

# South Hams Executive



<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday, 20th April, 2017</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Repton Room - Follaton House</b>
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Tucker</p> <p style="text-align: center;"><b>Vice Chairman</b></p> <p><i>Members:</i>                      Cllr Bastone                      Cllr Wright     Cllr Gilbert                      Cllr Brown     Cllr Hicks</p>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Committee administrator:</b>	Member.Services@swdevon.gov.uk

- 1. Minutes** **1 - 8**

to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Executive held on 9 March 2017;
- 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**

Members are invited to declare any personal or disclosable pecuniary 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** **9 - 10**

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. Annual Report** **11 - 34**
- 7. 100% Business Rates Consultation** **35 - 44**
- 8. Parking Permit Review** **45 - 50**
- 9. Exclusion of Public and Press**

to consider the following resolution to exclude the public and press;

“That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”;
- 10. Insurance Contract** **51 - 54**

**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD AT FOLLATON HOUSE ON THURSDAY, 9 MARCH 2017**

<b>Members in attendance:</b>			
* Denotes attendance			
∅ Denotes apologies for absence			
*	Cllr H D Bastone	*	Cllr M J Hicks
*	Cllr D Brown	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr S A E Wright

<b>Also in attendance and participating</b>		
Item 6	E.69/16	Cllrs Baldry, Birch, Brazil, Green, Hodgson, Huntley, Vint
Item 7	E.70/16	Cllrs Brazil, Green, Hopwood, Pearce
Item 8	E.71/16	Cllrs Baldry, Birch, Brazil, Pearce, Pennington
Item 9	E.72/16	Cllrs Baldry, Birch, Brazil, Green, Pearce
Item 11	E.74/16	Cllrs Baldry, Birch, Hawkins, Hodgson, Pennington, Vint
Item 12	E.75/16	Cllr Green
Item 13	E.76/16	Cllrs Bramble, Brazil, Green, Hodgson, Pennington, Vint
Item 15	E.78/16	Cllr Hawkins
<b>Also in attendance and not participating</b>		
Cllrs Blackler, Cuthbert, May, Pringle, Saltern, Steer, Wingate		

<b>Officers in attendance and participating</b>		
All items		Executive Director (Strategy and Commissioning), Executive Director (Service Delivery and Commercial Development) and Specialist Democratic Services
Item 6	E.69/16	Specialist (Assets)
Item 7	E.70/16	Group Manager Business Development
Item 8	E.71/16	Finance Business Partner, s151 Officer, Group Manager Commercial Services, Operational Manager (Waste)
Item 9	E.72/16	Capital Accountant, Senior Specialist Affordable Housing
Item 11	E.74/16	COP Lead Housing, Revenues and Benefits
Item 12	E.75/16	Group Manager Commercial Services
Item 13	E.76/16	COP Lead Assets
Item 15	E.78/16	COP Lead Assets

**E.65/16 WELCOME**

The Leader welcomed Cllr Huntley to her first meeting of the Executive. He also took the opportunity to welcome Cllr Dan Brown as an Executive Member.

**E.66/16 MINUTES**

The minutes of the Executive meeting held on 2 February 2017 were confirmed as a true record and signed off by the Chairman.

**E.67/16 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 and the following were made:

Cllr Bastone declared a personal interest in Item 15: 'Disposal of sites in Dartmouth' (Minute E.78/16 below refers) by virtue of being the Ward Member. He introduced the item and took part in the debate but abstained from the vote;

Cllr Tucker declared a personal interest in Item 12: 'Parking Enforcement for Dittisham Parish Council' (Minute E.75/16 below refers) by virtue of being the Ward Member. He took part in the debate but abstained from the vote;

Cllr Wright declared a personal interest in Item 6: 'Community Reinvestment Project Fund Grant Allocations' (Minute E.69/16 below refers) by virtue of being a member of a Parish Council that was recommended to receive a grant. He took part in the debate but abstained from the vote.

**E.68/16 PUBLIC QUESTION TIME**

It was noted that no public questions had been received.

**E.69/16 COMMUNITY REINVESTMENT PROJECT FUND GRANT ALLOCATION**

Members were presented with a report that set out the applications received and a summary that outlined the officer assessment and recommendations.

The Portfolio Holder for Customer First introduced the report. Members from Totnes and Dartington expressed their disappointment that applications from their wards had not been successful, and suggested alternative proposals that would enable funds to be given to the projects they supported. One proposal was to reduce the grants to all of the successful projects to enable funds to be shared amongst all of those who had applied. Some Members questioned whether the criteria for the fund had been consistently applied, whilst others supported the recommendations. One Member suggested that perhaps projects should not receive the full cost of the project and any grant should be capped to encourage fund raising activities in the community.



The point was made that the fund was oversubscribed this year and, inevitably, some Members would be disappointed. It was also explained how projects in the Totnes area had been successful in previous years. Those Members who had supported projects that had been successful expressed their gratitude.

It was then:

**RESOLVED**

That eight grant applications totalling £153,900 from the 2016/17 Community Re-investment Project Fund be approved.

**E.70/16 INVESTMENT IN COMMERCIAL PROPERTY**

Members were presented with a report that proposed a commercial property investment strategy and asked for approval of funds to gain specialist advice in order to develop a full business case.

The Portfolio Holder for Business Development introduced the report and explained how the proposal was an outcome from the survey undertaken by Members earlier in the year. Members praised the report for being succinct and self-explanatory. Some Members asked for caution and felt the proposal was risky. One Member stated that, with hindsight, she would remove her initially positive responses as, in the cold light of day, she was not so enthusiastic.

In response, the Portfolio Holder explained that at this stage the resolution was to gain bespoke specialist advice before proceeding with the project.

It was then:

**RESOLVED**

1. That the proposed commercial property investment strategy and proposed direction of travel as detailed in Appendix A of the presented agenda report be noted;
2. That the allocation of resources from the Innovation (Invest to Earn) Earmarked Reserve which has an uncommitted balance of £20,500 be approved, to gain specialist advice in order to develop a full business case for the commercial property investment proposals set out in the presented report, which would be brought back to Council for a final decision; and
3. That officers commence an appropriate procurement process to commission a property agent to work on behalf of the Council in relation to the proposed commercial property investment strategy be agreed.

## E.71/16 REVENUE BUDGET MONITORING 2016/17

Members were presented with a report that enabled them to monitor income and expenditure variations against the approved budget for 2016/17, and provided a forecast for the year end position.

The Portfolio Holder for Support Services introduced the report and he and the Finance Business Partner responded to questions. An additional recommendation was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED** that would enable monies received from an Access Agreement and from Land and Property Investments to be assessed for transfer to the Capital Programme.

Members noted and discussed the budget pressures in Commercial Services. The Portfolio Holder explained that the budget had been significantly reduced following advice from iESE that a refuse/recycling round could be removed. However, in practice this had not been possible and therefore there was a resulting budget overspend. Despite this, savings had been made within Commercial Services. The Operations Manager (Waste) updated Members on the latest phase of the Commercial Waste project.

It was then:

### RESOLVED

1. That the forecast income and expenditure variations for the 2016/17 financial year and the overall projected overspend of £27,000 be noted; and
2. That Council be **RECOMMENDED** to transfer funding of £160,000 from the Business Rates Retention Earmarked Reserve into the Consolidated Income and Expenditure Account in 2016/17.
3. That Council be **RECOMMENDED** that income received from Access Agreements and Land and Property Investments be reviewed at the end of the financial year to assess if it can be transferred into the capital programme.

## E.72/16 CAPITAL PROGRAMME MONITORING

Members were presented with a report that advised of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.

The Portfolio Holder for Support Services introduced the report.

It was then:

### RESOLVED

1. That the report be noted; and

2. That Council be **RECOMMENDED** that:
- a) The capital budget for Burke Road, Totnes and Admiral Court, Dartmouth be increased by £200,500 as set out in presented exempt appendix B; and
  - b) The £200,500 be financed by capital receipts of £160,000 and a contribution from the Land and Development Reserve of £40,500.

E.73/16

**TREASURY MANAGEMENT STRATEGY 2017/18**

Members were presented with a report that recommended adoption of a number of elements related to the Treasury Management Strategy as detailed within the presented report.

The Portfolio Holder for Support Services introduced the report.

