

# South Hams Council



<b>Title:</b>	<b>Agenda</b>																														
<b>Date:</b>	<b>Thursday, 10th February, 2022</b>																														
<b>Time:</b>	<b>11.00 am</b>																														
<b>Venue:</b>	<b>Council Chamber - Follaton House</b>																														
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Foss</p> <p style="text-align: center;"><b>Vice Chairman</b> Cllr Austen</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Abbott</td> <td style="width: 33%;">Cllr McKay</td> </tr> <tr> <td>Cllr Baldry</td> <td>Cllr O'Callaghan</td> </tr> <tr> <td>Cllr Bastone</td> <td>Cllr Pannell</td> </tr> <tr> <td>Cllr Birch</td> <td>Cllr Pearce</td> </tr> <tr> <td>Cllr Brazil</td> <td>Cllr Pennington</td> </tr> <tr> <td>Cllr Brown</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Chown</td> <td>Cllr Reeve</td> </tr> <tr> <td>Cllr Hawkins</td> <td>Cllr Rose</td> </tr> <tr> <td>Cllr Hodgson</td> <td>Cllr Rowe</td> </tr> <tr> <td>Cllr Holway</td> <td>Cllr Smerdon</td> </tr> <tr> <td>Cllr Hopwood</td> <td>Cllr Spencer</td> </tr> <tr> <td>Cllr Jackson</td> <td>Cllr Sweett</td> </tr> <tr> <td>Cllr Jones</td> <td>Cllr Taylor</td> </tr> <tr> <td>Cllr Kemp</td> <td>Cllr Thomas</td> </tr> <tr> <td>Cllr Long</td> <td></td> </tr> </table>	Cllr Abbott	Cllr McKay	Cllr Baldry	Cllr O'Callaghan	Cllr Bastone	Cllr Pannell	Cllr Birch	Cllr Pearce	Cllr Brazil	Cllr Pennington	Cllr Brown	Cllr Pringle	Cllr Chown	Cllr Reeve	Cllr Hawkins	Cllr Rose	Cllr Hodgson	Cllr Rowe	Cllr Holway	Cllr Smerdon	Cllr Hopwood	Cllr Spencer	Cllr Jackson	Cllr Sweett	Cllr Jones	Cllr Taylor	Cllr Kemp	Cllr Thomas	Cllr Long	
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																														
<b>Committee administrator:</b>	Democratic.Services@swdevon.gov.uk																														

<b>1. Minutes</b>	<b>1 - 16</b>
to approve as a correct record the minutes of the meeting of the Council held on 25 November 2021;	
<b>2. Urgent Business</b>	
the Chairman to announce if any item not on the agenda should be considered on the basis that he considers it as a matter of urgency (any such item to be dealt with under 'Business Brought forward by the Chairman');	
<b>3. Exempt Information</b>	
to consider whether the consideration of any item of business would be likely to disclose exempt information and if so the category of such exempt information;	
<b>4. Declarations of Interest</b>	
In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;	
<b>5. Business Brought Forward by the Chairman</b>	
to consider business (if any) brought forward by the Chairman;	
<b>6. Draft 2022/23 Revenue and Capital Budget Proposals</b>	<b>17 - 46</b>
<b>7. COVID19 Additional Relief Fund (CARF) Scheme</b>	<b>47 - 50</b>
<b>8. Draft Calendar of Meetings 2022/23</b>	<b>51 - 56</b>
<b>9. Reports of Bodies</b>	
to receive and as may be necessary approve the minutes and recommendations of the under-mentioned Bodies:	
<i>(* Indicates minutes containing recommendations to Council).</i>	
<b>(a) Development Management Committee - 10 November 2021</b>	<b>57 - 64</b>
<b>(b) Salcombe Harbour Board - 15 November 2021</b>	<b>65 - 70</b>
<b>(c) Executive* - 2 December 2021</b>	<b>71 - 80</b>

	<b>Page No</b>
<b>(d) Development Management Committee - 15 December 2021</b>	<b>81 - 88</b>
<b>(e) Development Management Committee - 19 January 2022</b>	<b>89 - 94</b>
<b>(f) Overview &amp; Scrutiny Committee - 20 January 2022</b>	<b>95 - 102</b>
<b>(g) Executive* - 27 January 2022</b>	<b>103 - 112</b>
<b>10. Public Question Time</b>	<b>113 - 114</b>
<b>11. Questions</b>	
to consider the following question(s) (if any) received in accordance with Council Procedure Rule 8.	
<b>12. Notice of Motion</b>	<b>115 - 130</b>
to consider the following motions received (if any) in accordance with Council Procedure Rule 10.1	
<b>a. From Cllr Brown and Cllr Pearce</b>	
<i>‘That the Council acknowledges the intention of Plymouth City Council to declare a National Marine Park in Plymouth Sound, which could impact areas within the authority of South Hams District Council.</i>	
<i>South Hams District Council welcomes the appointment of an Interim CEO for Plymouth Sound National Marine Park.</i>	
<i>This Council emphasises the importance of existing protected landscape designations within areas that could in future be located within the proposed National Marine Park, including the South Devon AONB, SSSIs and Heritage Coast.</i>	
<i>That the proposed National Marine Park should aim to complement and enhance the existing landscape designations’.</i>	
<b>b. From Cllr Bastone and Cllr Hawkins</b>	
<i>South Devon NHS System</i>	
<i>(Background: On 17th December Members were invited to a briefing by Chris Knights of the NHS Torbay and South Devon Foundation Trust on the Trust’s intention to build a digital infrastructure as part of the Building a Brighter Future programme. The slides to this presentation may be found in the attached appendix</i>	

*In summary, NHS Torbay and South Devon Foundation Trust have been allocated £3.7 billion government funding as part of the Government's New Hospital Programme. As part of the investment a single integrated electronic patient record will be developed. This will become the foundation of all the digital solutions across all services (adult social care, community services and hospital services). It will replace more than 20 core systems, which currently do not talk to or with one another. Implementing an EPR is a major undertaking but it is critical to enable the delivery of a fully integrated care across all services and will benefit patients and staff.*

*The attached slides present the need for change and the benefits to the patient that the new system will provide.*

*Community Wellbeing is a key theme in the Councils Corporate Strategy "Better Lives for All". Improving access to services is a key part of improving health and wellbeing in the District. This single integrated patient record should enable residents to receive a more joined up service between key services that support residents' health and wellbeing.*

*As part of the Business Case the NHS Torbay and South Devon Foundation Trust require the support of key stakeholders such as South Hams District Council. This motion of support is proposed to support the business case.)*

*We therefore propose the motion:*

*"For the benefit to health and wellbeing of our residents, South Hams District Council supports the intention of the Torbay and South Devon NHS Foundation Trust to develop an integrated electronic patient record and improve the customer experience across all adult social care, community services and hospital services."*

# Agenda Item 1

## MINUTES OF THE MEETING OF THE SOUTH HAMS DISTRICT COUNCIL HELD AT KILWORTHY PARK, TAVISTOCK ON THURSDAY 25 NOVEMBER 2021

### MEMBERS

\* Cllr R J Foss – Chairman

\* Cllr L Austen – Vice-Chairman

* Cllr V Abbott	* Cllr J McKay
* Cllr K J Baldry	* Cllr D M O’Callaghan
* Cllr H D Bastone	* Cllr G Pannell
* Cllr J P Birch	* Cllr J A Pearce
* Cllr J Brazil	* Cllr J T Pennington
* Cllr D Brown	* Cllr K Pringle
* Cllr M Chown	* Cllr H Reeve
* Cllr J D Hawkins	* Cllr J Rose
* Cllr J M Hodgson	* Cllr R Rowe
* Cllr T R Holway	* Cllr P C Smerdon
* Cllr N A Hopwood	* Cllr B Spencer
* Cllr S Jackson	* Cllr J Sweett
* Cllr L Jones	* Cllr B Taylor
∅ Cllr K Kemp	* Cllr D Thomas
* Cllr M Long	

\* Denotes attendance

∅ Denotes apology for absence

Officers in attendance and participating:

For all items: Chief Executive; Deputy Chief Executive; Monitoring Officer; Director of Place and Enterprise; Head of Environmental Health; and Democratic Services Manager

#### 49/21 **MINUTES**

The minutes of the Council meeting held on 23 September 2021 were confirmed as a true and correct record.

#### 50/21 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

For clarity, having sought the advice of the Monitoring Officer prior to the start of the discussion on the Motion on Notice that related to fossil fuels (Minute 59/21(b) below refers), Cllr N Hopwood did not declare an interest in this agenda item and remained in the meeting and took part in the debate and vote thereon.

**CHAIRMAN'S ANNOUNCEMENTS****(a) Cllr Hopwood Apology to Council**

At the invitation of the Chairman, Cllr Hopwood proceeded to make the following statement:

*'I would like to apologise to my fellow Members that I did not declare a financial interest at the start of the Special Executive Meeting on Thursday 11 November. I should have done so, and as soon as I was reminded of that by officers I left the room immediately and took no further part in the meeting.*

*After the meeting, I posted some things on social media I probably shouldn't have said about being backed into a corner by the opposition and forced to pay for the brown bin collection or to resign. This was not true. I recognise and fully accept the fault was mine and it was right that I paid for the work rather than the Council.*

*I do hope that this will draw a line under the issue and we can all get on with what is most important, which is working in the interests of our communities to ensure our residents get the waste and recycling service they deserve. I hope that as members all of us will work together in a constructive way to bring that about.'*

At this point, the Chief Executive made a brief statement to the meeting as follows:

*'I am aware of a variety of concerns raised by a number of councillors over the content of recent posts made by fellow councillors on social media.*

*I would like to ask members to think carefully about posting messages that are critical of other members and to please ensure that you do not bring the Council into disrepute.*

*The Monitoring Officer has issued further guidance which I hope all members will find helpful.*

*In addition, guidance has been issued by the Monitoring Officer on the declaration of interests at meetings.'*

**(b) Chairman's Events**

The Chairman made reference to recent Events that he had attended and upcoming Invitations and made particular reference to:

- the Remembrance Service at Totnes Church; and
- the Passing Out Parade at the Royal Naval College, Dartmouth.

52/21

## **HEALTH AND SAFETY POLICY STATEMENT**

Consideration was given to a report that sought Council agreement to adopt a revised Health and Safety Policy Statement.

In his introduction, the lead Executive Member wished to publicly thank both the National Health Service for its efforts during the ongoing COVID-19 Pandemic and Council officers and partner agencies for their commitment to supporting local community groups and the voluntary sector.

With regard to the draft policy, Members were informed that smoking and vaping were not permitted on any of the Council's premises.

It was then:

### **RESOLVED**

That the revised Health and Safety Policy Statement (as set out at Appendix A of the presented agenda report) be agreed and signed by the Head of Paid Service and the Leader of the Council.

53/21

## **THREE-YEARLY REVIEW OF GAMBLING STATEMENT OF LICENSING PRINCIPLES**

The Council considered a report that sought adoption (for the period from 31 January 2022 to 30 January 2025) of the draft Gambling Statement of Licensing Principles.

It was then:

### **RESOLVED**

That the draft Statement of Principles (as set out at Appendix A of the presented agenda report) be adopted for the period from 31 January 2022 to 30 January 2025.

54/21

## **GARDEN WASTE**

At the invitation of the Chairman, the Monitoring Officer provided a statement to the meeting that highlighted that:

- the reason for the Overview and Scrutiny Committee call-in of Executive Minute E.56/21 (Garden Waste Service) had been on the grounds that the decision was contrary to the principles of good decision-making. As a result, the focus of the call-in had been on the process followed to reach this decision as opposed to the actual decision itself;

- it was now the responsibility of the Council to consider the concerns of the Overview and Scrutiny Committee (Minute O&S.30/21 refers) and the subsequent response of the Executive to these concerns (Minute E.60/21 refers). In so doing, it was a matter for the Council to now decide whether or not it agreed with the five concerns that had been raised by the Overview and Scrutiny Committee.

Prior to his introduction, the Chairman of the Overview and Scrutiny Committee proceeded to **PROPOSE** that:

*“The Council considers the concerns of the Overview and Scrutiny Committee as set out in Minute O&S.30/21 relating to the decision of the Executive to suspend the Garden Waste Service; and in light of those concerns, the Council objects to the Executive’s decision and refers the decision back to the Executive.”*

This proposal was duly **SECONDED**.

During his introduction, the proposer made particular reference to:

- the call-in never being intended as a criticism of either the lead Member or the Executive; and
- the lack of reference in the report that was presented to the Executive to the anticipated cost savings and the provisions of the contract with FCC.

During the ensuing discussion, the following points were raised:

- (a) The Monitoring Officer reiterated that the Special Executive meeting that had been arranged to consider the call-in on 11 November 2021 had been convened in accordance with the Access to Information Procedure Rules;
- (b) The lead Executive Member did acknowledge the Overview and Scrutiny Committee concerns in relation to the anticipated cost savings being omitted from the originally published Executive report;
- (c) A Member expressed her belief that the Council needed to offer hope to its residents by encouraging alternative initiatives in relation to garden waste such as community composting schemes;
- (d) The actual benefits of referring the matter back to the Executive were questioned by a number of Members;

When put to the vote, the motion was declared **LOST**.

Upon the declaration of the result of the vote, the Leader of Council informed the meeting that, given the nature of the debate, it was her intention to ask for an urgent item to be presented to the next Executive meeting to be held on 2 December 2021. This urgent item would present a recommendation to establish a cross party Waste Working Group that would hold its first meeting before the end of December 2021. At the invitation of the Chairman, the Leader of the Liberal Democrat Group confirmed his indicative support for this proposal.



**ST ANNS CHAPEL HOUSING PROJECT**

Consideration was given to a report that provided Members with an update and made recommendations with regard to the St Anns Chapel Community Housing Project.

In discussion, the following points were raised:-

- (a) The close linkages between the project and the Council's recently declared Housing Crisis were recognised;
- (b) The energy efficiency proposals associated with the project were felt to be commendable;
- (c) With regard to some specific questions and concerns relating to the contractual arrangements, it was agreed that these would be discussed with a Member outside of this Council meeting;
- (d) The local Ward Member expressed his support for the project and emphasised the identified local housing need and the suitability and sustainability of the proposed site;
- (e) As a general point, a Member highlighted the need, as part of the Housing Crisis, for a localised definition of the term 'affordable housing' to be established.

It was then:

**RESOLVED**

1. That approval be given to the construction of the project to deliver 8 Affordable Homes, 3 Open Market Units and 2 serviced plots at St Anns Chapel Affordable Housing Scheme ("the Project");
2. That the total project cost of £4.2 million be funded as follows:
  - a. Long-term funding of up to £2.2 million from a combination of internal and external borrowing (from the Public Works Loan Board);
  - b. Funding of up to £250,000 from the Affordable Housing Earmarked Reserve (in addition to the £100,000 approved previously);
  - c. £1.4 million from the disposal of the 3 Open Market Units;
  - d. A Homes England grant of not less than £110,000; and
  - e. £162,000 from Section 106 contributions (as previously approved);

3. That approval be given to the short-term borrowing costs of approximately £3.6 million over a two-year period (before the three Open Market Units are disposed of for £1.4 million);
4. That authority be delegated to the Section 151 Officer (in accordance with normal treasury management activities) for the borrowing strategy (for both the internal and external borrowing);
5. That authority be delegated to the Head of Assets to dispose of the 2 Serviced Plots as consideration for the land purchase and the 3 Open Market Units;
6. That authority be delegated to the Head of Assets to make an application to Homes England for grant funding of at least £110,000 to support the delivery of the Project;
7. That authority be delegated to the Head of Assets, in consultation with the Head of Housing, to increase the number of Affordable Rental Units up to 8 within the proposed Affordable Housing Scheme;
8. That authority be delegated to the Head of Assets to make the contract awards necessary for the delivery of the Project; and
9. That it be noted that, upon completion of the affordable homes, it is intended to transfer them on long-leases to the Community Benefit Society being formed by the Council, subject to the Director of Place and Enterprise, in consultation with the Section 151 Officer, undertaking due diligence to identify the associated legal, financial and accounting implications of doing so.

56/21

## REPORTS OF BODIES

### RESOLVED

That the minutes and recommendations of the undermentioned bodies be received and approved subject to any amendments listed below:-

#### **(a) Development Management Committee – 8 September 2021**

##### **DM.22/21: Planning Applications**

##### **(a) 2560/21/FUL “Former Brutus Centre”, Fore Street, Totnes, TQ9 5RW**

A Member questioned the accuracy of the minute in respect of application number 2560/21/FUL ('Former Brutus Centre' Totnes) and specifically the affordable housing contribution quoted and it was agreed that officers would review these prior to the next Development Management Committee meeting.

**(b) Salcombe Harbour Board – 20 September 2021**

**SH.16/21: 2022/23 Budget and Fees & Charges**

**RESOLVED**

That, with effect from 1 April 2022:

1. the proposed 2022/23 Budget (as set out within the presented agenda report to the Board meeting) be approved; and
2. the proposed 2022/23 Fees and Charges (as set out in Appendix D of the presented agenda report to the Board meeting) be approved.

**(c) Development Management Committee – 6 October 2021**

**DM.29/21: Planning Applications**

**(f) 2133/19/VAR Cottage Hotel, Hope Cove TQ7 3HJ**

The accuracy of the minute and specifically some of the comments attributed to the Leader of Council were questioned and it was agreed that officers would review these prior to the next Development Management Committee meeting.

**(d) Overview & Scrutiny Committee – 13 October 2021**

**O&S.25/21: Overview and Scrutiny Annual Report**

**RESOLVED**

That the Overview and Scrutiny Annual Report for 2020/21 be approved.

**(e) Executive – 14 October 2021**

## **E.51/21: Response to the Housing Crisis**

### **RESOLVED**

That the Council agrees to form a Community Benefit Society (CBS); and delegates authority to the Director of Place and Enterprise in consultation with the Chief Executive; Section 151 Officer and Monitoring Officer; and with the Leader of the Council to undertake full due diligence and the necessary steps to set up the CBS.

## **E.53/21: Planning Improvement Plan – Phase 2 Resources**

When questioned, it was confirmed that the proposed additional legal resources would lead to the added benefits of reductions in the need for external legal advice to be sought and additional legal support for the Development Management and Planning Enforcement functions.

It was then:

### **RESOLVED**

1. That six additional permanent posts be employed (shared with West Devon Borough Council) being four planning specialists and two legal specialists at an annual cost of £164,000 (the Council share of the costs) to be funded from additional planning income; and
2. That the staffing budget be increased by £164,000 and the planning income target for 2022/23 onwards be increased by £164,000.

## **(f) Audit Committee – 28 October 2021**

## **(g) Overview and Committee – 4 November 2021**

### **O&S.33/21: Response to the Housing Crisis – Request from Executive Meeting of 14 October 2021 (Minute E.51/21 refers)**

For clarity, it was confirmed that the Leader had recommended the establishment of one (and not two) Housing Task and Finish Groups and it was agreed that this amendment would be incorporated prior to the Committee minutes being agreed as a true and correct record.

## **(h) Special Executive – 11 November 2021**

## **E.58/21: Declarations of Interest**

In light of some comments that had been made in respect of the timing of the interest being declared at the Special Executive meeting, it was noted that the draft minute had since been revised before the agenda for the next Executive meeting (to be held on 2 December 2021) had been published.

### **57/21 PUBLIC QUESTION TIME**

The Chairman informed the Meeting that no Public Questions had been received for consideration at this Meeting.

### **58/21 QUESTIONS ON NOTICE**

It was noted that one Question on Notice had been received in accordance with Council Procedure Rule 8 as follows:

#### **(a) From Cllr Baldry to Cllr Pearce (Leader of Council)**

*'Planning Applications*

*In the interest of public transparency, will the Leader agree that all applicants for planning permission for 5 or more dwellings, are asked to disclose whether in the past 10 years they have made a donation to a British political party?'*

In reply, Cllr Pearce stated that 'what information the Council could ask for as part of a planning application was limited in the first instance by law and then by the policies in the National Planning Policy Framework (NPPF). Essentially, the Council was limited to asking for the minimum information needed to make a decision whether planning permission should be granted or not. The information requested must therefore be relevant, necessary and material to the application in question. Whether an applicant had made a donation to a political party was not a material planning consideration'.

In reply to a supplementary question, the Leader stated her confidence that such issues would never be allowed to cloud the professional judgement of a planning officer.

### **59/21 MOTIONS ON NOTICE**

It was noted that seven Motions on Notice had been received in accordance with Council Procedure Rule 10.1:

#### **(a) By Cllrs O'Callaghan and Jackson**

*"There is a housing crisis in the South Hams, and genuinely affordable homes for local people must be our top priority.*

*The Council will look to find solutions by forming a Working Group in the immediate future which will report back to the Executive and/or Full Council as soon as is practicable.”*

In her introduction, the proposer made particular reference to:

- the urgency of the housing crisis necessitating the need for an open ended Working Group;
- the motion leading to an increased level of Member engagement and consultation; and
- there being a genuine need for an increased provision of both rental properties and social housing in the South Hams.

In the ensuing debate, reference was made to:

- (a) a recognition that there was a need for all Members to be involved in finding potential solutions to the housing crisis;
- (b) the scope to investigate premises above retail units being brought into housing use;
- (c) the ability for a Working Group to consider a variety and mix of options to address the housing crisis;
- (d) the report that was considered by the Executive on 14 October 2021 titled ‘Response to the Housing Crisis’ (Minute E.51/21 refers). In opposition to the motion, a Member outlined the number of proposed measures and concepts that were set out in the Executive report to address the crisis and felt that officers should be given the opportunity to develop these instead of being required to support an additional Member Working Group.

When put to the vote, the motion was declared **LOST**.

