



Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 16 JULY 2013**, at 6.00 pm, at which you are hereby summoned to attend. The following business is proposed to be transacted:-

	Pages
1 Minutes	
To sign the minutes of the Ordinary Meeting held on 23 April 2013 and the Annual Meeting held on 14 May 2013.	3 - 14
2 Official Communications	
To receive minutes of the following Committees and to determine thereon:-	
3 Planning Committee - 15 April 2013	15 – 28
4 Planning Committee - 20 May 2013	29 – 36
5 Planning Committee - 24 June 2013	37 – 44
6 Planning Committee - Special - 8 July 2013	45 – 54
7 Scrutiny Committee - Community - 28 May 2013	55 – 82
8 Scrutiny Committee - Economy - 30 May 2013	83 – 96
9 Scrutiny Committee - Resources - 19 June 2013	97 – 106
10 Audit and Governance Committee - 26 June 2013	107 - 114

Office of Corporate Manager Democratic & Civic Support

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11 Executive - 18 June 2013

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12 Executive - 1 July 2013

123 – 128

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

Date: 9 July 2013

Karime Hassan
Chief Executive &
Growth Director

NOTE: Members are asked to sign the Attendance Register



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Office of Corporate Manager Democratic & Civic Support			
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THE MEETING OF EXETER CITY COUNCIL

Guildhall
Tuesday 23 April 2013

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

11 **COUNCILLOR MITCHELL**

The Lord Mayor welcomed Councillor Mitchell to the meeting after his recent illness.

12 **MINUTES**

Subject to the inclusion of Councillor Morris in the respective lists of apologies of absence, the minutes of the Extraordinary, Special and Ordinary meetings of Council held on 26 February 2013 were taken as read and signed as correct.

13 **PETITION - PARKING ISSUES IN TOPSHAM**

In accordance with the Council's Petition Scheme Mrs Hubbick, on behalf of the Topsham Community Association, presented a petition of approximately 2,400 signatories calling on Exeter City Council and Devon County Council to work together to address, as a matter of urgency, the parking issues in Topsham by creating additional parking spaces and establishing priorities between different users.

She described the unique nature of Topsham and the longstanding difficulties in respect of parking experienced by the residents, traders, tourists and other visitors to the town. The Community Association had organised a public meeting in the Summer of 2012 and a working group had been set up to consider the problems in detail. Rather than putting forward specific suggestions, the group had agreed to request both the City and County Councils to jointly consider solutions to the problems of parking in Topsham.

Councillor Baldwin, who had originally submitted the petition to Council on 26 February 2013, endorsed the views expressed and moved that the County and City Councils jointly meet to address the problems reported. Councillor Sutton, as Portfolio Holder for Sustainable Development and Transport, thanked the Association for the petition and welcomed the significant community interest and participation in bringing the issues to the attention of the local authorities. In seconding the motion, she reported that Devon County Council's Highways and Traffic Orders Committee, on 18 April 2013, had resolved that a working group of appropriate Members and officers from both the County and City Councils meet to seek solutions to the parking problems in Topsham.

The Leader supported the establishment of a working group and confirmed that he wished to serve on the group.

RESOLVED that the City Council support the establishment of a working group of appropriate Members and officers from both the County and City Councils to seek solutions to the parking problems in Topsham.

14

PLANNING COMMITTEE - 18 FEBRUARY 2013

The minutes of the Planning Committee of 18 February 2013 were presented by the Chair, Councillor Bialyk and taken as read.

RESOLVED that the minutes of the Planning Committee held on 18 February 2013 be received.

15

PLANNING COMMITTEE - 18 MARCH 2013

The minutes of the Planning Committee of 18 March 2013 were presented by the Chair, Councillor Bialyk and taken as read.

RESOLVED that the minutes of the Planning Committee held on 18 March 2013 be received.

16

LICENSING COMMITTEE - 26 MARCH 2013

The minutes of the Licensing Committee of 26 March 2013 were presented by the Chair, Councillor Owen and taken as read.

RESOLVED that the minutes of the Licensing Committee held on 26 March 2013 be received.

17

SCRUTINY COMMITTEE - COMMUNITY - 5 MARCH 2013

The minutes of the Scrutiny Committee - Community of 5 March 2013 were presented by the Chair, Councillor Shiel and taken as read.

RESOLVED that the minutes of the Scrutiny Committee - Community held on 5 March 2013 be received.

18

SCRUTINY COMMITTEE - ECONOMY - 7 MARCH 2013

Councillor Mitchell expressed an interest in respect of Minute 15 as his civil partner managed a retail business.

The minutes of the Scrutiny Committee - Economy of 7 March 2013 were presented by the Chair, Councillor Crow and taken as read.

In relation to Minute 12 (Questions from Members of the Council under Standing Order 20) on the issue of private sector management of some Council car parks and to issues relating to the Council's Car Parks in general, the Portfolio Holder for Sustainable Development and Transport, reported that the Assistant Director Public Realm had been requested to review car park provision in the City for report to the relevant Scrutiny Committee.

In respect of Minute 15 (City Centre Business Improvement District), the Portfolio Holder for Economy and Tourism confirmed that it would be important for the second BID to be owned and driven by the business community and advised that the Exeter Chamber of Commerce was fully supportive. Details of the BID were being progressed.

RESOLVED that the minutes of the Executive held on 9 April 2013 be received and, where appropriate, adopted.

(The meeting commenced at 6.00 pm and closed at 7.03 pm)

Chair

ANNUAL COUNCIL

Tuesday 14 May 2013

Present:-

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

Apologies

Councillors Choules and Winterbottom

1

RETIREMENT OF PHILIP BOSTOCK O.B.E.

The Lord Mayor thanked Philip Bostock, the Chief Executive for his outstanding contribution to the work of the Council and the City over the past 16 years and wished him and his wife every happiness in their retirement.

The Leader, Councillors Mrs Henson and Fullam endorsed the Lord Mayor's gratitude and best wishes.

Philip Bostock thanked the Council for their kind words and the support he had received over the past 16 years from members and officers and wished the Council every success in the future.

2

ELECTION OF THE LORD MAYOR

RESOLVED on the nomination of Councillor Martin, seconded by Councillor Mrs Henson, that Councillor Rachel Lyons be elected Lord Mayor of the City for the ensuing Municipal Year.

The Lord Mayor was invested with her Robe and Chain of Office, made her Declaration of Acceptance of Office, took the Chair and returned thanks.

3

APPOINTMENT OF THE DEPUTY LORD MAYOR

RESOLVED on the nomination of Councillor Pearson, seconded by Councillor Robson, that Councillor Hannaford be appointed Deputy Lord Mayor of the City for the ensuing Municipal Year.

The Deputy Lord Mayor was invested with his Robe and Chain of Office, made his Declaration of Acceptance of Office and returned thanks.

4

VOTE OF THANKS

RESOLVED that the Council record its appreciation for the able and courteous manner in which Councillor Rob Newby and Mrs Newby have discharged the duties of Lord Mayor and Lady Mayoress during the past year.

Councillor Leadbetter, on behalf of the Council, presented badges to the retiring Lord Mayor and retiring Lady Mayoress.

The retiring Lord Mayor returned thanks.

RESOLVED that the Council record its appreciation for the able and courteous manner in which Councillor Prowse and Mrs Prowse have discharged the duties of Deputy Lord Mayor and Deputy Lady Mayoress during the past year.

The retiring Deputy Lord Mayor returned thanks.

5 **CONFIRMATION OF THE LEADER OF THE COUNCIL AND CONFIRMATION OF THE DEPUTY LEADER OF THE COUNCIL.**

Councillor Edwards was confirmed as Leader of the Council. Councillor Edwards confirmed the appointment of Councillor Sutton as Deputy Leader.

RESOLVED that Councillor Edwards be confirmed as Leader of the Council and Councillor Sutton as Deputy Leader.

6 **APPOINTMENT OF THE EXECUTIVE AND PORTFOLIO HOLDERS**

The Leader of the Council confirmed his nominations for Portfolio Holders and Executive membership as circulated.

RESOLVED that the Council's Executive be appointed as follows for the ensuing Municipal Year:-

Councillor	Portfolio or Group
Edwards P.W	Leader, Budget and Strategic Vision
Martin I.J	Business Transformation and Human Resources*
Hannaford, R.M	Housing and Community Involvement
Sheldon G.N	Environment and Leisure
Sutton R.H	Sustainable Development and Transport
Denham R.C .	Economy and Tourism
Henson Mrs Y.A.C	Conservative
Fullam A.A	Liberal Democrat

* In order to ensure the most effective co-ordination of budgeting and staffing issues in the preparation and delivery of the Council's policy to restructure the Council, it was agreed that the HR function would be assumed by the Leader for this Municipal Year, with advice from the Portfolio Holder.

7 **APPOINTMENT OF COMMITTEES**

The Lord Mayor advised that Mr M Fowkes and Mr W Page had been appointed as Independent Persons to assist the Council in promoting and maintaining high standards of conduct amongst its Elected Members.

RESOLVED that the membership of Committees etc, Chairs and Deputy Chairs and Independent Persons, as shown at the Appendix to these minutes, be agreed.

8

THE MINUTES OF THE RECRUITMENT PANEL HELD ON 8 MAY 2013

The Strategic Directors (Karime Hassan and Mark Parkinson) left the meeting during consideration of this item.

The minutes of the Recruitment Panel of 8 May 2013 were presented by the Leader, Councillor Edwards and taken as read.

RESOLVED that the minutes of the Recruitment Panel held on 8 May 2013 be received and adopted.

(The meeting commenced at 7.00 pm and closed at 8.35 pm)

Chair

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EXETER CITY COUNCIL

**EXECUTIVE,
SCRUTINY AND OTHER COMMITTEES ETC. 2013/14**

EXECUTIVE (8)

Edwards, P.W. (Chair)	Henson, Mrs Y.A.C.
Denham, R.C.	Martin, I.J.
Fullam, A.A.	Sheldon, G.N.
Hannaford, R.M.	Sutton, R.H.

PORTFOLIO HOLDERS

Edwards, P.W.	Leader, Budget and Strategic Vision
Martin, I.J.	Business Transformation and Human Resources*
Hannaford, R.M.	Housing and Community Involvement
Sheldon, G.N.	Environment and Leisure
Sutton, R.H.	Sustainable Development and Transport
Denham, R.C.	Economy and Tourism

*In order to ensure the most effective coordination of budgeting and staffing issues in the preparation and delivery of the Council's policy to restructure the Council, it is proposed that the HR function will be assumed by the Leader for this Municipal Year, with advice from the Portfolio Holder.

SCRUTINY - RESOURCES (13)

Baldwin, M. A. (Chair)	Donovan, J.J.
Ruffle, R. (Deputy Chair)	Macdonald, M.
Bowkett, S.J.	Newby, R.C.
Brock, Mrs S.R.	Owen, K.
Bull, P.D.	Pearson, O.
Crew, R.B.	Robson, L.S.
Dawson, C.	

Employee Liaison Forum (5)

Edwards, P.W. (Chair)	Donovan, J.J.
Crew, R.B.	Ruffle, R.
Henson, D.J.	

SCRUTINY - COMMUNITY (13)

Shiel, N. (Chair)	Crow, T.
Mitchell, K.J. (Deputy Chair)	Macdonald, M.
Bowkett, S.J.	Morris, H.
Branston, R.A.	Mottram, L.W.
Bull, P.D.	Payne, T.V.
Choules, M.	Spackman, R.D.
Clark, M.R.	

SCRUTINY - ECONOMY (13)

Leadbetter, A.R. (Chair)
Brock, Mrs S.R. (Deputy Chair)
Bialyk, P.M.
Bowkett, S.J.
Branston, R. A.
Bull, P.D.
Crew, R.B.

Crow, T.
Mottram, L.W.
Pearson, O.
Prowse, G.J.
Robson, L.S.
Wardle, A.J.

PLANNING COMMITTEE (13)

Bialyk, P.M. (Chair)
Spackman, R.D. (Deputy Chair)
Choules, M.
Denham, R.C.
Donovan, J.J.
Edwards, P.W.
Henson, Mrs Y.A.C.

Mitchell, K.J.
Owen, K.
Prowse, G.J.
Sutton, R.H.
Tippins, G.M.
Winterbottom, J.W.

Planning Member Working Group (7)

Spackman, R.D. (Chair)
Edwards, P.W.
Henson, Mrs Y.A.C.
Mitchell, K.J.

Prowse, G.J.
Sutton, R.H.
Chair of Planning Committee

Area Working Parties

Northern (6)

Denham, R.C.
Edwards, P.W.
Donovan, J.J.

Owen, K.
Mitchell, K.J.
Prowse, G.J.

Southern (4)

Henson, Mrs Y.A.C.
Choules, M.

Spackman, R.D.
Tippins, G.M.

Western (3)

Bialyk, P.M.

Sutton, R.H.
Winterbottom, J.W.

MAJOR GRANTS AND NEW HOMES BONUS PANEL (5)

Edwards, P.W. (Chair)
Fullam, A.A.
Hannaford, R.M.

Henson Mrs Y.A.C.
Sutton, R.H.

LICENSING COMMITTEE (14)

Owen, K. (Chair)	Newby, R. C.
Dawson, C. (Deputy Chair)	Payne, T.V.
Choules, M.	Pearson, O.
Clark, M.R.	Ruffle, R.
Henson, D.J.	Shiel, N.
Laws, S.	Tippins, G.M.
Macdonald, M.	Winterbottom, J.W.

Licensing Sub-Committees (3)

Licensing Sub-Committee membership to be drawn from Licensing Committee Members above.

AUDIT AND GOVERNANCE COMMITTEE (11)

Bowkett, S.J. (Chair)	Laws, S.
Baldwin, M.A. (Deputy)	Leadbetter, A.R.
Branston, R. A.	Morris, H.
Choules, M.	Payne, T.V.
Fullam, A. A.	Spackman, R.D.
Henson, D.J.	

INDEPENDENT PERSONS

Mr M Fowkes and Mr W Page appointed as Independent Persons to assist the Council in promoting and maintaining high standards of conduct amongst its Elected Members.

TOPSHAM PARKING MEMBER WORKING GROUP

(City Councillors)

Edwards, P.W.	Newby, R.C.
Baldwin, M.A.	Sutton, R.H.

Liberal Democrat appointment

(County Councillors)

EXETER HIGHWAYS AND TRAFFIC ORDERS COMMITTEE (13)

(4 City Councillors)

Bull, P.D.	Wardle, A.J.
Ruffle, R.	Winterbottom, J.W.

(9 County Councillors)

Foggin, O.M.	Morse, E.
Hannaford, R.M.	Owen, J.
Hannan, A.	Prowse, G.J.
Hill, R.J.	Westlake, R.A.
Leadbetter, A.R.	

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PLANNING COMMITTEE

Monday 15 April 2013

Present:

Councillor Bialyk (Chair)
Councillors Lyons, Denham, Donovan, Mrs Henson, Morris, Owen, Prowse, Spackman, Sutton and Winterbottom

Apologies:

Councillor Edwards

Also Present:

Assistant Director City Development, Planning Solicitor, Area Planner (MH) and Member Services Officer (SJS)

32

DECLARATIONS OF INTEREST

A Member declared the following disclosable pecuniary interest and withdrew from the meeting during consideration of the item:-

COUNCILLOR	MINUTE
Councillor Denham	36 (employee of the Academy for Deaf Education)

33

PLANNING APPLICATION NO: 13/0203/16 - THE HAVEN, ALPHINGTON STREET, EXETER. EX2 8AU

The Assistant Director City Development presented the application for change of use to a hostel at The Haven, Alphington Street, Exeter. The property had been empty for several years and was last used by a Housing Association as a house in multiple occupation and prior to that was used as a guest house. The proposal sought to establish a hostel in connection with the City Council's No Second Night Out Initiative to prevent homelessness and rough sleeping in the City. The premises would house a maximum of nine residents within three double rooms and three single rooms. The building was located within the Alphington Road/Princes Square Conservation Area.

Members were circulated with an update sheet advising of a petition from Homeclyst House withdrawing their objection and a consultation response from the Police Architectural Liaison Officer - attached to minutes.

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

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

- had read the original objections and the decision to withdraw them
- supported the application as it stood and welcomed the condition regarding a one year trial
- would the time of weekday twice daily visits vary? – had concern regarding residents modifying their behaviour

- clarity regarding not being able to cut extra keys and the position regarding two dogs – was that per person or in total?

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

- is a Local Councillor and the Portfolio Holder for Housing and Community Involvement
- officers had talked to the residents of Homeclyst House who had now withdrawn their objections
- consent would be temporary for a year
- the twice daily spot checks would be at varying times
- the restriction for two dogs was for the property not per person
- the management of the property would cover security issues
- the near-by 'Ashdown Lodge' was not a City Council run property; was involved with the Police and Environmental Health in how to deal with issues arising from the property
- this property had been empty and had been occupied by squatters
- the proposal was to establish a hostel in connection with the City Council's No Second Night Out Initiative
- this accommodation would be used for ordinary people who have found themselves homeless and needed assistance to get themselves back on track
- asked the Committee to support the application.

Ms G Littely (Temporary Accommodation Co-ordinator - representing Exeter City Council) spoke in support of the application. She raised the following points:-

- this application was for the change of use to a hostel
- had previously been used by a Housing Association for rehabilitation; this had ceased due to the reduction in the supporting people budget
- the property had been empty for some years
- this proposal would provide much needed accommodation
- the Council had 70 fully managed similar units across the city
- the change of use had raised issues of fear and anxiety by local residents in particular Homeclyst House; after explaining to local residents how the property would be used a petition withdrawing their objections had been received
- asked the Committee to support the use of this much needed accommodation so that there was sufficient accommodation for rough sleepers.

In response to Members' questions, Ms Littely clarified that the Council has experience of accommodating dogs and a full risk assessment is undertaken, dogs have to be kept on a leash in all the communal areas; curtains are not allowed to be tied up or clothes hung out of windows; the locks are suite locks which need a code to obtain replacement keys, staff will have a master key that opens all doors; the residents of Homeclyst would have direct contact with the local community officer; at weekends any issues would be reported to the Council's Control Centre who will contact the on-duty call officer (24 hours).

RESOLVED that planning permission for change of use from dwelling to hostel be approved subject to the following conditions:-

- 1) C05 - Time Limit – Commencement
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning

Authority on 8 March 2013 (dwg. nos 12-01-01a) as modified by other conditions of this consent.

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

- 3) The use hereby approved shall cease on or before one year following the first occupation of the building. The Local Planning Authority shall be informed of the date of the first occupation to enable the time period to be monitored.

Reason: A 'trial run' is necessary to assess whether the use is suitable on a permanent basis in this locality.

- 4) The development hereby permitted shall be carried out in accordance with requirement as stated in the Hostel Management Plan submitted with the application at all times unless otherwise agreed in writing by the Local Planning Authority.

Reason: To protect the existing residential amenity standards of neighbouring properties.

(Report circulated)

34 **PLANNING APPLICATION NO: 12/2530/03 - HOLLAND PARK, OLD RYDON LANE, EXETER, EX2 7JU**

The Area Planner (MH) presented the application for 40 new dwellings and highway access at Holland Park, Old Rydon Lane, Exeter.

Members were advised that there were two parcels of land. The smallest parcel (12 houses) would be served by the existing access road to Newcourt House, while the larger part (28 houses) would be served by two access points from Old Rydon Lane. The scheme maintained the existing hedgerow running along Old Rydon Lane and incorporated two main areas of open space and additional landscaping/green areas contributing to Green Infrastructure in the locality.

Members were circulated with an update sheet advising of a further letter from the Golf Club; the developer's objections to condition nine and officers response; confirmation that agreement had been reached on the proposed affordable housing provision; clarification of the Transport contribution on the Section 106 agreement and amendments to condition two and 17 - attached to minutes.

Members were advised that a further email had been received on behalf of St Bridget Nurseries raising objections and asking for a deferral of the application.

The recommendation was for approval subject to a Section 106 Agreement and the conditions as set out in the report with amendments as set out in the update sheet and also an amendment to the wording of condition three.

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

- RSPB objections had not been mitigated
- South West Water concerns had only partially been addressed; the storm water issue had not been resolved
- the Section 106 requirements for the rest of Newcourt had not been applied to this proposal
- there were two separate sites that were not linked
- Newcourt Drive was privately owed

- the affordable housing was not integrated; it was effectively an off-site contribution; these houses did not have access to buses routes, open space or play areas
- should re-think the layout to re-site the affordable housing on the main site.

In response to Members' questions, Mr Pratt clarified that his mother lived in Newcourt Lodge; he had sold land to Barratt Homes; this proposal created an enclave of executive homes; was not consistent or integrated with the rest of the Newcourt development.

The Area Planner clarified that the private road would be resurfaced; the proposal was part of the larger development of Newcourt; and discussion had taken place regarding the possibility of a footpath link between the two parcels of land.

RESOLVED that planning permission for 40 new dwellings and highway access be approved subject a Section 106 Agreement covering the items referred to in the report and the following conditions:-

- 1) The development to which this permission relates must be begun not later than the expiration of two years beginning with the date on which this permission is granted.
Reason: To ensure compliance with sections 91-92 of the Town and Country Planning Act 1990.
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 26th September 2012, and 7th and 20th March 2013 (*dwg. nos. ORL-LOC PLAN, ORL-SITE01 Rev 3.3C, ORL-P1 Rev 3.3A, ORL-P2 Rev 3.3A, ORL-P3 Rev 3.3, ORL-P4&5 Rev 3.3A, ORL-P6&7 Rev 3.3A, ORL-P8 Rev 3.3, ORL-P9 Rev 3.3, ORL-P10&11 Rev 3.3A, ORL-P12 Rev 3.3, ORL-P13 Rev 3.3, ORL-P14 Rev 3.3, ORL-P15 Rev 3.3, ORL-P16 Rev 3.3, ORL-P17 Rev 3.3, ORL-P18, ORL-P19 Rev 3.3, ORL-P20 Rev 3.3, ORL-P21 Rev 3.3, ORL-P22 Rev 3.3, ORL-P23 Rev 3.3, ORL-P24 Rev 3.3, ORL-P25&26 Rev 3.3 A, ORL-P27&28 Rev 3.3A, ORL-P29-31 Rev 3.3B, ORL-P32-34 Rev 3.3, ORL-P35 Rev 3.3, ORL-P36&37 Rev 3.3, ORL-P38-40 Rev 3.3A, ORL-G3,17,22 Rev 3.3, and ORL-G12-15 Rev 3.3*), as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 3) The development shall not begin until full details of all drainage works associated with the development based on a scheme utilising attenuation rather than rainwater harvesting, have been submitted to and approved by the Local Planning Authority in writing. These details should demonstrate how the scheme has followed and implemented the strategy set out in the Flood Risk Assessment dated 28th November 2012 submitted in support of this application.
Reason: To ensure the satisfactory drainage of the development.
- 4) A detailed scheme for landscaping, including the planting of trees and/or shrubs, the use of surface materials, and proposed boundary treatments to prevent vehicular encroachment onto areas of public open space and highway verges, shall be submitted to the Local Planning Authority and no development shall take place until the Local Planning Authority have approved a scheme in writing; such scheme shall specify materials, species, tree and plant sizes, numbers and planting densities, and any earthworks required together with the timing of the implementation of the

scheme. The landscaping shall thereafter be implemented in accordance with the approved scheme in accordance with the agreed programme.

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

- 5) The hedgerow/bank running along the northern boundary of the site with Old Rydon Lane shall be retained and reinforced in accordance with details which shall previously have been submitted to, and approved in writing by, the Local Planning Authority. Thereafter this feature shall be retained at all times unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interests of visual amenity and biodiversity.
- 6) C37 - Replacement Planting
- 7) C38 - Trees - Temporary Fencing
- 8) C57 - Archaeological Recording
- 9) Any individual dwelling hereby approved shall achieve a Code Level 4 (including a 44% CO2 emissions rate reduction from Part L 2006) as a minimum, and a Code Level 5 (Zero Carbon) if commenced on or after 1st January 2016, in accordance with the requirements of the Code for Sustainable Homes 2006 and the Code for Sustainable Homes Technical Guide November 2010 (or such equivalent standard that is approved in writing by the Local Planning Authority) and Exeter Core Strategy Policy CP15. Unless otherwise agreed in writing by the Local Planning Authority, no dwelling shall be occupied until an application for certification has been made confirming that the required Code Level has been achieved and within one year of occupation of any dwelling the developer shall submit to the Local Planning Authority evidence of the certification to demonstrate that a Final Code Level of 4 or 5 has been achieved as required above.
Reason: In the interests of sustainable development.
- 10) The Local Planning Authority shall be notified in writing of the identity of all dwellings for which construction has commenced before 1st January 2016, within 10 working days following that date.
Reason: In the interests of monitoring compliance with sustainable development requirements.
- 11) A Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Local Planning Authority prior to the commencement of development, and adhered to during the construction period. This should include details of monitoring and mitigation measures to control the environmental impact of the construction and demolition phases and highway safety, including but not limited to details of access arrangements and timings and management of arrivals and departures of vehicles, site traffic vehicle routes, emissions of noise and dust, the phasing and timing of work and site compound details. The CEMP should contain a procedure for handling and investigating complaints as well as provision for regular meetings with appropriate representatives from the Local Authorities during the development, in order to discuss forthcoming work and its environmental impact.
Reason: In the interests of local amenity.
- 12) Construction/demolition work shall not take place outside the following times: 8am to 6pm (Mondays to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.

Reason: In the interests of local amenity.

- 13) No part of the development hereby approved shall be brought into its intended use until the site access's, visibility splays, on site car and cycle parking facilities, turning areas, estate road layout and site highway drainage have been provided and maintained in accordance with details that shall have been submitted to, and approved in writing by, the Local Planning Authority before their construction begins. Thereafter the said facilities shall be retained for the intended purpose at all times unless otherwise agreed in writing by the Local Planning Authority.

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

- 14) Prior to the occupation of the development hereby permitted, secure cycle parking shall be provided in accordance with details previously submitted to and approved in writing by the Local Planning Authority, and the cycle parking shall be maintained at all times thereafter.

Reason: To ensure that cycle parking is provided, in accordance with Local Plan policy T3, to encourage travel by sustainable means.