It was then:

**RESOLVED**

That Council be **RECOMMENDED** to approve:

1. The prudential indicators and limits for 2017/18 to 2019/20 contained within Appendix A of the report.
2. The Minimum Revenue Position (MRP) statement contained within Appendix A of the presented agenda report which sets out the Council's Policy on MRP.
3. The Treasury Management Strategy 2017/18 and the treasury prudential indicators 2017/18 to 2019/20 contained within Appendix B of the presented agenda report.
4. The Investment Strategy 2017/18 Appendix C and the detailed criteria included in Appendix D of the presented agenda report.

E.74/16

**HOMELESSNESS STRATEGY 2017-2022**

Members were presented with a report that sought to recommend to full Council the adoption of the Homelessness Strategy 2017-2022 and the 2017 Action Plan, and that the joint Member Task and Finish Group be retained as a Homeless Strategy Monitoring Group.

The Portfolio Holder for Customer First introduced the report. Members praised the Strategy and the work of the Task and Finish Group and officers who had been responsible.

It was then:

**RESOLVED**

That Council be **RECOMMENDED** that:

1. The Homelessness Strategy 2017-2022 and the 2017 Action Plan be approved, with effect from 1 April 2017; and
2. The Joint Member Task and Finish Group be retained as a Homelessness Strategy Monitoring Group.

## E.75/16 **PARKING ENFORCEMENT FOR DITTISHAM PARISH COUNCIL**

Members were presented with a report that asked that consideration be given to take steps to allow South Hams District Council to undertake parking enforcement on behalf of Dittisham Parish Council in the Ham and the Level car parks.

The Executive Member for Commercial Services introduced the report. The Group Manager Commercial Services advised that there were other examples across South Hams and West Devon where the Councils operated parking enforcement on behalf of third parties and the arrangements were always set up to ensure that costs were recovered.

It was then:

### **RESOLVED**

1. That the South Hams District Council Off-Street Parking Places Order be amended to include the Ham car park in Dittisham;
2. That the parking charges and permit information resolved by Dittisham Parish Council be added to the Off-Street Parking Places Order so that South Hams District Council may undertake enforcement in the Ham and the Level car parks on behalf of the Parish Council; and
3. That South Hams District Council provide a parking enforcement service on behalf of Dittisham Parish Council.

## E.76/16 **COMMUNITY HOUSING**

Members were presented with a report that set out how the Government had released details of the first year funding allocations to local authorities of the Community Housing Fund and that South Hams District Council had been awarded an allocation of £1,881,000 based largely on housing affordability and proportion of second homes in the district. The report recommended how the fund should be utilised.

The Executive Member for Customer First introduced the report. One Member noted that there were other ways of providing affordable housing. In response the Executive Member confirmed that all options would be considered. Another Member remarked that the money was

welcome but success would be measured on how many houses were actually built..

It was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED**, that Recommendation 3. be amended to include local Ward Members.

It was then:

**RESOLVED**

That the Executive **RECOMMEND** to Council:

1. The endorsement of the Community Housing Strategy set out in the presented agenda report, specifically approving;
2. The apportionment of the £1.88m Community Housing Fund (CHF) as per section 3 of the presented agenda report, including the forward funding of 3 FTE for 2 years.
3. The delegation of acquisition for sites up to £250,000 for the delivery of community housing from the CHF grant, to the CoP Lead for Assets, in consultation with the Portfolio Holder for Assets, S151 Officer and local Ward Members.

and that Executive Resolves that a response be sent to DCLG ahead of the 10th March 2017 deadline, as per the Community Housing Strategy set out in the presented agenda report.

**E.77/16 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED**

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

**E.78/16 DISPOSAL OF SITES IN DARTMOUTH**

Members were presented with a report that set out the detail of a proposal to dispose of sites in Dartmouth.

Members discussed the proposal and local Ward Members welcomed the report.

It was then:

**RESOLVED**

1. That the disposal of the site as set out in paragraph 1.2 of the presented agenda report be approved;
2. That the disposal of the site as set out in paragraph 1.4 of the presented agenda report be approved;
3. That authority be delegated for final negotiations to the CoP Lead for Assets, in conjunction with the S151 Officer and the Monitoring Officer.
4. That the recommendation to re-invest the capital receipts towards the development of additional commercial units in Ermington be noted.

***(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.71/16 (2 and 3), E.72 /16 (2), E.73/16 and E.74/16 (2) WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 30 MARCH 2017, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 20 MARCH 2017 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).***

(Meeting commenced at 11.00 am and concluded at 1.05 pm)

---

Chairman

## **PUBLIC QUESTIONS AT EXECUTIVE MEETINGS**

The Council at its meeting on 21 June 2001 agreed that 15 minutes should be set aside at the beginning of the Council's monthly Executive meetings to allow members of the public to ask questions.

Any member of the public who wants to raise a question at a meeting should:-

- (a) submit the question in writing to the Democratic Services Manager by 5.00 pm on the Monday prior to the Executive meeting. This will allow a detailed answer to the question 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 which are felt to be urgent;
- (b) ensure that normally questions are no longer than 50 words in length;
- (c) ensure that the question does not relate to a specific planning matter (this is specifically excluded from the public question time);
- (d) ensure that the question relates to something over which the Council has some control and is suitable to be considered, ie, that it is not derogatory to the Council or relates to matters which the Council could consider confidential.

For any further advice on questions for Executive meetings, please contact Kathryn Trant (Member Services Manager).

**This page is intentionally left blank**



Report to: **Executive**  
Date: **20 April 2017**  
Title: **ANNUAL REPORT**  
Portfolio Area: **Leader of the Council**  
Wards Affected: **All Wards**  
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Date next steps can be taken:  
(e.g. referral on of recommendation or implementation of substantive decision) **Council**

Author: **Nadine Trout** Role: **Commissioning Manager  
Secondment**

Contact: [Nadine.Trout@swdevon.gov.uk](mailto:Nadine.Trout@swdevon.gov.uk)

---

## **RECOMMENDATION**

**That the Executive RECOMMENDS to Council to:**

- 1. Acknowledge the challenges that have occurred throughout the year and endorse the progress and achievements made by the Council.**
- 2. Adopt and publish South Hams Annual Report (as presented at Appendix A) for the financial year 16/17.**

### **1. Executive summary**

- 1.1 This report is presented by the Leader of the Council and reviews the Council's progress over the last financial year. The Annual Report is presented at Appendix A.
- 1.2 It is good practice to review the Council's progress across a range of internal and external activities as well as providing a public record.
- 1.3 Finally the report sets the scene for the upcoming year ahead.

## **2. Background**

- 2.1 The last financial year has been one of significant change for this Council. It is appropriate to take stock of the key issues, successes and challenges met by the Council and how they have been addressed.
- 2.2 It is also important to look at the impact on residents, communities and our organisation.
- 2.3 It is usual to provide an annual report as an externally facing document, which along with its Annual Governance Statement should help reassure the public that the Council is undertaking its statutory functions, delivering its services and meeting its financial responsibilities in an open and transparent way.
- 2.4 This is a public report and is in line with our requirements to be open and accountable.
- 2.5 The report aims to help Members, the public and our staff to better understand the Council's activities and approach to delivering services to our community.
- 2.6 The Annual Report detailed in Appendix A was endorsed by Overview & Scrutiny Panel on 6<sup>th</sup> April 2017.

## **3. Outcomes/outputs**

- 3.1 This report shows significant progress made throughout 16/17 and also acknowledges the challenges that have been faced over the past months.
- 3.2 Financial targets are on track, savings have been realised and the Council's internal controls are fit for purpose.
- 3.3 The report acknowledges that there has been significant changes to systems to drive efficiencies and service improvements.
- 3.4 2017/18 will see greater focus on digital technology to provide customers with a variety of choices on how to access services and do business with the Council. As well as a review of waste provision and other key frontline services.

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

- 4.1 Constitutionally, the Leader of Council is required to provide an annual report and it is good practice to do so.
- 4.2 An alternative to the report could be a verbal report from the Leader at Council but it is considered better to have a formal document accessible to the public and published online.

## 5. Proposed Way Forward

- 5.1 It is proposed that the contents of the report are endorsed.
- 5.2 Members' views on the presentation and content of the report would be helpful to inform future Annual Reports.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Executive has a responsibility to provide Leadership to the overall activities of the Council. Constitutionally, the Leader of Council is required to provide an annual report and it is good practice to do so.
Financial	N	There are no financial implications as a result of this report. Actions for 17/18 are funded and budgeted for.
Risk	Y	A failure to review and publish Council achievements and future actions could lead to: Lack of coherent policy and delivery Reputational harm Ineffective use of resources Poor quality service These risks are mitigated by: Review of this Annual Report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None – no policy or service change is proposed in this report.
Safeguarding		None – no policy or service change is proposed in this report.
Community Safety, Crime and Disorder		None – no policy or service change is proposed in this report.
Health, Safety and Wellbeing		None – no policy or service change is proposed in this report.
Other implications		However the publication of the Annual Report may help understanding of the Council's position and the way it operates amongst partners and the public.