**(b) By Cllrs Rose and Chown**

*“Moving away from Gas and Oil in South Hams*

*The transition away from fossil fuels is complex, expensive, and urgent. While SHDC is often reliant on National Government policy to set the pace of the shift, we can significantly influence attitudes and behaviour through our communications and publicly stated intentions.*

*Council notes:*

- *That many of our residents are deeply concerned that global CO2 emissions continue to rise;*
- *That the burning of fossil fuels, including gas and oil, is directly responsible for this;*
- *That Government policy is not yet in place to ban the installation of gas and oil boilers in new builds;*
- *That a great deal of time and expense are being invested into retrofitting houses to emit less CO2;*

- *That developers were given notice as long ago as 2007 under the Code for Sustainable Homes that all new homes would have to be zero carbon by 2016. These requirements were scrapped in 2015.*
- *The comments from Sustainable South Hams:*
- *'New homes need to be built to zero carbon standards as would have been required by 2016 under the scrapped Code for Sustainable Homes. This reduces up-front costs for heating infrastructure and brings running costs down, as well as lessening the burden on the electricity grid. Aside from ensuring homes are insulated to best practice standards, one of the best tried and tested means to achieve zero carbon is to install a heat pump. Air-source and ground-source heat pumps are as green as the electricity powering them. So as the UK's remarkable progress in greening its electricity grid continues, heat pumps will tend towards zero carbon in operation. They also of course emit no dangerous PM2.5 particulates, unlike gas and oil boilers. And as SHDC stated in the April 2018 Clean Air Strategy, "there is no safe level for PM2.5", and "life expectancy can be significantly affected due to exposure to poor air quality".'*

*Council agrees:*

- *That it is likely that most gas boilers installed from today will eventually need to be removed and replaced with heat pumps.*
- *That in a time of climate and ecological emergency it is unacceptable for gas and oil boilers to be installed in new builds.*
- *That our residents should not be exposed to PM2.5, for which SHDC has already stated that there is no 'safe' level.*

*And therefore, South Hams District Council resolves to:*

- *Make a public statement to house builders informing them that: SHDC will be banning the installation of gas and oil boilers in new builds as soon as we are able to under Central Government regulations. Developers should consider this as fair warning and the beginning of a grace period to prepare for this change;*
- *To lobby Central Government to bring forward policy that requires new builds to be zero carbon.*
- *To lobby Central Government to bring forward policy to ban the installation of gas and oil boilers in new builds.*

In his introduction, the proposer highlighted that he had discussed the wording of his motion with other Members since the agenda had been published and he therefore wished to propose the following revisions (in red font) to his motion:

*'Moving away from **Fossil Fuels** in South Hams*

*And therefore, South Hams District Council resolves to:*

- *Make a public statement to **the press** and house builders informing them that: SHDC will **use its power as a planning authority to require all new homes to be net zero as soon as Central Government regulations allow for this.** Developers should consider this as fair warning and the beginning of a grace period*

to prepare for this change. *SHDC urges house builders to cease the installation of fossil fuel burning boilers and pay great attention to achieving very high standards of insulation;*

- To lobby Central Government to bring forward policy that requires new *homes* to be *net* zero carbon;
- To lobby Central Government to bring forward policy to ban the installation of *fossil fuel burning* boilers in *any* new builds *prior to the proposed Government ban in 2025*.

(These revisions were subsequently seconded by Cllr Chown).

In his introduction, the proposer felt that approval of this motion would help to demonstrate a real statement of intent that the Council was taking its declared Climate Change and Biodiversity Emergency seriously.

During the ensuing debate, the Leader gave an assurance that the Joint Local Plan Officers were fully aware of these issues and were in the process of drafting a policy to address these with the working title 'Super DEV 32'.

It was then:

## **RESOLVED**

### **Moving away from Fossil Fuels in South Hams**

The transition away from fossil fuels is complex, expensive, and urgent. While SHDC is often reliant on National Government policy to set the pace of the shift, we can significantly influence attitudes and behaviour through our communications and publicly stated intentions.

Council notes:

- That many of our residents are deeply concerned that global CO2 emissions continue to rise;
- That humanity's reckless burning of fossil fuels (coal, gas, and oil) is directly responsible for this;
- That Government policy is not yet in place to ban the installation of coal, gas and oil boilers in new homes;
- That a great deal of time and expense are being invested into retrofitting houses to emit less CO2;
- That developers were given notice as long ago as 2007 under the Code for Sustainable Homes that all new homes would have to be zero carbon by 2016. These requirements were scrapped in 2015; and
- The comments from Sustainable South Hams: *'New homes need to be built to zero carbon standards as would have been required by 2016 under the scrapped Code for Sustainable Homes. This reduces up-front costs for heating infrastructure and brings running costs down, as well as lessening the burden on the electricity grid. Aside from ensuring homes are insulated to best practice standards, one of the best tried and tested means to achieve zero carbon is*



*to install a heat pump. Air-source and ground-source heat pumps are as green as the electricity powering them. So as the UK's remarkable progress in greening its electricity grid continues, heat pumps will tend towards zero carbon in operation. They also of course emit no dangerous PM2.5 particulates, unlike gas and oil boilers. And as SHDC stated in the April 2018 Clean Air Strategy, "there is no safe level for PM2.5", and "life expectancy can be significantly affected due to exposure to poor air quality".'*

Council agrees:

- That it is likely that most fossil fuel boilers installed from today will eventually need to be replaced (or converted) with cleaner tech such as heat pumps or hydrogen boilers;
- That in a time of climate and ecological emergency it is unacceptable for gas, coal, or oil boilers to be installed in new builds.

And therefore, South Hams District Council resolves to:

- Make a public statement to the press and house builders informing them that: SHDC will use its power as a planning authority to require all new homes to be net zero as soon as Central Government regulations allow for this. Developers should consider this as fair warning and the beginning of a grace period to prepare for this change. SHDC urges house builders to cease the installation of fossil fuel burning boilers and pay great attention to achieving very high standards of insulation;
- Lobby Central Government to bring forward policy that requires new homes to be net zero carbon;
- To lobby Central Government to bring forward policy to ban the installation of fossil fuel burning boilers in any new builds prior to the proposed Government ban in 2025.

**(c) By Cllrs Pennington and Long**

*'1. This Council asks that the Executive make all necessary arrangements to empty resident's Brown Garden Waste Bins as soon as possible.*

*Options being by the use of multiple contractors to cover different areas within the District; and/or by FCC arranging overtime with existing staff for this one off collection.*

*2. This Council asks the Executive to revoke the decision to suspend the South Hams garden waste collections until spring 2022. And for the great benefit of South Hams residents and council taxpayers renegotiate with FCC this hugely appreciated service during the months of January, February and March 2022 under the terms of the agreed contract. A monthly collection would suffice until the spring review is completed.*

As a consequence of the discussions earlier in this meeting (Minute 54/21 above refers), the Chairman ruled that this motion was in breach of Council Procedure Rule 16.1: 'Recission of Previous Decisions and Motions' and the motion was therefore not considered at this meeting.

**(d) By Cllrs Sweett and Long**

*“Due to the further increases in house prices over the past eighteen months combined with a lack of available rental properties in the South West many local people especially young people do not have housing options within their home towns and villages. This Council will recommence the useful discussions between various traveller groups, caravan dwellers, interested parties and South Hams officers to continue to find a variety of solutions to the ‘housing’ crisis. This will include the options discussed previously with the for example a transit site in collaboration with DCC, smaller sites within Wards, engage with developers on these issues and simplify the planning process for both tolerated sites and those living low impact lifestyles.”*

In her introduction, the proposer emphasised the importance of this motion and therefore hoped that progress could be made as soon as was practically possible.

In debate, an amendment (as set out in red font) was **PROPOSED** and **SECONDED** as follows:

*“Due to the further increases in house prices over the past eighteen months combined with a lack of available rental properties in the South West many local people especially young people do not have housing options within their home towns and villages.*

*This Council will recommence the useful discussions between various traveller groups, caravan dwellers, interested parties and South Hams officers to continue to find a variety of solutions **for these communities** to the ‘housing’ crisis. This will include the options discussed previously for example a transit site in collaboration with DCC, **some** smaller sites within Wards, **engaging with** developers on these issues and **assisting with** the planning process for both tolerated sites and, **if and where appropriate**, those living low impact lifestyles.”*

Since these amendments were felt to provide greater clarity to the initial motion, the proposer and seconder were content to accept this amendment and it therefore became the substantive motion.

It was then:

**RESOLVED**

Due to the further increases in house prices over the past eighteen months combined with a lack of available rental properties in the South West many local people especially young people do not have housing options within their home towns and

villages.

This Council will recommence the useful discussions between various traveller groups, caravan dwellers, interested parties and South Hams officers to continue to find a variety of solutions for these communities to the 'housing' crisis. This will include the options discussed previously for example a transit site in collaboration with DCC, some smaller sites within Wards, engaging with developers on these issues and assisting with the planning process for both tolerated sites and, if and where appropriate, those living low impact lifestyles.

At this point and, in accordance with Meeting Procedure Rule 8.3(b), the Chairman advised that the 45-minute time limit for consideration of Notices of Motion had now expired and it was therefore his intention to formally close this Council Meeting.

(Meeting commenced at 11.00 am and concluded at 2.20 pm)

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Chairman

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**SOUTH HAMS DISTRICT  
COUNCIL**

**10 FEBRUARY 2022**

**2022/23  
REVENUE AND CAPITAL  
BUDGET PROPOSALS**

<p style="text-align: center;"><b>2022/23 REVENUE &amp; CAPITAL BUDGET PROPOSALS – FINAL RECOMMENDATIONS</b></p>
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## **Purpose of the Report**

This report provides an update of our overall financial position and details the formal proposals of the Executive to achieve a balanced budget. The minutes of the Executive meeting of 27 January 2022 are included elsewhere on this agenda and provide a more complete picture of the decisions taken.

The General Fund Revenue Budget, Medium Term Financial Strategy (MTFS) and the recommendations for the 2022/23 financial pressures and savings are summarised in Appendices A to D of this report. The MTFS has been rolled forward to enable Members to look ahead to future years in considering their spending plans and council tax levels.

The finance settlement announced on 16<sup>th</sup> December 2021 is for a single year only and there will be further details on proposed funding reforms and consultations in the New Year. Priority in the finance settlement is “stability in the immediate term”, with a more fundamental review of local government funding starting in 2022.

The Council no longer receives any Government Grant (Revenue Support Grant) to fund its services and the Council has to be self-sufficient. The Council Tax Referendum limits for District Councils will be the higher of £5 or 1.99% for 2022/23.

The Council’s Net Budget would be £10.5 million for 2022/23, for all of the services it delivers. Negative Revenue Support Grant (RSG) will be eliminated by the Government for 2022/23. The business rates baseline reset will be deferred until at least 2023/24. The Business rates multiplier has been frozen again for 2022/23. A business rates pooling gain of £300,000 has been modelled for 2022/23 with reduced gains for 2023/24 onwards.

New Homes Bonus has been ‘rolled over’ for another year, with legacy payments being honoured, resulting in an allocation of £1,007,557 for 2022/23.

Rural Services Delivery Grant will continue at the same level for 2022/23 (£428,206 for SHDC). This is Government grant to recognise the additional cost of delivering services in rural areas.

A new 2022/23 Services Grant has been introduced. This is a new one-off grant just for 22/23 and is to partly offset the cost of the 1.25% increase in National Insurance social care levy. It is also to fund general responsibilities. SHDC will receive £132,936 for 2022/23. The cost of the 1.25% increase in National Insurance social care levy is estimated to cost £70,000 per annum.

This report sets out the revenue budget proposals for a balanced budget for 2022/23. The Council is currently forecasting a budget gap of £0.44m for 2023/24. The cumulative aggregated Budget Gap by 2024/25 is £1.2million.

As part of these Revenue Budget Proposals, it is also proposed to allocate the following one off amounts - £407,557 to an Affordable Housing Earmarked Reserve,

<p style="text-align: center;"><b>2022/23 REVENUE &amp; CAPITAL BUDGET PROPOSALS – FINAL RECOMMENDATIONS</b></p>
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£280,000 to a Financial Stability Earmarked Reserve for future financial pressures from future local government funding reforms and a further £200,000 into a Community Composting Earmarked Reserve, as set out in the recommendations below.

**Statutory Powers:** Local Government Act 1972, Section 151  
Local Government Finance Act 1992

**RECOMMENDATIONS:-**

*(The references in the Recommendations below refer to the Appendices in this report or to the relevant Section of the 2022/23 Revenue Budget report presented to the Executive at its meeting on 27 January 2022).*

**It is RECOMMENDED that:**

- i). Council Tax for 2022/23 be increased by £5 (Band D of £180.42 for 2022/23 – an increase equivalent to less than 10 pence per week or £5 per year – equating to a 2.85% increase). This equates to a Council Tax Requirement of £7,061,585;
- ii). the financial pressures (as shown in Appendix A of the presented agenda report and amounting to £1,044,600) be approved;
- iii). the net contributions to/(from) Earmarked Reserves of £561,600 as shown in Appendix D of the presented agenda report, including the proposed use of £500,000 of New Homes Bonus funding to fund the 2022/23 Revenue Budget as set out in section 3.30 of the Executive report of 27 January 2022 and £100,000 from the Business Rates Retention Earmarked Reserve as set out in section 3.21 of the Executive report of 27 January 2022.
- iv). £407,557 of the New Homes Bonus Grant allocation for 2022/23 be allocated to an Affordable Housing Earmarked Reserve as a one off contribution for 2022/23 (as set out in sections 3.30 to 3.31 of the Executive report of 27 January 2022). (NB. an amount of £60,000 from the £407,557 is to be allocated to the Step On Deposit scheme pilot);
- v). the savings of £404,000 (as shown in Appendix A of the presented agenda report) be approved;
- vi). it be noted that South Hams District Council will continue to be part of the Devon Business Rates Pool for 2022/23 following the announcement of the Local Government Finance Settlement for 2022/23;

**2022/23 REVENUE & CAPITAL BUDGET PROPOSALS –  
FINAL RECOMMENDATIONS**

- vii). the Council should set its total net expenditure for 2022/23 at £10,464,367 (as set out in Appendix B of the presented agenda report);
- viii). the proposed Capital Programme Proposals for 2022/23 of £1,665,000 and the proposed financing of the Capital Programme (as set out in Appendix E of the presented agenda report) be approved;
- ix). Unearmarked Reserves should continue to have a minimum level of £1.5 million (as set out in the adopted Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £2 million;
- x). the level of reserves (as set out within the Executive report of 27 January 2022) and the assessment of their adequacy and the robustness of budget estimates be noted (NB. this is a requirement of Part 2 of the Local Government Act 2003);
- xi). £280,000 be transferred from Unearmarked Reserves to a Financial Stability Earmarked Reserve as part of the process of closing the 2021/22 Accounts, to be available for any future financial pressures from future local government funding reforms and any other budget pressures (the predicted year-end balance of Unearmarked Reserves at 31 March 2022 is £2.28 million (as set out in Section 7.8 of the Executive report of 27 January 2022) (NB. this would leave an operating level of £2 million for Unearmarked Reserves); and
- xii). A one-off amount of £200,000 be transferred into a Community Composting Earmarked Reserve in 2021/22 as part of the process of closing the 2021/22 Accounts. NB. a scheme is to be set up with a one-off budget of £200,000 in 2022/23 for community composting, aligned to savings in the green waste element of the waste contract in 2021/22 (as set out in Section 3.40 of the Executive report of 27 January 2022).

**Officer contact:**

Lisa Buckle, Corporate Director for Strategic Finance (S151 Officer)

[lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk)

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**Part 1: The Executive's considerations in arriving at its final proposals for financial pressures, savings and Council Tax (Executive meeting held on 27 January 2022).**

1. Over the last six months, the Executive has given the budget very detailed consideration and has sought views on budget proposals. This process has enabled and informed Members in their consideration of the appropriate level of service provision and council tax levels.



<p style="text-align: center;"><b>2022/23 REVENUE &amp; CAPITAL BUDGET PROPOSALS – FINAL RECOMMENDATIONS</b></p>
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2. The Executive are recommending increasing council tax by £5 and are recommending that Full Council approve this. This would mean the council tax would increase to £180.42 for 2022/23 (a 2.85% increase), an increase of £5 per year or the equivalent of less than 10 pence per week.
3. Council in September 2021 set the strategic intention to raise council tax by the maximum allowed in any given year, without triggering a council tax referendum, to enable the continued delivery of services. It was recognised that this measure would increase the base budget for ensuing years and protect the delivery of services and the Council's financial resilience. To balance the budget of £10.5 million, the Council has identified £0.4 million in savings. The Council is still forecasting a £0.44 million budget gap by 2023/24.
4. The Executive also recommends a capital works programme for 2022/23 amounting to £1,665,000 as set out in Appendix E of the presented agenda report. Projects include:-
  - Private Sector Renewals (including Disabled Facility Grants)
  - Waste fleet replacement programme
  - Coastal Asset repairs programme
5. Sensitivity analysis and risk analysis – The figures within the Budget proposals have been subject to a sensitivity analysis and a risk analysis. This has identified a potential adverse revenue effect of £1.39 million (from the sensitivity analysis in Appendix G). Revenue Reserves are recommended to be maintained at a minimum of £1.5 million (as set in the Medium Term Financial Strategy in September 2021), but at an operating level of a minimum of £2 million. Appendix G also sets out the CIPFA Financial Resilience Index for 2022, a comparative tool that can be used by S151 Officers as part of the annual budget report. The S151 Officer therefore confirms the robustness of the Budget Proposals and the adequacy of the reserves.

**Part 2: Conclusion**

6. The above paragraphs summarise the overall position faced by the Council and the considerations of the Executive in arriving at its final proposals to achieve a balanced budget.

**2022/23 REVENUE & CAPITAL BUDGET PROPOSALS –  
FINAL RECOMMENDATIONS**

7. The proposed budget will leave the Council on a stable financial footing with a level of reserves which will help the Council manage the uncertainty of the future reforms of Local Government Finances. Examples are the Fair Funding Review, the reset of the business rates baseline, the future of the new homes bonus scheme and uncertainty around negative revenue support grant and the continuation of grants such as the rural services grant.
8. The Council no longer receives any Government Grant (Revenue Support Grant) to fund its services and the Council has to be self-sufficient. The Council is currently forecasting a budget gap of £0.44m for 2023/24. The aggregated Budget Gap by 2024/25 is £1.2million. The Peer Review report in 2019 stated that it will be important to ensure that financial self-sufficiency becomes the byword over the medium term and focus is maintained to achieve this.
9. In terms of unearmarked reserves, the recommendation of the s151 Officer is for the Council to continue to have a minimum level of unearmarked reserves of £1.5million (as set out in the Medium Term Financial Strategy in September 2021), but to have an operating level of a minimum of £2million for unearmarked reserves. The Council should be operating at a level of £0.5m above the minimum level on a day to day basis.
10. South Hams District Council continues to do everything it can to make sure that residents, businesses and front-line services come first. Forward planning has allowed us to ease the pressures on front line services and for those in our community who face financial difficulties in these unprecedented times.
11. In 2021, the Council declared a Housing Crisis and is now recommending putting additional money aside of £407,557 for Affordable Housing. Of this amount, £60,000 will be allocated to a Step On Deposit Scheme, to pilot a scheme that will provide an unconditional grant up to the total amount of the deposit needed to access shared ownership accommodation, for existing social housing tenants.
12. In addition as part of the budget proposals the Council is earmarking £200,000 of funding for a new community composting initiative.
13. This budget also proposes to allocate £280,000 from Unearmarked Reserves to a Financial Stability Earmarked Reserve as part of the process of closing the 2021/22 Accounts, to be available for any future financial pressures from future local government funding reforms and

<p style="text-align: center;"><b>2022/23 REVENUE &amp; CAPITAL BUDGET PROPOSALS – FINAL RECOMMENDATIONS</b></p>
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any other budget pressures. This would leave an operating level of £2m in unearmarked reserves. The Council is facing a budget gap of £444,000 in 2023/24 and a further £317,000 in 2024/25 and a financial stability reserve would help to smooth out some of these budget gaps in future years.

14. Local Government finances are increasingly stretched and there is a great deal of financial uncertainty for District Councils from 2023 onwards. The next few years will be challenging with the Government's Fair Funding Review and the reset of the Business Rates baseline being introduced, coupled with receiving no Government Grant and the cessation of the current New Homes Bonus scheme.
15. This is a budget to maintain frontline services, allocate £407,557 for Affordable Housing and a further £200,000 for a new community composting initiative, whilst also preserving the longer term future of the Council. Strong financial management over many years and the continual drive for efficiency has enabled the Council to accommodate service pressures while still maintaining a low level of council tax. I commend the budget proposals to the Council.

