

# South Hams Executive



<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday, 22nd April, 2021</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>TEAMS Meeting</b>
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Pearce  <b>Vice Chairman</b> Cllr Bastone</p> <p><i>Members:</i> Cllr Hopwood Cllr Hawkins  Cllr Baldry</p>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Committee administrator:</b>	Democratic.Services@swdevon.gov.uk

<b>1. Minutes</b>	<b>1 - 8</b>
to approve as a correct record the minutes of the meeting of the Executive held on 11 March 2021;	
<b>2. Urgent Business</b>	
brought forward at the discretion of the Chairman;	
<b>3. Division of Agenda</b>	
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;	
<b>4. Declarations of Interest</b>	
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;	
<b>5. Public Question Time</b>	<b>9 - 10</b>
a period of up to 15 minutes is available to deal with questions submitted to the Council in accordance with the Executive Procedure Rules;	
<b>6. Executive Forward Plan</b>	<b>11 - 14</b>
<b>7. Motorhome Policy</b>	<b>15 - 28</b>
<b>8. Electric Vehicle Charging and Renewable Energy Strategy</b>	<b>29 - 42</b>
<b>9. Corporate Strategy Development</b>	<b>43 - 50</b>
<b>10. Development Management/ Planning Enforcement Strategy</b>	<b>51 - 56</b>
<b>11. Release of Section 106 Funds for Dartington Woodland Adventure Bike Track Project</b>	<b>57 - 66</b>
<b>12. Write-off Report for 2020/21</b>	<b>67 - 76</b>

If you or someone you know would like this

publication in a different format, such as large print  
or a language other than English, please call Darryl  
White on 01803 861247 or by email at:  
[darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)

This page is intentionally left blank

**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD VIA TEAMS ON THURSDAY, 11 MARCH 2021**

<b>Members in attendance:</b>			
* Denotes attendance			
∅ Denotes apologies for absence			
*	Cllr K J Baldry	*	Cllr N A Hopwood
*	Cllr H D Bastone (Vice Chairman)	*	Cllr J A Pearce (Chairman)
*	Cllr J D Hawkins		

<b>Also in attendance:</b>
Cllrs Abbott, Austen, Birch, Brazil, Hodgson, Holway, Kemp, Long, McKay, O'Callaghan, Pringle, Reeve, Rowe, Spencer, Sweet and Taylor

<b>Officers in attendance and participating:</b>		
All items		Senior Leadership Team; Monitoring Officer; and Democratic Services Manager
Item 7	E.70/20	Head of Housing, Revenues and Benefits
Item 10	E.73/20	Senior Specialist – Environmental Health

**E.65/20      MINUTES**

The minutes of the Executive meeting held on 28 January 2021 were confirmed as a true and correct record.

**E.66/20      URGENT BUSINESS**

The Chairman advised that she had agreed for one urgent item to be raised at this meeting that related to the 'Plymouth and South Devon Freezone'. This item was considered urgent in light of the associated time constraints and would be considered immediately.

**(a) Plymouth and South Devon Freezone**

The Leader proceeded to introduce this urgent item and presented a Briefing Paper that described how the Freezone was an opportunity to shape national policy around our own objectives; secure up to £17 million of infrastructure funding; drive inward investment and exceed our already ambitious Joint Local Plan delivery targets for employment sites, jobs and the economy.

In discussion, whilst some Members remained sceptical over the 'Freezone' initiative and were wary of the potential resource implications on the Council's already stretched workforce, other Members emphasised the significance of this opportunity and the likely enormity of the benefits to the South Hams.

It was then:

**RESOLVED**

1. That the contents of the Briefing Note be noted;
2. That the Council works with the Ministry of Housing, Communities and Local Government (MHCLG) and partner organisations to work up the detail of the Plymouth and South Devon Freezone; and
3. That it be noted that, once the detail of the Plymouth and South Devon Freezone has been finalised, the Director of Place and Enterprise will bring a further report seeking a formal decision as to whether to proceed or not.

**E.67/20 DECLARATIONS OF INTEREST**

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

**E.68/20 PUBLIC QUESTION TIME**

It was noted that no public questions had been received in accordance with the Executive Procedure Rules for consideration at this meeting.

**E.69/20 EXECUTIVE FORWARD PLAN**

Members were presented with the Executive Forward Plan setting out items on the agenda for Executive meetings for the next four months and noted its content.

In so doing, the Chairman of the Overview and Scrutiny Panel advised that there was some public perception that progress against the Council's Climate Change & Biodiversity Action Plan had suffered as a result of the COVID-19 Pandemic. To reassure the public, the Panel Chairman proceeded to ask whether an update on the Action Plan could be brought forward to the Executive earlier than was set out in its Forward Plan (June). In response, the Leader highlighted the Council resolution arising from the Council Meeting held on 17 December 2020 (Minute 28/20 refers) that committed to six-monthly reviews being presented to the Executive and the Overview and Scrutiny Panel and she did not see the need to bring a report before June. However, the Leader did commit to providing a progress update to Members via a Briefing Paper in a future Members' Bulletin edition.

E.70/20 **“BETTER HOMES, BETTER LIVES” ADOPTION OF SOUTH HAMS AND WEST DEVON HOUSING STRATEGY 2021-2026**

Members were presented with a report that sought to recommend to Council the adoption of “Better Homes, Better Lives” 2021-2026 Housing Strategy for South Hams and West Devon.

In discussion, Members thanked those individuals and organisations that had made representations during the public consultation exercise for their well-informed comments. In addition, a number of Members wished to record their thanks to the lead officers (and in particular the Head of Housing, Revenues and Benefits) for their hard work in developing such a comprehensive Strategy and Action Plan whilst also being heavily involved in the Council’s response to the COVID-19 Pandemic.

It was then:

**RECOMMENDED**

- 1) That the Executive **RECOMMEND** to Council that the “Better Homes, Better Lives” South Hams and West Devon Housing Strategy 2021-2026 be adopted; and
- 2) That the Delivery Plan for 2021 be agreed.

E.71/20 **MONTH 10 REVENUE BUDGET MONITORING 2020/2021 (TO THE END OF JANUARY 2021)**

The Executive considered a report that presented the Month 10 (to the end of January 2021) Revenue Budget Monitoring Report.

In discussion, reference was made to the Schedule of Reserves (as set out Appendix A of the presented agenda report). Whilst accepting that a proportion of the Reserves were allocated, a non-Executive Member questioned the plans for those that were unallocated. In response, the Leader advised that some of these unallocated monies would be used when the Council entered ‘high season mode’ (from 1 April) during which provision would be increased for services including street cleaning and localities. As a consequence, it was agreed that, for monitoring purposes, these additional spends should be fully documented.

It was then:

**RESOLVED**

1. That the significant forecast income and expenditure variations for the 2020/21 Financial Year and the overall projected surplus of £321,000 against the 2020/21 Amended Budget (3.41% of the total Budget of £9.41 million) be noted;

2. That Council be **RECOMMENDED** to transfer the Business Rates Pooling Gain of £225,000 for 2020/21 into the Business Rates Retention Earmarked Reserve (*NB. this would leave a remaining surplus on the 2020/21 Accounts of £96,000 (£321,000 less £225,000) against the 2020/21 Amended Budget*);
3. That Council be **RECOMMENDED** to transfer £120,000 of salary savings from 2020/21 into a Salary Savings Earmarked Reserve to be ringfenced to support salary costs in 2021/22 (as set out in Section 1.8 of the presented agenda report);
4. That Council be **RECOMMENDED** to transfer £80,000 of the underspend in the Waste Budget into the Sustainable Waste Management Earmarked Reserve to reflect the fact that the majority of the implementation costs of the Devon Aligned Service will now be in 2021/22, as opposed to being anticipated to be in 2020/21 (as set out in Section 1.11 of the presented agenda report); and
5. That Council be **RECOMMENDED** to transfer any award from the National Leisure Recovery Fund (the National £100 million Leisure Fund) into a Leisure Earmarked Reserve (as set out in Section 1.13 of the presented agenda report). (NB. the Council's Indicative allocation is £160,000, which has been applied for).

E.72/20

**CAPITAL PROGRAMME MONITORING**

Consideration was given to a report that advised Members of the progress on individual schemes within the approved Capital Programme. The report also included an assessment of the financial position of each of these schemes.

In discussion, a local Ward Member for Kingsbridge made reference to the section in the presented agenda report titled: 'investing in Kingsbridge'. Having sought assurances, the Deputy Leader gave the Member a commitment that the local Ward Members and Kingsbridge Town Council would be fully consulted from the infancy of any proposals being considered.

It was then:

**RESOLVED**

That the contents of the Monitoring Report be noted.



## E.73/20 PUBLIC SPACE PROTECTION ORDER – DOG CONTROLS

A report was considered that requested that the Executive recommend to Council that a Public Space Protection Order 2021 be adopted in relation to the Control of Dogs for three years from 25 March 2021.

In discussion, the following points were raised:-

- (a) For clarity, it was recognised that part (a) of the report recommendation should be amended to read to: '*Carry the means to pick up and to pick up dog waste*'. At the point when the recommendation was proposed and seconded, this addition was included;
- (b) The lead officer confirmed that she would provide an explanation on the South Hams feedback to the consultation exercise (Appendix 2 of the presented agenda report refers) to interested Members outside of the meeting;
- (c) In emphasising the importance of policing the Order, Members were informed that localities officers had the powers to issue penalty tickets;
- (d) Since the proposals within the Order presented dog walkers with a choice to be able to access certain specified beaches, this was felt to represent a fair balance.

It was then:

### RECOMMENDED

That, with immediate effect, Council be **RECOMMENDED** to adopt the Public Space Protection Order 2021 (as set out at Appendix 1 of the presented agenda report) for three years to 24 March 2024. The 2021 Order will apply the following district wide provisions requiring dog walkers to:

- (a) Carry the means to pick up and to pick up dog waste;
- (b) Keep dogs on leads on land designated as a 'Dogs on Lead Area';
- (c) Comply to put and keep dogs on leads if so directed (by an authorised officer);
- (d) Prevent dogs from accessing a 'Dog Exclusion Zone' (which is not a beach); and
- (e) Prevent dogs from accessing specified beaches designated, at times, as 'Dog Exclusion Zones'.

## E.74/20 HARBOUR DEPOT, BATSON CREEK, SALCOMBE

The Executive considered a report that provided a Harbour Depot project update and sought to recommend to Council a series of corresponding recommendations.

During the ensuing discussion, reference was made to:-

- (a) widespread support being expressed for the project. In addition, it was noted that a version of the report was also to be considered at the Salcombe Harbour Board meeting to be held on Monday, 15 March and it was hoped that similar support would be expressed at this meeting;
- (b) the disruption of Creek Car Park. The Leader highlighted the inevitable disruption to Creek Car Park and requested that officers work closely with Salcombe Town Council in order to minimise the impact.

It was then:

### **RECOMMENDED**

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

- 1) approve proceeding with the construction of the new Harbour Depot at Batson Creek, Salcombe in accordance with the existing planning permission (Ref. 1522/19/FUL);
- 2) approve the revised Business Case (as set out at Exempt Appendix A of the presented agenda report), increasing the Capital Budget from £1 million to £1.425 million);
- 3) approve proceeding with awarding the Construction Contract (as set out at Exempt Appendix A of the presented agenda report);
- 4) approve proceeding with the delivery of the new substation and 1MW transformer through Western Power Distribution;
- 5) approve the use of £200,000 from the Marine Infrastructure Reserve to fund part of the capital cost of the project; and
- 6) make an internal borrowing facility available to Salcombe Harbour Authority, in the form of a 50 year loan of up to £1.225 million at a fixed interest rate of 1.5% to fund the construction.

(NB. in accordance with Executive Procedure Rule 1.9.4, Cllr Pearce (as a local Ward Member) took part in the debate, but abstained from the vote on this agenda item).

E.75/20

### **COMMERCIAL UNITS, BATSON CREEK, SALCOMBE**

The Deputy Leader presented a report that provided a Commercial Units project update and sought to recommend to Council a series of corresponding recommendations.

In discussion, some Members stated the importance of these units being for Marine Business use and it was emphasised that every step should be taken by the Council to ensure that this was the end result.

It was then:

**RECOMMENDED**

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

- 1) approve proceeding with the construction of the five new Commercial Units at Batson Creek, Salcombe in accordance with the existing planning approval (Ref. 1505/19/FUL);
- 2) approve the revised Business Case (as set out at Exempt Appendix A of the presented agenda report), increasing the Capital Project Budget from £1 million to £1.28 million;
- 3) approve proceeding with awarding the Construction Contract (as set out at Exempt Appendix A of the presented agenda report);
- 4) approve proceeding with the delivery of the new substation and 1MW transformer through Western Power Distribution; and
- 5) Finance the project through internal borrowing, in the form of a 50 year loan of up to £780,000 at a fixed Interest Rate of 1.5% to fund the construction, with the remainder to be funded through capital receipts (as previously approved).

(NB. in accordance with Executive Procedure Rule 1.9.4, Cllr Pearce (as a local Ward Member) took part in the debate, but abstained from the vote on this agenda item).

E.76/20

**RELEASE OF SECTION 106 FUNDS FOR AN AFFORDABLE HOUSING PROJECT AT BUTTERPARK, IVYBRIDGE**

Members gave consideration to a report that sought to allocate £167,200 of Section 106 funds towards an affordable housing project for adults with learning disabilities at Butterpark, Ivybridge.

During discussion, both Executive and local Ward Members paid tribute to the work of Ivybridge Town Council in progressing this scheme, which was felt to be an excellent use of Section 106 monies.

It was then:

**RESOLVED**

That the Executive approve the allocation of £167,200 of Section 106 funds from the contribution from Cornwood Road, Ivybridge to spend on an affordable housing project for adults with learning disabilities at Butterpark, Ivybridge on land owned by Ivybridge Town Council (subject to planning approval being gained).

**E.77/20 REQUEST FOR GRANT OF LONG LEASEHOLD RENEWAL**

A report was considered that sought to overcome some anomalies that had been identified with the existing lease to Bickleigh Parish Council for the Woolwell Centre.

In discussion, support was expressed for the proposed recommendation.

It was then:

**RESOLVED**

That authority be delegated to the Head of Practice for Assets, in consultation with the Section 151 Officer and Leader of the Council, to progress and conclude negotiations of a lease renewal to Bickleigh Parish Council for a term in excess of 15 years.

(NB. in accordance with Executive Procedure Rule 1.9.4, Cllr Hopwood (as the local Ward Member) took part in the debate, but abstained from the vote on this agenda item).

