

South Hams Executive



Title:	Agenda
Date:	Thursday, 1st February, 2018
Time:	10.00 am
Venue:	Repton Room - Follaton House
Full Members:	<p style="text-align: center;">Chairman Cllr Tucker</p> <p style="text-align: center;">Vice Chairman Cllr Wright</p> <p><i>Members:</i> Cllr Bastone Cllr Hopwood Cllr Gilbert Cllr Wingate</p>
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Committee administrator:	Member.Services@swdevon.gov.uk

1. Minutes	1 - 10
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Executive held on 7 December 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	11 - 12
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. Reports of Other Bodies	13 - 22
Joint Development Management Committee and Overview & Scrutiny Panel – 18 January 2018	
7. Quarter 3 Revenue Budget Monitoring 2017/2018	23 - 36
8. Capital Programme Monitoring	37 - 56
9. Budget Proposals Report 2018-19	57 - 92
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12. Write Off Report	129 - 136
13. Air Quality Strategy	137 - 190

14. Local Validation List For Planning Applications

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD AT FOLLATON HOUSE ON THURSDAY 7 DECEMBER 2017**

Members in attendance:			
* Denotes attendance			
∅ Denotes apologies for absence			
∅	Cllr H D Bastone	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr S A E Wright
*	Cllr N A Hopwood	*	Cllr K R H Wingate

Also in attendance and participating		
Item 2	E.40/17	Cllr Birch
Item 6	E.43/17	Cllrs Baldry and Green
Item 7	E.44/17	Cllrs Baldry, Birch, Green and Pearce
Item 8	E.45/17	Cllrs Brazil, Green, Hodgson, Holway and Pearce
Item 9	E.46/17	Cllrs Brazil, Holway and Rowe
Item 11	E.48/17	Cllrs Brazil and Hodgson
Item 13	E.50/17	Cllrs Baldry, Brazil, Green and Pearce
Item 14	E.51/17	Cllr Green
Item 15	E.52/17	Cllr Brazil
Item 16	E.53/17	Cllr Green and Pearce
Item 17	E.54/17	Cllr Green
Item 19	E.56/17	Cllrs Baldry, Birch and Green
Also in attendance and not participating		
Cllrs Bramble, Brown, Cuthbert and Steer		

Officers in attendance and participating		
All items		Executive Director (Strategy & Commissioning), Executive Director (Service Delivery and Commercial Development) and Specialist – Democratic Services
Item 6	E.43/17	S151 Officer, CoP Lead Finance
Item 7	E.44/17	S151 Officer, CoP Lead Finance
Item 8	E.45/17	S151 Officer, CoP Lead Finance
Item 9	E.46/17	S151 Officer, CoP Lead Finance
Item 10	E.47/17	S151 Officer, CoP Lead Finance
Item 12	E.49/17	Group Manager Business Development
Item 13	E.50/17	Senior Specialist Place and Strategy
Item 14	E.51/17	Specialist (Revenues)
Item 15	E.52/17	CoP Lead ICT
Item 16	E.53/17	CoP Lead Environmental Health
Item 17	E.54/17	S151 Officer
Item 19	E.56/17	NB. The Executive Director (SD&CD) left the meeting for this item

E.39/17 MINUTES

The minutes of the Executive meeting held on 19 October 2017 were confirmed as a true and correct record and signed off by the Chairman.

E.40/17 URGENT BUSINESS

The Chairman advised that he had agreed for one item of urgent business to be raised, being a report entitled: 'Ivybridge Neighbourhood Plan'. The report was deemed urgent by virtue of the Neighbourhood Development Plan Regulations stipulation that Local Planning Authorities must 'make' a plan within eight weeks of a successful referendum outcome.

The Lead Member for Customer First presented the report. A number of Members stated that Ivybridge should be congratulated on their achievement, and on the Plan itself which was a well presented, clear and concise document.

It was then:

RESOLVED

That adoption of the Ivybridge Neighbourhood Plan be approved.

E.41/17 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 K R H Wingate declared a disclosable pecuniary interest in Item 13: Low Cost Self and Custom Build Initiative for Local People (Minute E.50/17 below refers) and he left the meeting for the duration of this item.

E.42/17 PUBLIC QUESTION TIME

It was noted that no public questions had been received.

E.43/17 QUARTER 2 REVENUE BUDGET MONITORING 2017/2018

Members were presented with a report that enabled them to monitor income and expenditure variations against the approved budget for 2017/18, and provided a forecast for the year end position. The report also included a recommendation relating to the transfer of underspend on Homelessness Prevention into the Homelessness Earmarked Reserve at the end of the 2017/18 financial year

The Lead Member for Support Services introduced the report. Members asked a number of questions relating to trade waste income. It was also agreed that a summary of agency staff working within Commercial Services would be presented to future meetings of the Waste Working Group.

It was then:

RESOLVED:

- 1) The forecast income and expenditure variations for the 2017/18 financial year and the overall projected underspend of £123,000 (1.5% of the total budget £8.346 million) be endorsed; and
- 2) That Council be **RECOMMENDED** to transfer the underspend on Homelessness Prevention into the Homelessness Earmarked Reserve at the end of the 2017/18 financial year (this is expected to be £60,000).

E.44/17 **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 Lead Member for Support Services introduced the report. In doing so he drew Members attention to presented appendix B of the report relating to s106 deposits. He noted that some town and parish councils were of the view that the funds held belonged to them and some clarity was needed. The funds were held by the district council, and could be released only in conjunction with an open space project and strategy.

It was then:

RESOLVED:

That the Capital Programme Monitoring Report be endorsed.

E.45/17 **BUDGET PROPOSALS REPORT 2018/19**

Members were presented with a comprehensive report that set out how the Council's Medium Term Financial Position was based on a financial forecast over a rolling five year timeframe to 2022/23. The Council had continued to work in partnership with West Devon Borough Council to achieve savings. However, the Councils continued to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending. This report set out recommendations for budget proposals for 2018/19, prior to requesting the views of other Members in January 2018.

The Leader introduced the report. He stated that the report was not for debate today, it merely proposed a draft budget for Members to consider.

It was then:

RESOLVED

That the Budget Proposals report for 2018/19, and the outcomes of the Members' Budget Workshop, be considered, prior to requesting the views of the Overview and Scrutiny Panel and Development Management Committee at a joint meeting in January 2018 on the budget issues contained within the report.

E.46/17 CAPITAL BUDGET PROPOSALS FOR 2018/19

Members were presented with a report that set out the capital bids to the 2018/19 Capital Programme totalling £2,555,000 and a suggested way that the Bids could be funded.

The Leader introduced the report. Members requested an update on the position with the Community Led Housing Fund. The Executive Director (Strategy and Commissioning) confirmed that a member of staff was now in post and a briefing note would be circulated to all Members in due course.

It was then:

RESOLVED

That the views of the Overview and Scrutiny Panel and Development Management Committee be sought on whether:

1. the Capital Programme Proposals for 2018/19, which total £1,200,000 (Appendix A), be approved;
2. the Capital Programme Proposals for 2018/19, which total £1,355,000 (Exempt Appendix B) be approved;
3. the 2018/19 Capital Programme of £2,555,000 be funded from the sources as set out in section 4 of the presented report.

E.47/17 TREASURY MANAGEMENT MID YEAR REVIEW

Members were presented with a report as required by the Financial Procedure Rules, which provided a mid year treasury update. The Council had outperformed the industry benchmark for investment, however, the Council was forecasting a shortfall in investment income against its budgeted income target. Alternative longer term investment vehicles were being investigated.

The Lead Member for Support Services introduced the report.

It was then:

RESOLVED

That the contents of the report be endorsed.

E.48/17

HEART OF THE SOUTH WEST – JOINT COMMITTEE

Members were presented with a report that sought approval of the recommendations arising from the Heart of the South West (HotSW) Leaders to form a Joint Committee. The key role of the Joint Committee would be to develop, agree and ensure the implementation of the Productivity Strategy which could only be achieved by working, where appropriate, in collaboration with the individual constituent authorities and the LEP.

The Leader introduced the report. During discussion, some Members disagreed with the proposal and stated that it was another unnecessary layer of bureaucracy, whilst other Members agreed that it was important to be involved.

It was then **RESOLVED** that Council be **RECOMMENDED** to:

- a) Approve the recommendation of the HotSW Leaders (meeting as a shadow Joint Committee) to form a Joint Committee for the Heart of the South West;
- b) Approve the Arrangements and Inter-Authority Agreement documents set out in appendices A and B for the establishment of the Joint Committee with the commencement date of Monday 22 January 2018;
- d) Appoint the Leader and the Deputy Leader as the Council's named representative and substitute named representative on the Joint Committee;
- c) Appoint Somerset County Council as the Administering Authority for the Joint Committee for a 2 year period commencing 22 January 2018;
- e) Approve the transfer of the remaining joint devolution budget to meet the support costs of the Joint Committee for the remainder of 2017/18 financial year subject to approval of any expenditure by the Administering Authority;
- f) Approve an initial contribution of £1,400 for 2018/19 to fund the administration and the work programme of the Joint Committee, noting that any expenditure will be subject to the approval of the Administering Authority;
- g) Agree that the key function of the Joint Committee is to approve the Productivity Strategy (it is intended to bring the Strategy to the Joint Committee for approval by February 2018);
- h) Authorise the initial work programme of the Joint Committee aimed at the successful delivery of the Productivity Strategy; and
- i) Agree the proposed meeting arrangements for the Joint Committee

including the timetable of meetings for the Joint Committee as proposed in paragraph 2.14 of the presented agenda report.

E.49/17

FORMATION OF A COMMUNITY LOTTERY FOR SOUTH HAMS AND WEST DEVON

Members were presented with a report that set out the proposal to implement a joint local community lottery scheme to benefit the residents of South Hams and West Devon.

The Lead Member for Business Development introduced the report.

It was then:

RESOLVED that Council be **RECOMMENDED** to:

1. Approve and implement the proposed business case for the establishment of a joint South Hams and West Devon local community lottery scheme (subject to approval from West Devon Borough Council)
2. Appoint Gatherwell Ltd as an External Lottery Manager (ELM) & Aylesbury Vale District Council (AVDC) to assist with project implementation (subject to a successful Contract Exemption application);
3. Delegate to the Head of Paid Service to nominate two officers to hold the Council's lottery licence and submit the necessary application to the Gambling Commission; and
4. Delegate to the Group Manager Business Development in consultation with the Business Development portfolio holder to approve the bespoke lottery business model policies required in order to submit a valid application to the Gambling Commission to obtain a lottery licence.

E.50/17

LOW COST SELF AND CUSTOM BUILD INITIATIVE FOR LOCAL PEOPLE

Members were presented with a report that sought approval to implement the custom self-build initiative through the current policy (AH5) and the emerging policy TTV31. It was expected that the initiative would increase the supply of accessible affordable homes for local people within the District.

Importantly, homes built through the initiative would be affordable by virtue of the caveats that applicants and subsequent owners would need to adhere to.

The Lead Member for Customer First introduced the report and responded to questions. It was agreed that a briefing note be attached as an appendix to the minutes to clarify one or two points that had been raised during discussion

It was then:

RESOLVED that Council be **RECOMMENDED**:

1. To implement the custom self-build initiative through the current policy (AH5) and the emerging policy TTV31;
2. That the initiative is included in the emerging SPD;
3. That the New Burdens funding is committed to additional staff resource; and
4. That Executive **RESOLVES** to review the supply and progress of the custom self-build initiative periodically.

E.51/17 **COUNCIL TAX REDUCTION SCHEME 2018/19**

Members were presented with a report that set out how it was an annual requirement for Councils to revisit their existing council tax support scheme and make a decision as to whether to replace or revise it.

The Leader introduced the report.

It was then:

RESOLVED that Council be **RECOMMENDED** to continue with the existing Council Tax Reduction scheme for 2018/19 with the uprate of Personal Allowances, Premiums and Non Dependent deductions in line with national welfare benefits.

E.52/17 **PROCUREMENT OF NEW ICT SYSTEMS**

Members were presented with a report that set out how the Council was seeking to procure a modern cloud hostable system or systems capable of realising further efficiencies and financial savings while delivery improved customer facing services, workflow and back office systems with seamless integration. The report set out the progress made so far.

The Lead Member for Support Services introduced the report. Members asked a number of questions and sought confirmation that any future system procured would be compatible with other systems. The CoP Lead ICT confirmed that the way ICT systems were provided was changing and it was important for systems to be able to integrate on different platforms.

It was then:

RESOLVED that officers be supported in their investigation and evaluation of computer systems capable of replacing the current solution acquired under T18 (as set out in paragraph 4 of the presented

report).

E.53/17 **FOOD SAFETY AUDIT REPORT**

Members were presented with a report that outlined the Action Plan developed to implement the recommendations contained within the Food Standards Agency's Audit Report arising from the Food Standards Agency Audit carried out in July 2017. The report also introduced the Food Safety Service Plan 2017/18 in accordance with the requirement of the Food Standards Audit to draw up, document and implement the 2017/18 Service Plan.

The Lead Member for Customer First introduced the report. One Member raised strong concerns over the content of the report. The CoP Lead Environmental Health set the report into context. The Lead Member confirmed that regular meetings would be taking place between her and the CoP Lead and also drew Members attention to the positive aspects of the report such as the significant number of policies and the training of staff being up to date. The CoP Lead confirmed that as a result of following FSA guidelines that stated every food supply business had to be contacted, (rather than taking a risk based approach and focussing on higher risk businesses), the impact on businesses would be that inspections would regulate but would no longer provide advice to help the business grow.

Finally, it was confirmed that the Action Plan would be presented to Overview and Scrutiny Panel in May 2018 for monitoring.

It was then:

RESOLVED

1. That the Executive had the opportunity to comment upon the content of the Food Standards Agency Audit and the Action Plan being implemented to maintain and improve performance within the Food Safety function be endorsed; and
2. That the content of the Food Safety Service Plan 2017/18 be agreed and endorsed.

E.54/17 **WRITE OFF**

Members considered a composite report that detailed the debts for all revenue streams within the Revenue and Benefits Service remit up to the value of £5,000, written off by the S151 Officer under delegated authority.

The Leader introduced the report and explained the debts over £5,000 in a little more detail.

It was then:

RESOLVED

1. That in accordance with Financial Regulations, it be noted that the s151 Officer had authorised the write-off of individual South Hams District Council debts totalling £66,076.68 as detailed in Tables 1 and 2 of the presented agenda report; and
2. That the write off of individual debts in excess of £5,000 totalling £29,493.05 as detailed in Table 3 of the presented report be approved.

E.55/17 **REPORTS OF OTHER BODIES**

RESOLVED

That the following be received and that any recommendations contained therein be approved:

a) **Overview and Scrutiny Panel – 9 November 2017**

i. **O&S.69/17 DEVON HOME CHOICE ANNUAL REVIEW AND SOUTH HAMS ALLOCATION POLICY REVIEW**

It was then **RESOLVED**:

1. That the Council continue as a partner of Devon Home Choice;
2. That the registering of applicants in Band E (no housing need) for the purpose of Devon Home Choice continue; and
3. That minor changes of updated wording to the South Hams Allocation Policy be accepted.

ii. **O&S.70/17 VILLAGE HOUSING INITIATIVE REVIEW**

It was then **RESOLVED**:

- a. That promoting and utilising the Village Housing Initiative model continue, and to include this model of delivery within the Supplementary Planning Document (SPD) once the Joint Local Plan is adopted; and
- b. The inclusion of Band E following the cascade for Village Housing Initiative schemes (as set out in the presented agenda report) be agreed.

Members were presented with a report that proposed an interim staffing arrangement to replace the Head of Paid Service for the remainder of this administration (until May 2019).

It was then:

RESOLVED

That Council be **RECOMMENDED** that:

1. the Council designates the Executive Director for Service Delivery and Commercial Development to be the Head of Paid Service for an interim period until the end of the current administration (May 2019) with an option to extend for a further period if required.
2. a report be brought back to the Council towards the end of the interim period to consider the permanent strategic leadership and senior management arrangements.
3. the Executive Director for Service Delivery and Commercial Development receives an uplift of £3,000 in recognition of the Head of Paid Service responsibilities.
4. Members approve a further salary uplift of £10,000 for the Executive Director in recognition of the extra duties that will need to be undertaken as a result of there being only one Executive Director during the interim period.
5. the Executive Director for Service Delivery and Commercial Development maintains strategic leadership and senior management capacity by allocating additional responsibilities to members of the senior and extended leadership team, in consultation with the Leader and Deputy Leader.
6. a review of the arrangements takes place after 6 months to ensure that all responsibilities are being satisfactorily covered.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.48/17, E.49/17, E.50/17, E.51/17 AND E.56/17 WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 14 DECEMBER 2017, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 18 DECEMBER 2017 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

(Meeting commenced at 10.00 am and concluded at 12.00 noon)

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).

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**MINUTES OF THE JOINT MEETING OF THE
OVERVIEW & SCRUTINY PANEL AND THE DEVELOPMENT MANAGEMENT
COMMITTEE HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 18 JANUARY 2018**

Panel Members in attendance:			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr K J Baldry	∅	Cllr J M Hodgson
∅	Cllr J P Birch	*	Cllr T R Holway
*	Cllr J I G Blackler	∅	Cllr E D Huntley
*	Cllr I Bramble	*	Cllr D W May
*	Cllr J Brazil	*	Cllr J A Pearce
*	Cllr D Brown	*	Cllr J T Pennington
*	Cllr B F Cane	*	Cllr K Pringle
*	Cllr P K Cuthbert	*	Cllr R Rowe
*	Cllr R J Foss	*	Cllr M F Saltern (Chairman)
*	Cllr J P Green	*	Cllr P C Smerdon (Vice Chairman)
∅	Cllr J D Hawkins	*	Cllr R C Steer
∅	Cllr M J Hicks	∅	Cllr R J Vint
∅	Cllr P W Hitchins		

Other Members also in attendance:
Cllrs H D Bastone, N A Hopwood, R J Tucker, K R H Wingate and S A E Wright

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Head of Paid Service, Group Manager – Commercial Services, Group Manager – Customer First and Support Services, Section 151 Officer, Specialist Manager, Commissioning Manager, COP Lead – Development Management, Specialist – Enforcement, Specialist – Assets and Place Making and Senior Specialist – Democratic Services

OSDM.1/17 DECLARATIONS OF INTEREST

Members and officers were invited to declare any interests in the items of business to be considered during the course of the meeting and these were recorded as follows:-

Cllr J P Green declared a Disclosable Pecuniary Interest in Item 5: 'Review of Fees and Charges for 2017/18' (Minute OSDM.2/17 below refers) specifically in relation to the proposed fee for Acupuncture, Tattooing, Ear-piercing and Electrolysis by virtue of his wife being an acupuncturist. In the event of this particular fee being debated, Cllr Green advised that he would then leave the meeting during the discussion and he abstained from the vote on the recommendation;

Cllr P C Smerdon declared a Personal Interest in Item 6: 'Budget Proposals Report 2018/19' (Minute OSDM.3/17 below refers) by virtue of being a Council representative and Trustee of the South Hams Community and Voluntary Service (CVS); and

Cllr K Pringle declared a Personal Interest in Item 6: 'Budget Proposals Report 2018/19' (Minute OSDM.3/16 below refers) by virtue of also being a Council representative of the South Hams CVS and remained in the meeting during the debate and vote on this agenda item.

OSDM.2/17 **REVIEW OF FEES AND CHARGES 2018/19**

The meeting considered a report that set out proposals for fees and charges for all services for 2018/19.

In discussion, reference was made to:-

- (a) play area inspections. Whilst some Members were of the view that a £70 increase in the inspections service was significant, the point was made that the Public Spaces Working Group was supportive of the proposed increases;
- (b) increases in Planning Fees. The Meeting was advised that the 20% increase in Planning Fees (came into effect on 17 January 2018) would generate upwards of £120,000 in additional income for the Council;
- (c) 'Pay on Entry' charges for public conveniences. Members felt it would be beneficial to provide the Executive with a steer on the proposed charges and it was therefore **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that this charge '*should not exceed 20 pence*';
- (d) the transfer of public convenience ownership from the Council to a local town/parish council. A Member emphasised the importance of any town or parish council who was considering such a transfer being made aware by the Council that they would be liable for Business Rates on this asset;
- (e) dinghy parking at Coronation Park. A Member questioned why officers were recommending no increase in the fees and charges being applied for dinghy parking at Coronation Park, whilst proposing that every other dinghy park incur an increase. In reply, officers advised that the fees and charges applied to Coronation Park had increased by 100% in 2017/18 to reflect the significant capital works that had been undertaken at that time. As a consequence, it was not considered appropriate for these to be increased again in 2018/19.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council that:-

1. the proposed fees and charges set out for Parks, Open Spaces and Outdoor Sports be approved;
2. the proposed Environmental Health Charges that are outside of the jurisdiction of the Licensing Committee be approved;
3. the proposed Fees and Charges for Development Management (as set out in Appendix C of the presented agenda report) be approved;
4. delegated authority be given to the Group Manager for Commercial Services, in consultation with the lead Executive Member, to set the Dartmouth Lower Ferry Fees to take account of market conditions, including competitor charges;
5. it approves:
 - an overall percentage increase of 2% to car park charges and to delegate responsibility of implementing the increase to the Group Manager for Commercial Services, in consultation with the lead Executive Member, following consultation with representative bodies (including town and parish councils); and
 - the withdrawal of weekly parking tickets;
6. delegated authority be given to the Group Manager for Commercial Services, in consultation with the lead Executive Member, to set the Commercial Waste charges, once all the price modelling factors are known;
7. delegated authority be given to the Group Manager for Commercial Services, in consultation with the lead Executive Member, to set the Public Conveniences 'Pay on Entry' charges (which should not exceed 20 pence), following completion of works and a review of appropriate charges; and
8. the changes to Boat Storage Charges (as set out in paragraph 3.7 of the presented agenda report) be approved.

OSDM.3/17 **BUDGET PROPOSALS REPORT 2018-19**

Members considered a report that asked for consideration of the draft Budget proposals for 2018-19.

In introducing this agenda item, the Chairman highlighted the need for the Meeting to focus on making recommendations to the Executive on how the Council should close the projected Budget gap of £345,688.

In discussion, reference was made to:-

- (a) the Business Rate Pilot status funding. Members requested receipt of information outlining the terms of the bid and what was being proposed within these terms;
- (b) the unfairness of the Central Government funding provision. In expressing his deep frustrations at the unfairness in the Council's Settlement Funding Assessment, a Member **PROPOSED** the following motion:-

'That the unfairness of Central Government Funding for Shire District Councils be brought to the attention of our local MPs, with them both being encouraged to ask a parliamentary question on this point during the weekly Prime Ministers Question Time.'

This proposal was subsequently **SECONDED** and when being put to the vote was declared **CARRIED**.

- (c) the proposal to install Beach Huts. For future 2018/19 draft Budget Setting reports, it was agreed that reference within the title to '*North and South Sands*' should be deleted;
- (d) any public conveniences transfer to a local town/parish council. A Member asked that it be recognised that town and larger parish councils often had greater capacity and resilience to be able to take on such additional responsibilities. In response, these disparities were acknowledged and assurances were given that, if approved, time had been built into the Programme to enable for a detailed consultation exercise to be undertaken before any savings would be realised.

Specifically regarding those public conveniences highlighted in the presented agenda report at South Milton, the view was expressed that the National Trust (who generated significant income in this particular location) should take on responsibility for providing these facilities. Officers responded by giving an assurance that all interested third parties would be contacted as part of the consultation process in this regard;

- (e) the proposal to cease accepting cash and cheques at Council premises (excluding Car Parks). A lengthy discussion on this proposal ensued during which a number of Members expressed their concern that this would have a particular impact on elderly residents. Also, whilst reference was made to the ability to pay via Paypoint or the Post Office, this view was countered by some Members stating that villages such as South Brent no longer had a high street bank or Post Office facility.

At this point, the Chairman invited a show of hands on how many Members **did not support** the proposal to cease accepting cash and cheques at Council premises. In so doing, **exactly half (9 of the 18 Members in attendance) were unsupportive of this proposal.**

To reflect the general sense amongst the meeting, the Chairman proceeded to invite a show of hands on a proposal to **discontinue accepting cash and cheques at Council premises (excluding Car Parks), whilst still retaining a postal service (for receipt of cheques) at Follaton House.** In so doing, 13 of the 18 Members in attendance supported this proposal in principle.

- (f) partnership grant funding to the CVS. Some reservations were expressed over the impact of the proposed £20,000 reduction to the CVS and the following motion was **PROPOSED** and **SECONDED**:

'That the partnership funding given to the CVS should be reduced by £10,000 for 2018/19.'

In discussion, it was noted that the Council had delegated a Task and Finish Group to undertake a review into future partnership grant funding on its behalf and the proposed £20,000 reduction reflected its final recommendations. As a consequence, some Members questioned the merits of commissioning such a review if colleagues were not then willing to support its recommendations. Furthermore, officers confirmed that CVS representatives had been made aware of the Group recommendation and were already looking at revising their working arrangements to generate efficiencies.

When put to the vote, this motion was declared **LOST**, with the majority of Members **supportive of the proposed £20,000 reduction**;

- (g) a paper tabled by Cllr Pennington. At the discretion of the Chairman, Cllr Pennington tabled (and spoke to) a paper that he had produced that re-presented a number of potential additional savings that had not been included in the draft budget setting proposals presented at the Executive meeting on 7 December 2017 (Minute E.45/17 refers).

Having each been **PROPOSED** and **SECONDED** for re-inclusion in the Budget setting process, a debate ensued on each of the following proposals:

- *Charging for Food Advice*: Following some soft market testing, officers informed that the anticipated £5,000 saving would not be achievable. As a result, the meeting **did not support** this proposal;

- *Complete Waste Commissioning process by April 2019*: Since the procurement process would not be completed until the end of the 2018/19 Financial Year, it was acknowledged that it would be inappropriate to support this saving at this time and the meeting **did not support** this proposal;
- *Review offering sand bags free of charge*: The meeting was of the view that additional work was required on this proposal and it was therefore **not supported** at this current time;
- *Cancel South West Councils Annual Subscription*: Subject to clarity being sought over a potential significant redundancy liability, the meeting was **supportive** of this proposal;
- *Third Party Meeting Concessions*: Having been informed that this proposal had already been built into the identified savings, the meeting was **supportive** of this proposal;
- *Cease Community Re-investment Project*: Some Members highlighted the significant ongoing budget gap that the Council had to fill and it was **PROPOSED** and **SECONDED** that:

'The total fund (amounting to £154,000) be removed from the Budget'

In support of the motion, some Members highlighted that Section 106 monies could be used for similar purposes to this Fund and, without any capping limitations, town and parish councils did have the ability to increase their precepts to support local projects. In contrast, other Members were of the view that often smaller parishes were very reliant on this Fund as their only means of providing any infrastructure. In addition, a Member stated that the Fund had been primarily established to reflect the additional costs arising from new homes being developed.

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

An alternative motion was then **PROPOSED** and **SECONDED** as follows:

'That the fund be reduced to £75,000 for 2018/19.'

In discussion, a number of Members felt that this proposal was a fair compromise and when put to the vote it was declared **CARRIED**.

- *Complete Waste Commissioning process by April 2019*. Since the process would not be completed until the end of the 2018/19 Financial Year, it was acknowledged that it would be inappropriate to support this saving at this time and the meeting **did not support** this proposal;
- *Cease funding for Partnership Manager Position at the Local Enterprise Partnership (LEP)*. The meeting was **supportive** of this proposal;

- *Cease funding for South Devon Green Infrastructure Partnership.* Members were advised that the Partnership may have already ceased. However, in the event of it still bring an active Partnership, the meeting was **supportive** of this proposal;
- *Cease funding for a Reserve Partnership.* The meeting was **supportive** of the principle of this proposal, subject to further information being obtained; and
- *Charging for Food Hygiene Rating Scheme Revisits:* Having been informed that this proposal had already been built into the identified savings, the meeting was **supportive** of this proposal.

(h) the Business Rates Pilot status for 2018/19. To reflect the fact that the Council would have received a pooling gain (in the region of £100,000), it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

“£100,000 from extra Business Rates be used towards closing the 2018/19 Budget gap.”

With regard to the remaining monies to be received, the overwhelming majority of Members wished for this to be invested in the South Hams, with the intention of providing an ongoing income stream;

(i) the unallocated 2017/18 New Homes Bonus Funding. It was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

“The £93,784 remaining unallocated New Homes Bonus funding be used towards closing the 2018/19 Budget gap.”

In addition to this recommendation, it was also **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

“£500,000 of New Homes Bonus Funding is used to balance the 2018/19 Revenue Budget.”

(j) impact upon the base Budget. The Section 151 Officer felt it worthwhile to highlight to the meeting that a number of the significant savings that had been recommended by the meeting to date were one-off (and not recurring) sums. As a result, it was noted that Members would be faced with similarly difficult decisions next year in order to bridge the anticipated 2019/20 Budget gap;

(k) a proposed increase in Council Tax for 2018/19 of £5 per Band D household. Whilst again regrettable, the meeting was of the view that it had no choice other than to increase Council Tax for 2018/19 by £5 per Band D household and a motion was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** to that effect;

- (l) the 2018/19 Capital Programme Budget Proposals for 2018/19. It was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

“The 2018/19 Capital Programme Budget Proposals be approved and financed in accordance with paragraph 8.2 of the presented agenda report.”

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council that:-

1. the views of the Joint Meeting (as detailed in the minutes above) be taken into account during the 2018/19 Budget Setting process; and
2. the unfairness of Central Government Funding for Shire District Councils be brought to the attention of our local MPs, with them both being encouraged to ask a parliamentary question on this point during the weekly Prime Ministers' Question Time session.

OSDM.4/17 **PLANNING ENFORCEMENT SERVICE REVIEW**

Members considered a report that sought to recommend the adoption of a Local Enforcement Plan and a Planning Enforcement Member Engagement Protocol. In addition, the report also sought Member endorsement of a series of proposed actions.

In discussion, the following points were raised:-

- (a) It was confirmed that, whilst Enforcement Cases were not normally published on the Council website, the authority did have a duty to maintain and publish an up to date Enforcement Register;
- (b) A number of Members expressed positive feedback over the recent Enforcement drop-in sessions that had been held with local Ward Members. In addition, those Members who had yet to sign up to a session with the Enforcement Specialist were actively encouraged to do so;
- (c) In light of there being some very minor numerical and typographical errors identified (e.g. Section 2.7 of the Protocol referred to the incorrect paragraph), it was suggested that Delegated Authority be given to the Community Of Practice Lead, in consultation with the lead Executive Member for Customer First, to make any necessary minor amendments prior to the Plan, Protocol and Actions being finally adopted;

- (d) A number of Members welcomed production of these documents and, in expressing deep frustrations at the extent of rule flouting that was taking place in the South Hams, hoped that the Enforcement Officers would be able to use these as a real statement of intent to send out a message that the Council was not a pushover;
- (e) In recognising the importance of the Legal Community Of Practice to the service, officers confirmed that there was frequent dialogue between both areas and these draft documents (and targets) had been endorsed by legal officers prior to their publication;
- (f) Whilst accepting that there was resource (and cost) implications, a Member did nonetheless lament the lack of any plan checking to ensure that developments were being built in accordance with the approved plans;
- (g) It was confirmed to the Meeting that some of the anticipated additional income that would be generated by the increase in Planning Fees would be used to increase the resilience within the Planning Enforcement service.

It was then:

RECOMMENDED

That the Joint Committee **RECOMMEND** that the Executive:-

1. adopt the Local Enforcement Plan (as outlined at Appendix 1 of the presented agenda report);
2. adopt the Planning Engagement Member Engagement Protocol (as outlined at Appendix 2 of the presented agenda report);
3. endorse the proposed Actions (as set out in Section 4 of the presented agenda report); and
4. delegate authority to the Community Of Practice Lead Development Management, in consultation with the lead Executive Member for Customer First, to make any minor amendments to the Plan, Protocol and Actions prior to their adoption.

(Meeting started at 10.00 am and concluded at 1.10 pm)

Chairman

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Agenda Item 7

Report to: **Executive**

Date: **1 February 2018**

Title: **Quarter 3 Revenue Budget Monitoring
2017/2018**

Portfolio Area: **Support Services – Cllr S Wright**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Author: **Pauline Henstock** Role: **Finance Community of Practice Lead**

Contact: **Tel. 01803 861377**
E-mail: pauline.henstock@swdevon.gov.uk

Recommendations:

That the Executive resolves to:-

- i) Endorse the forecast income and expenditure variations for the 2017/18 financial year and the overall projected underspend of £103,000 (1.2% of the total Budget £8.346 million).
- ii) Recommend to Council to transfer the income surplus (of up to £20,000) into a Support Services Trading Opportunities Earmarked Reserve at the end of the 2017/18 financial year. This is expected to be £20,000 and was generated by HR and Finance in providing support to other Councils on their Transformation Programmes.
- iii) Recommend to Council to transfer the underspend on the Leisure budget (of up to £87,000) into a Leisure Earmarked Reserve at the end of the 2017/18 financial year.
- iv) Recommend to Council to transfer £50,000 of the additional planning income into the Planning Policy & Major Developments Earmarked Reserve at the end of the 2017/18 financial year.

1. Executive summary

1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2017/18, and provides a forecast for the year end position.

1.2 The gross service expenditure budget for 2017/18 was set at £43 million (£8.346 million net). **Actual net revenue expenditure is forecast to be under budget by £103,000 when compared against the total budget set for 2017/18.** This is due to additional planning income, and equates to 1.2% of the overall net budget. At month six the actual revenue expenditure was forecast to be under budget by £123,000. The movement largely relates to £52,000 of bad debt write offs which have occurred in quarter 3, following the implementation of the Debt Recovery Action Plan.

2. Background

2.1 The Council's financial procedure rules require that reports must be made on budget monitoring on a regular basis to the Executive as part of the Council's arrangements for budget management.

3. Outcomes/outputs

3.1 Budget overview

Table 1 below provides an analysis of the projected variances against budget.

TABLE 1: 2017/18 BUDGET FORECAST

	2017/18 Budget expenditure /(income) £000	Budget variations £000	£000	Note
APPROVED BUDGET			8,346	
Reductions in expenditure/additional income				
Customer First				
Planning income	(560)	(300)		A
Homelessness prevention costs	93	(60)		B
Flexible Homelessness Support Grant	-	(49)		C
Licensing income – shellfish export certificates	-	(50)		D
Housing benefit recoveries	(205)	(40)		E
Leisure Centres	446	(87)		F
Commercial Services				
Beach & Water Safety running costs	102	(25)		G
Car Parking income	(2,833)	(90)		H

Dartmouth Lower Ferry review of terms and conditions	569	(46)		I
Dartmouth Lower Ferry income	(807)	(10)		J
Support Services				
Trading opportunities income	-	(20)		K
Sub total of variations			(777)	
Increases in expenditure/reductions in income				
Customer First				
Follaton House income	(251)	20		L
Leisure Centres legal fees	-	30		M
Salaries	3,441	115		N
Employment Estates bad debt write offs	-	28		O
Commercial Services				
Car Parking repairs and maintenance	43	10		P
Car Parking collection fees	34	10		Q
Car Parking rent	83	23		R
Street & Beach Cleaning – Fly Tip Collections	20	30		S
Recycling Services recycling sacks	131	30		T
Recycling Services material income	(58)	12		U
Trade Waste income – business rated properties	(75)	40		V
Salaries	4,386	45		W
Waste bad debt write offs	-	24		X
Support Services				
ICT Costs – support contracts	337	40		Y
Sub total of variations			457	
Transfers from Earmarked Reserves				
Support Services Trading Opportunities Earmarked Reserve	N/A	20	20	K
Leisure Centre Earmarked Reserve	N/A	87	87	F
Planning Policy & Major Developments Earmarked Reserve	N/A	50	50	A
Homelessness Prevention Earmarked Reserve (approved by Council 14/12/17)	N/A	60	60	B
PROJECTED OUTTURN			8,243	
PROJECTED UNDERSPEND			(103)	

Notes

- A. **Planning income** – Income from planning applications is anticipated to be above its income target by £300,000 (54%) on an income budget of £560,000. £50,000 of this is requested to be set aside in the Planning Policy & Major Developments Earmarked Reserve to support the ongoing future costs of examination of the Joint Local Plan.
- B. **Homelessness Prevention** – At the Executive meeting of 7 December 2017 (E.43/17) it was recommended to transfer the balance of £60,000 into an Earmarked Reserve for Homelessness to support the ongoing costs of implementing the homelessness prevention strategy 2017-2021. This was approved by Council on 14 December 2017.
- C. **Flexible Homelessness Support Grant** – The Council has received £49,000 from the Department for Communities and Local Government in respect of a homelessness support grant. This is being used to fund additional salary costs within Customer First referred to in 'N' below.
- D. **Licensing** – Export of live crabs to China requires an export certificate issued by the Council. A fee is charged for this certificate. Due to reasons beyond the control of the Council, the trade ceased in 2015/16 and a cost pressure was built in to the 2016/17 budget. This trade has now resumed and it is anticipated that £50,000 of unbudgeted income will be received in 2017/18. However, this will be offset by 'N' below.
- E. **Housing Benefit recovery of overpayments** – Additional income of £40,000 from the recovery of overpayments is predicted for 2017/18.
- F. **Leisure Centres** – There is an underspend of £87,000 on the Leisure budget in 2017/18 due to slippage on timescales of the leisure investment. More of this investment is now scheduled to happen in 2018/19. It is recommended that the underspend is carried forward to 2018/19 to meet investment costs.
- G. **Beach and Water Safety** – Recent negotiations with the RNLI and private land owners has resulted in an in-year cost reduction of £5,000 and additional income of £3,000. The equipment budget is also predicted to be underspent by £17,000 in 2017/18.
- H. **Car park income** - Car parking income is showing an uplift of £90,000 on an overall income budget of £2.8 million. This is encouraging and includes the introduction of town/peripheral and rural permits.

- I. **Dartmouth Lower Ferry** – As part of the Councils drive to review and improve services and reduce the Councils financial contributions to the ferry an external business review of the Dartmouth Lower Ferry was commissioned in 2015. The consultant’s report included a consideration for the need to review the terms and conditions relating to the ferry staff.
- J. **Dartmouth Lower Ferry income** – Members will recall that the 2016/17 income target for Dartmouth Lower Ferry was reduced by £100,000 following a downturn in income. The 2017/18 income budget of £807,000 is predicted to be exceeded by £10,000. This reflects the implementation of tariff reviews during 2016/17.
- K. **Support Services trading income** – Support Services have developed a number of small scale trading opportunities by way of providing support to other Councils transformation programmes. There is expected to be an income surplus from this of approximately £20,000 (£17,000 HR and £3,000 Finance). This is requested to be set aside in an Earmarked Reserve to support the development of similar future income generation opportunities.
- L. **Follaton House** – It is anticipated that there will be a shortfall in the letting income for Follaton House. This is likely to be in the region of £20,000 against the income target of £251,000.
- M. **Leisure Centres** – The Council externalised the legal work to facilitate negotiations over the terms of the legal agreements resulting in a cost pressure of £30,000 in 2017/18.
- N. **Salaries (Customer First)** – There are additional staffing costs of approximately £90,000 which will be funded from the Flexible Homelessness Support Grant and additional licensing income (please refer to ‘C’ and ‘D’ above). In addition £25,000 of extra staffing costs have been incurred in Customer First to obtain future savings within Facilities Management.
- O. **Employment Estates debt write offs** – Following the centralisation of debt recovery into one service from October 2017 and the implementation of the Debt Recovery Action Plan, £38,000 of uncollectable debt was identified within Employment Estates. 25% of this has been accounted for in the Council’s bad debt provision as at 31 March 2017. The remaining 75% will result in a cost pressure (an expense) of £28,000 in 2017/18.
- P. **Car park repairs and maintenance** – The budget for repairs and maintenance on pay & display machines has already been fully utilised and is predicted to be overspent by £10,000.
- Q. **Car park collection fees** – The budget for collection fees on the pay & display machines is predicted to be overspent by £10,000.

- R. **Car park rent** – This additional cost of £23,000 follows the renewal of a lease for 6 years with effect from 1 June 2017.
- S. **Fly Tip Collections** – Due to a number of large fly tips this year it is anticipated that this budget will be overspent by £30,000.
- T. **Recycling sacks** – Following a recent stock take a cost pressure of £30,000 for the purchase of recycling sacks has been identified.
- U. **Recycling material income** – There is anticipated to be a shortfall in income of £12,000 from recycling of materials. This follows a national trend due to the market value of the materials.
- V. **Trade Waste income for business rated domestic properties** – Based on the uptake to date, there will be a shortfall in income of £40,000 in 2017/18. Properties which are chargeable under the Controlled Waste Regulations legislation and which can be identified from our own internal data have now all been written to and where appropriate invoiced. This is projected to achieve an income for 2017/18 of £35,000.
- W. **Salaries (Commercial Services)** – A salary overspend of approximately £45,000 is expected in Commercial Services due to agency staffing costs.
- X. **Waste debt write offs** - Following the centralisation of debt recovery into one service from October 2017 and the implementation of the Debt Recovery Action Plan, £35,000 of uncollectable debt was identified within the Waste Service. 30% of this has been accounted for in the Council's bad debt provision as at 31 March 2017. The remaining 70% will result in a cost pressure (an expense) of £24,000 in 2017/18.
- Y. **ICT costs** – There are additional costs in respect of ICT support contracts of approximately £40,000. The additional costs such as IEG4 software are offset by additional recovery of housing benefit overpayments shown in 'E' above.

4. Review of Earmarked Reserves

- 4.1 The Council annually undertakes a review of the level of its Earmarked Reserves as part of the budget setting process. A schedule of Earmarked Reserves is attached at Appendix A with their proposed use.

As the accounting entries can be identified at an early stage, a recommendation is made to Council to agree the accounting entries in 2017/18. Only Council can approve the use of Earmarked Reserves.

5. Prudential Indicators

5.1 The prudential code indicators were approved in the Treasury Management Strategy report to the Executive on 9 March 2017. The indicators are monitored during the year through the normal revenue and capital monitoring processes. Any exceptions are reported to the Executive together with any remedial action or revision required. To date all Treasury Management limits have been adhered to.

6. Income and Reserves

Income monitoring is an integral part of financial management. Current income forecasts are as follows:

Service	Actual Income 2016/17 £'000	Income Budget 2017/18 £'000	Projected Income 2017/18 £'000	Deficit/ (Surplus) £'000	Deficit/ (Surplus) %
Car Parks	3,045	2,833	2,923	(90)	(3.2%)
Dartmouth Ferry	832	807	817	(10)	(1.2%)
Employment Estates	1,382	1,348	1,348	-	-
Licensing	251	200	241	(50)	(25%)
Planning Applications	709	560	860	(300)	(53.6%)
Land Charges	185	170	170	-	-
Recycling	577	645	645	-	-
TOTAL	6,981	6,563	7,004	(450)	

7. Proposed Way Forward – Management Actions

7.1 The table below sets out the relevant management actions for the revenue expenditure and income variations shown above. It is best practice for the Council to state whether there are any corrective actions that need to be taken for the variances identified in 2017/18.

	Budget variations overspend/ (underspend) £000	Management Action
Reductions in expenditure/additional income		
Planning income	(300)	£110,000 additional income has been built into the 2018/19 budget. This will be kept under review as it could be that some applications are being submitted earlier than normal due to customers anticipating the Government allowing Councils to increase planning fees by 20%. It is recommended that £50,000 of the additional income in 2017/18 be put into an earmarked reserve at the end of the financial year.
Homelessness Prevention costs	(60)	To be put into an earmarked reserve (approved by Council 14/12/17)
Flexible Homelessness Support Grant	(49)	No action required (3 year grant).
Licensing income – shellfish export certificates	(50)	£30,000 additional income has been built in to the 2018/19 budget. This will be kept under review.
Housing Benefit recovery of overpayments.	(40)	£40,000 has been built into the 2018/19 budget.
Leisure Centres	(87)	Recommended to be put into an earmarked reserve.
Beach and Water Safety	(25)	A saving of £40,000 has been built into the 2018/19 budget.
Car Parking income	(90)	£70,000 additional income has been built in to the 2018/19 budget. Income levels will be kept under review and monitored over a longer period to consider sustained usage trends against the profiled income target.