**Councillor J Pearce**  
**Leader of the Council**

**APPENDICES**

- Appendix A – Budget pressures and savings
- Appendix B – Modelling of the Budget Position
- Appendix C – Schedule of Earmarked Reserves
- Appendix D – Contributions to/(from) Earmarked Reserves
- Appendix E – Capital Programme Proposals for 2022/23
- Appendix F – Revenue Budget Summary for 2022/23
- Appendix G – Sensitivity analysis and risk analysis

**BACKGROUND PAPERS**

Members' Budget Workshop presentation slides – dated Thursday 18 November 2021

**2022/23 REVENUE & CAPITAL BUDGET PROPOSALS –  
FINAL RECOMMENDATIONS**

Executive 27 January 2022 – Draft Revenue and Capital Budget Proposals for 2022/23

**BUDGET PROPOSALS 2022/23**  
**(This shows the changes to the existing Base Budget)**

**APPENDIX A**

	<b>BASE 2021/22</b>	<b>Yr1 2022/23</b>	<b>Yr2 2023/24</b>	<b>Yr3 2024/25</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>BUDGET PRESSURES</b>				
Inflation and increases on goods and services	90,000	110,000	110,000	110,000
Triennial Pension revaluation (increase in Pension Employer primary rate contributions)			150,000	0
Salaries - provision for pay award at 2% (£185,000) from 2022/23 onwards, total pay of £9.5m	123,000	185,000	185,000	185,000
Increase the staffing budget for four planning specialists and two legal specialists (shared with West Devon Borough Council), to be financed by extra planning income - Planning Improvement Plan (Executive 14.10.21)	0	164,000	0	0
Better Lives for All strategy - Council 23 September 2021 - £110,000 cost pressures for 22/23 and 23/24	0	110,000	0	(110,000)
Waste collection, recycling and cleansing contract (estimate of around 3%)	130,000	130,000	130,000	130,000
National Living Wage and National Insurance (social care levy of 1.25% and NLW increases)	70,000	140,000	140,000	140,000
IT Support contracts - increased number of users on the network, increase in remote working, Disability Access legislation and above inflationary increases on support contracts		75,000		
Reduce the income budget for treasury management investment income		80,000		
Rough sleeper outreach worker (SHDC share of the cost is 60%), to be funded from Government Homelessness grant		24,000		
Community composting groups		10,000		
Salcombe Harbour recharges to the Council for staff time - increase in time charged in days for beach and water safety, car park management, inspections and fish quay and slipway work		16,600		
Localities service - seasonal staffing posts - Executive report 28.1.2021	25,000			
Depot annualised costs - Waste collection, recycling and cleansing contract	60,761			
Devon aligned service for waste	175,000			
Implementation costs for Devon aligned service for waste (Reversal of one-off cost) This is additional staffing support for implementation such as roadshows, communications and customer services support.	(125,000)			
Housing Benefit overpayment recoveries (to reduce income target to Nil in 21/22)	145,000			
SLT/ELT Restructure - redundancy/pension strain costs			(25,000)	
Partnership funding (increase in the base budget - as 5.1 of the report)	3,000			
<b>TOTAL BUDGET PRESSURES</b>	<b>696,761</b>	<b>1,044,600</b>	<b>690,000</b>	<b>455,000</b>
 <b>Changes to contributions to Earmarked Reserves</b>				
Reduce the contribution from the New Homes Bonus Reserve to fund the Revenue Base Budget (assumes a contribution of £0.746m in 2021/22 and £0.5m in 22/23 onwards)	(181,857)	246,000	0	0
Dartmouth Ferry - increase annual contribution to reserve			30,000	30,000
Contribution from Business Rates Retention reserve to smooth the volatility in business rates income from the baseline reset and the loss of a pooling gain (This would use £0.1m of the Reserve in 22/23, £0.5m in 23/24 and £0.5m in 24/25)		(100,000)	(400,000)	0
Contribution to Joint Local Plan Earmarked Reserve		25,000		
Contribution from Homelessness Reserve (to fund rough sleeper outreach worker)		(24,000)		
Transformation Project (T18) - Approved at 11 December 2014 Council <i>Contribution to Strategic Change Reserve to meet pension strain costs</i>	30,000			
Funding from the Economic Regeneration (Business Rates Pilot Gain) Earmarked Reserve (one-off in 2020-21)	127,000			
Repairs and Maintenance Reserve - increase annual contribution in 2023-24	80,000		25,000	
Cease making a contribution to the Planning Earmarked Reserve in 2020-21	50,000			
Funding from the Business Rates Retention Earmarked Reserve (one-off 20-21)	343,000			
<b>Total changes in contributions to Earmarked Reserves (as per Appendix D)</b>	<b>448,143</b>	<b>147,000</b>	<b>(345,000)</b>	<b>30,000</b>

**BUDGET PROPOSALS 2022/23**  
**(This shows the changes to the existing Base Budget)**

**APPENDIX A**

**SAVINGS AND INCOME GENERATION IDENTIFIED**

	<b>BASE 2021/22</b>	<b>Yr 1 2022/23</b>	<b>Yr 2 2023/24</b>	<b>Yr 3 2024/25</b>
Savings from re-procurement of contracts (e.g. leisure contract)		0	TBA	TBA
IT FIT Project - software savings		(70,000)	(10,000)	
Efficiencies gained from IT and digital communications		(20,000)	(100,000)	
Employment Estates - additional rental income	(10,000)	(80,000)	(40,000)	
Implement e-billing for Council Tax	(2,100)			
Extra recycling income		(70,000)		
Extra planning income (to fund four planning specialists and two legal specialists) - Planning Improvement plan - Executive 14.10.21		(164,000)		
Procurement of waste collection, recycling and cleansing contract (Note - The employer's pension costs of £290,000, the depot annualised costs of £22,200 and the increase to the Vehicle Earmarked Reserve of £60,000 are deducted from this figure to show the total net annual saving as per the report to Council on 6th December 2018)	(129,672)			
Public Conveniences - Pay on Entry, contributions and transfer to Parish Council/ closure 1.9.2019 where agreement has not been reached for transfer - Includes rate relief from 2021 - Savings as set out in the Executive report 22nd November 2018. Figures have been updated to reflect the proposals set out within the Public Conveniences update report to the Executive on 19th December 2019	(54,537)			
Council Tax Support Grant -Reduction by 50% per annum over two years	(37,000)			
Cancellation of the IEG4 Contract & implementation of the Northgate Citizen access portal	(12,000)			
Review of fees and charges - boat storage fees (£2,000) and Street Naming and Numbering (£1,500)	(3,500)			
3rd tranche of COVID funding received from the Government (one-off in 20-21)	121,000			
Cease the 2020-21 annual contribution towards building up a budget for future years for the Follaton Roof and Follaton Lift (one-off in 20-21)	80,000			
Use of New Burdens Government grant funding received for the administration of the Business Rates Grants (one-off in 20-21)	170,000			
<b>TOTAL SAVINGS AND INCOME GENERATION</b>	<b>122,191</b>	<b>(404,000)</b>	<b>(150,000)</b>	<b>0</b>

Figures shown in Grey are those which have changed since the Draft Budget Proposals report in December 2021

Line	<b>Appendix B - Assumes Council Tax is increased by the higher of £5 or 1.99% each year</b>	<b>BASE</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Yr 3</b>
No.	Modelling for the financial years 2022/23 onwards	<b>2021/22 £</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>2024/25 £</b>
1	Base budget brought forward	9,410,672	9,676,767	10,464,367	10,215,451
2	Budget pressures (as per Appendix A)	696,761	1,044,600	690,000	455,000
	One -off budget shortfall identified for 2020-21 (as per Amended Budget report)	(1,313,000)			
3	Savings already identified (as per Appendix A)	122,191	(404,000)	(150,000)	0
4	Changes in contributions to Earmarked Reserves (App A)	448,143	147,000	(345,000)	30,000
6	Funding from Unearmarked Reserves (Amended Budget)	312,000			
7	<b>Projected Net Expenditure:</b>	<b>9,676,767</b>	<b>10,464,367</b>	<b>10,659,367</b>	<b>10,700,451</b>
	<b>Funded By:-</b> (See Note 1 below regarding New Homes Bonus funding)				
8	<b>Council Tax income</b> - Modelling a £5 increase in 2022/23 onwards	6,718,291	7,061,585	7,331,451	7,605,318
9	Collection Fund Surplus/(Deficit in 2021/22)	(30,397)	181,000	150,000	150,000
10	Localised Business Rates (estimate of business rates resources received in the year)	2,353,520	2,274,139	2,300,000	2,325,000
11	Negative Revenue Support Grant (RSG) Adjustment - Change to Baseline Need from 23/24 onwards	0		(360,000)	(450,000)
12	Business Rates Pooling Gain	125,000	300,000	250,000	200,000
13	Rural Services Delivery Grant	428,206	428,206	437,000	446,000
14	Lower Tier Services Grant	82,147	86,501	107,000	107,000
15	Services Grant for 2022/23 (one-off)	0	132,936	0	0
16	<b>Total Projected Funding Sources</b>	<b>9,676,767</b>	<b>10,464,367</b>	<b>10,215,451</b>	<b>10,383,318</b>
	<b>Budget Gap per year</b>				
17	(Projected Expenditure line 7 - Projected Funding line 16)	<b>0</b>	<b>0</b>	<b>443,916</b>	<b>317,133</b>
	<b>Actual Predicted Cumulative Budget Gap</b>	<b>0</b>	<b>0</b>	<b>443,916</b>	<b>761,049</b>
	<b>Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)</b>	<b>0</b>	<b>0</b>	<b>443,916</b>	<b>1,204,965</b>
	<b>Modelling Assumptions:</b>				
	Council Tax (Band D) (Modelling the higher of £5 or a 1.99% increase)	175.42	180.42	185.42	190.42
	Council Tax Base (Assumes an increase in Band D Equivalent properties of 400 per annum)	38,298.32	39,139.70	39,539.70	39,939.70

**Note 1 - New Homes Bonus Funding**

The modelling for 2022/23 onwards includes a contribution of £500,000 from New Homes Bonus to fund the Base Budget.

Although the NHB scheme is due to be replaced in 2023/24, it is assumed that a successor scheme will be implemented that will also be based on housing growth.

Figures shown in Grey are those which have changed since the Draft Budget Proposals report for 2022/23 to the Executive on 2nd December 2021

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RESERVES - PROJECTED BALANCES (EXCLUDES SALCOMBE HARBOUR)						APPENDIX C
	Cost Centre	Opening balance 01.04.2021 £000s	Additions to Reserve 2021/22 £000s	Predicted Spend 2021/22 £000s	Projected balance 31.03.2022 £000s	Comments
<b>EARMARKED RESERVES</b>						
<b>Specific Reserves - General Fund</b>						
Affordable Housing	S0822	(668)		240	(428)	Funding of Capital Programme commitments and £36k set up costs of the Community Benefit Society, Wholly Owned Company (E.78/19). There is a £350,000 commitment for St Anns Chapel (Council report of 25.11.21)
Beach Safety	S0839	(14)			(14)	
Capital Programme	S0820	(181)	(182)	363	0	Capital Programme commitments
Community Housing Fund	S0854	(194)		149	(45)	Community Housing schemes
Community Parks and Open Spaces	S0826	(49)	(17)	4	(62)	
COVID-19	S0815	(100)	(381)		(481)	This is a new reserve set up in 2020/21 to protect against future COVID losses. The current balance of £481k comprises of the 4th and 5th tranches of the COVID-19 LA Support Grant (£100k and £381k respectively) - Executive 17/12/20 and 28/01/21
Dartmouth Ferry Repairs & Renewals	S0830	(428)	(117)		(545)	
District Elections	S0838	(10)	(10)		(20)	
Economic Initiatives	S0831	(23)			(23)	
Economic Regeneration (Business Rates pilot gain 2018/19)	S0858	(49)		38	(11)	The commitments relate to £15k for the Tour of Britain and £23k for the Ivybridge Regeneration project (Executive 18th June 2020).
Emergency Climate Change Projects	S0852	(400)	(200)	400	(200)	The set up of this reserve was approved by Executive on 6/2/20 20 E74/19, funded by a £400k contribution from the New Homes Bonus Reserve. As per the Executive report on 22nd October 2020, £20,000 was to be utilised to support the delivery of the Green Homes Grant scheme. At Council on 17 December 2020 the 'Climate Change and Biodiversity Strategy and Action Plan update', proposed initiatives for the remaining £380,000. In addition a further £200k will be contributed to this reserve this year as part of the 2021/22 Budget to support the Climate Change Action Plan. Funding was identified from The Business Rates Retention Reserve, New Homes Bonus and withdrawing the 2021/22 contribution to the Planning Earmarked Reserve.
Environmental Health Initiatives	S0857	(20)			(20)	
Grounds Maintenance	S0901	(104)			(104)	A new reserve set up in 2020/21 to hold the Grounds Maintenance in year surpluses to be reinvested back into the service (Executive 18/6/20)
Homelessness Prevention	S0851	(166)		59	(107)	This reserve has been created following underspends on Homelessness Prevention Costs in previous years. The commitment includes funding carried forward from 2020/21 in respect of the Housing Vulnerability Officer (£24k). This is a 2 year temporary post funded by grant from Devon County Council. Corporate Strategy, delivery of needs analysis for affordable housing £30k
ICT Development	S0836	(82)	(50)	32	(100)	Commitments include £27k towards the Future IT Procurement, Council 13/2/20 E75/19
Land and Development	S0829	(104)	(7)	91	(20)	The commitment of £25k has been earmarked for Follaton House Arboretum and a further £66k as matched funding towards the Urban Tree Programme (details in the Executive Capital Monitoring Report of 27 January 2022, subject to council approval)
Leisure Services	S0858	(51)		8	(43)	
Maintenance, Management and Risk Management Reserve (MMRM)	S0861	(37)	(29)		(66)	This reserve was set up in 2019/20 to manage the ongoing maintenance costs of the Council's Investment Property. The contributions to the reserve equate to 10% of the rental income, this is anticipated to be £29,000 in 2021/22.
Marine Infrastructure	S0828	(326)	(58)	200	(184)	£200k has been committed towards the Harbour Depot, Batson Creek, Salcombe E.74/20
Members Sustainable Community Locality	S0846	(35)			(35)	This reserve holds the unspent balances.
New Homes Bonus	S0804	(1,803)	(1,068)	1,940	(931)	The NHB allocation for 21/22 is £1.068m. Commitments include £764k contribution to the base revenue budget and £200k towards the Recovery and Renewal Plan and Climate Change Action Plan approved as part of the 21/22 Budget (Council 11/2/21). In addition there are commitments from previous years for the Capital Programme budget 2018/19 & 2019/20. The remaining balance includes £235,016 unallocated from the 2020/21 New Homes Bonus and £122,274 from the 2021/22 New Homes Bonus with its future use to be decided when more details are known about the Spending Review and following a Government consultation document on a replacement scheme for NHB which is anticipated to be in 2022.
On-Street Parking	S0834	(44)			(44)	
Pay & Display Equipment Renewals	S0833	(165)	(21)		(186)	This reserve provides for the periodic replacement of Pay & Display machines.
Pension Fund Strain Payments	S0810	(109)	(99)		(208)	This reserve is used to fund pension strain costs
Planning Policy & Major Developments	S0840	(217)		4	(213)	This reserve is for all planning matters and is also to meet appeal costs.
Play Area Renewals Reserve	S0867	0	(93)		(93)	This is a new reserve set up in 2021/22 to hold the anticipated underspend on the Play Parks capital budget of £93,500. This reserve will be used for replacement play area equipment (Executive 22/10/20 - E.26/20)
Recovery and Renewal Plan	S0864	0	(500)	200	(300)	This is a new reserve set up as part of the 2021/22 Budget to support the costs of the Recovery and Renewal Plan. The £500k contribution is funded by reassigning the proposed contribution to the Planning Earmarked Reserve in 2021/22 (£50k) and a transfer from the Business Rates Retention Earmarked Reserve (£450k) - Council 11/2/21
Repairs & Maintenance	S0827	(231)	(80)	30	(281)	The commitment of £30k relates to the cost of refit furniture for the Council Chamber.

Revenue Grants	S0821	(1,101)		181	(920)	This reserve comprises of government grants received for specific initiatives or new burdens and are held in the reserve for accounting purposes. The annual contribution of £49k from this reserve relates to the funding of three housing posts which were made permanent in the 2020/21 budget process and are funded from the Flexible Homelessness Support Grant. In addition a further £130k has been earmarked for the new Audio Visual system in the Council Chamber. This will be funded from the Government new burdens funding received for the administration of Business Grants which was transferred to this reserve in 2020/21.
Salary Savings	S0863	(120)		120	0	This is a new reserve set up to hold salary savings from 2020/21 to be ringfenced to support salary costs in 2021/22. (Executive 11/3/21). Some work had to be postponed in 2020/21 due to the extra work pressures of the pandemic and this work will need to be carried out in 2021/22 to maintain and enhance service delivery and address recommendations from internal audit reports.
Section 106 Deposits	S0842	(38)			(38)	This reserve comprises deposits with no repayment conditions - created as a result of IFRS
Section 106 Monitoring	S0929	(149)	(18)	23	(144)	This reserve funds the cost of an officer to oversee the administration of S106 deposits and how they are spent
Section 106 Technical Support	S0862	(34)		24	(10)	To meet the salary costs of a S106 technical support officer.
Support Services Trading	S0856	(72)		16	(56)	This reserve was created from external work carried out in other Councils e.g. HR work with Councils also embarking on a Transformation Programme.
Sustainable Waste Management	S0837	(246)	(25)	80	(191)	This reserve was created for one-off waste management costs. Due to the delay in the implementation of the Devon Aligned Service an underspend of £80,000 was transferred to the Sustainable Waste Management reserve in 2020/21 to reflect the fact that the majority of the implementation costs will now be in 2021/22 rather than 2020/21 due to the pandemic. (Executive 11/3/21).
Vehicles & Plant Renewals	S0832	(143)	(550)	293	(400)	Earmarked for the Fleet Replacement Programme as part of the Waste Contract. An annual contribution of £550k is made to this reserve.
<b>Sub Total excluding the Business Rates Reserves</b>		<b>(7,513)</b>	<b>(3,505)</b>	<b>4,495</b>	<b>(6,523)</b>	
Business Rates Retention	S0824	(7,103)		778	(6,325)	This relates to a timing issue on the accounting adjustments required for the localisation of business rates. This reserve also deals with any volatility in Business Rate income e.g. due to appeals. Commitments mainly relate to (a) £3.5m ringfenced for Employment for the creation of local jobs (Council Feb 2018) (b) on 31 October 2019 the Executive recommended to Council to use up to £200k to fund the cost of extending the lease of the starter units at Langage from 21 years to 125 years (this was approved by Council), funded from this reserve and (c) £450k of funding for the Recovery and Renewal Plan and Climate Change Action Plan, approved by Council on 11/2/21. Corporate Strategy £100k for enhancing coastal areas
S.31 Compensation Grant (Business Rates)	S0866	(6,283)		6,044	(239)	This is a new reserve set up to hold the business rates S31 grants received in 2020/21 to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards.
<b>TOTAL EARMARKED RESERVES</b>		<b>(20,899)</b>	<b>(3,505)</b>	<b>11,317</b>	<b>(13,087)</b>	
<b>TOTAL UNEARMARKED RESERVES (General Fund Balance)</b>		<b>(2,122)</b>	<b>(157)</b>		<b>(2,279)</b>	This Unearmarked Reserve has a minimum balance of £1.5million (set by Members as part of the budget process). The predicted surplus for 2021/22 of £157,000 (as set out in the last budget monitoring report to the Executive in December 21) would be added to this Unearmarked Reserve as per standard accounting practice. The predicted year end balance of Unearmarked Reserves at 31.3.22 is £2.28m. This report sets out a proposal that the Executive recommend to Council to transfer £280,000 from Unearmarked Reserves into a Financial Stability Earmarked Reserve as part of closing the 2021/22 Accounts, to be available for any future financial pressures from future funding reforms and any other budget pressures.
<b>TOTAL REVENUE RESERVES (EARMARKED AND UNEARMARKED RESERVES)</b>		<b>(23,021)</b>	<b>(3,662)</b>	<b>11,317</b>	<b>(15,366)</b>	

## ANALYSIS OF CONTRIBUTIONS TO/(FROM) EARMARKED RESERVES

Budget 2021/22			Estimate 2022/23		Estimate 2023/24	
To £	(From) £		To £	(From) £	To £	(From) £
181,600		Capital Programme	181,600		181,600	
16,900		Community Parks & Open Spaces	16,900		16,900	
10,000		District Elections	10,000		10,000	
117,000		Ferry major repairs & renewals	117,000		147,000	
	(746,000)	New Homes Bonus (replacement scheme in 23/24 onwards)		(500,000)		(500,000)
	(48,700)	Flexible Homelessness Gov Grant		(72,700)		(72,700)
	0	Business Rates Retention Reserve		(100,000)		(500,000)
20,800		Pay & Display Equipment	20,800		20,800	
99,000		Pension Fund Strain Payments	99,000		99,000	
80,000		Repairs and maintenance	80,000		105,000	
550,000		Vehicles & Plant Renewals	550,000		550,000	
7,000		Land and Development Reserve	7,000		7,000	
50,000		IT Development Reserve	50,000		50,000	
25,000		Sustainable Waste Management	25,000		25,000	
50,000		Planning Policy and Major Developments	50,000		50,000	
0		Joint Local Plan (to part fund salaries of the JLP team)	25,000		25,000	
2,000		Interest from Reserves	2,000		2,000	
1,209,300	(794,700)	<b>TOTALS</b>	1,234,300	(672,700)	1,289,300	(1,072,700)
<b>414,600</b>		<b>GRAND TOTAL</b>	<b>561,600</b>		<b>216,600</b>	

The change in contributions to Earmarked Reserves is the difference between £561,600 in 22/23 and £414,600 in 21/22, being a change of £147,000 in contributions to Earmarked Reserves shown in Appendix A for 2022/23.



Appendix E

Proposed Capital Projects 2022/23					
Priority Criteria					
Statutory Obligations	1		Compliance, H&S, DDA		
	2		Essential to keep Operational Assets open		
Strategic Plan	3		Fit with the Council's Delivery Plans for 'Better Lives for all'		
Good Asset Management	4		Rationalise service delivery or service improvement		
	5		Generate income, capital value or reduce revenue costs		
Service	Site	Project	Lead officer	Proposed 2022/23 £'000	Priority code / notes
HQ 33	Follaton House	Refurbishment of roof to old house and replacement guttering	ST	50	1,2,3
	Follaton House	Replacement Lifts	ST	30	1,2,3
<b>Assets</b>	SHDC Coastal Assets Repairs	Annual planned programme based on marine survey (Note there is already a £431,010 capital budget in 21/22 for coastal asset repairs, of which £331,010 is profiled to be spent in 2022/23). An extra £100,000 would give some extra funding to this budget, prior to a new bid for 2023/24.	LW/DF	100	1, 3

IT	IT Server Room	Hardware to upgrade the Council's Disaster Recovery capability (This cost is shared with WDBC - £55K is SHDC's 50% share)	MW	55	1,2,3,4
Commercial Services		Waste Fleet Replacement (already approved as part of Council Minute 41/18, Council 6.12.2018)	SM	550	1,2,3,4
Private Sector Renewals (inc Disabled Facility Grants)		A similar allocation for 2022-23 to the 2021-22 allocation of £879,569 has been assumed	IL	880	1, 3
<b>Total</b>				<b>1,665</b>	

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<b>TO BE FINANCED BY:-</b>			
Revenue Grants Earmarked Reserve (New Burdens funding for the administration of the Covid Business Grants)		80	
New Homes Bonus funding (from the 2022/23 allocation) - to fund coastal repairs capital budget		100	
Revenue contribution from the Vehicles and Plant Earmarked Reserve (see Appendix		550	
Contribution from the IT Earmarked Reserve (to fund an upgrade to IT hardware)		55	
Better Care funding (Government grant scheme)		880	

<b>Total financing for the Capital Programme</b>	1,665	
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**South Hams District Council**  
**Draft Base Revenue Budget for the Financial Year 2022/23**

**APPENDIX F**

		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
<b>Service Group</b>		<b>21/22 Base Net Budget</b>	<b>21/22 Virements</b>	<b>21/22 Revised Net Budget</b>	<b>22/23 Pressures/ (Savings)</b>	<b>22/23 Budget Preparation Virements</b>	<b>22/23 Salary Estimate Virements</b>	<b>22/23 Final Base Budget</b>
		<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>
a)	Customer Service & Delivery	7,417,472	0	7,417,472	524,700	0	(23,400)	7,918,772
b)	Place & Enterprise	(1,561,079)	0	(1,561,079)	42,700	15,300	22,700	(1,480,379)
c)	Governance & Assurance	4,819,574	0	4,819,574	73,200	(15,300)	25,700	4,903,174
d)	Strategic Finance	519,200	0	519,200	0	0	(25,000)	494,200
<b>Total</b>		<b>11,195,167</b>	<b>0</b>	<b>11,195,167</b>	<b>640,600</b>	<b>0</b>	<b>0</b>	<b>11,835,767</b>
Contributions to/(from) Earmarked Reserves		414,600						561,600
Contributions to/(from) U earmarked Reserves		0						0
Reversal of Depreciation		(1,933,000)						(1,933,000)
<b>Net Budget Total</b>		<b>9,676,767</b>						<b>10,464,367</b>
<b>Funded by:</b>								
Localised Business Rates		2,353,520						2,274,139
Business Rates Pooling Gain		125,000						300,000
Council Tax (modelling an increase of £5 in 22/23)		6,718,291						7,061,585
Collection Fund Surplus/(Deficit)		(30,397)						181,000
Rural Services Delivery Grant		428,206						428,206
Lower Tier Services Grant		82,147						86,501
Services Grant (one off 22/23)		0						132,936
<b>Total</b>		<b>9,676,767</b>						<b>10,464,367</b>