***(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.70/20 PART 1, E.71/20 PARTS 2, 3, 4 AND 5, E.73/20, E.74/20, AND E.75/20 WHICH WERE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 25 MARCH 2021, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 22 MARCH 2021 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).***

(Meeting commenced at 3:00 pm and concluded at 4.40 pm)

---

Chairman

## **PUBLIC QUESTIONS AT EXECUTIVE MEETINGS**

The Council has agreed that 15 minutes should be set aside at the beginning its monthly Executive meetings to allow members of the public to ask questions.

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

- (a) submit the question in writing to Democratic Services ([Democratic.Services@swdevon.gov.uk](mailto:Democratic.Services@swdevon.gov.uk)) by 5.00 pm on the Monday prior to the Executive meeting. This will allow a detailed answer to the question to be given at the meeting. If advance notice of the question cannot be given, the Chairman of the meeting has the discretion to allow questions on matters which are felt to be urgent;
- (b) ensure that normally questions are no longer than 50 words in length;
- (c) ensure that the question does not relate to a specific planning matter (this is specifically excluded from the public question time);
- (d) ensure that the question relates to something over which the Council has some control and is suitable to be considered, ie, that it is not derogatory to the Council; or relates to matters which the Council could consider confidential; or is substantially the same as a question which has previously been put in the past six months.

For any further advice on questions for Executive meetings, please contact Democratic Services ([Democratic.Services@swdevon.gov.uk](mailto:Democratic.Services@swdevon.gov.uk))

This page is intentionally left blank

## **SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN**

This is the Leader of Council's provisional forward plan for the four months starting April 2021. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

Local authorities are required to publish updated forward plans on a regular basis. The Plan is published in hard copy and on the Council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk))

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

*Leader of the Council – Cllr Judy Pearce*

*Deputy Leader – Cllr Hilary Bastone*

*Lead Executive Member for Health and Wellbeing – Cllr Jonathan Hawkins*

*Lead Executive Member for Environment – Cllr Keith Baldry*

*Lead Executive Member for Customer Service Delivery – Cllr Nicky Hopwood*

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to [democratic.services@swdevon.gov.uk](mailto:democratic.services@swdevon.gov.uk)

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

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of Consultation
Council	<b>Title: Write Off Report for 2020/21</b> <b>Purpose:</b> The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs Members of the debt written off for these revenue streams.	Cllr Bastone / Lisa Buckle	Report of Strategic Lead of Finance	22 April 2021	
Homes	<b>Title: Community Housing Projects Update</b> <b>Purpose:</b> To present a report which gives an update on the Community Housing Projects	Cllr Bastone / Chris Brook	Report of Director of Place and Enterprise	22 April 2021	
Homes	<b>Title: Planning &amp; Planning Enforcement Improvement Plan</b> <b>Purpose:</b> To consider a report that presents a Planning and Planning Enforcement Improvement Plan for adoption.	Cllr Bastone / Steve Mullineaux	Report of Director of Customer Service and Delivery	22 April 2021	
All	<b>Title: Corporate Strategy Developments</b> <b>Purpose:</b> To consider a report that provides an update on the Corporate Strategy in advance of the draft Strategy being considered by the Executive in July.	Cllr Pearce / Drew Powell	Report of Director of Governance and Assurance	22 April 2021	
Enterprise	<b>Title: Section 106 Approval – Dartington</b> <b>Purpose:</b> To consider a report that seeks to approve Section 106 Agreement expenditure for a project in Dartington.	Cllr Bastone / Chris Brook	Report of Director of Place and Enterprise	22 April 2021	
Enterprise	<b>Title: Motorhome Strategy</b> <b>Purpose:</b> To consider proposals to permit overnight stays in certain SHDC car parks, including pricing, facilities, benefits and enforcement.	Cllr Baldry / Chris Brook / Emma Widdicombe	Report of Director of Place and Enterprise	22 April 2021	
Environment	<b>Title: Electric Charging Points in Council Car Parks</b> <b>Purpose:</b> To set out options for the Council to pursue a delivery strategy for Electric Vehicle charging in Council Car Parks	Cllr Baldry / Chris Brook	Report of Director of Place and Enterprise	22 April 2021	



Homes	<b>Title: Homelessness Strategy – Annual Action Plan</b> <b>Purpose:</b> To consider a report that presents the Annual Action Plan that underpins the Council’s Homelessness Strategy.	Cllr Bastone / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	3 June 2021	
Environment	<b>Title: Grounds Maintenance – Business Plan</b> <b>Purpose:</b> To seek adoption of the business plan following on from the Grounds Maintenance review.	Cllr Baldry / Sarah Moody	Report of Business Manager – Case Management	3 June 2021	
Enterprise	<b>Title: Langage Commercial Unit Opportunity</b> <b>Purpose:</b> To review an opportunity to invest in a unit at Langage, so as to promote business growth and commercial uptake at Langage.	Cllr Bastone / Chris Brook	Report of Director of Place and Enterprise	3 June 2021	
Council	<b>Title: Climate Change and Biodiversity Strategy Update</b> <b>Purpose:</b> To present a report which gives an update on progress against delivery of the Climate Change and Biodiversity Strategy	Cllr Pearce / Drew Powell	Report of Director of Governance and Assurance	3 June 2021	
AIJ	<b>Title: Draft Corporate Strategy</b> <b>Purpose:</b> To consider a report that seeks to recommend to Council approval of the draft Corporate Strategy.	Cllr Pearce / Senior Leadership Team	Report of the Senior Leadership Team	July 2021	
Council	<b>Title: Section 106 Agreement Expenditure</b> <b>Purpose:</b> To consider a report that outlines the latest position in respect of Section 106 Agreement Expenditure.	Cllr Bastone / Lisa Buckle	Report of the Section 151 Officer	July 2021	
Health and Wellbeing	<b>Title: Leisure Update</b> <b>Purpose:</b> To consider a report that seeks to present a Leisure Update to the Executive.	Cllr Hawkins / Chris Brook	Report of Director of Place and Enterprise	July 2021	
Council	<b>Title: Annual Report</b> <b>Purpose:</b> To consider a report that seeks to recommend to Council approval of the Council’s Annual Report.	Cllr Pearce / Neil Hawke	Report of the Head of Strategy and Projects	July 2021	

This page is intentionally left blank

Report to: **Executive**

Date: **22 April 2021**

Title: **Motorhome Policy**

Portfolio Area: **Environment Services (Cllr Keith Baldry)**

Wards Affected: **All**

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

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

Author: **Emma Widdicombe** Role: **Senior Specialist Parking**

Contact: **Emma.Widdicombe@swdevon.gov.uk**

---

**RECOMMENDATION:**

**That the Executive be RECOMMENDED to approve variation of the off street parking orders, by the Head of Assets in consultation with the Commercial Portfolio Holder and Leader of the Council to allow overnight sleeping within designated car parks as set out in Option B.**

## **1. Executive summary**

- 1.1 With the ever-increasing numbers of motorhomes/campervan users opting to use car parks and other locations for overnight stays in the South Hams, this report identifies opportunities to amend car park operations and makes recommendations relating to overnight sleeping within our off-street car parks.
- 1.2 The outcome from this report are:
  1. To introduce a motorhome/campervan (max length 8 metres) policy that permits overnight sleeping for a maximum stay of two consecutive nights only with a no return within 48 hours in nominated car parks.
  2. To apply an overnight tariff of £15 (maximum use of two parking bays) from 6pm until 9am for those choosing to stay within the car park

3. The Off Street Parking Places Order is amended to permit overnight sleeping in nominated car parks only

1.3 The recommendations will enable the Council to continue to manage off-street parking in an efficient and effective manner whilst taking the opportunity to promote tourism and maximise the potential benefits to our local economy.

## **2. Background**

2.1 A motorhome/campervan is defined as 'a motor vehicle which is constructed or adapted for the carriage of passengers or their effect and which contains as permanently installed equipment, the facilities which are reasonably necessary for enabling the vehicle to provide living accommodation for its users'.



2.2 The number of motorhomes have been increasing in recent years with the Campaign for Real Aires UK (CAMpRA) stating there are 357,000 registered motorhomes in the UK.

2.3 The caravan and motorhome industry is worth £6 billion per year to the UK's economy. The Caravan and Motorhome Club states £4 million is spent by Club members off site in local tourism economies annually. CAMpRA states the average daily spend of a motorhome user excluding fuel is £47.

2.4 Motorhomes/campervans are currently permitted to park in allocated car parks (Longmarsh, Cattlemarket, Leonards Road, Park & Ride and Poundwell Meadow overflow car park) provided a pay & display ticket is purchased for each bay in which they park. However, overnight sleeping/camping is not permitted in any of our off street car parks as stipulated in our Off Street Parking Places Order.

2.5 The relaxation of some of the restriction originally put in place as part of the Covid 19 lockdown led to a fairly marked and immediate increase in numbers of visitors to the area and in particular our coastal locations. We saw an ever-increasing

number of motorhome/campervan users opting to use car parks and other locations for overnight stays in the South Hams. This did create some tensions in areas such as Slapton.

2.6 Notwithstanding this, motorhome/campervan usage has the potential to deliver the following benefits:

- Improved local tourism industry
- Increased local spend
- Extended tourist season

2.7 It should also be noted the negative impact can be as follows:

- Illegal dumping
- Increased traffic
- Increased antisocial behaviour

2.8 This report reviews our current policy and identifies a system of rules and regulations required to ensure locations are effectively managed to allow the benefits identified above to be realised.

2.9 There is currently no national guidance for local authorities in the UK regarding the development of motorhome facilities, nor is there a consistent approach nationally. There is however, an opportunity for the Council to be accessible to this sector of the tourist industry and provide a motorhome/campervan policy for the South Hams within its Council operated car parks.

2.10 Local Authorities in Devon who have made provisions for motorhomes include (but may not be limited to):

Council	Number of Car Parks Applies	Cost to Park Overnight	Maximum number of nights stay	Number of overnight stays generated	Income Generated
Torrige District Council	5	£5 per night per parking space between 6pm and 10am	2 consecutive nights	unknown	unknown
East Devon District Council	2	£11 for 24 hours	3 consecutive nights	362 transactions 2019/20	£3982

2.11 East Devon District Council have just completed a pilot which commenced in 2018. The scheme has largely been a success. They are currently reviewing their pricing and are exploring the

possibilities of creating dedicated motorhome/campervan pitches within a site with appropriate facilities to allow longer stays.

### 3. Outcomes/outputs

To manage the provision of motorhome parking within our off street car parks, there are three proposed options to be considered;

#### 3.1 Option A – Retain Current Policy of No Overnight Sleeping

Currently, motorhomes are only permitted within our car parks for parking provided they fit within a marked bay or within the nominated motorhome car parks (Longmarsh, Cattlemarket, Leonards Road, Park & Ride and Poundwell Meadow overflow car park) and they purchase pay & display tickets for each bay in which they are parked. No overnight sleeping is permitted.

#### 3.2 Option B – Permit Overnight Sleeping in Nominated Car Parks

Those car parks which have been selected as suitable locations for overnight sleeping are set out in the table below.

Town	Car Park	No of Parking Spaces	No of Litter Bins	Lighting	Nearest Public Toilets	Close to local amenities	Notes
a.Ivybridge	Leonards Car Park	187 car parking spaces	1	8	Glanvilles Mill pay on entry toilets available all year round and located in the car park below Leonards Road	Short distance from the main centre of the town	
b. Kingsbridge	Quay Car Park Southern Area Only	Approx. 25 spaces	3	3	Quay toilets located approximately 200 metres away however, closed at night due to vandalism	Very short walk to centre of Kingsbridge main street	
c.Kingsbridge	Cattlemarket Car Park	115 car parking spaces, 2 motorcycle bays and 4 coach bays	2	1	Quay toilets located approximately 200 metres away however, closed at night due to vandalism	Very short walk to centre of Kingsbridge main street	access path leads from cattlemarket to Quay

d.Modbury	Poundwell Meadow Overflow Car Park	48 car parking spaces	1	7	Brownstone Street toilets located approximately 200 metres away open all year round 24/7	very short distance to the main high street	Car park leads to a public right of way which is popular with walkers
e.Totnes	Longmarsh Car Park	167 car parking spaces	2	2	Steamer Quay toilets open daily between 7am and 6pm	Short walk to the centre of the town	located away from residential area
f.Dartmouth	Park & Ride Car Park	approx 167 parking spaces	1	3	Toilets located on site but only open March - October in line with the P&R service operating		
g. Slapton	Memorial Car Park	Approx. 70 bays plus unmarked bays	3	0	Toilets located at Torcross Tank and Strete Gate	Pub & cafes located 1.5 miles from the car park	Car Park heavily used in the summer months
h.Torcross	Torcross Tank Car Park – <b>restricted to coach bays only</b>	86 car parking spaces and 5 coach bays	2	none	Torcross Tank toilets located within the car park which are open 24/7	pub, cafes and beach located on opposite side of the road	Car Park heavily used during the summer. Parking for motorhomes should be within the coach bays only
i.Salcombe	North Sands Car Park	82 Car Parking Spaces	2	none	North Sands toilets located short walk from the car park which are open 24/7	Winking prawn located next to the car park	Car Park heavily used during the summer.

### 3.2.1 Memorial Car Park, Slapton

- Following a significant demand for overnight parking at Memorial car park, Slapton it is recognised that we wish to effectively manage overnight sleeping whilst providing the opportunity to enjoy this location.
- For the period of the 12 month pilot, the height barrier would be lifted to allow **only** self contained (**ie must have on board toilet**) motorhomes to overnight sleep within the car park.

- Should we experience antisocial behaviour at this car park, the Council reserves the right to reinstate the height barrier and prevent overnight sleeping without notice or further consultation.
- Signage will be in place to clarify the rules and ensure the clear messaging.
- Evening patrols will be carried out to ensure only motorhomes with on board facilities are parking in the car park and the code of conduct is being adhered to. Vehicles without toilet facilities will be asked to move on, to a more appropriate location with facilities.

At the time of writing, the Parishes of Slapton, Strete and Stokenham are yet to formally consider this location for inclusion in the Pilot Scheme. A verbal update can be provided at the Executive's request during the course of this item.