### **Supporting Information**

#### **Appendices:**

A: The Annual Report

**This page is intentionally left blank**

# South Hams Annual Report



# 1

# Introduction

The 2016/17 financial year has undoubtedly been a challenging year with reduced central funding for local government. We have however, continued to work in partnership with West Devon Borough Council which has allowed South Hams District Council to achieve annual savings of £3.9 million and more importantly protect all front line services.

During the year we have been unrelenting in seeking and attempting to deliver efficiencies and improving services. We have done this by adopting innovative IT solutions which admittedly haven't been without their glitches but are now steadily improving performance. Significant improvements have also been made in planning and benefits processing times.

The Council has made substantial progress in designing services which are more in line with our customers' requirements and as far as possible are future proofed. Our staff are to be congratulated for the way in which they have managed the significant changes that the organisation has undergone and they, together with the Councillors, are proud of what we have achieved.

The year has also seen the Council make good progress with the Joint Local Plan, a strategic planning document which sets out development and growth up until 2034. Working together South Hams District, West Devon Borough, and Plymouth City Councils have approved a Joint Local Plan which subject to further community consultation and examination is on track to be adopted later this year and will set home building and job targets for all three authorities.

Commitment to Joint Local Plan

**£3.9m**  
annual saving

No services to communities removed

A challenging year

Reduced central funding

Protect all front line services

Improving performance



# Our business is our customer

The Council has continued to play an influential role in sub regional debate on a number of key topics including devolution and productivity and continues to work closely with the Heart of the South West Local Enterprise Partnership (LEP) to secure Growth Deals to facilitate economic growth, job creation and prosperity in the area.



*J. Tucker*

**Cllr John Tucker**

Leader of the Council



*S Jordan*

**Steve Jordan**

Executive Director  
(Strategy & Commissioning)  
and Head of Paid Service



*Sophie Hosking*

**Sophie Hosking**

Executive Director,  
Service Delivery and  
Commercial Development



*Working together*



# 2

# Finance

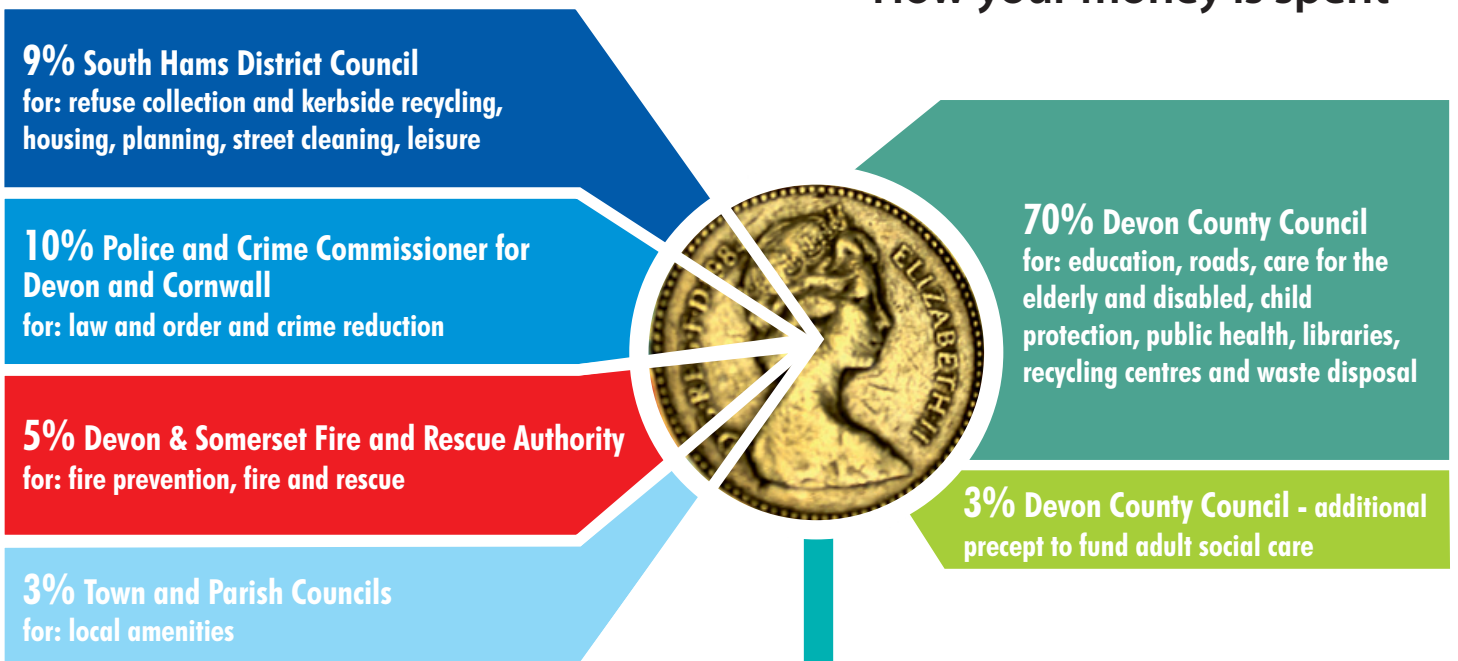
The Council's net budget is £8.4 million for 2017/18. By 2018/19 the Council will receive no core Government funding (Revenue Support Grant) and the Council will need to be self-sufficient.

The withdrawal of Government funding has happened two years earlier than expected. The Council is facing a budget gap over the next two years of £600,000, which the Council is planning to cover through a combination of generating income through business development, ensuring maximum use of its assets, and further reduction in costs.

The Council increased its element of the Council Tax by £5 for 2017/18 to £155.42 for a Band D property. Of the money that South Hams collects in Council tax (an average Band D bill is £1,737) only 9% goes to services provided by South Hams, the rest goes to Devon County Council, the local Town or Parish Council, the Fire and Police services.

4

## How your money is spent





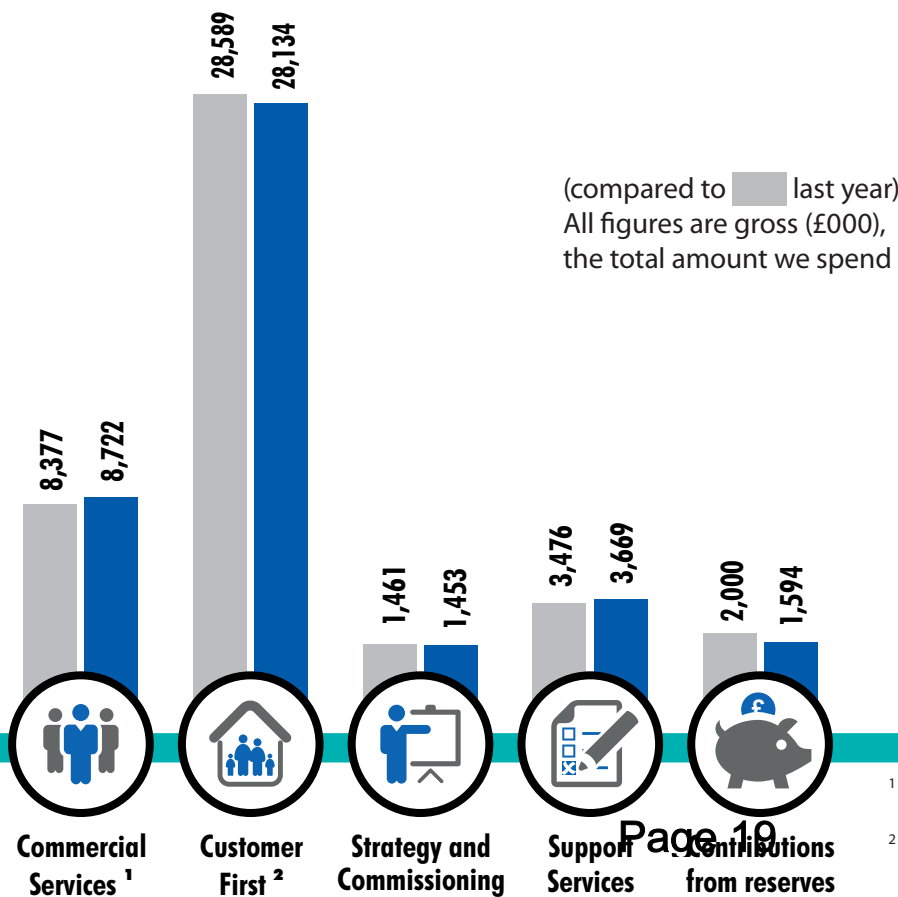


## Financial performance for the year to 31st March 2017

The 2016/17 budget for South Hams was £8.75 million but the actual spend for the year is predicted to be 0.3% higher (£27,000), which will be paid for out of the Council's Unearmarked Reserves which will stand at £1.78 million. The Council's financial strategy recognises the need to maintain these reserves to provide stability for both medium and longer term financial planning and to provide a contingency against unforeseen events. Maintaining a level of reserves also protects against the volatility of some income and expenditure budgets which can be dependent on economic conditions, the weather and tourism.

