

27 September 2019

EXECUTIVE

A meeting of the **Executive** will be held on **Tuesday, 8th October, 2019** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors G Hook (Leader), Dewhirst (Deputy Leader), J Hook, Connett, Jeffries, MacGregor, Taylor and Wrigley

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

A G E N D A

Part I

1. **Apologies for absence**
2. **Minutes** (Pages 5 - 10)
To approve and sign the minutes of the meeting held on 5 September 2019.
3. **Declarations of Interest**
4. **Matters of urgency/matters of report brought forward with the permission of the Leader**
5. **Public Questions**
Members of the Public may ask questions of the Leader or a Portfolio Holder. A

maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

The deadline for questions is no later than 12 noon two working days before the date of the meeting – Thursday 3 October 2019.

6. **Budget monitoring – Revenue & Capital and Treasury Management Lending List** (Pages 11 - 30)
7. **Teignbridge Local Plan Review and Wolborough Masterplan Timetables** (Pages 31 - 36)
8. **Local Plan Working Group** (Pages 37 - 40)
9. **Existing and future planning policies to meet the challenges of climate change** (Pages 41 - 46)
10. **Teignplanning Neighbourhood Planning Consultancy Service** (Pages 47 - 56)
11. **The Sustainable Procurement Policy and Procedure** (Pages 57 - 76)
12. **Executive Forward Plan** (Pages 77 - 84)

To note forthcoming decisions anticipated to be made by the Executive over the next 12 months.

13. **For Information - Financial Wavier**

Proposal / Reason
<p>Shops 6 – 10 and Shop 5 Market Walk, Newton Abbot Direct appointment for works to Shops 6 – 10 and Shop 5, following marketing since September 2018.</p> <p>Value: £37,500</p> <p>Reason: Increased Cost / Loss of Income, Urgent Action Required.</p>
<p>Commissioning of audit days from the Devon Audit Partnership (DAP) Continuation of services provided by DAP for the 2019 – 2020 supplementary audit days.</p> <p>Value: £17,000</p> <p>Reason: Increased Cost / Loss of Income</p>
<p>Supply of strategic and specialist advice to the South West Regional Coastal Monitoring Programme (SWRCMP) To extend engagement of Exe Act Services for a further year to ensure support the funding bid for the next phase of the programme. Coastal monitoring spend is externally funded by the Environment Agency.</p> <p>Value: £48,000</p> <p>Reason: Increased Cost / Loss of Income, Limited Markets</p>

Part II: Items suggested for discussion with the press and public excluded

14. **Local Government (Access to Information) Act 1985 -
Exclusion of Press and Public**

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of items 15 and 16 on the grounds that they involves the likely disclosure of exempt information as defined in the relevant paragraph 3 of Part 1 of Schedule 12A of the Act.

15. **Housing Development at East Street and Drake Road Newton Abbot** (Pages 85 - 112)

16. **For Information - Urgent Decision** (Pages 113 - 114)

Urgent Key Decision: Fuel Poverty.

Consulted
Managing Director
Portfolio Holder for Climate Change Emergency and Housing
The Leader
Chairman of Overview & Scrutiny Committee

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EXECUTIVE

5 SEPTEMBER 2019

Present:

Councillors Connett, Dewhirst (Deputy Leader), G Hook (Leader), J Hook, MacGregor, Taylor and Wrigley

Members in Attendance:

Councillors Bradford, Bullivant, Clarence, Daws, Goodman-Bradbury, Keeling, Mullone, Parker-Khan, J Petherick, L Petherick and Purser

Apologies:

Councillor Jeffries

Officers in Attendance:

Tracey Hooper, Revenue, Benefits & Fraud Manager
Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer
Phil Shears, Managing Director
Simon Thornley, Business Manager - Spatial Planning
Amanda Pujol, Head of Service Delivery and Improvement

58. MINUTES

Minutes of the meeting on the 30th July 2019 were confirmed and approved and signed as a correct record.

59. DECLARATIONS OF INTEREST

None.

60. ARMED FORCES COVENANT ACTION PLAN

The Portfolio Holder for Communities and IT presented the report for an Armed Forces Covenant Action Plan. The action plan provided an overarching view of how the Council would work in the future to help and support to the Districts current and ex- Armed Forces personnel who live in district's area. He advised that the work on the plan would be on-going and that the Council would be looking into the position in respect of business rate purposes of the British Legion, Royal Air Force Association (RAFA) and Soldiers, Sailors, Airmen and Families Association (SSAFA) premises to investigate if they could be classified as charities in line with other community buildings. This was a live document which would be reviewed in six months' time.

The Portfolio Holder for Communities and IT proposed the recommendation, this was seconded by Portfolio Holder for Waste Management & Environmental Health.