3.2.2 The criteria for considering car parks where overnight sleeping would be permitted is as follows:

- a) Size and location of the car park
- b) Proximity to public toilets
- c) Provisions within the car park eg lighting, bins
- d) Proximity to local amenities ie restaurants, shops etc
- e) Accessibility
- f) Motorhome parking is permitted during the day and evening

3.2.3 The cost of local campsites with facilities for overnight camping it ranges from £12-£22 per night. Therefore, an overnight tariff of £15.00 per night for a car park stopover would be introduced. It is also takes into consideration other local authority charging for motorhome/campervan overnight stays.

3.2.4 The overnight tariff would permit overnight sleeping from 6pm until 9am, with permitted parking across two parking bays only. Tickets would be purchased from the pay & display machine or through the Ringgo cashless payment system.

3.2.5 The Off Street Parking Places Order would require amendment to allow overnight sleeping in nominated car parks only and to introduce an overnight parking tariff. This would involve a 21 day consultation with the public.

3.2.6 Terms and conditions would be:

- a maximum stay of two consecutive nights only with a no return within 48 hours
- a maximum length of 8 metres (restricts parking to two parking bays only. It should be noted 96% of motorhomes are 8m or less) and
- a minimum distance of 6 metres must be maintained between motorhomes (best practice for fire safety)



- 3.2.7 An alphanumeric keypad would be installed on the pay & display machines in the nominated car parks to allow Civil Enforcement Officers to manage the maximum stay of two consecutive night restriction.
- 3.2.8 Clear signage would be erected within the car parks stating the terms and conditions of overnight sleeping which would include the maximum permitted stay, making it clear fines will apply should contraventions occur and we would encourage users to behave in the appropriate manner and respect their surroundings.
- 3.2.9 The Council would adopt a code of conduct for motorhomes users which would include:
- Leave no trace in respect of rubbish
  - Careful and respectful parking
  - Don't overcrowd a site
  - Don't overstay your welcome
  - Actively support the local economy
  - Payment of all required charges
- 3.2.10 The usual contraventions of the car park would still apply for overnight stays, such as the prohibition of any open cooking or fires within the car park. Motorhomes would not be permitted to put out awnings, BBQs, tables, generators etc
- 3.2.11 No additional provisions will be provided however, public toilet provisions are generally located within close proximity of the car park.
- 3.2.12 Many motorhomes can go several days between needing to empty and refill waste and fresh tanks. Therefore, there is not a requirement to provide all these services for the maximum time we are permitting.
- 3.2.13 A similar scheme to the above has been in operation in East Devon and Torridge with reports of enhancing businesses within the local area.
- 3.2.14 This policy would attract self-contained (contain onboard facilities) motorhomes who require short term overnight sleeping whilst on route to dedicated campsites with facilities or those who are touring with minimum time spent in any one area.
- 3.2.15 Option B would be operated as a pilot for up to 12 months but at least for the 2021 Summer season to allow review of the success of the policy and to evaluate whether the policy should:

- i. No longer permit overnight sleeping within our car parks
- ii. Continue under Option B
- iii. Recommend further enhancement of facilities as identified in Option C

### 3.3 **Option C – Provision of Additional Facilities**

If the trial for overnight sleeping in designated car parks is successful, officers could give long term consideration into providing additional facilities which would enhance the appeal to users. These may include:

- a) Waste disposal (black/grey waste)
- b) Electrical hook up
- c) Showers
- d) Drinking water provision
- e) Enhanced waste disposal
- f) Dedicated marked bays within the car park

3.3.1 This option would require a further report to be brought back to the Executive. It is suggested this is following the trial of overnight parking.

3.3.2 Should enhanced facilities be provided, planning and licencing requirements would need to be considered.

3.3.3 This report would assess the success of the trial and provide fully costed options which may be available.

3.3.4 Installation of facilities can be extremely costly so we would need to ensure the pilot scheme was a success before committing capital spend. For example a chemical disposal units ranging from £320 - £680.



3.3.5 A cost-benefit analysis would therefore have to be carried out prior to proceeding with extending the policy.

#### **4. Options Available and Consideration of Risk**

- 4.1 The proposals to allow overnight sleeping within the nominated car parks does have potential risks which need to be considered.
- 4.2 These risks include:
- Increased waste generated within the car parks and not disposed of correctly
  - With toilets with limited operational hours those that do not have self-contained units may choose to toilet outside
  - Chemical toilets may be disposed of through the public toilets blocking systems
  - Increased antisocial behaviour eg noise
  - Excessive number of motorhomes may create blind spots and fire hazards

These risks will be monitored in all car parks throughout the trial period proposed.

- 4.3 The proposals will be the subject of a 21 day consultation exercise and, if necessary, concerns will be reported back to the Executive before the Parking Order is amended.

#### **5. Proposed Way Forward**

- 5.1 The proposed way forward is to permit overnight sleeping in nominated car parks but provide no facilities (other than use of existing public toilets) and charge an over tariff of £15.00 per night for a maximum stay of two consecutive nights.
- 5.2 The proposed changes should be made to amend the Off Street Parking Places Order in accordance with the recommendations.
- 5.3 Should the Recommendations be accepted, the following steps will occur:
- a. 21 day consultation commence to which customers will be alerted by notice in the local press, on the Council's website and in all affected car parks.  
This will allow customers to make comments on and/or objections to the proposals, should they wish to do so.
  - b. If a significant number of representations were to be received, the matter would be referred to the Executive for further consideration,
  - c. Otherwise, the detailed implementation of the recommendations should be delegated to the Head of Assets in consultation with the Portfolio Holder for car parking for implementation.

- 5.4 This proposal fits with the following priorities:  
 Council  
 Communities  
 Environment

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Council has power to provide and to regulate off-street car parks under the Road Traffic Regulation Act 1984 The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 set out the procedures to be followed before and after making any order regulating the use of car parks.</p>
Financial implications to include reference to value for money	Y	<p>It is anticipated that allowing overnight sleeping within the nominated car parks could generate an additional £15,360 per annum income. (Based on 4 users per car park per week for 32 weeks of the year at £15.00 per user).</p> <p>To install the alphanumeric keypads on the pay &amp; display machines will cost £9,022.</p> <p>Additional signage costs – approximately £75 per sign.</p> <p>Additional overtime resource will be required to enforce the carparks.</p> <p>Additional emptying of bins and street cleansing could be required at busy sites in the peak summer season.</p> <p>The cost of implementing the changes will be met from the car parking budget.</p> <p>The difference between the income and expenditure on Off Street Car Parking is used to support costs associated with the operation and maintenance of parking services, its infrastructure and the maintenance of off street car parks. It is also used to support and provide other Council services such as street cleansing, toilets, parks and</p>

		open spaces and other lawfully incurred identified expenditure.
Risk		Without a structured policy, the Council could risk the potential for maintaining and improving parking provisions, which could jeopardise town centre vitality. There is a risk that without a clear policy for motorhome/campervan users the challenges and issues felt last year will continue to be repeated. There is a risk that a significant number of objections to the proposals may be received, which would postpone any implementation, as the objections would have to be considered by the Executive ahead of any changes.
Supporting Corporate Strategy		Council Communities Environment
Climate Change - Carbon / Biodiversity Impact	Y	There are no negative impacts.  There may be small positive impacts with customers considering alternative means of transport or care sharing.
Comprehensive Impact Assessment Implications		
Equality and Diversity		No implications.
Safeguarding		No implications.
Community Safety, Crime and Disorder		No implications.
Health, Safety and Wellbeing		No implications.
Other implications		None at this stage.

**Supporting Information**

**Appendices:**

Appendix A- example of car park signage

**Background Papers:**

None

This page is intentionally left blank

## MEMORIAL CAR PARK MOTOR HOMES

### ONLY SELF CONTAINED (ON BOARD WC) MOTORHOMES PERMITTED TO STAY OVERNIGHT

Any period between 6pm & 9am for a maximum of two consecutive nights only

£15.00 per night for the use of two parking spaces

Motorhome Spacing - to comply with fire regulations, ensure a minimum spacing of 6 metres between vehicles



On discovering a fire:

- a) Ensure the motorhome is evacuated
- b) Alert occupants of nearby vehicles
- c) Call the fire brigade dial 999 or 112

#### Code of Conduct

- Leave no trace in respect of rubbish - take home & recycle
- Pick up dog poo
- Careful and respectful parking
- Do not overcrowd a site
- Actively support the local economy
- Payment of all required charges
- Be respectful to local residents

#### Regulations

This car park is provided as a parking only. External activity is prohibited – this includes:

- Putting out chairs, tables and other items of furniture including awnings
- Discharge of waste/foul water
- No open fire/BBQs/open cooking
- No generators
- No caravans or trailers allowed or vehicles that are not self-contained
- Maximum stay two consecutive nights. No return within 48 hours
- **You must have on board toilets**

This page is intentionally left blank



Report to: **Executive**

Date: **22 April 2021**

Title: **Electric Vehicle Charging and Renewable Energy Strategy**

Portfolio Area: **Climate Change and Biodiversity – Cllr Pearce**

Wards Affected: **All**

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

Date next steps can be taken: Any recommendations will be considered at the Annual Council meeting to be held on 20 May 2021.

Author: **Laura Wotton** Role: **Head of Assets**

Contact: **Email: [laura.wotton@swdevon.gov.uk](mailto:laura.wotton@swdevon.gov.uk)**

---

**RECOMMENDATION:**

**That the Executive be RECOMMENDED to:**

- 1) note the progress of the EV Charging Strategy to date**
- 2) RECOMMEND to Council to approve capital expenditure of up to £170,000 from the Capital Programme Contingency Reserve as set out in the Finance Section at the end of this Report as follows:**
  - a. £80,000 for the upgrade of the network and rapid charger install at Totnes Depot and**
  - b. £90,000 for the network upgrade and limited initial phase of additional rapid chargers at Follaton House, to facilitate the conversion of the light commercial vehicle fleet to EV.**
- 3) RECOMMEND to Council to approve the spend of up to £15,000, funded from the Climate Change Earmarked Reserve to fund an externally commissioned report to investigate and scope opportunities primarily for EV Charging Points within the Councils property portfolio, namely car parks, depots and offices. Additionally, explore opportunities for solar and battery storage across the estate.**

<p><b>4) Note the contribution of these schemes towards the Council's Climate Change and Biodiversity adopted aims.</b></p>
-----------------------------------------------------------------------------------------------------------------------------

## **1.0 Executive summary**

- 1.1 The Council is committed to de-carbonisation through the adoption of a Climate Change and Biodiversity Strategy and Action Plan.
- 1.2 As part of the Action plan the Council will be transitioning its fleet of vehicles over to EV (Electric Vehicles) and as a result needs to invest in charging infrastructure to support that transition at Follaton House and Totnes Depot.
- 1.3 More widely the Council needs to do the same for the public charging network to assist residents, businesses and visitors make the same transition. This work is ongoing and this report updates members on it and sets out the scope of a commission to inform that strategy into the future. In so doing, it will also consider complimentary solar renewable technology and battery storage opportunities.

## **2.0 Background**

- 2.1 Nationally, the demand for EV charging points is increasing. Various reports identify to achieve the desired migration of all new vehicles to electric by 2030 will require a significant step change in the rollout of publicly available charging points.
- 2.2 The national trend for EV vehicles is accelerating at 20% growth per annum, there are approximately 383,000 electric vehicles in the UK today, with an anticipated growth to between 2.7 and 10.6 million by 2030. This could rise as high as 36 million by 2040.
- 2.3 Nationally, there is currently 32 public charging points per 100,000 cars. This is insufficient if the growth anticipated in the uptake of electric vehicles continues and will not support the UK Governments pledge.
- 2.4 Within the district, there are circa 30 public EV charging points located in garages, supermarkets and car parks.
- 2.5 SHDC has one public EV point at Glanvilles Mill car park in Ivybridge, installed further to an arrangement with Highways England on a 7 year lease agreement with Swarco.
- 2.6 The requirement in the UK is for 400,000 charging points by 2030 up from the current 35,000. This is an 11.5 fold increase. If the same rate of expansion were adopted for SHDC, a further 345 plus charging points would be required in public locations.

2.7 The opportunity for SHDC is to maximise the provision of charging points within the footprint of its estate, engage with private operators and providers to exploit the growing demand and market, to create the catalyst for social change by providing charging points. This must be done in response to an evidence of need, to ensure maximum impact and support to those who need them; residents with no off road parking, day trippers and tourists more generally.

2.8 Devon County Council’s report commissioned as part of the Deletti Programme identified:

- 35% non EV owner respondents are planning to buy an EV in the foreseeable future
- 22% plan to buy an EV within the next three years
- Lack of charging facilities is one of the biggest barriers to EV uptake.
- Lack of EV uptake is a barrier to commercial roll out of charge points.
- Public sector action is therefore needed to kick start the market.

2.9 Within the SHDC geographic there are 30 existing EV charging points.

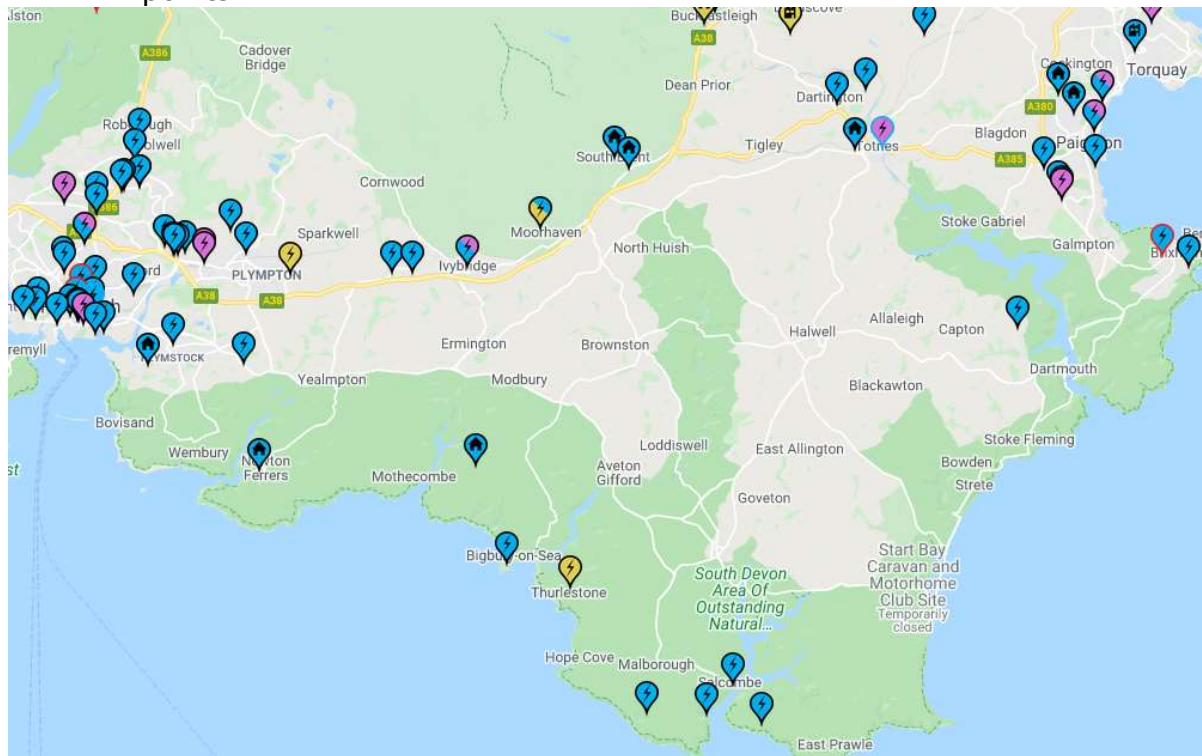


Figure 1 – ZAP MAP charger locations – Note, Follaton House is not shown as it is not a public charge point

2.10 Based purely on national multipliers, the anticipated growth would suggest 300+ charging points are required to satisfy the future demand. It is important that SHDC ensure a robust strategy

around the future role out of EV charging points to ensure that they are located where they will be needed.

