



## Exeter City Council

To the Chair and Members  
of the Executive

**Please ask for:** Rowena Whiter  
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**Our ref:**  
**Your ref:**

A meeting of the **EXECUTIVE** will be held in the Rennes Room, Civic Centre, Paris Street, Exeter at **5.30 pm** on **TUESDAY 19 JUNE 2012** 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.**

Pages

### A G E N D A

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

1 **APOLOGIES**

To receive apologies for absence from members of Executive.

2 **MINUTES**

To sign the minutes of the meetings held on 20 March and 3 April 2012.

3 **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.

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

**RESOLVED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 16 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I, Schedule 12A of the Act.

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***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), Denham, Fullam, R M Hannaford, Mrs Henson, Martin, Sheldon and Sutton

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY 29 MAY 2012

EXECUTIVE  
19 JUNE 2012

#### STATUTORY SERVICE PLAN (BUSINESS COMPLIANCE) 2012-2013

#### 1. PURPOSE OF REPORT

- 1.1 To seek approval for the adoption of the Statutory Service Plan (Business Compliance) 2012/13. The plan sets out the Council's regulatory function in respect of food safety, health and safety and other statutory functions over the forthcoming year. A copy of this is available in the Members' Room, on the Council's website or available on request.

#### 2. BACKGROUND

- 2.1 The Food Standards Agency Framework Agreement requires the Council to produce a Food Law Enforcement Plan (referred to as the Enforcement Plan). The key aim of the plan is to demonstrate how the Council will fulfil its regulatory obligations in respect of its food safety service.
- 2.2 Section 18 of the Health and Safety at Work, etc. Act 1974 places a duty on the Council to make adequate arrangements for enforcement of health and safety. The Health and Safety Executive (HSE), requires the Council to produce an annual Health and Safety Service Plan. Responsibility for Health and Safety at Work enforcement lies with the HSE and Local Authorities (LAs). Councils are generally responsible for enforcement at premises in which non-industrial activities are undertaken (eg retail premises, warehouses, offices etc) whilst HSE is responsible for industrial activities.
- 2.2 The Statutory Service Plan incorporates:
- the service aims and objectives;
  - information about all enforcement and related services provided by the Council's Commercial Team;
  - the Intervention Plan for 2012/13 detailing the actions and improvements for the service in an effective, risk based, proportionate & consistent way over the forthcoming year; and
  - the annual sampling programme which embodies the aims of the Council's Food Sampling Policy which is subject to periodic review.

### **3. KEY WORK STREAMS**

#### **Programmed interventions**

- 3.1 In 2011/12 the service inspected 464 food businesses of a targeted 464 food businesses, and used self-inspection questionnaires (SIQ's) as an alternative regulation strategy for low risk businesses and to ensure resources are directed towards high-risk activities. SIQ's are a cost-effective means of maintaining contact with this group as well as providing the business with a useful means of keeping up to date with changes in law and other related issues affecting their business.

The Food Hygiene Rating System, where each food premises is given a unique score based upon the last inspection of the premises, is informed by the programme of inspections. Re-inspections can be requested where a premises has carried out work to improve their rating.

#### **Reactive responses**

- 3.2 The Commercial Team is responsible for investigating complaints relating to food hygiene standards in premises, sale of unfit food, accident notifications, health and safety concerns, infectious disease notifications, and also for providing health promotion and training activities for businesses. Urgent matters would normally be dealt with on the same day, whereas other requests would be responded to within five days.

#### **Sampling**

- 3.3 The Council participates in national and local food-sampling initiatives to monitor the quality of food on sale in the City which is classified as satisfactory, unsatisfactory or unacceptable. Additional samples are taken in response to food complaints and where it is alleged a premises or foodstuff is implicated in a food poisoning incident.

The quality of water at swimming pools and other recreational pools such as jacuzzis in hotel spas are monitored through a co-ordinated plan of water sampling.

- 3.4 Within the last year the service has purchased an ATP meter which is a simple, rapid method for monitoring cleanliness, hygiene and risk. Local experience in Exeter has demonstrated that businesses find the use of the ATP meter beneficial because it has brought poor hygiene and cleaning practices to the attention of food business operators, head chefs and staff that the effort they put into cleaning is not wasted.

#### **Control and investigation of notifiable infectious diseases**

- 3.5 The service is responsible for the investigation of notifiable diseases including food poisoning outbreaks. The service works closely with the Health Protection Agency where there are outbreaks of significance, and form a front-line role in tracing contacts, identifying causative factors and excluding persons from risk occupations (e.g. excluding a food-handler with salmonellosis from a food business).

## **Training**

- 3.6 A key component of both the present and the previous Governments' drive on better regulation is assisting business compliance through advice, information and training. The service runs a number of accredited training courses as well as informal workshops to allow business to access the information that they need to operate safely without being an expensive burden to the business.

## **4. BETTER REGULATION**

- 4.1 Regulatory Services have been the subject of considerable review in recent years. The conclusions of influential reports are now being interpreted and applied to regulatory services by their respective governing bodies overseen by the Local Better Regulation Office (LBRO).
- 4.3 The Statutory Service Plan embraces the principles of better regulation and will continue to safeguard the health of the local population and contribute to the economic vitality of Exeter by targeting resources effectively and innovatively to assist food businesses in compliance.

## **5. PROPOSED KEY ACTIVITIES FOR 2012/13**

- 5.1 In addition to the normal work stream methods the following key activities will shape the food service for the forthcoming year:

### **Intervention Strategy**

- 5.2 The strategy to improve compliance with all regulatory areas and maintain a high level of compliance will be further developed following release of the Food Law (Code of Practice) England, and include:
- programmed inspections or interventions of 548 food premises and 75 health and safety premises, based upon risk;
  - targeting non-compliant business with tailored assistance and where necessary, the effective use of enforcement;
  - continue to promote, enhance and drive improvement through the Food Hygiene Rating System, in particular through the promotion of the scheme via the local media, health promotion initiatives and public events;
  - collaborating with forums/focus groups to target specific businesses enabling an exchange of information and an understanding of the obstacles some businesses face in complying with regulation;
  - running food safety and health and safety awareness workshops as a recognised intervention tool to support compliance in new and non-compliant smaller and medium businesses; and
  - promoting the use of the Safer Workplace Better Business pack that has been designed by officers across Devon to make health and safety less of a burden in small and medium businesses.

### **Helping businesses comply**

- 5.4 As a regulator of businesses in the City, it will be important to recognise the impact of the continuing economic downturn on businesses' capacity to comply with regulation, and to work with businesses to ensure that compliance is achieved through a wide range of intervention strategies. These will include greater engagement with

business representatives and the joint development of advice/education interventions.

## **6. RESOURCE IMPLICATIONS**

- 6.1 The Intervention Programme will be carried out within the existing resource allocation as detailed in both the Statutory Service Plan and Revenues and Estimates for 2012/13.

## **7. RECOMMENDED**

- 1) That Scrutiny Committee - Community supports and Executive approves
  - a) the Statutory Service Plan (Business Compliance) 2012/13; and
  - b) the Assistant Director Environment being authorised to change the Statutory Service Plan in the light of centrally issued guidance and/or to meet operational needs.

## **ASSISTANT DIRECTOR ENVIRONMENT**

S:PA/LP/Cttee/512SCC2  
17.5.12

## **ENVIRONMENT DIRECTORATE**

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

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

- 1) Service Plan for Food Law Enforcement 2010/11
- 2) Lord Young Report, Common Sense Common Safety
- 3) Public Health White Paper - Healthy Lives, Healthy People: Our Strategy for Public Health in England (2010)
- 4) The Löfstedt Report

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 29 MAY 2012

EXECUTIVE  
19 JUNE 2012

#### PRIVATE SECTOR HOUSING POLICY: FINANCIAL ASSISTANCE PACKAGES 2012/13

##### 1. PURPOSE OF THE REPORT

- 1.1 This report informs Members of the financial assistance awarded to private sector households in 2011/12 and seeks approval for proposed changes to the types and levels of financial assistance that will be available in 2012/13. Financial assistance packages form one of the policy tools available to improve housing conditions in the private sector. A review of the other policy tools will be contained in the Private Sector Housing Renewal Policy that will form a sub-strategy of the Housing Strategy, which will be reported to this committee in September 2012.

##### 2. BACKGROUND

- 2.1 One of the Council's strategic objectives is to ensure there are enough well designed, well maintained and affordable homes in the City. The private sector housing stock in Exeter forms the largest number of homes, and is made up of 41,630 dwellings in the owner-occupied and privately rented sectors. Consecutive house condition surveys have identified that the poorest housing conditions are found in the private rented sector, which is larger than the national average at 21% of the private stock, and particularly in houses in multiple occupation (HMOs) which represent 6% of the private stock, three times the national average.
- 2.2 Under the Housing Act 2004, the Council also has a legal duty to remove or reduce Category 1 Hazards (e.g. excess cold, severe dampness, and overcrowding) from dwellings in its area, and discretion to deal with lesser Category 2 Hazards.
- 2.3 In addition to the policy tool of enforcement, the Council currently offers financial assistance in the form of means-tested loans, administered through Wessex Home Improvement Loans and, in some cases, grants to assist and encourage homeowners to repair their properties in order to remove hazards. The advantage of loans is that the funding is recycled either by re-payment over a term or when the house is sold.
- 2.4 Energy efficiency grants through Warm-up Exeter and PLEA (Private Landlord Energy Action) grants are also made available to improve the energy efficiency of private sector houses. These grants are part funded by E.ON through their Carbon Emission Reduction Target (CERT) obligation and are administered through the Cosy Devon Scheme, a pan-Devon local authority partnership. CERT funded schemes are likely to come to an end in September 2012 when the Government's new initiative, the Green Deal / Energy Company Obligation (ECO), is due to be launched, although at present there is some uncertainty about the start dates for these schemes and there is a possibility that CERT may be extended.
- 2.5 The Government announced in the October 2010 comprehensive spending review that local authorities would not receive funding specifically for housing improvements for three years from 2011/12. The 2010 private sector house condition survey for

Exeter, published in 2011, has estimated that £23 million is needed just to undertake remedial repair to address Category 1 Hazards in the private sector, rising to over £115 million to undertake comprehensive repairs, and it is likely that these sums will increase, in the absence of the Regional Housing Pot funding.

- 2.6 In the case of adaptations, the 2010 private sector house condition survey has estimated that nearly £11 million worth of adaptations are required to address current needs, which is liable to increase with an ageing population. Clearly with the level of budget available to local authorities and the demand for adaptations, the budgets need to be closely managed to avoid waiting lists occurring.

### **3. PERFORMANCE IN 2011-12**

#### **Financial assistance to adapt or maintain homes**

##### **Disabled Facilities Grants**

- 3.1 93 Disabled Facilities Grants (DFGs) with a total value of £341,400 were awarded during the year, an increase of 11 over the previous year. The average value of the grants has not significantly changed at £3,600 as opposed to £3,400 the previous year. DFGs ensure that clients can remain living independently in their own homes, and include adaptations such as replacing baths with level access showers, and installing stair-lifts. The increased demand demonstrates that there continues to be a strong need for adaptations.

The City Council has joined with the other district councils in Devon in developing a framework agreement with contractors for the installation of stairlifts and a second agreement is currently being developed for level access showers. These agreements should reduce the average cost of straightforward, non complex, adaptations significantly.

##### **Renovation Grants**

- 3.2 7 Renovation Grants with a total value of less than £5,000 were awarded during the year, marking a significant shift from the previous year when the transition from grants to loans was made and 27 Renovation Grants were awarded with a total value of £245,000. These grants address hazards in private sector houses and are only awarded in the place of loans where clients cannot, for legal reasons, take out a loan, (for example if they are bankrupt). They also are used for priority repairs costing less than £1200, which is the minimum loan amount that can be economically administered.

##### **Wessex Home Improvement Loans**

- 3.3 22 referrals were made to Wessex Home Improvement Loans (a Community Development Finance Institution) during the year and 15 loans, with a value of £139,000, drawn down. A further 15 loans with a value of £76,000 are in the pipeline. £14,000 has already been repaid on the loans that have been awarded which will be recycled into the loan fund. A marketing plan is about to be put in place to encourage greater take up of loans.

Wessex Home Improvement Loans are constantly developing loan products, which range from low interest repayment loans to fixed fee loans, where no repayments are made throughout the life of the client, the loan being recouped from their estate. The loan products considered most suitable to each clients will be offered.

## **Cosy Devon**

- 3.4 During 2010/11 a total of 327 households received financial assistance through the Cosy Devon Scheme to fund loft and/or cavity wall insulation. In all 373 measures were installed either at subsidised rates or free of charge, funded by our partners E.ON energy under their CERT obligation. These grants are instrumental in eradicating excess cold, by far the most common health hazard found in homes, and fuel poverty, which is rising as a result of increased fuel costs and reducing incomes.

## **Empty Homes**

- 3.5 During the year, in partnership with Empty Homes (Housing Services), 183 grants to landlords were administered, with a total value of £109,000, as part of the Extralet Scheme to bring empty properties up to a lettable standard. Funds have now been put into Wessex Home Improvement Loans so that, in future, loans will be offered rather than grants.

## **4. PROPOSALS FOR SPENDING THE FINANCIAL ASSISTANCE ALLOCATION**

- 4.1 The total amount of capital funding for housing renewal and adaptations for 2012/13 is £690,000, of which £400,000 is approved from the Council's own capital programme and £290,000 from Government for DFGs.
- 4.2 It is proposed that £200,000 will be paid into the loan fund administered on the Council's behalf by Wessex Home Improvement Loans. Although the loan fund will eventually move towards a self-funding model with the repayments balancing out the loans, it is essential to top up the fund in the early years in order to make loans viable.

**WESSEX HOMES INDEPENDENT LOANS                      £200 000**

- 4.3 It is proposed that £50,000 will be allocated to fund an updated house condition survey which will inform future funding needs and identify areas of concern for a period of five years.

**5 YEAR HOUSE CONDITION SURVEY                      £50,000**

- 4.4 It is proposed that £150 000 will be allocated to provide financial assistance specifically to improve the energy efficiency of the private sector housing stock both by funding Warm-up Exeter and PLEA grants, for loft and cavity wall insulation, and to fund grants or loans for, expensive, solid wall insulation which improve the energy efficiency of private sector homes.

**ENERGY EFFICIENCY FUNDING                      £150 000**

- 4.5 It is proposed that the £290,000 subsidy for DFGs is specifically used to fund mandatory DFGs. However, due to the reduction in funding for DFGs overall, there will be close monitoring of the demand on this budget, and priority given to any re-allocation of uncommitted parts of the respective budget allocation between financial assistance tools, in order to reconcile any unmet demand.

**DISABLED FACILITIES GRANTS                      £290 000**

## **5. FINANCIAL IMPLICATIONS**

5.1 The amended policy will be funded from the 2012-13 budget allocation.

## **6. RECOMMENDED that**

Scrutiny Committee - Community supports and Executive approves:

- 1) the financial assistance tools outlined in this report, and their respective budget allocation; and
- 2) that the Assistant Director Environment, in consultation with the Portfolio Holder for Housing and Community Involvement, may re-allocate uncommitted parts of the respective budget allocation between financial assistance tools, in order to meet need.

## ASSISTANT DIRECTOR ENVIRONMENT

S:PA/LP/ Committee/512SCC1 v2  
17.5.12

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

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – ECONOMY 31 MAY 2012

EXECUTIVE  
19 JUNE 2012

#### BUS AND COACH STATION AREA DEVELOPMENT PRINCIPLES

##### 1.0 PURPOSE OF REPORT

- 1.1 Members will recall the meeting of the Economy Scrutiny Committee and Executive in February 2012 which resolved that the draft Development Principles be approved for the purpose of a public engagement exercise.
- 1.2 The purpose of this report is to present the responses received and to seek approval for proposed changes to the document and the endorsement of the amended document for development management purposes.

##### 2.0 BACKGROUND

- 2.1 The Bus and Coach Station Development Principles have been drawn up to guide preparation of a development scheme for this area by a prospective developer, allowing a degree of flexibility whilst ensuring that key principles are delivered.
- 2.2 The Development Principles were prepared in a series of four collaborative workshops. The workshops included representatives from Exeter City Council and Devon County Council with Land Securities, Chapman Taylor Architecture, English Heritage, and the Commission for Architecture and the Built Environment (CABE).
- 2.3 The Development Principles supplement the Development Plan Policies. The Exeter Core Strategy was adopted in February 2012 and Policies 1, 2, 3, 8, 9, 14 & 17 are considered pertinent to development of the Bus and Coach Station site. The Exeter Local Plan (1st Review 1995 – 2011) was adopted in March 2005. Policies of the Local Plan are saved until superseded by the LDF process. Local Plan Policy KP3 is a site specific policy relating to the Bus Station site and includes all the land bounded by Sidwell Street, Cheeke Street and Paris Street. Policy KP3 provides for development of ... *“an enhanced bus station, commercial leisure facilities, including potentially a multi-screen cinema, retail floor space, an extended street market, short stay parking and possibly non-family housing”*.