		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
<b>a) Customer Service &amp; Delivery</b>		<b>21/22 Base Net Budget</b>	<b>21/22 Virements</b>	<b>21/22 Revised Net Budget</b>	<b>22/23 Pressures/ (Savings)</b>	<b>22/23 Budget Preparation Virements</b>	<b>22/23 Salary Estimate Virements</b>	<b>22/23 Final Base Budget</b>
		<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>	<b>£'s</b>
S1010	Customer Contact Centre	298,500	0	298,500	15,200	0	13,400	327,100
S1020	Planning Applications and Advice	(809,100)	0	(809,100)	(164,000)	0	0	(973,100)
S1040	Local Land Charges	(143,000)	0	(143,000)	0	0	0	(143,000)
S1304	Grounds Maintenance	511,685	0	511,685	12,300	0	1,500	525,485
S1501	General Health	11,000	0	11,000	0	0	0	11,000
S1503	Public Health	(31,023)	0	(31,023)	0	0	0	(31,023)
S1531	Licensing	(188,900)	0	(188,900)	300	0	0	(188,600)
S1533	Pest Control	13,500	0	13,500	6,500	0	0	20,000
S1534	Pollution Control	(4,100)	0	(4,100)	0	0	0	(4,100)
S1535	Food Safety	2,750	0	2,750	0	0	0	2,750
S1536	Health & Safety at Work	9,900	0	9,900	0	0	0	9,900
S1544	Community Safety	5,600	0	5,600	0	0	0	5,600
S1545	Emergency Planning	9,600	0	9,600	0	0	0	9,600

S1550	Housing Standards	4,350	0	4,350	0	0	0	4,350
S1551	Homelessness	82,710	0	82,710	0	0	0	82,710
S1552	Housing Advice	3,000	0	3,000	0	0	0	3,000
S1555	Private Sector Housing Renewal	0	0	0	0	0	0	0
S1565	Housing Benefit Payments	158,000	0	158,000	0	0	0	158,000
S1568	Housing Benefit Administration	(181,900)	0	(181,900)	0	0	0	(181,900)
S1571	Council Tax Collection	(386,600)	0	(386,600)	0	0	0	(386,600)
S1574	Council Tax Support	(84,000)	0	(84,000)	0	0	0	(84,000)
S1998	Case Management Customer Service & Delivery	2,266,300	0	2,266,300	127,800	0	(32,700)	2,361,400
S1999	Specialists Customer Service & Delivery	2,077,800	0	2,077,800	205,700	0	34,400	2,317,900
S2734	Pannier Markets	(89,970)	0	(89,970)	0	0	0	(89,970)
S4001	Senior Leadership Team	289,100	0	289,100	14,000	0	1,700	304,800
S4002	Extended Leadership Team	620,500	0	620,500	25,100	0	4,600	650,200
S4004	Corporate Training & Occupational Health	38,900	0	38,900	0	0	0	38,900
S4005	Case Management Service Based Training	25,800	0	25,800	0	0	0	25,800
S4015	Specialists Service Based Training	29,500	0	29,500	0	0	0	29,500
S4041	Internal Audit	68,700	0	68,700	3,000	0	0	71,700
S4082	Landline Telephones	39,700	0	39,700	0	0	0	39,700
S4084	ICT Support Contracts	536,347	0	536,347	11,400	0	0	547,747
S4085	Mobile Phones	19,000	0	19,000	0	0	0	19,000
S4086	ICT Hardware Replacement	36,600	0	36,600	0	0	0	36,600
S4087	Photocopiers/MFD's	33,900	0	33,900	0	0	0	33,900
S4100	Specialists Human Resources CoP	101,900	0	101,900	4,900	0	(1,200)	105,600
S4101	Specialists Legal CoP	142,200	0	142,200	62,800	0	(1,600)	203,400
S4102	Specialists Design CoP	50,400	0	50,400	3,000	0	(10,700)	42,700
S4103	Specialists Finance CoP	205,000	0	205,000	10,000	0	(6,200)	208,800
S4104	Specialists ICT CoP	250,800	0	250,800	16,900	0	(23,500)	244,200
S4150	Case Management Support Services	386,700	0	386,700	(5,900)	0	(1,600)	379,200
S4155	Case Management Digital Mail Room	74,000	0	74,000	5,400	0	1,600	81,000
S4160	Corporate Management	149,600	0	149,600	10,000	0	0	159,600
S4185	Specialists Strategy & Projects	71,100	0	71,100	74,900	0	(16,700)	129,300
S4196	ICT Customer Support	63,100	0	63,100	5,400	0	13,600	82,100
S4199	Central Service Overheads	74,100	0	74,100	0	0	0	74,100
S6040	Borrowing Costs	777,423	0	777,423	0	0	0	777,423
S6050	Interest & Investment Income	(203,000)	0	(203,000)	80,000	0	0	(123,000)
		7,417,472	0	7,417,472	524,700	0	(23,400)	7,918,772

		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
b)	Place & Enterprise	21/22 Base Net Budget	21/22 Virements	21/22 Revised Net Budget	22/23 Pressures/ (Savings)	22/23 Budget Preparation Virements	22/23 Salary Estimate Virements	22/23 Final Base Budget
		£'s	£'s	£'s	£'s	£'s	£'s	£'s
S1030	Economic Development	(700)	0	(700)	20,000	5,000	0	24,300
S1060	Community Development	135,400	0	135,400	0	0	0	135,400
S1070	Environmental Initiatives	46,300	0	46,300	0	0	0	46,300
S1104	Land & Investment Properties	(917,510)	0	(917,510)	0	0	0	(917,510)
S1165	Follaton House Offices	249,379	0	249,379	9,500	0	400	259,279
S1301	Community Parks & Open Spaces	154,980	0	154,980	4,900	0	0	159,880
S1305	Cemeteries & Burials	21,270	0	21,270	0	0	0	21,270
S1306	Countryside Recreation	500	0	500	0	0	0	500
S1309	Tree Maintenance	42,000	0	42,000	0	0	0	42,000
S1311	Outdoor Sports & Recreation	166,630	0	166,630	0	0	0	166,630

S1365	Flood Defence & Land Drainage	20,380	0	20,380	0	0	0	20,380
S1367	Coast Protection	19,050	0	19,050	0	10,300	0	29,350
S1400	Employment Estates	(398,670)	0	(398,670)	(63,800)	0	0	(462,470)
S1558	Housing Strategy	2,800	0	2,800	0	0	0	2,800
S2002	Beach & Water Safety	34,550	0	34,550	5,600	0	0	40,150
S2005	Salcombe Harbour	0	0	0	0	0	0	0
S2010	Dartmouth Lower Ferry	46,690	0	46,690	21,900	0	7,800	76,390
S2030	Totnes Depot	26,440	0	26,440	0	0	0	26,440
S2043	Ivybridge Depot	26,865	0	26,865	0	0	0	26,865
S2044	Torr Quarry Depot	5,200	0	5,200	0	0	0	5,200
S2101	Car & Boat Parking	(1,700,760)	0	(1,700,760)	15,600	0	11,400	(1,673,760)
S2310	Dog Warden Service	5,000	0	5,000	0	0	0	5,000
S2400	Public Conveniences	447,827	0	447,827	13,800	0	0	461,627
S2841	Repairs & Maintenance	0	0	0	15,200	0	3,100	18,300
S2884	Supervisors Vehicles	5,300	0	5,300	0	0	0	5,300
		(1,561,079)	0	(1,561,079)	42,700	15,300	22,700	(1,480,379)

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		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
c)	Governance & Assurance	21/22 Base Net Budget	21/22 Virements	21/22 Revised Net Budget	22/23 Pressures/ (Savings)	22/23 Budget Preparation Virements	22/23 Salary Estimate Virements	22/23 Final Base Budget
		£'s	£'s	£'s	£'s	£'s	£'s	£'s
S1310	Leisure Centres	(176,300)	0	(176,300)	0	0	0	(176,300)
S2017	Street and Beach Cleaning	1,144,445	0	1,144,445	35,100	0	0	1,179,545
S2701	Waste & Recycling Collection Contract	2,902,635	0	2,902,635	16,700	40,300	0	2,959,635
S2713	Trade Waste Services	(38,000)	0	(38,000)	10,400	0	0	(27,600)
S2716	Food Waste Services	(3,400)	0	(3,400)	0	0	0	(3,400)
S3001	Electoral Registration	141,100	0	141,100	3,900	0	5,300	150,300
S3030	Staff Forum	5,000	0	5,000	0	0	0	5,000
S3041	Communications & Media	38,530	0	38,530	2,300	0	6,000	46,830
S3050	Democratic Representation & Management	311,754	0	311,754	0	0	0	311,754
S3051	Member Support & Democratic Services	102,500	0	102,500	4,800	0	14,400	121,700
S4200	Insurance	329,040	0	329,040	0	(55,600)	0	273,440
S4511	Building Control Services	62,270	0	62,270	0	0	0	62,270
		4,819,574	0	4,819,574	73,200	(15,300)	25,700	4,903,174

		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
d)	Strategic Finance	21/22 Base Net Budget	21/22 Virements	21/22 Revised Net Budget	22/23 Pressures/ (Savings)	22/23 Budget Preparation Virements	22/23 Salary Estimate Virements	22/23 Final Base Budget
		£'s	£'s	£'s	£'s	£'s	£'s	£'s
S4009	Non Distributed Costs	519,200	0	519,200	0	0	(25,000)	494,200
S4010	Inflation/Pension Provision	0	0	0	0	0	0	0
S4011	Steady State Review	0	0	0	0	0	0	0
S4175	COVID-19 Government Tranche Funding	0	0	0	0	0	0	0
S6021	Council Tax Support Grant	0	0	0	0	0	0	0
		519,200	0	519,200	0	0	(25,000)	494,200

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**Sensitivity analysis and risk analysis of the Medium Term Financial Strategy (MTFS)**

1. The budget assumes approximately £8 million of income from fees and charges, recycling and investments. Given the position of the economy there is a risk that income could fall or be less than anticipated. A 10% reduction in income would result in a loss of £800,000.
2. The MTFS relies on proposed savings over the next 5 years of £554,000. A 5% reduction in the savings would equate to £27,700.
3. The MTFS assumes budget pressures over the next 5 years of £2.19 million. A 5% increase in the budget pressures would equate to £110,000.
4. Council Tax Income has been modelled based on an extra 400 Band D Equivalent properties per annum increase. If this figure were to actually be say 200 properties (i.e. 200 properties less), this would mean that Council Tax Income would be £36,000 less.
5. Council Tax has been assumed in the MTFS to increase by the higher of £5 or 1.99% over each of the next three years. For example, for 2023-24 this would equate to a Band D of £185.42 (an increase of £5). The additional council tax income this would generate is £198,000. If council tax for 2023/24 were to remain at £180.42, the income from council tax would be overstated by this amount in the MTFS.
6. If Council Tax income collection fell by 1% (collection in 20/21 was 97.81% – 2.11% higher than the national average of 95.7%), this would mean a reduction of council tax income of around £70,000. Similarly if Business Rates income collection fell by 3% (collection in 20/21 was 91.74%, which was 1.26% lower than the national average of 93%), this would mean a reduction in business rates income of £70,000.

7. Income from investments has been assumed to increase in line with the expected interest rate forecasts. A 0.25% variation in interest rates on investment income equates to £75,000.

### **Borrowing Levels**

Exempt Appendix G of the Medium Term Financial Strategy from September 2018 gave advice on the borrowing level for the Council and the Interest payments on the borrowing as a percentage of available Reserves. The table below shows the impact that Interest payable at 2% on borrowing has on this Indicator.

<b>Total Borrowing</b>	<b>Interest repayments at 2%</b>	<b>Level of Reserves</b> <b>(£2.2m Unearmarked Reserves and £13.1m Earmarked Reserves) – predicted levels at 31.3.2021 – as per Appendix C</b>	<b>Interest payments (at 2%) as % of available Reserves</b>
<b>£75m</b>	£1,500,000	£15,300,000	9.8%

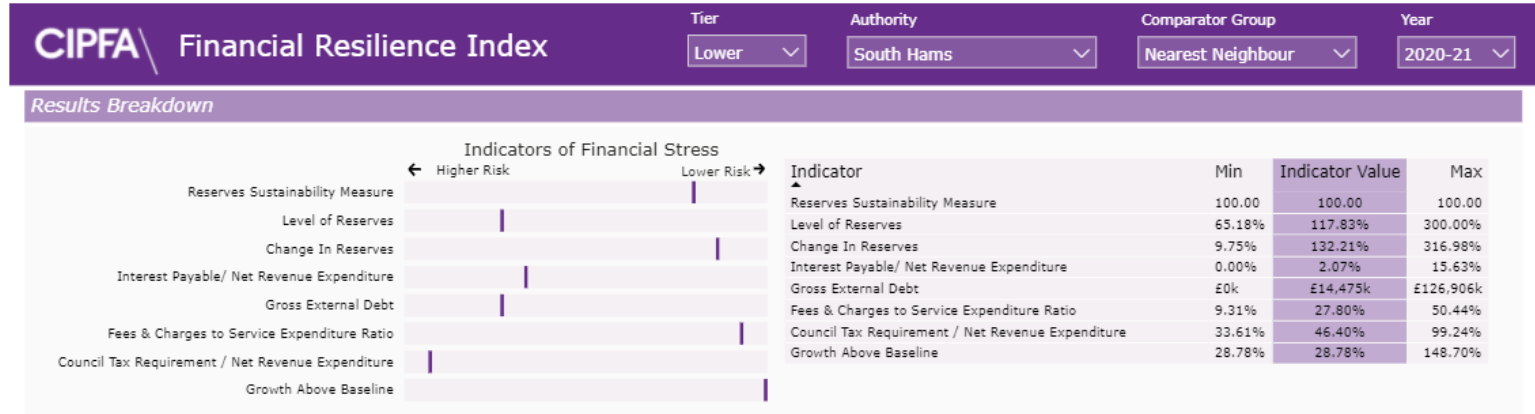
8. The capital programme is funded by capital receipts, grants, and contributions. Realistic assumptions about these have been made for the future.
9. Known liabilities have been provided for and there are no significant outstanding claims.

### **CIPFA'S Financial Resilience Index 2022**

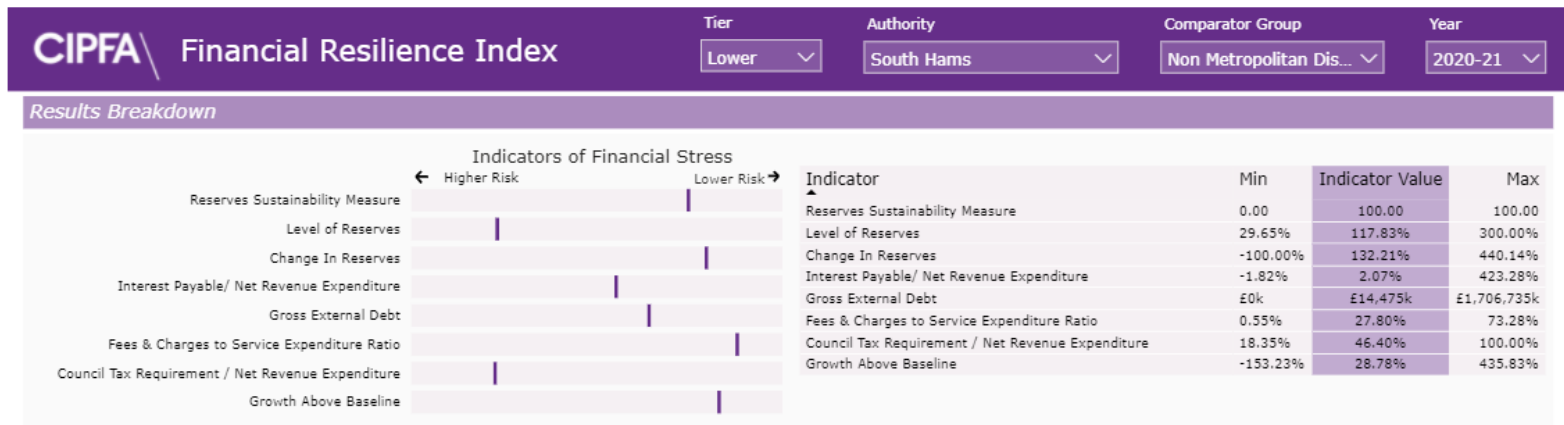
CIPFA has published a Financial Resilience Index which is a comparative analytical tool that can be used by Chief Financial Officers (S151 Officers) to support good financial management and to provide a common understanding within a Council of its financial position. The index shows a Council's position on a range of measures associated with financial risk. Section 151 Officers can use the index in the annual budget report.

The extracts below show the financial resilience indicators for South Hams District Council for 2022, when compared against Nearest Neighbours and Non-Metropolitan Districts. Bars on the left show a higher risk of financial stress for different categories e.g. level of Reserves, Gross External Debt, interest payments as a proportion of net revenue expenditure etc. Similarly bars on the right show a lower risk of financial stress for each indicator.

# Resilience Index 2022



# Resilience Index 2022





The tables show that when compared against nearest neighbours and non metropolitan districts, South Hams has a higher than average risk around its level of reserves and its high reliance on council tax income to fund its net revenue expenditure. Interest payable on borrowings and gross external debt is higher than average risk when compared against nearest neighbours, but lower than average risk when compared against non metropolitan districts. All other indicators are lower risk when benchmarked against nearest neighbours and non-metropolitan districts.

### **Summary & conclusion**

Sensitivity analysis and risks are identified above with a potential total adverse revenue effect for 2022/23 of **£1.39 million**. However, revenue reserves are recommended to be maintained at a minimum of £1.5 million, with an operating level of £2million. I therefore confirm the robustness of the Medium Term Financial Strategy and the adequacy of the reserves.

**Mrs Lisa Buckle, Corporate Director for Strategic Finance (S151 Officer)**

**1 February 2022**

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Report to: **Council**

Date: **10<sup>th</sup> February 2022**

Title: **COVID19 Additional Relief Fund (CARF) Scheme**

Portfolio Area: **Economy – Cllr Bastone**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Lisa Buckle** Role: **Corporate Director for Strategic Finance**

Contact: Email: [lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk)

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**RECOMMENDATIONS: That Council agrees**

- i) To delegate the approval of a policy to administer the COVID 19 Additional Relief Fund (CARF) Scheme, to the Council's Rate Relief Panel.**

**1. Executive summary**

1.1 The Government has announced a new COVID-19 Additional Relief Fund (CARF), to support those businesses affected by the pandemic who are ineligible for existing support linked to business rates. The CARF scheme is a business rates relief scheme, where the Council will be administering business rates relief to eligible businesses in 2021/22. The rate relief awarded will be deducted from businesses' business rates bills in 2021/22.

1.2 The Council's allocation is £1,684,710 for the COVID-19 Additional Relief Fund (CARF). The policy for the CARF Scheme (a rate relief policy) requires Member approval and it is proposed to delegate this responsibility to the Council's Rate Relief Panel. There is an acute time pressure to award the rate relief as this needs to be done by the end of March 2022.

**2 THE COVID-19 ADDITIONAL RELIEF FUND (CARF) SCHEME**

- 2.1 On 25 March 2021, the Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5billion nationally to support those business rate payers affected by the pandemic who are ineligible for existing support linked to business rates.
- 2.2 On 15 December 2021, the Government published more information and clarification on the scheme. South Hams District Council is in the process of designing details of how the business rate relief scheme will operate. The Business Rates team is undertaking modelling of how the rate relief could be administered.
- 2.3 Some businesses had lodged an appeal against their rateable value with the Valuation Office due to COVID19. The Government has not allowed these appeals (nationally) and instead the CARF scheme has been passed onto Billing Authorities to administer locally.
- 2.4 The Council's allocation of £1,684,710 is based upon the estimated rateable value in each local authority business rates rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per business sector.
- 2.5 Each individual Billing Authority (e.g. South Hams District Council) is responsible for designing the discretionary relief scheme that is to operate in its area and to direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact. It will be for Local Authorities to determine the level of relief for individual business rated properties.
- 2.6 However, awards can only be made to reduce the business rates bill for an individual business in 2021/22 and the Government has made it clear that the following categories of businesses are **ineligible** for the business rates COVID- 19 Additional Relief Fund (CARF):
  - Ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering retail, hospitality and leisure), the Nursery Discount, or the Airport and Ground Operations Support Scheme (AGOSS)
  - Unoccupied properties (other than property that has closed temporarily due to the Government's advice on COVID-19, which should be treated as occupied for the purposes of this relief)
- 2.7 Further Government Guidance on the scheme is available at:

<https://www.gov.uk/government/publications/covid-19-additional-relief-fund-carf-local-authority-guidance>

The explanation of the allocation methodology, categories and definitions are contained in Annex A to F of the Government guidance.

- 2.8 The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47. The relief is available to reduce business rates bills in respect of 2021/22.
- 2.9 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish or county council) or a functional body, within the meaning of the Greater London Authority Act 1999.
- 2.10 The Government recognises that the implementation of this policy will place an additional burden on local authorities and new burdens funding will be issued to Billing Authorities.

### **3 NEXT STEPS AND PROPOSED WAY FORWARD**

- 3.1 The Council's allocation is £1,684,710 for the COVID-19 Additional Relief Fund (CARF). The policy for the CARF Scheme (a rate relief policy) requires Member approval and it is proposed to delegate this responsibility to the Council's Rate Relief Panel.
- 3.2 The Rate Relief Panel consists of the Leader, Deputy Leader and the Executive Member for Communities.

### **4. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47. The relief is available to reduce business rates bills in respect of 2021/22.

Financial implications to include reference to value for money		<p>The Council's allocation is £1,684,710 for the COVID-19 Additional Relief Fund (CARF). The policy for the CARF Scheme (a rate relief policy) requires Member approval and it is proposed to delegate this responsibility to the Council's Rate Relief Panel.</p> <p>It will be for local authorities to determine the level of rate relief for individual business rated properties that are eligible for rate relief.</p> <p>As part of Grant Thornton's external audit of the Statement of Accounts for 2020/2021, they have concluded that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.</p>
Risk		<p>There is an acute time pressure to award the rate relief as this needs to be done by the end of March 2022. Therefore a key risk is one of timing and the availability of resource within the business rates team to carry out this work, whilst also administering the business rates grants and the work involved in annual billing for both business rates and council tax.</p>
Supporting Corporate Strategy		This rate relief policy would fall within the remit of the Economic Thematic Delivery Plan.
Consultation and Engagement Strategy		The CARF Policy does not require a public consultation process.
Climate Change - Carbon / Biodiversity Impact		None directly arising from this report.
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

### **Supporting Information**

**None**

Report to: **COUNCIL**  
Date: **10 February 2022**  
Title: **Calendar of Meetings 2022/23**  
Portfolio Area: **Council – Cllr Pearce, Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Immediately following this meeting

Author: **Darryl White** Role: **Democratic Services Manager**

Contact: **Email: [darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)**

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**RECOMMENDATION:**

**That Council be RECOMMENDED to approve the draft Calendar of Meetings for 2022/23 (as presented at Appendix A).**

**1. Executive summary**

- 1.1 Each year, the Council is required to approve a Calendar of formal decision-making Meetings for the forthcoming year.