	Budget variations overspend/ (underspend) £000	Management Action
Dartmouth Lower Ferry – review of terms and conditions	(46)	A saving of £75,000 has been built in to the 2018/19 budget to reflect the review of terms and conditions for a full year.
Dartmouth Lower Ferry income	(10)	Keep under review. It is not proposed to build this additional income in to the 2018/19 budget.
Trading opportunities income (Support Services)	(20)	Recommended to be put into an earmarked reserve.
Follaton House income	20	£20,000 is a one off pressure in 2017/18.
Leisure Centres legal fees	30	No action required – this is a one off cost pressure.
Salaries (Customer First)	115	No change is recommended to the 2018/19 budget. £90,000 of the additional salaries are funded by grant funding and income. The remaining cost pressure of £25,000 ceases in 2018/19.
Employment Estates debt write offs	28	This follows the implementation of the Debt Recovery Action Plan. No action required.
Car park repairs and maintenance	10	Keep under review.
Car park collection fees	10	Keep under review.
Car park lease	23	This cost pressure of £23,000 has been built in to the 2018/19 budget.
Fly tip collections	30	This is a one off cost pressure. No action required.
Recycling sacks	30	Keep under review.
Recycling income – material	12	Keep under review.
Trade Waste income – business rated domestic properties	40	This shortfall in income will be addressed in the 2018/19 budget.
Salaries (Commercial Services)	45	This will be kept under review. No cost pressure has been built in to the 2018/19 budget.

	Budget variations overspend/ (underspend) £000	Management Action
Waste debt write offs	24	This follows the implementation of the Debt Recovery Action Plan. No action required.
ICT costs	40	This cost pressure has been built in to the 2018/19 budget.

8. Issues that may impact on the budget monitoring position in the next month/Risks

The budget monitoring position assumes that collection rates will remain at previous levels.

9. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Statutory Powers that apply to this report are the Local Government Act 1972 Section 151 and the Local Government Act 2003 Section 28.
Financial	Y	<p>The report identifies an overall underspend of £103,000 which is 1.2% of the overall budget set for 2017/18 of £8.346million.</p> <p>It is recommended to Council to transfer the following:</p> <ul style="list-style-type: none"> • £20,000 to the Support Services Trading Opportunities Earmarked Reserve • £87,000 to the Leisure Earmarked Reserve. • £50,000 to the Planning Policy & Major Developments Earmarked Reserve <p>Annually transfers are made from Earmarked Reserves to the Comprehensive Income and Expenditure Account as part of the closure of the end of year Accounts.</p> <p>As the accounting entries can be identified at an early stage, a recommendation is made to Council to agree the accounting entries in 2017/18.</p> <p>Only Council can approve the use of Earmarked Reserves.</p>

Risk	Y	<p>1) Budget variances – continual budget monitoring at all levels within the Council ensures early identification of variances. Reporting to the Executive provides an opportunity for Members to identify and instigate remedial action where appropriate.</p> <p>2) Resource Planning – the Executive takes into account any significant issues when developing the Council’s Medium Term Financial Position.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendix A – Schedule of Reserves (Earmarked Reserves and Unearmarked Reserves).

Background Papers:

Finance Community of Practice budget monitoring working papers.
Executive 15 September 2016 - Medium Term Financial Position for the five year period 2017/18 to 2021/22.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

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RESERVES - PROJECTED BALANCES (EXCLUDES SALCOMBE HARBOUR)					APPENDIX A
		2017/18 Contribution £000	Opening balance 1 April 2017 £000	Projected Balance 31 March 18 £000	Comments
EARMARKED RESERVES					
Code	Specific Reserves - General Fund				
S0820	Capital Programme	182	1,116	31	Due to Capital Programme commitments
S0821	Revenue Grants		316	316	Comprises grants with no repayment conditions - created as a result of International Financial Reporting Standards (IFRS)
S0822	Affordable Housing		770	71	Due to Capital Programme commitments
S0823	Renovation Grant Reserve		7	7	Comprises proceeds from repayments
S0804	New Homes Bonus		474	94	Commitments as per 17/18 budget report approved at Council on 9/2/17
S0826	Community Parks and Open Spaces	17	97	111	
S0810	Pension Fund Strain	99	0	0	
S0827	Repairs & Maintenance	55	403	265	Includes £150k Repairs & Maintenance expenditure for Totnes Pavilion (Council 28/7/16)
S0828	Marine Infrastructure	58	94	152	The annual contribution is made by Salcombe Harbour
S0829	Land and Development	50	205	10	The commitments include the balance of K2 - Kingsbridge Master Plan (£24k of £76k) E.6/16 refers, and a commitment of £100K for Admiral Court Dartmouth (Exec 16/6/16)
S0830	Ferry Repairs & Renewals	87	400	487	
S0851	Homelessness Prevention Reserve	60	25	85	The contribution of £60k approved at Executive on 7/12/17
S0831	Economic Initiatives		77	55	N.B. £49k earmarked for RDP Local Action 2017/18 to 2019/20. E21/14 refers
S0832	Vehicles & Plant Renewals	687	489	0	Due to programmed vehicle replacements
S0833	Pay & Display Equipment Renewals	21	81	102	
S0834	On-Street Parking		44	0	
S0849	Strategic Change Reserve (T18)	285	0	0	To fund T18 redundancy and pension costs.
S0836	ICT Development	50	122	82	To fund various ICT commitments e.g. virtual host server infrastructure
S0837	Sustainable Waste Management	25	3	8	Commitment relates to the replacement of wheeled bins
S0838	District Elections	10	58	68	
S0839	Beach Safety		14	14	
S0840	Planning Policy & Major Developments	75	147	138	£75k commitment regarding Our Plan. A contribution of £50k is recommended to be approved at Executive 1/2/18
S0841	Building Control		436	19	Money owed to Teignbridge DC and reserves belonging to the Building Control Partnership have been transferred to Teignbridge District Council in 2017/18.
S0842	Section 106 Deposits		38	38	Comprises deposits with no repayment conditions - created as a result of IFRS
S0846	Members Sustainable Community Locality		41	41	This is the predicted level of underspend on the annual scheme
S0848	16/17 Budget Surplus Contingency Reserve		559	21	Commitments relate to balance of T18 Transitional Resources (£70k of £279k) Council 30/6/16, LACC set up costs (£106k) Council 28/7/16, 17/18 revenue budget (£287k) and 5 Development Management case managers £75k Council 9/2/17
S0850	Innovation Fund (Invest to Earn) Reserve		279	0	Commitment mainly relates to the development of Admiral Court, Dartmouth (Executive 16/6/16)
S0854	Community Housing Fund		1,881	1,500	
S0856	Support Services Trading Reserve	20	0	20	The contribution of £20k recommended to be approved at Executive 1/2/18
S0858	Leisure Reserve	87	0	87	The contribution of £87k recommended to be approved at Executive 1/2/18
Sub Total excluding the Business Rates Reserve		1,781	8,176	3,822	
S0824	Business Rates Retention		4,527	4,527	
Sub Total of Earmarked Reserves		1,781	12,703	8,349	
GENERAL RESERVES					
S0950	General Fund Balance(Unearmarked Reserves)		1,765	1,868	Projected underspend of £103,000 for 2017/18
TOTAL REVENUE RESERVES		1,781	14,468	10,217	

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NOT FOR PUBLICATION

Appendices A and B of this report contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

Report to: **Executive**

Date: **1 February 2018**

Title: **Capital Programme Monitoring**

Portfolio Area: **Support Services – Cllr S Wright**

Wards Affected: **ALL**

Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Author: **Angela Endean** Role: **Capital Accountant**
Pauline Henstock **Finance Community of Practice Lead**

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pauline.henstock@swdevon.gov.uk **01803 861377**

Recommendations:

1. That the Executive endorses the Monitoring Report.
2. That Council be recommended that £145,000 of the capital programme contingency budget of £300,000 is approved to be allocated to the capital projects set out in exempt Appendix B.

1. Executive summary

The report advises Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.

The monitoring of the capital programme at month 9 (end of December 17) has not highlighted any significant areas of concern to report to Members. The anticipated level of expenditure is within the existing capital budget for each individual project (Appendix A).

Prior to this date there have been no calls on the capital programme contingency budget for 2017/18 of £300,000.

This report recommends to Council that £145,000 of the capital programme contingency budget of £300,000 is approved to be allocated to the capital projects set out in Appendix B.

2. Background

The capital programme for 2017/18 was approved by Council on 9 February 2017 (66/16 and E.55/16 refer). This report provides an update on the Capital Programme and also on those schemes that remain outstanding from previous programmes.

A summary of the Capital Programme is shown in exempt Appendix A. The award of contracts is subject to the Council's procurement rules on competitive tendering and therefore the allocated budget is commercially sensitive.

3. Outcomes/outputs

Members are requested to endorse the following updates on the Capital Projects:

Capital Programme 2016/2017 and prior years

Langage Business Park

As part of the s106 agreement for the Langage Energy Park, the energy park operator, along with the owner of the land surrounding the park, jointly agreed a payment of £1,200,000 to SHDC towards the provision of 30,000ft² of industrial-use starter units. The Council is in receipt of this sum and now is in early discussion with the land owner (LEPL) to agree the form and location of these starter

units. The s106 also provides for LEPL to procure land for the starter unit development, either on land surrounding the Energy Park or elsewhere within the South Hams.

The original plan was that a starter unit development could be a catalyst to kick-start other development on the energy park – bringing economic benefits (employment and supply chain) and income (business rates and rent) to the South Hams. LEPL are active in sourcing interest in the land and hope to bring forward development proposals within the next 12 months. The Council would need to add to the £1,200,000 investment in order to deliver 30,000ft² of starter units. A business case for such a development will be prepared as negotiations progress and a plan emerges, leading to a Council recommendation.

Café, Cliff House Gardens, Salcombe

The structural repair identified at Cliff House Gardens for the proposed café is now complete. Work is now commencing on manufacturing and fitting the external shutters, window and door. The internal fit out has been discussed and agreed and work is in progress. The concession to run the café has now been tendered and it is expected that it will be open for summer 2018.

In-Cab technology

A budget of £110,000 was approved for in-cab technology. To date the spend is £111,064, being a slight overspend of just over £1,000. This overspend can be financed from the underspend on the Green Transport Plan (electric charging points for cars) of approximately £8,000.

Recycling service –wheeled bins

A budget of £70,000 was approved for the provision of new wheeled bins, to date expenditure is £63,152.

Leisure Centres – Contingency for Major Repairs

Repairs are required to the seating area on the mezzanine floor at Quayside Leisure Centre. Expenditure will be met from the contingency for major repairs budget of £150,000.

Redevelopment of five employment units, Burke Road, Totnes

The scheme is now complete and the units have been handed over. The defects correction period will end in December 2018. Work to get units occupied for the beginning of the financial year is underway with one tenant having expressed an interest to date.

Starter Units, Admiral Court, Dartmouth

The works on the seven units are now complete and the defects correction period has started (one year from hand over). 5 tenants have expressed an interest in taking the units.

Leisure Investment

The leisure contract with Fusion Lifestyle commenced on 1st December 2016. A facilities update is shown below:

Dartmouth – works completed with successful handover achieved 18.12.17. Plans for second phase, to address gym refurbishment, is underway with anticipated completion this Easter.

Ivybridge – planning now approved. Internal refurbishment works tendered with contractor expected to start at the end of January. Phased delivery programme to keep centre open with initial relocation of gym to the sports hall. These works to be completed by May. The main pool works to start from March 2018 with anticipated completion by spring 2019.

Kingsbridge, Quayside – tenders have been received with contractor to start at the end of January. These works include pool side structural repairs. Refurbishment of dry side changing rooms being finalised with agreement from school to start from 1st April. This will then include temporary relocation of the gym to part of the sports hall. Anticipated completion this summer.

Totnes – site surveys were completed in October and initial feasibility plans have been drawn up. These are being agreed with Tadpool along with a phased programme of delivery.

Payments are made to Fusion monthly in respect of each leisure centre in accordance with the capital drawdown schedule which forms part of the contract. There has recently been a variation to the original drawdown schedule reflecting construction delays. This will have no impact on the overall capital budget. See table below.

Officers will make recommendations in February/March 2018 on the strategy for internal borrowing and external borrowing for the Leisure Investment. A council is not able to borrow in advance of need and borrowing will be undertaken on review of the Council's whole Capital Financing Requirement.

Capital budget approved for Leisure Investment – based on revised schedule

2016/17	2017/18	2018/19	2019/20	Total
£242,896	£998,471	£4,936,656	£158,977	£6,337,000

Note 1: This excludes the £650,000 separate budget for Ivybridge Leisure Centre

Note 2: Approximately just under £700,000 of expenditure has moved from 2017/18 to 2018/19.

Capital Programme 2017/18

Play Parks – replacement of play equipment

Spend of these funds has been set back a year while options for asset transfers of play parks are discussed with Town and Parish Councils, these being the priority for use of the capital funds. Further consultation is needed before funds are spent, and whilst there will be some more straightforward projects that can be completed in the first year, it is anticipated that the majority of projects will be realised towards the end of the 3 years of funding.

There is no budget required in 2018/19 due to slippage on the 2017/18 budget and this will be carried forward to 2018/19. 2017/18 is year 1 of a three year programme as shown below:

Capital budget for Play Parks (2017/2018 approved, 2019/20 and 2020/21 budget to be confirmed)

2017/18	2018/19	2019/20	2020/21	Total
£190,000	Nil	£190,000	£140,000	£520,000

Follaton House

The Council is paying £50,000 per annum into a sinking fund for the refurbishment of the roof and replacement guttering on the old house.

Installation of the electric charging points at Follaton House is now complete. There is likely to be an under spend of around £8,000 on this scheme once the contractor has been paid.

Coastal Assets

A budget to help improve the resilience of our existing coastal and fluvial assets was approved as part of the 2015/16 capital budget (Minute E.57/14 refers). This approval of £300,000 per annum for 5 years is now in its third year.

Although the analysis of the coastal budget expenditure shows an underspend in 15/16 and 16/17 totalling over £300,000, this is primarily due to the Asset team being able to secure £220,000 of funding from the Environment Agency to help finance the engineering works undertaken at Beesands. If the team had been unsuccessful in securing this money, the works would have still been required and financed from the budget.

There are now plans for repair to a 50m stretch of the damaged Quay Wall at Kingsbridge. A tender for this work is due to be issued in February. Once the successful contractor has been agreed towards the end of March, work is due to start on site in September 2018. The start date has been delayed to make sure that parking for residents and visitors is unaffected during the busy summer months and that events planned within the car park can proceed. These plans will also provide the Council with the best opportunity to work with the successful contractor to minimise disruption and to get the best value for money possible.

This work will be funded from the coastal assets budget and will utilise the remaining 17/18 budget as well as the residual underspend from the previous financial years. See note in Exempt Appendix A.

Salcombe Harbour – replacement of toilets/showers and harbour office

A workshop with the Harbour Board is planned in January to review project objectives and operational issues. Following this and wider stakeholder engagement, the project can move towards working up a planning submission.

Market Square, Totnes – renew surface

Totnes Town Council (TTC) have agreed to a proposal whereby they shape the project outcomes through community engagement. They will also try to raise further funding to match that of SHDC to improve landscaping in the square. The project delivery programme will be agreed with TTC this month for implementation in the wider sense in February onwards.

Totnes Depot – divide existing depot

Approval from DCC for the new highway access has been granted and prices are being reviewed for implementation of the crossing works.

Private Sector Renewals including Disabled Facilities Grants (DFG's)

The budget for Private Sector Renewals Grants in 2017/18 is £700,000. The budget brought forward from 2016/17 is £247,000 giving a total of £947,000 available in 2017/18.

Expenditure to the end of December was £374,414 with a further £150,000 committed. There are Statements of Need being progressed which total another £227,000.

Spend on DFG's is based on demand, over which the Council has no control, and at present the service is processing and approving applications in line with this demand.

Unlike previous years when the Council regularly had to contribute its own capital to fund DFGs, it is predicted that this year all expenditure will be funded by the Better Care Fund (BCF) allocation. It is not possible at this stage to determine whether any of the BCF allocation will need to be returned to the Joint Clinical Commissioning Group (JCCG) if it is not spent within the financial year. Last year, funds that were nominally committed to Statements of Need that had been received by the Council were carried over.

Affordable Housing Update

The table below gives an update on the various affordable housing capital budgets and schemes.

Scheme	Budget	Narrative
Community Led Housing	£100,000	Community led housing initiative was launched in April 2014. A change from a loan to a grant scheme was approved at Executive in December 2015. This was in response to concerns raised by community groups around being able to repay loans granted. £50,000 has been paid to two community groups.
Rural Affordable Housing	£400,000	£327,577 spent or committed to rural schemes. Schemes have been completed at Thurlestone, Avondale, Slapton, Moreleigh, Frogmore, Newton Ferrers, Churchstow and Rattery.
Existing Stock/Sustainability	£100,000	To reduce empty homes and make best use of the existing housing stock.
Homeless/Specialist Housing	£50,000	To enable the provision of specialist accommodation as required. Funding will be allocated as need arises.

Vehicle Fleet Replacement

Following a report to the Executive on 20th October 2016 a budget of £687,000 was approved for Vehicle Fleet Replacement in 2017/18. Expenditure to date is £109,000 with further commitments.

The spend on vehicles for 2017/2018 was delayed following the departure of the Operational Services Manager earlier in the year. The outstanding purchases are now to be commenced by the Transport Manager and relate to refuse collection vehicles which are purchased through national frameworks. The larger fleet items will be received in 2018/2019 so the remaining capital allocation for 2017/2018 will be rolled forward.

S106 Deposits

The list of S106 Deposits are shown in Appendix C. This reflects income already received by the Council or where a debtor has recently been raised to a third party. Some of these S106 Agreements have a clause within the S106 Agreement which states that the Council shall be entitled to use up to a five per cent (5%) part of the total payments and contributions payable pursuant to the provisions of the Agreement, towards the costs to be reasonably and properly incurred by the Council in monitoring compliance with the S106 Agreement and in assessing the details submitted to the Council for approval pursuant to the S106 Agreement.

For clarity, the figures shown in Appendix C are before any monitoring fee has been deducted by the Council.

In 2015 a case against Oxford County Council held that a monitoring fee was an administrative function of the Council and could not be sought by the County Council. The Court accepted that there may be occasions where monitoring fees could be sought, for example, on large scale developments where obligations are phased.

A schedule of Section 106 deposits held by the Council as at the 31 March 2017 was presented to Overview and Scrutiny Panel in July 2017 (Minute O&S.16/17 refers). It was agreed that a schedule of S106 deposits will be presented with each capital monitoring report at future meetings.

4. Options available and consideration of risk

This is considered on a project by project basis as part of the project appraisal document and initial business case for each capital project.

5. Proposed Way Forward

This is considered on a project by project basis.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>Statutory powers are provided by the S1 Localism Act 2011 general power of competence.</p> <p>The capital programme is implemented in line with the Council's legal requirements, which are examined on a project-by-project basis. To date there are no undue legal concerns.</p> <p>Since there is commercially sensitive information in Appendices A and B regarding the budgets for individual projects, there are grounds for the publication of these appendices to be restricted, and considered in exempt session. The public interest has been assessed and it is considered that the public interest will be better served by not disclosing the information in the Appendices A and B. Accordingly this report contains exempt Information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.</p>
Financial		<p>The monitoring of the capital programme at month 9 (end of December 17) has not highlighted any significant areas of concern to report to Members. The anticipated level of expenditure is within the existing capital budget for each individual project (Appendix A).</p> <p>Prior to this date there have been no calls on the capital programme contingency budget for 2017/18 of £300,000. A capital project of £145,000 is now requested to be funded from the capital programme contingency, leaving a balance of £155,000. Details of the capital projects are shown in exempt Appendix B.</p>

Risk		<p>There is a risk that the Capital Programme does not meet the Council’s corporate priorities in line with the Council’s Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council’s priorities. The mitigation is that there is a project appraisal for each proposal. This is taken into account when assessing possible implementation timescales. Complex capital programmes have a relatively long lead-in period.</p> <p>The Council demonstrates that capital investment contributes to corporate priorities, provides value for money and takes account of the revenue implications of the investment. Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.</p> <p>There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		This matter is assessed as part of each specific project.
Safeguarding		This matter is assessed as part of each specific project.
Community Safety, Crime and Disorder		This matter is assessed as part of each specific project.
Health, Safety and Wellbeing		This matter is assessed as part of each specific project.
Other implications		

Supporting Information

Appendices:

EXEMPT - Appendix A – Summary of the approved programme plus allocated budget

EXEMPT - Appendix B – Details of capital project bid for contingency funding

Appendix C – Summary of S106 Deposits

Background Papers:

Capital programme for 2017/18 - Council 9 February 2017

Capital programme for 2017/18 – Executive 9 February 2017 (66/16 and E55/16 refer)

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted.	Yes

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SECTION 106 DEPOSITS as at 31/12/17					
BALANCE SHEET CLASSIFICATION: LONG TERM LIABILITIES - REVENUE					
Classif. Code	SITE	Date Received	Restriction/Committed End Date	Conditions	TOTAL S106 DEPOSITS as at 31-12-17 £
REVENUE					
Langage Energy Centre (9/49/1020/98/1)					
1007	- Landscape Fund (PG01)		25 years, interest (rate not specified)	Reduce the landscape and visual impact of power station	(164,165.17)
1008	- Local Liaison Group (PG02)		25 years, interest (rate not specified)	Funding of local activities in the electoral wards of the Council immediately surrounding the Phase 1A and the wards of SHDC and/or PCC	(6,478.81)
1009	- Public Art (PG03)		25 years, interest (rate not specified)	Public art in or in the vicinity of the Phase 1A Land	(116,136.77)
1010	- Migrant Workers (PG04)		No restriction/committed end date	Provide information and advice relating to migrant workers employed in relation to the development	(1,551.18)
1011	- Air Monitoring Equipment (PG05)		25 years, interest (rate not specified)	Purchase, maintain and operate appropriate mobile air quality monitoring equipment	(28,909.64)
1012	- Ecology Park (PG06)		25 years, interest (rate not specified)	Laying out and planting of the Ecology Park	(34,841.03)
1013	- Ecology Park Mtc (PG07)		25 years, interest (rate not specified)	Maintenance of the Ecology Park	(34,841.03)
2020	- Construction of Starter Units (PG08)			Construction of the Starter Units and procure a site for the Starter Units on either the Energy Park or land within South Hams District	(1,195,047.08)
2021	- Bus interchange - Deep Lane junction (PG09)		25 years, interest (rate not specified)	Cost of establishing a bus interchange facility in the vicinity of the Ridgeway/Deep Lane junction	(28,453.19)
2022	- Enhanced bus services (PG10)		25 years, interest (rate not specified)	Securing and supporting enhanced bus services to the Phase 1A Land and the Energy Park	(227,628.54)
2028	Langage Consultants Fees (MP)			Master plan	(30,568.38)
2035	Land at Blackawton (New Parks Farm), Blackawton (06/2313/09/F)	05/09/11	25 years, no interest	Required as a result of the development - spent on Open Space Sport Recreation contribution within or directly relating to the parish of Blackawton or on such other Blackawton Community project as the Council shall see fit	(2,596.00)
2038	Steam Packet Inn, Kingswear (30/2177/08/F)	03/09/12	5 years, no interest	Open Space Sport and Recreation contribution	(2,465.25)
2044	Land West of Ermington (21/1425/12/F)	12/02/13	5 years, interest at NatWest base rate	Open Space Sport Recreation contribution	(126,900.00)
2411	Maypool House Youth Hostel (30/2787/10/F) - Dwelling One	20/03/12	No restriction/committed end date	Affordable Housing contribution (£10,000.00) and Open Space (£4,868.75)	(33,415.54)
2806	Maypool House Youth Hostel (30/2787/10/F) - Dwelling Two	10/02/16	No restriction/committed end date	Affordable Housing contribution	(43,614.51)
2428	Former Old Chapel Inn, St Anns Chapel, Bigbury (05/0227/11/F)	02/05/13	No restriction/committed end date	Affordable Housing contribution, Open Space Sport and Recreation contribution towards open public space	(109,776.00)
2429	Milizac Close (Underhay) Yealampton (62/2948/11/O)	13/05/13	5 years, interest at BoE base rate +4%	Sport and Recreation contribution towards improved facilities for formal sport and recreation relating to the development	(16,697.80)
2460	Loughrigg Coronation Rd, Salcombe (41/0652/11/F)	20/08/13	10 years, interest rate not specified	Affordable Housing contribution, Open Space Sport and Recreation contribution	(20,577.75)
2652	Land Ven Farm Brixton (07/2022/12/F)	13/05/14	No restriction/committed end date	Sport & Recreation/Employment	(40,500.00)
2652	Land Ven Farm Brixton (07/2022/12/F)	13/05/14	No restriction/committed end date	Conservation of Tamar Estuaries Complex SPA	(967.30)
2652	Land Ven Farm Brixton (07/2022/12/F)	12/05/16	Capital spend, no interest specified	Open Space Sport and Recreation contribution towards open public space/sport/recreation scheme within the parish of Brixton	(12,000.00)
2691	Warland Garage (56/2793/11/F & 56/1520/12/F)	04/08/14	25 years, no interest specified	Affordable Housing contribution	(9,689.01)
2698	Boat House, Dartmouth Quay, Southtown, Dartmouth (15/2046/13/F)	17/08/14	5 years, no interest specified	Tree planting and management in Dartmouth	(8,000.00)
2705	Trennels, Herbert Road, Salcombe (41/0929/13/F)	21/10/14	25 years, no interest specified	Affordable Housing contribution (£93,001), Open Space Sport Recreation contribution (£13,650)	(106,651.00)
2714	Windward, Stoke Fleming	30/03/15	No restriction/committed end date	Open Space Sport Recreation contribution	(22,913.00)
2715	Harvey's Field (32/0844/12/F)	04/03/15	10 years, payable at 87.5% to owner and 12.5% payee of contribution, interest at 1% below Barclays base rate	Sports facilities contribution towards the provision of sports facilities required as a result of the development. £60,000 Employment (Rural Growth Network) administered by LEP	(61,507.10)
2716	Bonfire Hill, Salcombe (41/1915/13/F)	04/03/15	5 years, interest at 1% below Barclays base rate	Ecology contribution, Open Space and Play contribution, Sports Provision contribution, Open Space and Play maintenance contribution	(193,670.13)
2717	Old Grist Mill 53/1706/07/F	12/01/15	No restriction/committed end date	Open Space Sport Recreation contribution	(39,035.88)
2718	Sawmills Field, Dartington 14/1744/13/F	11/12/14	7 years, interest at 1% below Barclays base rate or 0% (whichever is higher)	Improved facilities for off-site open space and play provision in Dartington, improved sports facilities in Dartington	(148,670.33)
2749	Alston Gate, Malborough 33_46/1890/11/F	29/03/15	5 years, interest at 1% above Lloyds base rate	Public Open Space contribution	(30,000.00)
2789	Marridge Farm, Ugborough	25/09/15	No restriction/committed end date	Open Space Sport Recreation contribution	(13,650.00)
2802	Riverside, Totnes	07/12/15	No restriction/committed end date	Affordable Housing contribution, Open Space Sport Recreation contribution	(459,415.00)
2808	Leyford Close, Wembury (58/0176/13/O)	09/02/16	5 years, interest at NatWest base rate	Sports and Recreation contribution and Tamar Estuaries SAC Management contribution	(174,593.47)
2819	Churchstow (11/0046/14/F)	29/04/16	No restriction/committed end date	Affordable Housing contribution	(19,689.00)
2820	Follaton Oak, Totnes (56/2346/10/O)	15/04/16	7 years, interest at 1% below Barclays base rate	Green Travel Plan (£35k), and Open Space, Sport and Recreation contribution (£60k), Pedestrian Path contribution (£12k)	(137,358.14)
2835	Gara Rock Hotel, East Portlemouth (20/2104/13/F)	17/05/16	No restriction/committed end date	Affordable Housing contribution, Open Space Sport Recreation contribution	(341,318.50)
2838	Treetops, St Dunstons Road, Salcombe (41/3063/13/F)	30/06/16	5 years, interest at Lloyds base rate	Affordable Housing contribution, Open Space Sport Recreation contribution	(20,000.00)
2850	Sorley Tunnel (11/2425/07/F)	28/07/16	No restriction/committed end date	Open Space Sport Recreation contribution	(12,195.27)

2860	Plot 2 Godwell Lane, Ivybridge (27/1758/11/F)	07/10/16	No restriction/committed end date	Open Space Sport Recreation contribution	(120,000.00)				
2861	Barn Conversions at Butlas Farm (07/1601/08/F)	08/11/16	No restriction/committed end date	Open space, sport and recreation contribution within or directly related to the parish of Brixton	(16,254.51)				
2862	Lutton Farm Barns, Ivybridge (12/0053/07/F)	08/11/16	No restriction/committed end date	Public Open Space contribution	(8,965.15)				
2863	Land at SX 8638 5117, Ivatt Road, Dartmouth (15/0587/13/F)	08/11/16	No restriction/committed end date	Open Space, Recreation and/or sports facilities within Dartmouth	(17,889.58)				
2866	Tumbly Hill, Kingsbridge (28/1571/06/F)	08/11/16	10 years, no interest specified	Public Open Space contribution towards the provision of public open space required as a result of the Development	(7,725.10)				
2867	Centry Farm, Kingsbridge (28/0731/08/F)	08/11/16	25 years, no interest specified	Public Open Space contribution shall be spent on Open Space Sport and Recreation for the use of the public within or directly related to the Parish of Ledstone/Kingsbridge	(686.73)				
2868	Venn Barn, Venn Lane, Stoke Fleming (51/1771/07/F)	08/11/16	25 years, no interest specified	Open Space, Sport and Recreation within, or directly related to, the Parish of Dartmouth	(3,534.25)				
2869	Waddeton Barton Farm (52/1249/10/F)		Not specified	Open space, sport and recreation on sports and recreation facilities within the District	(58,650.50)				
2878	South Embankment, Dartmouth (15/2092/15/F)	15/12/16	25 years, no interest specified	Open Space Sport and Recreation contribution for the purposes of providing, improving or enhancing the open space, sport and recreational facilities within Coronation Park Dartmouth	(4,875.00)				
2894	Land at Ashburton Road (Meadowside), Totnes (56/2246/13/F)	27/03/17	5 years, interest at NatWest base rate	Affordable Housing contribution, Sports Pitch contribution in the vicinity of the development	(127,900.91)				
2944	Land at Moorview, Marldon (34/2184/13/O)	07/07/17	10 years, interest at 1% below Barclays base rate	Off-Site Play Area contribution and/or Sport and Recreation contribution	(179,131.03)				
2945	Knighton Road, Wembury (58/1352/12/F)	18/05/17	5 years, interest at NatWest base rate	Schools contribution	(1,158.00)				
2946	Higher Hatch Farm, Kingsbridge (32/0215/11F)	06/06/17	25 years, no interest specified	Open Space, Sport and Recreation contribution	(6,000.00)				
2972	Home Field, West Alvington (59/2482/14/F)	05/09/17	No restriction/committed end date	Open Space, Sport and Recreation contribution	(73,900.18)				
2973	Land off Palm Cross Green, Modbury (35/0059/15/F)	23/08/17	No restriction/committed end date	Open Space, Sport and Recreation contribution	(57,050.33)				
2974	Holywell Stores, Bigbury (05/2557/13/F)	-	25 years, no interest specified	Affordable housing contributions	(73,856.26)				
2993	Land at Fairfield, South Brent (0354/14)	10/08/17		Off-Site Public Open Space Contribution	(91,652.50)				
2994	Land SE of Torhill Farm, Ivybridge (27_57/1347/14/F)	19/07/17	No restriction/committed end date	Road safety works to be undertaken by the developer (not to exceed £100,000.00)	(100,000.00)				
3000	Land at Woodland Road, Ivybridge (27/1859/15/F)	31/10/17	10 Years no interest specified	Tamar SAC Contribution & 50% Open Space, Sport and Recreation Contribution	(80,355.12)				
3001	Land adjacent to Elwell House, Totnes (56/1214/14/F)	-	25 years, no interest specified	Affordable Housing contribution	(17,415.06)				
3028	Stowford Mill, Harford Road, Ivybridge (27/1336/15/F)	-	No restriction/committed end date	Ivybridge Mill Group Archives Contributions	(10,000.00)				
	Subtotal ccS0500				(5,133,487.01)				
	Sherford								
2600	Sherford Review Panel Set up Contribution				(8,690.50)				
2601	SRP Annual Contribution				6,609.34				
2602	Fees - Parish Council				0.00				
2603	Fees - Monitoring				(10,265.98)				
2604	Economy - Economy & Training				(1,611.75)				
2893	Sherford Delivery Team				(80,000.00)				
	Subtotal ccS0501				(93,958.89)				
	TOTAL S106 DEPOSITS (WITH CONDITIONS)				(5,227,445.90)				
2828	Rathvendon, Bigbury (1023)			No conditions	(7,312.50)				
2836	Sedgewell Sands, Marine Drive			No conditions	(7,372.00)				
2826	St Johns Ambulance, Dartmouth 15/1389/12/F			Affordable Housing - provision, enhancement, management	(23,000.00)				
	TOTAL S106 DEPOSITS (NO CONDITIONS) ccS0842				(37,684.50)				
	Capital Grant Unapplied (Cost centre S0803)								
	Fallapit House, East Allington			Affordable Housing	(87,124.50)				
	Tesco Site, Kingsbridge				(30,000.00)				
	TOTAL CAPITAL GRANTS UNAPPLIED				(117,124.50)				
	Capital Grants Receipts in Advance (Cost Centre S0510)								
	Penn Torr, Salcombe			Affordable Housing	(84,000.00)				
	23 Western Road, Ivybridge			Affordable Housing	(31,291.00)				
	TOTAL CAPITAL GRANTS RECEIPTS IN ADVANCE				(115,291.00)				
	Notes:								
	1. The amounts shown above are before any monitoring fee has been deducted, where this is set out in the S106 Agreement. (See Section 6 of the covering report which explains this in more detail)								
	2. The deposits as at 31st December 2017 reflect income already received by the Council or where a debtor has recently been raised to a third party.								

Agenda Item 9

Report to: **Executive**

Date: **1 February 2018**

Title: **Budget Proposals Report 2018-19**

Portfolio Area: **Cllr R Tucker - Annual Budget Setting Process**

Wards Affected: **All**

Relevant Scrutiny Committee: **Joint Development Management Committee and Overview and Scrutiny Panel**

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

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Recommendations:

That the Executive resolves to RECOMMEND to Council:

- i) To increase Council Tax by £5 (which equates to a Band D council tax of £160.42 for 2018/19, an increase of £5 per year or 10 pence per week – as shown in 5.12). This equates to a Council Tax Requirement of £6,072,207.
- ii) That the financial pressures in Appendix B of £895,700 be agreed
- iii) That the £10,000 discretionary budget bid for the Citizens Advice Bureau be agreed;
- iv) That the schedule of savings identified in Appendix B totalling £689,350 be agreed;

- v) To approve the budget proposals for Public Conveniences as set out in 6.11, 6.23 and 6.24 (This requires a decision as part of the 2018-19 budget process, due to the implementation timescales).
- vi) That the Collection Fund Surplus of £73,000 as shown in Appendix B be agreed ;
- vii) That the level of contributions to reserves to be included within the Authority's budget, as set out in Appendix C be agreed (this includes using £721,688 of New Homes Bonus funding to fund the 2018-19 Revenue Budget and a contribution of £475,000 into an Economic Regeneration Projects Earmarked Reserve);
- viii) To withdraw the Community Reinvestment Projects budget of £153,900 in 2018/19 onwards (This was previously funded by New Homes Bonus funding as set out in Appendix E)
- ix) To delegate to the S151 Officer, in consultation with the Leader and Executive Member for Support Services to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 18/19
- x) To ring-fence £3.5 million from the Business Rates Retention Earmarked Reserve for employment for the creation of local jobs and to better support the local economy, as per Appendix D
- xi) That the Council Tax Support Grant paid to Town and Parish Councils is reduced by 9.85% for 2018/19 as per Appendix A. This equates to a payment of £82,615 for 2018/19.
- xii) That the Council should set its total net expenditure for 2018/19 as shown in Appendix B as £8,902,590.
- xiii) That the minimum level of the Unearmarked Revenue Reserves is maintained at £1,500,000 as per Section 9.
- xiv) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates are noted. This is a requirement of Part 2 of the Local Government Act 2003.

1. Executive summary

- 1.1 The Council's Medium Term Financial Position (MTFP) is based on a financial forecast over a rolling five year timeframe to 2022/23. The Council, along with other local authorities, has faced unprecedented reductions in Government funding since the Comprehensive Spending Review 2010. Between 2009/10 and 2019/20, the Council's Core Government funding has reduced by £4 million.
- 1.2 South Hams has 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 statutory front line services.
- 1.3 Between both Councils the annual shared services savings being achieved are over £6 million. However, the Councils continue to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending as outlined in the Comprehensive Spending Review.
- 1.4 ***South Hams District Council is currently forecasting a £0.64m budget gap by 2019/20.***
- 1.5 The latest budget proposals were presented to a meeting of the Joint Development Management Committee and Overview and Scrutiny Panel on 18 January 2018. The report highlighted a budget gap of £345,688 for 2018/19. Following the recommendations of this meeting (Minute OSDM.3/17 refers) and further to an Informal meeting of the Executive (Executive Briefing), it is recommended to Council that the budget gap of £345,688 for 2018/19 is closed in the following way:-
- Increasing the New Homes Bonus funding to fund the 2018/19 Revenue Budget by £221,688 (increases the NHB funding used to fund the base budget from £500,000 to £721,688)
 - Using £100,000 from extra business rates (to reflect the fact that the Council would have received a pooling gain – see 5.6)
 - Ceasing the contribution of £6,500 to the South Devon Green Infrastructure Partnership (this Partnership has ceased)
 - Cease taking cash or cheques in the Council offices by 1st April 2018 (£17,500 extra saving from implementing this six months earlier)
- Note: There is also a recommendation to Council to withdraw the Community Reinvestment projects budget of £153,900 in 2018/19 as per Appendix E.
- 1.6 Section 2 shows that by 2019/20, the Council has a predicted £0.64m budget gap. It is important to note that this position is after the Council having achieved the predicted level of savings from transferring public conveniences to Town and Parish Councils (£180,000), securing a 75% cost contribution from some public conveniences (£10,000) and installing pay on entry on others (£36,000).

These savings have been built into the financial modelling and the £0.64m budget gap in 2019/20 is after taking these savings into account. If these savings are not achieved, the budget gap in 2019/20 increases to over £0.85 million.

- 1.7 Devon has also been successful in achieving business rates Pilot status for 2018-19 and this has meant a predicted extra amount of business rates funding of £575,000 for South Hams for 2018-19 (this is for one year only).
- 1.8 Following the recommendations of the Joint Development Management Committee and Overview and Scrutiny Panel on 18th January, it is recommended that £100,000 of the pilot gain (the element that the Council would normally receive in a pooling gain) is used to fund the revenue base budget in 2018/19, with the remainder (£475,000 of the pilot gain), being transferred into an Economic Regeneration Projects Earmarked Reserve, to meet the primary aims of the Pilot bid which are to achieve higher levels of investment in economic regeneration in Devon and encourage further business rates growth.

2. OVERALL POSITION – BUDGET GAP

- 2.1 Appendix B illustrates the overall financial forecast for the forthcoming five years. The Council’s Net Budget is £8.3 million in 2017/18. A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by the higher of £5 or 2.99% (shown in Appendix B).
- 2.2 The following table illustrates the predicted budget gap from 2018/19 onwards for the Council as shown in Appendix B:

	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
Cumulative budget gap	Nil	638,998	561,175	624,698	627,691

(See the comments in paragraph 1.6 in the Executive Summary. If these budget gaps are not closed annually, the aggregated budget gap would equate to £2.45 million by 2022/23, as shown in Appendix B).

- 2.3 **This shows that by 2019/20, the Council has a predicted £0.64m budget gap.**
- 2.4 The cost pressures, savings and additional income already identified for 2018/19 are shown in Appendix A. It is to be noted that this is the best estimate of the financial position at the current time and new items could arise and the report will be updated.

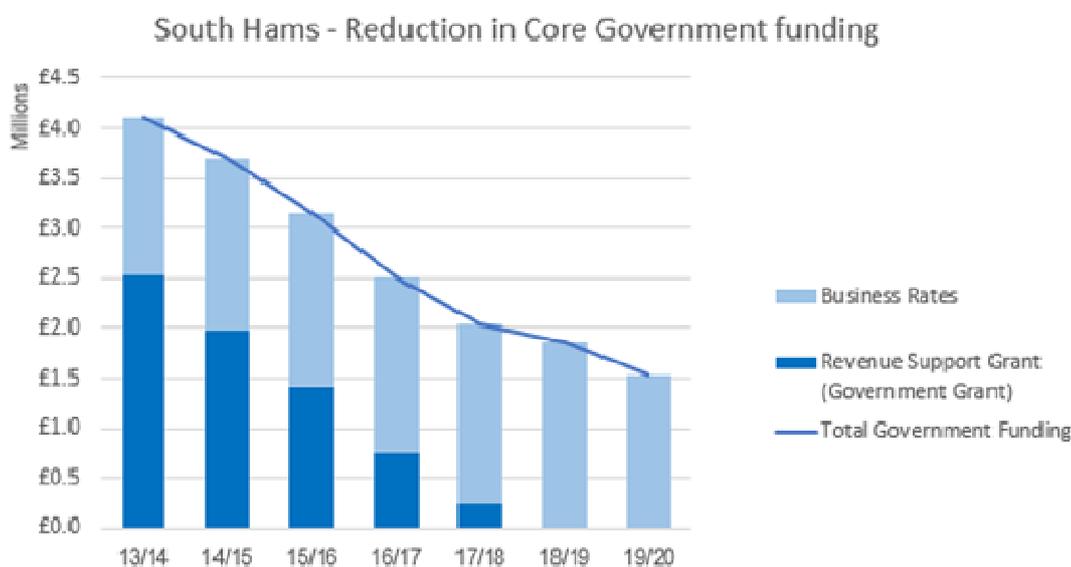
2.5 The recommendations of the Joint Development Management Committee and Overview and Scrutiny Panel meeting of 18th January 2018 are set out in Minute OSDM. 3/17.

3 THE FOUR YEAR SETTLEMENT FUNDING OFFER

3.1 During 2016/17 the Government offered Local Authorities the opportunity to apply for a four year agreed funding settlement, subject to the production of an efficiency plan. The Council applied and was accepted for the four year agreement.

3.2 By 2018/19 the Council receives no 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's Settlement Funding Assessment (Government Grant and funding from Business Rates) is reducing by a further 39.3% between now and 2019/20. This compares to an 18.7% cut for Metropolitan Districts and 32.4% for Shire Districts. Counties vary between 30% to 31%.

3.3 District Councils such as South Hams have also suffered a large reduction in their New Homes Bonus funding (£0.5 million in 17/18) due to the number of years payments are being reduced, from six years to five years in 17/18 and to four years from 18/19 onwards. The funding being released is to contribute towards adult social care costs, a function carried out by Unitary and County Councils.



In 2009/10, South Hams District Council received £5.5m in Core Government funding. By 2019/20 this has been reduced to £1.5 million as shown.

3.4 It can be seen from the graph above that between 2009/10 and 2019/20 the Council's Core Government funding will have reduced by £4 million (this excludes the one-off pilot gain in 2018-19).

4 ASSUMPTIONS FOR FINANCIAL MODELLING PURPOSES

4.1 The National Employers have made a final pay offer covering 1 April 2018 to 31 March 2020. The majority of employees (those on salaries starting at £19,430 p.a.) would receive an uplift of 2% on 1/4/18 and a further 2% on 1/4/19, with those on lower salaries receiving higher increases. The cost of this would be £255,000 in 2018/19 and a further £280,000 in 2019/20. This has been reflected in Appendix A. The Medium Term Financial Position is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council.

4.2 The report assumes inflation will run at 2.5% over the five year period. The Consumer Prices Index (CPI) rose to 3.0% in October 17 (RPI was 4%).

4.3 The Medium Term Financial Position has included a cost pressure of £220,000 for Inflation and increases on Goods and Services. The main items are:-

£80,000 – Staff salary increments

£40,000 – Business Rates increases (Revaluation 2017/18 onwards)

£30,000 – Utilities inflation

£20,000 – Fuel inflation

An amount of £50,000 is to fund a 2.5% uplift on other expenditure budgets (£2 million). Within this, there is a cost pressure of £4,000 for General Data Protection Regulation which will apply from May 2018.

4.4 The predicted interest rate forecast from our treasury management advisors, Capita, is that interest rates will remain at 0.5% up to September 2018 and then in December 2018 the base rate is predicted to rise to 0.75%. By December 2019 the bank base rate is predicted to increase to 1%.

Officers will make recommendations in February 2018 on the strategy for internal borrowing and external borrowing for the Leisure Investment (as part of the Treasury Management Strategy). A Council is not able to borrow in advance of need and borrowing will be undertaken on review of the Council's whole Capital Financing Requirement and projected Balance Sheet for future years.

