

South Hams Executive



Title:	Agenda						
Date:	Wednesday, 28th June, 2023						
Time:	4.00 pm						
Venue:	Council Chamber - Follaton House						
Full Members:	<p style="text-align: center;">Chairman Cllr Brazil</p> <p style="text-align: center;">Vice Chairman Cllr Thomas</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 Hopwood</td> </tr> <tr> <td>Cllr Birch</td> <td>Cllr McKay</td> </tr> <tr> <td>Cllr Hodgson</td> <td>Cllr O'Callaghan</td> </tr> </table>	Cllr Abbott	Cllr Hopwood	Cllr Birch	Cllr McKay	Cllr Hodgson	Cllr O'Callaghan
Cllr Abbott	Cllr Hopwood						
Cllr Birch	Cllr McKay						
Cllr Hodgson	Cllr O'Callaghan						
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. Minutes	1 - 4
to approve as a correct record the minutes of the meeting of the Executive held on 13 April 2023;	
2. Urgent Business	
brought forward at the discretion of the Chairman;	
3. Division of Agenda	
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;	
4. 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;	
5. Public Question Time	5 - 6
a period of up to 15 minutes is available to deal with questions submitted to the Council in accordance with the Executive Procedure Rules;	
6. Executive Forward Plan	7 - 10
7. Setting Priorities for the New Council	11 - 18
8. Climate Change and Biodiversity Advisory Panel and Support for Sustainable South Hams	19 - 22
9. Improving Standards in Housing	23 - 38
10. Cost of Living Crisis: Plans for Household Support Fund 2023 to 2024 and Council Tax Support Fund Allocation	39 - 46
11. Dartmouth Health Hub - Off-Street Parking Order Amendment	47 - 72
12. Allocation of Section 106 funds for recreational facilities at, and adjacent to, the Woolwell Centre	73 - 86
13. Appointments to the Salcombe Harbour Board; Re-establishment of the Waste Working Group; and Establishment of Executive Advisory Groups	87 - 96

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD IN THE COUNCIL CHAMBER ON THURSDAY 13 APRIL 2023**

Members in attendance:			
* 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)

<p>Non-Executive Members also present either in person or remotely for all or part of the meeting:</p> <p>Cllrs Abbott, Austen, Birch, Brown, Long, Reeve, Rowe, Smerdon, Spencer and Taylor</p>

Officers in attendance and participating:		
All items		Chief Executive, Deputy Chief Executive, Section 151 Officer, Director – Strategy & Governance (via Teams) Monitoring Officer; Democratic Services Manager; Assistant Director – Strategy & Organisational Development (via Teams) Assistant Director - Waste & Operations; Principal Project Manager

E.93/22 MINUTES

The minutes of the Executive meeting held on 2 March 2023 were confirmed as a true and correct record.

E 94/22 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.95/22 PUBLIC QUESTION TIME

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

E.96/22 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.97/22 **WASTE AND RECYCLING SERVICE UPDATE**

A report was considered that provided an update on the progress and performance of the waste service since it returned to Council control on 3 October 2022.

Upon the conclusion of the lead Executive Member introduction, some questions of clarity were asked with regard to the costings. It was also confirmed that reference to fly tipping was incorporated within the overall street cleaning service.

In the ensuing debate, reference was made to:

- (a) the tireless work of the lead Executive Member and lead officers. In recognition of the volume of work that had been undertaken to reach this point, a number of Members wished to formally put on record their specific thanks to the lead Member, lead officers and the service operatives;
- (b) the need to focus on the future of the waste and recycling service. Members emphasised the importance of the Council now concentrating its collective efforts on looking forward to the future of the service rather than reflecting on recent history.

It was then:

RESOLVED

1. That the successful transfer of the service, the improvement in service performance and the key operational risks that the service was operating under, be noted.
2. That Council be **RECOMMENDED**:
 - (a) To utilise the Vehicle and Plant Earmarked Reserve and the one-off implementation budget, to purchase end of life fleet replacements and the fleet required for the roll out of the remaining properties onto the Devon Aligned Service (DAS) in October 2023 which is anticipated to cost £2.16million;
 - (b) To use internal borrowing of up to £0.5million to fund the improvements to the Torr Depot, with the associated revenue costs of £35,000 per annum for 25 years (the life of the asset) being financed by efficiencies and savings delivered by the service;
 - (c) To allocate £180,000 from the Revenue Grants Earmarked Reserve to fund additional project management capacity; and

- (d) That the setting of fees and charges for the waste and recycling service is delegated to the Director for Customer Service and Delivery, in consultation with the Leader of the Council, the lead Executive Member for waste and recycling and the Section 151 Officer.

E.98/22 **CONCLUDING COMMENTS**

As this was to be the final Executive meeting of this Council term, the Deputy Leader offered the thanks of the Executive to the Leader of Council for her hard work and dedication in leading the Council through challenging times.

In response, the Leader thanked the Executive Members and Council staff alike for their hard work and cited this Council term as an excellent example of what collaborative working was able to achieve.

(Meeting commenced at 10.00 am and concluded at 10.25 am)

Chairman

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTE E.97/22 (PART 2 a-d) (WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 13 APRIL 2023) WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 24 APRIL 2023 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULES)

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PUBLIC QUESTIONS AT EXECUTIVE MEETINGS

There is a period of 15 minutes at meetings of the Executive 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) 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 the Executive, or to request a copy of the full Public Questions Procedure Rules, please contact Democratic Services (Democratic.Services@swdevon.gov.uk)

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Executive Leader's Forward Plan

About the Forward Plan

This is the Leader of Council's provisional forward plan for the four months starting June 2023. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive 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 Executive 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 Executive to account.

Local authorities are required to publish updated forward plans on a regular basis. The Plan is published on the Council's website (www.southhams.gov.uk)

About the Executive

The Executive consists of eight Councillors. Each has responsibility for a particular area of the Council's work.

- Leader of the Council with specific responsibility for Waste and Recycling; Strategic Planning; Finance and Communications – Cllr Julian Brazil
- Deputy Leader of the Council with specific responsibility for Planning; Corporate Performance Oversight; Organisational and Community Development – Cllr Dan Thomas
- Lead Executive Member for Climate Change & Biodiversity – Cllr John McKay
- Lead Executive Member for Economic Development; Commercial Strategy; and Governance – Cllr John Birch
- Lead Executive Member for Housing; Environmental Health & Licensing – Cllr Denise O'Callaghan
- Lead Executive Member for Community Services & Operations – Cllr Victor Abbott
- Lead Executive Member for Waste & Community Composting – Cllr Jacqi Hodgson
- Lead Executive Member for Service Quality – Cllr Nicky Hopwood

Further information on the workings of the Executive, 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 June 2023

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p>Title: Setting Priorities for the New Council</p> <p>Purpose: To agree a timeline and process to review the Corporate Strategy; Capital Programme and Medium Term Financial Strategy</p>	Cllr Brazil / Andy Bates and Neil Hawke	Report of the Chief Executive and Assistant Director – Strategy & Organisational Development	28 June 2023	
Climate Change & Biodiversity	<p>Title: Establishing a Climate Change & Biodiversity Advisory Panel</p> <p>Purpose: To consider a report that seeks approval to establish a Climate Change & Biodiversity Advisory Panel</p>	Cllr McKay / Drew Powell & Adam Williams	Report of Director of Governance & Strategy and the Principal Climate Change Officer	28 June 2023	
Housing; Environmental Health & Licensing	<p>Title: Tackling Poor Quality Rented Accommodation</p> <p>Purpose: To consider a report that provides an update on managing and rectifying Public Sector Housing.</p>	Cllr O’Callaghan / Chris Brook & Isabel Blake	Report of the Director of Place & Enterprise and Head of Housing	28 June 2023	
Community Services & Operations	<p>Title: Dartmouth Health Hub – Off-Street Parking Order Amendment</p> <p>Purpose: To consider a report that presents the results of the public consultation exercise into the proposal to amend the Off-Street Parking Order</p>	Cllr Abbott / Emma Widdicombe	Report of the Principal Assets Officer - Buildings, Parking and Public Conveniences	28 June 2023	
Community Services & Operations	<p>Title: Woolwell – Open Space, Sport and Recreation Projects</p> <p>Purpose: To consider a report that seeks approval to the allocation of Section 106 funds for sports and recreation projects in Woolwell.</p>	Cllr Abbott / Alexis Huggins	Report of Senior Green Spaces and Recreation Officer	28 June 2023	



Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p>Title: Appointments to the Salcombe Harbour Board; Re-Establishment of the Waste Working Group & Establishment of Executive Advisory Groups</p> <p>Purpose: To consider a report that seeks to:</p> <ul style="list-style-type: none"> - appoint Members (and a co-opted Member) to serve on the Salcombe Harbour Board; - re-establish (and appoint to) the Waste Working Group; and - establish (and make appointments to) a series of Executive Advisory Groups. 	Cllr Brazil / Darryl White	Report of the Head of Democratic Services	28 June 2023	
Deputy Leader	<p>Title: Planning Improvement Plan – Six-Month Review</p> <p>Purpose: To consider progress against the six-month review of the Planning Improvement Plan.</p>	Cllr Thomas / Ali Wagstaff	Report of the Assistant Director Planning	21 September 2023	
Deputy Leader	<p>Title: Q4 Integrated Performance Management Report 2022/23</p> <p>Purpose: To consider a report that presents Quarter 4 of the Integrated Performance Management report for 2022/23</p>	Cllr Thomas / Neil Hawke	Report of the Head of Strategy and Projects	21 September 2023	
Leader	<p>Title: Totnes Neighbourhood Plan</p> <p>Purpose:</p>	Cllr Brazil / Graham Swiss	Report of the Senior Strategic Planning Officer	21 September 2023	

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Report to: **Executive**
Date: **28 June 2023**
Title: **Setting Priorities for the New Council**
Portfolio Area: **Cllr Julian Brazil**
Leader of the Council

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Andy Bates** Role: **Chief Executive**
Neil Hawke **Assistant Director Strategy & Organisational Development**

Contact: Andy.Bates@swdevon.gov.uk
Neil.Hawke@swdevon.gov.uk

RECOMMENDATION:

That the Executive:

- 1. Considers and approves the timeline and approach for development of the next iteration of the Council's corporate strategy;**
- 2. Works with the Senior Leadership Team and the Assistant Director of Strategy throughout the Summer to refine priorities for the next four years, with a new draft corporate strategy ready for consideration at the next meeting of the Executive on 21 September 2023; and**
- 3. Notes the intention that, following the meeting on 21 September, a period of consultation be undertaken to inform the final strategy prior to adoption by Full Council.**

1. Executive summary

- 1.1 Following the elections in May 2023 and formation of the new political administration, the Council now needs to begin developing its priorities for the next four years.

- 1.2 It is important that the Council has an adopted corporate strategy in place and that it aligns its staff, budgets and other resources to delivering the agreed priorities and ambitions of the Council in responding to the needs of our residents.
- 1.3 In parallel with the review of strategic plans and priorities, over the summer we will undertake a fundamental review of the Council's capital programme, earmarked reserves and Medium-Term Financial Strategy to ensure these are aligned to the delivery of the new administration's plans.
- 1.4 We will also ensure we take every opportunity to work with the communities and residents of the district, listening to them and putting them first in developing the strategy.
- 1.5 This report sets out an outline timeline for the development of an ambitious and inclusive strategy for South Hams that includes doing more to tackle the housing crisis, taking action to respond on climate and biodiversity while also ensuring our core and statutory council services such as waste and recycling and planning are as good as any.

2. Priorities of the New Council

- 2.1 The election delivered a clear mandate for the new political administration to implement its manifesto commitments.
- 2.2 To lead the development and delivery of the commitments, the Leader has appointed Executive Lead Members as follows:

Executive Member	Responsibility
Cllr Julian Brazil (Leader)	<ul style="list-style-type: none"> • Waste and Recycling • Strategic Planning (including review of the Joint Local Plan) • Finance • Communications
Cllr Dan Thomas (Deputy Leader)	<ul style="list-style-type: none"> • Planning • Corporate Performance Oversight • Organisational Development • Community Development
Cllr John McKay	<ul style="list-style-type: none"> • Climate Change and Biodiversity
Cllr John Birch	<ul style="list-style-type: none"> • Economic Development and Commercial Strategy • Governance
Cllr Denise O'Callaghan	<ul style="list-style-type: none"> • Housing • Environmental Health and Licensing

Cllr Victor Abbott	<ul style="list-style-type: none"> • Community Services and Operations including: <ul style="list-style-type: none"> - Localities - Car Parks - Toilets - Grounds Maintenance - Parks and Open Spaces - Play Parks and Sport Pitches • Leisure Centres
Cllr Jacqi Hodgson	<ul style="list-style-type: none"> • Waste and Community Composting
Cllr Nicky Hopwood	<ul style="list-style-type: none"> • Service quality including: <ul style="list-style-type: none"> - Customer Service and Improvement - IT and Digital Services

2.3 Meetings have already taken place or are arranged with each of the Executive Lead Members with the Chief Executive and Senior Leadership Team to discuss their plans and priorities.

2.4 The next stage will be to agree with the Executive how and when new initiatives will be implemented, a number of which will be brought forward ahead of the revised corporate strategy being completed.

2.5 Early examples of this include:

- acting to quickly establish an Advisory Panel of external experts to shape and inform our work on climate change.
- plans to tackle poor quality rented accommodation within South Hams

2.6 These are all schemes that demonstrate the commitment of the Council to act quickly to address issues that we know are of importance to our communities.

3. Developing a new corporate strategy

3.1 The Council adopted its current corporate strategy (Better Lives for All) in September 2021, setting out its priorities for the district, building on our Covid pandemic recovery plans.

3.2 The strategy was accompanied by thematic delivery plans setting out specific actions to underpin the priorities. Having clear delivery plans ensured regular reporting on progress to Members through quarterly performance management reports to the Executive and 'deep-dive' reports on individual themes by the Overview and Scrutiny Committee.

3.3 Council agreed the third-year delivery plan (for 2023/24) at its meeting on 30 March 2023 (Minute 75/22 (h)) to ensure that

officers had a clear focus for delivery while the new administration developed its priorities for the next 4 years.

