

## EXECUTIVE

Date: Tuesday 14 April 2015

Time: 5.30 pm

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

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

If you have an enquiry regarding any items on this agenda, please contact Sarah Selway, Democratic Services Manager (Committees) on 01392 265275.

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

*Membership -*

Councillors Edwards (Chair), Denham, Fullam, Hannaford, Leadbetter, Owen, Pearson and Sutton

## Agenda

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

#### 1 Apologies

To receive apologies for absence from Committee members.

#### 2 Declarations of Interest

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

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

**RESOLVED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 13 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I, Schedule 12A of the Act.

**4 Local Welfare Support**

To consider the report of the Assistant Director Customer Access.

(Pages 5 - 8)

**5 Updating of the Deputies for Delegated Powers**

The Scheme of Delegation to Officers is the working document which sets out what decisions and powers officers have on a day to day basis and is regularly updated to match operational arrangements. Council, on 15 October 2014, granted delegated powers to the Assistant Director Environment available to local authorities under the Anti-Social behaviour, Crime and Policing Act 2014. It is necessary to extend these powers to the appropriate deputies.

**Recommendation:-**

That the Council be asked to approve the changes to the Deputies for Delegated Powers as set out below and that the Constitution be amended accordingly:-

<b>OFFICER WITH DELEGATED AUTHORITY</b>	<b>DELEGATION NUMBER</b>	<b>DEPUTY</b>
Assistant Director Environment	1 – 12	Environmental Health and Licensing Manager
	1- 7	Private Sector Housing Manager
	4.4	Cleansing and Fleet Manager
	10	Principal Licensing Officer

**6 Adoption of the Low Emissions Strategy**

To consider the report of the Assistant Director Environment.

(Pages 9 - 82)

Scrutiny Committee – Community considered the report at its meeting on 3 March 2015 and its comments will be reported.

**7 Overview of Revenue Budget 2014/15**

To consider the report of Assistant Director Finance.

(Pages 83 - 96)

Scrutiny Committee – Resources considered the report at its meeting on 18 March 2015 and its comments will be reported.

**8 Capital Monitoring Statement to December 2014**

To consider the report of Assistant Director Finance.

(Pages 97  
- 118)

Scrutiny Committee – Resources considered the report at its meeting on 18 March 2015 and its comments will be reported.

**9 Mid Devon District Local Plan Proposed Submission Consultation**

To consider the report of the Assistant Director City Development.

(Pages  
119 - 124)

**10 Staffing within the Electoral Services Team**

To consider the report of the Corporate Manager Democratic & Civic Support, Electoral Registration Officer and Returning Officer.

(Pages  
125 - 128)

**11 Freedom of the City**

To consider the report of the Corporate Manager Democratic & Civic Support.

(Pages  
129 - 132)

**12 Appointment of New Posts at RAMM, in connection with Major Partner Museum Funding and operation of New Shop.**

To consider the report of the Museums Manager & Culture Lead.

(Pages  
133 - 136)

**Part II: Item suggested for discussion with the press and public excluded**

No representations have been received in respect of the following item in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

**13 Monkerton Local Energy Network**

To consider the report of the Assistant Director City Development.

(Pages  
137 - 140)

**Date of Next Meeting**

The next scheduled meeting of the Executive will be held on **Tuesday 23 June 2015** at 5.30 pm in the Civic Centre.

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

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on (01392) 265115 for further information.

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**REPORT TO:** EXECUTIVE  
**Date of Meeting:** 14.04.2015  
**Report of:** Assistant Director Customer Access  
**Title:** Local Welfare Support

**Is this a Key Decision?**

No

**Is this an Executive or Council Function?**

Executive

**1. What is the report about?**

To report on the first two years of operation of the Local Welfare Support Scheme and the plans for year 3.

**2. Recommendations:**

**That Executive notes the contents of this report on plans for the third year of the Local Welfare Support scheme.**

**3. Reasons for the recommendation:**

A third year of funding for Local Welfare Support has been agreed by Devon County Council. It is likely to be the last funding provided for this purpose.

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

Administering the Local Welfare Support scheme requires extensive officer time. The grant from Devon County Council includes an amount towards these administration costs.

**5. Section 151 Officer comments:**

There are no additional financial implications for the City Council in the report.

**6. What are the legal aspects?**

The organisations in receipt of funding should be put on notice as a matter of priority that the funding streams will come to an end on 31 March 2016 and will not be renewed for the reasons set out in this report.

**7. Monitoring Officer's comments:**

In the absence of the Monitoring Officer, this report raises no issues for the Deputy Monitoring Officer.

**8. Report details:**

- 8.1 As part of the government's wider welfare reforms, elements of the Social Fund previously administered by The Department for Work and Pensions (DWP) have been abolished. Since 1 April 2013 Exeter City Council has administered a scheme of Local Welfare Support via a funding agreement with Devon County Council.

- 8.2 The initial agreement lasted for two years in line with the funding from Department for Work and Pensions to Devon County Council. During the first two years of the scheme LWS in Exeter has made over 4000 awards of assistance to individuals at a total cost of £280,000. Additionally £180,000 has been spent on the Exeter Money Advice Partnership, a partnership between Exeter CAB and Homemaker SW providing debt and budgeting assistance to Exeter City Council customers.
- 8.3 In February 2015, Government announced that it had reconsidered its decision to end the additional funding from April 2015 and, with a top up from Devon County Council, a reduced fund is available for one more year. A new agreement has been reached between Devon County Council and the District authorities to last until 31 March 2016. The partnership agreement specifies that the Local Welfare Support scheme is intended to help achieve three strategic outcomes:
- Increase self reliance and resilience
  - Quick and effective support for those with high priority short term needs
  - Help for people to establish themselves in, or remain in, the community
- 8.4 The additional funding is for a single year with no expectation of further awards from 2016. The priorities for the scheme this year are therefore:
- To manage down demand for direct grant support
  - Build resilience in the organisations who can continue providing support after the end of LWS
  - Fund a money and budgeting advice service which can help residents to financial sustainability
  - Develop schemes in partnership with external organisations which can continue beyond the end of direct funding

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

Local Welfare Support has played a significant role supporting the "help me with my financial and housing problem" system achieve their purpose. It has provided crisis support to people with immediate financial problems and helped residents to become established and remain in their homes in the city. Continuing to operate the scheme in 2015 / 16 allows Exeter City Council to provide this support for another year.

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

Funding is only provided for one year. There is a risk of individuals becoming reliant on the scheme as a long term solution to their deeper issues and organisations coming to rely on it as a replacement for reduced funding elsewhere. To help mitigate this, the focus through 2015 will be on reducing demand for crisis support and building capacity in other organisations.

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

The Local Welfare Support scheme provides support to the most vulnerable members of our community. Maintaining the scheme for another year will allow us to continue to assist these groups.

**12. Are there any other options?**

We do not have to enter the partnership agreement with Devon County Council and the other Devon district authorities. That would leave us with no funding for Local Welfare Support beyond April 2015.

We could use the funding provided solely for a crisis support scheme. This would allow that aspect of Local Welfare Support to continue beyond 2016 but would mean that there was no funding for money, budgeting and debt advice or to support credit union services.

Crisis support could be ended sooner and the money saved put into other schemes supporting the aims of Local Welfare Support. That would remove a versatile and useful tool for assisting small numbers of really hard to help customers.

**Bindu Arjoon**  
**Assistant Director Customer Access**

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

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

None

Contact for enquires:  
Democratic Services (Committees)  
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## REPORT TO SCRUTINY COMMITTEE – COMMUNITY AND EXECUTIVE

Date of Meeting: 03 March 2015 / 17 March 2015

Report of: Environmental Health and Licensing Manager

Title: Adoption of the Low Emissions Strategy

### Is this a Key Decision?

Yes

### Is this an Executive or Council Function?

Executive function

### 1. What is the report about?

This report is to advise members about the development of a Low Emissions Strategy for Exeter, and to ask members to recommend that the strategy is adopted.

The Low Emissions Strategy has been developed to achieve further reductions in emissions of local and global air pollutants from traffic in the city, within the context of sustainable development of the city, by a range of proposed measures that are outlined in the document.

Exeter City Council has taken the lead in developing the Low Emissions Strategy, but it is just one partner involved in reducing emission of local air pollutants and their health impacts, and the Strategy reflects this.

The Strategy makes it clear that with vision and commitment, a step change in emissions in the city could be achieved, with benefits to the local population and economy.

### 2. Recommendations:

- 1) That Scrutiny Committee - Community supports the Low Emissions Strategy for Exeter for the period 2015-2018
- 2) That Executive recommends Council formally adopts the Low Emissions Strategy circulated with this report as the Low Emissions Strategy for Exeter for the period 2015-2018

### 3. Reasons for the recommendation:

Poor local air quality affects the health of those living and working in Exeter. The highest impacts on human health come from particulate matter (PM), but evidence for the effects of nitrogen dioxide is growing. For example, the effect of the smallest particulates (PM2.5) on mortality in the UK in 2008 was estimated to be equivalent to 29,000 premature deaths per annum. A local estimate puts annual mortality within Exeter at the equivalent of 42 deaths per year.

Impacts on health of this scale have a significant effect on human wellbeing and the economy. Recent evidence suggests that:

- In the UK, pollution related illnesses are responsible for more absences from the workplace over recent years than industrial disputes.
- Small changes in fine particles (i.e. PM2.5) were associated with lower school assessment grades for high-school age children, because of school absences and reduced productivity while learning at school.

- Removing all exposure to particulate matter would have a greater impact on life expectancy than eliminating passive smoking or road traffic accidents.
- The costs to the UK economy in 2010 were roughly 5% of GDP.

The understanding of air quality costs and impacts is in its infancy and so care must be taken when quoting the effects listed above. Nevertheless, important implications for health, wellbeing and economic growth are starting to emerge (Natural Capital Committee 2015).

In 2011 Exeter City Council declared an Air Quality Management Area (AQMA) because measured levels of nitrogen dioxide (NO<sub>2</sub>) were higher in some parts of the city than European Union (EU) limit values and the UK's national objectives for air quality. The main sources of the high NO<sub>2</sub> concentrations are transport emissions, and this is reflected in the AQMA boundary, which includes all of the main routes into and around the city.

Reducing transport emissions and economic growth should not be seen as mutually exclusive. Rather, the opposite is true. For example, for businesses, reducing fuel consumption and increasing fuel efficiency reduces costs and improves profitability. Similarly, reducing the number of journeys made by private vehicles, where alternatives exist, will increase the efficiency of the road network for other users.

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

The Strategy contains a range of proposed measures. Some of these will be delivered within existing staff resources and some are schemes that have already been committed and therefore have no new resource implications.

The remaining measures will require funding by a combination of partners and by a variety of means (such as through the Local Enterprise Partnership, by developer contributions or investment from business). The Strategy also recommends that applications are made for grant funding from the Office for Low Emission Vehicles (OLEV). The resource implications for each measure are set out in the Strategy, which has been circulated with this report.

#### **5. Section 151 Officer comments:**

There are no funding commitments as a result of this report. Measures identified have either already been approved and committed for funding through other programmes, or in the case of new measures proposed by the LES, will only be taken forward if funding is found through grants, applications and from partners' funding streams. Any financial implications for the Council will need to be put forward as part of the financial planning process and considered in light of the Council's financial position at that time.

#### **6. What are the legal aspects?**

Exeter City Council has legal duties with respect to local air quality management. These have resulted in the Council declaring an Air Quality Management Area and producing an Air Quality Action Plan. This is because concentrations of one pollutant, nitrogen dioxide, exceed health based national air quality standards in some parts of the city. The development of a Low Emissions Strategy was recommended within the Air Quality Action Plan.

#### **7. Monitoring Officer's comments:**

The contents of this report raise no issues for the Monitoring Officer

## 8. Report details:

Exeter is one of the greenest and healthiest cities in the country. But as in all cities, pollution from cars, lorries, buses and vans does cause poorer air quality. The Low Emissions Strategy explains steps that will be taken to reduce transport emissions of nitrous oxides (NO<sub>x</sub>) and contribute towards meeting the EU limit values for NO<sub>2</sub>, whilst also reducing emissions of particulates, noise and carbon dioxide (CO<sub>2</sub>). It seeks to improve connections between the work done by air quality officers and public health specialists, to reduce the impact that air pollution has on people's health and to increase understanding of the problem amongst those living and working in the city. The Strategy covers the period from 2015 to 2018 and its aims are:

1. To take actions that will reduce emissions from transport in Exeter and support sustainable development.
2. To reduce emissions from all classes of vehicles, and to work with all groups who travel or who generate traffic, including emissions from the council owned fleet and staff vehicles (driven for business use).
3. To improve the understanding of air pollution as an issue that should be considered during the development of policy, and to influence decisions made in the Greater Exeter area.
4. To actively seek funding opportunities to implement stretching and innovative measures, especially opportunities to increase the use of ultra-low emission vehicles.
5. To evaluate the success of the strategy and report annually. To use the lessons learned during the strategy period to develop a strategy for 2018 onwards.

Exeter City Council firmly believes that the successful implementation of the Low Emission Strategy depends on the involvement of and consultation with businesses and residents (locally based stakeholders). This strategy already reflects contributions from each of these, and a summary of consultations is included in the document. Low transport emissions, and a vibrant growing economy are both seen as part of a sustainable future for Exeter, where cleaner vehicles, more efficient use of vehicles and reduced number of vehicles combine to reduce emissions and costs.

The strategy contains actions that are arranged under 6 themes:

- Exeter City Council actions
- Business and employer actions
- Commuting / personal travel
- Reducing congestion on roads
- Encouraging low emission vehicles
- Health and awareness

The strategy includes some actions which are in progress or just starting out and integrates these with new initiatives where possible. The strategy is for the period 2015-2018, after which it will be reviewed and updated, based on an evaluation of the first three year period.

A LES steering group will be set up and meet quarterly to identify opportunities for delivering schemes within the city. The objective is to help ensure future transport funding is delivered to the most appropriate schemes in terms of growing the economy, whilst mitigating the impact of travel on people's health and the environment. The steering group includes representatives from Exeter City Council, Devon County Council, and key partners.

The LES steering group will engage with the Local Enterprise Partnership to try to ensure that air quality is a consideration when funding is allocated within the region, particularly where it affects travel to and from Exeter. To ensure buy in on air quality issues the first output of the LES steering group will be to deliver a workshop on air quality to both the Local Enterprise Partnership and Chamber of Commerce members in 2015. This workshop will highlight the issues of poor air quality, before demonstrating the clear delivery plan of the LES and how this, with assistance from partners, can help to bring Exeter's air quality into line with EU standards.

As part of the work to develop this strategy the Council has developed a significant body of evidence about traffic, emissions and their impact on air quality. Details are provided in Appendix 2 to the document. This work has been used to test the potential benefits of a range of possible actions, and helped to decide what should be included in the strategy. The analysis shows that by implementing only the most feasible measures in the strategy there will be a measurable reduction of emissions and a small improvement in air quality. However, much greater benefits are possible if the strategy is delivered in full and reaches its ambitious potential and this will bring significant benefits to air quality. The task now is to implement as many of the actions in the strategy as possible in order to turn these predicted changes into real benefits for reduced pollutant and CO<sub>2</sub> emissions.

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

The decision contributes to the purpose of 'keep me and my environment safe and healthy' within the Council's Corporate Plan. It will have additional positive impacts on 'delivering good development' and 'help me to run a successful business'.

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

The effectiveness of the Strategy depends on funding being available to implement the measures. In the case of measures that have already been agreed by other means, this risk is low. However a large number of measures, including some of the most significant in terms of their impact on emissions, depend on future funding which has not yet been committed.

Ongoing support from elected members for the Strategy will reduce the risk that funding is allocated to projects that do not result in sustainable development and reduced emissions.

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

The purpose of the Strategy is to reduce emissions of pollution which are harmful to health and the environment. Those affected most by poor air quality are people with existing medical conditions, the young and the elderly and so these groups will receive the greatest positive benefit from the Strategy. Pollution concentrations are highest beside busy and congested roads, so the populations living in these areas will also receive greater benefit from the Strategy.

#### **12. Are there any other options?**

If the Strategy is not adopted, Exeter City Council could choose to either take no specific action, or to lobby Devon County Council to act independently to reduce traffic emissions. However the partnership approach which the development of the Strategy has engendered is seen as the most effective option.

## **Assistant Director**

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

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

Natural Capital Committee (2015). The State of Natural Capital, Protecting and Improving Natural Capital for Prosperity and Wellbeing.

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# Exeter Low Emission Strategy (2015-2018)

Exeter City Council's Low Emission Vision:  
*"To continue to support a vibrant and growing economy whilst reducing emissions that are harmful to both human health and the environment"*

Alex Bulleid  
Alex.bulleid@exeter.gov.uk

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## Summary

Exeter is one of the greenest and healthiest cities in the country. But as in all cities, pollution from cars, lorries, buses and vans does cause poorer air quality.

Air pollution has a negative impact on the health of those living and working in Exeter. In most cases this impact will be fairly small, but for some people it could be significant. This strategy explains steps that will be taken to cut the emissions of harmful pollutants from traffic in Exeter, to reduce the impact that air pollution has on people's health and to increase understanding of the problem amongst those living and working in the city.

In 2011 Exeter City Council declared an Air Quality Management Area (AQMA) because measured levels of nitrogen dioxide (NO<sub>2</sub>) were higher in some parts of the city than European Union (EU) limit values and the UK's national objectives for air quality. The main sources of the high NO<sub>2</sub> concentrations are transport emissions, and this is reflected in the AQMA boundary, which includes all of the main routes into and around the city.

The Exeter Low Emission Strategy for 2015 to 2018 seeks to address this by identifying actions that will reduce transport emissions of nitrous oxides (NO<sub>x</sub>) and contribute towards meeting the EU limit values for NO<sub>2</sub>, whilst also reducing emissions of particulates, noise and carbon dioxide (CO<sub>2</sub>).

The strategy will improve connections between the work done by air quality officers and public health specialists. It will consider both local air quality and climate change issues to ensure that policies are beneficial to both.

The strategy contains actions that are arranged under 6 themes:

- Exeter City Council actions
- Business and employer actions
- Commuting / personal travel
- Reducing congestion on roads
- Encouraging low emission vehicles
- Health and awareness

These actions will be undertaken by Exeter City Council and key stakeholders including Devon County Council during the period 2015 to 2018 to ensure that the city continues to grow and prosper, and that planned development is delivered as sustainably as possible.

## 1. Introduction

Exeter is one of the greenest and healthiest cities in the country. But as in all cities, pollution from cars, lorries, buses and vans does cause poorer air quality.

In 2011 Exeter City Council declared an Air Quality Management Area (AQMA) because measured levels of nitrogen dioxide (NO<sub>2</sub>) were higher in some parts of the city than European Union (EU) limit values and the UK's national objectives for air quality. The main sources of the high NO<sub>2</sub> concentrations are transport emissions, and this is reflected in the AQMA boundary, which includes all of the main routes into and around the city. There is significant growth planned over the coming years with an estimated almost 50% population increase in Greater Exeter by 2026, which will increase potential demand for travel into the city, and consequently affect emissions.

The Exeter Low Emission Strategy for 2015 to 2018 seeks to address this by identifying actions that will reduce transport emissions of nitrous oxides (NO<sub>x</sub>) and contribute towards meeting the EU limit values for NO<sub>2</sub>, whilst also reducing emissions of particulates, noise and carbon dioxide (CO<sub>2</sub>). These actions can be undertaken by Exeter City Council and various stakeholders including Devon County Council to ensure that the city continues to grow and prosper, and that planned development is delivered as sustainably as possible. The strategy will improve connections between the work done by air quality officers and public health specialists. It will consider both local air quality and climate change issues to ensure that policies are beneficial to both.

Exeter City Council firmly believes that the successful development of the Low Emission Strategy depends on the involvement of and consultation with businesses and residents (locally based stakeholders). This strategy already reflects contributions from each of these. Low transport emissions, and a vibrant growing economy are both seen as part of a sustainable future for Exeter, where cleaner vehicles, more efficient use of vehicles and reduced number of vehicles combine to reduce emissions and costs.

The strategy includes some actions which are in progress or just starting out and integrates these with new initiatives where possible. The strategy is for the period 2015-2018, after which it will be reviewed and updated, based on an evaluation of the first three year period.

## 2. Strategic Aims

The aims of the Low Emission Strategy are:

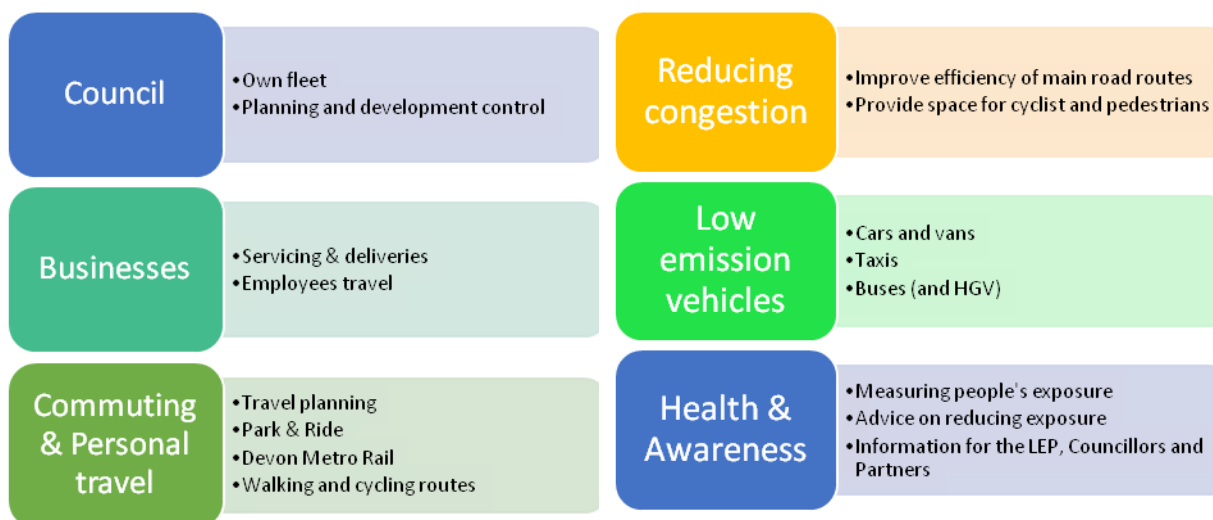
1. To take actions that will reduce emissions from transport in Exeter and support sustainable development.
2. To reduce emissions from all classes of vehicles, and to work with all groups who travel or who generate traffic, including emissions from the council owned fleet and staff vehicles (driven for business use).
3. To improve the understanding of air pollution as an issue that should be considered during the development of policy, and to influence decisions made in the Greater Exeter area.

4. To actively seek funding opportunities to implement stretching and innovative measures, especially opportunities to increase the use of ultra-low emission vehicles.

5. To evaluate the success of the strategy and report annually. To use the lessons learned during the strategy period to develop a strategy for 2018 onwards.

### 3. Themes and Actions

The strategy contains six themes, each with a set of actions:



More detail is set out in the tables that follow.

### 3.1 Council Activities

Initiative	Action	Responsible
Reduce emissions from council vehicles	Reduce emissions from: <ul style="list-style-type: none"> <li>• Council owned vehicles</li> <li>• Staff owned vehicles driven for business use</li> </ul>	Exeter City Council fleet management.  Exeter City Council managers and staff required to use own vehicles for council business.
	Reduce ECC fuel use by 5% between 2014 and 2015.	Exeter City Council fleet management.

### 3.2 Business and employer activities

Initiative	Action	Responsible
Help businesses in and around Exeter to benefit from more efficient delivery of goods and servicing (by vans and HGVs)	Reintroduce a Freight Quality Partnership to champion initiatives to deliver freight more effectively, including investigation of delivery times to avoid congestion, load consolidation and low emission vehicles/fuels.	Led by Devon County Council and Exeter City Council with involvement of Chamber of Commerce, Freight Transport Association and Road Haulage Association.
Enable businesses to promote sustainable travel options to their employees	Sustainable travel for employees commuting: <ul style="list-style-type: none"> <li>• Introduction of sites for drivers to “Park and Change” on the outskirts of Exeter to car share and reduce the number of car trips (launched in October 2014 by Devon Council and the Chamber of Commerce)</li> <li>• Close working between Exeter City Council and Devon County Council to engage with businesses on travel planning</li> </ul>	Major employers (e.g. Exeter University are supportive).  Both councils will continue to build on work with local businesses to improve travel planning.

### 3.3 Commuting and personal travel

Initiative	Action	Responsible
Help individuals with travel planning and provide more information to help them make more sustainable travel choices (e.g. walk, bike, bus, car share, train, park & ride)	Travel planning and sustainable transport options at new developments: <ul style="list-style-type: none"> <li>• Provide a travel plan production and monitoring service to developers in the major growth</li> </ul>	Devon County Council, supported by Exeter City Council Developers have been supportive of this to date.

Initiative	Action	Responsible
	<p>areas in the city. (e.g. Monkerton, Newcourt, Pinhoe and East Devon growth areas)</p> <ul style="list-style-type: none"> <li>Promote Exeter City Council's Supplementary Planning Document on sustainable transport via this process</li> </ul>	
	<p>Identify potential changes to park &amp; ride capacity:</p> <ul style="list-style-type: none"> <li>Promote the development of improved park and ride capacity and services to the city centre</li> <li>Complete the identification process for a site to serve the A30 west during the LES delivery period</li> </ul> <p>This is part of a range of measures to reduce demand from individual car use and may create the opportunity to improve local bus services, use cleaner fuels, and improve bus priority.</p>	<p>Devon County Council, supported by Exeter City Council</p>
	<p>Promotion of Devon Metro Rail:</p> <ul style="list-style-type: none"> <li>Promote travel by rail into the city to reduce traffic on the highway network as new stations open (e.g. Marsh Barton and Cranbrook stations in 2015)</li> <li>Brand and market Devon Metro to employees and businesses as a clean, green and efficient way to travel</li> <li>Improve the level of parking and facilities at rural stations for onward travel into the city (e.g. via Park &amp; Change)</li> </ul>	<p>Devon County Council, supported by Exeter City Council</p> <p>Requires support from Teignbridge and East Devon councils and Network Rail.</p>
	<p>Champion the development of enhanced walking and cycling routes alongside new infrastructure and development:</p> <ul style="list-style-type: none"> <li>Work with community and interest groups to identify options</li> <li>Work together with the Local Enterprise Partnership and other sources to identify and deliver improvements</li> </ul>	<p>Exeter City Council Devon County Council Local Enterprise Partnership Community and interest groups</p>
	<p>Introduce smart-ticketing for bus services in the city</p>	<p>Stagecoach</p>

	Introduce Real Time Information (RTI) at bus stops in Exeter. Introduce a real time phone app for bus services	Devon County Council and Stagecoach
	Complete a review of the existing parking strategy including real time information on parking space availability at all car parks across the city	Exeter City Council
Continued improvements to walking and cycling infrastructure	<ul style="list-style-type: none"> <li>Actively support walking and cycling facilities to be delivered as part of new developments.</li> <li>Identify funding opportunities to deliver new infrastructure.</li> <li>Work with community and interest groups to identify opportunities for further improvements</li> </ul>	Exeter City Council, Developers, interest and community groups

### 3.4 Reducing congestion and improving flow

Initiative	Action	Responsible
Improve the efficiency of main road routes to speed up essential vehicle journey times and reduce queuing traffic	<ul style="list-style-type: none"> <li>Continue to look for opportunities to improve flow on key routes for all road users (e.g. Bridge Road scheme and signalled roundabouts at Moor Lane and the motorway services and the Bad Homburg Way roundabout near Matford Park and Ride site, Marsh Barton)</li> <li>Adjust traffic signal timings where this is possible and will reduce pollution (e.g. give Alphington Cross a shorter cycle time at certain times of day)</li> <li>Remove 'pinch points' where possible in order to extend existing priority lanes for bus or freight</li> <li>Identify new and improved bus links and bus priority measures</li> <li>Promote the permitted use of priority lanes by HGV (via Freight Quality Partnership)</li> </ul>	Devon County Council
Provide space for cyclist and pedestrian traffic	Find improvements and implement restrictions in appropriate areas of the city centre to create more space for shoppers, visitors and walking or	Devon County Council and Exeter City Council, closely working with any

Initiative	Action	Responsible
	cycling.	parties affected by change.

### 3.5 Low emission vehicles

Initiative	Action	Responsible
Increase the number of organisations and individuals using low emission cars and vans in Exeter	<p>Assist organisations in Exeter to apply for Government grants to help fund low emission vehicles, and to benefit from lower running and maintenance costs.</p> <p>Exeter City Council to:</p> <ul style="list-style-type: none"> <li>• Produce printed and online information for use when suitable grant funding opportunities arise for low emission cars and associated infrastructure</li> <li>• Promote the availability and cost-effectiveness of using electric vans for urban deliveries, via an information pack and engagement with the Office for Low Emission Vehicles and the Low Carbon Vehicle Partnership</li> <li>• Promote existing examples of low emission vehicles (e.g. RD&amp;E Hospital) to demonstrate how they can benefit business</li> </ul>	Exeter City Council
	<p>Devon County Council to:</p> <ul style="list-style-type: none"> <li>• Engage with businesses on low emission vehicles, while undertaking travel planning activities</li> <li>• Consider opportunities for changes to on street and off street parking policies to manage demand, encourage alternative travel choices and the take up of low emission vehicles</li> </ul>	Devon County Council
Review on street and off street parking for low emission vehicles to promote electric vehicles	Complete review of parking within Exeter. Be prepared for future funding opportunities.	Exeter City Council and Devon County Council
Investigate opportunity for low emission corridor(s) and/or zones within Exeter	Identify potential low emission corridor(s) and/or zones(s) for future funding opportunities.	
Boost the numbers of low	Use age and emission standards to	Exeter City Council (as

Initiative	Action	Responsible
emission vehicles used by taxi and private hire operators	reduce emissions from hackney carriages, and seek opportunities to reduce emissions from private hire vehicles.	the taxi licensing authority).
Support bus operators to make improvements to their fleet and lower emissions	Bus operators to: <ul style="list-style-type: none"> <li>Investigate potential for alternative fuels to reduce emissions and cost of bus operations (e.g. Compressed Natural Gas, Biomethane, Biodiesel and Battery Electric)</li> <li>Highlight that new vehicles joining their diesel fleet contribute to reduced emissions</li> </ul>	Stagecoach and other bus operators. Exeter City Council Devon County Council
Exeter City Council and Devon County Council to investigate opportunities for alternative fuels for their own vehicle fleets, and those they support	Exeter City and Devon County councils to: <ul style="list-style-type: none"> <li>Investigate opportunities for alternative fuels in their own vehicle fleets and the option of shared re-fuelling stations (with bus companies and HGV operators).</li> <li>Assess opportunities from future supported bus services (e.g. Park and Ride, new developments) to support low emission vehicles and fuels</li> <li>Look for options to support the local generation and use of renewable and low emission fuels through the planning process</li> </ul>	Exeter City Council, Devon County Council, Stagecoach, FQP.