- 15) Prior to occupation of the development hereby permitted, a travel pack shall be provided informing all residents of walking and cycling routes and facilities, public transport facilities including bus stops, rail stations and timetables, car sharing schemes and car clubs, as appropriate, the form and content of which shall have previously been approved in writing by the Local Planning Authority.

Reason: To ensure that all occupants of the development are aware of the available sustainable travel options.

- 16) If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until the developer has submitted, and obtained written approval from the Local Planning Authority for an amended investigation and risk assessment and, where necessary, a remediation strategy and verification plan detailing how this unsuspected contamination shall be dealt with.

Following completion of measures identified in the approved remediation strategy and verification plan and prior to occupation of any part of the permitted development, a verification report demonstrating completion of the works set out in the approved remediation strategy and the effectiveness of the remediation shall be submitted to and approved, in writing, by the local planning authority.

Reason: No site investigation can completely characterise a site. This condition is required to ensure that any unexpected contamination that is uncovered during remediation or other site works is dealt with appropriately.

- 17) No dwelling hereby permitted shall be occupied until a Wildlife Plan which demonstrates how the proposed development will be managed in perpetuity to enhance wildlife has been submitted to and approved by the Local Planning Authority. The Wildlife Plan shall translate the potential mitigation and enhancement measures set out in the Wildlife Management Plan by Peter Beale dated 26th March 2013 into a suite of specific measures to implemented as part of the development, and shall include the provision of appropriate bird boxes. Thereafter the development shall be carried out entirely in accordance with the approved plan.

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

- 18) Prior to the first occupation of any dwelling hereby permitted the boundary treatments to that dwelling shall be completed in accordance with the details specified on drawing no. ORL-SITE 01 Rev 3.3B. Thereafter the said boundary treatments shall be retained in situ at all times unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of the visual amenities of the area and the residential amenity of future occupants of the development.

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

(Report circulated)

35 **PLANNING APPLICATION NO: 13/0150/03 - LAND ADJOINING BARLEY HOUSE, ISLEWORTH ROAD, EXETER, EX4 1AN**

The report of the Assistant Director City Development was submitted. Members noted that the application had been **withdrawn**.

(Report circulated)

36 **PLANNING APPLICATION NO. 13/0105/02 - FORMER ST LUKES HIGH SCHOOL, RINGSWELL AVENUE, EXETER, EX1 3EG**

Councillor Denham declared a disclosable pecuniary interest as an employee of the Academy for Deaf Education and withdrew from the meeting during consideration of the item.

The Assistant Director City Development presented the application for the erection of an Academy for Deaf Education with associated residential accommodation, open space, car parking and landscaping at former St Lukes High School, Ringswell Avenue, Exeter.

The site was part of the land formerly occupied by St Luke's School and outline planning permission for the demolition of former school buildings, erection of Academy for Deaf Education with associated residential accommodation, open space, car parking and landscaping was conditionally approved in July 2012. Consent was now sought for the reserved matters details.

Members were circulated with an update sheet advising that the applicant had agreed to incorporate bird and bat nesting/roosting places and demonstrated that the cycle parking was adequate; and additional conditions required by the Assistant Director Environmental Health - attached to minutes. Plans had now been received detailing the location of the bird boxes.

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

Mr Farnhill (The Royal Academy for the Deaf) spoke in support of the application. He raised the following points:-

- had consulted further since the outline permission was given with positive response from the local community

- this facility would enable all agencies to be accommodated in one facility
- the proposal would include a 'High Street' with a café and hair dressers; this would encourage the local residents to be involved in the school and enable the children to mix with the wider community
- the design of the building was to enable the acoustics and lighting to help sign language users and improve the quality of light
- the RSBP objections had been addressed.

Mr Farnhill clarified that there would be allotments, an orchard and chicken sheds on site.

RESOLVED that planning permission for erection of a Academy for Deaf Education with associated residential accommodation, open space, car parking and landscaping (approval of reserved matters on Ref. No. 12/0584/01 granted 10-07-12) for appearance, landscaping, layout and scale be approved, subject to the following conditions:-

- 1) All conditions imposed on notice of outline approval (ref no. 12/0854/01) are hereby reiterated in as much as they relate to the development and have yet to be discharged in writing by the Local Planning Authority.
Reason: To safeguard the rights of control by the Local Planning Authority in respect of the reserved matters.
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 29 January 2013 (dwg. nos. as set out in the covering letter from Turley Associates dated 28 January 29013), as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 3) Before the use hereby permitted begins, a scheme for the installation of equipment to control the emission of fumes and smell from the kitchens shall be submitted to, and approved in writing by, the local planning authority and the approved scheme shall be implemented. All equipment installed as part of the scheme shall be operated and maintained in as agreed thereafter.
Reason: In the interests of the amenity of the occupants and neighbours.
- 4) Prior to the commencement of the development an assessment of the impact of all external lighting associated with the development shall be submitted to and approved in writing by the Local Planning Authority. The assessment should address the impact of the lights (including hours of use) on the nearest receptors. Thereafter the lighting shall be installed and maintained in accordance with the specifications within the assessment.
Reason: In the interests of the amenity of neighbours.

(Report circulated)

37

PLANNING DECISIONS TAKEN UNDER DELEGATED POWERS AND WITHDRAWN APPLICATIONS

The report of the Assistant Director City Development was submitted.

RESOLVED that the report be noted.

(Report circulated)

38

APPEALS REPORT

The schedule of appeal decisions and appeals lodged was submitted.

RESOLVED that the report be noted.

(Report circulated)

39

SITE INSPECTION PARTY

RESOLVED that the next Site Inspection Party will be held on Tuesday 7 May 2013 at 9.30 a.m. The Councillors attending will be Bialyk, Mrs Henson and Lyons.

40

ADDITIONAL INFORMATION SHEET

Attached

(The meeting commenced at 5.30 pm and closed at 6.50 pm)

Chair

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**PLANNING COMMITTEE
15 APRIL 2013**

**ADDITIONAL INFORMATION
Correspondence received and matters arising following preparation of the Agenda**

**Item 4
Pages 1-6
Ref 13/0203/16
The Haven
Alphington Street
Exeter**

Petition received from Homecylst House signed by 28 residents withdrawing their objection to the proposal. This followed a meeting at Homecylst House with a local Councillor and the Council's Housing Needs Manager held on 26 March.

Consultation response received from the Police Architectural Liaison Officer confirming the reports of anti-social behaviour as experienced by local residents and making the following observations:

Need for CCTV and associated lighting; boundary access must be secure; removal of loitering points ie low front boundary; access to property only via front door; secure key management; windows and doors should meet secured by design standards; fire exits must be alarmed and continued liaison with the police required to help reduce crime, disorder and the fear of crime.

**Item 5
Pages 7-18
Ref 12/2530/03
Holland Park
Old Rydon Lane
Exeter**

A further letter of representation has been received on behalf of the Golf Club which largely reiterates their previous objection raising the following points –

- Changes to layout in north-east corner welcomed but remain concerned about plots at southern end of site on boundary with Golf Course which could be at risk from stray golf balls and thereby impact on playability, safety and future of Golf Course.
- Lack of detail on boundary treatments and landscaping on shared boundary given lifespan of existing trees
- Failure of proposal to adequately consider relationship of development to adjoining land use in design and layout, thereby rendering proposal contrary to Local Plan/Core Strategy policies and NPPF guidance.
- Failure to adequately consider impact on amenity of adjoining land use and economic impact of any adverse impacts affecting Golf Course.

In response to these points Members are advised that officers consider the changes to the layout and design of the scheme incorporated in the revised plans a proportionate response to the concerns raised on behalf of the Golf Club and that their concerns would not amount to a justifiable reason for refusal of this scheme. It should also be noted that ultimate responsibility for any stray golf balls from the course rests with the Golf Club.

Further negotiations regarding the design of the wheelchair unit and the details of the intermediate housing have been satisfactorily concluded. Consequently the overall proposals to meet the affordable housing requirement in relation to this development are now considered acceptable.

Having seen the proposed conditions the developer has indicated that Condition 9, which requires compliance with Level 4 of the Code for Sustainable Homes, is acting in advance of the Government's decision on changes to the Building Regulations nationally and will make the scheme undeliverable on viability grounds. It has been requested this is replaced with a less onerous condition requiring a 10% improvement in SAP rating (Standard Assessment Procedure in respect of carbon emissions) over and above requirement of 2010 Building Regulations.

The following response to the issue has been sent to the developer and on this basis it is recommended that condition 9 be retained as set out in the main report.

“Exeter, like many other Local Planning Authorities, has an adopted Plan that requires a minimum achievement in new build homes against the Code for Sustainable Homes. The Exeter Core Strategy (adopted in 2012) via Policy CP15 places a clear requirement on new dwellings to achieve Code Level 4 (including overall performance across the code categories and complying with minimum standards) from January 2013. The examiner concluded that this policy was justified, effective and consistent with national policy. Given the date of the adoption of the Core Strategy, and the consultation and examination it went through prior to being adopted, I don't think it can reasonably be argued that the Authority's requirement to achieve Code Level 4 will have come as a surprise. Indeed I note that you made representation on this issue at the Core Strategy Examination. In this context it is our view that compliance with Code Level 4 should have been factored into any negotiations over the land value and should not therefore be advocated as subsequently impact on the viability of the scheme.

The Council has been requiring Code Level 3 in compliance with this policy on major sites for some time. Indeed the outline consent for residential development of the Lower RNSD and land north of Old Rydon Lane (ref 07/2169/01 – now being developed by Persimmon and Barratts respectively) has a condition requiring Code Level 3. Since the start of this year, in line with the policy the Authority has been requiring Code Level 4 by condition (e.g. on major schemes including 12/0472/01 – Land off Hill Barton Road and 12/0500/03 Bishops Court Quarry).

I note your comments on the Government's position but would point out that in the 2013 Budget the Government renewed its commitment to delivering zero carbon homes by 2016. The Government has pledged to produce a detailed plan, setting out a response to the 2012 consultation on Part L Building Regulations by May 2013. Clearly this statement is helpful in that it signals the Government's intended direction of travel and gives backing to the approach taken by Exeter.

The Government has undertaken research to establish the costs of complying with different Code Levels. The 'Cost of building to the Code for Sustainable Homes – Updated cost review' concludes that for a three bed semi on a strategic greenfield site the extra costs of complying with code level 4 (over and above the building regulations part L 2010 baseline costs) are as follows:

Energy costs	£3,393
Other costs (incorporating all other elements of the code)	£1,951
TOTAL Cost	£5,344

In most instances this level of costs would not make a development unviable; particularly given the ability of the developer to use the Code as a way to add value, differentiate offer and increase achievable selling prices. It should also be recognised that as soon as Building Regulations catch up (which they must surely do if the Government is to meet its commitment to be zero carbon by 2016) it will only be the 'Other costs' that represent an additional cost to the developer.

Whilst there are cost implications of complying with code level 4, there are clear benefits both in terms of reductions in carbon emissions and cost savings for those living in these homes (not just energy savings, but water savings and the other benefits relating to ecology, sound-proofing and convenient waste storage).

In the context of the above it is not clear where the additional costs referred to in your email of 5th April have come from, nor what baseline they relate to, as they appear to be at odds with the above figures. Specifically with regard to the drainage implications I'd comment that the 'Management of surface water run-off from developments' (Sur 1) is mandatory across all levels of the Code for Sustainable Homes. The aim is to avoid, reduce and delay the discharge of rainfall to public sewers and watercourses. The Council considers that the measures proposed at Holland Park (specifically the onsite attenuation and exceedance flood routes) achieve this aim and meet the mandatory requirements of Category 4 Surface Water Run-off (Sur 1).

In summary, it is considered that Condition 9 is justified and required to ensure that the development complies with Core Strategy policy CP15 and that the proposal under consideration achieves our purpose of delivering good development. We have through a process of positive negotiation reached a position where your scheme is considered to achieve that purpose, but it is our view that Condition 9 is a fundamental facet of that consideration. Consequently it is not proposed to remove or vary this condition, and its imposition is consistent with recent decisions on other residential applications that have been made by the Council. Obviously I will ensure that this issue is covered in the update sheet circulated to Members ahead of the Planning Committee on Monday but the contents of this email will form our officer position on the matter. As you acknowledge in your email of 5th April you have the option to appeal against this condition and given the divergence in our respective positions on this matter I appreciate that this might be the course of action you decide to pursue.”

Since preparation of the main report the Transport contribution referred to under the Section 106 has been clarified as £112,000 rather than the £122,000 quoted.

An amended version of condition is proposed as follows to reflect the most up-to-date versions of drawings received on 8th April -

2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 26th September 2012, and 7th and 20th March 2013 (*dwg. nos. ORL-LOC PLAN, ORL-SITE01 Rev 3.3C, ORL-P1 Rev 3.3A, ORL-P2 Rev 3.3A, ORL-P3 Rev 3.3, ORL-P4&5 Rev 3.3A, ORL-P6&7 Rev 3.3A, ORL-P8 Rev 3.3, ORL-P9 Rev 3.3, ORL-P10&11 Rev 3.3A, ORL-P12 Rev 3.3, ORL-P13 Rev 3.3, ORL-P14 Rev 3.3, ORL-P15 Rev 3.3, ORL-P16 Rev 3.3, ORL-P17 Rev 3.3, ORL-P18, ORL-P19 Rev 3.3, ORL-P20 Rev 3.3, ORL-P21 Rev 3.3, ORL-P22 Rev 3.3, ORL-P23 Rev 3.3, ORL-P24 Rev 3.3, ORL-P25&26 Rev 3.3 A, ORL-P27&28 Rev 3.3A, ORL-P29-31 Rev 3.3B, ORL-P32-34 Rev 3.3, ORL-P35 Rev 3.3, ORL-P36&37 Rev 3.3, ORL-P38-40 Rev 3.3A, ORL-G3,17,22 Rev 3.3, and ORL-G12-15 Rev 3.3*), as modified by other conditions of this consent.

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

In respect of condition 17 a minor amendment to the wording is proposed replacing “No development shall take place” with “No dwelling hereby permitted shall be occupied...”

Item 6
Pages 19-24
Ref 13/0150/03
Land adj Barley House
Isleworth Road
Exeter

The Agent has asked for the application to be withdrawn 12/4/2013.

Item 7
Pages 25-28
Ref 13/0105/02
Former St Lukes High School
Ringswell Avenue
Exeter

The applicant has agreed to incorporate bird and bat nesting/roosting places within the development and revised drawings are awaited.

The applicant has also now satisfactorily demonstrated that cycle parking provision is adequate.

The Assistant Director Health recommends approval subject to additional conditions relating to kitchen extraction and lighting. If Members are minded to approve the application, it is recommended that these conditions are added to the consent.

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PLANNING COMMITTEE

Monday 20 May 2013

Present:

Councillor Bialyk (Chair)

Councillors Spackman, Choules, Donovan, Edwards, Mrs Henson, Mitchell, Owen, Prowse and Tippins

Apologies:

Councillors Denham, Sutton and Winterbottom

41

MINUTES

The minutes of the meetings held on 18 February and 18 March 2013 were taken as read and signed by the Chair as correct.

42

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

43

PLANNING APPLICATION NO.13/2895/03 - 206 TOPSHAM ROAD, EXETER, EX2 6AA

The Assistant Director City Development presented the application for change of use from Retail A1 to Tattooist (Sui Generis) in addition to Retail (A1).

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

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

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

- local residents are concerned that the proposed use could present an unfavourable impression of the City as the shop will be located on one of the main arterial routes into the City
- its location next to a funeral parlour is somewhat incongruous
- whilst the number of tattooists is unknown, the parlour could be busy and parking problems could occur given that there are a limited number of parking spaces in front of the row of shops and because there is limited residential parking in the vicinity
- although there will be a No Under 18 policy, the tattoo parlour is likely to interest schoolchildren and anti social behaviour could result outside, both during school hours and from others during evenings

Members suggested that issues relating to the proposed use were similar to those that might have, but did not, materialise in respect of previous uses, that is, anti social behaviour in respect of an off licence and parking problems relating to clients of a bridal shop remaining for long periods in the shop.

Ms Becky Hazell (applicant) spoke in support of the application. She raised the following points:-

- has seven years experience of tattooing and has kept abreast with the issues raised during the application process

- exterior appearance and design will be tasteful with use of pastel colours. The signage, to include the name and a phoenix logo, will be artistic and appropriate for the neighbourhood
- similar colours will be used for the interior décor and the layout will include a reception desk and couch for clients to rest. A partition will be provided to ensure privacy as appropriate
- opening hours will be 11:00am to 7:00pm Mondays to Saturdays, 10:00am to 4:00pm on bank holidays and closed on Sundays
- the parlour will be closed when children go to school but open in the afternoon. Tattooing of under 18's is not permitted and they will not therefore be allowed entry. Parents with young children will be welcomed, the receptionist to look after the children. A robust approach will be adopted should schoolchildren congregate and cause problems and the Police called if necessary. The school can also be advised of any issues associated with their pupils

RESOLVED that planning permission for change of use from Retail A1 to Tattooist (Sui Generis) in addition to Retail (A1) be approved subject to the following conditions:-

- 1) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.
Reason: To ensure compliance with sections 91-92 of the Town and Country Planning Act 1990
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on the 15 March 2013, as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings
- 3) The use hereby approved shall not be carried on other than between the hours of 11:00am - 19:00pm Mondays to Saturdays and between 10:00am and 16:00pm on Sundays and public or Bank Holidays.
Reason: So as not to detract from the amenities of the near-by residential property.
- 4) The ground floor of the premises shall only be used as a tattoo parlour, or any use within Class A1 (Shops) and Class A2 (Financial and Professional Services) of the Town and Country Planning Use Classes Order 1987, or any Order revoking and re-enacting that Order.
Reason: The proposal is considered acceptable on its own merits whilst any use within Class A1 (Shops) and Class A2 (Financial and Professional Services) of the Town and Country Planning Use Classes Order would also be acceptable in this location.

(Report circulated)

44

PLANNING APPLICATION NO.13/2965/01 - LAND TO THE WEST OF HIGHER FURLONG, HOLLOW LANE, EXETER, EX1 3RW

The Senior Area Planning Officer presented the application for two dwellings (all matters reserved for future consideration apart from access).

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

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

Members noted that the City Council's emerging Site Allocations and Development Management Development Plan Document, included a Ridge Park designation and that there would be significant benefit in securing a proportion of land to the north of the site as publicly accessible Ridge Park. This was supported. Members also noted that the Highways Engineer recognised that there was a solution to the provision of a suitable access but sought details first prior to approval.

RESOLVED that, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990 to secure the matters referred to in the report, planning permission for two dwellings (all matters reserved for future consideration apart from access) be **delegated** to the Assistant Director City Development to approve, subject to prior consultation with the Chair of Planning Committee and subject also to the following conditions:-

- 1) C01 - Standard Outline
- 2) C04 - Outline - Exclude Details
- 3) C06 - Time Limit - Approval of Reserved Matter
- 4) C07 - Time Limit - Outline
- 5) C15 - Compliance with Drawings
- 6) C17 - Submission of Materials
- 7) C34 - Landscape Scheme - Outline
- 8) C36 - No Trees to be Felled
- 9) C37 - Replacement Planting
- 10) C38 - Trees - Temporary Fencing
- 11) No part of the development hereby approved shall be occupied until the on-site parking facilities together with any means of access have been provided in accordance with details that shall previously have been submitted to, agreed and approved in writing by the Local Planning Authority and retained for those purposes at all times.
Reason: To ensure that adequate facilities are available for the traffic attracted to the site.
- 12) No other part of the development hereby approved shall be commenced until adequate areas shall have been made available within the site to accommodate operative's vehicles, construction plant and materials in accordance with details that shall previously have been submitted to, agreed and approved in writing by the Local Planning Authority and retained for those purposes during the construction period.
Reason: To ensure that adequate facilities are available for the traffic attracted to the site during the construction period having regard to the limited width of access to the site, in the interest of public safety.
- 13) The buildings comprised in the development hereby approved shall be constructed to have all their heating systems (including space and water

heating) compatible with the proposed decentralised energy network. Prior to occupation of the development, the necessary on-site infrastructure shall be put in place for connection of those systems to the network at a point on the site boundary agreed in writing by the LPA.

Reason: In the interests of sustainable development.

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

Reason: In the interests of sustainable development.

- 15) Any individual dwelling hereby approved shall achieve a Code Level 4 (including a 44% CO2 emissions rate reduction from Part L 2006) as a minimum, and a Code Level 5 (Zero Carbon) if commenced on or after 1st January 2016, in accordance with the requirements of the Code for Sustainable Homes 2006 and the Code for Sustainable Homes Technical Guide November 2010 (or such equivalent standard that is approved in writing by the Local Planning Authority) and Exeter Core Strategy Policy CP15. Unless otherwise agreed in writing by the Local Planning Authority, no dwelling shall be occupied until an application for a Final Code Certificate has been made seeking certification that the required Code Level has been achieved and within one year of occupation of any dwelling the developer shall submit to the Local Planning Authority a Final Code Certificate to demonstrate that a Final Code Level of 4 or 5 has been achieved as required above.

Reason: In the interests of sustainable development.

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

Reason: In the interests of sustainable development.

- 17) Construction/demolition work shall not take place outside the following times: 8am to 6pm (Mondays to Fridays); 8am to 1pm (Saturdays); nor at any time on Sundays, Bank or Public Holidays.

Reason: In the interests of local amenity.

- 18) Prior to occupation of the development hereby permitted, secure cycle parking shall be provided in accordance with details previously submitted to and approved in writing by the Local Planning Authority, and the cycle parking shall be maintained thereafter.

Reason: To ensure that cycle parking is provided, to encourage travel by sustainable means in accordance with Local Plan policy T3.

In the event that the Section 106 Agreement is not completed within 6 months of the date of this committee meeting, authority be delegated to the Assistant Director, City Development to **REFUSE** permission for the reason that inadequate provision has been made for the matters which were intended to be dealt within the Section 106 Agreement.

(Report circulated)

45

PLANNING DECISIONS AND WITHDRAWN APPLICATIONS

The report of the Assistant Director City Development was submitted.

RESOLVED that the report be noted.

(Report circulated)

46

APPEALS REPORT

The schedule of appeal decisions and appeals lodged was submitted.

RESOLVED that the report be noted.

(Report circulated)

47

PLANNING MEMBER WORKING GROUP - SCHEDULE OF DATES

The report of the Corporate Manager Democratic and Civic Support was submitted.

RESOLVED that the circulated rota of dates for Planning Member Working Group meetings be approved.

(Schedule circulated)

48

AREA WORKING PARTY - COMPOSITION AND SCHEDULE OF DATES

The report of the Corporate Manager Democratic and Civic Support was submitted.

RESOLVED that the dates, as circulated, and the composition of the Area Working Parties as set out below be approved:-

Northern Area Working Party:-

Councillors Denham, Edwards, Donovan, Mitchell and Prowse

Southern Area Working Party:-

Councillors Mrs Henson, Choules, Spackman and Tippins

Western Area Working Party:-

Councillors Bialyk, Owen, Sutton and Winterbottom

(Schedule circulated)

49

SITE INSPECTIONS - ROTA FOR VISITS

The report of the Corporate Manager Democratic and Civic Support was submitted.

RESOLVED that the circulated rota of site inspections, as amended, be approved.

(Schedule circulated)

50

SITE INSPECTION PARTY

RESOLVED that the next Site Inspection Party will be held on Tuesday 11 June 2013 at 9.30 a.m. The Councillors attending will be Denham, Prowse and Spackman.

51

ADDITIONAL INFORMATION SHEET

Attached.

(The meeting commenced at 5.30 pm and closed at 6.20 pm)

Chair

**PLANNING COMMITTEE
20 MAY 2013**

ADDITIONAL INFORMATION

Correspondence received and matters arising following preparation of the Agenda

<p>Item 5 Pages 5-8 Ref 13/2895/03 206 Topsham Road Exeter</p>	<p>Policy S4 of the Exeter Local Plan states that in an existing residential area the change of use of ground floor shops (Use Class A1) will not be permitted if it would harm the level of retail service to the local community. In this instance the local community is adequately served by the other A1 units within the terrace subject to this application, Countess Wear Local Centre (0.7 miles) and Lilac Road/Burnthouse Lane (0.6 miles). In this context it is not considered the proposal will harm the level of retail service serving the local community.</p> <p>It is important to note since the Committee report was written further letters, both against and in support, have been received. A total of 24 objections have now been received with 11 letters of support. No new issues have been raised as a result of the additional representations.</p>
<p>Item 6 Pages 9-14 Ref 13/2965/01 Land to the west of Higher Furlong Hollow Lane Exeter</p>	<p>The applicant has confirmed that consultants have been appointed to produce an appropriate access design, but that this information may not be available in time for the Planning Committee meeting.</p> <p>The County Head of Planning, Transportation and Environment has confirmed that delegated authority to approve this application subject to submission of a satisfactory access design would be acceptable.</p> <p>The County Head of Planning, Transportation and Environment has also advised that as the site is within the Monkerton and Hill Barton Masterplan area, the development should contribute to the infrastructure required to deliver the full strategic housing allocation for the area. A contribution of £4,112 per dwelling is therefore requested towards off-site transport infrastructure improvements, and £3,474 per dwelling is requested towards education infrastructure.</p>

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PLANNING COMMITTEE

Monday 24 June 2013

Present:

Councillor Bialyk (Chair)

Councillors Spackman, Denham, Donovan, Edwards, Mrs Henson, Mitchell, Owen, Prowse, Sutton, Tippins and Winterbottom

Apologies:

Councillor Choules

Also Present:

Transportation Studies Manager and Highway Development Management Officer (Exeter)

52

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

53

PLANNING APPLICATION NO. 13/3219/03 - FORMER FOXHAYES PRIMARY SCHOOL, GLOUCESTER ROAD, EXETER

The Assistant Director City Development presented the application for full planning permission for temporary consent for up to three years for the installation of temporary buildings on land at Gloucester Road for use by the Steiner Academy, Exeter (education use (D1)) and creation of a temporary outdoor play area and associated works.