- 2.11 It is clear from Figure 1 that the A38 corridor is better served than some of the coastal and rural areas. Many of these locations are tourist destinations, an industry worth £260m per annum to the local economy, and therefore will need to increase EV role out to meet tourist expectations and habits.

### 3.0 Current Position

- 3.1 **Existing SHDC EV points.** To date the following EV points are operable across the SHDC estate (car parks, commercial, depots, offices and fleet operational centres)

Location	No. of Bays	Type	Provided By
Follaton House	2	7kw post mounted dual unit	POD Point
Glanvilles Mill car park	2	50kw rapid charger	Highways England (7 year lease agreement)

- 3.2 Capacity upgrades are being examined at Follaton House with a view to increasing the number of EV points. This work is part of the evolving fleet programme and transition to EV of Council light commercial vehicles, see section 5.0 below for more details.

### 3.3 Deletti Programme

- 3.4 The Deletti program is a collaboration agreement between Devon County Council (DCC), East Devon, North Devon, South Somerset, Teignbridge, South Hams District Council and West Devon Borough Council to provide EV charging points within the car parks in those geographical areas. It is well understood by members, and there is a shared view amongst officers and members that the timeframes are long. Officers are working to accelerate the role out to address this, within the parameters of the joint procurement.

- 3.5 The programme is DCC led. DCC have secured funding from the Regional Development Fund on a match fund basis (£500k). As part of the programme, SHDC have a match funding liability to the sum of £20k. It is a nonexclusive contract to allow for future electric charging projects if additional funds become available.

- 3.6 The program's intent is to secure a Private Sector Partner (PSP) to design, build, operate and maintain charge points through a concession arrangement. The tender for the PSP is weighted

higher to those who are able to provide the most sites for the money available. The PSP will be provided with a contribution towards the costs and will be granted a 10 year lease for the EV locations. The PSP must agree to the terms of the lease and ownership requirements within the concession agreement, They the PSP, become liable for the concession period for the maintenance and upkeep of the equipment, its operation, power provision from the local grid, bay markings, signage, and upkeep, and security of operation and the provision of supply with a minimum of a green energy target. At the end of the lease period (nominally 10 years) the ownership of the equipment, servicing, power supply and its upkeep reverts back to SHDC.

- 3.7 The program will deliver 22kW with two outlets, able to serve two parking bays simultaneously at each site. Suppliers have also been asked to consider how many additional charge points they are able to provide and to help future proof the sites and allow future expansion, suppliers should provide a passive provision of ducting at a minimum of 6 additional outlets at each site and a 69kva connection to the grid.
- 3.8 The performance specification requires the PSP to provide:
- High levels of interoperability
  - Design equipment to comply with Disability Discrimination Act
  - Provide signage and contact number for faults
  - Ability to pay as go
- 3.9 As part of the tender analysis and tender negotiation / agreement the profit sharing mechanism, payment cycle, contribution from each party has to be established and confirmed.
- 3.10 The tenders have closed, and the successful bidder was Scottish Power. Therefore, from mid April it is anticipated, service delivery timeframes, SHDC contribution, and profit share should be established or at least emerging from the negotiations. The sequence of installation roll out will have to be agreed to with the Deletti members and confirmed with the supplier on their programme of installation whilst also working with Western Power Distribution.
- 3.11 The phase one sites are:
- Heaths Nursery car park, Totnes
  - Quay car park, Kingsbridge
  - Mayors Avenue car park, Dartmouth
  - Creek car park, Salcombe
  - Park & Ride, Dartmouth
- 3.12 The phase two sites are:
- Fore Street car park, Kingsbridge

- Victoria Street car park, Totnes
- Pavilions car park, Totnes
- Poundwell Meadow car park, Modbury

### 3.13 **On-Street Residential Charge-point Scheme (ORCS)**

3.14 SHDC have been invited by DCC to be part of an application for ORCS funding. DCC will also try to encourage Parish Councils to take up the opportunity of this funding and are prepared to submit bids on their behalf.

3.15 ORCS allows LAs to receive a grant for 75% of the capital costs relating to the procurement and installation of EV points in residential areas. Although targeted at on street parking, it can be used in car parks where you can demonstrate it can be used by local residents who don't have the ability to charge off street.

3.16 The criteria is charging points must be:

- accessible 24/7,
- local residents must be able to use the car parks free overnight,
- each charge point must have a dedicated bay and
- SHDC must commit to keeping usage under review and consider restricting to local residents only (although this clause is not always possible achieve).

3.17 The remaining 25% of the funding can be claimed on completion of the project. All costs associated with the installation must be evidenced. This will follow the same format as Deletti as in 10 year lease and concession agreement. To date funding for the following car parks is being considered and formal reports through Council will be raised:

- North Street, Totnes
- Steamer Quay, Totnes
- Lower Union Road, Kingsbridge
- Shadycombe, Salcombe
- Whitestrand, Salcombe
- Harford Road, Ivybridge
- Duncombe Park, Kingsbridge

### 3.18 **Parking Charges**

3.19 The parking charges position adopted by this council through the Deletti and other EV programmes, is one that EV drivers will have to pay to park in charging bays, the same as every other driver has to pay for a normal bay.

3.20 This approach should minimise any impact on car parking revenue, which is required to maintain and operate them.

## 4.0 Opportunity Analysis

4.1 Though there are ongoing initiatives which will see EV Charging points increase in time across the SHDC estate, there may be further opportunities to explore.

4.2 By supporting the migration to electric vehicles, the Council may be able to create a long-term revenue stream from the fees chargeable from the EV points, to utilise under used space within our car parks, commercial property, depots and offices which may currently incur maintenance cost for little revenue.

### 4.3 Considerations

4.4 The infrastructure and systems requirements will take time to define, design and implement. The necessity is to start the feasibility studies so that the implementation phase is in place as demand increases. There are various actions to take or considerations going forward as follows:

- Fulfilling and expanding the Deletti program
- Securing funding for the ORCS program
- Extending the number of EV points in car parks either by direct investment or through other funded programmes
- Extending applications through ORCS program, funding dependant
- Extending the commercial and office based number of EV points
- Exploring EV charging farm opportunities in new locations

4.5 In order to fully understand the scope of opportunities the feasibility of each needs to be assessed. Factors to consider are as follows:

- Availability of space (car park space implications)
- potential number of users (based on demographic figures)
- sourcing of a power supply and / or potential locations for solar panel installation
- engagement of other parties
- potential revenue stream
- scale of SHDC contribution

4.6 Factors such as migration to electric vehicles, range anxiety, charging and vehicle ownership models are common themes to all locations.

4.7 **Possible Locations** - There are the following car parks and car park capacity in the SHDC geographical area:

CAR PARK NAME	LOCATION	TYPE OF CARPARK	TOTAL BAY No's	DISABLED BAY No's	ALLOWED VEHICLES
Old Market	Totnes	Long Stay	28	0	Cars, Motorcycles
The Nursery	Totnes	Long Stay	95	0	Cars
Heaths Nursery	Totnes	Short Stay	84	4	Cars
Heathway	Totnes	Long Stay	56	2	Cars, Motorcycles
Victoria Street	Totnes	Short Stay	114	7	Cars, Motorcycle
Civic Hall	Totnes	Short Stay	22	2	Cars, Motorcycles
Steamer Quay	Totnes	Long Stay	51	3	Cars, Coaches
Longmarsh	Totnes	Long Stay	137	6	Cars, LGV
North Street	Totnes	Long Stay	55	1	Cars, Motorcycle
Pavilions	Totnes	Long Stay	119	0	Cars
Pavilions Short Stay	Totnes	Short Stay	21	0	Cars
Slapton Memorial	Slapton	Long Stay	75	0	Cars, LGV
Torcross Layby	Slapton	Short Stay	35	2	Cars
Torcross Tank	Slapton	Long Stay	86	5	Cars, Coaches, Motorcycle
Strete Gate	Slapton	Long Stay	98	0	Cars, Motorcycle
Park & Ride	Dartmouth	Long Stay	167	7	Cars, Coaches, LGV
Mayors Avenue	Dartmouth	Long Stay	214	5	Cars, motorcycles
Leisure Centre	Dartmouth	Short Stay	35	5	Cars
Cattle Market	Kingsbridge	Long Stay	115	3	Car, Coaches, Motorcycles, LGV
Duncombe Park	Kingsbridge	Long Stay	14	1	Car
Fore Street	Kingsbridge	Long Stay	109	6	Car, Motorcycles
Lower Union Road	Kingsbridge	Long Stay	60	4	Car, Motorcycles
Quay	Kingsbridge	Long Stay	232	15	Car, Motorcycles
Creek	Salcombe	Long Stay	242	0	Cars, Coaches, Motorcycles
North Sands	Salcombe	Long Stay	83	4	Cars
Shadycombe	Salcombe	Long Stay	66	2	Cars, Motorcycles
Whitestrans	Salcombe	Short Stay	21	2	Cars, motorcycles
Leonards Road	Ivybridge	Long Stay	187	0	Cars, Motorcycles
Glanvilles Mill	Ivybridge	Short Stay	44	7	Cars, Motorcycles
Hartford Road	Ivybridge	Short Stay	26	0	Cars
Poundwell Meadow	Modbury	Long Stay	69	2	Cars
Poundwell Street	Modbury	Short Stay	15	1	Cars
<b>Totals</b>			<b>2775</b>	<b>96</b>	

4.8 Those car parks pre-selected for the Deletti program are highlighted (yellow for phase 1 and blue for phase 2).



## **5.0 Solar and Battery**

- 5.1 It is not uncommon for car park based solar arrays to be coupled to EV charging and battery storage, where demand, site constraints and grid conditions align.
- 5.2 The opportunity for this is not well understood in South Hams and a site by site appraisal of the opportunities is required to assist the Council in any future renewable investment.
- 5.3 It is clear that a site by site assessment of our car parks to inform a future report to the Executive is required. That would report would set out the opportunities, risks, business case, and climate change impact of any possible renewable opportunities.

## **6.0 Fleet Conversion**

- 6.1 Fleet conversion presents an opportunity to reduce SHDC's carbon footprint significantly. Currently the fleet is made up of 70 vehicles and plant (across both councils), all with varying degrees of use, mileage and replacement timeframes.
- 6.2 A Fleet Forward Plan is currently being updated to identify replacement schedules, opportunities to move vehicles to electric, as well as assessing overall the fleet's ability to deliver against operational requirements.
- 6.3 In the next two years there is the opportunity to migrate up to ten vehicles to electric, which will require the installation of the necessary infrastructure within our Assets. Delivery of the first phase of SHDC Fleet Charging Points could be delivered (subject to recommendation 2, in the next 6 months. These would be located in Totnes Depot, which requires both the power supply and network to be upgraded and the chargers installed. The network supply upgrade cost is ~£60k and the install of the chargers allowing for OLEV funding is estimated to be a further £20k. This would provide 30 fast (7KW) chargers.
- 6.4 There would be a need for a further round of rapid chargers being installed in Follaton House to support future fleet transition as there is not enough space to charge all the fleet at the Depot each night.
- 6.5 **SHDC Offices**
- 6.6 The initial engineering surveys and cost estimates for power upgrades at Follaton House have been concluded, though not actioned. These upgrades will result in the capacity for EV charging points to be increased to 50 rapid chargers. The power supply upgrade costs are estimated at £70k and the cost of the chargers would be in addition to that and allowance of £20k would deliver

a limited first phase roll out, aligned to the fleet transition timeline. It is anticipated that further phases would be rolled out to match EV fleet transition as EV van technology evolves.

#### **6.7 Employment Estates**

6.8 The employment estates that SHDC owns could be suitable for the installation of a number of charging points. Clearly a demand from occupiers will be forthcoming as the migration to Electric Vehicles gathers pace. In the near term the question is one of demand and capacity. To understand this it is suggested that a survey of use relative to the occupiers is undertaken. This desktop study would reveal demand side requirements. From which engineering for the supply of EV Charging Points could be determined at current supply capacity as well as the feasibility and cost of upgrade to meet anticipated future demand.

6.9 The Head of Assets intends to undertake this work over the coming year.

### **7.0 Proposed Way Forward**

7.1 In order to fully understand the opportunities available to SHDC, it is recommended consultants are appointed to investigate and scope opportunities primarily for EV Charging Points within the Councils property portfolio, namely car parks, depots and offices. Working with key officers, the commission will identify a needs based, costed EV strategy which will be brought back to members for consideration.

7.2 Additionally, it will appraise opportunities for the provision of solar and/or battery storage that could complement EV role out, or stand alone in car park locations

7.3 Officers have worked up a brief with APSE Energy (extract in Appendix A) which has been costed at up to £15k depending on the number of opportunities identified. Members are asked to consider and approve this commission to ensure the District has a needs based EV strategy to govern any future spend.