4.5 An increase in council tax of the higher of £5 or 2.99% for the next five years has been modelled for council tax purposes. This would equate to a Band D council tax for South Hams of £160.42 in 2018/19 as shown in Appendix B and equates to a council tax increase of 3.2%.

- 4.6 It has been assumed that the number of properties within the District will increase by 450 per annum from 2018/19 to 2022/23 – this is an increase of approximately 1.2% - the Council had 37,379.62 Band D equivalent properties in 2017/18. These additional properties have been used to calculate the amount of additional Council Tax and also the potential for New Homes Bonus. The Tax Base for 2018/19 has been confirmed at 37,851.93 (this was an increase of 472.31 Band D properties from the 2017/18 position).

5. BUSINESS RATES AND COUNCIL TAX

- 5.1 **Retained Business Rates** - The Government introduced the Business Rates Retention system from April 2013. There is a risk of volatility in the system because Councils are exposed to any loss of income if businesses go into decline.

- 5.2 Of the Business Rates collected of £30.8 million, the Council currently retains approximately 6p in every £1 to run our services.

Self-sufficient local government: 100% Growth on Business Rates

- 5.3 The Secretary of State has announced in December 2017 that local business rates retention of business rates growth would move from 50% to 75% in 2020/21.

5.4 Business Rates Pilot status for 2018/19

Devon was successful in achieving Business Rates Pilot status for 2018-19 and the pilot will begin on 1st April 2018. Financial modelling shows that the Devon business rates pool could benefit by somewhere in the region of between £10m to £16.9m by becoming a pilot in 2018/19. The recent modelling shows that South Hams could benefit by at least £0.5 million and it could be higher (e.g. £0.7 million) depending on business rates growth estimates. For the purposes of this report, a pilot gain of £575,000 has been modelled. As part of a Pilot, South Hams would receive 40% of all business rates growth above the baseline in 2018-19 (as opposed to 20% outside of the Pool or 22% inside the Pool).

- 5.5 This is one-off additional revenue money for the year of the pilot only (2018/19). The bid set out how pilot status for Devon would meet the principles of higher levels of investment in economic regeneration in Devon, assisting financial sustainability for the District Councils and support for Upper Tier Councils with the growing financial cost pressures of areas such as adult social care and children's services.

- 5.6 Following the recommendations of the Joint Development Management Committee and Overview and Scrutiny Panel on 18th January, it is recommended that £100,000 of the pilot gain (the element that the Council would normally receive in a pooling gain) is used to fund the revenue base budget in 2018/19, with the remainder (£475,000 of the pilot gain), being transferred into an Economic Regeneration Projects Earmarked Reserve, to meet the primary aims of the Pilot bid which are to achieve higher levels of investment in economic regeneration in Devon and encourage further business rates growth. There will be an opportunity for Councils to bid for pilot status in 2019-20 and details of this will be announced by the Government around the Summer time.

Tariff/Top Up Adjustment in 2019/20 (negative RSG)

- 5.7 The Tariff/Top Up Adjustment is an amount in 2019/20 which increases an authority's tariff. It is applied where cuts to a Council's Settlement Funding Assessment (SFA) cannot be achieved through further cuts to the Revenue Support Grant (RSG), as the RSG is already zero.

In effect the Tariff/Top Up Adjustment is negative Revenue Support Grant (RSG). Settlement Funding Assessment is the income received by local authorities in the form of (i) Revenue Support Grant from Central Government and (ii) a share of business rates retained locally.

Draft Local Government Finance Settlement for 2018-19

- 5.8 In the draft Local Government Finance Settlement, the Government has said that a consultation will take place in Spring 2018 regarding the current £153million in negative RSG that remains in the 2019/20 funding allocations, with the outcome feeding into the 2019/20 local government finance settlement. The negative RSG currently included within the Council's funding allocation for 2019/20 amounts to £399,900. *If the Government were to partly or wholly remove this following the consultation process, the Council's budget position would be bettered by this amount for 2019/20 and future years.*
- 5.9 Rural Services Delivery Grant – the 2018/19 funding has been increased from £50 million to £65 million. This has meant extra RSDG funding of £75,565 for 2018/19 as the Council's allocation has increased from £251,886 to £327,451. The £327,451 has been built into the Council's business rates baseline for 2018/19 due to the Council's Pilot status.

Council Tax

- 5.10 South Hams District Council's share of the council tax bill in 2017/18 was **9%**, being £155.42 out of an average Band D council tax bill of £1,737.25. The total income from council tax in 2018/19 is predicted to be £6.07 million. A 1% increase in council tax generates an extra £59,000 for South Hams.

Council tax referendum limit of £5 or less than 3% for District Councils

- 5.11 The draft Finance Settlement has stated that for District Councils, increases of less than 3% or up to and including £5 (whichever is higher), can be made without triggering a council tax referendum. This is for 2018/19 and is indicative only for 2019/20 (this is to reflect the level of inflation).
- 5.12 For South Hams, a £5 increase in council tax equates to a Band D council tax for 2018-19 of £160.42 and equates to a council tax increase of 3.2%. Therefore the highest amount that South Hams District Council can increase council tax before triggering a referendum is £5. A council tax increase of the higher of £5 or 2.99% per annum has been modelled in Appendix B for 2018-19 and beyond for illustration purposes.
- 5.13 At the Members' Budget Workshop held on 28th September 2017, there was early support for increasing council tax by the maximum allowable of £5. This was replicated at the budget meeting on 18th January 2018. At this event it was recognised that this measure would increase the base budget for ensuing years and protect the delivery of services and the Council's financial resilience.
- 5.14 In the draft Local Government Finance Settlement, the Government has also announced that it will defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon the sector taking all available steps to mitigate the need for council tax increases.

6 BUDGET PRESSURES, SAVINGS AND INCOME GENERATION

- 6.1 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 6.2 **Appendix A** to the Medium Term Financial Position sets out the Budget Pressures forecast for the next five years and the additional savings and income forecast. ***These figures in Appendix A show the changes to the existing base budget.*** A description of the larger budget pressures are set out below.
- 6.3 **Torr Quarry Transfer Station** - The Council currently receives a payment from DCC for operation of the Torr Quarry transfer station of up to £280,000 depending on the tonnage throughput at the transfer station. This payment was linked to a tipping away payment which was payable to the District Council when our main tipping site for waste was the Heathfield landfill site near Newton Abbot. Now that our main site for disposal is Plymouth energy from waste plant the County Council are withdrawing the payment for tipping away.

- 6.4 Given the scale of the payment to the District Council, representation was made to DCC to phase the withdrawal of this payment. It has been agreed that a payment of £142,500 will be paid as a contribution to the transfer station in 2018/19. After 2019 then the transfer station would need to be fully funded by the Council, or other arrangements be made to transport waste direct to the Plymouth disposal facility. During the procurement process for waste and cleansing, bidders may express an interest to run the station as a commercial enterprise which may offset the running costs and still make it available for the District to use.
- 6.5 **Salaries** – A 2% provision for a pay award has been included for 2018/19 and 2019/20 which totals £255,000 and £280,000 respectively. This is explained in section 4.1. A further £30,000 provision for salary costs for a steady state review of roles and grades (following the implementation of the Transformation Programme) has been included within this report.
- 6.6 **ICT support contracts** - An extra cost pressure of £40,000 has been added for 2018/19 for ICT support contracts, to align the budget to actual expenditure. The additional cost of ICT contracts such as IEG4 software are offset by additional recovery of housing benefit overpayments of £40,000. A further cost pressure of £15,000 for IT to replace ageing network switches and £6,000 for a line to Ivybridge Depot has also been identified since the December 2017 Executive budget report and has been included within this report. (Note there is an annual contribution of £50,000 per annum into an IT Reserve).
- 6.7 **Controlled Waste Regulations income** - Properties which are chargeable under the Controlled Waste Regulations legislation and which can be identified from our own internal data have now all been written to and where appropriate invoiced. This is projected to achieve an income for 2017/18 of £35,000. The budget is £75,000 in 17/18 and this will not be achieved. It is recommended to reduce the income target for 2018/19 by £40,000 to reflect actual income achievable.
- 6.8 **Partnership Grant funding** – It is recommended to increase the current contribution (£2,710) to the Ivybridge Ring and Ride by £2,000, in acknowledgement that since the Totnes Ring and Ride closed down, Ivybridge has added to its services, mainly to South Brent and Dartington.

SAVINGS AND INCOME GENERATION

- 6.9 **Batson Boat Storage Fees** (£6,100) - Increase fees to store boats/trailers at Batson Boat Park in Salcombe. Charges proposed to be increased as follows: Amend charges: Daily rate increases from £8 to £10 per day; Weekly rate (paid in advance) raised from £49 to £60 per week; Weekly rate (paid on arrival) raised from £59 to £60. It is assumed no reduction in usage as pricing will remain competitive and demand exceeds supply.

- 6.10 **Winter Boat Storage Fees** (£8,200) - Proposal to raise charges by 10%. Customers may seek alternatives, but overall the price to customers remains broadly competitive when compared to other harbours. Because demand currently outstrips supply, it is assumed that overall numbers of over-wintering boats will not decrease.
- 6.11 **Public Conveniences pay on entry** (£16,000 in 18/19 and £36,000 by 19/20) – To install pay on entry on the following Public Conveniences - Bigbury, Whitestrand, Creek (Salcombe), North Sands, South Sands, Coronation Road (Totnes), Steamer Quay (Totnes), Civic Hall (Totnes), Fore Street, Slapton Line, Glanville’s Mill, Wembury, Dittisham. This would require a capital outlay and a capital budget has been included within the Capital Budget Proposals for 2018/19, which is a separate item on this Executive agenda. The charge would be 20 pence and this represents a contribution towards the running costs of the Public Conveniences.
- 6.12 **Beach Huts within the District** (£31,000 19/20 onwards) – Concept of installing beach huts within the District. The huts would be rented out for the week during the summer. It is felt that this would add to the appeal and ambiance of popular beaches within the District. The costing exercise has been based on “premium” beach huts and life expectancy of the huts would be 15 years. This is currently a concept and it would require planning permission and a capital investment which is estimated to be re-couped by year 3. A capital budget has been included within the Capital Proposals for 2018/19, which is a separate report on this Executive agenda.
- 6.13 **Car parking fees** (£53,000) - An income target equivalent to a 2% increase in car parking fees (£38,000) is proposed for 2018/19, with consultation with communities as to how this is achieved through the community led tariffs policy. It is also proposed to withdraw weekly parking tickets and this is likely to result in increased Pay and Display income of £15,000 per annum due to increased sales across the District.
- 6.14 **Additional car parking income** (£70,000) - The car parking income target has also been increased by £70,000 in 18/19, to reflect actual income being achieved in 17/18.
- 6.15 **Duty planning** – charged appointment basis (£5,000) - The proposal is to increase the appointment time from 15 mins to 30 mins and charge £30 per appointment.
- 6.16 **Re-procurement of contracts (leisure)** – The Medium Term Financial position shows the savings in Appendix A from the re-procurement of outsourced contracts e.g. the leisure contract.

- 6.17 **Planning fee income** (£110,000) - The planning income target has also been increased by £110,000 in 18/19, to reflect actual income being achieved in 17/18. The Government sets planning application fees and the long awaited 20% increase in fees came into force on 17 January 2018. Although this will significantly increase income from planning applications, it is important to recognise that this increase is ring-fenced for the planning service and is in addition to the existing budget for the planning service. The extra 20% in planning fee income and the extra 20% expenditure has been factored into the 2018-19 Budget figures (it is a net Nil impact on the Budget position).
- 6.18 **Income from commercial developments** (£30,000) – The employment units at Burke Road, Totnes and Admiral Court, Dartmouth will be ready to let for 2018/19. These have been built during 2017/18.
- 6.19 **Licensing income** (£30,000) – An income target for Licensing income from shellfish export certificates has been built into the Budget for 2018/19.
- 6.20 **Housing Benefit recoveries of overpayments** (£40,000) - A sum of £40,000 has been built into the 2018/19 forecasts as a recurring income for Housing Benefit recoveries of overpayments.
- 6.21 **Dartmouth Lower Ferry** (£75,000 in 18/19, £100,000 by 19/20) - The saving is based upon a combination of savings from:
- Changes in the ferry operating rota & a review of terms and conditions
 - Improving the fees and charges setting process
 - Improvement in administration of the service
- Due to the length of time that union negotiations have taken around the ferry working rota and terms and conditions, new contracts could not become effective until November 2017. This issue has been revisited a number of times with the ferry workforce over a number of years so it was important that all issues were fully considered. A saving of £46,000 will be achieved as a service saving in 2017/18, with this being increased to £100,000 by 2019/20.
- 6.22 **Reduce RNLI contracted lifeguard provision** (£40,000) - This option reduces the non-statutory provision of beach safety services from 7 to 3 beaches in South Hams by stopping RNLI contracted life guarding services at Hope Cove, Slapton Sands, Thurlestone and Sedgewell beaches. Life guarding services will continue at Challaborough, Blackpool Sands and Bantham as these are funded by the private land-owners. This option has been taken by other Councils regionally.

- 6.23 **Public Conveniences transfer to Parish Council/ closure** (£90,000 in 19/20 and increasing to £180,000 by 20/21) – Transfer to the Parish Council in 2019/20 (Parish Council assume responsibility from 2019/20 onwards) or closure for the following Public Conveniences:-

Higher Ferry, Bittaford, Ugborough, Thurlestone, Holbeton, Staverton, Newton Ferrers, Coronation Park*, Lower Ferry, Stoke Fleming, Malborough, Manor Gardens, Mill Bay, South Brent and Shipley Bridge.

*Only if it does not get transferred to the Parish as part of a wider asset transfer, as currently planned.

A decision would be required as part of the 2018/19 budget process, due to the implementation timescales. This would then enable a dialogue with Town/Parish Councils regarding them assuming responsibility for the public conveniences from 2019/20 onwards and reflecting this in their 2019/20 Precept calculations.

- 6.24 **Public Conveniences** (£10,000) - Obtain a 75% Contribution from Café's to help fund the following Public Conveniences:- South Milton and Ferry Steps.

- 6.25 **Partnership grant funding** – The Partnership Task and Finish Group gave an update to the Overview and Scrutiny meeting on 12th October. Following this, the draft budget proposals include a proposal to reduce partnership funding to the CVS by £20,000 for 2018/19.

- 6.26 **Partnership grant funding** - There is also a proposal to reduce the level of funding to BIP (Business Information Point) which is currently £8,000 per annum (N.B £2,300p.a. is committed until 2020 to support the Devon-wide growth hub). The funding to BIP is not currently budgeted for in the base budget and this year this funding was paid out of reserves.

- 6.27 **Cessation of accepting cash and cheques** (£35,000) – The proposal is to remove the facility for accepting cash and cheques at Council premises, excluding Car Parks. The Council would procure a new card acquiring contract. Customers (as now) will be able to pay by cash or cheques via Paypoint or at Post Office. The current budget proposals envisage that this would become effective from 1st April 2018, saving £35,000 in 2018/19.

- 6.28 The following savings have been identified and included within this report:-

- £77,000 saving on the re-procurement of the Insurance contract
- £10,000 saving on external audit fees for 2018-19 onwards
- Ceasing the contribution of £6,500 to the South Devon Green Infrastructure Partnership (this Partnership has ceased)
- Other budget savings (£4,000) – possible savings on concessions

6.29 **Budget Monitoring position** - The nine monthly Revenue Budget Monitoring position is also an item on this Executive agenda. This shows a predicted underspend against budget of £103,000 for 2017-18. This is due to additional planning income. Where there are variances identified against budget, the budget for 2018/19 has been adjusted where necessary.

6.30 **Areas where further work is needed** – There are some areas where further work is needed to inform next year’s Budget Proposals.

- The Members’ Budget Workshop included a proposal for the Council to invest some of its funds in the CCLA Property Fund (returns can be in the region of 5% - this is a longer term investment as this is effectively tying the investment up for at least 5 years). More modelling work is required on this option and this is linked to the work in Section 4.4 regarding officers making recommendations on the strategy for internal borrowing and external borrowing for the Leisure Investment. This will be part of the Treasury Management Strategy for 2018-19 onwards.

6.31 **Income targets**

At the Members’ Budget Workshop, the concept of Members setting stretched income targets (e.g. income targets which are in addition to those formally built into the base budget) for certain areas of the Council’s activities and services was discussed. The suggested stretched income targets for the 2018-19 financial year are below:-

- i) 90% occupancy of Follaton House
- ii) 90% occupancy for the Council’s commercial estate
- iii) To maintain Housing Benefits overpayments debt at below £1.1 million
- iv) To maintain the level of uncollected Sundry Debt below £700,000
- v) Treasury Management Income – to achieve an extra £25,000 over the current budgeted income target of £123,000
- vi) Fees and charges for trade waste are not yet set as these need to take account of competitors charging regimes and the Devon County Council set disposal fees which are currently being considered. An appropriate income target for 2018/2019 can be set on receipt of these figures. The potential for improved delivery for the service as a whole is being considered as part of the current waste and cleansing procurement. The specification requests that service solutions which facilitate service growth are modelled and this will inform the trade waste budget for 2019/2020.

7. NEW HOMES BONUS (NHB)

- 7.1 Appendix E sets out estimated amounts of NHB receivable in future years and possible uses of the NHB for Members' views. The amount of NHB anticipated for 2018/19 was just below £1.1 million and the NHB allocation for 2018/19 has been published at £1,109,065. Of this it is proposed that £721,688 is used to fund the revenue base budget in 18/19 and £417,700 is used to fund the capital programme budget in 18/19.
- 7.2 At the meeting of the Joint Development Management Committee and Overview and Scrutiny Panel held on 18th January 2018, it was resolved that the Community Reinvestment Projects fund of £153,900 should be reduced to £75,000 for 2018/19, to reflect the reduction in New Homes Bonus funding which the Council is experiencing.
- 7.3 Following an Informal meeting of the Executive (Executive Briefing) which followed later on the same day, it is being recommended to Council to reduce the Community Reinvestment Projects fund to Nil for 2018/19, as shown in Table 1.8 of Appendix E.

8. CAPITAL PROGRAMME 2018/19

- 8.1 A separate report for the Capital Budget Proposals for 2018/19 is on this Executive agenda. This sets out a proposed Capital Programme for 18/19 of £2,555,000.
- 8.2 Funding of £2,555,000 is therefore required. The table below shows the recommended way that these projects are financed:-

Capital Programme 2018/19	£
	2,555,000
Funded By:	
Capital Programme Reserve *(see Note 1)	326,300
Current capital receipts	481,000
Anticipated future capital receipts	630,000
Better Care Grant funding towards Disabled Facilities Grants (estimated)	700,000
New Homes Bonus	417,700
TOTAL	2,555,000

Note 1 – The current proposed funding of the Capital Programme includes the Council continuing to make a revenue contribution to the Capital Programme Reserve in 2018/19 of £181,600. This was an item discussed at the Members' Budget Workshop. Due to the capital projects which are being bid for in 2018/19, it is recommended that this contribution is continued with for 2018/19, to enable the proposed capital projects to proceed.

8.3 The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing.

9. EARMARKED AND UNEARMARKED RESERVES

9.1 A schedule of the Council’s Earmarked and Unearmarked Reserves is set out in Appendix D. The Council has just under £1.8 million in Unearmarked Revenue Reserves and £12.7 million in Earmarked Reserves. The Council’s Net Budget is £8.3 million in 2017/18.

10. BUDGET TIMETABLE

10.1 The Budget Timetable is shown in Appendix F.

10.2 Tell Us What You Think – Budget Engagement – The Council is encouraging residents and businesses to engage with the Council on the budget proposals and more details are on the Council’s website.

11 Looking Forward to the Future

11.1 Overall, the Council’s finances remain in a stable position in the short term but further work must be undertaken to achieve future financial stability for the longer term. A revised MTFS (Medium Term Financial Statement) will be presented to Members in April 2018. The Council operates continuous monitoring of both income and expenditure. This ensures that services are delivered within approved budgets and that all three elements of value for money (economy, efficiency and effectiveness) are achieved for our residents.

12. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The preparation of the Budget is evidence that the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.
Financial	Y	The financial implications are summarised in Appendices A and B of the report. Section 2 shows that by 2019/20, the Council has a predicted £0.64m budget gap.
Risk	Y	Each of the budget options taken forward by Members will consider the risks of the option.

Comprehensive Impact Assessment Implications		
Equality and Diversity		Comprehensive Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Budget pressures and savings

Appendix B – Summary of Budget position

Appendix C – Contributions to Reserves

Appendix D – Reserves (Earmarked and Unearmarked)

Appendix E – New Homes Bonus funding and Capital Programme 2018/19

Appendix F – Budget Timetable

Appendix G – Draft Budget for 2018/19 – Cost centre analysis

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

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BUDGET PRESSURES	BASE	Y1	Y2	Y3	Y4	Y5
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£	£
Inflation and increases on goods and services	310,000	220,000	220,000	220,000	220,000	220,000
Ton Quarry Transfer Station	0	137,500	142,500			
Triennial Pension revaluation	125,000		75,000			
Reduction in planning fee income	125,000					
Salaries - provision for pay award at 2%	90,000	255,000	280,000	90,000	90,000	90,000
National Living Wage and National Insurance	75,000	60,000	50,000	25,000	25,000	25,000
Salaries for Environmental Services manual workers	75,000					
Reduction in recycling income	85,000					
Ton Quarry Transfer Station haulage costs	30,000					
Planning Community of Practice	50,000					
Sherford project team	45,000					
Salaries provision for steady state review		30,000				
Reduction in Housing Benefit administration subsidy and Council Tax Support Admin Grant	40,000	20,000	20,000			
Planning - legal fees		20,000				
Reduce saving on waste round review	40,000					
Reduction in treasury management income	25,000					
Cost of lease renewal (car park lease)	20,000	23,000				
Staff resource - Finance Community of Practice	15,000					
Reduction in other income areas (S106 contribution income, Follaton room hire, pannier market income and Leisure third party income)	95,000					
ICT support contracts - increase the budget to align to actual expenditure		40,000				
Reduce the income target for income from business rated domestic properties for trade waste collection - to reflect actual income being achieved		40,000				
IT - Replace ageing network switches (£15K) and fixed line to hybridge Depot (EBK)		21,000				
Waste service - Train staff to be HGV drivers		16,000				
Fees and Charges report - review of Taxi Licensing fees - Licensing Committee on 11 January		11,200				
Specialist resource - Waste and Cleansing options review and delivery reverse a one-off budget in 16/17	(30,000)					
Increase the contribution to hybridge Ring and Ride		2,000				
TOTAL BUDGET PRESSURES	1,215,000	885,700	712,500	410,000	335,000	335,000

Changes to contributions to Earmarked Reserves

Increase in the contribution from the New Homes Bonus Reserve (£340,581 in 2017/18 to £725,688 in 2018/19 - assumes a contribution of £500,000 in 19/20)		(172,107)	221,688			
Vehicle Fleet Replacement Reserve (Table 6 Executive report 20/10/16)	146,000	(197,000)		(13,000)	66,000	
Contribution to Economic Regeneration Projects Reserve (Business Rates Pilot gain). This contribution is one-off for 2018/19 only.		475,000	(475,000)			
Contribution to Land and Development Reserve (annual contribution)	50,000					
Contribution to IT Development Reserve (annual contribution)	50,000					
Contribution to Sustainable Waste Management Reserve (annual contribution)	25,000					
Contribution to Planning Policy and Major Developments Reserve (shows annual contribution increasing by £25,000 per annum)	25,000	25,000	25,000			
Reduce contribution from the Strategic Issues Reserve as the reserve is Nil		7,000				
Transformation Project (T18) - Approved at 11 December 2014 Council Contribution to Strategic Change Reserve to meet pension strain costs	66,000	(75,000)	(150,000)	(60,000)		
Total changes in contributions to Earmarked Reserves	362,000	62,893	(378,312)	(60,000)	(13,000)	66,000

SAVINGS AND INCOME GENERATION IDENTIFIED

SAVINGS AND INCOME GENERATION IDENTIFIED	BASE	Y1	Y2	Y3	Y4	Y5
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£	£
Increase Batson Boat Storage Fees		(6,100)				
Increase Winter Boat Storage Fees		(8,200)				
Income from fees and charges report (Parks, Open Spaces and £200 for play area inspect and insure service to community groups and Town and Parish Councils)		(3,000)				
Income from fees and charges report (Environmental Health fees £15,300 plus Planning fees of £15,000)		(30,300)				
Public Conveniences - pay on entry		(16,000)	(20,000)			
Develop Beach Huts			(31,000)			
Food hygiene rafting scheme revisits		(1,250)	(1,250)	(1,250)	(1,250)	(1,250)
Increase in car parking charges (2%)		(37,800)				
Additional car parking income - increase income target to reflect actual income being achieved		(70,000)				
Car Parking - Withdrawal of weekly parking tickets		(15,000)				
Duty Planning - charged appointment basis		(5,000)				
Savings from re-procurement of contracts (e.g. leisure contract)	(695,000)	0	(73,000)	(146,000)	(31,000)	(60,000)
Planning fee income	0	(110,000)				
Income from commercial developments	0	(30,000)	(20,000)			
Licensing income - shellfish export certificates		(30,000)				
Housing Benefit recoveries of overpayments - increase income target to reflect actual income being achieved		(40,000)				
Dartmouth Lower Ferry	0	(75,000)	(25,000)			
Reduce RNLI Contracted Lifeguarding provision		(40,000)				
Public Conveniences - Transfer to Parish Council closure		0	(90,000)	(90,000)		
Public Conveniences - obtain 75% cost contribution from cafes		(10,000)				
Other budget savings (e.g. concessions)	(55,000)	(4,000)				
Reduce partnership grant funding to the CVS		(20,000)				
Cessation of accepting cash and cheques (and other banking changes)		(35,000)				
Reduced running costs at Follaton and additional rental income	(20,000)					
Income from business rated domestic properties for trade waste collection	(25,000)					
Trade Waste savings - higher income levels	(25,000)					
Review of car parking permits (Overview & Scrutiny Panel 24/11/16)		(10,000)				
Savings from the re-procurement of the Insurance contract		(77,000)				
Saving on External Audit Fees		(10,000)				
Cessation of South Devon Green Infrastructure Partnership (£6,500)		(6,500)				
Council Tax reduction scheme - 9.85% reduction in Town and Parish Grant	(10,000)	(9,000)	(8,000)			
TOTAL SAVINGS AND INCOME GENERATION	(877,800)	(689,250)	(266,250)	(237,250)	(32,250)	(61,250)

Note - The items highlighted in grey show new items for costs/savings which have changed since the Budget report on 18th January 2018.

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Line No.	Appendix B - Council Tax is increased by the higher of £5 or 2.99% each year	BASE 2017/18 £	Yr1 2018/19 £	Yr 2 2019/20 £	Yr 3 2020/21 £	Yr4 2021/22 £	Yr 5 2022/23 £
No. Modelling for the financial years 2018/19 onwards							
1	Base budget brought forward	8,751,722	8,346,074	8,902,590	8,329,529	8,520,104	8,746,331
2	Budget pressures (as per Appendix A)	1,215,000	895,700	712,500	410,000	335,000	335,000
3	Savings already identified (as per Appendix A)	(877,800)	(689,350)	(268,250)	(237,250)	(32,250)	(61,250)
4	Changes in contributions to Earmarked Reserves (App A)	362,000	62,893	(378,312)	(60,000)	(13,000)	66,000
5	Reversal of one-off contribution made to the Budget Surplus Contingency Reserve in the 2016/17 Budget - This is reversed in 2017/18 as the contribution was only a one-off contribution and not an annual contribution.	(767,995)					
Reverse Use of Reserves to close 2017/18 Budget gap							
6	Transfer from Budget Surplus Contingency Earmarked Reserve	(287,273)	287,273				
7	Transfer from New Homes Bonus Earmarked Reserve	(49,581)					
8	Projected Net Expenditure:	8,346,074	8,902,590	8,968,528	8,442,279	8,809,854	9,086,081
Funded By:-							
(See Note 1 below regarding New Homes Bonus funding)							
9	Council Tax income - Modelling a £5 increase in 2018/19	5,809,541	6,072,207	6,335,905	6,604,104	6,880,331	7,167,086
10	Collection Fund Surplus	143,000	73,000	70,000	70,000	70,000	70,000
11	Revenue Support Grant (RSG - Nil from 2018/19 onwards)	245,393	0	0	0	0	0
12	Localised Business Rates (baseline funding level - includes Rural Services Delivery Grant of £327,451 in 2018/19 due to Pilot status)	1,764,799	2,182,383	1,896,073	1,946,000	1,996,000	2,046,000
13	Tariff/Top Up Adjustment amount (negative RSG)			(399,900)	(400,000)	(500,000)	(500,000)
14	Business Rates Pilot Gain plus estimated growth for 2018/19		575,000				
15	Business Rates - estimated growth			100,000	100,000	100,000	100,000
16	Rural Services Delivery Grant	327,451	0	327,451	200,000	200,000	200,000
17	Transition Grant	55,890	0	0	0	0	0
18	Total Projected Funding Sources	8,346,074	8,902,590	8,329,529	8,520,104	8,746,331	9,083,086
Budget Gap per year							
19	(Projected Expenditure line 8 - Projected Funding line 18)	0	0	638,998	-77,825	63,523	2,994
Actual Predicted Cumulative Budget Gap		0	0	638,998	561,175	624,698	627,691

Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)

0 638,998 1,200,173 1,824,871 2,452,562

Modelling Assumptions:	An assumption of an additional 450 Band D equivalent properties per year has been included in the Tax Base and modelling above for 2018/19 onwards					
Council Tax (Band D) (Modelling the higher of £5 or a 2.99% increase)	155.42	160.42	165.42	170.42	175.51	180.75
Council Tax Base	37,379.62	37,851.93	38,301.93	38,751.93	39,201.93	39,651.93

Note 2 - New Homes Bonus Funding

The modelling for 2018/19 includes a contribution of £721,688 from New Homes Bonus funding to fund the Base Budget. This is shown in Appendix C and Appendix A shows the movement between years of the funding from New Homes Bonus. Funding from NHB has increased from £549,581 in 17/18 to £721,688 in 18/19 - an increase of £172,107.

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ANALYSIS OF CONTRIBUTIONS TO/(FROM) EARMARKED RESERVES

Estimate 2017/18			Estimate 2018/19	
To £	(From) £		To £	(From) £
-		Economic Regeneration Projects (pilot gain)	475,000	
181,600		Capital Programme	181,600	
16,900		Community Parks & Open Spaces	16,900	
10,000		District Elections	10,000	
87,000		Ferry major repairs & renewals	87,000	
	(549,581)	New Homes Bonus		(721,688)
20,800		Pay & Display Equipment	20,800	
99,000		Pension Fund Strain Payments	99,000	
55,000		Repairs and maintenance	55,000	
285,000		Strategic Change Reserve	210,000	
	(7,000)	Strategic Issues	0	
687,000		Vehicles & Plant Renewals	490,000	
50,000		Land and Development Reserve	50,000	
50,000		IT Development Reserve	50,000	
25,000		Sustainable Waste Management	25,000	
25,000		Planning Policy and Major Developments	50,000	
2,000		Interest credited to reserves	2,000	
	(287,273)	Budget Surplus Contingency Reserve		
1,594,300	(843,854)	TOTALS	1,822,300	(721,688)
750,446		GRAND TOTAL	1,100,612	

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EARMARKED AND UNEARMARKED RESERVES

1.1 The Council's Net Budget is £8.3 million in 2017/18. It is still recommended to retain the same policy of maintaining a minimum level of Unearmarked Reserves of £1.5 million.

1.2 Our financial strategy recognises the need to maintain un-earmarked revenue reserves to provide stability for both medium and longer term planning and to provide a contingency against unforeseen events. In setting the minimum level at £1.5 million, the following have been taken into account:

- The size of the authority
- The volatility of some income and expenditure budgets due to a dependency on the weather, tourism and state of the economy
- The risks faced by the Council with regard to funding unforeseen events
- Uncertainty over future Government funding and Business Rates
- Uncertainty over future New Homes Bonus allocations

1.3 The Unearmarked Reserves (General Fund) balance of £1.8 million stands above the minimum balance of £1.5 million and acts as a safeguard against unforeseen financial pressures.

1.4 **Specific Earmarked Reserves** - The level and commitments for each reserve are kept under review each year to make sure the committed balance is adequate for its purpose (in accordance with LLAP Bulletin 99, a guide on 'Reserves' from the Chartered Institute of Public Finance).

1.5 A schedule of Earmarked Reserves for 16/17 is shown below. The Council has Earmarked Reserves of £13.1 million, including Salcombe Harbour Reserves of £371,000.

1.6 The tables below show the movements on the two Earmarked Reserves that were set up as part of the Budget approved for 2016/17.

2016/17	Balance at 31 March 2016	Transfers Out	Transfers In	Balance at 31 March 2017
	£000	£000	£000	£000
EARMARKED RESERVES				
General Fund				
Affordable Housing	540	-	230	770
Community Parks & Open Spaces	98	(17)	16	97
Pension Fund Strain	-	(99)	99	-
Repairs and Maintenance	420	(72)	55	403
Members Sustainable Community	45	(4)	-	41
Marine Infrastructure Reserve	47	-	47	94
Land and Development	226	(76)	55	205
Ferry Repairs and Renewals	313	-	87	400
Economic Initiatives	98	(21)	-	77
Vehicles and Plant Renewals	318	(370)	541	489
Pay and Display Equipment	61	-	20	81
On-Street Parking	44	-	-	44

Print Equipment	8	(8)	-	-
ICT Development	195	(81)	8	122
Sustainable Waste Management	3	-	-	3
District Elections	48	-	10	58
Beach Safety	14	-	-	14
Planning Policy & Major Developments	331	(184)	-	147
Building Control	395	(31)	72	436
Section 106 Agreements (no conditions)	38	-	-	38
Revenue Grants	368	(130)	78	316
Capital Programme	1,089	(300)	327	1,116
New Homes Bonus	480	(2,086)	2,080	474
Renovation Grant Reserve	7	-	-	7
Business Rates Retention	9,916	(5,389)	-	4,527
T18 Investment Reserve	70	(70)	-	-
Homelessness Prevention Reserve	25	-	-	25
Strategic Change	-	(219)	219	-
16/17 Budget Surplus Contingency	-	(209)	768	559
Innovation Fund (Invest to Earn)	-	(498)	777	279
Community Housing Fund	-	-	1,881	1,881
Sub Total	15,197	(9,864)	7,370	12,703
Specific Reserves – Salcombe Harbour				
Pontoons	68	-	62	130
Harbour Renewals	58	(8)	35	85
General Reserve	140	(30)	46	156
Sub Total	266	(38)	143	371
TOTAL EARMARKED REVENUE RESERVES				
	15,463	(9,902)	7,513	13,074

16/17 Budget Surplus Contingency – This reserve was created as part of the 2016/17 Budget setting process. The balance of £559,000 has been fully committed to fund the 2017/18 budget gap, project costs and transitional resources.

Innovation Fund (Invest to Earn) – This fund has a remaining balance of £279,000 which has been earmarked in 2017/18, mainly for Admiral Court, Dartmouth.

Community Housing Fund – This reserve was set up to hold the Community Housing Fund Grant. We are working on developing a community housing initiative, which is designed to help local residents to determine and deliver appropriate and affordable housing for their communities.

Business Rates Retention Scheme - The business rates reserve covers any possible funding issues from the new accounting arrangements and smoothes volatility of business rates income due to appeals. It is recommended to ring-fence £3.5 million from this Earmarked Reserve for employment for the creation of local jobs and to better support the local economy.

New Homes Bonus – This reserve was established to show how New Homes Bonus funding has been used on an annual basis.

Strategic Change Reserve (T18) – This reserve was set up to finance one off investment costs under the Council's Transformation Programme that were required for development or the release of ongoing efficiencies e.g. pension strain costs.

Affordable Housing – This reserve helps to support the funding of affordable housing.

Vehicles and Plant Renewals - This reserve is used to purchase vehicles and heavy plant to maintain a modern and efficient Council fleet, and to ensure Contract conditions are met.

Planning, Policy and Major Developments - This was set up to help smooth out annual expenditure on review and preparation of the local plan. It has developed to help deal with costs associated with the Sherford development, planning policies and planning related activities.

Capital Programme – This reserve helps to support the funding of the Capital Programme.

NOTE

The Revenue Budget Monitoring report for the nine month position contains an Appendix A which predicts the level of Earmarked Reserves which will be spent in 2017/18.

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New Homes Bonus funding and Capital Programme for 2018-19 onwards

1 NEW HOMES BONUS (NHB)

- 1.1 The Council has received notification of its 2018-19 allocation for NHB of £1,109,065.
- 1.2 The New Homes Bonus was introduced in 2011 to provide a clear incentive for local authorities to encourage housing growth in their areas. It rewards local Councils for additional homes added to the council tax base, including newly built properties and conversions as well as long term empty properties brought back into use, after deducting demolitions.
- 1.3 Following consultation, the Government has implemented reforms to the scheme that sharpen the incentive for housing growth. The length of New Homes Bonus payments has been reduced in length from 6 years to 5 years in 2017-18 and 4 years from 2018-19.
- 1.4 *It can be seen from the Table below that this reduction from 6 years to 5 years has meant the Council has lost £528,750 in New Homes Bonus funding. The Council has repeatedly made the point that the current crisis in funding for Adult Social Care is a national problem which needs new Government money, as opposed to reducing the New Homes Bonus funding to pay for this and therefore further burdening the council taxpayer to fund social care costs.*
- 1.5 From 2017-18 the Government has also introduced a national baseline for housing growth of 0.4%, below which New Homes Bonus has not been paid, which the Government has said reflects a percentage of housing that would have been built anyway (Note - this is higher than the 0.25% set out in the NHB consultation document). The Government will retain the option of making adjustments to the baseline in future years to reflect significant and unexpected housing growth. The net additions for South Hams for 2017/18 was 329 Band D Equivalent properties. The Baseline deducted of 0.4% in 2017/18 equated to not receiving NHB on 176 Band D Equivalent properties, equating to a loss of NHB of £215,000 for each of the next four years.
- 1.6 The Local Government Finance Settlement issued just before Christmas stated that the four years of payments for 2018-19 onwards will apply and the baseline will remain at 0.4%.

1.7 The table shows the NHB received to date and a forecast to 19/20.

	2015/16	2016/17	2017/18	2018/19	2019/20
	(£)	(£)	(£)	(£)	(£)
2011/12	297,567	297,567			
2012/13	528,750	528,750	(this year has dropped off by a reduction to 5 years of payment)		
2013/14	199,701	199,701	199,701		
2014/15	339,307	339,307	339,307		
2015/16	328,208	328,208	328,208	328,208	
2016/17		386,375	386,375	386,375	386,375
2017/18			194,734	194,734	194,734
2018/19				199,749	199,749
2019/20					200,000
NHB Received/ Forecast	1,693,533 Actual received	2,079,908 Actual received	1,448,325 Actual received	1,109,065 Allocation	980,858 Forecast

- 1.8 The table below shows estimated amounts of NHB receivable in future years and the current recommendations for the use of NHB for Members' views:-

	2017-18 (£)	2018-19 (£)	2019-20 (£)
Predicted NHB amount	1,448,325 (actual rec'd)	1,109,065	980,858
Capital Projects (£417,700 in 18/19 as per Table 2.2 below)	507,000	417,700	400,000 (estimate)
Community Reinvestment Projects	153,900	Nil	Nil
To fund the Revenue Base Budget	549,581(17-18) 93,784 (18-19)	627,904 (plus 93,784 from 17-18)	500,000
Transfer of land to Dartmouth Town Council	81,000	49,000	17,000
Joint Local Plan	50,000	-	-
Community Grants (CAB Outreach worker)	10,000	10,000	10,000
Dartmoor National Park Allocation	3,060	TBA	TBA
Funding remaining unallocated (note 1)	Nil	4,461 remaining	53,858 remaining

- 1.9 At the meeting of the Joint Development Management Committee and Overview and Scrutiny Panel held on 18th January 2018, it was resolved that the Community Reinvestment Projects fund of £153,900 should be reduced to £75,000 for 2018/19, to reflect the reduction in New Homes Bonus funding which the Council is experiencing.
- 1.10 Following an Informal meeting of the Executive (Executive Briefing) which followed later on the same day, it is being recommended to Council to reduce the Community Reinvestment Projects fund to Nil for 2018/19.

- 1.11 Dartmoor National Park (DNP) – On an annual basis Dartmoor National Park request a share of the New Homes Bonus to reflect new homes delivered within the park. The money is used to support a local community fund and joint work through the rural housing enabler. Members consider this on an annual basis.
- 1.12 It is recommended to delegate to the S151 Officer, in consultation with the Leader and Executive Member for Support Services to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 18/19.

2. CAPITAL PROGRAMME FOR 2018-19 FINANCIAL YEAR

- 2.1 There is a separate report on this Executive agenda for the proposed Capital Programme for 2018/19 of £2,555,000.
- 2.2 The report set out that there are Capital bids shown in Appendix A totalling £1,200,000, plus further bids in the exempt Appendix B of £1,355,000. Funding of £2,555,000 is therefore required. The table below shows the recommended way that these projects are financed:-

Capital Programme 2017/18	£
<i>Appendix A (£1,200,000) and Appendix B bids (£1,355,000)</i>	2,555,000
Funded By:	
Capital Programme Earmarked Reserve	326,300
Current capital receipts	481,000
Anticipated future capital receipts	630,000
Better Care Grant (Government grant) funding towards Disabled Facilities Grants (estimated)	700,000
New Homes Bonus (see table in section 1.8 of this Appendix)	417,700
TOTAL	2,555,000

APPENDIX F

South Hams District Council - Budget Timetable for 2018/19 onwards

Date	Committee
28 th September 17	Members' Budget Workshop – To consider budget options
12 th October 17	Overview and Scrutiny Panel – To consider the results of the Members' Budget Workshop
19 th October 17	Executive – To consider budget options
7 th December 2017	Executive – Draft Budget Proposals for 2018/19
18 th January 2018	Joint Development Management Committee and Overview & Scrutiny Panel – To consider the Draft Budget Proposals for 2018/19 and Fees and Charges for 2018/19
1st February 18	Executive – To recommend Final Budget Proposals to Council for 2018/19
22 nd February 18	Full Council – To approve Final Budget Proposals for 2018/19 and set the SHDC share of the Council Tax
23 rd February 18	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2018/19 (This is SHDC share plus all other precepting authorities share).

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Draft Budget for the Financial Year 2018/19

Appendix G

	17/18 Original Budget	17/18 Virements	17/18 Revised Budget	18/19 Pressures (Savings)	18/19 Draft Budget
Customer First	3,140,304	-630,681	2,509,623	-40,152	2,469,471
Strategy and Commissioning	892,504	-11,190	881,314	4,529	885,843
Commercial Services	3,072,042	263,930	3,335,972	183,482	3,519,454
Support Services	2,923,777	377,941	3,301,718	58,492	3,360,210
	10,028,627	0	10,028,627	206,351	10,234,978
Contributions to/(from) Reserves (Appendix C)	750,446				1,100,612
Reversal of Depreciation	-1,933,000				-1,933,000
Reversal of Pension Costs (IAS19)	-500,000				-500,000
Net Budget Total (see note 1)	8,346,074				8,902,590
funded by:					
Revenue Support Grant	245,393				0
Localised Business Rates	1,764,799				2,182,383
Business Rates Pilot Gain and Growth	0				575,000
Rural Services Delivery Grant (note 2)	327,451				0
Council Tax (assuming an increase of £5)	5,809,541				6,072,207
Collection Fund Surplus	143,000				73,000
Transition Grant	55,890				0
Total	8,346,074				8,902,590

Note 1: The increase in the Net Budget from £8.35m (2017/18) to £8.91m (2018/19) is mainly due to the £0.575m business rates pilot gain, of which, £0.475m is recommended to be earmarked for economic regeneration projects.

Note 2: Rural Services Delivery Grant of £327,451 has been included within the business rates baseline as part of the business rates pilot.