RESOLVED that the Armed Forces Covenant Action Plan be approved and the plan be reviewed in six months to monitor progress and to add any further actions that may be required.

61. GARDEN COMMUNITIES

Prior notification - Member questions and responses attached to minutes.

The Portfolio Holder for Planning presented the report to confirm support for Garden Community status and for associated capacity funding to be used in planning high quality new neighbourhoods. This capacity funding would help to take forward a plan for the future growth of Newton Abbot and the support and involvement in the Exeter and East Devon Garden Communities would ensure that the district benefited from any impact of urban extensions on the district.

Non-Executive Members noted the excellent work that officers had done which resulted in the successful bid; raised concerns regarding the methodology used for the adopted local plan housing numbers and that these had not been explained; requirement for a root and branch review of the Local Plan; questioned the Council's sense of 'emergency' in respect of Climate Change; referred to a newspaper article that Bicester was not a good example of a 'Garden Community'.

To address the comments regarding the methodology, the Business Manager - Spatial Planning confirmed that it was not true to suggest that the local plan was based on "no set methodology" as indicated in the Councillor's question. He referred to an email which had previously been sent to the Councillor. The email had explained that in 2012 the National Planning Policy Framework (NPPF) had been introduced which required Local Planning Authorities to determine their own "objectively assessed need" (OAN) for housing. There was guidance about how to do this but the government had not required a specific methodology to be used. The Council's consultants had prepared an assessment of housing need using a detailed methodology based on factors such as projected population change, migration trends, household formation and affordability. The email had included links to the reports on the council's website describing the methodology in full.

The Leader commented that there would be an all embracing review of the Local Plan and he encouraged all councillors to take a full part in this review; that he had visited Bicester and it was an excellent example of a Garden Community with solar panels, triple glazing, tree planting and good public transport links and that the newspaper article referred to was several years out of date. He advised of a letter of support for the funding from the Newton Abbot Community Interest Company.

It was noted that the Portfolio Holder for Climate Change Emergency and Housing was on the Newton Abbot Community Interest Company Board.

During discussion Executive Members commented that a low carbon policy would be brought to Executive in October; the administration was genuine and serious in the need to address climate change; the new version of the housing numbers were a direct government requirement; need to ensure that Teignbridge members had control over development within Teignbridge within the Greater Exeter Strategic Plan; and the need to build communities.

The Business Manager - Spatial Planning advised that the Greater Exeter Strategic Plan (GESP) would need to be agreed by all four of the Councils who had an equal say in its development.

The Portfolio Holder for Planning proposed the recommendation, this was seconded by the Portfolio Holder for Sport, Recreation & Culture.

RESOLVED that:-

- (1) Newton Abbot's status as a Garden Community be confirmed;
- (2) Teignbridge District Council support for the Exeter and East Devon Garden Communities status be confirmed; and
- (3) Receipt of associated 'capacity funding' from Government be agreed.

62. COUNCIL TAX REDUCTION SCHEME - PUBLIC CONSULTATION

Prior notification - Member questions and responses attached to minutes.

The Portfolio Holder for Corporate Resources presented the report that outlined the main reasons for recommending a move to a new simplified Council Tax Reduction scheme for the year 2020-21 which would be reviewed and revised as appropriate at the end of the year. The Council had a long record of providing Council Tax Support for those in need and this report sought to address the changes with the rollout of Universal Credit. The report also sought permission to consult with precepting authorities (Devon County Council, Police & Crime Commissioner for Devon and Cornwall, Devon and Somerset Fire and Rescue Authority) and such other persons as were likely to have an interest in the operation of the scheme.

He brought Members attention to the proposed additional features which included incorporating a return to work incentive and the removal of the restriction that limited support to a maximum Band D property. He brought Members attention to the case studies in the appendix. The scheme would be cost neutral and Overview & Scrutiny Committee would have a chance to review the proposals in light of the consultation responses before coming back to Executive and Council.

Non-Executive Members raised issues regarding the inadequate response to the submitted questions; had concern regarding some the proposed changes, how they could affect low income residents; could not support the proposals; Overview & Scrutiny Committee would look at the scheme with the goal to develop the best scheme possible.

The Leader stated that everybody effected would be consulted.

Officers advised that it should be noted that any new proposals not considered in the original consultation could not take effect without fresh consultation.

The Portfolio Holder for Corporate Services proposed the recommendation, this was seconded by the Portfolio Holder for Waste Management & Environmental Health.

RESOLVED that plans to consult with major preceptors and the public on proposals to introduce a new working-age Council Tax Reduction Scheme for the year 2020-21 be approved.

