

West Devon Hub Committee



Title:	Agenda
Date:	Tuesday, 9th April, 2024
Time:	2.00 pm
Venue:	Chamber - Kilworthy Park
Full Members:	<p style="text-align: center;">Chairman Cllr Ewings Vice Chairman Cllr Renders</p> <p><i>Members:</i> Cllr Bridgewater Cllr Leech Cllr Daniel Cllr Moody Cllr Edmonds Cllr Mott Cllr Jory</p>
Interests – Declaration and Restriction on Participation:	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.
Committee administrator:	Democratic.Services@swdevon.gov.uk

1. Apologies for absence

2. Declarations of Interest

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;

3. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any)

4. Confirmation of Minutes

1 - 8

Minutes of meeting held 5 March 2024

5. Public Questions - a period of up to 15 minutes is available to deal with issues raised by the public

6. Hub Committee Forward Plan

9 - 12

7. The West Devon Housing Offer

13 - 22

8. Working with our Communities - Our Framework for Community Development

23 - 36

9. Long Stay Pay and Display Charges Consultation Review

37 - 46

Agenda Item 4

At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **5th** day of **March 2024** at **2.00 pm**.

Members in attendance:

* Denotes attendance

∅ Denotes apology for absence

* Cllr A Bridgewater	∅ Cllr T Leech (attended via Teams)
* Cllr L Daniel	* Cllr J Moody
* Cllr C Edmonds	* Cllr C Mott
* Cllr M Ewings (Leader)	* Cllr M Renders (Deputy Leader)
* Cllr N Jory	

Other Member(s) also in attendance in a non-voting capacity:

Cllrs Cheadle; Cunningham; Dexter; Elliott; Mann; Oxborough; Viney and West

Officers in attendance

Chief Executive; Deputy Chief Executive; Director – Governance & Assurance; Director – Place & Enterprise; Monitoring Officer; Head of Democratic Services; Assistant Director - Planning; Head of Economy & Place; Principal Planning Officer (JLP); Head of Planning; Head of Communications; Principal Accountants (via Teams); Head of Finance; Head of Revenues & Benefits; Head of Housing; Ukrainian Refugee Support Officer; and Senior Planning Officer (Conservation)

***HC 50/23 APOLOGY FOR ABSENCE**

An apology for absence had been received from Cllr Leech, who joined the meeting online in a non-voting capacity.

***HC 51/23 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed but there were none made.

***HC 52/23 URGENT BUSINESS**

(a) Car Parking Meters – Tavistock and Okehampton

The Leader advised that she had agreed for one item of urgent business to be brought to this meeting and proceeded to invite the lead Hub Member for Communities to address the Committee. In so doing, the lead Member advised that he had just been made aware from Devon County Council that the proposed installation of Car Parking Meters in Tavistock and Okehampton had been suspended pending further discussions with the Borough Council. This update was welcomed by all Members and thanks were extended to the tireless work and campaigning that had been carried out by both local Ward Members and local Community Groups.

***HC 53/23 MINUTES**

The Minutes of the Hub Committee meeting held on 30 January 2024 were confirmed as a correct record.

***HC 54/23 PUBLIC QUESTION TIME**

It was noted that no Public Questions had been received in accordance with the Hub Committee Procedure Rules.

***HC 55/23 HUB COMMITTEE FORWARD PLAN**

Members were presented with the latest version of the Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months. In noting its contents, Members also highlighted that:

- the report titled: '*Fusion Lifestyle – Leisure Contract Update*' (Minute HC 67/23 below refers)' would be presented by the lead Committee Member for Leisure, Health and Wellbeing and not the Leader of Council as indicated on the Plan; and
- the title of Cllr Moody's portfolio area had now been updated to read: '*Lead Hub Member for Enabling Inclusive, Accessible Services and Customer Communications*'.

***HC 56/23 PLYMOUTH AND SOUTH WEST DEVON JOINT LOCAL PLAN FIVE-YEAR REVIEW REPORT 2024**

The Hub Committee considered a report that sought agreement of the Plymouth and South West Devon Joint Local Plan (JLP) Five Year Review Report 2024 and approval for publication of the document on the Council's Website.

During the ensuing debate, reference was made to:

- (a) thanks were extended to those Members who had attended the recent Annual General Meeting of the Joint Local Plan Partnership Board. In addition, further thanks were given to the Assistant Director Planning, who was soon to leave the employ of the Council. Members wished the officer every success for the future and thanked him for his support, hard work and guidance; and
- (b) the status of the JLP. The Committee recognised that the JLP remained sound and up to date and acknowledged that this was a very positive position to be in.

It was then:

RESOLVED

1. That the Plymouth and South West Devon Joint Local Plan Five Year Review Report 2024 be published on the Council's website;
2. That the Plymouth and South West Devon Joint Local Plan continue to be used with full weight in the determination of planning applications and be referred to as appropriate in reports; and
3. That the Plymouth and South West Devon Joint Local Plan be used as a material consideration for planning decisions.

HC 57/23 DEVON CORNWALL AND THE ISLES OF SCILLY CLIMATE ADAPTATION PLAN

Members considered a report that sought the endorsement of the Devon, Cornwall and the Isles of Scilly Climate Adaptation Plan.

In discussion, the following points were raised:

- (a) When questioned, officers gave assurances that an ultimate Council decision to endorse the Plan would in no shape or form have any impact upon the Development Management decision-making process;
- (b) Members commented on the great amount of detail contained within the published agenda report and appendices and felt that there was information and advice set out that could be applied and implemented immediately;
- (c) Some Members were of the view that the Council had very little ability to influence the contents of the Plan. For absolute clarity, officers confirmed that there were no financial implications to the Council associated with endorsing the Plan and the need to distinguish between this Plan and the Devon Carbon Plan was also noted;
- (d) A Member emphasised the significant detrimental impact that was being placed on the agricultural industry as a consequence of being unfairly blamed for emissions. Other Members recognised the extent of the stresses on the industry, but also felt that there were a number of opportunities contained within the Plan that would in effect support the agricultural sector.

It was then:

RESOLVED

That Council be **RECOMMENDED** to endorse the Devon, Cornwall and Isles of Scilly Climate Adaptation Plan set out at Appendix A of the presented agenda report.