### **8.0 Risks**

8.1 There are some common risks to increasing SHDC EV Charging Points, these are:

- The migration to Electric Vehicles is much slower than anticipated, reducing the demand and potential revenue stream, though not reducing the likely infrastructure and investment cost requirements

- Range anxiety is not resolved sufficiently enough for the uptake, in large conurbations this is a lesser problem, in SHDC geographic journeys are more likely to be further, therefore range anxiety is more of a barrier. Consequently demand for EV's is reduced.
- The infrastructure costs are prohibitive, and impact the viability (investment return and PSP engagement).
- The revenue displacement for loss of paid for parking spaces is not recovered by the charges associated with EV charging points
- The maintenance and upkeep of the EV charging points is prohibitive or unforeseen
- In respect of offices and commercial space, there is minimal demand, yet the infrastructure costs are proportionally high

8.2 To mitigate these risks there is the necessity to implement a robust governance structure and gateways process around the stages of the programme. The viability of the proposal should be reviewed as part of a gateway process at the following stages, demand analysis, definition, surveys, supply market engagement, detailed design, delivery and implementation. The viability analysis should examine the potential return on investment, the market demand, the supply industry appetite for engagement and the full lifecycle costs associated.

## 9.0 Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	
Financial implications to include reference to value for money	Y	<p>Recommendation 2, investing £170,000 in EV infrastructure to facilitate fleet transition would be funded as follows:</p> <p>The £170,000 is recommended to be funded from the Capital Programme Contingency Reserve, as this would be capital expenditure.</p> <p>The current balance remaining on the Capital Programme Contingency Reserve is £350,000, therefore there is sufficient funding to meet this capital bid.</p> <p>Recommendation 3, commissioning the APSE review as set out in Appendix A, for £15,000, is recommended to be funded from the Climate Change and Biodiversity Earmarked Reserve.</p>

Risk	Y	Refer to Section 7
Supporting Corporate Strategy	Y	Which corporate strategy theme is being supported and how?
Climate Change - Carbon / Biodiversity Impact	Y	This report is brought to members directly in response to the Climate Change Strategy and Action Plan underpinning it.
Comprehensive Impact Assessment Implications		
Equality and Diversity		
Safeguarding		
Community Safety, Crime and Disorder		
Health, Safety and Wellbeing		
Other implications		

**Supporting Information**

**Appendices:**

Appendix A – APSE Energy Brief (Extract)

## Appendix 1 – APSE Energy Brief

### Breakdown of support

#### Part 1 – Initial investigation Task Days

1. Initial meetings with key officers to confirm the full extent of progress to date on this agenda; plans in place; expected progress; current policies and; general attitude to next stages. It is difficult to get all of this detail in a brief Teams meeting, but it is essential to determining the best way forwards.

2

The results of this will inform the other options below and reduce some of the time need on them.

0

2. Project Management, client liaison and quality control

**Total** **2**

#### Part 2 – Demand led EV Strategy focusing on charging infrastructure Task Days

1. Individual meetings with officers to understand the context of the work, relevant work undertaken to date and what will need to be done under this strategy.

1

Debate and discussion about the Council's approach and current strategy, the way forwards and to crystallise key issues. Requests for collation of appropriate data.

1

2. Review of policy and other data and documentation.

3. Considering experience from other local authorities that have provided useful precedents for the Council such as arrangements for the provision of EV chargers, civils/engineering work, taxi licensing, buses and freight and confirm the relationships in place.

1

Approach the DNO on behalf of the Council about local capacity.

1

4. Preliminary consideration of funding options for example via OZEV and how to put together a new communications strategy

2

5. Summarising the work and advice in a report for the Council including recommendations for next steps.

1

6. Project management, client liaison and quality control.

**Total** **7**

### **Part 3 – Potential for car park charging and solar PV including battery storage**

Generating energy at car parks for charging electric vehicles is a good investment as it will reduce electricity costs, provide a supply for the vehicles which is separate from the grid and so lessens dependence upon it and it shows that the Council is setting an example for others to follow. There may be further opportunities for income generation for example by charging other public service providers to charge their electric vehicles at the depot. The addition of battery storage can provide further opportunities for the Council. **Days**

#### **Task**

1. Meeting with asset / car park and other officers / managers to discuss the car parks, which to prioritise, identification of individual sites and limitations and to request relevant information and documents. 2

Research into each car park and issues which may impact on taking forward for installation such as energy demand, grid access, plans for EVs and charging infrastructure.

Virtual site inspection. Consideration of capacity, structural and technical issues. 4

2. Production and population of a financial model identifying all of the costs and income for each car park and providing full current market data to enable a decision to be made about financial viability.

Consideration of battery storage, grid capacity and access issues.

Approach the DNO on behalf of the Council to understand local capacity and how it will impact on each site. 2

3. Production of a full report highlighting all of the matters emerging during the investigation of the potential scheme and recommending next steps.

4. Project management, client liaison and quality control 1

**Total** **9**

Report to: **Executive**  
Date: **22 April 2021**  
Title: **Corporate Strategy Development**  
Portfolio Area: **Council – Leader Cllr Judy Pearce**

Wards Affected: **All**

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

Date next steps can be taken: **Upon the expiry of the Scrutiny Call-in period (5.00pm on Tuesday, 4 May 2021)**

Author: **Drew Powell** Role: **Director of Governance and Assurance**  
**Andy Bates** **Chief Executive**

Contact: [Drew.powell@swdevon.gov.uk](mailto:Drew.powell@swdevon.gov.uk)

---

## **RECOMMENDATIONS:**

**That Executive be RECOMMENDED to instruct the Chief Executive and the Director of Governance and Assurance to develop the Corporate Strategy in line with the timeline and programme set out in 4 below.**

### **1. Executive summary**

- 1.1 The Council adopted its corporate strategy on 17 May 2018 prior to the end of the previous administration. As a result of the pandemic the context and landscape within which we now operate has fundamentally changed.
- 1.2 Whilst elements of the strategy clearly remain relevant and vitally important moving forward, the recovery and renewal planning process, which has involved extensive consultation and engagement with the wider membership, has identified new emerging challenges, priorities and opportunities.

- 1.3 At its meeting of the 17<sup>th</sup> September, the Executive resolved to ask officers to start working on the development of a new corporate strategy with a view to adoption by Full Council in May 2021 (Minute E15/20 refers).
- 1.4 Members will note that, after another extensive and prolonged lockdown period where resources have been focussed on supporting the Community, the planned May date has now been deferred to Council in July.
- 1.5 This report sets out the proposed timeline and process for developing the new corporate strategy together with the resources to support its implementation.

## **2. Background**

- 2.1 In recognition of the potential wide ranging and long lasting impacts of the COVID-19 Pandemic, in early 2020 Members undertook to develop a Recovery and Renewal Plan.
- 2.2 The development of the plan was thorough and inclusive and included a sequence of full member workshops. In order to ensure that the whole membership was engaged with the process and had an opportunity to input, formal reports were also taken to the joint Development Management and Overview and Scrutiny meeting on 4 June 2020 (OSDM.5/20) and 3 September 2020 (OSDM.11/20) and the Executive and ultimately to full Council for adoption on 17 December 2020 (Council Minute CM 27/20 refers)
- 2.3 The development of the plan, by its very nature, identified issues that were directly and indirectly related to the impacts of the pandemic. With the ideas generated by Members covering the full range of Council activity and influence.
- 2.4 In view of this, and prior to adoption, the actions and ideas put forward by Members were collected and triaged into the most appropriate vehicle for development and/or delivery. In the majority of cases this was either the Recovery and Renewal Plan itself or the emerging Climate Change and Biodiversity or Housing Strategies. The report, and appendices, to Council on December 17<sup>th</sup> sets this process out in more detail (Council Minute CM 27/20).
- 2.5 In terms of the strategic context, the Council adopted the Plymouth and South West Devon Joint Local Plan (JLP) on 21 March 2019. The JLP establishes an over-arching strategic framework for sustainable growth and the management of change. It provides the statutory development plan for the three partner authorities.



- 2.6 The strategic objectives of the JLP which include meeting the need for new homes, jobs and services, will be key inputs to the new corporate strategy.
- 2.7 As well as articulating the Council's vision and ambitions for the longer-term, it is essential not only that the new strategy contains specific, measurable and time bound targets covering the short-term (next 2 years), but we put in place the skills and resources necessary to ensure these actions can be delivered.
- 2.8 Bearing this in mind a series of reports identifying one-off expenditure to fund specific actions and activities within the emerging corporate strategy have been considered and approved by Council over the past few months.
- 2.9 On 11<sup>th</sup> February 2021, the Council set its Revenue Budget for 2021/22. As part of the budget proposals, an amount of £500,000 was allocated for funding for the Recovery and Renewal Plan and a further £200,000 funding for the Climate Change Action Plan (Council Minute CM 37/20 refers). In addition Council on 11<sup>th</sup> February 2021 (Minute CM 39/20 refers) also approved to allocate £500,000 under the Additional Restrictions Grant (ARG) Scheme towards strategic economic recovery projects and priorities.
- 2.10 On 25<sup>th</sup> March 2021, Council approved an investment of £598,000 to support economic recovery, the major towns and the visitor economy of the South Hams. The funding will support the national roadmap for the easing of lockdown at a local level, as detailed below:
- keeping the streets clean (£130,000)
  - enhanced on street presence (£36,000)
  - supporting business and hospitality (£57,000)
  - improving the business environment in our key towns (£275,000)
  - improving the built/natural environment to deliver local economic improvements within our smaller coastal communities and tourism centres (£100,000).
- The £598,000 will be partly funded by some of the £500,000 ARG funding earmarked for strategic economic recovery projects.
- 2.11 Over the medium to longer-term we will look to generate further efficiencies in the Council's core operating model with a view to supporting the delivery of corporate strategy actions in future years. We will also seek to align the Council's corporate strategy (what we plan to do) to the Council's medium-term financial strategy (how we plan to resource it).

### **3. Outcomes**

- 3.1 The development and adoption of a new corporate strategy will ensure that Council resources are aligned in order to secure the efficient and effective delivery of the ambition and priorities set by Members.

### **4. Proposal for Developing the new Corporate Strategy**

- 4.1 It is clear that there has been extensive and inclusive engagement with the full membership through the processes detailed above. The key inputs to the new corporate strategy have been identified and developed. The next stage is to refine the content and align the resources to confirm deliverability.
- 4.2 Appendix A sets out a broad view of the development process as a whole. Having regard to the tight timescale, it is proposed, during the 'develop strategy' phase, to hold two informal Full Member sessions (dates to be confirmed) based around broad groupings of priority areas identified through the Recovery and Renewal Planning process and existing strategies.
- 4.3 These informal sessions will be led by the Executive Member, with the support of senior officers, and will allow all members to input to the development process.
- 4.4 At this stage there is a clear rationale behind using broad groupings rather than themes or priorities which is to ensure that discussion is not limited or constrained by a preconceived framework and themes are developed through an iterative bottom-up approach.
- 4.5 The broads groupings, which may be subject to change, are:
  - Delivering high quality services for our residents – including communications, customer excellence, digitisation, enhancing our reputation and resources
  - Natural and Built Environment including parks, open spaces, public realm, marine/coastal management, countryside stewardship, AONB, heritage and planning
  - Climate Change, Biodiversity and Environment
  - Supporting our local economy, tourism and marine sectors – business support, coastal productivity, connectivity (physical and digital)
  - Homes new and old, housing advice and support, preventing homelessness – as per our Housing Strategy
  - Community Well Being - cohesion, community support, leisure, S.106 supported improvements

- 4.6 The outputs of these meetings will then be used to inform consultation with key stakeholders and then to help refine the strategy itself.
- 4.7 The consultation will be developed in line with the Council's recently adopted Consultation and Engagement Strategy and include early dialogue with key partners, a series of online polls and questionnaires and briefing notes for Members to enable them to engage with their Town and Parish Councils on the development.

## 5. Proposed Way Forward

- 5.1 The report sets out a timeline and process for development and adoption of the new Corporate Strategy in line with resolution of the Executive on 17<sup>th</sup> September 2020.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Corporate Strategy is one of the plans and policies that comprise the Council's Policy Framework. Consequently, decisions to approve, adopt or amend the Corporate Strategy and themes are decisions of the Full Council.
Financial implications to include reference to value for money		There are no direct financial implications arising from this report.  The Council will seek to align the Council's corporate strategy (what we plan to do) to the Council's medium-term financial strategy (how we plan to resource it).
Risk		The key risk relates to the need to have an up to date corporate strategy that reflects the Council's future plans and is suitably resourced. These risks are managed through the process detailed in this report.
Supporting Corporate Strategy		Supports all existing six corporate themes.
Climate Change - Carbon / Biodiversity Impact		There are no direct impacts on climate change and biodiversity however tackling these issues are considered to be central to the development of the new plan.