### 3.6 Health and awareness

Initiative	Action	Responsible
Raise awareness of the effects of poor air quality and the benefits of taking action in and around Exeter	<ul style="list-style-type: none"> <li>Conduct a trial with commuters and students using monitoring equipment to demonstrate levels of exposure to pollutants</li> </ul>	Exeter City Council, Public Health team at Devon County Council
	<ul style="list-style-type: none"> <li>Provide advice to residents and employees living and working in areas with higher pollution on how to reduce their exposure</li> </ul>	Exeter City Council, Public Health team at Devon County Council



	<ul style="list-style-type: none"> <li>• Work with the Local Enterprise Partnership to ensure transport policy development takes account of air quality issues</li> <li>• Deliver a workshop on air quality for the Local Enterprise Partnership and Chamber of Commerce members</li> <li>• Regular meetings between Devon County Council and Exeter City Council to identify opportunities for progressing the Low Emission Strategy, and developing it further as funding allows</li> </ul>	<p>Exeter City Council, Devon County Council</p> <p>Exeter City Council, working with Air Quality officers in East Devon and Teignbridge.</p>
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## 4. Low Emission Strategy Steering Group

A LES steering group will be set up and meet quarterly to identify opportunities for delivering schemes within the city. The objective is to help ensure future transport funding is delivered to the most appropriate schemes in terms of growing the economy, whilst mitigating the impact of travel on people’s health and the environment. The steering group includes representatives from Exeter City Council, Devon County Council, and key partners.

The LES steering group will engage with the Local Enterprise Partnership to try to ensure that air quality is a consideration when funding is allocated within the region, particularly where it affects travel to and from Exeter. To ensure buy in on air quality issues the first output of the LES steering group will be to deliver a workshop on air quality to both the Local Enterprise Partnership and Chamber of Commerce members in 2015. This workshop will highlight the issues of poor air quality, before demonstrating the clear delivery plan of the LES and how this, with assistance from partners, can help to bring Exeter’s air quality into line with EU standards.

## 5. Monitoring Success

### 5.1 Monitoring

Exeter City Council will monitor the influence of the strategy using existing data gathered by Devon County Council relating to traffic movements to demonstrate the success of the LES, for example<sup>1</sup>:

- Traffic data and analysis
- Bus data and analysis
- Rail data and analysis

<sup>1</sup> As detailed in the Exeter Infrastructure Planning Baseline Traffic Evidence Base Report (February 2011) via <http://www.devon.gov.uk/eldf-traffic-evidence-base-report.pdf>

- Cycle data and analysis

In addition, specific monitoring may need developing for certain actions, for example the take up of low emission vehicles will need to be recorded by other means that differentiate them from general traffic/vehicles. In the case of any schemes that benefit from funding or require registration this should be relatively straightforward if a baseline situation is recorded to monitor against.

In addition Devon County Council have offered developers the opportunity for Devon County Council to complete the travel plan for any new development being delivered in the area. This is seen as a win-win for both parties, as the developers' costs for planning and delivering sustainable travel are reduced and Devon County Council get a plan that is deliverable. The monitoring processes included in these plans will provide evidence of the success of the initiatives outlined above in mitigating the impacts of travel.

Changes to Exeter City Council's fleet will be recorded and available on Exeter City Council's website. This will identify where changes have been made to reduce the impact of the Council's fleet on local air quality.

Appendix 3 includes the monitoring plan that will be followed by Exeter City Council to show how the delivery timeframe and key milestones for each initiative within the LES will be assessed. The annual monitoring report will then provide a short summary relating to how the change has been made and the expected impact on air quality.

## 5.2 Potential benefits

As part of the work to develop this strategy the Council has developed a significant body of evidence about traffic, emissions and their impact on air quality. Details are provided in Appendix 2 to this document. This work has been used to test the potential benefits of a range of possible actions, and helped to decide what should be included in the strategy. The analysis shows that by implementing only the most feasible measures in the strategy there will be a measurable reduction of emissions and a small improvement in air quality. However, much greater benefits are possible if the strategy is delivered in full and reaches its ambitious potential as this will bring significant benefits to air quality. The task now is to implement as many of the actions in the strategy as possible in order to turn these predicted changes into real benefits for reduced pollutant and CO<sub>2</sub> emissions.

## Appendix 1 – Implementation Plan

Taking each of the themes of the LES above the following appendix provides information relating to: the lead partner(s); the methods of delivery, timescales for delivery, the estimated costs and possible sources of funding available to deliver each initiative.

### Council activities

#### Reduce emissions from council vehicles

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Sources
Fleet Manager, Exeter City Council	<ul style="list-style-type: none"> <li>Use the Fleet Management Emissions (FME) tool developed by TRL. The fleet manager will identify the best vehicles in terms of specification, price, carbon reduction and local air quality when making changes to ECC's fleet, or recommending changes to the Green Travel Plan.</li> <li>Seek funding to electrify the Council van fleet ECC's Corporate Plan includes a desire to reduce fuel use by ECC fleet by 5% between 2014 and 2016.</li> </ul>	<p>Ongoing through three years of LES when fleet is updated.</p> <p>2015-2018</p> <p>Between April 2014 and March 2016.</p>	<p>TBC at time of purchase</p> <p>To be confirmed if/when funding awarded</p> <p>Officer Time</p>	<p>Council funding.</p> <p>Other funding sources for procurement of low emission vehicles when available.</p> <p>Office of Low Emission Vehicles grant opportunities</p> <p>Council funding</p>
Exeter City Council	<ul style="list-style-type: none"> <li>ECC's Corporate Plan includes a desire to reduce emissions from ECC fleet by 5% between 2014 and 2016. This is being completed by improvements to vehicle utilisation and promotion of pool car use. This is will be reviewed and a new commitment set in 2016/17.</li> </ul>	<p>Between April 2014 and March 2016.</p>	<p>Officer Time</p>	<p>Council funding</p>

## Business activities

### Assist businesses in and around Exeter to benefit from more efficient delivery of goods and servicing (by vans and HGVs)

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Sources
Led by Devon County Council and Exeter City Council with involvement of Chamber of Commerce, Freight Transport Association and Road Haulage Association	<ul style="list-style-type: none"> <li>Reintroduce a Freight Quality Partnership.</li> <li>FQP to form a bidding partnership to take advantage of funding sources/competitions. Enable scoping, investigation, data collection etc. to provide basis for scheme(s) to be implemented or qualify for other funding sources.</li> <li>FQP to champion initiatives identified by partners.</li> </ul>	<p>FQP set up by June 2015 Initiatives, scoping studies and member actions to be delivered between 2015 and 2018.</p> <p>2016-18.</p>	No £ cost for running FQP, but input of officer and partner time and donations in kind (i.e. meeting rooms)	<p>Council officer time.</p> <p>Local Growth Fund. Local Transport Plan</p> <p>Funding competitions from Central Government.</p> <p>Private funding.</p>

### Enable businesses to promote sustainable travel options to their employees

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
Devon County Council and Businesses and institutions	<ul style="list-style-type: none"> <li>DCC to deliver Park and Change across the city.</li> </ul>	DCC initiated Park and Change programme in October 2014. Scheme to be rolled out in 2015 and managed throughout LES.	Phase 1 cost of £70,000 in 2015/16, with follow on work being DCC staff time.	Local Sustainable Transport Fund. Local Transport Plan

	<ul style="list-style-type: none"> <li>• Delivery of travel planning support.</li> </ul>	Travel planning support to be delivered as required by businesses, for planning purposes, or when funding is identified.	Via a proportion of sustainable travel plan teams staff time.	Internal staff revenue budgets from DCC. <sup>2</sup> Opportunities for further funding similar to the Local Sustainable Transport Fund to be sought.
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### Commuting and personal travel

Assist individuals with travel planning and provide more information to help make more sustainable travel choices (e.g. walk, bike, bus, car share, train, park & ride).

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Sources
Devon CC, Exeter CC and Developers	<ul style="list-style-type: none"> <li>• Promotion of sustainable transport and travel planning with new developments. Devon CC are working with term contractors Jacobs to provide travel planning support for new developers.</li> </ul>	Ongoing. Working with developers to ensure transport options are available when development sites open.	Will be determined by extent of new developments	Developers.
	<ul style="list-style-type: none"> <li>• Promote improved Park and Ride capacity.</li> </ul>	When funding is available.	£6.1m (2013 estimate)	DCC LTP in past, and now via Local Growth Fund/LEP.
	<ul style="list-style-type: none"> <li>• Promote Devon Metro (rail)</li> </ul>	Devon Metro Programme, delivery, investigation and promotion activities to run throughout LES period. Including new stations at Marsh Barton, Newcourt and Cranbrook	£6.1m Exeter	Developers New Stations Fund LEP Local Growth fund LTP

<sup>2</sup> Funding likely to be in proportion to new developments (rather than retrospective travel plan work).

	<ul style="list-style-type: none"> <li>Smart ticketing</li> <li>Real Time Information (RTI) to be added to stops in Exeter. App to provide RTI information on bus services including integration of bus priority at key signal junctions</li> <li>ECC undertaking a parking strategy, including review of real-time information provision during time period of study</li> </ul>	<p>Stagecoach starting to expand smart ticketing by 2016.</p> <p>RTI to be available on Smartphones and at selected key bus stops by end of 2015.</p> <p>To be completed in 2015.</p>	<p>To be delivered commercially by bus operator.</p> <p>£480,000 across Devon including Exeter</p> <p>£70,000</p>	<p>Stagecoach</p> <p>DCC</p> <p>ECC</p>
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Continued improvements to walking and cycling infrastructure

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
Devon County Council, Exeter City Council, Local Enterprise Partnership Community and interest groups	<ul style="list-style-type: none"> <li>Champion walking and cycling facilities to be delivered as part of new developments.</li> <li>Identify funding opportunities to deliver improvements to existing infrastructure. A <a href="#">Cycling Strategy</a> and a separate <a href="#">Walking Strategy</a> were developed in 2011 and 2012 respectively highlighting preferred schemes.</li> </ul>	<p>Ongoing throughout LES.</p> <p>To be delivered when funding is available.</p>	<p>Will be determined by extent of new developments</p> <p>Cost dependent per scheme</p>	<p>Developers</p> <p>LEP Local Growth Fund</p> <p>Local Transport Plan</p> <p>Schemes are on the RDF/LEP list ('Exeter Package').</p>

	<ul style="list-style-type: none"> <li>Identify opportunities for funding for new infrastructure.</li> <li>Work with community and interest groups to identify new infrastructure opportunities.</li> </ul>	<p>Identify funding opportunities.</p> <p>Ongoing throughout LES.</p>	<p>All candidate schemes to be costed during LES period, ready for funding opportunities.</p>	<p>New developments: developer contributors via s106 and planning conditions.</p> <p>CIL schedule includes Monkerton and Newcourt cycling link.</p>
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### Reducing congestion and improving flow

#### Improve the efficiency of main road routes to speed up essential vehicle journey times and reduce queuing traffic

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Sources
Devon County Council and Exeter City Council	<ul style="list-style-type: none"> <li>Continue to look for opportunities to improve flow on key routes for all road users. Including improvement schemes for Bridge Road, Moor Lane junction, Exhibition Way, M5 Junction 30 and the Tithebarn Link.</li> </ul>	2015-2016	<p>£8.4m 2014/15</p> <p>£4.8m 2015/16</p>	<p>Developers</p> <p>LEP Local Growth Fund</p> <p>Local Transport Plan</p>
	<ul style="list-style-type: none"> <li>Remove 'pinch points' that could be used to extend existing priority lanes for bus or freight.</li> </ul>	Plan to identify key pinch points on the network – 2015.	Cost dependent per scheme	To be confirmed
	<ul style="list-style-type: none"> <li>Improve bus links and bus priority measures.</li> </ul>	Identify plans to improve network flow – 2016-2018.	Cost dependent per scheme	<p>Developers</p> <p>CIL</p> <p>LEP Local Growth Fund</p> <p>Local Transport Plan</p>

### Provide space for pedestrian and cycle traffic

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
Devon County Council, Exeter City Council	<ul style="list-style-type: none"> <li>Create a plan to identify changes to the city (outside city centre) to accommodate walking and cycling trips. This may be linked to low emission corridors, and walking and cycling strategies</li> </ul>	Delivered in 2015-2018, based on key nodes identified by Walking Strategy and Cycling Strategy.	Schemes to be costed on a scheme by scheme basis	To be confirmed

### Low emission vehicles

#### Increase the number of organisations and individuals using low emission cars and vans in Exeter

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Sources
Devon County Council and Exeter City Council	Exeter City Council to: <ul style="list-style-type: none"> <li>Produce information outlining what grants and incentives are available for low emission cars and associated infrastructure.</li> </ul>	To deliver in 2015 and update 2016-2018.	Officer time	From existing staff and resource budgets
	<ul style="list-style-type: none"> <li>Promote electric vans for urban deliveries.</li> </ul>	Ongoing throughout LES.	Officer time	From existing staff and resource budgets
	<ul style="list-style-type: none"> <li>Promote existing examples of low emission vehicles (e.g. RD&amp;E Hospital) to demonstrate how they can benefit business.</li> </ul>	Ongoing throughout LES.	Officer time	From existing staff and resource budgets
	Devon County Council to: <ul style="list-style-type: none"> <li>Engage with businesses on low emission vehicles, while undertaking travel planning activities.</li> </ul>	Ongoing throughout LES.	Officer time	From existing staff and resource budgets, and any grant funding competition opportunities.



	<p>Consider opportunities for changes to on street and off street parking policies to manage demand, encourage alternative travel choices and the take up of low emission vehicles. Link to options for promotion on-street EV. Promote preferential parking spaces for ULEV in public (council) owned car parks.</p> <p>Joint action to: Investigate and promote concept of a low emission corridor(s) and/or zones(s) to encourage take up of low emission vehicles and fuels, and space for low emission modes (cycling, walking).</p>	<p>Investigation into opportunities to be undertaken in 2015. This includes Office of Low Emission Vehicles grant opportunities</p> <p>Roll out of any changes by 2018.</p> <p>2015</p>	<p>Officer time</p> <p>Officer time, and investigation costs as part of working up scope and applying for funding.</p>	<p>On-street and off-street changes could be revenue neutral. Grant funding exists to pay for EV charge point installation and equipment. Electricity costs might be recovered by low charge to users.</p> <p>Funding competitions.</p>
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**Boost the numbers of low emission vehicles used by taxi and private hire operators**

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
<p>Exeter City Council.</p>	<ul style="list-style-type: none"> <li>• Use age and emission standards to reduce emissions from hackney carriages.</li> <li>• Seek and advertise funding opportunities for replacement of private hire vehicles with Ultra-Low Emission Vehicles, or to implement fuel saving technologies</li> </ul>	<p>By 2015 for new vehicles and by 2020 at the latest for replacements.</p> <p>If funding available</p>	<p>Officer time</p> <p>To be confirmed if funding received.</p>	<p>Officer time and taxi operators.</p> <p>Office of Low Emission Vehicles grant opportunities etc.</p>

Support bus, public and commercial fleet operators to make improvements to their fleet and lower emissions

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
<p>Stagecoach and other bus operators</p> <p>Exeter City Council and Devon County Council</p>	<ul style="list-style-type: none"> <li>• Investigate potential for alternative fuels to reduce emissions and cost of bus operations (e.g. Compressed Natural Gas and Biodiesel and Battery Electric).</li> <li>• Promote new vehicles in their diesel fleet as a contribution to reducing emissions.</li> </ul> <p>Exeter City and Devon County councils to:</p> <ul style="list-style-type: none"> <li>• Investigate opportunities for alternative fuels in their own vehicle fleets and the option of shared re-fuelling stations (with bus companies and HGV operators).</li> <li>• Assess opportunities from future supported bus services (e.g. Park and Ride, new developments) to support low emission vehicles and fuels</li> <li>• Look for options to support the local generation and use of renewable and low emission fuels through the planning process</li> </ul>	<p>Ongoing but will be linked to changes to bus depot relocation.</p> <p>See <i>Council Activities</i>.</p> <p>When funding and development opportunities become available.</p> <p>In parallel with actions on bus fleet considerations</p>	<p>Cost will vary on whether partners own the site, and equipment or lease it, and on size of fuel station (which is dependent on number of vehicles being fuelled).</p> <p>Officer time.</p> <p>Officer time</p>	<p>From partners intending to use the refuelling facility, aided by grants (Government) funding if and when available.</p> <p>From commercial and public partners, making best use of any grant competitions and changes bus service operator grant or low carbon bus increments.</p>

## Health and awareness

### Raise awareness of the effects of poor air quality and the benefits of taking action in and around Exeter

Lead/Partners	Methods	Timescale	Cost	(Potential) Funding Source
Exeter City Council, Public Health Devon	<ul style="list-style-type: none"> <li>Conduct a trial with commuters and students using monitoring equipment to demonstrate levels of exposure to pollutants.</li> </ul>	To be conducted in 2015.	£2,000	Health and Wellbeing Board
	<ul style="list-style-type: none"> <li>Report the findings to gain greater coverage of air quality issues and the measures available to resolve them.</li> </ul>	Provide summary of findings to press as means of promoting LES.	Existing officer time.	Existing officer / staff budgets.
	<ul style="list-style-type: none"> <li>Provide advice to residents and employees living and working in areas with higher pollution on how to reduce their exposure.</li> </ul>	Ongoing throughout LES.	Existing officer resources	As above.

## Appendix 2 – Modelling Results

The Appendix 2 Modelling Results are supplied as a separate MS Word and PDF file.

## Appendix 3 – Monitoring Plan

The monitoring plan is supplied in a separate Excel file.

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## Appendix 2 – Modelling Results

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## 1 Introduction and summary of main results

This annex provides the evidence collected as the basis for developing the LES, in terms of assessing the impact of transport on local air quality (i.e. nitrogen dioxide- NO<sub>2</sub> and fine particulate – PM<sub>10</sub> pollutants), noise and carbon dioxide emissions. The first step in this process was to develop three types of emission inventories, for a base year of 2013 and future base year of 2018 (producing six in total). The impacts of the LES could then be compared with the future baseline information.

The modelling has been used to estimate the impacts different levels of LES, terms LES 'light' and LES full options.

TABLE 1.1: SUMMARY OF EMISSION BENEFITS

Test	Annual emissions (t/y) and change from 2018 baseline (%)		
	NO <sub>x</sub>	PM <sub>10</sub>	CO <sub>2</sub>
2013 Baseline	409.2	27.8	155,751
2018 Baseline	330.9	26.9	173,546
2018 LES Lite option	306.1 (-7%)	24.5 (-9%)	156,275 (-10%)
2018 LES Full option	200.5 (-39%)	15.45 (-45%)	127560 (-26%)

The LES lite option is estimated to deliver emission reductions in the range of 7 to 10% over the 2018 predicted baseline.

The LES full option is estimated to result in a much more significant change, with:

- A reduction in road traffic NO<sub>x</sub> emissions by 39% and PM<sub>10</sub> emissions by 45%.

The significant reductions from the LES full option is estimated to produce:

- A reduction in annual mean NO<sub>2</sub> concentrations at selected receptors along a corridor by an average of 24%;
- A reduction in the area of exceedence above the annual mean NO<sub>2</sub> objective which results in improvements to public exposure. For example, concentrations between 40-50 µg/m<sup>3</sup> in the baseline are likely to be reduced to levels below the objective of 40µg/m<sup>3</sup>;
- A reduction in road traffic related noise levels by up to 0.6dB on many roads;
- A reduction in road traffic CO<sub>2</sub> emissions by 26%.

The actions that are contained in the LES lite and LES full option are described in later in the Appendix, under the section on Impact of the Low Emission Strategy.

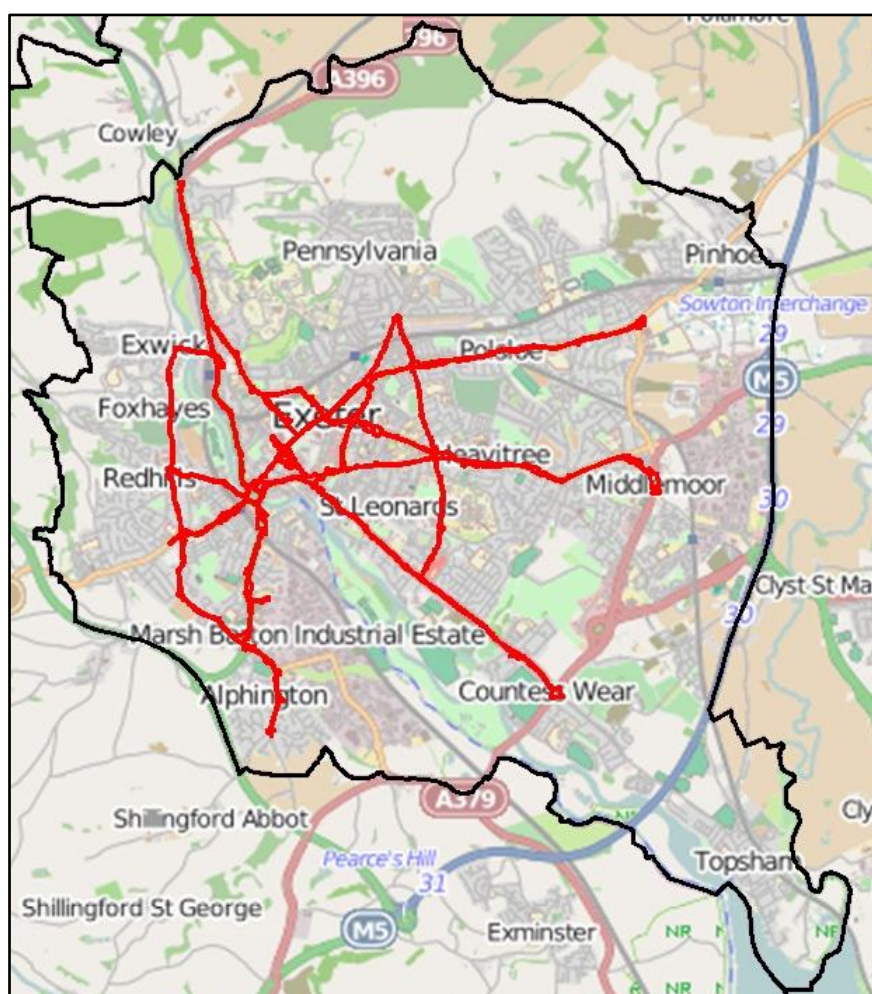


## 2 Current Emission Inventories

### 2.1 Baseline Emissions Inventory A (Emissions from road network)

In 2007, Exeter City Council declared an Air Quality Management Area (AQMA) due to exceedences of the annual air quality strategy objective value of  $40 \mu\text{g}/\text{m}^3 \text{NO}_2$ . This AQMA replaced the existing four AQMAs and included 11 new exceedence areas. The AQMA covers the main traffic routes into the city centre and was amended in 2011 to include the short-term (hourly)  $\text{NO}_2$  objective.

FIGURE 2.1 EXTENT OF EXETER CITY COUNCIL'S SINGLE AQMA.



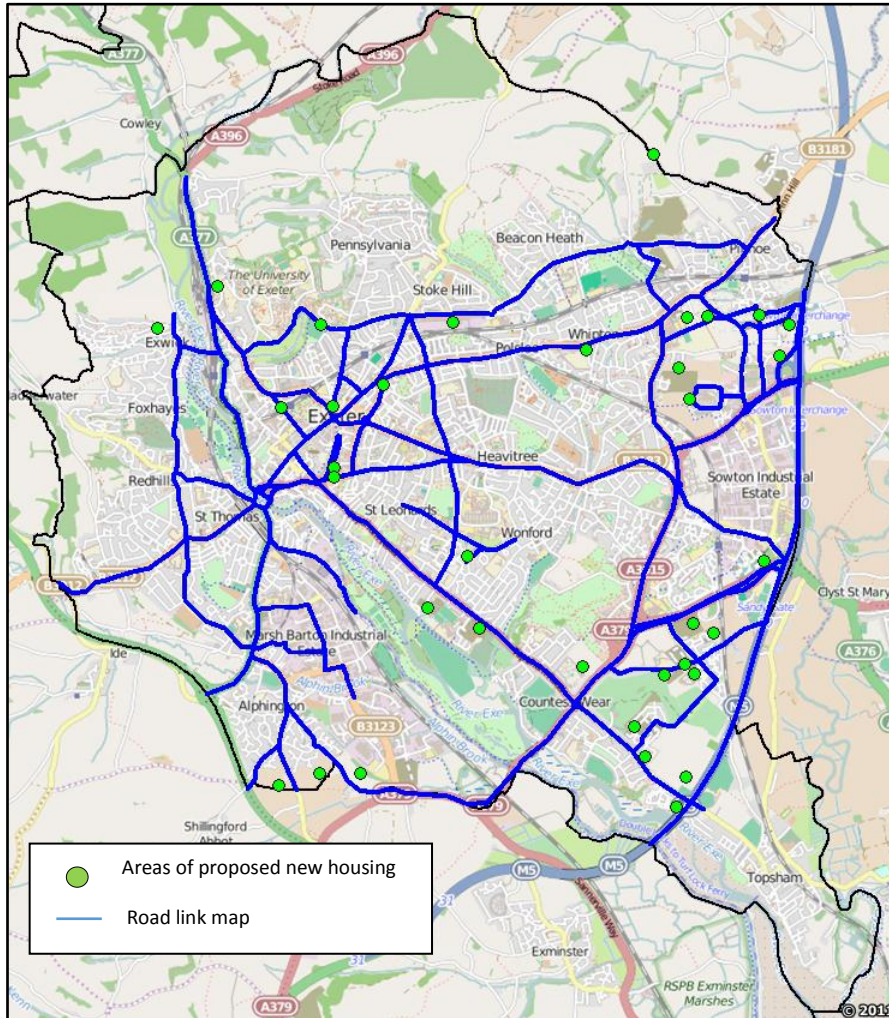
The first step in building the inventory was to determine the road network. To do this, the necessary Geographical Information System (GIS) data was acquired from ECC to set the boundary conditions and map the assessment area. The study team then worked with ECC and the County Council to obtain traffic data for the relevant roads in the assessment area. For the emissions modelling, traffic data were required in the format of daily (24 hourly) traffic flows, average speeds and vehicle composition.

Several sources of traffic data were analysed for this task including annual daily traffic (ADT), speed and composition data from the County's automatic traffic counts for the year 2013, modelled peak time traffic flows from the County, flow and speed data from earlier years from previous ECC air quality review and assessments and 2012 traffic flows and composition for trunk roads including the

M5 motorway from the Department for Transport (DfT). In addition, information was obtained from ECC on areas of new development such as industry and new housing proposed for the next five years.

These data were compiled to produce a road link map incorporating 146 separate road links including the key routes into the city and other roads of interest, such as those around the new proposed developments. The map below illustrates these roads as well as the location of housing developments over 25 dwellings in size.

FIGURE 2.2: ROAD LINK MAP FOR EXETER LES



A number of assumptions and estimates were made to produce the baseline traffic data and these are outlined in the table.

TABLE 2.1: ASSUMPTIONS AND ESTIMATES MADE TO PRODUCE THE BASELINE ROAD LINK MAP.

ISSUE	REQUIREMENT	SOLUTION
MODELLED DATA PROVIDED MORNING PEAK (AM), INTER-PEAK (IP) AND AFTERNOON PEAK (PM) TRAFFIC FLOWS	24 HOURLY TRAFFIC FLOWS	SCALING FACTORS WERE DERIVED BY COMPARING MODELLED FLOWS WITH OBSERVED TRAFFIC FLOWS ON THE SAME ROAD DURING THE SAME PEAK PERIODS. THE SCALING FACTORS WERE APPLIED TO EACH LINK TO OBTAIN A 12 HOUR FLOW (x2.9 FOR AM, x6 FOR IP

ISSUE	REQUIREMENT	SOLUTION
		AND X2.8 FOR PM). THE 12 HOUR FLOWS WERE CONVERTED TO A 24 HOUR FLOW BY A FACTOR OF 1.2 BASED ON OBSERVED DATA AND TO AN ANNUAL AVERAGE DAILY TOTAL (AADT) BY A FACTOR OF 0.9 <sup>1</sup> ONE WAY TRAFFIC FLOWS WERE MULTIPLIED BY 2 TO OBTAIN TWO WAY TRAFFIC FLOWS. THE RESULTING CORRELATION SHOWED THAT THIS METHOD WAS AN ACCEPTABLE ONE TO APPLY TO ALL ROAD LINKS. SEE <b>ERROR! REFERENCE SOURCE NOT FOUND.</b>
2012 DATA FOR TRUNK ROADS (DfT)	2013 BASE YEAR	ASSUMED THAT THE DfT TRAFFIC COUNTS FOR 2012 APPLIED TO 2013, I.E. THAT THERE WERE NO CHANGES IN FLOW. THERE IS EVIDENCE THAT TRAFFIC FLOWS HAVE DECLINED IN THE LAST FEW YEARS WITHIN EXETER <sup>2</sup> . THE DfT TRAFFIC DATABASE SHOWS THAT TRAFFIC FLOWS IN 2011 WERE SLIGHTLY HIGHER THAN IN 2012 IN EXETER. <sup>3</sup>
DATA FROM PREVIOUS YEARS FROM EXETER'S FURTHER ASSESSMENT OF AIR QUALITY (ECC, 2006)	2013 BASE YEAR	DATA WERE FACTORED TO 2013 USING THE TEMPRO DATABASE USING A LOCAL FACTOR. FOR EXAMPLE FOR 2006 TO 2013, THIS FACTOR WAS 1.030.
ROADS WITH NO TRAFFIC FLOWS OR COMPOSITION	2013 TRAFFIC FLOWS AND COMPOSITIONS FOR ALL ROAD LINKS	PROFESSIONAL JUDGEMENT WAS USED TO MAKE ESTIMATES BASED ON SEVERAL FACTORS SUCH AS TRAFFIC FLOW/COMPOSITION ON SIMILAR TYPES OF ROADS (E.G. OTHER B ROADS), FLOWS ON ROADS NEARBY AND TOTAL FLOWS BASED ON THE NUMBERS OF BUSES.
ROADS WITH MISSING SPEED DATA	AVERAGE SPEEDS FOR ALL ROAD LINKS	PROFESSIONAL JUDGEMENT WAS USED TO MAKE ESTIMATES BASED ON THE SPEED LIMIT WITH REDUCED SPEEDS CLOSER TO JUNCTIONS.
MODELLED SPEED DATA FOR AM, IP AND PM PERIODS	AVERAGE SPEEDS REQUIRED OVER 24 HOURS IN KM/H	AVERAGE SPEEDS CALCULATED BY DETERMINING THE AVERAGE FOR ONE HOUR ACROSS 24 HOURS, BASED ON 2 HOURS DATA IN AM, 20 HOURS IN IP AND 2 HOURS IN THE PM PERIOD.
ROAD LINKS WITH KNOWN QUEUES	REPRESENTATION OF CONGESTION TRAFFIC IN THE MODEL	ECC PROVIDE INFORMATION ON A NUMBER OF ROADS WHERE THERE WERE KNOWN QUEUES AT PEAK TIMES <sup>4</sup> . THESE WERE INCLUDED AS QUEUE LINKS WITHIN THE MAP. FOR THE DISPERSION MODEL, THEY WILL BE RUN WITH A FLOW OF 5 KM/HOUR AND TRAFFIC FLOW OF 30,000.
NO DATA ON THE NUMBER OF HACKNEY CARRIAGES ON EACH ROAD	AADT OF TAXIS	IT WAS ASSUMED THAT APPROXIMATELY 1% OF THE AADT WERE TAXIS. THIS SEEMED REASONABLE AS THERE ARE 65 VEHICLES IN THE FLEET. ON A ROAD SUCH AS ALPHINGTON ROAD WITH AN AADT OF 30,000,

<sup>1</sup> Source – Mouchel data

<sup>2</sup> Personal communication, Stuart Jarvis (DCC)

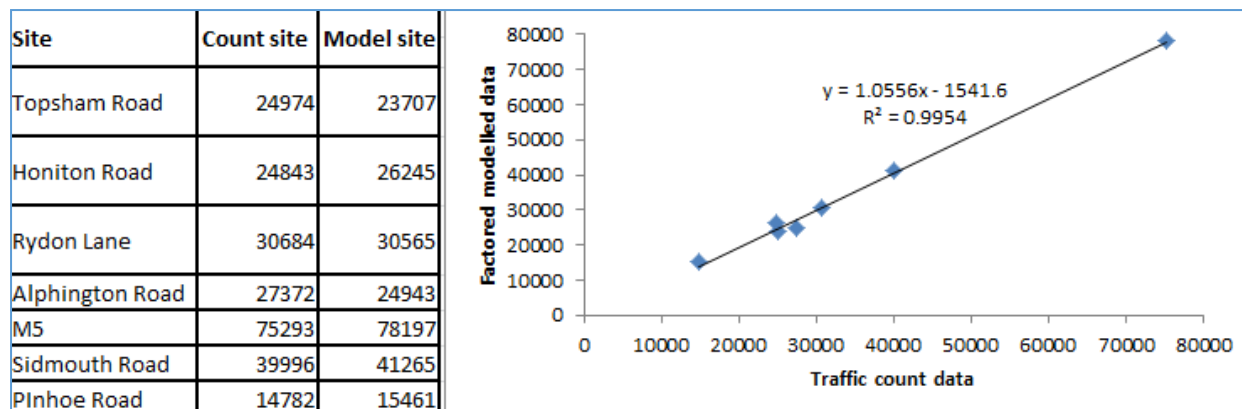
<sup>3</sup> <http://www.dft.gov.uk/traffic-counts/area.php?region=South+West&la=Devon>

<sup>4</sup> Personal communication, Alex Bulleid (ECC)



ISSUE	REQUIREMENT	SOLUTION
		THIS EQUATES TO 4-5 TRIPS PER DAY.