***HC 58/23 HOME FOR UKRAINE SCHEME AND AFGHAN RELOCATION ASSISTANCE PROGRAMME**

Consideration was given to a report that provided an update on the Council's participation in the respective Ukrainian and Afghan resettlement schemes. In addition, the report provided information on the conclusion of the Local Authority Housing Fund 1 and 2 initiative and also sought approval for the contribution of funds from identified Section 106 contributions towards 5 Affordable Homes.

In discussion, particular reference was made to:-

- (a) recommendation 3. Officers clarified that the recommendation to contribute £30,000 to provide 5 Affordable Homes at Pilchers Field, Crapstone was a wholly separate issue to the Home for Ukraine Scheme and Afghan Relocation Assistance Programme;
- (b) housing criteria. Members asked that officers ensure that the housing criteria of the Abbeyfield Society was aligned to the criteria applied by Devon Homes Choice;

- (c) the support provided by lead officers. For both the Home for Ukraine Scheme and Afghan Relocation Assistance Programme, a number of Members paid tribute to the excellent work and pragmatic approach that was provided by lead officers and host families.

It was then:

RESOLVED

1. That the positive progress of the Council's participation in the resettlement schemes be noted;
2. That the successful conclusion of the Local Authority Housing Fund (LAHF1 and 2) initiative, delivering a total of 8 new properties in Okehampton and Tavistock, be noted; and
3. That the contribution of £30,000 to provide 5 Affordable Homes at Pilchers Field, Crapstone from identified Section 106 contributions, be approved.

***HC 59/23 DISCRETIONARY HOUSING PAYMENT POLICY**

Members considered a report which sought approval for the updated Discretionary Housing Payment Policy.

During debate, the following points were raised:

- (a) Officers committed to providing information to Members outside of the meeting in relation to the number of homelessness cases that have utilised the Discretionary Housing Payments Policy; and
- (b) Members commented that the scheme was incredibly effective and well received by Borough residents. When questioned, officers advised that they would continue to help and promote the ability for residents to self-serve whilst ensuring that they could also contact the Council in the best way for them as an individual.

It was then:

RESOLVED

1. That the content of the presented agenda report be noted; and
2. That the Discretionary Housing Payment Policy as set out at Appendix A of the presented report, be approved, to take effect from 1 April 2024.

HC 60/23 HOUSING BENEFIT WAR PENSIONS DISREGARD POLICY

Consideration was given to a report which sought approval for the continuation of the discretionary disregard of War Pensions and War Widow(er) Pensions from Housing Benefit so as to ensure that those in receipt of those pensions were not adversely affected financially.

During debate, a Member felt that the requirement for Grant Thornton to undertake a 'Housing Benefit Assurance Process' audit was an unnecessary waste of public money.

It was then:

RESOLVED

1. That the contents of the presented agenda report be noted; and
2. That Council be **RECOMMENDED** to adopt the Housing Benefit War Pensions Disregard Policy as set out at Appendix A of the present report.

***HC 61/23 MONTH 10 REVENUE BUDGET MONITORING 2023/2024**

Members considered a report that provided a forecast for the year end budget position and that also enabled them to monitor income and expenditure variations against the approved budget for 2023/24.

In discussion, officers confirmed that, with regard to the Council's Treasury Management activities, the need to invest in sustainable organisations was a key consideration.

It was then:

RESOLVED

That the forecast income and expenditure variations for the 2023/24 financial year and the overall projected surplus of £159,000 (1.9% of the total Budget £8.588 million) be noted.

***HC 62/23 CAPITAL PROGRAMME MONITORING AS AT 31 JANUARY 2024**

Members were presented with a report that provided details of the Capital Programme financial position as at 31 January 2024.

With there being no debate, it was then:

RESOLVED

That the contents of the report be endorsed.

***HC 63/23 OKEHAMPTON BUSINESS IMPROVEMENT DISTRICT**

The Hub Committee was presented with a report that sought approval for a number of actions to be taken for the progression of the Okehampton BID

In discussion, particular reference was made to:-

- (a) an alternative recommendation 2. In order to provide the lead officer with the necessary discretion, an alternative recommendation 2 was **PROPOSED** and **SECONDED** that read as follows:

'That it be noted that the Head of Economy & Place will work with the BID Steering Group to carry out the actions required to progress the BID to ballot as set out in the published agenda report and in accordance with the indicative timetable outlined in paragraph 4.2 of the published agenda report therein.'

When put to the vote, the alternative recommendation was declared **CARRIED**;

(b) the initial views of local businesses. Based upon informal discussions, the lead Member informed that the proposals had been very well received.

It was then:

RESOLVED

1. That officers be instructed to notify the Secretary of State of the Council's intention to progress to a ballot to vote on a Business Improvement District (BID) in Okehampton; and
2. That it be noted that the Head of Economy & Place will work with the BID Steering Group to carry out the actions required to progress the BID to ballot as set out in the published agenda report and in accordance with the indicative timetable outlined in paragraph 4.2 of the published agenda report therein.

***HC 64/23 TAVISTOCK CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN**

A report was considered that sought approval for the commencement of the consultation on the Draft Tavistock Conservation Area Appraisal and Management Plan 2024.

In discussion, there was unanimous support expressed for the Plan, which was considered to be a particularly reader friendly document. In addition, the Committee encouraged Members to promote the public consultation exercise within their local communities.

It was then:

RESOLVED

That the commencement of the public consultation exercise on the draft Tavistock Conservation Area Appraisal and Management Plan (as set out at Appendix 1 of the presented agenda report) be approved.

***HC 65/23 OKEHAMPTON CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN**

The Hub Committee considered a report that sought approval for the commencement of the consultation on the Draft Okehampton Conservation Area Appraisal and Management Plan 2024.

In discussion, the comments that were raised during the debate on the equivalent Plan for Tavistock (Minute *HC 64/23 above refers) were repeated.

It was then:

RESOLVED

That the commencement of the public consultation exercise on the draft Okehampton Conservation Area Appraisal and Management Plan (as set out at Appendix 1 of the presented agenda report) be approved.

***HC 66/23 EXCLUSION OF PUBLIC AND PRESS**

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 item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

HC 67/23 FUSION LIFESTYLE – LEISURE CONTRACT UPDATE

Members considered an exempt report that provided an update on the Fusion Lifestyle Leisure Contract.

In discussion, there was support expressed for the proposals set out within the exempt agenda papers.