##### 3.0 CONSULTATION METHODOLOGY AND PARTICIPATION

- 3.1 Public Consultation was carried out over a six week period commencing 19th March and running until 23<sup>rd</sup> April.
- 3.2 Two briefings, aimed at Stakeholders but open to public attendance, were held on the afternoon of Friday 23<sup>rd</sup> March and evening of Monday 26<sup>th</sup> March a total of 50 people attended these events.
- 3.3 Two roadshow events were held at 6 Paris Street on Friday 16<sup>th</sup> March from noon until 5 p.m. and on Saturday 17<sup>th</sup> March from 10 a.m. until 3 p.m. 133 people dropped in to talk to officers at these events.

- 3.4 Static displays were mounted in the Civic Centre and at 6 Paris Street during the consultation period.
- 3.5 The draft Development Principles document was made available to download via the Exeter City Council website and paper copies were available in the Civic Centre and the Central Library.
- 3.6 The consultation was also advertised in the Exeter Citizen, which goes to all households, and direct email or letter to stakeholders including business umbrella groups and community associations. The consultation also received coverage in the Express and Echo.
- 3.7 Responses were received on the questionnaire form, on post it notes, by letter and by email. Verbal representations were made and recorded at the Briefing and Roadshow events. 19 representations have been received from groups or organisations, 38 letters and emails were received from members of the public, 41 submitted comments on post it notes and 124 people filled in the questionnaire form.

#### **4.0 QUESTIONNAIRE RESPONSES**

- 4.1 95% of those who returned the questionnaire supported the redevelopment of the Bus & Coach Station Area.
- 4.2 There was 91% support for the principles (29% agreed with all the principles and 62% agreed with most of the principles).
- 4.3 People were also asked to say which they thought were the most important. Principle I (replacement bus station) was selected by 57%. Other principles received lower levels of support but even that least favoured was still picked by 20% of people. Officers consider that the responses are an endorsement of the principles as drafted and show that there are none which are considered inappropriate.
- 4.4 Narrative responses to the other parts of the questionnaire are included in the section below.

#### **5.0 PUBLIC RESPONSES**

- 5.1 Much of the response to the consultation is in the form of comments, recorded at the briefing events, roadshows or via the feedback form. The purpose of this section is to synthesise the comments into a coherent narrative that fairly sums up the concerns and issues raised through those channels and it is organised on a topic basis.

##### **5.2 Bus Station**

There were a lot of comments about what facilities the new bus station should have.

*“Passenger friendly waiting areas, that do not have doors which automatically open when someone approaches them”*

*“It must work properly as a bus station. Features must include enough capacity for current services, for increase in demand, proper passenger information and above all be attractive and functional”*

*“The current bus station is diabolical when it comes to giving users information on what services are due. Something akin to railway station information boards are required.”*

### 5.3 Retail

There was concern that Exeter has enough shops and that retail units would not be filled or would disadvantage local businesses.

*“Any new shops to provide appropriate provision for smaller traders, such as those forced out of Princesshay”*

*“Shops should be small, low rent for small businesses - no more national chain”*

*“Exeter has shops that are standing empty. Yes include some retail but the development does not need to be retail”*

*“Current retail outlets are struggling, we do not need more shops”*

### 5.4 Sidwell Street

There is a lot of concern about the future of the traders in Sidwell Street.

*“By mixed use (C) I hope you mean including charity shops, which are an extremely important part of the economy of the area in question, and market stalls (preferably ones the stallholders do not have to erect and dismantle themselves)”*

*“Whilst I agree the development should have a mix of retail I think it should incorporate the unique shops that exist in Sidwell Street.”*

*“It is important not to compromise the cheaper retail facilities for lower incomes such as available on Sidwell St”*

*“I also hope that the street traders will be accommodated”*

*“reinforcing the current “market and independent style” side of Sidwell street, emphasising local, quality, stalls and produce”*

*“I do wonder why it is necessary to remove all buildings in Sidwell Street. They are not of architectural merit but they provide affordable shops for some basic and budget shops which are needed by the Exeter shopping public.”*

However, there are some disparaging views on the built environment in the area

*“reinforce’ Sidwell Street??? Raise to the ground would be the preferred option.”*

*“Considering its prominence, Sidwell Street is by far the worst part of Exeter, avoided by many, sadly it forms an initial and lasting impression for visitors and tourists.”*

*“Sidwell Street, as it currently stands, represents a stark contrast to the Princesshay redevelopment and is incredibly unattractive, mostly because the architecture is so poor”*

### 5.5 Leisure uses

There were a great many comments requesting a variety of leisure facilities. The most frequently mentioned was a new theatre.

*“Can we have a nationally recognised theatre/concert venue?”*

*“As above, I believe a new theatre would pay for itself and attract people to Exeter from surrounding areas, and also be a focus for the Exeter Festival”*

*“Include a good quality theatre that can take the kind of shows that Torquay and Plymouth get, and most of us would never drive to.”*

An ice-rink was another popular suggestion

*“The development should include a public use facility, such as a theatre, swimming pool, or ice rink”*

*“An ice-rink for the young-uns”*

*“I think that the building of an ice rink could be an excellent addition to the development. At the moment, Plymouth has the only permanent rink this side of Bristol”*

## 5.6 Design

Respondents seem to have been excited by the opportunities offered by a new development and there are many views on what it should be like.

*“Also, want to include community spaces, available for a variety of community, and I expect more landscaping/planting/ than on offer in High Street and Princesshay”*

*“Creating a network of streets is important as this helps to create character and reflects how this site, and indeed the rest of the City Centre, looked before the war. It could help create an area that you were happy to mooch in”*

*“because we've got to get people into the area - to make it a vibrant area with a distinct character - and this seems to me the best way of doing it”*

*“Not really a principle but I feel that the City needs a large open area that can fulfil several functions and be used for different events - similar to Armada Way in Plymouth.”*

*“I think the architecture shouldn't tower over people - probably not a problem with what is envisaged. Lots of trees and some green areas to soften the look and encourage people just to sit”*

*“we have an opportunity here to create a wonderful space, based round a market square. Since the redevelopment of Princesshay, we have lost the market square and desperately need another. In addition, we need a flexible performance space in the city centre”*

## 6.0 WRITTEN RESPONSES FROM ORGANISATIONS

- 6.1 Stagecoach strongly supports the City Council's continued endeavours to regenerate and strengthen the City Centre. Stagecoach operates 160 vehicles and 500 from its Belgrave Road facilities that include offices, administration, maintenance and training. Stagecoach carries 15.5 million customers on Exeter services each year and believes these are vital to the City Centre Economy. The general proposals for the new bus station are welcomed but Stagecoach requests consultation on detailed plans. Stagecoach is concerned that moving the Bus Station further from the retail centre would be a disincentive to bus use and would have an effect on service viability. The bus station should allow for growth in bus use. The current bus station accommodates coaches and a growing number of National Express and Megabus services. Significant disruption to services must be avoided during development, which should be phased with this in mind. Traffic congestion has a negative impact on the operation and attractiveness of bus services. An operationally satisfactory alternative for the depot before development proceeds.
- 6.2 Carmel Coaches consider the development principles acceptable. The main concern is that a bus station is developed and not just a series of stands fitted as an afterthought. Provision should be made for visiting coaches to boost tourism.
- 6.3 National Express are concerned the reference to buses rather than coaches is made in the document. The size of any facility must not be squeezed so as to be unable to accommodate services. Buses and coaches should have common facilities as there is interchange between them and other modes. Access for buses and coaches must be easy and not conflict with car park queues. The bus station should link directly to retail areas; not be hidden away. National Express have experience of working with a large number of modern bus stations, some of which

have operational performance or safety issues and would be happy to bring their knowledge of this to the table.

- 6.4 Transition Exeter. Creation of a modern bus station is an important to help people make more sustainable travel choices. Bus Station should be paid for by all city centre developments. All bus services should use bus station to enable better connections. Optimum location for bus station should be identified. Solution for visiting coaches required. We would welcome protection for small independent retailers and provision of a covered market. Greater pedestrianisation would be welcome. Any plans for surrounding roads should be spelled out in this document. Cycling routes should be provided. Consider no parking for retail development in this location. Specification of bus station should be consulted on separately. Principles E & J are supported.
- 6.5 Travelwatch Southwest is a public transport users group for the Southwest. Short easy routes between any bus and coach station and the city centre should be maintained. Redevelopment is not a necessity. Danger that moving depot will increase operating costs and hence the cost to passengers. A traffic plan should be published in advance of any planning application. In order to give a seamless pedestrian link to the city centre consideration should be given to closing upper Paris Street with bus stops and turning area on Paris Street. Closure of Bampfylde Street and Cheeke Street will have serious implications for surrounding routes. Provision must be made for disabled access and shopmobility should be located close to the bus station.
- 6.6 Exeter Trades Union Council support redevelopment provided that the level of service and accessibility is improved. Adequate toilets (including disabled), refreshment facilities and convenient and safe pedestrian access routes should be provided.
- 6.7 Devon Wildlife Trust believe that this represents an opportunity to showcase incorporation of biodiversity into development. The site offers the opportunity for living landmarks and recommend the extensive use of carefully selected trees in open spaces. This is an opportunity to support the Exeter Swift project. Green roofs should be considered.
- 6.8 RSPB the network of public spaces should contain a significant amount of planting. Living roofs or green walls could be incorporated. Provision for swift nesting should be built in and nest boxes for other urban bird species may be incorporated with planting designed to provide food and shade. An ongoing Wildlife Management Plan should be developed for the site.
- 6.9 English Heritage consider that the site offers the opportunity to add complimentary value to the city centre but that the development would potentially impact on numerous Heritage Assets in the area. The Development Principles document is the product of evidence gathering and appraisal work and to which we have contributed. We offer broad endorsement of its contents. The document is far from representing a comprehensive brief or masterplan and that work remains to be done.
- 6.10 Devon and Cornwall Police question the status of this document. They consider it positive that some crime prevention measures have been incorporated in the principles. The current bus station experiences some problems of anti-social behaviour and has issues arising from vagrants frequenting the site which deter use. Development should take in to account Secured by Design advice. Spaces that appeal to a broad demographic have positive benefits. Street furniture should be securely fitted and not crime generators. Car Parks should be encouraged to achieve

- Park Mark Safer Parking Award as Bampfylde Street Car Park does. Landscaping should work in harmony with CCTV. Attention should be paid to the design of new routes.
- 6.11 Exeter Civic Society supports the redevelopment of this part of the city centre. We agree with development being more permeable with Sidwell Street and would welcome the improvement of Sidwell Street, but would wish its current function as a district centre for St. James area to be retained. Development should not come forward as one whilst there are vacancies elsewhere. We advise against hotels or offices if there are vacancies elsewhere. Improvements to public transport do not need to wait for this development. Buildings should provide the main character and cohesiveness for the area. We would like to see the enhancement of surrounding streets and creation of a landscaped space at the junction of Paris Street and Sidwell Street, a landmark feature or fountain would be an alternative to a building. The name 'London Inn Square' is questioned as London Inn is no longer there and it would not be the same location. Closing roads in this area will place additional demand on retained routes. Provision for pedestrian crossing on busy roads should be included. Any further congestion will affect bus services. The new bus station should facilitate links between bus services and other transport modes. Consideration should be given to making provision for long distance coaches outside the city centre. Proposals for the alternative depot site should be made known. Support Principle J but clarify last sentence. If Sidwell Street is redeveloped reduced rents should be offered to local business'. Alternative sites for any new pool should also be looked at, if provided here it should be a landmark building. The open air market in Sidwell Street should be retained, perhaps including the farmers' market.
- 6.12 Exeter City Council Environmental Health raise concerns that mixed use development can create noise and odour issues for residential elements and this should be addressed through control over detailed matters and requiring plant to be integrated and discharge at high level. Tranquil spaces can be promoted as well as vibrant ones, reduced car use should be promoted.
- 6.13 Exeter City Council Projects and Business Manger (Sustainable Transport) comments that Principle I should be promoted in the ranking, given the importance of the bus and coach station which has to be accommodated on site, and should be located conveniently for access to the city centre. The bus depot has to be accommodated elsewhere as part of the proposals. Provision of pedestrian and cycle routes throughout, with active frontages, will be particularly important.
- 6.14 Exeter Walking and Cycling Steering Group. Need for through routes for cyclists; more connectivity to Sidwell Street; Paris Street Roundabout should be reviewed to investigate replacement with a signalised junction; bus station located close to centre; welcoming and attractive design for new bus station; clear and direct onward links.
- 6.15 Devon County Council (Development Management Team) supports the establishment of these principles. The principles could be more specific, for example about crossing points. Existing businesses should be protected and re-sited if necessary. Smaller units in Princesshay have been less successful. Other desire lines into the site may exist. High quality buildings and public realm should be required. Principle J should be more aspirational.
- 6.16 Devon County Council is generally supportive of the document and the principles as drafted. Accommodating higher volumes of people travelling to the centre of Exeter will rely on greater use of public transport and the importance of the bus station cannot be underestimated. A peripheral bus station of high quality is less likely to

attract patronage than an acceptable quality bus station in a more central location. Operational and passenger access must be considered when considering the location of the new bus station. Adequate stands, layover spaces, passenger facilities, driver facilities and management arrangements will need to be secured. Separate provision will need to be made in the city for coaches. The County Council are keen to support the aspiration of making public transport the preferred means of getting in to the city. Comments on matters of detail are offered. Problems for pedestrian access from Newtown and St. Leonards should also be addressed. Principle C should be amended to strengthen the position of the bus station. The levels within the site make the provision of access for those with disabilities and cyclist challenging, servicing and access should not create conflict with cyclists and pedestrians. Significant investment in buses and bus stops to make them accessible has already been made and this should be matched in the bus station. The opportunity to exploit uses to maintain activity, and hence perceptions of safety around the bus station in the evening should be realised. Routes to and from the bus station should be legible and signposted. The bus station should deliver a positive first impression of the city. The development should not negatively impact on bus routes, particularly the important Sidwell Street corridor. Car Park design should ensure that queuing does not affect the flow of traffic or the safety of pedestrian and cyclists. The scope of the Transport Assessment will need to be agreed with DCC.

## 7.0 RESPONSE TO THE CONSULTATION

- 7.1 Although there are a few clear conclusions, the nature of the consultation does not lend itself to neat and straightforward answers. Rather, the respondents have taken the opportunity to express their aspirations and concerns for the development.
- Consultations that lead on concepts such as design principles struggle to engage the wider population.
  - There was clear agreement that the site should be developed
  - There are some strong concerns, in particular about the future of the bus station and of Sidwell Street as a low cost shopping area meeting local need.
- 7.2 Some responses addressed matters of planning policy that have been established through the Local Plan and Core Strategy, but most strayed beyond on to matters of design detail not being considered as part of these Development Principles. Those responses are however useful as they concern and can inform work on matters of detail yet to be addressed.
- 7.3 The main points raised are summarised below with a brief response.
- 7.4 Bus Station
- ***“Replace bus station / Don’t replace bus station”***. Principle I requires an enhanced bus station to be delivered by any redevelopment. It makes no prescription about location which needs to be resolved at detailed planning stage. However Principles E, F & H which seek high quality, pedestrian friendly public realm have implications for the siting of a bus station.
  - ***“Location of bus station should not be further from City Centre destinations”***. Positioning the bus station adjacent the retail area with good links for pedestrians to city centre destinations is required by Principle I.

- **“Safe convenient connection between bus and other modes (Taxi, safe car drop off, city buses, rail) important”**. The points raised are noted and changes proposed to the supporting text to Principle I to reflect this.
- **“Bus station must be at Sidwell Street level”**. It is important that movement between the bus station and city centre is provided without the need to negotiate steps.
- **“Passenger waiting facilities should be safe and clean”**. Principle I requires standards for Bus Station to be agreed by ECC, DCC and operators.
- **“Site bus station at shopping level with active evening uses”**. The points raised are noted but are considered to be a matter of detail rather than principle.
- **“Facilities at bus station: exclude takeaway food and drink, include toilets, staff facilities, bus layovers”**. Principle I requires the standards for Bus Station to be agreed by ECC, DCC and operators.
- **“Access to bus station must not be compromised by queuing traffic”**. It is essential that any development proposals allow for the operation of bus services in an efficient manner.
- **“Transitional arrangements for bus station - concerns expressed”**. It is essential that any development proposals allow for the operation of bus services during development.
- **“Alternative drop & parking for coaches to be provided”**. It is not the role of the Bus and Coach Station to accommodate occasional and intermittent coach services.
- **“New bus station is a requirement not optional”**. Principle I is clear on this matter, supporting text to principle A to be amended to avoid any ambiguity.