It is recommended that the Council maintain overall support at current levels and that the following key features of our current scheme be retained:

- Maintain maximum support at 100%
- Maintain an Exceptional Hardship Scheme
- Continue to award 100% support to passported claims
- Disregard disability related benefits when calculating income
- Disregard child benefit and child maintenance when calculating income
- Disregard War disablement/widows pension when calculating income
- Limit the no. of dependent children in the calculation to a maximum of two for all new claimants
- Apply the minimum income floor for self-employed claimants
- Capital limit of £6,000
- Allow for childcare costs

It is recommended that the following **additional** features are included in the new scheme:

- Disregard Carers Allowance when calculating income
- Disregard Employment and Support Allowance (support element) when calculating income
- Replace current variable earnings disregard with a standard £25 disregard for all
- Incorporate a Return to Work Incentive for Universal Credit claimants and others by paying support for a period of one month beyond the return to work date.
- Apply the current two dependent children limit used in the calculation to existing claimants
- Remove non-dependent deductions from the scheme

- Disregard payments made under the Windrush Compensation Scheme, We Love Manchester Emergency Fund and similar Government funded compensation schemes
- Reduction to be awarded from the date of change as opposed to the 'Monday following' the date of change
- Remove the requirement for good cause to be proven before backdating the award.
- Increase the 1 month back-date time limit to 12 months.
- Remove the restriction that limits support to maximum Band D property.

63. EXECUTIVE FORWARD PLAN

The Portfolio Holder for Communities and IT advised that a report on a Youth Council for the district would be added to the Forward Plan for October.

The Portfolio Holder for Sport, Recreation & Culture commented that the Leisure Strategy would be coming forward before the end of the year.

RESOLVED that the Forward Plan be noted.

64. LAND AT STAPLEHILL ROAD, NEWTON ABBOT

The item was withdrawn.

The meeting started at 10.00 am and finished at 11.20 am.

Chairman

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EXECUTIVE

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Alan Connett

DATE: 8 October 2019

REPORT OF: Chief Finance Officer

SUBJECT: BUDGET MONITORING – REVENUE & CAPITAL,
TREASURY MANAGEMENT LENDING LIST

PART I

RECOMMENDATIONS

The Executive is recommended to

Resolve

- (a) To approve the revenue budget variations as shown at appendix 1.
- (b) To approve the updated capital programme as shown at appendix 2.
- (c) To note the updated lending list as shown at appendix 3

1. PURPOSE

- To identify the principal areas where there are likely to be departures from the approved 2019/20 budget and summarise the likely overall variation based on the information available to the end of August 2019. Also to inform Members of progress that has been made with achieving savings and efficiencies. All shown at Appendix 1.
- To update Members on progress with the capital programme and funding and bring the latest details for members' approval as shown in Appendix 2.
- To update Members on the lending list for treasury management purposes as shown in Appendix 3.

2. SUMMARY

- 2.1 Opening general reserves for the year are £2.0 million plus earmarked reserves of nearly £4.6 million for specific grants, contributions and carry forwards. The 2018/19 external audit has now been completed for Council of 24 September and no changes were required to the Teignbridge figures. There is a net surplus of £19,430 forecast for 2019/20 arising from variations to the original budget and extra reserves retained from 2018/19.

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- 2.2 A summary of revenue budget variations by service identified to the end of August for the current year is shown below with favourable variations indicated by a minus sign as per the details shown in Appendix 1.

Service	Variance £
Development management including land charges	-16,590
Corporate services	-3,660
Economy & assets	63,890
Environment/climate change	8,000
Leisure	20,000
General	-91,070
TOTAL FAVOURABLE BUDGET VARIATION TO DATE	-19,430

- 2.3 A budgeted contribution to capital of £0.2 million is assumed in the current year enabled through new homes bonus receipts with contributions increasing slightly in future years. Estimated rates retention above the baseline and pooling gain is assumed to grow until the end of 2019/20 however a reset of the baseline was due in 2020/21 which could eliminate most of the gains made. This will be delayed one year. We await final details on this which may be made clearer when full details of the one year settlement are provided for 2020/21. The business rates retention reserve holds funds to assist with this eventuality. Likely shortfalls for future years after 2020/21 will need to be addressed as part of the budget setting and monitoring process this year and next year. The revenue contributions to capital reserve now holds £2.0 million towards current year and future years' capital projects.

3. BACKGROUND

- 3.1 A report on the draft results for 2018/19 was brought to members on 1 July 2019. At that time an updated capital programme was also approved and updated lending list noted. The external auditors have completed their audit of the accounts and submitted a report to audit scrutiny on 12 September. They are currently checking the £31 million housing benefits claim in time to certify it by the deadline of 30 November.