The Council's gross expenditure was £43.9 million for 2016/17. Gross income for the year was £35.15 million, resulting in a net budget for 2016/17 of £8.75 million. The Council receives income from Government grants (such as rent allowances, revenue support grant and new homes bonus) and from business rates and fees and charges.

## The Council's spending plans for 2017/18



**2017/18**  
**£43.6m**  
Total gross budget

**2016/17**  
**£43.9m**  
Total gross budget

<sup>1</sup> Includes Recycling and Waste Resource, Public Conveniences, Car Parks and Transport

<sup>2</sup> Includes Housing, Planning, Environmental Health and the administration of Council Tax, Business Rates and Benefits

# 3

# Organisational Effectiveness

Throughout the year we have continued to improve performance to meet the needs of our customers.

We have systematically reviewed areas of poor performance, streamlined processes, embedded new IT solutions and delivered staff training. As a result we have seen a significant reduction in call volumes, an increase in transactions online and quicker turnaround times for planning, benefits and disabled facility grants applications.

## Our Workforce

South Hams District Council and West Devon Borough Councils directly employ 292.5 full time equivalent staff to deliver shared services. South Hams District Council also employs a manual workforce of 155 staff to deliver a large number of frontline services. Staff throughout the Councils continue to perform well with sickness levels below the national average. HR policies allow a fair and positive relationship between employer and employee. Regular staff briefings and an online staff appraisal system ensures staff are up to speed with Council priorities. Employees are able to evidence their achievements and identify any training needs through the appraisal process. Both Councils are committed to providing opportunities to young people and currently have 5 apprentices.

6





## Audit Assurance

The Council has a number of measures in place to assess its performance. An Audit Committee meets five times a year and its role is to provide an oversight of the financial reporting and audit processes plus the system of internal controls and compliance with laws and regulations. The Council also has two internal audit staff managed by the Devon Audit Partnership who provide an opinion on the internal control environment and governance processes.



External audit is provided by KPMG who in 2016 reported that they were satisfied that in all significant respects the Council has put in place proper arrangements to secure economy, efficiency, and effectiveness in its use of resources.

## Risk Management

There is a culture of risk ownership and management throughout the Council in 16/17, particular focus has been given to health and safety and information security. Risks are logged centrally and are updated regularly. For each risk,

the uncertainties are identified, along with the consequences, likelihood of occurrence and strategic impacts that would result. The Council's Senior Leadership Team review the corporate risk log monthly and updates are reported to Elected Members via the Audit Committee on a biannual basis. Elected Members also have the opportunity to raise concerns with the mitigating actions being taken by officers and can suggest new risks for consideration.

## Governance

The Council has a Governance Framework which comprises of the systems, processes, culture and values under which they operate. This is in place to ensure transparent decision making and proper use of public funds and is reported annually through the Annual Governance Statement. In addition to the controls and procedures mentioned above, the Council's primary governance documents are set out in the Constitution (for example, Contract Procedure Rules, Financial Procedure Rules and Codes of Governance). The Constitution is reviewed annually and adopted at the Annual Meeting for the forthcoming year. The Council has a Report Monitoring process in which all reports are checked against the principles of clarity, fairness, legality, and financial regularity and soundness. The Statutory Officers' Panel carries out a rolling review of the Council's core policy documents to ensure that they are kept updated, relevant and effective.



Value for Money



Governance Framework



Constitution annual review



Report Monitoring

# 4

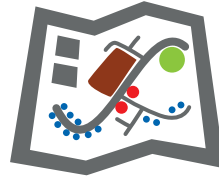
## A few things we spent your money on 2016/17



2.2m  
individual household waste collections per annum



1,200  
play park inspections



2,300  
planning applications processed



500  
food inspections



£288k  
Community Grant Funding



95  
events supported



18k TONNES  
household recycling collected



785  
planning enforcement investigations



2.5 million  
website page views



170,000  
calls handled



£487,000  
Disabled facility grants awarded



148  
affordable homes delivered



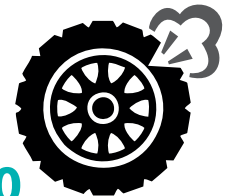
170  
Listed building consents issued



800  
fly tips collected



67,000  
people registered to vote



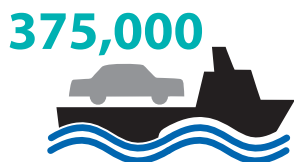
130  
abandoned vehicles investigated



189  
households where homelessness was prevented



190  
tree inspections



375,000  
passengers and vehicles carried on Dartmouth Lower Ferry

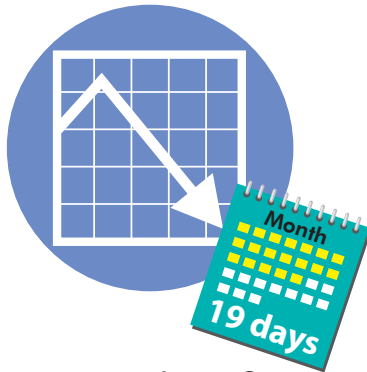


2,800  
parking permits issued

## Performance



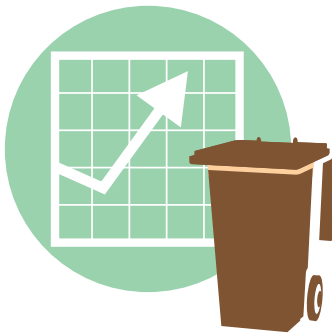
Council of the Year Award 2016



Housing benefit claims processing times reduced from 42 to 19 days



Online transactions increased by 17%



Missed waste collections performing 50% above target



Minor planning determinations delivered on time improved to 98%



Call volumes decreased by 25%

To track the Council's progress throughout the year visit

[www.southhams.gov.uk](http://www.southhams.gov.uk)

Search for Councillors and Committees, Overview & Scrutiny Panel.

For a list of council services visit

<https://www.gov.uk/browse/housing-local-services/local-councils>



# 5

# Strategies & Plans

The Council has a number of strategic documents and plans that guide its approach to achieving its vision and ensuring that it remains financially sustainable.