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

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

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

- this area of Exwick already suffers from severe traffic congestion during school dropping off and picking up times because of Exwick Heights Primary school, problems which will be exacerbated by providing a school on the former Foxhayes School site where it is expected that 198 trips/day will be generated in the second year
- the traffic management plan and school transport plan need to be re-examined, the former to include consideration of the use of Truro Drive as a second access to relieve pressure on the Gloucester Road junction
- if the Compulsory Purchase Order negotiations for a footway from Kinnerton Way to Exwick Heights School could be expedited, public access in this area could be improved
- a standard school travel plan is insufficient for a Steiner Academy which will attract pupils from a wide catchment area, including beyond Exeter. A more robust plan is necessary
- the proposed change of school finishing time from 3.30pm to 3.45pm is of vital importance and should be rigorously enforced.

The Assistant Director City Development explained that the school transport plan was designed specific to this proposal.

Mr Swindell, Principal designate of the Steiner Academy spoke in support of the application. He raised the following points:-

- there were 600 Steiner Schools in Europe and 38 privately funded ones in England with a further two state funded. Exeter, would be the third such state funded Steiner school in the UK
- 130 pupils were to be enrolled in September rising to 624 when full. Of the 130 pupils, 70% have parents resident in Exeter
- funding was in place from the Government's Education Funding Agency
- there had been detailed discussions on the school transport plan and traffic management arrangements with the County and City Officers as well as the Exwick Heights Primary School Head
- the school would be of economic benefit to the City and 14 teachers had been recruited to date
- the school would complement other education provision in the City and close links would be fostered with both Exeter College and the University as well as the City's wider educational establishment
- the Steiner school philosophy will broaden educational choice in the City.

He responded as follows to Members' queries:-

- the school transport plan included provision for a walking bus and car sharing but it was difficult to anticipate the number of pupils likely to take these up. The older children will walk, cycle or use the bus and the younger children are likely to be dropped off by their parents. Part of the Steiner school philosophy is to encourage children to start the day by walking to school
- negotiations are well advanced with the City and County Councils and interested parties regarding a permanent site with funding agreed by the EFA
- the school transport plan has been integral to the planning of the school as child safety is paramount and traffic management issues had been examined in depth in liaison with the County Council and the Exwick Heights School Head. The Foxhayes School was recommended by the latter and will provide a pleasant environment for the children
- school pupil numbers will eventually be matched by the Exwick Heights school as it expands and the Steiner school vacates to its new site
- with regard to job creation, a comparative school in the south east now employs some 100-120 people
- this site is too small for a permanent establishment and demand for a new school is growing with significant parental support and existing shortages of school places in Exeter
- catering will be sourced locally and one classroom on the site will be used for administration and learning support etc. as specified by the EFA
- this school will not be the only primary school in Exeter possessing significant catchment areas beyond their immediate areas.

Members were concerned that agreeing temporary permission might still lead to a longer term occupation of the site if the school was unable to finalise arrangements for a permanent site which would result in a number of temporary, unsuitable buildings occupying the Foxhayes site. There were additional concerns regarding the school transport plan given the significant congestion in the area and at the Gloucester Road junction in particular. Exwick already suffered from bottleneck

problems and the area around the Exwick Heights school was particularly problematic at school dropping off and collecting times. Other Members felt that, whilst the buildings were temporary, current facilities of this nature were of a relatively high quality.

The Assistant Director City Development advised that, after the three year permission period, if the school had been unable to move, a further application for permission would be necessary. The Transportation Studies Manager of the County Council advised that the County school transport team had developed the transport plan in conjunction with the applicant and that, whilst recognising that the implementation of the appropriate Traffic Regulation Orders would be challenging, initial steps, including yellow lines, could be implemented before the September start date of the autumn term.

RESOLVED that planning permission for temporary consent for up to three years be deferred for a site inspection by all Members of this Committee for the application to be further considered at a future meeting of this Committee.

(Report circulated)

54

**PLANNING APPLICATION NO. 13/3089/26 - MARSH BARTON STATION,
CLAPPERBROOK LANE, EXETER**

The Senior Area Planning Officer presented the report on the Devon County Council consultation on the proposed erection of a two platform railway halt with associated pedestrian footbridge, access and parking/turning area and emergency access road.

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

Members were circulated with an update sheet - attached to minutes. It was noted that the County Council had withdrawn the application in order to submit revised plans on conclusion of their discussions with Viridor.

The Transportation Studies Manager reported that the only change necessary for the scheme was to re-visit the design of the western entrance to facilitate access by emergency vehicles and possible re-alignment of the pedestrian/cycle access.

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

- welcomed the inclusion of CCTV coverage within the facility and hoped that images would be of the highest quality
- requested clear signage to indicate location of nearby Park and Ride site and associated bus stops.

RESOLVED that the Assistant Director City Development be granted delegated authority to advise the County Council, on the receipt of a fresh application, that the City Council raise **no objection** to the proposed railway halt subject to conditions in respect of a revised landscape plan showing a complete replanting of the western side of the site and further consideration of the access arrangement from the Clapperbrook Lane/Grace Road junction. In addition, a comment should be made to ensure the future consideration of the need to facilitate connections in respect of District Energy Network.

(Report circulated)

55 **PLANNING APPLICATION NO. 13/3207/26 - NEWCOURT STATION, OLD RYDON LANE, EXETER**

The Senior Area Planning Officer presented the report on Devon County Council's consultation on the proposed erection of a single platform railway station on the existing Exeter-Exmouth railway line with associated pedestrian, vehicular access and parking area and provision for a future underpass crossing. A Member noted that there should be no public audible information system in the interests of nearby residential amenity, but requested that alternative means of conveying travel information to blind people were explained.

RESOLVED that the County Council be advised that the City Council raises **no objection** to the proposed railway halt subject to a further detailed condition being imposed in respect of landscaping adjacent to the proposed subway and boundary treatment and a condition ensuring no externally public audible information system is provided. In addition, a revision to the submitted parking layout is required.

(Report circulated)

56 **PLANNING APPLICATION NO. 13/3101/03 - ORCHARD BUNGALOW, LUDWELL LANE, EXETER**

The Assistant Director City Development presented the application for full planning permission for the erection of a summer house in garden.

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

RESOLVED that planning permission for the erection of a summer house in garden be **approved** subject to the following conditions:-

- 1) C05 – Time Limit – Commencement
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 17 April 2013 (*dwg. No(s). Plan 1, Plan 2, Plan 3, Plan 4, Plan 4 Continues*), as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.

(Report circulated)

57 **LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS**

The report of the Assistant Director City Development was submitted.

RESOLVED that the report be noted.

(Report circulated)

58 **ENFORCEMENT PROGRESS REPORT**

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

RESOLVED that the report be noted.

(Report circulated)

59

SECTION 106 AGREEMENTS

The Assistant Director City Development presented the report, updating Members on the progress of implementing Section 106 agreements and on the expenditure of financial contributions received.

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

- that the County Council be requested to utilise part of the £40,000 designated for highway works in association with the Bellway homes development on double yellow lines to alleviate traffic problems in the Ferndale Road and Sydney Road areas
- the need to complete the adoption of the St Peters Mount open space area
- Barratt Homes Ltd to be urged to progress the laying out of the Lavender Road open space and play area
- the Assistant Director City Development would meet with the Councillor, the Chair and the Portfolio Holder to discuss these issues

RESOLVED that the report be noted.

(Report circulated)

60

APPEALS REPORT

The schedule of appeal decisions and appeals lodged was submitted.

RESOLVED that the report be noted.

(Report circulated)

61

SITE INSPECTION PARTY

RESOLVED that the next Site Inspection Party will be held on Tuesday 9 July at 9.30 a.m. The Councillors attending will be Bialyk, Mrs Henson and Tippins.

62

ADDITIONAL INFORMATION SHEET

Attached.

(The meeting commenced at 5.30 pm and closed at 7.36 pm)

Chair

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**PLANNING COMMITTEE
24 JUNE 2013**

ADDITIONAL INFORMATION

Correspondence received and matters arising following preparation of the Agenda

<p>Item 4 Pages 5-12 Ref 13/3219/03 Former Foxhayes Primary School Gloucester Road Exeter</p>	<p>Further negotiations have taken place regarding the opening hours of the proposed Steiner Academy to limit the potential overlap between traffic associated with this site and that of the nearby Exwick Heights Primary school. As a result the proposed opening hours have been changed from 09.00 – 15.30hrs to 09.15 – 15.45hrs. The Highway Authority is satisfied with these opening hours in terms of staggering related traffic demands. Consequently, the proposed wording for condition 7 is as follows:-</p> <p><u>Condition 7</u></p> <p>Unless otherwise agreed in writing by the Local Planning Authority the school teaching day for the development hereby approved shall not commence before 0915hrs, or end before 1545hrs.</p> <p>Reason – To minimise the potential for overlapping traffic movements associated with the proposal and the nearby Exwick Heights Primary School in the interests of minimising the potential impact on the local highway network.</p> <p>Based on further analysis of the delivery cost associated with this scheme the applicant has submitted revised plans slightly amending the configuration and type of temporary buildings proposed for this site. The actual buildings to be utilised are currently in use elsewhere in the Country and will be transferred to this site to facilitate this development. The position relative to surrounding properties is not significantly different from the original plans and the relationship remains acceptable. The proposal for a fenced play area specifically for the pre-school element has been omitted from the revised plans at this stage. The applicant has confirmed that the external play areas of the former school will be brought back into use to serve this temporary development. Condition 3 will need to be amended to reflect the revised drawing numbers.</p> <p>The applicant's agent has confirmed that it is not proposed to re-open the pedestrian access leading onto Truro Drive, that all trees on site will be retained, and that the on-site parking will be solely for staff. Parents will not be permitted to drive onto the site and this will be patrolled by school staff (the only exception to this being for disabled pupil access – of which there is no identified requirement in year 1 of the consent).</p>
<p>Item 5 Pages 13-18 Ref 13/3089/26</p>	<p>Members are advised that this application has been withdrawn. However it is considered that the Officer and Member views should still be reported to Devon County Council to enable</p>

<p>Marsh Barton Station Clapperbrook Lane Exeter</p>	<p>incorporation into the revised scheme. Members are requested to authorise the Assistant Director City Development delegated powers to respond to the revised application unless there are any significant changes proposed, which will require the matter to be reported back to Planning Committee.</p>
<p>Item 6 Pages 19-24 Ref 13/3207/26 Newcourt Station Old Rydon Lane Exeter</p>	<p>No further comments.</p>
<p>Item 7 Pages 25-28 Ref 13/3101/03 Orchard Bungalow Ludwell Lane Exeter</p>	<p>No further comments.</p>

PLANNING COMMITTEE

Monday 8 July 2013

Present:

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

Apologies:

Councillors Donovan and Owen

Also Present:

Assistant Director City Development, Area Planner (MH), Planning Solicitor and Democratic Services Officer (Committees) (HB)

Also Present:-

Highway Development Management Officer (Exeter)

63

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

64

PLANNING APPLICATION NO. 13/3219/03 - FORMER FOXHAYES PRIMARY SCHOOL, GLOUCESTER ROAD, EXETER

The Assistant Director City Development presented the application for temporary consent for up to three years for the installation of temporary buildings on land at Gloucester Road for use by the Steiner Academy Exeter (education use (D1)), creation of a temporary outdoor play area and associated works.

The Assistant Director reported that, following deferral of this application at the previous meeting of this Committee, a site visit had been held at the proposed site on 2 July 2013. He advised that a permanent site at Thomas Hall, north of Cowley Bridge Road, had been identified for which Department of Education funding and a licence had been confirmed. In the event of the school being unable to move after the expiry of the consent period a further application would be necessary. He stated that temporary buildings were to be found at other schools in Exeter and on other sites in the City such as at the hospital. The start and finish times had been amended to minimise traffic disruption in the area.

He reported the receipt of further letters of support.

Devon County Council's Highway Development Management Officer (Exeter) provided data in respect of traffic management issues associated with Exwick Heights Primary School and the proposed school including accident data which showed that only two accidents had occurred, neither of which were directly related to the school.

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

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

- had requested deferral of the application at the previous meeting for further consideration to be given to the significant traffic problems in the area such as speeding traffic including buses, parking and general access to both schools
- proposed traffic management measures should be more rigorous, for example, additional signing and traffic calming measures are required. At present, Exwick Heights Primary School undertakes own policing of traffic at peak times
- insufficient measures had been taken to improve pedestrian access in the area. The County Council were yet to progress a Compulsory Purchase Order to facilitate a pedestrian route to the Exwick Heights Primary School and providing pedestrian access to the new school via Pine Avenue would be difficult to monitor. The pedestrian route to Exwick Heights along Exwick Lane was difficult during winter conditions
- regret temporary nature of buildings proposed. A permanent facility would be preferable which could be used as a youth or children's' centre when the school vacates
- acknowledge letters of support but two letters of objections on traffic grounds have also been received referring to congestion at peak times including the impossibility of entering or leaving Gloucester Road during these times.

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

- support diversity in children's' education provision
- area suffers traffic problems which will be exacerbated by the new school
- the geography of the area leads to the traffic problems and the Foxhayes site is on the brow of the hill which adds to the difficulties
- welcome the staggering of the school opening and finishing times but traffic will remain problematic with some cars, for example, taking time to leave after school
- insufficient traffic calming measures provided
- the wide catchment area for the school, with some 40 % of pupils originating from outside the Exeter boundary, adds to the overall problem
- welcome identification of a permanent site for the school as temporary classrooms are unsuitable for education
- would welcome conditions to help infrastructure in the area.

Mr Hunt, the agent, spoke in support of the application. He raised the following points:-

- the school will be temporary until its move to Thomas Hall, north of Cowley Bridge Road, for which the Department of Education has confirmed capital and revenue funding with the school starting in September 2015
- the temporary accommodation complies with current building regulations and is flexible and suitable and will be subject to Ofsted monitoring to ensure that they are fit for purpose
- there has been frequent liaison with the Highway Authority regarding the site Travel Plan which is comprehensive and covers a range of measures. It will be an evolving document and will change to respond to changing circumstances over the two year period. The Highway Authority support the proposals which will minimise disruption

- have co-ordinated opening hours with those of the Exwick Heights Primary School to minimise disruption
- two locations have been identified for a walking bus which will reduce the number of car journeys through Gloucester Road
- the overall number of journeys will reduce as the Exwick Heights Primary School expands and the Steiner School vacates to its new site
- the implications of refusal are serious and will disrupt the wider education system in Exeter as well as causing distress to parents and pupils
- national planning policy encourages sustainable solutions to education provision especially in urban areas

The Chair requested that the measures to be agreed as part of the condition relating to pedestrian access through Pine Avenue will prevent cars blocking the road when dropping off/picking up children. He also identified the need to consider further traffic management measures in consultation with the applicant and the highway authority. He also moved that the period of temporary consent be amended to two years and six months and this was supported.

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

RESOLVED that planning permission for temporary consent for up to two years and six months for the installation of temporary buildings on land at Gloucester Road for use by the Steiner Academy Exeter (education use (D1)), creation of a temporary outdoor play area and associated works be approved, subject to the following conditions:-

- 1) C05 - Time Limit – Commencement
- 2) The buildings hereby approved shall be wholly removed from the site and the use shall be discontinued and the site restored to its former condition no later than 31st January 2016 .
Reason: The buildings are temporary in nature and are unsuitable as a permanent features in this locality.
- 3) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 2nd and 20th May 2013 (*dwg. nos. Site Location plan, 72/0008274-101 Rev J, SK-01 Rev A, 07R-678DCT-21-01 Rev C and 07R-372SCT-21-01 Rev D*), as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 4) The development hereby approved shall not be brought into use until the pedestrian access from the site onto Pine Avenue has been re-instated for use in accordance with measures that shall previously have been submitted to and agreed in writing by the Local Planning Authority. Thereafter the said access shall be maintained and made available for use in accordance with those details for the duration of the consent.
Reason: To ensure that adequate facilities are available for the traffic attracted to the site, in the interest of public safety
- 5) Unless otherwise agreed by the Local Planning Authority in writing no part of the development hereby approved shall be brought into its intended use until (1) the access, parking facilities, turning area and associated road markings have been provided in accordance with details that shall have been submitted to, and approved in writing by, the Local Planning Authority, and

(2) the applicant has entered into a Section 106 Agreement, or equivalent arrangement, with the County Council to secure the making of a Traffic Regulation Order relating to the road markings referred to in (1) above. Thereafter those items referred to in (1) above shall be retained for the intended purpose at all times.

Reason : To ensure that a safe and suitable access is provided for all users to the site, in accordance with paragraph 32 of the National Planning Policy Framework.

- 6) The School Travel Plan prepared by RPS Planning and Development Ltd on behalf of the Education Funding Agency, and submitted in support of this application, shall be implemented in full upon commencement of the development hereby approved. Thereafter it shall be reviewed on an annual basis in accordance with the provisions set out in Section 4.3 of the document. Any amendments identified in the annual review shall be submitted to and agreed in writing by the Planning Authority and shall thereafter form part of the approved plan.

Reason - To ensure that the development is implemented in such a way as to minimise the highway impact of the development and encourage the use of sustainable modes of transport

- 7) unless otherwise agreed in writing by the Local Planning Authority the school teaching day for the development hereby approved shall not commence before 0915 hours or end before 1545 hours.

Reason - To minimise the potential for overlapping traffic movements associated with the proposal and the nearby Exwick Heights Primary School in the interests of minimising the potential impact on the local highway network.

(Report circulated)

65

ADDITIONAL INFORMATION SHEET

Attached.

(The meeting commenced at 5.30 pm and closed at 6.56 pm)

Chair

**SPECIAL PLANNING COMMITTEE - 8 JULY 2013
ADDITIONAL INFORMATION**

Application Ref: 13/3219/03

**Steiner Academy Exeter
Former Foxhayes Primary School
Gloucester Road, Exeter, EX4 2EE**

Original Committee Update

Further negotiations have taken place regarding the opening hours of the proposed Steiner Academy to limit the potential overlap between traffic associated with this site and that of the nearby Exwick Heights Primary school. As a result the proposed opening hours have been changed from 09.00 – 15.30hrs to 09.15 – 15.45hrs. The Highway Authority is satisfied with these opening hours in terms of staggering related traffic demands. Consequently, the proposed wording for condition 7 is as follows:-

Condition 7

Unless otherwise agreed in writing by the Local Planning Authority the school teaching day for the development hereby approved shall not commence before 0915hrs, or end before 1545hrs.

Reason – To minimise the potential for overlapping traffic movements associated with the proposal and the nearby Exwick Heights Primary School in the interests of minimising the potential impact on the local highway network.

Based on further analysis of the delivery cost associated with this scheme the applicant has submitted revised plans slightly amending the configuration and type of temporary buildings proposed for this site. The actual buildings to be utilised are currently in use elsewhere in the country and will be transferred to this site to facilitate this development. The position relative to surrounding properties is not significantly different from the original plans and the relationship remains acceptable. The proposal for a fenced play area specifically for the pre-school element has been omitted from the revised plans at this stage. The applicant has confirmed that the external play areas of the former school will be restored back into use to serve this temporary development. Condition 3 will need to be amended to reflect the revised drawing numbers.

The applicant's agent has confirmed that it is not proposed to re-open the pedestrian access leading onto Truro Drive, that all trees on site will be retained, and that the on-site parking will be solely for staff. Parents will not be permitted to drive onto the site and this will be patrolled by school staff (the only exception to this being for disabled pupil access – of which there is no identified requirement in year 1 of the consent).

Additional Update

This item was deferred from Planning Committee on 24 June.
The following additional information has been provided –

Comments from Simon Niles on behalf of DCC as the Education Authority.

"I am grateful the planning committee has agreed to hold a special meeting for this proposal and I should be grateful if you could make Members aware of the below.

In order for Exeter Steiner to be approved as a Free School, they would have had to demonstrate that there is a strong parental demand for their offer and therefore their proposal would be sustainable in the medium to long term. Whilst we do not have exact numbers that are due to start at the school in September as they manage their own admissions, we do know there has been a

good level of interest in the proposal. The Planning Committee therefore does need to bear in mind that the delay in the decision does mean that a number of parents and children still do not know what school they will be attending in September which as you would imagine is not an ideal position for them.

I can confirm from my conversations with the Department for Education today that a permanent solution is being progressed at speed and there are earmarked capital allocations identified at the Department to provide the permanent school in Exeter, hence the temporary application.”

Reference is also made to the Devon County Council Education Infrastructure Plan 2013-2031 which demonstrates a rising population at both primary in the short term and secondary in the medium term. The rise in reception numbers for future years highlights that there is continued pressure on primary places in the city and as described in the plan, any new, state funded schools (such as Steiner), that are approved will form a part of the County's strategic planning for education provision.

Further Comments from the Agent.

Supplementary Planning Statement - Steiner Academy Exeter - 1 July 2013

1. Introduction

This Supplementary Planning Statement has been prepared by Jones Lang LaSalle to provide further information for Exeter City Council in support of the use of the Foxhayes site as a temporary school for use by Steiner Academy Exeter.

The matters addressed in this Supplementary Planning Statement directly address questions raised by Members at the Planning Committee meeting on 24 June 2013.

2. The permanent site

The Education Funding Agency (EFA) have agreed commercial terms with a third party to secure the freehold ownership of a site to deliver a permanent home for Steiner Academy Exeter (SAE). The EFA /Jones Lang LaSalle has held two meetings with Exeter City Council's Planning Officers in which the proposed purchase of the permanent site has been discussed. Officers have supported the proposed acquisition/redevelopment particularly as the property is currently on the "At Risk" register for Listed buildings. It is understood that further confirmation has been sent to Officers by Devon County Education explaining that the permanent solution is being progressed at speed and there are earmarked capital allocations identified by the Department for Education to provide the permanent school in Exeter. The proposed location of the new school remains confidential for the time being but will hopefully be announced publicly within the next 2 weeks.

3. The use of temporary accommodation

Members have raised concerns in respect of the use of temporary accommodation. Temporary accommodation that complies with current building regulations is a flexible and suitable arrangement that is used in many Free Schools and by other state-funded providers to meet accommodation needs whilst projects are developed or to meet short / medium term requirements to provide accommodation in areas of need for pupil places. The temporary accommodation at SAE will be of a high standard, offer value to the public purse and will only be used for a period of 2 years whilst the permanent school is delivered. It is a fact that a large proportion of schools utilise temporary accommodation as a solution to meeting expanding teaching requirements. In the case of SAE it is a temporary solution to allow the delivery of a new high quality school for which there is a high demand from parents and pupils. It is also the case that the parents / pupils that have enrolled for the new school were fully aware that the school would be based in temporary accommodation initially - the temporary nature of the accommodation has had no adverse material impact on the level of interest received from parents/pupils which clearly demonstrates the support for the new school. Finally, it should also be noted that, as with all schools, the SAE will be subject to an evaluation by Ofsted to ensure that the premises (temporary accommodation and grounds) are safe and fit for purpose before the school is opened. As such

Members should have no concern regarding the safety and appropriateness of the temporary accommodation for use by SAE.

4. Selection of the Foxhayes Site

As Officers are aware the EFA and school's initial preferred temporary site was the former Exwick Middle School and terms were agreed with Devon County Council over its use for 2 years. However, at a meeting with Exeter City Council Planning department the highways representative from Devon County Council asked whether EFA could acquire the use of the Foxhayes site instead as it was preferable in terms of highway safety and accessibility. At considerable delay to the project EFA decided to negotiate the use of the Foxhayes site instead of the former Exwick Middle School site with Devon County Council to effectively de-risk this aspect of the project and meet the concerns of the Highways Authority.

5. The means of access

As identified in the planning application documents the primary means of vehicular and pedestrian access is proposed from Gloucester Road with a pedestrian access provided from Pine Avenue. The pedestrian access will also allow the use of existing footpaths which link to Cypress Drive, Truro Drive and Gloucester Road. The overgrown path from Pine Avenue to Cypress Drive will be cut back by the school to make full use of the footpath.

6. The Travel Plan

Based on known admissions data it is clear that a large proportion of the pupils registered for the September 2013 start are based in Exeter (over 60% of parents are based in postcodes EX1 – EX4) which will allow a significant proportion to use non-car based modes of travel. As stated above, the Foxhayes site was chosen by EFA following dialogue with Planning and Highways Officers who indicated that the pedestrian and accessibility credential of Foxhayes were preferable to potential alternative locations. Devon County Highways Officers have since commended the quality of the Travel Plan which has been prepared for SAE. The Travel Plan includes a number of measures to reduce the use of car travel including:

- Alternative Opening Hours;
- Advisable drop off points and routing;
- Staff Marshalling and Traffic Management;
- School Travel Co-Ordinator and Travel Plan Working Group;
- Subscription to Car Share Devon;
- Road Safety in the Curriculum;
- Walking Bus;
- Cycling Provisions;
- Walking Provisions;
- School Travel Questionnaire; and
- Promotional Awareness.

All of the above measures are used as best practice means of promoting sustainable travel – indeed the SAE Travel Plan goes well beyond the measures implemented by many schools across the Devon area. Particular attention is drawn to the alternative opening hours, which mean that the operation of SAE will co-ordinate with Exwick Heights Primary school to ensure a broader spread of traffic across the AM and PM peaks. This approach avoids exacerbating the amount of traffic generated by school trips in the area. The alternative opening hours will be controlled by means of a planning condition and have been fully agreed with the School. The Travel Plan also includes an Implementation programme which has been agreed with Devon County Highways and which includes Travel Surveys and annual monitoring. The school has agreed to work with the Devon County Council Travel Plan Officers to ensure the effective implementation of the Travel Plan. The School has taken all practical steps to mitigate its impact on the local highway network. The SAE is also deeply committed to working with the City/County Councils, the ward Members and the local community over the long term to actively encourage sustainable travel to and from the temporary and permanent sites.

7. The implications of refusal on the provision of education in Exeter

In order for SAE to be approved as a Free School the proposer team had to demonstrate to the Secretary of State for Education that there is a strong parental demand for the school and that the proposed School would be sustainable in the medium to long term. Admissions data from the school confirms that there are 92 parents of 120 children due to start in September 2013 which represents a very strong level of interest given that the school does not yet have a temporary or permanent home. The implications from the refusal of this application are significant in that a delay in the decision making process will result in a number of parents and children not knowing which school they will be attending in September 2013, which would clearly be highly disruptive for those families and the wider education system in the City. Department for Education and the EFA are fully committed to the delivery of a new school in Exeter and will use all available means to secure delivery of the school for September 2013.

