling that is representative of those provided on the subject site. Requirements for financial contributions on schemes between 3 and 14 dwellings will be calculated net of any dwelling loss and the first two units. In on a scheme for conversion of a dwelling to four flats a contribution applicable to one dwelling will be payable.
- 18 In the case of student accommodation, homes with care and/or support services and schemes involving dwellings that are not self-contained, it may not always be possible to apply the target percentage meaningfully to units (particularly where accommodation is not self-contained). In such cases the target will be applied as a percentage of the gross internal floorspace only. Affordable housing in association with student accommodation may be in the form of key-worker housing or off site financial contributions to avoid potential conflicts between the needs and lifestyles of occupiers.
- 19 The size and growth of the Housing Register in recent years, the number of homeless households, the Housing Strategy, the ETHMA and the Housing Needs Survey demonstrate that there is a need for affordable housing well in excess of these policy

targets. The rapid increase in house prices and experience of the delivery of affordable housing by the planning system in Exeter over a period of 10 years suggests that only in exceptional cases will the requirement prevent development coming forward. The amount of affordable housing required by the LDF will be determined in the light of the viability assessment.

## **TENURE**

- 20 Two types of affordable housing, social-rented and intermediate, are recognised and defined by PPS3 (Annexe B). These definitions are included in Appendix B.
- 21 The proportions to be provided of each form of tenure are informed by the Housing Needs Survey, the Housing Market Assessment, and viability issues (given that the different tenures involve different amounts of subsidy). Under the policy requiring 25% affordable housing, the required proportions are a minimum of 85% social rented and a maximum of 15% intermediate housing. Under the proposed 35% affordable housing requirement, a minimum of 70% social rented housing and 30% intermediate housing will be sought.

## **AFFORDABILITY**

- 22 The rents for social rented housing, and any proposals for future rent increases, should be in line with the relevant policies of the Housing Corporation and the government, such as the Housing Corporation's Rent Restructuring regime.
- 23 The outgoings on intermediate low cost home ownership housing should in no case exceed the average market rent for comparable properties. The mortgage element of the outgoings should be assessed on the basis that there is a 30 year repayment mortgage at standard variable rates (ie ignoring any introductory discounts). Any rents payable on low cost home ownership homes should not exceed 1% p.a. of the retained equity, to ensure that as much income as possible is available to occupants to pay off mortgage costs.
- 24 Rents for intermediate rented housing should be set at a level that would make the properties eligible for grant from the Housing Corporation, which is normally 80% of the open market rents for comparable properties. In every case, such rents must fall within any relevant ceiling set within the Housing Benefit system (eg Local Reference Rents or Local Housing Allowance).
- 25 Developers should take care to design schemes in such a way that the service charges applicable to any affordable housing are kept as low as reasonably possible. Failure to take account of affordability issues within the scheme design will be grounds for refusing planning permission.

## **CONTROL OF OCCUPATION**

- 26 All affordable housing provided in Exeter through the planning system is required to be subject to a Planning Obligation restricting occupation to "specified eligible

households”. The Planning Obligation will set out mechanisms for allocating affordable housing to such households.

- 27 The eligibility of any particular household for affordable housing must be based in part on the degree of housing need and the ability of the household to afford what is on offer. However, for the foreseeable future, given the shortage of affordable housing, it is essential that eligibility for accessing affordable housing is also determined relative to the generality of other applicants, with priority established through a queuing system. The operation of any queue needs to be transparent and fair. To meet this requirement and to fulfil its statutory obligations the Council has worked with its social housing partners to create sophisticated mechanisms and detailed policies for allocating affordable housing. Currently this comprises the Exeter Home Choice choice-based letting system which not only allows the registration of need and waiting time but also gives applicants greater opportunity to choose which home they live in when they reach the front of the queue.
- 28 Thus, for the purposes of Planning Obligations, **an eligible household is one whose right to access the home to be allocated to it has been established in a transparent way through the mechanisms and processes generally applicable to the allocation of affordable housing in the City.** This is subject only to the right of a housing provider to refuse an applicant in exceptional circumstances with sound justification.
- 29 All RSLs in Exeter contribute to the costs of running Exeter Home Choice. Any developer that wishes to let or sell homes without involving an RSL will need to participate in Exeter Home Choice and will be required to bear a fair share of the running costs of the scheme, as well as ensuring that any vacancies are made available through the normal allocation processes.

### PERPETUITY

- 30 The PPS3 definition of affordable housing (see 13 above) includes the requirement that affordable housing or proceeds from its sale remain available to provide additional affordable housing after the original occupiers have moved on. Government advice on arrangements to achieve this is provided by “Delivering Affordable Housing”, in general terms in paragraphs 36 to 38 and more particularly in relation to HomeBuy schemes in paragraphs 64 to 73. This advice is followed by the Council and is summarised below:

Some types of social rented housing cannot be acquired by occupiers and will therefore remain in perpetuity, or for specified periods, as affordable homes. Otherwise, any receipts arising from the purchase by occupiers of their affordable housing should be re-used to subsidise provision of more affordable housing.

- 31 All money received as a result of the acquisition by occupants of their property (eg. ‘right to acquire’) or further equity shares in it (‘staircasing’) in Exeter must (subject to any statutory restriction) be used to provide affordable housing within the City.