It was then:

RESOLVED

That Council be **RECOMMENDED**:

1. to approve the contract variation and payment profile for the years 2023-24 to 2027-28 as set out in section 4 of the published exempt agenda report;
2. that the funds from the Leisure Earmarked Reserve (as specified in the published exempt agenda report) be used to fund the shortfall of the payment fee between the two years of 2023/24 and 2024/25; and
3. to delegate authority to the Director of Place and Economy, in consultation with the Section 151 Officer and the Leader of Council to finalise the terms of the profit share agreement for the five years 2023-24 to 2027-28.

(The meeting terminated at 4.15pm)

(NOTE: THESE DECISIONS, WILL BECOME EFFECTIVE FROM 5.00PM ON THURSDAY, 14 MARCH 2024, WITH THE EXCEPTION OF MINUTES HC 57/23, HC 60/23 (Part 2) and HC 66/23 (Part 1) WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 26 MARCH 2024, UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULES)

Hub Committee Forward Plan

About the Forward Plan

This is the provisional forward plan for at least four months starting April 2024. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all Councillors, the public, and other stakeholders. It will also assist the Council's Overview and Scrutiny Committee in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published on the Council's website (www.westdevon.gov.uk)

About the Hub Committee

The Hub Committee currently consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

- Leader of the Council – Cllr Mandy Ewings
- Deputy Leader of the Council, with specific responsibility for Housing – Cllr Mark Renders
- Lead Hub Member for Enabling Inclusive, Accessible Services and Customer Communications – Cllr Jeff Moody
- Lead Hub Member for the Economy – Cllr Neil Jory
- Lead Hub Member for the Natural Environment - Cllr Lynn Daniel
- Lead Hub Member for Leisure, Health and Wellbeing - Cllr Tony Leech
- Lead Hub Member for the Built Environment – Cllr Caroline Mott
- Lead Hub Member for Communities – Cllr Adam Bridgewater
- Lead Hub Member for Resources – Cllr Chris Edmonds

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to democratic.services@swdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated with *



Forward Plan from April 2024

Portfolio Area	Report Title and Summary	Lead Member / SLT lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Housing	<p>Title: The West Devon Housing Offer</p> <p>Purpose: To consider a report that seeks agreement to the adoption of a Housing Scheme that seeks to help communities bring forward affordable housing provision.</p>	Cllr Renders / Chris Brook / Issy Blake	Report of the Head of Housing	9 April 2024	
Communities	<p>Title: Our Approach to Community Development</p> <p>Purpose: To consider a report that sets out the Council's proposed updated approach to Community Development.</p>	Cllr Bridgewater / Drew Powell / Neil Hawke	Report of Assistant Director of Strategy and Projects	9 April 2024	
Communities	<p>Title: Long Stay Pay and Display Consultation Review</p> <p>Purpose: To consider a report that presents the findings of the public consultation exercise into the proposed Long Stay Pay and Display parking charges.</p>	Cllr Bridgewater / Chris Brook / Emma Widdicombe	Report of the Principal Assets Officer	9 April 2024	
Leader	<p>Title: Quarterly Integrated Performance Update Report</p> <p>Purpose: To consider a quarterly performance update report on progress against the Council Plan.</p>	Cllr Ewings / Drew Powell	Report of the Director Strategy and Governance	TBC (scheduled quarterly)	
Built Environment	<p>Title: Okehampton Neighbourhood Plan</p> <p>Purpose: To consider a report that presents the draft Neighbourhood Plan and seeks approval for it to proceed to Referendum.</p>	Cllr Mott / Drew Powell / Graham Swiss	Report of the Senior Strategic Planning Officer	TBC	



Portfolio Area	Report Title and Summary	Lead Member / SLT lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Economy	<p>Title: UK Shared Prosperity Fund Update:</p> <p>Purpose: To consider a report that presents a progress update on the UK Shared Prosperity Fund.</p>	Cllr Jory / Chris Brook / Chris Shears	Report of the Head of Economy	TBC (Summer)	
Leader	<p>Title: Revenues and Benefits Service – 12 Month Review</p> <p>Purpose: To consider a report that presents a twelve month review into the Revenues and Benefits service.</p>	Cllr Ewings / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	June 2024 (Date TBC)	
Leisure, Health and Wellbeing	<p>Title: Alcohol Public Space Protection Orders</p> <p>Purpose: To consider a report that seeks adoption of a series of Alcohol Public Space Protection Orders in the Borough.</p>	Cllr Leech / Chris Brook / Ian Luscombe	Report of the Head of Environmental Health	TBC (Late autumn)	

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Report to: **Hub Committee**

Date: **9 April 2024**

Title: **The West Devon Housing Offer and Princetown Scheme Proposals**

Portfolio Area: **Housing - Cllr Renders**

Wards Affected: **all**

Authors: **Isabel Blake** Role: **Head of Housing**
David Carlshausen **Principal Development Officer**

Contact: email: isabel.blake@swdevon.gov.uk
david.carlshausen@swdevon.gov.uk

RECOMMENDATIONS:

It is RECOMMENDED that the Hub Committee:

- 1. SUPPORTS and launches the West Devon Housing Offer to communities to support affordable housing delivery;**
- 2. NOTES the initial budget of £50,000 agreed as part of The Council Plan to fund the West Devon Housing Offer**
- 3. NOTES the update and progress on the Princetown scheme at Moorland View; and**
- 4. AGREES to utilise a grant payment from DNPA s106 receipts of £173,000 for the purpose of affordable housing delivery with Princetown being the preferred scheme.**

1. Executive summary

- 1.1 As part of the Council's commitment to tackling the housing crisis it is proposed to implement a new housing initiative to support the delivery of community housing development in the Borough, by launching the "West Devon Housing Offer."
- 1.2 To deliver this comprehensive package, it is intended to allocate staff resource and a new initial funding commitment of up to

£50,000 as agreed in The Council Plan. This will be made available to finance activities including researching and forming community housing groups such as CLTs, technical support and professional services for viability studies.

- 1.3 From this initial site review, an Outline Business Case will be produced to confirm viability and recommend next steps. Subject to approval and further funding, a more detailed feasibility study will be undertaken in conjunction with the community group to formulate a deliverable scheme which will then be matched with a potential delivery partner.
- 1.4 By “unlocking” sites through this initiative, and working with our trusted partners, the Council will facilitate and expedite delivery at a scale it cannot do through direct development on its own.
- 1.5 A further benefit of this approach in taking schemes to a feasibility stage is the opportunity to shape them in line with the Council’s environmental priorities. Specific requirements could then be included within a specification document that would form part of a “Development Agreement” with the delivery partner.
- 1.6 It is recommended that the offer is financed from the funding identified and budgeted in The Council Plan. Any further decision on additional funding will return to the Hub Committee for consideration alongside evaluation of the progress to date.
- 1.7 The report also sets out the progress that has been made on the Princetown site jointly owned by the Council and DNPA with potential funding in place to obtain planning consent for a 100% affordable social rented scheme.

