

West Devon Council



West Devon
Borough
Council

Title:	Summons																														
Date:	Tuesday, 18th February, 2020																														
Time:	4.00 pm																														
Venue:	Chamber - Kilworthy Park																														
Full Members:	<p style="text-align: center;">Mayor Cllr Leech Deputy Mayor Cllr Mott</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Ball</td> <td style="width: 33%;">Cllr Moody</td> </tr> <tr> <td>Cllr Bolton</td> <td>Cllr Moyse</td> </tr> <tr> <td>Cllr Bridgewater</td> <td>Cllr Musgrave</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Pearce</td> </tr> <tr> <td>Cllr Coulson</td> <td>Cllr Ratcliffe</td> </tr> <tr> <td>Cllr Crozier</td> <td>Cllr Renders</td> </tr> <tr> <td>Cllr Davies</td> <td>Cllr Ridgers</td> </tr> <tr> <td>Cllr Daniel</td> <td>Cllr Samuel</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr Ewings</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Heyworth</td> <td>Cllr Spettigue</td> </tr> <tr> <td>Cllr Hipsey</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Wood</td> </tr> <tr> <td>Cllr Kemp</td> <td>Cllr Yelland</td> </tr> <tr> <td>Cllr Kimber</td> <td></td> </tr> </table>	Cllr Ball	Cllr Moody	Cllr Bolton	Cllr Moyse	Cllr Bridgewater	Cllr Musgrave	Cllr Cheadle	Cllr Pearce	Cllr Coulson	Cllr Ratcliffe	Cllr Crozier	Cllr Renders	Cllr Davies	Cllr Ridgers	Cllr Daniel	Cllr Samuel	Cllr Edmonds	Cllr Sellis	Cllr Ewings	Cllr Southcott	Cllr Heyworth	Cllr Spettigue	Cllr Hipsey	Cllr Vachon	Cllr Jory	Cllr Wood	Cllr Kemp	Cllr Yelland	Cllr Kimber	
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																														
Committee administrator:	Democratic.Services@swdevon.gov.uk																														

1. Apologies for Absence

2. Confirmation of Minutes

1 - 8

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 17 December 2019

3. 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.

If Councillors have any questions relating to predetermination, bias or interests in items on this Summons, then please contact the Monitoring Officer in advance of the meeting.

4. To receive communications from the Mayor or person presiding

5. Business brought forward by or with the consent of the Mayor

6. The Mayor or the person presiding to answer questions which people in West Devon can ask and to receive deputations or petitions under Council Procedure Rule 21

7. To consider (any) questions submitted under Council Procedure Rule 21;

8. To consider motions of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15:

(a) Proposed by Cllr N Jory:

`With immediate effect, this Council adopts the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism that reads as follows:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are

directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

(b) Proposed by Cllr J Yelland

“This Council will write to the Secretary of State for Transport, The Rt Hon Grant Schapps and the Prime Minister urging the government to set and announce the date for the re-opening of the railway line between Okehampton and Exeter as a matter of urgency.

OkeRAIL Forum has been lobbying central government since 2015 for the re-introduction of a regular daily passenger service between Okehampton and Exeter. The work that OkeRAIL Forum has undertaken has provided evidence of the demand for the service and the positive impact it would have directly on the wider area from North Devon to Cornwall. The benefits include the following:

- 1. The establishment of a complementary line to the Dawlish route which is seriously disrupted by severe weather on a regular basis. This will future proof and ensure resilience for the South West Peninsular.*
- 2. Reduce the reliance on the private car*
- 3. Improve air quality and reduce traffic congestion.*
- 4. Reduce the carbon footprint business owners, employers, residents and visitors to the area wishing to travel for work, education and/or leisure.*
- 5. Open up the South West to new investment in terms of job creation and business opportunities which will, in turn, stimulate the economy, increase productivity and reduce poverty.*
- 6. Instill confidence in those who wish to move to the area that access to the South West is sustainable.*

There is strong evidence from the community and stakeholders in the emerging Neighbourhood Plan for Okehampton and the Hamlets of the need for the railway line and WDBC’s Joint Local Plan fully supports it through Spatial Priority SP4 and Policy TTV13.”

- 9. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Unstarred Minutes which require approval:**

- i) Hub Committee**
Meeting held on 17 December 2019
- (ii) Invest to Earn Committee**
Meeting held 17 December 2019
- (iii) Development Management and Licensing Committee**
Meeting held on 7 January 2020
- (iv) Overview and Scrutiny Committee**
Meeting held on 14 January 2020
- (v) Audit Committee**
Meeting held on 21 January 2020
- (vi) Hub Committee**
Meeting held on 28 January 2020

Recommendations to agree:

HC 66 Revenue Budget Monitoring Report Quarter 3

That Council be **RECOMMENDED** to transfer £30,000 of the Homelessness Prevention under-spend into the Homelessness Prevention Earmarked Reserve at the end of the 2019/20 financial year.

HC 71 Pre Application Process in Planning

That Council be **RECOMMENDED** that the Pre-Application process, as detailed in Appendix 1 of the agenda report presented to the Hub Committee, be approved.

HC 72 Electric Charging Points

That Council be **RECOMMENDED** that:

- (i) the Council signs up to the collaboration agreement with Devon County Council for the installation of Electric Vehicle Charging Points;
- (ii) the potential sites where the Electric Vehicle Charging Point should be installed are as listed in paragraph 1.3 of the report;
- (iii) the Council enters into a lease with the appointed supplier for a 10 year period; and
- (iv) funding (£8,000) for the charging points is

obtained from the Car Park Maintenance Reserve.

HC 74 Future IT Procurement

That Council be **RECOMMENDED** that approval be given to the use of £65,000 from the IT Development Earmarked Reserve and £18,000 from the Budget Surplus Contingency Earmarked Reserve for the Future IT Project implementation.

HC 77 Reports of Bodies – Overview and Scrutiny Committee Meeting 14 January 2020: O&S 72: Safeguarding: Annual Update

That Council be **RECOMMENDED** to adopt the revised Safeguarding Policy (as attached at Appendix A of the presented agenda report to the Overview and Scrutiny Committee)

10. Revenue Budget Proposals for 2020-21	43 - 96
11. Capital Budget Proposals for 2020-21	97 - 112

Dated this 10th of February 2020

Sophie Hosking
Head of Paid Service

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Agenda Item 2

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **BUTCHERS HALL, 32 MARKET ROAD, TAVISTOCK** on **TUESDAY** the **17th** day of **DECEMBER 2019** at **4.00pm** pursuant to Notice given and Summons duly served.

Present

Cllr A F Leech – The Mayor (In the Chair)

Cllr T Bolton	Cllr A Bridgewater
Cllr R Cheadle	Cllr A Coulson
Cllr P Crozier	Cllr L Daniel
Cllr M Davies	Cllr C Edmonds
Cllr M Ewings	Cllr N Heyworth
Cllr S Hipsey	Cllr N Jory
Cllr C Kemp	Cllr P Kimber
Cllr C Mott	Cllr D E Moyse
Cllr C R Musgrave	Cllr T G Pearce
Cllr B Ratcliffe	Cllr M Renders
Cllr P J Ridgers	Cllr L Samuel
Cllr D K A Sellis	Cllr T Southcott
Cllr J Spettigue	Cllr P Vachon
Cllr L Wood	

Deputy Chief Executive
Monitoring Officer
Section 151 Officer
Director of Governance and Assurance
Director of Place and Enterprise
Corporate Procurement Officer
Senior Specialist – Democratic Services

CM 47 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K Ball, J B Moody and J Yelland.

CM 48 **DECLARATION OF INTEREST**

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

CM 49 **CONFIRMATION OF MINUTES**

It was moved by Cllr N Jory, seconded by Cllr L Samuel and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Council agree the Minutes of the 26 September 2019 Meeting and the 28 November 2019 Special Meeting as a true and correct record.”

CM 50

MINUTES OF COMMITTEES

a. Development Management and Licensing Committee – 29 October 2019

It was moved by Cllr T G Pearce, seconded by Cllr P Crozier and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 29 October 2019 meeting be received and noted”.

b. Audit Committee – 29 October 2019

It was moved by Cllr M Davies, seconded by Cllr P Crozier and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 29 October 2019 meeting be received and noted”.

c. Hub Committee – 5 November 2019

It was moved by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 5 November 2019 meeting be received and noted, with the exception of Unstarred Minutes HC 45 (part 3 only) and HC 48”.

In respect of the Unstarred Minutes:

i. HC 45 Budget Update Report 2020/21 to 2024/25

It was moved by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that, with effect from 1 April 2020, the Council Tax Support Grant be withdrawn from Town and Parish Councils by 100% as part of the budget setting process.”

ii. HC 48 Council Tax Reduction Scheme

It was moved by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council continue with the existing Council Tax Reduction Scheme for 2020/21 with no changes.”

d. Overview and Scrutiny Committee – 19 November 2019

It was moved by Cllr M V L Ewings, seconded by Cllr L Daniel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 19 November 2019 meeting be received and noted”.

CM 51

CLIMATE CHANGE UPDATE

Members considered a report that outlined progress in developing the Climate Change and Biodiversity Action Plan and proposals for progressing its implementation along with proposed targets for reducing carbon emissions both organisationally and across the West Devon Borough.

In his introduction, the Chairman of the Climate Change and Biodiversity Working Group informed that:

- a cost/benefit analysis would be undertaken on each of the actions contained within the Action Plan;
- the Council's own carbon footprint had now been calculated;
- it was vitally important that targets were aspirational, achievable and affordable; and
- there was a great deal of work to be undertaken by the Working Group (including the creation of a Climate Change and Biodiversity Strategy) and the Chairman wished to put on record his thanks for the hard work and commitment of both lead officers and Working Group Members.

In the ensuing debate, the following points were raised:-

- (a) It was confirmed that, such were the tight timescales associated with setting the 2020/21 Budget, that any potential significant budget implications arising from the Action Plan would feed into the 2021/22 Budget setting process. When looking at the cost/benefit analysis work that was to be undertaken, a Member emphasised the importance of consideration being given to how the Council would fund delivery of each of these actions;

Some Members proceeded to make reference to the ongoing budgetary pressures that were being faced by the Council and made the point that these were likely to be further exacerbated by delivering a number of the proposed actions that were contained within the Plan. These Members were therefore of the view that the Council would be facing some very difficult decisions in the upcoming months and years to ensure that it continued to deliver a balanced budget whilst addressing the Climate Change and Biodiversity Emergency;

- (b) Officers advised that the proposed additional staffing resource was to be a shared officer with South Hams District Council and would cost £25,000 each for the two authorities. Officers also informed that a key task for the postholder would be to submit grant applications in an effort to gain additional funding from Central Government towards the delivery of the Action Plan;
- (c) Assurances were given to Members that every effort was being made to avoid duplication of work between local authorities and other partner agencies (e.g. utility companies). When multi-agency meetings were held, officers stated that one of the recurring themes was to ensure that work was not being unnecessarily duplicated;
- (d) Such was the recognised need for support from Central Government, that an additional recommendation was **PROPOSED** and **SECONDED** as follows:-

'The Council actively lobbies both Central Government and its local MPs to improve the standard of infrastructure and new development and to introduce incentives to make our homes as energy efficient and clean as possible.'

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

- (e) With regard to the outcomes that were being generated from the Working Group, Members felt that it was important for the Overview and Scrutiny Committee to be in receipt of regular progress updates. As a result, it was requested that, when reviewing its Work Programme, the Overview and Scrutiny Committee consider scheduling in regular progress updates from the Working Group;
- (f) Having formally declared an Emergency, the importance of the Council displaying both leadership and ownership of the Climate Change agenda was reiterated by a number of Members.

It was then proposed by Cllr M Davies, seconded by Cllr S Hipsey and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that:

1. The Climate Change and Biodiversity Action Plan (as outlined at Appendix A of the presented agenda report) be adopted;
2. The content of the Council's first Greenhouse Gas Inventory (as outlined at Section 5 of the presented agenda report) be noted;
3. The Council aims to reduce its organisational carbon emissions (Scope 1, 2 and 3 emissions) to net-zero by 2030;
4. The Council commits to working with partners through the Devon Climate Emergency Response Group to aim to reduce the Borough of West Devon's carbon emissions to net-zero by 2050 at the latest;
5. The Council aims for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025;
6. The Climate Change and Biodiversity Working Group be requested to develop a Climate Change and Biodiversity Strategy to be brought back to Council for its approval at its 22 September 2020 meeting;
7. An update on progress against the adopted aims be brought back to Council on an annual basis; and
8. The Council actively lobbies both Central Government and its local MPs to improve the standard of infrastructure and new development and to

introduce incentives to make our homes as energy efficient and clean as possible.”

CM 52 SUSTAINABLE PROCUREMENT POLICY AND GUIDANCE

The Council considered a report that recommended that the draft Sustainable Procurement Policy (SPP) be adopted with its effectiveness being evaluated in a further six months’ time.

In the ensuing discussion, the Corporate Procurement Officer gave an assurance that the cost implications would remain a key consideration when making procurement decisions in line with the revised SPP.

It was then proposed by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and **”RESOLVED** that:

1. the Sustainable Procurement Policy (as attached at Appendix A of the presented agenda report) be adopted;
2. agreement be given to the six policies sitting under the ‘Responsible Procurement Strategy’ being replaced with the Sustainable Procurement Policy; and
3. a review be undertaken into the adopted Sustainable Procurement Policy in six months’ time.”

CM 53 UPDATED COMMERCIAL INVESTMENT STRATEGY AND UPDATED INVESTMENT STRATEGY

A report was considered that requested that Members approve the proposed amendments to the Commercial Investment Strategy and the Investment Strategy in order to enable the Council to invest (and to borrow to invest) in Renewable Energy.

In his introduction, the lead Hub Committee Member highlighted the proposed revisions to the Strategies and sought approval of an additional recommendation whereby the Section 151 Officer be granted delegated authority, in consultation with the Leader of Council to make any future minor amendments to these Strategies.

It was then proposed by Cllr C Edmonds, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and **”RESOLVED** that:

1. the updated Commercial Investment Strategy (as outlined at Appendix A of the presented agenda report) and the updated Investment Strategy (as outlined at Appendix B of the presented agenda report) be approved; and

2. delegated authority be granted to the Section 151 Officer, in consultation with the Leader of Council, to make any minor amendments to these Strategies.”

CM 54 COMMUNITY INFRASTRUCTURE LEVY

A report was considered that set out the purpose, timetable and key issues in respect of the proposal to introduce the Community Infrastructure Levy (CIL).

With no debate ensuing, it was then proposed by Cllr C Mott, seconded by Cllr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that:

1. the proposed consultation exercise on the Community Infrastructure Levy be approved; and
2. internal and external workshops be convened to discuss the evidence base prior to consultation.”

CM 55 OUTCOMES OF A POLITICAL STRUCTURES WORKING GROUP MEETING

The Council considered a report that presented the most recent series of recommendations from the Political Structures Working Group.

During discussion, reference was made to:-

- (a) the proposal to move Informal Council sessions from a Monday to a Tuesday. In highlighting the usefulness of these sessions, a number of Members welcomed the recommendation that would enable more Members to be able to attend in the future;
- (b) responses to the Member Survey. Some Members expressed their disappointment that only 14 Members had responded and urged their colleagues to complete future Surveys.

It was then proposed by Cllr L Samuel, seconded by Cllr R Musgrave and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that:

1. the status quo be retained in respect of the start times for Council and Committee meetings;
2. the Calendar of Meetings (to take effect from May 2020) programme Informal Council meetings on a Tuesday, providing that there are no clashes with scheduled Committee meetings; and

3. the Member Development Steering Group be asked at its next meeting on 7 January 2020 to advise on the training that would be appropriate to be delivered by Skype.”

CM 56 CALENDAR OF MEETINGS 2020/21

The Council considered a report that sought approval of the Calendar of Meetings for 2020/21.

In discussion, Members were thankful that the Calendar had been drafted well in advance to enable for them to make the necessary arrangements to ensure that they could attend relevant meetings.

It was then proposed by Cllr N Jory, seconded by Cllr M Ewings and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that the Calendar of Meetings for 2020/21 (as presented at Appendix A of the presented agenda report) be approved.”

CM 57 ANNUAL REVIEW OF HEALTH AND SAFETY POLICY STATEMENT

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

In discussion, the following points were raised:-

- (a) When questioned, officers advised that any identified Health and Safety breaches would be reported to Members as part of the annual report on staffing matters. In addition, if lead officers considered any breach to be particularly serious, then Members would be advised at the earliest opportunity;
- (b) In welcoming the inclusion of Members in the Policy Statement, a request was also made for a Health and Safety related training session to be added to the Member Learning and Development Plan.

It was then proposed by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that the revised Health and Safety Policy Statement (as outlined at Appendix A of the presented agenda report) be adopted and signed off by the Head of Paid Service and the Leader of the Council.”

(The Meeting terminated at 3.35 pm)

Mayor

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Agenda Item 9

At a Meeting of the **HUB COMMITTEE** held at the Butchers Hall, **TAVISTOCK** on **TUESDAY** the 17th day of **DECEMBER 2019** at **11.15 am**

Present: Cllr N Jory – Chairman
Cllr L Samuel – Vice Chairman

Cllr R Cheadle	Cllr C Edmonds
Cllr A F Leech	Cllr C Mott
Cllr T G Pearce	Cllr D K A Sellis

In attendance: Deputy Chief Executive
Director of Place and Enterprise
Section 151 Officer
Deputy s151 Officer
Finance Business Partner
Specialist Democratic Services

Other Members in attendance:
Cllrs M Davies, P Crozier; N Heyworth; C Kemp; R Musgrave; B Ratcliffe, P Vachon, L Wood

HC 53 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Moody.

HC 54 DECLARATIONS OF INTEREST

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

HC 55 MINUTES

The Minutes of the Hub Committee meeting held on 5 November 2019 were confirmed and signed by the Chairman as a correct record.

HC 56 HUB COMMITTEE FORWARD PLAN

Members were presented with the Hub Committee Forward Plan setting out items on the agenda for Hub Committee meetings for the next four months.

The contents of the Forward Plan were agreed.

HC 57 REVENUE BUDGET MONITORING REPORT Q2

Members were presented with a report that enabled them to monitor income and expenditure variations against the approved budget for 2019/20, and provided a forecast for the year end position.

The Lead Member for Performance and Resources introduced the report. Members agreed that the report indicated that the Council had operated responsibly throughout the year.

It was then **RESOLVED** that the forecast income and expenditure variations for the 2019/20 financial year and the overall projected underspend of £54,000 be noted.

HC 58 CAPITAL BUDGET MONITORING 2019/20 Q2

Members were presented with a report that advised them of the financial position as at 30 September 2019 for the purposes of budget monitoring. All capital projects were within the individual capital budgets approved by Members. The total capital budget for 2019/20 was £7,532,193 of which £312,047 had been spent to date (as set out in Appendix A).

The Lead Member for Performance and Resources introduced the report.

It was then **RESOLVED** that the contents of the report be endorsed.

HC 59 REVENUE BUDGET PROPOSALS FOR 2020/21

Members were presented with a report that set out the latest budget position for the Revenue Budget for 2020/21 and formally sought the views of the Overview and Scrutiny Committee on the presented budget proposals.

The Leader introduced the report and highlighted specific points for consideration. The Leader and s151 Officer responded to a number of questions of clarity. Members raised further points for consideration and asked for details on the use of the Member Locality Fund, whether the proposed new Economy Officer post could have performance targets, and the merits of the premium planning service.

It was then **RESOLVED**:

- (i) that the forecast budget gap for 2020/21 of £16,284 (a near balanced budget) and the position for future years (a projected £0.367 million budget gap in 2021/22) be noted,
- (ii) that the current options identified and timescales for closing the budget gap in 2020/21 and future years, to achieve long term financial sustainability be noted; and
- (iii) to request the views of the Overview and Scrutiny Committee on the Revenue Budget Proposals set out within this report for 2020/21.
- (iv) that the Hub Committee requests the views of the Overview and Scrutiny Committee on the Fees and Charges below which form part of the Revenue Budget Proposals for 2020/21:
 - (a) To approve the proposed Environmental Health charges in Appendix D.
 - (b) To approve the proposed unchanged fees and charges set out for Development Management in Appendix C.
 - (c) To approve that charges be introduced for the use of the existing electric charging points at Kilworthy Park.
 - (d) To approve the introduction of Proof of Life charges with immediate effect, once approval from Members has been received as set out in paragraph 5.13.
 - (e) To approve the changes to S257 Footpath Diversion Orders charges with immediate effect, once approval from Members has been received as set out in paragraph 5.14.
 - (f) To approve the proposals to increase charges to Parish and Town Councils for the emptying of dog waste and litter bins as set out in paragraph 5.15

- (g) To delegate authority to the Section 151 Officer and the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.

HC 60 CAPITAL BUDGET PROPOSALS

Members were presented with a report that set out the Capital Programme proposals for 2020/21 and formally sought the views of the Overview and Scrutiny Committee to the proposals.