## PROVIDERS

- 32 The Council follows advice provided by paragraphs 48, 49 and more generally elsewhere in Annex C of “Delivering Affordable Housing”. Paragraph 48 is reproduced below:

The Government does not want local authorities to adopt restrictive practices which could preclude innovation and competition between potential affordable housing providers. The best use of resources is to engage with the most effective and best value provider, whether that is a Registered Social Landlord (RSL) or unregistered body, as long as good management and ownership are ensured.

- 33 The Council has identified a number of RSL partners, who will usually be in a position to assist developers. Details are available from the Strategic Housing Manager.
- 34 Developers who wish to provide affordable housing themselves or use another body that is not an RSL will need to satisfy the Council that there will be a secure long term arrangement to ensure standards of management, including letting arrangements, comparable to those applicable in the regulated social housing sector.
- 35 The providers of affordable housing will be required to have in place publicly available policies and procedures that ensure control over changes of ownership and occupation that favour specified eligible households. Similarly, such controls shall ensure that homes continue to remain safe and habitable.
- 36 The Council will expect residential sprinklers to be installed if it is providing any grant.

## LOCATION

- 37 Paragraph 29 of PPS3 states that:

In seeking developer contributions, the presumption is that affordable housing will be provided on the application site so that it contributes towards a mix of housing. However, where it can be robustly justified, off site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) may be accepted as long as the agreed approach contributes to the creation of mixed communities in the local authority area.

The Council supports this advice.

- 38 The Council will require contributions in lieu of the provision of affordable housing on site where development is on eligible sites capable of providing up to 14 dwellings. Otherwise off-site provision of affordable housing will only be agreed in exceptional circumstances when the Council is satisfied that:
- the affordable housing cannot be managed effectively on the site; and

- providing the affordable housing elsewhere in the City will significantly widen housing choice and encourage a better social mix.

39 In the event that affordable housing were to be provided off-site or an equivalent contribution were to be made by way of a commuted sum, the requirement for affordable housing would be calculated by reference to the ratio of open market homes to affordable homes that would be achieved by providing the target percentage on site. Thus in the case of an affordable housing requirement of 25%, the ratio would be 75% open market homes to 25% affordable homes, or 3:1; in the case of 35% affordable housing requirement, the ratio would be 65:35 or 13:7. This approach maintains the ratio of open market to affordable homes, ensuring consistency in the development of mixed communities and in the balance of tenures of housing being developed in the City. The affordable housing requirements of a site cannot be met as part of the Council’s affordable requirements of another site.

### DWELLING TYPES

40 Affordable housing needs to meet the broad criteria established for all housing generally in paras 20 to 24 of PPS3 to create mixed communities. PPS3 notes that:

This will involve having particular regard to:

....

The accommodation requirements of specific groups, in particular families with children, older and disabled people.

41 The Council also supports the PPS3 paragraph 29 advice on the mix of affordable housing of different types and sizes summarised below:

The amount of affordable housing of different types and sizes in particular areas and, where appropriate, on particular sites should be decided in the light of the kind of housing needed as indicated by the HMA, the availability of facilities and amenities necessary to support it and, where relevant, the need to integrate it with the other housing in both the immediate and surrounding area.

42 Where larger housing developments are proposed any development brief for the area should specify the mix of affordable housing required in the light of the various factors mentioned above.

43 On such larger sites, affordable housing should include accommodation to meet special housing needs including an element of support.

44 Elsewhere, on any sites with an affordable housing requirement, the presumption will normally be that the affordable housing should comprise a representative mix of all the housing on the site so that design is not constrained specifically by the need to provide affordable housing but only by the broader spatial policies in the Local Plan or Local Development Framework.

## HOUSING FOR DISABLED PEOPLE

- 45 Paragraph 21 of PPS3 advises councils to make sure that the housing needs of specific groups, including disabled people, are met in the future. Local Plan First Review Policy H7 and paragraphs 4.51 to 4.55 aim to ensure that 5% of new dwellings in larger well-located developments are easily adaptable to enable them to be occupied by people permanently confined to a wheelchair. This policy is likely to be revised for inclusion in the LDF bearing in mind changes in legislation and information provided by the Housing Market Assessment. It may be that it will be found that people requiring affordable housing are more likely than others to need housing specially adapted to their mobility needs. Planning Obligations will include a requirement, where justified by the size of the development, that 5% of the affordable homes to be provided are designed for occupation by people confined to wheelchair.

## DISTRIBUTION

- 46 In order to achieve mixed communities, in accordance with paragraph 20 of PPS3, affordable housing units should be distributed singly or in very small groups around the development. Where RSLs consider this inappropriate for management reasons, for example where supported housing is to be provided, there should be maximum clusters of no more than ten affordable units in blocks, terraces or closes.