**2. Background**

- 2.1 The Constitution sets out requirements relating to the number and frequency of meetings of Council Bodies. In setting the Calendar of Meetings each year, the Council can ensure that these requirements are met. Adoption of a twelve-month Calendar also enables for forward planning and avoids potential meeting clashes.

**3. Outcomes/outputs**

- 3.1 Set out at Appendix A is the draft Calendar of Meetings for 2022/23.
- 3.2 In drawing up the calendar of meetings, a number of parameters have been taken into account. These include:
- 3.2.1 Constitutional requirements which, for some Bodies, sets the number and frequency of meetings that are to be held annually;

3.2.2 The wishes of Members that Thursdays are seen as 'Member Days' and therefore as many meetings as possible are arranged to take place on this day; and

3.2.3 The wishes of Members, wherever possible, to avoid formal meetings being held during school holidays;

#### 4. Options available and consideration of risk

4.1 By approving the Calendar of Meetings each year, the Council will avoid potential Member meeting clashes and ensure that its Constitutional requirements are provided for with the wishes of Members, wherever possible, being taken into account.

#### 5. Proposed Way Forward

5.1 Approval of the Calendar of Meetings will support the organisation in its corporate work programming for the 2022/23 Municipal Year.

#### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	These are addressed in the report
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon / Biodiversity Impact		Attendance at formal Member meetings is required for voting Members, however car sharing is actively encouraged. The use of Microsoft Teams is also now actively encouraged for all informal Member Briefing sessions and Workshops
Comprehensive Impact Assessment Implications		
Equality and Diversity		Not applicable
Safeguarding		Not applicable



Community Safety, Crime and Disorder		Not applicable
Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

**Supporting Information**

**Appendices:**

Calendar of Meetings 2022/23 – Appendix A

**Background Papers:**

None

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Draft Calendar of Meetings 2022/23 - South Hams

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	2022								2023				
	May	Platinum Jubilee BH 2&3 Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Easter 7-10 Apr	Local Elections 4/05/2023 May
Audit		30			1	20		8			9		
Council	19		14		22			15		16	30		25
Executive	26		7		15	13		1	26		2	13	
O&S		16	21		29		3	15	12 or 19		16	20	
Joint DM/O&S									12				
SHB		13			26		14		23		20		
CTSP										22 or later			
Licensing							10						
DM	25	29	27		7	5	9	14	18	15	15	5 or 12	31
DM Site Inspections	23	27	25		5	3	7	12	16	13	13	3 or 6*	26*

\* Changed from Mondays due to Bank Holidays  
Blue font = provisional dates

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**MINUTES of the MEETING OF THE DEVELOPMENT MANAGEMENT COMMITTEE held in THE REPTON ROOM, FOLLATON HOUSE, TOTNES, on WEDNESDAY, 10 NOVEMBER 2021**

<b>Members in attendance</b> * Denotes attendance ∅ Denotes apologies			
*	Cllr V Abbott	*	Cllr M Long
*	Cllr J Brazil (Chairman)	*	Cllr G Pannell
*	Cllr D Brown	∅	Cllr K Pringle
*	Cllr R J Foss (Deputy Chair)	*	Cllr H Reeve
*	Cllr J M Hodgson	*	Cllr R Rowe
*	Cllr K Kemp	*	Cllr P Smerdon (substituting for Cllr Pringle)
		*	Cllr B Taylor

**Other Members also in attendance and participating:**

Cllrs J McKay; D O'Callaghan

**Officers in attendance and participating:**

Item No:	Application No:	Officers:
All agenda items		Senior Specialists and Specialists – Development Management; Legal Officer; IT Specialists; and Democratic Services Officer;
Item 6a	3389/21/TPO	Tree officer;
Item 6c	3792/20/FUL	Flood Risk Engineer, Environment Agency; Schools Planning, Pupil Placement, and Commissioning Manager, Devon County Council

DM.32/21

**MINUTES**

The minutes of the meeting of the Committee held on 6<sup>th</sup> October 2021 were confirmed as a correct record by the Committee.

DM.33/21

**DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered and the following were made:

Cllr B Taylor declared a personal interest in applications 3047/21/HHO (Minute DM.35/21(6e) below refers) as he was a Member of the South Devon AONB Partnership Committee. The Member also declared an interest in 3155/20/FUL (Minute DM.35/32(6b) below refers) as he knew the applicant. The Member remained in the meeting and took part in the debate and vote thereon;

Cllrs R Foss and P Smerdon also declared a personal interest in 3155/20/FUL

(Minute DM.35/32(6b) below refers) as they knew the applicant. The Members remained in the meeting and took part in the debate and vote thereon;

DM.34/21

**WITHDRAWN APPLICATION**

The Chairman advised the Committee that application number 0647/21/FUL (Construction of a stone finished car park – Asherne Lodge, Strete TQ6 0RW) had been withdrawn by the applicant prior to the start of the meeting.

DM.35/21

**PUBLIC PARTICIPATION**

The Chairman noted the list of members of the public, town and parish council representatives, and Ward Members who had registered their wish to speak at the meeting.

DM.36/21

**PLANNING APPLICATIONS**

The Committee considered the details of the planning applications prepared by the Planning Case Officers as presented in the agenda papers, and considered also the comments of Town and Parish Councils, together with other representations received, which were listed within the presented agenda reports, and **RESOLVED** that:

**6a) 3389/21/TPO                      Tree Preservation Order, 636 Endsleigh, Jubilee Road, Totnes, TQ9 5BP**

**Town: Totnes Town Council**

**Proposed Works: Undertake a lateral branch reduction to the limb overhanging and in contact with roof, by 3m.**

Case Officer Update:            Nothing to update

Speakers included:              No speakers

**Recommendation:**            The Council grants consent for the proposed lateral reduction to the limb overhanging and in contact with the roof of Golden Oktober by 3 metres

**Committee decision:**          The Council grants consent for the proposed lateral reduction to the limb overhanging and in contact with the roof of Golden Oktober by 3 metres

**6b) 3155/20/FUL                      Daynes Farm, Harberton, TQ9 7FB**

**Parish: Harberton Parish Council**

**Development: Erection of farm shop/butchery building and provision of associated infrastructure**

**Case Officer Update:** The Case Officer updated that recommendation refusal reason four was to be discarded as it was no longer relevant because changes to the material on the outside of the building had been made and accepted. The officer then updated on access issues and charging points on site.

Following questions to the Officer, it was confirmed that the ecological assessment was still to be received, and the hedge at the proposed entrance would be moved which could limit impact on the environment but there would still be disruption.

**Speakers included:** Supporter – Mr David Camp; Parish Council: statement read; Ward Member – Cllr J McKay.

Following questions to the applicant, it was confirmed that there would not be a fence along the approach track, which would be hard core stone. The field would be used for grazing with additional trees planted. The applicant confirmed that they currently had solar panels on the existing buildings which allowed for an amount to be returned to the grid. The intention was to recover the heat from the fridges and recycle this to heat water in the farm shop.

The Ward Member highlighted that the farm was already organic and selling local produce, thereby reducing food miles and packaging, and was a vital part of much needed enterprises across the District. It was his opinion that the increase in traffic would have little effect on local amenities as the route was not near residential buildings. The Member felt that the butchery unit was far enough away from live animals, and would keep the public away from the farm, but would give them views across the farm, helping to tell the farm story to visitors and local students. It was confirmed that butchery would be onsite and slaughtering would be locally carried out at Ashburton.

During the debate several Members felt that this application should be deemed sustainable due to being on the bus route, the proximity to Harberton, and the recovery and reuse of the heat from the farm machinery. It was noted that the officer had no option but to recommend refusal due to the policies in the Joint Local Plan (JLP). It was recommended that this should be looked at when the JLP was next reviewed.

It was suggested that, if Members were of a mind to approve the application, the decision delegation could be dependent upon receipt of the ecology report.

**Recommendation:** Refusal

**Committee decision:** Conditional Approval delegated to the Head of Development Management (DM), in consultation with the Chairman of the DM Committee, proposer, seconder, and the local Ward Member.

### **Conditions**

- 1) eco assessment looking at movement of hedge, also details of how hedge is being moved, and general area, plus mitigation, ecology report, and revised access plan
- 2) external lighting, plan, where, strength, times
- 3) Tree planting and landscaping – extensive, particularly around building and track
- 4) Larch timber cladding example
- 5) Conditioning what is sold

**6c) 3792/20/FUL                      River Dart Academy, Shinnars Bridge, Dartington, TQ9 5JD**

**Parish: Dartington Parish Council**

**Development:                      Planning application for erection of a new school building on the site of the current school, new reduced car park, associated hard and soft landscaped play areas, new boundary treatment to the site, and removal of 8no. C grade trees and 2no. U grade trees and demolition of two temporary classroom units**

Case Officer Update:                      The Case Officer emphasised the potential risk of life outlined in the consultation response from the Environment Agency. The ecology comments on this application were only recently received. The Ecologist at Devon County Council (DCC) had raised no objections but had stipulated that a Habitats Regulations Assessment from Natural England was required. This had been requested but not yet received. It was confirmed that the application had been called to Committee by the Head of Planning and not by the local Ward Member.

In response to questions from Members, the Environment Agency Engineer further explained the issues with flooding, including the propensity for the site to flood quickly, with the wire fence potentially causing blockages which could lead to flash flooding, and confirmed flood records went back to 1970s which showed that this school flooded on average every five years or so.

The Schools Planning and Commissioning Manager for Devon County Council (DCC) confirmed that many schools in Devon were located in flood zones and it was not practical to move them all. The existing site was no longer suitable for the vulnerable children using the Academy, hence the application. He



confirmed that the fence was a requirement of the Department of Education, not DCC.

Speakers included: Objector – Ms S Mara; Supporter – Ms B Mukherjee; Parish Council – Cllr T Turrell; Ward Member – Cllr J Hodgson;

When questioned the applicant confirmed that the Dartington Trust had not engaged when approached about possible alternative educational sites on the Estate, and that the Department of Education funding was for the current site.

The Ward Member outlined her support for the Parish Council's view that this application was inappropriate for the site particularly when considering that weather patterns were worsening, thereby increasing the potential for severe flooding.

The Planning Manager outlined that refusal notice would not be issued until the Habitats Regulations Assessment from Natural England had been received as this might give a third reason for refusal.

**Recommendation:** Refusal

**Committee decision:** Refusal

**6e) 3047/21/HHO 38 Linhey Close, Kingsbridge, TQ7 1LL**

**Town: Kingsbridge Town Council**

**Development: Householder application for detached garage including extension to existing first floor terrace and regularisation of replacement boundary wall (resubmission of 1229/21/HHO)**

Case Officer Update: Following questions raised at the site visit, the Officer confirmed that the boundary to the site included the strip of land in front of the fence. She also confirmed that the fence down the hill would need enforcement action taken.

Speakers included: Supporter – Mr P George; Ward Member – Cllr D O'Callaghan

The Ward Member in attendance confirmed that both Ward Members had visited the site and agreed that it was a subjective view. Although the site was within the AONB Devon (Area of Outstanding Beauty), the site was located in the middle of a housing estate.

During the debate, Members agreed that the site visit had been useful. Several Members felt that the wall was not in keeping with the original design of the estate and would fundamentally change the street scene, while other Members felt that the new fence was a considerable improvement over the previous hedge which had grown out and over the pavement. Members were of the opinion that the acceptance of the fence would be dependent upon the steps taken to minimize the starkness of the wall.

**Recommendation:** Refusal

**Committee decision:** Conditional approval on receipt of approved scheme to minimize starkness of wall. Head of Development Management (DM) in consultation with the Chairman of the DM Committee and the local Ward Members

**Conditions:**

Standard time limit  
Accord with plans  
Details of landscaping  
Paint colour finish  
Surface water drainage

DM.37/21 **PLANNING APPEALS UPDATE**

Members noted the list of appeals as outlined in the presented agenda report.

The Head of Development Management, provided further details on specific recent appeal decisions. It was raised that when the Planning Inspector was reviewing Householder decision appeals, currently there was no option to make a statement but the evidence submitted was only the officer report and decision notice. Therefore, it was deemed necessary to look at ways to ensure that the Committee's reasons and decisions were also put before the Inspector. It was also acknowledged that Conservation Area Appraisals were being reviewed.

DM.38/21 **UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

The list of undetermined major applications was noted. It was requested that the list be updated to remove obsolete applications.

(Meeting commenced at 10:00 am and concluded at 2:40pm, with lunch at 1:30pm to 2:00pm and a ten minute break at 11:20am.)

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Chairman

Voting Analysis for Planning Applications – DM Committee 10<sup>th</sup> November 2021

<i>Application No:</i>	<i>Site Address</i>	<i>Vote</i>	<i>Councillors who Voted Yes</i>	<i>Councillors who Voted No</i>	<i>Councillors who Voted Abstain</i>	<i>Absent</i>
3389/21/TPO	“Endsleigh”, Jubilee Road, Totnes	Conditional Approval	Cllrs Abbott, Brazil, Brown, Foss, Hodgson, Kemp, Long, Pannell, Reeve, Rowe, Smerdon, Taylor (12)			
3155/20/FUL	“Daynes Farm”, Harberton	Conditional Approval	Cllrs Abbott, Brazil, Brown, Foss, Hodgson, Kemp, Long, Pannell, Reeve, Rowe, Smerdon, Taylor (12)			
3092/20/FUL	“River Dart Academy”, Shinnars Bridge, Dartington	Refusal	Cllrs Abbott, Brazil, Brown, Foss, Hodgson, Kemp, Long, Pannell, Reeve, Rowe, Smerdon, Taylor (12)			
3047/21/HHO	38 Linhey Close, Kingsbridge	Conditional Approval	Cllrs Abbott, Brazil, Brown, Hodgson, Kemp, Reeve, Rowe (7)	Cllrs Foss, Long, Pannell, Smerdon, Taylor (5)		

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**MINUTES OF THE MEETING OF  
 THE SALCOMBE HARBOUR BOARD  
 HELD AT CLIFF HOUSE, SALCOMBE, ON MONDAY, 15 NOVEMBER 2021**

<b>Members in attendance</b>			
<b>* Denotes attendance</b>		<b>∅ Denotes apology for absence</b>	
*	Cllr J Brazil (Chairman)	*	Ms A Jones
*	Cllr D Brown	∅	Mr H Marriage (Vice-Chairman)
∅	Cllr R J Foss	*	Mr A Owens
*	Cllr M Long	∅	Mr C Plant
		*	Mr I Shipperley
		*	Mr I Stewart

**Other Members in attendance and participating:**  
 Cllr H Bastone

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All agenda items		Director of Place and Enterprise; Salcombe Harbour Master; Deputy Section 151 Officer; Estuaries Officer; Democratic Services Manager; and Senior Specialist – Engineering

**SH.19/21 APOLOGIES FOR ABSENCE**

Apologies for absence for this Board Meeting had been received from Cllr R Foss and Messrs Marriage and Plant.

**SH.20/21 MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 20 September 2021 were confirmed as a correct record, subject to reference being included to the fact that Mr Shipperley had joined the meeting (albeit in a non-voting capacity) via Microsoft Teams.

**SH.21/21 URGENT BUSINESS**

There were no items of urgent business raised at this meeting.

**SH.22/21 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, and the following were made:

Ms Jones and Messrs Owens, Shipperley and Stewart each declared a disclosable pecuniary interest in all related agenda items by virtue of paying harbour duties. As a result of the Deputy Monitoring Officer having granted each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.04/21 above refers).

SH.23/21 **PUBLIC QUESTION TIME**

In accordance with the Public Question Time Procedure Rules, there were no issues raised at this meeting.

SH.24/21 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

The Board received verbal update reports from those Members who attended the Harbour Community Forums. The updates were given as follows:

**Salcombe Kingsbridge Estuary Conservation Forum (SKECF)**

The Forum had recently met on 2 November 2021 during which particular reference had been made to:

- (a) there being new patches of Dwarf Seagrass at Charleton Point. In recognition of the significant environmental benefits generated from Dwarf Seagrass, this was welcomed by Board Members and it was acknowledged that an options paper may be presented to a future Board Meeting that sought to increase the provision further in the Estuary;
- (b) a recently published DEFRA report on the containment of oysters. The Forum had recognised that volunteers had a key role to play in the containment and further information was awaited from DEFRA;
- (c) the review of the latest version of the Salcombe Harbour Guide was considered by the Forum; and
- (d) the next meeting of the Forum had been arranged to be held on 5 April 2022.

**South Devon & Channel Shellfishermen**

The Board was updated that, whilst the recent power cut had been unfortunate, the Shellfishermen were content and the industry had enjoyed a good season.

**Kingsbridge and Salcombe Marine Business Forum**

The Board representative informed that marine businesses had been incredibly busy during 2021 and, as a consequence of this success and supply chain issues, boats and engines were now in short supply.

**Kingsbridge Estuary Boat Club (KEBC)**

The Harbour Master confirmed that he has regularly updates with the Boat Club and the next Club meeting was to be held soon.

**East Portlemouth Parish Council**

The representative advised that there was no update to give to the Board.

SH.25/21 **DUTY HOLDER – VERBAL UPDATE FROM THE DIRECTOR OF PLACE AND ENTERPRISE**

The Director of Place and Enterprise extended his apologies to the Board at the lack of a written report for consideration at this meeting. It was noted that a full report would be presented to the next Board meeting to be held on 24 January 2022 that would include reference to:

- the options over the recommended Duty Holder;
- the relationship between the Duty Holder and the Board;
- the appropriateness of an external governance review being carried out; and
- the fact that the responsibility of the appointed Duty Holder was significant and must not be shirked.

SH.26/21 **PORT MARINE SAFETY CODE**

The Board received and considered the findings of the initial audit of Salcombe Harbour Authorities Port Marine Safety Code (PMSC) compliance system and associated documents.

The Harbour Master introduced the findings and forwarded the apologies of the report author who was unable to attend this Board meeting. In summary, the audit had demonstrated broad compliance but had also recognised that the Authority could improve in certain areas. Furthermore, it was the intention of the Harbour Master to provide a further detailed update to the next Board meeting to be held on 24 January 2022.

In discussion, the following points were raised:-

- (a) Members were of the view that swift progress should be made on the recommendations that had been generated and the use of external advice would also be beneficial. As a result, the following recommendation was **PROPOSED** and **SECONDED**:

*‘That the Harbour Master give an initial view on each of the 15 recommendations arising from the initial audit of the Port Marine Safety Code and, following that, be in a position to use external resources to support this process (up to £10,000 from the General Reserve) before providing a progress update to the next Board Meeting.’*

Support was subsequently expressed for this recommendation and, when put to the vote, it was declared **CARRIED**;

- (b) The Board emphasised that there was a great deal of work to be undertaken to deliver on the audit findings.

It was then:

**RESOLVED**

That the Harbour Master give an initial view on each of the 15 recommendations arising from the initial audit of the Port Marine Safety Code and, following that, be in a position to use external resources to support this process (up to £10,000 from the General Reserve) before providing a progress update to the next Board Meeting.

**SH.27/21 REVENUE BUDGET MONITORING 2021/22**

Consideration was given to report that provided Members with an update on income and expenditure variations against the approved budget and forecasted the year-end position.

In discussion, the Board wished to put on record its thanks to the Deputy Section 151 Officer and the following points were raised:

- (a) The reductions in Credit Card Handling Charges was welcomed;
- (b) With regard to the Batson Project, it was requested that a more detailed costs breakdown be presented to a future Board meeting;
- (c) In respect of any staff merit payments, officers confirmed that this would be a matter to be determined by the Board on an annual basis.

It was then

**RESOLVED**

That the forecast income and expenditure variations for the 2021/22 financial year and the projected surplus of £139,200 be noted.

**SH.28/21 BATSON PROJECTS – VERBAL UPDATE**

**(a) The Harbour Depot**

As part of his update, the Senior Specialist – Engineering advised that the project was frustratingly two weeks behind schedule. In terms of the timescales, it was intended that:

- By 25 December 2021: the frame structure would be in place;
- Between 8 April and 25 April 2022: the car park provision would be in place; and
- 15 May 2022: the project would be completed in accordance with the approved contract.

It was also confirmed that the project was projected to be delivered £180,000 under the approved Budget.



**(b) Commercial Units**

Whilst it was intended that additional information would be provided to the next Board meeting, the Senior Specialist advised that petrol and zinc levels had been identified as problematic issues. Nonetheless, officers were still aiming to go out to tender for the works before the end of November 2021.

(Meeting commenced at 2:30 pm and concluded at 3.50 pm)

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Chairman

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**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD IN THE REPTON ROOM ON THURSDAY, 2 DECEMBER 2021**

<b>Members in attendance:</b>			
<b>* Denotes attendance</b>			
<b>∅ Denotes apologies for absence</b>			
*	Cllr K J Baldry	*	Cllr T R Holway
*	Cllr H D Bastone (Vice Chairman)	*	Cllr N A Hopwood
*	Cllr J D Hawkins	*	Cllr J A Pearce (Chairman)

<b>Non-Executive Members also present either in person or remotely for all or part of the meeting:</b>
Cllrs Abbott, Birch, Brazil, Brown, Kemp, Long, McKay, O’Callaghan, Pannell, Pennington, Pringle, Reeve, Smerdon, Spencer and Sweett

<b>Officers in attendance and participating:</b>		
All items		Chief Executive; Deputy Chief Executive; Monitoring Officer; and Democratic Services Manager
Items 7, 8 and 9	Minutes E.65/21, E.66/21 and E.67/21	Section 151 Officer (via Teams) and Head of Finance
Item 10	Minute E.68/21	Director of Governance and Assurance (via Teams) and Head of Development Management
Item 11	Minute E.69/21	Director of Governance and Assurance (via Teams)
Item 12	Minute E.70/21	Director of Place and Enterprise (via Teams), Head of Assets and Senior Specialist – Housing
Item 13	Minute E.71/21	Director of Governance and Assurance (via Teams) and Senior Specialist – Climate Change

**E.61/21      MINUTES**

The minutes of the Executive meeting held on 14 October 2021 and the Special Executive meeting held on 11 November 2021 were both confirmed as a true and correct record.

**E.62/21      URGENT BUSINESS**

The Chairman advised that she had agreed for one exempt item of urgent business to be presented for consideration at this meeting that related to the establishment of a Waste Working Group. The item was considered urgent in light of the associated time constraints and would be considered at the end of the agenda (Minute E.73/21 below refers).

**E.63/21 DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting, but there were none made.

**E.64/21 EXECUTIVE FORWARD PLAN**

Members were presented with the most recently published version of the Executive Forward Plan that set out items on the agenda for Executive meetings for the next four months and duly noted its contents.