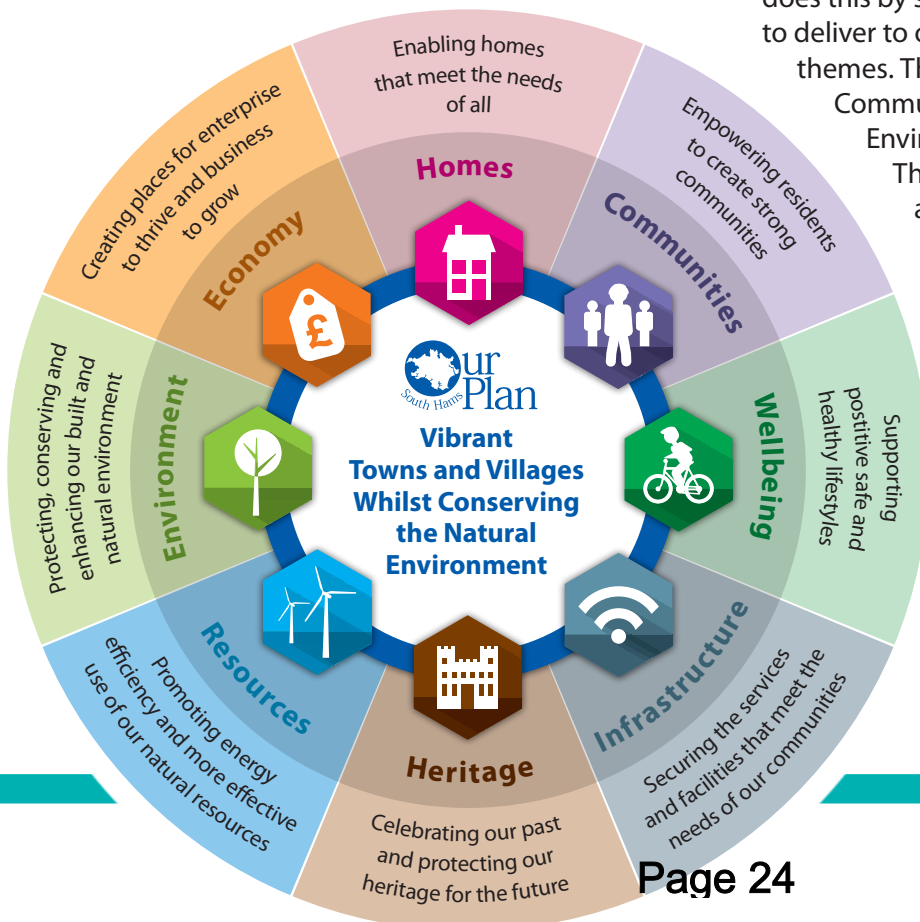


10

## Our Plan

The Council's 'Our Plan' describes the Council's vision and aspirations for our communities. It does this by setting out what the Council wishes to deliver to our communities under eight themes. These themes are: Homes; Economy; Communities; Wellbeing; Infrastructure; Environment; Heritage; and Resources.

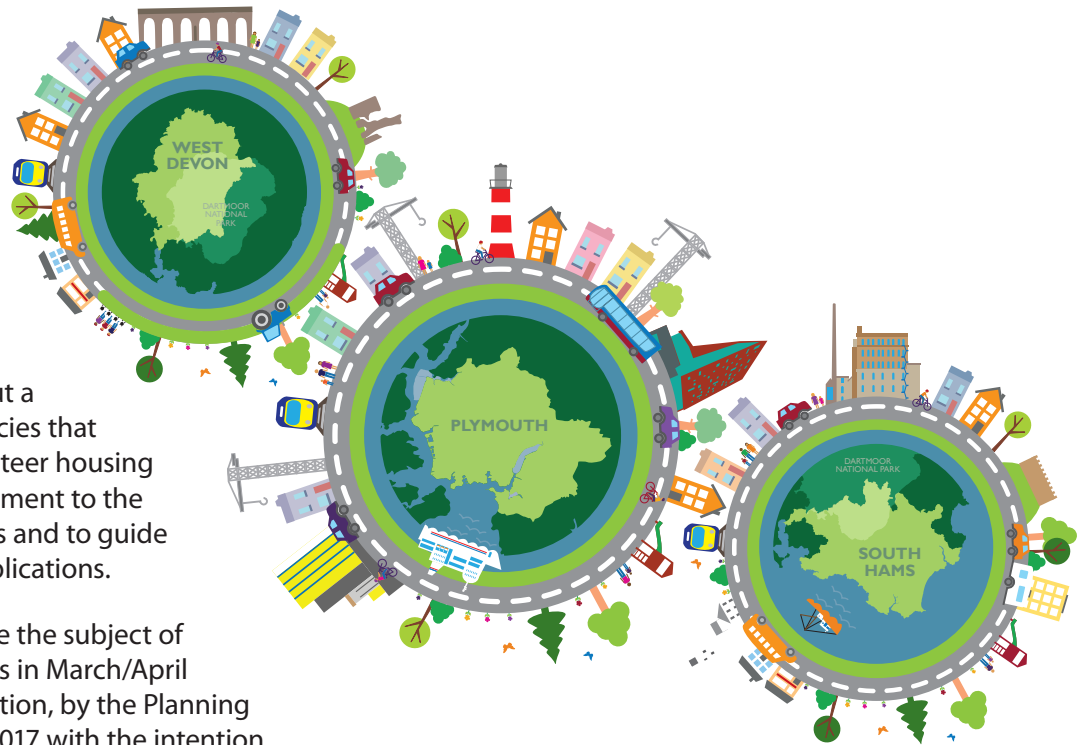
There is then a range of external policies and strategies which support the delivery of 'Our Plan' (e.g. Planning Policy Guidance, or Homelessness Strategy) helping the Council to deliver this vision. Underpinning these outward looking policies and strategies are internal policies and strategies to help us to deliver Our Plan (e.g. digital technology, agile working, staff appraisals to help develop our workforce). The Council posts all of its strategies and policies, both internal and external, on its website.



## Joint Local Plan

A key responsibility of the Council is to maintain an up to date development plan. The Joint Local Plan, prepared in conjunction with West Devon and Plymouth Councils sets out a strategy and detailed policies that establish a framework to steer housing and employment development to the most sustainable locations and to guide decisions on planning applications.

The Joint Local Plan will be the subject of public engagement events in March/April 2017 ahead of an examination, by the Planning Inspectorate, in Autumn 2017 with the intention to adopt in the year 2017/2018.



## Medium Term Financial Strategy

Looks at financial planning and management for a 5 year period. This helps us to develop a sustainable budget over the medium term. It incorporates key factors such as changes in Government funding, our spending plans, and the levels of savings we need to make to achieve a balanced budget.

## The Asset Management Plan

Sets out the strategic direction for the Council both as a land owner and with respect to its asset portfolio. It is essential to have a long term plan, to facilitate day to day operational decisions. The key points of the plan are to:

- commence a limited programme of residential development
- grow the existing commercial portfolio of small starter units
- facilitate community use of assets if appropriate
- dispose of underperforming and non strategic assets for re-investment

# 6

# Achievements during 2016/17

## HOMES – Enabling homes that meet the needs of all



Action	16/17 Progress
Implement a housing delivery programme	300 new affordable homes granted planning consent for local people. 11 homes delivered through the village housing initiative in smaller rural locations. An additional £115,000 received through planning agreements to invest in affordable housing. 2 properties built and occupied to meet the specific needs of disabled households. £230,000 allocated for the future delivery of housing projects.
Homeless Strategy	Widely consulted and adopted a 5 year homeless strategy setting out the Council's commitment to tackle the causes of homelessness.
Disabled facility grants	Awarded over £487,000 for 118 projects to facilitate independent living through adaptation of homes including level shower access, stair lifts and rails.
Affordable housing	£1.88 million Community Led Housing funding awarded to encourage future homes in the area. Continue to work closely with community housing groups to deliver additional housing.
Sherford	First phase of development commenced - 313 homes in South Hams approved to date including 63 affordable homes.
ATMOS Project, Totnes	Made a Community Right to Build Order to deliver a mixed-use redevelopment to include 62 affordable homes, 37 retirement homes, commercial, community and cultural space, and enhanced public realm including improved access to the River Dart.

## ECONOMY – Creating places for enterprise to thrive and business to grow



Action	16/17 Progress
Clarify and deliver an economic development programme	Agreed a programme for 2016-18 including a funded support package for start-up and growing businesses. Continued sub regional partnership delivery. Business database development and provision of business news bulletins.
South Devon Coastal Local Action Group	Acted as accountable body and supported this initiative to create jobs in the rural economy, 8 projects approved to date worth over £131,000+ investment.
Heart of the South West Growth Deal 3	Further funding granted for targeting the final 5% of premises not benefitting from superfast broadband through partnership working.



Better Business For All Partnership	Achieved a Federation of Small Businesses Award for work to this partnership including provision of advice and support to over 500 businesses during routine food inspections.
Council owned premises	Achieved over 90% occupancy rate for all Council owned commercial premises.
Business units	Planning permission and contractors secured to build commercial units at Dartmouth and Totnes.

## INFRASTRUCTURE – Securing the services and facilities that meet the needs of our communities



Action	16/17 Progress
Renew strategic infrastructure delivery plan	Plan prepared in consultation with strategic partners and infrastructure providers which seeks to ensure the timely delivery of: transport, highway infrastructure, education, community facilities and open space / formal play areas. (This plan forms parts of the Joint local Plan process)
Waste review	Started Waste Review by conducting 9 waste review roadshows. Moved over 4,000 households to alternate weekly recycling collections allowing for improved recycling services. Also introduced in-cab technology to improve efficiency of service.
Grounds maintenance review	Review carried out to ensure performance improves and that we are in a position to take on additional business when opportunities arise to generate income for the Council.
Street Cleansing	Service improvements and consultation on street cleansing and introduction of mechanical sweepers allowing for cleaner streets.