## DESIGN

- 47 The Local Plan First Review Policies DG1, DG2, DG4, DG6 and DG7 set out guidance on the design of new development. Policies C1, C2 and C3 are relevant when considering development affecting buildings of architectural or historic value or conservation areas. Replacement guidance will be introduced by the LDF Core Strategy and Generic Development Control Policies.
- 48 Within the broader constraints of these policies, affordable housing should conform to the design standards normally required by funding bodies such as the Housing Corporation for affordable housing. Such standards may be higher than those applicable to market housing, reflecting the needs of the occupants and the implications of the difference in tenure. As far as reasonably practicable it should not be possible to ascertain the tenure of affordable homes from location or appearance.
- 49 Innovative design of affordable homes and their environment will be encouraged, within the context of overall planning policies, to make them:
- sustainable, for example through enhanced energy efficiency measures such as solar power and use of recycled water and sustainable materials;
  - maintainable, durable and adaptable, and
  - quiet and enjoyable to residents.



## **OTHER PLANNING OBLIGATIONS**

- 50 There are likely to be open space, education, transport and other infrastructure obligations arising from a housing development affected by the affordable housing requirement. Reference should be made in particular to 8.17 to 8.19 in the Local Plan First Review; replacement provisions in the LDF and relevant Government guidance. Affordable housing units will be expected to contribute towards meeting these obligations in the same way as open market dwellings. The Council will ensure that the extent of all requirements will fairly and reasonably relate in scale and kind to the proposed development.

## **VIABILITY**

- 51 Developers should take affordable housing and any identifiable exceptional site development costs into account in the cost of securing land for housing development. If developers wish to make representations that a development is not viable due to abnormal costs such as specific site or market conditions they will be requested to submit full ‘open book’ financial details and valuations that will be subject to independent scrutiny and be treated in confidence. If the Council is satisfied that there is a case it will then consider the extent to which public subsidy can be used to assist provision.
- 52 The Council will publish an assessment of the amount of public finance that will be available to support the provision of affordable housing in the City as part of its annual monitoring report. The assessment will, as far as possible cover a three year period. The annual monitoring report will also contain other information relevant to viability issues including land prices, property prices, build costs and local incomes.
- 53 If, after exploring availability of public funds , the viability of the development is still in question, the Council will consider the possibility of raising the proportion of intermediate housing, reducing the overall requirement for affordable housing or relaxing one or more of the other Section 106 requirements affecting the development.

## **IMPLEMENTATION**

- 54 Detailed information about the legal and financial arrangements made to secure implementation of affordable housing policy is provided by the document “Implementing Affordable Housing Requirements”. This covers matters that are inappropriate to an SPD. Some parts are liable to change in the short term as a result of anticipated Government initiatives such as the introduction of a Planning Gain Supplement or similar measure and other possible changes of circumstances.

## **MONITORING**

- 55 It is intended that the SPD will be reviewed when this is justified by changes in Government guidance or evidence that housing policies are not delivering what is required effectively. Reviews of the Council’s Housing Strategy and information

provided on a regular basis by the Annual Monitoring Report and the Quarterly Economic Trend Reports are being used to assess the performance of housing policy.

## ADVICE AND INFORMATION

- 56 First point of contact should be the Area Planning Officer who is dealing with the planning application. Specialist contacts:
- |                |  |
|----------------|--|
| Ross Hussey,   | <u>Planning Solicitor</u> 01392 265236 <a href="mailto:ross.hussey@exeter.gov.uk">ross.hussey@exeter.gov.uk</a>              |
| Nick Bickford, | <u>Forward Planner</u> 01392 265283 <a href="mailto:nick.bickford@exeter.gov.uk">nick.bickford@exeter.gov.uk</a>             |
| Ron Mayers,    | <u>Strategic Housing Manager</u> 01392 265534<br><a href="mailto:ron.mayers@exeter.gov.uk">ron.mayers@exeter.gov.uk</a>      |
| David Gibbens, | <u>Housing Enabling Manager</u> 01392 265869<br><a href="mailto:david.gibbens@exeter.gov.uk">david.gibbens@exeter.gov.uk</a> |

### **ADDENDUM: CURRENT PLANNING POLICY**

The relevant Exeter Local Plan First Review Policy and supporting text are set out below.

This material will be replaced by the equivalent policy and text in the Exeter Local Development Framework Core Strategy in copies of the SPD provided after this document has been adopted.

#### **Affordable Housing**

- 4.40 Government advice on the provision of affordable housing through the planning process is set out in Planning Policy Guidance Note 3 – Housing (paras 12-20), and in Circular 6/98: 'Planning and Affordable Housing'. This guidance states that a community's need for affordable housing is a material planning consideration which may properly be taken into account in formulating development plan policies and determining planning applications and that where there is evidence of need for affordable housing, local plans should include a policy for seeking an element of affordable housing on suitable sites. The Government advise that any local plan policy should be based upon a good understanding of the needs of the area during the period of the development plan.
- 4.41 To assess the level of need, the City Council commissioned Fordham Research to carry out a comprehensive Housing Needs Survey. The survey, which took place in Spring/Summer 2000, found that, in the period until 2005, approximately 3900 additional affordable homes might be required. This estimate takes into account other means of resolving housing need such as relets and facilitating transfers within the Council and RSL housing stock and through the provision of adaptations, repairs and improvements. The number of new affordable homes identified in the survey exceeds the total supply of all housing to be developed in the period until 2011.
- 4.42 An update of the survey, carried out in 2003, indicates a shortfall of just under 4,400 affordable homes up to 2008.
- 4.43 The Joint Housing Register, which is maintained by the Council and its partner Registered Social Landlords (RSLs) shows that there is a priority need for family homes. Although they do not form the majority of the people in need, households with or expecting children make up around 30% of the Register – these households tend to experience the worst housing conditions because they are more likely to be living in overcrowded conditions and sharing accommodation with other households. At the same time the supply of existing affordable rented accommodation is diminishing through the 'Right to Buy' Council homes and the 'Right to Acquire' Housing Association properties.
- 4.44 Affordable housing is defined as "both low cost market and subsidised housing that will be available to people who cannot afford to rent or buy houses generally available on open market". This includes the provision of low cost as well as rented and shared ownership accommodation. The City