Comprehensive Impact Assessment Implications		
Equality and Diversity		No direct implications.
Safeguarding		No direct implications.
Community Safety, Crime and Disorder		No direct implications
Health, Safety and Wellbeing		No direct implications
Other implications		No direct implications

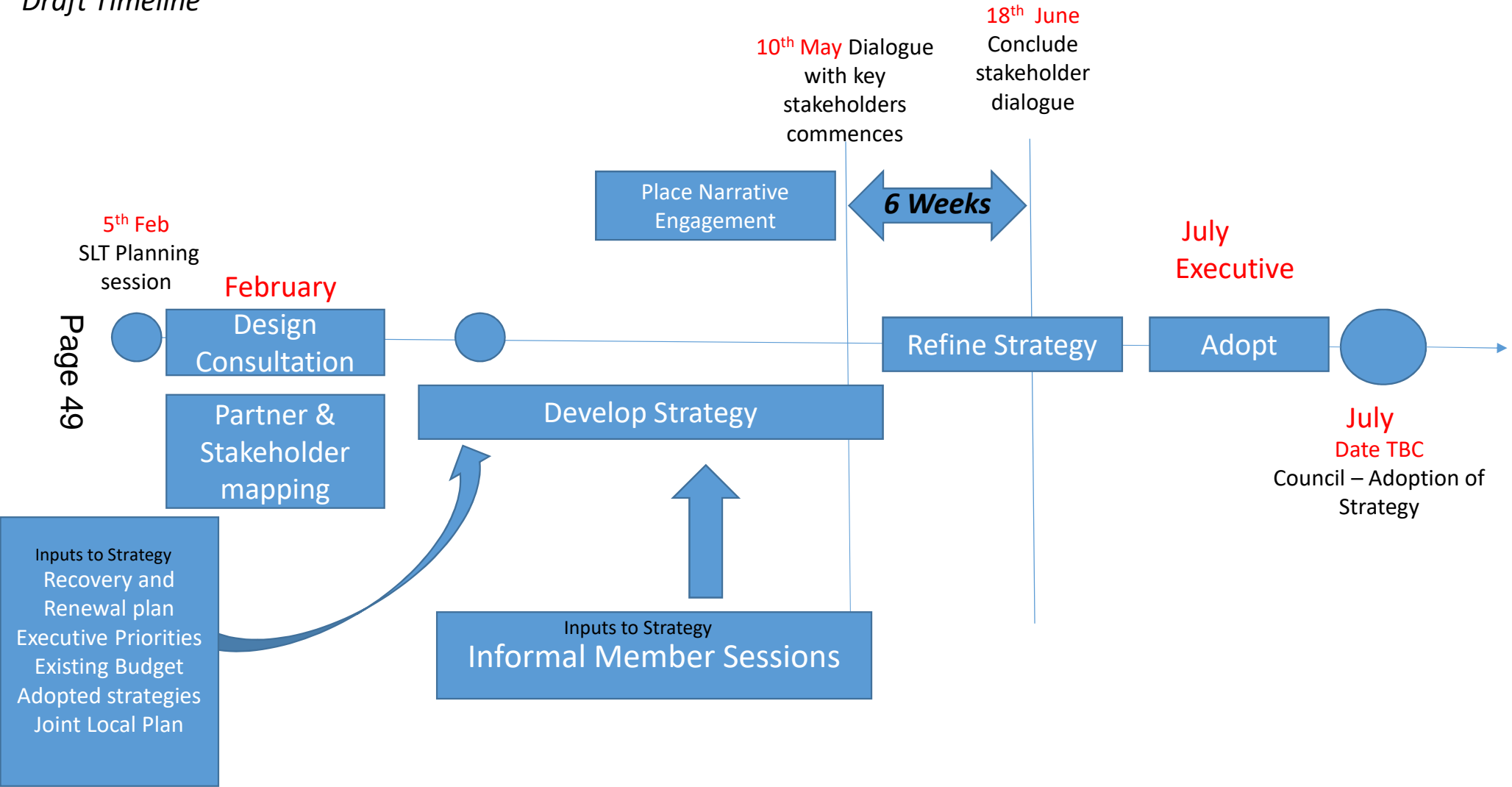
**Background Documents:**

Appendices:

Appendix 1 Corporate Strategy Development Timeline

Appendix A - Corporate Strategy Development  
Draft Timeline

Page 49



This page is intentionally left blank

Report to: **Executive**

Date: **22 April 2021**

Title: **Development Management / Planning Enforcement Service Review**

Portfolio Area: **Development Management - Hilary Bastone**

Wards Affected: **All**

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

Date next steps can be taken: Upon the expiry of the Scrutiny Call-in period – 5.00pm on Tuesday, 4 May

Author: **Steve Mullineaux** Role: **Director Customer Service Delivery**

Contact: [Steve.mullineaux@swdevon.gov.uk](mailto:Steve.mullineaux@swdevon.gov.uk)

---

## **RECOMMENDATIONS:**

- 1. That the Executive endorses the review of the Development Management and Planning Enforcement Services (as set out in 3.2 to 3.11 below) and the subsequent development of a service improvement plan; and**
- 2. That officers are instructed to bring back a report and service improvement plan to the Executive within the next 3 months.**

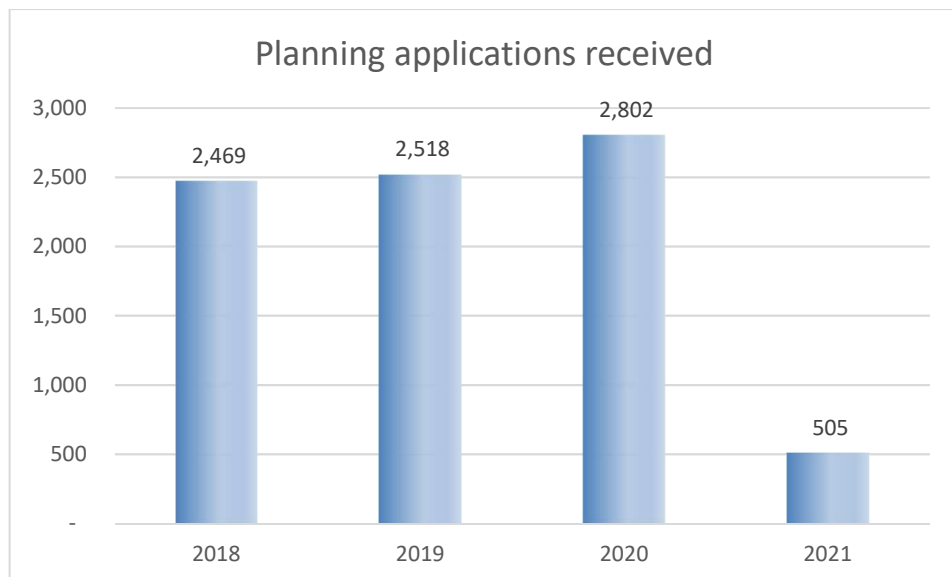
### **1. Executive summary**

- 1.1 Development Management and Planning Enforcement are key services delivered by the Council. The services can be highly complex and involve significant consultation and engagement with many different parties. As a result the services are highly visible to many within our communities, businesses and for those that interact with these services, a key indicator on the effectiveness of the Council.
- 1.2 The services are receiving year on year increases in applications and reported planning breaches. Despite increases in resources both services are struggling to meet the needs of service users and there have been a number issues as a result of protracted timescales and / or quality issues.

- 1.3 The purpose of the review is deliver step change improvements in:
- Performance
  - Quality
  - Communication
  - Customer and Member satisfaction
- 1.4 The Council and the shared officer team have been stretched considerably during the last 12 months of the Pandemic and through the 3 lockdowns. The planning and planning enforcement team are no exception. The team have had to adapt to Covid safe working practises and whilst having reduced capacity. Over the same period we have received an 8% increase in planning applications and a 20% increase in planning enforcement cases.
- 1.5 The report details the key areas that will inform the development of a service improvement plan which will be considered by a future meeting of the Executive.

## 2. Background

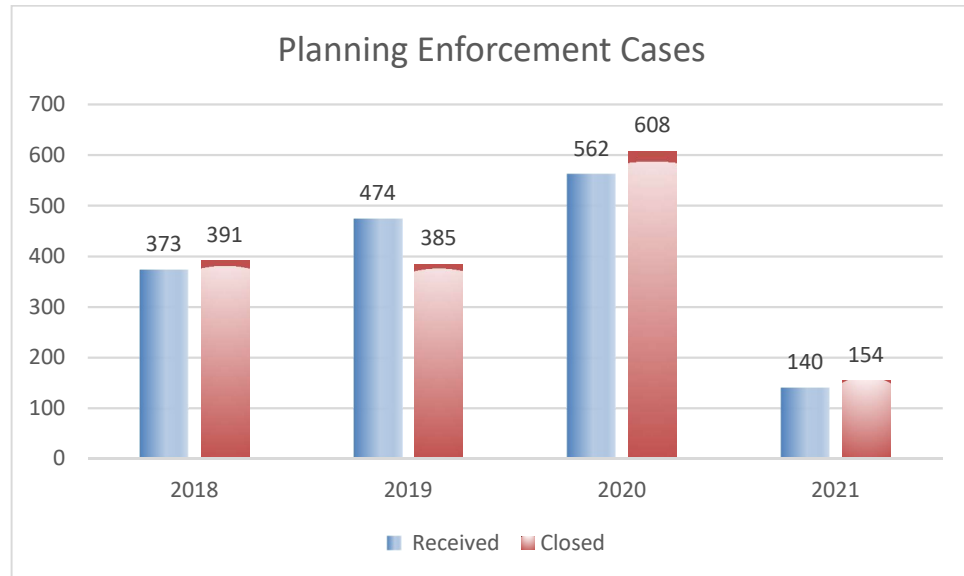
- 2.1 The table below demonstrates that the number of planning applications received have increased year on year and based on the first 2 months of 2021, are significantly ahead of 2020, if the trend is maintained this would result in 3,000 applications in the current calendar year.



- 2.2 The table below shows that planning enforcement cases also continue to increase, 2020 saw an almost 20% increase in



reports and whilst the number of cases closed increased by almost 60%, resolving complex cases have become increasingly difficult and protracted.



### 3. Outcomes/outputs

- 3.1 The scope of the review will be focussed on, but not limited to, the following:
- 3.2 Communication and customer engagement
  - i. Improve the day to day communication with:
    - Customer
    - Service users
    - Members
    - Town and Parish Councils
 Ensuring that they are kept informed throughout the process in a timely manner.
- 3.3 Performance Management and Accountability
  - i. Setting of clear expectations and objectives for all staff delivering the service directly or contributing to individual applications / issues.
  - ii. Regular reporting of performance.
- 3.4 External benchmarking of the services against:
  - i. Cost of the service.
  - ii. Key Performance Indicators (KPI's) including Customer Satisfaction.

- 3.5 Processes & Resources
  - i. Review of all processes and resources with the introduction of the new IT system to deliver efficiencies and service enhancements.
- 3.6 Quality
  - i. Introduction of quality assurance across all areas to drive consistency and quality in terms of process, applying policy and determination/enforcement.
- 3.7 Pre-application Services
  - i. Ensuring that these paid for services (Planning Performance Agreements, Pre-app) deliver value for money for the customer and delivers a quality planning application.
- 3.8 Consultees
  - i. Review resources allocated against demand and performance. To include Heritage, Landscape, Ecology, Environmental Health and Drainage.
  - ii. Review processes and the performance of external consultees such as Devon County Council Highways, Environment Agency, Dartmoor National Park and South Devon Area of Outstanding Natural Beauty.
- 3.9 Legal
  - i. Review of resources against demand.
  - ii. Review the processes, interaction and engagement with both services.
- 3.10 Conservation
  - i. A gap analysis what we actually do against; must do/should do/could do.
- 3.11 Strategic fit
  - i. Ensure the service aligns with the Councils wider corporate priorities and supports business and economic growth across all sectors.
  - ii. Consider how planning policy within the Joint Local Plan will be reviewed and updated.
- 3.12 It is anticipated that whilst some performance improvements should be seen in the short term, sustained and measurable improvements should be delivered through quarter 3 and 4 of the 2021/2022 financial year.

#### 4. Proposed Way forward

- 4.1 As the data in 2.1 and 2.2 shows, there is clear need to review the services to ensure that they can deliver effective and improved performance against sustained increasing demand.
- 4.2 Failure to act now could result in increased customer and resident dissatisfaction and could result in increased financial costs as a result of appeals and legal challenges.
- 4.3 The Service improvement Plan proposed in the report will be brought back to the Executive for consideration in due course.

#### 5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	
Financial implications to include reference to value for money	N	The review will also look at the financial aspects of the service.
Risk	N	
Supporting Corporate Strategy		Council, Homes, Environment and Enterprise
Climate Change - Carbon / Biodiversity Impact	N	No direct carbon/biodiversity impact arising from the recommendations
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	
Safeguarding	N	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	N	
Other implications	N	

#### **Supporting Information**

##### **Appendices:**

None

##### **Background Papers:**

None

This page is intentionally left blank

Report to: **Executive**

Date: **22 April 2021**

Title: **Release of Section 106 Funds for Dartington Woodland Adventure Bike Track Project**

Portfolio Area: **Parks and Play Parks, Health and Wellbeing – Cllr Jonathan Hawkins**

Wards Affected: **Dartington and Staverton**

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

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

Author: **Alexis Huggins** Role: **Specialist – Place Making (Open Space, Sport & Recreation)**

Contact: **01803 861406 / [alexis.huggins@swdevon.gov.uk](mailto:alexis.huggins@swdevon.gov.uk)**

**RECOMMENDATION:**

**That the Executive approve the release of £11,387 Section 106 funds towards the Dartington Woodland Adventure Bike Track project.**

**1. Executive summary**

- 1.1. The Council has a key role as Local Planning Authority in securing funds for appropriate mitigation projects in relation to development. These funds can be deployed either directly on Council projects or released to community groups and other organisations to develop projects that assist in mitigating the impact of developments. The current mechanism for securing funds is through Section 106 (s106) of the Town and County Planning Act.
- 1.2. The Council has secured £133,208.46 s106 funds in Dartington for *“improvements to sports facilities”*.
- 1.3. The Executive meeting on 10 September 2015 resolved that the project(s) on which these funds should be spent was *“TBC by a Dartington Open Space Sport and Recreation (OSSR) Plan”* with agreement of specific projects within the plan delegated to the Assets Lead specialist in consultation with the Ward Member(s) and Portfolio Holder.
- 1.4. Dartington produced an OSSR Plan in 2017, and this was updated in 2019. In January 2021, relevant clubs and sports organisations were invited to apply for the available s106 funds, with bids to be made by 26 March 2021.

- 1.5. Dartington Recreation Association submitted a number of applications, including one for a Woodland Adventure Bike Track. The Ward Member has expressed concerns about this project relating to the potential impacts of the bike track on the woodland and its associated wildlife, and does not support the expenditure. For this reason, the application has been brought to the Executive.

## 2. Background

- 2.1. The Council has secured £133,208.46 s106 funds in Dartington for “*improvements to sports facilities*”. £77,248.75 of this is from the Sawmills development (planning application number 14/1744/13/F0) and £55,959.71 from the Webbers Yard development (planning application number 14/1745/13/O).
- 2.2. Dartington Recreation Association (“DRA”) has submitted an application to the Council to use part of these s106 funds for the provision of a Woodland Adventure Bike Track. The application is considered in further detail below. The site location is shown in Appendix 1, and a plan and visualisations in Appendix 2.
- 2.3. The proposal is to create a two loop bike track within an existing woodland setting. The bike track is proposed to be suitable for all ages and abilities. The outer loop is primarily for beginners, those learning to ride their bikes or those on three or four wheel adaptive bikes. The inner loop is for more experienced riders looking for a challenge and to develop new skills. It will have berms (banked turns), rollers and jumps.
- 2.4. The total cost of the project, including planning, is £48,589 and DRA are requesting £11,387 s106 funds to enable the project to go ahead.
- 2.5. In respect of s106 applications for OSSR, projects are considered against the following criteria:

Criterion	Justification
Community Need	Evidence of need for the project
	Inclusion of the project with a Town/Parish OSSR Plan or other relevant evidence studies such as the Council’s OSSR Study, Playing Pitch Strategy, Green Infrastructure Framework etc
Community support	Evidence of community support for the project e.g. through public consultation
Provides/Improves Community OSSR facilities	Evidence of community benefit
	Lasting impact
Deliverable	Ownership of the asset and whether necessary consents e.g. planning permission and licenses are in place for any works
Value for money	Suitable quotes/tendering process
	Amount of match funding secured

- 2.6. The application is considered against these criteria in the sections below.