- 3.4 The Council wishes to set ambitious and challenging policies to address the issues facing our communities, working towards a vision for South Hams as a place with the best environment for people and for nature and which is resilient in the face of an increasingly uncertain future.
- 3.5 This report proposes that Executive Lead Members work with the Senior Leadership Team and lead officers during the summer to consider draft priorities for the Council. It will also be an opportunity to engage with key partners and to develop outline proposals for a new Corporate Strategy for consideration by the Executive at its meeting on 21 September 2023.
- 3.6 In parallel with the review of strategic plans and priorities, over the summer we will undertake a fundamental review of the Council’s capital programme, earmarked reserves and Medium-Term Financial Strategy to ensure these are aligned to the delivery of the new administration’s plans.
- 3.7 In developing the strategy, we will ensure that we listen to our communities and enable them to be involved in all aspects of the work of the Council and the journey ahead. It is therefore proposed that following development of the draft strategy, a formal consultation is undertaken with our residents, businesses and key partners with the final strategy being adopted later in the Autumn alongside the budget setting process.
- 3.8 The proposed consultation will be the beginning of ongoing conversations with our communities and partners. Throughout the term of this Council, we will continue to seek views and listen, adapting our plans in response where required.
- 3.9 Finally, while a new corporate strategy is being developed, we will continue to report on progress against the Year 3 delivery plan adopted by Council on 30 March 2023 as well as bringing forward early actions to implement commitments from the new Administration’s manifesto.
- 3.10 A proposed timeline for the development of the Corporate Strategy is set out in detail at Appendix A.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Ensuring a clearly defined strategy is in place is essential to ensuring good governance and performance within the Council, with officers

		having a clear set of priorities to deliver as set by Members.
Financial implications to include reference to value for money	N	There are no direct financial implications as a result of this report. In parallel with the review of strategic plans and priorities, we will undertake a fundamental review of the Council's capital programme, earmarked reserves and Medium-Term Financial Strategy to ensure these are aligned to the delivery of the new administration's plans.
Risk	Y	Without a clear and refreshed corporate strategy reflecting the ambitions of the new administration, there is a risk that those ambitions will not be delivered in a timely manner, with a resulting reputational risk.
Supporting Corporate Strategy	Y	This report sets out the outline for delivering a new Corporate Strategy for the Council.
Consultation & Engagement Strategy	Y	During the summer, Executive Members and Lead Officers will engage with key partners and stakeholders while developing outline proposals. The report to Executive in September will set out the approach to formal consultation on the draft strategy.
Climate Change - Carbon / Biodiversity Impact	Y	There is a clear commitment for any new corporate strategy to support direct action to address the Climate and Biodiversity crisis, with climate change being one of the key priority areas and Lead Member responsibilities
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	No direct implications through this report
Safeguarding	N	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	N	
Other implications	N	

Supporting Information

Appendices:

A – Corporate Strategy Development: Proposed Timeline

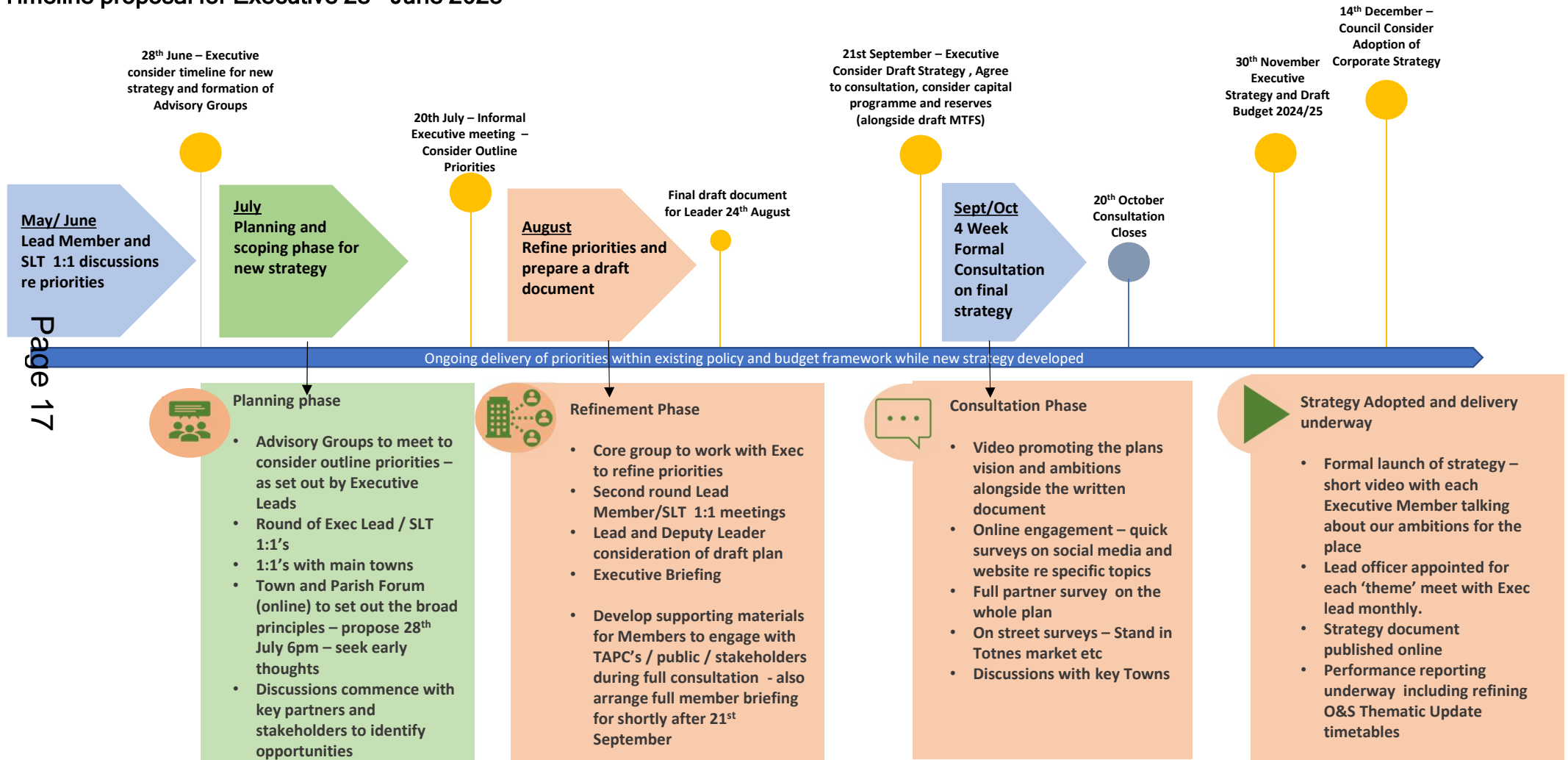
Background Papers:

Council 30th March 2023 (Minute 75/22 (h) refers)

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Corporate Strategy Development (South Hams version)

Timeline proposal for Executive 28th June 2023



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Report to: **Executive**

Date: **28 June 2023**

Title: **Climate Change and Biodiversity Advisory Panel and Support for Sustainable South Hams**

Portfolio Area: **Climate Change – Cllr John McKay**

Wards Affected: **All**

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

Author: **Drew Powell** Role: **Director of Strategy and Governance**

Contact: Adam.williams@swdevon.gov.uk

RECOMMENDATIONS:

That the Executive is RECOMMENDED that:

- 1. A Climate Change and Biodiversity Advisory Panel, chaired by the Executive Member for Climate Change and Biodiversity and comprising expert representatives from the wider community is established with immediate effect;**
- 2. Delegated authority be given to the Director of Strategy and Governance in consultation with the Executive Lead for Climate Change and Biodiversity to set the Terms of Reference and membership of the Advisory Group; and**
- 3. A grant of £40,000 from the Climate Change and Biodiversity Earmarked Reserve be awarded to Sustainable South Hams to continue their District wide work supporting the Council's declaration of a climate change and biodiversity emergency.**

1. Executive summary

- 1.1 The Council declared a Climate Change and Biodiversity Emergency on 25 July 2019.
- 1.2 Following the elections in May 2023 and formation of the new political administration, the Council now needs to begin developing its priorities for the next four years.
- 1.3 In line with the ambition set out in the new administration's manifesto and its clear commitment to tackling the Climate and Biodiversity emergency, it is proposed to form a new Climate Change and Biodiversity Advisory Group.

- 1.4 It is further proposed to continue to financially support the district wide work of Sustainable South Hams in supporting the Council's declaration of a climate and biodiversity emergency.

2. Background

- 2.1 Following the declaration of a Climate Change and Biodiversity emergency in 2019, the Council subsequently adopted its Climate Change and Biodiversity Strategy and Action Plan.
- 2.2 The adopted strategy and actions delivered to date have primarily focussed on reducing the Council's organisational carbon emissions and increasing biodiversity on its own land.
- 2.3 Following a Task and Finish Group review, a report was considered by the Executive on 2 December 2021 that asked 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); and
 - 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.
- 2.4 These recommendations were subsequently approved by the Executive (Minute E.71/21(a) refers) and, in accordance with these decisions, a grant of £22,500 was awarded to Sustainable South Hams (SSH) in April 2022.

3. Climate Change and Biodiversity Advisory Panel

- 3.1 The Council will undertake a full review of the strategy and its adopted aims and to help inform this process and move forward as quickly as possible, it is proposed to set up a Climate Change and Biodiversity Advisory Panel ('The Panel').
- 3.2 The Panel will be made up of a limited number, in the order of six, members of the wider community with the relevant expertise and influence (all on a voluntary basis). The Panel will be chaired by the Executive Lead for Climate Change and Biodiversity and be supported by the Director of Strategy and Governance and the Principal Climate Change Officer.
- 3.3 The purpose of the new Panel will be to use specialist and expert knowledge to provide practical support to the Council's, and the wider communities, Climate Change and Biodiversity ambitions, helping to develop district wide projects that will have the biggest influence on carbon emissions.

- 3.4 It is proposed that the Panel is properly constituted, and minutes are made available to the public through the website and via circulation to interested parties.

4. Proposed Way Forward

- 4.1 It is proposed that the Panel is constituted at the earliest opportunity and commences it's work quickly.
- 4.2 In addition, further work is proposed to develop and/or work with an existing community-based forum building on the work presently underway with Sustainable South Hams and to extend the financial support for SSH by awarding a grant of £40K from the Climate Change and Biodiversity earmarked reserve.

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	This report includes an overview of process in developing the strategy.
Financial implications to include reference to value for money	Y	A grant of £40,000 from the Council's Climate Change earmarked reserved will be awarded to Sustainable South Hams to support the work of the Council.
Risk	Y	None
Supporting Corporate Strategy	Y	Climate Change and Biodiversity
Climate Change - Carbon / Biodiversity Impact	Y	This report directly supports the Council's commitment to tackling climate change and increasing biodiversity.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None as a direct implication of this report
Safeguarding		None as a direct implication of this report
Community Safety, Crime and Disorder		None as a direct implication of this report
Health, Safety and Wellbeing		None as a direct implication of this report
Other implications		

Appendices:

None

Background Documents:

None

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Report to: **Executive**

Date: **28 June 2023**

Title: **Improving Standards in Housing**

Portfolio Area: **Housing Cllr Denise O'Callaghan**

Wards Affected: **All**

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

Author: Isabel Blake/ Ian Luscombe Role: **Head of Housing / Head of Environmental Health and Licensing**

Contact: Isabel.Blake@swdevon.gov.uk
Ian.Luscombe@swdevon.gov.uk

Recommendations:**That the Executive:**

- 1. approve an enhanced approach to improving Social and Private Sector Housing standards in South Hams; and**
- 2. request an annual performance report on the investigations of housing standards complaints.**

1. Executive summary

- 1.1 This report sets out a commitment by the Council to support tenants of social and private sector landlords to take action against their landlords when there are unacceptable delays or challenges in remedying repairs.
- 1.2 An online form will be available from the 28th June 2023 for tenants to report to the Council complaints and where appropriate, for the Council to take action on behalf of the tenant if there are delays or challenges with remedying the disrepair.
- 1.3 The tenant will receive a response to their complaint within 2 weeks. We will respond more quickly to an emergency situation where there is a more urgent matter (such as an electrical fault) reported.

- 1.4 We will ensure every tenant can expect to live in accommodation that is free of damp and disrepair and commit to ensuring the highest possible standard of accommodation in the Social and Private Rented Sector.
- 1.5 The tragic death of Awaab Ishak, who died at the age of two, as a direct result of mould in his family home in Rochdale, serves as a national reminder of the dangers of living in poor quality accommodation. In this case, the family were living in social housing.
- 1.6 The Government have responded by publishing the Social Housing Bill that aims to give more protection to social housing tenants and re-enforce the role of the Housing Ombudsman. The Bill is expected to receive Royal Assent and become legislation in Summer 2023.
- 1.7 This report provides some details of new measures in the Social Housing Bill and sets out how the Council is already working towards making it easier for a tenant to make a complaint regarding their housing conditions and how we will deal with those complaints.

2. The Councils commitment

- 2.1 The Council will provide a clear point of contact for tenants raising issues with the Council. We will triage all complaints and inspect the property and contact landlords directly in serious cases where it is appropriate to do so. For Social Housing tenants, where the problem is less serious, we will refer the tenant back to Registered Provider and track progress with the Registered Provider until a satisfactory conclusion is reached.
- 2.2 Where the complaint is linked to a Devon Home Choice assessment, we will liaise with the Devon Home Choice Officer and ensure that the property is assessed quickly in accordance with existing guidelines.
- 2.3 Tenants will be able to receive advice and support and raise complaints through a new online form, aimed at simplifying the process and ensuring disrepair continues to be monitored and if not resolved in a timely manner, escalated.
- 2.4 The Council will take a staged approach to enforcement in accordance with the Council's Enforcement Policy. Where requirements are not complied with and a property is sub-standard the Council will consider prosecution or a civil penalty.

- 2.5 We will record and monitor each Housing standards complaint and provide Members with an update on numbers received and actions taken on an annual basis.
- 2.6 We will continue to ensure that Environmental Health Officers are fully trained and competent to assess Housing Hazards in domestic properties.
- 2.7 We will aim to reduce the number of serious reported hazards over the next four years by dealing with all Category 1 hazards and working with Landlords to improve housing standards.
- 2.8 We can measure success by recording the number of complaints received and dealt with in an agreed timescale as a performance indicator and by benchmarking with other rural District Councils.
- 2.9 The Council will educate more private and social landlords to be aware of their responsibilities by promoting good housing standards via newsletters and social media.
- 2.10 We will continue to meet with senior officers from all Registered Providers, to ensure that our approach is understood at an Operational level.
- 2.11 We will continue to invite a Chief Officer from Livewest (our largest Registered Social Provider) to the Council's Overview & Scrutiny meeting where Councillors will have the opportunity to question Livewest.
- 2.12 We will continue to manage our 42 Seamoor lettings properties proactively and ensure that they are operating to a good standard and are working towards having an EPC rating of C or above.
- 2.13 The Council can also highlight enforcement action and prosecutions taken through press releases, newsletters and social media.

3. Background

- 3.1 Members have reported that during recent canvassing ahead of the local elections, there was an increase in the number of social housing tenants who have been dissatisfied in the response they receive when raising complaints over the condition of their properties. Unacceptable delays in remedial work were also reported as a significant frustration of tenants.
- 3.2 In the South Hams there are approximately 3,450 social rented properties, owned and managed by Registered Social providers. The largest of which is Livewest, who are the owners of the stock transferred from South Hams District Council.

- 3.3 The Council were required to submit a response in January 2023, to the Secretary of State following the death of Awaab Ishak, confirming the approach the Council undertakes with regards to dealing with complaints from tenants of social housing. The letter may be found in Appendix 1.
- 3.4 Last year South Hams Council received 75 complaints from tenants of social landlords. The complaints range from mould and damp to structural issues with their property. This equates to 2% of the overall number of social housing in the District.
- 3.5 To ensure we are making the process of reporting complaints as easy as possible for tenants, we are launching a new online form as well as our traditional telephone service to report an issue. Tenants will be able to upload photos of their disrepair and officers will be able to prioritise the work appropriately. We will ensure we lend a voice to those tenants experiencing difficulty with their Registered Provider (and private Landlord) and that, according to the severity of the damp or disrepair that complaints are dealt with in a timely manner.
- 3.6 The Council has always had a role in the enforcement of Housing Standards in these properties, together with the Social Housing Ombudsman. Council Environmental Health Officers are trained and authorised to enforce the Housing Act 2004 using the Housing Health and Safety Rating System (HHSRS) to ensure that tenants live in suitable conditions.
- 3.7 The Social Housing Ombudsman investigates complaints and resolves disputes involving tenants and leaseholders of social landlords (housing associations and local authorities), as well as for voluntary members (private landlords and letting agents).
- 3.8 The Social Housing Bill has commenced its Report Stage at the House of Commons. The government has tabled several amendments as part of its commitment to improve the quality of social housing and hold social landlords to account for the service they provide to their tenants.
- 3.9 The Bill has received broad support across parliament with all the government's amendments being upheld.
This includes:
- An amendment introducing Awaab's Law which requires social landlords to investigate and fix reported hazards in their homes within a specified time frame or rehouse tenants where a home cannot be made safe.
 - An amendment providing new powers for the Housing Ombudsman to help social landlords improve performance by instructing them to self-assess against guidance during a complaint investigation.

- An amendment enabling the Social Housing Regulator to set a standard relating to information and transparency requiring social landlords to provide residents with information on how they can make a complaint against them.
- An amendment that will require all social housing managers to have a professional qualification. The aim of this change is to help to protect residents and raise standards, ensuring residents receive a high level of service and are treated with respect at all times.

4. Options available and consideration of risk

- 4.1 If we do not respond to and enforce social and private sector housing standards we could miss an opportunity to improve housing stock and improve health and wellbeing of South Hams residents. We would also risk not being compliant with our statutory duty under the Housing Act to investigate housing standards complaints.
- 4.2 The Council has evaluated national guidance and good practice, local good practice and included both private and social landlords to ensure balance and consistency. The introduction of the Social Housing Bill provides a clear steer for Councils on the importance of housing standards in the social rented sector.
- 4.3 The approach outlined will include both private and social landlords to ensure balance and consistency.