**E.65/21 MONTH 7 REVENUE BUDGET MONITORING 2021/22**

A report was considered that enabled Members to monitor income and expenditure variations against the approved budget for 2021/22 and that also provided a forecast for the year end position.

In discussion, reference was made to:-

- (a) savings generated from reduced officer travel. When questioned, the Section 151 Officer explained that there were not any significant savings on officer travel expenses due to Council officers (e.g. Planning Officers; Environmental Health Officers; and Locality Officers) still being required to travel around the community;
- (b) the figures relating to waste and recycling. With regard to the figures in the published agenda report, the lead Member confirmed that negotiations were still ongoing with the waste contractor and, once a confirmed position was known, then this would be reflected in a future Revenue Budget Monitoring report;
- (c) the positive nature of the Monitoring Report. In thanking lead officers for their hard work in producing the agenda report, Members recognised that there were a number of positive aspects contained within.

It was then:

**RESOLVED**

1. That the forecast income and expenditure variations for the 2021/22 Financial Year and the overall projected surplus of £157,000 (1.6% of the total Budget of £9.677 million) be noted; and

2. That Council be **RECOMMENDED** to apply up to £120,000 from the Salary Savings Earmarked Reserve and £80,000 from the Sustainable Waste Management Earmarked Reserve in 2021/22 to support additional salary costs in 2020/21 as set out in Section 3.3 of the published agenda report.

E.66/21

**CAPITAL PROGRAMME MONITORING**

The Executive considered a report that advised of the progress made on individual schemes within the approved Capital Programme, including an assessment of their financial position.

In discussion, the following points were raised:-

- (a) With regard to the Market Square, Totnes project, it was confirmed that it was currently held in abeyance pending Totnes Town Council being able to successfully acquire a source of external grant funding;
- (b) Whilst welcoming the monies that had been spent on Play Parks schemes to date, it was confirmed by the lead Member that he was committed to further projects being brought forward in order to allocate the remaining spend of £93,500. In reply to some specific questions, it was noted that the outstanding monies would be ringfenced to Council owned play parks and the lead Member committed to providing updates on questions relating to both Totnes and Berry Pomeroy outside of the meeting;
- (c) Officers confirmed that they would provide Members with the evaluated survey information relating to coastal assets in due course. Specifically regarding the Beesands remedial works, these were felt to be an excellent example of innovative partnership working and tributes were paid to Council officers for their key role in this project. In taking the point a step further, a Member lamented the fact that there was a lack of appetite amongst some organisations to find a similar innovative solution to retain the Slapton Line;
- (d) Whilst the Council was committed to consulting and working collaboratively with the town council on the 'Investing in Kingsbridge' project, officers advised that, as the land owner, any decisions would ultimately be a matter for the District Council to determine;
- (e) In relation to the Ivybridge Regeneration project, a plea was made for local Ward Members to be in receipt of more regular briefings and progress updates. In reply, it was confirmed that regular briefings for both the lead Executive Member and local Ward Members were scheduled for January 2022 onwards, as details were developed;
- (f) Members wished to pay tribute to those officers who were involved in the sourcing of grant funding towards the delivery of what was an excellent Disabled Facilities Grants scheme;

- (g) In relation to the Urban Tree Challenge Fund, whilst Members welcomed the fact that 600 additional trees were to be planted, caution was urged in relation to the need for ongoing maintenance once they were planted. A number of Members felt that the extent of such ongoing works should not be underestimated.

It was then:

**RESOLVED**

1. That the content of the Monitoring Report be noted;
2. That £66,044 be approved to come from the Land and Earmarked Reserve to match fund a £250,000 grant from the Urban Tree Challenge Fund; and
3. That a budget of £400,000 be removed from the Capital Programme for Steamer Quay, Totnes Office Development, since this scheme is no longer going ahead.

E.67/21 **REVENUE AND CAPITAL BUDGET PROPOSALS FOR 2022/23 TO 2024/25**

Consideration was given to a report that outlined the draft revenue and capital budget proposals for 2022/23 to 2024/25.

In discussion, reference was made to:-

- (a) Town and Parish Council precepts. A Member expressed her disappointment at the significant increases in precepts from a number of Town and Parish Councils. In reply, some other Members made the point that often Town and Parish Councils were increasing their precepts in recognition of the fact that they had been devolved additional responsibilities from both the Council and Devon County Council;
- (b) the personal view of a Member that Council Tax was an unfair form of taxation;
- (c) praise being extended to the Section 151 Officer and her deputy for their work in producing the published agenda papers.

It was then:

**RESOLVED**

1. That the forecast budget gap for 2022/23 of £28,500 (0.3% of the Net Budget of 2021/22 of £9.7 million) and the position for future years be noted;

2. That the timescales for closing the budget gap in 2022/23 and future years (in order to achieve long-term financial sustainability) be noted;
3. That the current level of Unearmarked and Earmarked Reserves (as set out in Section C of the published agenda report) as well as the net contributions to Earmarked Reserves modelled for 2022/23 (as set out in Appendix D of the published agenda report) be noted;
4. That the forecast Capital Programme Proposals for 2022/23 of £1.61 million and the proposed financing of the Capital Programme (as set out in Appendix E of the presented agenda report) be noted;
5. That the views of the Executive be requested on the draft Revenue and Capital Budget Proposals for 2022/23;
6. That the views of Members of the Development Management and Overview and Scrutiny Committees on the draft Revenue and Capital Budget Proposals for 2022/23 be sought at the joint meeting to be held on 13 January 2022; and

That Council be **RECOMMENDED** to:

7. continue to be part of the Devon Business Rates Pool for 2022/23, subject to there being no announcements within the Finance Settlement (expected to be announced in mid-December), which in the opinion of the Section 151 Officer (in consultation with the Leader of the Council and the lead Executive Member for Finance) would change this recommendation.

E.68/21

### **PLANNING IMPROVEMENT PLAN – PHASE 3 CASE MANAGEMENT RESOURCES AND ENFORCEMENT**

Consideration was given to a report that sought to provide a further update on progress against the Planning Improvement Plan. In particular, the report requested consideration of the need for additional administrative / business support (case management) for the service and management arrangements to deliver the best outcomes and service performance.

It was then:

#### **RESOLVED**

1. That the changes proposed within Administration/Business Support (Case Management) for Development Control and the progress that has been made within the Planning Enforcement service be noted; and

2. That Council be **RECOMMENDED** to delegate authority to the Head of Paid Service, in consultation with the lead Executive Member for the Built and the Natural Environment and the Director of Strategic Finance, to recruit additional staffing where there is a clear and demonstrable increase in planning applications and/or demand on the service, provided that the increase in staffing can be adequately covered by the additional income generated.

## E.69/21 **GOVERNANCE REVIEW – COMMUNITY HOUSING PROGRAMME**

Members considered a report that set out the key findings of the Governance Review into the Community Housing Programme and proposed a broad range of recommendations to improve the Governance Framework around the remaining projects; the majority of which had already been implemented.

The report did not focus on individual projects but focused on the overall governance and systems to support the Programme.

In discussion, the following points were raised:-

- (a) With regard to some specific questions relating to non-disclosure agreements, the Chief Executive informed that he would follow up this matter with a Member outside of this meeting;
- (b) There was a general recognition that the Audit Committee should now be given the opportunity to undertake a thorough examination of the report findings. In so doing, the Monitoring Officer confirmed his satisfaction for the recommendation that the Audit Committee (and not the Overview and Scrutiny Committee) was an appropriate formal decision-making body to undertake this piece of work.

### **RESOLVED**

1. That the content of the report be noted and officers be instructed to implement the changes as set out within the published agenda report; and
2. That the Audit Committee be **RECOMMENDED** to consider the learning from the Governance Review of the Community Housing Programme and its application to the Council's wider programme management function.

## E.70/21 **HOUSING CRISIS UPDATE REPORT**

Members considered an update report on the Housing Crisis that was divided into four parts:

1. The Joint Homelessness Strategy 2022/27;



2. The proposed contribution to the purchase of Housing First properties;
3. A Housing Project update; and
4. The Executive response to the Overview and Scrutiny Committee recommendations arising from the meeting held on 4 November 2021 (Minute O&S.33/21 refers)

In discussion, reference was made to:

- (a) Some minor amendments to the report recommendation were **PROPOSED** and **SECONDED** as follows:
  1. Recommendation 1 – that the Strategy was for **2022-27**; and
  2. Recommendation 8 – that the Overview and Scrutiny Committee be **encouraged** to establish a Task and Finish Group;

When put to the vote, these were both declared **CARRIED**;

- (b) Members were informed that a draft set of Terms of Reference for the proposed Task and Finish Group Review had been produced and sent to the Chairman of the Overview and Scrutiny Committee who had agreed that they be included for consideration at the next Committee meeting (to be held on 16 December 2021);
- (c) It was noted that the Housing First properties were to be defined as ‘temporary accommodation’ thereby overcoming the Right to Buy legislation.

It was then:

## **RESOLVED**

### **Part 1 – Joint Homelessness Strategy 2022-27:**

1. That officers commence preparation of a new South Hams and West Devon Homeless Strategy for 2022-27;
2. That the recommended approach be to focus on 4 specific client groups for the new Homelessness Strategy:
  - a. Single households;
  - b. Families;
  - c. Households with additional needs; and
  - d. Rough sleepers;
3. That the proposed consultation approach, in addition to the adopted Consultation and Engagement Strategy, be approved;

## **Part 2 – Contribution to the Purchase of Housing First Properties**

4. That the purchase of 4 Housing First Properties from the Shires properties sale proceeds and the grant offered by Homes England be agreed;
5. That agreement be made to spend the remaining balance of the sale proceeds of £386,000 (capital receipts) to purchase homes as provision to local families;
6. That delegated authority be given to the Director of Place and Enterprise, in consultation with the Section 151 Officer and the Leader of Council, to take all necessary steps to purchase four Housing First properties together with additional family size accommodation in the form set out within the published agenda report;

## **Part 3 – Housing Project Update**

7. That the ambitions of the existing project pipeline be noted and it be acknowledged that further reports will be presented to the Executive in the future;

## **Part 4 – Executive Response to Overview & Scrutiny Committee Recommendations**

8. That the Overview and Scrutiny Committee be encouraged to form a Task and Finish Group to: undertake a review of other local authorities that have successfully increased the delivery of affordable housing (directly and indirectly) within their boundaries and share best practice; and
9. That the recommendations arising from the Overview and Scrutiny Committee meeting held on 4 November 2021 (Minute O&S.33/21 refers) be noted.

E.71/21

### **REPORTS OF BODIES:**

#### **(a) Overview and Scrutiny Committee Meeting – 4 November 2021:**

##### **Minute O&S.37/21: ‘Task and Finish Group Updates: Climate Change & Biodiversity Action Plan Update’**

In addition to the five recommendations that had been generated by the Task and Finish Group, a report was presented to be specifically read in conjunction with recommendation c.

Whilst Members requested additional time to consider the five detailed recommendations that had been generated by the Task and Finish Group review, they did proceed to consider the supporting report that provided an update on the proposed Climate Change and Biodiversity Grant Funding Model.

In response to some concerns being raised that the determination of funding applications would be the responsibility of one officer, in consultation with two senior Members, the approach for consulting on Licensing applications was cited as an example of good practice and, as a result, an additional recommendation was **PROPOSED** and **SECONDED** as follows:

*'That, prior to any decisions being taken, information on all future fund applications be circulated to all Members as part of the consultation process with, if appropriate, the local town, parish and district ward(s) listed.'*

When put to the vote, the additional recommendation was declared **CARRIED**.

During discussion, a number of Members expressed their support for local community composting schemes. In reply, assurances were given that this would be reflected in the 'Options for Garden Waste' report that was to be presented to the next Executive meeting to be held on 27 January 2022.

It was then:

### **RESOLVED**

1. That consideration of the recommendations arising from the Task and Finish Group review be deferred to the next Executive meeting to be held on 27 January 2022;
2. That the small direct Cash Grants scheme be ended;
3. That £100,000 of the £200,000 dedicated to Crowdfunder and the small direct cash grants be set aside to fund projects targeted to accelerate the delivery of the Council's adopted Climate Change and Biodiversity Action Plan (as set out in the published agenda report);
4. That the Director of Strategy and Governance, in consultation with the lead Executive Member for Climate Change and Biodiversity and the Leader of Council, be delegated authority to decide the outcomes of future fund applications; and
5. That, prior to any decisions being taken, information on all future fund applications be circulated to all Members as part of the consultation process with, if appropriate, the local town, parish and district ward(s) listed.

**E.72/21 EXCLUSION OF PUBLIC AND PRESS**

It was then:

**RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

**E.73/21 URGENT ITEM – WASTE WORKING GROUP**

As highlighted earlier in the meeting (Minute E.62/21 above refers), the Executive considered an exempt urgent item in relation to the proposed establishment of a Waste Working Group.

In debate, Members agreed to the following amendment being included in the draft Terms of Reference:

*‘The Independent and Green Party Group Leaders will be able to speak at Group meetings at the discretion of the Group Chairman.’*

It was then:

**RESOLVED**

That a cross party Waste Working Group be established in accordance with the Terms of Reference, subject to inclusion of the following amendment:

*‘The Independent and Green Party Group Leaders will be able to speak at Group meetings at the discretion of the Group Chairman.’*

**(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTES E.65/21 PART 2, E.67/21 PART 7 AND E.68/21 PART 2 (WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 10 FEBRUARY 2022) WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 13 DECEMBER 2021 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).**

(Meeting commenced at 10:00 am and concluded at 12.35 pm)

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Chairman

**MINUTES of the MEETING OF THE DEVELOPMENT MANAGEMENT COMMITTEE held in THE REPTON ROOM, FOLLATON HOUSE, TOTNES, on WEDNESDAY, 15 DECEMBER 2021**

<b>Members in attendance</b> * Denotes attendance ∅ Denotes apologies			
*	Cllr V Abbott	*	Cllr M Long
*	Cllr J Brazil (Chairman)	*	Cllr G Pannell
*	Cllr D Brown	*	Cllr K Pringle
*	Cllr R J Foss (Deputy Chair)	*	Cllr H Reeve
*	Cllr J M Hodgson	*	Cllr R Rowe
*	Cllr K Kemp	*	Cllr B Taylor

**Other Members also in attendance and participating:**  
Cllrs D O’Callaghan and J Pearce

**Officers in attendance and participating:**

Item No:	Application No:	Officers:
All agenda items		Senior Specialists and Specialists – Development Management; Legal Officer; IT Specialists; and Democratic Services Officer;

- DM.39/21 MINUTES**  
The minutes of the meeting of the Committee held on 10<sup>th</sup> November 2021 were confirmed as a correct record by the Committee.
- The minutes of the meeting of the Committee held on 6<sup>th</sup> October 2021 were updated to reflect that the Local Ward Member had not said the pods were unauthorised, but that they had been added since the original consent (Minute DM.29/21(6f) refers).
- The minutes of the meeting of the Committee held on 8<sup>th</sup> September 2021 were updated to correct the affordable housing contribution which was £410,000 (Minute DM.22/21(6a) refers).

- DM.40/21 DECLARATIONS OF INTEREST**  
Members and officers were invited to declare any interests in the items of business to be considered and the following were made:
- Cllr B Taylor declared an Other Registerable Interest in all applications bar 4219/20/OPA, (Minutes DM.42/21(a), (b), (c) and (d) below refer), as he was a Member of the South Devon AONB Partnership Committee. The Member remained in the meeting and took part in the debate and vote thereon;

Cllrs R Foss declared a Non Registerable Interest in application 4219/20/OPA (Minute DM.42/21(6e) below refers). This was because the Member had an account with the applicant's business. The application was deferred;

Cllr H Reeve declared a Non Registerable Interest in application 4219/20/OPA (Minute DM.42/21(6e) below refers). This was because the Member had an account with the applicant's business and a close relationship with someone who worked there. The application was deferred;

Cllr R Rowe confirmed that she had discussed the matter of application 4219/20/OPA with the Monitoring Officer before this meeting and had concluded that she had no interest to declare.

DM.41/21 **PUBLIC PARTICIPATION**

The Chairman noted the list of members of the public, Town and Parish Council representatives, and Ward Members who had registered their wish to speak at the meeting.

DM.42/21 **PLANNING APPLICATIONS**

The Committee considered the details of the planning applications prepared by the Planning Case Officers as presented in the agenda papers, and considered also the comments of Town and Parish Councils, together with other representations received, which were listed within the presented agenda reports, and **RESOLVED** that:

**6a) 1218/21/HHO                      18 Meadcombe Road, Thurlestone, TQ7 3TB**

**Parish: Thurlestone Parish Council**

**Proposed Works: Householder application for extension and alterations.**

Case Officer Update:            no update

Speakers included:              Objector – Ms Tsai Walton; Supporter – Mr Andrew Lethbridge; Ward Member – Cllrs M Long and J Pearce

During the debate, several Members agreed that it was a finely balanced decision, with some Members commenting that the new balcony would not greatly increase the overlooking which was already present. One of the local Ward Members commented that there were already many houses in the area with similar balconies. It was then proposed that there should be a condition added for obscured glass at the end of the balcony overlooking the neighbours at number 20 Meadcombe Road.

**Recommendation:** Refusal

**Committee decision:** Conditional Approval delegated to the Head of Development Management (DM), in consultation with the Chairman of the DM Committee, Vice Chairman, proposer, seconder, and the local Ward Member.

**Conditions:**

1. Time limit
2. Accord with plans
3. Surface water drainage
4. Obscure glazing/fixed shut up to 1.7m above FFL for 2 x windows on east elevation of extension
5. Obscure glazing up to 1.2m for balustrading as indicated in green
6. Adhere to ecological mitigation

**6b) 1942/21/HHO                      Genesis, Loring Road, Salcombe, TQ8 8AT**

**Town: Salcombe Town Council**

**Development: (Revised plans) Householder application for alterations and extension to dwelling, including demolition of outbuilding (resubmission of application 0137/21/HHO).**

**Case Officer Update:** No update. The case officer conceded that this was a finely balanced decision.

**Speakers included:** Supporter – Mr A Perraton; Ward Members – Cllrs M Long and J Pearce.

During the debate, Members agreed that there should be a condition added that would keep the four mature trees in the garden, these being two myrtles and two conifers. It was also decided to condition for the removal of PD (Permitted Development) Rights on creating any raised terraces.

**Recommendation:** Conditional Approval

**Committee decision:** Conditional Approval

**Conditions**

1. Standard time limit
2. Adherence to plans
3. Surface water drainage
4. Removal of PD for terraces/raised platforms
5. Retention of existing planting
6. Flat roof not be used as an amenity area
7. Adherence to ecological mitigation

**6c) 0900/21/HHO 12 Linhey Close, Kingsbridge, TQ7 1LL**

**Town: Kingsbridge Town Council**

**Development: READVERTISEMENT (Revised plans received) Householder application for proposed internal and external alterations**

**Case Officer Update:** There had been nine more letters of objection received, relating to issues on privacy. It was clarified that the balcony height would be raised by 280mm to accommodate the step down from inside out to the balcony. The Case Officer confirmed that this application had been made by a staff member and that, again, it was a finely balanced decision.

**Speakers included:** Objector – Mrs K Fradd; Supporter – Mrs K White presentation read out; Ward Member – Cllr D O’Callaghan;

During the debate, there was a discussion regarding obscuring areas of the glass to help mitigate overlooking but that there was already a large degree of overlooking built into the original design of the estate and the topography of the site. One Member felt that there would be the same level of noise in the garden with or without the changes, while another Member felt the application was inappropriate and unneighbourly. A condition for obscuring part of the glass was agreed.

**Recommendation:** Conditional Approval

**Committee decision:** Conditional Approval

**Conditions**

1. Standard time limit
2. Adherence to plans
3. Obscure glazing up to 1.2m for balustrading as indicated in green

**6d) 3221/21/FUL Land on the South West side of Cliff Road, Wembury**

**Parish: Wembury Parish Council**

**Development: New dwelling**

**Case Officer Update:** no update

**Speakers included:** Objector – Ms J Cox; Supporter – Mr D Stewart; Ward Member – Cllr D Brown;

**Recommendation:** Delegate to Head of Development Management



Practice to approve conditionally subject to the completion of an acceptable S106 legal agreement to secure Tamar Valley European Marine Site monetary contribution.

**Committee decision:** Conditional approval subject to completion of S106 agreement.

**Conditions**

1. Time limit (3 years)
2. Approved plans
3. Construction management plan (prior to commencement)
4. Arboricultural information (prior to commencement)
5. Materials details
6. Landscaping
7. External lighting details
8. Ecological recommendations and enhancement measures
9. Provision of access and parking spaces prior to occupation and retained thereafter
10. Drainage – compliance condition
11. Two first floor windows on north west elevation obscure glazed
12. Adherence to DEV32 measures
13. Unexpected contamination
14. Removal of PD

**6e) 4219/20/OPA                      Land at Three Corners Workshop, Moreleigh**

**Parish: Moreleigh Parish Council**

**Development: Outline application with all matters reserved for a permanent occupational/ rural workers dwelling**

Case Officer Update:                      It was stated that the Council had not received written justification for approval for a new dwelling in the countryside, which was required.

Speakers included:                      Supporter – Ms A Burden; Ward Member – Cllr H Reeve (*non-registerable interest declared*)

During the debate, Members agreed there was insufficient information submitted on drainage, ecology, biodiversity, and climate change measures. The Agent stated that there had been written justification submitted but the Case Officer confirmed this was neither on the file nor on the Council website. Therefore it was voted that this application be deferred to allow for fuller information to be received and assessed.

**Recommendation:**                      Refusal

**Committee decision:**                      Deferral

DM.43/21 **PLANNING APPEALS UPDATE**

Members noted the list of appeals as outlined in the presented agenda report.

The Members were informed that of the 56 appeals in 2020, 17 were allowed and that so far in 2021, there had been 47 decisions, with 19 upheld (about 40%).

The Head of Development Management then outlined costs awarded against the Council which had totalled £11,446.95, and the reasons for those awards.

DM.44/21 **UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

The list of undetermined major applications was noted.

(Meeting commenced at 10:00 am and concluded at 3:45pm, with lunch at 12:45pm to 2:00pm and a 15 minute break at 11:30am.)