2. Background

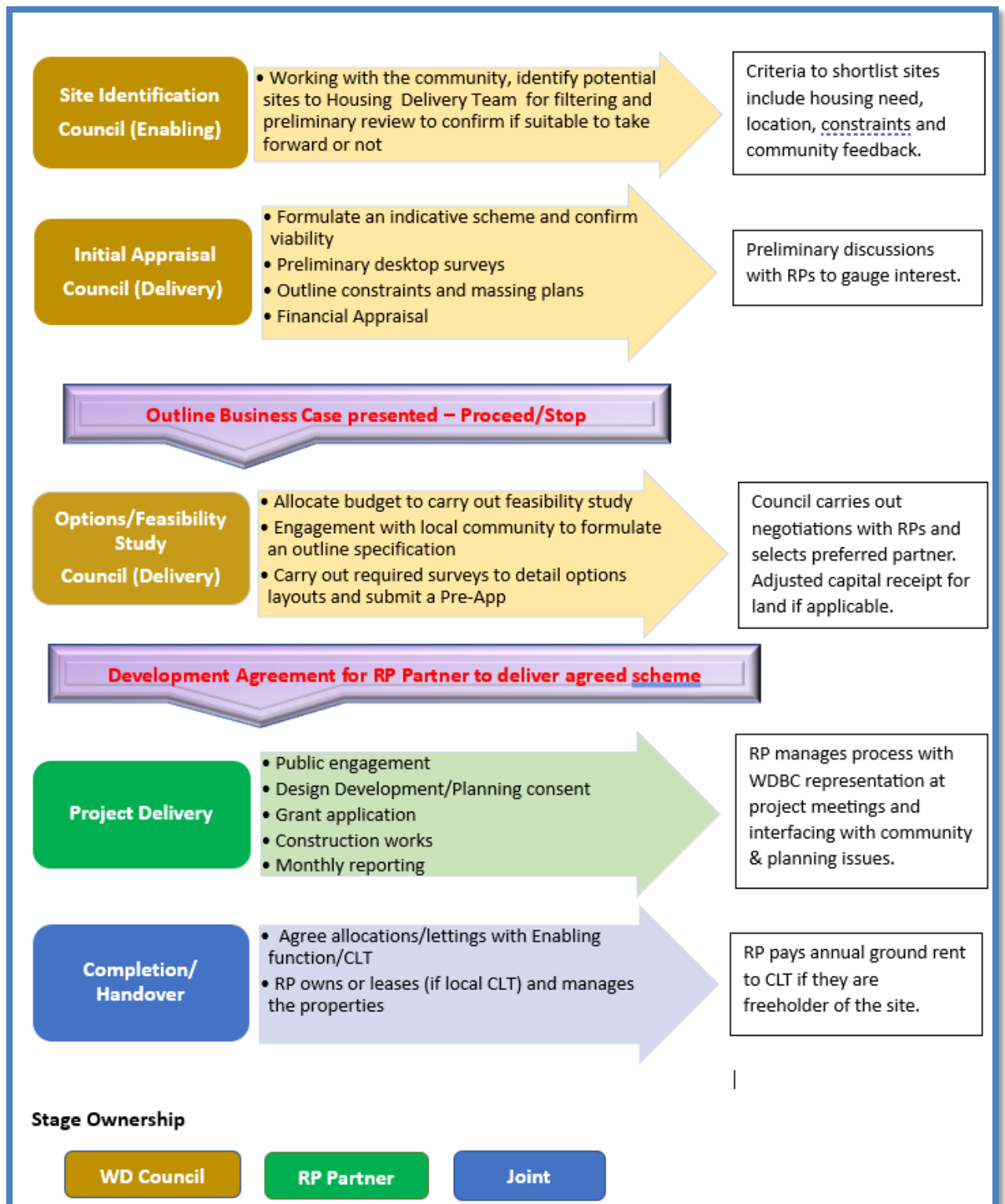
The West Devon Housing Offer

- 2.1 The Council has been clear in its desire to provide support to communities who are serious about bringing forward affordable housing in the Borough.
- 2.2 Members have expressed interest in supporting community groups and willing landowners with practical advice at an early stage to establish site suitability, local housing need and appropriate development.

- 2.3 It is recommended that 'The West Devon Housing Offer' (WDHO) launches in May 2024 and will:
- Provide funding for community groups to research, and if appropriate choose a suitable legal form of incorporation
 - Have early meetings with the ward member, community representative or CLT who wish to engage.
 - Meet with landowners and set out the process and the options
 - Establish local housing need (for planning permission purposes) and engage with the neighbourhood plan (adopted or emerging)
 - Facilitate community awareness events
 - Look at site viability and constraints
 - Instruct initial design work to produce site massing plans and look at viability issues.
 - Enable production of an Outline Business Case to confirm viability through a financial appraisal and provide recommendations.
 - Provide a solid foundation on which to approve schemes for further development through options and feasibility studies to a point where they can be handed over to a suitable delivery partner to develop.
 - Help promote balanced and sustainable communities with high quality housing, and contribution to biodiversity net gain wherever possible.
 - Encourage and advocate for the development of energy efficient affordable homes to reduce carbon emissions and reduce household heating costs.
- 2.4 Engagement with Registered Providers has confirmed that these are the critical steps that they often don't have capacity to do themselves, from which point onwards they are willing and able to support delivery.
- 2.5 Where schemes are confirmed as viable to develop, subject to approval and potential additional funding, further detailed design and survey work will be carried out with community involvement to produce a feasibility study with pre-application planning advice. Potential developments will then be matched with an appropriate delivery partner (typically a Registered Provider) who will undertake the development and bring forward the homes, which they will then either own or lease from a CLT and manage.
- 2.6 Consideration was given to whether the Council should look at a procurement exercise to secure a delivery partner, however