5. Proposed Way Forward

- 5.1 The Council will continue to work with residents and social and private landlords to promote better quality housing in South Hams. The Council will enhance its engagement, inspections and follow up monitoring of social and private sector housing complaints.
- 5.2 The Council will evaluate the introduction of the Social Housing Bill through legislation and seek to carry out any opportunity that new legislation presents to improve the housing stock for its residents.
- 5.3 Officers will report back to Members on the number of complaints received, how quickly they have been investigated and the outcome of the investigation on an annual basis. The lead member for Housing will be kept informed on a more regular basis.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has a statutory duty under the Housing Act to respond to complaints of poor housing standards in the District. Specifically, under Part 1 of the Housing Act 2004- the Housing Health and Safety Rating System.</p> <p>The Secretary of State has the power to issue directions to local authorities under Housing Act 2004 and in their duty to keep housing conditions under review, authorities must comply with them. For example, the government may direct authorities to carry out reviews in respect of particular hazards, consider particular advice in the review and notify the Secretary of State of any actions identified as necessary following the review. Please see Appendix 2 for a full explanation of District Council enforcement powers and procedures.</p>
Financial implications to include reference to value for money		Whilst the renewed approach may be more resource intensive the capacity will be found by using efficiencies identified in the Environmental Health Business plan 2022-24.
Risk		Failing to ensure social rented property is maintained at a high standard could have an adverse effect on the health of our residents
Supporting Corporate Strategy		This work supports the "Housing" Corporate Priority.
Consultation & Engagement Strategy		Not applicable
Climate Change - Carbon / Biodiversity Impact		No direct impact although high standards of energy efficiency - which can be linked to reducing poor housing quality - will help reduce carbon emissions.
Comprehensive Impact Assessment Implications		
Equality and Diversity		All processes must be equality impact assessed
Safeguarding		None as a direct result of this process, however there may be an increase in safeguarding referrals if there are more identified hazards
Community Safety, Crime and Disorder		None as a direct result of this process
Health, Safety and Wellbeing		The condition of a tenant's home will have impacts on Health, Safety and Wellbeing

Other implications		
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Supporting Information

Appendices:

Appendix 1 Letter to Secretary of State January 2023

Appendix 2 District Council Housing Duties

Background Papers:

None

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or Ian.Luscombe@swdevon.gov.uk

Rt Hon Michael Gove MP Secretary of State for Levelling
Up, Housing & Communities
4th Floor Fry Building
2 Marsham Street
London
SW10 4DF

Our ref: MGD&M2
25th January 2023

Dear Mr Gove

Housing Standards in Rental Properties in England

I write further to our letter of the 30th November 2022, following the tragic death of Awaab Ishak as a direct result of damp and mould in his family home. As we explained in our letter it was our intention to set out to you before the 27th January 2023 a comprehensive answer to your questions and the to provide the data requested.

The Council's approach to damp and mould is two-fold, firstly ensuring that we are responding to complaints from tenants in private sector housing in an effective manner and also engaging fully with partner organisations and Registered Providers. We have already started to receive letters from our local RPs about action they are taking in their own stock.

And secondly; continuing to improve the fabric of all housing in the South Hams and West Devon area by accessing and effectively using Government Retro-fit Grant schemes, such as Green Homes Grants and Home Upgrade grants.

The Council has in the last 12 months declared a Biodiversity and Climate Crisis, a Housing Crisis and a Cost-of-Living crisis. Each of these features the need to ensure that people can live in homes that are warm and efficient. Housing is also a top priority in the Council's strategic plans.

Information requested in your letter of 19th November 2022 may be found below.

The table below shows the numbers of cases reported and remediated in each of the last three calendar years for South Hams and West Devon Council areas.

The vast majority of damp and mould cases have been investigated and resolved by taking an informal approach with either Private Sector landlords or Registered Providers, in line with the Councils enforcement policy.

Where civil penalties have been served, damp and mould was one part of the wider defects with the property, for example lack of heating.

There were no prosecutions pursued in relation to damp and mould hazards.

Table of data requested

Date	Damp and Mould	South Hams	West Devon
01/01/2020 - 31/12/2020	Cases reported and remediated	14	14
01/01/2021- 31/12/2021		7	3
01/01/2022- 31/012/2022		20	17
01/01/2020 - 31/12/2020	Enforcement action	1	0
01/01/2021- 31/12/2021		0	0
01/01/2022- 31/012/2022		1	0
01/01/2020 - 31/12/2020	Civil penalties	1	0
01/01/2021- 31/12/2021		0	0
01/01/2022- 31/012/2022		1	0
01/01/2020 - 31/12/2020	Prosecutions	0	0
01/01/2021- 31/12/2021		0	0
01/01/2022- 31/012/2022		0	0

We are prioritising enforcement of housing standards more generally in our authorities, across all tenures, including ensuring that we have adequate enforcement capacity to drive up standards in the private rented sector.

The Council's enforcement policy provides guidance to Officers regarding when to escalate a non-compliance to formal action

All our Environmental Health Officers are fully trained on HHSRS, and we have also trained our locality staff who are out and about in our communities and complete a number of home visits

(not always housing related) to look out for the signs of mould and damp in properties that they visit. We already have particular regard to high scoring (bands D and E) category 2 damp and mould hazards, as outlined in the guidance 'Housing health and safety rating system (HHSRS) enforcement guidance: housing conditions'

The Council's Environmental Health Officers and Housing Officers working together, triage complaints from private sector tenants, based upon where there may be greater risk, or when there are children in the household (and particularly if they have health vulnerabilities), significant damp/mould growth and poor energy efficiency. We ensure our officers are equipped to get to the heart of the problem, i.e., to determine if the damp is due to the construction of property (rising/penetrating/poor ventilation or energy efficiency) or whether the occupiers are exacerbating the situation by not taking care with drying clothes in doors, not ventilating etc. We are concerned that due to the cost-of-living crisis there is a third category emerging of damp caused by high fuel bills and households not being able to afford to put the heating on. We are already working on an education campaign locally to support people with this and have completed numerous actions as part of the Councils wider approach to the Cost of Living crisis.

We have requested an update from all Registered Providers in the Council's area regarding the prevalence of Category 1 and 2 damp and mould hazards within their housing stock. Once we are in receipt of this information we will work with them to drive up standards and improve the process by which damp and mould is identified and dealt with both as a result of their internal inspection programmes and when in receipt of complaints.

We are continuing to improve the fabric of all housing in the South Hams and West Devon area by applying for and effectively using Government Retro-fit Grant schemes, such as Green Homes Grants and Home Upgrade grants. Our most recent application for Home Upgrade Grant assistance if successful will enable us to improve 250 of the hardest to heat homes in the South Hams and West Devon.

We remain committed to working with you on this serious matter to continue our support for people living in poor conditions where it is detrimental to their health

Yours sincerely



Ian Luscombe
Head of Environmental Health and Licensing
South Hams & West Devon Councils



Isabel Blake
Head of Housing
South Hams & West Devon Councils

Appendix 2 District Council Housing Duties

The duty to keep housing conditions under review

A local housing authority must keep the housing conditions in its area under review with a view to identifying any action that may need to be taken under:

Part 1 Housing Act 2004 - the Housing Health and Safety Rating System

Part 2 Housing Act 2004 (houses in multiple occupation licensing)

Part 3 Housing Act 2004 (selective licensing of other accommodation)

Chapters 1 and 2 of Part 4 of the Housing Act 2004 (management orders)

Part 9 of the Housing Act 1985 (Demolition Orders and slum clearance)

Part 7 of the Local Government and Housing Act 1989 (Renewal Areas)

Article 3 of The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (financial assistance)

Housing Act Directions

The Secretary of State has the power to issue directions to local authorities under Housing Act 2004 and in their duty to keep housing conditions under review, authorities must comply with them. For example, the government may direct authorities to carry out reviews in respect of particular hazards, consider particular advice in the review and notify the Secretary of State of any actions identified as necessary following the review.

Local authority duties to inspect

Local authority duty to inspect can arise as a result of a review of housing conditions, a complaint or enforcement of standards in a house in multiple occupation (HMO).

Following review of housing conditions

If the local authority considers that as the result of keeping housing conditions under review it would be appropriate for any residential premises to be inspected to determine whether any Category 1 or 2 hazards exist, it must arrange for an inspection to be carried out to identify any hazards.

External areas such as paths, driveways, yards, gardens and outbuildings are included in the definition of residential premises for this purpose.

Following official complaints the local authority must also inspect if it receives an official complaint, which is a complaint:

- made in writing
- by a justice of the peace who has jurisdiction in the area or a local parish or community council within the district
- to the 'proper officer' of the local housing authority, and
- the circumstances complained of indicate that Category 1 or 2 hazards may exist on premises or that an area should be dealt with as a Clearance Area

HMO licensing

A local authority is required to satisfy itself as soon as practicable and not later than five years after an application for a licence for a house in multiple occupation (HMO) has been received that there are no functions that ought to be exercised in respect of hazards. This will not necessarily require a comprehensive hazard inspection but in carrying out its licensing function the local authority may become aware of properties where inspection is necessary.

Other cases

If a local authority considers that an inspection is appropriate for any other reason, it must also arrange an inspection.

The local authority inspection

On carrying out an inspection, the inspector must:

- have regard to any guidance for the time being given under section 9 of the Act in relation to the inspection of residential premises
- inspect any residential premises with a view to preparing an accurate record of their state and condition
- prepare and keep such a record in written or in electronic form

The relevant guidance under section 9 is the Operating Guidance.

The manner in which an inspection should be carried out and the information recorded is set out in Annex B to the Operating Guidance. Recommendations include:

- information should be recorded in a form that is logical and readily understandable, in particular by owners and occupiers
- a full inspection of the building should be made, identifying and recording all deficiencies, whether or not these could contribute to a hazard
- Inspections generally will be restricted to visual and surface inspection
- Where authority for destructive investigations can be obtained, it should be; where a full investigation is not possible, the inspector should indicate what further investigation is required

- Weather conditions should be recorded
- Common parts and their amenities should be thoroughly inspected

Outcome of the local authority inspection

Once the inspection has been completed, the inspector must make an assessment.

The assessment involves determining whether:

- there are any deficiencies
- the deficiencies contribute to one or more hazards and if so, to which hazards
- Inspectors should have regard to the information in Annex D of the Operating Guidance, but also to published research that overtakes that information. One deficiency may contribute to more than one hazard, and more than one deficiency may contribute to one hazard.

For each hazard that is worse than average for that type and age of property, the inspector assesses:

- likelihood of an occurrence in the next 12 months
- the probable spread of harms which could result from such an occurrence

Inspectors need to apply the principles outlined in Chapter 1 of the Operating Guidance, the general statements contained in Chapter 4 and the principles outlined in Annex D. The underlying principle is that 'Any residential premises should provide a safe and healthy environment for any potential occupier or visitor'.

As a minimum, a dwelling should be capable of satisfying the basic and fundamental needs for the everyday life of a household. It should provide shelter, space and facilities for the occupants, and should be suitable for the range of households and individuals who can be expected to occupy a dwelling of that size and type. The dwelling should not contain any deficiencies and consequent hazards that interfere with the household establishing a home or which might endanger the occupants and any potential occupiers.

Assessing hazards under the HHSRS

HHSRS provides statistics and a formula (the HHSRS Formula) for rating a hazard and producing a hazard score.

The inspector does not necessarily need to score every hazard, but should score each hazard that is obviously worse than the average for that age and type of dwelling. Hazards from cold should always be scored. The difficult calculations involved are assisted by the availability of a paper scoring form or computer programmes for desktop or handheld computers. The calculations are set out in the regulations but the footnotes refer to the Operating Guidance, where there are explanations and examples.

To calculate the hazard score and band the assessment of the dwelling will not take account of the current occupants, except in cases concerning overcrowding.

Having identified a hazard, the inspector can assess the likelihood of an occurrence in the next 12 months, taking into account:

- the average likelihood for a building of that age and type (these are provided in Annex D of the Operating Guidance)
- the dwelling characteristics and conditions identified on inspection, which are the responsibility of the landlord, and which may increase or decrease the likelihood.

The inspector should rate the likelihood of an occurrence in the dwelling as a whole, so where a hazard may be present in more than one place, it is the collective likelihood that should be taken into account. The inspector is expected to provide not an exact figure, but to select one of the standard ranges.

Next the inspector assesses the possible harm for the vulnerable group that could result from an occurrence, using Classes 1 to 4. The inspector takes into account:

- the average spread of harm outcomes for a building of that age and type (these are provided in Annex D of the Operating Guidance)
- the dwelling characteristics and conditions identified on inspection, which are the responsibility of the landlord, and which may increase or decrease the severity of the outcomes

The inspector is expected to provide not an exact figure, but to select one of the standard ranges. Where a hazard arises in more than one place in a dwelling, there may be different factors and therefore different calculations for each place, and the final figures need to take these into account.

Hazard band

The inspector can then use tables in the Operating Guidance to obtain a 'hazard score'. This score is then classified in one of ten 'hazard bands', from Band A being the most dangerous and Band J the least. The hazard band is the first factor to be taken into account in determining the appropriate enforcement action. Category 1 hazards are those in Bands A, B, and C, when the local authority is under a duty to take enforcement action, and Category 2 hazards are those in Bands D to J, when enforcement action is discretionary.

Report to: **Executive**

Date: **28 June 2023**

Title: **Cost of Living Crisis: Plans for Household Support Fund 2023 to 2024 and Council Tax Support Fund Allocation**

Portfolio Area: **Economy – Cllr John Birch**

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Geni Hotchkiss** Role: **Head of Revenues and Benefits**

Contact: **email: geni.hotchkiss@swdevon.gov.uk**

RECOMMENDATIONS:

It is RECOMMENDED that the Executive instructs the Head of Revenues and Benefits to:

- 1. take immediate steps to progress support payments of £150 to single income households in receipt of Council Tax Reduction, and not receiving passported benefits, on 1 July 2023, with a further payment of up to £250 being made in December 2023.**
- 2. take immediate steps to progress support payments of £150 to residents with caring responsibilities i.e. those receiving Council Tax Reduction and Carers Allowance and/or a council tax carers disregard on 1 July 2023, with a further payment of up to £250 being made in December 2023.**
- 3. take immediate steps to progress support payments of £150 to residents receiving War Disablement Pension on 1 July 2023, with a further payment of up to £250 being made in December 2023.**
- 4. work with Armed Forces' charities and other affiliated organisations to identify other veterans the Council wishes to support.**

- | |
|--|
| <p>5. release the balance of funding in three tranches for an open application process, to cover the periods July to September 2023, October to December 2023 and January to March 2024.</p> <p>6. use the balance of the Council Tax Support Fund allocation to top-up the Exceptional Hardship Fund.</p> |
|--|

1. Executive summary

- 1.1 In the autumn budget of 2022 the Chancellor of the Exchequer announced, as part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living that the Household Support Fund ("The Fund") would be extended to cover the period 1 April 2023 to 31 March 2024.
- 1.2 The Department for Work and Pensions (DWP) has provided funding to County Councils and Unitary Authorities to administer the Fund and provide assistance to households most in need. The expectation is that the Fund should be used to support households in the most need; particularly those who may not be eligible for other support government has made available, but who are nevertheless in need and who require crisis support. It is expected that DWP, County Councils and Unitary Authorities will work collaboratively with delivery partners such as District Councils to meet the policy intent within the agreed framework.
- 1.3 As part of a previous package of support measures to assist households with the rising cost of living, on 19 December 2022 government announced a Council Tax Support Fund. At its meeting on 26 January 2023, Executive Committee resolved to instruct officers to take immediate steps to award the mandatory payment of up to £25 to eligible council taxpayers to help with their bills for 2023/24. Executive Committee also agreed that officers would bring forward proposals for a discretionary scheme, using the balance of any funding, in late spring 2023.
- 1.4 A variety of support options have been considered and the recommended options strike a balance between providing targeted support to certain households, who may not have received any other Cost of Living support, and the opportunity to apply for support through an application process.

2. Background

Household Support Fund

- 2.1 Devon County Council has been awarded funding of over £10m by the Department for Work and Pensions for a fourth Household Support Fund (HSF4) covering the period 1 April 2023 to 31 March 2024.