Council especially encourage the provision of rented accommodation because the Housing Needs Survey suggests that few households in housing need in the City are able to afford low cost market housing. The Council will use the Housing Corporation rent caps and target rents, with increases limited annually in perpetuity by reference to the Retail Prices Index, as a measure against which to assess affordability whichever tenure is secured. The Council will also use, as a measure, the reasonable maximum expected housing costs of people on low incomes and/or on housing and/or other welfare benefits or in low paid employment and not entitled to housing or other welfare benefits.

- 4.45 The City Council will, therefore, seek, through negotiations with landowners and developers, to ensure that a proportion of new dwellings on suitable sites within the plan period are made available to households in housing need. A realistic target is set which will help ease the problem but, in view of the level of need outlined above, it is recognised that achieving the target will by no means resolve the problem. The amount, type and mix of affordable housing and the mix of housing tenures will be a matter for negotiation but the Council will aim for 25% of the total dwelling provision on suitably qualifying sites, depending upon site conditions and other planning objectives. This level of provision (25% of the local plan allocations would provide over 500 houses in the period up to 2011) represents a reasonable and effective contribution.
- 4.46 The depth and breadth of need also justifies applying the policy to the lower site thresholds identified in Circular 6/98, i.e. to proposals on sites which are capable of yielding 15 dwellings or more or which have a site area of 0.5 ha or more, irrespective of the number of dwellings. The threshold is expressed in terms of the capability of the site, in order to overcome attempts to evade site thresholds, either by lowering densities, by phasing development, by submitting subsequent applications on the same site, or by the incremental acquisition of sites.
- 4.47 To ensure that the affordable housing, which is provided, continues to meet housing need in the City, it should wherever possible remain available for successive as well as initial occupiers. Circular 6/98 advocates that this can be best done through the involvement of a Registered Social Landlord. In addition, a condition or legal agreement will normally be attached to a planning permission to ensure that the housing does accommodate existing and incoming members of the local community in housing need. This is defined as:
- (i) people on the waiting list or transfer list of the Council or any registered social landlord; or
  - (ii) people who qualify to move to Exeter to take part in a mobility scheme operated by the Council; or
  - (iii) people who are homeless and who are considered to be in priority need of permanent housing; or

- (iv) people who live or work or who have written confirmation of work in the City and who are considered to be suitable to occupy affordable housing; and, in every case,
- (v) people on low incomes and/or on housing and/or other welfare benefits or in low paid employment and not entitled to housing or other welfare benefits.

4.48 Government advice states that there is a presumption that affordable housing should form part of the development of sites which are suitable for such accommodation. However, there may be circumstances where developers do not wish to include an element of affordable housing on a suitable site but are prepared to make alternative provision. In exceptional cases it may be acceptable for a financial or other contribution to be made towards the provision of affordable housing on a site elsewhere in the City.

4.49 PPG3 emphasises the need to create mixed and inclusive communities and urges local authorities to encourage a better social mix by avoiding the creation of large areas of housing of similar characteristics. To further these aims the City Council will negotiate with developers to secure a better mix of house types and tenures. In order to ensure the development of mixed tenure areas the Council will seek to negotiate planning obligations to make sure that the supply of affordable housing is provided concurrently with general market housing.

4.50 Supplementary Planning Guidance will be prepared to guide landowners, developers and other interested parties on the provision of affordable housing through the planning process in Exeter.

H6: HOUSING PROPOSALS ON SITES CAPABLE OF YIELDING 15 OR MORE DWELLINGS OR ON SITES OF 0.5 HA OR MORE (IRRESPECTIVE OF THE NUMBER OF DWELLINGS PROPOSED) SHOULD INCLUDE PROVISION FOR SUBSIDISED RENTED, SHARED OWNERSHIP OR LOW COST MARKET HOUSING TO CONTRIBUTE TO THE CITY WIDE TARGET FOR AFFORDABLE HOUSING.

THE COUNCIL WILL IMPOSE PLANNING CONDITIONS OR SEEK TO NEGOTIATE PLANNING OBLIGATIONS TO ENSURE THAT THE AFFORDABLE HOUSING IS OCCUPIED:

- INITIALLY, AND
- IN PERPETUITY INSOFAR AS 'RIGHT TO BUY' AND OTHER LEGAL REQUIREMENTS PERMIT,

BY MEMBERS OF THE LOCAL COMMUNITY WHO CANNOT AFFORD TO OCCUPY HOUSING GENERALLY AVAILABLE ON THE OPEN MARKET. IN ASSESSING THE SUITABILITY OF A SITE FOR AFFORDABLE HOUSING THE FOLLOWING MATTERS WILL BE TAKEN INTO CONSIDERATION:

- LOCAL HOUSING NEED;
- SITE CONDITIONS; AND
- OTHER PLANNING OBJECTIVES

## **APPENDIX A: DOCUMENTS REFERRED TO**

Documents are listed in the order that they appear in the text. Abbreviations used for them in the text are given in **BOLD CAPITALS**. The source is provided in brackets.