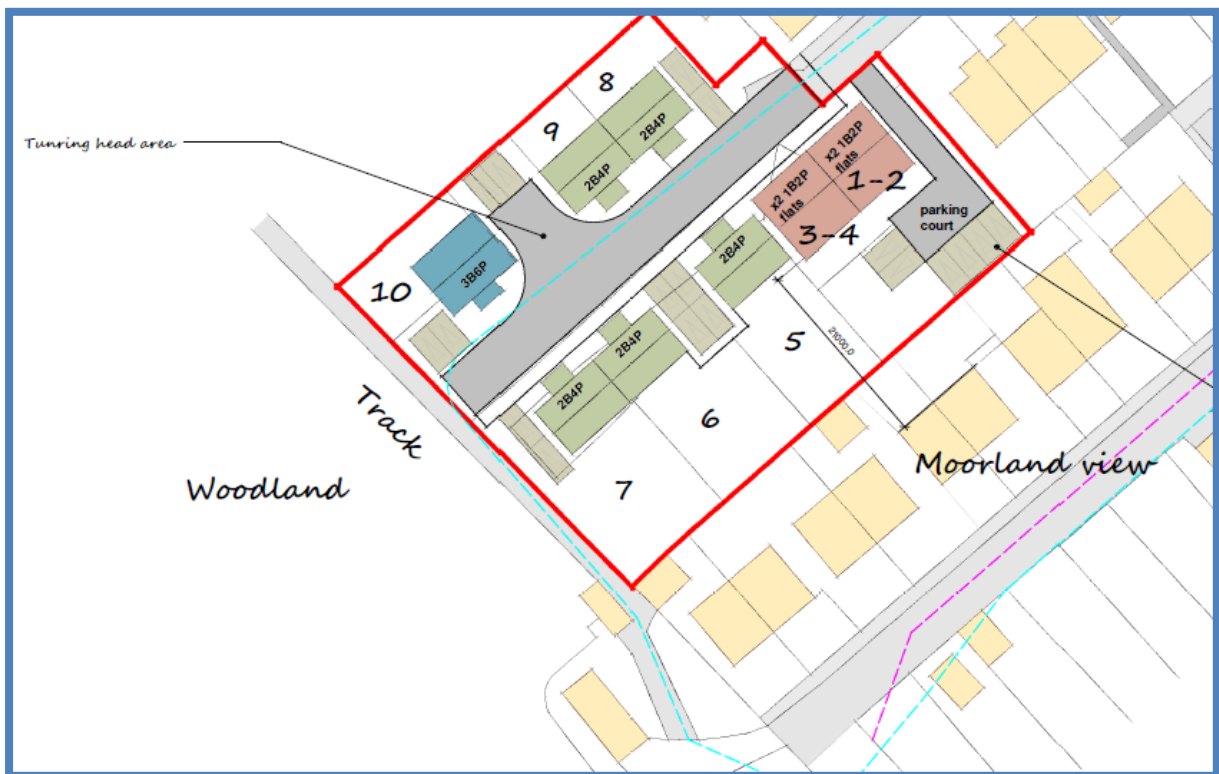
following in depth discussions at a focus group of Registered Providers it has become clear that having a wider approach, in which all possible partners are able to benefit from the programme represents the best chance of identifying a willing delivery partner – a step that is evidenced to be critical in the delivery of CLT schemes.

- 2.7 During negotiations with potential delivery partners consideration will be given to their approach to building standards. This will include criteria such as design quality, energy efficiency and the environment, for example specifying the use of heat pumps, design to a minimum EPC 'B' rating and the provision of natural biodiverse spaces.
- 2.8 All sites will be subject to early scrutiny and constraints considerations (at no cost) which will ensure that funding is only spent on sites with potential, but the Council must recognise that this early viability work is at times abortive and so the expenditure may be at risk.
- 2.9 An illustration of how the West Devon Housing Offer might work in practice is set out below. This approach can be tailored to suit the characteristics of each scheme:



Council owned site at Princetown

- 2.10 WDBC own a plot of land on Hessary/Moorland View directly adjacent to a larger plot owned by DNPA, and discussions previously took place in combining them to bring forward a small housing development in partnership.
- 2.11 These discussions have recently been reactivated and an outline massing plan produced for a scheme of 10 social rented properties as illustrated below. Comments have already been received from DNPA in a planning context and will be incorporated into the next design stage.



- 2.12 DNPA will provide their land at zero cost, subject to a potential residual land receipt while WDBC will lead and submit a planning application with DNPA maintaining a passive monitoring role and as the Planning Authority.
- 2.13 At their Authority meeting of 1st March 2024 DNPA formally agreed to allocate £173,000 of their s106 receipts for the delivery of this scheme administered through a grant agreement in the form of a Deed paid directly to WDBC. Include formal DNP minute reference when required.
- 2.14 The terms of the grant are subject to final agreement between DNPA and WDBC, with key proposals including the following:

- The grant is to be used for the purpose of Affordable Housing delivery with the default scheme being Hessary View, Princetown.
- If the Hessary View site proves to be undeliverable, funds can be allocated to other schemes within the Dartmoor national Park area by agreement with DNPA.
- Any residual grant can be transferred to a Registered Provider to deliver the scheme subject to entering into a Deed of Covenant with DNPA
- WDBC will receive a Management fee of 1% of the Total Scheme Cost to deliver the project to planning stage (estimated at £22,000), payable directly from the grant.
- The final date to spend all monies from the s106 Agreement is 11 August 2025 and anything unspent is required to be returned to DNPA

2.15 The intent is to procure an RP partner to deliver the scheme post planning and own/manage the properties. If there is a resultant land receipt it will split proportionately between DNPA and WDBC based on site areas. The terms of this will be incorporated into a separate Land Collaboration Agreement.

3. Proposal and Next Steps

3.1 Note the update regarding the Council owned site in Princetown and agree to utilise the DNPA grant in support of housing delivery, with first preference being the Hessary View scheme.

3.2 Agree to launch the West Devon Housing Offer from May 2024.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Terms of agreements will be reviewed by Legal prior to executing.
Financial implications to include reference to value for money	Y	Members have already approved £50,000 in The Council Plan for capital expenditure on this project (As set out in H1.1 of the Council Plan - Work with housing associations and community land trusts to improve the number of affordable, safe and good quality homes delivered for our residents).