### *Community Need*

- 2.7. The application states that the current recreational provision at Meadowbrook is in need of an upgrade with the community currently lacking quality recreational provision, and forcing residents to drive to neighbouring towns to access alternative facilities. New houses have also increased pressure on the facilities which already required improvement.
- 2.8. The Dartington OSSR Plan recommends that the Meadowbrook Community Centre and surrounding area become a hub for sport and recreation. Recent improvements to play provision at the site (partly funded via s106 funds) show the potential of the site to become a thriving hub within Dartington.

### *Community Support*

- 2.9. Extensive consultation with the community has been carried out in recent years, and has shown clear community support for the bike track project.
- 2.10. Local children and young people have also been involved with the track design. A key element of the design is its inclusive nature, with the track providing an opportunity for disabled people to have the same opportunity for outdoor sport and play as their able-bodied peers. Bidwell Brook School, an additional needs school located adjacent to the site, has been involved in the design and is fully supportive.
- 2.11. A recent online consultation in March 2021 found 196 of the 208 respondents supportive of the project, with reasons including:
  - Something for children to do, especially older children
  - Fun activity
  - To improve bike skills
  - To be in nature
  - For physical and mental health benefits
  - Because the facilities are free, inclusive and benefit many
  - The track location is close to home or school and nearer than other options
- 2.12. The 12 people who did not support the track cited reasons such as environmental damage, wildlife damage to the woodland and worries that the track wouldn't last.
- 2.13. Letters of support have been provided with the s106 application including from all of the local schools (Dartington primary, River Dart Academy and Bidwell Brook), Dartington Youth Club, local BMX riders and coaches, and a local bike shop.

### *Provides/Improves Community Facilities*

- 2.14. The project will provide a new community facility, open to all abilities. There is also a desire to promote the facility to female and disabled riders.
- 2.15. A bike track committee has been formed with 5 key members (including chair, vice chair, treasurer and secretary) as well as a wider network of 13 volunteers and youth representatives. This gives confidence that there will be a lasting impact. The relationship between DRA and the bike club will be managed via a User Agreement. Weekly upkeep will be undertaken by local volunteers. A local BMX rider and track designer will be contracted for a quarterly maintenance day.

### *Deliverability*

- 2.16. The site is owned by Dartington Hall Trust and is on a long lease to DRA.
- 2.17. Planning permission for the bike track was secured in October 2019 (planning application number 2428/18/FUL). The planning process considered the potential impacts on both the woodland and its associated wildlife, with both the Tree Officer and Ecologist satisfied that the development was acceptable, subject to planning conditions.
- 2.18. The following conditions were secured:

<b>Condition number</b>	<b>Description</b>
1	Time limit.
2	Accord with plans.
3	Submission of a Tree Protection Methodology prior to construction.
4	Submission of a plan indicating where mitigation planting will be carried out prior to construction.
5	Adherence to Ecology Report.
6	Written confirmation that the provisions in the ecology report have been properly created by a suitably qualified ecologist.
7	Landscape and Ecology Management Plan to be approved by the LPA prior to construction.
8	No lighting within the woodland.
9	Development to be carried out in accordance with the submitted Flood Risk Assessment and mitigation details.

### *Value for money*

- 2.19. Quotes from several contractors were obtained.
- 2.20. The total cost of the project is £48,589 and DRA are requesting £11,387 s106 funds to allow the project to go ahead. They have funded the planning element themselves and an external grant has been secured subject to securing funding for the remainder of the project.

### *Conclusion*

- 2.21. It is considered that the need for the project has been demonstrated. Despite concerns from some members of the community, there is overall community support for the project, evidenced through community consultation and involvement in the design. The facility will provide a new facility open to all abilities, and a bike track committee and volunteers has been formed giving confidence that there will be a lasting impact of the project. The project has secured planning permission and is thus considered to be deliverable. The proportion of s106 funding being requested is relatively small, with other funding secured, and the project is thus considered to represent good value for money.

## **3. Outcomes/outputs**

- 3.1. The desired outcome is the provision of enhanced facilities for sport and recreation to provide for both new and existing residents.



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

- 4.1. If funding from s106 is not allocated to this project then there is a risk that the other external grant funding may be lost. This leaves a risk that the community benefits of the project in relation to sport and recreation, and its associated physical and mental health benefits, are not realised.

#### 5. Proposed Way Forward

- 5.1. That the Executive approves the release of £11,387 s106 funds towards the Dartington Woodland Adventure Bike Track project.

#### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>Contributions are secured by planning obligations under Section 106 of the Town and Country Planning Act 1990 to support projects that mitigate the impact of development.</p> <p>The Council has an obligation to spend the funds in accordance with the terms of the agreement.</p>
Financial implications to include reference to value for money	Y	<p>The Council's Financial Procedure Rules require that authorisation of expenditure using funds received from s106 agreements must be sought from the Section 151 Officer for amounts up to £30,000 by the appropriate Senior Officer, following consultation with the relevant Ward Member as a minimum.</p> <p>The proportion of s106 funding being requested is relatively small, with other funding secured, and the project is thus considered to represent good value for money.</p>
Risk	Y	<p>There is a risk of funds not being spent in accordance with the s106 agreement. To address this, where any s106 funds are passed to community groups to develop and deliver projects, offers of grants are made with appropriate terms and conditions securing the interest of the Council and ensuring that the requirements of the s106 agreements are adhered to.</p> <p>Some s106 agreements have 'clawback' clauses allowing the developers to be re-paid the money if it is not spent within a certain timeframe. Thus there is a risk of communities losing out if money is not spent within the specific timeframes.</p> <p>There is a risk of funds not being allocated in accordance with community aspirations and that community benefits may not be secured for the long term.</p>

Supporting Corporate Strategy		Communities
Climate Change – Carbon/Biodiversity Impact	Y	<p>Biodiversity impact was considered as part of the planning application process, with the Ecologist satisfied that the bike track was acceptable, subject to planning conditions.</p> <p>The project will encourage cycling and is located at the end of the Totnes to Dartington cycle track, on Sustrans National Cycle Network route 28.</p>
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity	Y	<p>The bike track project has considered equality and diversity.</p> <p>A key element of the bike track design is its inclusive nature, with the track providing an opportunity for disabled people to have the same opportunity for outdoor sport and play as their able-bodied peers.</p> <p>Bidwell Brook School, an additional needs school located adjacent to the site, has been involved in the design and is fully supportive. There is also a desire to promote the facility to female and disabled riders.</p>
Safeguarding	Y	The bike track committee has developed a comprehensive 'Safeguarding Children and Disabled People' policy
Community Safety, Crime and Disorder	Y	The bike track committee has carried out a comprehensive risk assessment for the track which considers vandalism and anti-social behaviours. The Police Architectural Liaison advice in Crime Prevention through Environmental Design will be followed.
Health, Safety and Wellbeing	Y	<p>The bike track committee has carried out a comprehensive risk assessment for the track.</p> <p>Enhancements to Open Space, Sport and Recreation facilities are closely linked with improved health and wellbeing.</p>
Other implications	N	

### **Supporting Information**

#### **Appendices:**

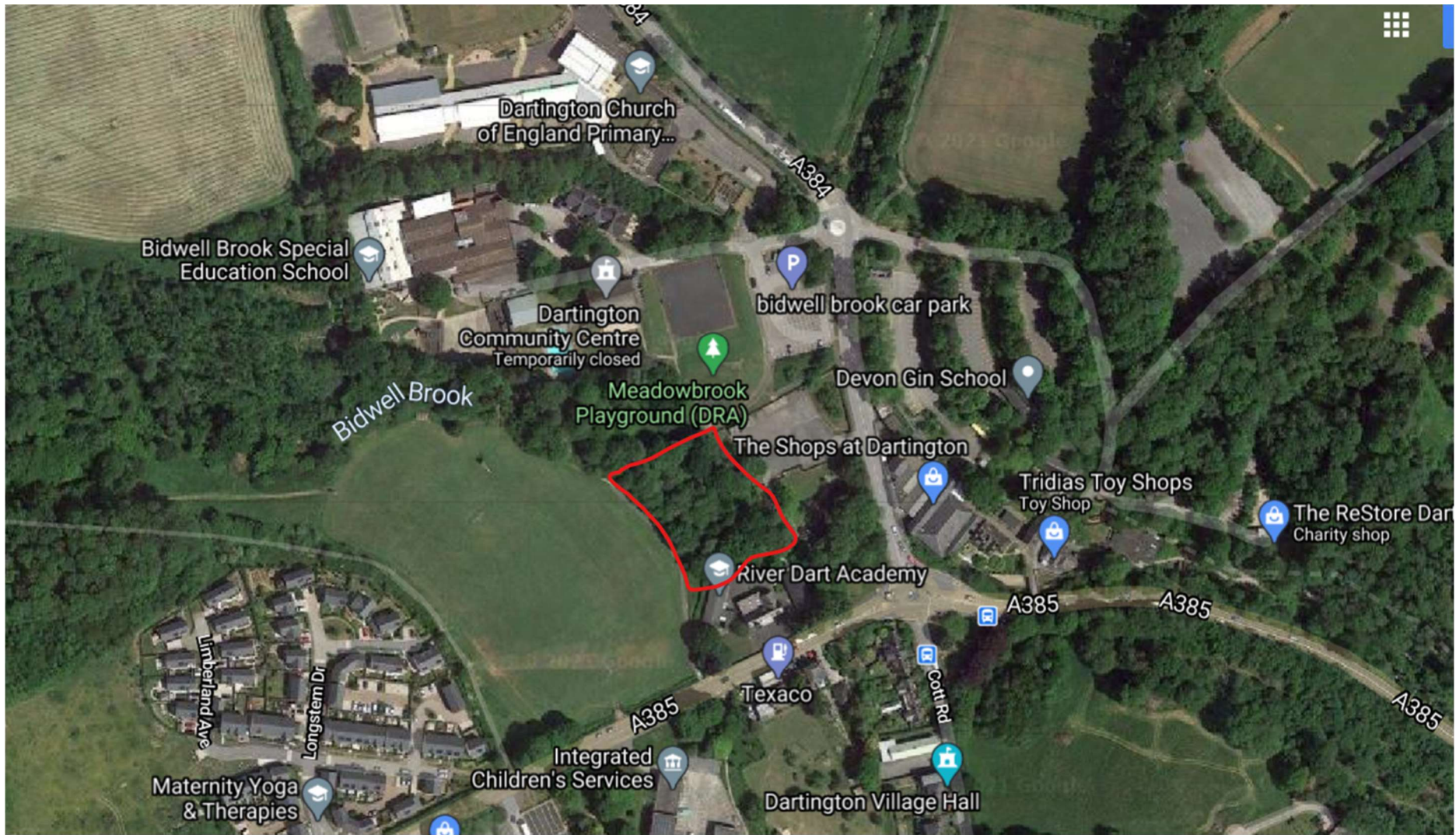
Appendix 1: Site Location

Appendix 2: Plan and Visualisations of the track

#### **Background Papers:**

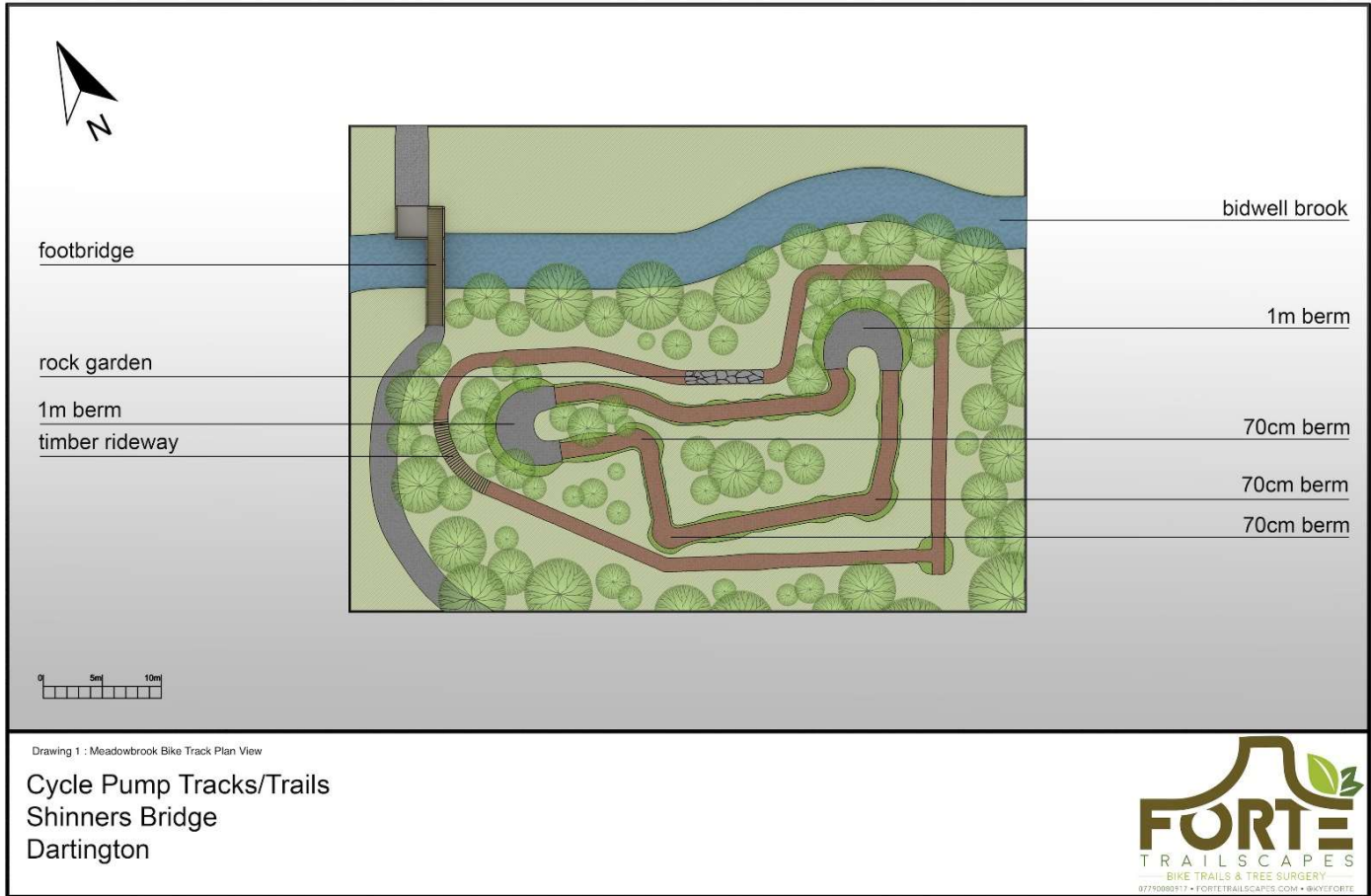
None

**Appendix 1: Proposed location of the Dartington Woodland Adventure Bike Track**



This page is intentionally left blank

**Appendix 2: Plan and Visualisations of the proposed Dartington Woodland Adventure Bike Track**





Report to: **Executive**

Date: **22<sup>nd</sup> April 2021**

Title: **Write Off Report for 2020/21**

Portfolio Area: **Support Services – Cllr Bastone**

Wards Affected: **All**

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

Date next steps can be taken: **N / A**

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

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

---

## **RECOMMENDATIONS:**

### **That the Executive:**

- 1. notes that, in accordance with Financial Regulations, the s151 Officer has authorised the write-off of individual South Hams District Council debts totalling £187,751.43 as detailed in Tables 1 and 2; and**
- 2. approves the write off of an individual debts in excess of £5,000 totalling £241,406.95, as detailed in Table 3.**

### **1. Executive summary**

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

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

This report covers the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

## **2. Background**

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

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

South Hams District Council's collection rates for 2019/20 were; Council Tax 98.30% & Business Rates 98.67%. The national averages were 96.8% for Council Tax and 98% for Business Rates for 2019/20.