- 2.2 The funding is intended to support households who are struggling to meet their food, energy, water and other essential living needs. It is being allocated through several schemes in Devon in order to reach households that are experiencing financial hardship. All district or city councils have been provided with a funding allocation to provide targeted financial help and assistance to households that need it most.
- 2.3 The Council's total allocation is £374,662 and will be provided in two tranches namely £168,598 to cover the period April to September 2023, followed by £206,064 to cover the period October 2023 to March 2024.
- 2.4 The expectation is that the Fund will be used to support households in the most need; particularly those who may not be eligible for other support the government has made available, but who are nevertheless in need and require crisis support. There may be groups of people who are vulnerable to rising prices even though they are supported through other Cost of Living schemes such as large families or single-income families. Further, the Fund is intended to cover a wide range of low income households including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.
- 2.5 The Household Support Fund guidance suggests various cohorts we may wish to consider supporting, including people with caring responsibilities. This is an area that has been identified to us by South Hams Citizens Advice as they have had residents contacting them who have had their benefits, such as Personal Independence Payments (PIP), sanctioned or stopped by the Department for Work and Pensions and are experiencing financial hardship as a result.
- 2.6 Officers have undertaken some initial analysis from existing datasets to identify households with caring responsibilities which are detailed in the table below:

Type	Number
Council Tax – Carers Disregard	110
In receipt of Council Tax Reduction and Carers Allowance – pensioner households	85
In receipt of Council Tax Reduction and Carers Allowance – working age households	180

- 2.7 It is recommended that we make one initial payment of £150 in July 2023, with a further payment of up to £250 being made in December 2023 as long as the resident continues to meet the eligibility criteria on 15 November 2023. In all cases, households will only receive one payment even if they fall into more than one category.

- 2.8 Another cohort we propose to support is single person households (excluding those receiving passported benefits that will be entitled to Cost of Living payments from government). This is because single people on low incomes have similar costs to couples and families, but only have one income. A first payment of £150 will be made in July 2023 with a second payment of up to £250 being made in December 2023, as long as the recipient meets the eligibility criteria on 15 November 2023. Initial analysis shows that we have approximately 243 residents who will qualify for the payments. Again, if they also fall into the carers' category they will only receive one payment.
- 2.9 The Council also wishes to support Armed Forces veterans and, using existing datasets, we have identified 15 residents who fall into this category as they receive War Disablement Pension. Again, if the resident falls into more than one category we will only make one payment. A payment of £150 will be made in July 2023, with a further payment of up to £250 being made in December 2023. To be eligible for the second payment, the eligibility criteria must be met on 15 November 2023.
- 2.10 We also wish to extend this support further and will work with Armed Forces' charities and affiliated organisations to identify other residents who may be in need of support and will make support payments of a similar amount on a case by case basis.

Council Tax Support Fund

- 2.11 Alongside the provisional Local Government Financial Settlement on 19 December 2022, the government announced £100m of additional funding for local authorities to support the most vulnerable households in England with their Council Tax bills.
- 2.12 The funding was subsequently confirmed at £130,930 and we were required to make payments of up to £25 to reduce the council tax bills of working age and pension age Local Council Tax Support (LCTS) claimants and the mandatory payments were applied to the 2023/24 annual Council Tax bills, with the qualifying date being 1 April 2023.
- 2.13 The guidance goes on to state that councils can use their remaining allocation as they see fit to support vulnerable households with Council Tax. The balance of funding remaining as at 6 June 2023 was £48,245. This figure may fluctuate upwards due to retrospective changes to Council Tax Reduction where the liability is reduced below £25, however there are no increased payments if the resident previously received the maximum payment of £25. It is recommended that the balance of the funding is added to the existing Exceptional Hardship Fund in order to give targeted support to residents who are struggling to pay their Council Tax.

Other Cost of Living Support

- 2.14 In May 2023, the Council wrote to 265 pensioners to inform them that our Council Tax Reduction records showed that they may be eligible to claim Pension Credit Guarantee Credit (PCGC). In addition to the extra weekly income, it also meant they would be eligible for the £900 Cost of Living Payment and other assistance such as a free TV licence if over 75 and help with NHS costs such as dental treatment and glasses.
- 2.15 The Benefits team provided instructions on how to make a claim and, at the time of writing this report, we estimate that 31 residents have made a successful claim for PCGC.
- 2.16 Feedback received from residents has been positive and we have had Household Support Fund applicants cancel their application as they no longer require the additional help. This means we can use the Household Support Fund to assist more residents than would have otherwise been the case.

3. Outcomes/outputs

- 3.1 The expectation is that the Fund should be used to support households in most need; particularly those who may not be eligible for other support the government has made available, but who are nevertheless in need and require crisis support. There are no specific funding targets when supporting specific cohorts of the population, however at least part of the scheme must be on an application basis so there is an opportunity to ask for support. It is recommended that support is offered through staggered tranches, to ensure it is available until 31 March 2024.
- 3.2 Getting the funding out to residents quickly and at appropriate intervals is a key measure of success and the Council has a proven track record in this area.
- 3.3 As part of the funding arrangements, the Council is required to provide management information to Devon County Council on the delivery of the Fund. This will in turn be used by the County Council to inform the Department for Work and Pensions on the speed and effectiveness of delivery.

4. Options available and consideration of risk

- 4.1 In formulating the recommendations, some options have been considered and discounted. These are set out below:
- (a) Various options using existing benefits datasets including nil qualifiers for council tax reduction and those households only receiving housing benefit. Due to the level of work involved in identifying these cases, it was determined that the cost in officer time outweighs any benefits to households.

- (b) One of the groups highlighted in the guidance to be considered for support is disabled people. Funding from the 3rd Household Support Fund was used to make a direct payment of £300 to households receiving council tax disabled band reduction on 1 December 2022. Rather than supporting this cohort again, officers recommend that we focus on those with caring responsibilities and Armed Forces veterans who may also fall into this group in any event.

- 4.2 In evaluating the options, engagement has taken place with service leads across the Council and other relevant officers, Members and partner organisations.

5. Proposed Way Forward

- 5.1 The recommendations in this report will provide support in different ways to different households with particular focus on supporting single income households who are receiving council tax reduction but not passported benefits, those residents with caring responsibilities and Armed Forces veterans
- 5.2 The proposals will help deliver our vision of Better Lives for All through providing a broad range of support including help with energy and other essential living costs. They are also targeted at those most in need due to the cost of living crisis, including those who may be disproportionately impacted by rising living costs such as those residents with caring responsibilities and single income households with a low income.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Department for Work and Pensions (DWP) has provided funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs), under section 31 of the Local Government Act 2003, to administer The Fund and provide assistance to households most in need.</p> <p>The 1 April 2023 to 31 March 2024: Household Support Fund guidance for county councils and unitary authorities in England states that "Authorities must work together with District Councils to ensure the funding meets its objectives by identifying those most in need".</p>
Financial implications to include reference		The Council will receive £374,662 from Devon County Council to deliver the Household Support Fund.

to value for money		<p>The funding will be provided in two tranches with £168,598 allocated for deployment between April and September 2023. A further £206,064 will be provided for allocation between October 2023 and March 2024.</p> <p>A further allocation for administration costs will be made, with £25,290 covering the April to September 2023 period and £30,910 to cover the period to 31 March 2024.</p> <p>Partners will be required to complete Management Information (MI) returns within clear timeframes. Payment will be received once the County Council has submitted MI returns and received funding from the Department for Work and Pensions.</p>
Risk		There is a reputational risk if the Council does not deliver support in a timely and responsive manner.
Supporting Corporate Strategy		Wellbeing.
Consultation & Engagement Strategy		There is no formal requirement to consult, however engagement has taken place with service leads and partners such as Citizens Advice.
Climate Change - Carbon / Biodiversity Impact		None as direct result of this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality impact assessments will be completed if required.
Safeguarding		None as a direct result of this report, however some actions may help keep vulnerable children and adults safe.
Community Safety, Crime and Disorder		None as a direct result of this report, however some of the recommendations may help to reduce crimes such as domestic violence.
Health, Safety and Wellbeing		Financial wellbeing is crucial to the wellbeing of our residents and the recommendations in this report are designed to support this.
Other implications		None.

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Report to: **Executive**

Date: **28 June 2023**

Title: **Dartmouth Health Hub – Off-Street Parking Order Amendment**

Portfolio Area: **Community Services and Operations - Cllr Victor Abbott**

Wards Affected: **Dartmouth**

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

Date next steps can be taken: After the call in period for Executive

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RECOMMENDATIONS:

That the Executive is RECOMMENDED to:

- 1. Approve the following amendments to the South Hams District Council (Off-Street Parking Places)(Variation No.1) Order 2022:**
 - i. A new car park to be named as Dartmouth Health Hub Car Park and incorporated into the Order**
 - ii. Introduce pay and display charges at the Dartmouth Health Hub Car Park in accordance with Appendix A**
 - iii. Amend the pay & display charges in Dartmouth Park & Ride Car Park in accordance with Appendix B**
 - iv. Introduce Dartmouth Health Hub Car Park Reserved Parking Permit for Health Hub staff use only**
 - v. Introduce eight free one hour only parking bays within the car park**
- 2. Approve the variation to the Off Street Parking Order to reflect amended recommendations as above for introduction as soon as the order is complete.**

1 Executive summary

- 1.1 Following the closure of the hospital and Dartmouth Clinic, the Council worked in partnership with the NHS Trust to provide a key health facility. This was to ensure residents in Dartmouth had access to a modern GP facility. This provides significant health care benefits to the population of Dartmouth and the surrounding parishes and improves the capacity for health care which was under strain.
- 1.2 In accordance with good practice, the health care facility was able to be located alongside leisure facilities, due to the location of the Council's land holdings, facilitating improved preventative care measures.
- 1.3 In July 2019, the Council approved the funding for Dartmouth Health and Wellbeing Hub construction project in the Council's capital programme, and it has now reached completion. A parking order is required to regulate the new short stay car park for the facility.
- 1.4 A previous report considered by the Executive at its meeting on 18th July 2019 anticipated that the car park would be a pay & display car park and suitable tariffs would be derived that are compatible with the facility and the adjacent long stay Park & Ride Car Park.
- 1.5 On 2nd March 2023, the Executive agreed to give notice of the proposals to amend the South Hams District Council (Off-Street Parking Places)(Variation No1) Order 2022 detailed in the report considered by the Executive and to seek the views of the public on such proposals (Min. E.89/22 refers).
- 1.6 The main objective of the consultation was to seek views on the introduction of:
 - I. Pay & display charges at the newly created Dartmouth Health Hub Car Park
 - II. Amend the pay & display charges in the Dartmouth Park & Ride Car Park
 - III. Introduce Dartmouth Health Hub Car Park Reserved Parking Permit for Health Hub staff use
- 1.7 The public consultation concluded on Thursday 30th March 2023. During the period, 53 responses were received, of which 52 were formal objections and 1 supported the proposals. See Appendix F. The response rate to this consultation was very low given the size of the cohort of people who were consulted.
- 1.8 Dartmouth Health Hub as of 30th September 2022 had 8051 registered patients as per the patient online management information (POMI) system' source:healthGPS.

- 1.9 The table below shows a summary of the 53 responses which have been identified into common 'themes' with the objections raised

Objects to cost of parking with suggestion of free parking, reduced tariffs, concession for Blue Badge Holders	45
Objects to cost of parking and concerns of parking in residential areas as a consequence	3
Objects to cost of parking and cost of Permits for Staff	4
Support proposal	1

- 1.10 Having comprehensively reviewed the objections received, and listened to feedback from the community and through representation made by the Council ward members, a change to the scheme as consulted upon is recommended.
- 1.11 Recognising the specific nature and location of this car park, and its primary purpose to support a local health care provision, it is recommended that eight, one hour only free parking spaces are introduced. In doing so, many people wishing to visit the doctors will be able to do so free of charge.
- 1.12 This is in addition to the extra free hour that all blue badge holders benefit from when they purchase any parking ticket in all our car parks.
- 1.13 Legal advice has been sought with regards to the requirement to reconsult on these proposals, and it is advised that this change does not require a reconsultation and can be implemented.
- 1.14 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, B and D.

2. Background

- 2.1 At the meeting on 2nd March 2023, the Executive 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 proposed tariffs were arrived at having considered the predicted trip rates, adjacent car parking usage and type and the Executive approval in 2019. Furthermore, the NHS Trust were consulted who confirmed the proposals to be inline with what they would expect in similar car park sites.
- 2.4 24 parking bays are allocated to the NHS as part of the lease of the Hub. We understand these will be used by medical centre staff only (includes parking provision for Dartmouth Caring and 2 GP on call bays).
- 2.5 This provision will be managed by the NHS in accordance with their permit policy for staff.
- 2.6 The 21 day public consultation commenced on Thursday 9th March 2023 with the closing date for responses being Thursday 30th March 2023.
- 2.7 Residents were informed of the consultation by the following methods:
 - Notices advertised in the local press
 - Notices displayed in all our South Hams District Council car parks
 - Council website
 - Social media platforms

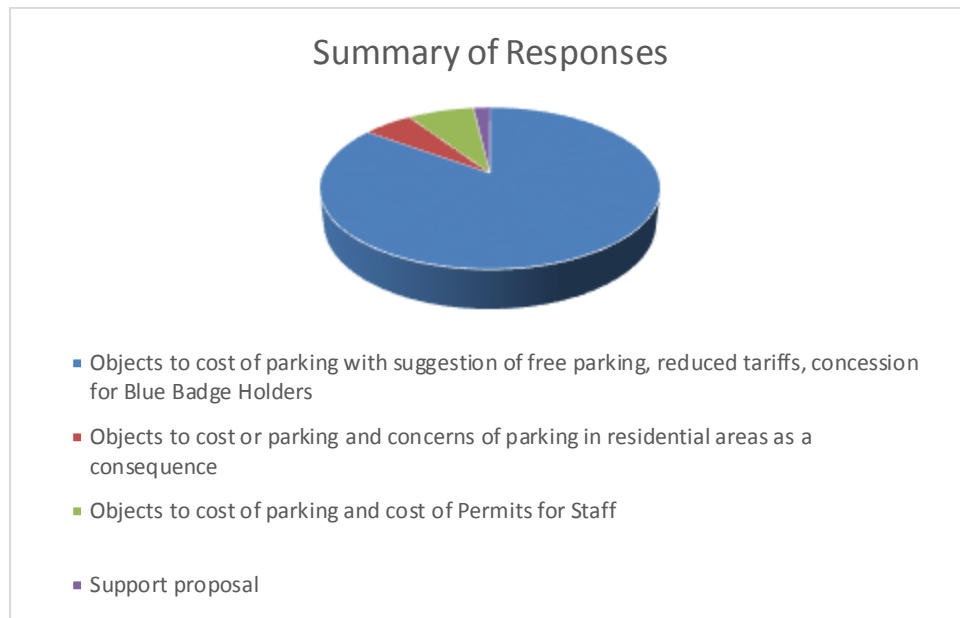
3. Outcomes

- 3.1 The Council received 53 responses to the consultation. Of the 53 responses received 52 objected to the introduction of pay & display charges and permit charges at the Dartmouth Health Hub Car Park only and only 1 supported the proposals.
- 3.2 In summary the objections related to the charges being implemented at Dartmouth Health Hub Car Park only and all objections mention the principle of paying to park to visit a health and wellbeing services as the main objection. The responses can be grouped as the following 'themes':
 - **Charging to Access Health & Wellbeing Services**- The majority of the responses mention in their objection the principle of being charged to park when visiting the medical centre. Suggestions included a period of free parking, concessions for Blue Badge Holders or a reduction in the tariffs proposed.
 - **Concerns of Parking in Residential Areas** – There were concerns that charging to park could encourage visitors to

the medical centre to park in residential streets to avoid parking charges, causing congestion.

- **Cost of Permits**- It was suggested parking permits should be free to NHS staff.

3.3 The proportion of responses per theme is shown in the pie chart below:



4. Options Available

- 4.1 The car parking tariff as originally consulted upon met the high level objectives agreed at the Executive in July 2019, so as to fund the cost of the borrowing used to fund the car park construction.
- 4.2 As set out within the Council report of 11 February 2021, the business case for the Council undertaking borrowing for the car parking provision, was based on an estimated construction price of £500,000. The annual additional car parking income was conservatively estimated at £35,000 per annum, with an estimated pay back period of the £500,000 borrowing of approximately 14 years.
- 4.3 Recognising the community aspiration to allow free parking for GPs visits, whilst balancing the need to repay the borrowing, the tariff has been amended as set out above. Introducing eight free one hour parking bays will have a revenue impact of approximately £10,000 per annum which is a cost that the Council will need to absorb.