8. Planning policy on the delivery of new schools

Government policy on the delivery of new schools and the National Planning Policy Framework (NPPF) both place great emphasis on the delivery of new schools. The DCLG Policy Statement advises that "... the answer to proposals for the development of state-funded schools should be, wherever possible, "yes". The NPPF states that the government attaches importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. It goes on to say that Local Planning Authorities should take a "proactive, positive, collaborative approach" to widening the choice of education. (NPPF paragraph 72).

The planning debate regarding the delivery of new schools is therefore no longer simply a matter of the quantity of school places. It is clear that the delivery of choice and opportunity in state-funded education is key to raising educational standards. By increasing both the number of school places and the choice of state-funded schools it is possible to raise educational standards and so transform children's lives by helping them to reach their full potential.

The Department for Education and the EFA very much hope that Exeter City Council will support the temporary application and will ultimately support the full planning application. However, if Exeter City Council fails to support the delivery of new schools the Department will utilise all powers to secure the delivery of the new school which may include the recovery of the application by the Secretary of State for his own determination of the application.

Site Inspection

Members visited the site on the 2 July 2013 to coincide with the beginning of the school day for the nearby Exwick Heights Primary School to assess the highway related implications of the proposal.

Members noted the prevailing traffic conditions and traffic associated with Exwick Heights Primary School. The implications of utilising the access to Pine Avenue in terms of spreading drop-off/pick-up activity were raised. Some Members remained concerned about the proposal and requested further clarification of the geographical distribution of potential pupils, the situation regarding the permanent site, and outdoor play space standards for schools.

Further information provided since the Site Inspection

Since the site inspection the agent has provided the following additional information –

Consequences of refusal

The main obvious consequence is that a school for 120+ pupils that is due to open in September would not have buildings from which to operate with no fall back position within the required timescale (due to either planning or contractual requirements likely to be associated with any alternative site). Therefore there would be a significant adverse impact on the delivery of education in Exeter for the September 2013 term.

Due to the Free School admissions process in the first year SAE was required to run its own admissions and therefore effectively parents had a 2 tier admissions process. (Devon County Council Education

department showed SAE as one of the options open to parents under their own school admissions and a number of parents chose SAE through this route). If SAE doesn't open in September 2013 parents will, in effect, be forced to choose a school they do not want through no fault of theirs. The knock on to this could also result in non-Steiner parents losing a place for their child, at very short notice, in another Exeter school.

It is also apparent that parents who want a Steiner Education won't stay with an alternative school for a longer period than absolutely necessary. This could, in theory, present the following scenario: SAE doesn't open in Sept 13 due to a refused planning application by Exeter City Council. The parents are forced to send their children into already oversubscribed Exeter schools. Those schools then need to gear up with additional resources and teachers. SAE opens, say 9/12 months later than planned, those parents immediately relocate their children to SAE thus creating difficulties for the existing schools as the funding ultimately follows the child.

Geographical distribution of pupils

The agent has now confirmed that 70% of the first year enrolled pupils live within Exeter City Council's administrative area. Information on intended travel modes based on parental survey has also been provided indicating that 41 intend using walking/cycling, 8 car sharing, 6 public transport and 16 other (this represents those who did not express an intended transport method).

Statement on Permanent site for Steiner School

The agent has now confirmed that Thomas Hall is the proposed location for the permanent school and that commercial terms and the necessary capital budgets have been agreed to secure this (subject to planning). This has also been confirmed by separate correspondence from the Department for Education. The intended timeframe for delivery of the permanent site includes submission of a planning application later this year with occupation planned for the start of the September 2015 term.

Accident data

Although a full analysis of accident data has not been provided by the applicant, information from the Highway Authority relating to when the former school was operational on the site records only 2 accidents neither of which were directly related to the school.

Outdoor amenity standards

The agent has confirmed that the EFA is not required to provide minimum standards of outdoor amenity space for Free Schools and points out that many Free Schools in urban locations across the country have been delivered with significantly less open space than that proposed in this case. It is also stated that the site previously provided state funded education for a school with a capacity of 235 pupils on a significant larger building footprint than proposed within this scheme. Consequently the amount of open space for this reduced capacity temporary school is considered adequate and will be cleared of debris to provide safe and convenient outdoor amenity space for use of pupils.

Nature of temporary accommodation

The accommodation is to be provided by a nationally recognised provider (Elliott) of such temporary solutions in education environments. A copy of the company's brochure for temporary education buildings has been provided which contains example images of the interior of similar temporary units to those proposed. These images will be included within the visual presentation.

Representations

Officers have been copied 6 representations made directly to councillors in support of the proposal and expressing concern about the uncertainty faced by parents should the application be refused. Parents have also pointed out the importance of choice in school destination/education ethos, and have highlighted specific benefits to their children that have led them to opt for a Steiner school. The accessibility of the school by a variety of transport modes has also been highlighted, with many of the

authors indication an intention for walking or public transport as their mode of choice.

Summary

In considering this application it is important to note the Government's stated presumption in favour of the development of state-funded schools. The site has previously operated as a school and education use remains the lawful planning use of the site. The proposal is only for a temporary period pending transfer to a permanent site that has now been agreed and funded (subject to planning). The Highway Authority has raised no objection to the proposal.

In the light of the above, and the additional information submitted, the officer recommendation remains one of approval subject to conditions as set out in the original report, plus condition 7 as set out at the beginning of this additional information sheet.

SCRUTINY COMMITTEE - COMMUNITY

28 May 2013

Present:

Councillor Shiel (Chair)

Councillors Mitchell, Bowkett, Branston, Bull, Choules, Clark, Crow, Macdonald and Spackman

Apologies:

Councillors Morris, Mottram and Payne

Also present:

Strategic Director (KH), Assistant Director Environment, Assistant Director Housing and Contracts, Corporate Finance Manager, Principal Accountant (SR), Housing Needs Manager, Housing Benefit Manager, Exeter Vision Partnership Support Officer and Democratic Services Officer (Committees) (HB)

In attendance:

Councillor Rob Hannaford - Portfolio Holder for Housing and Community Involvement

Councillor Greg Sheldon - Portfolio Holder for Environment and Leisure

Representing Devon County Council

Dave Black - Head of Planning and Transport
Tony Matthews - Neighbourhood Highway Group Manager

23 Minutes

The minutes of the meeting held on 5 March 2013 were taken as read and signed by the Chair as correct.

24 Declaration of Interests

No declarations of disclosable pecuniary interests were made.

25 Welfare Reform

The Housing Benefit Manager and the Housing Needs Manager provided a comprehensive update on the latest position in respect of Welfare Reform. They set out the position in respect of Council Tax Support, the Benefit Cap, Local Welfare Support and Discretionary Housing Payments and social sector size criteria. Responding to Members' queries. The former confirmed that regular meetings were held with the Department for Work and Pensions and that explanatory leaflets to help claimants to cope had been issued with letters explaining the changes. The Council also maintained a list of support agencies to which claimants could also be referred if necessary and that this list would also be circulated to Councillors for them to advise officers of any additional bodies they were aware of.

The number of downsizing enquiries had doubled with over 90% giving the reason for their enquiry being the changes to housing benefit. 45 Council and Housing Association tenants had downsized in the last 12 months. Virtually all one and two bed properties were advertised as priority for downsizers except adapted ones.

The report is attached to the minutes and will be posted on the Councillors Information Portal. The Welfare Reform Action Plan and the Risk Map will also be posted on the Portal.

A further report on the impact of the changes would be submitted to the next meeting of this Committee on 3 September 2013.

26 **Highways and Traffic Management Issues**

The Chair welcomed Dave Black, Devon County Council's Head of Planning and Transport and Tony Matthews, Neighbourhood Highway Group Manager.

The latter detailed the managing of roadwork's covered by the New Roads and Street Works Act 1991 and the Traffic Management Act 2004. Over 43,000 works were planned for 2013 by South West Highways and over 24,000 by utility companies. The greater the disruption the longer the notice period required. The co-ordination of works was undertaken at both a regional (Structured Regional Co-ordination Highway Authorities and Utilities Committee) and local meeting level. Enforcement of work included a legal requirement to notice works accurately, fixed penalty notices of £80 and £120 per failure and over-run charges. He highlighted the following up-coming works

- Bridge Road - the addition of an extra lane to increase capacity - mid July 2013 for two years;
- Blackall Road/Howell Road - separation of clean and foul water - mid June to mid July 2013;
- Mount Pleasant Road - gas mains replacement - mid July to early September 2013; and
- High Street - £200,000 of footway works.

Dave Black explained the Transport Strategy for Exeter which set out the current road capacity, the housing and job growth anticipated for Exeter and East Devon which would impact on the network and the planned improvements for pedestrians and cyclists, the roads, rail, bus and Park and Ride facilities.

Exeter's Cycling Strategy included a flagship facility - the new bridge over the M5 - and a hierarchy of cycle routes. Four new railway stations were planned – Marsh Barton, Monkerton, Newcourt and Cranbrook which he suggested was probably unique in the UK and consultations were ongoing with Network Rail to improve the Central Station forecourt. Improvements to the bus service included a City wide smart technology, real time passenger information and personalised travel planning and bus shelter replacements. New Park and Ride sites were planned for Cowley Bridge and Alphington to complete the circle of Park and Ride sites around the City. Other road improvements included Junctions 29 and 30, the Clyst Honiton by-pass and the Tithebarn Lane Link Road

Responding to Members, he explained both the consultation process in respect of the Alphington Park and Ride and the difficulties of increasing the capacity of the Countess Wear roundabout in comparison with the Middlemoor Roundabout.

Referring to the developments to the east of Exeter, he advised why a northern Exeter by-pass had serious logistic difficulties. He reported that special praise had been given by Department of Transport representatives to the overall plans for the Exeter Growth Point area.

The Chair thanked Messrs Black and Matthews for their presentation.

27 **Portfolio Holders' priorities for the forthcoming year**

Councillor Hannaford presented the annual report for 2012/13 and the priorities for 2013/14 within the Housing and Community Involvement Portfolio for the forthcoming year. The reports are attached to these minutes.

The following responses were given to Members' questions:-

- consideration was being given to the introduction of a voluntary licensing scheme for houses in multiple occupation similar to that operated by Oxford. Ideally, Parliamentary legislation was required to introduce a national scheme and it was hoped that this would be progressed in the same way that the Mobile Homes Act 2013 has been introduced to tighten up the operation of mobile home parks;
- the intention was to introduce 150 extra care bedspaces across the City which would be undertaken in conjunction with Devon County Council, the primary provider. The City Council would assist with facilitation and development;
- a more joined up approach to property management would be developed to increase savings; and
- changes to the housing allocations system would be considered as a result of the flexibility offered by the Localism Act.

Councillor Sheldon presented the priorities within the Environment and Leisure Portfolio for the forthcoming year. The report is attached to these minutes.

The following responses were given to Members' questions:-

- because of budgetary restraints there is no schedule of improvements for play areas. Works are largely funded by Section 106 Agreements;
- a start date for the replacement of the Arena track will be known after the receipt of tenders. The Council will work further with regional bodies to attract more regional events to the City once refurbishment is completed;
- drainage works are being undertaken to the Higher Cemetery Children's burial area but not a general upgrade at this stage;
- building on the 'looking good' redesign pilot, the potential for place-based service delivery, including partnerships with the County Council to deliver services on their behalf would be explored;
- there will be proactive work with businesses to increase the number engaging with the City Council as their Primary Authority. There will also be work with Trading Standards to enhance the Primary Authority offering to businesses;
- Marsh Barton was chosen for an 'Estates Excellence' initiative focussing on health, safety and welfare of employees as it had a greater critical mass and possessed better economies of scale than smaller estates such as Pinhoe;
- a project, in conjunction with Gas Safe, will be introduced to encourage and ensure regular maintenance of gas appliances using qualified gas engineers as over 46% of catering premises had been found to be lacking in some way following routine food inspections;

- the Taxi Marshall scheme, a pilot funded by the Exeter Community Safety Partnership (Baroness Newlove’s “Alcohol Fund”) had proved a success to date with reported incidents much reduced and with the trade noting an increase in customer use. It was the intention to extend the scheme, potentially through the licensing regime;
- if the City Centre BID is successful, businesses will be further encouraged to opt for a single trade waste collector in order to co-ordinate collections;
- Museum attendance figures have levelled off but are substantially higher than before the re-development. The legal problems and over-run of the project are still being pursued and Members will be kept informed of progress; and
- the review of the Licensing Policy is a programme of work for the Licensing Committee Members, however, it was right to notify this Committee that this was one of the Portfolio Holder’s priorities.

28 Appointment of Members to Working Groups

Membership of the following working group was agreed as set out:-

Parkwood Leisure Contract Working Group

Councillor Shiel (Chair), Councillors Mitchell, Sheldon and Spackman.

MATTERS FOR CONSIDERATION BY EXECUTIVE

29 Revision of Environment Enforcement Policy

The Assistant Director Environment presented the report seeking approval to revise the Enforcement Policy to reflect changes created by Government guidance and the revised structure of the directorate. The proposed revised policy ensured that enforcement actions would be fair, consistent and transparent. In response to Members’ queries, he elaborated on the tools utilised to ensure compliance with the Policy and explained that the regime was separate from that of planning enforcement.

Scrutiny Committee - Community supported the report and requested Executive to approve the Enforcement Policy.

(Report circulated)

30 Downsizing incentives for Council Tenants

The Assistant Director Housing and Contracts presented the report seeking approval to amend the existing downsizing scheme for tenants to help mitigate the impact of the recent welfare reforms. It was explained that the Portfolio Holder for Housing and Community Involvement, in conjunction with officers, had considered four options to address what changes were required to the downsizing scheme to mitigate the impact of welfare reform. Of these four options, option one was presented as the most suitable which involved an additional post to be dedicated to downsizing. Members recognised the importance of such a post. A sum of £27,227 would be allocated to fund removals at £500 a time, funding approximately 54 removals.

Scrutiny Committee - Community supported the report and requested Executive to:-

- (1) implement an amended downsizing incentive scheme for Council tenants based on option one set out in the report, the removals fund to be operated at the discretion of the Assistant Director Housing and Contracts; and
- (2) introduce a temporary fixed term Downsizing Officer post for 12 months to assist tenants downsizing by identifying the most appropriate properties and giving them support throughout the move.

(Report circulated)

31 Commercial and Environment Support Team Statutory Service Plan 2013/14

The Assistant Director Environment presented the report seeking approval for the adoption of the Commercial and Environment Support Team Statutory Service Plan 2013/14. The Plan set out the Council's regulatory function in respect of food safety, health and safety, licensing, Environmental Permitting and other statutory functions over the forthcoming year.

Scrutiny Committee - Community supported the report and requested Executive to:-

- (1) approve the Statutory Service Plan 2013/14; and
- (2) authorise the Assistant Director Environment to change the Statutory Service Plan in the light of centrally issued guidance and/or to meet operational needs.

(Report circulated)

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - COMMUNITY

32 HRA Business Plan Update

The Assistant Director Housing and Contracts presented the report updating Members on the activity of the Housing Revenue Account for the financial year 2012/13 and summarising the progress being made on the HRA Business Plan (2012 - 2042).

Scrutiny Committee - Community noted the progress on the HRA Business Plan 2012 - 2042.

(Report circulated)

33 2013 Review of Recycling Plan (2011- 2016)

The Assistant Director Environment presented the report updating Members on progress with the Recycling Plan since its approval in 2011 and seeking ongoing support for recycling initiatives.

Exeter's recycling rate has dropped slightly. This was accounted for by a drop in tonnage collected for recycling of 500 tonnes and an increase in waste sent to landfill of 400 tonnes. The overall quantity of waste collected had not increased despite continued growth in Exeter's population. This indicated that the trend towards reduced waste continued. There were a number of reasons for this, including a reduction in consumer purchasing and an on-going reduction in packaging, however,

the most notable impact on recycling tonnage was the big reduction in newspaper/print purchasing.

In response to a Member, he acknowledged that the incoming student populations were likely to have been brought up with a greater regard for re-cycling and the Council's Green Team initiative worked closely with schools on this issue in order to encourage the next generation of recyclers. The fact that different local authorities had widely varied recycling regimes meant that many students were unfamiliar with what could be recycled in Exeter. Therefore, the Council would be seeking to broaden the Green Team Partnership and explore greater collaborative working with the University.

In response to a Member, he agreed that, when the Exeter Energy from Waste Plant came on stream in 2014, it would be important to discourage residents from thinking that they no longer needed to recycle. The value of the re-cyclates for re-processing was far greater than the energy out-put that would be derived from the plant and the gate fee per tonne of waste would be more than landfill initially.

Scrutiny Committee - Community:-

- (1) noted the Council's progress to date in implementing the Recycling Plan 2011-2016; and
- (2) supported the ongoing actions planned for 2013, as set out in the report.

(Report circulated)

34 **Update on Resident Involvement Strategy - 2012/15**

The Assistant Director Housing and Contracts presented the report updating Members on progress made against the Resident Involvement Strategy 2012/15 Action Plan as requested by the Executive on 20 March 2012.

A Member referred to the importance of increased engagement with the private sector.

Scrutiny Committee - Community noted the report.

(Report circulated)

35 **Community Safety Partnership Update**

The Exeter Vision Partnership Support Officer presented the report updating Members on the work of the Exeter Community Safety Partnership (Exeter CSP).

A key element of the CSP work was that of Task and Finish groups with each CSP priority assigned a lead agency that would drive action on behalf of the Partnership and report progress to the CSP Executive Group. It was acknowledged that membership may vary depending on availability and resourcing within agencies. The lead for each current Task and Finish group was as follows:

- Domestic, Family and Sexual Abuse - Devon County Council (in consultation with Against Domestic Violence and Abuse - ADVA);
- Alcohol, Violence and Night Time Economy - Police with possible joint Charing with the City Centre Manager;

- Anti-Social Behaviour - Exeter City Council. The existing ASBAT (Anti Social Behaviour Action Team) will be expanded to include the Fire and Rescue Service; and
- Re-offending - Devon Probation Trust building on the existing work of the "Turnaround" group.

A Member was advised that information on the effectiveness of restorative justice in respect of youth offenders would be obtained from the Youth Offending Team and passed to him. With regard to the Domestic, Family and Sexual Abuse Task Group, this group would cover a wide range of activity and would focus on crime affecting adults as well as child protection. Crimes such as sexual assault would be considered by this group, which Superintendent Chris Eastwood and the CSP regarded as a priority.

Scrutiny Committee - Community noted the report.

(Report circulated)

PERFORMANCE MONITORING

36 Housing Revenue Account - Final Accounts 2012/13

The Corporate Finance Manager advised Members of the overall financial performance of the Housing Revenue Account for the 2012/13 financial year ended 31 March 2013. He updated Members on the HRA working balance, major repairs reserve and of the settlement payment to implement the HRA self-financing scheme.

The total budget variances for 2012/13 had resulted in a net surplus of £525,874 which would be transferred to the HRA working balance. This represented a decrease of £1,794,396 compared to the budgeted net surplus of £2,320,270. However, this was predominantly due to additional revenue contributions towards capital expenditure of £2.084 million in respect of the acquisition of six flats at the former Royal Navy Store site and an increase in the kitchen and bathroom replacement programmes.

Scrutiny Committee - Community noted the report.

(Report circulated)

37 Community Services Final Accounts 2012/13

The Principal Accountant advised Members of the overall financial performance of the Community Directorate for the 2012/13 financial year ended 31 March 2013. The total variation for the year showed a deficit of £172,201 against the budget, with a final deficit of £73,494 after accounting for transfers to and from earmarked reserves.

The rateable value for the Royal Albert Memorial Museum set by the Valuation Office was 50% more than was originally estimated, resulting in the National Non Domestic Rates (NNDR) for the facility being £81,000 more than was estimated. The Council was appealing against the valuation, which might result in a refund, but it would take some time for this to be agreed. The cost of utilities in the RAMM exceeded the estimates by £72,500 as a result of the very high standards necessary to ensure air quality was at the correct level.

A Member raised concerns regarding staffing reductions in respect of the parks service and the Strategic Director (KH) responded by explaining that this was in line with the on-going work in respect of systems thinking.

The Scrutiny Committee - Community noted the report.

(Report circulated)

38 Parkwood Leisure Centre Contract

The minutes of the meeting of the Parkwood Leisure Services Working Group held on 11 March 2013 were received.

(Minutes circulated)

39 Minutes of the Devon and Cornwall Police and Crime Panel

The minutes of Police and Crime Panel meetings had been circulated after each meeting to Members of this Committee to enable them to raise any issues of concern or interest at these Scrutiny meetings.

Members had no queries on the latest minutes circulated, those of 9 April 2013.

The meeting commenced at 5.30 pm and closed at 8.52 pm

Chair

Verbal update to Scrutiny Committee – Community 28.5.13

Last September we presented a report to SMT that highlighted changes happening from this April due to Welfare Reform.

Tonight we are here to give a verbal update on the impact so far. With a full report to follow in September.

To keep this brief we will limit the update to:

1. Council Tax Support
2. Benefit Cap
3. Local Welfare Support
4. DHP and social sector size criteria

Council Tax Support

Our local scheme to replace CTB came into effect on 1st April. This affected working age only as those of pension age are protected by a national scheme. The main element of the scheme is that it restricts support to a maximum of 80%

In February we wrote to all 5,839 customers affected. These were targeted letters taking into account a customer's circumstances rather than a standard letter, and gave an indication of how the customer would be affected and what we could do to help.

75% (4,404) of those customers affected didn't have any arrears (c/tax, rent or HB), so were starting with a clean slate.

However 3,342 of these had been getting full CTB so weren't used to having to pay.

Of all those affected, 13% are also affected by the bedroom tax.

Of the 69 customers already with multiple debts to the council, 16% are also affected by the bedroom tax.

When the c/tax bills were sent in March, we included an explanatory leaflet, the aim of which was to promote discounts, disregards and exemptions available and to encourage people to contact us if they would struggle to pay.

We offered:

- Spreading payments
- Alternative payment dates or frequencies
- Assistance with budgeting
- A benefit check
- Referral to CAB/Homemaker

Our prediction was that c/tax collection rates would suffer. It's too early to tell as we are only in month 2, however overall collection looks promising so far.

The overall collection target for the year is 96.5%.
As at the end of April, 11.6% had been collected which means we're on target.

However of the 3,342 previous 100% CTB cases, just under a quarter haven't yet made any payment.

Of the £953k due to be paid for 2013-14, as at 23rd May, £141k had been paid (i.e. 14.8%)

1,484 reminders were sent at the end of April to those previous 100% CTB cases that hadn't yet made their first payment.

As at today, 778 still haven't paid and will have a final reminder sent shortly. That's 23%.

The collection rate for ECC rents is pretty much the same as it was the previous year with arrears around the 1% mark.

We've only made 1 award from the exceptional hardship fund.
Where awards have been turned down this has been because they were unwarranted (unrealistic expenditure items) or we found alternative solutions utilising DHP or LWS. All applications went through the understanding process we follow in our system review.

It will be some months before we see the full impact on c/tax and rent collection, and we could see an increase in applications for awards from the exceptional hardship fund.

We're continuing to work with the rest of Devon.
No challenges received on the scheme or process.
No negative feedback from equality groups.

Our scheme is only valid for 1 year and so next year's scheme will need to be agreed by full Council in December.

If we change our scheme for year 2 we will need to go out to consultation (Aug to Oct).

My recommendation would be to keep the scheme the same as we need a full year to gather proper data on how customers are being affected by this and other aspects of welfare reform.

Benefit Cap

The household benefit cap will introduce a total maximum amount that can be claimed in all benefits for non-working families.
Affected cases are identified by the DWP and notified to LAs.
The cap will be applied by reducing HB awards.
Implementation has been delayed from April to 15 July 2013. Rollout will now be phased with a small number of cases being notified daily until all affected cases have had the cap applied by the end of September 2013.

DWP have been sending us reports every couple of months. The last one was received on 13 March and showed 38 households affected.

9 = private rented accommodation
13 = H/assoc
11 = council temporary
5 = council tenants

Further analysis has seen this drop to 22 (reasons including, moving out of area, starting work, household changes reducing benefit income etc.)

That equates to 42% of affected cases dropping off within 7 weeks, however until there is any evidence of this new policy driving changes in claimant behaviour, it would seem reasonable to assume a similar number join the list as leave it.

Apart from these short term cases, there are 7 cases that were on the original April 2012 list, so affected cases fall into two broad categories:

1. short term affected
2. long term affected

Each group will have very different underlying issues and will require different approaches to manage the impact.

Short term affected – if the high churn rate is consistent that could equate to 160 cases during the year all of whom will need to be looked at, HB entitlement reassessed and any extra support provided evaluated when they join the list, when they leave the list and every time they have a material change while they are on the list.

Long term affected – of the 7 claims that have been affected for over a year:

- 5 are single parent households
- None have worked within 5 years of the cap applying
- 4 have not worked in the history of their HB claim
- Households have an average of 5 dependant children (between 4 and 7)
- 3 live in social housing and 4 in private rented
- They have been in receipt of HB for an average of 12.8 years
- They have been out of work receiving HB for an average of 9.5 years.

If the full shortfall for all affected claims was to be met with DHP that would cost £84k equating to 38% of the full DHP budget for this year.

For short term cases a temporary award of DHP could give the customer time to adjust their budget to cope or change their circumstances.

So as not to disincentivise the customer from taking the required action, the award would be short term and at a reducing rate.

For the long term cases, there is less likely to be an imminent change. To meet the full shortfall would cost £37k so long term DHP may not be feasible, but someone will need to work with these customers to explore the issues preventing the household from escaping the cap.

Local Welfare Support (LWS)

From April, two elements of the national Social Fund were abolished (Crisis Loans and Community Care Grants). A reduced amount of funding was passed to upper tier and unitary authorities to devise local schemes to provide welfare support.

In Devon, funding and responsibility for delivery has been passed to district level through local agreement with 3 key outcomes which the funding must support:

1. increase self reliance and resilience
2. quick and effective support for those with high priority short term needs
3. help for people to establish themselves in, or remain in, the community

As well as providing direct support in kind to individuals, it is anticipated that funding will be used to commission capacity in other agencies where they are better placed to provide the services needed.