TABLE 2.2: CORRELATION BETWEEN TRAFFIC COUNT DATA AND FACTORED MODEL DATA.



It was initially hoped that automatic number plate recognition (ANPR) cameras could be used to obtain information on the local fleet in Exeter. Unfortunately these data were not found to be available. Therefore, the fleet mix (i.e. Euro emission standard) for all vehicle types other than buses was assumed from the National Atmospheric Emissions Inventory (NAEI) for 2013. Information on the bus fleet by route was obtained from ECC for Stagecoach, First, Carmel, Dartline, Country Bus, Turners and Western Greyhound operators. These data were analysed to estimate the Euro emission standard based on the date of first registration.

This was combined with information on the numbers of buses per day to obtain a fleet weighted bus fleet. The table compares the Exeter bus fleet with that assumed in the NAEI for 2013. The two bus fleets are relatively similar, although there are fewer of the older buses (Euro I and II) operating in Exeter and are no Euro VI buses in the Exeter fleet.

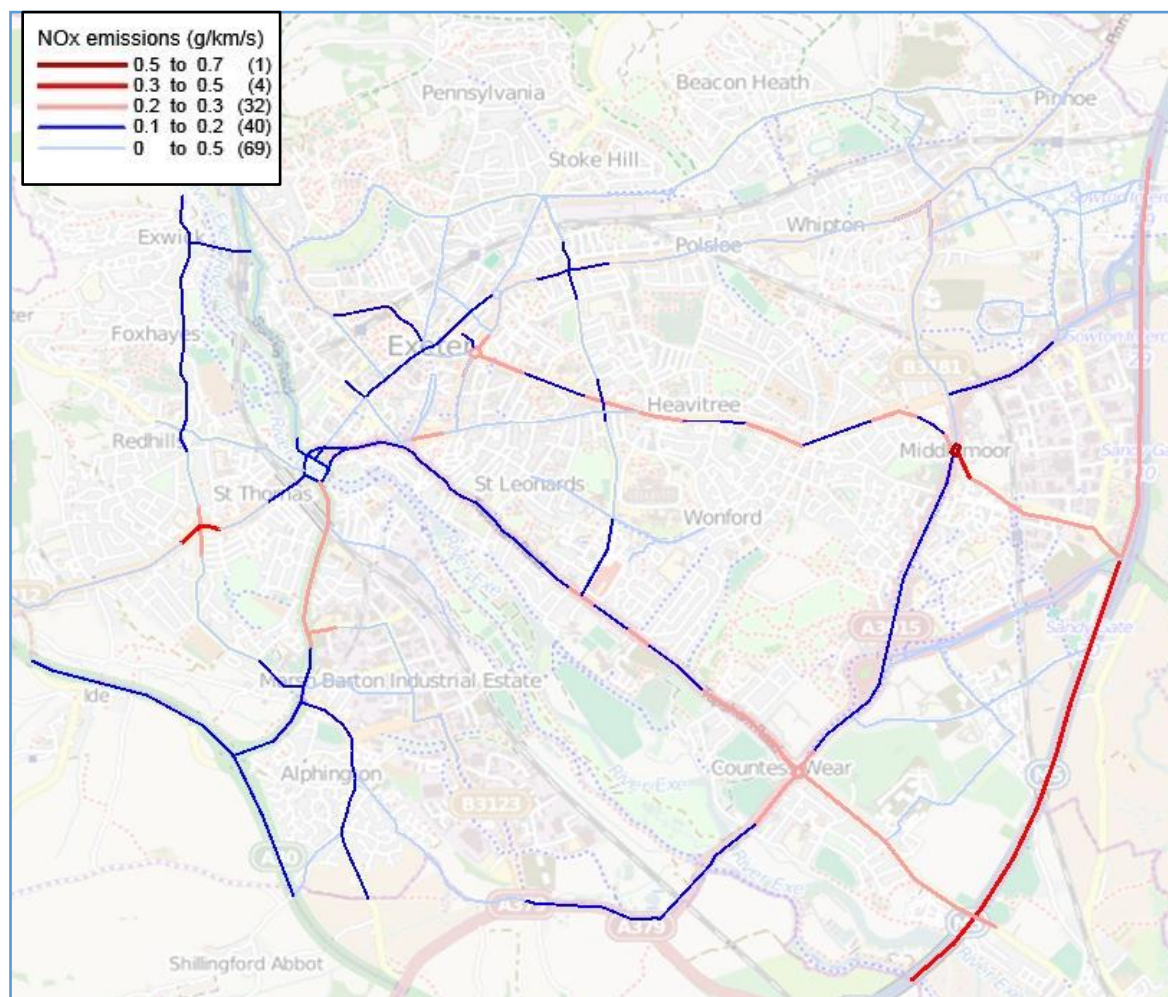
This weighted bus fleet was applied to all road links in the inventory. This seemed to be a reasonable approach rather than applying different bus fleets to different road links as it was not known if or how bus operators switched buses between routes. Also, the Emission Factor Toolkit (EFT) does not allow different fleets to be applied to different links, so it would be an onerous task to set up and run the tool separately for up to 146 road links.

TABLE 2.3: WEIGHTED BUS FLEET FOR EXETER COMPARED TO THE DEFAULT NAEI FLEET, 2013

EURO EMISSION STANDARD	PROPORTION OF BUSES IN EURO STANDARD	
	EXETER BUS FLEET	NAEI BUS FLEET
PRE-EURO I	0.0	0.0
EURO I	0.005	0.01
EURO II	0.03	0.08
EURO III	0.32	0.30
EURO IV	0.18	0.18
EURO V_EGR	0.12	0.10
EURO V_SCR	0.35	0.29
EURO VI	0.0	0.04

The EFT (version 6)<sup>5</sup> was therefore set up for 2013 with the traffic data to obtain emission rates of NO<sub>x</sub> and PM<sub>10</sub>. For carbon dioxide (CO<sub>2</sub>), the previous version 5.2 was used because version 6 only calculates these emissions from tailpipe emissions of petrol and diesel vehicles only. The EFT was also run to determine the percentage contribution of each vehicle type on each road link. The thematic mapped emission rates are provided below for the three pollutants respectively.

FIGURE 2.3: NO<sub>x</sub> EMISSION RATES (G/KM/S) BY ROAD LINK



<sup>5</sup> <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

FIGURE 2.4: PM<sub>10</sub> EMISSION RATES (G/KM/S) BY ROAD LINK

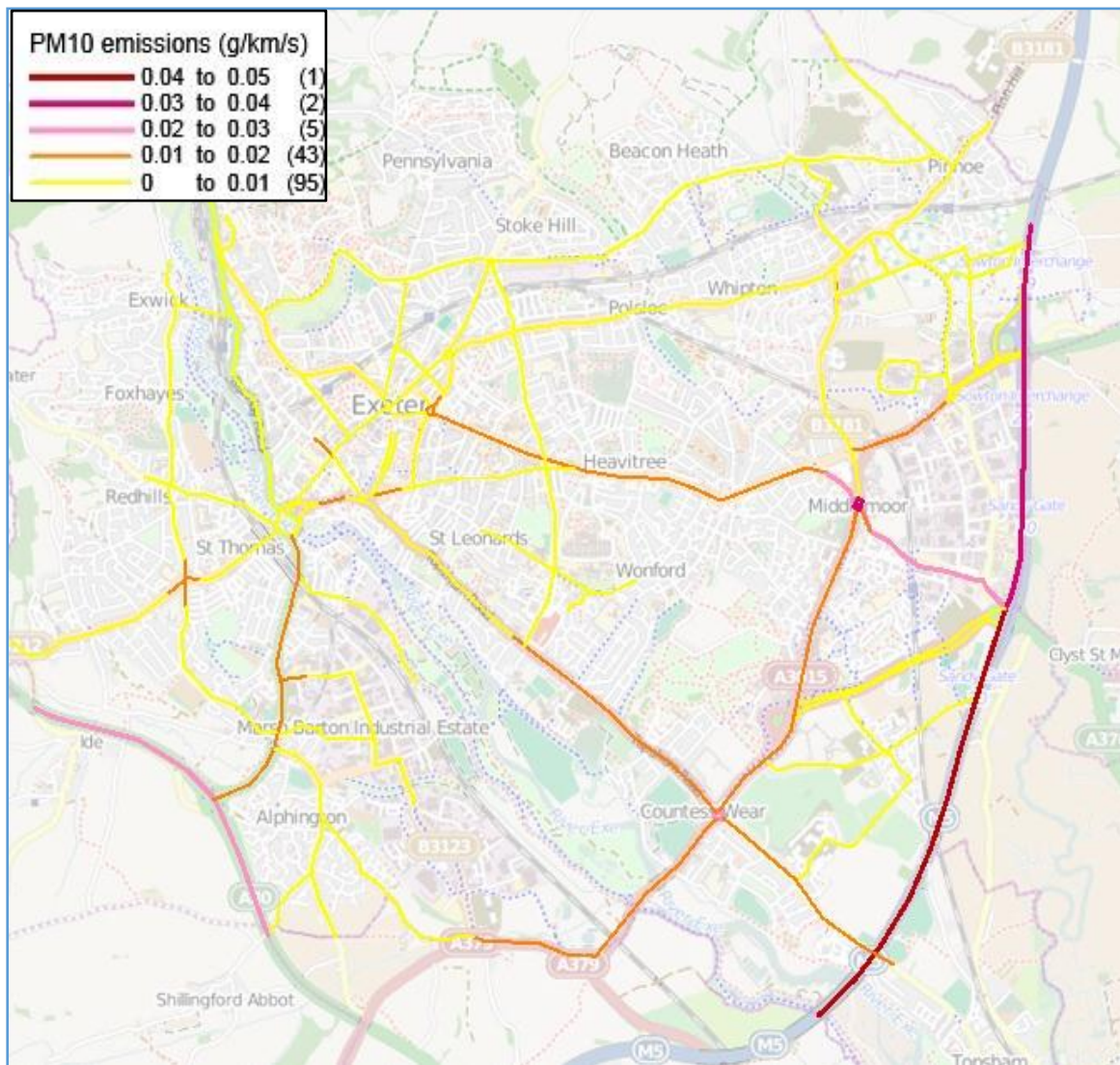
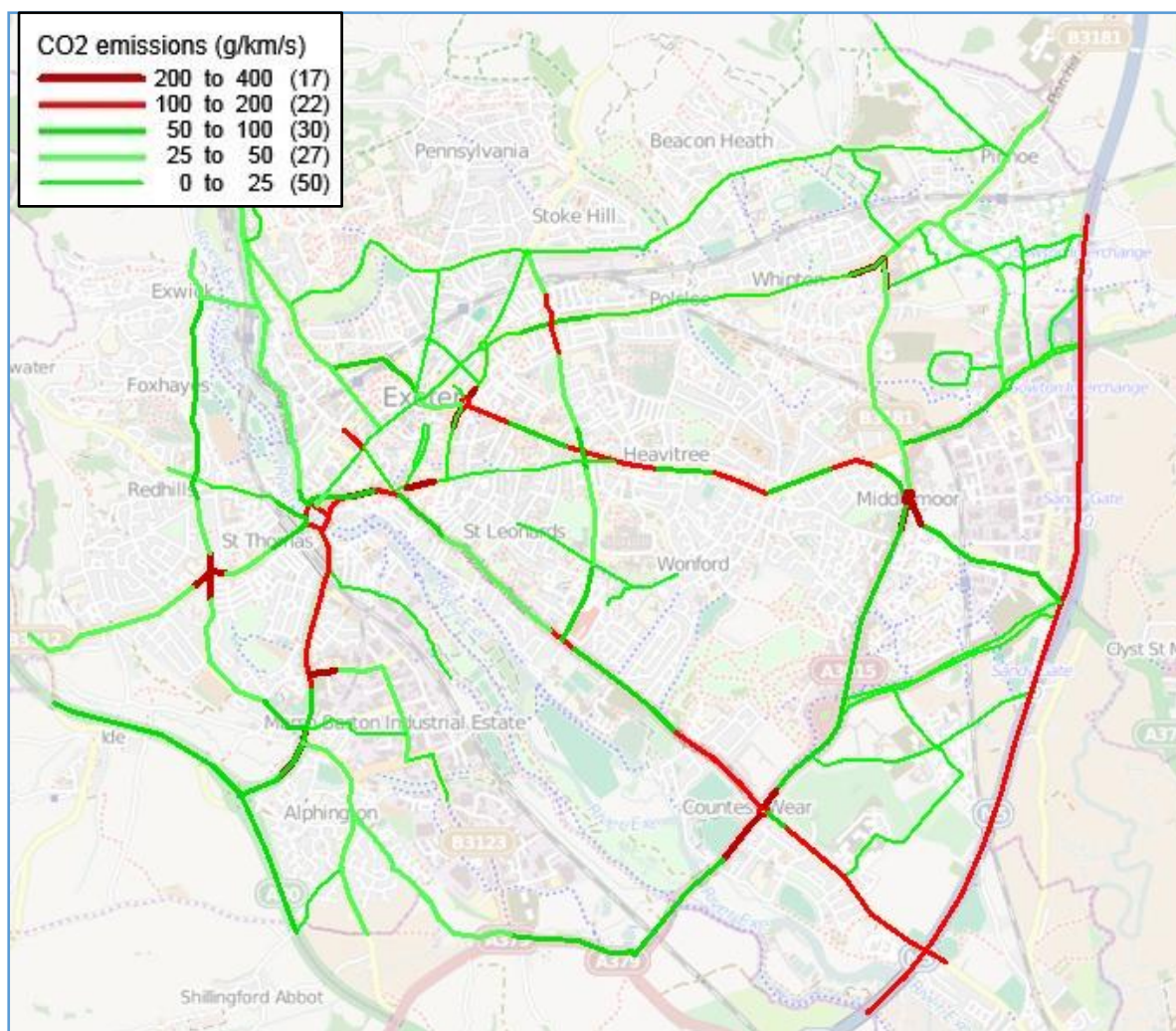




FIGURE 2.5: CO<sub>2</sub> EMISSION RATES (G/KM/S) BY ROAD LINK.



These three maps show that emissions of all three pollutants follow the same pattern with the greatest emissions found on those roads with the highest traffic flow or those with the lowest speeds, such as at junctions. These roads include the M5 motorway, Topsham Road, parts of Alphington Road and Heavitree Road towards the city centre and junctions or roundabouts such as Middlemoor, Cowick Street and Western Way,

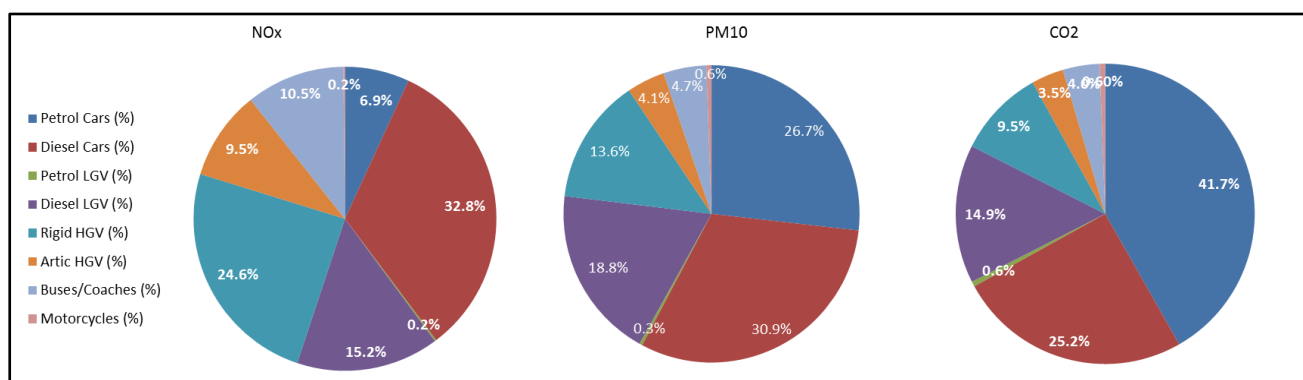
In terms of the contribution from different vehicle type, the data showed that the greatest contribution to NO<sub>x</sub> emissions was generally found to be from cars as the vehicle kilometres (vkm) travelled was far greater than from other vehicles. However on certain roads, buses were a key source of emissions, such as Cowick Street and on other roads such as Cowley Bridge and Alphington Road, there is a large contribution towards emissions from heavy goods vehicles (HGVs). Light goods vehicles (LGVs) also make a noticeable contribution on some of the roads, such as Cowick Lane and Alphington Street. The contribution to emissions from motorbikes is considered to be negligible across the road network.

TABLE 2.4: NO<sub>x</sub> EMISSIONS ATTRIBUTABLE TO DIFFERENT CATEGORIES OF VEHICLES (TO THE NEAREST PERCENT).

ROAD SEGMENT	NO <sub>x</sub> EMISSION (G/KM/S)	PERCENTAGE CONTRIBUTION TO EMISSIONS BY VEHICLE TYPE					
		CAR	LGV	RIGID HGV	ARTIC HGV	BUS	MOTOR BIKE
COWICK STREET	0.105	38	13	7	2	41	0
ALPHINGTON ROAD	0.351	40	16	25	9	11	0
TOPSHAM ROAD	0.337	40	9	16	6	29	0
PINHOE ROAD	0.074	53	15	9	3	19	0
HEAVITREE ROAD /HONITON ROAD	0.232	47	15	14	5	20	0
COWICK LANE/CHURCH RD	0.109	44	25	17	6	7	0
COWLEY BRIDGE	0.099	41	14	21	6	18	0

The difference between the contributions of vehicle types to emissions of all three pollutants is illustrated for Alphington Street below. The pie charts show that the contribution of petrol cars is highest for CO<sub>2</sub> and lowest for NO<sub>x</sub>. The contribution of heavy duty vehicles (lorries and buses) to NO<sub>x</sub> emissions is also found to be the highest.

FIGURE 2.6: EXAMPLE OF SOURCE CONTRIBUTION OF NO<sub>x</sub>, PM<sub>10</sub> AND CO<sub>2</sub> EMISSIONS AT ALPHINGTON STREET, 2013



## 2.2 Baseline Emissions Inventory B (Emissions from council vehicles)

The second inventory that was developed considers emissions associated with Council based vehicle activity. Unlike Emissions Inventory A, this inventory determines total annual emissions from these vehicles according to vkm driven rather than being spatially resolved to a road network. This is because spatial differentiation of impacts from a vehicle group of this size is likely to be negligible.

This inventory includes details of the following fleets:

- **Council owned vehicles.** ECC's Cleansing and Fleet Manager provided the study team with a comprehensive list of all Council vehicles (road and non-road). Information on vehicle type, fuel,



date of first registration, assumed Euro emission standard and annual mileage were provided. Details of 93 road vehicles, the majority of which are diesel vans or lorries were entered into the inventory database according to Council department including Parks, Refuse and Car Parking.

- **Grey fleet (Employee owned vehicles used for work purposes).** Employees fill out mileage travelled each month via their expense payment system. Details of the mileage, vehicle make and model were available for 950 vehicles and these were included in the inventory database according to the Department (Section). In the absence of information on their fuel, these vehicles were assumed to be petrol fuelled.
- **Taxi fleet.** The Council licences 65 diesel Hackney Carriages and 280 private hire taxi cars. A list of vehicles was provided from the Council and an estimate of annual mileage for both types of vehicles was given. For the Hackney Carriages, details of the vehicle type, engine size and fuel were obtained in order to include in the tool and generate emissions. For private hire cars, the team assumed that they are all diesel vehicles with an engine size between 1.4-2l except for a few cars where specific data were available on the vehicle. The assumed Euro standard is based on the date of first registration (from the registration number). The Council has estimated that the mileage for Hackney Carriages is between 70-80,000 miles per year and 30,000 miles per year for private hire cars.

TABLE 2.5: ANNUAL EMISSIONS FROM COUNCIL BASED FLEET, 2013.

FLEET TYPE	ANNUAL EMISSIONS (KG)			ANNUAL MILEAGE (KM)	NUMBER VEHICLES
	NO <sub>x</sub>	PM <sub>10</sub>	CO <sub>2</sub>		
COUNCIL OWNED VEHICLES	1.44	0.023	325.95	1,010,245	93
GREY FLEET	0.02	0.0003	32.14	203,669	228
HACKNEY CARRIAGES	4.44	0.119	993.20	7,843,875	65
PRIVATE HIRE TAXIS	7.31	0.179	1,610.25	13,515,600	280

## 2.3 Baseline Emissions Inventory C (Noise)

This road link database provided by Baseline Emissions Inventory A was used as the basis to produce a semi-quantitative inventory to look at noise impacts.

For each road link, a Basic Noise Level (BNL), which is a noise level 10 metres from the road edge, was calculated using the Calculation of Road Traffic Noise (CRTN), (DfT, 1988). The noise levels obtained from this process are expressed in terms of LA10 which is the A-weighted (i.e. adjusted for the response of the human ear) level that is exceeded 10% of the time. In addition these levels were adjusted (Abbott and Nelson, 2002), to give an approximate value for Lden (averaged over noise limit unit for day-evening and night), the weighted average noise level for the day as defined by the European Noise Directive (EC, 2002).

In performing these calculations the following assumptions and modelling parameters were used:

- The LA10 noise levels best represent traffic noise and can be defined over either an 18 hour (06:00 to 00:00) or 1 hour period. Where the traffic flow represents a 24 hour period these figures were used, meaning that these levels are an over-estimate. However the noise levels are not particularly sensitive to a few extra vehicles in the 00:00 to 06:00 period; for

example a decrease in traffic volume of 20% is required for the noise levels to drop by 1 dB(A) and an audible change in noise level is broadly considered to be around 3 dB(A). Where the traffic flow represents a 1 hour period the noise levels reflect this hour of the day.

- The noise calculation requires the fleet to be split into light and heavy vehicles. Buses, coaches and HGVs were classified as heavy goods vehicles and all other vehicles types as light vehicles.
- The noise calculation methodology is only valid down to 20 km/h. Where the average speed for the link is below this level a speed of 20 km/h was used in the modelling.
- All roads were assumed to be flat
- Noise levels were calculated at a height of 1.2m which is standard for many roadside noise measurements.
- An unobstructed view of the road and hard ground was assumed.
- No surface correction was applied, meaning that the level of tyre/road noise is assumed to be broadly equivalent to that from a newly laid Hot Rolled Asphalt (HRA) surface. If the actual road has an aged HRA the noise levels will likely be a bit higher and if the road has a thin surface the noise levels will likely be lower.

Apart from some high levels next to the M5 motorway (above 80 dB(A), the calculated results show levels between around 60 and 70 dB(A) which are fairly typical for moderately busy roads in the UK, as shown for some example roads in the table. The Noise Insulation Regulations consider entitlement to grants when the noise is increased by over 1 dB(A) at properties where the existing noise is already at least 68 dB(A). World Health Organisation guidelines for community noise (WHO, 1999) suggest potential annoyance above 55 dB(A) but this is rarely achieved in urban areas. It is important also to note that these levels are representative of areas 10 metres from the roadside. Housing receptors located further away from the road will obviously experience less noise from the road. It is estimated that there is approximately 3 dB(A) less for a doubling of the distance from the road.

TABLE 2.6: CALCULATED NOISE LEVELS AT SELECTED ROADS, 2013.

ROAD SEGMENT	LA(10) 18 HOUR, DB	LDEN, DB
COWICK STREET	69.7	68.5
ALPHINGTON ROAD	71.6	70.2
TOPSHAM ROAD	70.9	69.6
PINHOE ROAD	68.2	67.1
HEAVITREE ROAD /HONITON ROAD	70.8	69.6
COWICK LANE/CHURCH RD	68.3	67.2
COWLEY BRIDGE	69.6	68.5
M5 SOUTH BOUND	81.4	79.5

### 3 Future baseline emissions inventories

The 2013 baseline inventories were updated to represent the situation in the future year of 2018. This year represents the medium term situation with regards to proposed developments and allows for a number of potential measures in the LES to be progressed.

#### 3.1 Baseline inventory A (Emissions from road network 2018)

As the starting point to scale the baseline data from 2013 to 2018, the County provided an updated traffic model for the year 2017 which took into account predicted changes to traffic flow and speeds based on potential growth in the city. The data were manipulated in the same way as for 2013 to obtain 24 hourly annual daily flows and average speeds and these were compared to the 2013 data to obtain scaling factors to apply to obtain 2017 data. The change in traffic growth across the modelled network was found to exhibit a normal distribution and the average scaling factor for traffic growth across all roads was +14%. As advised by the County, a national figure of 1.7% from the TEMPRO Version 6 database was then applied to the predicted 2017 data to get to the future baseline year of 2018. Application of these combined factors assumed a greater traffic growth than would have been assumed if a factor from TEMPRO had been used for Exeter City. From 2012 to 2017 this TEMPRO factor (adjusted to represent local growth) was 5%.

The final figures that were used to scale the data depending on the location of the roads within Exeter, with areas in the Central and Western region predicted to experience less traffic growth than the East of Exeter. The traffic growth on trunk roads is predicted to be less than in the East of the city.

TABLE 3.1: TRAFFIC SCALING FACTORS FROM 2013 TO 2018

ZONE	CHANGE IN TRAFFIC (%)	CHANGE IN AVERAGE SPEED (%)
CENTRAL	+12%	-1%
EASTERN	+19%	-6%
WESTERN	+13%	-2%
TRUNK ROADS	+15%	-2%

Data from Stagecoach, the main bus operator in Exeter were obtained on the likely bus fleet by 2018. This fleet is compared to the predicted national fleet given in the EFT. The comparison shows that the Exeter bus fleet is relatively similar to the national predictions, but has a higher proportion of Euro V buses, and a lower number of Euro VI buses.

TABLE 3.2: PREDICTED BUS FLEET, 2018 COMPARED TO THE NAEI.

EURO EMISSION STANDARD	PROPORTION OF BUSES IN EURO STANDARD	
	EXETER BUS FLEET	NAEI BUS FLEET
PRE-EURO I	0.00	0.00
EURO I	0.00	0.00
EURO II	0.00	0.02
EURO III	0.00	0.10
EURO IV	0.06	0.09
EURO V_EGR	0.13	0.07
EURO V_SCR	0.42	0.22
EURO VI	0.39	0.49

Using traffic flows and information the length of each road, an estimate of the total distance travelled by vehicle type along the modelled road network each year was made. The total distance travelled by all vehicles in 2018 is predicted to be 720 Million vehicle kilometres. The data obtained shows that the distance travelled by cars was far greater than all other vehicles. The annual vehicle kilometres estimated by Hackney Carriages in this manner was similar to the results from Inventory B.

TABLE 3.3: DISTANCE TRAVELLED BY VEHICLE TYPE, BY YEAR (2018).

ANNUAL VEHICLE KM TRAVELLED BY VEHICLE TYPE					
CAR	TAXI (HACKNEY CABS)	LGV	HGV	BUS/COACH	MOTORBIKE
586 MILLION	7.2 MILLION	86 MILLION	25MILLION	8.7 MILLION	7.3 MILLION

The revised traffic and bus fleet data were input into the EFT v6 for 2018 and this was run to calculate emissions of NO<sub>x</sub> and PM<sub>10</sub> (CO<sub>2</sub> was run in v5.2 as before), broken down by vehicle type. In terms of the differences between overall emissions between the two years, the results showed that CO<sub>2</sub> emissions from the road increased for 2013 to 2018 by an average of 9-10% across the network, with the largest increases seen on the M5 motorway and main routes to the east of the centre – these increases were due to the increase in traffic flow and therefore fuel consumption (traffic flow increased by an average of 16% across the network). Emissions of local air quality pollutants were reduced by approximately 10% across the network.

FIGURE 3.1: REDUCTION IN ROAD NO<sub>x</sub> EMISSIONS ON INDIVIDUAL ROAD LINKS FROM 2013 TO 2018.

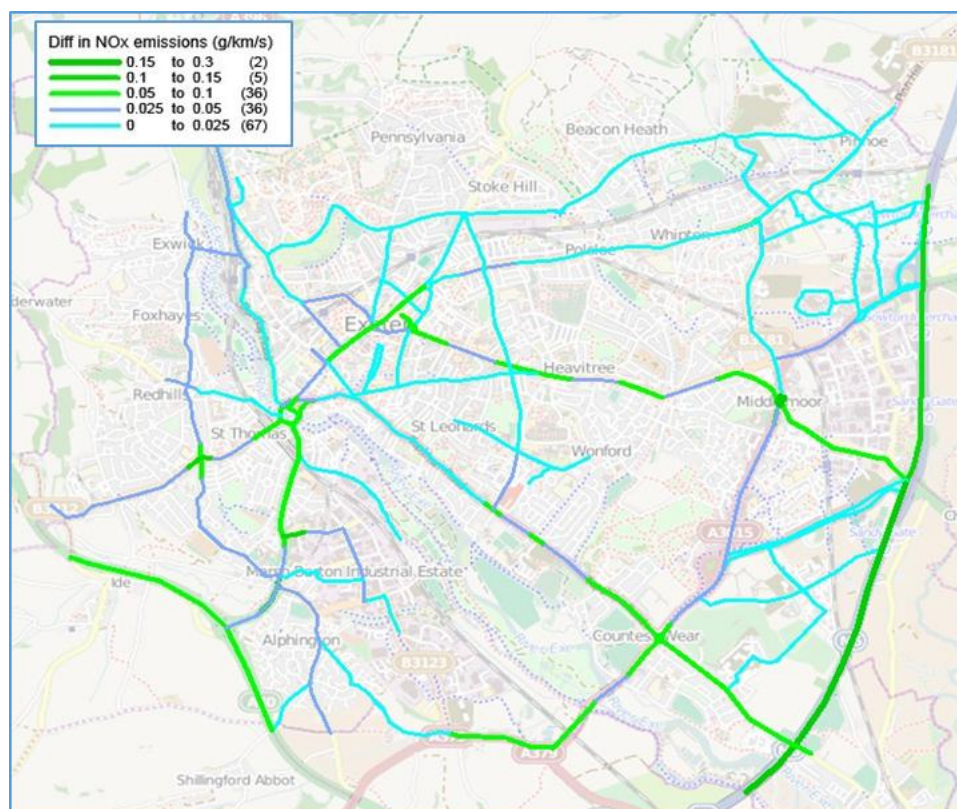




FIGURE 3.2: REDUCTION IN ROAD PM10 EMISSIONS ON INDIVIDUAL ROAD LINKS FROM 2013 TO 2018.