- 4.4 The exact usage of the car park and how it interacts with the Park and Ride, the Leisure Centre Car Park, and the multiple free car parks in the vicinity will need to be monitored closely.
- 4.5 The option to amend the parking tariffs in the future, to ensure that the facility, visitors and the community are well served by the parking facility should be considered, if the monitoring of usage shows that this is not the case.

5. Proposed Way Forward

- 5.1 Having reviewed the objections received, and recognising the exceptional nature of this car park and its primary purpose to support a local health care provision in this instance only we have introduced eight, one hour only free parking spaces.
- 5.2 The anticipated reduction of income of £10,000 / yr will be managed across the wider Council budget. Had this been included in the original business case from 2021, the repayment on construction costs would be pushed out from 14 years to 20.
- 5.3 Legal advice has been sought with regards to any requirement to reconsult. Due to there being no fundamental difference to the revised proposal ie offering eight, one hour only free parking bays with all other charges remaining the same thereafter, there is no requirement to reconsult.
- 5.4 The parking charges and car park operation will continue to be reviewed in conjunction with the Portfolio Holder to ensure the parking tariffs and operations suit the needs of the medical centre and the park & ride operation.
- 5.5 The delivery of the Dartmouth Health Hub and infrastructure improvements are key actions in the Better Lives for All Thematic Delivery Plan (Action CW1.2 and TE1.8 respectively). Regulation of the car park ensures that parking is made available on a basis that should ensure that parking is available for those wishing to use the Hub. The provision of electric charging points in the car park contributes Action AM1.5 of the Thematic Delivery Plan.

6. Implications

Implications	Relevant to proposals Y/N	
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	The financial implications are set out in Section 4. Introducing eight free one hour parking bays will have a revenue impact of approximately £10,000 per annum which is a cost that the Council will need to absorb.
Risks		The Off Street Parking Order must be amended to ensure we can take enforcement action against drivers who park in a hazardous manner or otherwise misuse a car park.
Supporting Corporate Strategy		See paragraph 5.4 of the report
Climate Change - Carbon / Biodiversity Impact	Y	
Comprehensive Impact Assessment Implications		
Equality & 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: Schedule of Charges Dartmouth Health Hub

Appendix B: Schedule of Charges Dartmouth Park & Ride

Appendix C: Dartmouth Health Hub Plan

Appendix D: Schedule of Permit Prices Dartmouth Health Hub

Appendix E: Dartmouth Park & Ride Plan

Appendix F: Summary of Consultation Responses

Background Papers:

None

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Schedule 2

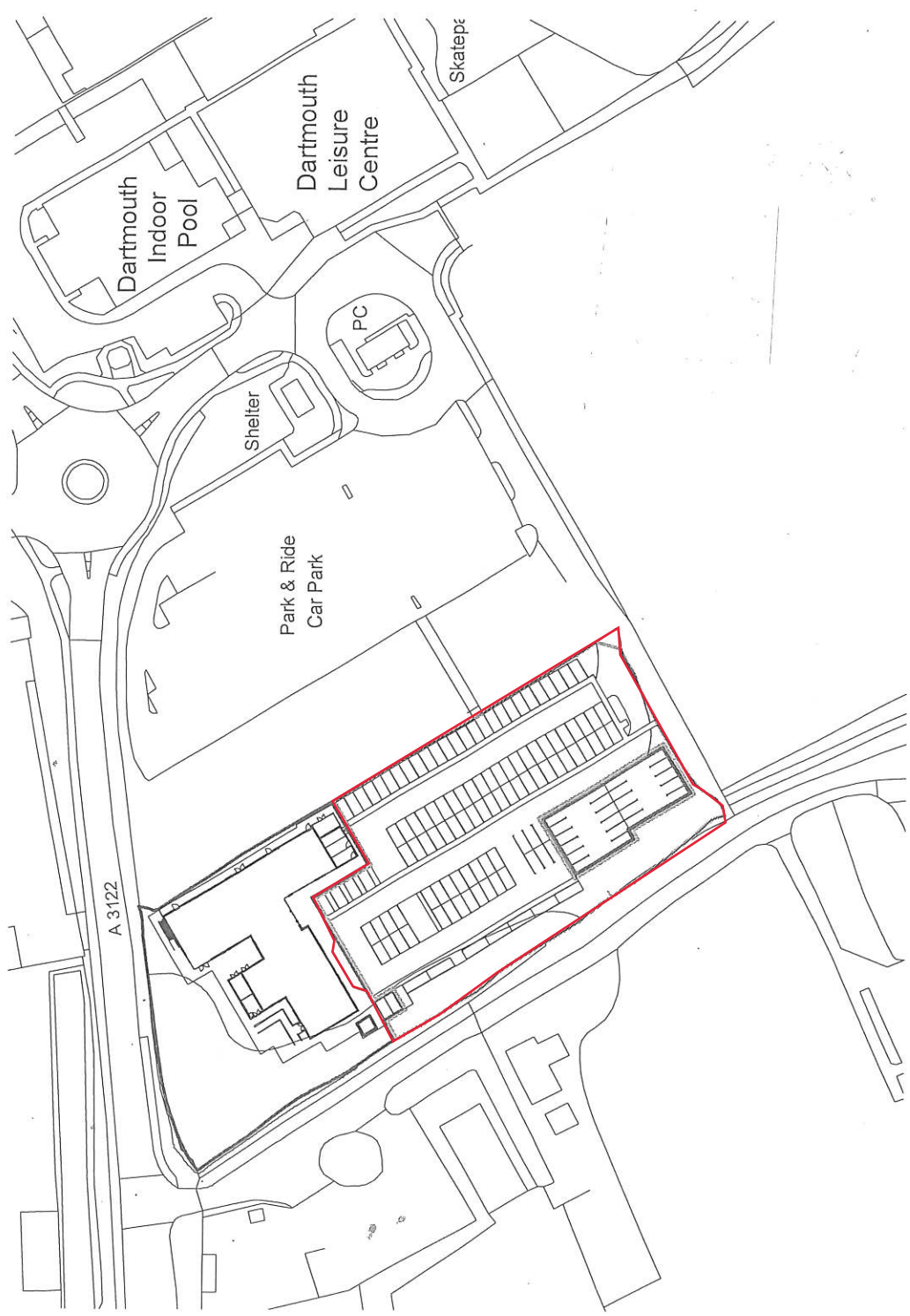
1	2	3	4	5	6	7	8	9
Number	Name of Parking Place	Position of which vehicle may wait	Classes of Vehicles	Days of Operation of Parking Place	Hours of Operation	Maximum period for which vehicles may wait	Scale of Charges	Blue Badge Holders/Concessions
74	Dartmouth Health Hub Car Park	Wholly within a single Parking Bay	All vehicles within the following classes - (i), (ii), (iii), (iv)	All year round including Sundays and Bank Holidays	24 hours per day	3 hours 20 minute maximum stay drop off bay	up to 1 hour for £1.00 Up to 2 hours for £2.20 Up to 3 hours for £3.60 8 allocated parking bays 1 hour free only	1 additional hour's parking following the expiry of a paid parking session without exceeding the maximum stay time

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Schedule 2

Number	Name of Parking Place	Position of which veh	Classes of Vehicles	Days of Operation of Parking Place	Hours of Operation	Maximum period for which vehicles may wait	Scale of Charges	Blue Badge Holders/Concessions
1	2	3	4	5	6	7	8	9
19	Park & Ride Car Park	Wholly within a single Parking Bay or such number of bays so as to accommodate the vehicle. Charges are to be per bay occupied.	All vehicles within the following classes - (i), (ii), (iii), (iv), (vi), (x)	All Year including Sundays and Bank Holiday	24 hours per day	None	<u>Low Season (1 November -24th March) No Bus Service</u> up to 1 hour for £1.00 Up to 2 hours for £2.20 Up to 3 hours for £3.60 Up to 4 hours for £4.80 All day £6.00 Coaches £7.00 Motorhomes £10.00	none

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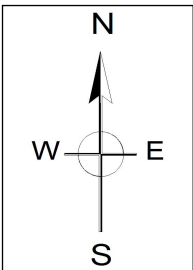
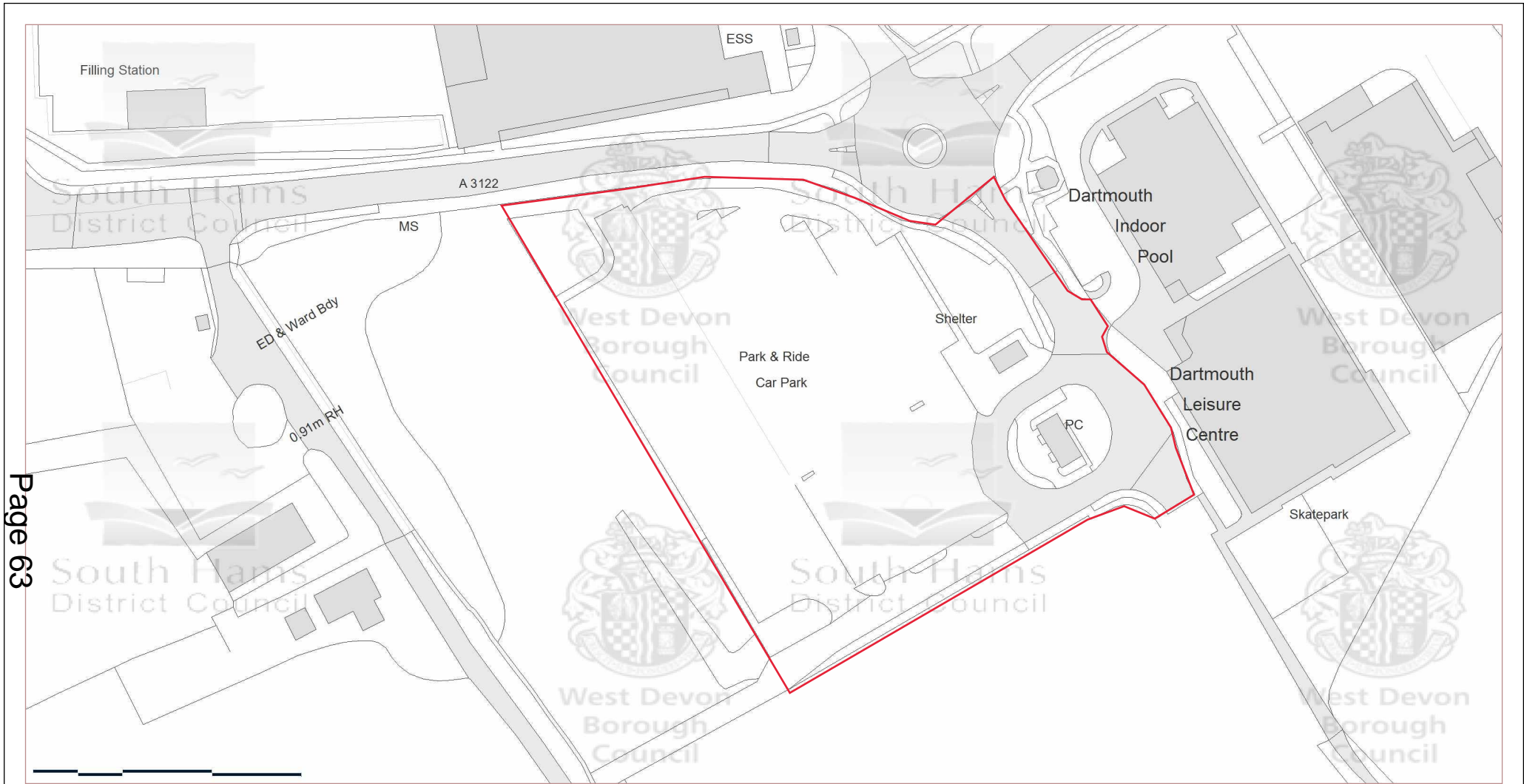


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Schedule 4

Permit Type	Valid Car Parks	Duration	Charge
Dartmouth Health Hub Reserved Permit	Dartmouth Health Hub car park only	12 months	£346 applies to any additional permits issued that exceeds 24)

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GIS Data

1:1250

19. Dartmouth Park & Ride



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1	<p>I am writing to object to the cost of patient and workers parking at the new Health and Wellbeing Centre, which frankly makes absolutely no sense. Why is it the same price to park to see the doctor as it is for those using the park and ride? You aren't using the bus to go into town yet are charged the same, a ridiculous and unfair charge!</p> <p>The only conclusion you can come too is that patients will be subsidising the Park and Ride for the visitors who use it?</p> <p>Also, why does it cost more to park for every extra hour you need to stay?</p> <p>Sure, hopefully most people will be in and out in an hour - but you shouldn't have to pay more for every hour you have to stay!</p>
2	<p>I am emailing in regards to the proposed charges for the new health hub in Dartmouth. As you may have seen on social media a lot of local residents are not impressed with the charges, myself included. I live at a property on the Bakers Development next door and can see our roads being used for people to park for free, which is going to cause a danger to all the children who like the play around here. If parking cannot be free, then why can there not be a lower price tarrif for the spaces at the health hub? It does not make sense that the prices are the same for park and ride, without having the use of a bus. Lower prices should be used, something like 50p for an hour, or the first hour for free. I appreciate these charges are likely in place to deter tourists, but what tourists are going to want to use a space completely out of town for 2 hours? These charges are silly and need re-looking at.</p> <p>(*2nd email*)Another concern which is specific to me, I hadn't put in my first email. Concerns about parking in residential streets from those trying to avoid parking charges</p> <p>I would be really grateful if all of this can be taken into consideration.</p>
3	<p>We the undersigned object most strongly to the introduction of parking charges at the new Dartmouth Medical Centre. The thought that you intend to profit from the sickness of the local community is outrageous. We are particularly concerned at the underhand manner in which you have sought to introduce these fees. Will the disabled patients also be charged to access medical help?</p>
4	<p>I object to parking charges for the health hub . There should be designated available spaces for this facility that are monitored and any other users fined ! All spaces will be used up come summer by visitors to Dartmouth , what happens then the locals get fined for trying to see a Heath care professional ? I don't think this has been thought through carefully enough , anybody living here knows the nightmare of parking .</p>
5	<p>This is to say that I object to the proposal to the car park charges at the new doctor's surgery in Dartmouth . Also how do you control the visitors parking in the surgery car park when the park and ride is full.</p>
6	<p>As residents of Dartmouth we object to the proposed parking charges which we would be required to attend the new medical centre. We would politely suggest you look at other similar new centres and hospitals - Henley, Bracknell - where NHS patients are required to enter their vehicle registration numbers at reception and their vehicles are exempt from charges related to their appointments- it becomes part of the checking in procedures at the medical centre.</p>
7	<p>I wish to protest in the strongest possible way to the parking charges at the new HWBC in Dartmouth. The reasons for this are as follows; 1. As residents of Dartmouth we all know that we pay over the odds for property, eating out, renting, council tax (for some). 2. Parking for those who don't have private land to park on becomes more difficult year by year. 3. We also recognise that services in Dartmouth are very much for visitors rather than residents. The coffee hut in Avenue Gardens being evidence of this. All the residents wanted it , loved having it there. The petition we signed was ignored - despite many good reasons given to keep it there .Not least of all that it is the only easy access for people in wheelchairs and mobility scooters.</p> <p>Given the above , the new HWBC was a beacon of light. Finally - some thought for the residents! And then we are told not only do we have to pay to go to the clinic, pharmacy etc, but those of us who will work there have to pay also !! It beggars belief !! If we want to encourage people to live here all year round, instead of second home owners, permanent residents must be listened to.</p>