		<p>It is important to acknowledge there may be some abortive costs, if for example a survey demonstrated that there was no prospect of delivery. A cap of £10,000 per scheme expenditure at risk is proposed, before a decision to incur additional funding is made by the Director of Place & Enterprise in consultation with the Director of Finance.</p> <p>In addition to the provision of new affordable homes in Princetown, the agreement with DNPA offers potential for the Council to realise a capital value in its land holding.</p>
Risk	Y	Reputationally the Council has been clear that it wishes to help communities help themselves. The West Devon Housing Offer resonates strongly with this ambition.
Supporting Corporate Strategy	Y	Homes
Consultation & Engagement Strategy	Y	<p>Before creating the West Devon Housing Offer officers engaged with leading CLT supporting landlords active in Devon. They also commissioned Middlemarch to complete a report with examples of best practice.</p> <p>Stakeholder consultation and engagement will be carried out in relation to the Princetown site as the design develops.</p>
Climate Change - Carbon / Biodiversity Impact	N	None as a direct result of this report
Comprehensive Impact Assessment Implications		
Equality and Diversity	N/A	
Safeguarding	N/A	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	N	
Other implications		

Supporting Information

Appendices:

None

Background Papers:

None

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Report to: **Hub Committee**

Date: **9 April 2024**

Title: **Working with our Communities – Our Framework for Community Development**

Portfolio Area: **Councillor Adam Bridgewater
Hub Lead – People and Communities**

Wards Affected: **All**

Author: **Neil Hawke** Role: **Assistant Director Strategy**
Susannah Hunter **Community Development**
Manager

Contact: Neil.Hawke@swdevon.gov.uk

RECOMMENDATIONS:

That the Hub Committee:

- 1. ENDORSE the Community Development Framework as set out in Appendix A; and**
- 2. NOTE the establishment of a new Community Development Team**

1. Executive summary

- 1.1 Community Development enables people in communities to take collective action to make changes to things that are important to them and is rooted from the premise that everyone should be able to live a good and fulfilling life. It is about building effective relationships in communities, encouraging active participation in community life and enacting positive social change.
- 1.2 The Covid pandemic highlighted the strengths of our communities, who rallied to provide support to our most vulnerable residents when they needed it. As a Council, we supported those communities but we recognise that moving forward, we have an important role to play in supporting our communities to realise their own ambitions.
- 1.3 In order to deliver against these ambitions, the Council has established a Community Development Team through the realignment of existing resources.

- 1.4 This report sets out how we intend to support community development across West Devon.

2. Background

- 2.1 West Devon is made up of strong and vibrant communities who are already working together to make it an even better place to live.
- 2.2 As a Council, we already do much to support communities, enabling them to bring forward Local Plans focused on the built environment facilitating the delivery of community projects using developer funds that we hold and providing funding to some of our key partners already working with the voluntary sector – such as West Devon CVS and Community Transport schemes. Our councillors also have funding available to support small local projects through their Sustainable Locality Fund.
- 2.3 We have set out in The Council Plan that we cannot deliver on our aims and ambitions alone – it will require collective action across our communities.
- 2.4 To support our ambitions, the Council has taken steps to realign existing resources (namely the locality engagement officers) under a new post of Community Development Manager. Following a recruitment process in December, our new Community Development Manager took up post at the end of January.
- 2.5 The Locality Engagement Officers have moved to the Community Development team from 4th March and will take forward the delivery of a range of actions within The Council Plan including reviewing key partnership funding, facilitating the delivery of an increased Member locality budget and developing a plan to support Arts and Culture across the Borough.
- 2.6 The framework set out in Appendix A to this report is a starting point for closer working with the voluntary and community sector in the borough.

3. Proposal and Next Steps

- 3.1 That the Hub Committee endorse the outline framework and initial actions in order for officers to progress plans and have discussions with key partner organisations such as West Devon CVS in order to co-produce a Community Development Action Plan.
- 3.2 Hub are also asked to note the steps taken to form a Community Development Team who will help plan and coordinate the

Council's work with communities and act as a resource for members supporting them in their community leadership role.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	
Financial implications to include reference to value for money	Y	No financial implications
Risk	N	
Supporting Corporate Strategy	Y	This report directly contributes to actions within the People and Communities delivery plan of The Council Plan
Consultation & Engagement Strategy	Y	This proposal will directly contribute to enhancing the Councils consultation and engagement with residents, including developing plans for how we engage with hard to reach groups.
Climate Change - Carbon / Biodiversity Impact	Y	Engagement with communities on climate and biodiversity.
Comprehensive Impact Assessment Implications		
Equality and Diversity		A key part of the role will be to ensure that the Council enhances its understanding of our communities including those with protected characteristics, informing Equality Impact Assessments with local intelligence.
Safeguarding		
Community Safety, Crime and Disorder		
Health, Safety and Wellbeing		
Other implications		

Supporting Information

Appendices:

Appendix A – Outline Community Development Framework

Background Papers:

None

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Working for our Communities

Our framework for community
development



West Devon
Borough
Council



What is community development?

“a process where community members come together to take action and generate solutions to common problems’



Our Ambition

C

We are committed to supporting our communities to continue to be strong, resilient and sustainable. People live more fulfilling lives when they can shape their own outcomes and change things that matter to them.

We will work with our communities, supporting them to develop existing community strengths and aligning the aims and ambitions of the Council to support local priorities

As a local Council we have a key role to play in encouraging partners, statutory bodies and businesses to come together to support local ambitions. We'll celebrate community successes and highlight all that makes West Devon an amazing place to live and work.



Why do we need this framework?

Communities across West Devon have a strong sense of place, a pride and ambitions for their areas.

The Council and other organisations will work together to ensure:

- Communities shape and influence services
- The Council and communities support and trust each other
- Community ownership and pride is encouraged and supported
- People are active in their communities and residents of all ages, abilities and backgrounds contribute and work together
- Communities are resilient, involved and live healthy and fulfilling lives
- Young people are engaged and become the community leaders of the future

This framework sets out how we will support this

What we'll do:

Community Empowerment

- Work with existing partners already supporting our communities (such as West Devon CVS) by creating a community forum to collaborate on ideas, listen to challenges and encourage solutions - informing a longer-term Community Strategy.
- Support the aims and ambitions emerging from existing Health and Wellbeing alliance meetings
- Share good practice happening across the Borough, using our platforms to promote community action.
- Develop an online directory of support available to community groups from the Council and partners to simplify getting schemes of the ground.