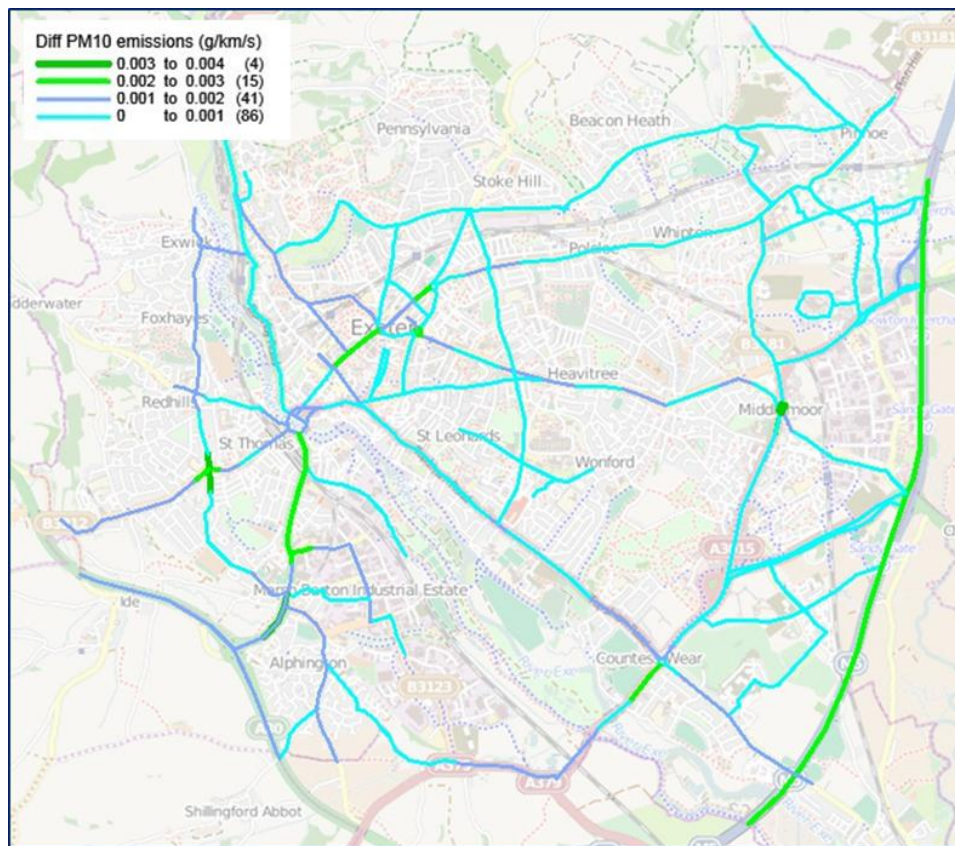
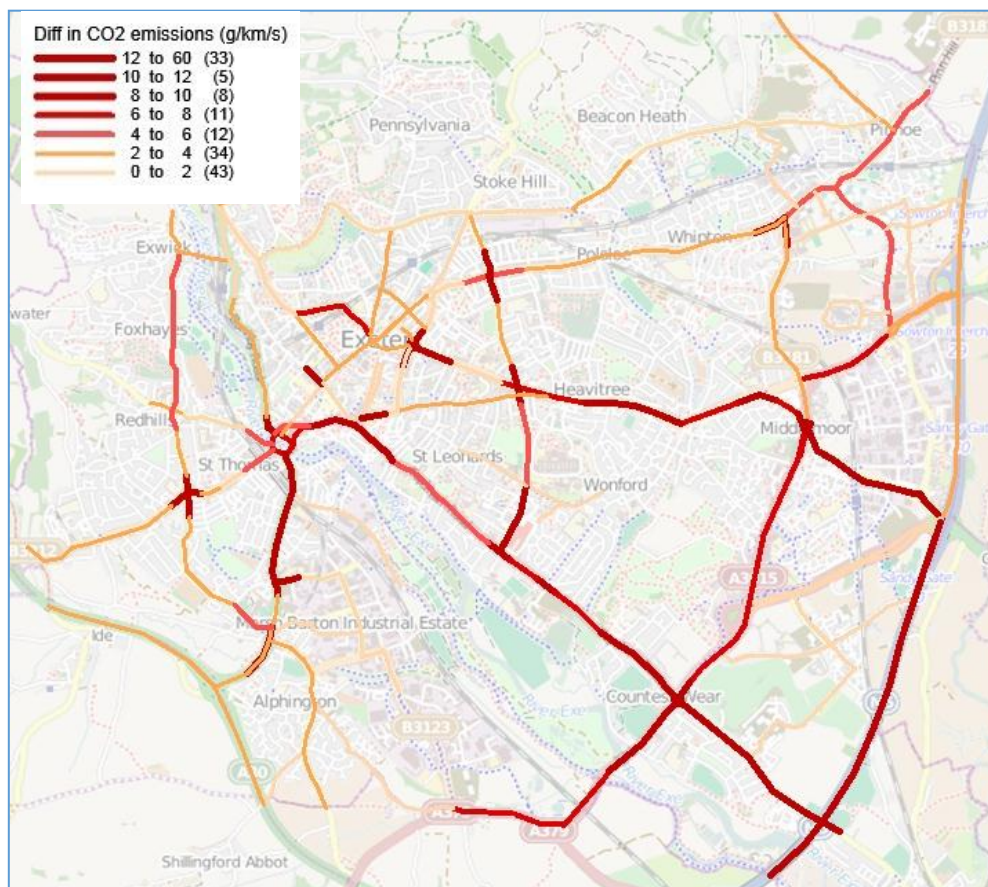
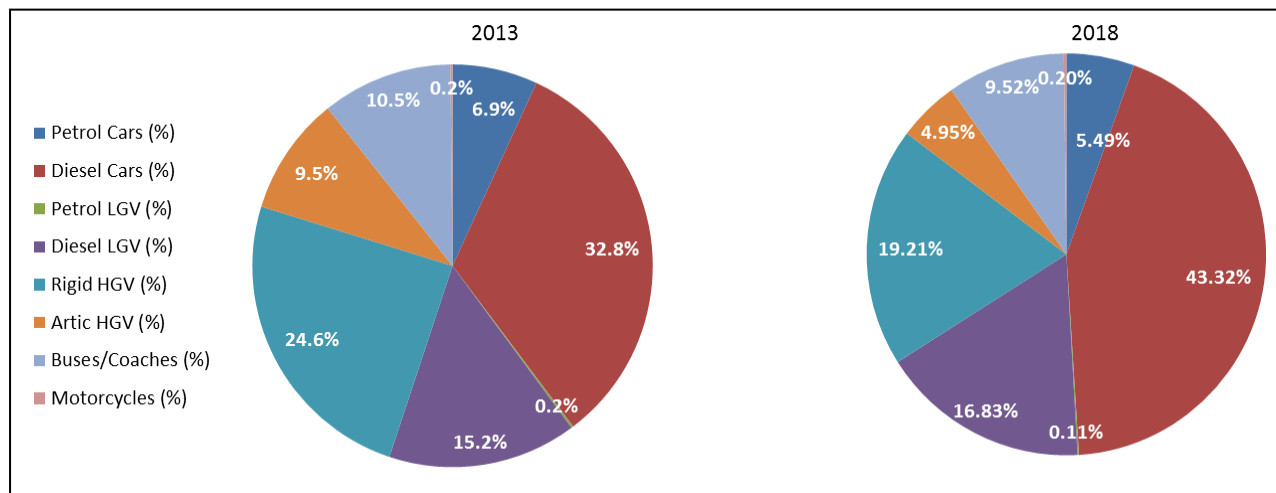


FIGURE 3.3: INCREASE IN ROAD CO<sub>2</sub> EMISSIONS ON INDIVIDUAL ROAD LINKS FROM 2013 TO 2018.



In terms of source contribution, the data shows that the contribution of diesel cars increases in 2018 (with the contribution of petrol cars declining) compared to 2013 whereas the contribution from other vehicle types, such as HGVs and buses decreases. This is illustrated as an example for NO<sub>x</sub> emissions at Alphington Street.

FIGURE 3.4: SOURCE CONTRIBUTION OF NO<sub>x</sub> EMISSIONS BY VEHICLE TYPE, 2013 AND 2018, ALPHINGTON STREET.



### 3.2 Baseline Inventory B (Emissions from Council vehicles 2018)

Information from the Council was obtained for those vehicles that are likely to be replaced or no longer in use in 2018 in their own fleet. A number of assumptions were made regarding the future fleet renewals, which were primarily based on assumptions in the NAEI. Although the number of Council owned vehicles is predicted to increase by 5 vehicles, the annual mileage is predicted to be lower. The annual mileage of the grey fleet and taxis is predicted to stay the same. Overall, due to the improvements in the vehicle fleet, the emissions are predicted to be lower than the baseline of 2013. For example, NO<sub>x</sub> emissions from Hackney carriages and private hire taxis reduced by more than 20% and PM<sub>10</sub> reduced by nearly 90% and emissions from the Council owned fleet reduced by 19% for NO<sub>x</sub> and 23% for PM<sub>10</sub>. CO<sub>2</sub> emissions reduced by around 10% across all fleet types.

TABLE 3.4: ANNUAL EMISSIONS FROM COUNCIL BASED FLEET, 2018.

FLEET TYPE	ANNUAL EMISSIONS (TONNES) AND PERCENTAGE CHANGE FROM 2013			ANNUAL MILEAGE (KM)	NUMBER VEHICLES
	NO <sub>x</sub>	PM <sub>10</sub>	CO <sub>2</sub>		
COUNCIL OWNED VEHICLES	1.16	0.017	98	91,8850	98
GREY FLEET	0.012	0.0003	228	203,669	228
HACKNEY CARRIAGES	3.38	0.013	65	7,843,875	65
PRIVATE HIRE TAXIS	5.28	0.024	280	13,515,600	280

### 3.3 Baseline Inventory C (Noise 2018)

A baseline inventory for noise was re-calculated based on the traffic data for 2018. On average there was a 0.5-0.6 increase in dB compared to 2013 which represents less than a 1 percent increase. It is noted that it is likely that in the future year of 2018 there may be an overall reduction in background noise. However, the calculation method used for this study does not take into account changes in background noise in the same way as that for air quality modelling. Therefore

this increase in noise levels close to the roadside is solely due to the increase in traffic flow predicted for the future baseline.

## 4 Impact of the Low Emission Strategy

This section provides details of the methodology followed to determine the likely impacts of the Low Emission Strategy. These impacts are provided in terms of changes to emissions, air quality concentrations and noise compared to the baseline in 2018.

### 4.1 Test options

In terms of emissions and air quality, only the impacts of those measures in a LES that were considered to be quantifiable were considered. These included those measures that may led to a cap on traffic flow (for example through modal shift), increases in average speed in a more free-flowing network (for example through parking controls or changes to signals) use of alternative fuels, by the public (including along a low emission corridor) Council vehicles, bus and HGV operators (through provision of refuelling infrastructure). The impact of two scenarios were tested, the first was a “LES-lite” option which contained a small number of more potentially more achievable changes to the traffic and fleet and a more detailed “LES-Full” option whereby a greater number and more ambitious measures were tested. These changes were applied to the traffic fleet across the entire modelled road network.

TABLE 4.1: SUMMARY OF LES TEST OPTIONS

LES LITE OPTION	LES FULL OPTION	ACHIEVED THROUGH POTENTIAL LES MEASURES
TRAFFIC GROWTH FROM 2013 CAPPED TO 6% FOR CARS AND VANS ONLY	TRAFFIC GROWTH FROM 2013 CAPPED TO 6% FOR ALL VEHICLES	MODAL SHIFT TO WALKING AND CYCLING PROMOTION OF DEVON METRO RAIL PARK AND SHARE SCHEMES
10% INCREASE IN SPEED FOR BUSES AND HGVs	10% INCREASE FOR ALL VEHICLES	REDUCTION IN TRAFFIC FLOW (FREE-FLOWING TRAFFIC) SIGNAL IMPROVEMENTS BUS AND HGV PRIORITY LANES
100% BUS FLEET CONVERTED TO RUN ON BIODIESEL B30 FUEL	50% BUS FLEET (SINGLE DECKER) RUNNING ON BIOMETHANE (ASSUMED TO BE EQUIVALENT TO EURO VI)	SUPPORT BUS OPERATORS TO IMPROVE THEIR FLEET AND INVESTIGATE ALTERNATIVE FUELS AND RE-FUELLING STATIONS
	10% OF ARTICULATED HGVs RUNNING ON BIOMETHANE (ASSUMED TO BE EQUIVALENT TO EURO VI)	COUNCIL TO IDENTIFY OPPORTUNITIES FOR ALTERNATIVE FUELS IN THEIR OWN FLEET AND RE-FUELLING STATIONS. WORK TO RE-INTRODUCE A FQP
100% OF HACKNEY CARRIAGE FLEET EURO 6 EMISSION STANDARD	75% OF HACKNEY CARRIAGE FLEET EURO 6 EMISSION STANDARD, 25% ELECTRIC	IMPROVEMENTS IN TAXI AGE AND EURO STANDARDS THROUGH LICENSING AGREEMENTS
	20% OF CARS AND VANS TO BE ELECTRIC	INTRODUCTION OF LOW EMISSION CORRIDORS PROMOTION OF ALTERNATIVE FUELS IN EXETER

## 4.2 Emissions results

Similarly to the baseline inventory, the impact on NO<sub>x</sub> and PM<sub>10</sub> emissions was calculated using the EFT v6. In the absence of emission factors for biomethane in the EFT, it was assumed that emissions of the single decker buses and articulated HGVs running on biomethane were equivalent to Euro VI and this was specified in the fleet. For the option to convert buses to run on biodiesel B30, a factor of 0.886 was applied to PM10 emissions as provided by AEA. B30 NO<sub>x</sub> emissions remained as for the baseline. For CO<sub>2</sub>, emissions were calculated using the previous version of the EFT as before. Factors of 0.535 to those HGVs and 0.23 for single decker buses were applied to take into account the emission reductions due to biomethane (based on work done by TTR for LowCVP on biomethane use by HGV).

The headline results in terms of the changes in total annual emissions across the network are given below. In terms of the local air pollutants, as shown previously there is a predicted reduction in emissions between 2013 and 2018. The maximum possible reduction from the introduction of a LES in 2018 would be a reduction of 40 -45% compared to the 2018 baseline. This would only be possible if all the measures in the LES full option are successfully and fully implemented. For the more conservative LES Lite test, the results showed a reduction in NO<sub>x</sub> of 7% over the 2018 baseline due to traffic and speed changes. There was a slightly larger reduction in PM<sub>10</sub> emissions due to the introduction of B30 into the bus fleet. In terms of CO<sub>2</sub> emissions, there is a predicted increase in emissions of 11% between 2013 and 2018 due to the increase in traffic flow of around 16% across the network. The introduction of a LES Lite option in 2018 could bring these emissions back down to the 2013 level and the introduction of a LES Full option would result in a 27% reduction compared to the 2018 baseline.

TABLE 4.2: PREDICTED CHANGE IN ANNUAL EMISSIONS DUE TO THE IMPLEMENTATION OF THE LES

TEST	ANNUAL EMISSIONS (T/Y) AND CHANGE FROM 2018 BASELINE (%)		
	NO <sub>x</sub>	PM <sub>10</sub>	CO <sub>2</sub>
2013 BASELINE	409.2	27.8	155,751
2018 BASELINE	330.9	26.9	173,546
2018 LES LITE	306.1 (-7%)	24.5 (-9%)	156,275 (-10%)
2018 LES FULL	200.5 (-39%)	15.45 (-45%)	127560 (-26%)

## 4.3 Air quality results

To illustrate the impact of these options on local air quality concentrations, the emissions for each road link as calculated in the EFT were input into the dispersion model ADMS-Roads to predict annual mean NO<sub>x</sub>, NO<sub>2</sub> and PM<sub>10</sub> concentrations. The modelling was focused on specific receptors, located at the front of residential properties along two representative road corridors – Heavitree Road and Alphington Road. These corridors were chosen for the modelling as monitored concentrations are known to exceed the annual mean NO<sub>2</sub> objective and both roads are possible sites for the introduction of low emission corridors. To represent sources not explicitly included in the modelling (i.e. roads sources outside of the area, emissions from industry and the rural background contribution), suitable background values for NO<sub>2</sub> and PM<sub>10</sub> were taken from the Defra background maps based on 2011 data<sup>6</sup>.

The first step in the modelling process was to verify the performance of the dispersion model against monitored concentrations. This was done using the emissions from Baseline Inventory A for 2013.

<sup>6</sup> <http://laqm.defra.gov.uk/review-and-assessment/tools/background-maps.html>



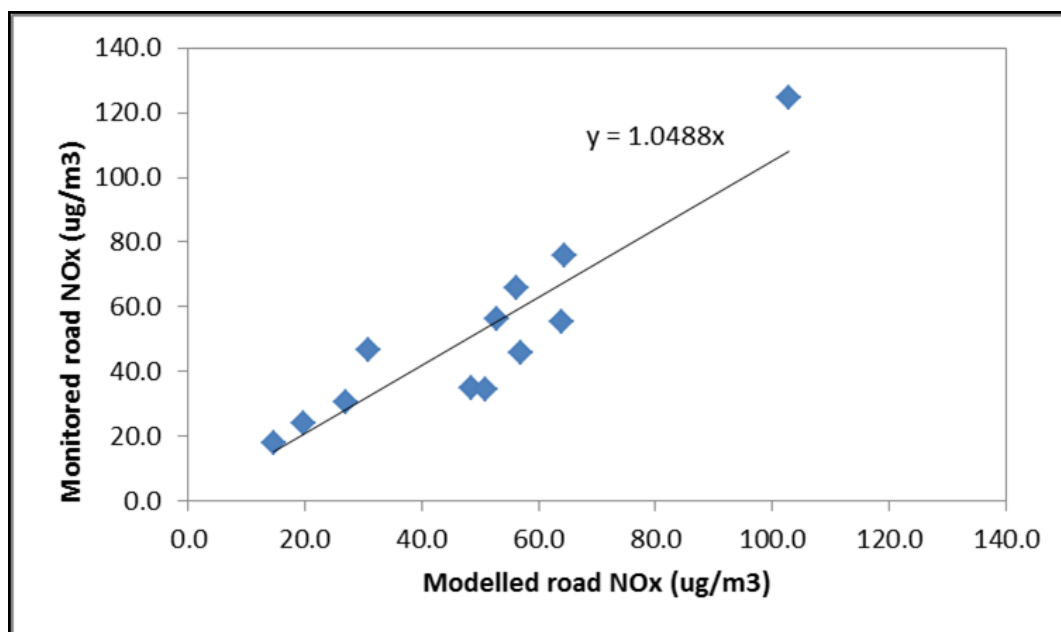
The verification process followed the methodology given by Defra’s Technical Guidance (Defra, 2009). Modelled outputs of road NO<sub>x</sub> concentrations were compared with those calculated from the monitoring sites using the calculator<sup>7</sup> available on the LAQM tools section of the UK Air Quality Archive website. The results of the model verification are given below. The model was found to generally under-predict road NO<sub>x</sub> concentrations compared to the monitored values and therefore a model adjustment figure of 1.0488 was applied to all modelled values. The adjusted results were considered to show good overall agreement and the final NO<sub>2</sub> concentrations were within 25% of the monitored values. Therefore, the same adjustment factor was therefore applied to modelled PM<sub>10</sub> concentrations and concentrations in the future year of 2018. Due to these differences in the output, there is a level of uncertainty in the modelled results which needs to be taken into account when considering the results.

TABLE 4.3: MODEL VERIFICATION AND MODEL ADJUSTMENT, 2013.

SITE	2013 ANNUAL MEAN CONCENTRATION (µg/M <sup>3</sup> )						DIFFERENCE IN NO <sub>2</sub> (%)
	BACK-GROUND NO <sub>2</sub>	MODELLED ROAD NO <sub>x</sub>	MONITORED ROAD NO <sub>x</sub>	ADJUSTED MODELLED ROAD NO <sub>x</sub> (x1.0488)	MODELLED NO <sub>2</sub>	MONITORED NO <sub>2</sub>	
HEAVITREE IN	14.2	14.7	17.8	15.4	22.02	23.19	-5%
ALPHINGTON RD OUT	12.7	48.6	34.8	50.9	36.38	29.53	19%
TOPSHAM RD BARRACK R	11.9	27.0	30.6	28.4	25.91	26.94	-4%
COWICK ST IN	12.7	19.8	24.0	20.7	23.1	24.66	-7%
COWICK ST OUT	12.7	52.8	56.5	55.3	38.14	38.58	-1%
WESTERN WAY	14.2	56.2	65.8	58.9	40.91	43.49	-6%
ALPHINGTON ST	12.7	64.5	75.7	67.7	42.86	45.78	-7%
EAST WONFORD HILL	11.7	102.9	124.5	107.9	55.75	60.83	-9%
FORE ST OUT	12.6	50.8	34.3	53.3	37.23	29.24	21%
PINHOE/BLACKBOY	11.1	56.86	45.94	59.6	38.43	32.90	14%
YORK RD	11.8	63.839	55.24	67.0	41.84	37.33	11%
RED COW VILLAGE	11.9	30.76	46.78	32.3	27.7	33.97	-23%

\*Concentrations in bold exceed the annual mean NO<sub>2</sub> objective

<sup>7</sup> <http://www.airquality.co.uk/archive/laqm/tools.php>



The results of the modelled NO<sub>2</sub> concentrations along the road corridors are summarised in the table and examples are provided to illustrate the impact of the LES options in the maps below. The table provides the numbers of properties exceeding the objective (i.e. above 40 µg/m<sup>3</sup>) and number of properties likely to exceed (between 36-40 µg/m<sup>3</sup>) for the baseline and LES options. The maximum modelled concentration in the 2018 baseline is 50 µg/m<sup>3</sup> at two properties on Heavitree Road. The results show that in the Alphington Road, 43 of the 146 properties are likely to exceed the objective without the LES in 2018. With the LES lite option, there is only a small reduction in concentrations at properties of around 1% which results in the concentration at two properties declining from above 40µg/m<sup>3</sup> to just below. In Heavitree Road, 42 properties are likely to exceed the annual mean objective in 2018 and a reduction of 1% reduces concentrations at one property to below the objective. With a full LES in place, concentrations are predicted to reduce by over 20% on average, resulting in all modelled properties along the Alphington Road meeting the annual mean objective and 2 properties still likely to exceed the objective in Heavitree Road. For PM10, the modelled concentrations are predicted to meet the annual mean objective in the baseline and with the two LES options.

TABLE 4.4: SUMMARY OF MODELLED NO<sub>2</sub> CONCENTRATIONS ALONG ROAD CORRIDORS

CONCENTRATION (µG/M <sup>3</sup> ) IN RELATION TO THE OBJECTIVE	NUMBER OF PROPERTIES					
	ALPHINGTON ROAD			HEAVITREE ROAD		
	BASELINE	LES LITE	LES FULL	BASELINE	LES LITE	LES FULL
EXCEEDING (ABOVE 40)	25	23	0	35	34	0
LIKELY TO EXCEED (36-40)	18	20	0	8	8	2
NOT EXCEEDING (<36)	103	103	146	206	207	247

FIGURE 4.1: HEAVITREE ROAD CORRIDOR: 1. MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, 2018 BASELINE

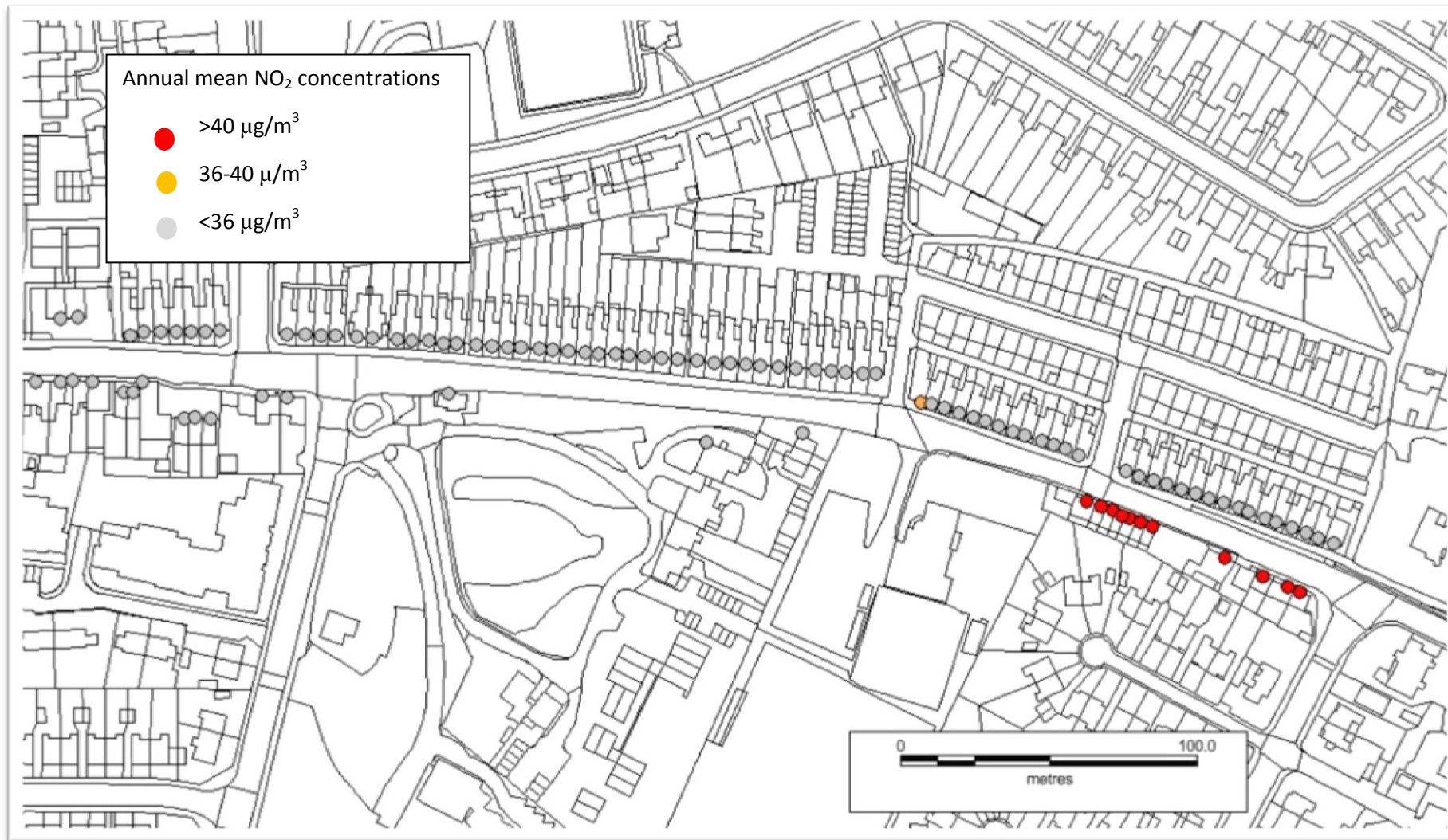


FIGURE4.2: MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, 2018 LES LITE OPTION

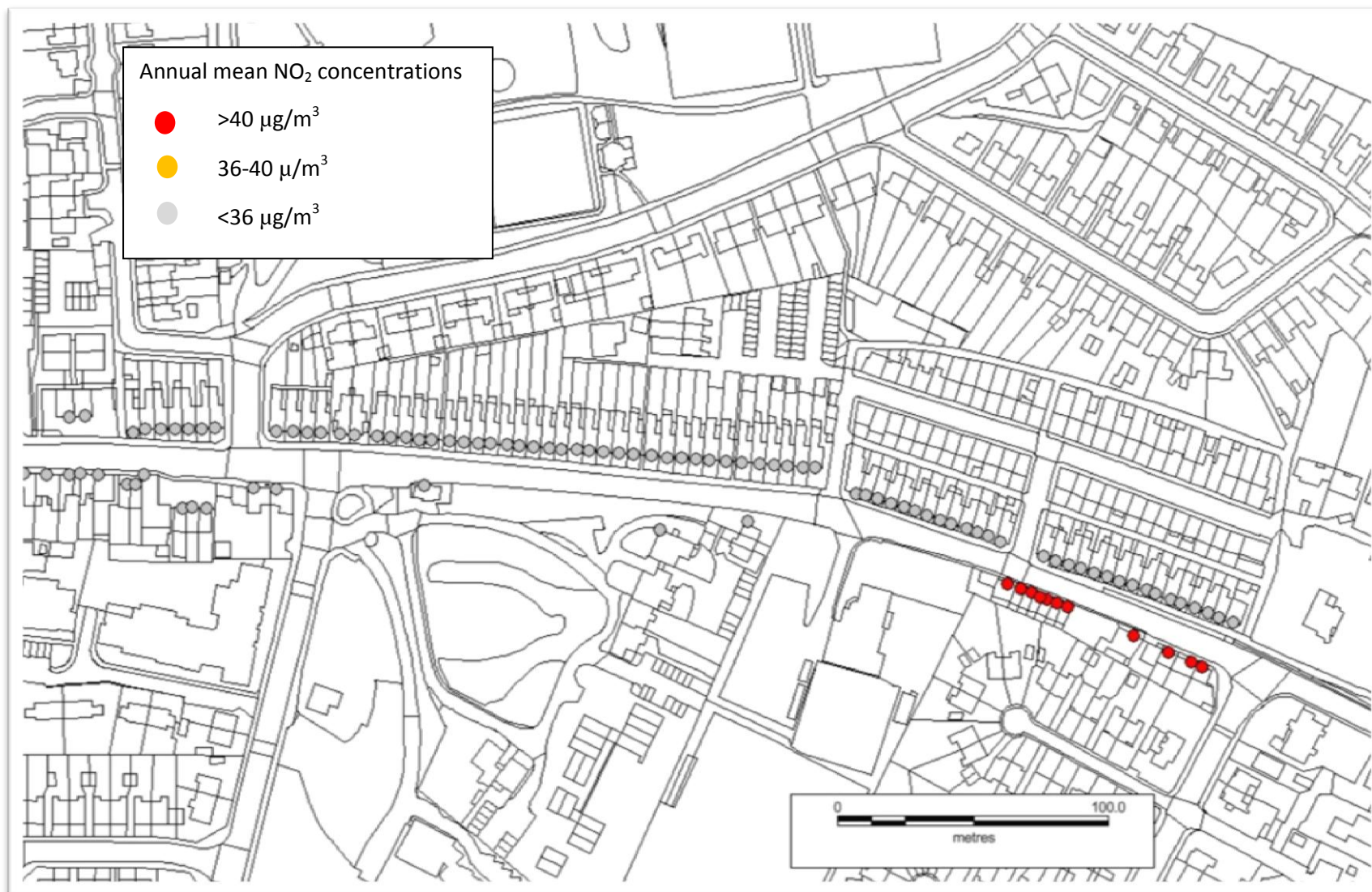




FIGURE 4.3: MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, 2018 LES FULL OPTION