	<p>I read with disbelief the SHDC application in the Public Notice section (page 41) of the Dartmouth Chronicle, 9 Mar '23, for the parking charges at our new Health Hub.</p> <p>We were given to understand the first 30 minutes minimum would be free. This now appears not to be case.</p> <p>Can I suggest:</p> <ol style="list-style-type: none"> 1. Those genuinely using the Hub car park for a health visit, are able to register their car registration number with the Receptionist to qualify for free parking for the duration of their stay? 2. Free parking for duty staff. <p>8 Thank you for your attention.</p>
9	<p>I wish to object to the proposed parking charges at the new medical centre. I travel over from Kingswear and as walking to the new location is not an option I will need to drive, incurring greater expense to use the ferry plus having to pay to park is just adding to financial pressures.</p> <p>I appreciate the need to deter people using the parking, it would be useful if at least the first hour is free, most appointments wouldn't take that long.</p> <p>(Object to this proposed charging for being sick or needing help!!!)</p>
10	<p>We are writing to object to the disgraceful proposal to charging patients to park at the new health hub and then charging NHS staff for a permit.</p> <p>Now the facility is out of town, moved against the will of many one should not be charged for having to drive and park there and then to tax our hard working under paid NHS - shameful</p>
11	<p>Please take this email as a very strong objection to the idea of introducing charges to park outside the Doctors new surgery in Dartmouth.</p> <p>I understand some permits will be issued, however, if a patient attends the surgery unwell, worrying about a Parking ticket or parking fine may be reflected in their blood pressure , therefore presenting false readings at the surgery. Is this something the council would accept liability for as it is not currently a concern at the existing premises.</p> <p>Unwell or contagious patients are unlikely to use the bus service so it is inevitable that there will be an influx of vehicles using the carpark.</p> <p>Concerns about non-patient parking could be alleviated by clear signage and installation of CCTV monitoring.</p> <p>I await your comments with interest.</p>
12	<p>I feel that it is wrong to charge for parking at the new health centre, however I realise that people may use it as free parking for the gym or to walk dogs on the rugby field in the way that they currently use Lidl car park. Can another solution be found, and will there be free parking for blue badge holders, which is important to my family.</p>
13	<p>This is an ill-thought out amendment</p> <p>There has to be an amount of free parking allocated for patients attending the new H&WBC.</p> <p>Also there are few buses to and from Stoke Fleming which will not allow patients to attend an appointment if it does not coincide with the timetable. Totally unacceptable.</p> <p>Please return to your amendment and look at it from a patient requirement- at present a patient cannot attend the new surgery if they rely on the bus services and need to see a doctor....</p>
14	<p>I am writing to register my objection to these new proposed car parking charges which will penalise patients attending the new Dartmouth surgery. Surely you should be doing everything you can to encourage people to visit the medical practice, especially when surgery visits often run late, out of a patient's control?</p> <p>What would be more fair would be to offer the first hours parking for free as the majority of patients will be in & out within that time.</p>

15	<p>As a resident of Dartmouth I wish to express my deep displeasure at the proposed parking charges to be levied at this centre.</p> <p>It seems to me to that to move medical facilities out of the centre of Dartmouth to a location necessitating transport and then charge for parking is a backward step.</p> <p>What is required for health and wellbeing is not expansive plush buildings but caring accessible staff. Providing improved facilities may be necessary but that should not be at additional cost at the point of access.</p>
16	<p>I am objecting to the car parking charges on the new health care hub car park.</p> <p>My husband and I live in the centre of Dartmouth and have done so for more than 30 years using the existing health care convenient for us in town. I am the carer for my husband who is unable to drive or walk any distance</p> <p>With the new health hub being moved to the top of town I will need to drive my husband who needs frequent medical appointments, up to the new hub.</p> <p>I suggest that the first 30 minutes is free of charge for drop off and pick up like the airport car parks. Even better would be a car registration recognition where you give your car reg when you go to reception for your appointment and therefore free parking for 1 hour.</p>
17	<p>1: Initially I would like to oppose the amended proposed parking charges you are planning to consult at Dartmouth new Health and Well-being Hub /Drs Surgery at Norton in Townstal, Dartmouth.</p> <p>2: May I ask what are you planning to do or charge for "Blue Badge" holders?</p> <p>3: What changes - if any - are you planning to implement at the Health Centre parking area during major events in the town (ie Regatta etc)?</p> <p>*The proposed charges will result in congestion for residents on the roads around the new 'Bakers' housing estate, plus pressure on Sainsbury's, Lidl and the leisure centre / swimming pool.</p> <p>I would like to ask why Dartmouth residents are not treated fairly like Totnes residents?</p> <p>My suggestion are as follows.</p> <p>1: Please apply the same scheme currently used at Leatside Surgery in Totnes?</p> <p>2: Please apply free parking like Follaton House?</p>
18	<p>I am writing to complain about the intention to charge people to park at the new medical centre in Dartmouth, I think it is disgraceful to make people needing to see a doctor have to pay to park, charging also give the visitors to Dartmouth the right to park there as well meaning on certain days it will be impossible to get a space, the elderly and people on low income are being punished by your inconsiderate attitude, it should be free for patients.</p> <p>We have contacted Spotlight News and the press and intend to fight this all the way, parking there should be for patients and doctors solely with fines for anyone parking illegally, we have waited a long time for this surgery only to be ripped of by you.</p>
19	<ol style="list-style-type: none"> 1. There is no way of knowing in advance how long you can be waiting to see a doctor. 2. Given point one most people will play it safe and over pay. This is profiteering the sick or those attending the clinic.. 3. It is bad enough having to attend a Doctors' , the proposal is making it worse. 4. More costs to those that are struggling. 5. It will force people to park in residential areas. 6. Some visits to the doctors are just to quickly pick something up. The proposal has not allowed for this. <p>If you must charge at least consider other options. I found that the technology is available to pay on returning to the car. A barrier is not always needed (Royal Devon and Exeter Hospital as an example)</p>
20	<p>Dear Sirs, I object to the proposed parking charges at the new medical centre in Dartmouth. It is unfair to expect our health professionals and carers to pay anything at all. They should have permits issued free. For patients/carers can there not be dedicated parking spaces for the surgery (say12) with 1 hour free parking. There are many patients in the catchment area who will need to drive to the surgery for their appointments who have no other ways of getting there particularly as the bus service is poor generally.</p>

	<p>I have a strong objection to the introduction of parking charges for the new Medical Centre in Dartmouth. I hope others will object by 30 March - your deadline.</p> <p>This can only be to supply the Parking Authority with revenue - some of which will be needed to administer the charges (enforcement, collection and administration), and is certainly offering no service to the residents of Dartmouth who have to use the Medical Centre - some very frequently. It becomes a tax on illness.</p> <p>Since the reduction of the bus service several years ago, there is a less than adequate alternative to driving yourself there, particularly if walking is difficult.</p> <p>Many of those who purposely chose to live in the level part of Dartmouth where they could walk to the old surgery now find themselves with the challenges of getting "up the hill" and well beyond the range of the average walker.</p> <p>In addition, Dartmouth - particularly that part of town has no parking issues for most of the year, parking only being at a premium during the season and at other holiday times.</p> <p>In other words the most vulnerable (sick, local residents) are being penalised all year round for a relative short period when parking in that area may become difficult.</p> <p>It hard to see that this isn't the Authority trying to exploit the sick to increase their revenue.</p>
21	<p>I have to ask, "What will Dartmouth get out of this?"</p> <p>It is a human trait to say we 'are well', even when that may not be the case.</p>
22	<p>I, and many others, would find it a struggle to cope with just one hour's free parking at Dartmouth Health Hub. I, and many other constituents believe that all SHDC parking should be free at the point of use. These facilities are not 'owned' by SHDC, they are provided for the convenience of the people. Ultimately, it is the people who will decide how they are administered.</p> <p>I had a heart attack last year and as a result have spent some considerable time on the premises of Dartmouth Medical Practice. Although I can stand and walk, this is becoming more limited. I prefer to ambulate on my mobility scooter.</p> <p>Therefore, for the first time in my life, it seems to be inaccurate to reply 'Fine, thank you'.</p> <p>Please read no more into it than that.</p> <p>I resent having to pay in any car park. The act of having to get out of the car, find a ticket machine, work out how to operate an unfamiliar machine, and return to the car with a ticket, and then be limited for time are just as bad as having to cough up the cash.</p> <p>If one has an appointment with a nurse, followed by an appointment with a doctor, then a queue at the pharmacy to get a prescription, one hour's parking introduces an enormous stress factor which is inconsistent with a visit to a health centre.</p> <p>Supermarkets don't seem to have any problem. Most of our disposable assets is spent in outlets where parking is free and unrestricted for time. This is why we will seldom be seen in the towns of South Hams or Torbay.</p> <p>I think a policy rethink is required about SHDC parking. If there is an insistence that we must pay, how about automatic number plate recognition?</p>

	<p>I am emailing to object to the proposed parking charges at the Dartmouth Health Hub.</p> <p>Nobody should have to pay parking prices like these to access healthcare. The fact that the proposed amount per hour increases the longer you need to park for your appointment is also preposterous!</p> <p>I understand the need for a system to avoid misuse of these spaces, however charges should not be the first option. Leatside Surgery in Totnes use a system which you enter your registration when arriving at reception, perhaps this should be looked into instead.</p> <p>Charging for parking outside a health centre will just result in the nearby public roads (Seymour Drive, Nelson Road, Davis Road, the new Bakers Homes estate etc) and business' car parks (Sainsbury, BP Garage etc) being overwhelmed with people trying to park to avoid the charges.</p> <p>I also believe there should be free or at the very least heavily discounted rates for the staff at the Health Hub, in the current climate where NHS workers' disgustingly low pay is already being highlighted, charging them to be able to even attend work in the first place is disgraceful.</p>
23	<p>Having seen this item on Facebook, can I please add my name to the objections to charging for parking at the new Medical Health Centre in Dartmouth?</p>
24	<p>I believe that staff and doctors should not be charged at all, and the patients should be able to either enter their car registration into a machine or get a card to put into their car window for one hours free parking</p>
25	<p>With regards to the proposed charges for the dartmouth health hub I have the following objections.</p> <p>I have no idea what the local council thinks they are doing but proposing that people in need of medical care and assistance should be required to pay for the parking is, in my opinion, outrageous.</p> <p>While the prices are lower than standard parking charges elsewhere, it is still unacceptable. There was no mention of disabled parking bays, and therefore no mention of charges or exemptions in relation to those bays.</p> <p>I understand that to reduce the chances of people abusing the parking area that a charge could be useful, surely having a system in place to validate the cars registration as a true user of the facilities would be an acceptable compromise but, again, there was no mention of this possibility.</p>
26	<p>Would it not be better to have a 30 minute, or even 15 minutes free parking for the collection of prescriptions for instance.</p>
27	<p>I object to the proposed parking charges, people should not have to pay to see a doctor and NHS staff should not have to pay to carry out their important duties.</p>
28	<p>I wish to formally object to the above proposal. There should be no charges for staff or patients.</p>
29	<p>I wish to go on record please that I strongly object to having to pay to park to see my Doctor at the new health hub. I have lived in many parts of this country during my life and have never had to pay to park to see my Doctor, anywhere.</p> <p>Simply introducing a charge does not mean that these parking places will be always available to patients. I suggest that a sticker is sent to every patient registered to this Practice that may be placed inside their cars, the same as the National Trust do. No sticker equals no parking and hence no tourists filling these parking places.</p>
30	<p>Object to the proposed parking charges at the new Dartmouth Health Hub.</p>
31	<p>I am writing to object to the proposed parking charges for being sick or needing help. One hour free parking would cover the most urgent need.</p> <p>At present Dartmouth Medical Practice does not allow booking appointments online, as someone who is deaf and unable to use the phone this means that I have to go into the surgery to book all appointments. Just 30 minutes free parking would cover this.</p>
32	<p>I wish to protest about the proposed parking charges to be levied on those local people who will need to park their cars to visit the medical centre as they are sick or need help from the surgery.</p> <p>They should not be penalised by being forced to pay the same parking charges that are levied on those visiting Dartmouth and using the "park and ride".</p>
33	<p>I am deeply concerned re the proposed parking charges for people seeking medical attention at the new Dartmouth Medical Centre.</p> <p>It appears to be a tax on the sick and the elderly</p> <p>I wish to complain about the forthcoming parking charges, surely there could be some kind of residents permit.</p> <p>No one is going to risk paying for 1 hour, have you never endured a long wait at the doctors surgery?(although getting a appointment is a challenge in itself)</p> <p>At least give 1 hour free to residents surely?</p>

	<p>I am writing to OBJECT to the parking charges proposed at the new health and wellbeing centre at Dartmouth.</p> <p>As it serves Dartmouth and surrounding area, people often have no choice but to drive. Please consider an hour or two free parking for the local population. I currently drive to Dartmouth from my hamlet and am able to park short stay for free. I understood that it would be the same to park at this new NHS facility and am disappointed that this may not be the case.</p>
34	<p>Please reconsider charging parking at this facility.</p>
	<p>I strongly object to the proposed parking charge to visit the new health centre at Dartmouth.</p>
35	<p>The centre is out of town, there is no parking nearby, people do not have a choice. It is entirely wrong to charge vulnerable people. It's going to be hard for many people to get there anyway.</p>
	<p>Facebook is encouraging people in Dartmouth to object to parking charges at the new Dartmouth health & wellbeing centre.</p>
36	<p>I must admit I am all in favour of a small parking charge for visiting the centre. It'll be a fantastic centre and a small charge is no big deal for most of us Dartmouth residents.</p>
	<p>With tegards the proposed parking charges for the health & wellbeing centre next to Dartmouth Park & Ride.</p> <p>I must protest about the parking costs for Dartmouth residents. We are not asking much, just an hour or two free parking for locals. The council are not losing money as the car park is only currently used by visitors. Residents do not use that car park normally as the only shops in the area have free parking.</p>
37	<p>This is just a scheme to get more money out of the sick and those wanting help! Ringgo do have the facilities to incorporate this, so there is no excuse.</p>
38	<p>Strong objection to proposal to charge for parking at Dartmouth Health Centre.</p>
	<p>We wish to object fiercely about proposed parking charges at the new Hub at the Dartmouth Health and Wellbeing Centre.</p> <p>This is a disgraceful proposal.</p> <p>People attending will be sick and need to see a Doctor and to suggest that they should pay is most inconsiderate.</p>
39	<p>Why not have a ticket machine where the car registration number must be entered and a ticket obtained for free parking for upto 2 hours.</p>
	<p>I object to the proposals to charge for parking at the new Dartmouth Health Hub.</p> <p>The hub has been located in a position where most users will have to use some form of transport to reach it, as experienced now there is no certainty that treatment will be provided in the allocated time, there is no indication of the number of parking places or any difference from the pay and display parking, it will in effect be an extension to the pay and display parking usable by anyone, preventing patients attending appointments and wasting medical staff time.</p>
40	<p>The parking should be free for patients attending appointments perhaps with a "Patient Visiting" card issued by the hub reception.</p>
41	<p>I would like to place on record that I strongly object to these parking charges.</p>
	<p>I do not believe it is fair or right that you should have to pay for parking when you are attending a gp appointment.</p> <p>Parking should be free for at least 45 minutes for patients</p> <p>You say you have to align parking with the park and ride parking, so there will no longer be free parking out of season, when the park and ride buses are not running. This could easily be aligned the other way and make the</p>
42	<p>Health Hub parking free of charge in the low season, just as it is currently for the park and ride car park.</p>
	<p>Hi, I am sending this email expressing my opposition to the proposed parking charges at the new Dartmouth community hub. I disagree that all visitors should have to pay parking charges and there is not free parking available for blue badges. Particularly that free parking is not available to staff. I also begrudge having to pay parking if I'm just having to collect a prescription/medication. I feel that we are being penalised for not being well and requiring healthcare support. Surely 30 minutes free parking would be substantial. Hopefully these charges will be reconsidered.</p>
43	<p>I write to protest about with the proposed parking charges which are to be implemented when the new Dartmouth medical centre opens shortly.</p> <p>It appears that the powers that be are not only going to impose a parking charge on sick Dartmouth residents, but are also going to levy a yearly parking charge on the staff who work there. I have no idea how many spaces the car park will have, but have no doubt that visitors to the area will try to use this car park as an overspill in high season, thus leaving insufficient spaces for local residents visiting the medical centre. At least a part of it should be available to be used ONLY by residents and staff free of charge. Surely that could be sorted with a bit of thought and ingenuity!</p> <p>I feel sure that parking charges will lead to residents parking in the leisure centre car park where there are cheaper charges, and/or using the free Sainsbury's and Lidl car parks and walking across. Undoubtedly, this will</p>
44	<p>eventually lead to Sainsbury's and Lidl imposing charges to park to shop.</p>