4. VARIATIONS BY SERVICE (revenue shown in appendix 1 and capital in appendix 2)

4.1 Building control

- At the end of August fee income is forecast to be 0.5% above the target budget of £373,000. Any variation at the year end will be charged to the building control reserve so will not affect Teignbridge's general reserve. Income received to date is down on that at the same time last year.
- Teignbridge became the Lead Authority fully hosting The Devon Building Control Partnership with South Hams and West Devon councils from 1 April 2017 and holds the partnership earmarked reserves on behalf of the partners.

4.2 Development management including land charges

- At the end of August planning application income is forecast to be £37,760 up on the original budget of £844,300. Planning application numbers are 1% down at the end of August as compared with last year.
- The Executive of 30 May 2017 agreed the introduction of charges for pre-application planning advice from 1 July 2017. At the end of August 2019 we were £4,000 up compared to the estimated income of £35,000 for the year.
- Planning public enquiry costs are likely to be in the region of £25,000 this year.
- Land charges income is forecast to be in line with the projected budget of £188,640. The number of searches is 9.7% down on last year. A search can be a full or part search or individual questions.

4.3 Strategic leadership team & corporate services

The revised strategic leadership team structure has been approved and appointments to the relevant positions are currently being progressed. The new structure has been fully costed and will ultimately deliver ongoing savings in excess of £150,000 part of which had already been incorporated into the budget for 2019/20 and part deliver further in year savings going forward.

Democratic services

The staffing structure within Democratic services will deliver savings going forward and part of this will be used to pay for the annual costs of the introduction of a web casting system at an annual cost of just over £12,000.

Finance

- Net interest is forecast to be up £7,800 on the base income budget of £63,550 as we have not had to undertake long term borrowing. Call account rates continue to be low because of the changes to bank regulations over the past few years. Our average lending rate to the end of August is 0.83% which is well above the average benchmark 7 day London Interbank Offer Rate to date of 0.64%.

In April we arranged lending of -

£0.5 million to the Debt Management Office at 0.51% for 16 days to 19 April 2019
£8.1 million to the Debt Management Office at 0.50% for 3 days to 18 April 2019
£0.5 million to the Debt Management Office at 0.50% for 12 days to 30 April 2019
£1 million to the Debt Management Office at 0.50% for 1 days to 26 April 2019

and we had £6.3 million lent out or in call accounts at the end of the month.

In May we arranged lending of –

£2.5 million to the Debt Management Office at 0.50% for 5 days to 20 May 2019
£2 million to the Debt Management Office at 0.50% for 13 days to 28 May 2019

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£3 million to the Debt Management Office at 0.50% for 14 days to 29 May 2019
£1 million to Nationwide Building Society at 0.75% for 85 days to 8 August 2019

and we had £7.5 million lent out or in call accounts at the end of the month.

In June we arranged lending of -

£1 million to Coventry Building Society at 0.89% for 179 days to 13 Dec 2019
£1 million to Nottingham Building Society at 0.85% for 88 days to 13 Sep 2019
£2.4 million to the Debt Management Office at 0.50% for 2 days to 19 June 2019
£2 million to the Debt Management Office at 0.50% for 7 days to 24 June 2019
£1 million to the Debt Management Office at 0.50% for 17 days to 4 July 2019
£0.5 million to the Debt Management Office at 0.50% for 8 days to 4 July 2019

and we had £14.7 million lent out or in call accounts at the end of the month.

In July we arranged lending of –

£3 million to the Debt Management Office at 0.50% for 3 days to 4 July 2019
£4 million to the Debt Management Office at 0.50% for 7 days to 22 July 2019
£1 million to the Debt Management Office at 0.50% for 8 days to 23 July 2019
£1 million to the Debt Management Office at 0.50% for 15 days to 8 August 2019
£1 million to Coventry Building Society at 0.65% for 61 days to 23 Sep 2019

and we had £15.8 million lent out or in call accounts at the end of the month.

In August we arranged lending of –

£3.7 million to the Debt Management Office at 0.50% for 7 days to 8 August 2019
£3 million to the Debt Management Office at 0.50% for 4 days to 19 August 2019
£1 million to the Debt Management Office at 0.50% for 8 days to 23 August 2019
£1 million to the Debt Management Office at 0.51% for 32 days to 16 Sep 2019
£1 million to Principality Building Society at 0.56% for 32 days to 16 Sep 2019
£0.5 million to the Debt Management Office at 0.50% for 18 days to 16 Sep 2019

and we had £16.1 million lent out or in call accounts at the end of the month.

- Municipal Mutual Insurance (MMI) provided insurance for the Council until early 1993 when policies were transferred to Zurich Municipal. MMI experienced financial difficulties in 1992 and a scheme of arrangement was agreed by local authority creditors to facilitate the solvent run-off of the company. The scheme has been triggered and we have to pay a percentage of our potential liability of £341,000.