	17/18 Original Budget	17/18 Virements	17/18 Revised Budget	18/19 Pressures (Savings)	18/19 Draft Budget
S1010 Customer Contact Centre	494,580	-6,580	488,000	11,814	499,814
S1013 Localities	306,020	-12,420	293,600	-8,368	285,232
S1014 Case Management (see note 3)	1,100,340	-25,440	1,074,900	89,367	1,164,267
S1015 Specialists (see note 3)	1,330,310	-12,410	1,317,900	228,722	1,546,622
S1020 Planning Applications & Advice	-437,400	0	-437,400	-263,000	-700,400
S1021 Development Control - Enforcement	4,700	0	4,700	0	4,700
S1030 Economic Development	5,580	-80	5,500	0	5,500
S1034 Planning Policy	16,900	0	16,900	0	16,900
S1040 Local Land Charges	-119,850	-16,050	-135,900	0	-135,900
S1060 Community Development	172,400	0	172,400	-18,000	154,400
S1070 Environmental Initiatives	64,600	0	64,600	0	64,600
S1104 Other Land and Investment Properties	-42,240	-460	-42,700	0	-42,700
S1165 Follatn House	180,910	-29,910	151,000	-15,697	135,303
S1250 CoP Leads & Group Manager	152,810	-410	152,400	4,860	157,260
S1301 Other Community Parks & Open Spaces	396,660	-279,760	116,900	-3,000	113,900
S1305 Cemeteries & Burials	47,800	-19,100	28,700	0	28,700
S1306 Countryside Recreation	9,000	0	9,000	-6,500	2,500
S1310 Leisure Centres	464,610	-18,510	446,100	0	446,100
S1311 Outdoor Sports and Recreation	298,170	-159,091	139,079	0	139,079
S1365 Flood Defence & Land Drainage	48,040	-840	47,200	0	47,200
S1367 Coast Protection	82,050	-26,050	56,000	0	56,000
S1400 Employment Estates Overheads	-940,830	-33,570	-974,400	-5,000	-979,400
S1501 General Health	11,000	0	11,000	0	11,000
S1503 Public Health	11,744	0	11,744	-45,300	-33,556
S1531 Licensing	-173,300	0	-173,300	11,200	-162,100
S1533 Pest Control	13,600	0	13,600	0	13,600
S1534 Pollution Control	-7,890	9,990	2,100	0	2,100
S1535 Food Safety	15,500	0	15,500	-1,250	14,250
S1536 Health and Safety at Work	15,600	0	15,600	0	15,600
S1544 Community Safety	6,500	0	6,500	0	6,500
S1545 Emergency Planning	8,000	2,700	10,700	0	10,700
S1550 Housing Standards	5,200	0	5,200	0	5,200
S1551 Homelessness	159,490	-2,690	156,800	0	156,800
S1552 Housing Advice	10,200	0	10,200	0	10,200
S1553 Housing Enabling	1,800	0	1,800	0	1,800
S1555 Private Sector Housing Renewal	13,700	0	13,700	0	13,700
S1558 Housing Strategy	11,200	0	11,200	0	11,200
S1565 Housing Benefit Payments	-47,000	0	-47,000	-40,000	-87,000
S1568 Housing Benefit Administration	-207,400	0	-207,400	20,000	-187,400
S1571 Council Tax Collection	-278,200	0	-278,200	0	-278,200
S1574 Council Tax Support	-64,600	0	-64,600	0	-64,600
	3,140,304	-630,681	2,509,623	-40,152	2,469,471

Note 3: The Specialist (S1015) and Case Management (S1014) cost centres include additional staffing costs relating to the 20% increase in planning fees, which is ring-fenced for the planning service.

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures	Draft
		Budget	Virements	Budget	(Savings)	Budget
S3001	Electoral Registration	138,040	-1,940	136,100	-4,519	131,581
S3010	District Elections	1,100	0	1,100	0	1,100
S3041	Communications & Media CoP	72,540	-2,810	69,730	3,268	72,998
S3042	Marketing and Tourism	0	0	0	0	0
S3043	South Hams Magazine	0	0	0	0	0
S3050	Democratic Representation & Management	336,454	0	336,454	0	336,454
S3051	HA-Member Support & Democratic Services	89,320	-5,220	84,100	2,793	86,893
S3075	Waste & Place Strategy	53,610	-410	53,200	887	54,087
S4501	Performance, Intelligence & Strategic Finance	127,310	-810	126,500	2,100	128,600
S4510	Building Regulations	-20,670	0	-20,670	0	-20,670
S4511	Other Building Control Work	94,800	0	94,800	0	94,800
		892,504	-11,190	881,314	4,529	885,843

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures	Draft
		Budget	Virements	Budget	(Savings)	Budget
S1304	Grounds Maintenance General	-33,297	479,590	446,293	2,452	448,745
S2002	Beach and Water Safety	84,600	0	84,600	-40,000	44,600
S2005	Salcombe Harbour	0	0	0	0	0
S2010	Dartmouth Ferry	94,820	-59,320	35,500	-61,171	-25,671
S2017	Street and Beach Cleaning	892,301	-45,284	847,017	-52,561	794,456
S2030	Totnes Depot	-1,700	58,000	56,300	0	56,300
S2040	Dartmouth Depot	300	3,500	3,800	0	3,800
S2041	Transfer Station Torr Quarry	248,500	10,000	258,500	1,386	259,886
S2043	Ivybridge Depot	-100	40,400	40,300	6,000	46,300
S2044	Torr Quarry Depot	400	24,900	25,300	0	25,300
S2101	Car Parking Overhead Account	-1,740,715	-34,460	-1,775,175	-99,333	-1,874,508
S2310	Dog Warden Service	5,000	0	5,000	0	5,000
S2400	Public Conveniences Overheads Account	674,724	-2,739	671,985	-39,002	632,983
S2702	Household Waste Collection	1,844,680	-63,797	1,780,883	219,924	2,000,807
S2705	Recycling Services	570,166	-45,672	524,494	18,229	542,723
S2710	Mechanical Leaf Sweepings	-34,500	34,500	0	0	0
S2713	Trade Waste Services	-110,975	-1,857	-112,832	68,540	-44,292
S2715	Garden Waste Services	4,000	-4,000	0	0	0
S2716	Food Waste Services	-3,400	0	-3,400	0	-3,400
S2720	Waste & Recycling Services	393,740	-77,840	315,900	7,628	323,528
S2721	Environment Services - Manual Staff	-36,789	21,639	-15,150	36,056	20,906
S2733	Other Commercial Services	426,460	-4,460	422,000	39,924	461,924
S2734	Pannier Markets Overheads	-89,280	-520	-89,800	0	-89,800
S2841	Repairs and Maintenance	-67,393	-52,850	-120,243	75,410	-44,833
S2884	Supervisors Vehicles	200	-7,200	-7,000	0	-7,000
S2886	Landscape and Leisure Vehicles	0	0	0	0	0
S2887	Street Scene Vehicles	300	-8,600	-8,300	0	-8,300
S2703	Data Management	-50,000	0	-50,000	0	-50,000
		3,072,042	263,930	3,335,972	183,482	3,519,454

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures	Draft
		Budget	Virements	Budget	(Savings)	Budget
S4001	Executive Directors	140,510	-6,510	134,000	619	134,619
S4004	Corporate Training & Occ Health	43,200	-900	42,300	0	42,300
S4009	Non Distributed Costs	478,979	-8,779	470,200	0	470,200
S4010	Inflation/Pension Provision	0	0	0	0	0
S4041	Internal Audit	81,610	-2,510	79,100	2,269	81,369
S4084	ICT Software & Support Contracts	336,620	0	336,620	40,000	376,620
S4086	Client Hardware Replacement	36,600	0	36,600	15,000	51,600
S4100	Human Resources CoP	128,320	7,980	136,300	6,059	142,359
S4101	Legal CoP	169,610	-12,310	157,300	13,137	170,437
S4102	Design CoP	53,610	-810	52,800	2,692	55,492
S4103	Finance CoP	229,440	-11,940	217,500	-449	217,051
S4104	ICT CoP	264,350	-26,750	237,600	-3,878	233,722
S4150	Support Services Case Management	421,610	-11,510	410,100	68,200	478,300
S4160	Corporate Management	177,300	2,000	179,300	-10,000	169,300
S4180	Support Services Mgmt & O' Heads	103,610	15,790	119,400	5,663	125,063
S4196	Customer Support	124,250	-23,250	101,000	5,180	106,180
S4199	Central Service Overheads	165,500	-2,000	163,500	0	163,500
S4200	Insurance	0	459,440	459,440	-77,000	382,440
S6021	Parish Support Grant	91,658	0	91,658	-9,000	82,658
S6050	Interest & Investment Income	-123,000	0	-123,000	0	-123,000
		2,923,777	377,941	3,301,718	58,492	3,360,210

Note:

The largest virements are for the centralisation of insurance and grounds maintenance budgets into their own single cost centre being S4200 and S1304.

NOT FOR PUBLICATION

Appendix B to this report contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

Report to: **Executive**
Date: **1 February 2018**
Title: **Capital Budget Proposals for 2018/19**
Portfolio Area: **Budget Proposals – Cllr Tucker**
Wards Affected: **All**

Relevant Scrutiny Committee: **Joint Development Management Committee and Overview and Scrutiny Panel**

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

Author: **Lisa Buckle** Role: **Strategic Finance Lead (S151 Officer)**

Contact: **Tel. 01803 861413**
Email: lisa.buckle@swdevon.gov.uk

Recommendations:

The Executive recommends to Council the following:

- 1.** To approve the Capital Programme Proposals for 2018/19, which total £1,200,000 (Appendix A)
- 2.** To approve the Capital Programme Proposals for 2018/19, which total £1,355,000 (Exempt Appendix B)
- 3.** To finance the 2018/19 Capital Programme of £2,555,000 from the funding sources set out in Section 4.

1. Executive summary

1.1 The report sets out the Capital Bids to the 2018/19 Capital Programme totalling £2,555,000 and a suggested way that these Bids can be funded. All items in this proposed Capital Programme are based on budget estimates and will be subject to the normal project appraisal procedures.

1.2 The Council has limited resources, in the form of capital receipts, to fund Capital Projects in 2018/19.

Consideration needs to be given to the funding options for the 2018/19 Capital Programme. The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing.

1.3 The Prudential Code for capital, which came into effect from 1st April 2004, replaced the previous Government regulated limits on capital expenditure and borrowing. In its place Councils now have the power to determine their own appropriate levels of capital expenditure and borrowing for capital purposes, based on the principles of affordability, prudence and sustainability.

1.4 The Code requires the Council, in setting its capital spending plans, to assess the impact on its revenue account and council tax levels. Section 4 demonstrates that there are sufficient capital funds in 2018/19 to fund the bids which have been submitted by project officers within the Council.

2. Background

2.1 The capital programme for 2017/18 was approved by Council on 9 February 2017 (66/16 and E.55/16 refer).

2.2 A new Capital Programme is proposed for 2018/19. The Finance Community of Practice Lead invited bids for capital funding from all service areas, for a new capital programme during October 2017 on the strict proviso that all bids must go towards meeting a strategic priority. All capital bids received would be ranked against a prescribed priority criteria set out in the bid process.

2.3 The submitted capital bids have now been assessed against the categories in each priority. Priority 1 categories include meeting strategic priorities and statutory obligations (e.g. Health and Safety, DDA etc) and other capital works required to ensure the existing Council property assets remain open. Priority 2 categories link to good asset management whereby the capital work proposed would either generate capital/revenue income or reduce revenue spending. A capital bid that will enable rationalised service delivery or improvement is also considered a Priority 2 category to meet the Council's aims and objectives.

2.4 The programme outlines the principles of the projects proposed for capital expenditure and includes an estimate of predicted costs including fees. All projects will be subject to project appraisals as required under the Council's Asset Strategy.

2.5 On 18 January 2018, a meeting was held of the Joint Development Management Committee and the Overview and Scrutiny Panel to consider the Budget Proposals for 2018/19. The following recommendations were made regarding the Capital Budget Proposals:-

- (i) To approve the 2018/19 Capital Programme Budget Proposals for 2018-19 as per the report to the Executive on 7th December 2017 (Item 9 on the agenda). This sets out a proposed Capital Programme for 18/19 of £2,555,000.
- (ii) To approve the financing of the Capital Programme as per 4.1 of this report.

3. Outcomes/outputs

Members are requested to give their views on the proposals for the Capital Programme for 2018/19. Appendix A and exempt Appendix B set out the bids which total £2,555,000.

3.1 Capital Investment in Existing Property Assets

3.2 Play Parks – replacement of play equipment

Spend of these funds has been set back a year while options for asset transfers of play parks are discussed with Town and Parish Councils, these being the priority for use of the capital funds. Further consultation is needed before funds are spent, and whilst there will be some more straightforward projects that can be completed in the first year, it is anticipated that the majority of projects will be realised towards the end of the 3 years of funding.

There is no capital budget required in 2018/19 due to slippage on the 2017/18 budget and this will be carried forward to 2018/19. 2017/18 is year 1 of a three year programme as shown below:

Capital budget for Play Parks (2017/2018 approved, 2019/20 and 2020/21 budget to be confirmed)

2017/18	2018/19	2019/20	2020/21	Total
£190,000	Nil	£190,000	£140,000	£520,000

3.3 Follaton House – roof repairs

Roof repairs – the proposed capital programme includes a contribution of £50,000 per annum into a reserve for Follaton House roof repairs. Roofing repairs are required on the Old House which includes the localised replacement of defective slate and lead valleys. Defective guttering on Phases 1, 2 and 3 also needs replacing.

3.4 Coastal Assets repairs - 5 year planned programme

The financial year 2018/19 would be the fourth year (of a 5 year programme) of an allocation of £300,000 for the planned programme for Coastal Assets repairs.

3.5 Private Sector Renewals (including Disabled Facilities Grants)

This budget is used to fund Private Sector Renewals, primarily Disabled Facilities Grants (DFG's). DFG's are mandatory, means tested and enable people to live independently within their own home. Adaptations range from simple stair lifts and Level Access Showers through to full extensions. The budget of £700,000 will be funded from the Better Care Fund (Government Grant). The demand for DFG's is not under our control and cannot be predicted at this stage.

3.6 Whitestrand HM Office

Preliminary design work has been undertaken and this has been costed by a Quantity Surveyor (QS). The current layout, incorporates public toilets, shower facilities for yachtspeople, space for a front of house for HM, police and potentially TIC. The QS costing means that an additional budget is required for 2018/19 (Details are in Appendix B).

More recent conversations with the TIC and Harbour Board have raised the issue that the footprint that is currently proposed may be inadequate. An increased footprint would lead to increased building costs. The project officer's view is that the project should be able to be delivered at slightly more favourable rates to that currently estimated. Therefore an increase in the budget is requested, to deliver a building that incorporates all the project objectives as above.

3.7 Follaton House - new air handling unit for the Council Chamber

This capital bid is for repairing/replacing the air handling unit, which has been assessed by a mechanical engineer. The objective is to improve the heating / ventilation balance and provide a better environment.

3.8 Waste - Depot Strategy

It is recommended that this project is scheduled for 2019/20 as it can then be considered as part of the waste commissioning piece.

3.9 Ermington New Units

The Council has just taken ownership of a piece of commercial land adjacent to its holdings in Ermington. As part of that negotiation, a capital receipt has also been received (specific to this project). The planning permission for the overall site (a Barratt Homes development) envisages commercial buildings on the land and there is demand for such in the locality.

In accordance with the Council's asset strategy to support businesses and the economy within South Hams, it is proposed to develop approx. 400m² of new units at 80m² to complement the Council's range of 30 – 50m² units already constructed. The estimated construction cost gives a yield in excess of 5%.

3.10 – Improvement of the existing units at Ermington

There is a current estates project reviewing the Council's existing stock at Ermington Mill and Ermington Workshops. They are very popular and let well, however, it is imperative that the estate remains in a good state of repair and condition, and in an efficient layout.

Building on the Council's roof replacement project two years ago, this project would review the internal layout of the Mill area, ensuring that the space is best apportioned, access is as good as it can be and facilities brought up to a higher standard (some units do not have toilets for example). There will also be other aspects of the project that will look at the existing use of the Mill basement and the top floor, neither of which are let. This project is about ensuring the efficient, safe and compliant operation of our existing assets.

3.11 Develop Beach Huts within the District

This is a concept of installing beach huts at locations within the District. The huts would be rented out for the week during the summer (anticipated rental income from 19/20 onwards). It is felt that this would add to the appeal and ambiance of popular beaches. The costing exercise has been based on "premium" beach huts with a life expectancy of the huts being 15 years. This is currently a concept and it would require planning permission and a capital investment which is estimated to be re-couped by year 3.

3.12 Salcombe Master Plan (Batson Quay)

The current master plan project will be reporting in 2018. This involves all stakeholders to appraise the best use of the Batson Quay and adjacent areas, in terms of commercial activity, fishing, car parking, boat storage and affordable housing. Whilst the capital costs of the proposals will be subject to a separate report, funds are sought to be allocated to the capital programme, such that a more detailed phase of design and investigation can follow on from the initial masterplan, assuming Members wish to proceed.

3.13 Kingsbridge – new roofs at the Garden Mill employment units

This capital project is a bid to the 2018/19 Capital Programme Budget.

3.14 Public Conveniences pay on entry

To install pay on entry on the following Public Conveniences - Bigbury, Whitestrand, Creek (Salcombe), North Sands, South Sands, Coronation Road (Totnes), Steamer Quay (Totnes), Civic Hall (Totnes), Fore Street, Slapton Line, Glanville's Mill, Wembury, Dittisham. This would require a capital outlay and would generate income of £16,000 in 18/19 and £36,000 by 19/20 onwards. The charge will be 20 pence and this represents a contribution towards the running costs of the public conveniences.

3.15 Lower Ferry Delivery Models

The vessels and other infrastructure of the ferry are ageing and require to be replaced (3-5 years). This capital bid will fund a review of costed business models to develop options to bring to the Council for the future procurement of vessels.

3.16 New Sub Lift at Salcombe

The current machine is seven years old and has a maximum reasonable life of 10 years. About 150 boats a year are lifted. It is recommended to start putting a capital budget aside for a new sub lift.

3.17 Affordable Housing

No capital budget has been requested for 2018/19, to support affordable housing. The breakdown of money available through s106 contributions, second homes monies and the community housing fund means that further sums are not requested at this time.

Officers would like to caveat this on the proviso that should unplanned, additional schemes require finance from the Capital Programme, that Members would consider this on a case by case basis at a future date. Within the affordable housing budget it is proposed to spend the money within the previously agreed headings of:

Scheme	Budget	Narrative
Community Led Housing	£0	Money provided through CHF funding
Rural Affordable Housing	£400,000	To be apportioned to schemes where commuted sums are not able to be utilised
Older Persons Housing	£0	Paid to Riverside Extra Care in 2015/16. Completion imminent and further schemes are not currently forthcoming.

Scheme	Budget	Narrative
Existing Stock/Sustainability	£100,000	To reduce empty homes and make best use of the existing housing stock.
Homeless/Specialist Housing	£50,000	To enable the provision of specialist accommodation as required. Funding will be allocated as need arises.

3.18 Contingency

It is proposed that an annual contingency budget of £150,000 be included in the capital programme. This has been included to allow for variations on tendered prices to the estimates provided in the programme, where emergency works are required on assets not currently included in the programme or where additional external resources are required to deliver the programme. Use of this contingency budget will be subject to the Council's existing processes for the expenditure of capital funds.

4 FINANCING THE CAPITAL PROGRAMME

4.1 Capital bids shown in Appendix A total £1,200,000 with the total of bids in exempt Appendix B being £1,355,000. Funding of £2,555,000 is therefore required. The table below shows the recommended way that these projects are financed:-

Capital Programme 2018/19 <i>Appendix A (£1,200,000) and Appendix B bids (£1,355,000)</i>	£ 2,555,000
Funded By:	
Capital Programme Reserve (See Note 1 below)	326,300
Current capital receipts	481,000
Anticipated future capital receipts	630,000
Better Care Grant funding towards Disabled Facilities Grants (estimated)	700,000
New Homes Bonus	417,700
TOTAL	2,555,000

Note 1 – The current proposed funding of the Capital Programme includes the Council continuing to make a revenue contribution to the Capital Programme Reserve in 2018/19 of £181,600. This was an item discussed at the Members’ Budget Workshop. Due to the capital projects which are being bid for in 2018/19, it is recommended that this contribution is continued with for 2018/19, to enable the proposed capital projects to proceed.

5. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/ Governance	Y	<p>The Executive is responsible for control of the Council’s capital expenditure. The Community of Practice Leads for Finance and Assets are responsible for providing Capital Monitoring reports to the Executive, detailing the latest position of the Council’s Capital Programme. Council is responsible for setting the Capital Programme and approving the Capital Budget, following consideration and recommendation from the Executive.</p> <p>Since there is commercially sensitive information in Appendix B, regarding the budgets for individual projects, there are grounds for the publication of these Appendices to be restricted, and considered in exempt session.</p> <p>The public interest has been assessed and it is considered that the public interest will be better served by not disclosing the information in the Appendices. Accordingly this report contains exempt Information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.</p>

Financial	Y	<p>The report sets out the Capital Bids to the 2018/19 Capital Programme totalling £2,555,000 and a suggested way that these bids can be funded. All items in this proposed Capital Programme are based on budget estimates and will be subject to the normal project appraisal procedures.</p> <p>Section 4 demonstrates that there are sufficient capital funds in 2018/19 to fund the bids which have been submitted by project officers within the Council.</p>
Risk	Y	<p>There is a risk that the Capital Programme does not meet the Council's strategic priorities in line with the Council's Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council's priorities. The mitigation is that there is a project appraisal for each proposal.</p> <p>This is taken into account when assessing possible implementation timescales. Complex capital programmes have a relatively long lead-in period. The Council demonstrates that capital investment contributes to strategic priorities, provides value for money and takes account of the revenue implications of the investment. Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.</p> <p>There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		Comprehensive Impact Assessments are on an individual project basis.

Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Summary of Capital Bids for 2018/2019

EXEMPT - Appendix B – Summary of exempt Capital Bids for 2018/2019 (table)

Background papers

Joint Development Management Committee and Overview and Scrutiny Panel (Minute OSDM.3/17 refers)

Capital Budget Proposals for 2018/19 – Executive 7th December 2017 (E.46/17 refers)

Capital Programme for 2017/18 - Council 9 February 2017 (66/16 and E.55/16 refer)

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

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Proposed Capital Projects 2018/19 - 2020/21 - PART I							
Priority Criteria							
Statutory Obligations	1		Compliance, H&S, DDA				
	2		Essential to keep Operational Assets open				
Good Asset Management	3		Rationalise service delivery or service improvement				
	4		Generate income, capital value or reduce revenue costs				
Service	Site	Project	Lead officer	Proposed 2018/19 £'000	Proposed 2019/20 £'000	Proposed 2020/21 £'000	Priority code / notes
	Play Parks	Replacement equipment	RS		190	140	1,2
HQ	Follaton House	Refurbishment of roof to old house and replacement guttering	ST	50	50	50	1,2
Engineering	SHDC Coastal Assets Repairs	5 year planned programme based on marine survey	CB	300	300		1
Public Sector Renewals (inc Disabled Facility Grants)			IL	700	700		1
Sub Total				1,050	1,240	190	
Contingency				150	150	150	
Totals				1,200	1,390	340	

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Report Template

2. Background

The Community Re-investment Projects Fund was launched in October 2013, using £153,900 per annum of the New Homes Bonus funding received by the Council to support community infrastructure projects in communities where major development has or is taking place.

The annual deadline for receipt of applications to the fund was 8th January 2018. Thirteen applications were received by this date, eleven of which were considered by officers to be eligible under the criteria of the Fund (which are available in Appendix 2 for information).

3. Outcomes/outputs

Members are requested to note the summary of applications, the officer summary and recommendations in Appendix 1.

4. Proposed Way Forward

Appendix 1 provides a summary of the thirteen grant applications, including the officer assessment of each in terms of community need, community support, how the project provides or improves community infrastructure, deliverability, value for money and lasting impact. Decisions on grants of £10,000 and over need to be made by the Executive as per the approved criteria for the Fund. It is recommended that eight projects are supported based on the officer assessment and recommendations in Appendix 1, and these are listed in the table below:

Applicant	Project	Recommendation
Ivybridge Town Council	Cinema equipment	£40,303
Loddiswell Parish Council	New playground	£7,000
Ugborough Village Hall	Memorial Hall new roof	£20,000
Totnes Skate park	New Skate park	£31,000
Marlborough Parish Council	Village Hall carpark extension	£10,000
Blackawton Community Shop	Shop relocation	£20,000
Slapton Community Shop	Shop fit out	£5,597
Totnes with Bridgetown Parochial Church Council	Windows of Opportunity	£20,000
TOTAL		£153,900

Report Template

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		There are no legal implications arising from this report as South Hams District Council accepts no liability for projects beyond the provision of Community Re-investment Projects Fund grants. The Council has powers to give these grants in order to support its priorities through the Localism Act's Powers of General Competence.
Financial		This report seeks Executive Committee approval to allocate eight grants totalling £153,900.
Risk		Grants are paid in arrears of receipt of proof of expenditure. Grant offers are subject to a number of conditions which limit the potential risk to the Council.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Grants support funding to a wide range of community groups, therefore promoting equal opportunities.
Safeguarding		None directly arising from this report
Community Safety, Crime and Disorder		None directly arising from this report
Health, Safety and Wellbeing		Grants contribute to supporting the social wellbeing of South Hams communities.
Other implications		None directly arising from this report

Supporting Information

Appendices:

Appendix 1 – Community Re-investment Projects Fund 2017/18
Summary of Applications and Assessments

Appendix 2 – Community Re-investment Projects Fund Guidance Notes

Report Template

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

Appendix 1: Community Re-investment Projects Fund 2017/18 Summary of Applications and Assessments

Applicant	Ivybridge Town Council		
Project	Cinema for Ivybridge		
Amount Requested	£58,748	Total Project Cost	£65,748
Project summary	To upgrade the existing cinema facility, offering modern equipment including projectors, sound system, screen and lighting, to increase the ability to offer a wider range of films (notably new films) and more often.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	A survey from December 2017 indicates that the Watermark Centre is a valued community resource, particularly for older people with respect to arts and culture. Under 30 year olds currently make up under 8% of use of the Centre, however the vast majority of respondents to surveys indicate that if the cinema could show mainstream/blockbuster films soon after their release date, that they would start to use the cinema/use it more often. (Some 30% of the 445 respondents to the survey do not use the Centre at present).	
Community Support	3	The project is clearly supported through the Neighbourhood Plan, and by a Town Centre Retail and Leisure study. Evidence of support for the application has been provided from local businesses, reflecting a desire to increase footfall into the town, and diversify the town's leisure offer.	
Provides/Improves Community Infrastructure	3	The project will provide a modern cinema facility (high resolution, digital, surround sound including accessibility for those hard of hearing or visually impaired). The existing equipment is basic (more akin to a large PowerPoint projector, screen and sound system). The new system would be able to show theatrical releases (films shown before they are released on DVD to the general public) sent digitally direct from the film distributors which is where the main potential income lies.	
Deliverable	3	The project does not require planning permission/building regulations, and the Town Council are owners of the building and hold the relevant cinema licences and insurance.	
Value for Money	2	Ivybridge Town Council have committed £7,000 to the project. The Town Council have invested heavily in the Watermark Centre leading up to and since its opening in 2008. Since opening, there has been no further external funding towards the Centre, with the Town Council continuing to invest capital and revenue into the Centre.	
Lasting Impact	3	Investment in the cinema would assist with the long term sustainability of the Centre, with extra income generated being reinvested into the building and services, including replacing aging equipment,	

		general maintenance and modernisation. The extra income would also help support development plans including supporting an extension to provide increased arts/performance facilities.
Conclusion	The Watermark Centre is clearly an important facility for Ivybridge, in terms of providing local services and attractions for the town. A modern cinema would assist with the sustainability of the Centre, and also the vibrancy of the town, offering an alternative to travelling to the Plymouth cinema, not least for young people and those for whom accessing a vehicle/public transport is difficult. It is noted that there is significant development underway within Ivybridge and Ugborough, and the Centre is likely to become even more important as part of the offer of the town centre.	
Total Score	17	Recommended Grant Amount £40,303

Applicant	Loddiswell Parish Council		
Project	Playground for Loddiswell Primary School		
Amount Requested	£7,000	Total Project Cost	£13,893
Project summary	To create a playground at the new primary school which is currently being built in Loddiswell. There is insufficient funding to create the playground as part of the school build, and the village play park is across a main road (which would require staff to assist in walking children to the playground and supervision – resulting in only use at lunch hours). The new school will have spaces for 120 children aged 4-11, and the aspiration is for a playground within the school grounds which can be used regularly and safely during the school day.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	Regular daily access to a playground is an essential part of a primary school child's development.	
Community Support	3	The existing school, governors and parents are fully behind the project and the children have been involved in the design.	
Provides/Improves Community Infrastructure	3	The project would provide infrastructure, play equipment typically having a lifetime of c.15 years.	
Deliverable	3	The Parish Council propose to match fund the grant, and permissions are in place for the playground within the school premises.	
Value for Money	2	The contribution would be matched by the Parish Council, and the school will subsequently own and maintain the equipment.	
Lasting Impact	3	The benefits to schoolchildren would be significant, at an important stage of their development.	
Conclusion	This is clearly a project which would be of great benefit to the children attending the new primary school, play being integral to children's development. Typically projects within the confines of a school premises are not funded through District Council funds (given that generally it is considered that		

	<p>provision of facilities within a school grounds is the responsibility of the County Council), however it is noted that this is New Homes Bonus funding, intended to meet community infrastructure needs where communities have been subject to major developments (and Loddiswell has had over 70 dwellings built within the village in the last few years), and clearly the playground will be used by children residing in Loddiswell throughout the school week.</p> <p>There is a substantial play park within Loddiswell (Butts Park) which is in relatively close vicinity to the location of the new school, however is separated from the site by a main road, which is clearly a significant limiting factor in the level of use that school children could make of the facility.</p> <p>On the acceptance that despite being within a school grounds, the provision of a playground as part of a school is not the primary responsibility of the County Council (i.e. provision of a playground is not part of DCC's statutory duty), then this would be an eligible application, and one which is recommended for full support.</p>		
Total Score	17	Recommended Grant Amount	£7,000

Applicant	Ugborough Village Hall		
Project	Village hall roof refurbishment		
Amount Requested	£20,000	Total Project Cost	£37,000
Project summary	Replacement roof of failing existing roof (which has broken tiles, rotten fascias and soffits and leaks in several locations).		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	The hall is well used as the main venue in the village for groups, meetings, events and parties.	
Community Support	3	Consultations with the user groups and through the Neighbourhood Plan have highlighted the importance of the hall as the hub for the village, and the roof replacement in particular has been highlighted as requiring attention. Local user groups have donated funds to the cause.	
Provides/Improves Community Infrastructure	3	The project would provide an entire replacement roof.	
Deliverable	3	Planning permission is not required, and the match funding is secured.	
Value for Money	2	£10,000 has been secured from the National Lottery (Awards for All) with the remainder comprising contributions from user groups, and the halls own funds.	
Lasting Impact	3	The replacement is anticipated to provide 25-50 years of integrity to the roof.	
Conclusion	This is a straightforward project, in so much as it is a replacement roof, however the importance of village halls within rural villages should not be underestimated, and the		

	requirement to maintain their integrity is vital to sustain community life.		
Total Score	17	Recommended Grant Amount	£20,000

Applicant	Totnes Skate park		
Project	Replacement Totnes skate park		
Amount Requested	£57,650	Total Project Cost	£200,000
Project summary	A replacement skate park in Borough Park, enlarging the footprint, improving the variety and quality of features and making it more appealing for a wider age range.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	The existing skate park is of limited interest to serious/older skaters, and inaccessible to younger children. The facility is not of particularly good quality, and is dated. There is a limited amount of provision for youths in Totnes, and a much improved skate facility would be a great asset for the young people of Totnes.	
Community Support	3	Young people have been vocal in their dissatisfaction with the existing design. They have attended community events and raised some funding towards skate facility improvements. Through Facebook young people have engaged with the design process, and a number of older-teen skaters (and their parents) have formalised a group (Totnes Skatepark Community) which supported by local SHDC and TTC Members are seeking to realise the project.	
Provides/Improves Community Infrastructure	3	The existing facility is outdated and does not meet the needs of skaters. A community led design would offer a much needed facility for the town, and experience elsewhere has shown that such a facility will be well used and respected by skaters.	
Deliverable	1	The project is at a relatively early stage. Planning permission is required, detailed design, and funding. It is likely to be a process that could take up to 2 years. SHDC officers are supportive of the proposal.	
Value for Money	3	Whilst a lot of work will be required to raise match funding, any CRPF grant would draw in a significant amount of match funding (to date there is around £20,000 secured, most notably and recently a commitment of £13,200 by Totnes Town Council). It is expected that the appointed designers/contractors will provide considerable expertise in assisting the group secure funding.	
Lasting Impact	3	Concrete skateparks are easy to maintain and durable. The facility would have a long lifetime.	
Conclusion	This is a vital project for the youth (and a few slightly older residents) of Totnes. Whether this is the correct time to commit funds is perhaps the question, not least given that planning permission will be required, and there is a significant amount of funding to source. Some funding has been secured,		

	and the commitment of £13,200 by TTC is a clear commitment at the town level to this project. It is recommended that the Council follow this lead and demonstrate local support, which in turn will carry weight with regional/national funding sources, even if the project takes some time to deliver.		
Total Score	16	Recommended Grant Amount	£31,000

Applicant	Marlborough Parish Council		
Project	Marlborough Village Hall carpark		
Amount Requested	£15,000	Total Project Cost	£45,000
Project summary	The project would create 52 additional parking spaces including 4 more disabled spaces, incorporating a safer one-way system through the carpark, and also improved and level access for disabled visitors to the hall.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	2	The hall is well used, with regular bookings and events, in addition to use of the pitch by Kingsbridge and Salcombe Football Clubs. Due to the limitations of public transport locally, the applicant advises that many visitors need to use their car to reach the site.	
Community Support	2	There is clear support for the site and facilities in general, and formal survey/consultation has supported the drive to improve the village hall facilities. Support is not unanimous – it is noted that the planning application has attracted a significant number of objections, namely relating to the loss of amenity grassland to the south of the hall – this area being referred to as used for family picnicking and informal recreation, and also to a perceived excessive carpark for the occasional event/weekly football match. Evidence of support from user groups and local Members has been provided.	
Provides/Improves Community Infrastructure	2	The project would create 52 additional parking spaces including 4 more disabled spaces, incorporating a safer one-way system through the carpark, and also improved and level access for disabled visitors to the hall. (It is noted that an overflow carpark was previously created adjacent to the hall on a reinforced grass area however use of this area is dependent on the state of the ground). This clear provision of new community infrastructure is offset by the loss of an area of amenity area.	
Deliverable	3	A planning application has been submitted. The remaining funding is in place to deliver the project.	
Value for Money	3	The remaining £30,000 has been secured from s106 funding from the Alston Gate Phase 1 development. It is noted that there is no contribution from user or local groups (although there have been several recent facility improvement projects so this has not	

		been counted against the applicant in the score attributed to this criteria).	
Lasting Impact	3	The project will assist with the viability of the village hall (not least because it is commonly the large, high income bookings which require more car parking space) and associated facilities which include a play area, skate park, tennis courts, football pitches, as well as informal recreation. The project will also has the added benefit of reducing congestion and inappropriately parked vehicles elsewhere in the village when the existing and limited onsite parking is full.	
Conclusion	It is clear that this project would benefit the whole village in terms of easing inappropriate parking/congestion at peak times of use of the hall (events, football matches). This is offset to some degree by concern from some in the community about the loss of the amenity grass to the south of the hall. Nonetheless, given the clear importance of the facility to the community (and further afield), the merits of the project are recognised in the recommended grant.		
Total Score	15	Recommended Grant Amount	£10,000

Applicant	Blackawton community shop		
Project	Shop relocation project		
Amount Requested	£34,545	Total Project Cost	£42,000
Project summary	Following closure of the village shop and Post Office, in 2012 Blackawton secured Lottery funding for a new community shop in a portacabin. Planning permission for the portacabin will expire in 2018. A premises has been found with an offer of a long lease, which offers a larger floor area and an opportunity to provide more community services such as a seating area and book swap, as well as an opportunity to formalise the Post Office offer (which was lost in December). The project is for the fit-out of the new premises.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	The nearest alternative shop 4 miles away in Strete or 3 miles to the nearest petrol station convenience store in Halwell and the nearest supermarket is 5 miles away. Public transport offers one bus per day running to Dartmouth as school transport, during school term time only, therefore there is significant isolation for those without vehicles. In addition to the store, it is intended to provide a social space to act as a community hub with small seating area, shelving for secondhand books, notice board and internet provision.	
Community Support	2	Since opening in 2012, the shop has had an active volunteer networks (some 40 volunteers) and steering group (10 members)	
Provides/Improves Community Infrastructure	3	The project will fit-out the new premises, and offer an enhanced facility over the existing portacabin,	

		with more community benefits than a straightforward shop.
Deliverable	3	Planning permission has been obtained, evidence of a signed lease would be a condition of grant.
Value for Money	1	Whilst there is some £7,000 of match funding included within the application form, this is in-kind funding (covering moving of shop contents to new premises, and decoration).
Lasting Impact	3	Whilst the lease is not yet signed, a letter of intent has been provided from the building owner indicating an intention to provide a lease of at least 15 years for the premises.
Conclusion	The benefits of the project are clear, and support is merited, however it is considered that a reduced offer will still be of benefit with respect to facilitating the internal works, whilst not compromising the delivery of the proposed new shop by not committing the full amount requested (e.g. some existing equipment will be able to be used).	
Total Score	15	Recommended Grant Amount £20,000

Applicant	Slapton Community Shop		
Project	Village community shop		
Amount Requested	£5,597	Total Project Cost	£5,597
Project summary	Equipment, fixtures and fittings for a temporary community shop (due to open on Feb 3 rd , 2018) to open within a week of the closure of the existing commercial village shop.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	This is an isolated village, no longer on a bus route, the nearest 2 shops are 2.5 miles away (and both are for sale). Village surveys show a local desire for a facility providing a shop, café, internet, post office, and delivery service.	
Community Support	3	The current shop owners are retiring and the community has come together to raise funds and support for a new shop. There is clear community support.	
Provides/Improves Community Infrastructure	2	Whilst the shop is temporary, the fixtures, fittings and equipment (comprising fridge and freezer) have been chosen with the expectation that they will be transferable to any longer term permanent facility.	
Deliverable	3	Funds have been raised for the temporary shop, and it is due to open on Feb 3 rd , 2018.	
Value for Money	2	This is a 100% grant and accordingly not good value for money, however this is against a backdrop of the community raising almost £30,000 from donations towards the shop in the last 12 months.	
Lasting Impact	2	Whilst the shop is temporary, the fixtures, fittings and equipment (comprising fridge and freezer) have been chosen with the expectation that they will be transferable to any longer term permanent facility.	
Conclusion	This is a well-supported community project, clearly shown through the speed in which the community has come together,		

	their success in raising funds for the temporary shop, and the willingness of the community to volunteer to staff the shop. (It is noted that Cllr Foss committed £500 from the Member SCLF to the temporary shop project in November).		
Total Score	15	Recommended Grant Amount	£5,597

Applicant	Totnes and Bridgetown Parochial Church Council		
Project	Windows of opportunity		
Amount Requested	£55,386	Total Project Cost	£265,824
Project summary	<p>The church acts as a general community asset, and is used for a wide range of activities (including parent and toddler group, tai chi, bowls, bands, Pilates, support groups, martial arts, and a community café).</p> <p>The project will replace a number of window which were replaced after a fire in 1976, At that time an economic option was followed for softwood frames which have since rapidly deteriorated, allow ingress of water (and may be unstable – engineers have deemed the work urgent). These would be replaced with steel frames.</p> <p>The project also includes creation of a new kitchen on the ground floor (supplementing an existing first floor kitchen) and two toilets (one of which will be for disabled access) – this is required to meet the changing requirements of the ground and first floor bookings</p>		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	The church (and community space) is the only major community facility in the Bridgetown area of Totnes and has a variety of sized rooms and kitchen facilities. The facility accommodates a wide range of activities for all ages.	
Community Support	3	Clear evidence of community support (from the wide range of user groups) has been provided.	
Provides/Improves Community Infrastructure	3	The project would address a serious issue with the windows which if not addressed would lead to knock on internal issues.	
Deliverable	3	Planning permission has been secured, if he application was supported in full, there would remain a shortfall of funds of c.£25,000.	
Value for Money	3	This is a large application, however there is significant match funding already secured towards the project (including £145,000 from the Heritage Lottery Fund).	
Lasting Impact	3	The windows would have a long lifetime, addressing the existing poor quality windows which had reportedly been the most economic option (and not fit for the long term) at the time of installation.	
Conclusion	Projects within places of worship are not generally supported with Council funding pots – the guidance for the CRPF notes that projects which promote religious beliefs will not be supported. It is considered however that this project is eligible, due to the building acting as a key community facility for the whole community as shown by the variety of groups which use		

	and support the facility. As the only such community facility in Bridgetown, it is considered both reasonable and worthwhile to support this project with CRPF funding, not least given that the Bridgetown area is currently subject to significant levels of residential development. It has been confirmed in writing by the applicant that they place no restriction on which groups or individuals can book the facility, regardless of their religious orientation or beliefs – i.e. the bookable facilities are open to all.		
Total Score	18	Recommended Grant Amount	£20,000

Applicant	Newton and Noss Parish Council		
Project	Pedestrian safety improvement project		
Amount Requested	£10,000	Total Project Cost	£10,000
Project summary	The project seeks to make improvements to a deteriorating steps on a section of public footpath. The project also seeks to install 'Wigwags' (flashing light units) on Parsonage Road to improve the safety of pedestrians and children near to the Primary School, particularly at school drop off and collection times.		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	1	NNPC report that a lady slipped and broke her leg on one of the steps at the end of 2017 due to their uneven nature. With respect wigwags, DCC Highways have advised that there is no budget available for new signs at this location. They acknowledge that Parsonage Rd could qualify as a busy road during school drop off and collection times, where driver's attention can be fully occupied, and they support installation of Wigwags if a source of external funding can be found.	
Community Support	2	The Neighbourhood Plan recognises a need for well-maintained path network in the Parish.	
Provides/Improves Community Infrastructure	2	The project includes 17 new granite sett steps and kerbstones, and wigwag lighting	
Deliverable	3	NNPC own the steps, and DCC have approved in principle the wigwags – the project should be deliverable without issue.	
Value for Money	1	The project is seeking 100% funding with no element of match funding.	
Lasting Impact	2	The steps will require regular maintenance to ensure they do not become slippery, and this is dependent on DCC PROW budget, with no indication that the PC are taking on this responsibility.	
Conclusion	The project seeks to improve safety adjacent to a local school, whilst not seemingly a priority for DCC, it is acknowledged that it could qualify as busy at drop off/collection times, and DCC have approved the principle of wigwags. The step improvements would reduce likelihood of pedestrian accidents associated with use of a footpath. Whilst worthwhile projects,		

	neither score particularly highly, and they do not have any locally raised match funding, or clearly evidenced community support/need.		
Total Score	11	Recommended Grant Amount	£0

Applicant	Yealmpton and District Recreation Association		
Project	Athletic club refurbishment		
Amount Requested	£32,233	Total Project Cost	£32,233
Project summary	Extension of an existing hard surface carpark, and replacement of an existing poor condition 2.4m fence between the bowling green and cricket pitch (for safety).		
Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	3	The site is well used (cricket, football, rifle, and bowling), with a total membership of the 4 clubs of some 250 members of all ages. The site is clearly well used. The applicant advises that the carpark is a victim of the success of the site, in terms of its limited size and quality.	
Community Support	1	No evidence of community/user group support has been provided.	
Provides/Improves Community Infrastructure	2	The existing carpark at the site comprise part hard surface, part grass. The project would hard surface the existing grass parking area, and mark out the entire carpark. An existing deteriorated (rusted with holes) 2.4m fence between the bowling green and cricket pitch which is partly for security and partly safety would be replaced.	
Deliverable	2	The project has landowner permission, and does not require planning permission. Funding is the only restricting factor.	
Value for Money	1	The applicant has applied for the full amount.	
Lasting Impact	2	Long terms benefits of 20 years are cited, however it is noted that the current lease with the landowner has 10 years to run (the applicant is currently negotiating for an extension, and there is no indication at present to indicate that it would not be forthcoming).	
Conclusion	This site is an important resource for local formal recreation, and is well used. The case for investment in the carpark and evidence of support was not strong enough to warrant commitment of funds.		
Total Score	11	Recommended Grant Amount	£0

Applicant	Yealmpton Parish Council		
Project	Yealmpton park re-investment bid		
Amount Requested	£48,647	Total Project Cost	£50,647
Project summary	New play equipment for the Stray Park site (leased by SHDC from the Kitley Estate).		