## 7.5 Transport issues

- **“Provide pedestrian access to site from Summerland Street/Sidwell Street corner”**. Principle F requires the creation of a network of streets that offer permeability and the break down of current obstacles to pedestrian movement.
- **“Paris Street should return to two-way / Paris Street should be pedestrianised”**.
- **“Traffic queuing problems, delay, noise, air quality”**. The matters of the detailed impact of the proposals on traffic circulation are properly a matter dealt with at planning application stages and as part of any proposed alterations to the highway network.
- **“Cycle parking must be provided & cycle access/routes through E-W and N-S”**. Supporting text to Principle F to be amended to require that provision for cyclists is given consideration.
- **“Crossing points on adjacent streets (Paris St., Western Way, Sidwell Street) should be looked at”**. This matter is dealt with in Principle F.
- **“Bus routing & stops need to be considered”**. These matters need to be considered if any detailed proposals for alterations to the highway are put proposed.
- **“Loss of parking”**. The level of parking provision to be made on the site is not considered to be a matter of principle.
- **“Shop mobility should be linked to new bus station”**. Noted. This is a matter of detail rather than principle.

- **“The site for an alternative bus depot should be identified”**. Development of the bus depot area of the site would not be able to progress without a suitable alternative site being delivered.
- **“Consultation should include highway alterations”**. Any alterations to the Highway network would be a matter for further separate consultation and approval.
- **“Define ‘accessible’ in terms of streets & bus station”**. Supporting text to Principles F and I to be amended to clarify the broad meaning of accessibility in this document.

## 7.6 Retail Issues

- **“No more retail, unnecessary, many retail vacancies in City Centre”**.
- **“Economic situation & internet retailing depresses demand”**. The capacity for further retail development in the city centre was addressed in the recently adopted Exeter Core Strategy which makes provision for up to 30,000 square metres of additional retail floor space on this site.
- **“Smaller retail units should be provided”**.
- **“Mix of retail units should be provided”**.
- **“Affordable rents should be required”**. Rent levels are a matter between tenant and landlord and cannot be set through this type of document; the supporting text to Principle C can be amended to include reference to a mixture of retail unit types.
- **“Special provision/protection/relocation for local and independent retailers”**. As with Princesshay business’ that are in units where redevelopment is proposed would have the opportunity to relocate.
- **“Market retained/provided/improved”**.
- **“Indoor market, farmers market relocated here”**. Local Plan Policy KP3 requires the existing Sidwell Street market. Supporting text to Principle C amended to echo this.

## 7.7 Sidwell Street

- **“Demolish Sidwell Street – outdated/poor”**.
- **“Keep Sidwell Street – good example of its time”**. The analysis of architecture in Sidwell Street has shown that there are no buildings that are of a standard considered worthy of protection.

## 7.8 Uses

- **“Leisure should be included in principle for consistency with policy KP3”**. Principle C amended to include leisure as a principal use.
- **“Theatre / Arts venue / Concert Hall / Ice Rink / Swimming Pool should be provided”**. These major uses all fall within the definition of leisure uses and would be in accordance with Principle C.
- **“Housing should be provided”**. Principle C allows for the provision of an element of housing on the site.
- **“Opportunity to provide a public space for children / green urban space”**. The design and role of spaces within the site is a matter of detail for a future

stage. Control of these matters can be achieved through the planning consent stage.

#### 7.9 Structure of document

- **“Reorder principles to make document more legible”**. Principle I will be promoted to raise the status of the Bus Station. To avoid confusion this will change will be made for the final version.
- **“Cut out/explain technical jargon”**. Where the principles themselves contain technical language this is explained in plain English in the supporting text.
- **“Premature to site allocations document”**. The document is informal guidance, supplementing Local Plan and Core Strategy Policies.
- **“Status of document should be explained”**. The introduction paragraph will be amended to clarify this.

#### 7.10 Design

- **“Development must have its own character, but also reflect city & regional character.”** Supporting text to principle G amended to reflect the need for the area to develop a distinct identity reflecting its location.
- **“Use more than one architect”**. Supporting text to Principle G amended to clarify this.
- **“There must be additional stages of detail and public involvement with those stages”**. Public consultation required to be carried out by a developer prior to submitting an application. Further stages will include outline and reserved matters planning approvals that will be subject of public consultation.
- **“No roof level plant / Extracts from kitchens at high level / Plant designed in”**. These are matter of detail that can be secured at planning application stage

## 8.0 AMENDMENTS TO THE DEVELOPMENT PRINCIPLES DOCUMENT

8.1 The following changes are proposed:

#	Change
1	Introductory paragraph amended to be explicit about status of document.
2	Principle A supporting text amended to avoid doubt that enhancement of the Bus Station is a requirement.
3	Principle B supporting text to be amended to refer to pace of development not fundamentally undermining other areas of the city centre.
4	Principle B & C supporting text amended to reflect support for Sidwell Street market in Local Plan Policy KP3.
5	Principle C amended to include reference to leisure uses as a significant part of the development
6	Principle C supporting text amended to refer to a mix of retail units.

7	Principle C supporting text amended to be explicit that Bus Depot and overlay bus parking can be moved off-site.
8	Principle F supporting text amended to include reference to links with surrounding residential areas.
9	Principle F & H supporting text amended to include reference to cycles.
10	Principle F & I supporting text amended to define accessibility more fully.
11	Principle G supporting text amended to reflect the need for the development to create a distinct character for the area that reflects its location.
12	Principle G supporting text amended to be explicit that more than one architect should be commissioned.
13	Principle H supporting text amended to make reference to pedestrians and cyclists
14	Promote Principle I in the order of principles.
15	Principle I supporting text amended to include transfer with other transport modes.
16	Principle I supporting text amended to refer to active evening uses being good neighbour uses for the bus station.
17	Principle J supporting text amended to make reference to desirability of forming linkage with surroundings.

## 9.0 REVISED PRINCIPLES

9.1 The proposed revised development principles are:

- A Development must be viable.
- B Development must reinforce Sidwell Street, complement the High Street and Princesshay and form a gateway to the city centre.
- C The development will be a retail and leisure led mixed use development incorporating a new bus station.
- D Development must positively respond to context including the grain of city, archaeology and site levels.
- E Development must create a high quality public realm with active frontages.
- F Development must create a network of accessible open streets and spaces.
- G Building must be individual and of a high architectural quality, with landmark buildings and gateways formed at key locations using materials appropriate to the location.

- H Vehicular traffic, servicing and car parking must be accommodated in such way as to minimise their impact.
- I An accessible new bus station must be provided to agreed standards.
- J The development must adopt high standards of sustainable design and enhance biodiversity.

## **10.0 RECOMMENDATION**

- 10.1 That Members note the consultation responses and endorse the Bus and Coach Station Development Principles, subject to the amendments listed above, to inform decision making by the City Council.
- 10.2 That Scrutiny Economy notes the consultation responses and endorses the proposed amendments to the development principles in paragraph 8.1.
- 10.3 That Executive agrees the proposed response to the public consultation and the amended principles in paragraph 8.1.

**RICHARD SHORT**  
**ASSISTANT DIRECTOR CITY DEVELOPMENT**

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

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

1. City Centre: Carbon Emissions, Air Quality and Traffic; Scrutiny Committee-Economy 21 January 2010; Executive 9 February 2010.
2. Transportation Strategy: Measures to reduce carbon emissions/proposed City Council input to DCC Local Transport Plan 2011-16; Scrutiny Committee-Economy 21 January 2010; Executive 9 February 2010.
3. City Centre Vision; Executive 6 December 2011.
4. Exeter Core Strategy adopted February 2012
5. Exeter Local Plan First Review adopted March 2005

## EXETER CITY COUNCIL

### PLANNING MEMBER WORKING GROUP 12 JUNE 2012

EXECUTIVE  
19 JUNE 2012

## NEIGHBOURHOOD PLANNING

### 1 PURPOSE OF REPORT

- 1.1 Members may recall that in February 2012 a report to Planning Member Working Group gave a summary of the key stages of Neighbourhood Planning and committed the Council to produce a protocol to provide clarity for local communities, to establish a co-ordinated approach and to help manage resource implications. This report presents the draft 'Neighbourhood Planning Protocol'.

### 2 BACKGROUND

- 2.1 The Localism Act received Royal Assent on 15 November 2011 and is now law. The Act included measures relating to the introduction of Neighbourhood Planning, established to give members of the community a more hands on role in the planning of their neighbourhood. The measures that the Act introduced for Neighbourhood Planning, together with the accompanying Neighbourhood Planning Regulations, came into force on 6 April 2012.

### 3 NEIGHBOURHOOD PLANNING AND THE NPPF

- 3.1 The National Planning Policy Framework (NPPF) came out on the 28 March 2012 and set out new guidance for the operation of the planning system. A report providing an initial overview of key issues raised by the NPPF was reported to Planning Member Working Group on 3 April 2012.
- 3.2 In relation to Neighbourhood Planning the NPPF re-iterates that 'the ambition of the neighbourhood should be aligned with the strategic needs and priorities of the wider local area'. Neighbourhoods should:
- Develop plans that support the strategic development needs set out in Local Plans;
  - Plan positively to support local development;
  - Identify opportunities to use Neighbourhood Development Orders to enable development that is consistent with the Neighbourhood plan to proceed.
- 3.3 The NPPF provides no specific guidance on what the local authorities role should be in neighbourhood planning, nor on what form the 'duty to support' referred to in the Act should take.

## 4 THE NEED FOR A PROTOCOL

- 4.1 Neighbourhood planning is not led by the local authority; it is about letting the residential and business communities plan the areas they know. Nevertheless, when the City Council receives applications for Neighbourhood Areas and Neighbourhood Forums (the first application for which, from St James, has already been received) it is for the Council to publicise and designate these areas and groups.
- 4.2 Furthermore, the Localism Act requires local authorities to “give such advice or assistance to qualifying bodies as, in all the circumstances, they consider appropriate for the purpose of, or in connection with, facilitating the making of proposals for neighbourhood development orders.” This applies equally to neighbourhood planning. Whilst it is clear that this legal ‘duty to support’ will have resource implications, the scale of those implications will be dependant both on the take up of neighbourhood planning powers and the approach taken by the City Council to providing support and advice. The Government advises that ‘The extent of support and advice provided will be different in each area depending on the skills, resources and needs of the local authority and the group preparing the plan.’
- 4.3 The City Council’s approach will be set out in a ‘Neighbourhood Planning Protocol for Exeter City Council’ an initial draft of which is attached at Appendix A.

## 5 KEY ROLES UNDER THE ‘DUTY TO SUPPORT’

- 5.1 A number of key roles for the Council can be identified as part of the ‘Duty to Support’. The draft protocol attached at Appendix A lists commitments under each of the Council’s key roles. A summary of the Council’s key roles is provided below:

**General Support:** This is perhaps the most important role as it governs the method by which communities will learn and make choices about Neighbourhood Planning. If good clear information is provided it is more likely that communities will be able to make the right choices for them. This role is also the most immediately relevant and includes commitments that we will be required to meet in the short term.

**Designation of Neighbourhood Areas and Neighbourhood Forums:** This role is largely set out within the regulations. Nevertheless, the Council needs to say how it will interpret the regulations, particularly in regard to publishing applications.

**Supporting Neighbourhood Plan making:** This will be vital in supporting those communities that decide to go ahead with Neighbourhood Planning. It is also the role that has the potential to be most resource intensive in terms of officer time.

**Formal Validation:** Whilst this role is largely determined by the regulations, Neighbourhood Forums should be encouraged to approach the Council at an early stage to ensure any issues are cleared up before the Neighbourhood Plan/Development Order is formally submitted to the Council.

**Independent Examination:** The examiner needs to be appointed by the Council and the costs of the Examination are also born by the Council.

**Referendum:** The regulations governing Referendums have not yet been published and therefore commitments under this role may need to be amended in due course.

**Adoption:** The Council's final role relates to the adoption of the Neighbourhood Plan or Neighbourhood Development Order.

## 6 RESOURCE IMPLICATIONS

- 6.1 The financial implications for the Council from the new duties introduced by the Localism Act will depend on community take up of Neighbourhood Planning. However, the adoption of the above protocol has enabled an approximation to be made of the resource implications per plan undertaken (see table below). It should be noted that whilst the resource implications will fall mainly on City Development, other Directorates will also be involved (there will, for example be significant implications for Communications and potentially Community Involvement).

Table 1: Approximate resource implications

Council Role	Approximate Direct Cost to Council per plan	Approximate officer time per plan (City Development only)
Designation of Neighbourhood Area	Public Notices £1,350	3-5 days
Designation of Neighbourhood Forum	Public Notices £1,350	5-7 days
Support for preparation of Neighbourhood Plans		10-20 days
Validation of Neighbourhood Plans		2 days
Examination by an independent inspector	£6,000	5 days
Referendum	£6,000	n/a
Adoption of Neighbourhood Plan	Printing/Publishing £500	5 days
TOTAL	£15,200	30-44 days

- 6.2 Take up has, so far, been limited, with only St James fully committed to Neighbourhood Planning. However, expressions of interest have also been received from Alphington, Topsham, Countess Wear and Digby, and it may be that interest grows especially over the next 12 months.
- 6.3 There is some recognition of the staff resource implications in the Executive resolution of the 7 December 2011 to make £100,000 available to support the production of Neighbourhood Plans over the next 5 years.

**7 ADVICE SOUGHT/RECOMMENDATION**

- 7.1 That Planning Member Working Group supports the adoption of the Neighbourhood Planning Protocol for Exeter City Council.
- 7.2 That Executive agrees to the adoption of the Neighbourhood Planning Protocol for Exeter City Council. In accordance with the Neighbourhood Planning Protocol, Executive agrees to grant delegated authority for the Assistant Director City Development, in conjunction with the Portfolio Holder for Sustainable Development and Transport, to publicise applications for Areas and Forums, consider representations and to determine the applications.

**RICHARD SHORT  
ASSISTANT DIRECTOR CITY DEVELOPMENT**

**DRAFT NEIGHBOURHOOD PLANNING PROTOCOL FOR EXETER CITY COUNCIL**

**Council Role: General Support**

The Council will:

Produce a 'Neighbourhood Planning Protocol' to set out the Council's role in supporting Neighbourhood Planning (this document).

Maintain an up to date Neighbourhood Planning webpage that summarises the powers available under Neighbourhood Planning and the key stages to developing Neighbourhood Planning.

Provide contact details of key officers in the Council that will be dealing with Neighbourhood Planning.

Provide a basic process checklist to make sure all regulations are met for those undertaking Neighbourhood Planning (available to download from the website or on request).

Make available information on local case studies as they emerge.

Provide information relating to funding, resources and skills.

Offer explanation and advice to help communities understand Neighbourhood Planning and whether it is the right approach for them.

Offer to attend inaugural meetings of groups wishing to pursue Neighbourhood Planning.

**Council Role: Designating Neighbourhood Areas and Neighbourhood Forums**

The Council will:

Seek to determine applications for the designation of a Neighbourhood Area in Exeter as expeditiously as possible and in all instances within three months of receipt of a valid application. Responsibility is delegated to the Assistant Director City Development in conjunction with the Portfolio Holder for Sustainable Development and Transport.

Seek to determine applications for the designation of a Neighbourhood Forum in Exeter as expeditiously as possible and in all instances within three months of receipt of a valid application. Responsibility is delegated to the Assistant Director City Development in conjunction with the Portfolio Holder for Sustainable Development and Transport.

Use its website, public notices in the Express & Echo and site notices placed in prominent locations, to publicise Neighbourhood Area and Neighbourhood Forum applications to those who live, work or carry on business in the area. The Council will seek support and help from applicants in maintaining site notices and removing them after the publicity period has ended.

Work in collaboration with neighbouring authorities where a cross-border Neighbourhood Area/Neighbourhood Forum/Neighbourhood Plan/Development Order is pursued to establish a process which all parties can agree to.

### **Council Role: Supporting Neighbourhood Plan Making**

The Council will:

Explain where it is with its own plan making activities and share evidence and information on planning issues (specifically in the form of the Core Strategy evidence base).

Provide advice on national and local plan policies with which the Neighbourhood Plan or Neighbourhood Development Order will need to fit.

Provide electronic maps of Neighbourhood Areas and relevant planning designations.

Provide advice on how best to involve and engage the local population and how to communicate with partners and statutory consultees.

Provide advice on information and evidence gathering.

Provide support for community planning events.

### **Council Role: Formal Validation**

The local planning authority will validate Neighbourhood Plans against national planning policy, local planning policy and will flag up any issues in relation to other legislation e.g. Habitat Regulations in order to make sure it is ready to go to Independent Examination. It is proposed that this is undertaken under delegated authority to the Assistant Director of City Development in conjunction with the Portfolio Holder. It is best to approach the local planning authority at an early stage to flag up key policy issues before this formal validation process is triggered.