A range of services has been put in place to cope with possible demand. The intention is to be as flexible as possible in order to be able to use funds in whichever way best supports a successful outcome for the customer.

Rather than create a whole new service, we're utilising support within existing services. No cash is ever given and there is no application to complete. It is expected that the need for support will come out of conversations with our understanders.

A large number of approaches were made in the first few days from people directed by national DWP advice lines looking to access the new "crisis loans". Once it was made clear that there was no cash loan or grant available much of this demand stopped.

Many approaches are from people who have been left with no money due to breaks in their DWP benefit entitlement. This may be because they're moving from one benefit to another, their benefit has been stopped temporarily or new claims haven't been decided yet.

We have met with our local JCP so that they may understand our scheme and so that we have a better understanding of their application process, payment patterns, hardship payments and short term benefit advances.

During the first 4 weeks, we helped 64 customers at a cost of £7k. The majority (45) have been short term emergency need e.g. food, electric. However we've also helped 29 people to establish themselves in the community (white goods and furniture).

This scheme requires a bespoke service for each person presenting for help. The solutions we are able to offer are varied and this makes administering the scheme a complex operation. The volume of work being generated by this scheme has already led to extra benefit support staff being added to the on pull rota at a time when there is a significant backlog of work within the benefit section. Even with this increase it is proving difficult to keep on top of the work and I will be looking to use some of the funding to increase staffing as we can't cope at current staffing levels. (£51k admin funding)

Discretionary Housing Payments (DHP)

DHP is central to the implementation of many strands of welfare reform. We've had it for years, and this year the national pot has increased from £20m in 2010 to £155m.

Exeter's budget last year was £103k, and this year is £219k.

The extra monies are to specifically meet hardship caused by changes to the benefit system. LAs have not been told how much they should be spending in each area, but an approximate split of ECC expenditure for this year is:

- £45k baseline spending
- £91k for changes to LHA rules (30th percentile, 4 bedroom cap, under 35s etc.)
- £68k for introduction of size criteria in social rented homes
- £15k for the benefit cap

Around 800 HB claimants were written to in November 2012 giving them advanced warning that they were facing a reduced award from April because they had too many bedrooms in their home. To date 104 have applied for help from DHP.

66 of these were granted at a cost for the year of £32k.

A significant amount of Senior Assessor time has been spent dealing with these applications, working closely with landlords and other support agencies. Where claims have highlighted other issues, e.g. the presence of overnight carers, these have been pursued to avoid the need for DHP.

Where awards have been made, some are for the whole year where there is no prospect of circumstances improving. Others were paid for 3 or 6 months to give customers breathing space to review their circumstances or secure smaller accommodation. It is likely that many of these will reapply in the next few months. We also feel that there are other struggling customers that are currently hidden and will only surface when arrears start to hit.

Volumes of normal DHP applications remain similar to last year. We continue to see high demand for lump sum payments to help with the costs of moving.

ECC has been using DHP to cover rent deposits since 2010. In 2012/13 over 60% of this fund was used to pay rent deposits. As demand on the fund increases due to welfare reforms it is sensible to consider whether there are other methods of achieving the same outcome.

Finding a deposit as well as a months rent in advance on top of removal costs is challenging for anybody, but especially for those on benefit with little disposable income. Changes to HB and other welfare reforms are making existing properties unaffordable for some. Where HB is not meeting the full rent charge tenants are left with the choice of meeting the shortfall, accruing arrears or moving to cheaper accommodation. We have been using DHP as a way of supporting people to move from unaffordable accommodation into that which can be sustained on current benefit levels.

Downsizing

The number of downsizing enquiries has doubled with over 90% giving the reason for their enquiry being the changes to HB.

45 council and housing association tenants have downsized in the last 12 months and this doesn't include those that have downsized independently of any initial downsizing support.

Last year we let just over 412 properties overall with 166 of those 1 bedroom properties.

We also let an additional 62 sheltered properties with 54 of those 1 bedroom.

Virtually all 1 and 2 bed properties are advertised as priority for downsizers except those which are adapted.

There are 235 applicants on Devon Home Choice (out of 800 impacted overall by Social Sector Size restrictions) who are highly prioritised as downsizers from both City Council and Housing Associations properties in Exeter. However 46% of these applicants have never bid on a property.

We are integrating the mutual exchange system with Devon Home Choice to simplify the opportunity to swap tenancies.

This report was presented by Laura Fricker (HB Manager) and Chris Hancock (Housing Needs Manager)

**PFH Housing and Community Involvement
Cllr Rob Hannaford –Scrutiny COMMUNITY
Annual Report 2012/13**

Build communities where everyone has a home	
<ul style="list-style-type: none"> o Continue to offer a professional and flexible approach to developers seeking to build new homes in the City and to negotiate the provision of affordable housing that meets the identified housing needs of local residents. o Provide new affordable homes across the city and in the urban extensions at Newcourt , Monkerton and Alphington. o Seek to deliver at least 5% of all new affordable housing stock to meet the Council's wheelchair design standards and we shall produce a wheelchair housing strategy for the city. o Continue to assist in the facilitation and development of 150 Extra-Care homes across the City. 	<ul style="list-style-type: none"> o 39 affordable homes negotiated and delivered 2012/13: o RNSD Upper Site 17 social rent o Cranbrook Wave One 13 social rent o Western Way Petrol Station 9 affordable rent o Negotiations have commenced for new affordable homes at Newcourt and Monkerton o Affordable Housing SPD has increased wheelchair accessible homes from 5% to 10%. In 2012/2013 6 wheelchair accessible homes were delivered. o St Loyes Extra-Care awaiting Registered Provider interest and funding ahead of development. New Extra-Care home at Monkerton under consideration with Devon County Council.
Use a range of measures to solve housing problems	
<ul style="list-style-type: none"> o Accessing funding and land for more social, shared ownership, affordable and shared equity housing after massive government cuts to grant funding and the abolition of the SWRDA and regional spatial strategy. 	<ul style="list-style-type: none"> o Private Sector and Public Works Loan Board finance opportunities investigated and presented to Members. Further work required to ascertain preferred finance models in line with development pipeline potential. o Site survey of potential ECC owned land available for new affordable housing in hand using external consultants. Once this survey is complete a pipeline of future housing schemes can be determined which will dictate the financial funding models most applicable.

<ul style="list-style-type: none"> o Review and monitor the pressures on the council's existing housing stock and Housing Revenue Account (HRA) from the new discounted Right to Buy proposals. o Ensure that we make best and prudent use of any funding that becomes available through the new HRA, to maintain existing stock and build new units. o Maintain and enhance our existing good work through the Tenants and Leaseholders Committee, Exeter Homes Partnership and Performance Review Committee. o Manage additional pressures and work loads from the cuts and changes to housing benefit, government imposed reductions in council tax benefits, and the Coalitions back to work agenda. o Work with the Environmental Health staff to monitor and drive up standards in private sector properties, especially for vulnerable groups and young people. o Look at establishing a scoring system for private sector properties to encourage landlords to improve their stock using energy saving grants etc. o Make further representations and support the private members bill to give greater rights and protection to park home owners. o Make the best use of the new funding streams from the revised planning systems for both housing and community initiatives. o We will also commit to Exeter being a city 	<ul style="list-style-type: none"> o 23 homes were purchased from the Council under Right to Buy and 19 new homes have been acquired so that the net loss is minimal and we will be using the RTB receipts to fund further new affordable build in the HRA o Budgets have been approved to build 40-45 new affordable homes using HRA funding at Bennett Square, Newport Road, Brookway and Vaughan Road o Over the past 12 months the Tenant and Leaseholder Committee (TALC) has made recommendations that have led to a change in the window cleaning schedule, changed the way in which we measure performance of some Sustainable Lettings Team KPI's and resulted in changes to the policy in place for recharging the estates of deceased residents. The TALC has also undertaken a review of all elements of the Resident Involvement Structure which has resulted in changes to make the structure more effective. o A prudent risk-based approach to managing the impact of these changes has been successfully adopted o The inspection regime for licensed HMOs has been extended to ensure that non licensed HMOs are also being inspected o The first group of 15 landlords underwent Accreditation training provided in partnership with the National Landlords Association. A further 9 landlords have been accredited by UNIPOL, the university accreditation scheme o The Bill has now been enacted as the Mobile Homes Act 2013
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<p>where no-one needs to sleep out on the streets for a second night.</p> <ul style="list-style-type: none"> o Ensure that a hotline number is available on behalf of all Devon districts and ensure appropriate provision is made to cope with extreme cold weather periods o Continue to grow the Private Sector Leasing and EXtralet schemes to provide a wider pool of affordable accommodation in conjunction with the private sector o Maintain our Council properties well and continue to meet the Decent Homes Standard or similar standards <ul style="list-style-type: none"> o Provide up to £400,000 in renovation grants to those most in need to make private sector homes fit for habitation o We will build upon recent work to cut down the time it takes to install Disabled Facility Grant adaptations in private dwellings by use of approved builders lists and modular pricing of standard works. o We will work to strengthen to Protocol all the Devon Councils have with Registered Providers (Housing Associations) through which they undertake to contribute to the cost of disabled adaptations to their homes. o We will continue to work in partnership with Wessex Home Improvement Loans to develop innovative loan products, and improve marketing in order to encourage greater take up. We will also seek to expand the work of Wessex to include debt advice to clients in need. 	<ul style="list-style-type: none"> o We were the first Council in South West to operate “No Second Night Out” from June 2012 and we are the “DCLG lead” for the roll out across Devon and Cornwall which is currently the biggest area nationally operating “No Second Night Out”. 84 people have been prevented from spending a second night out since July 2012. o Hotline number in place: 0800 151 3441. – 258 phone calls in last 12 months o 4% reduction in numbers in temporary accommodation in the last 12 months, bucking national trend of a 9% increase o Kitchen and bathroom replacement programme doubled to over £3m a year for three years to increase DHS (o Funding for renovation grants has ceased with the removal of the private sector renewal funding awarded by CLG o New practices have been introduced to achieve the time savings which will be continually reviewed o Revised governance arrangements have been put in place with the result that most RPs with properties in Exeter have signed up to the protocol o A marketing plan has been introduced which, hopefully, will improve the take up rate of loans
<p>Provide homes for rent that people can afford</p>	
<ul style="list-style-type: none"> o Ensure that we continue to take a lead role on 	

<p>the issue of homeless in Exeter and neighbouring areas, and when needed advocate for more funding, resources, and understanding of the often complex issues that are affecting people.</p> <ul style="list-style-type: none"> o Facilitate the reuse of privately owned empty homes and properties ensuring they are fit for habitation o Build on our existing good work with the private sector to expand our portfolio of private properties which we manage on behalf of private landlords and use to proactively prevent homelessness. o Following the enactment of the Localism Act there will be considerably more flexibility offered to Local Authorities to decide how we allocate affordable housing in Exeter. o A group of senior officers and members are looking at how we can use increased flexibilities to adapt the allocations policy to ensure our social housing always goes to those most in need with a strong local connection to Exeter. 	<ul style="list-style-type: none"> o Robust empty property enforcement approach agreed in January 2013 and being implemented o 33 new PSLs taken on and 38 EXtraLet properties. o Allocations policy reviewed and is fit for purpose. A new Tenancy Policy was adopted to allow for flexible 5 year tenancies in the council's housing stock
Retain current system of setting council rent	
<ul style="list-style-type: none"> o Set Council rents in line with the Housing Revenue Account Business Plan 	<ul style="list-style-type: none"> o Rent increases of x% agreed in January. Rental income is c£500K in excess of budget with arrears at only 0.79%
Provide 35% of all new build development as social housing	
<ul style="list-style-type: none"> o Where viable, make 35% of all new homes built across the City affordable o Provide advice and a range of affordable housing options designed to help local people solve their housing needs 	<ul style="list-style-type: none"> o Due to viability, in light of the Council's CIL evidence base and other market indicators there is presently no need to prove lack of viability on schemes of between 3 and 14 dwellings, where not part of a wider development; and ECC accept the provision of 25% (or more) affordable housing. o Housing advice services are included in the help me with my financial and housing problem system review. Current figures show that 85% of all housing and financial queries made in the Customer Services Centre are resolved immediately and 87% people have their problem solved without any need to return.

Introduce a co-operative and mutual model of home ownership where people are given stability and equity while retaining housing stocks	
<ul style="list-style-type: none"> ○ We are working with the CDS Co-operative to introduce a cooperative and mutual model of home ownership, where people are given stability and equity while retaining housing stocks. This is an imaginative solution to meeting a need, and we are keen to support what would be one of the first scheme of its kind in the country. 	<ul style="list-style-type: none"> ○ Work with CDS Co-operative has been inconclusive. A report has been prepared for Members on the Co-operative housing options available. Housing Development Team considering the possibility of a Co-operative housing scheme being possible through a S106 site allocation for affordable housing.
Install solar panels on council houses	
<ul style="list-style-type: none"> ○ Identify and maximise opportunities to increase the Council's own housing stock to high energy sustainability standards. Install 249 solar panels this year. ○ We will continue to work in partnership with E.on to deliver energy efficiency grants and loans to ensure a smooth transition into the Green Deal and Energy Commitment Obligation (ECO). 	<ul style="list-style-type: none"> ○ 284 homes fitted with solar panels with budget approval to do up to 55 more during the roof replacement programme in Hawthorn Road. £71K for other energy efficiency works also approved ○ An 'ECO pilot' offering energy efficiency grants wholly funded by an energy company is to take place in 6 areas of the City, beginning in June 2013
Empower residents to have a greater say	
<ul style="list-style-type: none"> ○ Build upon the new community grants system that has been recently set up and ensure new homes bonus funding empowers community groups. ○ Work to support more joined up cost effective work between the city and county councils through the new Exeter Board on community and housing issues , where there is over lap , such as supporting people funding , community facilities etc. ○ Work within the localism agenda in terms of community consultations and neighbourhood 	<ul style="list-style-type: none"> ○ Community Grants ward scheme supported 114 groups across the city including Exeter Young Carers, Exeter Panthers, Whipton Luncheon Club. 20 city wide initiatives supported incl. HomeStart, Carousel, Exeter Pride. New Homes Bonus supported 5 groups in 12/13 incl. Exeter Community Centre for landscaping of garden, contributions to Newtown CA for new community centre, also Countess Wear and Newcourt. ○ £97,500 joint funding (£8,600 ECC) from ECC and DCC to support community initiatives in Exeter. Groups supported include Nightstop Devon – emergency accommodation for young people, Volunteer co-ordinator at St Sidwells Community Centre, Age UK for volunteering project, Turntable, Devon United women. ○ The Exeter St James Neighbourhood Plan received support from 91.6% of electors in the recent referendum. This

<p>plans.</p> <ul style="list-style-type: none"> ○ Continue to support existing joint work with community groups, the voluntary sector, charities, community associations and faith groups across the city. ○ Ensure through the council's community strategy that we continue to support and encourage with other partner organisations social inclusion, tolerance and diversity in Exeter, and also work to tackle poverty. ○ Working to develop the new scrutiny role for our existing TALC committee in line with new government legislation. ○ We will further develop the Residential Park Forum in order to support those many Exeter householders who have additional housing challenges to deal with as park home residents. 	<p>is the first Neighbourhood Plan to be adopted in an urban area. The group are now planning to take forward some of the community priorities for the area.</p> <ul style="list-style-type: none"> ○ Joint work is taking place in numbers of areas including the Community First initiative in Priory, also in supporting the development of new residents/community associations – most recently the Newcourt Community Association who are preparing to take on the management of a new community centre at the new development. Plans for roll out of community meetings across city to enable statutory and voluntary sector partners to meet and identify joint work. ○ The Community Safety Partnership and the Social Health Inclusion Partnership have both reviewed their purpose and structures to align with changes to health and policing within Devon and the peninsula to be able to give a stronger focus on Exeter's priorities within the county context. ○ A Performance Improvement Panel has been set up to meet this need. The Performance Review Committee that was in existence has been absorbed into the panel. The role of the panel is not to act as a consultation group, advising on policy and procedure, but as a scrutiny panel to challenge performance and the way in which services are provided and can be improved. The panel will regularly review performance, actively challenging the way in which services are delivered to assist in continuous improvement. ○ The membership of the forum has been strengthened and now includes representatives of all of the sites, police, Age UK and trading standards. The membership of the forum will be continually reviewed.
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Cllr Rob Hannaford

Portfolio Holder Priorities 2013/14

Housing and Communities

Help me find somewhere suitable to live

Build communities where everyone has a home

- o Continue to offer a professional and flexible approach to developers seeking to build new homes in the City and to negotiate the provision of affordable housing that meets the identified housing needs of local residents.
- o Provide new affordable homes across the city and in the urban extensions at Newcourt , Monkerton and Alphington.
- o Seek to deliver at least 5% of all new affordable housing stock to meet the Council's wheelchair design standards and we shall produce a wheelchair housing strategy for the city.
- o Continue to assist in the facilitation and development of 150 Extra-Care homes across the City.

Use a range of measures to solve housing problems

- o Continue to investigate and encourage innovative schemes to deliver affordable housing without public subsidy
- o Review and monitor the pressures on the council's existing housing stock and Housing Revenue Account (HRA) from the new discounted Right To Buy proposals.
- o Ensure that we make best and prudent use of any funding that becomes available through the new HRA, to maintain existing stock and build and acquire new units.
- o Maintain and enhance our existing good work through the Tenants and Leaseholders Committee, Exeter Homes Partnership and Performance Review Committee.
- o Manage additional pressures and work loads from the cuts and changes to housing benefit, government imposed reductions in council tax benefits, and the Coalitions back to work agenda.
- o Work with the Environmental Health staff to monitor and drive up standards in private sector properties, especially for vulnerable groups and young people.
- o A partnership has been developed with the National Landlord's Association to provide accreditation training to Exeter Landlords. Training sessions will be run up to 4 times per year. The first 15 landlords were accredited in April 2013.
- o The private members bill to give greater rights and protection to park home owners has now been enacted as the Mobile Home s Act 2013.
- o Make the best use of the new funding streams from the revised planning systems for both housing and community initiatives.
- o Continue to grow the Private Sector Leasing and EXtralet schemes to provide a wider pool of affordable accommodation in conjunction with the private sector
- o Provide advice and a range of affordable housing options designed to help local people solve their housing needs

- o Transform how the council works with people to help them with their housing and financial problems
- o Develop our approach to reducing street begging including the introduction of an alternative giving scheme, improved access to accommodation and treatment services and more robust enforcement
- o Transform how the council maintain its properties and provide a better service with improvement value for money
- o Provide up to £400,000 in renovation grants to those most in need to make private sector homes fit for habitation (this was cut some time ago)
- o We will build upon recent work to cut down the time it takes to install Disabled Facility Grant adaptations in private dwellings by use of approved builders lists and modular pricing of standard works.
- o We will continue to work to strengthen to Protocol all the Devon Councils have with Registered Providers (Housing Associations) through which they undertake to contribute to the cost of disabled adaptations to their homes. New governance arrangements have been put in place to maximise sign up.
- o Wessex Home Improvement Loans have employed a marketing manager in order to encourage greater take up. We will also seek to expand the work of Wessex to include debt advice to clients in need.

Provide homes for rent that people can afford

- o Ensure that we continue to take a lead role on the issue of homeless in Exeter and neighbouring areas, and when needed advocate for more funding, resources, and understanding of the often complex issues that are affecting people.
- o Implement the recently approved Empty Homes Enforcement Policy to return privately owned empty homes to use and ensure they are fit for habitation
- o Build on our existing good work with the private sector to expand our portfolio of private properties which we manage on behalf of private landlords and use to proactively prevent homelessness.
- o Use increased flexibilities with allocations policies to ensure our social housing always goes to those most in need with a strong local connection to Exeter.
- o Introduce flexible tenancies in our own stock to optimize the potential for council-owned homes to be available for people in most housing need

Retain current system of setting council rent

- o Set Council rents in line with the Housing Revenue Account Business Plan

Provide 25% of all new build development as social housing

- o Where viable, make 25% of all new homes built across the City affordable

Introduce a co-operative and mutual model of home ownership where people are given stability and equity while retaining housing stocks

- o Continue to explore opportunities for introducing cooperative and mutual models of home ownership.

Install solar panels on council houses

- o Identify and maximise opportunities to increase the Council's own housing stock to high energy sustainability standards.
- o Install solar panels on up to 55 council-owned homes in Hawthorn Road
- o We will continue to work in partnership with E.on to deliver energy efficiency grants and loans schemes to maximise take up of Green Deal and Energy Commitment Obligation (ECO) measures. A pilot ECO scheme is to be launched, in the 6 most deprived wards, in June 2013 to pilot ECO delivery

Enable me to have my say and be heard

Empower residents to have a greater say

- o Build upon the community grants scheme and ensure new homes bonus funding enables community groups to provide activities and resources to build strong and sustainable communities
- o Work to support more joined up cost effective work between the city and county councils through the new Exeter Board on community and housing issues, such as supporting people funding, community facilities etc.
- o Work within the localism agenda to give communities powers to do things for themselves, such as neighbourhood planning.
- o Work in partnership with resident and community groups to ensure communities have the opportunity to influence services and new resources for their neighbourhood.
- o Ensure that we continue to work with and support other partner organisations to promote social inclusion, tolerance and diversity in Exeter, and also work to tackle poverty.
- o We will further develop the Residential Park Forum in order to support those many Exeter householders who have additional housing challenges to deal with as park home residents
- o Develop a new Housing Strategy in consultation with our residents, communities, tenants and wider stakeholders.

**Cllr Rob Hannaford
May 2013**

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Portfolio Holder Priorities 2013/14 Environment & Leisure

Provide great things for me to see, do and visit	
1	Upgraded play facilities (31 July) to be provided in St Thomas Pleasure Ground and a new splash play feature installed (end 2013). We will also complete the redesign and refurbishment of Flowerpot Skatepark (September 2013).
2	We continue to work with Parkwood Leisure to maintain and improve sporting and leisure facilities operated on behalf of the Council. We will monitor implementation of the agreed site by site improvement plans focussing on maintaining and improving the customer experience. Work will start on replacing the surface of the Arena running track so that regional events can be attracted to the city, that experienced and aspiring athletes in the city can train and improve their performance and to provide facilities for supporting those seeking to improve their fitness and well being.
Help me run a successful business in Exeter	
1	Proactively work with businesses to increase the number engaging with ECC as their Primary Authority. In addition, work with Trading Standards to enhance the Primary Authority offering.
2	Proactively work with businesses to reduce negative impacts on the public/public realm through the use of licensing and regulatory tools, and greater engagement with them over: <ul style="list-style-type: none"> • Food Hygiene Rating System; • Waste management; • Business litter; • Flyposting; • Customer nuisance (eg smokers congregating outside clubs)
Keep my city safe and looking good (Keep me/my environment safe and healthy)	
1	We will continue the 'looking good' systems redesign (now operating in seven Wards), with a view to introducing a new operating model for green space management, grounds maintenance and street cleansing in early 2014 based on more integrated working, greater empowerment of frontline staff to do what needs to be done and basing service delivery around the concept and demands of 'place' rather than traditional functional silos.
2	We will take action to improve the appearance of the children's burial area in Higher Cemetery, recognising that this is a place that has great sensitivity and strong emotional significance for many people. Initially, we will be focusing our efforts on making sustainable improvements to the drainage in this area which has an enormous impact on appearance during periods of prolonged wet weather.
3	Building on the 'looking good' redesign pilot, we will explore the potential for place-based service delivery, including partnerships with the County Council to deliver services on their behalf and place-based budgeting.

4	In partnership with HSE, Public Health, D&SFR, CoC and Trading Standards, launch an 'Estates Excellence' programme in Marsh Barton, focussing on health, safety and welfare of employees.
5	In light of concerns over 46% of catering premises surveyed for gas safety in 2013/14, implement a project in conjunction with Gas Safe, to encourage and ensure regular maintenance of gas appliances using qualified gas engineers.
6	In preparation for a revision of Licensing Policy due 2014, work with Licensing Committee Members on 4 key elements to enhance outcomes: <ul style="list-style-type: none"> • Pool of conditions (control of nuisance, CCTV, plastic glasses, etc); • Special licensing tools (e.g. EMRO, CIP, LNL, DPPO); • Voluntary schemes (Best Bar None, Purple Flag, Challenge 21 and 25, training staff, public health agenda) • Late night economy (late night refreshment, flexible opening hours).
7	Exeter Alcohol Violence & Night Time Economy (EAVNTE) – progress multi-agency actions to reduce alcohol-related violence, disorder and nuisance through the introduction of schemes such as: <ul style="list-style-type: none"> • Taxi marshals; • Safe Zones; • Taxi rank provision & siting; • Under-age sale of alcohol testing.
8	Introduce and co-ordinate a multi-agency Events Safety Advisory Group (ESAG) to ensure that public safety is appropriately safeguarded.
9	Comprehensively review the key factors contributing to Exeter's recycling rate and seek to re-invigorate recycling by a variety of actions including: <ul style="list-style-type: none"> • targeted interventions at those communities where recycling rates are lower than the norm, including working with public sector and private landlords to facilitate appropriate arrangements to encourage greater recycling; • broadening the Green Team partnership along with other educational programmes; • broadening the garden waste customer base.
10	Following a successful bid for DECC funding, progress development of a low emissions strategy which will contribute to the Air Quality Action Plan for Exeter.
11	Explore the use of licensing tools available to allow the management of concentration of gambling premises in a locality.
12	Conduct a review of the purposeful system of keeping people and the environment, safe and healthy.
Run the Council well	
1	In recognition of the continuing pressures on local government finance, I will be asking officers to review the opportunities for greater income generation and increased commercial awareness across my portfolio, using the principle – where it is appropriate to do so – that those services that are capable of generating income should at least be covering their costs.