- (ECC) documents are published by Exeter City Council and can be seen at the Customer Service Centre of the Civic Centre on Paris Street or on the Council's web site. Copies can be acquired from the Customer Service Centre. If you have any difficulties please contact Nick Bickford on 01392 265283 or [nick.bickford@exeter.gov.uk](mailto:nick.bickford@exeter.gov.uk)
- (Govt) documents comprise either national legislation or documents published by the Government department responsible for planning and housing (currently Communities and Local Government). These documents can be seen on the Department's web site, main public libraries or acquired from HM Stationery Office.

Affordable Housing SPD - Consultation Statement (ECC)  
Affordable Housing SPD – Sustainability Appraisal (ECC)  
Implementing Affordable Housing Requirements (ECC)  
Affordable Housing Strategic Viability Assessment (ECC)  
Planning Policy Statement 3 **PPS3** – Housing (Govt)  
Delivering Affordable Housing (Govt)  
Exeter Vision (ECC)  
Planning and Compulsory Purchase Act (Govt)  
Town and Country Planning Act 1990 (as amended) (Govt)  
Circular 05/2005 (Govt)  
Planning Policy Statement 1 (Govt)  
Exeter Local Plan First Review (ECC)  
Exeter Local Development Framework **LDF** (ECC)  
Exeter Local Development Scheme (ECC)  
Exeter Local Development Framework Core Strategy Preferred Options Report (ECC)  
Exeter and Torbay Strategic Housing Market Assessment (ECC and other Devon authorities)  
Exeter Housing Strategy (ECC)  
Housing Needs Survey 2003 (ECC)  
Town and Country Planning (use Classes) Order 1987 as amended by Statutory Instrument no 2005/84 (Govt)

## APPENDIX B: DEFINITIONS

Sources are given in brackets where relevant at the end of the definitions. Brackets are otherwise used in bold to provide abbreviations that are used.

See also PPS3 definition of Affordable Housing in Section 4 above

**Affordability** The terms ‘affordability’ and ‘affordable housing’ have different meanings. ‘Affordability’ is a measure of whether housing may be afforded by certain groups of households. ‘Affordable housing’ refers to particular products outside the main housing market. [PPS3]

**Housing Needs Assessment** Examination of the suitability of present housing and the ability of households to afford market priced housing.

**Intermediate affordable housing:** Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (eg HomeBuy), other low cost homes for sale and intermediate rent. [PPS3]

**Local Development Framework (LDF):** The name for the portfolio of Local Development Documents that provide the framework for delivering the spatial planning strategy for a local authority area. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents will

**Local Development Scheme (LDS):** A component of the LDF, comprising the local authority’s project plan for the preparation of the other documents forming the LDF.

**Market Housing:** Private housing for rent or for sale, where price is set in the open market.

**Multiple Occupation:** A property occupied by a number of persons who do not form a single household. This includes bedsits and other non self-contained property where sharing of facilities takes place.

**Planning Obligation:** Comprises both planning agreements between a developer and a local planning authority and a unilateral undertaking by a developer. Obligations regulate the development or use of land in a way that cannot be adequately controlled by a planning condition. May be used to provide facilities required as a result of development or to offset impact on amenity and can include payments to be made to the local planning authority. The benefit must be related to the development and necessary to the grant of permission.

**Registered Social Landlord (RSL):** An independent, registered, non profit making, organisation, funded primarily by Government grants, to build, improve and manage affordable housing for sale or rent.

**Sheltered Accommodation** Accommodation for a specific section of the community (e. g. elderly or handicapped) that allows residents to live independently but with provision of communal facilities and services.

**Social rented housing:** Rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Housing Corporation as a condition of grant. [PPS3]

**Supplementary Planning Documents (SPD):** Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal:** Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors).

**Sustainable Development:** Development which meets the needs of the present without compromising the ability of future generations to meet their own needs. This means that mankind should live off the Earth's income rather than erode its capital. The consumption of renewable resources must be kept within the limits which allow them to be replaced and future generations handed down not only man-made wealth such as building, roads and railways, but natural wealth such as clean and adequate water supplies, good arable land, wildlife and ample forests.



## EXETER CITY COUNCIL

EXECUTIVE  
18 SEPTEMBER 2007

### GOVERNMENT'S PROPOSED APPROACH TO IMPLEMENTING UNITARY COUNCILS

#### 1 PURPOSE OF REPORT

- 1.1 This report provides Members with a summary of the Government's proposed approach to implementing unitary councils and seeks Members' views on the response by the Council.