The Leader introduced the report, and congratulated officers on the clarity of the report writing.

It was then **RESOLVED** that:

- 1) the following be noted
 - a) The Capital Programme Proposals for 2020/21, which total £910,000 (Appendix A)
 - b) The Capital Programme Proposals for 2020/21, which total £140,000 (Exempt Appendix C)
 - c) The proposed funding of the 2020/21 Capital Programme of £1,050,000 from the funding sources set out in Section 4.
- 2) the views of the Overview and Scrutiny Committee on the Capital Programme proposals for 2020/21 of £1,050,000 set out in this report and the proposals for the financing of the Capital Programme be requested.

HC 61 WRITE OFF REPORT

Members were presented with a report that informed them of the debt written off for revenue streams within the Revenue and Benefits service. Debts up to the value of £5,000 were written off by the s151 officer under delegated authority. Permission was sought to write off individual debts with a value of more than £5,000.

It was then **RESOLVED** that:

1. It be noted that, in accordance with Financial Regulations, the s151 Officer has authorised the write off of individual West Devon Borough Council debts totaling £40,006.71 as detailed in the appendices to the presented agenda report at tables 1 and 2; and
2. The write off of individual debts in excess of £5,000 (totalling £5,242.92) be approved.

(The meeting terminated at 12 noon)

Chairman

(NOTE: THESE DECISIONS, WILL BECOME EFFECTIVE FROM WEDNESDAY 27 DECEMBER 2019 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

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**MINUTES OF THE MEETING OF THE INVEST TO EARN COMMITTEE
HELD AT KILWORTHY PARK, TAVISTOCK ON 17 DECEMBER 2019**

MEMBERS

Cllr C Edmonds - Chairman

Cllr R Cheadle

Cllr L Samuel

Other Members in attendance:
Cllrs Crozier, Mott, Pearce and Sellis

Officers in attendance:
Section 151 Officer; Strategic Finance Lead; Strategic Director Place & Enterprise, Monitoring Officer, HOP Lead Finance and Specialist Democratic Services

IE.9/19 **DECLARATIONS OF INTEREST**

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

IE.10/19 **MINUTES**

The minutes of the meetings held on 3 September and 1 October 2019 were approved as a correct record.

IE.11/19 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED

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

IE.12/19 **BUSINESS CASE FOR INVESTMENT IN A SOLAR FARM**

Members were presented with an exempt report that sought approval of investment in a solar farm to be 50% owned by the Council, the commercial return for which would be from energy generated and sold to the national grid.

The Director of Place and Enterprise explained that the proposal was being re-presented to the Committee, in view of material changes that had arisen as a result of due diligence work undertaken. He and the s151 Officer responded to questions of clarity.

Points raised included the following:

- Updated energy prices had been considered and the market tested
- The proposal would have planning permission for 40 years
- There would be options at both the 20 year and 30 year point to address degradation
- Sensitivity analysis had been done and graphs included in the exempt Committee report

Questions included the following:

- Did the business case include an assumption built in that allowed for the impact on price from increased availability of solar power? In response, officers advised that price projections took this into account.
- Had the environmental impact of building the solar farm been taken into account? In response, Members were advised that whilst there was an impact from the construction, a landscape was then created by way of boundary treatment and the biodiversity system underneath the panels
- Should the Council impose the development on another area? In response, the officers confirmed that planning permission had already been granted, and the development of renewable energy aligned with national policy

Members discussed the following:

- How much the Council should charge itself for electricity
- Future energy prices being the biggest risk
- The detail of the loan arrangements
- The impact of a neighbouring power station
- Disposal costs at the end of the project
- How the Council would know that the energy was green
- Whether the return justified the borrowing

At the conclusion of this discussion, one Member summed up by stating that whilst the longer term projections were not such a concern, he still did have some concerns about the level of spend required to ensure due diligence. The Director of Place and Enterprise accepted that the risk was recognised, and set out the mitigation and likely spend at that point.

It was then:

RESOLVED

1. That the Invest to Earn Committee **RECOMMENDS** to the Head of Paid Service and Section 151 Officer approval of the investment to purchase 50% of shares in a solar farm SPV and subsequent development of 14MW capacity solar farm in accordance with the business case contained in the exempt appendices and the Terms of Reference of the Invest to Earn Committee; and

2. That, if any of the figures materially change on the completion of the full financial, legal and technical due diligence, then a further report was to be brought back to the Invest to Earn Committee prior to final sign-off of the investment.

(Meeting commenced at 3.45pm and concluded at 5.00pm).

Chairman

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At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **7th** day of **January 2020** at **10.00am**

Present:

Cllr J Yelland – Chairman

Cllr T G Pearce – Vice Chairman

Cllr R Cheadle

Cllr P Crozier

Cllr S Hipse

Cllr C Mott

Cllr D E Mo

Cllr B Ratcliffe

Cllr M Rend

Cllr P Vachon

Head of Development Management Practice (PW)
Development Management Senior Specialist

(AHS)

Development Management Specialists (OG)

Assets & Heritage Specialists (GL, LM)

Highways Officer (PT)

Solicitor (DF)

Specialist Democratic Services (KT)

Senior Case Officer, Democratic Services (KH)

Other Members also in attendance: Cllrs L Daniel, R Musgrave, N Heyworth, N Jory, J Spettigue, C Kemp, L Wood, D Sellis

***DM&L 23 DECLARATION OF INTEREST**

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

Cllr T G Pearce declared a personal interest in all applications by virtue of being a Member of the Devon Building Control Partnership. He remained in the meeting and took part in the debate and vote on the item.

Cllr S Hipse declared a disclosable pecuniary interest in application 3420/19/TPO – Ash – Sectional fell/dismantle - 21, Redmoor Close, Tavistock by virtue of being the applicant. He left the meeting for the duration of this item.

Cllr C Mott declared a personal interest in application 3154/19/HHO householder application for proposed two storey rear extension and replacement detached garage – 1, Morwellham, Tavistock by virtue of being a member of the Cornwall and West Devon Mining Landscape World Heritage Site Partnership Committee and she remained in the meeting and took part in the debate and vote thereon.

***DM&L 24 URGENT BUSINESS**

The Chairman advised that application 1084/19/OPA Woody Lane Field, Station Road, Meeth has been withdrawn.

***DM&L 25 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 29 October 2019 were confirmed and signed by the Chairman as a correct record.

***DM&L 26 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee proceeded to consider the applications that had been prepared by the Development Management Specialists and considered also the comments of the Town and Parish Councils together with other representations received, which were listed within the presented agenda report and summarised below, and **RESOLVED** that:

(a) Application No: 0600/2015 Ward: Exbourne

Site Address: Land opposite Higher Park, Iddesleigh

READVERTISEMENT (Revision – second glamping unit to now be a newly constructed unit in an alternative location within the site). Proposed use of two roadman units as holiday accommodation.

Case Officer Update: The case officer advised of 11 late letters of representation, 6 objecting and 5 supporting and a late letter from the Parish Council. The letters raised no new issues for consideration.

Speakers included: Supporter – Mrs Catherine Venn
Local Ward Member – Cllr Barry Ratcliffe

RECOMMENDATION: Refusal

COMMITTEE DECISION: Refusal

NB: This application was determined by the Chairman's casting vote.

(b) Application No: 2878/19/FUL Ward: Tavistock South East

Site Address: Whitchurch Methodist Church, Whitchurch Road, Tavistock. PL19 9EG

READVERTISEMENT (Revised Plans received to remove external roof terrace) Conversion and alterations of former chapel to 2 No. dwellings and associated works.

Case Officer Update:

Speakers included: Objector - Ms Helen Gregory
Town Council Representative – Cllr Ursula Mann
Ward Member – Cllr James Spettigue (also for Cllr Debo Sellis)

RECOMMENDATION: Conditional Approval

During discussion Members raised concerns regarding the exit from one property directly onto the highway. As a result an alternative recommendation was proposed seconded and on being put to the vote declared carried.

COMMITTEE DECISION: Delegate authority to the Head of Development Management in consultation with the Chairman to approve the application subject to receipt of satisfactory plans showing a blocked door and inclusion of a bollard, details to be agreed with Chairman and Ward Members.

Conditions:

Commencement;
Approved drawings;
Use of matching materials on external work;
Use of natural slates with hooks and copper nails.
Conservation Roof Lights;
Details of windows and doors to include materials, type of opening and Vents;
CEMP (pre commencement)
Obscure Glazing on south east elevation with inward opening 150mm above 2m;
Cycle and refuse provision.
Habitat Mitigation Scheme.
No use of roof as terrace.

NB: This application was determined by the Chairman's casting vote.

(C) Application Number: 3154/19/HHO Ward: Bere Ferrers

Site address: 1, Morwellham, Tavistock, PL19 8JL

Development: Householder application for proposed 2 storey rear extension and replacement detached garage (Resubmission of 2537/19/HHO

Case Officer Update:

Speakers included: Parish Council Representative - Cllr Kate Royston
Supporter – Mr Roger Backaller
Ward Member – Cllr Robin Musgrave

RECOMMENDATION: Refusal

COMMITTEE DECISION: Refusal

(d) Application Number 3420/19/TPO Ward: Tavistock North

Proposed Works: Ash die-back identified as risk to highway users by DCC/30/09/2019 (Highway Tree Safety Inspection Report ELM-HI-6887-16477). Recommends Sectional Fell/Dismantle.

**RECOMMENDATION: The Council grants consent for the felling of
T1 Ash**

COMMITTEE DECISION: Consent

***DM&L 27 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals. The Head of Development Management provided further details and responded to questions.

***DM&L 28 PLANNING PERFORMANCE INDICATORS**

The Committee noted the Planning Performance Indicators.

(The Meeting terminated at 12.45pm)

Chairman

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **14th** day of **JANUARY 2020** at **2.00 pm**.

Present:

Cllr M Ewings – Chairman
Cllr P Kimber – Vice Chairman

Cllr K Ball	Cllr T Bolton
Cllr A Coulson	Cllr L Daniel
Cllr N Heyworth	Cllr D Moyse
Cllr R Musgrave	Cllr B Ratcliffe
Cllr P Ridgers	Cllr T Southcott
Cllr J Spettigue	Cllr L Wood

Chief Executive
Deputy Chief Executive
Senior Specialist – Democratic Services
Devon County Council (DCC) representatives
and lead DCC Cabinet Member for Rail
Head of Place Making Practice
Section 151 Officer
Specialist – Community Safety, Safeguarding
and Partnerships
Specialist (Leisure) Assets

Also in Attendance:

Cllrs R Cheadle, P Crozier, C Edmonds, S Hipse, N Jory, T Leech, J Moody, C Mott, T Pearce, D Sellis, P Vachon and J Yelland

***O&S 64 APOLOGIES FOR ABSENCE**

Apologies for absence for this meeting were received from Cllr C Kemp.

***O&S 65 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny Committee held on 19 November 2019 were confirmed and signed by the Chairman as a true and correct record.

***O&S 66 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 these were recorded as follows:-

Cllr K Ball declared a personal interest in agenda item 7: 'A386/Rail Project' (Minute *O&S 68 below refers) by virtue of being:

- the Chairman of the Devon and Exeter Rail Forum;

- the Vice-Chairman of the Okehampton Rail Forum; and
- a fellow Devon County Council Conservative Group Member as the presenting lead Cabinet Member.

and remained in the meeting and took part in the discussion on this agenda item.

***O&S 67 PUBLIC FORUM**

The Chairman informed that one formal request had been received in accordance with the Overview and Scrutiny Procedure Rules from Mr Brian Lamb. At this point, Mr Lamb read the following statement to the Committee:

"I have some rail knowledge having been a member of the Devon & Cornwall Rail Partnership for 20 years and I have also assisted members of Devon County Council Rail Planning Team. It is fortunate that the County Council have expended vast sums on land purchases, environmental assessments and engineering surveys for the Tavistock line. Consequently it has been ready since 2016 to go forward for a Development Consent Order.

It is most encouraging that a National window appears to be opening with the Treasury £4.2 billion being allocated for the local public transport fund; a small part of which should support the reopening of the Tavistock and Okehampton Rail Lines.

However, this has to be supported by a business case, using the strength of Rail against car transport; the Tavistock draft timetables show journey times of under 30 minutes and this will bring in travellers to the new Dockyard Marine development and University (with about 22,500 students and staff,) it will still require bus connections at each end for other destinations. It will also have a huge influence on tourism in Tavistock in a similar way to the reopening of the Border Railway.

The cost has increased but it still compares with other rail schemes in the UK. For example, it will cost £30 million to repair two miles of embankment at Piddington, east of Bicester. Whether we need a track at the highest standard has been questioned, as has the expensive GRIP process of Network Rail, which can escalate costs.

I find it difficult to understand the track proposal, of a layer of tarmac, will take cycles and electric buses. It would have to be rebuilt to road standards, which are more expensive than rail and you will still have to rebuild two bridges, Tavistock platforms and modify Bere Alston Station with the new farm road that has been planned.

Changing vehicles at Bere Alston immediately loses all rail advantage. However, Light Rail or even use of the new 'D' trains (at half the normal cost should be investigated.) Remember the franchise document of GWR requires them to supply trains for both of our lines. It also means the use of local rail workshops with local replacements for vehicles out of action.

Madam Chair I am asking that you and your committee lead the Council, and the County Council, together with the Chamber of Commerce and aided by our M.P. who is already supporting both schemes, in a massive lobby to the DFT for allocation of the capital monies to the South West for our schemes. Otherwise traffic congestion, health along the A386 corridor and pollution of our towns will require far more drastic steps in the future.

In conclusion, 'we want our money and TAP27 is our slogan.'

During the ensuing discussion, reference was made to:-

- alternative fuel sources (e.g. hydrogen and battery power) being investigated by the rail industry; and
- 'TAP27' standing for 'Tavistock to Plymouth in 27 minutes'.

***O&S 68 DRAFT HUB COMMITTEE FORWARD PLAN**

It was noted that no prior requests had been received for updates on any future Hub Committee agenda items at this meeting.

Nonetheless, officers proceeded to provide the following updates:

- (a) It was intended that the Homelessness Strategy would be added to the Plan for consideration by the Hub Committee at its meeting on 9 June 2020; and
- (b) The Wellbeing Strategy agenda item was to be deferred to the Hub Committee meeting on 21 April 2020 to enable for an all Member Workshop to be held before the draft Strategy was then formally presented to the Committee.

***O&S 69 A386 / RAIL PROJECT**

In light of the Committee decision at its meeting on 8 October 2019 (Minute *O&S 41 refers), Cllr Andrea Davis (Devon County Council (DCC) lead Cabinet Member for Rail) and lead DCC officers were in attendance to respond to Member questions on the A386 / Rail Project.

The Chairman welcomed the DCC representatives and advised that, in response to her request, 18 questions had been received in advance of this meeting (as attached at Appendix A to these minutes).

In responding to each of these questions, the DCC representatives made particular reference to:-

- (a) approximately 90% of the proposed rail line currently being within the ownership of DCC. However, there were a number of challenges associated with acquiring the remaining 10%;
- (b) a copy of a paper entitled: '*Tavistock Rail Reinstatement – Summary of Cost Estimate from Options Report July 2016*' was circulated to the meeting. In considering this paper, the Committee was informed that Central Government normally sought between 10% and 20% of the total project costs from local contributions, which would require between £15 and 20 million to be generated locally towards the delivery of this project;
- (c) the escalating costs. The Committee was informed that, the greater the level of discussions that had taken place between DCC and the rail industry, the more complicated it was proving to be to re-establish the Tavistock to Bere Alston rail link. For example, the routes to Bere Alston and Gunnislake were proving to be particularly difficult;
- (d) the 'Beeching Reversal Fund'. DCC representatives confirmed that they were intending to submit a Bid (once the guidance had been produced) to the 'Beeching Reversal Fund' that had been created by the Department of Transport. Members proceeded to pledge their support to help with the submission of this Bid. By way of caution, the Committee acknowledged that the £500 million fund was likely to be oversubscribed and, whilst this rail line was the top priority for DCC from this fund, there were still no guarantees that the Bid would be successful;
- (e) a potential cycle route between Yelverton and Roborough. The DCC representatives recognised that this was a good idea. However, DCC had virtually no funding for such schemes and its priorities were to ensure the completion of the current list (which this route was not part of). Some Members stressed both the importance of providing routes for 'commuter' cyclists (rather than just 'hobby' cyclists) and the dangerous nature of the A386. The representatives recognised these views and highlighted that there were potential alternative options available through the use of Section 106 funds and/or progressing dialogue with Plymouth City Council (in light of the potential health and wellbeing benefits to the residents of Plymouth). In addition, since cycle routes were not within her portfolio area of responsibility, the lead Member gave a commitment to brief her relevant DCC Cabinet colleague;
- (f) relationships between DCC and the rail industry. The lead Member expressed the view that working relationships with the industry had significantly improved in the last year;

- (g) the resilience of the existing Dawlish to Teignmouth rail line being undoubtedly the Central Government priority for the South West region. The lead Member supported this priority and stated that the area could not find itself in a situation again whereby Plymouth and Cornwall were completely cut off. It was noted that a consultation exercise was due to be launched on new proposals before the end of January 2020;
- (h) the Okehampton to Exeter rail line. Members were informed that discussions were ongoing with DCC legal officers with regard to the lease to British American Railways.

At this point, the Chairman invited any further questions from Members and the following discussions ensued:

- (i) the extent of development in Tavistock. Some Members reinforced the point that the residents of Tavistock had been led to believe that the extensive development in the town would result in consequent improvements to local infrastructure;
- (j) both DCC and Borough Council Members and officers were committed to working closely together and it was recognised that both organisations had recently declared Climate Change Emergency declarations.

In conclusion, the Chairman thanked the DCC representatives for their attendance and informative responses to the questions that had been raised.

O&S 70 REVENUE BUDGET PROPOSALS 2020/21

The Committee considered a report that sought consideration of the draft Revenue Budget proposals for 2020/21.

During the ensuing debate, the following points were raised:-

- (a) It was confirmed that the proposal to recruit a temporary Climate Change Policy Officer would be on a shared (50/50 basis) with South Hams District Council;
- (b) In respect of the modelling work that was to be undertaken on car parking fees, it was confirmed that the Council would consult with its key stakeholders as part of this process. Also, the Leader advised that it was intended that this modelling would look at sites on a place by place basis;
- (c) With regard to the proposed Economy post, officers advised that it was intended that one of the key roles of the postholder would be to write and submit bids in order to obtain external grant funding;

- (d) When questioned, officers gave an assurance that they would continue to lobby Central Government in order to ensure that legislation was changed whereby business rates were no longer payable on public conveniences;
- (e) Members were informed that the result of the 2019 Pension Actuarial Valuation would also be considered by the Audit Committee at its meeting on 21 January 2020;
- (f) The Committee discussed the proposal to introduce a premium planning service and, whilst the intention of the initiative was recognised, the majority of Members did not feel it appropriate to introduce it at this present time;
- (g) Before the Council made a final decision to implement a pricing scheme for the use of the Electric Charging Points that were situated at Kilworthy Park, Tavistock, the Committee requested that the current usage of these Points be established. Also, Members asked that an answer be provided as to whether or not the current Points would need to be replaced in order to be able to charge users.

It was then:

RESOLVED

That, as part of the 2020/21 Budget Setting process, the Hub Committee take into account that the Overview and Scrutiny Committee support:

1. the proposed increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase);
2. the proposed financial pressures of £638,500 (as shown in Appendix A of the presented agenda report);
3. the proposed contributions to Earmarked Reserves of £87,500;
4. the proposed savings of £535,000 (as shown in Appendix A of the presented agenda report);
5. the proposed use of £200,000 of New Homes Bonus funding to fund the 2020/21 Revenue Budget (as set out in Section 2.20 of the presented agenda report);
6. the proposal to maintain the deficit recovery period of the Pension Deficit at 17 years (as per Section 2.26 of the presented agenda report);
7. the inclusion of an Economy post (to be shared with South Hams District Council) within the staffing establishment, as set out in Section 1.7 of the presented agenda report;

8. approval of the proposed Environmental Health Charges (as set out in Appendix D of the presented agenda report);
9. approval of the proposed unchanged fees and charges for Development Management (as set out in Appendix C of the presented agenda report);
10. charges being introduced for the use of the existing Electric Charging points at Kilworthy Park, Tavistock;
11. charges being introduced (with immediate effect following the Council meeting to be held on 18 February 2020) for 'Proof of Life' charges to be introduced in accordance with section 5.13 of the presented agenda report;
12. approval of changes to S257 Footpath Diversion Orders charges (with immediate effect following the Council meeting to be held on 18 February 2020) in accordance with section 5.14 of the presented agenda report;
13. approval be given to the proposals to increase charges to Town and Parish Councils for the emptying of dog waste and litter bins (as set out in paragraph 5.15 of the presented agenda report); and
14. delegating authority to the Section 151 Officer, in consultation with the lead Hub Committee Member, to set the Local Land Charges as appropriate to ensure cost recovery.