In 2013/14 a provision was made for the first levy notice of 15% or £51,000 which the administrator issued in April 2013 and was billed and paid early in 2014. A further reserve of 35% or £119,000 for likely claims in future years was also set up. Together these allowed for a total 50% of the potential liability as recommended by the broker. MMI's accounts to 30 June 2015 were published and we paid a second levy of 10% or £34,000 in April 2016.

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We were not required to pay any more after publication of the accounts to 30 June 2016, 2017, 2018 and 2019. We still have £85,000 in reserve for the potential remaining 25%.

Human resources, legal, audit and procurement

There are no variations to report at this time. The additional costs of providing GDPR officer support are subject to the existing interim arrangement using officers within Internal Audit and back funding audit work with the Devon Audit Partnership.

4.4 Economy & assets

- Repairs and maintenance are on target to be within the budget of £920,000. Actual spend to the end of August is £220,000.
- Income from car parking is currently in line with the original budget of £3.7 million at the end of August.
- General rental income has been maintained however some specific voids have reduced likely income for this year only resulting in an adverse variance of £53,680. Market income is forecast to be down by £10,210. The total property income budget is £3.0 million.

Capital

- Council of 6 June 2016 resolved to commit funding to the Superfast Broadband Connecting Devon and Somerset phase 2 programme. An investment of £250,000 financed from capital receipts was confirmed and the collaboration agreement signed. This is now anticipated to be paid in 2019/20.
- Following Council on 25 April 2018, the Minerva Building on the Brunel Industrial Estate was purchased for £2 million plus £125,000 costs. Further works have been undertaken to prepare the building for the new tenant. This is anticipated to total around £1.75 million and practical completion is anticipated in early October 2019 to enable the new lease to start. Funding for this project is a combination of grant and prudential borrowing. To date, no long-term external borrowing has been required.
- Council on 28 February 2019 resolved to progress plans to develop a hotel, including car park re-provisioning as part of the town centre regeneration outlined in the Newton Abbot master plan. This project is funded mainly from prudential borrowing.
- Council of 29 July 2019 (as updated at Council on 24 September) resolved to grant the necessary authority to advance the Sherborne House regeneration and Social Housing project in Newton Abbot. This project will be funded from prudential borrowing and is anticipated to provide accommodation for Health services in addition to Social Housing units.

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- Newton Abbot is also set to benefit from further grant funding of almost £10 million for town centre regeneration as a result of the successful bid to Ministry of Housing, Communities and Local Government's Future High Streets Fund. A detailed bid must now be prepared for the scheme which includes plans to refurbish Market Walk, improve town centre parking, introduce a flood prevention scheme for the town and improve the overall appearance of the town centre.
- Council of 29 July also resolved to grant authority to enable progression of the regeneration in the Brunswick Street area of Teignmouth town centre. This project will be funded mainly from prudential borrowing.

Capital - coastal & drainage

The current year's programme is fully funded by budgeted grants of £2.0 million from the Environment Agency for regional coastal monitoring, and flood alleviation and prevention. Of this £1.9 million was received in the previous and current year, with the remainder anticipated in the current financial year.

4.5 Environment

- A waste savings sharing agreement exists with Devon County Council. Additional savings which might arise can help to contribute towards the costs of implementing and on-going costs of extra waste and recycling rounds.
- A saving on fuel costs is anticipated of approximately £20,000
- Income from recycling sales is down on the original budget of £0.75 million – mainly due to the price for cardboard and a reduction in the volume of paper collected which follows a nationwide trend. This is offset by additional income from aluminium and a saving in paper haulage costs giving a net adverse variance of nil.
- The rural skip service is likely to continue to cost an extra £28,000 this year due to increases in contractors costs to deliver the service.

4.6 Housing

- Teignbridge has been successful in a bid for Rough Sleeper Initiative (RSI) funding. £96,000 will be provided by MHCLG and will be used to provide an outreach service for rough sleepers in Teignbridge, together with funding for a Multidisciplinary Team Coordinator.
- A joint submission for Rapid Rehousing Pathway (RRP) funding between Teignbridge, East Devon, Mid Devon, South Hams and West Devon District Councils will provide £164,160. This funding will allow Rough Sleeper Navigators to be employed throughout the area and a personalized budget allowance for clients. Navigators will work with rough sleepers from first contact through the pathway system to settled accommodation.

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Capital

- We received £1.38 million of the government Better Care capital funding for 2019/20 towards statutory disabled facilities and other discretionary grants in July via Devon County Council. We also have £619,000 carried over from last year giving a total £2.0 million for the current year. There is likely to be a carry forward at the end of the financial year which will be applied in 2020/21 to meet anticipated increased demand.
- £700,000 is now anticipated and budgeted each year for right to buy receipts towards the affordable housing programme. We received £653,000 for last year in April 2019. This income will cease in January 2024. £43,000 of previously paid renovation grants have so far been recovered by Teignbridge this year.