#### 2 BACKGROUND

- 2.1 On 25 July 2007 the Government announced that it was minded to implement 9 unitary proposals, including Exeter. When the Local Government and Public Involvement in Health Bill is enacted the Secretary of State will take final decisions as to which unitary proposals are to be implemented. For proposals related to the creation of District-based unitary councils, Government, seeking clarification on various issues related to finances, has created an additional stage to the approval process. For Exeter, details of the additional work required are expected by 7 September. The Council will have until 25 September to provide the required information.
- 2.2 On 22 August the Government published a discussion paper entitled "Councils' Proposals for Unitary Local Government: An Approach to Implementation". This sets out the Government's current intention as to the approach to be adopted in implementing any proposals for unitary local government. Responses from councils and other stakeholders are requested by 28 September 2007.
- 2.3 Although clarification is being sought on some technical issues, officers generally support the proposals contained with discussion paper.

#### 3 SUMMARY OF CONTENT OF THE DISCUSSION PAPER

- 3.1 The full paper (43pp) is available from the following link to the Communities and Local Government website at <http://www.communities.gov.uk/publications/localgovernment/unitarycouncilsimplementation>.  
A summary of the discussion paper is set out below.

**Preparatory work:** The Government is encouraging all affected local authorities to begin to work together without delay in order that "the necessary transitional measures can be quickly effected, protecting the interests of service users and residents and providing both staff and stakeholders with the reassurance and certainty they need."

**New authorities:** The Government is clear that the current restructuring of local government is about creating new authorities – "authorities with new functions and responsibilities but just as importantly with revitalised and strengthened local leadership and governance arrangements with a new innovative approach to service delivery in their area."

The paper also states that "it will be essential to put in place from the outset the engagement arrangements, the strengthened leadership models and devolved service responsibilities envisaged in the unitary proposals."

**Transitional authorities rather than shadow authorities:** The Government will not, except where unavoidable, opt for the establishment of shadow authorities to take on unitary functions on the reorganisation date. Instead the existing authority will become the transitional authority, overseeing the development of the new unitary authority for the area. This has the benefit of significantly simplifying transfer arrangements. Exeter City Council would therefore oversee the transition to a new authority which will take on the relevant county functions from 1 April 2009.

**Political representation:** It is intended that the transitional authority will be required to establish a Joint Committee to prepare for reorganisation with councillors from the city and county councils.

**Elections to the new (or transitional) authorities:** Two options are proposed including the one identified in Exeter's Business Case where in 2009, existing councillors stand down and a whole council election takes place. Subsequent elections return to the district (by thirds) cycle in 2010, 2011 and 2012. A further option identified by the Government is whole council elections in May 2008 to the transitional authority. Again existing councillors would stand down. There would be a return to election by thirds cycle from 2010.

**Co-operation and continuity:** The paper sets out measures for avoiding any disruption to the work of existing local authorities and highlights the need to share information. Also highlighted is the need to reach agreement with respect to incidental property, income, rights, liabilities, expenses and financial relations. Letting of contracts, disposal of land, and the allocation of reserves are also covered.

**Joint Implementation Teams:** The paper identifies the need for a Joint Implementation Team (JIT), chaired by the Chief Executive of the bidding authority. The role of the JIT will include:

- Drawing up accurate and comprehensive records of assets, and liabilities, staffing and IT;
- Sharing information on new acquisitions or disposals of property;
- Reporting to the existing authorities and to the transitional authority on progress made in the preparations for the reorganisation, including support and progress on finance and service delivery issues;
- Negotiating with the relevant trade unions;
- Agreeing the content of the Local Area Agreement; and
- Ensuring that representatives of the key local partners (public, private and the third sectors) are given opportunities to influence the priorities determined.

The Chief Executives of Exeter City Council and Devon County Council along with senior staff from both authorities have already met several times, as a shadow JIT, to begin to develop a framework to address the role of the JIT.

***Staffing and Finance Issues:*** The paper also covers HR issues (including staff transfers and redundancy arrangements) and provisions for financial arrangements (including budgets, council tax and Government grants)

***Ceremonial Arrangements:*** It is intended that historic traditions and privileges belonging to existing cities are preserved.

#### **4 PROPOSAL**

- 4.1 A full response to the Discussion Paper will be submitted to the Government by the 28 September deadline. Recommendations will be made to Members at the Executive meeting on the proposed points for inclusion in the council's response.

#### **5 RECOMMENDED**

- 5.1 That Members note the content of the Government's Discussion Paper and agree the Council's response to the Government.

CHIEF EXECUTIVE

Local Government (Access to Information) Act 1985 (as amended)  
 Background papers used in compiling this report: "Councils' Proposals for Unitary Local Government: An Approach to Implementation" (DCLG, August 2007)

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Exeter City Council

## **Response to CLG Discussion Paper 'Council's Proposals for Unitary Local Government: An Approach to Implementation'**

### **General Comments**

The Council welcomes the discussion paper's broad approach to establishing new unitary authorities, which has been factored into our early discussions and preparatory work with Devon County Council. The proposed flexibility and opportunity to adopt different solutions in different places is critical for effective and streamlined implementation.

Our detailed comments on specific paragraphs in the paper are set out below.

### **Implementation Orders and General Regulations (Paras 12 - 14)**

We welcome proposals for a degree of central coordination, agreement on common issues and appropriate coverage in regulations and orders, especially where this allows for local discretion to negotiate and tailor local solutions.

### **Transitional Authorities (paras 22-26)**

In view of the tightening implementation timescale, and in order to ensure a streamlined transition with minimal disruption and duplication, the Council has cross-party support for the proposal to implement change by means of a transitional authority.