***O&S 71 CAPITAL BUDGET PROPOSALS 2020/21**

Members considered a report that set out the Capital Bids to the 2020/21 Capital Programme and a suggested way that these Bids could be funded.

Following a brief discussion on the moveable swimming pool floor at Parklands Leisure Centre, it was then:

RESOLVED

That, as part of the 2020/21 Budget Setting process, the Hub Committee take into account that the Overview and Scrutiny Committee support approval of:

1. the Capital Programme Proposals totalling £910,000 (as set out in Appendix A of the presented agenda report);
2. the Capital Programme Proposals totalling £140,000 (as set out in exempt Appendix C of the presented agenda report); and
3. the proposed funding of the 2020/21 Capital Programme of £1,050,000 be funded as set out in Section 4 of the presented agenda report.

***O&S 72 SAFEGUARDING – ANNUAL UPDATE**

The Committee considered the annual review of Safeguarding and that recommended approval of the revised Safeguarding Policy.

In the ensuing debate, an additional recommendation was **PROPOSED** and **SECONDED** to read as follows:-

‘That the Member Development Steering Group be tasked with adding a Safeguarding related Member training session to the Learning and Development Plan and consider the merits of whether or not Members should be subject to DBS Checks.’

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

It was then:

RESOLVED

1. That the Committee continue to review Safeguarding on an annual basis;
2. That the Hub Committee **RECOMMEND** to Council that the revised Safeguarding Policy (as attached at Appendix A of the presented agenda report) be adopted; and
3. That the Member Development Steering Group be tasked with adding a Safeguarding related Member training session to the Learning and Development Plan and consider the merits of whether or not Members should be subject to DBS Checks.

***O&S 73 MEMBER 2019 INDUCTION REVIEW**

The Committee considered a report that presented the initial views of the Member Development Steering Group on the review into the 2019 Induction Programme.

In discussion, the following points were raised:-

- (a) In support of the proposed way forward, the Chairman of the Steering Group advised that the next meeting had been scheduled to take place on 18 February 2020 and there was still time for Members to provide their views on the 2019 Member Induction Programme;
- (b) In thanking lead officers for their work on the Member Learning and Development agenda, Members were of the view that the 2019 Induction Programme was a vast improvement on the equivalent Programme in 2015.

It was then:

RESOLVED

That the Committee notes the initial views of the Member Development Steering Group on the 2019 Member Induction Programme (as set out in Section 3 of the presented agenda report) and has been given the opportunity to make formal representations on the Programme for the Steering Group to consider at its next meeting.

***O&S 74 JOINT LOCAL PLAN: QUARTERLY UPDATE**

On behalf of the lead Hub Committee Member, the Chairman made reference to a number of key documents that were currently subject to a public consultation exercise.

***O&S 75 TASK AND FINISH GROUP UPDATES:**

(a) Leisure Review: Concluding Report

A report was considered that presented the conclusions of the Task and Finish Group review into the Council's Leisure Contract with Fusion Lifestyle.

In discussion, reference was made to:-

- (a) the work of the Group Members. The Committee paid tribute to the Group Chairman and Members for their hard work and efforts in undertaking such an excellent review. Furthermore, thanks were also extended to the lead officer and the Fusion Lifestyle staff who had been instrumental in the review;
- (b) the recommendations arising from the Review. The Committee endorsed each of the recommendations arising from the Review and felt that it was very important for these findings to be forwarded to Fusion Lifestyle representatives before they gave their annual presentation to the Committee on 25 February 2020;
- (c) the wish to re-convene the Task and Finish Group in a further three years' time was noted;
- (d) community engagement levels. In reply to a question, the lead officer advised that community engagement levels were on an annual upward trend and this point had been reinforced by the Fusion Lifestyle Community Development Team during the Review.

It was then:

RESOLVED

That the conclusions arising from the review be noted and the Committee request that these findings be forwarded to Fusion Lifestyle representatives in advance of their presentation to the Committee at its next meeting on 25 February 2020.

***O&S 76 ANNUAL WORK PROGRAMME 2019/20**

The Committee considered the latest version of its Work Programme for the remainder of the 2019/20 Municipal Year.

In discussion, the Committee asked that, with regard to the 'Planning Enforcement: Verbal Update' agenda item that was to be considered at its next meeting on 25 February 2020, all Members take a Borough wide view of the Service and refrain from focusing on issues within their own local Wards.

***O&S 77 CHAIRMAN'S CONCLUDING REMARKS**

In her concluding comments, the Chairman asked that the thanks and well wishes of the Committee be passed on to the Democratic Services Specialist, who was about to embark on a twelve month secondment opportunity with the Local Government Association.

(The meeting terminated at 4.25 pm)

Chairman

Overview & Scrutiny Committee: Agenda Item 7: A386/Rail Project (Minute *O&S 69 above refers)

Questions received in advance for the Devon County Council lead Cabinet Member for Infrastructure, Development and Waste

Questions from Cllr Ric Cheadle:

1. Which parts of the proposed route of the rail link are not in public ownership and what is being done to acquire those that are not?
2. How much funding is DCC prepared to commit towards the project (amount / in which years)?
3. Could we have a summary, of the anticipated £93 million costs, estimating where the funding would come from. What would be WDBC's / DCC's 'share'?
4. If the DCC proposed bid for infrastructure funding is not successful, what are DCC's fall-back options?
5. Where, in terms of infrastructure priorities, does the restoration of this rail link sit?
6. Whose responsibility is it to provide the strategic infrastructure required to match development?

Question from Cllr Lucy Wood:

Context:

The A386 from Yelverton to Roborough is becoming increasingly dangerous for cars and cyclists due to the increase in volume of traffic particularly commuters on their way into Plymouth.

I am aware that we are waiting for a feasibility study to be carried out into having a cycle track built alongside the A386 prior to committing to the circa £2M it will cost to build.

7. Can this feasibility study be prioritised by DCC to ease traffic on this route?

(This potential solution is supported by Sustrans, a 3000+ signature public petition and by Geoffrey Cox MP. This solution would fit under our Green agenda by reducing pollution and reliance on cars, it will increase health and wellbeing, reduce accidents and strain on the NHS and help us to build a strong resilient community with fewer health needs.)

Questions from Cllr Robin Musgrave:

8. Could we be given some understanding as to how the initial cost estimates were so absurdly low given the latest estimated costs of £80 plus millions to re-establish the Tavistock / Bere Alston rail link?
9. Have we learned any lessons from this exercise given the likely significant loss of credibility that will likely occur with any future proposals for use of the track-bed?
10. Over previous years, the County has invested significant money in providing access to the track-bed for potential use by walkers and cyclists alike. Will the County be prepared to complete this work to provide a very practical cycle link between Tavistock and the Bere Peninsula – with the additional benefit of linking up to the Tamar Trails and the Gawton Gravity Hub?

Question from Cllr James Spettigue

Context:

As climate change has come sharply in to focus it is becoming clear that the problems we are facing today are likely to worsen in the coming decades.

Repair of the Dawlish line last time I believe cost in the region of £1.4 Billion and now network rail plans to concrete over a portion of the beach at Holcombe at a cost of £80 Million, which I believe does not take in to account other improvements the line requires. Rain fall and stormy weather conditions are on the increase and there are nobody knows if this newest improvement would provide a definitive answer to the problem, in my opinion, it does not. It does not resolve the issue of the lines proximity to the ocean at a time when, increasingly, our planets weather is unpredictable and in some cases unprecedented.

The cost of shoring up the Holcombe stretch of track may be lower than an alternative route but who can tell how much the next repair or the one after that may cost, I believe a longer term view is required by network rail to mitigate this risk.

11. What is YOUR view on network rails decision to undertake these works and continue to focus its priority on maintaining the Dawlish line instead of a plan to create an inland alternative heavy rail route which although being of a higher cost, is far less likely to incur Climate change and severe weather related damage and would give long term economic benefits to this region which desperately needs them?"

Questions from Cllr Andy Coulson

Context:

DCC made representations to the 3rd September O&S Committee to present the DCC position regarding the reinstatement of the Bere- Alston – Tavistock Rail Link. ([link here to minute](#))

During that session, reference was made to the cost inflation of the project between the period that new housing developments within Tavistock were proposed and now. At the time that the developments were proposed the public were reassured that the S106 money from these developments would mitigate the effects of increased population by part funding the reinstatement of the rail link. At that time costs for this project were cited as in the region of £17 million, thus feasible given the amounts of S106 on offer.

Since then we have been repeatedly told that these costs have risen to circa £93 million (as at 3rd Sep) with no further explanation. Even taking into account inflation, rises in steel costs etc this is an exceptional rise in costs. The concern of many in our communities is that given the lack of any substance behind these increases in cost that perhaps they have simply been inflated as to rule out any further discussion or lobbying on the matter. It is becoming increasingly difficult when dealing with our communities to reassure them that this isn't the case, especially when local members aren't armed with the facts.

12. Given that the scale of development in Tavistock and surrounds was predicated on provision of a sustainable strategic transport link, what are the changes in material circumstances that have brought about the rise in inflation?
13. Where is the detailed breakdown of costs as asked for via email by colleagues prior to 3 Sept O&S Committee; as promised by DCC Officers during said Cttee and since chased by myself (email dated 21 Sept)? This lack of response and transparency has done little to dispel negative public opinion (as above), much of which has for some time been of the view that the rail link was never likely and was purely a ruse to persuade Members at the time to agree development (please see Para 26(a) of 3 Sept O&S Cttee Minutes).
14. It was stated by DCC representatives at 3 Sept O&S Cttee that at the time, there was no Central Govt appetite to consider an overland alternative to the Dawlish line and therefore no active lobbying of Central Govt by DCC. Since the General Election, the Government has stated its ambition to address historical regional imbalances in infrastructure, particularly in the North as well as announcing a 'Beeching Reversal Fund' to reinstate railways. In light of this change of strategic context, what is the proposed DCC course of action? Can the representative reassure both WDBC and the public that the previous policy will be revisited and a more vigorous approach adopted?

Questions from Cllr Tony Leech

Context:

There are now concerns about what is happening with the rail line from Okehampton to Exeter as the Americans (British American Railways BAR) are now advertising that they want to sell off all their assets, which may or may not include the lease for the line from Aggregate Industries, and the lease for the Station from Devon County Council (DCC).

15. What is DCC doing to facilitate this lines reinstatement?

16. As the lease of the line is absolutely crucial to the reinstatement of a full-time rail service, which is also part of the DCC Transport Plan, what discussions have DCC had with Aggregates Industries over the years about the transfer of the lease for the railway line?
17. The main railway station belongs to DCC and is leased to BAR. What is happening to this lease, and can the lease be sold off and, if not, will DCC take it back?
18. Would DCC be open to talks with local interested parties about taking over the Station as a lease or as an asset transfer?

At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **21st** day of **January 2020** at **2.00pm**

Present:
Cllr M Davies (Chairman)
Cllr P Vachon (Vice Chair)
Cllr A Bridgewater
Cllr P Crozier
Cllr M Renders
Cllr J Yelland

Apologies received from Cllr S Hipsev

Officers in attendance:
Section 151 Officer
Internal Audit Manager
Chief Internal Auditor
External Auditor
Senior Specialist – ICT Information Security
Case Management Manager

Also in attendance: Cllr C Edmonds

*** AC 25 CONFIRMATION OF MINUTES**

The Minutes of the Committee Meeting held on 29 October 2019 were confirmed and signed by the Chairman as a correct record.

AC 26 ACTUARIAL PENSION POSITION

The Section 151 Officer took Members through the report. After discussions, it was suggested and agreed that the deficit recovery period be maintained at 17 years. It was also agreed by Members to take advantage of the 1.5% discount being offered by the Devon County Pension Fund, by paying the secondary rate pension deficit contributions (£325,000) at the start of April 2020 in one payment (rather than in twelve monthly instalments).

It was then **RESOLVED** that:

The Audit Committee **RECOMMEND** to the Hub Committee to maintain the deficit recovery period of the Pension Deficit at 17 years, as set out in the report. It was also recommended to make one annual payment in April 2020 for the secondary rate pension deficit contributions, to take advantage of the 1.5% discount being offered.

*** AC 27 GRANT THORNTON AUDIT PROGRESS REPORT AND SECTOR UPDATE**

The External Auditor presented the Progress Report and Sector Update.

He reported that the sign off date of July 2020 was not seen in all councils as some were scheduled for September. An independent review (the Redmond Review) to examine local authority financial

reporting was due to be published in March 2020. He also stated the Interim audit would take place on 9 March 2020 and last for a period of four weeks.

It was then **RESOLVED** that the content of the Report & Update be noted.

***AC 28 UPDATE ON PROGRESS ON THE 2019/20 INTERNAL AUDIT PLAN**
The Internal Auditor took Members through the progress of the 2019/20 Internal Audit Plan.

The S151 Officer suggested that once the new Chief Executive was in their role, then the authority could look at a business continuity exercise taking place.

It was **RESOLVED** that the content of the Report be noted.

(The Meeting terminated at 2.25pm)

Dated this

Chairman

At a Meeting of the **HUB COMMITTEE** held at the Council Chambers, Kilworthy Park, **TAVISTOCK** on **TUESDAY** the **28th** day of **January 2020** at **2:00 pm**

Present: Cllr N Jory – Chairman
Cllr L Samuel – Vice Chairman

Cllr R Cheadle	Cllr C Edmonds
Cllr A F Leech	Cllr J Moody
Cllr C Mott	Cllr T G Pearce
Cllr D K A Sellis	

In attendance: Chief Executive
Deputy Chief Executive
Director of Place and Enterprise
Section 151 Officer
Head of Development Management
Senior Specialists (carparks)
Specialist Democratic Services

Other Members in attendance:

Cllrs M Davies, P Crozier; N Heyworth; D Moyse; R Musgrave; M Renders; J Yelland

***HC 62 DECLARATIONS OF INTEREST**

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

Cllr Jory declared a personal interest in agenda item 9 '*Revenue Budget Proposals for 2020-21*' (Minute HC 68 below refers) as he is employed by Business Information Point and remained in the meeting and took part in the debate and vote on this matter.

***HC 63 MINUTES**

The Minutes of the Hub Committee meeting held on 17 December 2019 were confirmed, and signed by the Chairman, as a correct record.

***HC 64 PUBLIC QUESTION TIME**

There were no questions submitted by the Public

***HC 65 HUB COMMITTEE FORWARD PLAN**

Members were presented with the Hub Committee Forward Plan setting out items on the agenda for Hub Committee meetings for the next four months.

The contents of the Forward Plan were agreed. By way of an update, the Chairman advised that he had agreed that the next Committee meeting on the 17 March 2020 would be cancelled.

HC 66 REVENUE BUDGET MONITORING REPORT Q3

The Lead Member for Performance and Resources presented the Committee with a report that enabled them to monitor income and expenditure variations

against the approved budget for 2019/20, and provided a forecast for the year end position.

It was then **RESOLVED** that:

- (i) the forecast income and expenditure variations for the 2019/20 financial year and the overall projected underspend of £46,000 be noted
- (ii) Council be **RECOMMENDED** to transfer £30,000 of the Homelessness Prevention under-spend into the Homelessness Prevention Earmarked Reserve at the end of the 2019/20 financial year.

***HC 67 CAPITAL BUDGET MONITORING 2019/20 Q3**

Members were presented with a report that advised them of the financial position as at 31 December 2019 for the purposes of budget monitoring. All capital projects were within the individual capital budgets approved by Members. The total capital budget for 2019/20 was £7,532,193 of which £861,955 had been spent to date (as set out in Appendix A of the presented agenda report).

It was then **RESOLVED** that the contents of the report be endorsed.

HC 68 REVENUE BUDGET PROPOSALS FOR 2020/21

The Leader presented Members with a report that set out the latest budget position for the Revenue Budget for 2020/21 and highlighted specific points for consideration. The Leader and S151 Officer responded to a number of questions of clarity. Members requested that a draft Press Release on the Council's budget is emailed to all Members ahead of the Full Council meeting on 18th February.

Members discussed the role of the proposed new Economy Officer post and how it would have clear outputs to be measured against, thus ensuring the post aimed to generate enough income to cover its costs. A Job Description would be emailed to all Members, which Members requested include a reference to agriculture and diversification.

It was then **RESOLVED** that the Hub Committee **RECOMMEND** to Council:

- i) The increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase).
- ii) The financial pressures shown in Appendix A of £663,500
- iii) The contributions to Earmarked Reserves of £87,500
- iv) The savings of £530,200 as shown in Appendix A
- v) The use of £228,135 of New Homes Bonus funding to fund the 2020/21 Revenue Budget as set out in 2.20 of the report
- vi) To maintain the deficit recovery period of the Pension Deficit at 17 years (as per 2.26)

- vii) The inclusion of an Economy post (shared with South Hams District Council) within the staffing establishment, as set out in section 1.7.
- viii) To delegate to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 2020/21.
- ix) That a collection fund surplus of £67,000 is utilised in 2020/21.
- x) That the Total Net Expenditure of the Council is £7,211,895 for 2020/21.
- xi) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.

The Hub Committee also **RECOMMEND** to Council the Fees and Charges below which form part of the Revenue Budget Proposals for 2020/21:

- xii) To approve the proposed Environmental Health charges in Appendix D.
- xiii) To approve the proposed unchanged fees and charges set out for Development Management in Appendix C.
- xiv) To approve that charges be introduced for the use of the existing electric charging points at Kilworthy Park.
- xv) To approve the introduction of Proof of Life charges with immediate effect, once approval from Members has been received as set out in paragraph 5.13.
- xvi) To approve the changes to S257 Footpath Diversion Orders charges with immediate effect, once approval from Members has been received as set out in paragraph 5.14.
- xvii) To approve the proposals to increase charges to Parish and Town Councils for the emptying of dog waste and litter bins as set out in paragraph 5.15.
- xviii) Delegated authority is given to the Section 151 Officer and the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.

HC 69 CAPITAL BUDGET PROPOSALS 2020/21

Members were presented with a report that set out the Capital Programme proposals for 2020/21.

It was then **RESOLVED** that Hub Committee **RECOMMEND** to Council that approval be given to:

- i) The Capital Programme for 2020/21, which totals £910,000 (Appendix A);
- ii) The Capital Programme for 2020/21, which totals £140,000 (Exempt Appendix C); and
- iii) The funding of the 2020/21 Capital Programme of £1,050,000 from the funding sources set out in Section 4.

***HC 70**

WRITE OFF REPORT Q3

Members were presented with a report that informed them of the debt written off for revenue streams within the Revenue and Benefits service. Debts up to the value of £5,000 were written off by the s151 officer under delegated authority. Permission was sought to write off any individual debts with a value of more than £5,000, if there were any.

It was then **RESOLVED** that Hub Committee note that:

1. in accordance with Financial Regulations, the S151 Officer has authorized the write off of individual West Devon Borough Council debts totalling £55,318.18 as detailed in tables 1 and 2; and
2. there were no write offs for individual debts in excess of £5,000 to be approved this time.

HC 71

PRE APPLICATION PROCESS IN PLANNING

Members were presented with a report that recommended the introduction of the new pre application process. The Lead Member for Environment, along with the Head of Development Management (DM), responded to questions.

Members were supportive of the proposal particularly with the ability to measure improvements to performance for both the Council and applicants. It was confirmed that General Data Protection Regulations (GDPR) would be complied with as pre-application advice will be in the public domain from commencement of Service. The Lead Member for Environment confirmed that the scheduled Member DM training on Tuesday, 4th February 2020 would cover the new service.

It was then **RESOLVED** that Hub Committee **RECOMMEND** to Council that the Pre-Application process, as detailed in Appendix 1, be approved.

HC 72

ELECTRIC CHARGING POINTS

Members were presented with a report that informed them of the proposal to provide electric charging points in some of the Council's car parks. Members sought confirmation of the comparison of the carbon footprints of electric vehicles compared to petrol/diesel vehicles. Other Towns and Parishes not in the first tranche for electric charging points provision were advised to contact Devon County Council who would be interested in exploring options further.

It was then **RESOLVED** that Hub Committee **RECOMMEND** to Council:

- (i) That the Council signs up to the collaboration agreement with Devon County Council for the installation of Electric Vehicle Charging Points;

- (ii) That the potential sites where the Electric Vehicle Charging Point should be installed are as listed in paragraph 1.3 of the report;
- (iii) That the Council enters into a lease with the appointed supplier for a 10 year period; and
- (iv) That funding (£8,000) for the charging points is obtained from the Car Park Maintenance Reserve.

***HC 73 EXCLUSION OF PUBLIC AND PRESS**

RESOLVED

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

HC 74 FUTURE IT PROCUREMENT REPORT

Members were presented with an exempt report by the Lead Member for Performance that outlined the process of procurement undertaken to look at future IT system for the Council.