2	In partnership with the Portfolio Holder for Sustainable Development & Transport, I will be reviewing the management arrangements for car parking assets that fall within my portfolio to explore whether a single management and enforcement regime can be introduced for all Council car parks to ensure that charging and other policies are consistently and fairly applied.
3	Joint Waste Management Board – proactively engage with exploring the potential for joint working in clusters across Devon in partnership with other councils.
4	Materials Reclamation Facility – in light of the development work for a Joint Waste Management Board and opportunities in terms of regional/national provision for recycling, a review of the MRF operation over the medium to longer term will be carried out to identify potential benefits.

Cllr Greg Sheldon
May 2013

Present:

Councillor Leadbetter (Chair)

Councillors Brock, Bialyk, Bowkett, Branston, Bull, Crew, Pearson, Robson and Wardle

Apologies:

Councillors Crow, Mottram and Prowse

Also present:

Strategic Director (KH) Assistant Director City Development, Assistant Director Public Realm, Acting Assistant Director Finance, Economy and Tourism Manager, Senior Accountant, City Centre Manager, Museums Manager, and Democratic Services Officer (Committees) (SLS)

In attendance:

Councillor Rachel Sutton	- Portfolio Holder for Sustainable Development and Transport
Councillor Rosie Denham	- Portfolio Holder for Economy and Tourism
Janet Sinclair	- Job Centre Plus
Susan Parr	- Job Centre Plus

23 **Minutes**

The minutes of the meeting held on 7 March 2013 were taken as read, and signed by the Chair as correct.

24 **Declarations of Interest**

No declarations of discloseable pecuniary interests were made.

25 **Portfolio Holders Priorities for the Forthcoming Year**

Councillor Sutton presented the following priorities within the Sustainable Development and Transport Portfolio for 2013/14. A copy of the report is appended to the minutes.

The following responses were given to Members' questions and comments:-

- Exeter City Council had a strong engineering function, and progress was being made to make those services available to neighbouring authorities. There were no planned changes to the City Council's in-house engineering function.
- the City Council would continue to manage the city's car parks, and although there was no detailed scheme, Pay by Phone was acknowledged as the way forward and would provide more payment choice.
- the first meeting of the Board to oversee the development of the Bus and Coach Station site had been held. It was intended that they would meet on a quarterly basis.
- Discussions are taking place with Devon County Council on the planned works to the public realm outside the Central Library. The Library was a significant public building in the heart of the cultural quarter.

- to record the appreciation of the hard work of the officers in City Development and the St James community in delivering the St James Neighbourhood Plan, which had been held up as a model of consultation.
- parking issues in Topsham were being addressed through the Topsham Parking Member Working Group and separately there were also likely to be future discussions on parking at the RD&E Hospital and car parking hotspots in the surrounding area.

The Assistant Director City Development responded to a question asked by a Member on the safeguards in place following changes to the permitted development under the Town and Country Planning (General Premises Order 1995), and in particular relating to applications for a change of use of commercial premises. This was part of a two year pilot scheme and a report on the position would be made to the next meeting of Planning Member Working Group.

Councillor Denham presented the priorities within the Economy and Tourism Portfolio for 2013/14. A copy of the report is appended to the minutes.

The following responses were given to Members' questions and comments:-

- the City Centre Manager had been working to develop a safer evening economy, and a number of initiatives had been rolled out including encouraging shops to open later into the evening to lessen the delineation between the evening and night time economy.
- efforts had already been made to occupy vacant shop units on a temporary basis. It was important to consider a strategy to set out the expectations of tenants and consider an individual approach in different parts of the city.
- contact would be made with Environmental Health to consider a suitable way to mark Worker's Memorial Day, and the Portfolio Holder for Environment and Leisure to raise participation in the Britain in Bloom event.
- a strategy for further support to the District Shopping Centres was being considered, as they were an integral part of the city's economy.
- the Festivals and Events Manager could provide information or offer support on the opportunities for financial assistance for existing or new smaller arts organisations.

Scrutiny Committee – Economy noted the achievements and priorities presented.

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - ECONOMY

26 Exeter Cultural Strategy 2013 - 2018 - Progress Report

The Museums Manager presented the report, updating Members on progress with the development of the new Cultural Strategy for the city. The work to date had been led by the Exeter Cultural Partnership with volunteers from this wide membership committing to work as part of the Strategy Steering Group. The Museums Manager emphasised the critical importance of the cultural sectors' involvement in shaping and later delivering the Cultural Strategy. The value of a strategic approach to culture in the widest sense was acknowledged, as well as the importance of its role in supporting local economic development. This point had been underscored by the recently published report by the LGA and Arts Council of England 'Driving Growth through Local Government Investment in the Arts' which gave many examples of good practice.

A Member sought more detail on the consultees and secondly whether funding from community based activities could be considered to broaden the available funding streams. The Museums Manager noted the comment and also recognised the valuable contribution made by smaller groups and individuals to the consultation

process. There would be further opportunities for them to engage with the Cultural Strategy and the actions that will flow from it, as the process moves forward. Members raised the issue of retaining young creative talent in the city. It was explained that this concern had already been identified as one of the three work areas that would be pursued in parallel to the development of the full strategy document. A Member enquired if the Strategy would include other areas and take the opportunity to explore fully the meaning of culture and also drive performance outcomes in areas such as health and include sport.

It was noted that a further report would come back to update Members of the Scrutiny Committee – Economy and Executive on progress. The fact that this Strategy was being produced in collaboration with an external Partnership was noted. The development timetable needed to accommodate the joint working and wider contribution it entailed would also strengthen the strategy, when it came to deliver its agreed actions.

Scrutiny Committee – Economy noted the report and supported the direction being taken as summarised in the report to develop the Cultural Strategy for Exeter.

(Report circulated)

27 Youth Unemployment

The Partnerships and Projects Manager, Employment and Skills Board introduced the report, which provided current data on levels of youth unemployment and the nature of support available for young job seekers. The report also provided background information in preparation for a presentation from Jobcentre Plus on the support offered to young people (aged 18-24) to move into work.

Janet Sinclair and Sue Parr from Job Centre Plus gave a presentation on the efforts being made to tackle youth unemployment. They covered a range of measures including the Get Britain Working initiative and youth contracts which included a wage incentive and apprenticeship programme. An invitation was extended to Members to visit the Job Centre to see the work on training and employment opportunities for young people. Janet Sinclair referred to the work they carried out in schools and colleges to ensure students were given realistic advice about the jobs market, and to match young people to the most appropriate work experience or apprenticeship placement. Job Centre Plus provided a locally supported framework, but she paid tribute to the voluntary sector, as they also offered a wealth of knowledge and experience.

Scrutiny Committee – Economy noted the report and thanked Janet Sinclair and Sue Parr from Job Centre Plus for their presentation on the support available to help young people (age 18-24) move into work.

(Report circulated)

MATTERS FOR CONSIDERATION BY THE EXECUTIVE

28 Low Average Earnings in Exeter

The Tourism and Economy Manager presented the report, raising Members' attention to the potential impact of low average wages on both the local economy and citizens across Exeter. The report provided comparative data with which to gauge Exeter's current position and the degree of deviation that exists from national and other South West authority levels.

A Member sought some further information on the apparent discrepancy between the local and national analysis of full and part-time employees. The Economy and Tourism Manager acknowledged that the hourly rate had not increased at the rate of some other areas. Devon had many small employers and the retail, tourism and hospitality industries had all suffered in the current economic downturn. The report acknowledged that Exeter had failed to keep up with wage rates both nationally or regionally, but that every effort would be made to try and encourage higher wage levels.

A Member considered that an appropriate wage was important, and would be part of a virtuous circle to help stimulate the local economy. It could even reduce the reliance on social payments or boost efforts to reduce youth unemployment. He suggested that a forum of interested groups around Exeter could be a useful way forward. A Member suggested a strategy to ensure a living wage was offered for all employment. The Strategic Director (KH) considered that many Exeter businesses do pay well, with wage levels measured by work place higher than wage levels by place of residence, but a range of job opportunities should be encouraged to retain skilled and well trained employees and stem the flow of graduates leaving for employment opportunities in other areas. Members suggested setting up a task and finish group with a wide economic remit but also to improve the low wage economy and reduce youth unemployment.

Scrutiny Committee – Economy noted the contents of the report and the potential impact on citizens and the wider economy, and agreed to set up a Task and Finish Group to look at ways to address the low wage economy.

(Report circulated)

29 **Report of the Christmas Lights Task and Finish Group**

The City Centre Manager presented the report setting out key outputs from the work of the Task and Finish Group, which had been set up to look at the future funding of the City Centre Christmas Lights. The key element was the delivery of a core lighting display funded by the City Council, offering a lead for businesses to follow. This would require a core budget of £14,500 for the financial years 2013/14; 2014/15 and 2015/16. The Task and Finish Group suggested a range of activities including targeting businesses to develop and support a new partnership approach to Christmas Lights funding. It was agreed that the Portfolio Holder for Economy and Tourism should work closely with officers on developing a co-ordinated approach to securing business support for the proposed approach to lights funding.

Scrutiny Committee – Economy supported the proposals from the Task and Finish Group as set out in paragraph 3.7 of the circulated report and requested approval by the Executive for an identified £14,500 budget for 2013/14, 2014/15 and 2015/16 to provide a core display of Christmas Lights.

(Report circulated)

PERFORMANCE MONITORING

30 **Economy Scrutiny Revenue Final Accounts 2012/2013**

The Senior Accountant presented the report advising Members of the overall financial performance of the Economy and Development Directorate for the 2012/13 financial year ended 31 March 2013. The final actual outturn had now been calculated and the report highlighted the major differences by management unit from the approved annual budget after adjusting for supplementary budgets and excluding the variance on capital charges. The total variation for the year shows a surplus of

£811,033 against the budget, with a final surplus of £856,527 after accounting for transfers to and from earmarked reserves and revenue contributions to capital. The main variations by management units were detailed.

Scrutiny Committee – Economy noted the report.

(Report circulated)

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

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

MATTER FOR CONSIDERATION BY THE EXECUTIVE

32 **Exeter and Heart of Devon Growth Board Minutes**

A copy of the minutes of the meeting of the Exeter and Heart of Devon Growth Board minutes held on 30 April 2013 was circulated for Members' information, and to inform them of a number of issues that the City Council will need to consider and take forward as appropriate. The Economy and Tourism Manager updated Members on the broadband position statement for Exeter. She raised a number of issues in relation to capacity, and future progress on fibre connectivity. The Chair advised that he would discuss the matter with the City Council's Portfolio Holder for Economy and Tourism and make every effort to raise the broadband issue with Devon County Council colleagues.

The Economy and Tourism Manager also raised an issue about Air Passenger Duty and a possible reform of the duty payable in an effort to support regional airports. The Chair agreed to speak to colleagues on the Heart of the South West Local Enterprise Partnership.

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

(Report circulated to Members)

The meeting commenced at 5.30 pm and closed at 8.40 pm

Chair

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**Portfolio Holder Priorities 2013/14
Sustainable Development & Transport**

Run the Council well	
1	In partnership with the Portfolio Holder for Environment & Leisure, I will be reviewing the management arrangements for car parking assets that fall within my portfolio to explore whether a single management and enforcement regime can be introduced for all Council car parks to ensure that charging and other policies are consistently and fairly applied.
2	The management and policy framework for the River & Canal function will be reviewed to ensure that it remains democratically accountable, is fit for purpose and serves the best interests of the Council and the city. As part of this review, I will be asking officers to consider whether the longstanding Harbour Revision Order should be withdrawn.
3	The Council's in-house Engineering function will be reviewed against the backdrop of the likely future demands on this team, a declining capital programme and the scope for generating income from other internal or external sources.
4	Our City Development service has a pivotal role to play in delivering the Council's corporate vision. We will implement a systems review of City Development, including Building Control and Land Charges that will achieve our ambition of delivering good development and, in the process, generate high income levels such as through New Homes Bonus, while meeting the desire for greater community involvement.
Provide great things for me to see, do and visit	
1	Work towards a comprehensive redevelopment of the Bus and Coach Station, including retail space, new swimming pool and leisure facilities and new bus and coach station.
	<p>As Members will be aware, the area defined by Sidwell Street, Paris Street and Cheeke Street, which includes the Bus and Coach Station site, represents the most significant redevelopment opportunity in the City Centre.</p> <p>The adopted Exeter Core Strategy identifies the site as suitable for mixed use development including retail. The need for a new Bus Station is also recognised. A set of Development Principles which provide more detailed guidance for the preparation of any development scheme for this area was approved in June 2012.</p> <p>During the last two years the City Council has worked with Land Securities and the Crown Estate to thoroughly explore the feasibility and viability of a comprehensive redevelopment of the wider area. Whilst there continues to be good demand for additional retail and restaurant space in the city, some of which could be met in this location, comprehensive redevelopment of the wider area including the bus depot is proving to be challenging.</p> <p>We will continue to progress plans for the comprehensive redevelopment of the site and continue working with Land Securities and the Crown Estates to bring forward a retail and leisure development. This year the focus will be to conclude the viability work with Land Securities and to determine as land owner the way forward.</p> <p>We will continue to progress with plans to build a new leisure facility, including a swimming pool as a replacement for the existing Pyramids Centre, on the land adjacent to the Paris Street roundabout. Officers are putting in place a funding plan and pushing ahead with plans for appointing a project manager and assembling a project team for</p>

	the leisure centre. One of the key tasks of the project manager will be the production of the work programme and project plan.
Keep me/my environment safe and healthy	
1	We will continue to work in partnership with the Environment Agency and the County Council to deliver an upgraded flood defence scheme for Exeter. We anticipate the proposed scheme being submitted for formal government project approval this Summer.
2	We will continue to drive carbon management through the Low Carbon Task Force and to explore initiatives such as the Energy Company Obligations to reduce the carbon footprint of the City Council, residents and businesses.
Deliver good development	
1	<p>We will work to deliver the average of 600 homes per annum required by the Core Strategy and maintain a five year housing land supply.</p> <p>A key focus will be to bring forward outline and full planning permissions to enable the implementation of the proposed new sustainable communities at Monkerton, Newcourt and Alphington:-</p> <p><u>Monkerton:</u></p> <p>Completion of S106 agreements affecting outline applications for about 1,160 homes and agreement of first reserve matters enabling starts on site, pre-application discussions and submission of further applications by Barratt and Devon County Council, agreement of a mechanism and funding for delivery of Tithebarn Link road and a district heating scheme.</p> <p><u>Newcourt:</u></p> <p>Completion of S106 agreement on Dart land, determination of planning applications for IKEA and Newcourt rail halt, progress early delivery of primary school facilities and firm up location of proposed employment land through the proposed Development Delivery DPD.</p> <p><u>Alphington:</u></p> <p>Adoption of a development brief in partnership with the local community, for delivery of the strategic allocation of up to 500 homes and consideration of an outline planning application. Liaise with Teignbridge District Council to ensure a sustainable development of South West Exeter including an infrastructure delivery plan.</p>
2	We will adopt the St James Neighbourhood Plan following the recent referendum vote in favour.
3	When made available, we will consider the implications of the Inspector's report on the application for a town/village green at Eastern Fields.
4	We will respond to proposals from local communities for grants from the NHB Local Infrastructure Fund.
5	Environmental improvements to Cowick Street and Central Station Yard will be completed this year and we will examine ways of assisting Devon County Council on improvements to Central Library.
6	We will progress implementation of the Council's Green Infrastructure Strategy and expect to have appointed an officer to the Exeter and East Devon Growth Team to lead on green infrastructure. We will establish a governance structure for overseeing progress on green infrastructure.

7	We will implement a comprehensive approach to infrastructure planning including a decision on adoption of proposed Community Infrastructure Levy rates and maintain an up to date Infrastructure Delivery Plan. We will work with neighbouring authorities and Devon County Council to address the infrastructure needs of the City.
8	Viable proposals for district heating schemes are being developed focussing on the RD&E Hospital and City Centre; with a possible link to the energy from waste incinerator at Marsh Barton. We will respond to Government proposals for allowable solutions.
9	We will consider representations on the Issues & Options DMDPD and publish a Development Delivery DPD for public consultation.
Maintain the (property) assets of our city	
1	We will complete an update of records of locally important heritage assets.
Help me run a successful business	
1	We will introduce 'pay by phone' parking in all Council car parks to provide greater convenience and flexibility to customers wishing to visit and shop in the city.
2	In response to notice given by the County Council to terminate the existing Agency Agreement for civil parking enforcement, we will work with them to introduce more efficient and streamlined arrangements and, subject to financial considerations, will be looking to play a leading role in future provision to ensure that Exeter's residents and businesses continue to have effective and measured parking enforcement that balances the competing needs of the city.
3	Following recent consideration of a petition at Full Council, we will work in partnership with the County Council and representatives of the community in Topsham to explore the available options for alleviating the reported pressures on parking space.
4	We will continue to highlight the potential impact of aviation policies on Exeter Airport and draw attention to the consequences of air passenger duties on regional airlines and airports.

Councillor Rachel Sutton
Portfolio Holder Sustainable Development and Transport
May 2013

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Portfolio Holder Priorities 2013/14 Economy and Tourism

Provide great things for me to see, do and visit	
1	<p>We will continue to support the Exeter Festival of South West Food and Drink in Northernhay Gardens. This important event which attracts so many visitors to the city, provides residents with a quality event, enhances its image in terms of quality of life and acts as a showcase for Devon food producers supporting their contribution to the area economy.</p>
2	<p>Funding to all arts venues and festivals will be reviewed by the autumn to determine how and which events and organisations should be supported going forward against agreed criteria to support and enhance the cultural strength of the city.</p> <p>A new event is being planned for September which is intended to use unusual locations across the city for outdoor performances to attract people to move around and explore the city whilst being the first stage in the development of a bigger event for subsequent years. Additional funding is being sought from the Arts Council to increase the scale and scope of the event.</p>
3	<p>We will work with Exeter Cultural Partnership to prepare a Cultural Strategy to develop the breadth and quality of activity in the city. The cultural strategy has made good progress, in particular broadening the engagement of the wider range of cultural activities to be covered by the strategy. A report on progress is provided on the agenda to this Scrutiny Committee.</p>
4	<p>We will continue to build on the undoubted success of the Museum of the Year Award continuing to work on broadening the range of visitors attracted and where possible improve upon the already acclaimed experience provided. The Collections Review will be completed by the end of the year to contribute to the revision of the Museums Acquisition & Disposal Policy which is so important to managing the large existing range of collections, informing decisions about adding to or reducing the collections and assisting in resolving the problem of increasing pressure on expensive storage space.</p> <p>There will also be a programme of work to further raise RAMM's profile and highlight links with local, regional and national strategic agendas in order to keep abreast of opportunities to secure additional funding to support its high quality programme of work.</p>
Help me run a successful business in Exeter	
1	<p>We consider it important to promote the city nationally and internationally to secure investment and attract new businesses and skilled workers. We will launch a new website, promotional video and prospectus as part of a coordinated effort to promote the city's economy and work with business and the University to raise the profile and perception of the city using the message – <i>Invest in Exeter: Expect Success</i></p>
2	<p>We will continue to promote the city as a retail and visitor destination and work with business and through the Exeter and Heart of Devon Tourism Partnership to attract more visitors to the city to increase expenditure needed to sustain important businesses, attractions and jobs. We will also work with the national organisers of the RWC2015 and Visit England to promote Exeter as a visitor destination prior to, during and after the RWC2015.</p> <p>We will continue to work</p>

	<ul style="list-style-type: none"> • with the Exeter Chamber of Commerce and the business community on the campaign for a Exeter BID. • to deliver improvements to the Exeter evening economy, ensuring the City Centre is an attractive and safe place in the evening for the broadest possible cross-section of the community. • to support district shopping centres in local communities to ensure they continue to be vibrant and vital. This will require attention through the planning process, and supporting targeted promotional activities. Independent businesses in district shopping centres have and will be helped by supporting their initiatives to promote trails specifically designed to encourage people to move around the city to find the variety of interesting and different retailers away from the “high street”. The successful Christmas trail is being expanded to a range of all year round trails to cover more businesses and themed to cover places to eat and drink, clothing, crafts and gifts.
3	<p>We continue to support proposals for supporting employment growth in Exeter and the wider sub region. Having finally secured the funding for the first building on the Science Park, construction should start by the end of the year with promotional effort now being stepped up including working with UK Trade and Industry (UKTI) to try and secure interest from foreign owned companies looking to invest in research and development facilities in the UK.</p> <p>We will support the developers/owners of the key strategic sites such as Matford Phase 3, Skypark and the intermodal freight facility to attract and convert investment interest.</p> <p>We shall also work with partners to develop a knowledge based economic development strategy for Exeter as the basis for the next stage in the successful growth and realignment of its economy.</p> <p>We will develop a ‘major employer programme’ within Exeter to focus on and work with existing major businesses/employers to understand the barriers for expansion and or trading, to ensure businesses do not relocate to other destinations.</p> <p>The work with providers of broadband, lobbying central government and the LEP to ensure superfast broadband is made available and included in new and existing business and residential developments within Exeter will also continue</p>
4	<p>We continue to provide free professional advice to small start up businesses and social enterprises and help existing ones to grow. We will maintain our support for measures to promote new business formation and survival through a programme of activities coordinated by Exeter Business Support which is based on a partnership with the University of Exeter Innovation Centre. Briefly our targets will be to</p> <ul style="list-style-type: none"> - provide support and advice to help 25 new start-up businesses including social enterprises to commence trading - support and track the performance of 90 recently formed businesses and social enterprises to consolidate their trading activities and where possible increase their employment numbers <p>One of the issues raised at Scrutiny has been the need to improve awareness of the support available and time and resources will be set aside to address this.</p>
5	<p>We will continue to provide a responsive and proactive commercial property and investment support service to facilitate investment and the finding of suitable accommodation. The Economy Team also acts as an honest broker of information and intelligence on the local economy, which helps businesses in their relocation and expansion decision-making. In the previous 12 months the team handled 971 new</p>

	investment enquires and it is anticipated they will handle similar numbers with the aim of converting as many as possible to investments retaining or creating new employment in the area.
Keep my city safe and looking good	
1	We work in partnership to address crime and anti-social behaviour across the city and we will extend the EBAC radio network to cover all City Centre pubs and clubs and other venues where appropriate.
Help me get back to financial independence	
1	<p>The Employment and Skills Board is now recognised as a local skills delivery partner by the Local Enterprise Partnership, supporting development of the Skills Strategy for the wider Heart of the South West area. This sits alongside its strategic link as the skills arm for the Exeter and Heart of Devon (EHOD) Growth Board.</p> <p>We will continue to work with the Exeter and Heart of Devon Employment and Skills Board to promote investment in relevant training provision for employers and progress projects which support local people to take advantage of job opportunities arising from the Exeter and East Devon New Growth Point projects. This includes establishing the centralised skills hub for the Exeter and East Devon Growth Point area, supported by two seconded officers from Job Centre Plus. The free hub service will be launched to businesses in June 2013, aiming to increase apprenticeship take-up, local employment and training outputs across new construction and business sites</p>

Cllr Rosie Denham
Portfolio Holder Economy and Tourism

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SCRUTINY COMMITTEE - RESOURCES

19 June 2013

Present:

Councillor Baldwin (Chair)

Councillors Ruffle, Bowkett, Brock, Bull, Crew, Dawson, Donovan, Macdonald, Newby, Owen, Pearson and Robson

Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director Housing and Contracts, Acting Assistant Director Finance, Corporate Manager Democratic and Civic Support, HR Business Manager and Democratic Services Officer (Committees) (SLS)

In attendance:

Councillor Peter Edwards - Leader
Councillor Ian Martin - Portfolio Holder Customer Access

18 **Minutes**

The minutes of the meeting held on 20 March 2013 were taken as read and signed by the Chair as correct.

19 **Declarations of Interest**

No declarations of disclosable pecuniary interests were made.

20 **Leader and Portfolio Holder Priorities for the Forthcoming Year**

Councillors Edwards presented the Leader's priorities for the forthcoming year. A copy of the report is appended to the minutes.

The Leader highlighted the important issue of Exeter's low wage economy and the progress made to establish a Forum to look at low pay within the city. He considered there were greater long term employment and economic benefits and would speak to local business leaders in an effort to encourage them to work together to establish a more appropriate rate of pay for the lowest paid in the city. He recognised that this might present a real challenge for employers. The Leader also confirmed that the City Council would lead the way by offering a living wage, identified as an hourly rate of £7.45 for the 56 lowest paid workers employed by Exeter City Council. The Chair sought clarification on the background to the decision to set up the Forum.

Councillor Martin presented the priorities within the remit of the Portfolio Holder for Customer Access. A copy of the report is appended to the minutes.

A Member welcomed the development of social media by the City Council and the move to a more paperless working environment.

The following responses were given to Members' questions:-

- a full evaluation of the late evening opening of the Civic Centre would be made after the trial period had finished.
- a business case for the delivery of IT Services by DELT offered a new way of working whilst the service had many of the benefits of remaining in-house.

- developing a multi-skilling role for staff would help support the transformation process.

A Member commented on the Housing Need element of the Customer Access Portfolio and with national levels of rough sleeping set to rise, organisations such as CAB had a contribution to make, enabling local authorities to concentrate on their frontline services. Councillor Martin complimented those City Council staff who skilfully supported such vulnerable people.

Members wished to place on record their appreciation for the dedicated support and sound advice given by Rowena Whiter, Member Services Manager, who was leaving the Council after 23 years loyal service. Her particular efforts to encourage training for Councillors had already reaped many benefits. They wished Rowena well in her future endeavours.

21 **Scrutiny Committee Resources - Finance Task and Finish Group**

The Chair referred to the establishment of a Scrutiny Committee - Resources Task and Finish Group to look at the reporting of financial matters in a more meaningful and user friendly way. Nominations were sought for members of the Group and Councillors Donovan, Owen, Pearson, and Ruffle indicated that they wished to be included. It was noted that as part of the protocol for task and finish groups, Councillor Baldwin as Chair of the Scrutiny Committee would be included and an invitation extended to Councillor Edwards as the appropriate Portfolio Holder. The Deputy Chief Executive advised that the work would provide a clear steer for the organisation and offer more clarity around the required financial regulations.

PERFORMANCE MANAGEMENT

22 **AIM Property Maintenance Outturn Report 2012/13**

The Assistant Director Housing and Contracts presented the report, advising Members of the outturn position on the non-housing Property Maintenance revenue budget for 2012/13 as monitored by the Asset Improvement and Maintenance (AIM) Group.