What we'll do: Community capacity- building

- Explore opportunities to support community group collaboration including access to hotdesking and meeting spaces in Council properties.
- Direct provision of funding to support community schemes - developer contributions, Member Locality Grants, Community Capital and Seamoor Community Lotto.
- Make Council resources available to support local community schemes – litter picks, community clear up days etc.
- Supporting local community action with Council employees volunteering.



What we'll do: Community Engagement

- Promote the work happening in our communities through the Council PR and Media channels
- Develop an online consultation portal and a forward plan of consultations that allows multiple means of engagement with communities
- Implement a six-monthly Youth Council day to encourage young people to participate in democratic processes
- Map out and attend key community events, listening to our residents concerns and aspirations.
- Continue to raise the profile of community volunteers – including through promotion of Mayoral Awards
- Put Faces and Places front and centre of our comms



Outcomes

- More trust and confidence between communities and public bodies
- Better understanding of local issues, leading to more responsive services
- Better quality of life in local neighbourhoods
- Increases skills and confidence of individual people to make a positive contribution to community
- Less inequality and social isolation
- Better health and wellbeing



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Report to: **Hub Committee**

Date: **9 April 2024**

Title: **Long Stay Pay & Display Charges Consultation Review**

Portfolio Area: **Community Services - Cllr Adam Bridgewater**

Wards Affected: **All**

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

Date next steps can be taken: After the call in period for Hub Committee – Thursday, 18 April 2024

Author: **Emma Widdicombe** Role: **Principal Community Services Officer**
Steve Mullineaux **Director of Community Service & Delivery**

Contact: Emma.Widdicombe@swdevon.gov.uk
Steve.Mullineaux@swdevon.gov.uk

RECOMMENDATIONS:

That Hub Committee is RECOMMENDED to:

- 1. NOTE the results of the statutory public consultation;**
- 2. APPROVE the following amendments to the West Devon Borough Council (Off-Street Parking Places) (Variation No.1) Order 2022:**
 - i. Amend the Pay and Display charges in accordance with Appendix A;**
 - ii. Change Abbey car park from a 4 hour maximum stay to a 6 hour maximum stay car park; and**
 - iii. Remove Brentor car park and Lydford car park from the West Devon Borough Council (Off Street Parking Places) Order 2022.**
- 3. REQUEST that the lead Hub Committee Member for People and Communities write to Devon County Council requesting that the Council is proactively consulted on any future proposed changes to the on-street parking in Tavistock or Okehampton to ensure that these can be considered by the Council in relation to the economic impact on the respective towns.**

1. Executive summary

- 1.1 On the 21st November 2023, the Hub Committee agreed to give notice of the proposals to amend the West Devon Borough Council (Off-Street Parking Places) (Variation No1) Order 2022 detailed in the report considered by Hub Committee and to seek the views of the public on such proposals (Min. HC 33/23 refers).
- 1.2 The Council recognises the importance of supporting the high street and this was the reason why there was a strategic change to selected long stay tariffs only to enable short stay tariffs to remain at 2021 levels.
- 1.3 The proposed parking charges remain fair and proportionate and offer competitive pricing locally for visits to our towns compared to other local authorities within Devon.
- 1.4 Following on from Devon County Councils (DCC) postponement of on-street car parking charges, the Council recognises the need to ensure that any future proposals from DCC aligns with West Devon Borough Council's off-street parking schemes to ensure that any such scheme is not detrimental to the economy of the high streets in the towns.
- 1.5 The main objectives of the consultation were to seek views on the:
 - i. amendment of the long stay parking tariffs
 - ii. changing Abbey car park from a 4 hour maximum stay to a 6 hour maximum stay car park: and
 - iii. remove Brentor car park and Lydford car park from the West Devon Borough Council (off Street Parking Places) Order 2022
- 1.6 The public consultation concluded on 8th January 2024. During the period, 44 responses were received, of which 34 were formal objections, 3 were neutral responses offering alternative options and 7 supported the proposals. The response rate to this consultation was exceptionally low given the size of the cohort of people who were consulted.
- 1.7 Section 3 of this report highlights the Council's rationale for the proposed changes and Section 4 of this report details the consultation responses.
- 1.8 Having comprehensively reviewed the objections and representations made to the Council it is recommended to approve the amendments to West Devon Borough Council (Off Street Parking Places) Order 2022

- 1.9 The Notice of Making will be advertised informing of the decision in the local press, car parks and website in relation to the car parks as in Appendix A

2. Background

- 2.1 At the meeting on 21st November 2023, the Hub Committee resolved to undertake a 21-day public consultation before making a decision as to implement the proposed amendments to the Off-Street Parking Order.
- 2.2 The Council has a legal obligation to undertake a statutory consultation and advertise the appropriate amendments to the Off-Street Parking Order before implementing any changes to parking arrangements, including fees and charges.
- 2.3 The Council are aware of the importance of car parking sites to the development and prosperity of the Borough.
- 2.4 The proposed tariffs were arrived at to ensure parking charges covered the costs of managing the car parks and their maintenance, whilst remaining competitive with other providers and comparable with other similar local authorities' providers. This allows us to offer competitive pricing locally for parking and visits to our towns.
- 2.5 The last tariff amendments were carried out in March 2021 and had not increased since. During this time the Consumer Price Index (CPI) has increased by 20.66%.
- 2.6 A strategic change to selected long stay tariffs ensured that the short stay tariffs remained unchanged from the 2021 levels.
- 2.7 Following feedback from customers it was also proposed that Abbey car park extended for a four hour to six hour maximum stay to allow for longer term parking.
- 2.8 It was also proposed to remove Lydford and Brentor car park from the Off-Street Parking Order following proposed termination of the agreement with Dartmoor National Park.
- 2.9 The 21-day consultation commenced on Thursday 7th December 2023 with the closing date for responses being Monday 8th January 2024.
- 2.10 Residents were informed of the consultation by the following methods:
 - Notices advertised in the local press.
 - Notices displayed in all our West Devon Borough Council car parks.

- Council website
- Social media platforms

3. Rationale for changes

3.1 A response to the objections and representations received are as follows:

- i. The Council recognises the importance of supporting the high street and this was the reason why there was a strategic change to selected long stay tariffs only to enable short stay tariffs to remain at 2021 levels allowing for 'pop and shop' on the high street.
- ii. Car parking income is used to support the vital street scene services provided in the Borough which supports the vibrancy of towns which includes street cleansing, open spaces, parks, public conveniences, and litter bin emptying.
- iii. The parking charges remain fair and proportionate and offer competitive pricing locally for visits to our towns compared to other local authorities within Devon.
- iv. There is a need to ensure there is a balanced budget given the inflationary pressures (consumer price index has increased by 20.66% since the last tariff increase in March 2021) and the significant increase in costs such as fuel, utility costs and contract costs etc.
- v. The parking charges and change in time restriction at Abbey car park will continue to be reviewed.