It was then **RESOLVED** that:

- (i) That the Hub Committee agree the contract be awarded for the future Case Management technology to the selected supplier as outlined in the exempt agenda report;
- (ii) The Hub Committee resolve to **RECOMMEND** to Council to approve the use of £65,000 from the IT Development earmarked reserve and £18,000 from the Budget Surplus Contingency earmarked reserve for the Future IT project implementation.
- (iii) Delegated authority be granted for the contract award of a Document Management system, to the Strategic Director of Customer Service Delivery in consultation with the Lead Member for Performance and Resources and the Leader of the Council

***HC 75 RE-ADMITTANCE OF PUBLIC AND PRESS**

It was then:

RESOLVED

That the public and press be re-admitted to the meeting.

***HC 76 LEAD MEMBER UPDATE – CLLR SELLIS: HOMES**

With the Chairman's agreement, the Lead Member Update was deferred to the next Hub Committee meeting.

**HC 77 REPORTS OF BODIES – OVERVIEW AND SCRUTINY COMMITTEE
MINUTES**

Following a review of the Minutes from the Overview & Scrutiny Committee meeting held on 14 January 2020, it was **RESOLVED** that:

O&S 72: Safeguarding: Annual Update

That Council be **RECOMMENDED** to Council that the revised Safeguarding Policy (as attached at Appendix A of the presented agenda report) be adopted.

(The meeting terminated at 15:39 pm)

Chairman

***(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF
HC66, HC68, HC69, HC71, HC72, HC74 and HC77 WHICH ARE
RECOMMENDATIONS TO FULL COUNCIL
ON 18 FEBRUARY 2020, WILL BECOME EFFECTIVE FROM
WEDNESDAY 5TH FEBRUARY 2020 UNLESS CALLED IN, IN ACCORDANCE WITH
SCRUTINY PROCEDURE RULE 18).***

Report to: **Council**
Date: **18 February 2020**
Title: **REVENUE BUDGET PROPOSALS FOR 2020-21**
Portfolio Area: **Cllr N Jory – Budget Setting Process**

Wards Affected: **All**

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

Date next steps can be taken:
18th February 2020

Author: **Lisa Buckle** Role: **Corporate Director for Strategic Finance (S151 Officer)**

Contact: Email: lisa.buckle@swdevon.gov.uk

Recommendations:

It is RECOMMENDED to Council:-

- i) To set an increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase).**
- ii) That the financial pressures shown in Appendix A of £663,500 are approved**
- iii) That the contributions to Earmarked Reserves of £87,500 are approved**
- iv) That the savings of £530,200 as shown in Appendix A are approved (to include investing a further £0.5m in the CCLA Property Fund as 2.41)**
- v) That £228,135 of New Homes Bonus funding is used to fund the 2020/21 Revenue Budget as set out in 2.20 of the report**
- vi) To maintain the deficit recovery period of the Pension Deficit at 17 years (as per 2.25)**

- vii) **The inclusion of an Economy post (shared with South Hams District Council) within the staffing establishment, as set out in section 1.7.**
- viii) **To delegate to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 2020/21.**
- ix) **That a collection fund surplus of £67,000 is utilised in 2020/21.**
- x) **That the Total Net Expenditure of the Council is £7,211,895 for 2020/21.**
- xi) **That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.**

That the Council also approve the Fees and Charges below which form part of the Revenue Budget Proposals for 2020/21:

- xii) **To approve the proposed Environmental Health charges in Appendix D.**
- xiii) **To approve the proposed unchanged fees and charges set out for Development Management in Appendix C.**
- xiv) **To approve that charges be introduced for the use of the existing electric charging points at Kilworthy Park.**
- xv) **To approve the introduction of Proof of Life charges with immediate effect, once approval from Members has been received as set out in paragraph 5.13.**
- xvi) **To approve the changes to S257 Footpath Diversion Orders charges with immediate effect, once approval from Members has been received as set out in paragraph 5.14.**
- xvii) **To approve the proposals to increase charges to Parish and Town Councils for the emptying of dog waste and litter bins as set out in paragraph 5.15**
- xviii) **delegated authority is given to the Section 151 Officer and the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.**

1. Executive summary

- 1.1 The Council's Medium Term Financial Strategy (MTFS) is based on a financial forecast over a rolling five year timeframe to 2024/25. The Council, along with other local authorities, has faced unprecedented reductions in Government funding. Between 2009/10 and 20/21, the Council's Core Government funding has reduced by £3 million.
- 1.2 West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon Borough Council to achieve annual savings of £2.2 million and more importantly protect all statutory front line services. 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.

1.3 ***The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.*** West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million. ***The changes in the Budget Report since the meeting of the Overview and Scrutiny Committee are shown in section 2.13.***

1.4 A Members' Budget Workshop was held on 12th November. The results of the Members' Budget Survey have been circulated to all Members. A total of twenty two responses were received to the survey. Based on those results, the following changes have been reflected within this latest budget report:-

- A Climate Change Policy Officer (a two year temporary post) has been included at a cost of £25,000 per annum
- The business rates pooling gain has been increased by £30,000 to £110,000 in 2020/21
- Following the Triennial Pension Revaluation (see 2.23), the Council has been notified that its Pension Deficit has reduced from £7.116m (75.8% funded) at 31.3.2016 to £5.076m (84.3% funded) at 31.3.2019. This will result in a reduction in the Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019) of £175,000 per annum (see 2.25)
- The primary rate, the employer's pension contribution rate is increasing by 1.5% for WDBC from 13.3% to 14.8% producing a cost pressure of £75,000 per annum from 2020/21 for the next three years (see 2.22). The Devon Pension Fund in general is experiencing a 2% increase in the primary rate due to the change in financial assumptions.
- Additional treasury management income of £15,000 per annum, from the investment of an extra £0.5million in the CCLA (see 2.41 for details)
- Additional employments estates income of £25,000 per annum
- An annual income from street naming and numbering of £15,000 per annum
- Corporate consultancy income of £10,000 per annum
- A reduction in ICT contracts of £8,000 per annum
- Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The last time fees were increased was in July 2018. This is a separate agenda item on the Hub Committee.
- The latest Quarter 3 Budget Monitoring report shows that car parking income is expected to underachieve its income target for 2019/20 of £1,006,000 by 6.5% (£65,000). Therefore no increase in car parking

income has been built into Appendix A for the 2020/21 Budget as the increase in fees is likely to only meet part of the current shortfall in budgeted income.

- 1.5 There are estimated one off redundancy and pension strain costs following the Senior Leadership Team and Extended Leadership Team restructure of £25,000 per annum for three years.
 - 1.6 In addition, three temporary housing posts (shared with South Hams District Council) have been proposed in this report to be made permanent, to be funded by the Flexible Homelessness Government grant funding, to provide stability of resource within the Council's Housing team. The wdbc share of costs is £32,500. This does not create a cost pressure on the 'bottom line' as the cost pressure is offset by the government grant income (both the cost and the income are budgeted for), therefore there is a neutral impact on the budget.
 - 1.7 Members' views are also sought on including an Economy post (shared with South Hams District Council) within the staffing establishment going forward, to be funded from the business rates pooling gains, to further drive the Council's economic aims and the Enterprise strategic theme, creating places for enterprise to thrive and business to grow. The cost of this post is expected to be around £25,000 per annum (WDBC share). This post was supported at the Overview and Scrutiny Committee meeting on 14 January 2020 and the Hub Committee meeting on 28th January 2020. Therefore this cost has been built in to Appendix A as a budget pressure for 2020/21 onwards.
 - 1.8 **Income from fees and charges**
The fees and charges outlined in this report in Section 5 are expected to either be cost neutral or to have a non-material impact in 2020/21. Therefore no additional income has been built into the budget for 2020/21 for these.
 - 1.9 A Cross Party Member Working Group (Financial Stability Review Group) was set up in November 2017 with defined Terms of Reference to look at the Medium Term Financial Strategy and to further look at options for securing financial stability for the longer term. The Group have met monthly since September 2019 and report to the Overview and Scrutiny Committee on a regular basis.
- 2. CHANGES TO THE 2020/21 BUDGET REPORT SINCE THE HUB COMMITTEE MEETING OF 17TH DECEMBER 2019**
- Draft Local Government Finance Settlement for 2020/21**
- 2.1 On 20th December 2019, the Government announced the draft Finance Settlement for 2020/21 for consultation. The key points from the Finance Settlement are below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/854542/Provisional Settlement Consultation Document.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/854542/Provisional_Settlement_Consultation_Document.pdf)

- 2.2 There will be a one year Spending Round for 2020-21 and plans for a more substantial Spending Review for 2021-22 onwards. So effectively this a 'roll-forward' settlement for 2020-21 for one year. The Final Local Government Finance Settlement has been published and there are no changes to any of the Council's figures.
- 2.3 Core Spending Power has increased by 0.42%. This is made up of Income from Council Tax, Business Rates, New Homes Bonus and Rural Services Delivery Grant. The analysis of the 0.42% increase in Spending Power (increased resources available) is made up of:-
- an 'assumed' increase in council tax of £5
 - an increase in income from business rates of 1.63%
 - a reduction in New Homes Bonus funding of 30.5%

Chart 1 – Core Spending Power (£m)

'Core Spending Power' is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax.

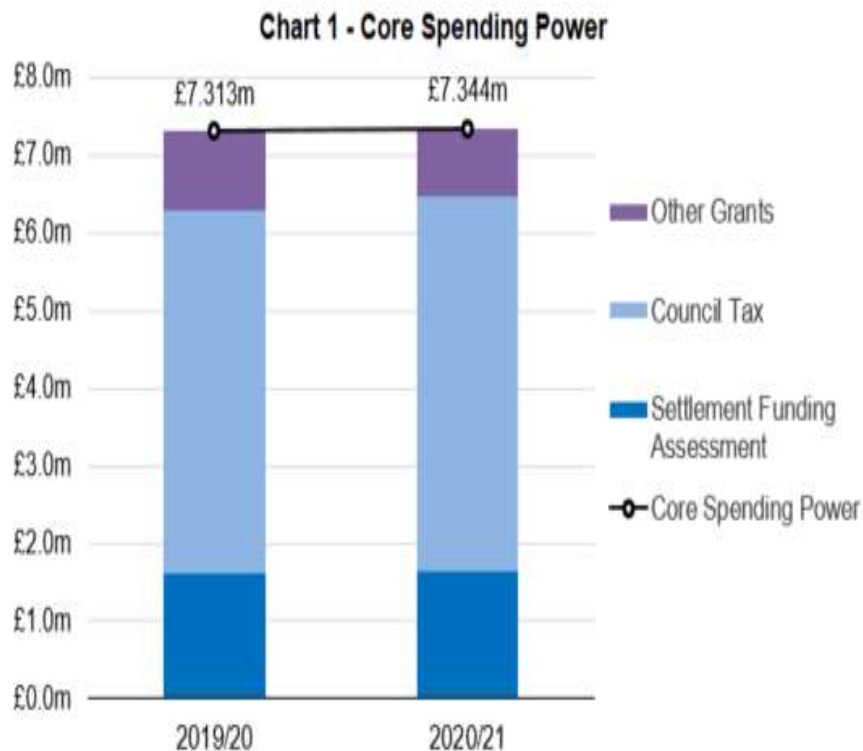


Chart 2 – Core Spending Power (£m)

	2019/20	2020/21	Change
Core Spending Power	7.313	7.344	0.42%
<i>Which consists of:</i>			
Settlement Funding Assessment (Business Rates Baseline)	1.622	1.648	1.63%
Assumed Council Tax	4.674	4.818	3.1%
New Homes Bonus	0.501	0.348	(30.5)%
Rural Services Delivery Grant	0.464	0.464	Nil
Other grants	0.052	0.066	26.9%

Chart 3 – Change in Core Spending Power by class of Authority (2019/20 to 2020/21)

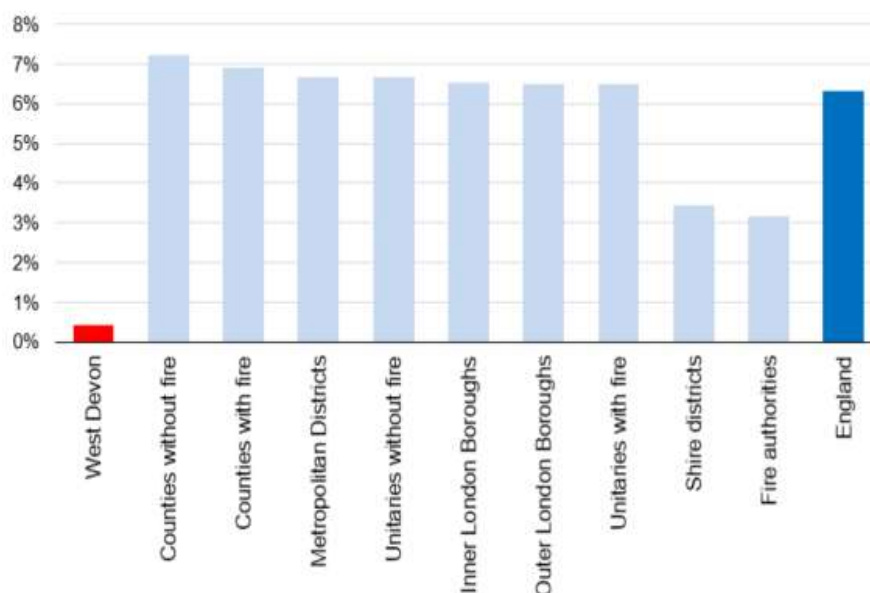


Chart 3 shows how the increase in Core Spending Power for West Devon Borough Council (0.42%) compares against other classes of Local Authorities. The reason that West Devon is a long way below the average is because of the large reduction in New Homes Bonus funding for West Devon, mainly due to the 0.4% baseline and the reduction in years paid to four years.

Council Tax

- 2.4 The Council Tax Referendum limits for District Councils will be the higher of 1.99% or £5, for 2020/21. The Budget reports includes modelling an increase in council tax in 2020/21 of £5, equating to a Band D council tax of £236.63 for 2020/21. This is an increase of 10 pence per week or £5 per year and equates to a 2.16% increase.

- 2.5 Council in September 2019 (Council Minute CM36) has set the strategic intention to raise council tax by the maximum allowed in any given year, without triggering a council tax referendum, to endeavour to continue to deliver services. The actual council tax for any given year will be decided by Council in the preceding February. (The council tax for 2020/21, the WDBC share, will be set at this Council meeting on 18th February 2020).
- 2.6 A 1% increase in council tax generates £47,000. It has been assumed that the number of properties within the Borough will increase by 70 per annum from 2020/21 to 2024/25 – this is an increase of approximately 0.3%. The results of the Members' Budget Survey were such that 69% of Members supported increasing council tax by the maximum allowable, without triggering a council tax referendum. 22% of Members supported a lower increase of 1.99% (this would add a budget pressure of £7,900 in 2020/21) and 9% of Members supported a lower increase of 0.99% (this would add a budget pressure of £54,800 in 2020/21).
- 2.7 The Government proposes to continue with no referendum principles for Town and Parish Councils in 2020/21. Town and Parish Councils have been informed of this.

Negative Revenue Support Grant

- 2.8 Negative Revenue Support Grant (RSG) for 2020/21 will be withdrawn and will continue to be funded by the Government. This means the Council wouldn't have to forego some of its business rates income (£293,000) by paying some of it back to Government in the form of 'negative government grant' in 2020/21.
- 2.9 There has been no news on what will happen to negative RSG from 2021/22 onwards and therefore the modelling in this report has assumed negative RSG will remain for 2021/22 onwards in some form (e.g. as part of the business rates baseline reset). It is currently estimated to be £293,000 per annum which would be deducted off the Council's business rates funding and represents negative Government grant (it is effectively the Council's further predicted funding cuts).

Rural Services Delivery Grant

- 2.10 For 2020/21, the funding amount (£81m nationally) and the methodology for distribution remain unchanged from 2019/20. The Council will continue to lobby on the basis that the £81m should be increased. West Devon Borough Council's share of this is £464,365 for 2020/21. This is Government grant to recognise the additional cost of delivering services in rural areas.

Business Rates

- 2.11 A similar system in 2020-21 to that in place for 2019-20 is being proposed, with further reform delayed until 2021-22. The business rates baseline for 2020/21 has been confirmed at £1.648m in the draft Finance Settlement.

This was previously estimated at £1.661m for 2020/21. Estimates have been made of the Baseline funding Levels for 2021/22 onwards. The £1.648m is the amount the Council retains from its business rates income collected of £10 million (the Council keeps about 16p in every £1 collected of business rates to fund its services).

Chart 4 – Settlement Funding Assessment (£m)

	2019/20	2020/21	Change
Settlement Funding Assessment (SFA)	1.622	1.648	1.6%
Which consists of:-			
Business Rates Baseline funding	1.622	1.648	1.6%
Revenue Support Grant (Government grant)	Nil	Nil	Nil

- 2.12 There are five 100% pilot areas from 2017/18 that will continue for 2020/21 being Liverpool, Greater Manchester, West of England, Cornwall and West Midlands. There are 27 local authority areas that have applied to pool in 2020/21, of which the Devon Business Rates Pool is one. West Devon Borough Council will continue to be part of a Devonwide Business Rates Pool for 2020/21.

Other updates to the Budget report since the Hub Committee meeting of 17th December 2019

- 2.13 The following table shows the changes to the Budget report since the Hub Committee meeting on 17th December 2019 and since the Overview and Scrutiny Committee meeting on 14 January 2020:-

The table below shows the summary of changes:-

	Total (£)
<i>Budget Gap for 2020/21 reported to the Overview and Scrutiny Committee on 14th January 2020</i>	23,335
<i>Changes:-</i>	
The premium planning service was not supported at the Overview and Scrutiny Committee meeting and therefore this has been taken out of the Budget process and will not be introduced.	4,800
The economy officer post was supported at the Overview and Scrutiny Committee meeting and the Hub Committee, therefore this has been built into Appendix A as a cost pressure	25,000
Economy officer to be funded by business rates pooling gains in 2020/21, therefore the business rates pooling gains have been increased by £25,000	(25,000)
Budget Gap of 28,135 to be funded by New Homes Bonus (This increases the amount of the New Homes Bonus which is funding the revenue base budget from £200,000 to £228,135 – see 2.20)	(28,135)
<i>Budget Gap for 2020/21 (A balanced budget is presented in this report, as per Appendix B)</i>	<i>Nil</i>

2.14 The minute from the Overview and Scrutiny meeting of 14 January 2020 is shown below:-

O&S 70 REVENUE BUDGET PROPOSALS 2020/21

The Committee considered a report that sought consideration of the draft Revenue Budget proposals for 2020/21.

During the ensuing debate, the following points were raised:-

- (a) It was confirmed that the proposal to recruit a temporary Climate Change Policy Officer would be on a shared (50/50 basis) with South Hams District Council;
- (b) In respect of the modelling work that was to be undertaken on car parking fees, it was confirmed that the Council would consult with its key stakeholders as part of this process. Also, the Leader advised that it was intended that this modelling would look at sites on a place by place basis;
- (c) With regard to the proposed Economy post, officers advised that it was intended that one of the key roles of the postholder would be to write and submit bids in order to obtain external grant funding;
- (d) When questioned, officers gave an assurance that they would continue to lobby Central Government in order to ensure that legislation was changed whereby business rates were no longer payable on public conveniences;
- (e) Members were informed that the result of the 2019 Pension Actuarial Valuation would also be considered by the Audit Committee at its meeting on 21 January 2020;
- (f) The Committee discussed the proposal to introduce a premium planning service and, whilst the intention of the initiative was recognised, the majority of Members did not feel it appropriate to introduce it at this present time;
- (g) Before the Council made a final decision to implement a pricing scheme for the use of the Electric Charging Points that were situated at Kilworthy Park, Tavistock, the Committee requested that the current usage of these Points be established. Also, Members asked that an answer be provided as to whether or not the current Points would need to be replaced in order to be able to charge users.

It was then:

RESOLVED

That, as part of the 2020/21 Budget Setting process, the Hub Committee take into account that the Overview and Scrutiny Committee support:

1. the proposed increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase);
2. the proposed financial pressures of £638,500 (as shown in Appendix A of the presented agenda report);
3. the proposed contributions to Earmarked Reserves of £87,500;
4. the proposed savings of £535,000 (as shown in Appendix A of the presented agenda report);
5. the proposed use of £200,000 of New Homes Bonus funding to fund the 2020/21 Revenue Budget (as set out in Section 2.20 of the presented agenda report);
6. the proposal to maintain the deficit recovery period of the Pension Deficit at 17 years (as per Section 2.26 of the presented agenda report);
7. the inclusion of an Economy post (to be shared with South Hams District Council) within the staffing establishment, as set out in Section 1.7 of the presented agenda report;
8. approval of the proposed Environmental Health Charges (as set out in Appendix D of the presented agenda report);
9. approval of the proposed unchanged fees and charges for Development Management (as set out in Appendix C of the presented agenda report);
10. charges being introduced for the use of the existing Electric Charging points at Kilworthy Park, Tavistock;
11. charges being introduced (with immediate effect following the Council meeting to be held on 18 February 2020) for 'Proof of Life' charges to be introduced in accordance with section 5.13 of the presented agenda report;
12. approval of changes to S257 Footpath Diversion Orders charges (with immediate effect following the Council meeting to

be held on 18 February 2020) in accordance with section 5.14 of the presented agenda report;

13. approval be given to the proposals to increase charges to Town and Parish Councils for the emptying of dog waste and litter bins (as set out in paragraph 5.15 of the presented agenda report); and
14. delegating authority to the Section 151 Officer, in consultation with the lead Hub Committee Member, to set the Local Land Charges as appropriate to ensure cost recovery.