### **Representation (Chapter 3)**

Appointed Joint Committee (para 28) - Point of clarification: this paragraph states that "the body (the joint committee) should be formed of representatives of all the existing local authorities in the area concerned". In the case of Exeter we assume that this refers to Devon County Council and Exeter City Council only and not other district councils in the Devon administrative area.

## **Membership of the Transitional Authority (Para 32)**

Members of the City Council and Devon County Council have reached early consensus about appropriate, representative structural arrangements and terms of reference. Further details are set out at Annex A (*not attached to draft*). In essence the arrangements provide for a Joint Transition Board, comprising senior politicians from both Councils. Political accountability and representation is then further enhanced, over and above proposals in the discussion paper, by including a number of Devon County Council members who represent Exeter on the City Council's Implementation Committee (the 'Joint implementation Committee'.)

para 33 - Point of clarification: this paragraph states that "... the transitional authority will be required to establish a Joint Committee ... upon which other affected local authorities should be invited to sit." We assume that this refers to the formation of County unitaries and that other Devon authorities are not included in the definition of "other affected local authorities".

## **Scrutiny Arrangements for Joint Committee (Para 37)**

The Exeter Unitary Implementation Committee is politically balanced and we do not consider that a formal scrutiny mechanism is appropriate.

## **Elections (Paras 38-47)**

As set out in our business case, the Council has a very strong preference for elections in May 2009 and welcomes the inclusion of this option in the Implementation Paper. We would re-iterate the following grounds for 2009 elections in Exeter:

***A democratic mandate and representative governance*** - Inclusion of Devon County Council members who represent Exeter on the City Council's Implementation Committee, ensures that key decisions will be made by a broad cross-section of members who will, very probably, stand for election to a unitary Exeter Council.

***Stable and effective leadership*** - The timetable for implementation has been, and continues to be, condensed to such a degree that by May 2008 a significant amount of key decisions will need to have been made and preparatory work completed by both the Joint Transition Board and the Exeter Implementation Committee so as to avoid a potential "dead period". As councillors of all political groups will have been involved in those decisions, and they will have been subject to appropriate scrutiny, there is a very low risk that a new May 2008 administration would wish to reappraise decisions and

set a different blueprint for the unitary authority. From members' perspective, pre-election canvassing would distract resources and energy from the critical unitary implementation path and the induction and appointment of a new cohort of councillors would add further delay.

Exeter elects by thirds which means that the Council membership is refreshed 3 years out of 4. So the possible claim that the transition would be decided by a group of councillors that may not be on the new unitary authority, so diminishing accountability and 'buy-in', is itself greatly diminished. The new council would, initially, continue with elections by thirds so the normal cycle for such elections can be easily returned to with elections in 2010, 2011 and 2012. Although there is an initial term of one year, in reality, it is likely that the majority of members will be the same as before so the chances of anyone only serving for one year is limited. It is always possible to have elections by halves in 2011 and 2012 if a one-year term had to be avoided, returning to the normal cycle after that.

**Electoral reviews** - May 2009 elections provide an opportunity for the Electoral Commission to undertake a more timely, effective review of arrangements for the elections in 2009

**Streamlined electoral arrangements** - We would highlight the opportunities that 2009 elections offer for convenience/reduced bureaucracy:

- There will be a European Parliamentary election in June 2009 and there is talk of combining that election with the May local elections i.e. hold both in June (although the CLG paper does refer to elections in May 2009).
- County elections will also take place in the remainder of Devon in 2009

### **Referral to an arbitrator (Para 53)**

The Council supports the joint appointment of an arbitrator or arbitrators.

### **Local Area Agreements (Para 88)**

The Exeter Vision Partnership (local strategic partnership) has given careful consideration to the transition arrangements for the Local Area Agreement (LAA) and looks forward to engaging with Government Office South West on this issue. The option of a 'hybrid' Exeter LAA for 2008-09 is being explored on the basis that this can be detached from the Devon LAA for 2009-10.

### **Staffing (Chapter 5)**

We support the tenor of the staffing proposals and recognise that the options for staff transfers will demand equitable and open discussion through the Joint

Transition Board and Trades Unions. In particular severance arrangements will need careful consideration and reference to local circumstances.

**Assets (Paras 153-156)**

We expect that all assets within the city boundary, including non-operational property will transfer to the transitional authority.