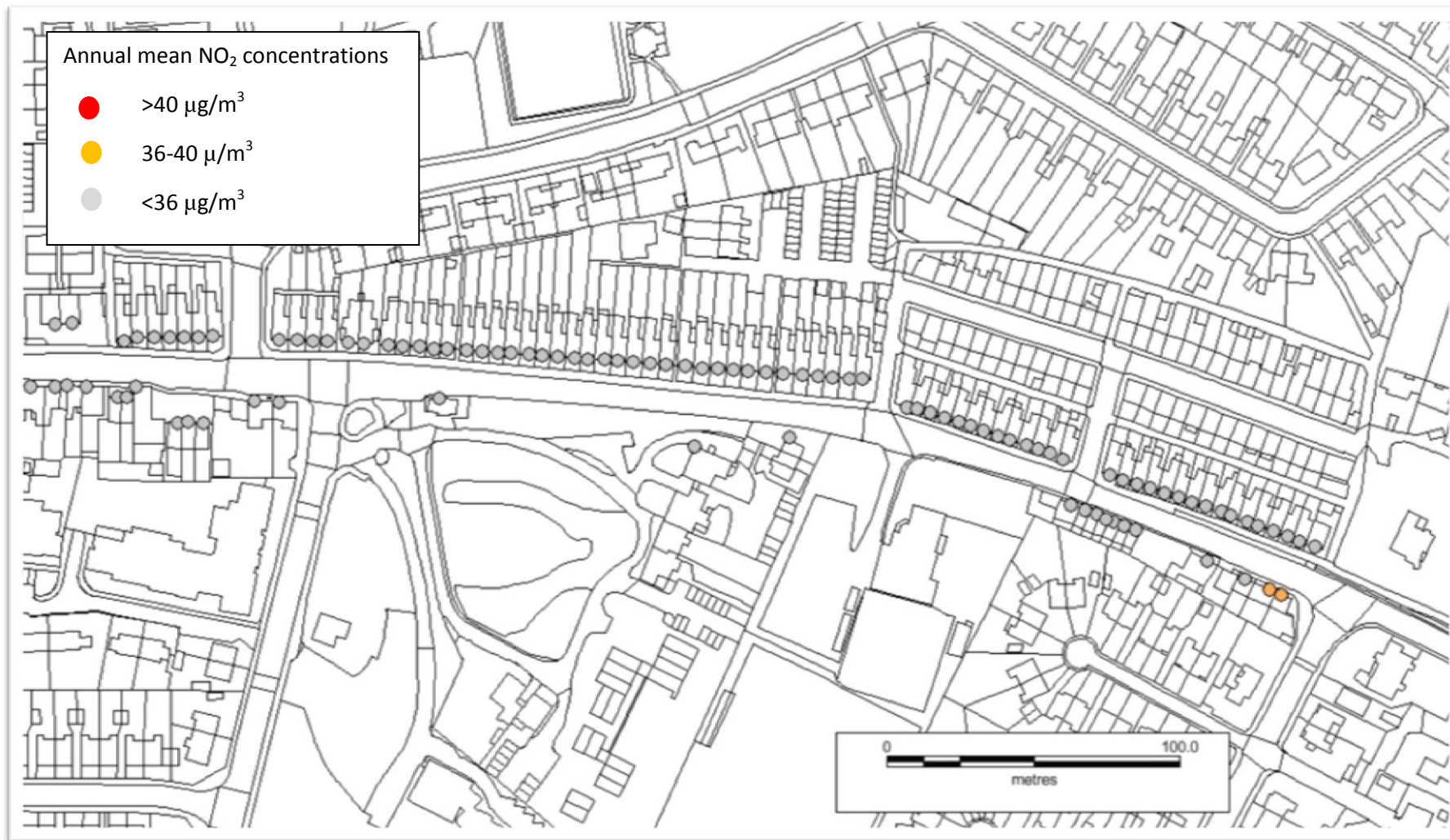


FIGURE 4.4: ALPHINGTON ROAD CORRIDOR: 1. MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, 2018, BASELINE

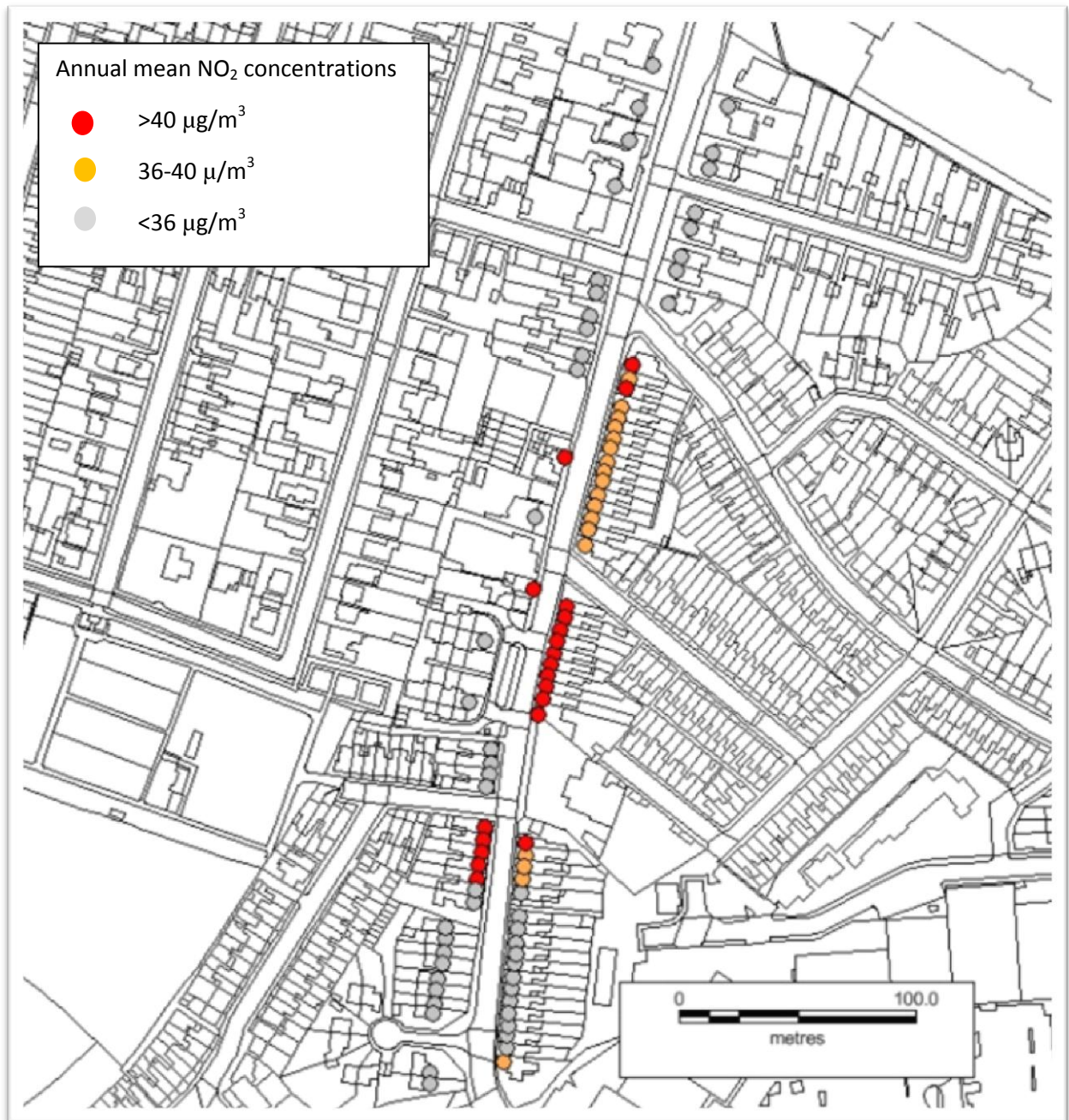




FIGURE 4.5: MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, LES LITE OPTION

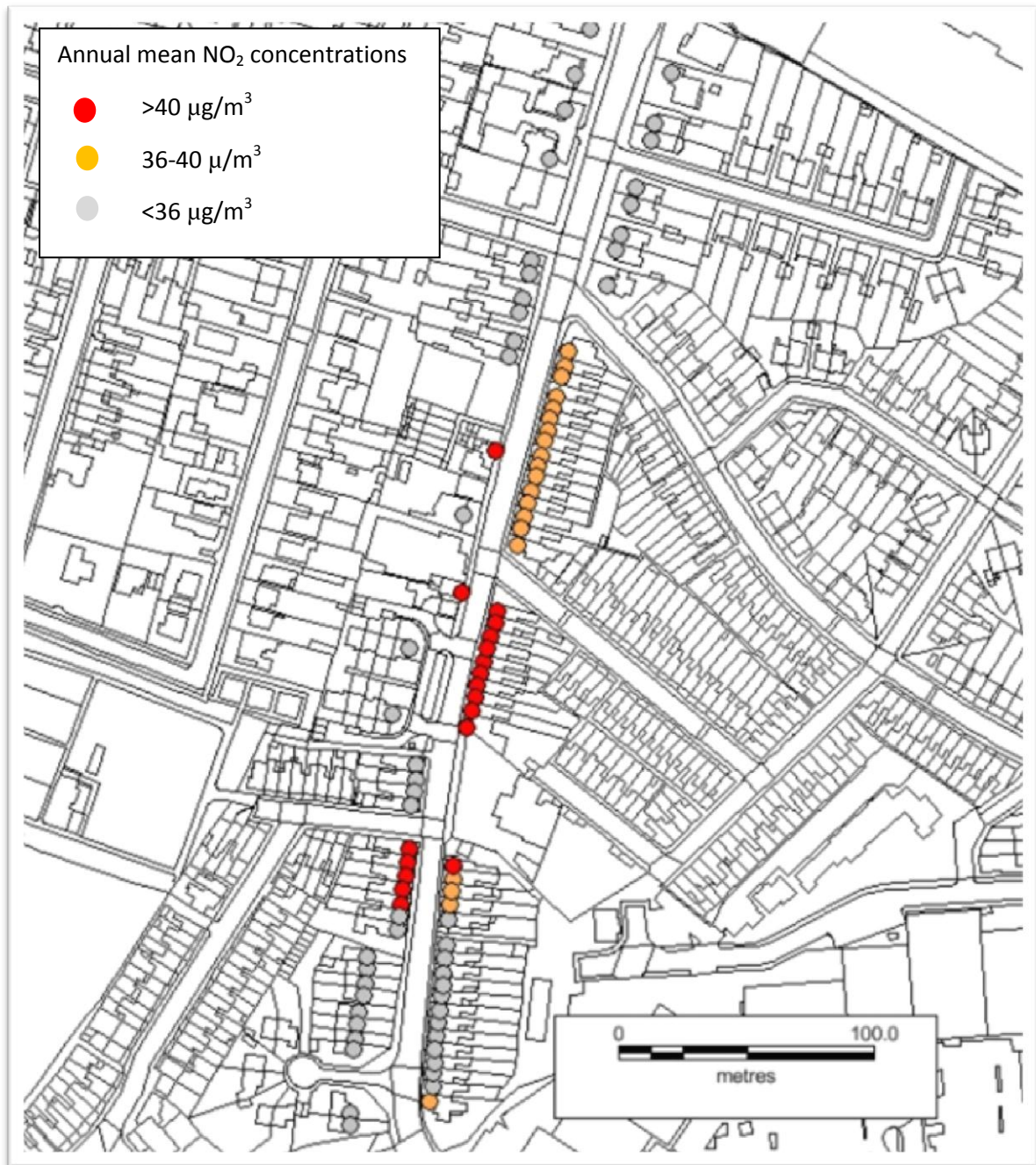
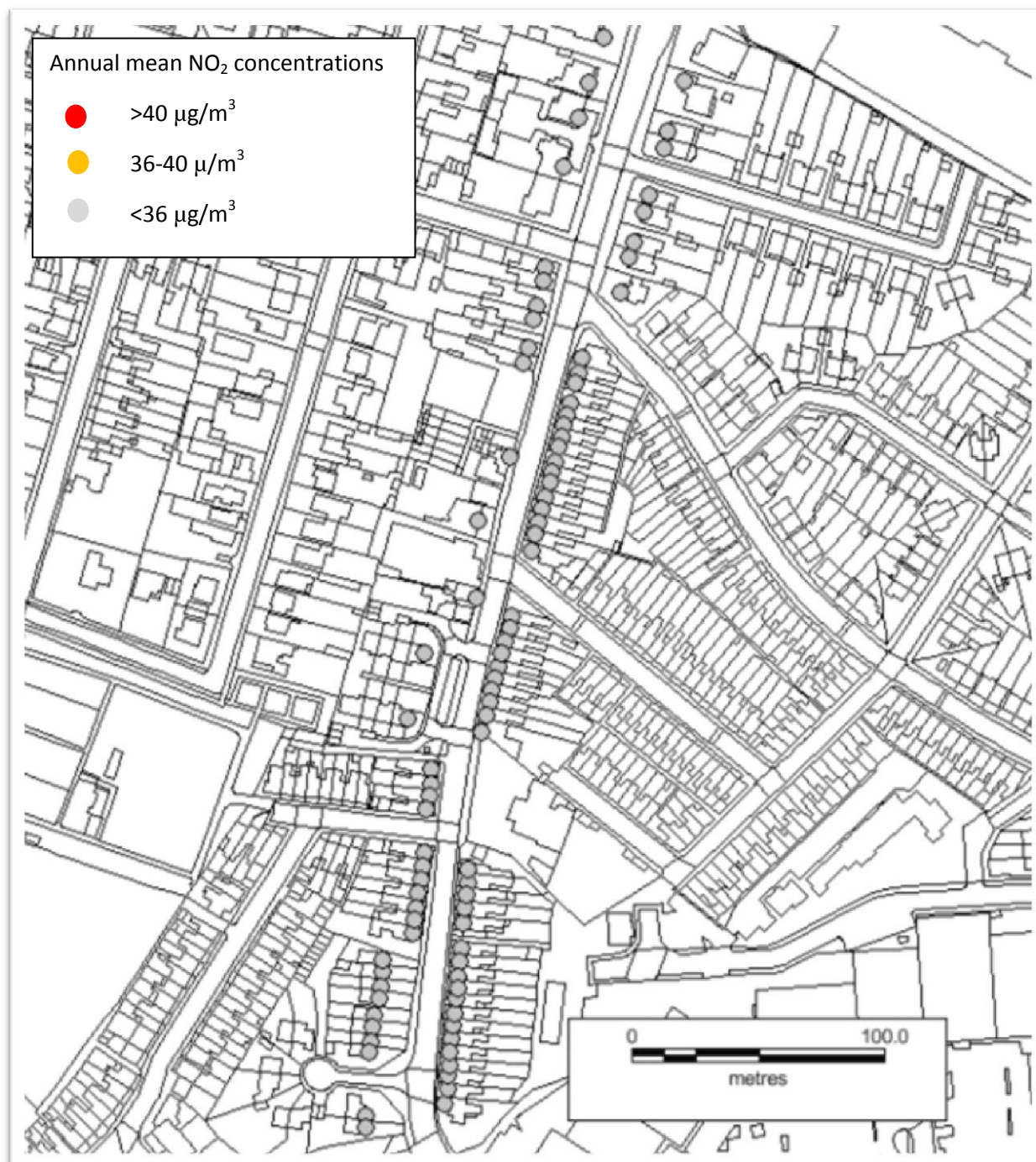


FIGURE 4.6: MODELLED ANNUAL MEAN NO<sub>2</sub> CONCENTRATIONS AT PROPERTIES, LES FULL OPTION



Note, all receptors are under <36 µg/m<sup>3</sup> hence no colour dots on this image.

#### 4.4 Results for Council fleet

A number of changes that are likely to be made to the Council fleet in 2018 have been tested independently using the data collected for inventory B. These include the following polices:

- Replacement of 5 large refuse collection vehicles (RCVs) with 15 smaller RCVs and removal of five vans from the Council owned fleet.



- All of the employees grey fleet to be replaced by electric pool vehicles from the Council owned fleet
- Upgrades to the Hackney carriage fleet to be 75% Euro 6 and 25% electric vehicles.

It is noted that there are no additional changes above the continued fleet improvements assumed in the baseline for the private hire taxi fleet. The impacts of these changes on emissions are given in the table below. There is a small reduction in emissions from the Council fleet, which is primarily due to the replacement of the 228 grey fleet vehicles with electric pool cars. There are more significant emission benefits seen from introducing Euro 6 and electric vehicles into the Hackney carriage fleet, particularly for NO<sub>x</sub> emissions which are predicted to be reduced by 62%. It is noted that the impact of this measure has also been included as part of the LES testing on the road network.

TABLE 4.4: CHANGES TO EXHAUST EMISSIONS FROM COUNCIL AND TAXI FLEET, 2018.

FLEET TYPE	ANNUAL EMISSIONS (t/y) AND PERCENTAGE CHANGE FROM 2018 BASELINE			ANNUAL MILEAGE (KM) AND PERCENTAGE CHANGE FROM 2018 BASELINE
	NO <sub>x</sub>	PM10	CO <sub>2</sub>	
COUNCIL VEHICLES AND GREY FLEET	1.162 (-1%)	0.0175 (-1%)	292.9 (-9%)	1,122,508 (0%)
HACKNEY CARRIAGES (75% EURO 6, 25% ELECTRIC VEHICLES)	1.27 (-62%)	0.008 (-38%)	626.0 (-26%)	7,843,875 (0%)

## 4.5 Results for Noise

The calculations for the Baseline Inventory C were updated with the new traffic situation predicted with the LES using the same CRTN methodology as before. On the whole, the noise levels were 0.1-0.6 dB quieter although there were a few links which had a small increase of 0.1-0.2Db, such as the A30. However, this level of change is considered 'negligible' in terms of noise impacts. In terms of the benefits of alternative fuels on the noise levels of vehicles, there is no data that suggest that the use of biomethane will alter the noise levels. Electric cars are obviously quieter, by about 1 dB at 50 km/h, less at higher speeds, more at lower speeds. With 25% taxis and 20% cars/vans converted to electric in the full LES option, the total traffic noise will only fall by a fraction of this and, again this is considered to be 'negligible' across the road network.

## 5 Conclusions

The evidence from the data collated in the emissions inventories suggest that there will be an improvement in emissions and concentrations of the local air quality pollutants; NO<sub>2</sub> and PM<sub>10</sub> between 2013 and 2018 without the introduction of a LES. The anticipated improvements (as provided in the Emission Factor Toolkit) for the vehicle fleet outweigh any increase in emissions due to more traffic on the roads. It is noted that the EFT predicts that Euro 6 emission standards which come into force for all new cars from September 2015 will make up around 40% of the car fleet by 2018. Type approval emission tests suggest that these offer a 67% reduction in NO<sub>x</sub> emissions compared to Euro 5 emissions so provide a significant benefit. However, these predicted

improvements may not be as large if it is found that Euro 6 vehicles do not penetrate the fleet as quickly as expected and emissions from real-life driving are actually higher than shown from type approval tests. Despite this improvement in emissions, the air quality modelling has shown that in 2018, there are still exceedences of the annual mean NO<sub>2</sub> objective at residential properties close to busy roads. Therefore, there remains the need to improve air quality and protect people's health.

As CO<sub>2</sub> emissions are directly related to fuel consumption, emissions are expected to increase in the 2018 by over 10% compared to the 2013 baseline due to the predicted increases in traffic flow. The increase in noise from traffic in 2018 is considered to be negligible and may be offset by a reduction in background noise.

The modelling suggests that the introduction of selected measures proposed in the LES (as shown by the LES Lite) option is likely to reduce NO<sub>x</sub> and PM<sub>10</sub> emissions by between 7-9% and CO<sub>2</sub> emissions by 10%. The dispersion modelling has shown that these emission reductions result in a maximum reduction in annual mean NO<sub>2</sub> concentrations at selected individual receptors of 3% and average reduction of 1%. This change is only likely to reduce exposure to concentrations above the annual mean NO<sub>2</sub> objective by 1 or 2 properties along a corridor.

However, if a much more ambitious LES could be introduced by 2018, then this is likely to have a much greater benefit to emissions and air quality. Some of the predicted improvements over the 2018 baseline of the LES Full option are summarised below:

1. A reduction in road traffic NO<sub>x</sub> emissions by 39% and PM<sub>10</sub> emissions by 45%;
2. A reduction in annual mean NO<sub>2</sub> concentrations at selected receptors along a road corridor by an average of 24%;
3. A reduction in the area of exceedence above the annual mean NO<sub>2</sub> objective and associated improvement in exposure. For example, concentrations between 40-50 µg/m<sup>3</sup> in the baseline are likely to be reduced to levels below the objective of 40µg/m<sup>3</sup>
4. A reduction in road traffic related noise levels by up to 0.6dB on many roads;
5. A reduction in road traffic CO<sub>2</sub> emissions by 26%.

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*The Noise Insulation Regulations 1975, as amended*

WHO (1999). *Guidelines for community noise*. Geneva: World Health Organisation.

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	2015/16				2016/17				2017/18			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Council Activities</b>												
Use the Fleet Management Emissions (FME) tool developed by TRL. The fleet manager will identify the best vehicles in terms of specification, price, carbon reduction and local air quality when making changes to ECC's fleet				Procurement of 3 vehicles that reduce emissions				Procurement of 3 vehicles that reduce emissions				Procurement of 3 vehicles that reduce emissions
ECC seek funding from Office of Low Emission Vehicles (OLEV). If this is successful ECC would replace six vehicles in fleet with this funding	M (Dependent on winning funding)			Procurement of 6 vehicles that reduce emissions								
ECC's Corporate Plan includes a desire to reduce emissions from ECC fleet by 5% between 2014 and 2016. This is being completed by improvements to vehicle utilisation and promotion of pool car use.							Target of 5% reduction met.					
<b>Business Activities</b>												
Reintroduce the Freight Quality Partnership.		FQP reintroduced										
FQP to form a bidding partnership to take advantage of funding sources/competitions. Enable scoping, investigation, data collection etc. to provide basis for scheme(s) to be implemented or qualify for other funding sources.				FQP produces list of schemes for consideration								
FQP to champion initiatives identified by partners.								No. FQP schemes				No. FQP schemes
DCC to deliver 'Park and Change' across the city.				P&C in place								
Delivery of travel planning support.												
<b>Commuting and Personal Travel</b>												
Promotion of sustainable transport and travel planning with new developments. Devon CC are working with long-term contractors Jacobs to provide travel planning support for new developers.				Record of new developments and sustainable schemes				Record of new developments and sustainable schemes				Record of new developments and sustainable schemes
Promote improved Park and Ride capacity.	M (Dependent on funding)											
Promote Devon Metro (rail)												Three Stations opened
Smart ticketing (ST)							ST available					
RTI to be added to stops in Exeter. App to provide RTI information on bus services			RTI operational									
ECC undertaking a parking strategy, including review of real-time information provision.				Study published								
Champion walking and cycling facilities to be delivered as part of new development				Record of new developments and sustainable schemes				Record of new developments and sustainable schemes				Record of new developments and sustainable schemes
Identify funding opportunities to deliver improvements to existing infrastructure. A Cycling Strategy and a separate Walking Strategy were developed in 2011 and 2012 respectively highlighting preferred schemes.				Summary of funding applied for and any schemes delivered				Summary of funding applied for and any schemes delivered				Summary of funding applied for and any schemes delivered
Identify opportunities for funding for new infrastructure.				Summary of funding applied for and any schemes delivered				Summary of funding applied for and any schemes delivered				Summary of funding applied for and any schemes delivered
Work with community and interest groups to identify new infrastructure opportunities.				Summary of schemes identified				Summary of schemes identified				Summary of schemes identified
<b>Reducing congestion and improving flow</b>												
Continue to look for opportunities to improve flow on key routes for all road users.							Bridge Road, Moor Lane junction, Exhibition Way, M5 Junction 30 and the Tithebarn Link delivered					
Remove 'pinch points' that could be used to extend existing priority lanes for bus or freight.								Pinch Points Identified				Schemes delivered to remove Pinch Points
Improve bus links and bus priority measures.				Summary of schemes delivered				Summary of schemes delivered				Summary of schemes delivered
Create a plan to identify changes to the city (outside city centre) to accommodate walking and cycling trips. This may be linked to low emission corridors, walking and cycling strategy			Plan completed									
<b>Low emission vehicles</b>												
Produce information outlining what grants and incentives are available for low emission cars and associated infrastructure.				Information pack published				Information pack updated				Information pack updated
Promote electric vans for urban deliveries.				Summary of promotion activities				Summary of promotion activities				Summary of promotion activities
Promote existing examples of low emission vehicles (e.g. RD&E Hospital) to demonstrate how they can benefit business.				Summary of promotion activities				Summary of promotion activities				Summary of promotion activities
Engage with businesses on low emission vehicles, while undertaking travel planning activities.				Summary of businesses engaged with				Summary of businesses engaged with				Summary of businesses engaged with
Consider opportunities for changes to on street and off street parking policies to manage demand, encourage alternative travel choices and the take up of low emission vehicles. Link to options for promotion on-street EV. Promote preferential parking spaces for ULEV in public (council) owned car parks.				Study published					M (Roll out dependent on funding)			
Investigate and promote concept of a low emission corridor to encourage take up of low emission vehicles and fuels, and space for low emission modes (cycling, walking).		Bid submitted										
Investigate how age and emission standards can be used to encourage licensed taxi companies to change to low emission vehicles for both hackney cabs and private hire vehicles.					Results of changes to fleet published				Results of changes to fleet published			
Investigate potential for alternative fuels to reduce emissions and cost of bus operations (e.g. Compressed Natural Gas and Biodiesel and Battery Electric).	M (Linked to Bus Depot relocation)											
Promote new vehicles in their diesel fleet as a contribution to reducing emissions.		Buses to include signs on buses related to low emissions			Buses to include signs on buses related to low emissions				Buses to include signs on buses related to low emissions			
Investigate opportunities for alternative fuels in their own vehicle fleets and the option of shared re-fuelling stations.												
Assess opportunity from future supported bus services (e.g. Park and Ride, new developments) to use renewable and low emissions fuel.					M (Dependent on alternative fuel options)							
Include FQP (freight) members in consideration of options, sites and access to new refuelling stations.					M (Dependent on alternative fuel options)							
<b>Health and awareness</b>												
Conduct a trial with commuters and students using monitoring equipment to demonstrate levels of exposure to pollutants.			M (Dependent on equipment Availability)	Conduct trial								
Report the findings to gain greater coverage of air quality issues and the measures available to resolve them.					Release results							
Provide advice to residents and employees living and working in areas with higher pollution on how to reduce their exposure.				Record of advice given				Record of advice given				Record of advice given

Delivery Time  
Milestone

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# Exeter Low Emission Strategy (2015-2018) Responses to Consultation

Exeter City Council's Low Emission Vision:  
*"To continue to support a vibrant and growing economy whilst reducing emissions that are harmful to both human health and the environment"*

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## 1. Introduction

The following document provides the results from the two stages of public consultation that were completed as part of the Exeter Low Emission Strategy. An initial online survey was conducted in September 2014 to gather the views of as many people in the Exeter areas as possible before the strategy measures were developed. The survey asked respondents how important they thought it was for the Council to take action to reduce emissions. They were also asked how important they felt a range of broad topic areas should be as part of the strategy.

In total the online survey received 163 replies. Of these responses 61% of people felt that it was either important or very important that: *“the City Council should lead on reducing air pollution and carbon emissions for the city of Exeter and its citizens”*.

The table below provides a summary of responses to the survey. The table has been ranked in terms of the percentage of respondents who replied that the issue was important when tackling air quality in Exeter.

<b>Most important factors within the LES to online survey respondents</b>	<b>Percentage</b>
Encourage bus operators to make improvements to their fleet and lower emissions	69%
Promote more sustainable travel choices (e.g. walk, bike, bus, car share, train, park & ride)	65%
To work with the highway authority (Devon County Council) to improve the efficiency of main road routes	61%
Encourage the use of cycling infrastructure (e.g. cycle lanes, parking, etc)	60%
Design new housing and office developments that promote low emission transport	57%
Help businesses to promote sustainable travel options to their employees	52%
Raise awareness of effects of poor air quality and the benefits of taking action in and around Exeter	46%
Work with affected communities to find ways to reduce their exposure to poor air quality	45%
Reduce emissions from Council vehicles	42%
Refresh the Council green travel plan	40%
Assist businesses to benefit from more efficient delivery of goods and servicing	40%
Encourage taxi and private hire operators to use more electric and low emission vehicles	39%
Enhance the Council's Green Accord which sets out the environmental standards we expect of our suppliers.	36%
Assist organisations in Exeter to apply for Government grants to help fund low emission vehicles.	29%

## 2. General Comments

The survey also contained a free text section, where respondents could make their own comments. A large range of suggestions were made, which are summarised below.

### Bus and Park & Ride



Respondents used the free text box to suggest incentivising the use of public transport by subsidising lower fares (especially for children). More frequent and reliable services, extended routes, simplified or integrated ticketing systems, promotions and targeted subsidies for families who do not own a car, or who regularly choose alternative transport modes were all suggestions raised.

Many people were concerned about the emissions from buses, especially on the High Street and from stationary buses. There were mixed views on the Park and Ride network. Some respondents suggested that the buses are often empty and the services should be cut. Others asked for more Park and Ride sites. Further bus priority measures were requested, as was a new orbital bus route. One respondent asked that Exeter City Council reinstate school buses.

### Rail, Metro and Tram Networks

There was support for the Devon Metro scheme, various forms of tram system, and integrated bus and train networks. Emissions from trains were cited as a concern, which could be resolved by electrification. One respondent asked for a second entrance to St David's station, on the Exwick side of the station. Another respondent suggested greater movement of freight by rail.

### Reducing the Need to Travel, Especially in Peak Hours

Respondents suggested that better use of IT, flexible working and home working would reduce traffic flows on the roads, especially during peak times. Respondents also felt that businesses and schools should be supported in promoting green travel. One survey response asked the Council to promote use of local suppliers, to reduce travel miles. There was also a suggestion that deliveries could be scheduled to avoid peak times.

### Highways Management

This was an area where the survey respondents made a large number of suggestions. There was support for extended 20mph zones, limiting car access to city centre and through traffic, reduced road space, junctions which prioritise cycling and walking over vehicles, and use of active travel information about queues, congestion and air quality to encourage modal shift and changes in travel habits. Some replies recommended quantified targets for traffic reduction.

Other suggestions focussed on improving the efficiency of the road network. These included: fewer traffic lights, better traffic light management, bridges and underpasses to replace traffic lights, extended residents parking, and more parking enforcement. Major schemes such as another Exe crossing and new or widened arterial routes were also mentioned. There was a suggestion to use radial routes as one way flows during peak hours. Investment in road maintenance was also recommended.

Many responses referred to changes that could be made at specific locations, and the need to understand the micro causes of congestion (for example at Exe Bridges, the First and Last junction, Bridge Road and Countess Wear, London Inn Square, Alphington Cross, York Road, and the Red Cow railway crossing).

One respondent stated that blocking short cuts through housing estates causes congestion on main routes.

### Cycling and walking

Cycling and walking was an area with many suggestions to promote modal shift including a monthly car-free day to encourage use of active travel, better changing and showering facilities for cyclists in the city centre and employment areas, and a 'green bike' project in the city. People completing the

survey also wanted the roads to be made safer for cyclists. Pedestrian-only areas such as the High Street were suggested, and for example making the Iron Bridge a green bridge.

Many replies asked for an extended, better planned, better lit, and better maintained cycle network; but there was some disagreement as to how best to achieve this. There are supporters of off-road cycle paths, and those who want cyclists and pedestrians to be kept apart. Some suggestions were for more underpasses and bridges, whilst others wanted the environment to be made more green and pleasant (rather than concrete) to attract cyclists and walkers.

### Car Parking and Demand Management

Responses included support for reduced city centre parking, increased parking charges, a congestion charge and workplace carpark charging. There was a request for car park income to be spent on public transport.

### New Housing Development

A variety of suggestions were made, including less development, less edge of town housing development (build on car parks in the city instead), car free new developments and a requirement for public transport provision to be in place before the first house is occupied. One reply asked for new development to have off-street parking to improve traffic flows.

There was also a recommendation that development should be prevented where existing pollution levels are high.