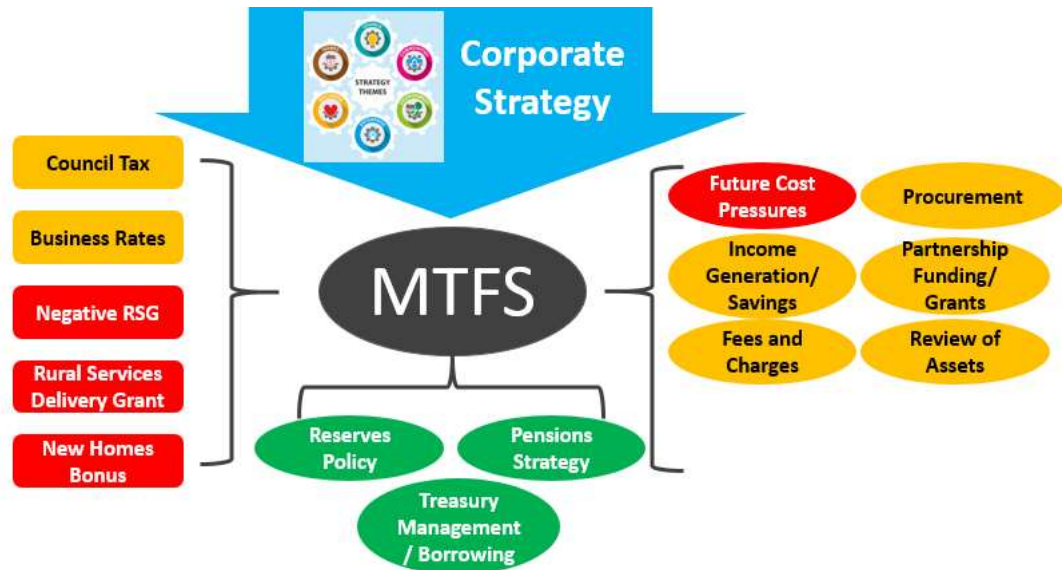
The Revenue Budget Proposals report for 2020-21 was also considered by the Hub Committee on 28th January 2020. The recommendations from the Hub Committee meeting are as set out in this report.

2.15 The TaxBase for 2020/21 was approved by the Senior Leadership Team on 18th December and has been confirmed at 20,271.71. This is an increase of 95.14 Band D Equivalent properties from the 2019/20 TaxBase. (The increase of just over 95 Band D properties is more than the previously modelled assumption that the number of properties would increase by 70 per annum).

2.16 **THE COMPONENTS MAKING UP A MEDIUM TERM FINANCIAL STRATEGY (MTFS)**

The Diagram below sets out all of the component parts which constitute the make-up of a Medium Term Financial Strategy. Items in Green denote those elements where the Council has a large degree of control over the setting of policies and strategies. Items in Amber denote those components of the MTFS where the Council has a degree of control. Red items signal components where the Council has hardly any control over funding allocations which are decided by the Government and future cost pressures which can largely be outside of the Council's control or influence.

2019/20 Net Budget £7.1 million



2.17 The Medium Term Financial Strategy (MTFS) report was approved by Council in September 2019. A Budget update report was presented to the Hub Committee on 5th November 2019 and reflected the following changes:-

- The provision for a pay award has been increased from 1% to 2% for each year of the Medium Term Financial Strategy. This is subject to national negotiation on an annual basis. The Medium Term Financial Strategy is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the financial planning of the Council.
- Two planning enforcement posts (the WDBC share of costs) have been included within the cost pressures.
- The Public Lavatories Bill has been dropped due to the proroguing of Parliament. Therefore the savings from business rates not being payable on public toilets (£18,000) will be delayed until at least 2021-22. This does not change any of the previous discussions between Town and Parish Councils and the Borough Council on public conveniences and the Borough Council would not be seeking to re-open discussions due to the Public Lavatories Bill being delayed.

New Homes Bonus (NHB)

2.18 NHB will continue for 2020-21 for one year, with any funding beyond 2020-21 being subject to the next Spending Review. For one year the Government will fund legacy payments and the baseline will remain at 0.4%. The baseline is the proportion of housing growth which is deducted as 'natural growth as such' before New Homes Bonus is paid to a Council – this is the equivalent of 98 properties for West Devon. So the Council receives no New Homes Bonus on the first 98 properties of property growth per year (Note property growth is modelled at 70 extra properties per year, hence NHB allocations are reducing due to the 0.4% baseline and the reduction in the number of years paid to four).

2.19 The Council's New Homes Bonus allocation for 2020/21 has been announced at £347,543. The financial modelling has included using £228,135 of New Homes Bonus funding for 2020/21 to fund the revenue base budget and this has then been reduced to £100,000 in 2021/22 and £50,000 in 2022/23 for modelling purposes.

2.20 The table below sets out the suggested use of New Homes Bonus funding for 2020/21:-

NHB	Amount (£)
Provisional New Homes Bonus 2020-21 allocation	347,543
Suggested allocation:-	
To fund the Revenue Base Budget – see 2.13	(228,135)
To fund the Capital Programme for 2020/21* (This is a £50,000 allocation for affordable housing)	(50,000)
Dartmoor National Park allocation**	TBA
Amount remaining unallocated	69,408

*The Capital Programme Proposals for 2020-21 are a separate agenda item on the Hub Committee agenda

**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, for example, joint work through the rural housing enabler. Members consider this on an annual basis as part of the Budget process.

Pensions Strategy (Actuarial Valuation)

2.21 The Council has taken specialist pension advice on the options for the Council's Pension position (informing the actuarial valuation), with the aim of reducing the current deficit contributions, increasing affordability, whilst best managing the pension deficit. Options were presented to the Council's Audit Committee on 22nd January 2019 and this work is being progressed by the S151 Officer in accordance with the timetable for the Triennial Pension Revaluation. The S151 Officer attended an employers'

meeting on 14th November and has received the results of the Triennial Revaluation of the Pension Fund.

2.22 The total pension contribution rates payable for employers consists of two elements, the primary rate and the secondary rate:

- **The primary rate** – this is the anticipated cost to the Council of the pension rights that members will accrue each year in the future. The primary rate, or future service rate is expressed as a percentage of pensionable payroll. The primary rate, the employer’s pension contribution rate is increasing by 1.5% for WDBC from 13.3% to 14.8% producing a cost pressure of £75,000 per annum from 2020/21 for the next three years. The Devon Pension Fund in general is experiencing a 2% increase in the primary rate due to the change in financial assumptions.
- **The secondary rate** – this arises where the cost of pension rights that have already been accrued turn out to be higher than expected, resulting in a deficit. This happens where the Fund experience differs from previous assumptions, and so the contributions paid do not match the cost of the pension rights accrued during a previous period. The secondary rate, or deficit recovery rate is set as a cash figure.

2019 Pension Actuarial Valuation result

2.23 The funding level and the movement in the Council’s pension position following the Triennial Pension Revaluation are shown below:

	As at 31st March 2016 (£'000)	As at 31st March 2019 (£'000)
Assets	22,282	27,258
Liabilities	29,398	32,334
(Deficit)	(7,116)	(5,076)
Funding Level	75.8%	84.3%

2.24 The Pension Deficit has reduced from £7.116m (75.8% funded) at 31.3.2016 to £5.076m (84.3% funded) at 31.3.2019. The secondary rate, the amount paid to meet the pension deficit, will reduce from £500,000 per annum (the amount budgeted in the base budget) to around £325,000 per annum – an annual saving of £175,000 for the next three years (£500,000 less £325,000). This is on the basis of the pension deficit recovery period remaining at 17 years.

2.25 The actuaries have also offered the option of reducing the deficit recovery period to 14 years and this would produce an annual saving of £113,000 (£500,000 less £387,000). ***It is recommended by the S151***

Officer that the deficit recovery period is maintained at 17 years and is not reduced to 14 years and an annual saving of £175,000 has been built into Appendix A. This was also recommended by the Audit Committee at their meeting on 21st January 2020.

- 2.26 The table below shows the primary rate (shown in a percentage) and the secondary rate (cash amount).

Employer Contribution Rate	Applicable from 1st April 2020	Applicable from 1st April 2021	Applicable from 1st April 2022
Primary Rate (% of Pay)	14.8%	14.8%	14.8%
Secondary Rate (cash amount per annum) based on 14 year deficit recovery period	£387,294	£401,413	£416,048
Secondary Rate (cash amount per annum) based on 17 year deficit recovery period (Option recommended by the S151 Officer)	£325,000	£337,000	£350,000

Note – the amount budgeted for the secondary rate (pension deficit contributions) in the 2019/20 base budget is £500,000 per annum.

Treasury Management and Borrowing Strategy

- 2.27 The Council has taken external treasury management advice on the Council's overall borrowing levels and debt levels. The Council set an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million. In March 2019, the Council considered its Capital Strategy and Treasury Management Strategy which contained the new requirements issued by MHCLG in February 2018 of the new guidance.

Council Tax Support Grant (CTSG) for 2020/21 onwards

2.28 At the Hub Committee meeting on 5th November 2019, (Minute HC45) Members had a detailed debate on the third recommendation of the report, which sought authority to withdraw 100% Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020. Some Members felt it would better serve Town and Parish Councils to stagger the withdrawal of the Council Tax Support Grant, particularly in light of the consultation responses received. However, other Members noted that to delay the withdrawal could adversely impact Town and Parish Councils, particularly if a council tax referendum limit on raising precept levels for Town and Parish Councils was introduced by Central Government in 2021/22. On balance, the Committee agreed with the recommendation as set out in the presented report. It was then resolved that Council be recommended to withdraw the Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020 by 100%. This was approved by Council on 17th December 2019.

Results of the Members' Budget Survey 2019

2.29 A Members' Budget Workshop was held on 12th November. The results of the Members' Budget Survey have been circulated to all Members. A total of twenty two responses were received to the survey. Based on those results, the following changes have been reflected within this latest budget report:-

- A Climate Change Policy Officer (a two year temporary post) has been included at a cost of £25,000 per annum.
- The business rates pooling gain has been increased by £30,000 to £110,000 in 2020/21
- A reduction in the Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019) of £175,000 per annum (see 2.24)
- Additional treasury management income of £15,000 per annum, from the investment of an extra £0.5million in the CCLA (see 2.41 for details).
- Additional employments estates income of £25,000 per annum
- An annual income from street naming and numbering of £15,000 per annum
- Corporate consultancy income of £10,000 per annum. The Council will look to attract more work from other Councils. This would primarily be through the Council delivering consultancy or short term work activities for other Councils (e.g. Disabled Facilities Grants), rather than delivering full services.
- A reduction in ICT contracts of £8,000 per annum
- Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The 4% was the average of the range of options which were supported by Members in the Members' Budget Survey. The last time fees were increased was in July 2018.

2.30 The following items were not supported by the majority of Members in the Budget Survey and have therefore not been included in Appendix A:

- **Increase car parking pay and display fees and transfer the additional income to an earmarked reserve to help fund installation of rapid electric charging points (on a larger scale, over and above grant funding already available)** – Members considered an option which looked at increasing car parking pay and display fees and transferring the additional income to an earmarked reserve to help fund investment in the installation of rapid electric charging points in the Council's car parks. Some Members made the point that the Council should be able to access government grant funding.

Other Budget Ideas raised by Members in the Budget Survey

2.31 A Member requested that additional funds be made available to the Community Safety Partnership and included as an extra cost pressure from 2020/21 onwards.

2.32 Some Members asked for more information as to what duties the Climate Change Officer would undertake before they made a decision. The Climate Change Action Plan was a separate item on the December Council agenda. Another Member suggested this post was essential to transition the Council's climate change emergency to one of 'business as usual'.

2.33 The other ideas from Members that were suggested to generate Income or reduce expenditure in the Members' Budget Survey were as follows:

- Private companies be invited to bid for the right to install electric charging points wherever needed
- A woodland creation scheme – buy land and create a diverse 'zoned' woodland
- Cut down on travel reimbursement by further use of the IT/Skype

2.34 This latest budget position includes a provision for the pay award of 2% per annum in line with the previous Medium Term Financial Strategy. This is subject to national negotiation on an annual basis. The Medium Term Financial Strategy 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. The 2020/21 pay award is still being negotiated and therefore the pay award cost pressure might change once this has been agreed in the New Year.

2.35 In addition, three temporary housing posts (shared with South Hams District Council) have been proposed in this report to be made permanent, to be funded by the Flexible Homelessness Government

grant funding, to provide stability of resource within the Council's Housing team. The wdbc share of costs is £32,500.

- 2.36 The Government has reformed temporary accommodation finance through a flexible homeless support grant. There has also been financial recognition of the enormous additional burden placed on local authorities through the Homeless Reduction Act, meaning that the service has been able to continue delivering its statutory service, perform highly in preventing homelessness and reducing lengths of stays in temporary accommodation. The Council has robust homeless and rough sleeper prevention strategies which has meant the Council has prevented homelessness for 799 households since its inception in 2017. The short term nature of grant funding has meant the Council has only been able to offer short term contracts, and the Council has used significant resource on the training and induction of staff, only to lose staff to our neighbouring Authorities when permanent positions have arisen. In order to provide stability of resource to really drive homeless prevention in our area, it is recommended that three housing posts are made permanent posts on the establishment, to be funded by flexible homelessness grant (Government grant funding). This does not create a cost pressure on the 'bottom line' as the cost pressure is offset by the government grant income (both the cost and the income are budgeted for), therefore there is a neutral impact on the budget.
- 2.37 Members' views are also sought on including an Economy post (shared with South Hams District Council) within the staffing establishment going forward, to be funded from the business rates pooling gains, to further drive the Council's economic aims and the Enterprise strategic theme, creating places for enterprise to thrive and business to grow.
- 2.38 The cost of this post is expected to be £25,000 per annum (WDBC share). Currently, this cost has been built in to Appendix A as a budget pressure for 2020/21 onwards. It is envisaged that this Economy post would:
- Put together bids for external funding and use Grantfinder to attract external grants
 - Set up projects to support local business growth, create new jobs and improve local skills.
 - Help to promote tourism and investment in the local region.
 - Conduct research and analyse statistics.
 - Build partnerships between local government, businesses and communities.
 - Work in partnership with the Federation of Small Businesses (FSB).
 - Advise businesses and community groups about available grants and funding.
 - Work with the Local Enterprise Partnership on opportunities for funding.
 - Promote our local area to attract new businesses and retain existing businesses through a targeted approach.
 - Develop local economic development strategies and an action plan to implement them – assist with the Town Centre work.

- Help local businesses to become more competitive in finding new markets.
- 2.39 When this was considered by the Hub Committee on 17th December, it was recommended that the Economy Officer post had performance targets.

Senior Leadership Team/Extended Leadership Team restructure

- 2.40 The Corporate Peer Challenge report, carried out in November 2018, recommended a review of the management structure of the Councils. The first part of this review was carried out in September 2019 with the formation of a Senior Leadership Team (SLT) that provides the clarity and capacity to meet the challenge of delivering the ambitious objectives of the Councils. The report to Council on 23rd July requested that the Chief Executive review and implement changes to the Extended Leadership Team (ELT) by December 2019. The annual savings (WDBC share) from the SLT and ELT staff restructure are £94,000 per annum. There are estimated to be some one-off redundancy and pension strain costs associated with the restructure and an amount of £25,000 for three years has been budgeted for as a cost pressure.

Investment in the CCLA (Churches, Charities and Local Authorities) Property Fund

- 2.41 The CCLA (Churches, Charities and Local Authorities) Property Fund has been specifically set up for local authorities and currently has investments of over £1,178 million, with local authority investors including county councils, metropolitan councils/London boroughs and unitary and district councils. Devon County Council, Plymouth City Council and four Devon town councils are invested in the Fund. The fund own and operate commercial properties across the UK, across various sectors with many having blue-chip tenants. The Council is recommended to increase its investment in the CCLA Property Fund from £0.5m to £1m generating extra income of say 3% so an extra £15,000 of income from 20/21 onwards.

(The interest rate achieved on the CCLA Property Fund will be in the region of 4.5% - This is predicted to be 3% higher than what the Council could achieve by investing its funds with Money Market Funds or fixed term deposits with Banks and Building Societies). The extra £0.5m investment will be taken from the Council's Treasury Management balances and instead of investing this money in Money Market Funds the investment would instead be made in CCLA.

Partnership Funding/Grants

- 2.42 The Hub Committee considered a report on Partnership funding on 5th November 2019. Minute HC50 on Partnership Funding resolved the following:-

It was then **RESOLVED** that:

1. The feedback given by each partner had been considered and evaluated based on local need, alignment to the Council's Corporate Strategy and statutory duty;
2. The following partners be awarded funding as follows for the next three years (2020/21 to 2022/23):-
 Citizens Advice Torridge, North, Mid and West Devon - £32,900
 West Devon Community and Voluntary Services (CVS) - £5,100
 Junior Life Skills - £2,510
 Okehampton Community Recreation Association (OCRA) - £1,333
 Okehampton & District Community Transport Group - £6,533
 Tavistock Ring & Ride - £6,533, provided a service still continues
 Young Devon - £2,500
 Heart of the South West Local Enterprise Partnership (LEP) - £5,000
 Tamar Estuaries Consultative Forum - £4,624 + 2.75%
 Tamar Valley Area of Outstanding Natural Beauty - £8,835
 Cornwall & West Devon Mining Landscape World Heritage Site Partnership Board (WHS) - £4,000; and
3. No alternative or additional commissioning opportunities be made available at this stage.

3 BUDGET PRESSURES, SAVINGS AND INCOME GENERATION

- 3.1 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 3.2 **Appendix A** to the Medium Term Financial Strategy 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.

(As set out in Appendix A)	2020/21	2021/22	2022/23	2023/24	2024/25
Cost Pressures	£663,500	£350,000	£285,000	£360,000	£310,000
Contributions to Earmarked Reserves	£87,500	£87,500	£87,500	£87,500	£87,500
Savings and additional income	(£530,200)	(£247,200)	(£391,200)	(£1,200)	(£1,200)

4. OVERALL POSITION – BUDGET GAP

- 4.1 Appendix B illustrates the overall financial forecast for the forthcoming five years. The Council's Net Budget is £7.1 million in 2019/20.
- 4.2 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 £5 per annum (shown in Appendix B).

- 4.3 The following table illustrates the predicted budget gap from 2020/21 onwards for the Council as shown in Appendix B:

Cumulative Budget Gap	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	Total Aggregated Budget Gap £
Modelling as set out in Appendix B	Nil – A balanced Budget is set out in these budget proposals	415,663	210,490	409,617	558,045	1,593,815

- 4.4 ***The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.*** West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million.

5 FEES AND CHARGES

5.1 Environmental Health Charges

- 5.2 Appendix D sets out proposals for Environmental Health Charges for 2020/21.

- 5.3 Environmental Health charges were reviewed for 2016/17 to ensure that the Council charges were consistent across WDBC and SHDC and complied with the legislation in terms of the maximum charge being full cost recovery. The charges were changed to reflect this requirement and the review of charges for 2020/21 reflects the full cost recovery concept and the proposals are as follows.

- 5.4 New animal licensing regulations were introduced in October 2018. This year's (2019-20) fees were based on estimates of the times to be taken for the various requirements of the new regulations. In practice these turned out to be slight underestimates, so additional staff time has been allocated this year, also staff costs have risen due to the pay award. All costs have been calculated by assessing staff time taken for all licensing work divided according to pay scale and adding other relevant costs. The proposed costs are in line with those of other Devon Local Authorities.

- 5.5 The setting of fees for the issuing of licences for Hackney Carriage and Private Hire Vehicles, as well as Private Hire operators is governed by the Local Government (Miscellaneous Provisions) Act 1976, this

requires that where the fee set is proposed to be greater than £25 the Council must advertise these changes for a period of 28 days, and publish a notice in the local newspaper. Due to the cost of the advertisement of fees it is not economically beneficial to the local authority to increase these fees by inflation each year. Fees for these licences will be reviewed on a 3 yearly basis to ensure that the Council is not subsidising the delivery of the service substantially. Therefore, no increases are proposed for 2020/21.