13

## COMMUNITIES – Empowering residents to create strong communities



Action	16/17 Progress
Produce Joint Local Plan	Conducted over 30 community engagement events to canvas local views on the proposed Joint Local Plan due to be adopted in late 2017.
Neighbourhood Parish Plan	3 new plans underway and continued support provided to 30 communities already developing plans.
Community reinvestment fund	Over £153,000 awarded to 8 projects for footpath, village hall and play area improvements.
Town and Parish (TAP) Funding	Over £76,000 awarded to 39 projects including air ambulance night landing sites, equipment for community play groups, bicycle storage racks and dementia action groups.
Sustainable Community Locality Fund	Over £59,000 awarded to 130+ community based projects ranging from sports equipment and composters to community celebrations.

## COMMUNITIES – Empowering residents to create strong communities



continued..	
Development Management Towns and Parish Meetings	Attendance at 14 parishes/town meetings to foster a better understanding of the planning process.
Developer Forum	Reinstated and held every 3 months, engaged with 30 agents/developers to update on changes in planning process / legislation and problem solving.
BT Payphone Removal Consultation	Coordinated a consultation to ensure affected communities were well briefed to influence the future of payphones in their communities.
Implement a coordinated community support offer	Review of Partnership working arrangements including Community Safety Partnership, Citizens Advice and Community & Voluntary Service (CVS)

## WELLBEING – Supporting positive safe and healthy lifestyles



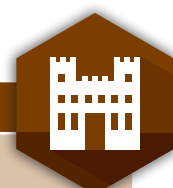
Action	16/17 Progress
Salcombe Harbour	Hosted over 5,800 visiting vessels. Facilitated cross-harbour swim for 550 entrants (believed to be biggest event of this type in UK). Co-hosted marine crime awareness and safety events with Police, RNLI and others in Salcombe and Kingsbridge.
Implement public health working group	Group established and focussed on coordinating health and wellbeing projects including Social Prescribing. 2 local GP surgeries engaged to date accessing over £43,000 funding.
Community Safety Partnership	Advised 610 year 8/9 pupils on safe internet use, sexting, consent, grooming and exploitation. Supplied internet safety advice to 44 primary schools. Joined in the Fire Service Phoenix Project. Trained 87 taxi drivers to spot the signs of people trafficking, modern slavery, child sexual exploitation and safeguarding issues. Advised all secondary schools on Community Safety issues.
Junior Life Skills	Worked with 7 partners including the Police, RNLI, Fire Service, BT and Western Power to present workshops to over 800 year 6 students on safety, wellbeing and responsible citizenship.
Complete and implement health and wellbeing procurement	Secured a 25 year contract with Fusion Lifestyle to run Council owned leisure facilities and provide capital improvements of £6.4 million including a new swimming pool at Ivybridge and improvements at Kingsbridge.

## ENVIRONMENT – Protecting, conserving and enhancing our built environment



Action	16/17 Progress
Support delivery of the agreed improvement programmes for South Devon and Tamar Valley AONBs	Management plan priorities delivered and business plan/income generation strategy in development to diversify income sources. Heritage Lottery Funding application complete for the establishment of a Charitable Incorporated Organisation and development of a Business Membership Scheme and volunteering offer.
Major sea defence repair works	£390,000 repair work completed at Beesands and Torcross including 20m trial sea defence offering improved value for money.
Dog fouling	Held roadshows in partnership with the Dogs Trust to raise the importance of responsible dog ownership.
Measures to support design quality	Policy established to encourage high quality design following guidelines requiring layout, materials and greenspace that integrate with the neighbourhood as well as pedestrian, cycling and public transport connectivity to existing facilities and design that promotes safety.

## HERITAGE – Celebrating our past and protecting our heritage for the future



15

Action	16/17 Progress
Stowford Mill Site, Ivybridge	Granted planning permission for renovation and redevelopment of this key heritage asset to provide 38 dwellings, 59 apartments (32 later living), 6772m <sup>2</sup> commercial use and 169m <sup>2</sup> community use.
Bovisand	Granted planning permission to include improved public access, heritage interpretation and a new link from quayside to coastal footpath.

## RESOURCES – Promoting energy efficiency and more effective use of our natural resources



Action	16/17 Progress
Solar panels	Installed on business units in Totnes and Salcombe.
Support community led energy conservation and generation projects	Support for Cosy Devon scheme – Local Energy Action Project signposting residents to free energy efficiency advice.

# 7

# Next Steps 2017-18

The Council will continue to strive to deliver efficient services that meet the needs of its customers.

We will do this by improving our use of digital technology to offer more online transactions and make it quicker and easier to find information, request and pay for a service and improve the customer experience.

Our new awareness campaign for our digital services offer 'Do it online – Save time' will run throughout the year. We will focus on getting things right first time, telling customers what level of service they can expect and then aiming to meet and where possible exceed those expectations. We will develop the use of digital social media to complement existing customer communication to widen our engagement with customers getting information quickly and when it is needed.

The reduction of call volumes achieved this year will free up staff to become more proactive in engaging with customers who do not have access to our digital services and will allow us to develop services to meet their needs.





## Review of key services

In addition to focusing on delivery of services, we will focus on enforcement services, such as planning, environmental health, licensing and develop a more robust and equitable debt recovery process. As central government housing policy continues to develop, we will ensure that all elements of the Council that are involved with housing are brought together. This includes homelessness, housing benefit, private sector landlords and affordable homes. We will also focus on improving our planning service to speed up house building.

We will be working with key stakeholders and current contractors to ensure that front line services continue to perform at a high level and can be developed in the future. Recycling, waste collection, street cleansing and grounds maintenance services will be benchmarked for cost against quality, environmental suitability and performance. In the meantime we work closely with partners to improve on current services and get best value for money for residents.

There will continue to be a focus on environmental enforcement. Our community offer will ensure that environmental offenders are prosecuted where possible and communities are supported by their Council in a variety of ways.

## Partnership working

We will continue to develop our existing partnerships and create new ones to improve our support to individuals and communities. Thus ensuring we offer joined up services and customers have a clear understanding of where they can get guidance and support. Through the continued development of our Locality team we aim to make a real difference on the ground. This could be through the design of local parking tariffs to encourage economic development or through enabling access to grants to support local initiatives.

## Our financial future

With the withdrawal of Government funding we will need to generate additional income to be able to carry on delivering our current range of services. Over the course of the year we will be considering and implementing proposals to meet this financial challenge; these are likely to include developing investment opportunities and income generating services as well as finding further efficiencies and smarter ways of doing things.



# 8

# 2017/18 Actions

## WELLBEING

### Supporting positive safe and healthy lifestyles

- Explore the co-location of public services to ensure a holistic, co-ordinated approach to meet the wellbeing needs of the communities
- 3 year programme providing over £½ million investment in local play parks



## HOMES

### Enabling homes that meet the needs of all

- Disabled facility grants for home adaptations
- Housing projects to target empty homes, houses of multiple occupation and fuel poverty
- £1.88 million to deliver housing to meet the needs of local people
- Tenants incentive scheme to assist homeowners to downsize
- Funding to deliver affordable homes
- Continued commitment to the Sherford development

## ENVIRONMENT

### Protecting, conserving and enhancing our built environment

5 year coastal asset repairs programme worth £1.5 million in engineering works



## HERITAGE

### Celebrating our past and protecting our heritage for the future

Commitment to Mayflower 400



## COMMUNITIES

### Empowering residents to create strong communities

- Asset transfers allowing communities to take on local assets
- Support Neighbourhood Plans

## ECONOMY

### Creating places for enterprise to thrive and business to grow

- Additional business units in Totnes and Dartmouth
- Business support funding
- Shaping a sub-regional productivity plan
- Job creation through the South Devon LAG programmes



## RESOURCES

### Promoting energy efficiency and more effective use of our natural resources

Support community led energy conservation and generation projects and provide supportive planning policy



## INFRASTRUCTURE

### Securing the services and facilities that meet the needs of our communities

- Improve transport and communication accessibility through partnership working
- Implement a revised emergency response and business continuity plan to support communities during emergencies.
- Introduce paperless parking permits allowing for swifter service
- Review pay & display tariffs in line with our community-led tariff policy
- Public conveniences and play park reviews
- Salcombe harbour investment for additional pontoons, upgraded shower/toilet facilities & information office
- Totnes market square resurfacing
- Deliver further waste and recycling efficiencies









Report to: **Executive**  
Date: **20 April 2017**  
Title: **100% Business Rates Retention  
Consultation response**  
Portfolio Area: **Cllr Wright - Support Services**

Wards Affected: **ALL**

Relevant Scrutiny Committee: Overview and Scrutiny Panel

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

Author: **Lisa Buckle** Role: **Finance Community of  
Practice Lead**

Contact: [lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk) **01803 861413**

---

**Recommendations:**

**It is RECOMMENDED that the Executive note the proposed response to the 100% Business Rates Retention consultation as attached in Appendix A (subject to any amendments by Members).**

## **1. Executive summary**

On 15 February 2017, the Department for Communities and Local Government (DCLG) published a consultation document, 100% Business Rates Retention: further consultation on the design of the reformed system. Appendix A sets out the Council's proposed response.