	<p>Please note that my wife and I are fully objectional to the proposed charges being suggested for the new Dartmouth Medical Practice, the Health Centre and Wellbeing Chemist etc at the top of Townstal. Mainly being Pensioners and my wife being Disabled, we would require either a taxi or assisted help to use these facilities, then note not being permitted to use the Blue Badge identifying the need for special access due to limitation of the individual!!</p>
45	<p>Also to charge to personnel who work there, is an insult, as they are providing a service that is fully appreciated by all in the community.</p>
46	<p>It is outrageous to ask for a parking free at the new clinic. Most people who will park there will be either old or infirmed. It may put them off going, leading to a worsening of their condition and more cost to the nhs when they eventually have to attend hospital.</p>
47	<p>I am writing to register my concern about the impracticability of the proposal to incur parking charges when visiting the new Dartmouth Medical Hub. I live in the centre of Dartmouth town so have enjoyed being able to walk to the surgery for regular medical check ups. I have arthritis and so will be forced to either dose myself with extra pain killers and drive to the surgery, or ask someone to take me, the bus service requires a long waited for a hit and miss bus service then a fair walk to the surgery. I am lucky. There are more infirm people who will struggle to get to the surgery anyway. Perhaps patients could pre-book a short term parking place. BUT how can you ensure that people using the park and ride will not occupy the Hub's reserved spaces such as they are? Then there are those people who need help offered by Dartmouth Caring. I suspect that they may have to look elsewhere in Town for practical professional help in their hour of need! The parking concept for this exciting new Hun is ill thought out and ill conceived.</p>
48	<p>We wish to protest about the parking costs for us residents. We are not asking much, just an hour or two free parking for locals. The council are not losing money as the car park is only currently used by visitors so they are basically looking at this as a bonus on being able to get more money out of the sick and those wanting help!</p>
48	<p>The fees are likely increase with time.</p>
49	<p>I object to the proposed parking changes at the new Dartmouth Health Hub</p>
50	<p>We object to this parking charge order and would ask that it be reviewed with an amendment to allow the first hour of any visit to the Health and Wellbeing Centre in Dartmouth to be free of any charge. For many people who will need to use the Centre, especially from out of town areas such as Stoke Fleming, it isn't feasible to use public transport as two buses would be required each way, or a long walk from one, not possible for many people. Many others will now have to pay bus fare to reach the Centre instead of walking to the town centre practice.</p>
51	<p>Some consideration should be given to cost and inconvenience to service users instead of additional income for Council. I am writing to express my objection to charges being applied for a newly designated health hub car park for 1 and 2 hours. The change in location for the health hub means that many people will drive to their appointments and it seems unfair to charge for an hour or up to 2 hours fue such a reason. This will encourage people to seek alternative parking and as a resident on the new Cotton Road development I am worried that cars will look to park here where we do not roads congested with parked vehicles. Alternatively the supermarket car parks at Sainsburys and Lidl close by will also suffer more congestion. I hope you reconsider the charges to support locals needing medical attention.</p>
52	<p>Please will you register my objection to the parking charge to be put in place at the Health Hub. It is not right to have to pay to have a consultation with a GP or medical team.</p>
52	<p>Please acknowledge this complaint.</p>

I am writing to object to the proposal to charge for parking at the new Dartmouth Health and Wellbeing Centre, ref. "Dartmouth Health Hub Parking Executive Report", 2nd March 2023. My main concerns are:

1. Until now, Dartmouth residents have had access to health facilities in the centre of town which are easily accessible on foot. It is inappropriate to penalise the residents through the imposition of parking charges simply because the powers-that-be have decided to move the facilities to a location that requires the use of transport.

2. Health care appointments rarely run to schedule, town residents will be stuck with the choice of gambling on a 1-hour ticket at £1 or playing safe with a 2-hour ticket at £2.20 to avoid a costly parking fine.

3. The free parking period at the Park & Ride is used by Dartmouth residents when accessing the public gym. The addition of parking charges will significantly increase the cost of a training session and many residents may decide that it is no longer affordable to support the gym. The knock-on effects of this are (a) a negative impact on people's health, ironically requiring them to put more pressure on the local health services and (b) loss of income at the gym ultimately leading to its closure with consequent loss of jobs and local facilities – and a further impact on the health of the local population.

Obviously similar parking conditions need to apply to both sites to avoid users of the Health Hub taking up places in the Park & Ride. I therefore suggest that free parking, say for up to 2 hours, should apply to both sites.

53 Turnover in the Health Hub car park can still be achieved through the imposition of short-stay conditions with penalties for users exceeding the free allowance.

Report to: **Executive**
Date: **28 June 2023**
Title: **Allocation of Section 106 Funds for Recreational Facilities at, and Adjacent to, the Woolwell Centre**
Portfolio Area: **Community Services and Leisure – Cllr Victor Abbott**
Wards Affected: **Woolwell**

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

Date next steps can be taken: **Upon the expiry of the Scrutiny call-in period**

Author: **Alexis Huggins** Role: **Senior Green Spaces and Recreation Officer**

Contact: **01803 861406 / alexis.huggins@swdevon.gov.uk**

RECOMMENDATIONS:

- 1) To approve the allocation of £80,000 of S106 funds towards a pump track adjacent to the Woolwell Centre.**
- 2) To approve the allocation of £30,000 of S106 funds towards future improvements to outdoor play facilities adjacent to the Woolwell Centre.**
- 3) To approve the allocation of £51,100.34 of S106 funds towards a covered seating area on the western side of the Woolwell Centre, to serve the adjacent recreational facilities.**
- 4) The £161,100.34 is to be allocated from the S106 funds held by the Council for the mitigation of the impact of the “Land off Pinewood Drive” development, specifically for open space, sport and recreation improvements.**
- 5) In each case, the agreement of the specific details of projects to be delegated to the relevant Officer in consultation with the Ward Member, Portfolio Holder and Parish Council.**
- 6) Any substitution of alternative projects shall be delegated to the relevant Officer in consultation with the Ward Member, Portfolio Holder and Parish Council.**

1. Executive summary

- 1.1. Through Section 106 (S106) of the Town and Country Planning Act, the Council secures funds for appropriate mitigation projects in respect of development. In this**

case the S106 funds relate to the provision of open space, sports and recreation facilities to meet the needs of new residents.

- 1.2. The Council has received £161,100.34 S106 funds in Woolwell from the “Land off Pinewood Drive” development for *“Improvement of play and recreation facilities at the Woolwell Centre or other identified facility. The detail of which to be agreed with the Ward Member and Parish Council”*.
- 1.3. The purpose of this report is to request the allocation of £80,000 of these funds towards a new pump track adjacent to the Woolwell Centre; £30,000 towards improvements to outdoor play facilities adjacent to the Woolwell Centre; and the remaining £51,100.34 towards a new covered seating area on the western side of the Woolwell Centre, to serve the adjacent recreational facilities.
- 1.4. It should be noted that the Council's Constitution dated July 2022 requires that authorisation of the expenditure of funds received from S106 agreements must be sought from the Section 151 Officer for amounts up to £100,000 by the appropriate Senior Officer, following consultation with the relevant Ward Member as a minimum. In this instance, authorisation is being sought via the Executive as the total sum exceeds £100,000. The Ward Member has expressed support for the three proposed projects.

2. Background

- 2.1. The Council own the public open space surrounding the Woolwell Community Centre which includes a play area, Multi-Use Games Area and amenity grassland. A plan and photographs are shown in Appendix 1.

Pump track

- 2.2. The proposal is to use £80,000 of the Section 106 funds from the development at “Land off Pinewood Drive” to construct a pump track on the land edged in blue on the plan in Appendix 1.
- 2.3. A pump track is a track for wheeled sports equipment which, when ridden properly, does not require pedalling or pushing, but rather a ‘pumping’ action to maintain momentum. The appeal of such tracks is that they can be enjoyed by all abilities, from small children up to experienced riders, and can be used by BMX, mountain bikes, skateboards, scooters and balance bikes. As a tarmac track, maintenance is limited, and it can be ridden year round unlike dirt bike tracks. Some example images of pump tracks are shown in Appendix 2.
- 2.4. South West Devon is particularly poorly served by such pump track facilities. There is currently no such facility in Plymouth or the surrounding area despite such facilities becoming increasingly commonplace in other cities and towns (two in Exeter, one in Newton Abbot, one in Chudleigh, one in North Tawton). Pump tracks are an excellent way for residents, primarily but not exclusively young people, to access a free to use facility which contributes to a healthy way of life, whilst building skills such as balance and coordination from bike riding/skateboarding. Pump tracks can particularly cater for young people who do not necessarily engage with team sports, with benefits from both physical activity as well as social interaction.
- 2.5. With an absence of such local facilities, residents miss out on the potential benefits from such a facility, while those that are already ‘wheeled sports enthusiasts’ need

to drive almost an hour to access such facilities. A new pump track would provide a valuable community recreation resource complementing the existing play and recreation facilities at the Woolwell Centre hub.

- 2.6. Initial informal consultation to gauge public opinion on the project has been carried out by the local Ward Member with overwhelmingly positive feedback, and the track design would be developed in consultation with the community. Initial dialogue with contractors has been positive, and they are particularly motivated to deliver the first pump track in the South West Devon and Plymouth area.
- 2.7. Bickleigh Parish Council indicated support for the project in their meeting on 23 February 2023 (Appendix 3), and staff at the Woolwell Centre have also expressed support, particularly the opportunity to generate income from increased café sales.
- 2.8. The next step will be to tender the project during the summer, and once a preferred contractor has been selected, to finalise the design with input from the local community.

Improvements to outdoor play facilities and covered seating area

- 2.9. It is expected that a further £30,000 of the Section 106 funds from the development at “Land off Pinewood Drive” would be used to carry out future improvements to outdoor play facilities adjacent to the Woolwell Centre.
- 2.10. It is expected that the remaining £51,100.34 of the Section 106 funds from the development at Land off Pinewood Drive” would be used towards provision of a covered seating area on the western side of the Woolwell Centre, to serve the adjacent recreational facilities.
- 2.11. All of the above projects are in relatively early stages of development, and it is proposed that agreement of the specific details of projects be delegated to the relevant Officer in consultation with the Ward Member, Portfolio Holder and Parish Council.
- 2.12. In recognition that project ideas might change or develop, it is proposed that alternative projects to those identified may be substituted subject to Ward Member, Portfolio Holder and Parish Council agreement (as well as compliance with the S106 agreement).

3. Outcomes/outputs

- 3.1. The desired outcome is the provision of enhanced facilities for play and recreation to provide for both new and existing residents.
- 3.2. These outcomes directly align with the S106 requirements and the mitigation of the development from which the money was made available.
- 3.3. The outcomes will support the Strengthening Community Wellbeing theme of the Corporate Strategy. The relevant focus area is improving open space, sport and recreation, specifically Action CW1.5 delivery of projects to enhance outdoor public spaces.

4. Options available and consideration of risk

- 4.1. If S106 funding is not allocated to these projects then they are unlikely to go ahead. This would mean that the community benefits of the projects in relation to sport, play and recreation, and their associated physical and mental health benefits, would not be realised.

Pump track

- 4.2. Initial discussions indicate that the project will be permitted development for the Local Authority, under Part 12 of the General Permitted Development Order 2015, however this will be formally confirmed in due course. The site itself is a good location for such a facility. There are no nearby neighbours (to be affected by noise), it is surrounded by similar recreational facilities, it has some previous use for wheeled sports (informal and some years ago), and is poor quality amenity grassland with no other obvious purpose at present.
- 4.3. It is expected that the project could be delivered quickly after awarding the contract. Maintenance of the facility will be limited given the nature of the construction.
- 4.4. It is expected that £80,000 will be sufficient to deliver the pump track project based on the costs of other similar facilities, and the fact that contractors appear particularly motivated to deliver the first pump track in the South West Devon and Plymouth area. If the funding proves to be inadequate to meet the tender costs, a number of options would be considered including value engineering, a District Council contribution towards the project, and grant funding, including crowdfunding.

Improvements to outdoor play facilities and covered seating area

- 4.5. Improvements to outdoor play facilities would be permitted development for the Local Authority, under Part 12 of the General Permitted Development Order 2015.
- 4.6. The cost of improvements to outdoor play facilities would be tailored to the budget available. It is possible that the S106 funds might be able to be matched with a District Council contribution towards the project.
- 4.7. Provision of a covered seating area at the Woolwell Centre would likely be subject to planning permission. The Centre Manager is leading on work to develop this project further, including identification of additional grant funding sources.
- 4.8. As this project would not be led by the District Council, any funds would be offered by way of a conditional grant which secures the Council's interest and the specific requirements of the S106 agreement.

5. Proposed Way Forward

- 5.1. That the Executive approves the allocation of £80,000 of S106 funds towards a new pump track adjacent to the Woolwell Centre; £30,000 of S106 funds towards improvements to outdoor play facilities adjacent to the Woolwell Centre; and the remaining £51,100.34 of S106 funds towards a new covered seating area on the western side of the Woolwell Centre, to serve the adjacent recreational facilities.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>Contributions are secured by planning obligations under Section 106 of the Town and Country Planning Act 1990 to support projects that mitigate the impact of development.</p> <p>The Council has an obligation to spend the funds in accordance with the terms of the agreement.</p> <p>The proposed projects would be in accordance with the terms of the S106 agreement.</p>
Financial implications to include reference to value for money	Y	<p>The Council's Constitution dated July 2022 requires that authorisation of the expenditure of funds received from S106 agreements must be sought from the Section 151 Officer for amounts up to £100,000 by the appropriate Senior Officer, following consultation with the relevant Ward Member as a minimum. In this instance authorisation is being sought via the Executive meeting as the total sum exceeds £100,000.</p> <p>The S106 funds have been received and are available for expenditure. Tendering will ensure good value for money is achieved.</p>
Risk	Y	<p>Some S106 agreements have 'clawback' clauses allowing the developers to be re-paid the money if it is not spent within a certain timeframe. Thus there is a risk of communities losing out if money is not spent within the specific timeframes.</p> <p>The timescale for expenditure of the open space, sport and recreation funds from the 'land off Pinewood Drive' development is not until September 2032 so there is adequate time for projects to be developed and delivered. Timely expenditure of funds means new residents receive maximum benefits from infrastructure improvements.</p>
Supporting Corporate Strategy	Y	<p>The projects support the Strengthening Community Wellbeing theme of the Corporate Strategy.</p> <p>The relevant focus area is improving open space, sport and recreation, specifically Action CW1.5 delivery of projects to enhance outdoor public spaces.</p>
Climate Change – Carbon/Biodiversity Impact	Y	<p>The locations for the pump track and outdoor play improvements are poor quality amenity grassland. It is anticipated that there will be tree planting and areas of wildflower created elsewhere at the Community Centre site and other Council greenspaces in Woolwell.</p>

		The pump track project will encourage and develop bike skills and embed these in residents from a young age. Ultimately this may assist with reducing reliance on cars and associated greenhouse gas emissions.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	<p>The nature of pump tracks are that they facilitate progression, catering from young/beginners/entry level to experienced riders, with variation of riding lines enabling enjoyment and expression to all.</p> <p>Some features within a pump track will be particularly suited for use by adaptive bikes or wheelchairs.</p> <p>Play area improvements can also be designed to be inclusive, catering for all abilities.</p>
Safeguarding	N	Not considered applicable.
Community Safety, Crime and Disorder	N	Not considered applicable. To be kept under review and local police to be made aware of the pump track proposals.
Health, Safety and Wellbeing	Y	<p>The pump track and play improvements will take account of relevant British Standards and relevant design guidance. Upon completion an independent Post Installation Inspection Report would be completed. Ongoing inspections would be undertaken thereafter.</p> <p>Provision of the pump track and play area improvements will provide opportunity for exercise and socialising with associated physical and mental health benefits</p>
Other implications	N	

Supporting Information

Appendices:

Appendix 1: Plans and photographs of the public open space surrounding the Woolwell Centre