### **Council Role: Independent Examination**

The local planning authority will publish the Neighbourhood Plans/Orders on their website and give details of how to respond to it in advance of the Independent Examination (in line with the Neighbourhood Planning Regulations). In consultation with the Neighbourhood Forum the local planning authority will appoint an Independent Examiner. The Council will fund the Inspector's costs and will provide a venue for the examination as needed. The Council will consider the Inspector's recommendations.

### **Council Role: Referendum**

The Council's Electoral Services team will administer and fund the local referendum on the Neighbourhood Plan. The details of how referendum are to be run are forthcoming, but are likely to involve a review of the Local Authorities (Conduct of

Referendums) (England) Regulations 2007. This is proposed to include specification of the question(s) to be asked by the referendum. The local planning authority will publish the results of the referendum on their website.

### **Council's Role: Adoption**

Adoption of a Neighbourhood Plan/Development Order will require ratification by full Council. Once adopted the Neighbourhood Plan/Neighbourhood Development Order will be published on the Council's website and hard copies will be available for inspection at the Civic Centre. Once adopted the Neighbourhood Plan will form part of the Development Plan and will be used to determine planning applications within your Neighbourhood area.

### **NOTES FOR GROUPS AND FORUMS:**

Please give ample notice to enable the Council to respond to your requests in the most helpful way.

The Council will not have any specific grant funding for Neighbourhood Planning. However, we can advise you on any local or national community funding opportunities.

June 2012

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## EXETER CITY COUNCIL

### PLANNING MEMBER WORKING GROUP 12 JUNE 2012

### EXECUTIVE 19 JUNE 2012

## SITE ALLOCATIONS AND DEVELOPMENT MANAGEMENT DEVELOPMENT PLAN DOCUMENT 'HAVE YOUR SAY' CONSULTATION

### 1 PURPOSE OF REPORT

- 1.1 To consider the content of the 'Have Your Say' document and agree its publication for consultation purposes in order to help inform the preparation and content of the Site Allocations and Development Management Development Plan Document (DPD).

### 2 BACKGROUND

- 2.1 Members will be aware that the Core Strategy has recently been adopted. Members will also be aware that the National Planning Policy Framework (NPPF) published on the 28 March 2012 set out new guidance for the operation of the planning system. A report providing an initial overview of key issues raised by the NPPF was reported to Planning Member Working Group on 3 April 2012.
- 2.2 The NPPF requires Councils to put in place an up to date 'Local Plan' to ensure that the local policies are given weight in the assessment of 'the presumption in favour of sustainable development' as set out in the National Planning Policy Framework (NPPF).
- 2.3 The 'Plan-making' chapter of the NPPF states that:

'Crucially, Local Plans should:

- Allocate sites to promote development and flexible use of land, bringing forward new land where necessary, and provide detail on form, scale, access and quantum of development where appropriate
- Identify areas where it may be necessary to limit freedom to change the use of buildings, and support such restrictions with a clear explanation
- Identify land where development would be inappropriate, for instance because of its environmental or historic significance'

These tasks will be fulfilled by the Council's 'Site Allocations and Development Management DPD'. Together with the recently adopted Core Strategy, and any Neighbourhood Plans that come forward, this will constitute the City's 'Local Plan'.

### 3 WHAT WILL THE SITE ALLOCATIONS AND DEVELOPMENT MANGEMENT DPD DO?

- 3.1 The Site Allocations and Development Management DPD will:

1. Allocate land for development.
2. Designate land for protection, safeguarding, or where specific policies apply.
3. Provide a suite of 'development management' policies that will be used to determine whether planning applications submitted to the Council should be granted permission.
4. Include a Proposals Map that will show allocations and designations.

## **4 FIRST STAGE IN PREPARATION**

- 4.1 The NPPF states that in producing Development Plan Documents (DPDs) Councils should undertake 'early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses'. The 'Have Your Say' document and associated consultation activities is the first stage in producing the Site Allocations and Development Management DPD.
- 4.2 The 'Have Your Say' document has been prepared specifically for the purpose of consultation with local communities and stakeholders. This document identifies issues that need to be addressed and suggests ways in which we could deal with these issues. For each issue preferred policy text is suggested.

## **5 KEY ISSUES AND SUGGESTED POLICY RESPONSE**

- 5.1 The 'Have Your Say' consultation document is attached at Appendix A. Some of the key issues and suggested policy responses, organised under themes identified by the NPPF, are summarised below:

### **5.2 Allocations and designations**

Building a strong, competitive economy – the NPPF requires the identification of 'strategic sites for local and inward investment to match the strategy and meet the anticipated needs over the plan period'. This document proposes allocation of land at Pinhoe (on Eastern Fields), Exeter Business Park and Newcourt for employment purposes.

Promoting sustainable transport - as required by the NPPF land will be safeguarded for key transport infrastructure requirements (for example the proposed railway stations at Matford, Newcourt and Monkerton).

Delivering a wide choice of high quality homes - three Strategic Allocations (Newcourt, Monkerton and South of Alphington) were made in the Core Strategy. However, this document proposes the designation of the Regeneration Areas (at Water Lane and the Grecian Quarter) and the allocation of a number of other sites within the urban area (including Exeter Royal Academy for the Deaf Education, Topsham Road and Exmouth Junction, Prince Charles Road).

Conserving and enhancing the natural environment – as required by the NPPF this document identifies the Valley Parks and Landscape Setting Areas where most forms of development would be inappropriate.

### **5.3 Development Management Policies**

Building a strong competitive economy – the proposed policies protect employment land except where there is no reasonable prospect of it being used for that purpose.

Ensuring the vitality of centres – the proposed policies take a sequential approach to development and aim to maintain the vitality and viability of designated centres.

Promoting sustainable transport – the proposed policies seek to encourage sustainable means of transport and ensure appropriate levels of parking using indicative parking standards that will be set out in the Sustainable Transport Supplementary Planning Document (SPD).

Supporting high quality communications infrastructure – the proposed policy seeks to ensure telecommunications equipment comes forward in a way that minimises adverse impacts.

Delivering a wide choice of quality homes – the proposed policies encourage the re-use of previously developed land providing it is not of high environmental value, but seek to resist inappropriate development of residential gardens where harm to the local area may result.

Requiring good design – the proposed policy sets out general design principles and commits to refusing poor design.

Promoting healthy communities – the proposed policies seek to retain existing facilities for the benefit of the community and to provide appropriate facilities to serve new development.

Meeting the challenge of climate change and flooding – the proposed policies identify local energy networks, set up a Community Energy Fund and prevent infill (windfall) development on unallocated land within Flood Zone 3 unless it contributes to reducing flood risk.

Conserving and enhancing the natural environment – as well as protecting and enhancing valued landscapes the proposed policies seek to provide net biodiversity gains where possible.

Conserving and enhancing the historic environment – the proposed policy requires development to preserve or enhance the historic environment and sets out criteria that need to be met by development affecting the historic environment.

## **6 NEXT STEPS**

- 6.1 Subject to approval by Executive, the 'Have your say' document will be published for consultation for at least six weeks over the Summer 2012. Delegated authority is sought for the Assistant Director City Development in conjunction with the Portfolio Holder for Sustainable Development and Transport to make minor changes to the document prior to publication. Following consultation the representations received will help inform the preparation of the draft 'Site Allocations and Development Management DPD'. The draft document, together with the representations received, will then be reported back to Executive. This will be followed, in due course, by pre-submission representations, submission to the Secretary of State, and public examination by the Planning Inspectorate.

## **7 ADVICE SOUGHT/RECOMMENDATION**

- 7.1 That Planning Member Working Group support the publication of the 'Have your Say' document for consultation.
- 7.2 That Executive agrees the publication of the 'Have your Say' document for consultation and grants delegated power for the Assistant Director City Development in conjunction with the Portfolio Holder for Sustainable Development and Transport to make minor changes to the document prior to publication.

**RICHARD SHORT**  
**ASSISTANT DIRECTOR CITY DEVELOPMENT**

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## EXETER CITY COUNCIL

### PLANNING MEMBER WORKING GROUP 12 JUNE 2012

### EXECUTIVE 19 JUNE 2012

#### LOCAL DEVELOPMENT SCHEME (LDS)

#### 1 PURPOSE OF REPORT

- 1.1 To consider a revised programme for the preparation of the various documents that show how the authority is going to plan for development in its area.

#### 2 BACKGROUND

- 2.1 The latest version of the Local Development Scheme was brought into effect in March 2011 following its submission to and approval by, the Secretary of State.
- 2.2 Members will recall that in a report presented in September 2010 it was stressed that the proposed update of the LDS was an interim measure designed specifically to meet the procedural requirements prior to the examination of the Core Strategy. It was suggested in the September report that a fuller revision of the LDS would be appropriate following the introduction of new legislation and planning guidance principally contained in the Localism Act and the proposed National Planning Policy Framework (NPPF).
- 2.3 The enactment of the Localism Act in 2011 and the production of the NPPF in March 2012 provide the legislative framework for such a revision and with work progressing on the successor documents to the Core Strategy the timing is also opportune for a revision of the LDS.
- 2.4 Revisions to the 2011 LDS, which are set out below, stem from two main sources, the changing requirements of statute and a need to reflect changing priorities; and circumstances due to the passage of time.

#### 3 REVISION TO LOCAL DEVELOPMENT SCHEME

- 3.1 The major change the 2011 Act made to the production of the LDS was to remove the requirement that the Scheme be submitted to and approved by the Secretary of State. The Secretary of State still reserves the power however to direct an authority on the preparation of the LDS.
- 3.2 Since the revised Local Plan Regulations of 2008 it has no longer been a requirement to show the timing and content of Supplementary Planning Documents (SPDs) in the Scheme but most local authorities continue to show such documents in their LDS to better inform the public and provide a complete picture. The proposed LDS attached as Appendix A still shows the SPDs to be prepared for the City although the timing of their production is less explicit than in the previous document.
- 3.3 The higher level documents with the longest timetable for production and the greatest degree of scrutiny are the Development Plan Documents (DPDs). In the 2011 scheme it was proposed to complete three such documents following adoption of the Core Strategy. It is now no longer a proposal to prepare a City Centre Action Plan DPD largely because events have already superseded such a document which in any

event was unlikely to be adopted before 2015. Work is already well advanced on the City Centre Vision and the proposals for the redevelopment of the Bus Station which would have formed the major part of the City Centre Action Plan.

- 3.4 The 2011 Act and the NPPF signalled a move back towards an all embracing “local plan” and many local authorities are now combining their Site Allocations DPD and Development Management DPD into one document. In Exeter the adoption of the Core Strategy with the strategic allocations leaves little for a separate site allocations document to actually allocate. Subject to Member approval, therefore, it is proposed to combine these two DPDs into one document and to begin the initial stage of public consultation in July.
- 3.5 The Streatham Campus SPD and the Student Accommodation SPD have now been adopted and it is no longer proposed to adopt the Hill Barton/Monkerton and Newcourt Masterplans as SPDs since substantial parts of both areas have now been granted planning consent or are subject to pre-application discussions.
- 3.6 It is felt to be necessary to update the existing Affordable Housing SPD to amplify the policies in the Core Strategy and assist all parties in the increasingly complex negotiations taking place regarding the provision of affordable housing. This is the only additional SPD proposed since the adoption of the last LDS.

#### **4 FUTURE WORKLOAD AND RISK**

- 4.1 The list of documents in the LDS is not an exhaustive summary of the work that will be necessary to plan for the growth of the City. Paragraphs 4.12 and 4.13 list the Gypsy and Traveller document and a revised Statement of Community involvement as two further documents that will have a significant part to play in planning for growth in the City. The structure of both documents is as yet uncertain and their production is likely to demand significant allocation of resources.
- 4.2 There are other possible areas of work which may emerge to impact upon the resources available to plan for City growth. These areas may include an upsurge in the establishment of Neighbourhood Forums and associated Neighbourhood Plans, the detailed introduction of the Community Infrastructure Levy and work associated with flooding and flood prevention.
- 4.3 With much of future local government income being dependant upon delivering growth, it will be important that any structural review of the resources available to plan and deliver such growth, recognise the consequences that the failure to deliver such growth may have on the prosperity of the area; and the future funding of the local authority.

#### **5 ADVICE SOUGHT/RECOMMENDATION**

- 5.1 That Planning Member Working Group supports the approval of the Local Development Scheme.
- 5.2 That Executive approves the Local Development Scheme to come into effect on 25 June 2012.

**RICHARD SHORT**  
**ASSISTANT DIRECTOR CITY DEVELOPMENT**

# LOCAL DEVELOPMENT SCHEME



**Exeter City Council**

**June 2012**



## **CONTENTS**

1. Introduction
2. Approximate Timetable
3. Profile of each Local Development Document
4. Supporting Statement
5. Glossary

## 1. INTRODUCTION

- 1.1 Under the Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011, every local planning authority must prepare and maintain a scheme to be known as their Local Development Scheme which sets out certain matters related to how the authority is going to plan for development in its area. This includes the content and timing of proposed development plan documents.
- 1.2 This document supersedes the previous LDS, brought into effect in March 2011. The planned progress set out in that earlier document has been overtaken by the adoption of the Core Strategy and the introduction of the Localism Act in 2011 and the National Planning Policy Framework (NPPF) in 2012.
- 1.3 The Local Development Scheme:
  - (i) specifies the Development Plan Documents (DPDs) to be prepared and the content and geographic area to which they relate;
  - (iii) identifies documents which are to be Supplementary Planning Documents (SPDs) that are not subject to independent examination but will have full public consultation - these may take the form of design guides, development briefs/masterplans or issue based documents which, in each case, will supplement policies in a DPD;
  - (iv) sets out the timetable and resources for the production of each of the documents and explains how progress will be monitored; and
  - (v) shows how each document is linked with higher level plans (i.e. 'the chain of conformity').
- 1.4 Arrangements for public involvement in the preparation of each of the documents are explained in a separate LDD. This is called a Statement of Community Involvement (SCI). The SCI was adopted on 13 December 2005.
- 1.5 Government guidance does not require the LDS to include details of the programme for SPD preparation. The current programme is included for information but will subsequently be updated on the Council's website at [www.exeter.gov.uk/planningpolicy](http://www.exeter.gov.uk/planningpolicy)
- 1.6 In February 2012 the overarching strategic Development Plan Document the "Core Strategy" was adopted by Council. As at May 2012 the following Supplementary Planning Documents had been adopted:
  - Open Space, Sport & Recreation September 2005:
  - Residential Extensions September 2008:
  - Trees in Relation to Development September 2009:
  - Planning Obligations November 2009:
  - Affordable Housing September 2010:
  - Residential Design Guide September 2010:
  - University of Exeter Streatham Campus Masterplan December 2010:
  - Houses in Multiple Occupation (including Class C4 Uses) July 2011:

- 1.7 The proposals for the preparation of the DPDs and SPDs are set out in the following pages in the form of:
- Section 2: Expected key dates for the production of each document;
  - Section 3: A profile of each document that describes the role, geographical coverage, status, scope, broad indication of resource requirement and approach to involving stakeholders and the community;
  - Section 4: A supporting statement that explains the approach set out in the Local Development Scheme and provides additional information on risk assessment, strategic environmental assessment/sustainability appraisal, background studies; and arrangements for monitoring and review.
- 1.8 To maintain continuity in the transfer to the new system, the policies in the Exeter Local Plan First Review, adopted 31 March 2005, are 'saved' i.e. continue to have statutory development plan status until they are replaced by policies in the Development Plan Documents that are to be prepared in accordance with the Local Development Scheme.
- 1.9 When any of the DPDs contained in this LDS programme are adopted or approved, the adopted Proposals Map will be revised to accord with the provisions of any such DPD.

## **2. APPROXIMATE TIMETABLES**

### **Site Allocations and Development Management DPD**

- Issues and Options Consultation July/September 2012
- Production of draft document for consultation Dec/Mid February 2013
- Pre Submission representations from April 2013
- Submission June 2013
- Examination October 2013
- Adoption by Council December 2013

### **Sustainable Transport SPD**

- Draft for consultation October 2012
- Adoption by Council January 2013

### **Sustainable Construction and Decentralised Energy SPD**

- Draft for consultation January 2013
- Adoption by Council May 2013

### **Developer Contributions/Infrastructure Delivery SPD**

- Draft for consultation April 2013
- Adoption by Council August 2013

### **Affordable Housing SPD**

- Draft for consultation August 2012
- Adoption by Council December 2012

### 3. PROFILE OF EACH LOCAL DEVELOPMENT DOCUMENT

#### Site Allocations and Development Management DPD

##### Document Details

Role and subject	Allocates the sites that are required to meet the Core Strategy development targets and provides the policy framework for development management.
Geographic coverage	City of Exeter.
Status	Development Plan Document.
Chain of Conformity	National Planning Policy Framework, Core Strategy DPD.

##### Scope

Identify land for housing, employment, retail and other uses.