4.7 Leisure

- Leisure has experienced growth in their membership income for a number of years. Actual income is slightly up on last year with a small favourable variation of £20,000 at the end of August – mainly due to junior memberships.
- Swimming income is down this year by £40,000 – partly due to a switch to junior memberships. The remaining reduction is anticipated to be temporary with income predicted to increase again in future years.
- We currently have £8.9 million available in S106 receipts. These are over many services and parishes but the majority is for leisure including open spaces, sports provision and play facilities.

4.8 Licensing

Licensing income looks to be on target to achieve the budget of £211,300. Income to date is slightly more than last year.

4.9 Revenue & benefits plus customer services

- Universal Credit started for Teignbridge from 9 November 2015 for new single job seekers with the full service rolling out from September 2018. There has been some help from the department for work and pensions in connection with the transition but the specific funding received this year is relatively low at £41,179.

4.10 Spatial planning

We received the first payments of community infrastructure levy (CIL) in 2015/16. The money is being coded by town/parish and any payments due to them are made half-yearly. Teignbridge has recognised £6.4 million of usable CIL to date after payments due to parishes. £2.8 million has been spent on infrastructure, with the remainder committed to existing approved projects including Suitable Alternative Natural Green Space (SANGS), green infrastructure and provisions for local transport, education and sports. As CIL may be paid in instalments, the actual cash balance after parish payments and expenditure is £1.8 million.

TEIGNBRIDGE DISTRICT COUNCIL

Capital

- At Council on 25 September 2017, the acquisition of approximately 38 hectares of land at South West Exeter for the creation of SANGS was approved. This is occurring in phases, with parcels K, 1 and 1A purchased to date in 2019/20. Instatement works will take place in line with the acquisition phasing.
- Council of 26 September 2016 approved that Teignbridge becomes a shareholder of the public sector Energy Services Company. This will involve providing up to £98,000 of revenue support towards procurement from an identified revenue carry forward. In the longer term capital investment of up to £177,000 is expected into the Joint Venture Company, currently anticipated in 2020/21 with net revenue returns expected from 2034/35.
- Teignbridge has been successful in bidding for £150,000 of capacity funding to support the delivery of Newton Abbot as a garden town from the Garden Communities Programme. The Programme is to transform local communities focused on sustainability and supported by the right infrastructure.

4.11 General revenue

- Council tax support cost continues to go down and was just over £9.2 million at the end of August which is £152,000 below the original estimate of £9.35 million. Council tax support falls directly to Teignbridge including parishes (12.5% together), county, fire and police and is being monitored monthly.
- Our business rateable value (RV) has increased slightly and stands at just under £85.6 million. The number of assessed businesses has increased from 5,300 to 5,354. These are the end of August 2019 figures as compared to the beginning of the current year. We still seem to be on target to achieve the total budget of £4.8 million business rates retention income for the year.

4.12 General savings progress

- Strata Service Solutions Ltd - the current year budget included a savings target of £104,000. This is expected to be at least £129,000 this year thus a favourable variance of £25,000 per annum.
- Salary vacancy savings at the end of August look to be slightly in excess of the required budget target of £200,000. There is a small favourable variance on other salary costs of £26,000. This is after allowing for the full costs of the pay award. The proposed new post of Climate Change Officer can be funded from these savings in 2019/20. Future years costs for this post will be part of the overall budget proposals for 2020/21.
- Utility costs for gas, electricity and water are in line with existing budgets as at the end of August.

4.13 Future years

- Council tax has been closed down and balanced for 2018/19 and a surplus of £0.5 million is available for sharing with county, fire and police in 2020/21. This has arisen mainly because of the reduction in council tax support. Teignbridge will get £62,000.
- The number of dwellings in Teignbridge on the valuation list is monitored monthly and the data feeds into the new homes bonus (NHB) calculation. At 8 September there were 62,889 dwellings which is 483 more towards the next NHB payment for 2020/21. We are therefore 137 below the target estimated 620 growth in homes. We are working with landlords towards reducing the number of empty homes by the 1 October deadline. This has been made more difficult by increased regulations around energy efficiency standards before re-letting. The Government imposed a baseline assumption of growth on new homes for which we do not receive any funding. This was set at 0.4% of the previous years base. It had been thought that the government may amend the 0.4% baseline deduction as they have suggested such changes previously, however the September 2019 Spending Review does not identify this as a change. We will need to wait until the provisional settlement announcement to be clear on the overall budget impact and this should be received in early December.
- It was proposed to abolish New Homes Bonus in future years and replace with an alternative form of housing delivery funding. We had anticipated that this change would take place next year but this should be delayed a further 12 months. This is significant for the Council as we receive over £2 million from this source of income. No details of the proposed changes are available at present. This is a high risk and we await outcomes as to how this may be altered for and after 2020/21. If only legacy payments are provided going forward this would result in significant falls in funding over the next 4 years. Business rates baseline funding was due to be reset in 2020/21. The Spending Review has confirmed that this will be delayed for 12 months and introduced in 2021/22 rather than 2020/21. It is not clear at this stage what this will mean for the one year settlement until December but should be beneficial for District Councils. When the reset takes place it is considered likely that we will lose the majority of the business rate growth retention income we have received in recent years as a result of this reset. These losses will be significant for future budget setting and financial planning. We hold funds within the business rates/funding reserve to help cushion the impact of any initial losses of income as a result of the baseline reset.
- The shape and impact of the eventual Brexit outcomes between the UK and the EU is still unknown. Therefore drawing any conclusions about its impact for local government is not possible at this stage. We will continue to monitor any information we receive in relation to this as part of our risk and financial management.