Appendix 2: Example images of pump tracks

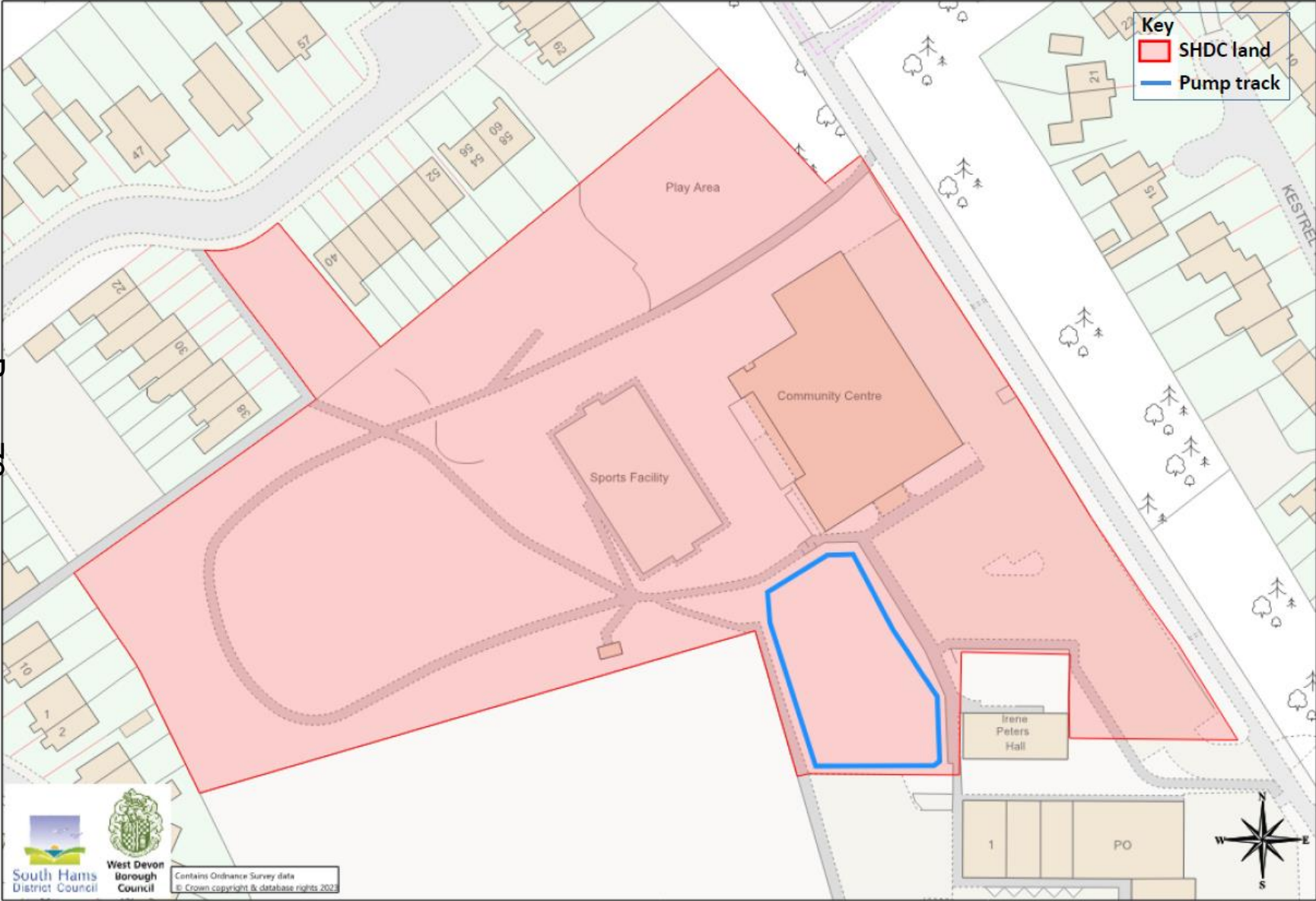
Appendix 3: Extract from Bickleigh Parish Council meeting minutes – 23rd February 2023

Background Papers:

None

Appendix 1 – Plans and photographs of the public open space surrounding the Woolwell Centre

The Woolwell Centre - Proposed pump track location



The Woolwell Centre – Proposed pump track location





Proposed area for pump track (taken from the south of the area, facing north/north-east)



Proposed area for pump track (taken from the north of the area, facing south)



Multi-Use Games Area



Youth shelter, pathways and amenity grassland/park



Amenity grassland/park



Unfenced play equipment



Fenced play equipment

Appendix 2: Example images of pump tracks



Chudleigh



Whimple



North Tawton

Appendix 3: Extract from Bickleigh Parish Council Minutes – 23rd February 2023

BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

07508 324699

parishclerk@bickleigh.gov.uk

Minutes of a meeting of Bickleigh Parish Council held on Thursday 23rd February 2023 at 7.30pm in the Woolwell Centre.

Present: Councillors Carole Spencer (Chair), Paul Blight, Brian Hill, Nicky Hopwood, Lindy Scott, Lynn Tamsett-White, Jackie Taylor, Larry Taylor

In Attendance: District Councillor Barrie Spencer, Mrs H Broughton (Clerk) and 1 member of the public.

2023 33 **Pump Track**

Cllr Hopwood said that she had received positive feedback for plans for a BMX pump track close to the Woolwell Centre, using S106 monies. The Woolwell Centre were supportive and staff are now first aid trained. South Hams District Council would own, insure and maintain the track. Councillors raised some concerns around anti-social behaviour and CCTV was suggested, perhaps asking the company installing solar panels in Roborough to donate cameras. **It was agreed that the Parish Council supported the project.**

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Report to: **Executive**

Date: **28 June 2023**

Title: **Appointments to the Salcombe Harbour Board; Re-Establishment of the Waste Working Group; and Establishment of Executive Advisory Groups**

Portfolio Area: **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: **Head of Democratic Services**

Contact: **Email: darryl.white@swdevon.gov.uk**

RECOMMENDATION:

That the Executive RESOLVES to:

- 1. appoint Cllrs Bonham, Dennis, Long and McKay to serve on the Salcombe Harbour Board for the four year period from 2023/24 to 2026/27;**
- 2. appoint Cllr Long to the role of Salcombe Harbour Board Chairman for the four year period from 2023/24 to 2026/27;**
- 3. appoint Kate Allen as a Salcombe Harbour Board Co-Opted Member for the three year period from 2023/24 to 2025/26;**
- 4. automatically appoint, in the event of a further ad-hoc vacancy arising, Mark Alexander as a Salcombe Harbour Board Co-Opted Member, with delegated authority being given to the Director of Place and Enterprise and the Head of Democratic Services to fix the term of office in that eventuality;**
- 5. re-establish the Waste Working Group in accordance with the draft Terms of Reference at Appendix A; and**
- 6. establish three Executive Advisory Groups (Climate Change & Biodiversity; Community Development; and Housing) in accordance with the draft Terms of Reference at Appendix B.**

1. Executive summary

Salcombe Harbour Board

- 1.1 The Executive is asked to consider the recommendations of the Appointments Panel to approve:
- Four South Hams District Council representatives to serve on the Salcombe Harbour Board for the four year period from 2023/24 to 2026/27;
 - The appointment of the Chairman of the Harbour Board for the four year period from 2023/24 to 2026/27; and
 - The appointment of a Co-Opted Member to serve on the Harbour Board for the three year period from 2023/24 to 2025/26.
- 1.2 At its meeting held on 19 May 2022, the Council approved the Annual Review of its Constitution (Minute 8/22 refers). As part of this process, the Council approved the following recommendation from the Salcombe Harbour Board:

RECOMMENDED

*That the Harbour Board **RECOMMEND** to full Council that responsibility for the Council's functions as harbour authority and the role of duty holder should be that of the Executive with the Harbour Board acting as an advisory board to the Executive.*

As a consequence of this revision, this is the first time that the matter of Harbour Board appointments has been determined by the Executive instead of Full Council.

Waste Working Group

- 1.3 At its meeting held on 2 December 2021, the Executive resolved to establish a cross party Waste Working Group (Minute E.73/21 refers). At that time, the Working Group was tasked with:
- Reviewing the management of the Council's waste contract; and
 - Evaluating the options to improve the service.
- 1.4 This report recommends that the Working Group be re-established to oversee changes to the waste and recycling services to implement the Devon Aligned Service district wide.

Executive Advisory Groups

- 1.5 Members are also asked to approve the establishment of a series of Executive Advisory Groups to be titled:

- Climate Change & Biodiversity Executive Advisory Group;
- Community Development Executive Advisory Group; and
- Housing Executive Advisory Group.

2. Background

Salcombe Harbour Board

- 2.1 The Council operates a 'fit for purpose' Harbour Board consisting of up to 10 Members, of which up to 6 can be co-opted and up to 4 made up of nominated District Councillors.
- 2.2 To ensure that appointments are fit for purpose, a recruitment and selection process is undertaken with appointments being based upon a range of technical skills being demonstrated by applicants.
- 2.3 To provide sufficient continuity, the appointment of co-opted Members is staggered and there is currently one vacancy to be filled on the Board
- 2.4 During the initial stages of the Member Induction Programme, all Members were invited to submit expressions of interest to serve on the Salcombe Harbour Board for the four-year term of this Council administration;
- 2.5 Subsequently, those Members who had expressed an interest were invited to attend an interview on Monday, 12 June. The Interview Panel consisted of: Chris Brook (Director – Place & Enterprise; Nigel Blazeby; and Ian Gibson;
- 2.6 Alongside the Member Induction Programme, the vacant co-opted Member position was also advertised through the Council's normal communication channels. Following a shortlisting exercise, five potential candidates were also interviewed by the Panel on 12 June.
- 2.7 Following these interviews and, when judged against the fit for purpose criteria, the Panel concluded that Cllrs Bonham, Dennis, Long and McKay and Kate Allen were the most suitable applicants for appointment.
- 2.8 The Panel also made a further recommendation whereby Cllr Long should be appointed to the role of Harbour Board Chairman;
- 2.9 To ensure sufficient resilience on the Board (and to prevent the need to undertake a further recruitment and selection exercise), the Panel was also of the view that a second co-opted candidate (Mark Alexander) was of an excellent calibre. As a consequence, the Panel felt that Mr Alexander should be held on a retained list

and automatically appointed to serve on the Board in the event of an ad-hoc co-opted Member vacancy arising during the course of the year;

2.10 Each of these conclusions are reflected in the report recommendations.

Waste Working Group

2.11 The Waste Working Group, which was established on a cross-party basis, helped to ensure that Members were involved at a formative stage in shaping the key strategic choices concerning this core service and provided an effective means of overseeing:

- Consideration of the strategic options for the delivery of the Council's waste service;
- The decision to bring the waste service back in-house; and
- The planning for the successful transfer and delivery of the in-house waste service from October 2022.

2.12 In view of the decision of the Council to roll-out the Devon Aligned (kerbside sort and recycling) Service to all parts of the South Hams District from the autumn of 2023, it is envisaged that the Working Group would be tasked with overseeing this significant piece of work.

2.13 An updated set of draft Terms of Reference are attached at Appendix A for approval.

Executive Advisory Groups

2.14 To support the Council in progressing three priority areas of work: Climate Change & Biodiversity; Community Development; and Housing, officers are recommending the establishment of three Executive Advisory Groups;

2.15 Whilst a generic set of draft Terms of Reference are attached at Appendix B, the primary purpose of the Advisory Groups will be to support lead Executive Members in their work by providing a forum for Members to discuss proposals and generate ideas that relate to these three areas which have been identified as a particular focus for the Council.

3. Options available and consideration of risk

Salcombe Harbour Board

3.1 The Constitution sets out the number of elected and co-opted Members who should sit on the Salcombe Harbour Board and the terms under which they are appointed. It is therefore a requirement that a recruitment process is undertaken.

- 3.2 There are potential risks in failing to appoint a 'fit for purpose' Board Member. The robust recruitment process which judges applications against set criteria has mitigated this risk.
- 3.3 As the 'Duty Holders', the need to provide appropriate training to Executive Members is recognised and this will be arranged in the upcoming weeks.

Waste Working Group

- 3.4 It is recognised that there will be additional time demands placed upon Waste Working Group Members and this has been taken into account when considering the senior (cross-party) roles that are recommended to be appointed to serve on the Group.

Executive Advisory Groups

- 3.5 The establishment of these Executive Advisory Groups will demonstrate the political emphasis that the new Council administration wishes to give to these three high priority areas. In addition, their establishment will enable for a greater number of Members to gain an increased understanding and involvement in these areas.

4. Proposed Way Forward

Salcombe Harbour Board

- 4.1 Following the recruitment and selection process, the proposed way forward is to appoint those identified elected and co-opted Members in line with the recommendations of the Interview Panel.

Waste Working Group

- 4.2 The Executive is asked to re-establish the Waste Working Group in accordance with the draft Terms of Reference at Appendix A.

Executive Advisory Groups

- 4.3 The Executive is asked to establish three Advisory Groups in accordance with the draft Terms of Reference at Appendix B.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 2000; Local Government Act 1972 and the Pier and Harbour Order (Salcombe) Confirmation Act 1954

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		Not applicable
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:

Appendix A – Waste Working Group: Draft Terms of Reference; and
Appendix B – Executive Advisory Groups: Draft Terms of Reference.

Background Papers:

Council Constitution; and
Report and minutes arising from the Salcombe Harbour Board meeting held on 25 April 2022 titled: 'Governance and Duty Holder Arrangements';
and
Report and minutes arising from the Executive meeting held on 2 December 2021.

Purpose & Remit

The expectation is that the Waste Working Group will operate on a task and finish basis and will adopt a forward looking and solutions-orientated approach building consensus wherever possible. In doing so, the Working Group will focus on overseeing the roll out of the Devon Aligned Service and, in the absence of any formal decision-making powers, will formulate recommendations for the consideration of the Executive.

Membership:

Leader	Cllr Brazil	Vice-Chair
Deputy Leader	Cllr Thomas	
Leader of the Main Opposition Group	Cllr Hopwood	
Lead Member for Waste & Community Composting	Cllr Hodgson	Chair
Lead Member for Climate Change & Biodiversity	Cllr McKay	
Chair of Overview & Scrutiny	Cllr Hawkins	
Vice Chair of Overview & Scrutiny	Cllr Cooper	

The Independent Member (Cllr Long) will be invited to attend meetings in an observer capacity.

For the avoidance of doubt, the substitute provisions will not apply for this Working Group.

Officer Support:

Chief Executive & Head of Paid Service
Director of Customer Service Delivery
Head of Waste & Environmental Services
Director Strategic Finance & S151 Officer
Monitoring Officer
External advisers as appropriate

Meetings:

Where possible, meetings will be held remotely via MS Teams.

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Executive Advisory Groups

Terms of Reference – Draft

1. Background

The Executive is to establish 3 Advisory Groups that will focus on the following key areas:

- **Climate Change & Biodiversity;**
- **Community Development;** and
- **Housing.**

2. Membership

Once each Advisory Group has been established by the Executive, Group Leaders will be invited to submit their respective nominations to serve on each Advisory Group.

Given their purpose, it is envisaged that the Advisory Groups will be relatively small (a maximum of up to 6 to 8 Members at the discretion of the Chairman), with the membership being drawn from Members with a particular interest and expertise in the areas concerned. There will also be the expectation that appointed Members will commit their time to undertake research in order to identify good practice / innovative ideas in addition to attending the Group meetings.

Each Advisory Group will be chaired by the relevant lead Executive Member and will be supported by the relevant senior responsible lead officer.

3. Role and Function

The primary role and function of each Advisory Group will be to:

- advise and support the lead Executive Member with the **delivery** of targets within the Council's Corporate Strategy (once adopted); and
- **look forward and horizon scan** in order to identify future issues and challenges that relate to the subject area; generate new ideas and solutions and to plan ahead over the longer-term.

4. Out of Scope

The following are out of the scope of each Advisory Group:

- the delivery of targets that fall within one of the other subject areas;
- consideration of any Task and Finish Group Review that has arisen through the Overview and Scrutiny function; and
- any regulatory matters (e.g. specific planning and/or licensing applications).

5. Governance Arrangements

Each Advisory Group has no formal decision-making powers and is accountable to the Executive.

The Executive will receive regular progress updates from each of its Advisory Groups.

On occasions where a vote is required, the Chairman (lead Member) will be entitled to a second (casting) vote.

There will be no provision for Substitute Members and only those appointed Advisory Group Members will be entitled to vote.

6. Meeting and Working Practices

Each Advisory Group will meet no more than three times in a Municipal Year and meetings will be held remotely (over Teams).

Any Member of the Council may attend a meeting of an Advisory Group and, at the discretion of the Chairman, may take part in the deliberations.

Meetings will not be open to the public and will not be live streamed.

Meetings will be scheduled to align with the formal reporting timetable to meetings of the Executive.

Following a meeting, brief action notes will be produced to a common format and made available to the wider membership.