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Chairman

**Voting Analysis for Planning Applications – DM Committee 15<sup>th</sup> December 2021**

<i>Application No:</i>	<i>Site Address</i>	<i>Vote</i>	<i>Councillors who Voted Yes</i>	<i>Councillors who Voted No</i>	<i>Councillors who Voted Abstain</i>	<i>Absent</i>
1218/21/HHO	18 Meadcombe Road, Thurlestone, TQ7 3TB	Refusal	Cllrs Abbott, Foss, Hodgson (3)	Cllrs Brazil, Brown, Kemp, Long, Pannell, Pringle, Reeve, Rowe (8)	Cllr Taylor (1)	
1218/21/HHO	18 Meadcombe Road, Thurlestone, TQ7 3TB	Conditional Approval	Cllrs Brazil, Brown, Foss, Hodgson, Kemp, Long, Pannell, Pringle, Reeve, Rowe, (10)		Cllrs Abbott, Taylor (2)	
1218/21/HHO	Genesis, Loring Road, Salcombe, TQ8 8AT	Conditional Approval	Cllrs Abbott, Brazil, Brown, Foss, Hodgson, Pannell, Reeve, (7)	Cllrs Kemp, Long, Pringle, Rowe, Taylor (5)		
300/21/HHO	12 Linhey Close, Kingsbridge, TQ7 1LL	Conditional Approval	Cllrs Abbott, Pannell, Reeve, Rowe, Taylor (5)	Cllrs Brown, Hodgson, Kemp, Long (4)	Cllrs Brazil, Foss, Pringle (3)	
3221/21/FUL	Land on the South West side of Cliff Road, Wembury	Conditional Approval	Cllrs Abbott, Foss, Hodgson, Long, Pannell, Pringle, Reeve, Rowe, Taylor (9)	Cllr Brazil (1)	Cllr Brown (1)	Cllr Kemp (1)
4219/20/OPA	Land at Three Corners Workshop, Moreleigh	Deferral	Cllrs Abbott, Brazil, Brown, Hodgson, Long, Pannell, Pringle, Rowe, Taylor (9)			Cllrs Foss, Kemp, Reeve (3)

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**MINUTES of the MEETING OF THE DEVELOPMENT MANAGEMENT COMMITTEE held in THE REPTON ROOM, FOLLATON HOUSE, TOTNES, on WEDNESDAY, 19 JANUARY 2022**

<b>Members in attendance</b> * Denotes attendance ∅ Denotes apologies			
*	Cllr V Abbott	*	Cllr M Long
*	Cllr J Brazil (Chairman)	*	Cllr G Pannell
*	Cllr D Brown	*	Cllr K Pringle
*	Cllr R J Foss (Deputy Chair)	*	Cllr H Reeve
*	Cllr J M Hodgson	*	Cllr R Rowe
*	Cllr K Kemp	*	Cllr B Taylor

**Other Members also in attendance and participating:**  
Cllr J Pearce via Teams

**Officers in attendance and participating:**

Item No:	Application No:	Officers:
All agenda items		Senior Specialists and Specialists – Development Management; Legal Officer; IT Specialists; and Democratic Services Manager;
Item 6 (b)	0942/21/FUL	Heritage Officer
Item 6 (c)	3705/21/FUL	Devon County Council – Highways Officer

DM.45/21     **MINUTES**  
The minutes of the meeting of the Committee held on 16<sup>th</sup> December 2021 were confirmed as a correct record by the Committee.

DM.46/21     **DECLARATIONS OF INTEREST**  
Members and officers were invited to declare any interests in the items of business to be considered and the following were made:

Cllr B Taylor declared an Other Registerable Interest in application 0942/21/FUL (Minute DM.48/21 (b) below refer), as he was a Member of the South Devon AONB Partnership Committee. The Member remained in the meeting and took part in the debate and vote thereon;

DM.47/21     **PUBLIC PARTICIPATION**  
The Chairman noted the list of members of the public, Town and Parish Council representatives, and Ward Members who had registered their wish to speak at the meeting.

DM.48/21

## **PLANNING APPLICATIONS**

The Committee considered the details of the planning applications prepared by the Planning Case Officers as presented in the agenda papers, and considered also the comments of Town and Parish Councils, together with other representations received, which were listed within the presented agenda reports, and **RESOLVED** that:

**6a) 2369/21/FUL                    “Land opposite Lyndale”, Onslow Rd, Salcombe**

**Town: Salcombe Town Council**

**Development: Proposed residential development of two detached dwellings on vacant land. (Revised scheme of application 3262/18/FUL).**

This application had been deferred before the start of the Committee meeting.

**6b) 0942/21/FUL                    The Thatches, Thurlestone, TQ7 3NJ**

**Parish: Salcombe Parish Council**

**Development: Replacement detached garage/store.**

Case Officer Update:            It was confirmed that the site was outside the boundary of the Neighbourhood Plan area for Thurlestone, but was within the boundaries of both the Area of Outstanding Natural Beauty (AONB) and Heritage Coastal Area (HCA). Although the building was considered to be worthy of local heritage status, the Heritage Specialist had confirmed that it did not meet the criteria necessary to attain Non Designated Heritage Asset (NDHA) status. It was also confirmed that there was nothing to stop the current owners demolishing the building if they so wished. An outbuilding there had established the principle for a replacement outbuilding. It was confirmed that the Heritage Specialist had made a suggestion to record the building photographically before demolishing as the building was an example from the first wave of incomers coming into the South Hams area with increased car travel in the 1930s.

Speakers included:            Supporter – Mr M Fairbrass (statement read); Parish – Cllr S Crowther; Ward Members – Cllrs M Long and J Pearce.

**Recommendation:**            Conditional Approval

**Committee decision:**        Conditional Approval

### **Conditions**

1. Time limit
2. In accordance with approved plans
3. Details of weatherboarding material for walls and roof materials to be agreed prior to installation on building;
4. The frame for the window on the south-west elevation and the door on the south-east elevation shall be constructed of hardwood;
5. Prior to commencement on site including any demolition or earthworks Tree Protection Plan to be submitted and agreed.
6. No external lighting on the building or site unless first agreed in writing by LPA prior to installation;
7. Removal of permitted development rights for insertion of windows, glazed doors and roof lights on building;
8. Recommendations of ecology report to be followed including the provision of bat and bird boxes as set out in the report.
9. The building shall only be used as a private garage/store and shall not be used, let, leased, or otherwise disposed of, for any other purpose including for commercial use.
10. Surface water disposal to be provided by means of connection to soakaway to BRE Digest 365 standard prior to first use of the replacement garage/store
11. Recording of building to be demolished.

**6c) 3705/21/FUL                      Land at SX 633555, Ermington Road, Ivybridge**

**Town: Ivybridge Town Council**

**Development: Change of use of land from storage to lorry parking in association with Ivybridge Waste Transfer Station.**

Case Officer Update:                      Devon County Council Highways had originally not objected to the application but had recently raised an objection as they now requested that pedestrian access be included as part of the application. The Highways Officer confirmed that the previous application, made to Devon County Council, for the waste transfer facility had had the same objection from Highways, and the County Council Development Management Committee had approved the application nonetheless.  
The Case Officer confirmed that the mix of traffic to the proposed site and to the recycling centre would have very little overlap.

Speakers included:                      Supporter – Mr N Baston; Town Council – Cllr S Hladkij; Ward Members – Cllrs Pringle and Abbott;

**Recommendation:**                      Conditional Approval

**Committee decision:** Conditional Approval

**Conditions**

1. Standard time limit
2. Accord with plans
3. Accord with parking statement
4. Unsuspected contamination
5. Details of external lighting
6. Accord with drainage
7. Fence to be a black finish
8. Access to be restricted to the main access only
9. Use restriction- parking only (no maintenance, etc)

DM.49/21 **PLANNING APPEALS UPDATE**

Members noted the list of appeals as outlined in the presented agenda report. In so doing, reference was made to a recent certificate of lawfulness appeal in Dartmouth, which had been decided in the Council's favour. Full costs had been awarded by the Inspector despite the Council having not applied for them. The Chairman reiterated that the Council should advertise that full costs had been awarded on this appeal to possibly impact on the number of speculative appeals in the future, and that the Council should apply for costs more frequently. The Lawyer confirmed that, following recent comments from Committee Members, costs had been sought on more appeals, where appropriate.

DM.50/21 **UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

The list of undetermined major applications was noted.

(Meeting commenced at 10:00 am and concluded at 12:09pm, with a 10 minute break at 10:58am.)

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Chairman



**Voting Analysis for Planning Applications – DM Committee 19<sup>th</sup> January 2022**

<i>Application No:</i>	<i>Site Address</i>	<i>Vote</i>	<i>Councillors who Voted Yes</i>	<i>Councillors who Voted No</i>	<i>Councillors who Voted Abstain</i>	<i>Absent</i>
2369/21/FUL	Land opposite Lyndale, Onslow Road, Salcombe, TQ8 8AH	Deferred before Committee				
0942/21/FUL	The Thatches, Thurlestone, TQ7 3NJ	Refusal	Cllrs Hodgson, Long (2)	Cllrs Abbott, Brazil, Brown, Foss, Kemp, Pannell, Pringle, Reeve, Rowe (9)	Cllr Taylor (1)	
0942/21/FUL	The Thatches, Thurlestone, TQ7 3NJ	Conditional Approval	Cllrs Abbott, Brazil, Brown, Foss, Pannell, Pringle, Reeve, Rowe (8)	Cllrs Hodgson, Kemp, Long (3)	Cllr Taylor (1)	
3507/21/FUL	Land at SX 633555, Ermington Road, Ivybridge, PL21 9ES	Conditional Approval	Cllrs Abbott, Brazil, Brown, Foss, Kemp, Long, Pannell, Pringle, Reeve, Rowe, Taylor (11)	Cllr Hodgson (1)		

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**MINUTES of the MEETING of the  
OVERVIEW & SCRUTINY COMMITTEE,  
Held in the Repton Room, Follaton House, Totnes, on  
WEDNESDAY, 20 JANUARY 2022**

<b>Panel Members in attendance:</b>			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr L Austen	*	Cllr D M O'Callaghan
*	Cllr J P Birch (Chairman)	*	Cllr J T Pennington
∅	Cllr M Chown	*	Cllr J Rose
*	Cllr R Foss (substituting for Cllr Chown)	*	Cllr P C Smerdon (Vice Chairman)
*	Cllr S Jackson	*	Cllr B Spencer
∅	Cllr L Jones	∅	Cllr J Sweett
*	Cllr M Long (substituting for Cllr Sweett)	*	Cllr D Thomas
*	Cllr J McKay		

<b>Other Members also in attendance:</b>
Cllrs T Holway and J Pearce – in person Cllrs K Baldry; J Brazil; N Hopwood; G Pannell; K Pringle; and H Reeve – remote attendance via Teams Meeting.

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Deputy Chief Executive, Director of Place & Enterprise; Monitoring Officer, Democratic Services Manager; Head of Strategy & Projects; IT Officer; and Democratic Services Officers
Item 9	O&S.52/21	Customer Service Improvement Manager
Items 10 and 11	O&S.53/21 and O&S.54/21	Director of Governance & Assurance; Senior Specialist – Climate Change
Item 12	O&S.55/21	Senior Specialist – Housing

**O&S.48/21 MINUTES**

The minutes of the meeting of the Overview and Scrutiny Committee (O&S) held on 4 November 2021 were confirmed as a correct record.

**O&S.49/21 CONSIDERATION OF INFORMAL MEETING NOTES**

The notes of the informal meeting of the Overview & Scrutiny Committee on 16 December 2021 were confirmed as a correct record.

The Chair then stated that as the joint meeting of the O&S and Development Management Committees held on 13 January 2022 was an informal meeting, the Committee needed to ratify the three proposals that were put forward at that meeting. These were:

- i) To ratify the decisions taken at the informal Joint O&S and Development Management (DM) Committee Budget meeting on 13 January
- ii) To agree the inclusion of Mid Devon District Council's request on today's agenda (Minute O&S.56/21 b) below refers), and
- iii) To set up a task and finish group as requested by the Leader.

Following the **PROPOSAL** and **SECONDING** of the proposals related to the draft Revenue and Capital Budget, these proposals were then voted on and declared **CARRIED**.

The Committee then reviewed the recommendations as so moved at the informal Joint O&S and DM Committees Budget meeting held on 13 January 2022.

It was then

### **RECOMMENDED**

That, as part of the draft Revenue and Capital Budget Setting process for 2022/23, the Overview and Scrutiny Committee **RECOMMEND** that the Executive **RECOMMEND** to Council that:-

1. recognising that the Council has declared both a Climate Change and Biodiversity Emergency and Housing Emergency, the Executive be urged to give priority to the development and execution of projects in respect of both in 2022/23;
2. the sum of £3.5 million allocated out of the Business Retention Reserve to employment in 2018/19 remains unspent. It is proposed that out of this sum £1.0 million be reallocated to the proposed Affordable Housing Reserve Fund and £250,000 be reallocated to the Climate Change & Biodiversity Reserve; and
3. the following ten proposals be noted:
  - i) The proposed increase in Council Tax for 2022/23 of £5 (Band D of £180.42 for 2022/23 – an increase of 10 pence per week or £5 per year – equates to a 2.85% increase);
  - ii) The financial pressures shown in Appendix A of the informal agenda paper amounting to £1,044,600;
  - iii) The net contributions to/(from) Earmarked Reserves of £561,600 as shown in Appendix D of the informal agenda paper, including the proposed use of £500,000 of New Homes Bonus funding to fund the 2022/23 Revenue Budget as set out in 3.30 of the report and £100,000 from the Business Rates Retention Earmarked Reserve as set out in 3.21 of the informal agenda paper;
  - iv) That £407,557 of the New Homes Bonus grant allocation for 2022/23 is allocated to an Affordable Housing Earmarked Reserve as a one-of contribution for 2022/23 as set out in 3.30 to 3.31 of the informal agenda paper;
  - v) The savings of £404,000 as shown in Appendix A of the informal agenda paper;

- vi) That South Hams District Council continues to be part of the Devon Business Rates Pool for 2022/23;
- vii) The proposed Capital Programme Proposals for 2022/23 of £1,665,000 and the proposed financing of the Capital Programme as set out in Appendix E of the informal agenda paper;
- viii) That Unearmarked Reserves should continue to have a minimum level of £1.5million (as set in the Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £2million;
- ix) That the Executive recommend to Council to transfer £280,000 from Unearmarked Reserves to a Financial Stability Earmarked Reserve as part of the process of closing the 2021/22 Accounts, to be available for any future financial pressures from future local government funding reforms and any other budget pressures (the predicted year-end balance of Unearmarked Reserves at 31.3.22 is £2.28m as set out in 7.8). (This would leave an operating level of £2m for Unearmarked Reserves); and
- x) That the Executive recommend to Council to transfer a one-off amount of £200,000 into a Community Composting Earmarked Reserve in 2021/22 as part of the process of closing the 2021/22 Accounts. A scheme is to be set up with a one-off budget of £200,000 in 2022/23 for community composting, aligned to savings in the green waste element of the waste contract in 2021/22, as per 3.40 of the informal agenda paper.

#### O&S.50/21 **DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of the meeting, but there were none declared.

#### O&S.51/21 **PUBLIC FORUM**

In accordance with the Public Forum Procedure Rules, the Chairman informed that no questions had been received for consideration.

#### O&S.52/21 **PERFORMANCE MANAGEMENT REPORT**

The lead Executive Member for Service Delivery provided the Committee with a report which gave a high-level overview of performance across the Council.

During the ensuing discussion, the following points were raised:

- The delay to the Planning Portal was deemed necessary to ensure it was working well before being deployed. The aim was for this to be rolled out in June 2022.
- The decision for staff to return to work from the office was under review.
- The report to O&S Committee, on telephone calls and the contact centre, would be delayed due to the relevant officer

being absent through ill-health. This was hoped to be brought to the Committee meeting no later than in May 2022.

- It was confirmed that no waste collected in the South Hams area was ever sent to landfill, nor recycling sent overseas. One Member highlighted the issue of food waste and the need to reduce this significantly.
- The responses to benefit claims were all within Government targets for response.
- Planning and enforcement improvements were noted and applauded.
- A Member proposed adding in a thank you to the staff in recognition of their hard work under difficult circumstances. Once voted on, this was added to the resolution.

It was then:

### **RESOLVED**

That the Overview and Scrutiny Committee **NOTE** the performance figures shown in the attendant Pentana report as outlined in Appendix A, and **ACKNOWLEDGE** the hard work of Council staff through extraordinarily difficult circumstances.

### O&S.53/21 **BETTER LIVES FOR ALL THEMATIC UPDATE: CLIMATE & BIODIVERSITY**

Following the Council's adoption of the Better Lives for All strategy in September 2021, the Committee was provided with an update on the Climate & Biodiversity strand of the Better Lives for All Strategy.

During the debate, the following points were raised:

- An officer was being recruited to run project AM1.1, as outlined in Appendix A of the attendant report. The EV strategy report was being updated and would be ready soon.
- Devon County Council had given notice that there was a likelihood they would be withdrawing from the crowdfunding scheme, due to budgetary restraints in the next fiscal year. This could lead to an increase in cost to SHDC, but officers were working on ways to minimise this.
- Notice was given that the aim of completing nine EV installations in public car parks, by 31 March 2022, could not now be achieved. This was due to delays from the provider, and the legal process to develop the first lease. Now that the first lease was completed, the other eight leases should be quicker. It was requested that the banding of this project should be moved to amber rather than green, in light of this.

It was then:

### **RESOLVED**

That the Overview and Scrutiny Committee **NOTE** the progress in delivering against the Better Lives for All 'Climate' Thematic Delivery Plan.

#### O&S.54/21 **CLIMATE CHANGE & BIODIVERSITY ACTION PLAN UPDATE**

The Executive Lead Member for Climate Change and Biodiversity introduced the latest update on the Climate Change and Biodiversity Action Plan. Following the final report from the Task and Finish Group, set up to consider the report of the Action Plan, the recommendations were put before the Executive at its meeting on 2 December 2021. At this meeting, one proposal was debated and agreed, with the remaining recommendations to be considered at the Executive meeting on 27 January 2022.

The Chairman updated the Committee that he and the Vice Chair had had discussions with officers and the decision had been made to deal with the action plan by breaking it down into various areas to be reviewed in turn. These being: Energy; Sustainability; Biodiversity; Capability and Engagement; and Operational Action Plan.

It was **PROPOSED** that an additional recommendation be added to thank staff. This was **SECONDED** and at the subsequent vote, the additional recommendation was **CARRIED**.

It was then:

#### **RESOLVED**

That the consideration of this item be deferred pending the outcome of the Executive's consideration of the Task and Finish Group's recommendation, arising out of the O&S meeting held on 4 November 2021 (item O&S.37/21).

Thereafter consideration of the Climate Change and Biodiversity Action Plan by O&S would be broken down into manageable sections, each dealt with at a separate meeting of the Committee, and that a programme be agreed at a meeting between the Chair, Vice Chair and Officers.

The Committee **NOTE** the action taken by the officers and thanked them for the work they had carried out.

#### O&S.55/21 **DEVON HOME CHOICE REVIEW**

The Leader introduced the report on Devon Home Choice (DHC) which outlined waiting lists and allocation trends across the area, and reviewed how these met the housing needs of the District. It was noted that the average waiting times ranged from 373 to 430 days, with the variable length often being dependent upon the property size. The overall housing need was currently at 1,153 properties. Officers noted that DHC was an effective

administration tool which provided a good user experience for those in housing need and through which the Council was able to discharge its statutory duty.

In answering Members' questions, the following was clarified:

- DHC was choice based lettings scheme, which was the most commonly used by the majority of Councils. Some councils had old style points based systems, but these schemes were few in number and removed the element of choosing the property you applied for.
- As five and six bedroom houses had the lowest need, there was a resultant scarcity of properties of this size, with none in social housing in the District.
- Those applicants who were unable to access or navigate the site without support could approach staff to help them to register and bid on properties, including assisted and auto bidding. Regular checks of non-bidders in high housing need were undertaken to ensure wherever possible people did not slip through the safety net.
- The most popular areas were urban, due to work and school opportunities. Mutual Exchanges were undertaken through the national homeswapper site, although people in no housing need (Band E) were still able to apply and bid for properties.

It was then:

### **RESOLVED**

That the Overview and Scrutiny Committee **RECOMMEND** to the Executive that the Council continue to be a member of Devon Home Choice.

## **O&S.56/21 TASK AND FINISH GROUP UPDATES**

### **a) Housing**

Once the establishment of the Task and Finish Group was formally ratified by the Committee, the Chairman of the Housing Task and Finish Group (T&F) updated the Committee following the first meeting of the Housing T&F group.

It had been agreed by the T&F group that they should conclude and report back its conclusions to the Committee at its next meeting on 17 March 2022. One Member requested the T&F Group's name should be changed to 'homes'. The T&F Group consisted of eight Members, Cllrs Smerdon (Chairman), Birch, Foss, McKay, O'Callaghan, Reeve, Sweett, and Taylor. Members of the T&F Group had joined a meeting of Cornwall Council Community Land Trust which had been very useful. The concept of co-housing was outlined: where very large houses, accommodating perhaps only two people, were bought and then altered



to be a House of Multiple Occupancy (HMO). One example outlined had turned a home for two people into 17 homes. Each Member of the T&F Group had been tasked to look into different aspects of affordable housing initiatives throughout the country.

An officer of the Council, who was a specialist in both community land trusts and affordable housing, would be invited to attend the next meeting, which was due to take place on the 27<sup>th</sup> January.

**b) Bioenergy Industry – Mid Devon District Council proposal**

The Chairman updated the Committee regarding an enquiry he had received from Mid Devon District Council, who were asking for expressions of interest to join a Devon wide inquiry into the bioenergy industry and planning controls and regulatory requirements relating to the same.

During the debate, several Members commented that this crop was much more common in the Mid Devon area and that there were no issues with the anaerobic digester in Langage which dealt with all the food waste from South Hams area. It was also noted that the digesters increased farm traffic with taking fuel to the digester and the fertilising materials back to the farms. It was felt by some that this issue was more a planning issue than a scrutiny one. It was also acknowledged that the Committee's work programme was already very full.

Following a proposal to decline the invitation, this was unanimously agreed.

**O&S.57/21 COMMITTEE WORK PROGRAMME**

It was confirmed that the thematic topic for 17 March 2022 would be 'communities', with 'homes' the topic for the Committee meeting on 22 April 2022.

Further to a request from a non-Committee Member, it was agreed to invite South West Ambulance Service to a future meeting, to discuss emergency response times. It was noted that these response times were currently the worst in the Country. The Member was also having difficulties in getting replacement first responders in his area.

Due to staff illness, the item on Council Delivery Against Key Performance Indicators would be moved to the June Committee meeting.

(Meeting started at 10:00 am and concluded at 12:32pm)



**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD IN THE REPTON ROOM ON THURSDAY, 27 JANUARY 2022**

<b>Members in attendance:</b>			
* Denotes attendance			
∅ Denotes apologies for absence			
*	Cllr K J Baldry	*	Cllr T R Holway
*	Cllr H D Bastone (Vice Chairman)	*	Cllr N A Hopwood
∅	Cllr J D Hawkins	*	Cllr J A Pearce (Chairman)

<b>Non-Executive Members also present either in person or remotely for all or part of the meeting:</b>
Cllrs Birch, Brazil, Foss, Long, McKay, O'Callaghan, Pannell, Pringle, Reeve, Rowe, Smerdon, Spencer Sweett and Taylor

<b>Officers in attendance and participating:</b>		
All items		Chief Executive; Deputy Chief Executive; and Democratic Services Manager
Item 8	Minute E.78/21	Head of Housing
Item 7	Minute E.79/21	Section 151 Officer and Deputy Section 151 Officer
Item 9	Minute E.80/21	Head of Policy and Strategy
Item 10	Minute E.81/21	Senior Specialist for Natural Resources and Green Infrastructure
Item 11(a)	Minute E.82/21(a)	Senior Specialist – Climate Change
Item 13	Minute E.83/21	Director of Place and Enterprise

**E.74/21      MINUTES**

The minutes of the Executive meeting held on 2 December 2021 were confirmed as a true and correct record.