### Low Emission Vehicles

A number of replies said that car ownership will remain, and the Council should work instead to reduce emissions. A variety of measures were suggested including a Low Emissions Zone in the city centre, greater enforcement of car emissions, measures to reduce idling vehicles, promotion of electric vehicles, and more charging facilities. There was also support for low emission goods and public service vehicles.

There was a suggestion that local providers of low emission technologies should be used where possible.

### Trees

Survey respondents asked for more trees, and protected green space.

### Awareness Raising and Health Data

Respondents suggested that the Council increase knowledge and understanding of the effects of air pollution, including research into local health effects, and engagement with local health professionals. Some respondents felt that better public understanding would lead to behavioural change. The Council should stress the other health benefits of active travel modes as well, such as improved fitness and mental wellbeing.

Air pollution data was also requested for the High Street, M5 corridor and Topsham. One reply asked for an independent assessment of air quality in the city.

### Industrial Emissions and other Emissions

Some of those responding to the survey asked the Council to consider other sources of emissions. These were the *Energy from Waste* (EfW) plant on Marsh Barton, and the airport. One respondent suggested greater use of solar panels.

### Access

One reply asked the Council to consider and consult wheelchair users and those with other impairments e.g. poor eyesight.

### Exeter City Council

There was some support for action by the City Council to reduce its own emissions, and to show leadership. One respondent mentioned reduced taxi emissions.

### Climate Change

One reply asked the Council to consider the effect of future climate change on policies. Another person did not want the Council to use resources on countering climate change.

### *“Air quality is not important”*

Not all the comments provided through the open text were supportive. Some suggested that the LES should not be a priority for the Council, and the council should not remove people’s right to make free travel choices.

## 3. Development of the strategy following the initial survey

The table below provides a list of suggested measures from the survey questions in the first column. The second column contains details of where initiatives have been included in the LES, or reasons why they have not been included.

Suggested Measure	What has been included in Strategy
Encourage bus operators to make improvements to their fleet and reduce emissions (69% support)	Support bus operators in taking action, including alternative fuels
Promote more sustainable travel choices (e.g. walk, bike, bus, car share, train, park & ride) (65% support)	Promote the Devon Metro, and investigate Park and Ride by train from rural stations. Personalised travel planning where funding available. Further improvements to walking and cycling network, including in the city centre. Consider opportunities for changes to parking policies to manage demand, encourage alternative travel choices and low emission vehicles
To work with the highway authority (Devon County Council) to improve the efficiency of main road routes (61% support)	Improve flow efficiency, investigate pinch points, and further bus priority measures
Encourage the use of cycling infrastructure (e.g. cycle lanes, parking, etc) (60% support)	Improvements to cycling network especially in the city centre
Design new housing and office developments that promote low emission transport (57% support)	Devon County Council to provide travel planning service for developers Improved engagement with Local Enterprise Partnership on air quality, as well as between relevant officers at DCC, ECC and neighbouring authorities
Help businesses to promote sustainable travel	Park and Change, and travel planning with local

Suggested Measure	What has been included in Strategy
options to their employees (52% support)	businesses
Raise awareness of effects of poor air quality and the benefits of taking action in and around Exeter (46% support)	Study into personal exposure to air pollution
Work with affected communities to find ways to reduce their exposure to poor air quality (45% support)	Personal exposure study outputs to be used to produce educational material
Reduce emissions from Council vehicles (42% support)	Measure included to reduce emissions
Refresh the Council green travel plan (40% support)	Measure included to reduce emissions from Council vehicles and travel by Council employees
Assist businesses to benefit from more efficient delivery of goods and servicing (40% support)	Reintroduce Freight Quality Partnership
Encourage taxi and private hire operators to use more electric and low emission vehicles	Investigate options for both hackney cabs and private hire vehicles.
Enhance the Council's Green Accord which sets out the environmental standards we expect of our suppliers (36% support)	No specific actions included
Assist organisations in Exeter to apply for Government grants to help fund low emission vehicles (29% support)	Measure included to provide information and promote uptake of Low Emission Vehicles

The free text suggestions were discussed by the project team, and where possible were included in measures in the draft strategy. However some were not directly relevant to this strategy, or are covered by other existing Exeter City or Devon County Council activities. Some helpful suggestions could not be taken forward by the current strategy for various other reasons. Some of these issues are explained below:

Suggested Measure	What has been included in Strategy
Reinstate school buses.	School buses still operate in Exeter
Development should be prevented where existing pollution levels are high	Air quality assessments for new development already assess pollution levels that future residents will be exposed to
Greater use of solar panels. Consider other sources of emissions (EfW plant on Marsh Barton, and the airport). Emissions from trains could be reduced by electrification	These are important issues, but this strategy only covers emissions from road traffic
Consider the effect of future climate change on policies	This strategy looks at all emissions from local transport, including emissions of carbon. Climate Change adaptation is included in separate policies
Air pollution data was requested for the High Street, M5 corridor and Topsham. An independent assessment of air quality in the city is required	Data from all these locations is available from the City Council. The City Council's annual air quality reports are audited by external consultants employed by DEFRA (Department for Environment Food & Rural Affairs)

Suggested Measure	What has been included in Strategy
Investment in road maintenance. Enforcing extended 20mph zones.	These are under the control of separate Devon County Council policies
Subsidised bus fares (especially for children and families who do not own a car, or who regularly choose alternative transport modes).	The introduction of subsidised fares for specific groups was considered, but no budget is currently available to fund it.
A tram system which could run on (or under) the existing roads. Bridges and underpasses to replace traffic lights. Major schemes such as another Exe crossing and new or widened arterial routes. Use radial routes as one way flows during peak hours. A 'green bike' project in the city.	These would all be expensive, and no budget is currently available to introduce them.
Blocking short cuts through housing estates causes congestion on main routes.	This would be contradictory to road safety policies.
Bus engines to be switched off when buses are stationary	The introduction of low emission buses should reduce this problem.
A second entrance to St Davids, on the Exwick side	This is not currently possible because it would mean crossing an active Network Rail site.
Greater movement of freight by rail. Electric cars to make a noise so pedestrians can hear them coming. Greater enforcement of car emissions.	This requires action at a national level, rather than by the City Council.
A new orbital bus route.	This is not currently included in the Bus Growth Strategy, and so it has not been included in the LES because there is currently no funding available for it. This situation will be kept under review.
Quantified targets for traffic reduction.	One of the measures for success of the strategy will be traffic flow levels.
Monthly car-free day to encourage use of active travel	The strategy includes a range of other options to encourage active travel which are thought to be equally effective.
Less development, especially edge of town housing development (build on carparks in the city instead). New development should be car free. Public transport provision should be in place before the first house is occupied. New development to have off-street parking to improve traffic flows. Plant more trees, and to maintain the green space around the city.	Development policy is set by the Local Development Framework. Existing Supplementary Planning Document on sustainable transport is in place, we now wish to strengthen it via the Strategy.
Promote use of local suppliers, to reduce travel miles. Local providers of low emission technologies should be used where possible	The existing ECC Green Accord gives support to use of sustainable suppliers.
Measures to reduce idling vehicles	Monitoring locations will be reviewed to see whether pollution any hotspots caused by vehicle idling could exist. If evidence suggests that this could be a problem, then action will be taken as appropriate.



## 4. Consultation on Draft Strategy

A further consultation was conducted on the draft strategy between December 2014 and January 2015. Two replies were received and the main points raised and responses are outlined in the table below.

Issue Raised/ Suggested Measure	What has been included in Strategy
The 'strategic aims' don't include actually reducing emissions (other than in the Council fleet). This seems a bit of an omission.	Exeter City Council have focused on reducing emissions from their own fleet, as this is within the Council's control. The Council are working with Devon County Council to identify several schemes that will improve traffic flow to reduce emissions. In addition the reintroduction of the Freight quality partnership provides the Council with the freight industry to identify means of reducing emissions from Heavy Goods vehicles.
I'd still like to see more ambition in this strategy. A strategy should have a long-term view of where we want to be. As such, I'd have liked to see in the strategy a long-term vision that articulates what will be different in the city in, say five or ten years' time.	The LES is the first stage in delivering schemes that will assist with improving air quality. The LES has been deliberately focused on three years to ensure the document remains relevant and that the measures are achievable.
It's this sort of strategic vision and ambition that the draft strategy still lacks. I'd encourage you to think these long-term and visionary thoughts. The strategy is the place where these things should be articulated.	The Council's vision has been added to the document.
Will this strategic initiative be something that is quantified?  I'm very keen that this strategy is quantified so that it can be measured how we are succeeding in delivering this strategy? This is crucial.	The monitoring plan Appendix 3 includes what will be measured at each stage of the LES. Exeter City Council will continue to monitor air quality in the city.
The strategic aims need to be more specific in relation to targets so that the scale of the task and the priorities are clear e.g. <i>To improve Exeter's air quality by tackling pollution in particular reducing NO<sub>2</sub> levels from xxx to xxx by date.</i> <i>To ensure emissions meet the legally binding limits for concentrations of major pollutants as set out in the 2008 Ambient Air Quality Directive (2008/50/EC) (based on WHO recommendations to minimise acute effects of air pollution).</i>	The main body of the document has been written so that it is accessible, highlighting the benefits of delivering the measures. Appendix 2 contains the detailed work in this area.  A specific aim and target has not been set as many of the changes required sit outside of Exeter City Council's control. The LES is therefore designed to provide information on the type of schemes the council will be actively pursuing to reduce emissions.

Issue Raised/ Suggested Measure	What has been included in Strategy
<p>In light of the Parliamentary Committee’s report I would suggest that special measures are investigated with DCC for addressing <b>pollution generated near to schools</b> in particular those next to a busy road e.g. St Sidwells.</p>	<p>The LES contains several initiatives that will reduce emissions near schools in the city.</p>
<p>You mention monitoring success, and I would suggest that <b>an indicator for each action</b> would be helpful e.g. reducing pollution/NO2 related deaths from x to x pa.</p>	<p>It can be very difficult to attribute deaths to air quality at the local level. This is why this type of indicator has not been included.</p>
<p>It is unclear whether Defra intends to scrap the duty on local authorities to review the need for continued assessment and reporting on objectives that have been met e.g. PM10 – therefore I would suggest that a commitment is specifically made in the strategy to maintaining monitoring stations in addition to any further assessments that are planned. <a href="https://consult.defra.gov.uk/communications/laqm-review-next-steps/">https://consult.defra.gov.uk/communications/laqm-review-next-steps/</a></p>	<p>Exeter intend to continue monitoring air pollutants across the city.</p>
<p>With regard to <b>sustainable travel plans</b> – developing personal plans is an insufficient measure. Early work needs to include stagecoach and train providers and work with DCC to improve the coverage and cost of public transport options. There is a real opportunity <b>now</b>- before further major developments are implemented to address the infrastructure issues which make travelling by public transport the norm rather than the exception.</p>	<p>Devon County Council are providing travel planning support to developers to ensure that the initiatives delivered help to reduce single occupancy car trips within Exeter.</p>
<p>There needs to an overall specific target in relation to the reduction of journeys by car in order to make a difference to pollution levels, otherwise for example any increase in P&amp;R (which is already very reliable and subsidised at the expense of local journeys) will be negated as people will just sit in jams. The commitment to support the Devon Metro is welcome and investment I in this is welcome above increased P&amp;R services (especially and Ide) of which the business and environmental case has not been adequately demonstrated by DCC &amp; ECC.</p>	<p>Exeter City Council is exploring several options including Park and Ride and Devon Metro as not all solutions are practical for people wishing to visit or working and living in the city.</p>
<p><b>“Raise awareness of the effects of poor air quality and the benefits of taking action in and around Exeter”</b> a study needs to be undertaken of the impact of pollution on public health of key emitters, not just transport.</p>	<p>The LES is focused on transport only at this time as this is the largest single emitter of NO<sub>2</sub> and PM.</p>

Issue Raised/ Suggested Measure	What has been included in Strategy
<p><b>Electric charging of vehicles:</b> I understand that the Council's charging point is used as a regular car park during the day. A friend who tried to charge a car that he had on hire was unable to do so because of this – could you let me know if this was a one off or is Council policy?</p>	<p>There are two charging points at the Civic Centre which are available for use by the public when they are not being used by the Council's electric pool vehicles. Other charging points are available in city centre car parks. Please see <a href="http://www.exeter.gov.uk/index.aspx?articleid=15232#Charging%20points">http://www.exeter.gov.uk/index.aspx?articleid=15232#Charging points</a> for further information</p>

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## **REPORT TO RESOURCES SCRUTINY COMMITTEE**

Date of Meeting: 18 March 2015

## **REPORT TO EXECUTIVE**

Date of Meeting: 14 April 2015

## **REPORT TO COUNCIL**

Date of Meeting: 21 April 2015

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2014/15

### **Is this a Key Decision?**

No

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

### **Is this an Executive or Council Function?**

Council

#### **1. What is the report about?**

- 1.1 To advise Members of the overall projected financial position of the HRA & General Fund Revenue Budgets for the 2014/15 financial year after nine months.

#### **2. Recommendations:**

It is recommended that Scrutiny Resources Committee and the Executive note the report and Council notes and approves (where applicable):

- 2.1 The General Fund forecast financial position for the 2014/15 financial year;
- 2.2 The HRA forecast financial position for 2014/15 financial year;
- 2.3 The additional supplementary budgets listed in Appendix C;
- 2.4 The outstanding Sundry Debt position as at December 2014;
- 2.5 The creditors' payments performance;
- 2.6 The Council Tax and Business Rates collection performance.

#### **3. Reasons for the recommendation:**

- 3.1 To formally note the Council's projected financial position and to approve additional expenditure required during the financial year.

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

- 4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.6, 8.2.1 and 8.2.3 respectively.

**5. Section 151 Officer comments:**

5.1 The report represents the projected financial position to 31 March 2015. In respect of the year end projections, the overall position in respect of the General Fund is marginally worse than budget, with the Working Balance projected to reduce from £3,364,640 to £3,147,528. This is due to setting aside the funds to pay the final part of the Business Rates deficit.

**6. What are the legal aspects?**

6.1 None raised for the attention of Legal Services.

**7. Monitoring Officer's comments:**

7.1 This report raises no issues for the Monitoring Officer.

**8. Report details:**

8.1 Financial Summary

<b>FUND</b>	<b>Planned Transfer (to) / from Working Balance</b>	<b>Budget Variance Over / (under)</b>	<b>Outturn Transfer 2014/15</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General Fund	165,742	51,370	217,112
HRA	1,374,550	(2,629,576)	(1,255,026)
Council own Build Houses	(22,670)	0	(22,670)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The third quarter projection shows a significant improvement against the estimated budget reduction in the working balance. There is now a projected increase of £1,255,026 to leave the working balance at £7,218,245.

<b>Movement</b>	<b>2014/15</b>
Opening HRA Balance, as at 01/04/14	£5,963,219
Surplus / (Deficit)	£1,255,026
<b>Projected balance, as at 31/3/15</b>	<b>£7,218,245</b>



## 8.2.2 HRA (An underspend in total of £2,629,576)

The main variances are:

Management Unit	Over / (Underspend)	Detail
Budget variances reported in June	(£108,820)	Scrutiny Committee – Community 9 September 2014
Budget variances reported in September	(£973,634)	Scrutiny Committee – Community 11 November 2014
Management Costs	£154,513	The increase in forecast expenditure relates to redundancy and pension strain costs following the restructure of housing services. It also reflects the extension of agency staff cover until the recruitment process for vacant posts is completed.
Repairs and Maintenance Programme	(£672,000)	<p>(£150k) additional forecast saving in respect of repairs to void properties on top of the projected saving of £500k already reported</p> <p>(£350k) deferral of damp ingress work until 2015-16</p> <p>External painting of properties affected by damp ingress was postponed until Executive approval was obtained for the larger scheme of damp ingress works. It is therefore projected that £107k of the low maintenance and painting budget will need to be slipped into next financial year</p>
Revenue Contribution to Capital	(£1,010,635)	The estimated amount of revenue monies required towards financing the HRA Capital Programme in 2014-15 has reduced from £6.350m to £5.339m. This reflects a reduction in the level of forecast capital expenditure in this financial year, as set out in Appendix 4.
Interest	(£19,000)	The interest earned on HRA balances (Working Balance, Major Repairs Reserve and capital receipts) will be higher than budgeted, as savings in revenue and capital expenditure for 2014-15 will result in higher than anticipated HRA balances.

- 8.2.3 The Council's new properties at Rowan House and Knights Place form part of the overall Housing Revenue Account, but separate income and expenditure budgets are maintained in order to ensure that they are self-financing. There is no projected variance to the projected surplus at the end of the first quarter.

<b>Movement</b>	<b>2014/15</b>
Opening Council Own Build, as at 01/04/14	£103,512
Surplus / (Deficit)	£22,670
<b>Balance, as at 31/3/15</b>	<b>£126,182</b>

8.3 General Fund (Appendix B)

- 8.3.1 The Service Committees show projected underspends of £299,810 against a revised budget of £12,472,740. The main variances are:

8.3.2 **Scrutiny Committee Community – (An overspend in total of £189,240)**

Management Unit	Over / (Underspend)	Detail
Advisory Services	117,540	<ul style="list-style-type: none"> <li>Housing Benefit income has been lower than budgeted</li> <li>Savings on pay budgets due to vacancies</li> <li>Payments to temporary accommodation providers lower than budgeted</li> </ul>
Private Sector Housing	45,450	<ul style="list-style-type: none"> <li>A new licensing scheme for certain types of Houses in Multiple Occupation was introduced on 23 February, following Executive approval on 18 November 2014. Income from the 5 year licenses will mostly be accounted for in future financial years.</li> </ul>
Domestic Refuse Collection	140,000	<ul style="list-style-type: none"> <li>Overspend on Agency Staff</li> </ul>
Cleansing Chargeable Services	(84,450)	<ul style="list-style-type: none"> <li>Savings on pay budgets</li> <li>Additional income from Green Waste and Trade Refuse</li> </ul>
General Fund Housing – Property	86,670	<ul style="list-style-type: none"> <li>Higher than budgeted repair and hand back costs in respect of Private Sector Leased and Extralet properties and rent lost during void periods. An action plan to help address this area of budgetary pressure was reported to this committee in November 2014.</li> </ul>

8.3.3 Scrutiny Committee Economy – (An underspend in total of £112,910)

Management Unit	Over / (Underspend)	Detail
Estates Services	133,070	<ul style="list-style-type: none"> <li>Rental income for the property portfolio is expected to be less than the budget</li> <li>The expenditure on AIM lease requirements is anticipated to be less than the budget</li> <li>Additional expenditure on rates due to void properties at South Street</li> </ul>
Parking Services	97,150	<ul style="list-style-type: none"> <li>Income from car parking fees not expected to meet the budgeted target</li> <li>Expenditure on AIM reactive repair and service and maintenance budgets less than annual budget</li> <li>Additional expenditure on security patrol offset by anticipated saving on rates and other maintenance budgets</li> </ul>
Engineering & Construction Services	(54,040)	<ul style="list-style-type: none"> <li>Vacant posts resulting in underspend on pay budgets</li> </ul>
Planning Services	(47,870)	<ul style="list-style-type: none"> <li>Additional income from Planning Application Fees</li> <li>Additional expenditure on legal costs due to appeals</li> <li>Additional consultant fees, partly offset by transfer from reserve</li> </ul>
Major Projects	(35,000)	<ul style="list-style-type: none"> <li>Expenditure in respect of consultant fees expected to be less than the annual budget</li> </ul>
Markets & Halls	(109,040)	<ul style="list-style-type: none"> <li>Net increase in income</li> </ul>
Property Maintenance Team	(47,000)	<ul style="list-style-type: none"> <li>Saving on pay budgets due to vacant posts</li> <li>Saving on fuel costs</li> </ul>

#### 8.3.4 Scrutiny Committee Resources – (An underspend in total of £376,140)

Management Unit	Over / (Underspend)	Detail
Revenue Collection/Benefits	(195,050)	<ul style="list-style-type: none"> <li>• Recovery of overpayments has been higher than anticipated</li> <li>• Revenue contribution to capital expenditure upgrading the Capita system</li> </ul>
Legal Services	(52,130)	<ul style="list-style-type: none"> <li>• Savings on pay due to post not filled</li> <li>• Additional income from legal expenses</li> </ul>
Corporate Customer Services	(131,370)	<ul style="list-style-type: none"> <li>• Underspend on Civic Centre reactive repairs and electricity budget.</li> <li>• Saving on Postage due to change of supplier.</li> <li>• Underspend expected on Mayoralty expenses and Civic Hospitality budgets</li> <li>• Additional income from Civic Centre rental spaces and solar panel income above budget</li> </ul>

#### 8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Net Interest Paid	(69,000)	<ul style="list-style-type: none"> <li>• Continued low rates of interest have lowered the cost of borrowing;</li> <li>• Better than forecast cashflow position has increased the level of interest received.</li> <li>• A one-off loss is projected in respect of foreign exchange rates on the Icelandic investment (£37,000) partially offset by an additional £14,000 interest.</li> </ul>
Revenue Contribution to Capital	7,500	<ul style="list-style-type: none"> <li>• Revenue contribution to capital expenditure upgrading the Capita system resulting in a saving set out above on Resources.</li> </ul>
Minimum Revenue Provision	(137,737)	<ul style="list-style-type: none"> <li>• A significant underspend on the 2013/14 capital programme has resulted in a saving in the amount required to repay debt.</li> </ul>

Other items	Over / (Underspend)	Detail
Earmarked reserves	(629,048)	<ul style="list-style-type: none"> <li>The main change relates to setting aside funds to pay for the final element of the Business Rates deficit caused in the first year of the new scheme by setting aside a large amount to cover the provision for appeals.</li> </ul>

### 8.3.6 General Fund Balance

In 2014/15 it is projected that there will be an overall net reduction in the General Fund Balance of £217,112. The minimum requirement for the General Fund working balance was approved by Council in February 2014 at £2million.

Movement	2014/15
Opening Balance, as at 01/04/14	£3,364,640
Surplus / (Deficit)	(£ 217,112)
<b>Balance, as at 31/3/15</b>	<b>£3,147,528</b>

### 8.3.7 Supplementary Budgets

There are no supplementary budget requests this quarter.

## 8.4 COUNCIL TAX AND BUSINESS RATES COLLECTION

- 8.4.1 In the first nine months of 2014/15 the Council collected 81.6% of the Council Tax due for the year compared to a target of 83.5%. Since December, amendments to working procedures have enabled the team to reduce the gap between performance and target from 1.9% to 1.3%. Business Rates collection is below target at 85.6% against a target of 88%; however changes to allow payments over 12 instead of 10 months have affected collection, which is expected to recover to reach target by the end of March.

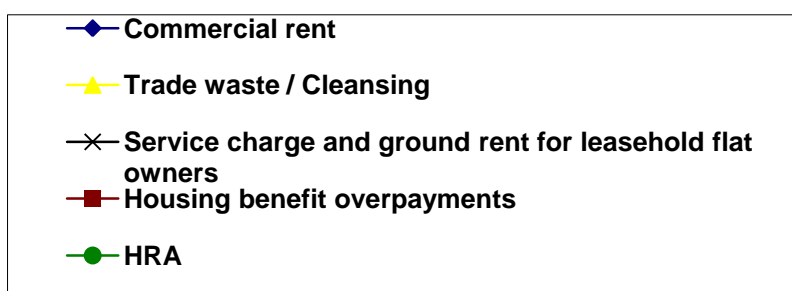
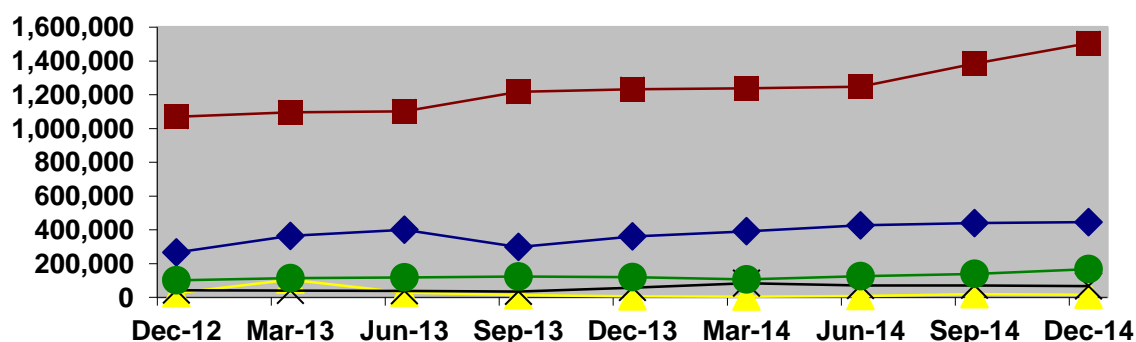
## 8.5 OUTSTANDING SUNDRY DEBT

8.5.1 An aged debt analysis of the Council's sundry debts is shown in the table below.

Age of Debt	December 2013	September 2014	December 2014
Up to 29 days (current)	£765,913	*£1,578,541	£1,031,168
30 days – 1 Year	£962,291	£1,008,147	£1,246,380
1 – 2 years	£412,516	£539,069	£576,037
2 – 3 years	£240,954	£287,153	£306,597
3 – 4 years	£138,974	£144,297	£178,742
4 – 5 years	£91,523	£108,851	£84,798
5 + years	£174,934	£184,379	£209,782
<b>Total</b>	<b>£2,787,105</b>	<b>£3,850,437</b>	<b>£3,633,505</b>

\* There was one large invoice (£718,786) raised on 25 September 2014, which has since been paid.

8.5.2 Of the outstanding debt, the graph below sets out the main services and debt trends for debt over 30 days old:



## 8.6 DEBT WRITE-OFFS

8.6.1 The following amounts have been written-off during 2014/15:

	2013/14 Total	2014/15 (Qtr 3)
• Council Tax	£83,940	£131,336
• Business Rates	£366,058	£0
• Sundry Debt	£138,915	£54,828
• Housing Rents (includes GF Housing Rent)	£ 72,921	£26,059

## 8.7 CREDITOR PAYMENTS PERFORMANCE

8.7.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 96.41% for the first nine months of 2014/15 compared with 95.69% for 2013/14.

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

9.1 This is a statement of the projected financial position to the end of the 2014/15.

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

10.1 The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Team and Members.

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

11.1 Not applicable

### 12. Are there any other options?

12.1 Not applicable

## Assistant Director Finance

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

Background papers used in compiling this report:-

None

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





**HOUSING REVENUE ACCOUNT**  
**2014/15 REVENUE ESTIMATES - SUMMARY**  
as at 31 December 2014

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£		£	£	£
1,501,421	1,347,242	(154,179)	85A1	3,272,640	3,343,529	70,889
307,073	291,204	(15,869)	85A3	287,590	270,590	(17,000)
4,881,099	3,151,785	(1,729,314)	85A4	6,675,400	4,793,400	(1,882,000)
0	0	0	85A5	6,195,200	5,339,345	(855,855)
2,356,390	2,439,776	83,386	85A6	2,356,390	2,439,780	83,390
(13,685,292)	(13,642,058)	43,234	85A8	(19,347,730)	(19,357,730)	(10,000)
989,782	989,780	(2)	85B2	1,935,060	1,916,060	(19,000)
			85B4	(1,374,550)	1,255,026	2,629,576
				<b>0</b>	<b>0</b>	<b>0</b>
			<b>Net Expenditure</b>			
			<b>Working Balance 1 April 2014</b>	<b>5,963,219</b>	<b>31 March 2015</b>	<b>7,218,245</b>

**COUNCIL OWN BUILD SITES**

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£		£	£	£
(5,650)	(7,051)	(1,401)	H006	(7,540)	(7,540)	0
(26,360)	(28,994)	(2,634)	H007	(35,150)	(35,150)	0
0	0	0	H008	9,390	9,390	0
10,630	11,044	414	H009	10,630	10,630	0
			H010	22,670	22,670	0
				<b>0</b>	<b>0</b>	<b>0</b>
			<b>Net Expenditure</b>			
			<b>Working Balance 1 April 2014</b>	<b>103,512</b>	<b>31 March 2015</b>	<b>126,182</b>

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**GENERAL FUND**  
**2014/15 REVENUE ESTIMATES - SUMMARY**  
as at 31 December 2014

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - COMMUNITY	9,745,050	10,130	9,755,180	9,944,420	189,240
SCRUTINY - ECONOMY	(464,880)	219,560	(245,320)	(358,230)	(112,910)
SCRUTINY - RESOURCES	5,634,170	184,120	5,818,290	5,442,150	(376,140)
less Notional capital charges	(2,855,410)		(2,855,410)	(2,855,410)	0
<b><u>Service Committee Net Expenditure</u></b>	<b>12,058,930</b>	<b>413,810</b>	<b>12,472,740</b>	<b>12,172,930</b>	<b>(299,810)</b>
Net Interest	165,000		165,000	96,000	(69,000)
New Homes Bonus	(2,778,000)		(2,778,000)	(2,778,000)	0
Revenue Contribution to Capital	0		0	7,500	7,500
Minimum Revenue Provision	1,470,000		1,470,000	1,332,263	(137,737)
Business Rates Deficit	0		0	1,215,465	1,215,465
<b><u>General Fund Expenditure</u></b>	<b>10,915,930</b>	<b>413,810</b>	<b>11,329,740</b>	<b>12,046,158</b>	<b>716,418</b>
Transfer To/(From) Working Balance	58,448	(224,190)	(165,742)	(217,112)	(51,370)
Transfer To/(From) Earmarked Reserves	2,498,000	(189,620)	2,308,380	1,679,332	(629,048)
<b><u>General Fund Net Expenditure</u></b>	<b>13,472,378</b>	<b>0</b>	<b>13,472,378</b>	<b>13,508,378</b>	<b>36,000</b>
Formula Grant	(7,715,000)		(7,715,000)	(7,715,000)	0
Council Tax Freeze Grant	(118,000)		(118,000)	(118,000)	0
Pooling of Business Rates	(1,070,000)		(1,070,000)	(1,106,000)	(36,000)
<b><u>Council Tax Net Expenditure</u></b>	<b>4,569,378</b>	<b>0</b>	<b>4,569,378</b>	<b>4,569,378</b>	<b>0</b>
<b>Working Balance</b>	<b>March 2014</b>	<b>£ 3,364,640</b>		<b>£ 3,147,528</b>	<b>March 2015</b>

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**REPORT TO** SCRUTINY COMMITTEE RESOURCES, EXECUTIVE AND COUNCIL

**Date of Meeting:** Scrutiny Committee Resources – 18 March 2015  
Executive – 14 April 2015  
Council – 21 April 2015

**Report of:** Assistant Director Finance  
**Title:** Capital Monitoring Statement to 31 December 2014

**Is this a Key Decision?**

Yes

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

To report the current position in respect of the Council's revised annual capital programme and to advise Members of the anticipated level of deferred expenditure into future years.

The report seeks Member approval to amend the annual capital programme in order to reflect the reported variations.

**2. Recommendations:**

**It is recommended that Scrutiny Committee – Resources notes and Council approves:**

- (i) **The revisions to the capital programme detailed in section 8.1**
- (ii) **The revision of the annual capital programme to reflect the reported variations detailed in 8.4 and 8.5**
- (iii) **The proposed additions to the Capital Programme detailed in section 8.7**

**3. Reasons for the recommendation:**

Local authorities are required to estimate the total of capital expenditure that it plans to incur during the financial year when it sets the prudential indicators for capital expenditure. This shows that its asset management and capital investment strategies are affordable, prudent and sustainable.

Capital expenditure is a significant source of risk and uncertainty since cost variations, delays and changing specifications are often features of large and complex capital projects.

In order to manage the risks associated with capital programming the annual capital programme is updated every three months to reflect any cost variations, slippage or acceleration of projects.

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

The financial resources required are set out in the body of this report.