Assessment Criteria	Score (1-3)	Officers' Comments	
Community Need	1	The site did not score poorly in terms of quality on the recent Play Audit for the Joint Local Plan (i.e. one of those that needed urgent investment). The equipment is proposed to benefit children aged up to 14.	
Community Support	2	Letters of support were received from the Youth of Yealmpton Organisation and friends of the Primary School.	
Provides/Improves Community Infrastructure	3	The project would add to the variety of equipment on offer at the park.	
Deliverable	3	SHDC hold the lease and would support additional equipment, (subject to agreement of detail, including further quotes)	
Value for Money	1	There is s106 funding of £2,128 allocated towards improvement of play equipment at this site. Additional equipment would create additional maintenance liability for the Council.	
Lasting Impact	2	The equipment would have a lifetime of around 15 years (although maintenance would likely be required to timber within that timescale), with ongoing maintenance falling to SHDC.	
Conclusion	This facility has not been flagged up by SHDC officers as one requiring short term investment (when compared against some other poorer quality SHDC play spaces). While there is certainly scope for improvement, officers would wish to see proper consultation with local people with respect to proposed equipment (and indeed with SHDC officers).		
Total Score	12	Recommended Grant Amount	£0

Applicant	North Huish Parish Council		
Project	North Huish Defibrillator fund		
Amount Requested	£2,500	Total Project Cost	£2,500
Project summary	This project has not been assessed, as the CRPF criteria sets a minimum application size of £5,000.		
Total Score	N/A	Recommended Grant Amount	£0

Applicant	Brixton Parish Council		
Project	Reducing speed in our village		
Amount Requested	£2,640	Total Project Cost	£2,640
Project summary	This project has not been assessed, as the CRPF criteria sets a minimum application size of £5,000.		
Total Score	N/A	Recommended Grant Amount	£0

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Community Re-investment Projects Fund

Guidance Notes

What is the Community Re-investment Projects Fund?

The South Hams District Council Community Re-investment Projects Fund has been set up using New Homes Bonus funding from the Government to support community infrastructure projects in South Hams communities where major development has taken place.

Please read these guidance notes carefully BEFORE completing the application form. If you are unsure about your eligibility for this Fund please call 01803 861234 or email community@southhams.gov.uk BEFORE completing the application form.

Who can apply to the Fund?

- Town and Parish Councils and;
- Constituted voluntary and community groups with their own bank accounts.

BUT only if a development has commenced or been completed since 1 April 2009 in a town or parish within the South Hams Local Planning Authority area AND it meets one of the following criteria:

- 10 or more dwellings or;
- 3 or more dwellings (in the same planning application) in a parish where this level of development is considered significant, as determined by South Hams District Council.
- Additionally where large scale Major development (50 plus houses) has taken place in a parish adjoining a main town, in recognition that such development is likely to impact on the town, the Town Council and community groups may also apply to the fund to deliver projects based in the town, even though the development is not within their electoral boundary. Such applications must demonstrate the relationship between the project and the development and how the project can mitigate any impact arising from the development.

What kinds of projects are eligible?

Projects need to meet each of the following eligibility criteria:

- Be community-led;
- Be capital in nature;
- Have a lasting impact and;
- Provide or improve community infrastructure (e.g. projects involving community buildings, sports facilities, play areas, community allotments / gardens / orchards) in towns or parishes that meet the above development criteria.

Who and what cannot be funded?

- Individuals;
- Businesses;
- For profit organisations;
- Projects within Dartmoor National Park;
- Projects which are the primary responsibility of another authority;
- Projects which have already commenced;
- Revenue projects (e.g. running costs for ongoing activities, fundraising activities);
- Recoverable VAT;
- Loan interest payments and;
- Projects which promote religious or political beliefs.

For projects within Dartmoor National Park, please contact Dartmoor National Park Authority on hq@dartmoor.gov.uk or 01626 832093.

How much is available?

- The total sum of funding available is £153,900;
- The minimum grant is £5,000 per project and;
- Applications can be submitted for up to the total sum of funding available (although applications will be assessed on their merit, including value for money, so it is strongly advisable to secure match funding for projects).

Match funding for Open Space, Sport and Recreation projects could be provided by Section 106 funds where these are available. For details of this and other sources of funding please visit

<http://www.southhams.gov.uk/article/3854/Community-Grants-Funding>

What supporting documentation is required?

Copies of the following documents must be submitted with the completed application form:

- Accounts for the past two years (new groups with less than two years accounts should contact South Hams District Council);
- Bank / building society statements showing current financial position;
- 2 supplier quotes for each item of £500 - £5,000;
- 3 supplier quotes for each item of over £5,000;
- 3 (minimum) invited tenders for each item of over £30,000 (for further guidance please contact South Hams District Council);
- Copy of signed constitution (voluntary and community groups only);
- Relevant pages from a local community plan (if applicable);
 - Signed letters of support for the project (including from your Ward Councillor/s - contact details can be found at <http://www.southhams.gov.uk/councillorsWardSH> and, if the application is from a voluntary and community group, from your Town / Parish Council) and;
- Match funding offer letters (if applicable).

How will applications be assessed?

Given the competitive nature of this Fund (the Fund may be oversubscribed), applications will need to clearly demonstrate that the proposed project:

- Has community need;
- Has community support;
- Will provide or improve community infrastructure;
- Is deliverable;
- Provides value for money and;
- Has a lasting impact.

South Hams District Council Officers will make an initial assessment of each application, based on a score of 1 to 3 for each of the above six criteria, taking into account the views of relevant Ward Councillor/s and Officers. Accordingly applicants may wish to ensure they have clearly addressed each of the six criteria above within their application.

Decisions on grants of up to £10,000 will then be made under delegated authority in consultation with the Portfolio Holder, or the Leader if the Portfolio Holder has an interest in the application. Decisions on grants of over £10,000 will be made by the Council's Executive committee in March 2018.

What is the procedure for claiming grants?

Grants will be paid in arrears either on completion or by agreement in instalments; on submission of completed Claim and Project Monitoring Form, with copies of paid invoices / receipts. Suppliers cannot be paid directly.

When do grants have to be claimed by?

Grants will usually be offered for two years, although extensions to this can be considered if required. South Hams District Council reserves the right to withdraw a grant offer where no project delivery can be evidenced. This will be done in consultation with the group concerned.

Data Protection

The information that you have provided will be held by South Hams District Council. The information will be used to assess your application to this Fund and will be held securely at all times. The Council may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

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Report to: **Executive**

Date: **1 February 2018**

Title: **Write Off Report**

Portfolio Area: **Support Services – Cllr S Wright**

Wards Affected: **All**

Relevant Scrutiny Committee:

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

Author: **Lisa Buckle** Role: **Section 151 Officer**

Contact: **Ext. 1413 lisa.buckle@swdevon.gov.uk**

Recommendations:

The Executive notes that, in accordance with Financial Regulations, the s151 Officer has authorised the write-off of individual South Hams District Council debts totalling £68,188.13 as detailed in Tables 1 and 2.

The Executive approves the write off of individual debts in excess of £5,000 totalling £12,277.16, as detailed in Table 3.

1. Executive summary

The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates.

The report informs members of the debt written off for these revenue streams. Debts up to the value of £5,000 being written off by the s151 Officer, under delegated authority. Permission needs to be sought from the Executive to write off individual debts with a value of more than £5,000.

This report covers the period 1st October 2017 to 31st December 2017.

2. Background

The Council's sound financial management arrangements underpin delivery of all the Council's priorities, including the commitment to providing value for money services.

This report forms part of the formal debt write-off procedures included in these financial arrangements.

South Hams District Council's collection rates for 2016/17 were; Council Tax 98.12% & Business Rates 96.83%.

In the third quarter of 2017/18 the Council has collected £18.87 million in Council Tax and £7.70 million in Business Rates. The total collectable debt for 2017/18 (as at 31st December) for Council Tax is £66.56 million and for Business Rates is £31.38 million.

Debts are recovered in accordance with the Council's Recovery Policy which is published on our website.

3. Outcomes/outputs

In accordance with good financial management principles the Council has, for the revenue streams detailed in this report, made a total bad debt provision of £2,574,766.10. This provision recognises that a proportion of the Authority's debts will prove irrecoverable and ensures that the value of debtors within the Authority's accounts is a fair reflection of the amount that will eventually be recovered.

All debts, taxes and rates within the Service's control are actively pursued, and in most instances are collected with little difficulty. In cases where payment is not received on time, a reminder will be issued promptly to the debtor. If this fails to secure payment, a final reminder and/or a summons will also be issued and if necessary the debt passed to an appropriate collection agent such as the Civil Enforcement Agents or the Council's Legal Department in order to secure payment.

Sometimes, however, if the debtor is having difficulty making the payment, special arrangements are used to effect recovery, and this may mean extending the period of time to collect the debt.

In some cases pursuit of an outstanding debt is not possible for a variety of reasons, such as bankruptcy or liquidation and such cases with arrears under £5,000 are written off by the Section 151 Officer under delegated authority. Cases where the debt exceeds £5,000 must, however, be approved by the Executive prior to the debt being written off.

A record is kept of debts written off, together with the reason for doing so, so that if there is a realistic chance of recovery in the future a debt may be resurrected and pursued again.

Comprehensive Impact Assessment Implications		
Equality and Diversity		All enforcement action that is taken prior to this point is undertaken in accordance with legislation and accepted procedures to ensure no discrimination takes place.
Safeguarding		None
Community Safety, Crime and Disorder		None
Health, Safety and Wellbeing		None
Other implications		A bad debt provision is built into the financial management of the Authority

Supporting Information

Appendices:

Table 1 – Council debt under £5,000 written off by the Section 151 Officer

Table 2 – Non-Domestic Rate debt under £5,000 written off by the Section 151 Officer

Table 3 – Summary of items over £5,000 where permission to write off is requested

Table 4 – National & Local Collection Statistics re 2016 / 17 Collection Rates

Table 5 – Quarterly income in 2016 / 17 relating to all years

Table 6 – Previous Year Write Off Totals

Background Papers:

Section 151 Local Government Act 1972

Section 44 Local Government Finance Act 1988 (Non Domestic Rate)

Section 14 Local Government Finance Act 1992 (Council Tax)

Recovery Policy

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	Not Applicable

TABLE 1 SUMMARY OF SOUTH HAMS DISTRICT COUNCIL DEBT UNDER £5,000 WRITTEN OFF BY S151 OFFICER

TYPE OF DEBT	NUMBER OF CASES		No of people / business	REASON FOR W/OFF	Financial Year 2017/18			Totals for Comparison purposes			
	<£1000	>£1000			Quarter 3	Cumulative Total		Equivalent Quarter 2016/17		Grand Total 2016/17	
					Amount (£)	Cases	Amount	Cases	Amount	Cases	Amount
HOUSING BENEFIT	17	-		Overpaid Entitlement	4,035.81	95	43,098.90	-	-	69	33,471.63
	1	-		Bankruptcy	271.80	7	7,131.54	-	-	2	796.60
	-	-		Absconded	-	-	-	-	-	2	1,100.70
	12	1		Deceased	3,216.36	14	3,228.68	-	-	15	3667.12
	4	-		Not cost effective to pursue	48.38	9	88.39	-	-	46	1,775.70
	168	6		Uncollectable old debt	33,351.26	293	65,941.62	-	-	65	27545.59
Total	202	7			40,923.61	418	119,489.13	-	-	199	68,357.34
COUNCIL TAX	4	-		Absconded	1,474.98	16	11,734.66	25	19,079.59	70	40,237.06
	-	-		Administrative Receivership	-	1	1,336.00	-	-	1	1,224.21
	3	2		Bankruptcy	3,974.78	20	25,049.76	6	7,805.01	33	26,773.69
	5	-		Deceased	933.17	5	933.17	3	186.77	9	1,433.79
	3	-		Small balance	21.97	8	72.60	4	64.71	9	108.41
	2	1		Other	1,482.73	11	4,731.09	11	5,728.82	47	23,709.53
	-	-		Uncollectable old debt	-	-	-	-	-	-	-
	-	-		Voluntary Bankruptcy	-	-	-	-	-	-	-
Total	17	3			7,887.63	61	43,857.28	49	32,864.90	169	93,486.69
SUNDRY DEBTS	-	-	-	Absconded	-	-	-	-	-	-	-
	-	1	1	Bankruptcy/DRO/IVA/CVA	3,123.92	2	6,374.98	-	-	-	-
	-	-	-	Not cost effective to pursue	-	-	-	-	-	-	-
	1	-	1	Other	39.69	2	1,092.37	-	-	1	1,321.50
	-	-	-	Administrative Receivership	-	-	-	-	-	-	-
	3	-	1	Small balance	1.33	6	2.13	-	-	-	-
Total	4	1	3		3,164.94	10	7,469.48	-	-	1	1,321.50
HOUSING RENTS	-	-		Bankrupt	-	-	-	-	-	-	-
	-	-		Not cost effective to pursue	-	1	90.10	-	-	-	-
	-	-		Absconded	-	1	38.19	-	-	-	-
	-	-		Uncollectable old debt	-	-	-	-	-	-	-
	-	-		Other	-	-	-	-	-	1	270.00
	-	-		Deceased	-	-	-	-	-	-	-
Total	-	-			-	2	128.29	-	-	1	270.00
Grand Total	243	11			51,976.18	491	170,944.18	49	32,864.90	370	163,435.53

TABLE 2 SUMMARY OF NON DOMESTIC RATE DEBT UNDER £5,000 WRITTEN OFF BY S151 OFFICER

TYPE OF DEBT	NUMBER OF CASES		No of people / business	REASON FOR W/OFF	Financial Year 2017/18			Totals for Comparison purposes			
	<£1000	>£1000			Quarter 3	Cumulative Total		Equivalent Quarter 2016/17		Grand Total 2016/17	
					Amount (£)	Cases	Amount	Cases	Amount	Cases	Amount
NON-DOMESTIC RATE	1	2	3	Absconded	3,729.33	4	6,157.55	-	-	1	1,165.70
	1	3	2	Administrative Receivership	6,071.23	4	6,071.23	-	-	-	-
	-	2	2	Liquidation	2,843.10	2	2,843.10	-	-	18	24,351.39
	-	-	-	Voluntary Bankruptcy	-	-	-	-	-	-	-
	1	-	1	Other	12.53	1	12.53	3	1,664.06	6	5,148.64
	-	-	-	Uncollectable old Debt	-	-	-	-	-	-	-
	-	1	1	Bankruptcy	3,555.76	1	3,555.76	-	-	2	2,147.05
-	-	-	Deceased	-	-	-	-	-	-	-	
Total	3	8	9		16,211.95	12	18,640.17	3	1,664.06	27	32,812.78

TABLE 3 SUMMARY OF ITEMS OVER £5,000 WHERE PERMISSION TO WRITE OFF IS REQUESTED

Page 134 TYPE OF DEBT	NUMBER OF CASES	REASON FOR W/OFF	Financial Year 2017/18			Totals for Comparison purposes			
			Quarter 3	Cumulative Total		Equivalent Quarter 2016/17		Grand Total 2016/17	
			Amount (£)	Case	Amount	Cases	Amount	Cases	Amount
NON-DOMESTIC RATE	-	Administrative Receivership	-	-	-	-	-	-	-
	-	Liquidation	-	1	7,397.47	-	-	3	26,662.91
	-	Absconded	-	-	-	-	-	-	-
	-	Bankruptcy	-	-	-	-	-	1	9,650.91
	-	Uncollectable old Debt	-	-	-	-	-	-	-
	-	Voluntary Bankruptcy	-	-	-	-	-	-	-
	-	Other	-	-	-	-	-	1	10,814.18
Total	-		-	1	7,397.47	-	-	5	47,128.00
HOUSING BENEFIT	-	Deceased	-	1	7,183.54	-	-	-	-
	-	Overpaid Entitlement	-	2	13,168.64	-	-	1	5,394.07
	-	Uncollectable	-	1	5,558.67	-	-	-	-
	-	Bankruptcy	-	2	18,551.90	-	-	-	-
Total	-		-	6	44,462.75	-	-	1	5,394.07
COUNCIL TAX	-	Absconded	-	-	-	-	-	-	-
	-	Bankruptcy	-	-	-	-	-	-	-
	-	Voluntary Arrangement	-	-	-	-	-	-	-
Total	-		-	-	-	-	-	-	
SUNDRY DEBTORS	1	Liquidation	12,277.16	1	12,277.16	-	-	-	-
Total	1		12,277.16	1	12,277.16	-	-	-	-
Grand Total	1		12,277.16	8	64,137.38	-	-	6	52,522.07

TABLE 4 NATIONAL & LOCAL COLLECTION STATISTICS RE 2016-17 COLLECTION RATES

Total amount collected in 2016-17 relating to 2016-17 financial year only (net of refunds relating to 2016-17)

	Council Tax			Non Domestic Rates		
	Collectable Debit i.r.o. 16/17 - £000s	Net Cash Collected* i.r.o. 16/17 - £000s	Amount Collected i.r.o. 16/17 - %age	Collectable Debit i.r.o. 16/17 - £000s	Net Cash Collected* i.r.o. 16/17 - £000s	Amount Collected i.r.o. 16/17 - %age
All England	26,797,092	26,038,596	97.2	24,643,214	24,205,471	98.2
Shire Districts	12,285,320	12,047,031	98.1	7,988,405	7,861,058	98.4
East Devon	94,072	93,145	99.0	35,024	34,571	98.7
Exeter	58,500	56,631	96.8	81,594	79,281	97.2
Mid Devon	47,266	46,369	98.1	15,924	15,793	99.2
North Devon	55,106	53,567	97.2	32,249	30,995	96.1
Plymouth	112,379	108,918	96.9	94,732	93,726	98.9
South Hams	62,914	61,729	98.1	32,850	31,808	96.8
Seignbridge	79,657	78,492	98.5	32,897	32,701	99.4
Porbay	70,863	67,673	95.5	38,589	37,279	96.6
Torrige	38,659	37,965	98.2	11,617	11,387	98.0
West Devon	35,504	34,529	97.3	11,328	11,068	97.7

* Net Cash Collected is total 2016-17 receipts net of refunds paid, in respect of 2016-17 only

TABLE 5 QUARTERLY INCOME IN 2016-17 RELATING TO ALL YEARS

Total amount collected in 2016-17 relating to any financial year (net of all refunds in 2016-17)

	Council Tax Net Cash Collected* £000s	Non Domestic Rates Net Cash Collected* £000s
Quarter 1 - Receipts collected between 1 st April – 30 th June	18,681	9,317
Quarter 2 - Receipts collected between 1 st July – 31 st September	17,169	8,486
Quarter 3 - Receipts collected between 1 st October – 31 st December	17,775	7,611
Quarter 4 - Receipts collected between 1 st January – 31 st March	8,446	4,527

* Net Cash Collected is total receipts in 2016-17 net of refunds paid, irrespective of the financial year (previous, current or future years) to which they relate

TABLE 6 PREVIOUS YEAR WRITE OFF TOTALS

		2016 - 17	2015 - 16	2014 - 15	2013- 14	2012 - 13	2011 - 12
HOUSING BENEFIT	Under £5,000 cases	68,357.34	57,038.07	102,138.53	75,357.30	87,095.83	74,868.17
HOUSING BENEFIT	£5,000 or over cases	5,394.07	7,177.42	0.00	14,903.19	61,925.43	0.00
Total		73,751.41	64,215.49	102,138.53	90,260.49	149,021.26	74,868.17
COUNCIL TAX	Under £5,000 cases	93,486.69	54,831.67	97,927.30	117,528.97	96,025.52	112,674.76
COUNCIL TAX	£5,000 or over cases	0.00	0.00	0.00	23,090.93	6,782.09	12,160.58
Total		93,486.69	54,831.67	97,927.30	140,619.90	102,807.61	124,835.34
SUNDRY DEBTS	Under £5,000 cases	1,321.50	9.03	6,584.63	2,723.23	12,811.29	28,170.96
SUNDRY DEBTS	£5,000 or over cases	0.00	0.00	0.00	0.00	0.00	0.00
Total		1,321.50	9.03	6,584.63	2,723.23	12,811.29	28,170.96
HOUSING RENTS	Under £5,000 cases	270.00	0.00	3,113.38	1,037.83	3,143.83	3,048.57
HOUSING RENTS	£5,000 or over cases	0.00	0.00	0.00	0.00	0.00	0.00
Total		270.00	0.00	3,113.38	1,037.83	3,143.83	3,048.57
NON DOMESTIC RATES	Under £5,000 cases	32,812.78	37,074.12	75,016.54	70,809.92	39,115.54	54,011.11
NON DOMESTIC RATES	£5,000 or over cases	47,128.00	252,084.33*	166,412.60	44,546.85	76,663.15	84,187.61
Total		79,940.78	289,158.45	241,429.14	115,356.77	115,778.69	138,198.72
GRAND TOTAL		248,770.38	408,214.64	451,192.98	349,998.22	383,562.68	369,121.76

* 2015-16; of the £252,084.33, £49,200.47 relates to one business going into liquidation, £83,674.59 relates to another business going into liquidation and a further £56,813.18 relates to an individual entering into a Voluntary Arrangement.

Report to: **Executive**

Date: **1 February 2018**

Title: **Consider the Air Quality Strategy and recommend the commencement of a public consultation**

Portfolio Area: **Strategy and Commissioning**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Date next steps can be taken: **Full Council 22 February 2018**

Author: **James Kershaw** Role: **Senior Specialist Environmental Health**

Contact: **01803 861287 james.kershaw@swdevon.gov.uk**

Recommendations:

That Council be RECOMMENDED that:

1. a public and statutory consultation be commenced on the proposed Air Quality Strategy (attached at Appendix 1); and
2. authority be delegated to the Senior Specialist Environmental Health in consultation with the Leader to make minor amendments to the document.

1. Executive summary

- 1.1 The Council resolved to amend the Air Quality Management Area for Totnes in June 2016. This triggered the need to review our Air Quality Action Plan.
- 1.2 Due to the submission of the Joint Local Plan it was felt an appropriate time to review the Council's overall air quality strategy that was previously adopted in 2007.
- 1.3 The strategy is designed to pull together all Council policies that have an impact on air quality into a single document, this includes proposed planning guidance, how the Council manages its own impact, and the statutory air quality action plans.
- 1.4 The strategy has been devised in co-ordination with Devon County Council, who as highway authority are key to a successful plan being delivered.

2. Background

- 2.1 The Environment Act 1995 lays down a number of statutory duties for Local Authorities regarding the management of air quality in their districts. Once an Air Quality Management Area has been declared under Section 82 of the Act, then the Council is under a duty to produce an action plan describing how they intend to tackle the problem and in what timescale.
- 2.2 In April 2016 the author brought before the executive a report recommending that the AQMA for Totnes be amended to incorporate True Street Junction. This Order was duly made following a decision at Full Council on the 25th June 2009. A copy of the Council's AQMAs can be found on our website, along with the annual status reports we produce for DEFRA each year (<https://southhams.gov.uk/article/3902/Air-Quality>).
- 2.3 Following the declaration of the AQMA in 2016 meetings have been held with Devon County Council (DCC) to discuss options for improving air quality in both Totnes and Ivybridge.
- 2.4 As part of these discussions it was agreed that DCC would commission traffic studies for Ivybridge and the potential options, this work was commenced in September 2017 with a report due in early 2018. It is however felt appropriate to commence public consultation on the proposed strategy whilst awaiting the outcome of the analysis.

- 2.5 The principle cause of poor air quality within the South Hams is due to traffic congestion. Within the Totnes area there have been a number of similar transport assessments produced, however there have been limited options that are deliverable that will have a positive impact on air quality.

This is primarily due to the geographical location of Totnes being on one of the few major river Dart crossings. Approximately 70% of traffic is described as being through traffic and have many different start and termination points.

3. Outcomes/outputs

- 3.1 Before an Air Quality Action Plan can be formally adopted it is good practice that there is a consultation with the public and other stakeholders. The aim of the consultation will be to seek the views of the public on our proposals and to encourage ideas to come forward that can be considered to improve air quality in the area.

4. Proposed Way Forward

- 4.1 That the Executive recommend to full Council that a period of public consultation commences on the Air Quality Strategy for a period of 8 weeks commencing in April 2018, with an aim for Environmental Health to report back to Executive in September with a final version of the strategy.
- 4.2 This final version will then need to be submitted to DEFRA for approval prior to being implemented.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The UK government has a duty imposed on them by the European Union directive 96/62/EC and 99/30/EC.</p> <p>The UK government were successfully sued by pressure group Climate Earth in April 2015, due to their inaction in resolving air quality problems. The Localism Act 2013 allows the UK government to pass any fines received in European Courts to local authorities if the fine is due to the failure of an authority.</p> <p>The Council has a legal duty under the Environment Act 1995 to review and assess air quality in their area. It also has a duty to prepare adequate plans to address air quality deficiencies within its area.</p>

		The objective limits that the Council should be achieving are set in the Air Quality Regulations 2000, and the Air Quality (England) (Amendment) Regulations 2002.
Financial		There is no immediate financial implications to the Council foreseen by this recommendation. Should the Council fail in its duty to manage the air quality problems in its area then there is a risk that any future fines received by the UK government could be passed down to the local authority.
Risk		
Comprehensive Impact Assessment Implications		
Equality and Diversity		No implications.
Safeguarding		No implications
Community Safety, Crime and Disorder		No implications
Health, Safety and Wellbeing		Having an active air quality strategy for South Hams which is being implemented and improving air quality will have a positive impact on the health and wellbeing of the residents in the area of elevated airborne pollutants.
Other implications		

Supporting Information

Appendices:

1. Draft Air Quality Strategy for South Hams and West Devon

Background Papers:

None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A



A CLEAN AIR STRATEGY FOR SOUTH HAMS AND WEST DEVON INCORPORATING THE AIR QUALITY ACTION PLANS

April 2018

www.southhams.gov.uk/airquality

www.westdevon.gov.uk/airquality

Foreword



Steve Jordan
Executive Director for Strategy and
Commissioning

South Hams District Council and West Devon Borough Councils recognise the importance of the environment in protecting and promoting good health of its residents.

While air quality is generally good across the two areas, there are a number of hot spots of concern in South Hams and as such the Council have declared 3 air quality management areas being;

- an area on Western Road, Ivybridge
- an area of the A38 running through Dean Prior
- an area of the A385 stretching from True Street Junction, Berry Pomeroy and Clay Lane, Dartington

In West Devon there are currently no Air Quality Management Areas, although monitoring is undertaken. This strategy seeks to ensure that there is no degradation of the situation, but should a declaration need to be made in the future a solution can be implemented quickly.

This document highlights the problems facing air quality in the two areas, details the proposed planning policies guidance for developers and places the proposed air quality action plans into a single strategic document for the two areas. The aim of which is to identify best practice solutions to improve and protect air quality across the area.

South Hams and West Devon are sited within the Devon County Highway Authority area and have a number of strategic transport networks running through them. This document has been produced with our partners and neighbouring authorities and is viewed as providing an essential strategy for protecting and improving air quality in the region.

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Executive Summary

Currently there are three air quality management areas (AQMA) declared in the South Hams and none in West Devon. The air quality action plans to support these declarations are out of date and in need of review, hence the production of this strategy.

The first AQMA was declared in 2005 for an area adjacent to the A38 at Dean Prior, further AQMA were declared for Ivybridge and Totnes in 2009 by South Hams District Council. In 2016 having undertaken further assessments the AQMA for Totnes was amended and extended, triggering the need to review the AQAP for the area.

All three AQMA were declared on the basis of exceeding the National Air Quality Strategy annual mean objective for Nitrogen Dioxide, with road traffic being the predominant source of pollution.

This strategy was developed with the aim of formalising the Councils' approach to dealing with air quality through the development management process with the key aim of protecting and improving the air quality of the region.

South Hams and West Devon Councils will continue to monitor the air quality across the two areas in order to monitor the impact of the action plans. This strategy, has the two general aims of being in a position to revoke the existing AQMA in South Hams and ensure that no further AQMA need to be declared in either Council area.

The aim of this strategy will be to:-

- educate the public regarding the levels of pollution affecting the region and steps they can take to reduce their exposure and contribution;
- significantly reduce levels of pollution within AQMA, with fundamental aim of reducing these to below the objective levels;
- raise awareness and provide policy, guidance, and a framework for development and impact mitigation to those wishing to develop in South Hams or West Devon;
- promote the uptake of Ultra Low Emission Vehicles with the objective of a zero emission car and truck fleet by 2050;
- ensure that the Councils own air quality impact is minimised through corporate policies on travel and fleet procurement;
- provide an approach for screening potential sources of and then reducing emissions of fine particulates (PM 2.5) in order to help improve and protect public health in accordance with the National and Devon public health strategies;
- ensure that permitted processes in the two Council areas are regulated to minimise their contributions to air pollution.

This strategy and associated action plans have been developed in recognition of the legal requirement on the Local Authorities to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations

made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this plan will be reported on annually within South Hams and West Devon Councils' air quality Annual Status Report (ASR).

Having reviewed the limited options above, there are no easy solutions for the problems faced in Totnes, Ivybridge or Dean Prior. It is believed that the Council should promote alternatives to private car use through the adoption of a planning policy to require contribution towards green travel vouchers and green travel planning, with promoting green travel to new residents.

At the same time planning policies should seek the promotion of ultra low emission vehicles, by ensuring the infrastructure is designed into the new developments.

Shortlist of options for Totnes

In the short term funding should be secured from developers to secure improvements to public transport signage, and to the pedestrian crossings in the town to off-set the impact of their developments.

There is the potential for greater use of cycling for short regional journeys within Totnes and the immediate area, however the road network does not easily facilitate this.

There is no intention at this time to consider the further the option of compulsory/voluntary purchase at this time.

Shortlist of options for Ivybridge

On top of the generic options identified the most feasible option is to consider the parking changes along Western Road, and this work should be commenced in 2018. The work will involve consultation with the public along Western Road in regards to the proposed benefits of the scheme, and the proposed alternative parking proposals. Once the consultation has been carried out Devon County Council are happy to explore the road traffic order needed as long as there is local public support.

The Councils will continue to work with landowners and others to determine the feasibility of an alternative access route for Eastern Ivybridge to the South of the A38. In order to progress options 2 or 3 a traffic assessment and some initial design work will be needed, Devon County Council commenced feasibility work in 2017 for these projects.

There is no intention to consider further the option of compulsory/voluntary purchase at this time.

Shortlist of options for Dean Prior

The Council will need to work with Highways England further to determine whether there is any technically feasible options for this area of the A38. Should a technically feasible option be found then this may be progressed with the homeowners to

determine whether it is acceptable to them. Although voluntary purchase and compulsory purchase is not viewed as being appropriate at this time.

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1. Policy Context

1.1 Local Air Quality Management

It is a requirement of Section 82 of the Environment Act 1995 that every local authority shall review the air quality within its area, this shall include an assessment of the current situation and the predicted future air quality. Section 83 requires local authorities to designate an Air Quality Management Area (AQMA) where air quality objectives are not being achieved, or are not likely to be achieved, as set out in the Air Quality (England) Regulations 2000. Once the area has been designated, Section 84 requires the local authority to develop an Action Plan detailing remedial measures to tackle the problem within the AQMA.

The air quality objectives set out in the Air Quality (England) Regulations 2000, as amended by the Air Quality (England) (Amendment) Regulations 2002, provide the statutory basis for the air quality objectives under Local Air Quality Management (LAQM) in England. As previously stated South Hams currently has 3 AQMAs and West Devon has 0.

Local authorities in England are expected to report on nitrogen dioxide (NO₂), particulate matter (PM₁₀) and sulphur dioxide (SO₂) as standard within their Annual Status Report. However, local authorities are no longer expected to report on Benzene, 1,3-butadiene, Carbon Monoxide and Lead as objectives for these pollutants have been met for several years and are well below limit values. In addition to the objectives set in Regulations, local authorities have a new, flexible role in working towards reducing emissions and concentrations of PM_{2.5}.

In the past local authorities were required to undertake a process of 'Review and Assessment' over a three year period detailing monitoring data and actions. From 2016 one Annual Status Report (ASR) is required.

It is recommended that all local authorities, should consider drawing up an Air Quality Strategy. The strategy helps to focus on areas with and without Air Quality Management Areas (AQMA) in place and drive improvements in air quality.

PM_{2.5} has been included in this strategy on the basis that there are no recognised safe levels for this pollutant and there is significant public health concern due to the highly respirable nature of this pollutant. This strategy also sets out how sources of this pollutant will be screened and then targeted for reduction and links with both the National and Devon Public Health Strategies.

2. Baseline Information

2.1 South Hams and West Devon Population data

South Hams has a population of roughly 84,600 living in 43,000 households, whilst in West Devon there are 54,000 people living in roughly 25,000 properties (<https://new.devon.gov.uk/factsandfigures/>).

The population of the two Authorities is focussed around the main towns which are for South Hams; Dartmouth, Ivybridge, Kingsbridge and Totnes; and for West Devon are; Tavistock and Okehampton.

2.2 South Hams and West Devon Traffic information

In 2011 there were 54,303 cars registered in the South Hams and 33,823 in West Devon. There are approximately 500,000 visitors to the South Hams area each year.

The traffic flowing in the Air Quality Management areas is a key concern to the Authorities. The A385 through Totnes has roughly 22,000 vehicles a day travelling along the stretch around Bridgetown Hill an increase of 26% since 2000, while in Ivybridge there are no recent traffic count data provided by Devon County to the Department for Transport. The graph showing the vehicle counts by year is shown in appendix A1.

In regards to the A38, traffic flows through the Dean Prior AQMA has not changed dramatically over the last 17 years. The graph showing the vehicle counts by year is shown in Appendix A2.

While there are no current air quality management areas currently in West Devon, there is traffic data for Tavistock. In Tavistock, the traffic data is collected on the stretch of road between the A390 and the B3557 and there were 13,400 vehicles a day in 2015, a decrease of 12% since 2000.

2.3 National Trends in Vehicle Types

By the end of 2016 there were 12.1 million diesel cars on the roads in the UK, accounting for 39% of the total, up from only 10% in 1996. There were only 388,000 alternative fuel cars licensed by December 2016, but this was up 25% over the year. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608374/vehicle-licensing-statistics-2016.pdf

In total, 41,819 new ultra-low emission vehicles (ULEVs) were registered for the first time in the United Kingdom in 2016, up 140% from 29,965 in 2015. Most of this increase has been due to vehicles eligible for plug-in car and van grants. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608126/veh0170.ods

This trend is also largely believed to be due to taxation incentives for company car drivers and lower road fund licence fees encouraging the take up of vehicles with lower CO2 emissions.

Summary: Our Commitments

AQ1: WE WILL REVIEW THE COUNCIL FLEET TO ASSESS THE SUITABILITY OF LOW EMISSION VEHICLES

AQ2: WE WILL INCREASE THE NUMBER OF ELECTRIC CHARGING POINTS AVAILABLE WITHIN COUNCIL CAR PARKS AND IN OTHER LOCATIONS

AQ3: WE WILL SEEK ADDITIONAL TRAFFIC MONITORING POINTS WITHIN OUR AQMAS AND OTHER KEY LOCATIONS, TO ENABLE BETTER ASSESSMENT OF TRAFFIC FLOWS.

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3. Air Pollution in South Hams and West Devon

3.1 Existing Air Quality Management Areas

The declaration of an Air Quality Management Area (AQMA) is undertaken where there is sufficient evidence to demonstrate that the air quality in a certain area fails to meet the national statutory air quality objective levels. After declaration, the local authority has 12 months to devise an air quality action plan (AQAP) which sets out the measures it intends to follow to ensure that the air quality is improved.

There are currently 3 AQMAs in the South Hams area, the maps on the next few pages show the areas covered by the AQMA Orders.

At the time of writing this strategy there are no AQMAs declared in West Devon, monitoring in Okehampton in 2016 show that the air quality is not meeting the national objectives at East Street. We will continue to monitor the situation here and seek a declaration when/if it is believed appropriate.

Figure 3.1 Map showing AQMA for Totnes declared in 2015

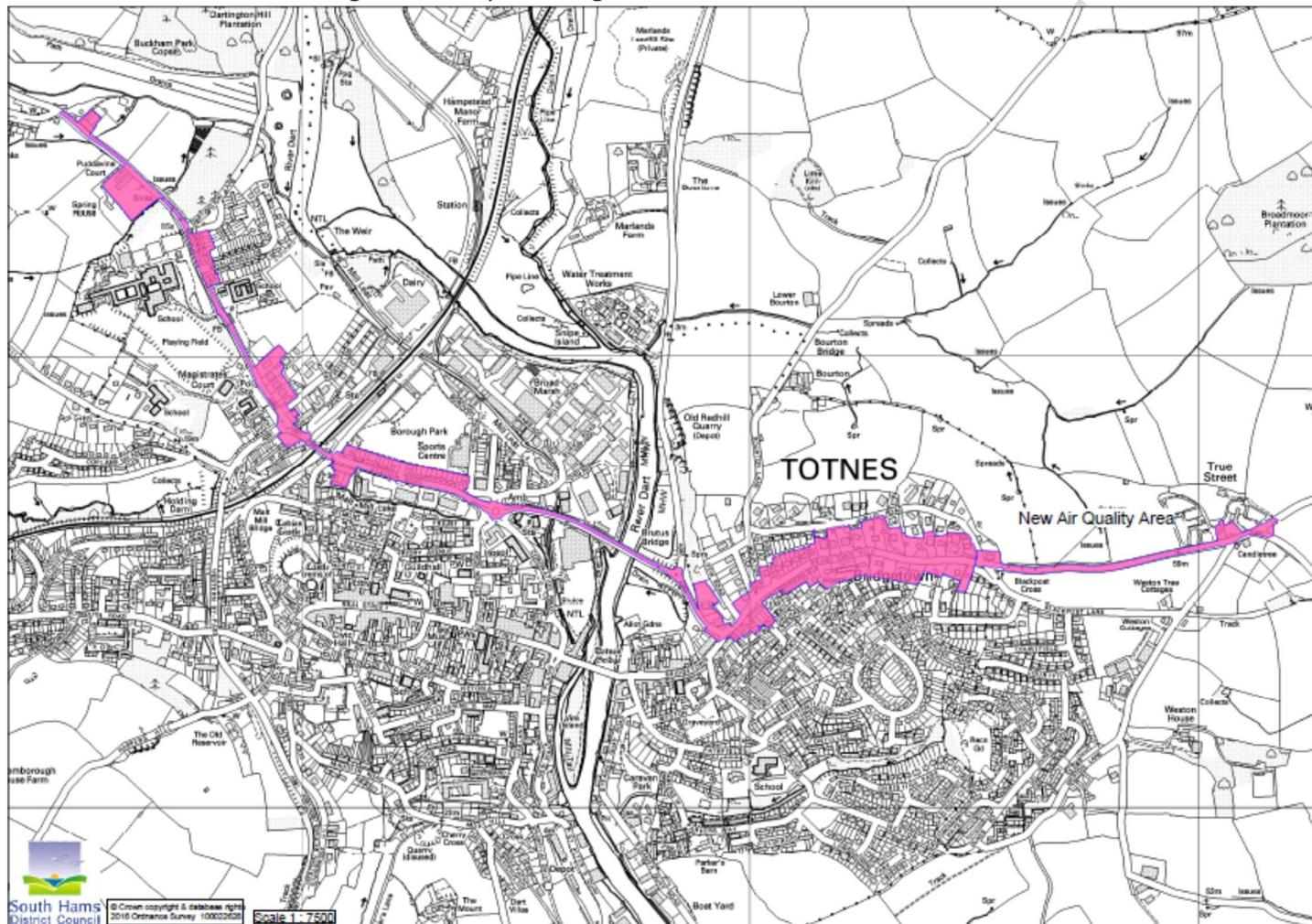


Figure 3.2 Map showing AQMA for Ivybridge declared 2009

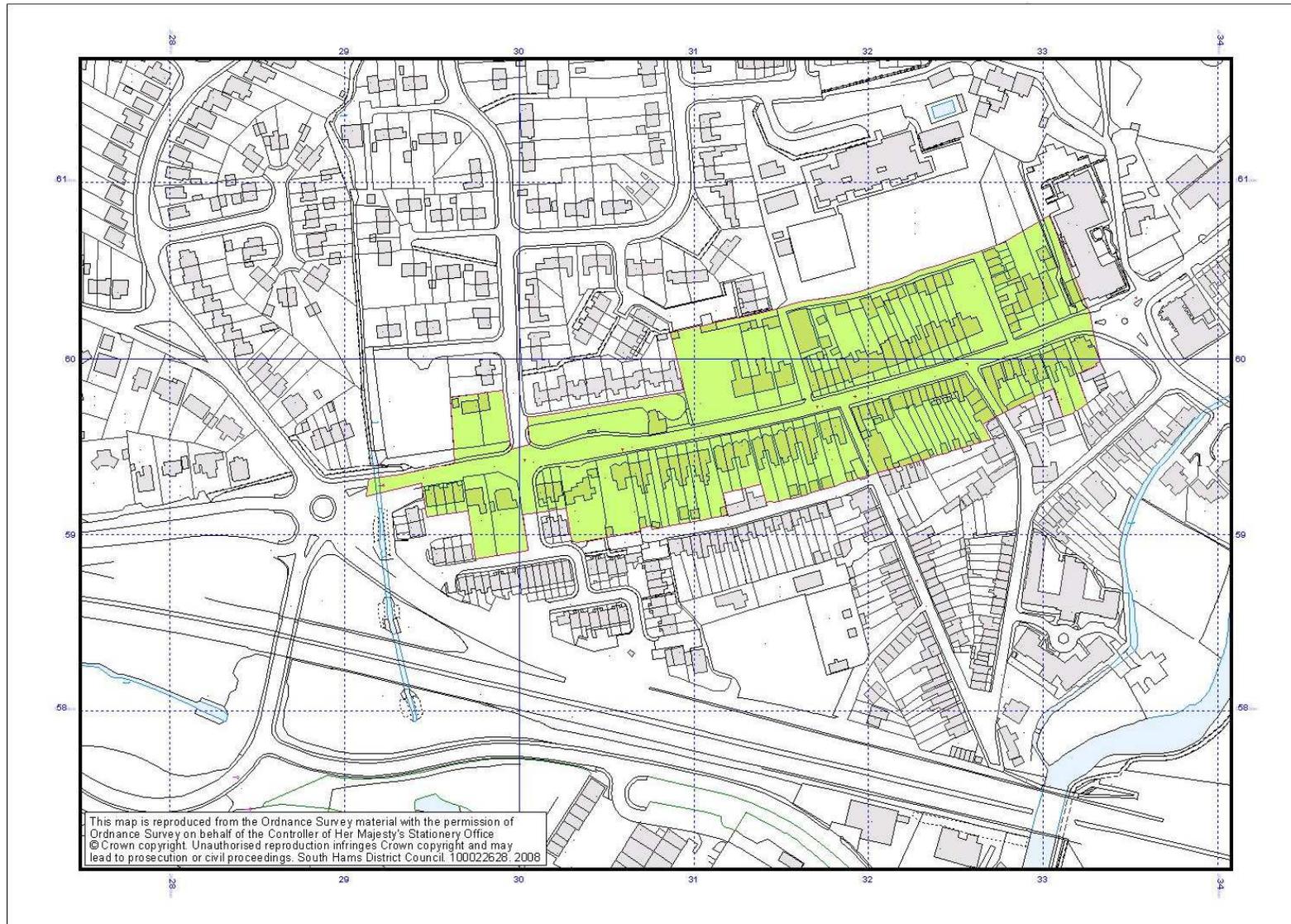
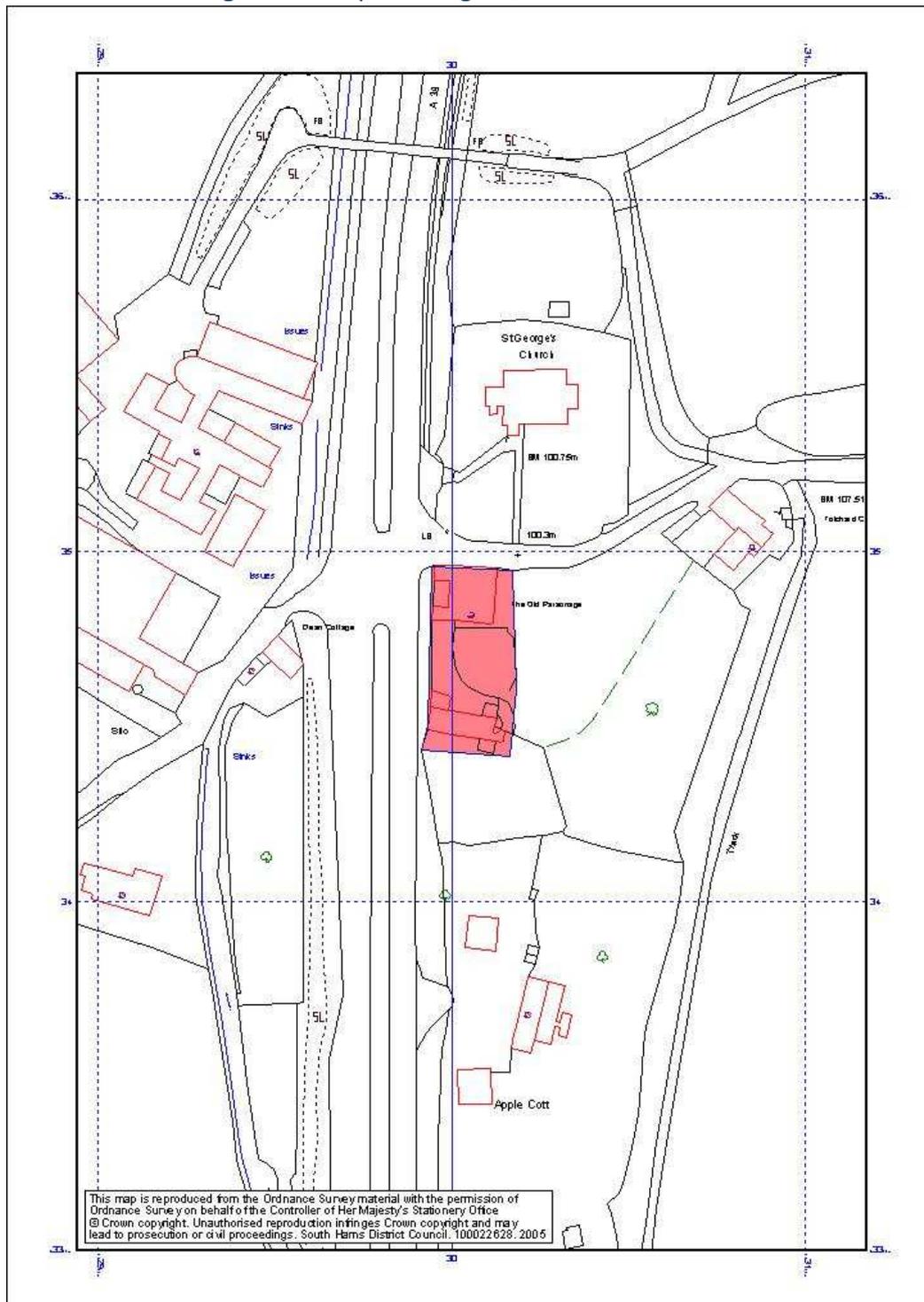


Figure 3.3 Map showing AQMA for Dean Prior declared 2005



3.2 Industry within South Hams and West Devon: Part A and B Processes

Part A (1) installations are activities listed for control, by the Environment Agency (EA), under Schedule 1 to the Environmental Permitting Regulations.