Provide guidance on the extent, scale and nature of development proposed on each site.

Set out the site and policy considerations that will apply in each case.

Development Management policies on sustainable development, employment, housing and community facilities, retailing, tourism and culture, sustainable transport, design and environmental issues.

Proposal Map and inset maps on ordnance survey base to show extent of allocations and development management policies where applicable.

##### Arrangements for Production

Organisational lead	Assistant Director City Development.
Management arrangements	Forward Planning Officer to oversee process – preparation through Planning Member Working Group. Executive resolution for approval of proposals for consultation. Full Council to adopt when appropriate.
Resources to produce the DPD.	Forward Planning with support from Development Management and the Design Team.
Approach to involving stakeholders and the community	Public consultation – specifically including Local Strategic Partnership, community forums, development industry and local environmental/community/amenity groups.

## Sustainable Transport SPD

### Document Details

Role and subject	Clarifies and amplifies local plan policy relating to the provision of sustainable transport.
Geographic coverage	City of Exeter.
Status	Supplementary Planning Document.
Chain of Conformity	NPPF. Core Strategy DPD and Site Allocations and Development Management DPD (in transitional period, with saved Local Plan First Review).

### Scope

Identify sustainable transport as including walking, cycling, bus (including park and ride) rail and car clubs.

Identify the types of development to which sustainable transport policy will apply.

Demonstrate the need for development to provide sustainable transport infrastructure, encourage its use and/or make contributions.

Provide detail of what the Council will expect to secure in terms of infrastructure and contributions from qualifying developments.

Refer to the Infrastructure Delivery Plan and provide detailed arrangements for the provision of infrastructure with reference to the Residential Design Guide SPD and masterplans.

Identify funding mechanisms and timetable for delivery.

Refer to and amplify Developers Contributions/Infrastructure Delivery SPD.

### Arrangements for Production

Organisational lead	Assistant Director City Development.
Management arrangements	Assistant Director City Development to oversee process – preparation through Planning Member Working Group. Executive resolution for approval of proposals for consultation, and for adoption.
Resources to produce the SPD	Projects and Business Manager with support from Forward Planning.
Approach to involving stakeholders and the	Focused public consultation – specifically involving Devon County Council, transport operators and interest groups and developers.

## Sustainable Construction and Decentralised Energy SPD

Document Details	
Role and subject	Provide detailed guidance on implementing policy relating to sustainable construction and decentralised energy.
Geographic coverage	City of Exeter.
Status	Supplementary Planning Document.
Chain of Conformity	With NPPF, Core Strategy DPD, Site Allocations and Development Management DPD.

### Scope

Describe the key principles of sustainable design and construction and identify how developments should optimise energy efficiency and comply with the City's decentralised energy policy.

The document will include advice on:

- decentralised energy;
- renewable energy;
- low-carbon energy;
- allowable solutions;
- water consumption;
- climate change adaptation;
- code for sustainable homes; and
- code for non-residential buildings.

### Arrangements for Production

Organisational lead	Assistant Director City Development.
Management arrangements	Forward Planning Officer to oversee process – preparation through Planning Member Working Group. Executive resolution for approval of proposals for consultation and for adoption.
Resources to produce the LDD	Forward Planning with support from Development Management, the Design Team and outside consultant.
Approach to involving stakeholders and the community	Focused public consultation – specifically involving Exeter and East Devon Growth Point Team, Devon County Council, developers, house builders, stakeholders, utilities, local environmental/community/amenity groups.

## Developer Contributions/Infrastructure Delivery SPD

Document Details	
Role and subject	Provide detailed guidance on developer contributions and delivery of infrastructure.
Geographic coverage	City of Exeter.
Status	Supplementary Planning Document.
Chain of Conformity	With Core Strategy DPD, Site Allocations DPD, Development Management DPD and City Centre Area Action Plan.
Scope	
Provide detail on what the Council will expect to secure in terms of developer contributions from qualifying developments.	
Identify funding mechanisms and timetable for delivery.	
Arrangements for Production	
Organisational lead	Assistant Director City Development.
Management arrangements	Forward Planning Officer to oversee progress. Preparation through Planning Member Working Group and Executive to approve publication and adoption.
Resources to produce the LDD	Forward Planning Officer with support from Development Management and the Design Team.
Approach to involving stakeholders and the community	Focused public consultation – specifically involving Exeter and East Devon Growth Point Team, Devon County Council, developers, house builders, stakeholders, utilities, local environmental/community/amenity groups.

## Affordable Housing SPD

### Document Details

Role and subject	Clarifies and amplifies Core Strategy and existing SPD policy relating to the provision of affordable housing.
Geographic coverage	City of Exeter.
Status	Supplementary Planning Document.
Chain of Conformity	NPPF. Core Strategy DPD and will update existing Affordable Housing SPD.

### Scope

Expand and amplify the affordable housing policies contained within the Core Strategy.

Identify the types of development to which affordable housing policy will apply.

Describe the different types of affordable housing which might be provided and the Council priorities in respect of this.

Demonstrate the need for development to provide sustainable transport infrastructure or make contributions.

Explain how the Council will seek to ensure that affordable housing remains, as far as possible available to people in housing need.

Set out the financial arrangements that will be sought.

Propose the type of section 106 agreement that would be appropriate.

Advise on mix and location of affordable housing

### Arrangements for Production

Organisational lead	Assistant Director City Development.
Management arrangements	Forward Planning Officer to oversee process – preparation in conjunction with housing department. Executive resolution for approval of proposals for consultation, and for adoption.
Resources to produce the SPD	City Development and Housing Enabling Team.
Approach to involving stakeholders and local community	Focused public consultation particularly involving Registered Providers and local and national housing developers.

## **4. SUPPORTING STATEMENT**

4.1 This statement:

- (i) sets out the strategic and local planning context for the preparation of the Local Development Framework (LDF);
- (ii) explains the relationship between the Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) to be prepared and other local strategies, particularly the Sustainable Community Strategy;
- (iii) provides additional background to the timetable and resource/management arrangements;
- (iv) summarises the provision for risk assessment and for strategic environmental assessment and sustainability appraisal;
- (v) identifies the main background technical studies; and
- (vi) explains how monitoring and review is to be carried out.

### **Strategic and Local Planning Context**

4.2 The National Planning Policy Framework published in March 2012 replaces central government planning policy guidance and planning policy statements. Whilst not of itself abolishing Regional Strategies, this framework now provides the highest level of strategic planning guidance with which all subsequent and lower level planning documents must conform. The City Council in February 2012 adopted its own overarching strategic plan, the Core Strategy, which provides the strategic vision and objectives for the development of Exeter up to 2026.

4.3 The Local Plan First Review, adopted March 2005, deals with the plan period to 2011. The policies are 'saved' i.e. will continue to have statutory development plan status until they are replaced by policies in Development Plan Documents, to be brought forward through the Local Development Framework.

4.4 The Local Development Scheme (LDS) sets out what progress is to be achieved in the preparation of the LDF (the key milestones) over at least the next three years.

4.5 The Statutory Development Plan will comprise the Development Plan Documents prepared by the City Council and the Minerals and Waste Development Plan Documents prepared by Devon County Council. The Statutory Development Plan together with the NPPF and any adopted Neighbourhood Plan will be the basis on which all planning decisions are made.

### **The Community Strategy and Other External Strategies**

4.6 The City's Sustainable Community Strategy – Exeter Vision – is kept under continuous review. The Action Plan is reviewed each year, informed by an annual progress report. The Strategy is reviewed every two to three years. The proposed DPDs and SPDs will have regard to the Sustainable Community Strategy and ensure that requirements arising from that strategy are addressed. The DPDs and SPDs will also have regard to the County Council's Sustainable Community Strategy.

- 4.7 Other City Council strategies will be taken into account in the preparation of the DPDs and SPDs. These include: Air Quality, Allotments, Biodiversity, City Centre, Climate Change, Community Safety, Cultural, Economic Development, Environmental, Housing, Leisure, Social Inclusion, Tourism, and Transportation.
- 4.8 The Exeter and East Devon Growth Point Delivery Plan and the Devon Local Transport Plan will have a key influence on future development patterns. The Growth Point Team and the County Council will be key consultees.
- 4.9 Diagram 1 shows how these strategies fit in with the preparation of the DPDs and SPDs.
- 4.10 A key part of the process will be to secure the involvement of hard to reach or under represented groups.

#### **Transfer of Supplementary Planning Guidance (SPG)**

- 4.11 The Archaeology and Development SPG will be transferred into a Supplementary Planning Document by cross referencing to DPD policy and carrying out consultation in accordance with the Statement of Community Involvement. The programme for the preparation of this SPD is not yet determined.

#### **Gypsy and Traveller Planning Document**

- 4.12 The Council have given a commitment to produce a separate planning document setting out the policies and possible allocations relating to the future provision of sites for Gypsies and Travellers. This is likely to be a resource intensive piece of work involving a local assessment of need, a city-wide site search and extensive public participation and consultation. The precise form this document should take has not yet been determined and the Council will seek further guidance on this point in the light of the Government's "Planning Policy for Traveller Sites" published in March 2012. Only after additional work has been carried out will the Council be in a position to decide the format and timetable relating to the production of such a planning document.

#### **Statement of Community Involvement (SCI)**

- 4.13 The Council's present Statement of Community Involvement dates from 2005 and previous LDS documents have included timetables for its update and revision. The Council are presently considering the form community involvement should take over a broad range of Council activities and only after such consideration has been concluded will it be possible to determine the format and timetable for an updated SCI.

#### **Timetable**

- 4.14 Section 2 above sets out the timetable for DPD and SPD production. Assumptions have been made about the availability of the Planning Inspectorate to hold the examinations as required; and the availability of internal resources both in terms of finance and staff.

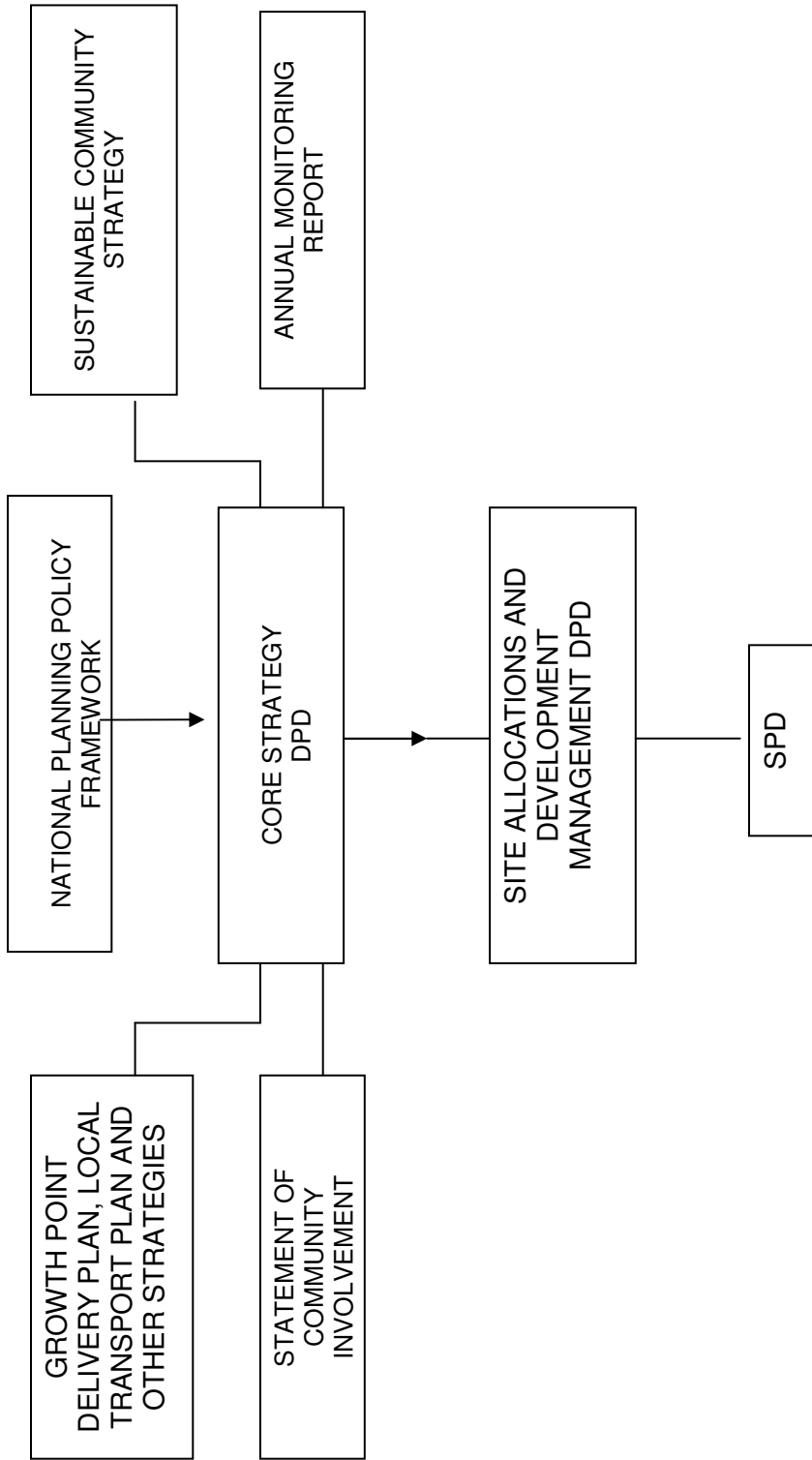
#### **Resource and Management Arrangements**

- 4.15 The broad resource and management arrangements are set out within each DPD and SPD profile in Section 3. Staff resources will come mainly from the Forward Planning team with assistance from the Policy Unit and other sections of the Council as appropriate. Consultants will be used on specific projects where there is a lack of expertise or capacity in-house.

### **Risk Assessment**

4.16 In preparing the Local Development Scheme, the main areas of risk relate to:

- Adequate staff resources – consultant assistance will be used as necessary.
- Capacity of Planning Inspectorate (PINS) to meet demand for examinations – programme will be provided to PINS as early as possible.
- Soundness of DPDs – to be minimised by working closely with DCLG and PINS at all milestone stages and in the run up to submission of DPDs.
- Legal challenge – to be minimised by ensuring that DPDs are ‘sound’ and founded on a robust evidence base and well-audited stakeholder and community engagement system.
- Programme slippage – to be minimised by allowing for contingency in the programme.



**DIAGRAM 1**

- Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)**
- 4.17 DPDs will be subject to SA/SEA. This process ensures that the potential implications of policies in terms of their social, economic and environmental impact are fully assessed. The appraisal will be a key feature of the production phase and will involve community and commercial representatives. The results will be made available together with the submission DPD and an explanation of how the SA/SEA has been taken into account.

**Evidence Base**

- 4.18 The following studies provide the evidence base for the DPDs and SPDs and baseline information for SA and SEA. These will be supplemented by further technical studies as required.

- Urban Capacity Study, September 2006: to identify the maximum potential capacity for previously developed land to accommodate development;
- Exeter and Torbay Strategic Housing Market Assessment, 2008: and update 2010 to understand the strategic context within which the housing market operates;
- Housing Viability Study, 2008 and update 2010: to advise on the viability of affordable housing requirements;
- Strategic Housing Land Availability Assessment, 2010: to build on the Urban Capacity Study work and in particular to review assumptions on housing potential, identify additional sites and assess the deliverability/developability of all sites;
- Employment Study, 2007: to identify employment land and floorspace requirements in response to anticipated economic growth and job creation in the Exeter area up to 2026;
- Employment Land Review, 2009: to assess potential for continued and enhanced employment use of existing land and buildings;
- Newcourt Study, 2009: to assess the capacity of the Newcourt area to provide sustainable development;
- Monkerton and Hill Barton Study, 2009: to assess the capacity of the Monkerton and Hill Barton areas to provide sustainable development;
- South West of Exeter Masterplan, 2012: to demonstrate how a sustainable urban extension can be delivered within the study area;
- Exeter Infrastructure Schedule, 2010: to identify the infrastructure required to deliver the spatial strategy;
- Exeter and East Devon Infrastructure Study, 2010: to identify the infrastructure required to support development in the Growth Point area;
- Exeter City Centre Audit, July 2005: to identify the strengths and weaknesses of Exeter City Centre;

- Retail Capacity Study, 2008: to forecast retail capacity in the City up to 2026;
- Landscape Sensitivity and Capacity Study, February 2007: to assess the character, quality and value, and the capacity to accommodate change, of all open land around the City;
- Open Space Audit, June 2005: to determine the adequacy of open spaces, play areas and playing fields within the City;
- Exeter and East Devon Green Infrastructure Strategy (jointly with East Devon District Council, Teignbridge District Council and Natural England) 2008: to ensure that an accessible network of green spaces, landscapes and linkages between town and country, that supports biodiversity and contributes to people's health and quality of life, is integrated with development proposals from the outset of the planning process;
- Strategic Flood Risk Assessment, 2008 and update 2010: to ensure that inappropriate development is avoided in flood risk areas and that new development does not lead to new or additional flooding;
- Water Cycle Strategy, 2009: to ensure that sustainable water management solutions are in place to accommodate proposed growth;
- Habitats Regulations Assessment, 2009: to assess whether the Core Strategy would adversely affect the conservation objectives or integrity of European Sites (the Exe Estuary Special Protection Area within Exeter and Special Areas of Conservation in surrounding authorities);
- Exeter and New Growth Point Energy Strategy, 2008: to identify the impact of policies and technologies which would reduce CO<sup>2</sup> emissions;
- Assessment of Options for Delivery of RSS Growth in the Exeter Sub Region, 2010: to assess transport infrastructure requirements to support the growth envisaged by the RSS;
- Sustainable Design and Low Carbon Infrastructure Strategy, 2010.