- 5.6 A new charge of £300 is being introduced in response to new legislation whereby tenants are able to request that a Local Council carries out an inspection of the rented property to support a civil action taken against a landlord. In addition, a charge of £41 per hour will be levied if attendance at court is necessary.
- 5.7 In the event of a serious private water supply sampling failure, a new fee of £100 will be charged for the officer time required to investigate further.
- 5.8 Following a review of charges for the granting and renewal of zoo licenses, increases are proposed to reflect the time spent by officers in processing applications and inspecting premises.
- 5.9 In terms of additional income, the changes to existing Environmental Health and Licensing charges shouldn't have a significant impact since most charges are remaining the same and those that are increasing are based on cost recovery rather than income generation.
- 5.10 The Council currently charges £60 for a Disclosure & Barring Service (DBS) which covers the cost of an enhanced check and administration fees. The cost to us from central government is set to decrease by £4 and so the proposal is to pass this saving on to our customers and charge £56 for the service instead. This action will be cost neutral to the Council.

Development Management

- 5.11 Substantial changes were made to many of the Development Management fees and charges in 2019/20. It is considered that these figures represent fair and appropriate amounts to charge for 2020/21 and so the proposal is to freeze charges at their current levels for 2020/21 and then review once again when setting fees for 2021/22. A breakdown of these fees can be found at Appendix C to this report.

Electric Charging points outside Kilworthy Park

- 5.12 It is proposed to charge for the use of the electric charging points outside Kilworthy Park.

Proof of Life

- 5.13 British nationals in receipt of pensions from a foreign country are required to periodically confirm 'Proof of Life' to continue receipt of their pension payments. This requires completion of a form with ID and utility bills in order that the form can be validated. Within the last couple of years, GP's have introduced a fee for completing the form. This ranges from £30 - £60. As a result, Councils have now experienced an increase in the numbers of people requesting that we sign the forms for them. In the absence of a charging policy, we have continued to do this for free. While the volumes are not currently large (under 30 in the past 12 months), introducing a small fee of £25 would cover the costs of validating the forms. The proposal is to introduce these charges with immediate effect, once approval from Members has been received.

S257 Footpath Diversion Orders

- 5.14 This fee relates to applications to divert a Public Right Of Way (PROW) to facilitate the delivery of a development using section 257 of the Town and Country Planning Act. The proposal is to increase the fee from £1,460 to £2,500 to reflect the actual costs of providing the service. Since there are 2-3 applications each year on average, this is likely to increase income overall by approximately £2,100 in 2020/21, with increased income in 2019/20 dependant on whether any further applications are received. The proposal is to introduce these increases with immediate effect, once approval from Members has been received.

Emptying of dog waste and litter bins

- 5.15 A number of litter and dog bins are serviced by the waste contractor on behalf of town and parish councils. The new waste and cleansing contract which started on 1 April 2019 includes a new pricing structure for emptying and cleansing bins and so it is necessary to review charges in line with actual contract costs. It is worth noting that these charges have been maintained at the current level and not increased in line with inflation since 2015. For this reason the percentage increase in charges appears high and it is therefore proposed that the increase is phased in over two years to allow the town and parish councils to adjust their budgets accordingly as set out in the table below.

Activity	Current Fee	Proposed Fee 2020-21	Proposed Fee 2021-22*
Servicing of litter bins	£1.00	£2.00	£3.06
Servicing of dog bins	£1.00	£2.00	£3.06

*It is proposed that from 2021-22 onwards, fees are increased in line with contract inflation.

** Charges would be applied per empty.

- 5.16 The proposed changes will allow the budget to reflect the actual costs of bin emptying and will track inflation over the life-time of the contract. Whilst income from bin servicing will increase by £18,000 this will be offset by the higher costs incurred from an increase in bin numbers in recent years.

Local Land Charges

- 5.17 Local Land Charges (LLC) is a statutory service where the income raised is intended to cover the cost of providing the service, so far as it's possible to do so. Officers are in the process of determining the actual cost of providing the service in order to ensure the appropriate fees are being charged. It is proposed that delegated authority is given to the Section 151 Officer and the Portfolio Holder to agree the LLC fees for 2020/21.

Car Parking Fees

- 5.18 Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The last time fees were increased was in July 2018.

- 5.19 The latest Quarter 3 Budget Monitoring report shows that car parking income is expected to underachieve its income target for 2019/20 of £1,006,000 by 6.5% (£65,000). Therefore no increase in car parking income has been built into Appendix A for the 2020/21 Budget as the increase in fees is likely to only meet part of the current shortfall in budgeted income. This will be the subject of a future report to the Hub Committee.

Income from fees and charges

- 5.20 The fees and charges outlined in this report in Section 5 are expected to either be cost neutral or to have a non-material impact in 2020/21. Therefore no additional income has been built into the budget for 2020/21 for these.

6 FINANCIAL SUSTAINABILITY AND TIMESCALES

- 6.1 The Council is progressing various options for closing the budget gap for 2020/21 onwards, to achieve long term financial sustainability. The table below sets out a timescale for those options and the various strands that the Council is exploring.

Option	Possible Budget Impact	Timescale
<p>Extended Leadership Team (ELT) Budget options</p> <p>The Extended Leadership (ELT) have been tasked with identifying budget options for Members to consider for income generation/savings/reduced expenditure for 2020/21 and 2021/22 onwards, taking into consideration the Council's corporate strategy and the latest budget position.</p>	<p>To be quantified</p>	<p>Options were considered at the Members' Budget Workshop on Tuesday 12th November. This work is on-going.</p>
<p>Asset Review</p> <p>The Invest to Earn Committee are considering commercial property business cases within the Commercial Property acquisition strategy. An updated Commercial Investment Strategy was presented to the July 2019 Hub Committee.</p>	<p>To be quantified</p>	<p>On-going through meetings of the Invest to Earn Committee</p>
<p>Three weekly residual waste collection</p> <p>A report was taken to the Hub Committee in June 2019 for the three weekly residual waste collection. A recommendation was made to the Waste Working Group to extend the trial for a full financial year to provide more robust data, with the potential to go live around September to October 2021 (if supported by the results of the trial).</p> <p>Savings are likely to be in the region of £100k to £150k p.a. Currently 16 to 20 Local Authorities operate a three or four weekly residual collection service, the majority of these have experienced an increase in recycling rates and a reduction in cost after introduction of the system.</p>	<p>£50,000 in 2021/22 and £100,000 per annum thereafter</p>	<p>A trial would be for a full financial year, with the potential to go live around September to October 2021 (if supported by the results of the trial).</p>

Option	Possible Budget Impact	Timescale
<p>Strategic Accommodation Review</p> <p>Members of the Accommodation Working Group are reviewing options. A report was presented to the Hub Committee on 5th November 2019. Currently West Devon BC pays South Hams DC £90,000 per year which reflects the cost of the shared service provision and the far greater footprint used at Follaton House for the provision of some frontline services (call centre) and all back office functions. Members have requested that this annual payment is reviewed. The Medium Term Financial Strategy currently includes an aspirational savings target of £50,000 for 2021/22 onwards.</p>	<p>To be quantified</p>	<p>By April 2020</p>
<p>Funding Options</p>		
<p>New Homes Bonus allocations for 2020/21 onwards</p> <p>The Government has stated that 2020/21 represents the final year of NHB funding and from 2021 onwards they will explore how to incentivise housing growth most effectively and will consult on this issue.</p> <p>The financial modelling has included using £228,135 of New Homes Bonus (or its replacement) funding for 2020/21 to fund the revenue base budget and this has then been reduced to £100,000 for 2021/22 and £50,000 for 2022/23 onwards for modelling purposes.</p>	<p>To be assessed. It is not known what NHB allocations (or a similar scheme) will be in future years when the NHB scheme is replaced.</p>	<p>Awaiting further announcements from the Government (a consultation document is expected in Spring 2020)</p>
<p>Negative Revenue Support Grant (RSG)</p> <p>Negative Revenue Support Grant (RSG) for 2020/21 has been eliminated for one year.</p>	<p>Negative RSG of £293,000 for 2021/22 onwards has been built into</p>	<p>Negative Revenue Support Grant (RSG) for 2020/21 has been eliminated for one year.</p>

Option	Possible Budget Impact	Timescale
	this budget report.	
<p data-bbox="360 383 876 450">Use of Reserves as a temporary measure</p> <p data-bbox="360 490 876 674">The Council could temporarily utilise Reserves to balance an element of the 2021/22 budget, whilst longer term solutions are being implemented.</p> <p data-bbox="360 714 876 922">This would be a very short term solution though. The current levels of Reserves are £1.13 million Unearmarked Reserves and Earmarked Reserves of £3.15 million.</p>	To be assessed	To be decided as part of the Budget Process

6.2 Through the Financial Stability Review Group, further measures will continue to be considered to balance future budget positions.

7 CAPITAL PROGRAMME AND PRUDENTIAL BORROWING

7.1 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. The Capital Budget Proposals for 2020/21 are a separate report on this agenda. This sets out a Proposed Capital Programme for 2020/21 of £1,050,000 and the sources of funding for the Capital Programme.

7.2 **Commercial Property Acquisition Strategy** – The Council has agreed a commercial property acquisition strategy. To date, four investment properties have been purchased with a value of £21.3 million in aggregate.

7.3 Purchases made within the strategy are capital expenditure. A report on the updated Commercial Investment Strategy to include the renewable energy sector was a separate report on the July 2019 Hub Committee agenda. The Council is progressing work on the business case for the renewable energy sector. An income projection of £280,000 from the net ancillary income from investments in commercial property has been included within the budget model for 2020/21, as this is the level currently being achieved by the portfolio in 2019/20.

- 7.4 The Council's Asset Base is £46 million at 31 March 2019. The Council will continually review and challenge its asset base in order to deliver the optimum value for money from the Council's Assets.
- 7.5 **Prudential Borrowing** - The Council will consider the use of prudential borrowing to support capital investment to deliver services and will ensure that the full costs of borrowing are taken into account when investment decisions are made.
- 7.6 Public Works Loans Board (PWLB) borrowing – On 9th October the Council received notification that overnight, the PWLB borrowing rate had increased by 1% across all of their loans which are available. This was without any prior notice and this dramatic increase overnight is unprecedented in years gone by. For example 50 year borrowing is now 3% interest rate (previously just under 2%). This only affects new loans taken out and this doesn't affect loans taken out for commercial property in 2018/19, which were fixed at the time for a fixed interest rate for the next 50 years.
- 7.7 The Council is assessing the impact on all of its business cases which involve external borrowing. It is thought that other market providers e.g. bank and pension funds will look to offer products that are at a more competitive rate than the current PWLB offering.
- 7.8 An overall Borrowing Limit (£50 million) has been approved as part of the Medium Term Financial Strategy for all of the Council's services.

8 Earmarked and Unearmarked Reserves Policy

- 8.1 The current predicted Levels of Reserves at 31.3.2020 are £1.132 million Unearmarked Reserves and Earmarked Reserves of £3.151 million. The Council's Net Budget is £7.2 million for 2020/21. Therefore Unearmarked Reserves equate to 15.7% of the Council's Net Budget. A full list of Earmarked Reserves is attached at Appendix E.
- 8.2 Given the increase in financial risks which the Council faces, the Council has increased the minimum level of Unearmarked Reserves to be held to £900,000. The increased financial risks are in part from the Council's commercial investment strategy where prudential borrowing of up to a total borrowing limit of £50 million (for all Council services) has been approved.
- 8.3 **Budget Monitoring** – The latest Quarter 3 Budget Monitoring report shows the actual net revenue expenditure is forecast to be under budget by £46,000 when compared against the total budget set for 2019/20.

9 NEXT STEPS AND PROPOSED WAY FORWARD

- 9.1 This report is a snapshot (a position statement) in February 2020 and future Member decisions on the budget strategy will inform future reports.
- 9.2 Officers will continue to work with the Cross Party Member Working Group (Financial Stability Review Group) and the results of this will be incorporated into future Budget reports. Section 6 sets out the potential timescales against the areas identified.
- 9.3 The table below shows the budget timetable for the budget meetings for the 2020/21 Budget.

28 th January 2020	Hub Committee – To recommend Final Budget Proposals to Council for 2020/21
13th February 2020 (9am)	Date which Council Procedure Rule 16 applies
18th February 2020	Full Council – To approve Final Budget Proposals for 2020/21 and set the WDBC share of the Council Tax
21st February 2020	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2020/21 (This is WDBC share plus all other precepting authorities share).

Note 1- Council Procedure Rule 16 states that ‘Where a member intends to move a motion or amendment in relation to the Budget, the text of that motion or amendment must be put in writing and submitted to the Head of Paid Service by 9am on the third working day before the meeting, in order that officers may have sufficient time to consider and advise the Council of the financial implications

of any such motion or amendment’. As per the timetable above, this would need to be submitted by 9am on Thursday 13th February 2020.

10. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Hub Committee is responsible for recommending to Council the budgetary framework. It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council on an annual basis. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The preparation of the Budget report 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.</p>
Financial implications to include reference to value for money		<p><i>The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.</i> West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million.</p> <p>The recommendations adopted and the annual budget setting process will ensure the Council has arrangements in place to secure economy, efficiency and effectiveness in its use of resources. The Council’s auditors, Grant Thornton, provided an unqualified value for money opinion for the Borough Council for 2018-19, which was reported to the Council’s Audit Committee in July 2019.</p>
Risk		Each of the budget options taken forward by Members will consider the risks of the option.
Supporting Corporate Strategy		The Budget report supports all six of the Corporate Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing.

Climate Change - Carbon / Biodiversity Impact		A Climate Change Action Plan was presented to Council in December 2019. Following this report, a strategy will be implemented as to how the Council could finance the items within the Action Plan, whether that is from external grant sources or some funding from the Council's own resources.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality 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 – Modelling of the Budget Position
- Appendix C – Development Management Fees and Charges for 2020/21
- Appendix D – Environmental Health Fees and Charges for 2020/21
- Appendix E - Schedule of Reserves (Unearmarked and Earmarked)
- Appendix F – Draft Revenue Budget for the Financial Year 2020/21
- Appendix G – Sensitivity Analysis and Risk Analysis

Background Papers:

- Hub Committee – 28th January 2020 – Budget Proposals report for 2020/21
- Overview and Scrutiny Committee – 14th January 2020 – Budget Proposals report for 2020/21
- Hub Committee – 17th December 2019 – Budget Proposals report for 2020/21
- Hub Committee – 5th November 2019 – Budget Update report for 2020/21 to 2024/25
- Hub Committee – 16th July 2019 – Medium Term Financial Position for 2020/21 onwards
- Council 17th September 2019 – Medium Term Financial Strategy

BUDGET PRESSURES AND SAVINGS
(This shows the changes to the existing Base Budget)

APPENDIX A

WEST DEVON BOROUGH COUNCIL

	BASE 2019/20 £	Yr1 2020/21 £	Yr2 2021/22 £	Yr3 2022/23 £	Yr4 2023/24 £	Yr5 2023/24 £
BUDGET PRESSURES						
Waste collection, recycling and cleansing contract (estimate)	80,000	80,000	80,000	80,000	80,000	80,000
ICT future service provision	0	150,000	0	0	0	0
Triennial Pension revaluation (increase in Pension Employer primary rate contributions)	0	75,000	0	0	75,000	0
Inflation on goods and services	70,000	70,000	70,000	70,000	70,000	70,000
Increase in salaries - increments and pay and grading	40,000	40,000	40,000	40,000	40,000	40,000
Increase in salaries - pay increase at 2% modelled for 20/21 onwards	95,000	90,000	90,000	90,000	90,000	90,000
Maintenance of trees	0	(20,000)	0	0	0	0
ICT support contracts - increase the budget to better align to actual expenditure	95,000	0	0	0	0	0
Reduction in Housing Benefit administration subsidy	20,000	10,000	10,000	10,000	10,000	10,000
National Insurance and National Living Wage	20,000	20,000	20,000	20,000	20,000	20,000
Two additional Planning Enforcement Case Managers (wdbc share of cost)	19,000	21,500	0	0	0	0
Climate Change Policy Officer (wdbc share of cost - 2 year temporary post)	0	25,000	0	(25,000)	0	0
Housing Posts (make three temporary posts permanent - wdbc share of costs - to be funded by Government grant - Flexible Homelessness Grant funding)	0	32,500	0	0	0	0
Economy Officer (see 1.7)	0	25,000	0	0	0	0
SLT/ELT Restructure - redundancy/pension strain costs	0	25,000	0	0	(25,000)	0
Member Locality Fund (£500 per Member)	15,500	(15,500)	0	0	0	0
Payment Collection Expenses	0	20,000	0	0	0	0
Land Charges - reduction in Income target	0	15,000	0	0	0	0
Housing Benefit overpayment recoveries	0	0	40,000	0	0	0
TOTAL IDENTIFIED BUDGET PRESSURES	454,500	663,500	350,000	285,000	360,000	310,000

WEST DEVON BOROUGH COUNCIL

	BASE 2019/20 £	Yr1 2020/21 £	Yr2 2021/22 £	Yr3 2022/23 £	Yr4 2023/24 £	Yr5 2023/24 £
Contribution to Earmarked Reserves (This line shows the annual contributions into the Reserve)						
Contribution to IT Development Reserve (£25K per annum)	25,000	25,000	25,000	25,000	25,000	25,000
Contribution to Planning Reserve (£25K per annum)	25,000	25,000	25,000	25,000	25,000	25,000
Contribution to Elections Reserve (20K per annum)	20,000	20,000	20,000	20,000	20,000	20,000
Contribution from the Flexible Homeless Government Grant for three housing posts (wdbc share of costs)	0	(32,500)	(32,500)	(32,500)	(32,500)	(32,500)
Contribution to Vehicles Replacement Reserve (£50K per annum) - Minute CM42	50,000	50,000	50,000	50,000	50,000	50,000
Total Contribution to Earmarked Reserves	120,000	87,500	87,500	87,500	87,500	87,500

SAVINGS AND INCOME GENERATION IDENTIFIED

	BASE 2019/20 £	Yr1 2020/21 £	Yr2 2021/22 £	Yr3 2022/23 £	Yr4 2023/24 £	Yr5 2023/24 £
Income from investments in commercial property	100,000	80,000	40,000	120,000	0	0
Re-procurement of contracts (e.g. savings from Leisure contract)	0	80,000	130,000	270,000	0	0
Reduction in Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019 - based on 17 year deficit recovery period)	0	175,000	0	0	0	0
Re-procurement of waste collection, recycling and cleansing contract (The £50K contribution to the Vehicle Replacement Earmarked Reserve is deducted from these savings to give a net saving of £254,000 per annum)	304,000	0	0	0	0	0
Additional treasury management income (invest an extra £0.5m in CCLA)	0	15,000	0	0	0	0
Public Conveniences (£18K business rates savings in 2021/22)	50,000	0	18,000	0	0	0
Kilworthy Park - reduction in operating costs	0	0	50,000	0	0	0
Housing Benefit recoveries of overpayments (increase income target to reflect actual income being achieved)	50,000	0	0	0	0	0
Planning Fees (increase income target to reflect actual income being achieved)	50,000	0	0	0	0	0
Senior Leadership Team - Interim arrangement (£34,000) - Restructure (£60,000) as per July 2019 Council report	34,000	60,000	0	0	0	0
Additional Employments estates income	0	25,000	0	0	0	0
Income from Street Naming and Numbering	0	15,000	0	0	0	0
Reduction in Partnership funding	14,000	2,000	0	0	0	0
Corporate consultancy income	20,000	10,000	0	0	0	0
Introduction of Direct Lets Scheme	12,000	0	0	0	0	0
Energy Certification for Eco Schemes	10,000	0	0	0	0	0
Cessation of Communities Together Fund	5,000	0	0	0	0	0
Council Tax Support Grant (CTSG) - the withdrawal of CTSG has been modelled from 1.4.2020	5,500	59,000	0	0	0	0
Charging for duty planning service	3,500	0	0	0	0	0
Advertising on websites and e-bulletins	3,500	0	0	0	0	0
Review corporate training budgets	15,000	0	0	0	0	0
Reduction in ICT contracts	12,000	8,000	8,000	0	0	0
Implement e-billing in council tax	1,200	1,200	1,200	1,200	1,200	1,200
TOTAL SAVINGS AND INCOME GENERATION	689,700	530,200	247,200	391,200	1,200	1,200