As at the end of February 2021, the Council has collected 95.34% of Council Tax for 2020/21 (this compares to 95.95% as at February 2020).

As at the end of February 2021, the Council has collected 88.43% of Business Rates for 2020/21 (this compares to 95.48% as at February 2020).

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

## **3. Outcomes/outputs**

In accordance with good financial management principles the Council has, for the revenue streams detailed in this report, made a total bad debt provision of £4,832,521.37. This provision recognises that a proportion of the Authority's debts will prove irrecoverable and ensures that the value of debtors within the Authority's accounts is a fair reflection of the amount that will eventually be recovered.

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

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

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



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

The Service has access to Experian's Citizenview database which is currently the most reliable means of tracing absconded debtors. Each case is checked against this system before a decision is taken to write off the debt. A periodic review of write offs against this system may also be carried out to resurrect debts where appropriate.

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

Executive can either approve to the debt being written off or not. Should the write off of an individual debt not be approved, it will remain on the appropriate system as an outstanding balance. In cases of insolvency there is no option available to the Council but to stop any action to collect the debt. With any case where the debt remains on the appropriate Council system, it may result in additional time and cost spent to pursue the debts when there is no realistic prospect of recovery.

#### **5. Proposed Way Forward**

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

#### **6. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The relevant powers for this report are contained within the following legislation;</p> <p>Section 151 Local Government Act 1972            Section 44 Local Government Finance Act 1988 (Non Domestic Rate)            Section 14 Local Government Finance Act 1992 (Council Tax)</p>
Financial implications to include reference to value for money		<p>The total debts to be written off total £429,158.38 for the year 2020/21 as shown above. This is £187,751.43 of debts less than £5,000 (written off by the S151 Officer in accordance with Financial Regulations) and £241,406.95 of debts over £5,000, which this report recommends to the Executive to write off, as detailed in Table 3.</p> <p>Nearly half of the value of debts to be written off for the year (£429,158.38) are for Business Rates where there has been insolvency or bankruptcy.</p>

		<p>South Hams District Council's collection rates for 2019/20 were; Council Tax 98.30% &amp; Business Rates 98.67%. The national averages were 96.8% for Council Tax and 98% for Business Rates for 2019/20.</p> <p>As at the end of February 2021, the Council has collected 95.34% of Council Tax for 2020/21 (this compares to 95.95% as at February 2020).</p> <p>As at the end of February 2021, the Council has collected 88.43% of Business Rates for 2020/21 (this compares to 95.48% as at February 2020).</p>
Risk		<p>Any risk to reputation is managed carefully by prompt recovery of amounts due wherever possible.</p> <p>This risk is also mitigated by taking a balanced view and ensuring that resources are not expended on debts which are not cost effective to pursue</p> <p>The obvious risk of debtors subsequently being able to pay a debt which has been written off is mitigated by the activity outlined in Part 3.</p>
Supporting Corporate Strategy		Delivering efficient and effective services
Climate Change - Carbon / Biodiversity Impact		No direct carbon/biodiversity impact arising from the recommendations
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity		All enforcement action that is taken prior to this point is undertaken in accordance with legislation and accepted procedures to ensure no discrimination takes place.
Safeguarding		None
Community Safety, Crime and Disorder		None
Health, Safety and Wellbeing		None
Other implications		A bad debt provision is built into the financial management of the Authority

## **Supporting Information**

### **Appendices:**

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

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

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

Table 4 – National & Local Collection Statistics re 2019/20 Collection Rates

Table 5 – Quarterly income in 2019/20 relating to all years

Table 6 – Previous Year Write Off Totals

Table 7 – Bad debt provision breakdown

### **Background Papers:**

None

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

TYPE OF DEBT	REASON FOR W/OFF	Financial Year 2020/21		Totals for Comparison purposes	
		Financial Year Total 2020/21		Financial Year Total 2019/20	
		Cases	Amount	Cases	Amount
<b>HOUSING BENEFIT</b>	Overpaid Entitlement	41	10,461.25	85	52,156.17
	Insolvency / Bankruptcy	11	10,334.69	19	30,695.30
	Absconded	-	-	-	-
	Deceased	7	5,099.18	6	1,455.65
	Not cost effective to pursue	18	183.19	21	366.01
	Uncollectable old debt	26	9,444.46	43	15,509.05
	Total	103	35,522.77	174	100,182.18
<b>COUNCIL TAX</b>	Absconded	44	20,967.29	1	187.70
	Insolvency / Bankruptcy	82	82,141.83	65	81,948.93
	Deceased	12	5,370.66	5	1,253.53
	Small balance	113	101.78	185	12,962.35
	Other (inc. CTR overpayment)	8	4,072.42	15	5,318.23
	Uncollectable old debt	13	3,552.30	67	9,383.37
	Total	272	116,206.28	338	111,054.11
<b>SUNDRY DEBTS</b>	Absconded	4	1,013.32	58	15,188.60
	Insolvency / Bankruptcy	5	1,857.70	6	2,030.01
	Not able to recover	16	4,851.53	17	4,197.54
	Other	7	2,423.67	2	219.72
	Not economical to collect	255	14,818.47	63	597.43
	Deceased	-	-	1	63.00
Total	287	24,964.69	147	22,296.30	
<b>Grand Total</b>		<b>662</b>	<b>176,693.74</b>	<b>659</b>	<b>233,532.59</b>

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

TYPE OF DEBT	REASON FOR W/OFF	Financial Year 2020/21		Totals for Comparison purposes	
		Financial Year Total 2020/21		Financial Year Total 2019/20	
		Cases	Amount	Cases	Amount
NON-DOMESTIC RATE	Absconded	-	-	-	-
	Insolvency / Bankruptcy	5	10,777.71	17	31,046.11
	Other (inc. small balances)	4	0.94	8	21.66
	Uncollectable old Debt	1	143.81	-	-
	Deceased	1	135.23	-	-
<b>Total</b>		<b>11</b>	<b>11,057.69</b>	<b>25</b>	<b>31,067.77</b>

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

TYPE OF DEBT	REASON FOR W/OFF	Financial Year 2020/21		Totals for Comparison purposes	
		Financial Year Total 2020/21		Financial Year Total 2019/20	
		Cases	Amount	Cases	Amount
NON-DOMESTIC RATE	Insolvency / Bankruptcy	4	209,556.44	10	244,190.88
	Absconded	-	-	-	-
	Uncollectable old Debt	-	-	-	-
	Other	-	-	-	-
Total		4	209,556.44	10	244,190.88
HOUSING BENEFIT	Deceased	-	-	-	-
	Overpaid Entitlement	-	-	-	-
	Uncollectable	-	-	1	7,615.46
	Insolvency / Bankruptcy	-	-	-	-
Total		-	-	1	7,615.46
COUNCIL TAX	Absconded	-	-	-	-
	Insolvency / Bankruptcy	1	6,657.17	2	14,327.98
	Other (inc. CTR overpayment)	-	-	-	-
Total		1	6,657.17	2	14,327.98
SUNDRY DEBTORS	Insolvency / Bankruptcy	2	17,323.60	1	9,814.41
	Uncollectable old debt	-	-	-	-
	Absconded	1	7,869.74	-	-
	Deceased	-	-	-	-
Total		3	25,193.34	1	9,814.41
<b>Grand Total</b>		<b>8</b>	<b>241,406.95</b>	<b>14</b>	<b>275,948.73</b>

**TABLE 4 NATIONAL & LOCAL COLLECTION STATISTICS RE 2019-20 COLLECTION RATES**

**Total amount collected in 2019-20 relating to 2019-20 financial year only (net of refunds relating to 2019-20)**

	Council Tax			Non Domestic Rates		
	Collectable Debit i.r.o. 19/20 - £000s	Net Cash Collected* i.r.o. 19/20 - £000s	Amount Collected i.r.o. 19/20 - %age	Collectable Debit i.r.o. 19/20 - £000s	Net Cash Collected* i.r.o. 19/20 - £000s	Amount Collected i.r.o. 19/20 - %age
All England	32,076,334	31,061,572	96.8	26,416,752	25,899,784	98.0
Shire Districts	14,302,607	13,980,219	97.7	8,089,452	7,949,515	98.4
East Devon	114,469	112,968	98.7	36,001	35,249	97.9
Exeter	69,850	67,717	97.0	83,088	81,513	98.1
Mid Devon	56,699	55,465	97.8	15,755	15,569	98.8
North Devon	66,868	64,737	96.8	32,618	31,662	97.1
Plymouth	134,945	130,140	96.4	91,563	90,618	99.0
<b>South Hams</b>	<b>74,533</b>	<b>73,269</b>	<b>98.3</b>	<b>30,430</b>	<b>30,025</b>	<b>98.7</b>
Teignbridge	95,367	93,781	98.3	30,573	30,300	99.1
Torbay	86,107	82,361	95.7	34,356	32,672	95.1
Torrridge	46,441	45,417	97.8	11,814	11,626	98.4
West Devon	41,235	40,290	97.7	10,690	10,436	97.6

\* Net Cash Collected is total 2019-20 receipts net of refunds paid, in respect of 2019-20 only

**TABLE 5 QUARTERLY INCOME IN 2019-20 RELATING TO ALL YEARS**

**Total amount collected in 2019-20 relating to any financial year (net of all refunds in 2019-20)**

	Council Tax Net Cash Collected* £000s	Non Domestic Rates Net Cash Collected* £000s
Quarter 1 - Receipts collected between 1 <sup>st</sup> April – 30 <sup>th</sup> June	21,986	9,274
Quarter 2 - Receipts collected between 1 <sup>st</sup> July – 31 <sup>st</sup> September	20,203	7,634
Quarter 3 - Receipts collected between 1 <sup>st</sup> October – 31 <sup>st</sup> December	21,140	7,695
Quarter 4 - Receipts collected between 1 <sup>st</sup> January – 31 <sup>st</sup> March	10,447	4,705

\* Net Cash Collected is total receipts in 2019-20 net of refunds paid, irrespective of the financial year (previous, current or future years) to which they relate

**TABLE 6 PREVIOUS YEAR WRITE OFF TOTALS**

		<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016 - 17</b>
HOUSING BENEFIT	Under £5,000 cases	35,522.77	100,182.18	71,150.67	151,891.76	68,357.34
HOUSING BENEFIT	£5,000 or over cases	-	7,615.46	30,773.79	63,513.87	5,394.07
Total		35,522.77	107,797.64	101,924.46	215,405.63	73,751.41
COUNCIL TAX	Under £5,000 cases	116,206.28	111,054.11	94,052.07	95,979.12	93,486.69
COUNCIL TAX	£5,000 or over cases	6,657.17	14,327.98	17,985.43	0.00	0.00
Total		122,863.45	125,382.09	112,037.50	95,979.12	93,486.69
SUNDRY DEBTS	Under £5,000 cases	24,964.69	22,296.30	38,131.86	102,792.98	1,321.50
SUNDRY DEBTS	£5,000 or over cases	25,193.34	9,814.41	41,940.58	73,929.08	0.00
Total		50,158.03	32,110.71	80,072.44	176,722.06	1,321.50
HOUSING RENTS	Under £5,000 cases	*	*	0.00*	128.29	270.00
HOUSING RENTS	£5,000 or over cases	*	*	0.00*	0.00	0.00
Total		*	*	0.00*	128.29	270.00
NON DOMESTIC RATES	Under £5,000 cases	11,057.69	31,067.77	13,655.99	20,832.66	32,812.78
NON DOMESTIC RATES	£5,000 or over cases	209,556.44	244,190.88	82,356.99	20,030.54	47,128.00
Total		220,614.13	275,258.65	96,012.98	40,863.20	79,940.78
<b>GRAND TOTAL</b>		<b>429,158.38</b>	<b>540,549.09</b>	<b>390,047.38</b>	<b>529,098.30</b>	<b>248,770.38</b>

\*Housing Rents write offs now included within Sundry Debts figures

The total debts to be written off total £429,158.38 for the year 2020/21 as shown above. This is £187,751.43 of debts less than £5,000 (written off by the S151 Officer in accordance with Financial Regulations) and £241,406.95 of debts over £5,000, which this report recommends to the Executive to write off, as detailed in Table 3. Nearly half of the value of debts to be written off for the year (£429,158.38) are for Business Rates where there has been insolvency or bankruptcy.

**TABLE 7 BAD DEBT PROVISION RELATING TO ALL YEARS**

**Total amount of bad debt provision for debts outstanding as at 31<sup>st</sup> March 2020**

	South Hams element (£)	Gross Collection Fund amount* (£)
Council Tax	372,688.02	3,072,546.68
Business Rates	470,138.75	1,175,346.88
General Fund	236,725.10	236,725.10
Housing Benefit	341,000.00	341,000.00
Standard Charges	6,902.71	6,902.71
<b>Total</b>	<b>1,427,454.58</b>	<b>4,832,521.37</b>

\* Gross Collection Fund amount includes elements of Council Tax and Business Rates bad debts that relate to Central Government or other precepting bodies share of the provision.