4.19 The studies that supported the Regional Spatial Strategy are also relevant together with other supporting evidence base for the Core Strategy production and examination.

#### **Annual Monitoring Report**

4.20 An annual report will be published which will assess the effectiveness of LDD's.

4.21 The report will examine:

- whether policies/proposals and targets set out in the LDD's have been achieved or met and, if not, the reasons why;
- what impact the LDD policies are having on other targets set at national, regional or local level;
- whether any policies need to be adjusted or replaced because:

they are not working as intended;

they are not meeting sustainable development objectives; or

there is new technical information that warrants change.

4.22 As a result of monitoring, the City Council will consider what revisions, if any, need to be made and will bring forward any such changes through the review of the LDS.

## 5. GLOSSARY

DPD	Development Plan Document	<p>The Documents that each local authority must prepare and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. The following DPD's are proposed for Exeter:</p> <ul style="list-style-type: none"> <li>• Site Allocations and Development Management Policies</li> </ul>
LDD	Local Development Document	Will comprise of DPDs, SPDs and the SCI.
LDF	Local Development Framework	A portfolio of LDDs which will collectively deliver the spatial strategy for Exeter.
LDS	Local Development Scheme	Sets out the programme for preparing the LDDs.
NPPF	National Planning Policy Framework	Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs), Planning Policy Statements (PPS) and some circulars.
RSS	Regional Spatial Strategy	This document in its draft stage set out the regional planning strategy for the period up to 2026. This document has now been renamed the Regional Strategy and is likely to be abolished shortly. The evidence base used in the preparation of the plan still remains relevant however.
SA	Sustainability Appraisal	Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF.
SCI	Statement of Community Involvement	Explains how and when the community and stakeholders will be involved in the preparation of LDDs and consulted on major planning applications. Adopted December 2005.
SEA	Strategic Environmental Assessment	Assessment of the environmental impacts of the policies and proposals contained within the LDF.
SPD	Supplementary Planning Document	Provides further detail of policies and proposals in a DPD – must be subject to rigorous procedures of community involvement but not subject to independent examination and does not form part of the statutory development plan.

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## EXETER CITY COUNCIL

EXECUTIVE  
19 JUNE 2012

### RENAMING OF CAR PARKS AND REMAKING OF PARKING PLACES ORDER

#### 1.0 PURPOSE OF REPORT

- 1.1 To seek a decision from Members on a proposal to rename four City Council car parks, amend tariffs at the refurbished King William Street Multi-Storey Car Park and Mary Arches Street Multi-Storey Car Park with effect from 3 September 2012, and revoke and remake the Parking Places Order to give effect to these and other changes.

#### 2.0 BACKGROUND

- 2.1 Members will be aware of the current project to refurbish King William Street MSCP. In approving capital funding for this project, in July 2011, Executive was made aware that it might in due course be advantageous to rename this car park, firstly to take financial advantage of its location in relation to the John Lewis store and secondly to facilitate effective traffic management by 'signposting' John Lewis customers to where they wanted to be.
- 2.2 These themes were taken up by the all-party Car Parks Task and Finish Group set up by Economy Scrutiny Committee in September 2011. Executive received a report on the work of this Group at its meeting on 3 April 2012. The core purpose of the Group was to look at options for maximising income from the Council's car parking assets in the current financial climate, and Members felt there was a strong case for 'rebranding' certain car parks (especially Civic Centre and Broadwalk House) to take advantage of their target customers (in these two cases, visitors to Princesshay). The same issues around effective traffic management, and directing customers to where they need to be, also apply.
- 2.3 Officers are also aware of a request by traders in Magdalen Road to consider the renaming of Fairpark car park (to Magdalen Road) to establish a clear link between the car park and the shopping area and, again, direct customers to appropriate parking provision. This proposal is consistent with the Council's policy of seeking to support local traders.
- 2.4 The business case for capital investment in the refurbishment of King William Street MSCP was modelled on the assumption that, following the refurbishment, tariff levels would increase to the same levels as Guildhall, reflecting the car park's status as a premium parking facility. The relevant tariffs are attached at Annex A for Members' information.
- 2.5 In order to give effect to the changes proposed in this report, revisions would need to be made to the Council's Parking Places Order. This is the legal document that underpins off street parking operations and enforcement in the City. The original Order has been updated through numerous amendments and has as a result become unwieldy and unnecessarily complex. It would therefore benefit from a comprehensive redraft that rationalises and modernises its content and layout, and addresses various enforcement anomalies. Members are therefore being asked to approve the revoking and remaking of the Parking Places Order. This is a formal process that will need to be advertised for a

specific period to allow for any objections to be put forward and considered.

### **3.0 PROPOSALS**

- 3.1 In terms of the renaming of car parks, the proposals are to rename the multi-storey section of the King William Street car park the John Lewis car park; the Civic Centre car park Princesshay 2; Broadwalk House car park Princesshay 3; and Fairpark car park Magdalen Road. The rationale for these proposals has been explained in section 2 above. Members are asked to note that the proposed redesignation of King William Street applies to the multi-storey (refurbished) car park only; the other sections (the Annexe and Leighton Terrace) will remain as King William Street.
- 3.2 With regard to the 'John Lewis' proposal in particular, it is important to emphasise, firstly, that the car park will remain under the Council's ownership and control, and secondly, that it will not be for the exclusive use of John Lewis customers; it will be available to all shoppers and visitors. The key factors behind the proposal are the potential financial advantages to the Council and the positive impact on traffic management.
- 3.3 Members are also asked to approve a change to tariff levels in the multi-storey section of the King William Street/John Lewis car park only, with effect from 3 September 2012, to bring them into line with tariffs in Guildhall car park. It is further proposed that there be no free parking for blue badge holders in this section of the car park (although unlimited free blue badge parking would remain in the Annexe and Leighton Terrace sections), in line with the Council's existing policy in pay on foot car parks.
- 3.4 In light of the recommendations of the Car Parks Task and Finish Group regarding the harmonisation of tariff bands, it is additionally proposed that tariffs in Mary Arches Street MSCP also be changed to the levels shown in Annex A with effect from 3 September 2012, so that a common system of charges is then in place across all premium car parks. No further changes to tariffs in these three car parks would then be made until at least January 2014. The remaining simplification of tariff bands recommended by the Task and Finish Group will be reported to Executive, as part of the annual tariffs report, in November this year.
- 3.5 As stated in paragraph 2.5, it is recommended that the Council's existing Parking Places Order be revoked and remade. Any decisions made by Executive on the matters raised in this report will be included and implemented in that process. In line with the Council's usual practice, it is further recommended that authority to consider any objections to the new Parking Places Order be delegated to the Strategic Director in consultation with the Leader of the Council and Portfolio Holder for Sustainable Development and Transport.

### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 There will be costs associated with amending signage in relation to the renaming of car parks and in advertising a new Parking Places Order, but these will not be significant.
- 4.2 There should be a significant positive impact on parking income as a result of the recommended tariff changes at the King William Street/John Lewis MSCP.

## **5.0 RECOMMENDATION**

### **5.1 It is recommended that**

- (i) Executive agree the proposals for renaming four car parks as detailed in paragraph 3.1;
- (ii) the tariff structure detailed in Annex A be approved for the King William Street/John Lewis MSCP and Mary Arches Street MSCP with effect from 3 September 2012;
- (iii) in line with existing policy in pay on foot car parks, free parking for blue badge holders be withdrawn from the King William Street/John Lewis MSCP with effect from 3 September 2012;
- (iv) the City of Exeter (Civil Enforcement Off Street Parking Places) Order 2008 be revoked and a new City of Exeter (Civil Enforcement Off Street Parking Places) Order 2012 advertised;
- (v) authority to consider any objections to the proposed Order be delegated to the Strategic Director in consultation with the Leader of the Council and Portfolio Holder for Sustainable Development and Transport; and
- (vi) subject to consideration of any objections, the City of Exeter (Civil Enforcement Off Street Parking Places) Order 2012 be made and sealed.

**ROGER COOMBES**  
**ASSISTANT DIRECTOR PUBLIC REALM**

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

*Background papers used in compiling this report:-*

None

**ANNEX A****PROPOSED TARIFF BANDS FOR KING WILLIAM STREET/JOHN LEWIS MSCP AND  
MARY ARCHES STREET MSCP****FROM 3 SEPTEMBER 2012****Charging Period Monday – Sunday 8am-6pm**

Up to 1 hour	£1.80
1-2 hours	£2.60
2-3 hours	£3.50
3-4 hours	£6.50
4-5 hours	£8.80
Over 5 hours	£11.80

## EXETER CITY COUNCIL

EXECUTIVE  
19 JUNE 2012

### RETAINING RIGHT TO BUY RECEIPTS TO REINVEST IN ADDITIONAL HOUSING

#### 1. PURPOSE OF REPORT

- 1.1 That the terms of the Right to Buy (RTB) Agreement produced by the Department of Communities and Local Government (CLG) under Section 11(6) of the Local Government Act 2003 - to enable local authorities to retain any additional RTB receipts generated as a result of the increased maximum RTB discount in order to fund the provision of replacement affordable homes in their district - be noted by Members;
- 1.2 To seek approval for the Assistant Director of Finance to be authorised to enter into the Agreement with the CLG on behalf of the Council and that the additional RTB receipts generated be utilised to help fund the Council's proposed House-building Programme up to 30% of the value of the total costs;
- 1.3 That, subsequently, should it be identified that sufficient retained RTB receipts will not be spent before they have to otherwise be returned to the DCLG, a report will be submitted to Executive setting out their alternative use, as permitted under the agreement. Permitted alternative uses include; the acquisition of existing homes on the open market or social housing provided through grants to housing associations.

#### 2. SUMMARY

- 2.1 It is proposed that the Council enters into a standard agreement with the CLG to retain additional RTB receipts received as a result of the recent increase in the maximum RTB discount, to help fund the provision of replacement affordable homes in their District. This is subject to the retained receipts being spent within 3 years of receipt, otherwise they must be returned to the CLG after 3 years, with interest.
- 2.2 It is also proposed that, should it be subsequently identified that sufficient retained RTB receipts will not be spent - before they have to otherwise be returned to the CLG - consideration be given at that time to alternative uses for the receipts allowed under the agreement.
- 2.3 The Council has to enter into the agreement with the CLG by 27th June 2012, otherwise it will not be able to retain any additional RTB receipts generated from 1<sup>st</sup> April 2012 until the agreement is signed.

#### 3. BACKGROUND

- 3.1 On 2 April 2012, the Government raised the maximum discount given to sitting tenants under the Right to Buy (RTB) to a flat rate of £75,000. Previously the maximum discount was £30,000 for the South West of England. The Government also confirmed that RTB receipts from any additional sales that this change generates would be used to fund replacement stock on a "one-for-one" basis, nationally.
- 3.2 Following a consultation exercise by the Department of Communities and Local Government (CLG) on the detail of the arrangements, the CLG has announced that the Government's favoured option for delivering these new homes would be through local authorities retaining

receipts to spend in their areas, subject to individual local authorities entering into an agreement with the CLG on their use.

- 3.3 A consultation exercise on the wording of the proposed agreement was undertaken by the CLG in April 2012, with a very short response time, to which the Acting Assistant Director of Housing and Contracts provided an officer response on behalf of the Council. The final details have now been issued by the CLG and stock-retained local authorities, like ECC, are being invited to enter into agreements with the CLG to retain these additional RTB receipts for use to replace rented homes in their District.
- 3.4 If a local authority does not enter into an agreement with the CLG, 100% of their additional RTB receipts (after deducting an amount based on the notional debt attributed to the properties sold and an allowance for administration) must be passed over to the Government, which will be redistributed by the Homes and Communities Agency (HCA) for use anywhere in the country. Details of this re-distribution methodology have not yet been provided by the CLG.

#### 4.0 THE CLG AGREEMENT

- 4.1 A copy of the standard CLG Agreement that the Council is invited to sign is attached as Appendix 1.
- 4.2 There is no scope for amendment to the standard CLG Agreement. In summary, the agreement states that the Secretary of State agrees to:
- Allow the Council to retain additional RTB receipts to fund the provision of replacement **rented** housing stock (with the Council being able to decide how much of the additional RTB receipts it retains); and
  - Give the Council three years (from commencement of the agreement) to invest those receipts before asking for the money to be returned to the CLG.
- 4.3 It should be noted that the Government's original intention was to only give local authorities *two years* to spend the additional receipts. The Council's officer response to the short consultation exercise undertaken by the CLG expressed concern at this short timescale, as did many responses from local authorities and the Association of Retained Council Housing (ARCH), which has resulted in an additional year being given to spend the receipts.
- 4.4 The Government and local authorities had previously forecast the amount of income it would generate from Right to Buy sales prior to the maximum RTB discount being introduced. This income will be preserved, so that both parties will receive their assumed receipts from RTB sales, providing sufficient sales take place.

For this Council, the assumed number of RTB sales and assumed income was as follows:

		ECC	DCLG
		Assumed income	Assumed income
2012/13	6 sales	£124k	£298k
2013/14	7 sales	£146k	£338k
2014/15	8 sales	£163k	£371k

Receipts from RTB sales (less allowable deductions) will therefore be shared in proportion to the assumed income levels. For 2012/13 net receipts will be shared 29% (ECC) and 71% (DCLG). Once the assumed income levels have been exceeded the remaining

receipts will be available for replacement homes, subject to any deductions for the Buy Back allowance.

- 4.5 Under the revised RTB scheme, local authorities have also retained the ability to Buy Back former council properties. Local authorities will be allowed to fund up to 50% of the cost of re-purchasing a former council home, up to a maximum of 6.5% of any additional net receipts each quarter until the 50% cost of re-purchasing has been reached each quarter until the 50% costs of repurchase have been reached.
- 4.6 Under the CLG's agreement, the Council would have to agree that RTB receipts will not make up more than 30% of total spend on replacement stock (including fees), and to return any unused receipts to the Secretary of State with interest.
- 4.7 The agreement does not require the Council to *complete* the building of any home within three years; rather, that the Council should have incurred expenditure sufficient that Right to Buy receipts form no more than 30% of it (including fees). Where retained receipts exceed 30%, the Council must return the additional receipts (i.e. the receipt above 30%) to the Secretary of State with interest.
- 4.8 The CLG states that its main aim has been to make the process as "light touch" as possible, with minimal inspection or interference in the Council's business activities. It states that "agreements are therefore concerned solely with the flow of money in from RTB receipts and out in investment in replacement stock".
- 4.9 Under the terms of the agreement it is possible for the Council to deliver replacement affordable homes in a manner of ways including; newly built council homes, the acquisition of existing homes or social housing provided through local authority grants to housing associations.
- 4.10 The CLG states that the 30% cap is necessary to ensure that it gets maximum value for money from the RTB receipts and enable the building of as many new homes as possible. The Council (or a registered provider it grant funds to) will be expected to fund the remaining 70% from its own reserves (or if a Housing Association is given grant through borrowing serviced by the anticipated rental income from the new homes built). The CLG says that it has considered historic data, which confirms that 30% is a realistic and achievable proportion.
- 4.11 It is not permissible for the Council to use capital receipts arising from non-RTB sales towards the Council's 70% contribution towards development costs.

#### ***How does this work in practice?***

- 4.13 Each quarter, the Council must report to the CLG the *cumulative sum* it has *retained* for replacement stock and the *cumulative amount* it has *spent* on replacement stock. There is no requirement to return receipts in the first three years of the agreement, but from Quarter 1 of 2015/16, the Council will have to compare:
  - the total amount spent on replacement stock from the start of the agreement to the end of each quarter; with
  - the total amount it has retained from Right to Buy receipts in the corresponding quarter, three years earlier.
- 4.14 Where the latter amount is 30% or less than the former amount, no further action is necessary. Where the latter amount is more than 30%, the surplus amount (i.e. the amount above 30%) must be surrendered to the Secretary of State. The retained amounts will be

reduced subsequently by the amount surrendered and interest paid. A worked-example of how the arrangement will operate in practice - provided by the CLG – is attached as Appendix 2.