Part A (1) installations are generally perceived to have a greater potential to pollute the environment than Part A (2) installations.

Part B installations (which include vehicle re-spraying, cement batching and unloading of petrol) have the least potential to pollute.

There are 4 A(1) installations still operating in the South Hams and 2 former installations. There are 4 A(1) installations operating in West Devon.

Part A(1) installations are regulated by the Environment Agency and include large food manufacturers (e.g. Ambrosia, and Taw Valley Creamery), Hatherleigh abattoir, the processing of tungsten ore (Wolf Minerals) and the Langage Energy Centre.

There are currently 45 A(2) and B installations permitted by South Hams District Council to operate, and 18 premises permitted by West Devon Borough Council.

Part A(2) and B installations are regulated by the Councils, and include smaller industrial processes such as clay products drying, paint spraying, foundries, petrol stations and dry cleaners.

While there are significant industrial estates within the two councils' areas including mineral extraction sites, these facilities are regulated by stringent regulatory control by either the Environment Agency, the two Councils or the Mineral Planning Authorities.

There are no significant emissions from industry in either South Hams or West Devon, and consequently it has been determined that the principle source of air pollution in the region is road traffic emissions.

Both Imerys Minerals and Wolf Minerals both undertake PM₁₀ monitoring which is reviewed periodically by the Council and the Environment Agency. This has shown no cause for concern.

3.3 Road Traffic Pollution

Road traffic pollution is the principle source of NO₂ in the region and across the UK. Section 2.3 provides information on current trends in traffic volumes in the area. This highlights that the number of vehicle movements is increasing in the key areas of concern.

South Hams and West Devon both have slightly more diesel cars than the National average. Diesel cars make up 41.8% and 45.2% of the total car numbers respectively, this is compared to a national average of 39.5%.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/623742/veh0105.ods

Monitoring of NO₂ throughout the area has shown that there a number of key locations where levels of NO₂ exceed the UK annual mean objective. Up to date details of monitoring can be found in the annual reporting that South Hams and West Devon have produced which are available on our websites.

Summary: Our Commitments

- AQ4: WE WILL CONTINUE TO MONITOR THE AIR QUALITY WITHIN THE AREA AND REPORT AGAINST THE NATIONAL AIR QUALITY OBJECTIVES, ADDING NEW SITES TO THE MONITORING PROGRAMME WHERE INFORMATION INDICATES AIR QUALITY COULD BE A CONCERN.
- AQ5: WE WILL DECLARE NEW AIR QUALITY MANAGEMENT AREAS WHERE MONITORING INDICATES A NEED TO DO SO.
- AQ6: WE WILL CONTINUE TO REGULATE INDUSTRY WITH OUR PARTNERS TO A HIGH STANDARD, REQUIRING BEST PRACTICE TO BE ADHERED TO AND ENFORCING WHERE IT IS DEEMED APPROPRIATE TO DO SO.

4. Health effects of Air Pollution

4.1 Health Related to NO₂ exposure

The principle pollutant of concern in both the South Hams and West Devon Area is NO₂. Up until recently the link between high levels of NO₂ and the impact on health were not proven. It was, however, understood that poor air quality had a negative impact on health. In 2015 the Committee for the Medical Effects of Air Pollutants (COMEAP) deemed that sufficient evidence was now available to demonstrate the short and long term impact of exposure to NO₂, and as such concluded;

"Evidence associating NO₂ with health effects has strengthened substantially in recent years and we now think that, on the balance of probability, NO₂ itself is responsible for some of the health impact found to be associated with it in epidemiological studies."

Much of the evidence in regards to long-term average NO₂ concentrations has been obtained through observational epidemiological studies. Therefore COMEAP also stated that;

"...it is possible that, to some extent, NO₂ acts as a marker of the effects of other traffic-related pollutants..."

On this basis it is not only remaining compliant with the legislative requirements of the Environment Act 1995 that drives South Hams and West Devon to improve air quality but the protection of public health as well.

In order to adequately protect public health, the key aims within the AQMAs should be to improve the air quality within those areas. It may also be viewed as being appropriate to limit the exposure of the public to poor air quality by making sure the link between poor health and poor air quality is understood.

4.2 Health related to Particulate Matter Exposure

PM₁₀ is a measurement of particulate matter measuring 10 microns or less, and is one of the pollutants of concern in the national objectives. Screening for the likely sources of this pollutant has been carried out in the past and monitoring has occurred in the South Hams, but the objective levels were not breached.

However, in 2010 The Mortality Effects of Long-Term Exposure to Particulate Air Pollution in the United Kingdom: A report by the Committee on the Medical Effects of Air Pollutants (COMEAP), concluded:

- Removing all anthropogenic particulate matter air pollution (measured as PM_{2.5}) could save the UK population approximately 36.5 million life years over the next 100 years and would be associated with an increase in UK life expectancy from birth of six months.
- A policy which aimed to reduce the annual average concentration of PM_{2.5} by 1 µg m⁻³ would result in a saving of approximately 4 million life years or an increase in life expectancy of 20 days in people born in 2008.

- The current (2008) burden of anthropogenic particulate matter air pollution is an effect on mortality in 2008 equivalent to nearly 29,000 deaths in the UK at typical ages and an associated loss of total population life of 340,000 life-years. The burden can also be represented as a loss of life expectancy from birth of approximately six months.” (COMEAP 2010).

In 2014, Public Health England published a report which further supported these findings and provided figures down to a Local Authority Area. For South Hams, the total number of deaths for all causes in 2010 was 886 (25 years and older) and 561 in West Devon. Of these deaths, it is thought that 54 across the two areas were due to exposure to PM_{2.5} (34 and 20 respectively). This is equivalent to 312 and 194 life years lost, and attributable fractions of 3.8 and 3.5%. This estimate is a central estimate and compared to other areas across Devon, the South West and England the two Authorities have relatively low attributable fractions.

More information on how these figures were calculated by Public Health England can be found in the 2014 publication's Appendix A, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf

There are currently no sites within the area covered by this report where there is monitoring of either PM₁₀ or PM_{2.5} by the Local Authorities. Improvements in levels of NO₂ will not necessarily lead to an equivalent improvement in particulate matter emissions as these may be influenced by other sources such as brake and tyre wear, however NO₂ emissions are viewed by many as being a general marker for exposure to road traffic related pollution.

Domestic use of wood burning stoves and heating equipment has become very popular in recent years. We will provide advice through the planning process to applicants on the appropriate use and maintenance of their equipment, and we will also provide this advice on our website.

Summary: Our Commitments

- AQ7: WE WILL PROVIDE UP TO DATE INFORMATION ON OUR WEBSITES IN REGARDS TO THE HEALTH IMPACTS OF EXPOSURE TO POOR AIR QUALITY ALONG WITH PROVIDING WARNINGS WHEN METEOROLOGICAL CONDITIONS ARE LIKELY TO WORSEN AIR QUALITY IMPACTS.
- AQ8: WE WILL EXPLORE THE PROMOTION OF TRAVEL PLANNING WITH SCHOOLS TO REDUCE EXPOSURE BY PUPILS TO POOR AIR QUALITY WHEN WALKING TO AND FROM SCHOOL.
- AQ9: WE WILL PROVIDE EDUCATION AND ADVICE TO OWNERS OF WOOD BURNING STOVES AND EQUIPMENT ON THE APPROPRIATE USE TO MINIMISE AIR POLLUTION.

5. Local Policies, Programmes and Strategies

5.1 The Joint Local Plan Overview

The Joint Local Plan (JLP) sets out the vision for development across South Hams, West Devon and Plymouth, with an aim of identifying the principle locations and specific sites for new housing, community infrastructure, shops and employment.

At the time of writing, the Plan is in draft and has not been through formal inspection, following successful scrutiny the plan and policies contained will be used to determine planning applications.

5.2 Joint Local Plan Planning Policies

The planning policies in regards to air quality were reviewed as part of the JLP process. Based on the limited progress to date in resolving the air quality issues within the existing AQMAs, the revised AQMA in Totnes and the deteriorating air quality in other parts of the two districts it was felt imperative that the planning policies were tightened. This is to ensure that we could adequately protect the public and deliver on our legal duties, whilst supporting the need for sustainable development.

The new policy will sit within a policy concerning the protection of the environment and as drafted reads;

Air, water, soil, noise and land

Development proposals which could cause unacceptable harm to human health or environmental quality by unacceptable levels of soil, air, water or noise pollution or land instability will not be permitted. Development should:

- 1. Remediate and mitigate contamination in line with established procedures and guidance.*
- 2. Protect, and reduce the risk to, people and the environment from unsafe, unhealthy, and polluted environments by avoiding or mitigating against harmful impacts and health risks from air, water, land and noise pollution, and hazards afforded from future climate change impacts; and*
- 3. Ensure that the development singularly or cumulatively, will not create new Air Quality Management Areas (AQMAs) or negatively impact on the ability of the Local Authority to improve air quality within its AQMAs. Furthermore development likely to have an impact on an AQMA will be required to offset its impact through positively contributing towards the Councils' air quality action plans and local transport plans.*
- 4. Prevent deterioration and where appropriate protect, enhance and restore water quality in line with established procedures and guidance.*
- 5. Limit the impact of light pollution on local amenity, intrinsically dark landscapes and nature conservation.*
- 6. Protect and enhance valued soils, safeguarding the long term potential of best and most versatile agricultural land and conserving soil resources.*

- 7. Maintain and where appropriate improve the noise environment in accordance with the Noise Policy Statement for England (including any subsequent updates). Developments will be acceptable where the applicant can demonstrate that the effect of the exposure created by the proposal will not breach the lowest observed adverse effect level.*

5.3 Development within the South Hams and West Devon

The Joint Local Plan is based around the Plymouth Housing Market Area (HMA) and as part of the planning process an assessment was undertaken of the objectively assessed need for housing for the HMA. This has been calculated at 30,300 new homes needing to be delivered between 2014 and 2034. The National Planning Policy Framework (NPPF) states that local plans should seek to address the objectively assessed need in full.

When determining the dispersal of development, a number of options were identified, however the preferred option recognises the importance of Tavistock and Ivybridge to the delivery of sustainable developments.

Ivybridge already has excellent public transport links with Plymouth, however studies by Devon County Council have shown that the railway station is severely underutilised

<https://www.plymouth.gov.uk/sites/default/files/PlymouthSouthWestDevonJLPBaselineTransportConditionsReportAppendixA.pdf>.

It is also adjacent to the strategic road network, however access to the A38 is reliant upon the road network through the AQMA. This will be the challenge to further development and will need to be addressed.

Commuters from Tavistock are currently reliant upon the A386, which is identified as having capacity issues during peak travel times. Further work is also identified in relation to the re-instatement of the rail line to Plymouth via Bere Alston.

Elsewhere across the two Council areas the level of growth is not believed to pose significant concerns to air quality, although any development in and around Okehampton and Totnes will be expected to protect and improve air quality.

5.4 The role of Highways England and Devon County Council

Neither South Hams nor West Devon are highways authorities, and therefore it will be imperative that good working relationships are developed and maintained with these organisations to ensure that air quality is maintained and improved within the two Council areas.

The AQMA of Dean Prior is principally due to the proximity of housing to the A38 at a point where the topography of the road causes a significant increase in emissions. This road network is the responsibility of Highways England.

Highways England has developed a delivery plan for the period 2015 – 2020 which includes a commitment to the environment. This included funding for air quality

improvement trials in 10 locations, the development of lessons learned during those trials and a toolkit to be used to address air quality on its network.

These trials were designed to last up to 12 months and therefore it is too early to say what this may mean to the Dean Prior AQMA, however it will be important to make sure that the site remains a priority.

Discussions have been held with Devon County Council when devising the Air Quality Action Plans. This identified that there are limited infrastructure projects identified in Totnes which would have a positive impact on air quality. Devon County have agreed to commission some further investigative works

5.5 Taxi Licensing Policy

In 2017, South Hams and West Devon Councils consulted on a new taxi vehicle licensing policy. As part of this policy, the Councils sought to encourage vehicles becoming more environmentally friendly by heavily subsidising the licensing cost of ultra-low emission vehicles.

There will also be requirements for taxi drivers sitting at ranks and waiting for passengers to be mindful of their engine emissions by minimising their idling.

Summary: Our Commitments

AQ10: WE WILL DELIVER TRANSPORT INTERVENTIONS WHICH:

- A. REDUCE RELIANCE ON THE PRIVATE CAR;
- B. MAKE PUBLIC TRANSPORT MORE ACCESSIBLE, RELIABLE AND AN ATTRACTIVE ALTERNATIVE;
- C. MAKE INFRASTRUCTURE IMPROVEMENTS AND PROMOTE CYCLING AS AN ALTERNATIVE MEANS OF TRANSPORT;
- D. REQUIRE TRAVEL PLANS TO BE SUBMITTED FOR NEW DEVELOPMENTS;

AQ11: WORK WITH THE LICENSING TEAMS TO DEVELOP THE TAXI POLICY TO PROMOTE THE USE OF ULTRA LOW/ ZERO EMISSION VEHICLES AND SET MINIMUM EMISSION STANDARDS.

AQ12: WE WILL WORK WITH OTHER DEVON DISTRICTS TO INTRODUCE ECO STARS TAXIS SCHEMES ACROSS DEVON.

6. Planning and Air Quality: Guidance for Developers

6.1 How can planning impact on air quality?

Developments can have a significant impact on air quality by introducing new receptors, new sources, or increase traffic flows in areas where the aim is a reduction in flow. The National Planning Practice Guidance stipulates;

“Whether or not air quality is relevant to a planning decision will depend on the proposed development and its location. Concerns could arise if the development is likely to generate air quality impact in an area where air quality is known to be poor. They could also arise where the development is likely to adversely impact upon the implementation of air quality strategies and action plans and/or, in particular, lead to a breach of EU legislation (including that applicable to wildlife)...” Paragraph: 005 Reference ID: 32-005-20140306

Revision date: 06 03 2014

Piecemeal development can have a greater cumulative impact on air quality than a single allocated site whose impacts are known and can be off-set through local planning policies. This is the importance of consideration of impact through the Joint Local Plan and Neighbourhood Plans.

In order to off-set the impact of smaller developments on air quality the Councils will seek to make sure that developments do not exacerbate existing air quality problems or create new air quality management areas.

Planning policies will seek to promote non-car modes of transport by promoting green travel alternatives through the provision of green travel vouchers, and the development of site specific travel plans.

Policies will also promote the uptake of greener car technology through the provision of off-street electric charging points.

All major developments will be required to assess their impact solely and cumulatively, utilising the guidance produced by the Institute of Air Quality Management (IAQM). Where a significant impact is determined suitable off-setting measures will need to be considered. It is also likely that developments will need to contribute towards measures outlined in the air quality action plan.

6.2 When should a planning application be accompanied by an air quality assessment?

The Council has a validation checklist which includes guidance on what sort of applications would require an air quality impact assessment. In principle, we follow the screening guidance issued by the Institute of Air Quality Management (IAQM) which stipulates that there is a 2-stage process to screening the need for an assessment. A summary of the screening assessment is set out below;

Stage 1: the development involves any of the following proceed to stage 2

Development involves the building of 10 or more residential units or a site area of more than 0.5 Ha

More than 1000m² of floor space for all other uses or a site area greater than 1 Ha

And

The development has more than 10 parking spaces

The development will have a centralised energy facility or other centralised combustion process

Stage 2: Indicative criteria for requiring an air quality assessment

The development will:	Indicative Criteria to Proceed to an Air Quality Assessment ^a
1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors. (LDV = cars and small vans <3.5t gross vehicle weight).	A change of LDV flows of: - more than 100 AADT within or adjacent to an AQMA - more than 500 AADT elsewhere.
2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight).	A change of HDV flows of: - more than 25 AADT within or adjacent to an AQMA - more than 100 AADT elsewhere.
3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.	Where the change is 5m or more and the road is within an AQMA.
4. Introduce a new junction or remove an existing junction near to relevant receptors.	Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.
5. Introduce or change a bus station.	Where bus flows will change by:

	- more than 25 AADT within or adjacent to an AQMA - more than 100 AADT elsewhere.
6. Have an underground car park with extraction system.	The ventilation extract for the car park will be within 20 m of a relevant receptor. Coupled with the car park having more than 100 movements per day (total in and out).
7. Have one or more substantial combustion processes, where there is a risk of impacts at relevant receptors. NB. this includes combustion plant associated with standby emergency generators (typically associated with centralised energy centres) and shipping.	Typically, any combustion plant where the single or combined NO _x emission rate is less than 5 mg/sec ^a is unlikely to give rise to impacts, provided that the emissions are released from a vent or stack in a location and at a height that provides adequate dispersion. In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates. Conversely, where existing nitrogen dioxide concentrations are low, and where the dispersion conditions are favourable, a much higher emission rate may be acceptable.

- We may also require an assessment where the development is close to a heavily trafficked road, with emissions that could give rise to sufficiently high concentrations of pollutants (in particular NO₂), that would cause unacceptably high exposure for users of the new development; and
- the presence of a source of odour and/or dust that may affect amenity for future occupants of the development.

Developers should contact the Environmental Health team at as early a stage as possible to scope the level of assessment required.

6.3 How do I Prepare an Air Quality Assessment?

The most important starting point of an air quality assessment is scoping the assessment with the aid of Environmental Health, there is currently no charge for this work. An assessment will only be deemed valid if all potential impacts have been considered i.e. on-site, off-site and construction phase impacts.

We will expect that developer's consultants will use the most valid guidance documents for devising their assessments including the various guidance documents produced by the Institute of Air Quality Management.

As a matter of good practice the Council expects the applicant to consider the baseline situation, some data is available from the Council; free of charge, for this purpose, however it may be necessary to undertake further monitoring before an application is submitted. Further monitoring can take some months to achieve and therefore early involvement of Environmental Health in the project is highly recommended.

6.4 What are suitable off-setting measures?

Where the outcome of an air quality assessment predicts that there will be an impact on an area with existing poor air quality, or where a new air quality problem is likely to be created, developers will be expected to provide mitigation or contributions towards the Air Quality Action Plan or other agreed measures. Any measures will need to meet the requirements of the Community Infrastructure Levy criteria.

Green travel planning can have a positive impact on encouraging new residents to use alternative and more sustainable forms of transport. It is proposed that for all developments which meet the stage 1 screening above a contribution should be sought to pay for a green travel planning advisor to work with the site occupants once built.

Summary: Our Commitments

AQ13: WE WILL REQUIRE ALL NEW DEVELOPMENT PROPOSALS TO UNDERTAKE AN AIR QUALITY IMPACT ASSESSMENT IN ACCORDANCE WITH THE INSTITUTE OF AIR QUALITY MANAGEMENT'S GUIDANCE.

AQ14: WE WILL SEEK ALL DEVELOPMENTS TO OFF-SET THEIR IMPACT BY SUPPORTING ULTRA LOW EMISSION VEHICLES.

AQ15: WE WILL SEEK CONTRIBUTIONS FROM MAJOR DEVELOPMENTS TO PAY TOWARDS THE COST OF DEVELOPING A GREEN TRAVEL PLAN FOR THE DEVELOPMENT.

7. Strategy to Reduce Emissions of PM2.5 in South Hams and West Devon

7.1 Why do we need to reduce emissions of PM2.5?

Life expectancy can be significantly affected due to exposure to poor air quality. In its report on 'The Mortality Effects of Long-Term Exposure to Particulate Air Pollution in the United Kingdom', published in 2010, the Committee on the Medical Effects of Air Pollutants (COMEAP) estimated that poor air quality is responsible for approximately 29,000 deaths and an estimated loss of 340,000 life-years.

The Defra Local Air Quality Management Policy Guidance (2016) (LAQM.PG(16)) promotes that Local Authorities produce a strategy for reducing the emissions of PM_{2.5}.

7.2 Monitoring of PM2.5 in South Hams and West Devon

There has been no monitoring of PM_{2.5} in either South Hams or West Devon and there is no intention to introduce monitoring at this time. This decision was based upon the fact that there is no 'safe' level for PM_{2.5}, therefore we should be working to reduce the emissions anyway.

7.3 Measures to Reduce PM2.5

This strategy does not propose specific measures to reduce the emissions of PM_{2.5} however there is evidence to link that actively tackling NO_x has a positive impact on this pollutant as well.

8. The Air Quality Action Plans for South Hams

8.1 The Air Quality Working Group Overview

The Air Quality Action Plan was formulated by Environmental Health with input from Specialists from across the Councils and Devon County Council. As a result a number of options have been identified and decisions taken as to the likely effectiveness and costs of these options.

All stakeholders have a degree of ownership of this document and this in turn will ensure that no reasonable options for improvement have been missed.

8.2 Air Quality Action Plan

Upon declaring an air quality management area the Councils must submit an Air Quality Action Plan (AQAP) to DEFRA. The AQAP must describe the measures the Local Authority intends to take to improve air quality.

While every effort will be taken to tackle poor air quality the Council will also need to consider the wider socio-economic impacts of an Action Plan. Although no specific modelling has been done the specific and generic proposals listed within the Action Plan have the potential to impact beneficially on air quality.

South Hams District Council did previously adopt an Air Quality Action Plan in 2013, however following the need to amend the Air Quality Management Area in Totnes it was felt appropriate to review and refresh that plan.

The actions in the AQAP shortlist are those which are currently considered to be the most cost effective and appropriate, however radical and more costly options have been considered and are still within the action plan in case they become more feasible due to external funding opportunities.

8.3 Consultation Overview

The following action plan will be subject to public consultation following adoption of this clean air strategy by the Councils. In order to ensure that all stakeholders have been consulted and that they have a degree of ownership of this document which in turn improves the likelihood of the plan succeeding in reducing pollution levels.

By consulting the public it gives an opportunity to ensure that there have been no solutions overlooked which might have a more positive impact on air quality.

In accordance with Schedule 11 of the Environment Act 1995 the following consultees will be contacted;

- Secretary of State for the Environment
- The Environment Agency
- Highways England
- Devon County Council (Highways, Planning, and Public Health Teams).

- Local Ward Councillors in AQMA
- Public Health England
- Members of the public
- Totnes Town Council, Ivybridge Town Council, Dean Prior, and Berry Pomeroy Parish Councils

It is recognised that it will be very difficult in some locations to achieve the level of reduction in Nitrogen Dioxide required to achieve the National NO₂ objective level. This is assuming that there won't be any significant changes in vehicle emission technology.

8.4 Nitrogen Oxides/ Nitrogen Dioxide (NO_x/ NO₂)

Emissions from car exhausts consists of a mixture of chemicals resulting from the combustion process. One of these chemicals is nitrogen oxides (NO_x) which is converted to Nitrogen Dioxide (NO₂), the influencing factors for this conversion include temperature and the presence or lack thereof of other chemicals in the atmosphere. Therefore in summer months the speed of reaction is greater, leading to higher proportion of NO_x being converted to NO₂, we also tend to see an increase in road traffic levels in summer months. However we do not always see an increase in NO₂ levels as measured by our diffusion tubes. Therefore when assessing levels of NO₂ we use an annual average of the measured levels.

8.5 Evaluating options for Air Quality

Officers worked with Devon County Council to assess the costs and effectiveness of the proposed actions for reducing air pollution and these have then been given a subjective score out of 5 for both the impact on air quality and cost benefit. The air quality score is based on the scale of improvement expected to occur by delivering the option.

The cost score is a subjective assessment of the cost of implementing the option, with 5 being a very low cost (£100's) and 1 being very high (£000,000's)

The two scores will be amalgamated to form a cost effectiveness value as shown below;

		Cost				
		5	4	3	2	1
Air Quality Impact	5	Very High	Very High	High	Medium	Low
	4	Very High	High	Medium	Low	Low
	3	High	Medium	Medium	Low	Very Low
	2	Medium	Medium	Low	Low	Very Low

	1	Medium	Medium	Low	Very Low	Very Low
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8.6 Monitoring of the Air Quality Action Plan

The Action Plan will be monitored through the submission of the Annual Status Report to DEFRA and particularly the Action Plan Progress part of this report. We will also continue to monitor air quality in these areas to determine what long term trends are happening with air quality in the area.

DRAFT FOR CONSULTATION

Air Quality Action Plan for Ivybridge

Ivybridge option 1: Removal/alteration to parking along Western Road

This option has been considered previously, and work was done by Devon County Council to produce the necessary road traffic order. This was not supported due to the local residents reaction to the perceived loss of parking. The proposal would involve the removal of on street parking along the Western Road from just past the former Fire Station Building to the roundabout at Majorie Kelly Way.

Air Quality Impact of option 1: 4/5

A modelling exercise was undertaken in 2010 to predict what would happen if the parking was removed from the northern side to the southern side, with the road centreline also being moved further from the properties on the southern side. The results are given in table 2 below and they indicate that this would certainly improve air quality at the properties on the southern side of the road. Receptors 3,5 and 7 for example are all situated on or close to the terrace on the southern side.

Table 2 Showing improvements in NO₂ levels if parking was altered on Western Road

Receptor	Do Nothing Scenario ($\mu\text{g}/\text{m}^3$)	Moved Car Parking and Road Centreline Scenario ($\mu\text{g}/\text{m}^3$)	Change in Concentration ^a ($\mu\text{g}/\text{m}^3$)
1	47.2	47.2	0.0
2	35.5	35.2	-0.4
3	37.2	34.0	-3.1
4	31.1	34.1	+2.9
5	45.1	38.3	-6.8
6	44.1	41.7	-2.4
7	41.8	41.8	0.0

^a Based on unrounded values

Clearly this solution on its own does not solve the Air Quality issues in Western Road but it does help to off-set some of the impact in regards to increases in road traffic volumes.

Cost of Option 1 without car parking being provided 4/5

Cost of Option 1 with car parking being provided 3/5

A principle reason why this scheme has not been brought forward was local objection to the proposals by residents on Western Road who were concerned that these proposals would lead to a loss of car parking in the vicinity of their homes.

Whilst they have no legal right to park outside of their houses the knock on impact on the community of losing substantial amounts of parking could be politically unfavourable. A site could be found to off-set the loss in parking and early

suggestions would be the former fire station and land adjacent to Wayside, Ivybridge. The land and building is in the ownership of South Hams District Council, to enable this to be off-set parking we would need: to demolish the fire station building, build a new access onto Wayside, and provide Grasscrete to the proposed parking area. We would need to consider the long term management of the parking (although Grasscrete is a low maintenance product) including whether this would remain a South Hams asset or whether we could gift this to Ivybridge Town Council/ residents to manage.



Cost Effectiveness Score: Medium to High

[Ivybridge option 2: A Southern Link Road from St. Peters Way to the A38 Junction](#)

This scheme has been considered previously, although no proposed routes for this road have been secured or costings for the scheme considered. This scheme could have been delivered as part of a new housing scheme to the south of the A38, although the land owner did not nominate this land for consideration and therefore it was not considered as part of the Joint Local Plan.

The land immediately to the south of the A38 is constrained by a flood plain at the south and west of the site and a high voltage power cable on pylons on the north of the site. Alternatively there is an existing road running from the bottom of St. Peters Way to the A38 but the road is not classified as a principle road route, and would therefore need to be widened and re-laid to meet modern road standards.

Air Quality Impacts of Option 2: 3/5

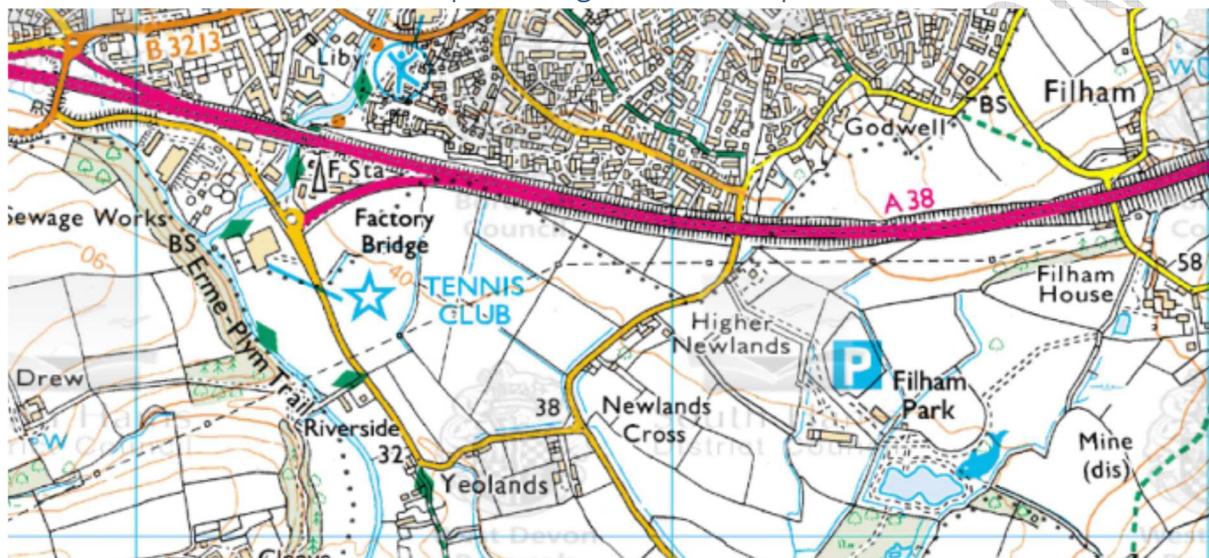
By improving this road route it would hopefully remove traffic flows from the east of Ivybridge from travelling down Western Road. The only concern would be that schools and other facilities are still located on the Western Road route and therefore the likely off-setting may not be as great as predicted i.e. 100% of traffic from these developments may not use this route instead of Western Road.

We may need to consider means of discouraging the use of Western Road as well as incentivising this route.

Cost of Option 2: 1/5

Improvements to the length of highway and the potential for CPO on landowners to allow for the widening of the road could be very costly. Should a site to the South of the A38 be found and the access road to the site be uprated to make it the primary route for traffic this would reduce costs.

Map showing location of Option 2



Cost Effectiveness of Option 2: Very Low

Ivybridge option 3: A new junction onto the A38 serving the east of Ivybridge

This scheme has previously been promoted by Ivybridge Town Council, however the scheme is not supported by Highways England due to the proximity of the existing junction at Ivybridge and an insufficient unmet demand on the current junction, or a proposed population serving this new junction.

Air Quality Impact of Option 3: 3/5

This would be likely to have a similar positive impact on air quality on Western Road as option 2, if not greater, as it might provide a more attractive alternative route for the community of Bittaford.

Cost of Option 3: 1/5

Due to the lack of support by Highways England, the insufficient level of development to support a new junction, and the lack of a suitable site for the junction the cost of this option precludes it from further consideration as a realistic option.

Cost Effectiveness of Option 3: Very Low

Ivybridge option 4: Promotion of Ultra Low Emission Vehicles (ULEVs)

This would involve developers positively planning for the uptake of ULEVs by providing the infrastructure necessary to support charging points at home and in town centre car parks. This is viewed as good practice by the Institute of Air Quality Management for all new developments.

Air Quality Impact of option 4: 2/5 (short term) 4/5 (Long Term)

In the short term (i.e. next 5- 10 years) this is unlikely to have a significant improvement to air quality along Western Road due to the current low percentage of ULEVs in the fleet of vehicles in the local area.

However the promotion of the infrastructure will allow for a greater uptake in the future of these vehicles which will have the potential to eliminate the vast majority of local air quality problems.

Cost of Option 4: 5/5

The cost of installing electric charging points on new developments is fairly inexpensive (£250/ property), the cost of developing a charging network in town centre car parks needs further examination but has been undertaken by both Exeter and Plymouth Councils.

Cost Effectiveness of option 4: Medium to Very High

Ivybridge option 5: Promotion of Green Travel Vouchers

This is a Devon County Council policy whereby new developments contribute towards a bus service and bike vouchers for new households. The scheme aims to actively encourage households to consider alternative forms of travel to offset their impact.

The uptake of the scheme by households is hard to quantify and therefore the level of off-setting is not determinable, but this is viewed as good practice. It is suggested in Ivybridge that the scheme should also include the promotion of rail travel to Plymouth and Exeter through the provision of rail cards, further discussions would be needed with Great Western Rail on this.

Air Quality Impacts of Option 5: 1/5

Unlikely to have a significant impact on air quality as there is not a sufficient benefit to new homeowners to discourage private car use, however the promotion of these vouchers is seen nationally as good practice.

Cost of Option 5: 5/5

The cost of this scheme is fairly low compared to other options outlined above, and is good practice nationally as recognised by the Institute of Air Quality Management.

Cost Effectiveness of option 5: Medium

Ivybridge Option 6: Developers to pay for Green Travel Planning

Currently on larger developments developers will offer to undertake a green travel plan for the new development which actively seeks to promote more sustainable methods of transportation with the new householders.

The quality and delivery of these plans has been varied across the various developments that have happened in Devon. As such it is proposed that in future the production of these plans be secured by planning obligation to the local authorities, the types of development where s.106 contributions would be sought needs to be determined but the following would be an indicative list;

- Development that involves the building of 10 or more residential units or a site area of more than 0.5 Ha
- More than 1000m² of floor space for all other uses or a site area greater than 1Ha

In 2016 South Hams District Council and Plymouth City Council, jointly sought DEFRA funding for a Green Travel Planning Advisor to work with existing larger employers in the Plymouth area to try and encourage employees to consider alternative methods of commuting to work. This scheme would be an extension to that proposed scheme.

Air Quality impact of option 6: 2/5

The potential impact of this option is dependent upon the alternative options available to householders and employees of traveling to and from work and other key journeys. However currently Ivybridge is well served by a number of bus routes, and is a serviced stop on the South West railway serviced by Great Western railway, allowing access to Plymouth and Exeter City centres.

Cost of option 6: 3/5

The cost of delivering green travel plans is currently held by developers by proposing to make this a planning obligation enables a more consistent quality of green travel plan and supports the aim of Plymouth City Council and South Hams District Council to offset the impact of current and future developments on the road network in both areas.

Cost effectiveness of option 6: Medium

Ivybridge option 7: Compulsory/Voluntary Purchase of the principle at risk residential premises.

Poor air quality is determined based on sensitive receptors being exposed to unacceptable levels of air pollution. Sensitive receptors are determined as being residential dwellings, schools and hospitals.

The Council does have powers to compulsory purchase properties, however the impact on the community of forcing people out of their homes cannot be underestimated, and the health benefit of alleviating the air quality exposure step compared to the socio-economic impact could be viewed politically as being unacceptable.

A more moderate option would be for the Council to write to all of the owners of the properties to offer to purchase their property at any point in the future should they be wishing to sell.

Air Quality impact of option 7: 5/5

Should all of the properties exposed to unacceptable levels of pollution no longer be deemed as a sensitive receptor then there would no longer be an Air Quality Management Area needed for the area.

Cost of option 7: 1/5

Due to the number of properties in the area exposed to unacceptable levels (approximately 10) and the house values in this area the cost of implementing this option would likely be in the millions. There would however be an asset in the Council's ownership which could be changed to a less/none sensitive receptor such as offices.

Cost effectiveness of option 7: Low

Air Quality Action Plan for Totnes

The options below recognise the limited opportunities for improvements to this strategic road network, and the fact that journeys along this route have a number of different starting locations and destinations (i.e. it is not as simple as Torbay to Plymouth, or Totnes to Plymouth).

Totnes option 1: Changes to the nature of pedestrian crossings along the A385

In 2012, Devon County Council published a Totnes Transport Strategy. This report highlighted the difficulties with the A385 corridor through Totnes, including the number of pedestrian crossings and potential impacts of traffic at peak times.

Some of the work has been done such as improvements to the pedestrian crossings at Redworth Junction. However other work has yet to be done such as changing the Traffic Light Controlled crossing at Bridgetown to a Pelican/Zebra Crossing which would limit waiting times for cars.

Air quality impact of option 1: 2

A previous study on air quality impacts of the Devon County report found through modelling that there would be limited improvements to air quality from highway improvements.

Cost of option 1: 2 – 4

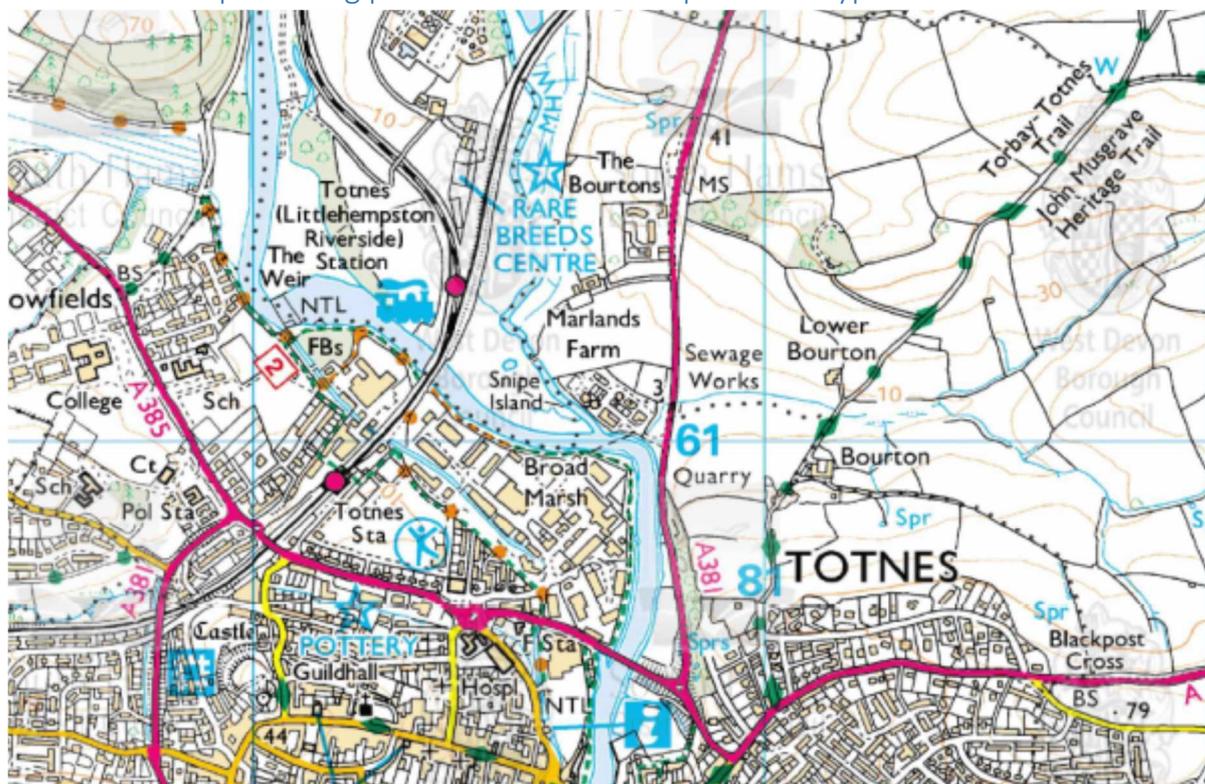
Depending upon the nature of the changes the cost does vary, replacing a Light controlled crossing to a pelican crossing is likely to be a low and reasonable cost, however options such as a pedestrian underpass to the railway station are likely to be more expensive (£00,000's).

Cost effectiveness of option 1: Medium

Totnes option 2: A Bypass to Totnes

This option has been discussed in a number of previous air quality action plans, there has been no technical work done on likely routes or the benefits of providing a new strategic road network. There are limited routes available for such a bypass, however it is likely that any route would have to go north of the A385.

Map showing potential location of Option 2 A Bypass to Totnes



Air quality impact of option 2: 4

The level of impact depends upon the amount of traffic that would use the new road, as well as the location of the by-pass. However previous studies have shown that the vast majority (approximately 70%) of journeys on the A385 are through traffic, therefore the potential impact is great.

Cost of option 2: 1

The cost of such a large bypass is likely to be very high due to the technical challenges posed by any route, the need to compensate landowners etc.

Cost effectiveness of option 2: Medium

Whilst this option is technically feasible at this time it is felt not worth exploring further due to the excessive cost and the environmental impact of such a large infrastructure project.

Totnes option 3: Promotion of public transport alternatives for commuting traffic

The 2012 report highlighted that Totnes is served by railway station enabling journeys to Plymouth, Bristol, London et al. It was recognised that there are times of the day at which the station is not well served. It is not felt that there would be much support Regionally or Nationally to increasing the number of trains stopping at Totnes.

Other work has been carried out previously to increase the use of public transport in neighbouring authority areas (Torbay) and this work should be supported as it would lessen the number of car journeys on the A385. This work has focussed on ensuring that trains between Torquay and Newton Abbot tie-in with trains to Plymouth to make this an attractive option to commuters.

The report also highlights the potential improvements to signage for bus connections to Totnes for visitors to the area.

Air quality impact of option 3: 1

Whilst the promotion of public transport alternatives to private cars will have some positive impacts on car journey numbers it is not believed it will have a great impact, as not all areas are highly served by public transport.

Cost of option 3: 5 - 3

The suggested improvements in signage are likely to be low cost, whilst any increases in services will be of a higher cost and would need to be assessed for their business case.

Cost effectiveness of option 3: Medium to Low

Totnes option 4: Promotion of Ultra Low Emission Vehicles (ULEVs)

This would involve developers positively planning for the uptake of ULEVs by providing the infrastructure necessary to support charging points at home and in town centre car parks. This is viewed as good practice by the Institute of Air Quality Management for all new developments.

It would also involve the Council supporting a low carbon economy through providing charging places in their car parks.

Air Quality Impact of option 4: 2/5 (short term) 4/5 (Long Term)

In the short term (i.e. next 5- 10 years) this is unlikely to have a significant improvement to air quality along A385 due to the current low percentage of ULEVs in the fleet of vehicles in the local area.

However the promotion of the infrastructure will allow for a greater uptake in the future of these vehicles which will have the potential to eliminate the vast majority of local air quality problems.

Cost of Option 4: 5 – 3

The cost of installing electric charging points on new developments is fairly inexpensive (£250/ property). The cost of developing a charging network in town centre car parks needs further examination but has been undertaken by both Exeter and Plymouth Councils. Initial conversations have been had with the Car Park teams and due to the low number of electric vehicles currently on the roads in the area, the loss of earnings for car park spaces given to electric vehicle charging is viewed as too great. Funding associated with providing charging points at the Council offices has been allocated and this will be progressed.