**5. Section 151 Officer comments:**

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 31 December 2014.

**6. What are the legal aspects?**

The capital expenditure system is framed by the Local Government and Housing Act 1989.

## 7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer

## 8. Report Details:

### CAPITAL MONITORING STATEMENT TO 31 DECEMBER 2014

#### 8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2014/15 Capital Programme, including commitments brought forward from 2013/14, was last reported to Scrutiny Committee – Resources on 19 November 2014. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
<b>Capital Programme, as reported to Scrutiny Committee – Resources, 19 November 2014</b>	<b>25,672,970</b>	
Budget Deferred to 2015/16 & Beyond at Quarter 2	(1,982,460)	Approved by Executive on 9 December 2014
Overspends/(Underspends) reported at Quarter 2	(647,670)	
Exton Road Lighting	37,500	Approved by delegated powers (13 November 2014)
Municipal Bonds Agency	50,000	Approved by Executive on 9 December 2014
RAMM Passenger Lift	45,000	Approved by Executive on 9 December 2014
Other	(7,000)	
<b>Revised Capital Programme 2014/15</b>	<b>23,168,340</b>	

#### 8.2 PERFORMANCE

The revised capital programme for the current financial year is £23.168 million. During the first nine months of the year the Council spent £11.098 million on the programme, which equates to 47.90% of the revised programme. This compares with £8.190 million (50.4%) being spent in the first nine months of 2013/14.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2014/15 of £18.940 million with £3.957 million of the programme potentially being deferred to 2015/16.

Appendix 2 shows the approved budgets for 2015/16 with the 2014/15 budget carried forward to 2015/16 and beyond at the second quarter and the proposed amount to be carried forward this quarter for Executive to consider for approval.



Appendix 3 shows the overall position for those schemes which span more than one financial year.

### 8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2014/15 are £1.616 million. An estimated spend of £9.167 million is required of which £7.552 million will have to be funded from borrowing. The available capital resources for the HRA for 2014/15 are £15.171 million. An estimated spend of £9.772 million is required leaving £5.398 million to be carried forward into 2015/16. Appendix 4 sets out the forecast use of the resources available for the General Fund and the HRA and the likely amounts of borrowing that will be necessary to fund the capital programme over the next two years.

The value of actual capital receipts received in the quarter in respect of the General Fund and the HRA are:

	<b>General Fund £</b>	<b>HRA £</b>
<b>Balance as at 30 September 2014</b>	<b>127,095</b>	<b>1,007,293</b>
New Receipts	357,500	531,000
Less HRA Pooling		(106,807)
<b>Balance as at 31 December 2014</b>	<b>484,595</b>	<b>1,431,486</b>

### 8.4 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure that have arisen since 30 September are:

<b>Scheme</b>	<b>Estimated Overspend / (Underspend) £</b>	<b>Reason</b>
Vehicle Replacement Programme	(29,580)	The actual cost of vehicles purchased has been less than the budgeted cost.
Exton Road Lighting	(6,000)	Quotes for works have been less than budgeted
Smoke Detector Replacements	(67,230)	A saving in the cost of replacing smoke detectors is expected to be achieved following the tender of the contract.
Property Entrance Improvements	(18,890)	The extent of health and safety works to property entrances was lower than anticipated.
Bridespring/Mincing lake Road Works	(3,360)	Drainage improvements works at Bridespring Road have been completed with a minor saving.

Central Heating Programme	(30,000)	Significant savings are expected to be made in respect of replacement central heating systems following the commencement of a new comprehensive gas servicing contract in July. Works will be undertaken to maximise the life expectancy of central heating systems as part of the routine service and maintenance regime. Savings of £229k have already been reported to this committee; this additional saving realigns the forecast with latest projections.
Boiler Replacement Programme	(100,000)	Significant savings are expected to be made in respect of boiler replacements following the commencement of a new comprehensive gas servicing contract in July. Works will be undertaken to maximise the life expectancy of boilers as part of the routine service and maintenance regime. Savings of £350k have already been reported to this committee; this additional saving realigns the forecast with latest projections.

## 8.5 SCHEMES TO BE DEFERRED TO 2015/16 AND BEYOND

Schemes which have been identified since 30 September as being wholly or partly deferred to 2015/16 and beyond are:

Scheme	Revised 14/15 Budget £	Budget to be Deferred £	Reason
Play Area Refurbishments	115,290	18,170	Staff resources an issue and some projects weather dependent.
Flowerpot Skate Park Lighting	35,000	33,650	Planning requirements in respect of bats has delayed the scheme.
Vehicle Replacement Programme	397,000	21,000	The Cash Collection Van that was included in the 2014/15 schedule but will now be purchased in 2015/16.
Warm Up Exeter	163,650	163,650	The new CosyDevon scheme is nearly fully funded by Eon Energy but funding will be required to facilitate solid wall insulation over the next 3 years. CosyDevon was delayed and only started in July 2014 due to continued uncertainty with Energy Company Obligation rules which resulted in delays in decisions making by Eon. It is unlikely that any spend will be required this financial year.
Temporary Accommodation Purchase	300,000	300,000	Work is being undertaken to identify the likely need and type of requirement for temporary accommodation.

Repair to Turf Lock Gate	150,000	90,000	There is a very small window of opportunity when these works can be carried out due to needing low tides. Unfortunately there has been a delay with the supply of materials necessary to dam the canal so this window may be lost and consequently there may be significant budget carry forward to 2015/16.
St Sidwells Community Centre	40,000	40,000	Building works are due to start early in 2015/16.
Exeter Gymnastics Club	40,000	40,000	The Association are re-thinking their proposals, so preparatory work on hold.
Science Park Loan	1,000,000	500,000	£500,000 of the loan will be advanced to the Science Park this financial year.
Rendering of Council Dwellings	323,500	95,000	There have been delays to the programme related to the damp ingress works and consultation issues with leaseholders
Energy Conservation Works	70,400	38,000	Further spend of this budget is pending the identification of suitable energy efficiency measures in respect of housing assets.
LAINGS Refurbishments	225,000	225,000	Structural surveys have taken place on five vacant properties. The results form part of an options appraisal for the extent of works to be undertaken, due to staff restructure changes the appraisals have been delayed and therefore the works will not be undertaken in 2014/15.
Kitchen Replacement Programme	2,648,710	58,000	Fewer void properties have resulted in a lower than anticipated number of kitchen replacements.
Bathroom Replacement Programme	1,164,850	80,000	Fewer void properties have resulted in a lower than anticipated number of bathroom replacements.
Other Works	24,620	24,620	This budget provides for ad hoc capital works identified during the course of the financial year. To date, no works have been identified for 2014/15.
Fire Precautionary Works to Flats	277,090	140,000	The tenders for the fire doors were not returned until October. This has caused a delay to the first phase of door installations.
Communal Areas	151,640	41,000	Eighteen communal areas have been identified for improvement works including; the provision of new flooring, doors and glazing. Full spend of the budget is pending the

			outcomes of a prioritisation process for the next phase of improvements to communal areas and leaseholder consultation.
Structural Repairs	184,390	138,000	Works are mainly concerned to subsidence issues at Wilford Road. There have been some issues procuring consultancy which have now been resolved and specifications are now being finalised to go out to tender.
Rennes House Structural Works	35,840	35,840	Works are pending the outcomes of a full options appraisal for the long term future of this site.
Common Area Footpath/Wall Improvements	50,000	42,450	Priority health and safety works will be undertaken in 2014/15 with further spend of the budget pending the appointment of a Compliance Officer who will be tasked to prepare a programme of works to improve footpaths and walls.
Higher Barley Mount Improvements	34,000	34,000	The procurement of structural engineering services has led to a delay with the works to the pathway and retaining wall at Higher Barley Mount.
Lift Replacement Sidwell Street	50,000	50,000	Quotes are being reviewed. Due to the long lead in times for manufacture the budget will not be spent until 2015/16.
Replacement Lead Water Mains	25,000	10,000	This budget provides for ad hoc lead water main replacements as and when they are identified as part of the kitchen replacement programme. Fewer replacements have been identified during 2014/15.
Communal Garden Retaining Walls	55,000	55,000	The procurement of structural engineering services has led to a delay with these works.
Soil Vent Pipe Replacement	20,000	6,000	Further soil vent pipe replacements are pending consultation with leasehold flat owners.
Electrical Re-wiring	749,630	236,000	Fewer full electrical re-wires have been required in accordance with the recommendations of periodic electrical testing with remedial repairs undertaken instead. The testing of communal areas has also been delayed.
COB Wave 2 – Rennes House Car Park	774,900	624,900	Work is required to resolve planning issues in respect of the development of this site.

COB Wave 2 – Newport Road	716,250	69,790	The budget for the development of this site has been re-profiled in accordance with the latest cash-flow projections with completion expected in August 2015.
St Loyes ExtraCare	296,350	254,000	The budget for this extra care housing scheme has been re-profiled in accordance with the latest cash-flow projections. Design work is expected to commence following the appointment of a project manager and design team.
Phase 2 St Andrews Road	10,230	10,230	Further spend in respect of developing this site are pending the outcomes of a Village Green application by local residents.
COB Land Purchase	300,000	300,000	Budget set aside for land purchase but currently prioritising development of Council owned land for the provision of new social housing.
Acquisition of Social Housing	333,450	163,420	The acquisition of four new affordable housing units are expected to complete this financial year, the remaining budget will be deferred into 2015/16.

## 8.6 ACHIEVEMENTS

The following schemes have been completed since 30 September 2014:

- Major Flood Prevention Works**  
Exeter City Council has paid the Environment Agency £3,000,000 as its contribution to the £30 million flood defence scheme. Work has already begun on the scheme with the aim to complete by late 2017. Once finished, the scheme will reduce flood risk to over 3,000 residential and commercial properties in the city.
- Wonford Community Centre Boiler**  
An efficient condensing boiler has been installed at the community centre; a supplementary system to heat hot water in case of boiler failure has also been installed.

## 8.7 PROPOSED ADDITIONS TO THE CAPITAL PROGRAMME

- UK Space Agency – Digital Data Trial (£32,800)**  
Space age technology is being used to help pin-point trees in Exeter as part of a ground-breaking pilot scheme. As part of the Space for Smarter Government Programme first call for Expression of Interest Exeter City Council has secured funding from the UK Space Agency to help develop a tree management system that will allow officers to report the exact location and details of fallen or damaged trees in the city.

The system uses satellite positioning, navigation and timing technology, which is able to pick up natural objects such as trees. If the scheme proves

successful it could be expanded further so that members of the public can use it on smartphones or mobile devices.

Working with Bartec Auto ID – the same company who developed in-cab technology in the City Council's refuse and recycling vehicles – officers are trialling five hand-held devices that can identify the precise location of a tree and input relevant information onto the system. Currently tree officers have to use traditional mapping to pinpoint a tree and the information is fed into an iPad whilst on location and then transferred to a database once back in the office.

The funding will be released from the UK Space Agency after expenditure has been incurred by ECC.

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

The Capital Programme contributes to all of the key purposes, as set out in the Corporate Plan.

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

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

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

No impact

**12. Are there any other options?**

No

**David Hodgson, Assistant Director Finance**

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

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

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

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## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b>COMMUNITY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Play Area Refurbishments	133,460	115,286	115,290	18,170	
Flowerpot Skate Park Lighting	35,000	1,346	1,350	33,650	
Heavitree Pleasure Ground Tennis Courts	45,000	38,169	38,170	6,830	
Topsham Recreation Ground	56,730	53,177	53,200	3,530	
Refurbishment and Upgrade of Paddling Pools	27,460	25,038	27,460		
Parks Improvements	11,730	2,299	11,730		
Neighbourhood Parks & Local Open Spaces	8,020		8,020		
<b>KEEP ME/MY ENVIRONMENT SAFE &amp; HEALTHY</b>					
Vehicle Replacement Programme	397,000	256,632	346,420	21,000	(29,580)
Exton Road Lighting	37,500		31,500		(6,000)
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
Disabled Facility Grants	359,100	255,670	359,100		
Warm Up Exeter	163,650			163,650	
Wessex Loan Scheme	15,610		15,610		
Glencoe Capital Works	3,890		3,890		
Private Sector Renewal Scheme	159,080	11,978	159,080		
WHIL Empty Properties	194,000		194,000		
The Haven	63,980	51,765	63,980		
Temporary Accommodation Purchase	300,000			300,000	
Grant to the Red House Hotel	85,000	85,000	85,000		
<b>COMMUNITY TOTAL</b>	<b>2,096,210</b>	<b>896,360</b>	<b>1,513,800</b>	<b>546,830</b>	<b>(35,580)</b>



## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b>ECONOMY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Canal Basin and Quayside	49,360	49,355	49,360		
Exhibition Way Bridge Maintenance	39,980		39,980		
John Lewis Car Park Refurbishment	2,130	2,130	2,130		
Replacement of Car Park Pay & Display Machines	47,770	1,000	47,770		
Canal Bank Repairs & Strengthening	10,880	9,671	10,880		
Northbrook Flood Alleviation Scheme	150	150	150		
Major Flood Prevention Works	3,000,000	3,000,000	3,000,000		
National Cycle Network	3,200	138	3,200		
Repair to Turf Lock Gates	150,000		60,000	90,000	
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>					
Replace Running Track at Exeter Arena	783,000	575,967	783,000		
Sports Facilities Refurbishment	43,890	3,454	43,890		
RAMM Development	384,000		384,000		
Passenger Lift at RAMM	45,000		45,000		
Storage of Archives	48,950	24,327	48,950		
Livestock Market Electrical Distribution Boards	55,000	15,157	55,000		
Wonford Community Centre Boiler	14,250	13,185	14,250		
<b>DELIVER GOOD DEVELOPMENT</b>					
Newcourt Community Hall (S106)	37,520	37,520	37,520		
Countess Wear Community Centre (Grant Towards Build)		1,416	1,420	(1,420)	
Newcourt Community Association Centre	60,240	32,000	60,240		
Exe Water Sports Association (Grant Towards Build)	12,240	12,242	12,240		
Devonshire Place (Landscaping)	25,000	15,806	FALSE	8,690	(16,310)

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
St Thomas Social Club (New Roof)	17,000	16,995	17,000		
St James Forum (Queens Crescent Garden)	8,100	8,100	8,100		
2nd Exeter Scouts & Park Life ('Urban Village Hall' Heavitree Park)	10,000	10,000	10,000		
Citizens Advice Bureau (Building Improvements)	10,000	10,000	10,000		
St Sidwells Community Centre	40,000			40,000	
Newtown Community Centre (2nd Grant)	10,000	988	1,000	9,000	
Alphington Church	16,000	16,000	16,000		
Exeter City Football in the Community	6,000	6,000	6,000		
Exeter Gymnastics Club	40,000			40,000	
City Centre Enhancements	22,220	874	22,220		
Well Oak Footpath/Cycleway	740		740		
Paris Street Roundabout Landscaping & Sculptural Swift Tower	62,430	30,185	62,430		
Heavitree Environmental Improvements	22,880		22,880		
Ibstock Environmental Improvements	3,240		3,240		
Local Energy Network	149,000	81,950	149,000		
<b>HELP ME RUN A SUCCESSFUL BUSINESS</b>					
Science Park Loan	1,000,000		500,000	500,000	
<b>ECONOMY TOTAL</b>	<b>6,230,170</b>	<b>3,974,611</b>	<b>5,527,590</b>	<b>686,270</b>	<b>(16,310)</b>

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b>RESOURCES</b>					
<b>WELL RUN COUNCIL</b>					
Security Compliance for GCSx & PCI DSS	12,190	9,138	12,190		
PC & Mobile Devices Replacement Programme	65,000	54,441	65,000		
Corporate Network Infrastructure	9,490	6,801	9,490		
STRATA Implementation	615,480	615,477	615,480		
Capita Upgrade	7,500	7,500	7,500		
Firewalls	18,050		18,050		
eTendering System	15,000		15,000		
Municipal Bond Agency	50,000		50,000		
Invest to Save Opportunities	100,000	7,500	100,000		
Energy Saving Projects	965,170	119,117	972,390	(7,220)	
Capitalised Staff Costs	261,000		261,000		
<b>RESOURCES TOTAL</b>	<b>2,118,880</b>	<b>819,974</b>	<b>2,126,100</b>	<b>(7,220)</b>	

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b>HRA</b>					
<b>MAINTAIN OUR PROPERTY ASSETS</b>					
Adaptations	630,000	414,415	630,000		
Rendering of Council Dwellings	323,500	101,001	228,500	95,000	
MRA Fees	35,280		35,280		
Communal Door Entry System	10,000	2,635	10,000		
Environmental Improvements - General	30,000	8,086	30,000		
Programmed Re-roofing	65,310	41,610	65,310		
Energy Conservation	70,400	23,245	32,400	38,000	
Smoke Detector Replacements	278,230	112,705	211,000		(67,230)
LAINGS Refurbishments	225,000			225,000	
Kitchen Replacement Programme	2,648,710	1,466,725	2,590,710	58,000	
Bathroom Replacement Programme	1,164,850	607,398	1,084,850	80,000	
Other Works	24,620			24,620	
Fire Precautionary Works to Flats	277,090	10,314	137,090	140,000	
Communal Areas	151,640	61,058	110,640	41,000	
Structural Repairs	184,390	45,697	46,390	138,000	
Fire Alarms at Sheltered Accommodation	15,300		15,300		
Property Entrance Improvements	20,000	1,113	1,110		(18,890)
Rennes House Structural Works	35,840			35,840	
Automatic Doors - Faraday House	15,000		15,000		
Bridespring/Mincinglake Road Works	20,000	16,640	16,640		(3,360)
Common Area Footpaths/Wall Improvements	50,000	7,550	7,550	42,450	
Higher Barley Mount Improvements	34,000			34,000	
Lift Replacement - 98 Sidwell Street	50,000			50,000	
Replacement of Lead Water Mains	25,000	11,993	15,000	10,000	
Communal Garden Retaining Walls	55,000			55,000	
Soil Vent Pipe Replacement	20,000	6,267	14,000	6,000	
Electrical Central Heating	20,000	9,498	20,000		
Capita Upgrade	7,500	7,500	7,500		
Electrical Re-wiring	749,630	236,898	513,630	236,000	
Central Heating Programme	125,190	64,413	95,190		(30,000)
Boiler Replacement Programme	200,630	69,970	100,630		(100,000)

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2014/15 Revised Capital Programme	2014/15 Spend to 31 December	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b><i>HELP ME FIND SOMEWHERE TO LIVE</i></b>					
COB Wave 2 - Rennes Car Park	774,900	141,375	150,000	624,900	
COB Wave 2 - Newport Road	716,250	298,465	646,460	69,790	
COB Wave 2 - Brookway (Whipton Methodist Church)	1,294,140	779,301	1,294,140		
COB Wave 2 - Bennett Square	1,146,450	584,574	1,146,450		
St Loyes ExtraCare	296,350		42,350	254,000	
Phase 3 Professional Fees	9,200		9,200		
Phase 3 St Andrews Road	10,230			10,230	
COB Land Purchase	300,000			300,000	
Rennes House Wider Site Development	280,000	272,950	280,000		
Acquisition of Social Housing	333,450	3,212	170,030	163,420	
<b>HRA TOTAL</b>	<b>12,723,080</b>	<b>5,406,607</b>	<b>9,772,350</b>	<b>2,731,250</b>	<b>(219,480)</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>23,168,340</b>	<b>11,097,552</b>	<b>18,939,840</b>	<b>3,957,130</b>	<b>(271,370)</b>

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2015/16 Budget as per Budget Book	2014/15 Budget Carried Forward to 2015/16 and Beyond reported at Qtr 1	Budget to be Carried Forward to 2015/16 and Beyond reported at Qtr 2	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 3	Total 2015/16 Budget	Future Years
	£	£	£	£	£	£
<b>COMMUNITY</b>						
<b>KEEP PLACE LOOKING GOOD</b>						
Play Area Refurbishments		48,820		18,170	66,990	
Flowerpot Skate Park Lighting				33,650	33,650	
Heavitree Pleasure Ground Tennis Courts				6,830	6,830	
Topsham Recreation Ground				3,530	3,530	
<b>KEEP ME/MY ENVIRONMENT SAFE &amp; HEALTHY</b>						
Vehicle Replacement Programme	374,000	29,000		21,000	424,000	400,000
<b>HELP ME FIND SOMEWHERE TO LIVE</b>						
Disabled Facility Grants	320,000				320,000	640,000
Warm Up Exeter/PLEA Scheme				163,650	163,650	
Temporary Accommodation Purchase				300,000	300,000	
<b>COMMUNITY TOTAL</b>	<b>694,000</b>	<b>77,820</b>		<b>546,830</b>	<b>1,318,650</b>	<b>1,040,000</b>

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2015/16 Budget as per Budget Book	2014/15 Budget Carried Forward to 2015/16 and Beyond reported at Qtr 1	Budget to be Carried Forward to 2015/16 and Beyond reported at Qtr 2	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 3	Total 2015/16 Budget	Future Years
	£	£	£	£	£	£
<b>ECONOMY</b>						
<b>KEEP PLACE LOOKING GOOD</b>						
Northbrook Flood Alleviation Scheme	300,000	198,130	(150)		497,980	
Repair to Turf Lock Gates				90,000	90,000	
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>						
Sports Facilities Refurbishment	56,430				56,430	225,720
<b>DELIVER GOOD DEVELOPMENT</b>						
Newtown Community Centre	50,000				50,000	
Countess Wear Community Centre (Grant Towards Build)	70,000			(1,420)	68,580	
Newcourt Community Association Centre		8,000			8,000	
Devonshire Place (Landscaping)				8,690	8,690	
Alphington Village Hall (Repairs & Extension)			50,000		50,000	
St Sidwells Community Centre				40,000	40,000	
Newtown Community Centre (2nd Grant)		40,000		9,000	49,000	
Wear United		50,000			50,000	
Exeter Gymnastics Club				40,000	40,000	
<b>HELP ME RUN A SUCCESSFUL BUSINESS</b>						
Science Park Loan				500,000	500,000	
<b>ECONOMY TOTAL</b>	<b>476,430</b>	<b>296,130</b>	<b>49,850</b>	<b>686,270</b>	<b>1,508,680</b>	<b>225,720</b>



## CAPITAL MONITORING TO 31 DECEMBER 2014

	2015/16 Budget as per Budget Book	2014/15 Budget Carried Forward to 2015/16 and Beyond reported at Qtr 1	Budget to be Carried Forward to 2015/16 and Beyond reported at Qtr 2	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 3	Total 2015/16 Budget	Future Years
	£	£	£	£	£	£
<b>RESOURCES</b>						
<b>WELL RUN COUNCIL</b>						
Invest to Save Opportunities	100,000				100,000	100,000
Energy Saving Projects	1,795,000		425,000	(7,220)	2,212,780	664,000
Capitalised Staff Costs	261,000				261,000	261,000
<b>RESOURCES TOTAL</b>	<b>2,156,000</b>		<b>425,000</b>	<b>(7,220)</b>	<b>2,573,780</b>	<b>1,025,000</b>

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2015/16 Budget as per Budget Book	2014/15 Budget Carried Forward to 2015/16 and Beyond reported at Qtr 1	Budget to be Carried Forward to 2015/16 and Beyond reported at Qtr 2	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 3	Total 2015/16 Budget	Future Years
	£	£	£	£	£	£
<b>HRA</b>						
<b>MAINTAIN OUR PROPERTY ASSETS</b>						
Adaptations	600,000				600,000	600,000
Rendering of Council Dwellings	275,000			95,000	370,000	275,000
MRA Fees	40,000				40,000	40,000
Communal Door Entry System	10,000				10,000	10,000
Environmental Improvements - General	25,000				25,000	25,000
Programmed Re-roofing	252,000				252,000	252,000
Energy Conservation	30,000			38,000	68,000	30,000
Smoke Detector Replacements		150,000			150,000	
LAINGS Refurbishments	630,000		71,850	225,000	926,850	720,000
Kitchen Replacement Programme	900,000			58,000	958,000	900,000
Bathroom Replacement Programme	600,000			80,000	680,000	600,000
Other Works	50,000		20,000	24,620	94,620	50,000
Fire Precautionary Works to Flats	200,000			140,000	340,000	200,000
Communal Areas	100,000		40,000	41,000	181,000	100,000
Structural Repairs	100,000	25,000		138,000	263,000	100,000
Property Entrance Improvements						
Rennes House Structural Works	695,000		400,000	35,840	1,130,840	695,000
Common Area Footpaths/Wall Improvements		100,000		42,450	142,450	
Higher Barley Mount Improvements				34,000	34,000	
Lift Replacement - 98 Sidwell Street				50,000	50,000	
Replacement of Lead Water Mains				10,000	10,000	
Communal Garden Retaining Walls				55,000	55,000	
Soil Vent Pipe Replacement				6,000	6,000	
Electrical Re-wiring	447,800		150,000	236,000	833,800	447,800
Central Heating Programme	205,000				205,000	210,000
Boiler Replacement Programme	325,000				325,000	330,000

## CAPITAL MONITORING TO 31 DECEMBER 2014

	2015/16 Budget as per Budget Book	2014/15 Budget Carried Forward to 2015/16 and Beyond reported at Qtr 1	Budget to be Carried Forward to 2015/16 and Beyond reported at Qtr 2	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 3	Total 2015/16 Budget	Future Years
	£	£	£	£	£	£
<b>HELP ME FIND SOMEWHERE TO LIVE</b>						
COB Wave 2 - Rennes Car Park	1,492,474	(1,504,615)	407,040	624,900	1,019,799	2,272,932
COB Wave 2 - Newport Road		498,918		69,790	568,708	
Acquisition of Social Housing	500,000	152,415	418,720	163,420	1,234,555	500,000
<b>HRA TOTAL</b>	<b>7,477,274</b>	<b>(578,282)</b>	<b>1,507,610</b>	<b>2,731,250</b>	<b>11,137,852</b>	<b>8,357,732</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>10,803,704</b>	<b>(204,332)</b>	<b>1,982,460</b>	<b>3,957,130</b>	<b>16,538,962</b>	<b>10,648,452</b>

## CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2014/15	Total Spend Uo 30 December 2014	Total Forecast Spend to End of 2014/15	2014/15 Budget to be Carried Forward to 2015/16	2014/15 Programme Variances Under ( )
	£	£	£	£	£
<b>COMMUNITY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Refurbishment and Upgrade of Paddling Pools	214,550	212,132	214,550	0	0
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
Glencoe Capital Works	20,000	16,103	20,000	0	0
The Haven	250,000	237,782	250,000	0	0
<b>COMMUNITY TOTAL</b>	<b>484,550</b>	<b>466,017</b>	<b>484,550</b>	<b>0</b>	<b>0</b>
<b>ECONOMY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Canal Basin and Quayside	1,840,220	1,840,220	1,840,220	0	0
Exhibition Way Bridge Maintenance	45,000	5,015	45,000	0	0
Replacement of Car Park Pay & Display Machines	230,000	183,229	230,000	0	0
Canal Bank Repairs & Strengthening	40,000	38,792	40,000	0	0
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>					
Replace Running Track at Exeter Arena	790,000	582,967	790,000	0	0
Storage of Archives	49,720	25,099	49,720	0	0
<b>DELIVER GOOD DEVELOPMENT</b>					
Newcourt Community Hall (S106)	43,180	43,184	43,180	0	0
Newcourt Community Association Centre	69,750	33,506	61,750	0	0
Exe Water Sports Association (Grant Towards Build)	50,000	50,000	50,000	0	0
Paris Street Roundabout Landscaping & Sculptural Swift Tower	69,500	37,252	69,500	0	0
<b>ECONOMY TOTAL</b>	<b>3,247,370</b>	<b>2,859,264</b>	<b>3,239,370</b>	<b>0</b>	<b>0</b>
<b>HRA</b>					
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
COB Wave 2 - Rennes Car Park	831,553	198,025	206,653	624,900	0
COB Wave 2 - Newport Road	811,838	394,053	742,048	69,790	0
COB Wave 2 - Brookway (Whipton Methodist Church)	1,452,414	937,575	1,452,414	0	0
COB Wave 2 - Bennett Square	1,237,447	675,572	1,237,447	0	0
Phase 2 St Andrews Road	19,804	9,574	9,574	10,230	0
St Loyes Design Fees	529,190	232,844	275,190	254,000	0
<b>HRA TOTAL</b>	<b>4,882,246</b>	<b>2,447,643</b>	<b>3,923,326</b>	<b>958,920</b>	<b>0</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>8,614,166</b>	<b>5,772,924</b>	<b>7,647,246</b>	<b>958,920</b>	<b>0</b>

## APPENDIX 4

GENERAL FUND	2014-15 £	2015-16 £	2016-17 £	Future Years £	TOTAL £
<b>CAPITAL RESOURCES AVAILABLE</b>					
Usable Receipts Brought Forward					0
GF Capital Receipts	609,595	129,500			739,095
Revenue Contributions to Capital Outlay	27,500				27,500
Disabled Facility Grant	305,183	379,000	379,000	379,000	1,442,183
New Homes Bonus	153,890	364,270	3,000,000	500,000	4,018,160
Other - Grants/External Funding/Reserves/S106	519,686	68,429			588,115
<b>Total Resources Available</b>	<b>1,615,854</b>	<b>941,199</b>	<b>3,379,000</b>	<b>879,000</b>	<b>6,815,053</b>
<b>GENERAL FUND CAPITAL PROGRAMME</b>					
Capital Programme	10,445,260	4,812,580	4,888,330	9,109,330	29,255,500
Overspends/(Savings)	(51,890)				(51,890)
Slippage	(1,225,880)	1,225,880			0
<b>Total General Fund</b>	<b>9,167,490</b>	<b>6,038,460</b>	<b>4,888,330</b>	<b>9,109,330</b>	<b>29,203,610</b>

<b>UNCOMMITTED CAPITAL RESOURCES:</b>					
Capital Receipts Brought Forward	0	0	0	0	0
Resources in Year	1,615,854	941,199	3,379,000	879,000	6,815,053
Less Estimated Spend in Year	(9,167,490)	(6,038,460)	(4,888,330)	(9,109,330)	(29,203,610)
<b>Borrowing Requirement</b>	<b>7,551,636</b>	<b>5,097,261</b>	<b>1,509,330</b>	<b>8,230,330</b>	<b>22,388,557</b>
Uncommitted Capital Receipts	0	0	0	0	0

<b>HOUSING REVENUE ACCOUNT</b>	<b>2014-15 £</b>	<b>2015-16 £</b>	<b>2016-17 £</b>	<b>TOTAL £</b>
<b>CAPITAL RESOURCES AVAILABLE</b>				
Usable Receipts Brought Forward				2,057,869
Major Repairs Reserve Brought Forward				3,783,728
Other HRA Sales	173,360	0	0	173,360
RTB sales	1,250,000	1,000,000	500,000	2,750,000
Major Repairs Reserve	2,439,780	2,484,370	2,484,370	7,408,520
Revenue Contributions to Capital	5,339,345	5,771,928	4,689,075	15,800,348
External contributions	84,340	0	0	84,340
HCA funding	0	0	700,000	700,000
Commuted sums	42,353	1,784,867	1,972,780	3,800,000
<b>Total Resources available</b>	<b>9,329,178</b>	<b>11,041,165</b>	<b>10,346,225</b>	<b>36,558,165</b>
<b>CAPITAL PROGRAMME</b>				
HRA Capital Programme	12,723,080	11,537,493	10,017,466	34,278,039
December - Overspends / (Savings)	(219,477)			(219,477)
December - Slippage	(2,731,254)	1,784,165	921,378	(25,711)
<b>Total Housing Revenue Account</b>	<b>9,772,349</b>	<b>13,321,658</b>	<b>10,938,844</b>	<b>34,032,851</b>
<b>UNCOMMITTED CAPITAL RESOURCES:</b>				
Usable Receipts Brought Forward	2,057,869	898,025	1,398,025	2,057,869
Major Repairs Reserve Brought Forward	3,783,728	4,500,401	1,719,908	3,783,728
Resources in Year	9,329,178	11,041,165	10,346,225	30,716,568
Less Estimated Spend	(9,772,349)	(13,321,658)	(10,938,844)	(34,032,851)
Uncommitted Capital Resources	5,398,426	3,117,933	2,525,314	2,525,314
<b>WORKING BALANCE RESOURCES:</b>				
Balance Brought Forward	5,963,219	7,218,245	4,572,063	5,963,219
HRA Balance Transfer - Surplus/(Deficit)	1,255,026	(2,189,182)	851,770	(82,386)
Supplementary budgets to be requested		(457,000)		(457,000)
Balance Carried Forward	7,218,245	4,572,063	5,423,833	5,423,833
Balance Resolved to be Retained	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
	4,218,245	1,572,063	2,423,833	2,423,833
<b>TOTAL AVAILABLE CAPITAL RESOURCES</b>	<b>9,616,671</b>	<b>4,689,996</b>	<b>4,949,147</b>	<b>4,949,147</b>

## REPORT TO EXECUTIVE

Date of Meeting: 14 April 2015

Report of: Assistant Director City Development

Title: Mid Devon District Local Plan Proposed Submission Consultation

### Is this a Key Decision?

No

### Is this an Executive or Council Function?

Executive Function

#### 1. What is the report about?

- 1.1 The purpose of this report is to seek Members' approval for a consultation response to the Mid Devon Local Plan Proposed Submission document. The report also updates Members on proposals for development at Junction 27 of the M5.