## **2. Background**

A summary of the key issues that are (i) known about the new system and (ii) what is still to be decided, are set out below:

### **2.1 What is known about the new business rates system:**

- The Government aims to introduce 100% BRR by 2019/20
- The system will not have a levy on growth;
- Top Ups and Tariffs will remain and there will be a Safety Net
- Government preference for partial resets of business rates and redetermination of need every five years
- Appeals following revaluation will be paid for centrally, using a top-slice of business rates income
- Business Rate Pools will continue but be determined by the Secretary of State and will not require local authority approval
- Revenue Support Grant, Rural Services Delivery Grant, Public Health Grant and the GLA Transport grant will all be funded through 100% BRR.
- The remaining grants and/or new responsibilities that will devolved will be determined by Spring 2018
- All authorities will be invited to participate as a business rates pilot for 2018/19

### **2.2 What is still to be decided on the new business rates system:**

- Tier splits in two tier areas
- How NDR Baselines will be determined at the Reset
- The level of Safety Net support – but could be more generous (even in cash terms) than the current system
- The new nationalised system of appeals – what it will look like and how the transition to a nationalised system of appeals will take place
- The technical details e.g. – How a partial reset could work – Progressing future resets of Need – Which further grants or responsibilities could be devolved – How much growth could be retained

- 2.3 The timetable for 100% Business Rates Retention is set out below.

<b>Timeframe</b>	<b>Event</b>
Feb 2017	Publication of consultation on design of the 100% Business Rates Retention (BRR) system
Apr 2017	Piloting of the approach to 100% BRR begins in Cornwall and the combined authority areas of Greater Manchester, Liverpool City Region, West Midlands and West of England.
Autumn 2017	Planned publication of further detail on secondary legislation, including draft regulations where possible.
April 2018	Further piloting of the approach to 100% Business Rates Retention begins in areas not covered by devolution deals, including two tier areas.
Spring 2018	Aim to decide on package of responsibilities to be devolved for the commencement of new 100% Business Rates Retention system.
Summer 2018	Planned consultation on new relative needs baseline for new system.
April 2019	Expected implementation of 100% BRR across local government.

### **3. Outcomes/outputs**

- 3.1 The proposed consultation response of the Council is set out in Appendix A for Members' consideration and views/amendments. The link to the consultation is below:

<https://www.gov.uk/government/consultations/100-business-rates-retention-further-consultation-on-the-design-of-the-reformed-system>

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

- 4.1 All authorities will be invited to participate as a business rates pilot for 2018/19. There is a meeting in early June of the Devon Authority S151 officers where this item is being discussed and some initial modelling will be undertaken to assess the potential financial impact.

## 5. Proposed Way Forward

5.1 The closing date for consultation responses is 3 May. The proposed consultation response of the Council is set out in Appendix A for Members' consideration and views/amendments.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	There are no direct legal implications of the consultation response. The Local Government Finance Bill includes a new provision for "loss payments" for appeals.
Financial	Y	All authorities will be invited to participate as a business rates pilot for 2018/19. There is a meeting in early June of the Devon Authority S151 officers where this item is being discussed and some initial modelling will be undertaken to assess the potential financial impact.
Risk	Y	The Government indicates that it has introduced legislation that will allow it to help local authorities manage the risk and income volatility associated with appeals, but to better direct this support to where losses are experienced through making 'loss payments'. The Government recognises that there is a need to set out further information on the operation of the safety net.
Comprehensive Impact Assessment Implications		
Equality and Diversity		N/A
Safeguarding		N/A
Community Safety, Crime and Disorder		N/A
Health, Safety and Wellbeing		N/A
Other implications		N/A

### Business Rates Consultation – Response of South Hams District Council

#### Question 1: What are your views on the proposed approach to partial resets?

The Council supports regular five year resets and agrees that partial resets will be effective at balancing growth incentives with financial risks and authority funding levels.

In supporting the proposal for partial resets, the Council makes the following observations:

There should be adequate safeguards for Authorities which fall below the baseline between resets. At the very least, all Authorities should be returned to the baseline at each five year reset.

The system should be sufficiently predictable to allow Authorities to forecast over the longer term. At the current time, the reset is two years away and there is no clear picture of how these changes will impact on Authorities. Going forward the system needs to be more stable and predictable to enable long term financial planning.

The Government should be able to show how the system will be balanced given that the levy is being abolished. It should be able to demonstrate there are adequate protections built into the system without having to resort to further top-slices which may impact on all Authorities.

#### Question 2: What are your views on how we should measure growth in business rates income over a reset period?

The Council makes the following observations in respect of this question:

- Growth should be measured in real terms – this seems to make much more sense as baselines are inflated each year meaning that growth above baseline is therefore necessarily ‘real terms’ growth
- Practically, the Council recognises the issues with measuring growth over a number of years given that there is likely to only be one year’s worth of figures available following the 2017 revaluation. If the Government seeks to use growth over a number of years, then it must be able to clearly separate genuine growth from both the impact of the 2017 revaluation and from technical accounting adjustments associated with appeals.

The Council agrees with the Government's assertion that the system should avoid 'perverse incentives' and as such the reset needs to fairly reflect genuine growth and recognise accounting adjustments.

As an authority which has a Power Station within its business rates base, the Council would want to ensure that the base is not set artificially high as a consequence of accounting adjustments that were necessary to reflect the appeals uncertainty associated with these sorts of hereditaments.

### Question 3: What are your views on the Government's plans for pooling and local growth zones under the 100% Business Rates Retention system?

The Council agrees with some of the rewards that the Government intends to explore for pools of Authorities which include:

- Offering up additional growth incentives – including the ability for the pool to set their own local growth zone;
- The option of retaining additional growth in business rates income through a reset of the wider system;
- A different level of safety net, to provide additional support to those Authorities willing to be ambitious in their plans for growth;
- Different or additional responsibilities to be funded through Business Rates Retention that would be better exercised at a larger geographical area.

However the Council still believes that pooling arrangements should be decided by Members at a local area, rather than the ultimate decision being made by the Secretary of State, with consultation at a local level. The Council does not agree with removing the requirement that all Authorities must agree to being designated as a Pool.

The success of Local Growth Areas will depend on the specific incentives provided and whilst the Council understands that the Government will need to understand the level of resources available in the system to be more specific, the Council nevertheless urges the need for the incentives for Local Growth Areas to be clear and easily understood. Furthermore, it is important that Local Growth Area incentives are seen to benefit the whole of a geographic area, particularly where individual Authorities within that area have characteristics that see them excluded from pooling arrangements currently.

Whilst the Council agrees with the principle of Local Growth Areas, the Council would want to see the balance between incentivising growth and protecting more vulnerable areas maintained. This would require strong controls to ensure that Local Growth Areas are not used in a way that damages the health of the national system.

#### Question 4: How can we best approach moving to a centrally managed appeals risk system?

The Council welcomes proposals to introduce loss payments and in so doing, reducing the risk that arises from appeals as this is, by far, the single most significant risk factor in the current system.

However, the Council would call on the Government to be very clear about the exact terminology relating to 'valuation errors'. Additionally, we note that the Government intends to fund loss payments from a top-slice. As there is no nationally published data on appeals loss by type of appeal, we would want any top-slice to be fair and transparent and reflect published information on losses and for those calculations to be published.

Finally, we would make the point that much of the appeals risk arises from delays by the Valuation Office in considering and settling appeals and that uncertainty would undoubtedly be reduced if appeals were managed in a more timely manner.

#### Question 5: What should our approach be to tier splits?

The Council recognises that the current system provides a mis-balance between risk and rewards in two tier areas where District Authorities receive the majority of growth (but also accept a greater proportion of the risk) with the opposite being the case for County Councils.

The Council would be content if the tier splits were amended to provide a system which balances risk and rewards more fairly across the District and County split and balances the requirement of relative need.

The Council awaits the work being carried out by the organisations representing District and County authorities that are considering the question of tier splits and who aim to come up with proposal supported by both groups of Authorities.