Cost Effectiveness of option 4: Medium to Very High

[Totnes option 5: Promotion of Green Travel Vouchers](#)

This is a Devon County Council policy whereby new developments contribute towards a bus service and bike vouchers for new households. The scheme aims to actively encourage households to consider alternative forms of travel to offset their impact.

The uptake of the scheme by households is hard to quantify and therefore the level of off-setting is not determinable, but this is viewed as good practice. It is suggested in Ivybridge that the scheme should also include the promotion of rail travel to Plymouth and Exeter through the provision of rail cards, further discussions would be needed with Great Western Rail on this.

Air Quality Impacts of Option 5: 1/5

Unlikely to have a significant impact on air quality as there is not a sufficient benefit to new homeowners to discourage private car use, however the promotion of these vouchers is seen nationally as good practice.

Cost of Option 5: 5/5

The cost of this scheme is fairly low compared to other options outlined above, and is good practice nationally as recognised by the Institute of Air Quality Management.

Cost Effectiveness of option 5: Medium

[Totnes Option 6: Developers to pay for Green Travel Planning](#)

Currently on larger developments developers will offer to undertake a green travel plan for the new development which actively seeks to promote more sustainable methods of transportation with the new householders.

The quality and delivery of these plans has been varied across the various developments that have happened in Devon. As such it is proposed that in future the production of these plans be secured by planning obligation to the local authorities, the types of development where s.106 contributions would be sought needs to be determined but the following would be an indicative list;

- Development that involves the building of 10 or more residential units or a site area of more than 0.5 Ha
- More than 1000m² of floor space for all other uses or a site area greater than 1Ha

Air Quality impact of option 6: 2/5

The potential impact of this option is dependent upon the alternative options available to householders and employees of traveling to and from work and other key journeys. However currently Totnes is well served by a number of bus routes, and is a serviced stop on the South West railway serviced by Great Western railway, allowing access to Plymouth and Exeter City centres.

Cost of option 6: 3/5

The cost of delivering green travel plans is currently held by developers. By proposing to make this a planning obligation, this enables a more consistent quality of green travel plans and supports the aim of Plymouth City Council and South Hams District Council to offset the impact of current and future developments on the road network in both areas.

Cost effectiveness of option 6: Medium

[Totnes option 7: Compulsory/Voluntary Purchase of the principle at risk residential premises.](#)

Poor air quality is determined based on sensitive receptors being exposed to unacceptable levels of air pollution. Sensitive receptors are determined as being residential dwellings, schools and hospitals.

The Council does have powers to compulsory purchase properties, however the impact on the community of forcing people out of their homes cannot be underestimated, and the health benefit of alleviating the air quality exposure step compared to the socio-economic impact could be viewed politically as being unacceptable.

A more moderate option would be for the Council to write to all of the owners of the properties to offer to purchase their property at any point in the future should they be wishing to sell.

Air quality impact of option 7: 5/5

Should all of the properties exposed to unacceptable levels of pollution no longer be deemed as a sensitive receptor then there would no longer be an Air Quality Management Area needed for the area.

Cost of option 7: 1/5

Due to the number of properties in the area exposed to unacceptable levels (approximately 10) and the house values in this area the cost of implementing this option would likely be in the millions. There would however be an asset in the Council's ownership which could be changed to a less/none sensitive receptor such as offices.

Cost effectiveness of option 7: Low

Air Quality Action Plan for Dean Prior

The air quality management area for Dean Prior surrounds a small number of properties immediately adjacent to the A38. Options for improvements are extremely limited for this location due to the strategic importance of this route.

Previous conversations with the homeowners has shown that the principally impacted elevation of the properties is not heavily utilised and therefore the health benefits of doing something may not outweigh the socio-economic benefits of doing nothing.

Dean Prior Option 1: Reduction in the speed limit along the stretch of the A38 in the AQMA

In 2014 – 2015 the stretch of A38 surrounding the AQMA had a temporary speed restriction due to the demolition and rebuild of a road bridge crossing the A38 at Rattery.

Air quality impact of option 1: 4

The table below shows the NO₂ levels by year at a location on the A38 and shows a positive correlation between the reduction in speed and a reduction in measured NO₂.

	NO2 Annual Mean Concentration (µg/m3)					
Year	2011	2012	2013	2014	2015	2016
Bias Adjustment Factor	0.89	0.97	0.95	0.92	0.87	0.94
NO2 Results	41.1	43.9	41.4	45.5	37.9	42.4

Cost of option 1: 3

Whilst the cost of signage reducing the speed at this point would be quite low, there would be limited benefit if this was not enforced with speed cameras and through positive Police patrols. The A38 is the main strategic road network and anything that harms speed on this road can have a negative impact on businesses in the area.

Cost effectiveness of option 1: Medium

Dean Prior Option 2: Installation of an engineered road side barrier

A study in 2010 by the Dutch Air Quality Innovation Programme studied the benefits on air quality of erecting noise barriers adjacent to busy roads. For further information see:

https://laqm.defra.gov.uk/documents/Dutch_Air_Quality_Innovation_Programme.pdf

Air Quality impact of option 2: 4

This study found that where a 4m high barrier is erected there can be a significant improvement in air quality of approximately 14% for NO₂ or 20% for NO_x. Whilst this would not completely eliminate the need for an AQMA it would have a significant positive impact.

Cost of option 2: 4

This would depend upon the material of the barrier chosen, however a simple close boarded wooden fence of 4m high would offer a reasonable level of protection and be a relatively cheap construct.

Cost effectiveness of option 2: High

Dean Prior Option 3: Tree planting on verge adjacent to the houses

There is some evidence to demonstrate that certain species of trees are good at absorbing NO_x and can have a positive impact on air quality. The planting of trees in this area may not be appropriate due to the close proximity to the junction.

Air Quality impact of option 3: 2 – 3

There is differing views on the effectiveness of vegetation in reducing NO₂ levels especially at such short distances as exists at Dean Prior. It also may take some time for the trees to mature to a stage where they provide a sufficiently tall and dense barrier.

Cost of option 3: 4

There would be limited cost of tree planting in this area, however there would be an ongoing maintenance cost for the trees.

Cost effectiveness of option 3: Medium

Dean Prior option 4: Compulsory/Voluntary Purchase of the principle at risk residential premises.

Poor air quality is determined based on sensitive receptors being exposed to unacceptable levels of air pollution. Sensitive receptors are determined as being residential dwellings, schools and hospitals.

The Council does have powers to compulsory purchase properties, however the impact on the community of forcing people out of their homes cannot be underestimated, and the health benefit of alleviating the air quality exposure step

compared to the socio-economic impact could be viewed politically as being unacceptable.

A more moderate option would be for the Council to write to all of the owners of the properties to offer to purchase their property at any point in the future should they be wishing to sell.

Air quality impact of option 7: 5/5

Should all of the properties exposed to unacceptable levels of pollution no longer be deemed as a sensitive receptor then there would no longer be an Air Quality Management Area needed for the area.

Cost of option 7: 1/5

Due to the number of properties in the area exposed to unacceptable levels (approximately 2 -3) and the house values in this area the cost of implementing this option would likely be high. There would however be an asset in the Council's ownership which could be changed to a less/none sensitive receptor such as offices.

Cost effectiveness of option 7: Low

Shortlist of options

Generic shortlist

Having reviewed the limited options above, there are no easy solutions for the problems faced in Totnes, Ivybridge or Dean Prior. It is believed that the Council should promote alternatives to private car use through the adoption of a planning policy to require contribution towards green travel vouchers and green travel planning, with promoting green travel to new residents.

At the same time planning policies should seek the promotion of ultra low emission vehicles, by ensuring the infrastructure is designed into the new developments.

Shortlist of options for Totnes

In the short term funding should be secured from developers to secure improvements to public transport signage, and to the pedestrian crossings in the town to off-set the impact of their developments.

There is the potential for greater use of cycling for short regional journeys within Totnes and the immediate area, however the road network does not easily facilitate this, and therefore the Councils should consider developing a regional cycling strategy.

Further work is still needed with Devon County Council to determine what other road improvements can be made to solve the poor air quality issues.

Shortlist of options for Ivybridge

The County Council signed up to undertaking a transport study of Ivybridge in 2017 to help model the road problems and potential solutions. Once this has been carried out we will be able to more formally assess the options outlined above.

However at this time the most feasible option is to consider the parking changes along Western Road. The work will involve consultation with the public along Western Road in regards to the proposed benefits of the scheme, and the proposed alternative parking proposals. Once the consultation has been carried out Devon County Council are happy to explore the road traffic order needed as long as there is local public support.

The Councils will continue to work with landowners and others to determine the feasibility of an alternative access route for Eastern Ivybridge to the South of the A38.

There is no intention to consider further the option of compulsory/voluntary purchase at this time.

Shortlist of options for Dean Prior

The Council will need to work with Highways England further to determine whether there is any technically feasible options for this area of the A38. Should a technically feasible option be found then this may be progressed with the homeowners to determine whether it is acceptable to them. Although voluntary purchase and compulsory purchase is not viewed as being appropriate at this time.

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COMEAP 2010. *The Mortality Effects of Long-Term Exposure to Particulate Air Pollution in the United Kingdom*. www.comeap.org.uk/documents/128-the-mortality-effects-of-long-term-exposure-to-particulate-air-pollution-in-the-uk.html

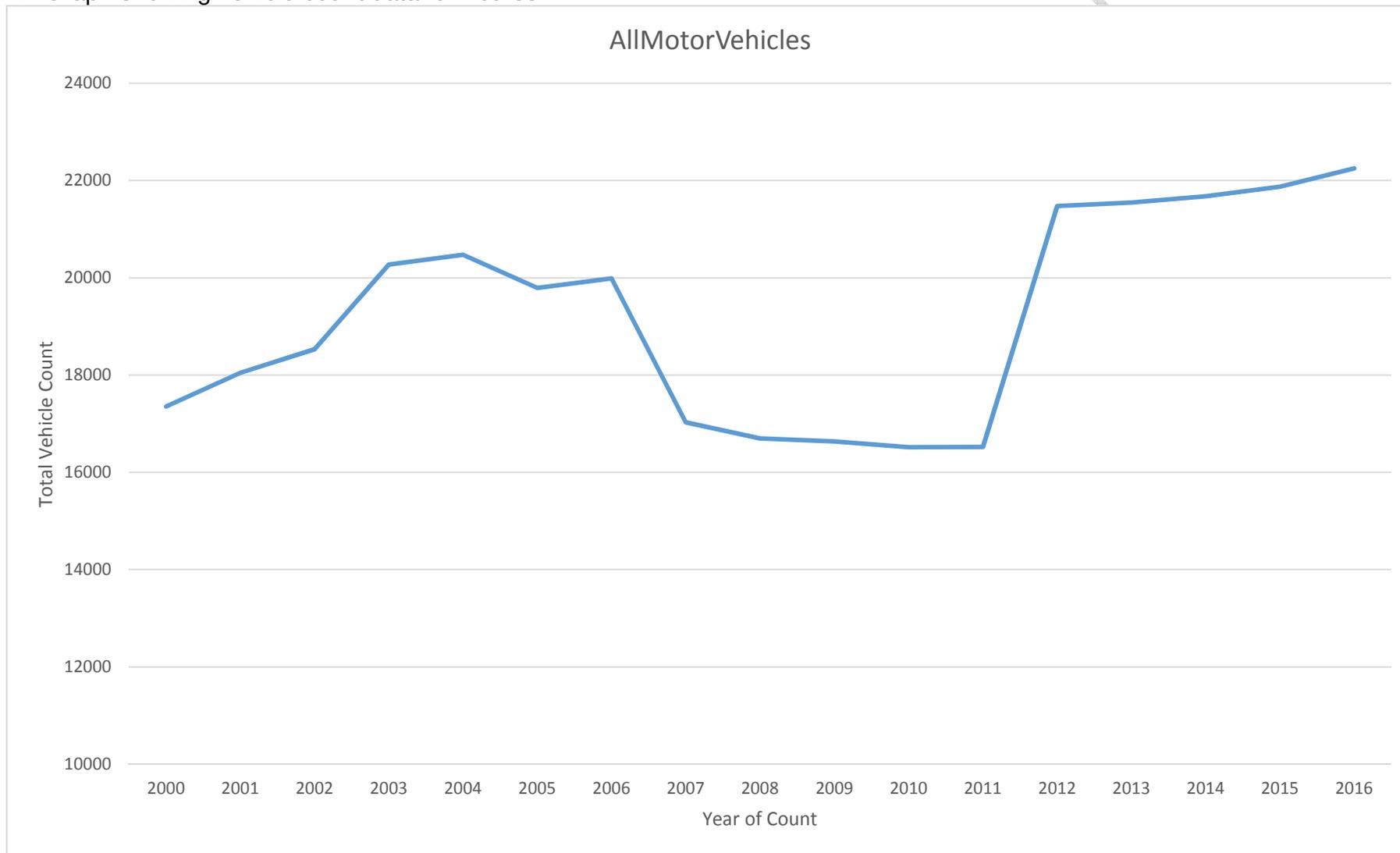
Public Health England (2014) Estimating Local Mortality Burdens Associated with Particulate Air Pollution
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf

Jacobs 2012, Totnes Transport Strategy
http://www.devon.gov.uk/totnes_transport_strategy.pdf

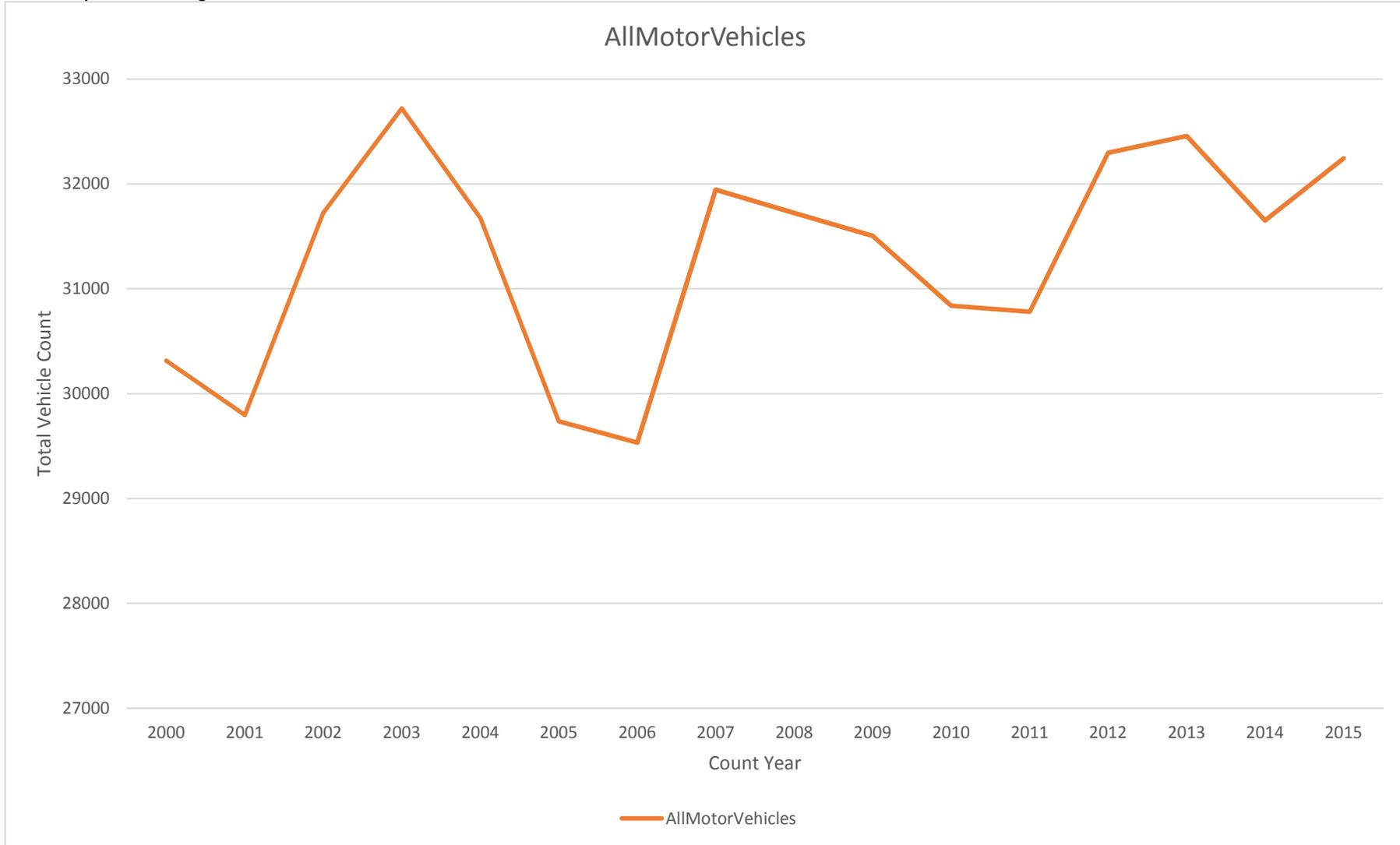
Devon County Council 2017, Baseline Traffic Report
<https://www.plymouth.gov.uk/sites/default/files/PlymouthSouthWestDevonJLPBaselineTransportConditionsReportAppendixA.pdf>

IPL 2010, Dutch Air Quality Innovation Programme concluded
https://laqm.defra.gov.uk/documents/Dutch_Air_Quality_Innovation_Programme.pdf

Appendix
A1 Graph showing vehicle count data for Totnes



A2 Graph showing vehicle count data for A38 at Dean Prior



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Report to: **Executive**

Date: **1 February 2018**

Title: **LOCAL VALIDATION LIST FOR PLANNING APPLICATIONS**

Portfolio Area: **Customer First – Cllr H Bastone**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Date next steps can be taken: **12 February 2018**

Author: **Patrick Whymer** Role: **Community of Practice Lead – Development Management**

Contact: **patrick.whymer@swdevon.gov.uk**

RECOMMENDATION

That the Executive RESOLVES to Approve the revised Local Validation List.

1. EXECUTIVE SUMMARY

- 1.1** Paragraph 193 of the National Planning Policy Framework (NPPF) sets out that Local Planning Authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local Planning Authorities should only request supporting information that is relevant, necessary and material to the application in question.
- 1.2** The National Planning Policy Guidance (PPG) provides further advice regarding Validation setting out that a local planning authority may request supporting information and that its requirements should be specified on a formally adopted local list which has been published on its website. The local list should be reviewed every two years, the current validation local list was adopted in September 2014.

- 1.3** The proposed validation list attached at Appendix 1 has updated the requirements in accordance with any changes in legislation and current best practice.

2. BACKGROUND

- 2.1** It is important that a planning authority seeks all relevant and necessary information to enable an informed decision to be made on any planning application. As set out above in the Executive Summary, the NPPF and the PPG provide guidance on the scope and need for a local validation list for planning applications. The current local list is more than two years old and needs to be reviewed.
- 2.2** The current list was reviewed by Development Management officers early last year in consultation with other council specialists including Environmental Health, Landscape, Drainage and Heritage. External consultees included but not exclusively Devon County Council, the Environment Agency and South West Water.
- 2.3** A new draft list was provided for comments in March/April 2017 to planning agents and was discussed at the Agents Forum. The Agents forum discussion was informative and the comments received were taken into account.
- 2.4** A revised draft Local List was produced and in November 2017 a formal consultation on the revised draft was undertaken with all Planning Agents and Parish/Town Councils. A number of comments were received to this formal consultation and they have all been taken into account in the final drafting of the proposed list which is at Appendix 1.
- 2.5** Ultimately the list is required to enable the public to clearly see the requirements of the Authority and for transparency and consistency in our validation and registration of applications. Adopting the list will aid in better clarity and service for customers and a better quality of applications and thus more sustainable and higher quality development.

3. PROPOSED ACTIONS

- 3.1** That the Executive adopt the revised Local Validation list for immediate use.

4. CONSIDERATION OF RISK

- 4.1** Without a formally adopted and up-to-date Local Validation List the Council is vulnerable to challenge whilst validating substandard submission. This vulnerability could result in appeals for failure to validate and subsequent costs claims. Alternatively if substandard submissions are validated due to the lack of a robust list then it is potentially more challenging to understand the exact nature of the development proposed and its potential impacts.

5. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Paragraph 193 of the National Planning Policy Framework sets out the Local Planning Authorities should publish a Local Validation List.
Financial	N	There are no direct financial implications of the contents of the report.
Risk	Y	As outlined in section 4.0 of the report
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	
Safeguarding	N	
Community Safety, Crime and Disorder	N	The provision of all necessary and reasonable information with planning applications will ensure that a robust assessment of development proposals can be made to ensure that the Community Safety and Crime and Disorder are taken into account where relevant.
Health, Safety and Wellbeing	Y	The provision of all necessary and reasonable information with planning applications will ensure that a robust assessment of development proposals can be made to ensure that the Health, Safety and Wellbeing of communities is maintained.
Other implications	N	

Appendices:

- Appendix 1 – Local Validation List:
- Appendix 1a – Full Applications
- Appendix 1b – Outline Applications
- Appendix 1c – Reserved Matters
- Appendix 1d – Householder Applications
- Appendix 1e – Section 73 Applications
- Appendix 1f – Section 96 Applications
- Appendix 1g – Listed Building Consent
- Appendix 1h – Advertisements
- Appendix 1i – Prior Notification/Prior Approval
- Appendix 1j – Tree Works
- Appendix 1k – Applications for Lawful Development
- Appendix 1L – Other Supporting Information
- Appendix 1m – Hedgerow removal

Background Papers:

Local Validation Checklist September 2014

FULL Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	

N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	

L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (<i>if the proposal will create, alter or add to a floor</i>) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	
L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • where necessary (for example, if the proposal will create, alter or add to a building which is adjacent to an existing or consented building[s] in separate ownership and is on sloping land) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels 	
L		<p>Existing and proposed site levels (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • Ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	

<p>N</p>	<p>Other documents</p>	<p>Design and access statement - (DAS) will be required for</p> <ul style="list-style-type: none"> • All planning applications for major developments; or <ul style="list-style-type: none"> ○ If within a designated area (World Heritage Site (WHS) or Conservation Area), for developments of one or more dwelling or the provision of building or buildings where the floor space created by the development is 100 square metres or more. • Unless the application is one of the following: <ul style="list-style-type: none"> ○ Change of use of buildings or land (unless this also involves building work or other physical alteration); ○ Engineering or mining operations; ○ Waste development. • You will also need to submit a Design and Access Statement (DAS) with an application for Listed Building Consent. 	
<p>L</p>		<p>Wildlife Trigger Table – to be completed and returned with your application - required for <u>all</u> applications</p> <p>NB: Please see items listed under '<u>other documents</u>' for further guidance relating to other ecological information that might be required to accompany your application.</p>	
<p>L</p>		<p>Drainage and Flooding</p> <p>Major Planning Applications</p> <p>Devon County Council is the Lead Local Flood Authority and will comment on all major planning applications in relation to drainage and flooding matters. The following information is required for this purpose:</p> <ol style="list-style-type: none"> 1. Assessment of all existing flood risks to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses; 2. Calculations of the current surface water runoff for the site; 3. Calculations of the proposed surface water runoff for the site; 4. Calculations of the surface water attenuation storage volume required for the 1 in 100 (+40% allowance for climate change) year rainfall event; 5. Calculations of the long term storage volume required to store the additional volume of surface water runoff caused by any increase in the site's impermeable area; 	

		<ol style="list-style-type: none"> 6. Evidence that the site has an agreed point of discharge; 7. Evidence that the drainage hierarchy has been followed, providing robust evidence as to the viability or otherwise of: <ul style="list-style-type: none"> • Discharge into the ground (infiltration); • Discharge to a surface water body (with written permission from the riparian owner); • Discharge to a surface water sewer, highway drain, or other drainage system (with written permission from South West Water Ltd., Devon County Council Highways, or the riparian owner, respectively); • Discharge to a combined sewer (with written permission from the riparian owner). 8. Evidence that the capacity of any receiving watercourse is sufficient to receive concentrated flows from the site; 9. Explanations of the proposed flood risk mitigation measures; 10. Non-technical summary of the proposed surface water drainage management system; 11. Plans of the proposed surface water drainage management system, demonstrating that the proposed system fits within the proposed site layout, and is practical and sustainable; 12. Outline operation and maintenance plan and timetable for the proposed surface water drainage management system over the entire lifetime of the development. <p>Applications which are not major applications:</p> <p>Foul drainage: Any type of development that connects to the mains or a non-mains system will need a drainage assessment or statement to detail the proposed arrangement.</p> <p>Flooding and surface water: All applications must state whether there is a flood risk to the development. The Council has taken a practical approach to managing flood risk based on development type and a 3 tier risk grouping. Sites that are within a Flood Zone or a Critical Drainage Area (CDA) are higher risk and will require a Flood Risk Assessment (FRA) to ensure the risk can be managed to the appropriate level.</p> <p>NB - Please see the <i>Other Supporting Information</i> document (link below) which sets out in more detail the information requirements for your development type and the relevant risk level.</p>	
N	Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	

Other Supporting Information

Please see full guidance relating to each document type available here: [Other Supporting Information and guidance](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Parking provision	
Retail Impact Assessment	
Planning Statement	
Environmental Statement	
Affordable Housing	
Viability Assessment	
Transport Statements/Assessments/Plans	
Heritage Statement	
Agricultural and Rural Development	
Planning obligations	
Ecological Information	
European Protected Sites	
European Protected Species	
Geology	
Geo-technical Survey and Design	
Structural Survey	
Hazardous Installations Risk Assessment	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Air Quality Assessment	
Landscape and Visual Impact Appraisal (LVIAp)	
Landscape Design, Management and Maintenance Scheme (LDMMS)	
Green Infrastructure Plans and Statements	
Trees/ Hedge survey	
Open Space, Sport and Recreation (OSSR) Statement	
Waste Statement	
Playing Field Statement	
Structural Survey	
Schedule of Works	

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OUTLINE Applications *(all or some matters Reserved)* - Validation Document

The level and content of information required will depend on the matters to be Reserved.

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
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N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<ul style="list-style-type: none"> • Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown 	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name (or use) of each of the rooms or areas 	



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Borough
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L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.). 	
L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • (<i>if the proposal will create, alter or add to a building</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal is for a track or an outdoor horse-riding arena</i> - to a scale of 1:10 or 1:20 showing: <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. 	
L		<p>Existing and proposed site levels (If the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development</u>. • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	

N	<p>Other documents</p>	<p>Design and access statement - (DAS) will be required for</p> <ul style="list-style-type: none"> • All planning applications for major developments; or <ul style="list-style-type: none"> ○ If within a designated area (World Heritage Site (WHS) or Conservation area) for developments of one or more dwelling or the provision of building or buildings where the floor space created by the development is 100 square metres or more. • Unless the application is one of the following: <ul style="list-style-type: none"> ○ Change of use of buildings or land (unless this also involves building work or other physical alteration); ○ Engineering or mining operations; ○ Waste development. • You will also need to submit a Design and Access Statement (DAS) with an application for Listed Building Consent. 	
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L		Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development)	
L		Wildlife Trigger Table – required to be completed and returned for all applications.	



L		<p>Drainage and Flooding</p> <p>Major Planning Applications</p> <p>Devon County Council is the Lead Local Flood Authority and will comment on all major planning applications in relation to drainage and flooding matters. The following information is required for this purpose:</p> <ol style="list-style-type: none"> 1. Assessment of all existing flood risks to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses; 2. Calculations of the current surface water runoff for the site; 3. Calculations of the proposed surface water runoff for the site; 4. Calculations of the surface water attenuation storage volume required for the 1 in 100 (+40% allowance for climate change) year rainfall event; 5. Calculations of the long term storage volume required to store the additional volume of surface water runoff caused by any increase in the site's impermeable area; 6. Evidence that the site has an agreed point of discharge; 7. Evidence that the drainage hierarchy has been followed, providing robust evidence as to the viability or otherwise of: <ul style="list-style-type: none"> • Discharge into the ground (infiltration); • Discharge to a surface water body (with written permission from the riparian owner); • Discharge to a surface water sewer, highway drain, or other drainage system (with written permission from South West Water Ltd., Devon County Council Highways, or the riparian owner, respectively); • Discharge to a combined sewer (with written permission from the riparian owner). 8. Evidence that the capacity of any receiving watercourse is sufficient to receive concentrated flows from the site; 9. Explanations of the proposed flood risk mitigation measures; 10. Non-technical summary of the proposed surface water drainage management system; 11. Plans of the proposed surface water drainage management system, demonstrating that the proposed system fits within the proposed site layout, and is practical and sustainable; 12. Outline operation and maintenance plan and timetable for the proposed surface water drainage management system over the entire lifetime of the development. 	
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		<p>Outline applications which are not major applications:</p> <p>Foul drainage: Any type of development that connects to the mains or a non-mains system will need a drainage assessment or statement to detail the proposed arrangement.</p> <p>Flooding and surface water: All applications must state whether there is a flood risk to the development. The Council has taken a practical approach to managing flood risk based on development type and a 3 tier risk grouping. Sites that are within a Flood Zone or a Critical Drainage Area (CDA) are higher risk and will require a Flood Risk Assessment (FRA) to ensure the risk can be managed to the appropriate level.</p> <p>NB - Please see the <i>Other Supporting Information</i> document (link below) which sets out in more detail the information requirements for your development type and the relevant risk level.</p>	
<p>N</p>	<p>Fee</p>	<p>The appropriate fee - please see the most up to date fees on The Planning Portal</p>	

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Other Supporting Information

[Please view the other supporting information page for full guidance relating to each document type](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Parking Provision	
Retail Impact Assessment	
Planning Statement	
Environmental Statement	
Affordable Housing	
Viability Assessment	
Transport Statements/Assessments/Plans	
Heritage Statement	
Agricultural and Rural Development Information	
Planning Obligations	
Ecological Information	
European Protected Sites	
European Protected Species	
Geology	
Geo-technical Survey and Design	
Structural Survey	
Hazardous Installations Risk Assessment	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Air Quality Assessment	
Landscape and Visual Impact Appraisal (LVIaP)	
Landscape Design, Management and Maintenance Scheme (LDMMS)	
Green Infrastructure Plans and Statements	
Tree / Hedge survey	
Open Space, Sport and Recreation (OSSR) Statement	
Waste Statement	
Playing Field Statement	

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RESERVED MATTERS Applications Validation Document

The level and content of information required will be depend the matters to be considered.

(more information can be found on the [Planning Portal website](#))

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N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	



L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (if the proposal will alter the roof) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • (if the proposal will create, alter or add to a building) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • if the proposal is for a track or an outdoor horse-riding arena - to a scale of 1:10 or 1:20 showing: <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. 	
L		<p>Existing and proposed site levels (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	

N	<p>Other documents</p>	<p>Design and access statement - (DAS) will be required for</p> <ul style="list-style-type: none"> • All planning applications for major developments; or <ul style="list-style-type: none"> ○ If within a designated area (World Heritage Site (WHS) or Conservation area) for developments of one or more dwelling or the provision of building or buildings where the floor space created by the development is 100 square metres or more. • Unless the application is one of the following: <ul style="list-style-type: none"> ○ Change of use of buildings or land (unless this also involves building work or other physical alteration); ○ Engineering or mining operations; ○ Waste development. • You will also need to submit a Design and Access Statement (DAS) with an application for Listed Building Consent. 	
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L		<p>Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development)</p>	
L		<p>Wildlife Trigger Table – required to be completed and returned for all applications.</p>	
L		<p>Drainage and Flooding</p> <p><i>Reserved matters relating to major applications:</i></p> <p>Devon County Council is the Lead Local Flood Authority and will comment on all major planning applications in relation to surface water drainage and flooding matters. The following information is required for this purpose:</p> <ol style="list-style-type: none"> 1. Assessment of all existing flood risks to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses; 2. Calculations of the current surface water runoff for the site; 3. Calculations of the proposed surface water runoff for the site; 4. Calculations of the surface water attenuation storage volume required for the 1 in 100 (+40% allowance for climate change) year rainfall event; 5. Calculations of the long term storage volume required to store the additional volume of surface water runoff caused by any increase in the site's impermeable area; 6. Evidence that the site has an agreed point of discharge; 7. Evidence that the drainage hierarchy has been followed, providing robust explanations as to the viability or otherwise of: <ul style="list-style-type: none"> • Discharge into the ground (infiltration); • Discharge to a surface water body (with written permission from the riparian owner); • Discharge to a surface water sewer, highway drain, or other drainage system (with written permission from South West Water Ltd., Devon County Council Highways, or the riparian owner, respectively); • Discharge to a combined sewer (with written permission from the riparian owner). 7. Infiltration testing results for each proposed infiltration system; 8. Groundwater monitoring over a 12 month period, taking account of seasonal variations, to demonstrate that the base of any infiltration component is at least 1 metre above the maximum anticipated groundwater level; 	



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		<p>9. Evidence that the capacity of any receiving watercourse is sufficient to receive concentrated flows from the site;</p> <p>10. Detailed explanations and plans of flood risk mitigation measures;</p> <p>11. Technical summary of the proposed surface water drainage management system;</p> <p>12. Detailed plans of the proposed surface water drainage management system, demonstrating that the proposed system fits within the proposed site layout, and is practical and sustainable;</p> <p>13. Residual risk assessment to account for a failure of any part of the proposed surface water drainage management system;</p> <p>14. Detailed exceedance route plans to demonstrate that there is no residual risk of property flooding during events in excess of the return period for which the surface water drainage management system is designed;</p> <p>15. Detailed operation and maintenance plan and timetable for the proposed surface water drainage management system over the entire lifetime of the development;</p> <p>16. Details of the proposed community signage and engagement activities for each proposed surface water drainage management components.</p> <p>The Local Planning Authority will comment on foul drainage matters.</p>	
N	Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	



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Other Supporting Information

[Please view the other supporting information page for full guidance relating to each document type](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Parking provision	
Retail Impact Assessment	
Planning Statement	
Environmental Statement	
Affordable Housing	
Viability Assessment	
Transport Statements/Assessments/Plans	
Heritage Statement	
Agricultural and Rural Development	
Planning obligations	
Ecological Information	
European Protected Sites	
European Protected Species	
Geology	
Geo-technical Survey and Design	
Structural Survey	
Hazardous Installations Risk Assessment	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Air Quality Assessment	
Landscape and Visual Impact Appraisal (LVIAP)	
Landscape Design, Management and Maintenance Scheme (LDMMS)	
Green Infrastructure Plans and Statements	
Trees/ Hedge survey	
Open Space, Sport and Recreation (OSSR) Statement	
Waste Statement	
Playing Field Statement	
Structural Survey	
Schedule of Works	

HOUSEHOLDER Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name (or use) of each of the rooms or areas 	



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L		Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan	
L		Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	

L		Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development)	
L		Wildlife Trigger Table – required for all applications to be completed and returned with your application	
L		<p>Drainage and Flooding</p> <p>Foul drainage: Any type of development that connects to the mains or a non-mains system will need a drainage assessment or statement to detail the proposed arrangement.</p> <p>Flooding and surface water: All applications must state whether there is a flood risk to the development.</p> <p>The Council has taken a practical approach to managing flood risk based on development type and a 3 tier risk grouping. Sites that are within a Flood Zone or a Critical Drainage Area (CDA) are higher risk and will require a Flood Risk Assessment (FRA) to ensure the risk can be managed to the appropriate level.</p> <p>NB - Please see the Other Supporting Information document (link below) which sets out in more detail the information requirements for your development type and the relevant risk level.</p>	
N	Fee	The appropriate fee unless exempt. Please see the most up to date fees on The Planning Portal	

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Other Supporting Information

Please see full guidance relating to each document type available here: [Other Supporting Information and guidance](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Planning Statement	
Heritage Statement	
Ecological Information	
European Protected Sites	
European Protected Species	
Geo-technical Survey and Design	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Tree / Hedge survey	



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S73 REMOVAL OR VARIATION OF A CONDITION / MINOR MATERIAL AMENDMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	As indicated by the eligibility requirements, the appropriate persons must have been notified as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Depending on the nature of the application the following information may be required. Please contact the Planning Department for clarification.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	



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L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (<i>if the proposal will create, alter or add to a floor or where the development involves demolition in a Conservation Area</i>) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	
L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • (<i>if the proposal will create, alter or add to a building</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal relates to a listed building or is in a Conservation Area and includes new or replacement windows and doors or other architectural features - to a scale of 1:2 or 1:5</i> • <i>if the proposal is for a track or an outdoor horse-riding arena - to a scale of 1:10 or 1:20</i> showing: <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. 	
L		<p>Existing and proposed site levels (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	

L	Other documents	<p>Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development).</p>	
L		<p><u>Wildlife Trigger Table</u> – to be completed and submitted for <u>all</u> applications.</p>	



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L		<p>Drainage</p> <p>Where the proposed changes increase the impermeable surface area or the changes would alter the approved drainage scheme then a revised drainage assessment will be required.</p> <p>Please see the <i>'Other Supporting Information'</i> document below which has further guidance about drainage information requirements.</p>	
N	Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	

Other Supporting Information

[Please see full guidance relating to each document type.](#)

Complete and submit this list to indicate which supporting information documents you have provided - where relevant to the amendment being made:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Parking Provision	
Retail Impact Assessment	
Planning Statement	
Environmental Statement	
Affordable Housing	
Viability Assessment	
Transport Statements/Assessments/Plans	
Heritage Statement	
Agricultural and Rural Development Information	
Planning Obligations	
Ecological Information	
European Protected Sites	
European Protected Species	
Geology	
Geo-technical Survey and Design	
Structural Survey	
Hazardous Installations Risk Assessment	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Air Quality Assessment	
Landscape and Visual Impact Appraisal (LVIAP)	
Landscape Design, Management and Maintenance Scheme (LDMMS)	
Green Infrastructure Plans and Statements	
Tree / Hedge survey	
Open Space, Sport and Recreation (OSSR) Statement	
Waste Statement	
Playing Field Statement	

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S96a NON MATERIAL MINOR AMENDMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Eligibility	Must be able to answer 'yes' to the questions relating to eligibility on the application form as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	As indicated by the eligibility requirements, the appropriate persons must have been notified as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
N		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build 	
N		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor or where the development involves demolition in a Conservation Area) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	
N		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	



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N		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>A statement to confirm whether any non-material amendments have previously been submitted relating to this application.</p>	

N	Fee	<p>The appropriate fee - please see the most up to date fees on The Planning Portal</p>	
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LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF LISTED BUILDING Applications - Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically)	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015	
N	Notices	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically)</p> <p>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that about the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	



L		Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.	
L		Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		Existing (if any) and proposed cross section drawings: <ul style="list-style-type: none"> • (<i>if the proposal will create, alter or add to a building</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal is for a track or an outdoor horse-riding arena</i> - to a scale of 1:10 or 1:20 showing: <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. • <i>if the proposal relates to a listed building:</i> <ul style="list-style-type: none"> ○ <i>where the proposal includes new or replacement joinery or other architectural features, drawings</i> to a scale of 1:2 or 1:5 showing whole vertical and horizontal cross sections showing joinery details, profiles and sections for new or replacement doors and windows and other architectural features. 	
L		Existing and proposed site levels (If the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing: <ul style="list-style-type: none"> • Ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	



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N	Other documents	<p>Design and access statement - (DAS) will be required for all Listed Building Consents and should include:</p> <ul style="list-style-type: none">• An explanation of the design principles and concepts that have been applied to the proposed works• Information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works.• Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with.	
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		<p>Heritage Statement – can be combined with the Design and Access Statement to avoid duplication, to demonstrate how the proposed design has responded to the historic environment.</p> <p>As well as offering a consideration of the historic significance of the building and its setting and an impact assessment on the proposal it should also contain a Schedule of Works detailing those works which are to be undertaken including materials to be used and associated methodology.</p> <p>For Planning Applications where proposals are for total or partial demolition of a structure in a Conservation Area, the Statement should include a written analysis of the character and appearance of the building/structure and the contribution it makes to the Conservation Area and its setting. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area and a structural survey justifying demolition where appropriate.</p> <p>For Planning Applications affecting a Listed Building or its setting, a Scheduled Ancient Monument or its setting or a Registered Park & Garden or its setting the Statement should identify the asset and its significance and offer an impact assessment on the effect of the proposals on the asset. Landscape analysis to consider the impact upon an asset’s setting should also be considered.</p> <p>For Planning Applications involving the disturbance of ground on sites that are known to have or are considered to have archaeological interest, an applicant will need to commission an assessment of archaeological significance and impact. The results of this work will need to be included within the Heritage Statement.</p>	
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		<p>It should be noted that Heritage Statements/Heritage Impact Assessments should also be submitted for Planning applications that directly affect a non-designated heritage asset or its setting. Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have been assessed or not statutorily designated but have a heritage value. Carrying out a pre-application meeting with the Planning Department will ensure that heritage assets are identified at the earliest stage.</p> <p>Therefore it is important to understand the significance of a heritage asset when considering any proposals to alter, demolish, extend it or develop within its setting. An early understanding of the significance will inform the direction of any application. The level of information provided should be appropriate and proportionate to the significance of the heritage asset and the potential impact upon that significance of the proposals. For example, for an application that includes substantial demolition of a heritage asset it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset, and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require detailed information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.</p> <p>DEFINITIONS:</p> <p>Heritage Asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).</p> <p>Significance: The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting</p> <p>Archaeological Interest: There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.</p>	
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L		Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development).	
L		<u>Wildlife Trigger Table</u> – required for all applications	
L		Listed building appraisal for complete demolition of a building only.	
L		Justification for works to a listed building & schedule of works .	
N	Fee	<ul style="list-style-type: none">The appropriate fee - please see the most up to date fees on The Planning Portal	

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ADVERTISEMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Depending on the nature of the application the following information may be required. Please contact the Planning Department for clarification.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number</p>	
N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	



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N		Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.	
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Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.

L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • The position, materials and the colour of existing and propose signage • If sited on a building, plans must show the whole of the site of the building 	
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N	Other	<p>Plans and drawings to show:</p> <ul style="list-style-type: none"> • Height from natural ground level to the base of the proposed advertisement in metres • Dimensions of the letters, figures or symbols in each of the proposed advertisement • Maximum distance each advertisement projects from the face of the building on which it is proposed to be placed • Where illumination is proposed, details of illuminance levels, and whether illumination would be static or intermittent 	
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N	Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	
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Other Supporting Information

Please see full guidance relating to each document type available here:

[Other Supporting Information and guidance](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Heritage Statement	<input type="checkbox"/>
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PRIOR NOTIFICATION / PRIOR APPROVAL Application Validation Document

(more information can be found on the [Planning Portal website](#))

Applications for Prior Notifications and Prior Approvals are not applications for planning permission, and as such are not subject to the same formal validation requirements as planning applications. However, this document provides advice about the type of information that is likely to be useful to accompany your prior notification or prior approval application. The fee will always be required.

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>A plan identifying the land to which the application relates (commonly outlined in red) drawn to an identified scale and showing the direction of north.</p> <p>A plan to show the extent of land in the ownership of the applicant (commonly outlined in blue).</p> <p>Other details as required by the relevant part of the General Permitted Development Order 2015 (as amended).</p> <p>Plans should be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m). It may be helpful to also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	
Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	

Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.

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Application for tree works: works to Trees subject to a Tree Preservation Order (TPO) (also recommended for the notification of Proposed works to trees in Conservation Area) - Applications Validation Document

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form - with all questions answered.	
N	Plan	Showing the location of all trees. Note: If using an ordnance survey base for any plan, this must include the relevant license number.	
N	Statements	<ul style="list-style-type: none"> • A full and clear specification of the works to be carried out. • Statement of reasons for the proposed work 	
N	Evidence	Evidence in support of statement of reasons, where required by the standard application form.	

The following information may be useful to assist the Local Planning Authority when assessing and considering your application:

- Photographs
- A report by a professional (arboriculturalist) or other suitably qualified person
- Details of any assistance or advice sought from the Local Planning Authority officer prior to submitted this form

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LAWFUL DEVELOPMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List.

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates – Interest in Land	The completed certificate (regarding interests in the land) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that about the site.</p> <p>The plans identified below may be required in some cases (as identified in each case) as evidence to verify the proposal for which a certificate is being sought.</p>	
N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> The direction of North <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> The application site should be edged clearly with a red line. It should include all land to which the development relates – for example, land used for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		Block plan of the site (scale of 1:100, 1:200 or 1:500) if the proposal will alter an existing building footprint or create a new building footprint.	



Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.