- 4.15 The Council would be free to return any RTB receipts to the CLG whenever it wishes within the three-year reference period if, for example, the Council recognises that it would otherwise be compelled to return receipts after three years and therefore wants to reduce the amount of interest it must pay by paying receipts back early.
- 4.16 The Council would have to pay interest to the CLG on any unspent RTB receipts returned to the CLG at 4% above the base rate. This interest rate is very high; the CLG has stated that this is deliberate to discourage local authorities from retaining receipts until such time that they are required to surrender them (with local authorities earning interest themselves in the meantime).
- 4.17 The Secretary of State can terminate an agreement at any time, but the CLG says that this is only expected in extreme circumstances (for example, where there was absolutely no evidence that a local authority was commencing activity). The effect of termination would mean that an authority could, from that point, no longer retain any receipts but would still have the three years from the start of the agreement to invest the receipts it had already retained (or have to return them).
- 4.18 Equally, the Council can terminate an agreement either by voluntarily returning all future receipts (and paying back what it had already retained) or by requesting the Secretary of State to terminate as set out above.
- 4.19 Agreements must be signed by 27th June 2012. Agreements signed after this date will not be able to retain RTB receipts from previous quarters.

## **5. IMPLICATIONS FOR EXETER CITY COUNCIL**

- 5.1 It is currently difficult to assess the likely additional RTB receipts that the Council will receive as a result of the recent RTB changes, above the amount assumed by the Government prior to the changes. However, there has certainly been a lot of interest from this Council's tenants as a result of the increase in RTB discount. Since the revised scheme was launched we have received 111 general enquiries and 24 applications. Historically, around half of all RTB applications result in actual sales.
- 5.2. It is inevitable that this high rate of applications will reduce, once the initial surge of interest wanes. However, it is likely that the increased maximum discount will result in an ongoing increase in the number of RTB applications and resultant sales for the foreseeable future, compared to both recent years and the Government's pre-RTB change sales estimates. Therefore, it is likely that additional RTB receipts *will* be generated, which the Council could use for the provision of replacement Council homes, if it enters into the required agreement with the CLG. Therefore, rather than lose this funding to other parts of the country, it is proposed that the Council does enter into the agreement with the CLG to replace the additional Council homes sold under the RTB in this District.
- 5.3 As members will be aware, following a period of around 25 years without building any new affordable homes, the Council did deliver a modest Council House-building Programme of 21 new rented homes. In preparation of any potential new funding by the Council's development team have identified sites which could deliver a further 69 affordable homes. The development team are continually working to identify other potential sites or schemes to assist the Council deliver more affordable properties

- 5.4 As a contingency, should it be identified that sufficient retained RTB receipts will not be spent before they have to otherwise be returned to the CLG, they could be spent in one of the other ways set out in 4.9 above. If this is necessary, their alternate use would need to be agreed by the Executive at the appropriate time.

## **6 LEGAL AND GOVERNANCE IMPLICATIONS:**

Section 11(6) of the Local Government Act 2003.

## **7 RISK MANAGEMENT**

- 7.1 The main risk to the Council is the possibility of having to return additional RTB receipts to the CLG, that may have been expected and accounted for within development appraisals, together with interest at an interest rate higher than the Council would have achieved on deposit – resulting in an overall loss to the Council. This could occur for one of two main reasons;

(a) If it is not possible to incur the expenditure on the House-building Programme before the 3 years period elapses; or

(b) If the total retained receipts are so much (due to a high increased demand for the RTB), that they exceed 30% of expenditure for the whole House-building Programme.

- 7.2 This risk will be mitigated by the Housing and Finance Directorates monitoring the accumulation and use of any additional RTB receipts and the progress with the House-building Programme, and ensuring that robust development appraisals are undertaken. The report also sets out alternative ways that any potential under-use of receipts could be utilised.

- 7.3 This risk will also be added to the Corporate Risk Register.

## **8. RECOMMENDED:**

- 8.1 That the terms of the RTB Agreement produced by the Department of Communities and Local Government (CLG) under Section 11(6) of the Local Government Act 2003 - to enable local authorities to retain any additional Right to Buy (RTB) receipts generated as a result of the increased maximum RTB discount in order to fund the provision of replacement Council homes in their district – are noted by Members;

- 8.2 That approval is given for the Assistant Director of Finance to be authorised to enter into the Standard Agreement with the CLG on behalf of the Council and that the additional RTB receipts generated be utilised to help fund the Council's proposed House-building Programme;

- 8..3 That, subsequently, should it be identified that sufficient retained RTB receipts will not be spent before they have to otherwise be returned to the DCLG, a report will be submitted to Executive setting out their alternative use, as permitted under the agreement. Permitted alternative uses include; the acquisition of existing homes on the open market or social housing provided through grants to housing associations.

ASSISTANT DIRECTOR HOUSING AND CONTRACTS

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

**Background papers used in compiling this report: None**



## **Agreement – Section 11(6) of the Local Government Act 2003**

This agreement is made pursuant to section 11(6) of the Local Government Act 2003.

### **Parties**

The Secretary of State for Communities and Local Government (“the Secretary of State”) and

..... (“the Authority”).

This agreement comprises 10 pages

### **General**

1. In this agreement :

“the due date”, “quarter” and “the relevant quarter” have the same meaning as in the Regulations;

“receipts” means the receipts to which Schedule 1 to the Regulations applies;

“retained amount” means the amount calculated in Part 1;

“the Regulations” mean the Local Authority (Capital Finance and Accounting) (England) Regulations 2003;

“social housing” means low cost rental accommodation as defined by section 68(1)(a) of the Housing and Regeneration Act 2008;

“the sub-liability” means the sub-liability calculated under Schedule 1 to the Regulations;

the terms “A”, “E”, “F”, “G”, “J” and “K” used in this agreement have the same meaning as in Schedule 1 to the Regulations.

2. This agreement applies to receipts received on or after 1<sup>st</sup> April 2012 (“the commencement date”).

3. The Authority is not required to pay to the Secretary of State such portion of the sub-liability calculated in accordance with Part 1 of this agreement provided the Authority complies with the conditions set out in this agreement.
4. The Authority must use the retained amounts for the provision of social housing. Any amounts not used for this purpose must be paid to the Secretary of State and interest will be payable calculated in accordance with paragraph vi of Part 1.
5. The Authority must provide the information set out in Parts 1 and 4 of this agreement to the Secretary of State at the times and in any format the Secretary of State may request.
6. This agreement may be terminated by the Secretary of State by giving notice of one quarter.
7. This agreement may be amended by agreement.

**Part 1 - Calculation of the portion of the sub-liability that the Authority may retain.**

- i. Where in any quarter –

A is more than  $(3.39847729 \times G) + E + F + J$

the Authority may retain an amount (“the retained amount”) up to–

K less  $(2.398347729 \times G)$ .

- ii. The Authority must inform the Secretary of State of the following by the due date of the relevant quarter-
  - (a) the value of  $K$  less  $(2.398347729 \times G)$ ;
  - (b) the retained amount; and

(c) any amount not retained by the Authority.

- iii. Where the Authority has informed the Secretary of State (under paragraph ii(c)) that an amount will not be retained, the Authority must pay that amount to the Secretary of State by the due date of the relevant quarter.
- iv. Where the Authority has informed the Secretary of State that an amount will not be retained and fails to pay that amount on the due date of the relevant quarter, interest is payable and incurred from the due date until the Authority pays that amount to the Secretary of State.
- v. Where the Authority does not inform the Secretary of State of the amount it will not retain by the due date of the relevant quarter, it will be assumed that the retained amount for that quarter is the full amount the Authority may retain and where an amount is not retained and is paid to the Secretary of State, interest will be payable and incurred from the due date until the date the Authority pays that amount to the Secretary of State.
- vi. The Authority may pay any part of the retained amount to the Secretary of State and where it does so, interest is payable and incurred from the due date of the relevant quarter in which the retained amount was retained by the Authority until the date it is paid to the Secretary of State.

## **Part 2– Return of retained amounts**

- i. This Part applies where 13 quarters have expired since the commencement date.
- ii. In this Part :
  - “the reckonable quarter” means the quarter 12 quarters prior to the relevant quarter;

“quarter 1” means the quarter in which the commencement date falls;

A is the total of the retained amounts for all quarters from quarter 1 to the reckonable quarter;

“the total amount spent on the provision of social housing” is the amount spent on the provision of social housing from quarter 1 to the last day of the relevant quarter;

R is the total of the returnable amounts calculated under paragraph iv of this Part and amounts paid to the Secretary of State under paragraph vi of Part 1 for all the quarters from quarter 1 to the reckonable quarter.

- iii. The total retained amount is calculated as follows –

$$A - R.$$

- iv. Where on the last day of the relevant quarter, the total retained amount exceeds 30% of the total amount spent on the provision of social housing, the Authority must pay to the Secretary of State the portion of the total retained amount in excess of 30% of the total amount spent on the provision of social housing (“the returnable amount”).
- v. Where the Authority must pay a returnable amount to the Secretary of State under paragraph iv of this Part, interest is payable, calculated and incurred from the due date of the reckonable quarter until the date the returnable amount is paid to the Secretary of State.

### **Part 3 - Calculation of interest**

Where interest is payable under this agreement, it will be calculated at a rate of 4% above the base rate on a day to day basis compounded with three-monthly rests and “base rate” has the same meaning as in the Regulations.

#### **Part 4 - Provision of information**

On the due date of each relevant quarter the Authority must provide to the Secretary of State the details of the number of starts on site since the commencement date.

“Start on site” means the earlier of commencement of the following by the Authority or other body to which the Authority has paid all or part of the retained amount for the purpose of providing social housing:

- (a) excavation for strip or trench foundations or for pad footings;
- (b) digging out and preparation of ground for raft foundations;
- (c) vibrofloatation, piling, boring for piles or pile driving; or
- (d) drainage work specific to the buildings forming part of the scheme.

#### **Part 5 – The amount spent on the provision of social housing**

- i. The amount spent on the provision of social housing shall not include any expenditure which has been used or which the authority intends to use to-
  - (a) reduce a capital receipt under regulation 15(1)(c) of the Regulations (capital allowance); or
  - (b) buy back a relevant interest defined in paragraph 3(1)(b) of the Schedule to the Regulations and claim buy back allowance in respect of that expenditure under paragraph 3 of the Schedule to the Regulations.

- ii. The amount spent on the provision of social housing shall not include any expenditure on dwellings which are social housing at the time of the expenditure.
- iii. The amount spent on the provision of social housing is the amount spent by the Authority or by a body to which the Authority has paid some or all of the retained amounts (such body must not be a body in which the Authority holds a controlling interest) on the development costs associated with the provision of social housing for the benefit of the Authority's area.
- iv. Where the Authority has paid all or some of the retained amounts to a body for the purpose of contributing towards the cost of providing social housing, the Authority must ensure that only retained amounts provided by the Authority have been used by such body for the provision of social housing for the benefit of the Authority.
- v. Social housing is provided for the benefit of the Authority where it is situated in the area of the Authority or the Authority has nomination rights in respect of the social housing.
- vi. The amount spent on social housing includes the following:
  - (a) the development costs associated with the acquisition of dwellings to be used as social housing;
  - (b) the development costs associated with the acquisition of land for the construction of dwellings to be used as social housing;
  - (c) the development costs of the construction of dwellings to be used as social housing.
- vii. In this Part "development costs" means the costs set out in Part 6.

## **Part 6 – Development costs**

Development costs means the costs relating to the development of social housing in respect to the heads of expenditure set out below.

### ***Heads of expenditure***

#### **1 Acquisition**

1.1 *Purchase price of land/site.*

1.2 *Stamp Duty Land Tax on the purchase price of land/site.*

#### **2 Works**

2.1 *Main works contract costs (excluding any costs defined as on costs).*

2.2 *Major site development works (where applicable). These include piling, soil stabilisation, road/sewer construction, major demolition.*

2.3 *statutory agreements, associated bonds and party wall agreements (including all fees and charges directly attributable to such works) where applicable.*

2.4 *Additional costs associated with complying with archaeological works and party wall agreement awards (including all fees, charges and claims attributable to such works) where applicable.*

2.5 *Irrecoverable VAT on the above (where applicable).*

#### **3 On costs**

3.1 *Legal fees and disbursements.*

3.2 *Net gains/losses via interest charges on development period loans.*

3.3 *Building society or other valuation and administration fees.*

3.4 *Fees for building control and planning permission.*

3.5 *Fees and charges associated with compliance with European Community directives, and any requirements relating to energy rating of dwellings, Eco-Homes certification and Housing Quality Indicators.*

- 3.6 *In-house or external consultants' fees, disbursements and expenses (where the development contract is a design and build contract) (see note 1 below).*
- 3.7 *Insurance premiums including building warranty and defects/liability insurance (except contract insurance included in works costs).*
- 3.8 *Contract performance bond premiums.*
- 3.9 *Borrowing administration charges (including associated legal and valuation fees).*
- 3.10 *An appropriate proportion of the development and administration costs of the Authority or the body in receipt of funding from the Authority.*
- 3.11 *Irrecoverable VAT on the above.*

#### **Note 1**

*Where the development contract is a design and build contract, the on-costs are deemed to include the builder's design fee element of the contract sum. The amount included by the builder for design fees should be deducted from the works cost element referred to above, as should other non-works costs that may be submitted by the builder such as fees for building and planning permission, building warranty, defects liability insurance, contract performance bond and energy rating of dwellings.*

#### **Note 2**

*Some items will not qualify as development costs unless the Authority can clearly demonstrate that such costs are properly chargeable to the social housing, i.e. for the sole use of the residents or to comply with any statutory obligations that may have been imposed.*

*Examples of these are as follows:*

- *works to any roads which do not exclusively serve the social housing;*

- *landscaping to areas of land which lie outside the boundaries of the land on which the social housing is situated;*
- *district heating systems;*
- *trunk sewers and sewage disposal works;*
- *special refuse treatment buildings;*
- *public conveniences;*
- *community halls, club rooms, recreation rooms.*

**Note 3**

*Subject to the above, where any cost incurred or to be incurred by the Authority or a body in receipt of funding from the Authority is common both to the development of the social housing and to any other activity, asset or property of the Authority or a body in receipt of funding from the Authority, only such part of that cost as is attributable to the development of the social housing may be treated as a cost in respect of which the retained amount may be paid.*

Signed on behalf of the Authority by .....

(insert name and position in capitals)

..... (add signature and date)

Signed on behalf of the Secretary of State by Graham Duncan – Deputy  
Director – Affordable Housing Regulation and Investment

.....(add signature  
and date)

	2012/13				2013/14				2014/15				2015/16			
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
Receipts	100	100	100	100	100	100	0	0	0	0	0	0	0	0	0	0
Cumulative Receipts	100	200	300	400	500	600	600	600	600	600	600	600	600	600	600	600
Spend	0	0	50	100	100	50	40	40	40	40	30	30	30	30	30	30
Cumulative Spend	0	0	50	150	250	300	350	390	430	470	500	530	560	590	620	620
Total of all retained amounts from Q1 to the reckonable quarter	100	200	300	400	500	600	600	600	600	600	600	600	600	600	600	600
30% of total amount spent on provision of social housing	0	0	15	30	30	15	12	12	12	12	9	9	9	9	9	9
Returnable Amount (R)	100	200	300	400	500	600	600	600	600	600	600	600	600	600	600	600
												100	168	177	186	277
												0	0	23	91	

Adjusted to take account of money surrendered in the previous quarter

Receipts in Q1 and Q2 are more than 30% of total spend up to the end of Q14, therefore £23k (ie the difference) must be surrendered to central Govt and receipts received in Q2 will be reduced by £23k

Receipts in Q1 are less than 30% of total spend up to the end of Q13, therefore nothing to surrender to central Govt

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## EXETER CITY COUNCIL

EXECUTIVE  
19 JUNE 2012

### PAY AWARD FOR LOW-PAID STAFF

#### 1. PURPOSE OF REPORT

- 1.1 To seek agreement to the payment of a £250 pay increase for 2012/13, in respect of all staff earning a fulltime equivalent salary of under £21,000 per annum.