TEIGNBRIDGE DISTRICT COUNCIL

5. TREASURY MANAGEMENT

5.1 Lending list (appendix 3)

The authorised treasury management list was approved at the 2019 February budget meeting and updated at Executive on 1 July. Since then ratings have been updated and Royal Bank of Scotland has moved up to tier 2 due to improved ratings. The current list is shown in appendix 3 for information.

6. MAIN IMPLICATION

The main implication members need to be aware of is as follows:

Resources

The report notes an overall favourable revenue variation of £19,430 identified this year to the end of August. Cash flow is forecast to be positive over the next twelve months apart from any borrowing for significant new projects. Revenue reserves are considered to be sufficient to sustain the council over the three year financial plan period. Consideration will need to be made of any future developments regarding funding changes from business rates retention and changes to New Homes Bonus. Capital is funded over the medium term.

7. TIME-SCALE

This report covers the year 2019/20 but also refers to the accounts for 2018/19 and the financial plan for 2019/20 to 2021/22.

8. JUSTIFICATION

Regular budget monitoring is required by the Council's Constitution and Financial Rules.

9. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10.00 a.m. on 15 October 2019

Martin Flitcroft
Chief Finance Officer

Wards affected	All
Contact for more information	Martin Flitcroft 01626 215246 or Claire Moors 01626 215242
Background Papers (For Part I reports only)	Current year budget monitoring files; Capital files; Latest year end files;
Key Decision	Yes
In Forward Plan	Yes
In O&S Work Programme	No
Appendices	App 1 – Revenue variations App 2 – Capital programme App 3 – Treasury management lending list

Description	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22
UPDATED BUDGET 28.2.19	15,982,520	14,710,630	15,089,160
Major budget variations :			
Development management pre-planning application charging - slight increase in income	(4,000)	(4,000)	(4,000)
- increase in planning income	(37,760)	0	0
Democratic services - webcasting	4,140	12,430	12,430
Planning public enquiry costs	25,170	0	0
Finance- net finance investment extra income projected at end of August	(7,800)	0	0
Economy & assets - general rental income shortfall in income forecast at end of August	53,680	0	0
- markets shortfall in income forecast at end of August	10,210	10,210	10,210
Environmental - fuel saving	(20,000)	(20,000)	(20,000)
-rural skip service - increase in costs	28,000	34,130	34,130
Waste savings sharing agreement with county from 1 April 2017 - additional income	0	0	0
- other income variations - recycling/sales - net of costs	0	0	0
Leisure - reduction in swimming income - end of August	40,000	15,000	15,000
Leisure - extra membership income at end of August	(20,000)	(20,000)	(20,000)
Strata savings from 1 April 2019 compared to budget	(25,000)	(25,000)	(25,000)
Estimated salary vacancy savings/pressures/one teignbridge	(26,330)	(39,220)	(63,800)
Agreed BEST 2020 savings	(4,550)	(4,550)	(4,550)
Council tax surplus 2018/19 Teignbridge share for 2020/21	0	(62,360)	0
Climate Change Officer	0	39,120	39,900
Use previous year extra reserves to reduce shortfall	(35,190)	0	0
ESTIMATED -SURPLUS/SHORTFALL	(19,430)	(64,240)	(25,680)

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**TEIGNBRIDGE DISTRICT COUNCIL
CAPITAL PROGRAMME 2018-19 TO 2021-22**