4. Outcomes/outputs

4.1 The Council received 44 responses to the consultation. Of the 44 responses received, 34 were formal objections, 3 were neutral responses offering alternative options and 7 supported the proposals.

4.2 The table below shows a summary of the 44 responses which have been identified into common 'themes' with the objectives raised.

	No Of Correspondence Received
Objects due to cost - need to support towns	30
Objects to Abbey changing to 6 hour stay	2
Objects to Lydford & Brentor/cost	2
Neutral - no expression either way but made alternative comment	3
Support	7

- 4.3 In summary the objections mainly related to the increased price of the long stay car parking tariffs. The objections referred to :
- i. The proposals being counterproductive to supporting towns.
 - ii. It was felt the increased charges will drive more people out of town or online rather than shopping local
 - iii. It was just another tax on the motorist.
 - iv. It was stated we should be encouraging visitors and residents to the towns and not discouraging with increased charges.
 - v. The parking charges are unaffordable in a cost-of-living crisis.
- 4.4 Objections were also received with regards to changing Abbey car park from a 4 stay to a 6 hour stay car park as it was felt this car park is great for shoppers and workers with long stay available at alternative car parks such as Riverside car park.
- 4.5 Objections to the Lydford and Brentor car parks related to pay & display charges being introduced and should remain free for health and mental health reasons promoting Dartmoor.
- 4.6 The neutral responses, of which there were three did not specify whether they supported or objected to the proposals but, put forward alternative suggestions such as install EV charges at zero cost to the motorist and would like to have a permit option for those that frequently visit the town.
- 4.7 Those that supported the proposals agreed with the charges and supported the tariff increase applied to the long stay car parks only. It was acknowledged that West Devon Borough Council car parking charges were cheaper compared to other areas. Support was given provided the income supported the local community.

5. Proposed Way Forward

- 5.1 Having comprehensively reviewed the objections received, it is recommended to implement the amendment to the Off-Street Parking Places Order.
- 5.2 Officer will proceed to publish the Notice of Decision within the local press, website and car parks and the Off-Street Parking Order will be amended and sealed.
- 5.3 The new parking charges will come into operation in April 2024.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council has power to provide and to regulate off-street car parks under the Road Traffic Regulation Act 1984 The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 set out the procedures to be followed before and after making any order regulating the use of car parks.
Financial implications to include reference to value for money	Y	<p>The impact of the tariff increases is expected to generate £150k in additional car parking income from the tariff changes across all car parks. However, it must be noted that in 2023/24 the Council reduced its income target for car parking income by £150k. Therefore, increasing car parking charges as is proposed in this report by an inflationary amount (since March 2021) is taking the Council's car parking income back to pre-pandemic levels and a pre pandemic budget position.</p> <p>We will monitor the income and performance The cost of implementing the changes will be met from the car parking budget.</p> <p>The difference between the income and expenditure on off street parking is used to support costs associated with the operation and maintenance of parking services, its infrastructure, and the maintenance of off street car parks. It is also used to support and provide other Council services such as street cleansing, toilets, parks, and open spaces and other lawfully incurred identified expenditure.</p>
Risk		

Supporting Corporate Strategy		Council Communities Environment
Climate Change - Carbon / Biodiversity Impact	Y	There are no negative impacts. There may be small positive impacts with customers considering alternative means of transport or care sharing.
Equality and Diversity		No implications.
Safeguarding		No implications.
Community Safety, Crime and Disorder		No implications.
Health, Safety and Wellbeing		No implications.
Other implications		None at this stage.

Supporting Information

Appendices:

Appendix A: Pay & Display Charges

Background Papers:

None

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Appendix A

Current Parking Tariffs

Parking Place	Max Waiting Period	1/2 hour	1 hour	2 hours	3 hours	4 hours	all day
TAVISTOCK							
Abbey	4 hours	£0.70	£1.30	£2.00	£2.60	£3.00	
Bedford	all day					£2.00	£4.00
Brook Street	3 hours/all day		£1.30	£2.00	£2.60		£4.00
Riverside	all day						£2.50
Bedford Sawmills	all day			£1.20			£2.40
Chapel Street	3 hours	£0.70	£1.30	£2.00	£2.60		
Wharf	3 hours	£0.70	£1.30	£2.00	£2.60		
Russell Street	2 hours	£0.70	£1.30	£2.00			
Bank Square	1 hour	£0.70	£1.30				
Guildhall	1 hour	£0.50	£1.00				
OKEHAMPTON							
Mill Road	all day			£1.70		£2.40	£3.00
Market Street	3 hours	£0.50	£1.00	£1.80	£2.20		
HATHERLEIGH							
Hatherleigh	all day	£0.30	£0.50	£1.00	£1.30	£1.60	£2.20
CHAGFORD							
Chagford	all day		£0.50	£1.20	£1.60	£2.00	£3.00

Proposed Parking Tariff (those tariffs changed highlighted in grey)

Parking Place	Max Waiting Period	1/2 hour	1 hour	2 hours	3 hours	4 hours	6 hours	all day
TAVISTOCK								
Abbey	4 hours	£0.70	£1.30	£2.00	£2.60	£3.00	£4.00	
Bedford	all day					£3.00		£5.00
Brook Street	3 hours/all day		£1.30	£2.00	£2.60			£5.00
Riverside	all day							£3.00
Bedford Sawmills	all day			£1.20				£2.40
Chapel Street	3 hours	£0.70	£1.30	£2.00	£2.60			
Wharf	3 hours	£0.70	£1.30	£2.00	£2.60			
Russell Street	2 hours	£0.70	£1.30	£2.00				
Bank Square	1 hour	£0.70	£1.30					
Guildhall	1 hour	£0.50	£1.00					
OKEHAMPTON								
Mill Road	all day			£2.00		£2.90		£3.60
Market Street	3 hours	£0.50	£1.00	£1.80	£2.20			
HATHERLEIGH								
Hatherleigh	all day	£0.40	£0.60	£1.20	£1.50	£2.00		£2.60
CHAGFORD								
Chagford	all day		£0.60	£1.40	£1.90	£2.40		£3.60