#### 2. BACKGROUND

- 2.1 In his 2010 emergency budget statement the Chancellor of the Exchequer promised a £250 pay rise for all public sector employees earning under £21,000 per year.
- 2.2 This £250 award has been paid to all low paid civil service, NHS, armed forces and teaching staff in 2011/12, and again in 2012/13, following the Government's acceptance of the relevant pay review bodies' recommendations. However, the national Local Government Employers organisation, in its pay negotiating role, has for two years running refused to agree such an increase nationally for the lowest paid local authority employees. This is against a background of all local authority staff now being in the third year of a pay freeze and, for the most senior staff, the fourth year of a pay freeze.
- 2.3 Notwithstanding this national position, a number of individual local authorities have agreed to pay the £250 increase to their low-paid employees. It is considered that this Council's lowest paid workers, many of whom directly provide the essential services the public relies on, need and deserve this very modest pay increase, having suffered at least a 10% cut to their pay in real terms over the last two years.
- 2.4 The Council is in the process of streamlining its organisation whilst improving customer service and has already significantly reduced its senior management and its wider staffing levels and costs – largely without having to resort to compulsory redundancies and without significant impact on frontline services. However, the need to further cut its costs will continue for the foreseeable future, whilst the needs of the city and the demands of its customers will continue to grow.
- 2.5 To achieve these aims it is essential that all the Council's ways of working, systems and procedures continue to be subjected to a searching and robust reassessment to ensure that everything it does adds value for the customer and eradicates unnecessary costs. That process is well under way and will continue until the whole organisation is as efficient, flexible and fit for purpose as it can be.
- 2.6 In that context UNISON has been consulted and, in welcoming the proposal to pay this modest award to the lowest paid staff, it accepts the need for further change and efficiencies in the organisation, in order to support and protect local public sector delivery of high quality local public services. UNISON remains committed to working with the Council to pursue these aims, and to address constructively the further changes to ways of working, staffing and organisational structures which will be needed to achieve them.

### **3. PROPOSAL**

- 3.1 The proposal is, therefore, to permanently uplift all pay points below £21,000 by a sum of £250, with effect from 1 April 2012. This affects all staff paid at the penultimate point of Scale 6 and below. There are currently 493 employees within the scope of this proposal, not all of which are full-time (428 fte). Those employees working part-time will receive the appropriate proportion of the increase where their full-time equivalent salary is less than £21,000.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The total cost of this proposal is approximately £140,000. This is comfortably within the budget provision already made for this year for the possibility of an across-the-board national pay increase, which will not now of course arise. The proposal is clearly affordable for the Council, whilst providing a measure of much-needed financial recognition for the lowest paid employees.

### **5. RECOMMENDATION**

- 5.1 It is recommended that all employees whose full-time equivalent salary is less than £21,000 per annum be awarded a pay increase of £250 (or the appropriate proportion for part-time employees) with effect from 1 April 2012.

CHIEF EXECUTIVE

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

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

None

## EXETER CITY COUNCIL

EXECUTIVE  
19 JUNE 2012

### PRINCESSHAY – ARTWORK TO COMMEMORATE VISIT BY QUEEN ELIZABETH II

#### 1.0 PURPOSE OF REPORT

- 1.1 This report is to inform Members of the proposals for an artwork in Princesshay to commemorate the visit to Exeter by Her Majesty Queen Elizabeth II on 2 May 2012, and to report the authorisation of expenditure for this artwork under Financial Regulation 21.

#### 2.0 BACKGROUND

- 2.1 Land Securities invited the City Council to work with them to develop proposals for a new artwork in Princesshay to commemorate the Queen's visit.
- 2.2 Due to the short timescale following the announcement of the royal visit it was not possible to follow a conventional procurement and consultation process. A cross party working group of Members (Cllr Rachel Sutton, Cllr Yolanda Henson and Cllr Kevin Mitchell) have therefore been working with Land Securities to develop the design of the artwork during March and April 2012.
- 2.3 International artists Studio Roso presented their portfolio of work to the Working Group. The Working Group supported Studio Roso's approach and ethos and invited them to develop a site specific artwork to be located in Princesshay.
- 2.4 After an initial briefing meeting the working group agreed a location for the artwork on the curved red sandstone wall at the entrance to Princesshay from Southernhay, and supported Studio Roso's proposed design. The art proposal, titled 'Evergreen' is illustrated at Appendix 1. The design for the artwork references the recently felled Beech tree; taking the form of a raised relief of sculptural stainless steel leaves which will cast shadows and reflect sunlight onto the south-facing curved stone wall.
- 2.5 Landscape proposals for the space in front of the wall will be developed in due course, including new tree planting.

#### 3.0 PROGRAMME

- 3.1 A display illustrating the design with a full size section of the final artwork was presented to the Queen during her visit on 2 May 2012.
- 3.2 The artwork will require planning consent. It is intended that a planning application would be submitted shortly, and should consent be granted that the final artwork is installed by Autumn 2012.

#### 4.0 FINANCIAL IMPLICATIONS

- 4.1 The budget for the artwork is £80,000 split equally between Land Securities and the City Council. It is proposed that Exeter City Council's contribution of £40K is

taken from our New Homes Bonus allocation.

- 4.2 Due to the tight timescale for developing the design of the artwork in order to present the design to Her Majesty on 2 May 2012 the budget for the City Council's contribution needed to be approved at short notice. The £40K expenditure was therefore approved under Financial Regulation 21 by Richard Short, Assistant Director City Development, in consultation with:
- Cllr Rachel Sutton, Portfolio Holder Sustainable Development and Transport,
  - Cllr Margaret Baldwin, Chair of Scrutiny Committee – Resources; and
  - Phillip Bostock, Chief Executive;
- 4.3 At present no budget has been identified for the associated landscaping works although the Council has received an offer from a private individual to pay for a replacement tree in this location.

## **5.0 RECOMMENDATION**

5.1 That Executive note that:

- the proposed public artwork to commemorate the visit to Exeter by Queen Elizabeth II on 2 May 2012 is commissioned on a joint basis by Land Securities and Exeter City Council,
- the design of the artwork has been determined by a cross party working group,
- that the artwork is funded through New Homes Bonus as set out in 4.1 and 4.2, and
- that the funding for the artwork has been approved in accordance with Financial Regulation 21.

**KARIME HASSAN  
STRATEGIC DIRECTOR**

## **ECONOMY & DEVELOPMENT DIRECTORATE**

### **Appendices**

Appendix 1 – Image of Artwork Design, Studio Roso

EXETER CITY COUNCIL

EXECUTIVE  
19 JUNE 2012

APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Vacancies are **emboldened**.

<u>BODY AND TERM OF OFFICE</u>	<u>CURRENT REPRESENTATIVES AND EXPIRY OF APPOINTMENTS</u>	<u>NUMBER OF MEETINGS PER ANNUM</u>	<u>TERMS OF REFERENCE</u>
Central Exeter Relief in Need Charity 4	<b>Former Cllr P.J. Brock</b> Prof. R. Snowden  06.06.2016	2	Charity to relieve either generally or individually persons resident in the area of benefit who are in condition of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons. May cover rest of City if not required in the area.
City Centre Management Partnership 1	<b>Leader (Cllr Edwards)</b> <b>Portfolio Holder Economy and Tourism (Cllr Denham)</b> <b>Cllr Mrs Henson</b>  18.06.2013	4	Improves the quality of the City Centre for residents, businesses and visitors by developing strategies and opportunities to maximise the Centre's vitality and viability. Supports the development of the City of Exeter as the Regional Capital of the South West, to encourage new investment and to provide an economic "engine" for the City and the County of Devon.

<p>Councillor Development Steering Group</p> <p>1</p>	<p>Portfolio Holder for Business Transformation and Human Resources (Cllr Martin)</p> <p>Cllr Baldwin Cllr Morris Cllr Prowse Cllr Spackman</p> <p><b>Former Cllrs Cole, Hobden and Mrs Morrish</b></p> <p>18.06.2013</p>	<p>4</p>	<p>To advise on the implementation of the Training and Development Strategy for Councillors and promote training and development opportunity.</p>
<p>Community Safety Partnership</p> <p>1</p> <p>Safer Devon Partnership</p> <p>1</p>	<p>Leader (Cllr Edwards) Deputy Leader (Cllr Sutton) (Substitute)</p> <p>18.06.2013</p> <p>Leader (Cllr Edwards) Deputy Leader (Cllr Sutton) (Substitute)</p> <p>18.06.2013</p>	<p>11</p> <p>6</p>	<p>The Partnership established following the Crime and Disorder Act 1998 which placed a joint responsibility on local authorities and the Police to reduce Crime and Disorder in local areas.</p> <p>Mechanism to deliver on behalf of the Devon Strategic Partnership the safer communities theme of the Devon LAA</p>
<p>Devon Authorities Waste Reduction and Re-cycling Committee</p> <p>1</p>	<p>Portfolio Holder for Environment and Leisure (Cllr Sheldon)</p> <p>18.06.2013</p>	<p>3</p>	<p>Co-ordinates the establishment of waste minimisation and recycling schemes whether provided by the County Council, the District Councils or Devon Unitary Authorities, or jointly with each other, with commercial concerns or with community/voluntary groups.</p>
<p>Devon Historic Buildings Trust</p> <p>1</p>	<p>Portfolio Holder for Sustainable Development and Transport (Cllr Sutton)</p> <p>18.06.2013</p>	<p>1</p>	<p>Consultative body on Historic Buildings</p>

<p>Devon Playing Fields Association</p> <p>1</p>	<p>Portfolio Holder for Environment and Leisure (Cllr Sheldon) Cllr D. Henson</p> <p><b>Group Leaders are requested to consider whether representation should continue on this body. It offers advice on outdoor play development and outdoor sports issues but this body is not used by officers.</b></p> <p>18.06.2013</p>	<p>4</p>	<p>Independent charitable body offering information, advice, support and small grants to its Members. Helps provide playing fields for all sections of the community and properly equipped playgrounds for children. Encourages the full use of all recreational activities.</p>
<p>Exeter and Heart of Devon Growth Board</p> <p>1</p>	<p>Leader (Cllr Edwards)</p> <p>18.06.2013</p>	<p>5</p>	<p>Promotes the economic development of the sub-region comprising Exeter, Mid Devon, East Devon and Teignbridge.</p>
<p>Exeter Area Rail Project Working Party</p> <p>1</p>	<p>Portfolio Holder for Sustainable Development and Transport (Cllr Sutton) Cllr Crow Cllr Wardle</p> <p>18.06.2013</p>	<p>3</p>	<p>Promotes the use of local rail services in the Exeter area and hinterland. Makes recommendations to operators of local train services and lobbies them for improvements Develops infrastructure projects at stations, to improve access and waiting facilities for all passengers</p>
<p>Exeter Arts Council</p> <p>1</p>	<p>Portfolio Holder for Economy and Tourism (Cllr Denham) Cllr Shiel</p> <p>18.06.2013</p>	<p>6</p>	<p>Independent group funded by the City Council with membership drawn from the major arts and cultural organisations in the City. It encourages creative activities in Exeter, both individuals and groups by providing financial support.</p>

Exeter Business Centre Board 1	Portfolio Holder for Economy and Tourism (Cllr Denham) Cllr Mrs Brock Cllr Winterbottom  <b>Former Cllr Mrs Morrish</b>  18.06.2013	4	The Board oversees the affairs of the Business Centre.
Exeter Council for Sport and Recreation 1	Portfolio Holder for Environment and Leisure (Cllr Sheldon)  <b>Former Cllr Taghdissian</b>  18.06.2013	6	To encourage and promote increased participation in sport, recreation and play in the Exeter district in co-operation with Exeter City Council, Devon County Council and other interested organisations.
Exeter Canal and Quay Trust Ltd. 1	Portfolio Holder for Economy and Tourism (Cllr Denham) Cllr Branston Cllr Bull Cllr Edwards Cllr Mottram Cllr Ruffle Cllr Winterbottom  <b>Former Cllr Newcombe</b>  18.06.2013	3	The preservation of land, buildings and other features of beauty or historical or architectural interest in or around the Exeter Canal and Quay Basin; The promotion and encouragement of high standards of architecture, building and town planning and the promotion of civic pride in the Area; The promotion and support of musical, artistic, educational and other cultural activities within the Area; and The promotion and support of community participation in any form of healthy recreation involving waterborne sports in the Area.
Exeter Fairtrade Steering Group 1	Cllr Martin Cllr Robson <b>Former Cllrs Hobden and Taghdissian</b>  18.06.2013	6	Promotes Fairtrade in Exeter and seeks to retain Fairtrade status for the City. Organises regular promotions including Fairtrade Fortnight in late February/early March and produces the Fairtrade Directory to promote shops and catering outlets that sell Fairtrade products in Exeter.

Exeter International Airport Consultative Committee 1	Portfolio Holder for Economy and Tourism (Cllr Denham) 18.06.2013	4	Consultation with respect to any matter concerning the management or administration of the airport which affects the interests of the users, local authorities and organisations as required by the Civil Aviation Act 1982.
Exeter Municipal Charities (General List) 4	The Lord Mayor Cllr Branston - 13.12.2013 <b>Ald N.W.F. Long - 13.12.2013</b> Cllr Robson – 13.12.2013 Cllr Winterbottom -13.12.2013	12	To provide accommodation for people who feel unable to remain in their own homes by reason of failing health or reduced circumstances.
Exeter Phoenix Arts Centre Board 1	Portfolio Holder for Economy and Tourism (Cllr Denham) 18.06.2013	6	To promote, maintain, improve, encourage and provide public education in the arts including the arts of drama, music, singing, dance, painting, sculpture, literature, cinematography and handicrafts.
Exeter School 4	<b>Former Cllr Taghdissian</b> 31.01.2014	3	Governing Body
Exeter Social, Health and Inclusion Partnership - Member Forum 1	Portfolio Holder for Housing and Community Involvement (Cllr R.M. Hannaford) Cllr Macdonald Cllr Prowse 18.06.2013	4	Oversees the implementation of work associated with health and social inclusion in the City and comprises partners from the public sector, main agencies and voluntary sector working in Exeter.

Exeter Vision Partnership  1	Leader (Cllr Edwards)  18.06.2013	5	Acts as the Local Strategic Partnership for Exeter, a non-statutory partnership that brings together the public, voluntary, community and private sectors to coordinate activity and tackle difficult cross-cutting issues within an area. The Partnership also provides a forum for setting the long-term strategic vision which is expressed through the Sustainable Community Strategy (the Exeter Vision).
J L Thomas Liaison Group  1	Cllr Choules Cllr Prowse  <b>Former Cllr Newcombe</b>  18.06.2013	2	To improve the exchange of information, report upon and monitor instances of nuisance arising from the factory or carriage of waste material and make suggestions for the improvement of the environmental conditions relevant to the operations of the factory.
Joint Pilotage Committee  1	Portfolio Holder for Sustainable Development and Transport (Cllr Sutton)  18.06.2013	1	Responsible for the authorisation of pilots, the licensing of pilot boats, the making of pilotage directions and the issue of Exemption Certificates to certain Ship Masters
Local Government Association General Assembly  1	Leader (Cllr Edwards)  18.06.2013	2	Promotes the interests of local authorities and better Local Government.
Maynard School  5	Cllr Mrs Henson <b>Cllr Shiel nominated</b>  30.07.2017	5	School Governing Body

Parking and Traffic Regulation Outside London Adjudication Joint Committee 1	Portfolio Holder for Sustainable Development and Transport (Cllr Sutton)  <b>Former Cllr Taghdissian</b>  18.06.2013	At least once a year	Adjudication service for appellants against penalty charge notices including visible independence of adjudicators from the authorities in whose areas they are working.
South West Councils 1	Leader (Cllr Edwards)  18.06.2013	4	Regional forum for south west authorities.
South West Provincial Employers 1	Portfolio Holder for Business Transformation and Human Resources (Cllr Martin)  18.06.2013	2	Joint negotiating machinery for the South West comprising the employers' side and the trade union side and provides a forum for discussion, debate and negotiation on human resources.
South West Water Liaison Group 1	Portfolio Holder for Environment and Leisure (Cllr Sheldon) Cllr Newby Cllr Robson  18.06.2013	1	To improve the exchange of information of the Countess Wear Sewage Treatment Works operated by South West Water and the carrying out of works to improve odour control. Reports upon instances of complaints arising from odours from works and makes suggestions for the improvement of the environmental conditions relevant to the operations of the works.
St Edmunds and St Mary Major, Exeter 4	Cllr Baldwin Cllr Branston Cllr Edwards <b>Former</b> <b>Cllr P Brock</b>  09.08.2016	2	To receive either generally or individually persons resident in Exeter who are in conditions of hardship, need or distress with a preference to these persons who are resident in the area of the former Parishes of St Edmunds on the Bridge, St. Mary Major, St. George the Martyr and St. John.

St Sidwell's Parish Lands and Other Charities 4	<b>P.J. Shepherd</b> <b>18.10.2013</b>	2	Provide and maintain the St Sidwell's Almshouses and provide funds to assist in the education of children in the parishes of St. Sidwell's, St. Matthew's and St. James.
Turntable Furniture Re-cycling Project	<b>Former Cllr Newcombe</b> From 19 June 2012	12	Turntable Committee Meetings
Young Single Persons Housing Forum 1	Portfolio Holder for Housing and Community Involvement (Cllr R.M. Hannaford)  18.06.2013	4	Provides a forum for all agencies involved in issues related to homelessness amongst young (aged 16-30) single people in Exeter and the surrounding area.

**CORPORATE MANAGER DEMOCRATIC AND CIVIC SUPPORT**  
**11 JUNE 2012**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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