**E.75/21      DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting, but there were none made.

**E.76/21      PUBLIC QUESTION TIME**

The Leader informed that no public questions had been received in accordance with the Executive Procedure Rules.

## E.77/21 EXECUTIVE FORWARD PLAN

Members were presented with the most recently published version of the Executive Forward Plan that set out items on the agenda for Executive meetings for the next four months and duly noted its contents.

With regard to the Garden Waste Options paper that was due to be presented to the Executive meeting on 3 March 2022, the Deputy Chief Executive confirmed that, following a recent conversation with FCC representatives, the Council would be in receipt of a Service Improvement Plan from FCC within the next couple of days.

## E.78/21 HOUSING CRISIS UPDATE REPORT

The Leader advised that she was exercising her discretion to bring forward agenda item 8: 'Housing Crisis Update Report' to be considered before published agenda item 7: 'Draft Revenue and Capital Budget Proposals for 2022/23 to 2024/25' (Minute E.79/21 below refers). The reason for amending the running order of the published agenda was in recognition of the wish to consider the Housing Crisis agenda item prior to the Executive then considering the draft Revenue and Capital Budget.

Members proceeded to give consideration to a report that sought to provide an update to Members on the following ongoing project actions that were linked to the Housing Crisis and Housing Strategy:

- Property purchases under the Housing First funding programme;
- Progress on the Homeless Strategy following the recent all Member consultation sessions;
- The Annual Rough Sleeper Count and arrangements for the Council's Outreach Worker;
- The St Anns Chapel Housing Scheme;
- The Council owned brownfield site at Rope Walk, Kingsbridge; and
- A summary of new schemes completed in the last quarter.

In debate, reference was made to:

- (a) the brownfield site at Rope Walk, Kingsbridge. By way of an update, officers advised that a meeting was held with Town Council representatives in December 2021 and a commitment was made for officers to produce an options appraisal that would lead to the potential delivery of affordable housing on the site;
- (b) the draft Revenue and Capital Budget Proposals for 2022/23 (Minute E.79/21 below refers). Due to the relevancy of the housing crisis to the draft Budget Proposals, it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

*'the Executive support the establishment of an Affordable Housing Earmarked Reserve as part of the draft Revenue and Capital Budget proposals for 2022/23 (Minute E.79/21 below refers).'*

It was then:

**RESOLVED**

1. That the work undertaken to address the Housing Crisis and update set in the presented agenda report be noted;
2. That the draft Homeless Strategy 2022-27 be approved for public consultation and stakeholder engagement;
3. That the Executive support the establishment of an Affordable Housing Earmarked Reserve as part of the draft Revenue and Capital Budget proposals for 2022/23 (Minute E.79/21 below refers).

E.79/21 **DRAFT REVENUE AND CAPITAL BUDGET PROPOSALS FOR 2022/23 TO 2024/25**

The Executive was presented with a report that outlined a series of draft revenue and capital budget proposals for 2022/23 to 2024/25.

In discussion, the following points were raised:-

- (a) Members considered the following two recommendations from the Overview and Scrutiny Committee that were initially generated from the informal joint meeting of Members of the Overview and Scrutiny and Development Management Committees that was held on 13 January 2022:
1. *recognising that the Council has declared both a Climate Change and Biodiversity Emergency and Housing Emergency, the Executive be urged to give priority to the development and execution of projects in respect of both in 2022/23;*
  2. *the sum of £3.5 million allocated out of the Business Retention Reserve to employment in 2018/19 remains unspent. It is proposed that out of this sum £1.0 million be reallocated to the proposed Affordable Housing Reserve Fund and £250,000 be reallocated to the Climate Change & Biodiversity Reserve;*

With regard to recommendation 1, the Executive felt that this was more of a policy issue than a budget matter and it was therefore felt inappropriate to include this as part of the Revenue and Capital Budget recommendations to Council. In respect of recommendation 2, the Executive was sympathetic to the spirit of this intention, but was also of the view that monies still remained within the Climate Change & Biodiversity Reserve and further monies could be vired into the Reserve should the need arise. In respect of Affordable Housing, the Executive made reference to the recent St Anns Chapel Housing project decision and felt that the Council would also look to externally borrow the money to undertake future schemes.

- (b) An alternative Part 4 to the recommendation that was set out in the presented agenda report was **PROPOSED** and **SECONDED** as follows:

*‘That £407,557 of the New Homes Bonus Grant allocation for 2022/23 be allocated to an Affordable Housing Earmarked Reserve as a one off contribution for 2022/23 (as set out in sections 3.30 to 3.31 of the presented agenda report). (NB. an amount of £60,000 from the £407,557 is to be allocated to the Step On Deposit scheme pilot).’*

In support of the alternative wording, Members reiterated that this was a demonstrable example of the Council acting upon its recent decision to declare a Housing Crisis in the South Hams. When put to the vote, this recommendation was declared **CARRIED**;

- (c) A Member advised that he would not be voting in favour of the recommendations for the following reasons:

- He was not in support of a minimum operating level of Unearmarked Reserves of £2 million and felt that £1.5 million was adequate; and
- In the current economic climate, a number of residents were facing serious financial challenges and he therefore could not support any proposed increase in Council Tax.

In contrast, other Members expressed their support for the recommendations and were of the view that the proposals in relation to Unearmarked Reserves were a prudent approach to budgeting. With regard to the proposed increase in Council Tax, the majority of the Executive recognised the difficulties being faced by residents but also highlighted the need to maintain the Council’s base budget and continuing to deliver core services, especially in light of the anticipated future budgetary pressures facing local authorities.

It was then:

## **RECOMMENDED**

That Council be **RECOMMENDED** that:

1. Council Tax for 2022/23 be increased by £5 (Band D of £180.42 for 2022/23 – an increase of 10 pence per week or £5 per year – equating to a 2.85% increase);
2. the financial pressures (as shown in Appendix A of the presented agenda report and amounting to £1,044,600) be approved;
3. the net contributions to/(from) Earmarked Reserves of £561,600 as shown in Appendix D of the presented agenda report, including the proposed use of £500,000 of New Homes Bonus funding to fund the 2022/23 Revenue Budget as set out in section 3.30 of the presented agenda report and £100,000 from the Business Rates Retention Earmarked Reserve as set out in section 3.21 of the presented agenda report;
4. £407,557 of the New Homes Bonus Grant allocation for 2022/23 be allocated to an Affordable Housing Earmarked Reserve as a one off contribution for 2022/23 (as set out in sections 3.30 to 3.31 of the presented agenda report). (NB. an amount of £60,000 from the £407,557 is to be allocated to the Step On Deposit scheme pilot);
5. the savings of £404,000 (as shown in Appendix A of the presented agenda report) be approved;
6. it be noted that South Hams District Council will continue to be part of the Devon Business Rates Pool for 2022/23 following the announcement of the Local Government Finance Settlement for 2022/23;
7. the Council should set its total net expenditure for 2022/23 at £10,464,367 (as set out in Appendix B of the presented agenda report);
8. the proposed Capital Programme Proposals for 2022/23 of £1,665,000 and the proposed financing of the Capital Programme (as set out in Appendix E of the presented agenda report) be approved;
9. Unearmarked Reserves should continue to have a minimum level of £1.5 million (as set out in the adopted Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £2 million;

10. the level of reserves (as set out within the published agenda report) and the assessment of their adequacy and the robustness of budget estimates be noted (NB. this is a requirement of Part 2 of the Local Government Act 2003);
11. £280,000 be transferred from Unearmarked Reserves to a Financial Stability Earmarked Reserve as part of the process of closing the 2021/22 Accounts, to be available for any future financial pressures from future local government funding reforms and any other budget pressures (the predicted year-end balance of Unearmarked Reserves at 31 March 2022 is £2.28 million (as set out in Section 7.8 of the published agenda report) (NB. this would leave an operating level of £2 million for Unearmarked Reserves); and
12. A one-off amount of £200,000 be transferred into a Community Composting Earmarked Reserve in 2021/22 as part of the process of closing the 2021/22 Accounts. NB. a scheme is to be set up with a one-off budget of £200,000 in 2022/23 for community composting, aligned to savings in the green waste element of the waste contract in 2021/22 (as set out in Section 3.40 of the published agenda report).

E.80/21

### **QUARTER 3 INTEGRATED PERFORMANCE REPORT**

Members considered a report that set out the first Integrated Performance Management report since the Council had adopted its Corporate Strategy ('Better Lives for All') that covered the Quarter 3 period (from 1 October 2021 to 31 December 2021).

In turn, each Executive Member presented the aspects of the performance report that were related to their respective portfolio areas of responsibility. In so doing, all Members wished to put on record their thanks for the work of the Head of Strategy and Policy in creating such a reader friendly performance reporting template.

It was then:

#### **RESOLVED**

That the progress that the Council has made in delivering against the Year 1 Better Lives for All Thematic Delivery Plan; the financial performance of the programme; and the current strategic risk profile of the Council be noted.



**E.81/21      ENHANCING BIODIVERSITY ON COUNCIL OWNED GREEN SPACES – DETAILED PROPOSALS**

Consideration was given to a report that presented the detailed proposals; equipment specification; and revenue and capital expenditure to deliver the increase in Biodiversity value on Council owned green spaces.

In discussion, the following points were raised:-

- (a) The request was made for the summary paper of responses from Town and Parish Councils to be fully populated and include comments from every Town and Parish Council in the South Hams;
- (b) With regard to the matter of Closed Churchyards, it was recognised that this was an emotive subject area and was often locally contentious. Specifically regarding the appointed Diocese Biodiversity Officer, it was agreed that the lead officer would follow up some specific points with a non-Executive Member outside of this meeting;
- (c) A Member expressed his hope that the Council's Grounds Maintenance Team could increasingly promote its service offer to be in a position to deliver a service to other potential stakeholders (e.g. local community groups and housing associations).

It was then:

**RESOLVED**

1. That the new specification for management of Council owned green spaces (as based on the cutting schedule set out in Appendix 1 of the presented agenda report and the new proposed Grounds Maintenance layer) be endorsed;
2. That up to £36,000 be approved from the Earmarked Climate Change and Biodiversity Reserve to purchase equipment required to manage Council green spaces in a more Biodiverse manner;
3. That up to £10,000 be approved from the Earmarked Climate Change and Biodiversity Reserve towards wildflower seed to create new wildflower areas; and
4. That authority be delegated to the Senior Specialist for Natural Resources and Green Infrastructure, in consultation with the Grounds Maintenance Operations Manager, to make minor revisions to the proposed Grounds Maintenance layer and cutting schedule in response to local demand, or if experience and learning dictate, that doing so would assist in delivering improved biodiversity outcomes.

E.82/21 **REPORTS OF BODIES****(a) Overview and Scrutiny Committee – 4 November 2021****O&S.37/21: Task and Finish Group – Climate Change & Biodiversity Action Plan**

Having discussed the Task and Finish Group recommendations with the lead officers, the lead Member for Climate Change **PROPOSED** an alternative recommendation to parts (a) and (b) that read as follows:

*‘As a partner of the Devon Climate Emergency, South Hams District Council, through a revision of its Climate Change and Biodiversity Strategy and Action Plan (which will take place within 6 months of the publication of the final Devon Carbon Plan) will ensure the targets, indicators and monitoring of the Devon Carbon Plan, as well as its carbon budget periods, are included. In this revision, an interim target of 50% reduction in carbon emissions by 2030 below 2010 levels will be set and the action plan will be frontloaded with impactful actions, aligning with the DCP. Section 5.1 of the Interim Devon Carbon Plan outlines Devon’s Net Zero Target, as well as detailing carbon budget periods to achieve net zero by 2050 at the latest. The implementation of the Devon Carbon Plan will be monitored regularly, and a review will be triggered if carbon emissions are not reducing at the necessary pace. SHDC will contribute to future reviews as a partner and align its Action Plan reviews alongside the Devon Carbon Plan budget periods.’*

Having been duly **SECONDED**, some non-Executive Members highlighted the lack of notice that had been given to the alternative recommendation. In accepting the point, the proposer and seconder therefore withdrew their recommendation and made the following alternative proposition:

*‘That the recommendations be deferred to enable for a meeting to be held between lead officers; the lead Executive Member for Climate Change & Biodiversity; and the Members of the Task and Finish Group prior to the agenda item being presented back to the next Executive meeting to be held on 3 March 2022.’*

When put to the vote, this proposal was declared **CARRIED**.

It was then:

**RESOLVED**

That the Task and Finish Group recommendations be deferred to enable for a meeting to be held between lead officers; the lead Executive Member for Climate Change & Biodiversity; and the Members of the Task and Finish Group prior to the agenda item being presented back to the next Executive meeting to be held on 3 March 2022.

E.83/21

**PLYMOUTH AND SOUTH DEVON FREEPORT UPDATE**

Whilst elements of the published agenda report were considered to be defined as 'exempt information' in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the lead Executive Member considered that, in line with the openness and transparency agenda, it was his intention to present his introduction in the public domain.

In so doing, the lead Member informed that:

- The Freeport sought to create three tax sites at Langage, Sherford and South Yard as well as customs sites at Sherford and Langage. The tax and customs rules provided direct financial benefits to the businesses that located in the Freeport, thereby accelerating uptake;
- The Freeport would receive £25 million in Government seed funding, which would be match funded by the public or private sector;
- The monies would be spent on an innovation hub in South Yard and infrastructure and land at Langage and Sherford resulting in the sites being 'market ready' for uptake by businesses;
- The initiative was designed to build and occupy premises and create high value jobs. The key sectors targeted were: Marine; Defence; Manufacturing and low carbon and the vision for the Freeport was not one of high volume, low value containerised goods but of high tech manufacturing, defence logistics and innovation;
- Should the Freeport bid be successful, it would result in the creation of 3,500 jobs and over £280 million in investment by the private and public sectors;
- Langage (which had stalled for over 15 years) would be progressed with the further benefits of active travel infrastructure being built at Deep Lane Junction and the regional Ministry Of Defence capacity requirements being secured;
- With regard to public sector investment, this matter would be considered at a future meeting. However, the lead Member stated that the Freeport would require investment from the public sector family (Plymouth City Council; Devon County Council; and South Hams District Council) to make the initiative work. Whilst the exact amount to be borrowed by the Council remained to be determined, it was likely to be in the order of £5 million.

At this point, it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED**:

'That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.'

The importance of all Members being fully informed of the key issues related to the scheme before any investment decisions were to be made was recognised and a commitment was made for Member Briefings to be scheduled into the Member Meeting Calendar.

It was then:

**RESOLVED**

That the update report be noted.

***(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTE E.79/21 (WHICH IS A RECOMMENDATION TO THE COUNCIL MEETING TO BE HELD ON 10 FEBRUARY 2022) WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 7 FEBRUARY 2022 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).***

(Meeting commenced at 10:00 am and concluded at 11.55 pm)

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Chairman

## **PUBLIC QUESTIONS AT COUNCIL MEETINGS**

There is a period of 15 minutes at meetings of the Full Council (excluding the Annual Meeting) during which members of the public can ask questions about items on the agenda.

Any member of the public who wants to ask a question should ensure that the question:

- a) is no more than 50 words in length;
- b) is not be broken down into multiple parts;
- c) relates to an item included on the agenda; and
- d) is suitable to be considered. A question will not be suitable if, for example, it is derogatory to the Council or any third party; relates to a confidential matter; it is about a specific planning matter; or it is substantially the same as a question asked in the past six months.

Questions should be sent to Democratic Services ([Democratic.Services@swdevon.gov.uk](mailto:Democratic.Services@swdevon.gov.uk)) by 1.00pm on the Monday before the meeting (the deadline will be brought forward by a working day if affected by a bank holiday). This will allow a detailed response to be given at the meeting. If advance notice of the question cannot be given the Chairman of the meeting has the discretion to allow questions on matters that are felt to be urgent;

For any further advice on questions to Full Council, or to request a copy of the full Public Questions Procedure Rules, please contact Democratic Services ([Democratic.Services@swdevon.gov.uk](mailto:Democratic.Services@swdevon.gov.uk))

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BUILDING A  
**Brighter  
Future**



Key stakeholder briefing:  
**Our Electronic Patient Record (EPR)  
business case**

Page 115

Agenda Item 12

v1.1

November 2021





Our opportunity

Why we need an electronic patient record

Our case for change

Feedback from our people

Key benefits an electronic patient record would bring

Our next steps



## We have a once in a lifetime opportunity to make a real difference in how we deliver our services, and we need your support




Page 117

We have been allocated £3.7 billion government funding as part of the Government's New Hospital Programme.

Our programme aims to take advantage of new technologies and the latest improvements in health and social care, planning not only for the needs of our people today but also for the future. This is why we are calling our programme *Building a Brighter Future*.

We are *Building our Brighter Future* on three elements, investing in: our estate, our digital infrastructure and our people.

## A vital part of our investment is a single integrated electronic patient record, or EPR

-  This will become the foundation of all our digital solutions across all our services (adult social care, community services and hospital services).
-  It will replace more than 20 core systems, which currently do not talk to or with one another.
-  Implementing an EPR is a major undertaking but it is critical to enable us to deliver fully integrated care across all services and will benefit patients and staff.

- Page 119
- More people need our services, waits for treatment are increasing and the pressure on our dedicated staff is also growing.
  - Our current digital solutions cannot meet current demand, are at the end of their lives and are inadequate for the 21<sup>st</sup> century – we have over 100 systems that predominantly do not talk to or with one another.
  - An integrated digital solution is absolutely vital to transform our ability to deliver better services and support the ambition of the Devon Long Term Plan.

The benefits of an integrated EPR are significant for our staff and patients

“Repeating **your story over and over again** is draining, frustrating, exhausting” *Carer*

The digital benefits identified in our business case have been informed by other EPR implementations and agreed by our people and key stakeholders.

Our business case is predicated on value for money with every £1 spent there will be a £4 return (a 4:1 cost/benefit ratio) over a 15 year period.

Our plans have a regional outlook recognising the wide range of partner organisations across Devon that could benefit from a connected health and care solution.

## Our current digital solutions are completely inadequate to realise our health and care strategy

Page 12  
*We have no integrated EPR*

Instead, we have multiple systems that largely do not talk to or with one another. An integrated EPR is essential for better patient care and better staff experience as well as the operational efficiencies, standardisation and transformation we want to achieve.

“This is a **patient safety issue**. We have had numerous near misses when INR results have not been handed over to us at discharge.” *GP practice nurse*

## *We have no integrated community and social care solution*

We are running multiple systems for community and social care services. They are mostly stand-alone solutions and, as such, stop us from being able to have seamless pathways for patients. It also stops us from being able to quantify the volume and value of our clinical work outside inpatient settings.

## *We have no digital platform to transform our services*

Transforming care pathways is the key to delivering our ambitions and ensuring value for money. However, seamless pathways cannot be achieved alongside poor interoperability across multiple systems. We need one single integrated EPR.

## *Critical legacy systems are at end of life*

Our Patient Administration System (PAS) is essentially obsolete – it is kept alive as from a maintenance perspective only. We are only one of two customers and are soon to be the only one. Its replacement is critical.

## Our dedicated staff are overwhelming supportive

Page 123  
**500**

in-depth conversations with our people across all clinical and non-clinical services and professions and feedback from an all staff survey

“The disparate clinical systems, and manually joining the information, stops us doing the job the way we want to. **So many mistakes can be made** when using staff to manually connect the separate systems - the person that is suffering is the patient - reducing this is what matters most.” *Outpatients Team*








**400**

members of our Foundation Trust have provided feedback – our members live in the Torbay and South Devon area and many are patients or carers of people who use our services

**100+**

external partners and stakeholders engaged in conversations

## What matters to you?

-  Our patients and carers told us they want to get the care they need, when they need it, from the right health and care professional
-  Our staff told us they are passionate about providing safe, high quality care and that doing the best for patients is really important to them
-  We asked our staff what gets in the way of giving the best care possible and they said:
  -  lack of access to relevant patient information
  -  too much duplication of information
  -  a lack of automation to help manage capacity and demand
  -  poor remote system access to support work in the community.



**This is not just about digitizing what is already there – it's about making things better in terms of patient care, sustainability and value for money**

A integrated EPR will allow us to

- provide safer, more high-quality patient care wherever people are seen by our staff or our services whether that is at home, in online or virtual appointments, at hospital, in a community hub or a health and wellbeing centre
- transform our clinical pathways, so that we can provide care as close to home as possible, supporting people to live well in their communities as outlined in our health and care strategy
- be more joined up across the Devon Integrated Care System, providing more seamless care
- improve the sustainability of our services and our financial position.

## The benefits case highlights how we will transform our services- not just digitizing what we have already

An integrated EPR will enable our patients to

- have easy access to their own electronic patient record, including medical notes, blood results, prescriptions and appointments
- only have to tell their story once
- receive more care closer to home.


“Poor digital interfaces between acute, community and social care teams is a major barrier in setting up a community geriatrics service. It stops us from fulfilling our ambition of “right care, right place” as an integrated care organisation. It also significantly **impedes the ability to deliver** the required services under the NHS Long Term Plan.” *Consultant Physician*

## We need the support of key stakeholders like yourselves to make the case for investment

 Page 127 As part of the process to secure Government funding for an EPR, we will be submitting our outline business case in January 2022.

 Our business case will be fully supported by the Devon Integrated Care System and our Board of Directors.

 And we hope you will give it your support too!

 As one of our key stakeholders, your support and feedback will enable us to strengthen our business case and help us show the real benefits for the people who use our services, our dedicated staff and our partner organisations.

## We would like your support!

If you are supportive of our case, we are asking you to kindly provide us with a short statement of support via email to [tsdft.nhp@nhs.net](mailto:tsdft.nhp@nhs.net) by 3 December 2021.

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“We are required to make superfast decisions, in high pressure situations so that our patients are able to leave hospital in a timely way and keep the flow of patients moving. However we start on the back foot....

Each visit to hospital repeats the one before – time spent gathering information! Information that exists but is not readily available. We need to be able to see that information easily to **reduce unnecessary admissions, make better decisions and keep our patients safe.** Not spending valuable clinician time searching for the needle in the haystack. Time that should be better spent delivering safe and effective care.”

*Joint Emergency Team leader*

BUILDING A  
**Brighter  
Future**



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# Thank you



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