Scrutiny Committee – Resources noted the outturn financial position of the £1.68m programme of reactive and planned property maintenance for 2012/13.

(Report circulated)

23 **Resources Scrutiny Revenue Final Accounts 2012/13**

The Acting Assistant Director Finance presented the report, advising Members of any major differences by management unit to the revised budget.

The total underspend variance of £480,216 comprises cost variances of £204,289 reducing the overall net expenditure for this committee to £5,882,712. There were transfers from revenue reserves totalling £275,928 to fund the following; part of Business Transformation expenditure of £42,239 and New Homes Bonus funding for support to the Exeter Citizen's Advice Bureau £21,285 and to fund City grants £36,000, plus £176,404 to fund redundancies, thus reducing overall net expenditure for this Scrutiny Committee to £5,606,784.

Scrutiny Committee – Resources noted the report.

(Report circulated)

MATTERS FOR CONSIDERATION BY THE EXECUTIVE

24 Capital Monitoring 2013/14 and Revised Capital Programme for 2014/15 and Future Years

The Acting Assistant Director Finance presented the report, advising Members of the overall financial performance of the Council for the 2012/13 financial year, in respect of the annual capital programme, and sought approval of the 2013/14 revised capital programme, including commitments carried forward from 2012/13. He advised that the capital expenditure in the year amounted to £15,859,107, a reduction of £2,287,763 on the planned figure of £18,146,870. The actual expenditure during 2012/13 represented 87.45% of the total approved for the revised Capital Programme, which meant £2.4 million would need to be carried forward to be spent in future years. The report now included details of the actual spend against the budget. He also referred to further funding requests, which were set out in section 7 of the report including an existing budget of £300,000 for the purchase of temporary accommodation, and a requested budget of £120,000 to be added to the 2013/14 HRA Capital Programme to meet the costs of essential structural repairs to four council dwellings. The Assistant Director Housing and Contracts provided the background to these requests.

The Scrutiny Committee – Resources noted the report and recommended that Council approve the:

- (1) overall financial position or the 2012/13 annual Capital Programme;
- (2) amendments to the Council's annual capital programme for 2013/14; and
- (3) further funding requests set out in Section 7 of the circulated report.

(Report circulated)

25 Overview of Revenue Budget 2013/14

The Acting Assistant Director Finance presented the report, advising Members of the overall financial position of the HRA & General Fund Revenue Budgets for the 2012/13 financial year. There was an overall increase in the HRA working balance from £5,764,423 to £6,290,297, an increase of £525,874 as compared with the planned increase of £2,320,270. The reduction against budget was approved by the Executive during the financial year and was attributed to the acquisition of additional accommodation at the former Royal Navy Store site and an increase to the kitchen and bathroom replacement programmes.

Members were updated on the earmarked reserves position, which included the Exe Harbour Review and the Exeter Business Against Crime Initiative. A Member referred to the considerable length of time taken to reach any conclusion to the Exeter Harbour Review. The Acting Assistant Director Finance confirmed that there was an existing budget for work attributed to the Harbour Review Order, and the view had been taken that £5,000 was sufficient to cover future costs. He also responded to questions on the allocation of the council tax and the sundry debt position.

The Scrutiny Committee – Resources noted the report and requested that Council note the overview of the Resources Budget for 2011/12 and approve:-

- (1) the supplementary budgets of £287,860 as detailed in paragraph 3.16 of the circulated report;
- (2) Earmarked Reserves at 31 March 2013;

- (3) the Council Tax account and collection rate;
- (4) the outstanding sundry debt, aged debt analysis and debt write-off figures;
- (5) the creditor payments performance;
- (6) having regard to the General Fund working balance of £3,358,047 as at 31 March 2013 and the overall financial position of the Council as set out in paragraph 3.14 of the circulated report; and
- (7) the Housing Revenue Account working balance at 31 March 2013 of £6,290,297 and the Council Own Build working balance of £73,498.

(Report circulated)

26 **Treasury Management 2012/13**

The Acting Assistant Director Finance presented the report, which detailed the overall performance for the 2012/13 financial year and the position regarding investments and borrowings at 31 March 2013. The Council will continue to use short term borrowing to manage its cash flow due to very low interest rates. It was likely to take until 2019 to recover the monies held in the Icelandic Banks. He also responded to a comment about the value of the repayments being liable to foreign exchange fluctuations, and although there had been gains in value, that could change at the final point of recovery. The Local Government Association continued to hold discussions with the Icelandic authorities to repatriate the interest.

Councillor Ruffle wished to ensure that a debt of gratitude was recorded for the professionalism of officers in handling the Council's financial affairs.

The Scrutiny Committee – Resources noted the Treasury Management report for 2012/13 and recommended approval by Council.

(Report circulated)

27 **Consultation & Negotiating Framework**

The Human Resources Business Manager presented the report, which sought to establish a framework for undertaking effective, timely and meaningful consultation and negotiations at the Council. The current arrangement of the Employee Liaison Forum did not provide for a negotiation and collective consultation arrangement and there was no agreed framework with the recognised trades unions to negotiate any changes to existing terms and conditions of employment.

A Member enquired if the GMB union was included in the consultation process. The Business Manager responded that the Council does not recognise the GMB Union. She clarified that all employees, regardless of union membership, had certain statutory rights regarding consultation. A Member considered that ELF had afforded an opportunity for wider discussion, and noted that only the Leader and relevant Portfolio Holder would be included in the new framework. The HR Business Manager replied stating that the decision making would remain in line with delegation in the Constitution, with decisions delegated to officers being made at the new Joint Consultation and Negotiation Committee, and decisions by Elected Members being referred to Scrutiny Committee - Resources or Executive as appropriate. The new framework should be more robust and provide a more holistic provision for consultation in particular. In response to a Member comment, she confirmed that

any impact over the approved budget would come back to Members before implementation.

Scrutiny Committee – Resources noted the report and requested that Council approve the following:-

- (1) proposed constitution for a joint Consultation and Negotiation Committee as set out in Appendix 1, circulated with the report, be agreed for adoption in place of the Employee Liaison Forum, following agreement with the recognised Trade Unions; and
- (2) delegation of all consequential amendments required to the Constitution to the Corporate Manager Democratic and Civic Support.

(Report circulated)

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - RESOURCES

28 New Homes Bonus Update

The Acting Assistant Director Finance presented the report, updating Members on the latest position regarding the allocation of New Homes Bonus Funding, including the monies spent or committed to date. The Chair thanked officers for the requested report. A Member also welcomed the report and commendable stance adopted by the Council to utilise the funding towards community projects and a contribution to major infrastructure.

Scrutiny Committee – Resources noted the current position regarding the allocation and use of New Homes Bonus Funding up to 31 March 2013.

(Report circulated)

29 Workforce Profile 2012/13

The Human Resources Business Manager presented the report, providing the Committee with an outline workforce profile for the Council as at the end of March 2013 and highlighted any trends and interventions recommended. She referred to a number of issues including the work profile which had changed with a notable reduction in staff since 2008. The gender differential in the higher graded posts had already been picked up as part of an equalities action plan, aimed at encouraging more women into leadership roles. In response to Members' comments, she gave an assurance that staff recruitment would always continue to select the best candidate for the job based on merit and skill. She also responded to a comment on the gender equality target and whether more manual work precluded female employees by virtue of the nature of the tasks.

A Member referred to the importance of raising the profile of equality policies and commended the guidance related to the Investors in Diversity award, a national quality mark. The HR Business Manager confirmed that such data was collected at the point of staff entry to the authority and she would investigate the possibility of an annual survey for more robust data. One option might be to encourage staff to update their own personal data. The HR Business Manager suggested that the low national take up of paternity leave was probably reflected at Exeter City Council, and she would provide the Member with data in this regard directly.

Scrutiny Committee – Resources:-

- (1) noted that the contents of the report would be shared with the Employee Liaison Forum (ELF), and
- (2) supported Human Resources undertaking work to improve the data held in respect of the protected characteristics of the Council's workforce with a view to establishing any further interventions which may be reasonable to increase the Council's diversity, and to support the equality objectives already identified.

(Report circulated)

30 Sustainable Procurement and Commissioning Action Plan Update

The Assistant Director Housing and Contracts presented the report, on the progress made on the Sustainable Procurement & Commissioning Action Plan May 2012 – March 2013. The action plan was attached to the report. A review of the current procurement arrangement to improve consistency and compliance with contract regulations was due to take place shortly, with a report to a future meeting of the Executive. A Member enquired about the nature of the responsibility any contractor had in delivering a service on the Council's behalf. The Assistant Director Housing and Contracts agreed that delivery could often be patchy, but the requirements would be included in a review to ensure improved consistency and compliance.

Scrutiny Committee – Resources noted the progress made on the Sustainable Procurement & Commissioning Action Plan May 2012 – March 2013.

(Report circulated)

31 Members Allowances Paid 2012/13

The Corporate Manager Democratic and Civic Support presented the report advising of the allowances paid to Elected Members and Co-opted Members in the municipal year for 2012/13.

Members referred to the broadband payment and sought information on whether a review was appropriate at this time, and felt it should be acknowledged that not all Members had equipment provided by the City Council. The Corporate Manager Democratic and Civic Support advised that the Remuneration Panel had considered broadband as part of the annual review of Member's Allowances. They had recommended to Members that a small payment towards broadband or IT equipment should be retained to ensure that no individual would be disadvantaged from becoming a Councillor.

Scrutiny Committee – Resources noted the report.

(Report circulated)

The meeting commenced at 5.30 pm and closed at 7.50 pm

Chair

Leader's Priorities to Resources Scrutiny

19 June 2013

As members may be aware, the issues of Exeter's low wage economy was recently raised and discussed at Economy Scrutiny and at last night's Executive.

It was here that we agreed to set up a Forum to look at low pay within our City.

The impact of a low wage on the economy is well understood and the recent changes to the benefits regime can only make matters worse. Low wages and benefit changes together have the potential to push citizens of Exeter into real poverty.

I believe that this Council should set an example on this issue. Therefore I will be instructing officers to implement the Living Wage for employees on Exeter City Council.

You may ask how we can afford this in the current times of austerity.

Over the last 2 years we have saved £1 million in reducing the senior management posts. I believe that we should use £100,000 of this to help raise 56 Exeter City Council employees out of poverty and away from dependence on in work benefits.

We are the Labour Party and we believe that work should pay. We brought in the Minimum Wage and we are now building on that legacy with the Living Wage.

By setting an example to other employers I hope that we can influence wage levels, take individuals out of poverty and reduce the impact of the benefit changes on the citizens of Exeter.

Further to this the Forum, which has been set up by this Council, will start a dialogue with local businesses about how we can work together to spread the message across our City.

I now turn to the economy of the City. We continue to buck the trend nationally and we have remained in growth despite the recession and the austerity measures of this Tory and Lib Dem Government.

Whilst other sources of revenue, such as car parking income and property income, are relatively substantial in Exeter, they are very much dependent upon the health of the local economy and we must therefore do all we can to continue to support new investment in the City.

As of yesterday we now know that IKEA are determined to come to this City which will bring 300 more jobs and 200 more homes to Exeter.

I have set the new Senior Management team three clear priorities:

- To deliver growth in the city
- To ensure that financial discipline continues to be at the heart of service delivery
- To ensure that business transformation become the everyday role of managers in the Council.

Thanks to this Tory and Lib Dem Government, like many other Councils we have lost a third of our funding roughly meaning £2 million falling out of our budget this year. We are also expecting we will need to make further savings of £2.7 million by 2016/17.

Members will note however that in the revenue outturn reports being presented to this Scrutiny Resources Committee that the Council has performed extremely well.

We have thankfully already found these required savings for this year and we are confident that with our strategy for the future we can deliver the savings required of us.

The new funding arrangements brought in this year including the localisation of business rates present a real opportunity for us.

Under the new system this Council will be able to retain a share of any growth in Business Rates revenue in Exeter, as opposed to the old system where all Business Rates revenue went straight to the Government.

I am already optimistic that business rates income this year should exceed the target given to us by the Government meaning extra revenue for us to keep.

I believe our Living Wage strategy will be a path finder to challenge low pay in the South West.

Our new management team will use systems thinking to transform this Council into one of the best councils of its type in the country.

This is the second year of the corporate plan driven by our manifesto. With the new management structure I am confident that Labour will continue to deliver on our promises for our City.

Portfolio Holder Priorities 2013/14
Cllr Ian Martin

Help Me With My Financial and Housing Problem	
1	<p>One View of Debt</p> <p>Work has started to bring together the services that touch our residents in multiple debt to us; i.e. housing benefit overpayments, council tax arrears and rent arrears.</p>
2	<p>Local Council Tax Support Scheme</p> <p>As the Scheme has only been in place since April, there is little evidence to allow us to determine the impact. Initial data suggests that our recovery rates are positive.</p>
3	<p>Local Welfare Support</p> <p>Two elements of the national social fund (community care grants and crisis loans for living expenses) were abolished. A reduced amount of funding was passed to upper tier and unitary authorities to devise local schemes to provide welfare support. This is a two year interim arrangement. Longer term funding is uncertain.</p>
4	<p>Preparing for the Household Benefit Cap</p> <p>The household benefit cap will introduce a total maximum amount that can be claimed in all benefits for non-working families. The threshold has been set at £500 per week for couple and lone parent households and the lower rate of £350 per week for single adult households.</p>
5	<p>Late Night Opening</p> <p>The late Thursday opening until 7pm will be formally reviewed after 6 months of promotion.</p>
Housing Need Priorities	
1	For Exeter to be a city where no-one needs to sleep out on the streets for a second night.
2	To work in partnership to tackle the underlying causes of homelessness.
3	To make sure we allocate our homes to help those in most need, and make best use of our housing stock.
Run the Council Well	
1	<p>HR</p> <p>The introduction of a negotiating framework to enable the council to introduce greater flexibility into employment contracts and to deal with other emerging priorities such as Exeter's low wage economy.</p> <p>Job roles at the council are being reviewed in light of the development of new systems, with a view to ensuring the effective management of equal pay, the identification of core skills to support the transformation programme and maintain the new ways of working.</p> <p>There are currently 6 apprentices: 1 in RAMM, 2 in Civic Centre Admin, 1 in IT, 2 in Parks, which was our target for 2012 – 2013. We are currently in negotiations for another 2 to join us this September.</p>

2	<p>Customer Access</p> <p>We will support our existing systems reviews by working across the council to develop a robust understanding of how our residents are contacting us in person, by telephone, or electronically (email/web/Twitter/Facebook).</p>
3	<p>IT</p> <p>DELT is a proposal to deliver IT related services to Exeter City Council, Plymouth City Council, East Devon District Council, Teignbridge District Council and the Plymouth Clinical Commissioning Group. A business case is being prepared for Executive. It must also be compliant with the transformation strategy.</p>
4	<p>Legal</p> <p>The Inspector's report rejected the application to register Eastern Fields as a "Village Green".</p> <p>The team is assisting with formulating the council's street enforcement policy which sets out how to deal with rough sleepers and beggars and associated anti-social behaviour.</p>
5	<p>Policy and Communications</p> <p>We are a Fairtrade City. We are an international city supporting communities around the world by encouraging our residents and visitors to buy Fairtrade products.</p> <p>We are ensuring that relevant audiences recognise the council's achievements, policies, activities and events by publishing timely information through appropriate channels, including the Exeter Citizen and increasingly through social media channels (Twitter and Facebook).</p> <p>We are working with staff to ensure that they are aware of initiatives and change across the council and can readily submit opinions, attitudes and feedback.</p> <p>We continue to enhance and promote the council's corporate identity and house style.</p> <p>A briefing session for members on the Public Sector Equality Duty has been timetabled. There are plans to follow this up with more detailed training on equality and diversity in 2014.</p>
6	<p>Corporate and Democratic Support</p> <p>Wifi access is available both in the committee rooms and the Customer Service Centre. We shall now be able to implement the Social Media Protocol as agreed at the Member Development Group.</p> <p>Following the review of the council's scrutiny function, which led to the formation of an Audit and Governance Committee, an officer has been appointed as the council's scrutiny programme officer.</p> <p>Individual Electoral Registration (IER) is being introduced ready for the 2015 General Election.</p> <p>Officers are currently in discussions with a number of key partner organisations about relocation of their services to the Civic Centre.</p> <p>Rowena Whiter is leaving the authority at the end of this month. Sarah Selway is taking on the new role of Democratic Services Manager who will lead us towards more members working electronically.</p>

Agenda Item 10

AUDIT AND GOVERNANCE COMMITTEE

26 June 2013

Present:-

Councillor Simon Bowkett (Chair)
Councillors Baldwin, Branston, Choules, D J Henson, Laws, Leadbetter, Morris, Payne and Spackman

Also Present

Deputy Chief Executive, Corporate Manager Democratic and Civic Support, Acting Assistant Director Finance, Senior Auditor (HK), Senior Auditor (HP), Policy Officer (LB) and Democratic Services Officer (Committees) (SLS)

Also Present

Barrie Morris, Engagement Lead, Grant Thornton, Chartered Accountants

1 APOLOGIES

Apologies were received from Councillor Brock.

2 MINUTES

The minutes of the final meeting of Standards Committee held on 1 May 2013 were taken as read and signed by the Chair as correct.

3 DECLARATIONS OF INTEREST

No declarations of discloseable pecuniary interests were made.

4 PRESENTATION ON THE SCOPE OF THE AUDIT AND GOVERNANCE COMMITTEE

The Chair welcomed everyone to the first meeting of the Audit and Governance Committee and for the opportunity to ensure a greater awareness of audit, probity and transparency, which should be implicit in all that the City Council does.

The Deputy Chief Executive referred to the Scrutiny Working Group which oversaw the arrangements for the formulation of the Audit and Governance Committee, which incorporated the work of the Final Accounts and former Standards Committees. He introduced a presentation on the scope of the Audit and Governance Committee with contributions on the individual roles from colleagues in Internal Audit, the External Auditors - Grant Thornton and on standards by the Deputy Monitoring Officer/Corporate Manager, Democratic Services and Support.

Members of the Committee requested that a programme of work be formulated to inform and identify the core areas of the Committee's terms of reference. It was considered appropriate that a training programme be arranged, including a shadowing element of the day to day operation of Internal Audit to assist Member's understanding of the technical language and complexity of the subject matter.

Members of the Audit and Governance Committee thanked Barrie Morris and colleagues for their informative presentations.

AUDIT PLAN 2012/13

Mr Barrie Morris, the Engagement Lead for Grant Thornton, the Council's external auditor, presented the Audit Plan for 2012/13. He set out the challenges and opportunities being faced by the City Council, and the range of approaches adopted in response. The Plan included details of the risk based audit undertaken of the national risk affecting the public sector. The Chair enquired about the way in which the City Council's assets were managed to ensure that they were obtaining maximum value for money. Barrie Morris advised that the audit report was wider than a value for money assessment. He also responded to a comment on the comprehensive contracts register stating that the timescale for compliance was set within the City Council. The Chair suggested that the Risk Register be considered as a live document with the involvement of Internal Audit.

The Acting Assistant Director Finance responded to a Member comment on ensuring the appropriate authorisation of journals, and referred to specific software to carry out that task. He agreed to work with colleagues and also Grant Thornton to make sure the appropriate controls were put in place as soon as possible.

The Audit and Governance Committee noted the Audit Plan for Exeter City Council for 2012/13.

(Plan circulated)

AUDIT COMMITTEE UPDATE REPORT - JUNE 2013

Barrie Morris presented the Annual Committee Update Report. This was an annual report, which included financial information as well as promoting local accountability. The report also offered an update on Local Government Governance. The Deputy Chief Executive, acknowledging a Member's comment, stated that an appropriate response would be made on the issues for the Council to consider in the report. Internal Audit to collate the responses from the relevant officers and feed back.

The Audit and Governance Committee noted the Audit Committee Update and progress as at June 2013.

(Update Report circulated)

AUDIT FEE LETTER 2013/14

The Audit Commission had set its proposed work programme and scale of fees for 2013/14. Barrie Morris presented the detail of the fees to be charged by Grant Thornton for the auditing of the Council's services and accounts. The Fee Letter also covered the scale and scope of the audit fee, the billing schedule and outline audit timetable.

The Audit and Governance Committee noted the detail.

(Fee Letter circulated)

ANNUAL GOVERNANCE STATEMENT 2012/13

The Acting Assistant Director Finance presented the report, setting out the proposed Annual Governance Statement that would accompany the Council's Annual Statement of Accounts for 2012/13. The Statement also incorporated the Council's Code of Corporate Governance, which was published on the Council's website. He also drew attention to Section 10 of the Statement, which referred to

the steps taken to improve the corporate governance arrangements for Exeter City Council.

The Policy Officer replied to a question on the availability of the Council's information to the local community stating that the information was offered in a range of formats including other languages, on an individual request basis to avoid costly publications becoming out of date. The Chair suggested there was a balance to be struck over best practice and requirement. The Senior Auditor (HK) responded to a comment on the separation of duties, which had been raised in Internal Audit meetings. The reduction in staff resources within the Council had raised the importance of ensuring there were adequate supervision requirements in place. The multiple staff roles often taken on with the systems review work had increased the risk. The Deputy Chief Executive confirmed that he would raise this with the Council's Senior Management Team.

The Audit and Governance Committee supported the Annual Governance Statement being included within the Council's Annual Statement of Accounts for 2012/13.

(Report circulated)

9

INTERNAL AUDIT CHARTER

The report of the Senior Auditors was submitted, setting out the requirement for the Internal Audit Charter, the purpose of which was to define the scope and role of Internal Audit and explain its purpose, authority and responsibility. The Senior Auditor (HK) reminded Members that Internal Audit now worked to the Public Sector Internal Audit Standards (PSIAS).

The Audit and Governance Committee:-

- (1) approved the Internal Audit Charter, and
- (2) agreed that the Internal Audit Charter should be reviewed and approved once every two years by the Audit and Governance Committee, as required by the Public Sector Internal Audit Standards (PSIAS).

(Report circulated)

10

ANNUAL INTERNAL AUDIT REPORT 2012/13

The report of the Senior Auditors was submitted, and included an opinion on the overall adequacy and effectiveness of the Council's control environment, and included a summary of the audit work undertaken, and recorded any issues that were considered particularly relevant. The Senior Auditor (HK) referred to a number of issues that had been reported for management action, including data quality and risk management which were now being addressed. She confirmed that if a risk was identified as being significant enough it would be reported to Members to help maintain a degree of independence.

The Audit and Governance Committee noted the report.

(Report circulated)

11

REVIEW OF EXISTING RISK MANAGEMENT ARRANGEMENTS

The Policy Officer (LB) presented a report which advised the Committee of the Council's proposed, revised risk management arrangements. Risk Management

was a part of the Council's corporate governance arrangements, but the process had not been comprehensively embedded throughout the Council. The recent transfer of risk management to the Corporate Manager Policy, Communications and Community Engagement provided the opportunity to review the Council's risk arrangements. The Committee was asked to note that identification of risk, weak reporting and accountability had all been identified as key areas. As part of the process, Members were advised that the Risk Register and Risk Management Policy would be reviewed. In addition, monthly reporting of the Register would be made to the Strategic Management Team (Performance) and also presented to this Committee on a quarterly basis. A template of the Risk Register was also included and would be colour coded to identify the required work.

RESOLVED that:-

- (1) the Strategic Management Team (Performance) be responsible for capturing risks and reporting them to this Committee, in addition to determining which risks should be reported to this Committee and how the information should be presented;
- (2) a Risk Report be presented to this Committee on a quarterly basis, and
- (3) changes to the Risk Management Policy and Risk Register to take account of the proposals set out in this report be approved.

(Report circulated)

12

THE ROLE OF CITY HONORARY ALDERMEN

The Corporate Manager Democratic and Civic Support submitted a report which detailed the background of the role of City Honorary Aldermen. Following the election of an Honorary Alderman to Devon County Council, it was felt appropriate to set out the principle of the appropriateness of being involved in local politics. It had been the convention at the City Council, that once an individual had been bestowed the honour of Honorary Alderman, they ceased to have an active involvement in local politics.

A proposed scheme was circulated with the report, which would introduce a protocol, with the aim of protecting the role of Honorary Aldermen within the city, and which set down the methods by which any future application should be considered. The Committee noted that comments raised by existing Honorary Aldermen who had been consulted on its introduction, and agreed that the scheme should not be issued retrospectively.

RECOMMENDED that Council be requested to approve the scheme relating to Honorary Aldermen, with immediate effect:-

- (1) for the future appointment of Honorary Aldermen; and
- (2) agreed that the scheme not be retrospective.

(Report circulated)

(The meeting commenced at 5.30 pm and closed at 7.45 pm)

Chair



Exeter City Council

Exeter City Council

Scheme for the Enrolment of Honorary Alderman

Policy development and Version details

V1 June 2013

Title	Scheme for the Enrolment of Honorary Alderman
Author	John Street
Owner	Office of Democratic & Civic Support Manager
Effective from	
Review dates	
Status for FOI	Open
EIA conducted	
This policy can be made available in large print and other formats such as printed on yellow paper, taped, Braille etc. as requested.	

SCHEME FOR THE ENROLMENT OF HONORARY ALDERMAN

1. Procedure

- a) Elections to the position of Honorary Aldermen will not take place every year, and nominations will only be accepted in exceptional circumstances and in accordance with the Council's agreed scheme.
- b) Any name put forward must be proposed by a serving Member of Exeter City Council and seconded by at least one other Member of the Council.
- c) Any proposal must be submitted in writing to the Corporate Manager, Democratic & Civic Support, in order to enable informal discussion to take place with both Council Members and the proposed recipient.
- d) If, following informal consultations, it appears to the Corporate Manager, Democratic & Civic Support in consultation with the Leader of the Council, that there is majority support for the nomination he/she shall submit a report to the next Council meeting in order that the Council may indicate whether or not it wishes to offer the position of Honorary Alderman to the proposed recipient.
- e) Any election to the position of Honorary Alderman will usually take place at an Extraordinary meeting of the Council which shall be called for the purpose of enrolment of an Honorary Alderman immediately prior to any Council meeting, following the Council signifying its agreement to such an offer, and the proposed recipient signifying his consent, as set out in (c) above.