L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal ground levels finished floor levels where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> the proposed elevations in context with any immediately adjoining / neighbouring buildings datum level ground level floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal the name of each of the rooms or areas 	
L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (if the proposal will alter the roof) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	



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L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • <i>(if the proposal will create, alter or add to a building)</i> to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal includes new or replacement windows and doors or other architectural features -</i> to a scale of 1:2 or 1:5 • <i>if the proposal is for a track or an outdoor horse-riding arena -</i> to a scale of 1:10 or 1:20 showing: <p>cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials.</p>	
		<p>Existing and proposed site levels (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	

N	Other documents	<p>Supporting documentation that provides evidence of an existing use e.g.:</p> <ul style="list-style-type: none"> • photographs • utility bills • council tax statements • rental history etc. 	
L		<p>Statements (preferably a Sworn Statement \ Affidavit) from people with personal knowledge of the existing use, operation, activity or works carried out.</p>	
N	Fee	<p>The appropriate fee - please see the most up to date fees on The Planning Portal</p>	

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Other Supporting Information

We may on occasion ask for the following documents:

	Circumstances when the document should be submitted				Tick if enclosed
Flood risk, surface water and foul water disposal	Step 1 - Identify development type:				
	Householder applications	Change of use	Small Scale Minor Development	Minor Development	Major Development
	Development within the curtilage of a dwelling house and are not a change of use.	No operational development No building or engineering work is involved	1-2 dwellings (unless floor space exceeds 1000m ²)	3-9 dwellings (unless floor space exceeds 1000m ²)	10+ dwellings (over 0.5 hectare if number of dwellings is unspecified)
			Site area less than 0.5 hectare	Non-residential floor space up to 999 m ²	Non-residential floor space greater than 1000 m ²
				Site area less than 1 hectare	Site area exceeds 1 hectare
	Step 2 - Identify development risk level:				
	To check if your application is in flood zone 2, 3 or a Critical Drainage Area (CDA), please visit the Environment Agency website.				
	Environment Agency - Flood risk assessment for planning applications				
	Environment Agency - Flood risk assessment: standing advice				
	Low Risk		Large, level sites not in flood zones 2 or 3 or a CDA		
Medium Risk		Small, steep sites not in a flood zones 2 or 3 or a CDA			
High risk		Site is within flood zone 2 or 3 or a CDA			
(Continued over page)					

	<p>Step 3:</p> <p>Use relevant guidance sheet for detailed guidance on the additional information required with your application.</p> <p>Householder Application Guidance:  Householder</p> <p>Change of Use and Replacement Dwelling Guidance:  CoU & Rep.</p> <p>Small-scale – Minor Application Guidance:  Small Minor</p> <p>Minor Application Guidance:  Minor</p> <p>Major Application Guidance:  Major</p>	
<p>Parking provision</p>	<p>Applications may be required to provide details of existing and proposed parking provision.</p>	
<p>Retail Impact Assessment</p>	<p>Required where a proposal includes a retail element and this element exceeds the threshold set out in the relevant Retail SPD or the NPPF where no SPD exists.</p>	



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<p>Planning statement</p>	<p>Trigger: Required on all major applications and wind turbines.</p> <p>A Planning Statement provides developers with the opportunity to explain how the proposed development accords with planning policies and relevant SPD or development briefs. It should also include details of any discussions with the LPA and wider community/statutory consultees undertaken prior to submission.</p> <p>Large scale projects including all major schemes should include the Statement of Community Involvement in this section. The planning statement should also include the following where the development type triggers it: details of the form of public open space (POS) to be provided; a regeneration statement; a utilities statement detailing proposed links to existing utility infrastructure systems such as the National Grid or telephone provider (particularly relevant for renewables applications); details on the development’s achievement of code for sustainable homes standards; details of consideration of designing out crime; a statement demonstrating adherence to any renewable energy requirements; a tourism need justification statement, and; where community facilities such as a pub or play space would be lost as a result of the development, a justification should be provided here.</p>	
<p>Environmental Statement</p>	<p>Trigger: The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011.</p> <p>Developments that may require an Environmental Statement to be prepared are those listed under Schedule 1 and those Schedule 2 applications defined under the Regulations, which are likely to have significant effect on the environment by virtue their nature, size and location. The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 require developers to prepare an Environmental Statement to enable the Local Planning Authority to give proper consideration to the likely environmental effects of a proposed development. A screening and scoping opinion can be sought from the LPA prior to submission.</p>	



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Affordable Housing	<p>All applications for new residential units (including changes of use resulting in residential use).</p> <p>Applications must demonstrate compliance with relevant affordable housing policies and Supplementary Planning Documents. If it is proposed that different levels or types of affordability or tenure are proposed for different units, then it should be fully explained from the outset with the initial submission. This sits alongside the heads of terms and/or viability requirement.</p>	
Viability Assessment	<p>If any Heads of Terms falls short of the Local Planning Authority requirements without the written support the relevant consultee or stakeholder, a viability assessment laying out the financial justification for any shortfall is normally required in a format showing the details of how the shortfall has been calculated. Again, it will be helpful in determining the application if the format of the viability assessment has been agreed with the Council in advance of submission.</p>	



Transport Statements/ Assessments/ Plans	These will normally only be required in accordance with the following matrix:			
	Land use (Figures are m ² unless stated otherwise)	No Requirement	TS required	TA/TP required
	Food Retail (A1)	<250	>250 <800	>800
	Non-food retail (A1)	<800	>800 <1500	>1500
	Financial and professional services (A2)	<1000	>1000 <2500	>2500
	Restaurant and cafes (A3)	<300	>300 <2500	>2500
	Drinking establishments (A4)	<300	>300 <600	>600
	Hot food takeaway (A5)	<250	>250 <500	>500
	Business (B1)	<1500	>1500 <2500	>2500
	General Industry (B2)	<2500	>2500 <4000	>4000
	Storage or Distribution (B8)	<3000	>3000 <5000	>5000
	Hotels (C1)	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
	Residential institutions, hospitals, nursing homes (C2)	<30 beds	>30 <50	>50 beds
	Residential institutions, residential education (C2)	<50 students	>50 <150	>150 students
	Residential institutions, institutional hostels (C2)	<250 residents	>250 <150	>400 residents
	Dwelling houses (C3)	<50 houses	>50 <80 houses	>80
	Non-residential institution (D1) sq m	<500	>50 <80	>1000
Assembly and leisure (D2) sq m	<500	>500 <1500	>1500	
Others, e.g. stadiums, nightclubs, hire shops	Discuss with highway authority (HA)	Discuss with HA	Discuss with HA	

	<p>Transport Statements should set out the transport issues relating to a proposed development site and details of the development proposal.</p> <p>Transport Assessments should provide supporting information to a planning proposal to inform the Planning and Highway Authorities of the implications, and mitigation measures required to accommodate a proposal on the transport networks. Providing sufficient content to enable the Planning and Highway Authority's to make a decision as to the proposals acceptability.</p> <p>A Travel Plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. They are commitments by developers outlining how new occupiers or customers to the development will use alternative means of travel that do not involve private vehicle use.</p> <p>Further information can be gained from the guidance on Transport Assessment by the Department for Communities and Local Government: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p>	
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<p>Heritage Statement</p>	<p>Triggers:</p> <ul style="list-style-type: none"> • A Heritage Statement is needed for any application that directly affects a heritage asset or its setting. • Heritage Statements and heritage impact assessments should also be submitted for planning applications that directly affect non-designated heritage assets or their setting. <p>For Listed Building Consent (an application for works to a listed building) the Heritage Statement as well as offering a consideration of the historic significance of the building and its setting and an impact assessment on the proposal it should also contain a Schedule of Works detailing those works which are to be undertaken including materials to be used and associated methodology.</p> <p>For Planning Applications where proposals are for total or partial demolition of a structure in a Conservation Area the Statement should include a written analysis of the character and appearance of the building/structure and the contribution it makes to the conservation area and its setting. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area and a structural survey justifying demolition where appropriate.</p> <p>For Planning Applications affecting a listed building or its setting, a Scheduled Ancient Monument or its setting or a Registered Park & Garden or its setting the Statement should identify the asset and its significance and offer an impact assessment on the effect of the proposals on the asset. Landscape analysis to consider the impact upon an asset's setting should also be considered.</p> <p>For Planning Applications involving the disturbance of ground on sites that are known to have or are considered to have archaeological interest, an applicant will need to commission an assessment of archaeological significant and impact. The results of this work will need to be included within the Heritage Statement.</p> <p>It should be noted that Heritage Statements/Heritage Impact Assessments should also be submitted for Planning applications that directly affect a non-designated heritage asset or its setting. Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have</p>	
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	<p>For example, for an application that includes substantial demolition of a heritage asset it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset, and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require detailed information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.</p> <p>DEFINITIONS:</p> <p>Heritage Asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).</p> <p>Significance: The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting</p> <p>Archaeological Interest: There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.</p> <p>NB: For Listed Building Consent applications for minor works such as window replacement, re-roofing (covering only), chimney repairs, rainwater goods, insertion of flues, vents etc., where the resulting works would offer limited difference in appearance to the existing and proposed elevations or the works are of a minor nature, photographs may be acceptable to be used to demonstrate the ‘existing’ arrangement. In these instances such applications should be supported by a ‘Schedule of Works’ and/or detailed drawings of the new component elements at an appropriate minimum scale.</p>	
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<p>Agricultural and Rural Development</p>	<p>All applications seeking new agricultural, forestry or other rural occupational dwellings must be accompanied by a statement by an independent specialist with expert knowledge of the rural business in question which includes the following information:</p> <ul style="list-style-type: none">• A comprehensive description of the business and how it operates;• References to the relevant national and local planning policies, together with an explanation of the applicant's/agent's opinions that the development complies with these policies;• An explanation of the applicant's/agent's opinions that the proposed dwelling is required because there are special circumstances, and an essential need, for the rural worker concerned to live at or near their place of work in the countryside and why this need cannot be fulfilled by any existing accommodation or dwelling on or close to the business premises which may be suitable and available for the occupation of the worker concerned;• In the case of applications for new <u>permanent</u> dwellings, the most recent consecutive three years' full business accounts, as evidence of the firm establishment, profitability, financial soundness, viability and sustainability of the business, and in the case of applications for <u>temporary</u> dwellings (which will be appropriate where the business enterprise is new and evolving), financial evidence to show that the business has been planned on a sound financial basis;• Plans at a suitable scale to show the extent of the operational land and buildings <p>In sensitive cases, a similar statement may be required with applications for new rural buildings that would have a significant impact on the landscape and/or the environment.</p>	
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<p>Planning obligations</p>	<p>Certain types of development are required to mitigate their impact on the wider community, environment or economy by providing financial or physical contributions or by obliging the developer, or others, to carry out certain actions.</p> <p>SHDC and WDBC triggers for obligations vary and advice should be sought and/or specific policies consulted to determine what will be required.</p> <p>Planning obligations may be required for a wide range of mitigating measures for development proposals where planning conditions cannot suffice. Where possible, a written draft of the obligations, preferably a fully drafted legal agreement, should be submitted with the application.</p> <p>Planning applications for new dwellings that exceed the thresholds outlined above/in the applicable policies must provide Heads of Terms (HoT) that should have addressed the policy requirements. It will be of assistance in determining the application in a timely fashion if the proposed contributions have been reviewed by the appropriate consultee with regard to affordable housing, open space, sports and recreation, education and transport. For example, an affordable housing contribution must be offered in the Heads of Terms accompanying a planning application and it will be helpful if a copy of written confirmation from the Council Housing team stating their position on the offer, positive or otherwise. In the case of open space, sports and recreation contributions, the views of the Council Nature, Environment and Recreation team are required and for education and transport, Devon County Council officers could have offered a written view.</p> <p>Whilst there are specific thresholds set out for residential development and commercial for when planning obligations apply, other forms of development may also require mitigation controlled by a legal agreement and the Heads of Terms must be clearly laid out in writing as part of any application, preferably with the written views of any stakeholder or party included.</p> <p>When submitting Heads of Terms or a draft legal agreement to the Local Planning Authority, the applicant is required to provide full details of their legal representative.</p>	
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<p>Ecology</p>	<p>Trigger: All applications (including Listed Building Consent)</p> <p>All applications must be accompanied by a completed Wildlife Trigger Table which can be found below and on the Council’s website. If the proposal results in a ‘yes’ to any of the questions on the Wildlife Trigger Table you must include a Preliminary Ecological Appraisal (PEA) (for which there is also guidance on the website, and see also CIEEM Technical Guidance Series at http://www.cieem.net/technical-guidance-series-tgs-) with your application.</p> <p>This type of appraisal can be carried out at any time of the year but must be produced by an appropriately qualified and experienced ecological consultant. A PEA is a preliminary assessment of the likely impacts of a proposed development on protected species and habitats. A PEA can help the project proposer and Local Planning Authority to agree the appropriate scope of any subsequent impact assessment or determine that ecological issues will not be significant in determining the application. If the PEA does not identify any significant ecological effects, the requirement for mitigation or further surveys then it can be submitted as a standalone document. If impacts are identified, and mitigation or further surveys are required, then these must be submitted as part of an Ecological Impact Assessment (EclA).</p> <p>If the PEA recommends further Protected Species Surveys, these must be provided with the application and will be required to validate the application. Some Protected Species Surveys can only be carried out at specific times of the year, and this may need to be factored in to the planning of your development proposal.</p> <p>Further information to assist applicants, agents and ecological consultants with the application is available on the Councils’ websites. Where an EclA is submitted including proposed mitigation, compensation or enhancements for wildlife, these should be included and reflected on any submitted plans. <i>In some exceptional cases a PEA may not be required. If following consultation and provision of evidence by the applicant at the pre-application stage, the LPA has stated in writing that no PEA is required, this can be submitted with the application for validation.</i></p> <p>A PEA will be required if the proposal:</p> <ol style="list-style-type: none"> 1) Involves demolition of a building 2) Involves works to a roof, roof space, weather boarding or hanging tiles e.g. loft conversion, roof raising, extensions. 3) Involves works to a quarry or built structures such as bridges, viaducts, aqueducts, tunnels, mines, kilns, ice houses, military fortifications, air raid shelters, cellars and similar underground ducts and structures. 4) Involves the development of (a) wind turbine(s), including domestic turbines. 5) Will illuminate / cause light spill onto, a church, listed building, woodland, field hedge, pasture, watercourse, water body, tree line or a known bat roost. 	
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	<p>6) Impacts on a watercourse, intertidal area or standing open water (e.g. ponds, Reed beds) excluding ornamental garden ponds.</p> <p>7) Removes, or moves, part / all of a native Devon hedge or line of trees (excluding domestic hedges unless > 10m being removed).</p> <p>8) Is within, or may impact on (including impacts on hydrology), a woodland or a substantial area of scrub connected to a woodland or hedge.</p> <p>9) Involves surgery to or felling of a mature tree with obvious holes, cracks or cavities, dense ivy, deadwood, bird / bat box (i.e. features which may be a bat roost).</p> <p>10) Involves removal of tussocky (rough) grassland, wet grassland, flower rich grassland or heathland All applications except Householders will also need to provide PEA's if the proposal:</p> <p>11) Is within or immediately adjacent to a designated wildlife site (Special Areas of Conservation, Special Protection Area, Sites of Special Scientific Interest, County Wildlife Site, Local Nature Reserve, Special Verge).</p> <p>12) Involves lighting or removal of a tree line, woodland, hedges, pasture within a Greater Horseshoe Bat consultation zone (<i>please ask the LPA during pre-app discussions</i>).</p> <p>13) Site is known to support an invasive species such as Japanese Knotweed.</p> <p> Wildlife Trigger Table.pdf</p>	
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<p>European Protected Sites</p>	<p>Trigger: Any application likely to have an adverse significant impact on a European Protected Site (Special Protection Area or Special Area of Conservation) must be accompanied by a document entitled <i>‘Evidence to inform a Habitats Regulations Assessment.’</i> This document should consider the probability or risk that the proposal will have significant effects on the conservation objectives of the protected sites either alone or in combination with other plans or projects.</p> <p>European Protected Sites in West Devon:</p> <ul style="list-style-type: none"> • Plymouth Sound and Estuaries SAC • Tamar Estuaries Complex SPA • Dartmoor SAC • Culm Grasslands SAC <p>European Protected Sites in South Hams:</p> <ul style="list-style-type: none"> • Plymouth Sounds and Estuaries SAC • Tamar Estuaries Complex SPA • Dartmoor SAC • South Hams SAC • Lyme Bay and Torbay SAC • Start Point to Plymouth Sound and Eddystone SAC <p>Where there is a likelihood of an adverse significant impact on a European Protected Site, the Local Authority will undertake an ‘Appropriate Assessment’ (informed in part by the evidence supplied with the application) and consult Natural England on the Assessment and project before coming to a decision on the planning application. The Local Planning Authority must <i>‘ascertain that the proposal will not have an adverse effect on the integrity of the site before it may grant permission.’</i></p> <p>NB – All new development within a Zone of Influence around the Tamar European Marine Site (Plymouth SAC and Tamar SPA) must contribute towards mitigating the recreational impact of development on the Site. This mitigation can be by way of a financial contribution (secured in a s106 agreement) towards mitigation measures undertaken by the Tamar Estuaries Consultative Forum. Contribution amounts are given below (these will be updated when the Habitats Regulation Assessment of the Joint Local Plan is completed):</p>	
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	Dwelling size	Average persons	Contribution per dwelling	
	1 bedroom	1.33	£17.16	
	2 bedroom flat	1.86	£23.99	
	2 bedroom house	2.45	£31.60	
	3 bedroom	2.63	£33.93	
	4 bedroom	2.85	£36.76	
	5 bedroom	3.13	£40.38	
	(Per bed space for other residential - £12.90)			
European Protected Species	<p>Trigger: If your proposal is likely to impact on a European Protected Species (e.g. bats, dormice) you may also need to obtain a Natural England Licence after you have secured planning permission.</p> <p>While the Council does not grant licences itself, the Council is required to take an opinion on whether a licence will be required (i.e. is the proposed development likely to result in an offence against a protected species), and the likelihood of Natural England subsequently granting a licence. Complete survey information, consideration of impacts and appropriate mitigation and/or compensation will be required with the planning application to inform this consideration. Further advice can be given as required and for further information, visit: http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx</p> <p>Useful information: Where the location of the development has potential to impact upon greater horseshoe bat habitat associated with the South Hams SAC, the following guidance provides advice on the types of development likely to trigger the need for greater horseshoe bat survey: https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</p>			



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<p>Geology</p>	<p>Trigger: All applications EXCEPT householders will need to submit a geological report if the application impacts on a geological Site of Special Scientific Interest or County Geological Site (RIGS).</p> <p>To find out if your site is in or near a designated site look on http://gis.devon.gov.uk/basedata/viewer.asp?DCCService=greeninfra or ask the LPA or Devon Biodiversity Records Centre www.dbr.org.uk (inc. a small charge).</p> <p>For County Geological Sites (RIGS) see also: www.devonrigs.org.uk/07DevonSites.html</p>	
<p>Geo-technical survey and design</p>	<p>The planning authority reserve the right to request this.</p> <p>This is required where it is known or suspected that the land to be built on is unstable or potentially unstable and this requires a specialist investigation and assessment to determine the stability of the ground and to identify any remedial measures required to deal with the instability.</p> <p>This section lists the different types of supporting information that might be required to support an application. Specific requirements will be highlighted during any pre-application discussions. If appropriate, the information may be reserved by condition(s). Proposals will be expected to accord with our policy requirements relating to sustainable construction and design.</p>	
<p>Structural Survey</p>	<p>For change the use of a building/s where physical works are required.</p> <p>In these applications it is important to establish that the structure of the building is adequate to meet the needs of the new use without significant structural works to the building. This is especially important with barn conversions where it is essential that the traditional appearance of the barn is kept but is safe for human occupancy.</p>	

<p>Hazardous Installations Risk Assessment</p>	<p>Trigger: All applications involving hazardous installations should be accompanied by a Risk Assessment.</p> <p>This should be undertaken by a suitably qualified and competent person/organisation. The following information is required:</p> <p>An assessment of the relevant risks the development would incur. How these risks will be mitigated.</p> <p>Additional information:</p> <ul style="list-style-type: none">• Government guidance is contained in its Planning Practice Guidance: https://www.gov.uk/guidance/hazardous-substances• Details of existing notifiable sites and pipelines are available from the Planning Department• Contact the Health & Safety Executive: http://www.hse.gov.uk/	
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<p>Lighting Impact Assessment/scheme</p>	<p>Triggers:</p> <ul style="list-style-type: none"> • All detailed major planning applications require a lighting scheme or statement • All proposals to install external illumination • Where a light sensitive development is being proposed or in an area with an already established ambient light source • All proposals involving the provision of publicly accessible developments in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where lighting would be provided or made necessary by the development • Significant floodlighting proposals may require a Lighting Impact Assessment <p>The Lighting Impact Assessment should be undertaken by a suitably qualified and competent person/organisation and should include:</p> <ul style="list-style-type: none"> • The type of light fixing (e.g. wall mounted or free-standing columns, lantern wattage and manufacturer), • The level of illumination and spread including light spill and sky glow ratios. Predicted luminance on neighbouring land must be clearly shown in relation to surrounding premises, especially where it affects residential living conditions. • A site layout indicating the location of lighting units and a lux contour map, • A statement of the proposed hours of usage. <p>Additional Guidance: ‘Guidance Notes for the Reduction of Light Pollution’ (The Institution of Lighting Engineers, 2000):</p> <p> SPG Lightpollution 2002.pdf</p>	
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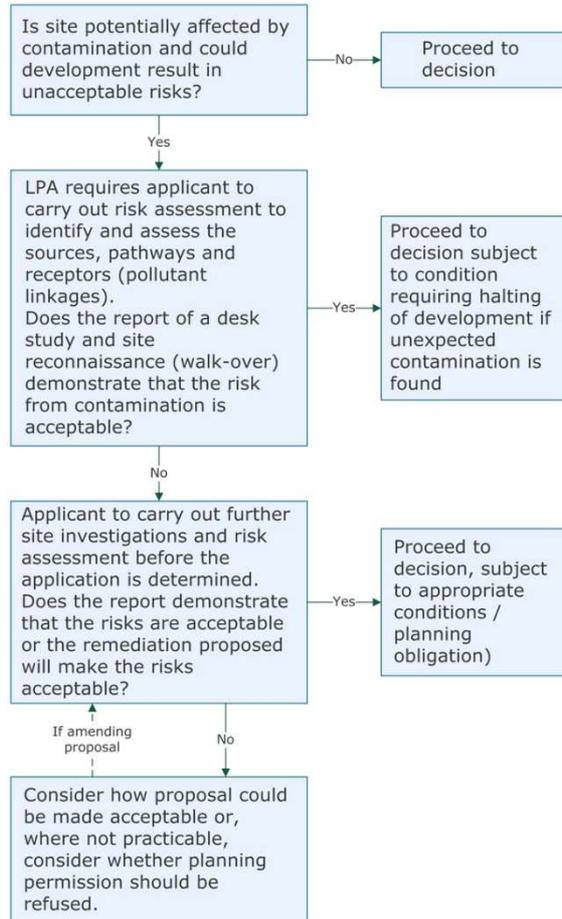
<p>Odour Statement</p>	<p>Trigger: Required where the development is in immediate proximity to an odorous activity or the proposals involve the introduction of or changes to an odorous activity.</p> <p>Common sources of odour:</p> <ul style="list-style-type: none"> • Sewage treatment • Food Processing and commercial kitchens • Paints and solvents • Animals, livestock and poultry • Spreading or storage of slurry/sludge • Slaughter Houses/abattoirs and rendering plants • Industrial/chemical processes <p>The assessment should indicate how odour from the source is/will be adequately managed so that it does not have an overly negative impact on sensitive receptor amenity.</p> <p>Additional Guidance:</p> <p>Odour Guidance for Local Authorities, DEFRA, 2010</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69305/pb13554-local-auth-guidance-100326.pdf</p>	
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<p>Contaminated Land Survey</p>	<p>As a minimum requirement, outline and full plan applications for sensitive end uses (including residential, nursing / care home, schools and hospitals) may require a Contamination Statement. This might also be necessary for other uses depending on the nature of the development proposed. The requirement for a statement is as outlined in the requirements of the 1app form and is a National Planning Validation criterion.</p> <p>If any of the 3 questions below (taken directly from the 1App full planning application form) have resulted in ‘yes’ :</p> <p>Does the proposal involve any of the following?</p> <p><i>1. Land which is known to be contaminated?</i> This would include a development on land which has known contamination or on land which is known to be affected by contamination, for example a site on an ex-landfill site, industrial sites known to have stored chemicals etc.</p> <p><i>2. Land where contamination is suspected for all or part of the site?</i> This would include a development on or near land which has had a previous potentially contaminative use, but there is no actual knowledge of land contamination issues. Further information on potential contaminative activities can be found in the <i>Department of Environment Industry Profiles</i>. (DoE, 1995). For example - railway sidings, ex-car parking sites, barns used for fertilizer storage.</p> <p><i>3. A proposed use that would be particularly vulnerable to the presence of contamination?</i> A proposed use that will be particularly vulnerable or sensitive to the presence of contamination would include, (but not restricted to) any residential building, schools, nurseries, allotments, orchards and residential garden areas. For residential buildings, this will include any development of one dwelling or more, while extensions or conservatories will be excluded, unless there is a specific known land contamination issue. It should be noted that contamination is not just restricted to land with previous industrial use; it can occur on green field sites as well as previously developed land.</p> <p>If the answer to any of the above questions is ‘Yes’, then an appropriate Contamination Statement must be submitted with the planning application.</p> <p>Where relevant, the following information is required in a contamination statement and the results of each stage should be submitted with the application:</p> <p>The Council will be considering not only the previous land use for the site in question, but any potentially contaminated land within the vicinity of the site that may pose a risk to the future use of the site.</p> <p><i>(continued over page)</i></p>	
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	<p>Any contaminated land survey will need to assess the impact of the development proposal on controlled waters, in addition to any human health impacts.</p> <p>Sources of information for this purpose are listed below, alternatively you may wish to pay for an Environmental Search to be undertaken by a private company:-</p> <ul style="list-style-type: none"> • Historical Ordnance Survey Maps - Local Libraries • Trade Directories - Local Libraries/ Museums • Waste Disposal Licences - The Environment Agency • Discharge consents to controlled waters - The Environment Agency • Dedicated sites for the disposal of sludge - South West Water • Hazardous Substances Consents - Environment agency • Radioactive Substances - Environment Agency • Authorisations under Environmental Protection Act 1990 (as amended) <ul style="list-style-type: none"> ○ Local Authority/ Environment Agency • Register of scrap dealers - The Environment Agency • Register of planning permissions -Local Planning Authority • Aerial and Satellite photography - Various Sources • Historical information - Local Societies/ People <p>We will also want to see a number of photographs of the site, which will be used to help determine whether there is any unrecorded contamination on the site. Where contamination is found or suspected further assessment may be needed, and it would be appropriate at this stage to contact the Council's Environmental Health department about what information they may hold about the site including whether any previous remediation has been undertaken. However at this stage should contamination be found it would probably be appropriate to obtain the services of a suitably qualified contaminated land specialist to provide advice and assessment of the risk to your proposed development, this additional information may be required prior to validation of the application in accordance with the National Planning Practice Guidance note, see flow diagram over the page.</p> <p>Additional guidance:</p> <p>When considering planning applications, Local Planning Authorities are under a duty to take account of whether a site may be contaminated. They must be satisfied that planning permission can be granted on land use grounds taking full account of environmental impacts. Where relevant, developers are required to deal with contamination in a manner appropriate to the intended after use of the land. Developers and their agents should therefore provide as much information as possible, and it is recommended that they discuss the issue with the Council's Environmental Protection.</p> <p><i>(continued over page)</i></p>	
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Team (Contaminated Land) before submitting an application:

<http://www.southhams.gov.uk/article/1704/Contaminated-Land>

<http://www.westdevon.gov.uk/article/2517/Contaminated-Land>

Contact the Environment Agency. The Environment Agency provides guidance on ways to assess risks from land contamination and on ways to remediate land where necessary: <http://www.environment-agency.gov.uk/>

National Planning Practice Guidance notes:

<http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>



<p>Noise Impact Assessment</p>	<p>Trigger: Where sensitive developments (such as residential uses) are to be situated close to existing sources of noise, or where proposals will generate significant noise levels (such as industrial uses or wind turbines).</p> <p>All planning and reserved matter applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustic engineer.</p> <p>Trigger: Applications for development that have the potential to generate new sources of noise and will have an impact on existing land uses. Not only large industrial buildings; smaller developments where the final building may, for example, be used with power tools, or to house air conditioning/refrigeration units.</p> <p>Applications for noise sensitive developments such as new housing may also require such a survey to demonstrate that the amenity to the users of such a development will not be by affected existing levels of noise.</p> <p>These proposals should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.</p> <p>The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues. Where noise is likely to be an issue, applicants are advised to contact the Council’s Environmental Health Officer prior to the submission of a planning application.</p> <p>Wind turbines and renewable energy projects: Please see the additional Council’s Renewable Energy Guidance on submission requirements.</p> <p>Additional guidance:</p> <p>Noise Impact Assessments must have regard to the following guidance where applicable to the development:</p> <ul style="list-style-type: none"> • BS8233 Sound insulation and noise reduction for buildings code of practice • BS5228-1:2009 Code of practice for noise and vibration control on construction and open sites • BS4142: 1997 Method for rating industrial noise affecting mixed residential and industrial areas • ETSU-R-97 1996 The Assessment and Rating of Noise from Wind Farms • Institute of Acoustics Guidance 	
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<p>Air Quality Assessment</p>	<p>Trigger:</p> <p>Stage 1: If the development involves any of the following proceed to stage 2:</p> <ul style="list-style-type: none"> • Development involves the building of 10 or more residential units or a site area of more than 0.5 Ha • More than 1000m² of floor space for all other uses or a site area greater than 1Ha <p>And</p> <ul style="list-style-type: none"> • The development has more than 10 parking spaces • The development will have a centralised energy facility or other centralised combustion process <p>Stage 2: Indicative criteria for requiring an air quality assessment:</p> <table border="1" data-bbox="320 976 1300 1975"> <thead> <tr> <th data-bbox="320 976 820 1099">The development will:</th> <th data-bbox="820 976 1300 1099">Indicative Criteria to Proceed to an Air Quality Assessment ^a</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1099 820 1397">1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors. (LDV = cars and small vans <3.5t gross vehicle weight).</td> <td data-bbox="820 1099 1300 1397">A change of LDV flows of: <ul style="list-style-type: none"> • more than 100 AADT within or adjacent to an AQMA • more than 500 AADT elsewhere. </td> </tr> <tr> <td data-bbox="320 1397 820 1695">2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight).</td> <td data-bbox="820 1397 1300 1695">A change of HDV flows of: <ul style="list-style-type: none"> • more than 25 AADT within or adjacent to an AQMA • more than 100 AADT elsewhere. </td> </tr> <tr> <td data-bbox="320 1695 820 1809">3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.</td> <td data-bbox="820 1695 1300 1809">Where the change is 5m or more and the road is within an AQMA.</td> </tr> <tr> <td data-bbox="320 1809 820 1975">4. Introduce a new junction or remove an existing junction near to relevant receptors.</td> <td data-bbox="820 1809 1300 1975">Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.</td> </tr> </tbody> </table>	The development will:	Indicative Criteria to Proceed to an Air Quality Assessment ^a	1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors. (LDV = cars and small vans <3.5t gross vehicle weight).	A change of LDV flows of: <ul style="list-style-type: none"> • more than 100 AADT within or adjacent to an AQMA • more than 500 AADT elsewhere. 	2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight).	A change of HDV flows of: <ul style="list-style-type: none"> • more than 25 AADT within or adjacent to an AQMA • more than 100 AADT elsewhere. 	3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.	Where the change is 5m or more and the road is within an AQMA.	4. Introduce a new junction or remove an existing junction near to relevant receptors.	Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.	
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<p>5. Introduce or change a bus station.</p>	<p>Where bus flows will change by:</p> <ul style="list-style-type: none"> • more than 25 AADT within or adjacent to an AQMA • more than 100 AADT elsewhere. 	
<p>6. Have an underground car park with extraction system.</p>	<p>The ventilation extract for the car park will be within 20 m of a relevant receptor.</p> <p>Coupled with the car park having more than 100 movements per day (total in and out).</p>	
<p>7. Have one or more substantial combustion processes, where there is a risk of impacts at relevant receptors.</p> <p>NB. this includes combustion plant associated with standby emergency generators (typically associated with centralised energy centres) and shipping.</p>	<p>Typically, any combustion plant where the single or combined NO_x emission rate is less than 5 mg/sec^a is unlikely to give rise to impacts, provided that the emissions are released from a vent or stack in a location and at a height that provides adequate dispersion.</p> <p>In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.</p> <p>Conversely, where existing nitrogen dioxide concentrations are low, and where the dispersion conditions are favourable, a much higher emission rate may be acceptable.</p>	

	<ul style="list-style-type: none">• We may also require an assessment where the development is close to a heavily trafficked road, with emissions that could give rise to sufficiently high concentrations of pollutants (in particular NO₂), that would cause unacceptably high exposure for users of the new development; and• The presence of a source of odour and/or dust that may affect amenity for future occupants of the development. <p>Developers should contact the Environmental Health team at as early a stage as possible to scope the level of assessment required.</p> <p>All assessments should be carried out in accordance with the latest guidance from the Institute of Air Quality Management available from http://iaqm.co.uk/guidance/#wpfb-cat-10.</p>	
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<p>Landscape and Visual Impact Appraisal (LVIAp)</p>	<p>Trigger: All applications that may result in adverse impacts on landscape or townscape character and/or visual amenity.</p> <p>Any development that is likely to have a significant impact on the surrounding landscape and/or townscape character will need supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts. For further guidance on which types of development require an assessment please refer to the Landscape and Visual Impact Assessment Matrix which is available below.</p> <p>The assessment work should be proportionate to the development it is assessing, and could range from a full assessment including photomontages, to a short, focussed appraisal of the impacts on a certain characteristic or view. It is recommended that any landscape and visual assessment work is carried out by a qualified landscape professional in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition 2013 (GLVIA3) LI/IEMA. Any viewpoints to be assessed should be agreed with the local planning authority prior to carrying out the assessment.</p> <p> Matrix for LVIA.docx</p>	
<p>Landscape Scheme</p>	<p>Trigger: All applications that result in adverse impacts on landscape or townscape character and/or visual amenity, including developments that result in the loss of existing landscape features, are visually prominent in the local or wider landscape or result in changes to field patterns.</p> <p>Landscape proposals should be proportionate to the development that they are supporting. Landscape proposals should respect and respond to existing landscape features and characteristics, seeking to fully mitigate any adverse landscape or visual effects resulting from a proposed development and creating a high quality site environment.</p> <p>For full and outline applications, submissions should be supported by an Outline Landscape Scheme showing general approaches to landscape treatments, and an outline plan for the establishment and ongoing management of the proposals. Full landscape details would then be sought by condition if approved.</p> <p>For Reserved Matters applications, submissions will normally need to be supported by a fully detailed Landscape Scheme.</p> <p>Where there are requirements for biodiversity mitigation / compensation / enhancement measures on a site (generated from the EclA) these should be incorporated in a combined Landscape and Ecological Management Plan (LEMP).</p>	



<p>Tree/Hedge Survey</p>	<p>Trigger: Where there are trees and/or hedges within the application site or on land adjacent to it that could influence or be affected by the development (including street trees).</p> <p>Information will be required on the condition and quality of the trees and/or hedges, which trees and/or hedges are to be retained and how the design and implementation of the scheme makes provision for their protection.</p> <p>For the purposes of a planning application the following information may be required:</p> <ul style="list-style-type: none"> • A Tree/Hedge and Topographical Survey. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). • A Tree/Hedge constraints plan. This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area. • An Arboricultural Impact Assessment and Tree/Hedge Protection Plan. This is essentially a design statement for trees/hedges. It demonstrates how important arboricultural considerations are addressed (see section 5 of BS 5837) within the design. • Arboricultural Method Statement. This demonstrates how trees/hedges will be protected in relation to the finalised design. It may be as simple as a position and specification for tree/hedge protection fencing or contain complicated method statements and engineering drawings (see section 6 of BS 5837). 	
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<p>Green Infrastructure Plans and Statements</p>	<p>Trigger: Green Infrastructure (GI) Plans and Statements will be required for all developments where existing Green Infrastructure assets are likely to be significantly affected or there is a significant opportunity to enhance, link or create GI assets. This will apply to most major built development proposals, some major changes of use and some minor built development proposals.</p> <p>GI Plans and Statements can form part of the Design and Access Statement.</p> <p>The developer should provide the following:</p> <ul style="list-style-type: none"> • A plan showing existing GI assets on and adjacent to the proposed development site and GI constraints and opportunities for the proposed development. • A statement detailing the way in which GI has been incorporated into the proposed development masterplan, drawing on the constraints and opportunities information above. The statement should explain how the proposed GI assets in the development masterplan link to the wider GI network. • The final development masterplan showing the proposed GI to be incorporated into the development proposals. <p>Additional Guidance:</p> <p>GI is defined in the National Planning Policy Framework as <i>“a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities”</i>.</p> <p>GI also includes water and wetland features including ponds, streams, rivers and estuaries, which are sometimes referred to as ‘blue’ infrastructure. Public rights of way and linear features such as rivers can provide important connecting corridors between green infrastructure assets for both people and wildlife. A comprehensive list of GI assets can be found on page 4 of the Landscape Institute’s 2009 Position Statement which can be accessed at http://www.landscapeinstitute.org/PDF/Contribute/GreenInfrastructurepositions_tatement13May09.pdf</p>	
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<p>Open Space, Sport and Recreation (OSSR) Statement</p>	<p>Open Space, Sport and Recreation (OSSR) Statements will set out how existing OSSR will be affected by the development proposal and/or where new OSSR provision is triggered by development. These statements can be integrated into the Planning Statement or Design and Access Statements.</p> <p>Trigger: Will be required in the following circumstances:-</p> <p>i) Where the proposal includes loss of OSSR in which case the statement must:</p> <ul style="list-style-type: none"> • Assess harm to character and openness of local area • Assess whether there is existing excess of provision locally and demonstrate how there will be no shortfall in the plan period • Demonstrate how the community will gain greater benefit from the provision of suitable alternative OSSR areas nearby <p>ii) And/ or where the proposal triggers the following:</p> <ul style="list-style-type: none"> • In South Hams where the development consists of two or more dwellings or 1000m³ of retail, commercial and service development; or • In West Devon where the development consists of ten or more dwellings. <p>In both districts, this element of the statement must provide initial details of proposed on site facilities (and the measures for long term maintenance and management) and/or proposed arrangements for off-site financial contributions to new or improved facilities related to the development.</p>	
<p>Waste Statement</p>	<p>Trigger: For all major development and schemes that require a significant amount of ground engineering or demolition.</p> <p>To meet the requirements of Policy W4 of the Devon Waste Plan, the applicant must provide an assessment of the types and quantities of the wastes that are likely to be generated during the construction stage and following occupation of the development. A strategy for sustainable management of the waste materials, including waste from the demolition, excavation and construction processes, must be set out prioritising reduction, reuse or recycling of the material before landfill disposal is considered. For this reason, the waste statement may tie in to any landscape scheme or contamination statement being submitted as part of the application.</p> <p>The waste audit statement must also describe how waste will be handled and moved during the operational phase of the development, i.e. when the development is occupied, for example showing bin stores or composting arrangements, bin collection points and bin lorry turning heads.</p>	

	<p>Devon County Council has prepared a Supplementary Planning Document providing guidance on preparation of waste audit statements, which can be found on its website here. For further information see the ‘Guidance for developers of residential sites waste collections and street cleaning’ on the District/Borough Council website.</p>	
<p>Playing Field Statement</p>	<p>Trigger: Planning applications affecting playing field land.</p> <p>Please see Advice note below:</p>  <p>Sport England Information Require</p>	
<p>Structural Survey</p>	<p>Trigger: Where the proposed development is to convert a building in the countryside into a dwelling, a structural survey must be provided.</p> <p>The report should include: advice on how structurally sound the building is in its current state; whether the building is capable of conversion without significant extension, alteration or rebuilding, and; identifying the nature and extent of works that will be required to achieve the proposed development.</p>	
<p>Schedule of Works</p>	<p>Trigger: Listed Building Consents, and applications to convert a building in the countryside to a dwelling.</p> <p>A schedule of works should be provided to clearly show the extent of any repairs, demolition and rebuilding, and a supporting statement should be provided to describe the works proposed including, where relevant, the methodology, materials and techniques. The statement should also explain alternatives that have been considered and why the proposed approach is most appropriate.</p>	

Appendix A – GLOSSARY/JARGON BUSTER

Affidavit – a sworn statement of fact taken under oath or affirmation administered by a person authorized to do so by law

BRE365 - Soakaway Test Procedure

Building Regulations - Building Regulations or Standards define how a new building or alteration is to be built so that it is structurally safe, protected from risk of fire, energy efficient and has adequate ventilation for its purpose. An

application for Building Regulations approval is not advertised and only the person applying and the Local Authority are involved.

CDA – Critical Drainage Area

Critical Drainage Problem – areas of high potential for storm water quantity or quality

DCLG – Department for Communities and Local Government

DEFRA – Department for Environment, Food and Rural Affairs

EA – The Environment Agency

EIA – Environmental Impact Assessment

GDPO – General Development Permitted Order

Ha – Hectare

ICNIRP - International Commission on Non-Ionising Radiation Protection

Lawful Development Certificate - a procedure by which existing or proposed uses and other forms of development can be certified as lawful for planning purposes. An application has to be made to the local planning authority and there is a right of appeal against their decision.

LPA – Local Planning Authority

NPPF – National Planning Policy Framework

PD – Permitted development i.e. works which do constitute ‘development’ but which can be done without the need to apply for planning permission

PEA – Preliminary Ecological Appraisal

Planning Inspectorate (PINS) - is an executive agency of the Department for Communities and Local Government of the United Kingdom Government. It is responsible for determining final outcomes of town planning and enforcement appeals and public examination of local development plans.

Planning obligations - Planning obligations (also known as s106 agreements – of the 1990 Town & Country Planning Act) are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement – so this is something any future owners will need to take into account.

SHDC – South Hams District Council

SPD – Supplementary Planning Document (adopted material planning policy)

SWW Ltd – South West Water

WDBC – West Devon Borough Council

World Heritage Site - a natural or man-made site, area, or structure recognized as being of outstanding international importance and therefore as deserving special protection. Sites are nominated to and designated by the World Heritage Convention (an organization of UNESCO).

191 and 192 – refers to the two types of lawful development certificate. A local planning authority can grant a certificate confirming that:

- (a) an existing use of land, or some operational development, or some activity being carried out in breach of a planning condition, is lawful for planning purposes under section 191 of the Town and Country Planning Act 1990; or
- (b) a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the Town and Country Planning Act 1990.

APPENDIX B – ADDITIONAL AREAS OF INFORMATION

Private Water Supplies

Where an application for development includes the installation of a private water supply, applicants may wish to seek advice from the Council's Environmental Health service prior to the submission of an application.

In such applications where a private water supply is to be utilised it would be helpful if the applicant can demonstrate that the water serving the proposed development is 'wholesome' and that there is an adequate supply. Applicants should also demonstrate that the proposed development will not have a detrimental effect on other supplies already in use in the immediate area.

Applicants should demonstrate that the installation of any new supply, such as a borehole, will not have a detrimental effect on other supplies in use in the area, and that the water supply is fit for human consumption.

Onshore wind developments and community consultation

Applicants of onshore wind developments are advised that recent changes which came into force on 17/12/13 (<http://www.legislation.gov.uk/id/uk/si/2013/2932>.) have imposed a national requirement for development of 2 or more turbines or developments where the hub height of any turbine exceeds 15m to undertake pre-application consultation with the local community and any subsequent planning permission must be accompanied by particulars which show;

- a) How the applicant has complied with the need for community consultation
- b) Any responses to the consultation that were received
- c) How the applicant has taken account of these responses.

Application for Hedgerow removal notice - Applications Validation Document

N – indicates a requirement of the National List

L – indicates a requirement of the Local List.

Tick if enclosed

N	Application Form	Completed form, or the form set out in Schedule 4 to the Hedgerow regulations 1997.	
N	Plan	A plan which clearly shows the location and length of the hedgerow(s) to be removed. If possible, please provide a plan to a scale of 1:2500. Although a different scale can be used so long as it shows clearly the location and length of the hedgerows that you wish to remove. Note: If using an ordnance survey base for any plan, this must include the relevant license number.	
N	Evidence	Evidence of the date of planting.	

Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.

The following information may be useful to assist the Local Planning Authority when assessing and considering your application:

- Arboriculture Implications – arboriculturalist to assess and report on species, value and impact of removal significant.
- Biodiversity Survey and Report
- Landscape Details

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