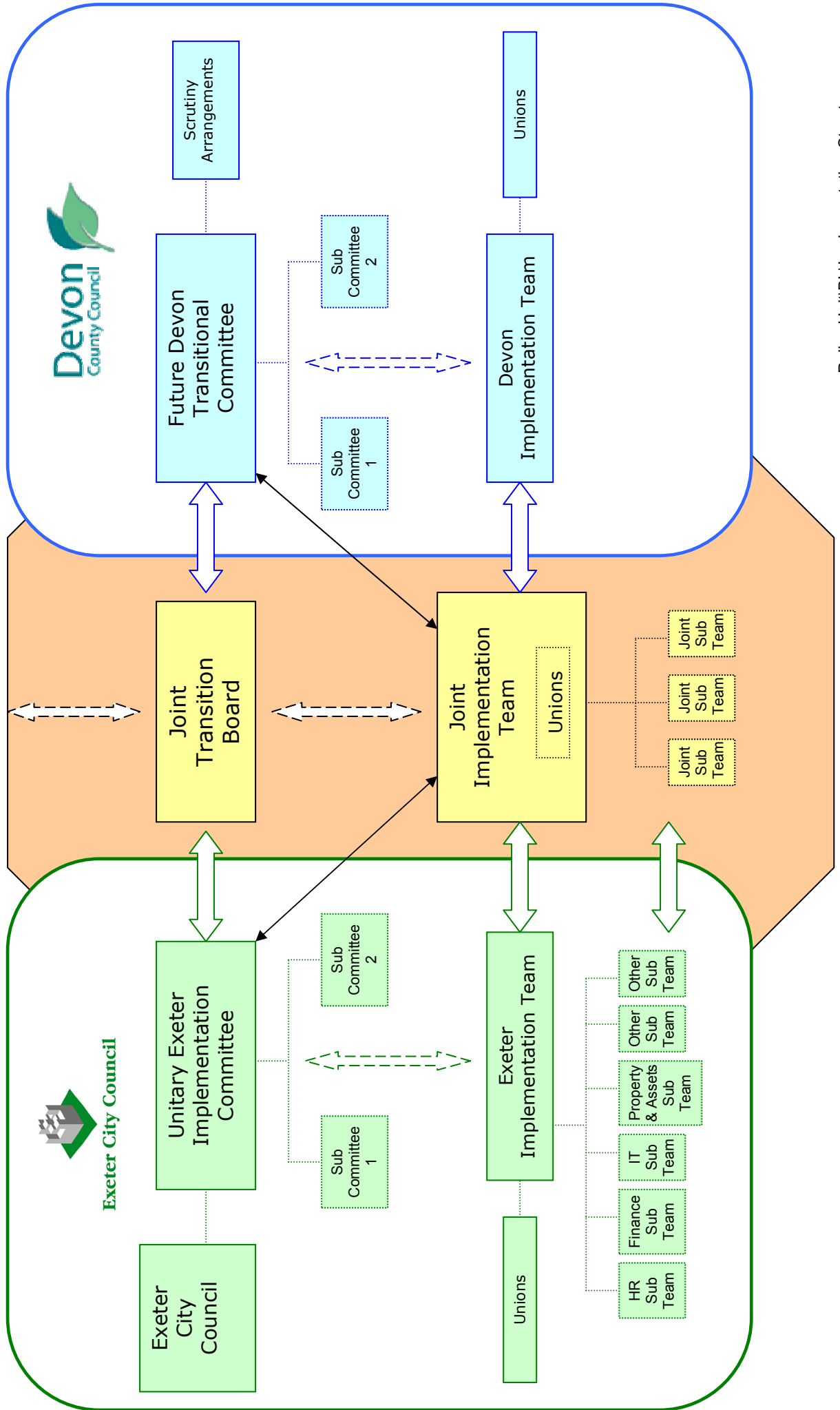
We are unclear about the application of paragraphs 153 to 156 to the Exeter model and we would welcome clarification.

Exeter City Council  
September 2007

Draft



Secretary of State  
↕  
Arbitrator



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## EXETER CITY COUNCIL

**EXECUTIVE  
18 SEPTEMBER 2007**

### APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Where there are no vacancies it will be assumed that, unless otherwise determined by Executive, the sitting Councillor/member of the public will remain as the Council's representative on the respective outside body. Where there are vacancies for which nominations are sought, the name of the previous representative has been emboldened in order for a new name to be put forward.

<u>BODY</u>	<u>TERM OF OFFICE</u>	<u>CURRENT APPOINTMENT EXPIRES</u>	<u>CURRENT REP(S).</u>
Alphington United Charities	4	19.06.2010	Mrs Jordan <b>Alderman Long (resigned)</b> Cllr PW Smith Cllr Wadham
Court of the University of Exeter	3	31.07.2008	<b>To replace Cllr M. Baldwin with Cllr Shiel</b>
Devon Historic Buildings Trust		From 18.09.2007	<b>Cllr Wadham – subject to confirmation</b>
Exe Estuary Joint Advisory Committee		From 18.09.2007	<b>Cllr Boyle nominated as Portfolio Holder for Environment and Leisure</b>
Exeter Dispensary and Aid in Sickness Fund	4	31.03.2010	<b>Mr T. Doble (retired)</b>
Montgomery Combined School (Community Governor)	4	18.09.2011	<b>Vacancy. A Councillor from west of the River is sought</b>
Relate		From 18.09.2007	<b>Vacancy – Cllr Choules (resigned)</b>
Social Health and Inclusion Partnership		From 18.09.2007	Cllr D. Baldwin Cllr Smith <b>Vacancy (previously Cllr Dixon)</b>
St. Edmunds and St. Mary Major, Exeter	4	09.08.2011 09.08.2012	<b>Miss Holding</b> <b>Mr Dunsford (resigned)</b>
Topsham River Commissioners Under the Exeter Port Dues Act 1840		From 18.09.2007	Cllr Mrs Evans Cllr Newby <b>Vacancy – nomination sought (previously former Cllr M.G. Baldwin)</b>

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