2. Qualifications Required for Enrolment

- a) The Council may, in accordance with Section 249 of the Local Government Act 1974, and the provisions of this scheme, elect a person to the position of "Honorary Alderman".
- b) An Honorary Alderman shall enjoy those rights or privileges conferred by Section 249 of the Act and this scheme.
- c) The Corporate Manager, Democratic & Civic Support shall keep a list of those who have been elected to the position of Honorary Alderman. Such a list shall be printed in the Year Book and Diary issued by the Council
- d) A person shall be deemed eligible to be enrolled as an Honorary Alderman provided that the person:
 - Is not a serving member of Exeter City Council
 - Has served as a Member of the City Council for at least 12 years in total
 - Has given exceptional service during that period

3. Method of Enrolment

- a) No person who has one or more of the above qualifications shall be enrolled automatically as an Honorary Alderman but only in accordance with the procedure set out above.
- b) Formal election to the position of Honorary Alderman shall be by a resolution of the City Council passed by not less than two thirds of the Members present and voting thereon at a meeting of the Council specially convened for the purpose.

4. Withdrawal of the title and its privileges

- a) The position of Honorary Alderman is awarded for exceptional service and is a non-political role. As such the Council considers that is inconsistent for an Honorary Alderman to be politically active. In the event of an Honorary Alderman seeking election to the City Council, or any other Council within the area, he or she shall, from the time this scheme is adopted, cease to hold the position of Honorary Alderman if he or she is still standing as a candidate immediately following the deadline for withdrawal of candidature. At that time the entitlement to such rights and privileges attached to the position of Honorary Alderman shall cease automatically.
- b) If an Honorary Alderman fails to be elected, then the rights and privileges of an Honorary Alderman shall be restored.
- c) If elected, the rights and privileges of an Honorary Alderman shall remain removed until such time as they cease to be a Councillor, when they will be restored with immediate effect.
- d) It shall be competent for the Council in any other particular case to withdraw the title of Honorary Alderman and the attached rights and privileges. Such withdrawal of the title shall be by way of formal motion to a meeting of the full Council, (the summons to which contains special notice that such withdrawal is proposed and the reason therefore) and subsequent resolution of the Council passed by not less than two thirds of the Members present and voting thereon at the meeting of the Council. On the passing of such resolution, the Corporate Manager, Democratic & Civic Support shall delete the name of the person concerned from the list of Honorary Alderman and advise that person accordingly.

5. Privileges

An Honorary Alderman shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Alderman and to be so addressed.
- In the event of the Council deciding to give some badge, robe or emblem to Honorary Alderman, to wear such badge, robe or emblem on civic occasions.
- At each meeting of the Council to have seats reserved in the public gallery for the use of Honorary Aldermen.
- To receive a copy of each Council summons and a copy of the Council Year Book and Diary.

- To received invitations to all civic and social events to which Members of the Council are invited.
- To walk in civic procession in a position immediately senior to serving Members.
- To enjoy such other privileges as the Council may confer upon them from time to time.

EXECUTIVE

Tuesday 18 June 2013

Present:

Councillor Edwards (Chair)
Councillors Denham, Fullam, Hannaford, Mrs Henson, Martin, Sheldon and Sutton

Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director Environment, Assistant Director City Development, Assistant Director Housing and Contracts, Corporate Manager Democratic and Civic Support, City Centre Manager, Projects and Business Manager and Democratic Services Manager (Committees)

52

MINUTES

The minutes of the meetings of the Executive held on 19 March and 9 April 2013 were taken as read and signed by the Chair as a correct record.

53

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

54

REVISION OF ENVIRONMENT ENFORCEMENT POLICY

The report of the Assistant Director Environment was submitted, informing Members of the revisions made to the Enforcement Policy to reflect changes created by Government guidance and the revised structure of the directorate. The proposed revised policy ensured that enforcement actions were fair, consistent and transparent.

In response to a Member, the Assistant Director Environment advised that he would liaise with Devon County Council Trading Standards Service regarding the control and checking of meat substitutes.

The Portfolio Holder for Housing, Community and Maintaining Assets advised that he would ask the Chair of the Exeter Board for the issue of checks for meat substitutes to be placed on an agenda.

Scrutiny Committee – Community considered the report at its meeting on 28 May 2013 and the comments of members were noted.

RESOLVED that the Environment Enforcement Policy be approved.

(Report circulated)

**COMMERCIAL AND ENVIRONMENT SUPPORT TEAM STATUTORY SERVICE
PLAN 2013/14**

The report of the Assistant Director Environment was submitted, seeking approval for the adoption of the Commercial and Environment Support Team Statutory Service Plan 2013/14. The Statutory Service Plan sets out the Council's regulatory function in respect of food safety, health and safety, licensing, Environmental Permitting and other statutory functions over the forthcoming year.

Scrutiny Committee – Community considered the report at its meeting on 28 May 2013 and the comments of members were noted.

RECOMMENDED to Council that:-

- (1) the Statutory Service Plan 2013/14 be approved; and
- (2) the Assistant Director Environment be authorised to change the Statutory Service Plan in the light of centrally issued guidance and/or to meet operational needs.

(Report circulated)

DOWNSIZING INCENTIVES FOR COUNCIL TENANTS

Councillor Fullam declared an interest as an employee of Sanctuary Housing.

The report of the Assistant Director Housing and Contracts was submitted, seeking Members' agreement to amend the existing downsizing scheme for tenants to help mitigate the impact of the recent welfare reforms.

Members were advised that the Welfare Reform changes would have an impact on 326 families of working age renting Council properties although tenants not of working age would not be affected. The options that the Portfolio Holder for Housing, Community and Maintaining Assets, in conjunction with officers, had considered were outlined. The Assistant Director Housing and Contracts updated Executive on the recommendation from Scrutiny Committee – Community regarding the discretionary payment of removal funds.

Members discussed the requirement for the Downsizing post, the role the officer would take in helping Council tenants and the need to assess the position after the initial 12 months.

The Assistant Director Housing and Contracts clarified the role of the Downsizing Officer post which was for a fixed term of 12 months, this post would be active in helping tenants to downsize, matching tenants should they wish to exchange properties and explore all the options available to tenants that express a desire or need to move.

Scrutiny Committee – Community considered the report at its meeting on 28 May 2013 and the comments of members were noted including the addition to the recommendation that the removal fund be operated at the discretion of the Assistant Director Housing and Contracts.

RESOLVED to:-

- (1) implement an amended downsizing incentive scheme for Council tenants based on option one set out in the report, the removal fund to be operated at the discretion of the Assistant Director Housing and Contracts; and
- (2) introduce a temporary fixed term Downsizing Officer post for 12 months to assist tenants downsizing by identifying the most appropriate properties and giving them support throughout the move.

(Report circulated)

57

CHRISTMAS TREE LIGHTS TASK AND FINISH GROUP

The report of the City Centre Manager was submitted, setting out key outputs from the work of the Task and Finish Group.

Members were advised that Christmas Lights in the City Centre had been a long-standing issue and the task and finish group had focused on the effective use of Council funds and the need to provide a quality display for the core of the City Centre.

Scrutiny Committee - Economy considered the report at its meeting on 30 May 2013 and the comments of members were noted.

RECOMMENDED to Council that a budget of £14,500 be allocated for 2013, 2014 and 2015 to provide a core display of Christmas Lights.

(Report circulated)

58

LOW AVERAGE EARNINGS IN EXETER

The report of the Deputy Chief Executive was submitted, bringing to Members attention the issue of low wages across Exeter and the potential impact this had on both the local economy and citizens across the City.

Scrutiny Committee - Economy considered the report at its meeting on 30 May 2013 and the comments of members were noted including the setting up of a Task and Finish Group to look at ways to address the low wage economy.

During discussion Members raised the following points:-

- the reason many people move to Exeter is because it's a pleasant area of the country to live and not because of the wages
- whilst not everyone working in the city were on a low wage; there are a lot of residents who do not earn enough to purchase their own property
- there was a balance to be found between low wages, taxation and the complicated benefits system
- concern that wages were lower for residents of Exeter than other parts of the South West
- there was the impact of the rising cost of living to consider
- the need to attract new businesses to Exeter and how wages costs impact on this.

The Portfolio Holder Economy and Culture put forward a proposal to establish a Forum, to be chaired by the Portfolio Holder for Economy and Culture and with members from Scrutiny Committee - Economy, to consider the impact of low wages and high cost of living on Exeter residents and identify strategies to address these

issues. This Forum would invite representatives from the University, Local Businesses and Community Groups to come along to give views and evidence.

This was seconded by Councillor Hannaford.

A Member raised concerns regarding the effectiveness and purpose of a Forum and that there were limitations as to what it could actually achieve.

The majority of Executive Members supported the establishment of a Forum to take forward the impact of low wages and high cost of living on Exeter residents.

RESOLVED that:-

- (1) the contents of this report and the potential impact on citizens and the wider economy be noted; and
- (2) a Forum be established, to be chaired by the Portfolio Holder for Economy and Culture and with members from Scrutiny Committee - Economy, to consider the impact of low wages and high cost of living on Exeter residents and identify strategies to address these issues.

(Report circulated)

59

PROPOSAL FOR AN EXETER HEALTH AND WELLBEING BOARD

The report of the Assistant Director Environment was submitted, proposing a new single board to address improved health and wellbeing outcomes, and reduce health inequalities in Exeter, which had strong links with the new health and wellbeing landscape recently introduced by national legislation. This single board would be an evolution of and succession to the current two tier Social Health and Inclusion Partnership (SHIP), and mirror the make up of the Devon Health and Wellbeing Board.

The Assistant Director Environment advised on the proposed membership of the Exeter Health and Wellbeing Board which would reflect the strategic nature of its work.

Executive welcomed the establishment of this Board which would help to improve health and wellbeing across the City.

RESOLVED that:-

- (1) the establishment of an Exeter Health and Wellbeing Board be agreed in line with the draft terms of reference outlined in this report to succeed the two tier Social Health and Inclusion Partnership;
- (2) the makeup of the membership of Board be agreed as specified in Section 4 of the report;
- (3) 3 City Councillors to be appointed sit on the Board; and
- (4) make a request to Devon County Council to appoint the Chair of Health and Wellbeing Scrutiny Committee, together with an Exeter Board Member on to the Board, to replace the 3 Devon County Councillors currently appointed to SHIP.

(Report circulated)

60

TACKLING SOCIAL HOUSING FRAUD

The report of the Assistant Director Housing and Contracts was submitted, seeking approval to participate in a new Devon-wide approach to addressing the issue of social housing fraud.

Members welcomed this robust approach to unauthorised sub-letting whilst recognising the need to be sensitive to any occupants who may have entered into a tenancy in good faith unaware that the property was being sub-let without permission.

RESOLVED that the opportunity for Exeter City Council to join the Devon Social Housing Fraud Fund and take a more robust approach to tenancy fraud be welcomed.

(Report circulated)

61

EXETER ST JAMES NEIGHBOURHOOD PLAN

The report of the Assistant Director City Development was submitted, informing Members about the outcome of the Exeter St James Neighbourhood Plan referendum and seeking Members' agreement to ask Council to adopt the Neighbourhood Plan as part of the statutory development plan.

RESOLVED that Executive offers its congratulations to Exeter St James Forum for their success in the referendum and agrees the decision statement attached as Appendix A to the report; and

RECOMMENDED to Council that it adopts the Exeter St James Neighbourhood Plan as part of the statutory development plan.

(Report circulated)

62

EXETER ENERGY NETWORK

The report of the Assistant Director City Development was submitted, advising Members of the final outcomes of the detailed feasibility study into the potential for District Energy in Exeter. It asked for approval to enter into a Memorandum of Understanding with other stakeholders to prepare a business case for District Energy and recommend a preferred structure for an Energy Services Company to deliver the network.

RESOLVED to agree that Exeter City Council continue to support the project with officer time, sign the Memorandum at Appendix 2 of the report and request that a report is brought back to Executive at such time a business case and assessment of the need for public sector involvement has been prepared and soft market testing has been undertaken.

(Report circulated)

COUNCILLORS PENSIONS

The report of the Corporate Manager Democratic and Civic Support was submitted, seeking to agree a response to the Department for Communities and Local Government's Consultation Paper on pensions for Councillors and other elected local office holders.

Members were advised that the Department for Communities and Local Government were seeking the views of interested parties, including Councillors, on access by Councillors and other elected local office holders to the Local Government Pension Scheme (LGPS) which would come into force in April 2014. The Government's preferred option proposed the exclusion of Councillors and other elected local office holders from membership of the scheme.

In response to a Member, the Corporate Manager Democratic and Civic Support advised that any payments made to date would be fully protected.

RESOLVED to:-

- (1) confirm its preference for Option 3: No change to the current arrangements, in accordance with the Council's policy and for the reasons set out in paragraph 3.2 of the report;
- (2) confirm the view that there should be no change in the Councillors' contribution rate which should remain at the current rate of 6%; and
- (3) request that a response to the consultation paper on access by Councillors and other elected local office holders to the Local Government Pension Scheme (LGPS) be sent to the Department for Communities and Local Government as set out on recommendations (1) and (2) of the report.

(Report circulated)

NEW HOME BONUS - LOCAL INFRASTRUCTURE FUNDING - APPLICATION BY NEWCOURT COMMUNITY ASSOCIATION TO VARY A CONDITION OF GRANT

The report of the Projects and Business Manager was submitted, seeking Members' authority to vary a condition of the grant awarded to Newcourt Community Association (NCA) and to agree that in future conditions of grant could be varied under delegated powers, so that it was not necessary to bring such matters to Executive unless the Chair of the Major Grants and New Homes Bonus Panel so required.

RESOLVED that condition 12 of the New Homes Bonus grant to Newcourt Community Association be varied to allow up to £2,000 of the revenue element to be released for legal fees in advance of the transfer of the community building to the Council; and

RECOMMENDED to Council that authority to vary conditions of grants from the New Homes Bonus Local Infrastructure Fund be delegated to the Assistant Director City Development, in consultation with the Chair of the Major Grants and New Homes Bonus Panel.

(Report circulated)

65

MEMBERSHIP OF COMMITTEES

Council on 23 April 2013 agreed that the Audit and Governance Committee should comprise 11 members and not include members of the Executive.

In accordance with this provision, Councillor Brock had been nominated as a member of the Audit and Governance Committee to replace Councillor Fullam who is a member of Executive.

RECOMMENDED to Council the replacement of Councillor Fullam with Councillor Brock on the Audit and Governance Committee.

66

APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

The schedule of representatives on outside bodies was circulated.

RESOLVED that:-

(1) the following appointments be agreed:-

City Centre Management Partnership – Councillor Newby to replace Councillor Mrs Henson

Exeter Canal and Quay Trust – Councillor Crew to replace Councillor Bull

Exeter Fairtrade Steering Group - Councillor Donovan to replace Councillor Leadbetter; and

(2) existing representatives continue to serve on those bodies set out on the schedule.

RECOMMENDED that appointments to Exeter Health and Wellbeing Board be agreed by Council.

(Schedule circulated)

67

URGENT ITEM - CHANGES TO PORTFOLIO HOLDERS TITLES

The Leader advised of minor changes proposed to clarify Portfolio Holders titles and responsibilities. A paper was circulated – attached to minutes.

RESOLVED that the necessary changes to the constitution in respect of the Portfolio Holders titles and responsibilities be noted.

68

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

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

EXETER AND HEART OF DEVON GROWTH BOARD MINUTES

RESOLVED that the minutes of the Exeter and Heart of Devon Growth Board of 30 April 2013 be noted.

(Minutes circulated to Members)

(The meeting commenced at 5.30 pm and closed at 6.48 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 16 July 2013.

EXECUTIVE

Monday 1 July 2013

Present:

Councillor Edwards (Chair)
Councillors Denham, Fullam, Hannaford, Mrs Henson, Martin, Sheldon and Sutton

Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Acting Assistant Director Finance, Corporate Manager - Legal, Corporate Manager Democratic and Civic Support, Property Manager, Service Manager, HR Business Manager, Project Manager (RAMM) and Democratic Services Manager (Committees)

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DECLARATIONS OF INTEREST

No declarations of interest were made.

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CAPITAL MONITORING 2012/13 AND REVISED CAPITAL PROGRAMME FOR 2013/14 AND FUTURE YEARS

The report of the Acting Assistant Director Finance was submitted, advising Members of the overall financial performance of the Council for the 2012/13 financial year, in respect of the annual capital programme. Approval was also sought for the 2013/14 revised capital programme, including commitments carried forward from 2012/13.

Members were advised that Capital expenditure in the year amounted to £15,859,107, a reduction of £2,287,763 on the planned figure of £18,146,870. The actual expenditure during 2012/13 represented 87.4% of the total approved for the revised Capital Programme, which meant £2.4 million would need to be carried forward to be spent in future years.

The Acting Assistant Director Finance referred to further funding requests including a budget of £300,000 for the purchase of temporary accommodation and £120,000 to be added to the 2013/14 Capital programme to meet costs of essential repairs to four council dwellings.

Discussion took place regarding the kitchen and bathroom replacement programme and the need to ensure that the Council's housing stock was maintained to a good standard. The replacement programme for kitchens was currently on a 25 year cycle although replacements were not undertaken if kitchens and bathrooms were in good working order.

Consultation with the Local Ward Members had been undertaken on the future of 22 St David's Hill and this property would be now sold and the monies reinvested in other temporary accommodation projects.

Scrutiny Committee – Resources considered the report at its meeting on 19 June 2013 and the comments of the members were noted.

RECOMMENDED that Council notes and approves the:-

- (1) overall financial position for the 2012/13 annual capital programme;
- (2) amendments to the Council's annual capital programme for 2013/14;
and
- (3) further funding requests as set out in Section 7 of the report.

(Report circulated)

72

OVERVIEW OF REVENUE BUDGET 2012/13

The report of the Acting Assistant Director Finance was submitted, advising Members of the overall financial position of the Housing Revenue Account (HRA) and General Fund Revenue Budgets for the 2012/13 financial year. Final accounts showed an overall increase in the HRA working balance from £5,764,423 to £6,290,297, an increase of £525,874 as compared with the planned increase of £2,320,270. The General Fund Service Committees showed an overall underspend of £353,970 against a revised budget of £13,718,210.

Members were updated on the Earmarked Reserves position, which included potential costs in respect of the compensation claims for the RAMM project, Exeter Business Against Crime and the Exe Harbour Review.

Scrutiny Committee – Resources considered the report at its meeting on 19 June 2013 and the comments of the members were noted.

RECOMMENDED that Council:-

- (1) approves the net transfer of £1,128,348 to Earmarked Reserves, as detailed in paragraph 3.11;
- (2) approves the supplementary budgets of £287,860, as detailed in paragraph 3.16;
- (3) notes the Earmarked Reserves at 31 March 2013;
- (4) notes the Council Tax account and collection rate;
- (5) notes the outstanding sundry debt, aged debt analysis and debt write-off figures;
- (6) notes the creditor payments performance;
- (7) by taking into account the overall financial position of the Council, as set out in paragraph 3.14, approves the General Fund working balance at 31 March 2013 at £3,358,047; and
- (8) approves the Housing Revenue Account working balance at 31 March 2013 at £6,290,297 and the Council Own Build working balance at £73,498.

(Report circulated)

TREASURY MANAGEMENT 2012/13

The report of the Acting Assistant Director Finance was submitted, reporting on the overall performance for the 2012/13 financial year and the position regarding investments and borrowing at 31 March 2013. Members were updated on the final net interest position, investment interest and current situation with regards to the Icelandic Banks repayments.

The Acting Assistant Director Finance advised that the Council continued to use short term borrowing to manage its cashflow and whilst the interest rates remained very low this could be converted to longer term borrowing should the interest rate start to rise. The Council undertook short term investment of funds whilst the return was minimal it did mitigate the risk of having funds placed in one institution.

Scrutiny Committee – Resources considered the report at its meeting on 19 June 2013 and the comments of the members were noted.

RECOMMENDED that Council approve the Treasury Management report for the 2012/13 financial year.

(Report circulated)

CONSULTATION AND NEGOTIATION FRAMEWORK

The report of the Human Resources Business Manager was submitted, which sought to establish a framework for undertaking effective, timely and meaningful consultation and negotiations at the Council for incorporation into the Council's Constitution. This arrangement would seek to incorporate the consultation and Health and Safety elements associated with the existing Employee Liaison Forum as a more frequent and effective means of undertaking consultation at the Council, as well as introducing a means of conducting negotiations and collective consultations.

Scrutiny Committee – Resources considered the report at its meeting on 19 June 2013 and the comments of the members were noted.

RECOMMENDED to Council:

- (1) the proposed constitution for a joint Consultation and Negotiation Committee, as set out in Appendix 2 of the report, be agreed for adoption in place of the Employee Liaison Forum, following agreement with the recognised Trade Unions; and
- (2) to delegate to the Corporate Manager Democratic and Civic Support all consequential amendments required to the Constitution.

(Report circulated)

PAY BY PHONE PARKING

The report of the Assistant Director Public Realm was submitted, seeking Members' approval to introduce phone 'cashless' parking in City Council Pay & Display car parks.

Members were advised that this means of payment had, over recent years, become a well established payment option that was seen to have significant advantages for customers, avoiding the need for them to carry large amounts of loose change and providing the facility for parking periods to be topped-up remotely. The system would extend the flexibility of payment options beyond what was already provided in some locations by pay-on-foot, with the result that people's shopping and visiting times would not be curtailed by concerns about overstaying their parking periods. The system was already in operation in most on-street locations in the city and had also been introduced in a number of neighbouring local authorities.

RESOLVED to:-

- (1) approve the introduction of 'pay by phone' to City Council pay & display car parks from 1 October 2013 (or as soon as possible thereafter) and authorise officers to tender and let an initial contract until December 2015 (with the option of extension for a further year);
- (2) approve an Amendment to the City of Exeter (Civil Enforcement Off Street Parking Places) Order 2012 to enable 'pay by phone' parking and authorise the Assistant Director Public Realm, in consultation with the Leader of the Council and Portfolio Holder for City Development, to consider any objections to the amended Order; and
- (3) agree that, subject to consideration of any objections, the Order be made and sealed.

(Report circulated)

76 **HONORARY FREEMAN OF THE CITY STATUS TO SAXON SPENCE C.B.E.**

Section 249 of the Local Government Act 1972 empowers the Council to confer on Saxon Spence Honorary Freeman of the City Status in recognition of the eminent service to the City of Exeter as a member of Devon County Council during which she supported and promoted the interests of the City and its residents.

Members welcomed this recognition of the dedicated service that Saxon Spence had given to the City of Exeter and its residents.

RECOMMENDED to Council that:-

- (1) the title of Honorary Freeman of the City Status be conferred on Saxon Spence C.B.E.; and
- (2) the Right Worshipful the Lord Mayor be requested to convene an Extraordinary Meeting of the Council to be held on the rising of the ordinary meeting on 16 July 2013, for the purpose of passing the appropriate resolution under Section 249 of the Local Government Act 1972.

77 **FREEDOM OF THE CITY TO THE ROYAL AIR FORCE**

The report of the Corporate Manager Democratic and Civic Support was submitted in response to a request that had been received from a member of the public to consider the granting of the Freedom of the City to the Royal Air Force to recognise and acknowledge the Force's role in the City and County, particularly during World War Two. It was considered appropriate that RAF Brize Norton be bestowed the honour of the Freedom of the City in recognition of the important role that the RAF had and continued to play in military involvement in the City and County.

Members fully supported the bestowing the honour of the Freedom of the City of Exeter on the Royal Air Force.

RECOMMENDED that the Right Worshipful the Lord Mayor be requested to convene an Extraordinary Meeting of the Council to be held on the rising of the ordinary meeting on 16 July 2013, for the purpose of considering the matter of bestowing the honour of the Freedom of the City of Exeter on the Royal Air Force, and in particular RAF Brize Norton.

(Report circulated)

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

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

79 **ROYAL ALBERT MEMORIAL MUSEUM UPDATE**

The report of the Corporate Manager Legal Services was submitted, looking to agree a budget to further progress the Council's case in relation to the RAMM re-development Project.

Members supported the way forward.

RECOMMENDED that Council approves:-

- (1) a reserve of £500,000 to fund the costs to bring the claims against third parties in relation to the RAMM re-development Project; and
- (2) any expenditure over £150,000 be delegated to the Corporate Manager – Legal Services in consultation with three Group Leaders.

(Report circulated to Members)

80 **EXETER BUS AND COACH STATION RE-DEVELOPMENT**

The Chief Executive & Growth Director presented the report to update Members on the current position regarding the redevelopment project for the Bus and Coach Station site and to consider mechanisms by which the City Council could proceed to deliver a new leisure centre on part of the site in isolation of any wider regeneration. Members were updated on the on-going discussions with Land Securities and the Crown Estate Commissioners regarding an extended exclusivity arrangement and heads of terms for a delivery agreement with a view to bringing forward a comprehensive re-development of the site.

Members discussed the impact that the current economic climate had on the redevelopment of the Bus and Coach Station site and the options that were available for the Council to consider in order to pursue a leisure facility on the site.

RESOLVED that:-

- (1) the current position as regards the re-development of the Exeter Bus & Coach Station site be noted ;
- (2) the Property Manager (Strategy), in consultation with the Chief Executive & Growth Director, be authorised to seek to negotiate an agreement with Stagecoach regarding the termination of their existing bus station lease; negotiation of a new lease of the operational bus station; to assist in seeking to mitigate the impact on Stagecoach's operations from the loss of the stabling facilities and, if a negotiated settlement cannot be reached, to arrange service of the necessary notices to terminate the Stagecoach tenancy; and
- (3) to authorise the Property Manager (Strategy), in consultation with the Chief Executive & Growth Director, to negotiate terms for a new exclusivity agreement with Land Securities and the Crown Estate Commissioners along the lines set out in the report.

(Report circulated to Members)

(The meeting commenced at 5.30 pm and closed at 6.23 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 16 July 2013.

Agenda Annex

SEATING IN THE GUILDHALL

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

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

Portfolio Holders
 Edwards: Leader
 Hannaford : Housing, Community and Maintaining Assets
 Martin: Customer Access
 Sheldon: Environment
 Sutton: City Development
 Denham: Economy and Culture

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