Line	Modelling assumptions: Assumes Council Tax is increased by £5 annually	BASE	Yr1	Yr2	Yr3	Yr 4	Yr5
No.	Modelling for the financial years 2020/21 onwards	2019/20 £	2020/21 £	2021/22 £	2022/23	2023/24 £	2024/25 £
1	Base budget brought forward	7,313,795	7,078,595	7,211,895	6,899,032	6,998,005	7,157,678
2	Budget pressures (as per Appendix A)	454,500	663,500	350,000	285,000	360,000	310,000
3	Savings already identified (as per Appendix A)	(689,700)	(530,200)	(247,200)	(391,200)	(1,200)	(1,200)
4	Projected Net Expenditure:	7,078,595	7,211,895	7,314,695	6,792,832	7,356,805	7,466,478
Funded By:-							
5	Council Tax income - Modelling a £5 increase in council tax each year (Taxbase 20/21 = 20,271.71 Band D Equivalent properties)	4,673,499	4,796,895	4,915,167	5,034,140	5,153,813	5,274,185
6	Collection Fund Surplus	84,000	67,000	80,000	80,000	80,000	80,000
7	Localised Business Rates (baseline funding level)	1,620,367	1,648,000	1,680,000	1,710,000	1,750,000	1,790,000
8	Tariff/Top Up Adjustment amount (negative RSG)	0	0	(293,000)	(293,000)	(293,000)	(293,000)
9	Business Rates Pooling Gain (£40,000 already built into the base budget)	0	95,000	40,000	40,000	40,000	40,000
10	Funding from Rural Services Delivery Grant	464,365	464,365	464,365	464,365	464,365	464,365
11	Funding from New Homes Bonus	375,000	228,135	100,000	50,000	50,000	50,000
12	Less: Contribution to Earmarked Reserves	(120,000)	(87,500)	(87,500)	(87,500)	(87,500)	(87,500)
13	WDBC share of national Business Rates Levy surplus (one-off for 19/20)	25,000	0	0	0	0	0
14	Less: Contribution to Future Financial Stability Earmarked Reserve	(43,635)					
15	Total Projected Funding Sources	7,078,595	7,211,895	6,899,032	6,998,005	7,157,678	7,318,050
Budget gap/(surplus) per year							
15	(Projected Expenditure line 4 - Projected Funding line 15)	0	0	415,663	(205,173)	199,127	148,428
Actual Predicted Cumulative Budget Gap		0	0	415,663	210,490	409,617	558,045
Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)		0	0	415,663	626,153	1,035,770	1,593,815

Modelling Assumptions: (Assumes an increase in Band D Equivalent properties of 70 per annum)							
Council Tax (Band D) (an increase of £5 per annum has been modelled)		231.63	236.63	241.63	246.63	251.63	256.63
Council TaxBase		20,176.57	20,271.71	20,341.71	20,411.71	20,481.71	20,551.71

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Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
Confirmation of closure of enforcement case where it was found not expedient to take action. (available for a 12 month period following closure of the case)	£60	£60	If the Council has been in contact with you recently to investigate a breach of planning control and determined not to take any action you will be verbally advised of the outcome. Use this service if you require a letter of comfort confirming the Council's decision on the matter on a case closed in the last 12 months.
Confirmation of compliance with Enforcement Notice or Breach of Condition Notice (including site visit)	£300	£300	Includes a site visit, full check of the enforcement case and written confirmation of the outcome. Use this service if you require confirmation that an Enforcement Notice served by the Local Planning Authority has been complied with.
Confirmation of compliance with listed building consent (available for a 12 month period following completion of the development)	£300	£300	Includes a site visit to compare the development against the plans and written confirmation of our findings. Only available within 12 months of completion. Use this service if you have completed a listed building project and you wish to sell the property. If the completion was over 12 months ago, use the 'help resolving conveyancing issues' service detailed below

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
Help resolving planning history questions	£500	£500	Includes a full check of the planning and planning enforcement history, a site visit to view the development, a 1 hour meeting if it is deemed necessary by the case officer, any necessary in house consultations, written confirmation of the outcome, a formal decision as to whether enforcement action will be taken and/or confirmation of steps required to remedy the situation, if any. Response will be provided in 20 working days in most cases (can be extended by agreement if further consultation or investigation is required). Use this quick service if you are buying or selling a property/land and a planning query arises through the conveyancing process. For example, unauthorised works have been discovered or planning conditions have not been complied with.
Confirmation of compliance with section 106 planning obligations (desktop assessment)	£160 plus additional £115 if site visit needed	£160 plus additional £115 if site visit needed	This is a desktop check of the Council's records. If the clause in the agreement requires something to be undertaken on site it would be necessary to undertake a site visit for which there will be an additional charge. Use this service if you require confirmation that the clauses of the agreement have been complied with

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
Duty Planner	£40	£40	This is a 30 minute appointment with one of the Development Management planners by telephone or face to face.
The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.			The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.
Major Development - This will include 1 validation check of the application at plus 1 re-check	£85	£85	
Minor Development - This will include 1 validation check of the application at plus 1 re-check	£50	£50	

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
Householder and Other Development - This will include 1 validation check of the application at plus 1 re-check	£40	£40	
Pre-Application Fees	£180 plus £180 for any additional meeting/response required	£180 plus £180 for any additional meeting/response required	Householder/Listed Building/Advertisements one meeting with a written response
	£180 £420 (£240 if it follows a scoping meeting) plus £180 for any additional meeting or response	£180 £420 (£240 if it follows a scoping meeting) plus £180 for any additional meeting or response	Small Minor (1-2 Dwellings or non-residential floor space up to 499 sqm, telecommunications, Lawful development Certificate Advice and changes or use except dwellings, where there is no operational development) One Scoping meeting with agreed notes from the meeting Full pre-app – one meeting plus a written response.

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
	<p>£240</p> <p>£600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response</p>	<p>£240</p> <p>£600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response</p>	<p>Minor Development (between 3 – 9 dwellings or non-residential floor space between 500 – 999 sqm or a site area up to 1 Ha)</p> <p>One Scoping meeting with agreed notes from the meeting</p> <p>Full pre-app – one meeting plus a written response.</p>
	<p>£480</p>	<p>£480</p>	<p>Small Scale Majors (up to 30 dwellings or Non-Residential floor space between 1000 – 4999 sqm or a site area between 1 – 2 Ha)</p> <p>One Scoping meeting with agreed notes from the meeting</p>

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
	£1800 (£1320 if it follows a scoping meeting). Or a specific PPA.	£1800 (£1320 if it follows a scoping meeting). Or a specific PPA.	Full pre-app – two meetings plus a written response. If more than two meetings are required the pre-app will be the subject of a specific PPA.
	£720 Specific PPA	£720 Specific PPA	<p>Large Majors (Over 31 dwellings or Non-Residential floor space over 500sqm or a site area over 2 Ha all renewable energy proposals unless a domestic scale and all development that requires an EIA)</p> <p>One Scoping meeting with agreed notes from the meeting</p> <p>Full Pre-app</p>
Exemptions:	No Charge	No Charge	100% Affordable Housing schemes
	No Charge	No Charge	Facilities for the disabled
	No Charge	No Charge	Parish/Town Council

Activity	Current Fee £ (2019/20)	Proposed Fee £ (2020/21)	Comments
Pre-App Charges Notes:			<p>Floor space refers to gross external floor space The fee stated are inclusive of VAT</p> <p>For the purposes of pre-app fees flats and holiday accommodation are considered as dwellings.</p> <p>Fees will be the subject of review</p>

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Appendix D - Environmental Health Charges Proposed for 2020/21		
	Current Fee 2019/20	Proposed Fee 2020/21
<u>Acupuncture, Tattooing, Ear-piercing & Electrolysis</u>		
Register of Person	£115.00	£115.00
Register of Premises	£115.00	£115.00
Changes to Premises registration particulars	£41.00	£41.00
<u>Animal Licence</u>		
Standard licence *	£234.00	£350.70
Home dog boarding	£234.00	£276.70
Each additional licenseable activity	£87.00	£124.55
Rescore visit	£120.00	£120.00
Vets and fees expenses	Actual Cost	Actual Cost
<u>Dangerous Wild Animal Licence</u>		
Licence Fee (initial and renewal)	£394.00	£394.00
Plus vets fees and expenses	Actual cost	Actual cost
<u>Eco Certificate</u>		
	£100.00	£100.00
<u>Film Classification Licence</u>		
Licence per film	£103.00	£103.00
Licence per festival	£515.00	£515.00
<u>Food Export Certificate</u>		
Export Certificate initial set up	£153.00	£153.00
Export Certificate renewal	£61.00	£61.00
Amendment to existing certificate (in addition to renewal fee)	£22.00	£22.00
<u>Food Hygiene Score Revisit inspection fee</u>		
Food Hygiene Score Revisit inspection fee	£130.00 per visit	£130.00 per visit
Food Hygiene Advice visit	£130 first hour , £65 per hour thereafter	£130 first hour , £65 per hour thereafter
Safer Food Better Business pack	£20 for the Catering SFBB Pack plus a years diary. £6 for a years diary	£20 for the Catering SFBB Pack plus a years diary. £6 for a years diary
<u>Food Premises Register</u>		
Food Premises Register (Full copy)	£304.00	£304.00
Food Premises Register (Part copy)	£103.00	£103.00
<u>Food Safety</u>		
Issue of unfit food certificate	£101.00	£101.00
<u>Hackney Carriage and Private Hire</u>		
Hackney Carriage Vehicle - fully wheelchair accessible	£20.00	£20.00
Hackney Carriage Vehicle - non wheelchair accessible	£181.00	£181.00
Private Hire Vehicle - fully wheelchair accessible	£20.00	£20.00
Private Hire Vehicle - non wheelchair accessible	£160.00	£160.00
Driving Licence (1 year)	£110.00	£110.00
Driving Licence initial application fee	£109.00	£109.00
Knowledge test	£50.00	£50.00
DBS	£60.00	£56.00
Driving Licence (3 years)	£281.00	£281.00
Replacement Plate	£20.00	£20.00
Transfer of ownership of vehicle	£50.00	£50.00
Operator Licence (Private Hire Only) 1 year	£125.00	£125.00
Operator Licence (Private Hire Only) 5 years	£472.00	£472.00
Replacement Driver's Badge	£15.00	£15.00
<u>Homes in Multiple Occupation</u>		
New Applications (new properties/change of ownership)	£372.00	£372.00
Renewals (every 5 years)	£372.00	£372.00

Appendix D - Environmental Health Charges Proposed for 2020/21		
	Current Fee 2019/20	Proposed Fee 2020/21
<u>Housing Act Enforcement Notice fee</u>		
Housing Act Enforcement Notice fee	£41.00 per hour	£41.00 per hour
<u>Housing Suitability (Immigration Inspection Certificate)</u>		
Housing Suitability (Immigration Inspection Certificate)	£80.00	£80.00
Inspection and report on Housing Conditions under the Homes (Fitness for Human Habitation) Act 2018	new charge	£300.00
Charge for Court appearance by Inspecting officer	new charge	£41.00 per hour
Depositing site rules with the Local Authority	£79.00	£79.00
Hypnotism Authorisation	£58.00	£58.00
<u>Private Water Supply</u>		
Private Water Supply Sampling Fee	£72.00	£72.00
Private Water Supply sample failure investigation	new charge	£100.00
Private Water Supply Risk Assessment	£212.00 per risk assessment	£212.00 per risk assessment
<u>Residential Mobile Home/Caravan Site Licences</u>		
Annual Fee (£13 per pitch with a minimum of 5 pitches)	£65.00	£65.00
Transfer of Licence	£100.00	£100.00
Standard amendment	£200.00	£200.00
Site Expansion Amendment (Standard Amendment fee plus £10 per pitch)	£200.00 plus £10.00 per pitch	£200.00 plus £10.00 per pitch
Initial Licence (5 pitch site plus £10 per pitch thereafter)	£200.00	£200.00
Replacement Licence (due to loss)	£10.50	£10.50
Deposit of Site Rules	£77.00	£77.00
Service of Enforcement Notice	£40.00 per hour	£40.00 per hour
<u>Scrap Metal Dealer Licence</u>		
Grant of a Site Licence	£185.00	£185.00
Renewal of a Site Licence	£134.00	£134.00
Transfer from a Site to a Collector Licence	£77.00	£77.00
Grant of a Collector Licence	£134.00	£134.00
Renewal of a Collector Licence	£88.00	£88.00
Transfer from a Collector to a Site Licence	£82.00	£82.00
Change of Licence Holder's details	£16.00	£16.00
Change of Licensed site	£82.00	£82.00
Change of Site Manager	£44.00	£44.00
<u>Sex Establishments</u>		
New Application (Inclusive of first year annual licence)	£4,600.00	£4,600.00
Annual Renewal Fee	£450.00	£450.00
Transfer or Variation	£1,300.00	£1,300.00
Plus Premises Licence / Club Premises Certificate	Statutory Cost	Statutory Cost
<u>Zoo Licence</u>		
Grant of Licence (Valid 4 years)	£818.00	£1,107.00
Renewal of Licence (Valid for 6 years)	£717.00	£1,353.00
Transfer of Licence	£370.00	£370.00
Partially exempt premises	70% of above fees	Remove reduction
Inspection	Actual Cost	Actual Cost
* Standard licences are for the following activities. Dog boarding kennels, catteries, dog breeding establishments, horse riding establishments, pet shops, dog day care, keeping or training animals for exhibition.		

RESERVES - PROJECTED BALANCES					APPENDIX E
	Opening balance 01.04.2019 £'000	Additions to the Reserve £'000	Predicted spend £'000	Projected balance 31.03.2020 £'000	Comments
EARMARKED RESERVES					
Specific Reserves - General Fund					
2016/17 Budget Surplus Contingency	(375)	0	320	(55)	This is the Budget Surplus from 2016/17 which was put into an Earmarked Reserve. Of the commitments, there is £65,000 already committed for capital funding for the Capital Programme. In addition £179,000 will be transferred to the new Vehicle Replacement Reserve in 2019-20.
Business Rates Retention Scheme	(492)	0	0	(492)	This relates to a timing issue on the accounting adjustments required for the localisation of business rates. This reserve also deals with any volatility in Business Rate income e.g. due to appeals.
Cannons Meadow, Tavistock	(11)	0	3	(8)	This reserve contains a commuted sum to be written down to revenue annually over 10 years
Car Parking Maintenance	(417)	0	242	(175)	The commitments relate to Brook Street Car Park, Council Owned Asset Investment & Development £20k (minute ref HC4) and Grounds Maintenance £30k (Hub 10/9/19)
Community Housing Fund	(152)	0	70	(82)	This reserve is for Community Housing Projects
Economic Grant Initiatives	(23)	0	0	(23)	
Elections	(24)	(20)	0	(44)	This is funding for the Elections.
Environmental Health	(20)	0	2	(18)	
Financial Stability	(267)	(243)	60	(450)	This is a new reserve created in 2018/19 from the Business Rates Pilot funding. A commitment of £60k relates to the purchase of land at Okehampton. In addition, £200k will be transferred to this reserve in 2019/20 from unearmarked reserves (Minute ref CM 36)
Flood Works	(15)	0	0	(15)	
Homelessness Prevention	(115)	(30)	0	(145)	This reserve has been created following underspends on Homelessness Prevention Costs in previous years
ICT Development	(76)	(25)	58	(43)	Commitments include replacement laptops for Members £16,000, £13,000 for the Contact Centre software upgrade and Devon WAN upgrade £10,000. Future commitments include contingency for ICT future service provision, upcoming changes to other systems and the rationalisation and replacement of photocopiers
Innovation Fund (Invest to Earn)	(453)	0	220	(233)	Commitments totalling £220k mainly relate to the upgrading of Havedown Depot
Invest to Save	(12)	0	8	(4)	
Joint Local Plan	(30)	0	30	0	This is a new reserve for Joint Local Plan Funding
Leisure Services	(231)	0	27	(204)	
Maintenance Fund (Estates)	(196)	0	26	(170)	Commitments include £15k for the Tavistock Viaduct inspection and £11k of capital expenditure
Management, Maintenance & Risk Management	(88)	(119)	16	(191)	This is a new reserve set up to manage the ongoing maintenance costs of the Council's Commercial Property Portfolio. The contributions to the reserve equate to 10% of the rental income.
Neighbourhood Planning Grants	(42)	0	6	(36)	This reserve funds Neighbourhood Planning Specialists
New Homes Bonus (NHB)	(291)	(501)	738	(54)	The NHB is used to support the funding of the revenue budget and the Capital Programme. The commitment includes £375,000 to fund the 2019/20 revenue budget and £320,000 for the Capital Programme.
Outdoor Sports & Recreation Grants	(18)	0	0	(18)	
Planning Policy and Major Developments	(104)	(25)	7	(122)	£7.2k has been committed to employ two Planning Enforcement case managers during 2019/20 (Hub 10/9/19)
Revenue Grants	(422)	0	6	(416)	This reserve comprises of government grants received for specific initiatives or new burdens and are held in the reserve for accounting purposes
Section 106 Monitoring	(8)	0	8	0	This reserve funds the cost of an officer to oversee the administration of S106 deposits and how they are spent
Support Services Trading Opportunities	(8)	0	0	(8)	
T18 Strategic Change	(234)	0	227	(7)	The commitments include £50,000 for the capital requirement of the Public Toilets pay on entry review (HC.19) and £167,000 will be transferred to the new Vehicle Replacement Reserve.
Vehicle Replacement	0	(396)	396	0	This is a new reserve set up to fund the Council's vehicle replacement programme (Council 4 Dec 2018)
Waste & Cleansing Options Review	(163)	0	43	(120)	A commitment of £43.5k relates to the three weekly waste collection trial (Hub 4 June 2019)
Other Reserves below £15,000	(29)	0	11	(18)	
TOTAL EARMARKED RESERVES	(4,316)	(1,359)	2,524	(3,151)	
TOTAL UNEARMARKED RESERVES	(1,286)	(46)	200	(1,132)	£200k will be transferred from unearmarked reserves in 2019/20 to the Financial Stability Reserve (Minute ref CM 36). The projected underspend for 2019/20 is £46,000.
TOTAL REVENUE RESERVES (EARMARKED AND UNEARMARKED RESERVES)	(5,602)	(1,405)	2,724	(4,283)	

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Service Group	19/20 Base Net Budget £'s	19/20 Virements £'s	19/20 Revised Net Budget £'s	20/21 Pressures/ (Savings) £'s	20/21 Budget Preparation Virements £'s	20/21 Salary Estimate Virements £'s	20/21 Final Base Budget £'s
a) Customer Service & Delivery	5,283,481	(75,900)	5,207,581	437,997	0	(85,100)	5,560,478
b) Place & Enterprise	(1,108,334)	97,176	(1,011,158)	(97,000)	0	11,000	(1,097,158)
c) Governance & Assurance	2,770,721	9,300	2,780,021	11,500	0	4,900	2,796,421
d) Strategic Finance	686,915	(30,576)	656,339	(219,197)	0	69,200	506,342
Total	7,632,783	0	7,632,783	133,300	0	0	7,766,083
Reversal of Depreciation	(554,188)						(554,188)
Net Budget Total	7,078,595						7,211,895
Funded by:							
Localised Business Rates (baseline funding level)	1,620,367						1,648,000
Business Rates Pooling Gain (£40,000 within the base budget)	0						95,000
National Business Rates Levy Surplus	25,000						0
New Homes Bonus	375,000						228,135
Council Tax (modelling an increase of £5 in 20/21)	4,673,499						4,796,895
Collection Fund Surplus	84,000						67,000
Rural Services Delivery Grant	464,365						464,365
Less: Contribution to Earmarked Reserves	(120,000)						(87,500)
Less: Contribution to Future Financial Stability Earmarked Reserve	(43,635)						0
Total	7,078,595						7,211,895

a)	Customer Service & Delivery	Budget Manager	19/20 Base Net Budget £'s	19/20 Virements £'s	19/20 Revised Net Budget £'s	20/21 Pressures/ (Savings) £'s	20/21 Budget Preparation Virements £'s	20/21 Salary Estimate Virements £'s	20/21 Final Base Budget £'s
W1010	Customer Contact Centre	Sarah Moody	252,300	0	252,300	13,100	(1,500)	(38,700)	225,200
W1013	Case Management Localities	Sarah Moody	237,500	0	237,500	13,000	(1,600)	(46,700)	202,200
W1020	Planning Applications and Advice	Pat Whymer	(354,795)	0	(354,795)	(15,000)	0	0	(369,795)
W1040	Local Land Charges	Pat Whymer	(88,806)	0	(88,806)	15,000	0	0	(73,806)
W1304	Grounds Maintenance (new code - transferred from W2300 below)	Sarah Moody	0	0	0	(20,000)	145,927	0	125,927
W1501	General Health	Ian Luscombe	14,170	0	14,170	0	0	0	14,170
W1531	Licensing	Ian Luscombe	(90,551)	0	(90,551)	0	0	0	(90,551)
W1533	Pest Control	Ian Luscombe	15,493	0	15,493	0	0	0	15,493
W1534	Pollution Control	Ian Luscombe	(2,671)	0	(2,671)	0	0	0	(2,671)
W1535	Food Safety	Ian Luscombe	698	0	698	0	0	0	698
W1536	Health & Safety at Work	Ian Luscombe	1,500	0	1,500	0	0	0	1,500
W1544	Community Safety	Ian Luscombe	6,500	0	6,500	0	0	0	6,500
W1545	Emergency Planning	Ian Luscombe	5,370	0	5,370	0	0	0	5,370
W1551	Homelessness	Isabel Blake	119,377	0	119,377	11,000	0	0	130,377
W1552	Housing Advice	Isabel Blake	1,200	0	1,200	0	0	0	1,200
W1555	Private Sector Housing Renewal	Ian Luscombe	31,595	0	31,595	0	0	0	31,595
W1565	Housing Benefit Payments	Isabel Blake	50,953	0	50,953	0	0	0	50,953
W1568	Housing Benefit Administration	Isabel Blake	(93,487)	0	(93,487)	10,000	(13,000)	0	(96,487)
W1571	Council Tax Collection	Isabel Blake	(274,500)	72,806	(201,694)	0	0	0	(201,694)
W1574	Council Tax Support	Isabel Blake	(56,000)	0	(56,000)	0	0	0	(56,000)