#### 2. Recommendations:

- 2.1 That Members agree a consultation response to the Mid Devon Local Plan Proposed Submission document. That Members also note the emerging proposals for a revised scheme of development at Junction 27.

#### 3. Reasons for the recommendation:

- 3.1 To help ensure that Exeter's interests are taken into account in planning matters that have cross-boundary implications and that the sub-region is developed in a sustainable manner. In addition, to ensure that the City Council complies with the statutory Duty to Cooperate.

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

- 4.1 There are no resource implications for the Council contained in this report.

#### 5. Section 151 Officer comments:

- 5.1 There are no financial implications contained in the report.

#### 6. What are the legal aspects?

- 6.1 Under the Localism Act 2011, it is a statutory requirement for local authorities in England to engage constructively, actively and on an on-going basis, in order to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary resources. The Act labels this the Duty to Cooperate. By continuing to engage with Mid Devon District Council as it prepares its Local Plan and considers proposals for development at Junction 27, the City Council is fulfilling its Duty to Cooperate.

#### 7. Monitoring Officer's comments:

- 7.1 This report raises no issues of concern.

## 8. Report details:

8.1 Mid Devon District Council (MDDC) is preparing a new Local Plan for Mid Devon, to replace its existing Core Strategy (adopted in 2007), Site Allocations and Infrastructure Development Plan Document (adopted in 2010) and Development Management Policies (adopted in 2013). The new Local Plan will cover the period 2013 to 2033.

8.2 On 18 March 2014, a report was presented to Executive setting out Exeter City Council's proposed response to the MDDC Local Plan options consultation. The options consultation included proposals for major retail, leisure and (in the longer term) residential development at Junction 27 of the M5, together with a housing requirement based on existing levels of development rather than an up-to-date Strategic Housing Market Assessment (SHMA), as required by the NPPF. Following agreement by Executive, the City Council responded to the options consultation by:

- advising that housing figures in the Local Plan should be informed by an updated SHMA; and
- expressing strong concern that the scale of leisure/retail development proposed at Junction 27 could have a major impact upon the vitality and viability of existing town and city centres in the sub-region and would also represent unsustainable car-led development; and
- highlighting that the protection afforded by the River Exe Flood Protection Scheme that is currently being implemented will decrease over time, due to climate change. Therefore, it was requested that a flood storage consultation area be identified in the Local Plan, within which MDDC would consult the Environment Agency on any future planning application. This would allow consideration of whether approval of development might prejudice the long term creation of any flood storage area.

8.3 Since the options consultation, the City Council and other neighbouring authorities have attended a number of Duty to Cooperate meetings held by MDDC, where particular concerns about housing figures and Junction 27 have continued to be expressed.

8.4 MDDC has now published its Local Plan Proposed Submission document (referred to henceforth in this report as the Submission document) for public consultation. This represents the final stage of statutory consultation before the Local Plan is submitted to the Secretary of State for Examination. MDDC hope to submit as soon as possible after the consultation period ends on 30 March 2015, followed by Examination and Adoption before the end of the year.

### **Submission document: key issues for Exeter**

8.5 The Submission document does not include a proposed allocation of land at Junction 27. MDDC have taken this approach in light of the concerns raised by neighbouring authorities, including the City Council, together with the conclusions of a Retail Impact Assessment undertaken by consultants on MDDC's behalf.

8.6 Instead, the Submission document proposes to focus residential and employment development at Tiverton in the shorter term, followed in the medium/longer term by a focus on Cullompton. In all, it is proposed that Cullompton should accommodate around 50% of Mid Devon's growth, including 3,600 new dwellings and 77,000 square metres (gross) of commercial floorspace. As shown in the proposed Policies Map for Cullompton that is attached as Appendix 1, eight sites are identified to accommodate this growth, including a large strategic allocation to the east of Junction 28 of the M5.



- 8.7 In proposing this strategy, the Submission acknowledges that a significant investment in Cullompton's infrastructure and connectivity will be required. To this end, it identifies a site for the potential reopening of Cullompton railway station and states that development must be supported by any improvements needed at Junction 28 in order to maintain highway capacity and safety. The Submission document does not set out what these improvements might be.
- 8.8 There is no apparent cause for the City Council to object to this proposed approach. Focusing the bulk of future development on the two largest settlements in the Mid Devon, where amenities and infrastructure already exist (albeit that improvements will be required) represents a sustainable approach in terms of strategic planning. There appear to be no significant negative implications for Exeter or other local authorities in the sub-region.
- 8.9 The Submission document proposes that 7,200 dwellings should be provided in the district over the plan period. This amounts to an annualised average of 360 dwellings per year. Although this is less than the housing requirement identified for Mid Devon in the new Strategic Housing Market Assessment (SHMA), which is for 370 dwellings per year, the difference is only marginal. As such, it is not recommended that the City Council object to the proposed housing figures.
- 8.10 A flood storage consultation area for the River Exe is not identified in the Submission document. However, the Environment Agency is no longer pursuing this as a means of future flood prevention in Exeter. Therefore, it is not recommended that the City Council objects to the absence of a flood storage consultation area in the Submission document.

### **Junction 27 Proposals**

- 8.11 Whilst the Submission document does not propose to allocate land for development at Junction 27, a consortium of developers/consultants that includes AXA, the Eden Project and GL Hearn is currently developing revised proposals for that location. At a recent Duty to Cooperate meeting, the consortium presented an initial concept scheme involving:
- A motorway service area, along similar lines to the new Gloucester services;
  - An agronomy centre that promotes sustainable living;
  - A surf lake; and
  - Outlet retailing on a smaller scale than proposed during the options consultation. However, the consortium insists that some level of retail is necessary if the scheme is to be viable.
- 8.12 The consortium would still like to secure a land allocation at Junction 27 in the Mid Devon Local Plan and will be responding as such to the Submission consultation. Their new proposals will be accompanied by a new Retail/Leisure Impact Assessment, transport analysis and other technical information.
- 8.13 Until the consortium's proposals and impact assessments (etc) are finalised and made publicly available, it will be difficult for neighbouring authorities to make an informed response. At the Duty to Cooperate meeting, MDDC advised that their Members would welcome some form of 'exceptional leisure-led' development at Junction 27 provided that it meets planning policy requirements. This would include not having a negative impact upon the vitality and viability of other city and town centres in the sub region.

8.14 If MDDC decides to support the consortium's proposals for a land allocation at Junction 27, it will need to undertake a further round of public consultation on the Local Plan. This could not take place until after the Local/General Elections on 7 May 2015.

8.15 If and when the consortium's proposals and supporting assessments are made publicly available, a further report will be presented to Executive.

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

9.1 The decision to agree a response to the Mid Devon Local Plan consultation does not in itself contribute to the Council's Corporate Plan.

9.2 Once the consortium's proposals for Junction 27 are made publicly available, the Council will need to consider whether or not they have implications for the 'Supporting business and economic growth' strand of the Corporate Plan, specifically that element relating to the redevelopment of the Bus and Coach Station.

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

10.1 There are no risks involved in agreeing a response to the Mid Devon Local Plan consultation.

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

11.1 The decision will have no impact.

**12. Are there any other options?**

12.1 The Council could choose not to respond to the consultation, or to respond in a different manner. The former is not recommended, because this would not fulfil the Council's statutory duty to cooperate. The latter is not recommended, for the reasons set out in Section 8 of this report.

**Assistant Director City Development**

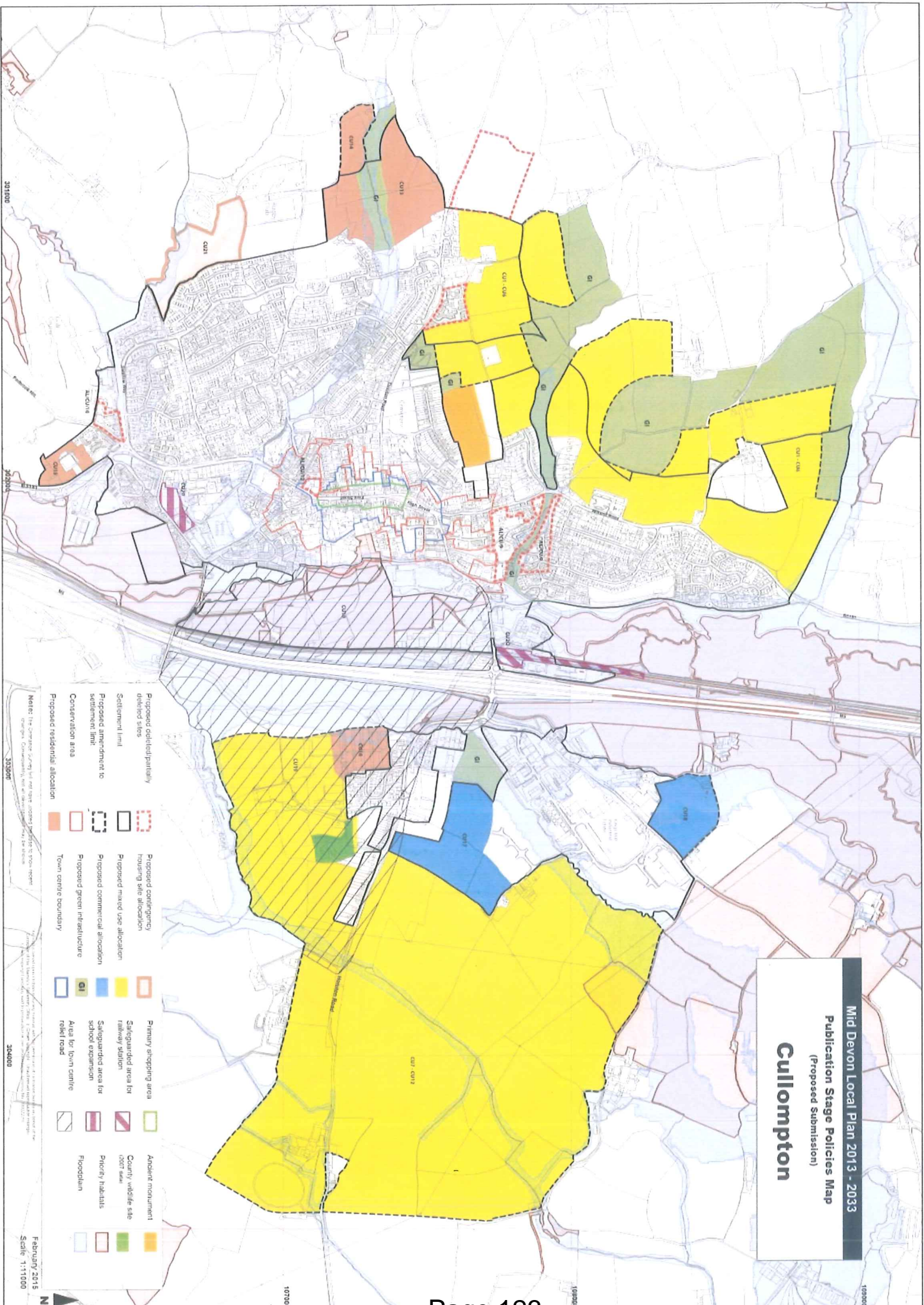
**Local Government (Access to Information) Act 1972 (as amended)**

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

None

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

Mid Devon Local Plan 2013 - 2033  
 Publication Stage Policies Map  
 (Proposed Submission)  
**Cullompton**



- Proposed deleted/partially deleted sites
- Settlement limit
- Proposed amendment to settlement limit
- Conservation area
- Proposed residential allocation
- Proposed contingency housing site allocation
- Proposed mixed use allocation
- Proposed commercial allocation
- Proposed green infrastructure
- Town centre boundary
- Primary stopping area
- Safeguarded area for railway station
- Safeguarded area for school expansion
- Area for town centre relief road
- Ancient monument
- County wildlife site (over 500m)
- Priority habitats
- Floodplain

Notes: 1. The boundary of the settlement limit and the proposed settlement limit are shown in red. 2. The boundary of the conservation area is shown in blue. 3. The boundary of the town centre boundary is shown in black. 4. The boundary of the primary stopping area is shown in green. 5. The boundary of the safeguarded area for railway station is shown in yellow. 6. The boundary of the safeguarded area for school expansion is shown in orange. 7. The boundary of the area for town centre relief road is shown in purple. 8. The boundary of the ancient monument is shown in brown. 9. The boundary of the county wildlife site (over 500m) is shown in light green. 10. The boundary of the priority habitats is shown in pink. 11. The boundary of the floodplain is shown in light blue. 12. The boundary of the proposed residential allocation is shown in orange. 13. The boundary of the proposed contingency housing site allocation is shown in yellow. 14. The boundary of the proposed mixed use allocation is shown in green. 15. The boundary of the proposed commercial allocation is shown in blue. 16. The boundary of the proposed green infrastructure is shown in light green. 17. The boundary of the town centre boundary is shown in black. 18. The boundary of the primary stopping area is shown in green. 19. The boundary of the safeguarded area for railway station is shown in yellow. 20. The boundary of the safeguarded area for school expansion is shown in orange. 21. The boundary of the area for town centre relief road is shown in purple. 22. The boundary of the ancient monument is shown in brown. 23. The boundary of the county wildlife site (over 500m) is shown in light green. 24. The boundary of the priority habitats is shown in pink. 25. The boundary of the floodplain is shown in light blue.

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## **REPORT TO Executive**

**Date of Meeting: 14 April 2015**

**Report of: Corporate Manager, Democratic & Civic Support, Electoral Registration Officer and Returning Officer**

**Title: STAFFING WITHIN THE ELECTORAL SERVICES TEAM**

### **Is this a Key Decision?**

No

### **Is this an Executive or Council Function?**

#### **Council**

#### **1. What is the report about?**

- 1.1 This report sets out a proposal to create a permanent member of staff within the Electoral Services team (to replace a temporary member of staff) to assist with the increased workload associated with the introduction of Individual Electoral Registration.

#### **2. Recommendations:**

- 2.1 That the Council be recommended to agree the permanent increase in the establishment of the Electoral Services Team, by the appointment of an additional post of Electoral Services Assistant.

#### **3. Reasons for the recommendation:**

- 3.1 As had always been suspected, the introduction of Individual Electoral Registration (IER), has brought about a large increase in the workload of the Electoral Services Team.
- 3.2 To this end, a temporary member of staff was appointed for a two year period, during which time, the full impact of the new legislative requirement could be assessed. This temporary contract was to run until 30<sup>th</sup> April 2016, and is being funded from the additional ring-fenced grant from the Government to assist with the transitional arrangements associated with IER, as well as from a reduction in the casual staff budget.
- 3.3 The current postholder has tendered her resignation with effect from 31 May 2015, and it is felt that sufficient evidence of additional workload has been seen to warrant this temporary post being made permanent.

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

- 4.1 There are no additional resource implications associated with this proposal.

#### **5. Section 151 Officer comments:**

- 5.1 There are no additional financial implications associated with this decision as:-

- The Council is set to receive more grant funding to assist with the transitional arrangements associated with the introduction of IER and this can be used to offset some of these costs;
- This additional permanent member of staff within the team, will reduce the current reliance on the use of casual staff at peak times in the electoral registration and elections annual timetable.

## **6. What are the legal aspects?**

- 6.1 The Electoral Registration and Administration Act 2013 places the responsibility on the Council to introduce IER and to ensure that sufficient staffing resources are in place to do so.

## **7. Monitoring Officer's comments:**

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

## **8. Report details:**

- 8.1 The introduction of IER has increased the workload in the Electoral Services team due to the requirement for all electors to individually apply to be on the electoral register, rather than this being done on a household basis as was previously the case.
- 8.2 Not only does this mean that approximately 90,000 electors in Exeter have to apply, they also have to supply their date of birth and national insurance number so that their identity can be confirmed with the Department of Work and Pensions.
- 8.3 Whilst approximately 80% of applicants are confirmed immediately, the remaining 20% have to either be chased to provide their information (approximately 12,000 home visits were made in the Autumn of 2014), or they have to provide some other form of information to confirm their identity.
- 8.4 Whilst the initial stages of registration can be done on-line (and there has been a relatively successful take-up of this), all other stages have to be done manually thereby increasing the workload of the team quite considerably in both volume and complexity.
- 8.5 On introduction of the new legislation, the Government was aware of the initial increase in workload this would bring to Councils and provided grants to each to assist with the transition to the new arrangements. This grant was particularly to cover the costs associated with the printing and postage of all the necessary forms, the door to door canvassing which would be needed as well as additional staffing. A similar grant has been achieved for 2015/16 with uncertainty remaining as to whether additional funding would be available beyond the current year.
- 8.6 In an attempt to assist with the increased workload within the team, a temporary fixed term two year post created until April 2016.
- 8.7 The experiences associated with the introduction of IER have been what were expected, and are considered to be the way in which electoral registration will continue

in the future. As such, it is therefore requested, that the establishment of the Electoral Services team be permanently increased by one full time member of staff. The costs of this would be in the region of £20,000 per annum (including on-costs).

8.8 It is anticipated that due to this permanent member of staff being in the team, a lesser reliance will be placed on the use of casual staff at times of high demand in the team, thereby reducing the need for appropriate budgetary provision in this respect.

8.9 There should, therefore, be minimal additional costs to the Council to meet this statutory requirement due to the additional grant being received, and the reduction in the use of casual staff.

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

9.1 This decision will help ensure that efficient and effective delivery of services is maintained.

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

10.1 If appropriate staffing resources were not provided to carry out this responsibility, the Council could find itself being legally challenged which could invalidate election results in the City thereby incurring additional costs if they had to be re-run.

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

11.1 The legislation ensures that the ability to register to vote is made available to all aspects of society, including those who are disadvantaged. Appropriate levels of staffing are therefore required to undertake these responsibilities.

**12. Are there any other options?**

12.1 Not that are considered appropriate bearing in mind the statutory responsibilities placed on the authority.

**John Street**  
**Corporate Manager, Democratic & Civic Support**  
**Electoral Registration Officer and Returning Officer**

**Local Government (Access to Information) Act 1972 (as amended)**  
**Background papers used in compiling this report:-**

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## REPORT TO Executive

Date of Meeting: 14 April 2015

Report of: Corporate Manager, Democratic & Civic Support

Title: FREEDOM OF THE CITY

### Is this a Key Decision?

No

### Is this an Executive or Council Function?

#### Council

#### 1.1 What is the report about?

- 1.1 This report sets out a proposal to offer the Freedom of the City to Mr Tony Rowe in recognition of his outstanding services to the field of sport (particularly Rugby Union) which has led to Exeter's name being known around the world as one which supports sport.

#### 2. Recommendations:

- 2.1 That in accordance with Section 249 of the Local Government Act 1972, an Extraordinary meeting of the Council be arranged, on the rising of the Ordinary meeting of the Council on 21 April 2015, to consider granting the Freedom of the City to Mr Tony Rowe.

#### 3. Reasons for the recommendation:

- 3.1 Section 249 of the Local Government Act 1972, gives Councils the power to grant "Freedom of the City" to any individual who it feels has given eminent service to the City.
- 3.2 To this end, an Extraordinary meeting of the full Council must be convened to specifically consider this matter, with two thirds of those present, voting in favour.
- 3.3 If the recommendation contained in this report is accepted by The Executive and subsequently adopted by full Council, an Extraordinary meeting of the Council will therefore be organised immediately after the ordinary meeting of the Council scheduled for 21 April 2015, when Members will be asked to consider granting the Freedom of the City to Mr Tony Rowe.
- 3.4 The following nomination has been received in accordance with the following recently agreed criteria against which nominations would be considered:-
1. **For those who have achieved national, international or world recognition for excellence in their particular field of expertise.**
  2. **For those who have promoted Exeter during their career so as to significantly raise the profile of the City on a national, international or world basis.**

*"He has come from very an ordinary background, but has shown tremendous entrepreneurial abilities and vision to achieve what he has done, much to the advantage of the City of Exeter.*

*He joined the Royal Marines band at the age of 15, but was made redundant 8 years later. After a successful career in the powerboat business, he had the vision to see how the telecommunications industry was developing and in the 1980's set up South West Telecoms now known as South West Communications Group which employs about 150 people.*

*In 1998 he became the chairman of the Board of Directors of Exeter Rugby Club, and this led to the Club moving to Sandy Park and the formation of the Exeter Chiefs. In 2010 the Chiefs were promoted to the Premiership and have gone from strength to strength. It can be said that he put the Club, and the City, on the National and International Rugby map. The Club has been established on a firm conferencing and catering background."*

3.5 As such, it is the first nomination to be assessed against these criteria, and as such is recommended for approval.

3.6 In response to this nomination, Mr Rowe has stated:-

*"I would just like to say that I am humbled to think that the City should think of bestowing such an honour on me, after all I am doing a job for the club that I enjoy."*

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

4.1 Other than a small cost in preparing a suitable ceremonial scroll and hosting a small reception, there are no resource implications.

#### **5. Section 151 Officer comments:**

5.1 No comment.

#### **6. What are the legal aspects?**

6.1 Section 249 of the Local Government Act 1972, gives Councils the power to grant "Freedom of the City" to any individual who it feels has given eminent service to the City.

#### **7. Monitoring Officer's comments:**

7.1 This report raises no issues for the Monitoring Officer.

#### **8. Report details:**

8.1 The Council is asked to consider bestowing the honour to Mr Tony Rowe, due to his services to sport, particularly Rugby Union, which has very much put Exeter on the rugby map, not only on a national basis but also on a European basis. His development of the Sandy Park complex, has been rewarded by the Rugby World Cup organisers' decision to host three Rugby World Cup games there in 2015. This will therefore put Exeter very much on the world stage.

8.4 It is felt appropriate that Mr Rowe is awarded the honour now, in the light of the above reasons, and also to reflect the Council's on-going commitment to sport within the City, and those who support it, and its aspirations for the City to be nationally recognised as such.

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

9.1 This decision will help promote the City as a regional capital and one which supports those who support and promote the City as such.

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

10.1 There are no risks associated with the proposals.

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

11.1 None applicable with this decision

**12. Are there any other options?**

12.1 The Council could decided not to make the award, although it is felt that this would be against the recently approved criteria.

**John Street**  
**Corporate Manager, Democratic & Civic Support**

Local Government (Access to Information) Act 1972 (as amended)  
Background papers used in compiling this report:-

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## REPORT TO EXECUTIVE

Date of Meeting: 14 APRIL 2015

Report of: MUSEUMS MANAGER & CULTURAL LEAD

Title: Appointment Of New Posts At RAMM, In Connection With Delivery Of Activities Supported By Major Partner Museum Funding And Operation Of A New Shop.

### Is this a Key Decision?

No

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

### Is this an Executive or Council Function?

Executive

#### 1. What is the report about?

- 1.1 This report requests Executive approval to establish a number of new posts at the Museum.

The first group of four posts relate to delivery of the Activity Plan that forms part of the 2015-18 Major Partner Museum (MPM) funding agreement between Arts Council England and the City Council. These temporary posts (initial contracts to March 2016) are fully funded by the financial award from Arts Council England (ACE).

- 1.2 The second group of four posts relates to the establishment of a museum shop. The capital requirements of this initiative were considered and approved by Executive on 17 March 2015. These would be revenue funded but covered by shop income.

#### 2. Recommendations:

- 2.1 That Executive approves the establishment of four temporary posts (as listed in this report) paid for by the Major Partner Museum funding Grant (MPM) 2015-18.
- 2.2 That Executive recommends to Council an increase in the Council's establishment as a result of the creation of four retail posts (one full-time and three part-time), the cost of which will be covered by sales income from the new museum shop.

#### 3. Reasons for the recommendation:

- 3.1 The externally funded (first) group of posts are fully funded through the Arts Council England, Major Partner Museum funding awarded to RAMM 2015-18. They are intrinsic to the successful delivery of the wider Activity Plan which forms part of the funding agreement with the Arts Council. They are part of a wider funding allocation to the city council totalling £527,199 per annum.
- 3.2 The second group of posts relating to the museum shop are necessary to its successful operation and achieving income targets.

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

- 4.1 The resource implications are those normally associated with staffing, in particular input from Human Resources.

**5. Section 151 Officer comments:**

There are no additional net costs to the Council in respect of the four posts funded by a grant from the Arts Council.

However, the cost of posts required in respect of establishing a museum shop are anticipated to be met from the additional sales income. A separate cost centre will be set up in order to separately identify the new shop's income and expenditure, as actual sales income is not certain. This will be monitored by officers as part of the usual budget monitoring process with any deviations from projections reported back to committee.

**6. What are the legal aspects?**

The Corporate Manager – Legal Services has not had sight of the The Arts Council, England's funding agreement and therefore cannot comment about the content of that agreement in relation to this proposal. This is a standard agreement which is expected to be used by all recipients of this form of funding including mainly local authorities and independent museums.

The Executive should be mindful that a redundancy payment may accrue to any/all of the new posts created in the event that the posts are deleted for any reason at a later date.

**7. Monitoring Officer's comments:**

Please see the comments set out in paragraph 6 above.

**8. Report details:**

8.1 This report is brought to Executive in line with the new Protocol agreed between the City Council and Unison in March 2015.

8.2 The first group of proposals outlined in this report relates to the delivery of the Activity Plan, approved by the Arts Council, England (ACE) as part of its funding agreement with Exeter City Council through its Major Partner Museum Programme. The funding period is 2015-18. The proposals cover the creation and appointment of several temporary posts involved in the delivery of the Activity Plan. The posts are fully funded through the Arts Council funding and will initially run until end of March 2016. There is the possibility of further extensions in 16/17 and 17/18, dependent on ACE confirmation of funding levels following the Government's Comprehensive Spending Review.

8.3 The posts are as follows:

Development Officer

The purpose of this new role is to access new sources of income to support the museum's services, thus alleviating the pressure on local authority funding. Potential sources include trusts and foundations through to major donors, legacy giving and relatively small scale regular individual giving driven by campaigns. This is a highly competitive area of work and RAMM seeks to improve both its performance as well as supporting its own organisational development, through the focused capacity this role delivers. The postholder will be responsible for shaping an overall strategic plan, targeting, managing and co-ordinating fundraising efforts.

Customer Relations Assistant

The development of a Customer Relationship Management (CRM) database is critical to the museum's future audience development and income generating activities and through these

the sustainability of its services. Previous Arts Council England funding has supported the purchase of software. This role will enable RAMM to gather, populate and manage the data used by the CRM system. The post holder will work closely with the Development Officer. This post will be a part-time role.

#### Programme Coordinator

RAMM is the Lead Partner for Arts Council England ,MPM funding in the partnership with City Museum & Art Gallery, Plymouth (Plymouth City Council). The funding is based on the joint working of the two institutions and hence involves considerable planning, coordination, administration, monitoring and reporting in significant detail. This funded role as part of the programme, is intended to bring supplementary capacity to RAMM in fulfilling its responsibilities.

#### Partnership Officer

Goal 4 of the Arts Council England Strategic Goals is that the “Leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled”.

A response to this goal forms part of the MPM Activity Plan and the associated programme of work involves external partnerships around the themes of cultural tourism; digital development; engagement with collections and young peoples’ access to training. The partnership development required by this area of the Activity Plan will be complicated and labour intensive, hence provision within the plan and the funding for this role to support delivery.

All posts will require job evaluation and the grading outcome will determine whether they are full or part time, as we will need to work with sums allocated within the MPM budget. This is the exception with the Customer Relations Assistant which is expected to be a part time role.

8.4 The second group of posts relate to the establishment of a museum shop. The capital investment required by the shop was approved by Executive on 17 March 2015. The Section 151 Officer comments explained that based on anticipated income figures (drawn from the 5 year profit & loss projections) income and expenditure would be added in the museum’s budgets. Provision for staffing was included in projected revenue expenditure, the costs of which are offset by income.

8.5 The posts are as follows:

#### Retail Officer

The importance to the success of the venture of experienced retail staff was highlighted in the 17 March 15 report that went to Executive. They will have a critical role in range development and selection; stock management and control; customer service and driving sales. We intend to draw on appropriate experience from the commercial sector to ensure the financial success of this income generation initiative.

#### Retail Assistants

Dedicated trained sales staff will have an important role in ensuring effective selling. They will provide the additional capacity needed to achieve the sales targets that are part of our business planning.

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

9.1 All the appointments support the City Council’s mission of creating a stronger sustainable city through their contribution to ‘Provide Great Things for Me to See and Do’. As part of the wider Major Partner Museum Programme funding, the Arts Council England investment (through which the first group of appointments are funded) represents a considerable annual

investment in the City Council's museum services. These funded roles help build internal capacity that will enable the museum to deliver other parts of the MPM programme.

9.2 The museum shop initiative is an income generating initiative designed to support service delivery in the likely scenario of a reducing core budget. The proposal recognises public demand for a museum shop (as indicated by ECC's public consultation exercise) and its potential role in driving visits; contributing to the city's destination offer and dwell time.

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

10.1 Delays in the appointments will adversely affect the Museum's ability to deliver on the MPM programme and the museum shop. The former could represent a serious risk, as lack of capacity will also affect the Museum's delivery of other areas of the externally funded programme. This would have consequences for the funding and the City Council's reputation.

10.2 Delays in the appointment of retail staff will put back planning and operation dates for the shop, along with opportunities to generate income.

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

11.1 All of the appointments will be within the existing setting or operation of RAMM. An Equalities Action Plan and Audience Development plan are two of the ACE mandatory documents required as part of the Major Partner Museum funding. Approval of these appointments will support delivery and actions described in these two documents, some of which will positively impact on user groups listed under this heading.

#### **12. Are there any other options?**

12.1 The City Council has entered into funding agreement with Arts Council England for the period 2015-18 based on delivery of the Action Plan.

12.2 It will be impossible to deliver key aspects of the Action Plan without appointment of these posts, putting our overall participation in this important funding programme in jeopardy. Direct benefits to Exeter and Devon would be lost.

12.3 Executive approved the capital investment in the Museum shop on 17 March 15. These posts will enable its operation, without which the current business plan may not be viable. Members have the choice to reverse this earlier decision.

**Camilla Hampshire – Museums Manager and Cultural Lead**  
**Richard Ball - Assistant Director: Economy & Culture**

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

Background papers used in compiling this report:-

None

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