### Question 6: What are your views on proposals for a future safety net under the 100% Business Rates Retention system?

The Council welcomes the proposals with respect to the safety net, particularly, if implemented, the proposal to increase the safety net to 97%.

However, the Council would make the following points:

- As the Government has indicated, there should be safety net incentives for pooled arrangements that will provide a more generous safety net for pools which accept the risk of admitting all authorities within an area.
- The Safety Net will be funded from a top-slice and as such that top-slice calculation should be properly evidenced and published.

### Question 7: What are your views on our proposals for the central list?

The Council supports a review of the central list.

South Hams is one of a small number of local authorities that has a power station and therefore is well placed to have an informed view on whether power stations should be moved to the Central List.

Since the inception of business rates retention in 2013/14, forecasting the impact on the Council's resources of our power station has required a large amount of work locally (compared to other authorities of equivalent size). This has placed an unnecessary burden locally. Effectively, the position of the District against its NNDR Baseline is entirely subject to power station issues e.g. its appeal, downtime and power outtages, thereby removing any prospect of actual growth from the rest of our taxbase being material to the amount of resources received.

Whilst the nationalisation of appeals for the 2017 list will reduce part of this volatility, the prospect of reduced business rates income remains with the Council, due to power outtages, downtime etc.

These events would not be covered by the scheme and therefore the residents of South Hams would continue to be penalised for events that are beyond our influence locally.



Our view is that power stations should be moved to the central list, where the risks of income volatility can be more adequately managed. We believe this approach would also fit with the Government's wish that Authorities are subject to lower gearing, in terms of NNDR Baseline to Baseline Need, thereby reducing the chance of increased probability of hitting the safety net.

If the Government wants to create a scheme that increases local independence and encourages growth, power stations must be moved to the central list. This will reduce the potential for losses and gains experienced by the power station Authorities to date and allow all Councils (including those with power stations in their area) an opportunity to begin to influence the level of resources that are received locally, without large hereditaments skewing the direct relationship between the two.

**This page is intentionally left blank**

# Agenda Item 8

Report to: **South Hams Executive**  
Date: **20 April 2017**  
Title: **Parking Permit Review**  
Portfolio Area: **Environment Services**  
Wards Affected: **All**  
Relevant Scrutiny Committee:

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

Date next steps can be taken: To be considered by the Council on 11<sup>th</sup> May 2017  
(*e.g. referral on of recommendation or implementation of substantive decision*)

Author: **Cathy Aubertin** Role: **Operational Manager (Environment Services)**

Contact: [Cathy.Aubertin@swdevon.gov.uk](mailto:Cathy.Aubertin@swdevon.gov.uk)

---

## **Recommendations:**

1. That the Executive recommends to Council that the Full and Commuter parking permits be eliminated and replaced with Town Centre, Peripheral and Rural parking permits, and that the Off-Street Parking Places Order is amended to reflect this.
2. Detailed amendments are as follows:
  - Full and Commuter permits to be eliminated and replaced with Town Centre, Peripheral and Rural permits which will be limited to specific towns/ villages. The cost of permits to be reduced to reflect the new restrictions.
  - The costs of permits to be as detailed at Paragraph 5.3.

## **1. Executive summary**

- 1.1 This report requests that Members consider the recommendation that the Full and Commuter parking permits be eliminated and replaced with Town Centre, Peripheral and Rural parking permits.

## **2. Background**

- 2.1 Having recognised that the array of parking permits available had become confusing for customers and unwieldy to manage, a Task & Finish Group considered the issue with a view to simplifying and streamlining permits available, whilst improving the future management of them and protecting the District Council's income.
- 2.2 As a result of the work undertaken by the group, the following recommendations were made to Overview & Scrutiny, and ratified by Council:
- Full and Commuter permits to be eliminated and replaced with Town Centre, Peripheral and Rural permits which will be limited to specific towns/ villages. The cost of permits to be reduced to reflect the new restrictions, with the exception of Business Permits.
  - Permits to become 'virtual', ie customers will no longer receive a paper permit, with the exception of Business Permits.
  - New permits be limited to one vehicle registration number only, with the exception of Business Permits.
  - The availability of permits be limited to 10% of the total number of parking bays available for each category of permit.
  - Permits currently issued free of charge to various organisations to be ceased.
  - Other permits which are not used often will be eliminated.
  - The Residents' Parking permit to be extended to allow parking from 3pm to 10am, with an increase in cost to £40.00. This amendment to be reviewed after one year.
  - The costs of permits to be amended as detailed in the report.
  - All leisure-related permits will be reviewed in partnership with the new leisure contractor, with the exception of permits currently issued to Tone Leisure employees.

## **3. Outcomes/outputs**

- 3.1 Following a public consultation exercise, most amendments were made to the Off-Street Parking Places Order and were implemented on 1<sup>st</sup> April.
- 3.2 However, enough objections were received (108) to one of the amendments to warrant returning the proposals to the Executive for further consideration. This was the proposal to limit the availability of permits to 10% of the total number of parking bays available for each category of permit.
- 3.3 However, in order to protect both the Council's income and aid with the management of the use of car parks, the proposal to eliminate Full and Commuter permits and replace them with Town Centre, Peripheral and Rural permits at a reduced cost was also stopped as this proposal was intrinsically linked with the 10% limit.

- 3.4 It was considered that, without the 10% limit being implemented, the reduced cost of permits would result in many more being purchased, further limiting parking available to Pay & Display customers and compromising the Council's income.

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

- 4.1 Should the recommendations above be resolved, they will be the subject of a 21-day consultation period, which customers will be alerted to by a notice in the local press and on the Council's website, together with notices in all affected car parks. This will allow customers to object to the proposals, should they wish to do so. If a large number of objections is received, the matter will be referred to the Executive for further consideration.

#### **5. Revised proposed Way Forward**

- 5.1 Town Centre, Peripheral and Rural permits  
In order to make permits clearer for customers, Full and Commuter permits to be eliminated and replaced with Town Centre, Peripheral and Rural permits which will be limited to specific towns/ villages.
- 5.2 The new permits would be valid in the following car parks:

<b>Town/ permit type</b>	<b>Valid in car parks</b>
Dartmouth Town Centre	Mayor's Avenue
Kingsbridge Town Centre	Quay Duncombe Park
Kingsbridge Peripheral	Cattle Market Lower Union Road
Salcombe Town Centre	Shadycombe Creek North Sands
Totnes Town Centre	Old Market Heaths Way North Street The Nursery
Totnes Peripheral	Long Marsh Pavilions Steamer Quay
Bigbury Rural	Bigbury-on-Sea
Ivybridge Rural	Leonards Road
Modbury Rural	Poundwell Meadow
Slapton & Torcross Rural	Slapton Memorial Strete Gate Torcross Tank

- 5.2 The cost of permits should be amended to reflect the new restrictions on use.
- 5.3 Cost of permits

The original recommendation included a substantial reduction in the cost of permits as it was felt that the 10% limit would ensure that the Council's Pay & Display income stream was protected. Without that limit, it is recommended that permit costs be marginally reduced, to reflect the new limits in respect of where permits may be used.

Current Modbury and Torcross commuter permits are already restricted to those individual areas plus some other commuter car parks, so it is proposed that these be renamed Rural Permits and be priced to reflect their new restrictions.

Permit type	Current cost	Proposed cost
Town Centre (previously Full)	£387.00	£365.00
Six months	£233.00	£220.00
Peripheral (previously Commuter)	£191.00	£165.00
Six months	Not available	£100.00
Rural (previously Modbury and Torcross commuter)	£191.00*	£140.00
Six months	£143.00#	£85.00
Six months	£95.00	£85.00

\*Modbury cost

#Torcross cost

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).</p> <p>The Council has the power to deal with the provision, management and control of car parks.</p> <p>The Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.</p>
Financial		<p>The consultation exercise will cost approximately £600 to advertise, which will be funded by the Car Parks budget.</p> <p>It is unlikely that overall parking income will be very much affected by this proposal. Although permits are reduced in price, some customers are likely to have to also pay to park in car parks where their new permit will no longer be valid.</p>

Risk		None at this stage.
Comprehensive Impact Assessment Implications		
Equality and Diversity		A comprehensive impact assessment has been completed in respect of this matter which shows that there are no customers which are adversely affected.
Safeguarding		No implications.
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction.
Health, Safety and Wellbeing		No implications.
Other implications		None.

**This page is intentionally left blank**



Document is Restricted

**This page is intentionally left blank**