W1998	Case Management Customer Service & Delivery	Sarah Moody	885,206	(119,306)	765,900	94,900	(23,000)	(100)	837,700
W1999	Specialists Customer Service & Delivery (Note 1)	Catherine Bowen	1,518,100	66,000	1,584,100	146,700	(12,000)	(558,700)	1,160,100
W2300	Landscape Maintenance (External) - transferred to W1304	Sarah Moody	145,927	0	145,927	0	(145,927)	0	0
W4001	Senior Leadership Team (Note 1)	Sophie Hosking	99,525	0	99,525	(54,300)	0	226,700	271,925
W4002	Extended Leadership Team (Note 1)	Sophie Hosking	0	0	0	0	2,500	449,200	451,700
W4004	Corporate Training & Occupational Health	Andy Wilson	3,183	0	3,183	15,000	0	0	18,183
W4005	Case Management Service Based Training	Sarah Moody	0	0	0	0	11,700	0	11,700
W4015	Specialists Service Based Training	Catherine Bowen	0	0	0	0	12,400	0	12,400
W4041	Internal Audit	Catherine Bowen	25,400	0	25,400	800	0	0	26,200
W4082	Landline Telephones	Mike Ward	21,000	0	21,000	0	0	0	21,000
W4084	ICT Support Contracts	Mike Ward	357,384	0	357,384	149,000	0	0	506,384
W4085	Mobile Phones	Mike Ward	14,000	0	14,000	0	0	0	14,000
W4086	ICT Hardware Replacement	Mike Ward	42,084	0	42,084	0	0	0	42,084
W4087	Photocopiers/MFD's	Mike Ward	10,000	0	10,000	0	0	0	10,000
W4100	Specialists Human Resources CoP (Note 1)	Catherine Bowen	22,240	0	22,240	1,500	20,000	(5,500)	38,240
W4101	Specialists Legal CoP (Note 1)	Catherine Bowen	136,900	0	136,900	12,800	(2,500)	(26,900)	120,300
W4102	Specialists Design CoP	Catherine Bowen	23,800	0	23,800	1,000	0	8,100	32,900
W4103	Specialists Finance CoP (Note 1)	Catherine Bowen	165,763	0	165,763	11,900	(800)	(24,600)	152,263
W4104	Specialists ICT CoP (Note 1)	Catherine Bowen	275,979	0	275,979	11,600	(1,000)	(29,300)	257,279
W4150	Case Management Support Services (Note 1)	Sarah Moody	317,600	4,000	321,600	14,100	(4,000)	(86,300)	245,400
W4155	Case Management Digital Mail Room	Sarah Moody	0	0	0	0	0	44,800	44,800
W4160	Corporate Management	Pauline Henstock	80,148	(10,000)	70,148	18,197	13,000	0	101,345
W4196	ICT Customer Support	Sarah Moody	58,100	0	58,100	2,700	(200)	2,900	63,500
W4199	Central Service Overheads	Catherine Bowen	8,142	0	8,142	0	0	0	8,142
W6040	Borrowing Costs	Pauline Henstock	1,387,475	(89,400)	1,298,075	0	0	0	1,298,075
W6050	Interest & Investment Income	Pauline Henstock	(90,321)	0	(90,321)	(15,000)	0	0	(105,321)
			5,283,481	(75,900)	5,207,581	437,997	0	(85,100)	5,560,478

b)	Place & Enterprise	Budget Manager	19/20 Base Net Budget	19/20 Virements	19/20 Revised Net Budget	20/21 Pressures/ (Savings)	20/21 Budget Preparation Virements	20/21 Salary Estimate Virements	20/21 Final Base Budget
			£'s	£'s	£'s	£'s	£'s	£'s	£'s
W1030	Economic Development	Tom Jones	63,862	0	63,862	0	0	0	63,862
W1060	Community Development	Tom Jones	58,000	0	58,000	(15,500)	0	0	42,500
W1102	Tamar Valley Trust	Laura Wotton	48,982	0	48,982	0	0	0	48,982
W1104	Land & Investment Properties	Laura Wotton	(1,071,000)	89,400	(981,600)	(80,000)	0	0	(1,061,600)
W1161	Kilworthy Park Offices	Laura Wotton	246,026	0	246,026	5,500	0	1,100	252,626
W1200	Public Transport Assistance	Tom Jones	13,185	0	13,185	0	0	0	13,185
W1306	Countryside Recreation	Laura Wotton	10,080	0	10,080	0	0	0	10,080
W1311	Outdoor Sports & Recreation	Laura Wotton	14,810	0	14,810	(2,000)	0	0	12,810
W1400	Employment Estates	Laura Wotton	(38,717)	0	(38,717)	(25,000)	0	0	(63,717)
W1553	Housing Enabling	Tom Jones	240	0	240	0	0	0	240
W2101	Car & Boat Parking	Laura Wotton	(636,961)	0	(636,961)	15,000	0	9,900	(612,061)
W2310	Dog Warden Service	Laura Wotton	3,322	0	3,322	0	0	0	3,322
W2400	Public Conveniences	Tom Jones	115,023	7,776	122,799	5,000	0	0	127,799
W2721	Waste Depots	Laura Wotton	64,814	0	64,814	0	0	0	64,814
			(1,108,334)	97,176	(1,011,158)	(97,000)	0	11,000	(1,097,158)

c)	Governance & Assurance	Budget Manager	19/20 Base Net Budget	19/20 Virements	19/20 Revised Net Budget	20/21 Pressures/ (Savings)	20/21 Budget Preparation Virements	20/21 Salary Estimate Virements	20/21 Final Base Budget
			£'s	£'s	£'s	£'s	£'s	£'s	£'s
W1310	Leisure Centres	Jane Savage	223,077	0	223,077	(80,000)	0	0	143,077
W2017	Street and Beach Cleaning	Jane Savage	453,945	0	453,945	16,000	0	0	469,945
W2701	Waste & Recycling Collection Contract	Jane Savage	1,706,739	0	1,706,739	61,000	0	0	1,767,739
W2713	Trade Waste Services	Jane Savage	(15,000)	0	(15,000)	0	0	0	(15,000)
W2715	Garden Waste Collection	Jane Savage	(190,000)	0	(190,000)	0	0	0	(190,000)

W3001	Electoral Registration	Neil Hawke	94,845	0	94,845	2,400	0	(1,100)	96,145
W3030	Staff Forum	Lesley Crocker	5,000	0	5,000	0	0	0	5,000
W3041	Communications & Media	Lesley Crocker	57,030	0	57,030	3,100	0	5,900	66,030
W3050	Democratic Representation & Management	Darryl White	246,035	0	246,035	0	0	0	246,035
W3051	Member Support & Democratic Services	Darryl White	73,350	9,300	82,650	3,000	0	100	85,750
W4200	Insurance	Neil Hawke	77,231	0	77,231	6,000	0	0	83,231
W4511	Building Control Services	Jane Savage	38,469	0	38,469	0	0	0	38,469
			2,770,721	9,300	2,780,021	11,500	0	4,900	2,796,421

d)	Strategic Finance	Budget Manager	19/20 Base Net Budget £'s	19/20 Virements £'s	19/20 Revised Net Budget £'s	20/21 Pressures/ (Savings) £'s	20/21 Budget Preparation Virements £'s	20/21 Salary Estimate Virements £'s	20/21 Final Base Budget £'s
W4009	Non Distributed Costs	Lisa Buckle	615,942	0	615,942	(150,000)	0	80,400	546,342
W4010	Inflation/Pension Provision	Lisa Buckle	40,520	(30,576)	9,944	(10,197)	253	0	0
W4011	Steady State Review	Lisa Buckle	11,200	0	11,200	0	0	(11,200)	0
W6021	Council Tax Support Grant	Lisa Buckle	59,253	0	59,253	(59,000)	(253)	0	0
W6101	Business Rates Income (pooling gain)	Lisa Buckle	(40,000)	0	(40,000)	0	0	0	(40,000)
			686,915	(30,576)	656,339	(219,197)	0	69,200	506,342

Note 1: Following the Management restructure in 2019/20 the salary costs for these members of staff have been aggregated into two specific cost centres for the Senior Leadership Team and Extended Leadership Team.

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Sensitivity analysis and risk analysis of the Budget Proposals 2020-21

1. The budget assumes approximately £3.5 million of income from fees and charges, recycling and investments. Whilst this assumption is realistic, given the position of the economy there is a risk that income could fall or be less than anticipated. A 5% reduction in income would result in a loss of £175,000.
2. The Budget Proposals rely on proposed savings over the next 5 years of £1,171,000. A 5% reduction in the savings would equate to £58,550.
3. The Budget Proposals assume budget pressures over the next 5 years of £1.97 million. A 5% increase in the budget pressures would equate to £98,425.
4. Council Tax Income and New Homes Bonus have been modelled based on an extra 70 Band D Equivalent properties per annum increase. Each extra property attracts £1,400 in NHB. If this figure were to actually be say 50 properties (i.e. 20 properties less), this would mean that Council Tax Income would be £4,700 less and New Homes Bonus income would be £28,000 less.
5. Council Tax has been assumed in the Budget Proposals to increase by £5 to £236.63 in 2020/21. The additional council tax income this would generate is £101,000. If council tax for 2020/21 were to remain at £231.63, the income from council tax would be overstated by this amount in the Budget Proposals.
6. If Council Tax income collection fell by 1% (collection in 18/19 was 97.7%), this would mean a reduction of council tax income of £48,000. Similarly if Business Rates income collection fell by 1% (collection in 18/19 was 97.6%), this would mean a reduction in business rates income of £16,000.
7. Income from investments has been assumed to increase in line with the expected interest rate forecasts. A 0.25% variation in interest rates on investment income equates to £22,000.
8. An allowance of 2% for inflation is included in the budget. Inflation costs are being managed through cost effective procurement.

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

Exempt Appendix G of the Medium Term Financial Strategy presented to Council last year in September 2018, gave advice on the borrowing level for the Council (recommended at £50 million) and the Interest payments on the borrowing as a percentage of available Reserves. The tables below show the impact that a change of Interest payable at 3% on borrowing to 3.5% on borrowing has on this Indicator.

Total Borrowing	Interest repayments at 3%	Level of Reserves £4.28m*	Interest payments (at 3%) as % of available Reserves
£50m	£1,500,000	£4.28m	35%

Total Borrowing	Interest repayments at 3.5%	Level of Reserves £4.28m*	Interest payments (at 3.5%) as % of available Reserves
£50m	£1,750,000	£4.28m	40.1%

*(£1.13m of Unearmarked Reserves and £3.15m of Earmarked Reserves)

Summary & conclusion

Sensitivity analysis and risks are identified above with a potential total adverse revenue effect for 2020/21 of **£552,000**.

The minimum level of Unearmarked Reserves is £900,000 for 2020/21, to reflect the increase in financial risks which the Council faces (see 8.2 of the main report). I therefore confirm the robustness of the Budget Proposals and the adequacy of the reserves.

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

NOT FOR PUBLICATION

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

Report to: **Council**
Date: **18 February 2020**
Title: **Capital Budget Proposals 2020/21**
Portfolio Area: **Budget Proposals – Cllr N Jory**
Wards Affected: **All**
Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Lisa Buckle** Role: **Corporate Director for Strategic Finance (S151 Officer)**

Contact: Email: lisa.buckle@swdevon.gov.uk

RECOMMENDATIONS

It is recommended to Council to:-

- a) approve the Capital Programme for 2020/21, which totals £910,000 (Appendix A)**
- b) approve the Capital Programme for 2020/21, which totals £140,000 (Exempt Appendix C)**
- c) finance the 2020/21 Capital Programme of £1,050,000 from the funding sources set out in Section 4.**

1. Executive summary

- 1.1** The report sets out the Capital Bids to the 2020/21 Capital Programme totalling £1,050,000 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 2020/21.

Consideration needs to be given to the funding options for the 2020/21 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 2020/21 to fund the bids which have been submitted by project officers within the Council.

2. Background

- 2.1** The capital programme for 2019/20 was approved by Council on 12 February 2019 (CM53 and HC74 refer).

- 2.2** A new Capital Programme is proposed for 2020/21. The Head of Finance Practice invited bids for capital funding from all service areas, for a new capital programme during September 2019 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 I 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 The Draft Capital Budget Proposals were considered by the Overview and Scrutiny Committee at their meeting on 14th January. A copy of the minute from their meeting is shown below:

O&S 71 CAPITAL BUDGET PROPOSALS 2020/21

Members considered a report that set out the Capital Bids to the 2020/21 Capital Programme and a suggested way that these Bids could be funded.

Following a brief discussion on the moveable swimming pool floor at Parklands Leisure Centre, it was then:

RESOLVED

That as part of the 2020/21 Budget Setting process, the Hub Committee take into account that the Overview and Scrutiny Committee support approval of:

1. the Capital Programme Proposals for totalling £910,000 (as set out in Appendix A of the presented agenda report);
2. the Capital Programme Proposals for totalling £140,000 (as set out in exempt Appendix C of the presented agenda report); and
3. the proposed funding of the 2020/21 Capital Programme of £1,050,000 be funded as set out in Section 4 of the presented agenda report).

2.6 The Capital Budget Proposals were also considered by the Hub Committee on 28th January 2020. The same recommendations (as 2.5) were made to Council on 18th February 2020.

3. Outcomes/outputs

Members are requested to give their views on the proposals for the Capital Programme for 2020/21. Appendix A and exempt Appendix C set out the bids which total £1,050,000.

3.1 Capital Programme 2020/21

3.2 Community Project Grants

This budget is used to provide financial support to community groups to help purchase equipment or fund building related costs. These could include funds for sports equipment, repairs to a village hall or tree planting.

There is sufficient underspend in the 2019/20 Capital Programme on this scheme which can be rolled forward into 2020/21. Therefore no new budget allocation is required for 2020/21 however an allocation of £16,000 per annum has been modelled for 2021/22 for Community Project Grants.

3.3 Affordable Housing

In recent times the capital programme has facilitated affordable housing developments in rural areas by providing a sum of money, normally between £10,000 and £15,000 per plot, to enable the development to proceed. These schemes are typically on exception sites and therefore do not rely on cross subsidy from open market properties, evidence from a Registered Provider (RP) is provided to ensure additional money is required to make the scheme viable. Money is normally required where there are 'abnormals' on the site or there is a shortage of public subsidy.

The current level of capital funding allocated to the delivery of affordable housing is an annual contribution of £50,000. Housing officers have advised that there may be a requirement to increase this allocation in future years as and when new affordable housing schemes arise.

3.4 Waste Fleet Replacement

The Waste Fleet is a Council asset which is maintained and repaired by the Waste Contractor, FCC. The fleet totals 35 vehicles and includes dedicated refuse and recycling collection vehicles of various capacities.

The Council and FCC liaise over the timing of purchasing replacements. Contributions are made into the Vehicle Replacement Reserve annually and are sufficient to fund all replacements until the end of the contract term (an 8 year contract term).

A report on Frontline Services (Waste and Cleansing Procurement) was presented to Council in December 2018. An annual contribution of £50,000 into the Vehicle Replacement Earmarked Reserve was approved as part of this report.

A climate change action plan was presented to Members at the Council meeting on 17th December, 2019. This action plan will include future considerations around the Council's fleet.

3.5 Car Park Resurfacing

Officers have identified a number of car parks across the Borough which are in need of resurfacing. It is recommended that an annual budget of £30,000 is built into the capital programme proposals, to be funded by a £30,000 contribution annually from the Car Park Maintenance Reserve.

3.6 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 £780,000 will be funded from the Better Care Fund (Government Grant). The demand for DFG's is not under the Council's control and cannot be predicted at this stage.

3.7 Tavistock Temporary Accommodation

As set out in the quarter two capital budget monitoring report, also on this agenda, officers will be presenting an updated business case to the Hub Committee in the New Year.

3.8 Kilworthy Park Accommodation Review

Members of the Accommodation Working Group are reviewing options. A report was presented to the Hub Committee on 5th November 2019. Currently West Devon BC pays South Hams DC £90,000 per year which reflects the cost of the shared service

provision and the far greater footprint used at Follaton House for the provision of some frontline services (call centre) and all back office functions. Members have requested that this annual payment is reviewed.

3.9 Wonnacotts, Okehampton

The Council has assembled land in Okehampton with a view to developing a highly sustainable site close to the town centre.

Members are advised that a future report will be presented to Members on Wonnacotts, Okehampton. The timing of this report is such that these proposals are not yet developed for inclusion within the Draft Capital Programme for 2020/21. However a report will be presented in due course.

3.10 Community Housing Schemes

The Community Housing Strategy was put in place to support the development of homes accessible to those with local connections for whom the cost of market housing (to purchase and rent) is beyond their reach.

A budget of £4.3m was approved within the 2019/20 capital programme. This budget will be used to build out two community housing schemes at Brentor and Lamerton.

A planning application is to be submitted for 12 residential units in Brentor. It is anticipated that this should be determined in 2020 with construction during 2020/21.

The proposal is to build 17 residential units in Lamerton. A planning application is aimed to be submitted in Spring 2020, with construction during 2020/21.

4 FINANCING THE CAPITAL PROGRAMME

4.1 Capital bids shown in Appendix A total £910,000 with the total of bids in exempt Appendix C being £140,000. Funding of £1,050,000 is therefore required. The table below shows the recommended way that these projects are financed:-

Capital Programme 2020/21 <i>Appendix A (£910,000) and exempt Appendix C bids (£140,000)</i>	£ 1,050,000
Funded By:	
Leisure Services Reserve	90,000

Car Park Maintenance Reserve	30,000
Vehicle & Plant Renewals Reserve*	50,000
Better Care Grant funding towards Disabled Facilities Grants (estimated)	780,000
New Homes Bonus	50,000
Capital receipts	50,000
TOTAL	1,050,000

*This funding has already been approved by Council on 4th December 2018 as part of the report on Frontline Services (Waste and Cleansing Procurement)

5. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/ Governance	Y	<p>The Hub Committee is responsible for control of the Council's capital expenditure. The Heads of Finance and Assets Practices are responsible for providing Capital Monitoring reports to the Hub Committee, detailing the latest position of the Council's Capital Programme.</p> <p>It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council on an annual basis.</p> <p>Council is responsible for setting the Capital Programme and approving the Capital Budget, following consideration and recommendation from the Hub Committee. Since there is commercially sensitive information in Appendices B and C, 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</p>

		defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.
Financial Implications to include reference to Value for Money	Y	<p>The report sets out the Capital Bids to the 2020/21 Capital Programme totalling £1,050,000 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 2020/21 to fund the bids which have been submitted by project officers within the Council.</p> <p>The regular monitoring of the Capital Programme ensures the Council has arrangements in place to secure economy, efficiency and effectiveness in its use of resources.</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.</p> <p>The Council demonstrates that capital investment contributes to strategic priorities, provides value for money and takes account of the revenue implications of the investment.</p> <p>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>

		There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage.
Supporting Corporate Strategy		The Capital Programme supports all six of the Corporate Themes of the Council, Homes, Enterprise, Communities, Environment and Wellbeing.
Climate Change - Carbon / Biodiversity Impact		<p>A climate change action plan was presented to Members at the Council meeting on 17th December, 2019. This action plan includes future considerations around the Council's fleet.</p> <p>Following this report, a strategy will be implemented as to how the Council could finance the items within the Action Plan, whether that is from external grant sources or some funding from the Council's own resources.</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

Appendices:

Appendix A – Summary of Capital Bids for 2020/2021

EXEMPT – Appendix B – Details of exempt Capital Bids

EXEMPT - Appendix C – Summary of exempt Capital Bids for 2020/2021 (table)

Background papers

Capital Budget Proposals 2020/21 – Hub Committee 28 January 2020

Capital Budget Proposals 2020/21 – Overview and Scrutiny Committee 14 January 2020 (Minute O&S 71)

Capital Programme for 2019/20 – Council 12 February 2019 (CM 53 and HC 74 refer)

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Appendix A

Proposed Capital Projects 2020/21 - 2022/23 - 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 2020/21 £'000	Proposed 2021/22 £'000	Proposed 2022/23 £'000	Priority code / notes
Placemaking	Community Project Grants		NT	0	16	16	1,3
Affordable Housing			AR	50	50	50	3,4
Commercial Services		Waste Fleet Replacement	JS	50	50	50	1,2,3
Commercial Services	Car Parks	Resurfacing	CA	30	30	30	1,2
Public Sector Renewals (inc Disabled Facility Grants)			IL	780	780	780	1
Totals				910	926	926	

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