Appendix 2

				27,849	40,390	23,762	15,025	Totals (£'000)
Code /bid no.	Asset/Service Area		Description	ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10
				BUDGET	BUDGET	BUDGET	BUDGET	
				2019-20	2019-20	2020-21	2021-22	
				£'000 (Inc Fees)	£'000	£'000 (Inc Fees)	£'000	
KG1	Bakers Park		Bakers Park development (S106)	489	702			8. Out and about and active
KP1	Boat Cove, Dawlish		Feasibility (CR)		10			4. Great places to live & work
KL1	Broadband		Contribution to Superfast Broadband subject to procurement arrangements (RS)	250	250			6. Investing in prosperity
Bid 28	Broadmeadow Sports Centre		Provision for Broadmeadow Sports Centre Asbestos (RS)	101	101			8. Out and about and active
Bid 31	Broadmeadow Sports Centre		Provision for Broadmeadow Sports Centre central boiler installation (CR)	45	45			8. Out and about and active
Bid 4	Broadmeadow Sports Centre		Provision for Broadmeadow Sports Centre Improvement Plan (S106/BC).	1,545	1,545			8. Out and about and active
K1	Broadmeadow Sports Centre		Broadmeadow Sports Centre Roof (CR)	68	68			8. Out and about and active
KM2	Car parks		Multi-storey lift (RS)		48			3. Going to town
KM3	Car parks		Upgrade of card payment facilities (CR)		12			3. Going to town
Bid 245	Churchyards		Provision for Churchyards (RS)	45	12			4. Great places to live & work
KD4	Churchyards		Closed Churchyards (RS,CR)		46			4. Great places to live & work
KY5	Climate Change		Energy/Utility Reduction (CR)		232			10. Zero heroes
Bid 229e	Climate Change		Provision for Carbon Management Programme (CR)	340	340			10. Zero heroes
KY2	Climate Change		Tunncliffe Building energy efficiency measures (CR)		20			10. Zero heroes
KR3	Coastal Monitoring		SW Regional Coastal Monitoring Programme. (GG,EC)	798	1,391	724		9. Strong communities
KR5	Coastal Monitoring		Coastal asset review: project management support (GG)		126			9. Strong communities
KR6	Coastal Monitoring		Coastal asset review (GG)		359			9. Strong communities
KP4	Colley Brook, Kingsteignton		Gabion Basket Replacement (S106)		35			9. Strong communities
K18	Combeinteignhead		Combeinteignhead (Env.Agency)					9. Strong communities
KW3	Cricketfield		UTC Cricketfield Footpath (CR)	45	45			3. Going to town
Bid 211	Cycle paths		Provision for Other cycling (CIL)	280	180	100		7. Moving up a gear
KG3	Cycle paths		Wray Valley Trail (CIL)		100			7. Moving up a gear
Bid 211	Cycle paths		Provision for Dawlish/Teignmouth Cycle Schemes (later years) (CIL)			65	100	7. Moving up a gear
Bid 211	Cycle paths		Provision for Heart of Teignbridge cycling (later years) (CIL)			115	100	7. Moving up a gear
KG8	Cycle paths		(Updated) Dawlish/Teignmouth Cycle Schemes (CIL)	180	51	140		7. Moving up a gear
KG8	Cycle paths		Teign Estuary Trail (CIL)		200			7. Moving up a gear

				27,849	40,390	23,762	15,025	Totals (£'000)
Code /bid no.	Asset/Service Area		Description	ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10
				BUDGET	BUDGET	BUDGET	BUDGET	
				2019-20	2019-20	2020-21	2021-22	
				£'000	£'000	£'000	£'000	
				(Inc Fees)		(Inc Fees)		
KG8	Cycle paths		(Updated) Heart of Teignbridge Cycle Provision (CIL)	180	180	50		7. Moving up a gear
KX7	Dawlish		Dawlish link road and bridge (GG)				4,900	7. Moving up a gear
Bid 2	Dawlish Leisure Centre		Provision for Dawlish Leisure Centre Improvement Plan (CIL).			435		8. Out and about and active
Bid 7	Dawlish Leisure Centre		Provision for Dawlish Leisure Centre Drainage Overhaul & Improve (CR)	40	40			8. Out and about and active
Bid 78	Dawlish Warren Visitor Centre		Provision for Dawlish Warren Visitor Centre (HRA/S106/CIL,EA,HLF,EC)	-		1,464		4. Great places to live & work
KB8	Dawlish Warren		Dawlish Warren Boardwalk (S106)		87			4. Great places to live & work
KB6	Dawlish Warren		Dawlish Warren Boardwalk (S106)		85			4. Great places to live & work
KB4	Dawlish Warren		Fencing (EC)		11			4. Great places to live & work
KL4	Employment Land		Purchase of Minerva Building (GG,BC)	1,136	1,468			6. Investing in prosperity
Bid	Employment Land		Provision for other employment land purchase and infrastructure (BC: Prudential Borrowing)	2,000	2,000			6. Investing in prosperity
KL2	Employment Land		Newton Abbot feasibility (BC)		20			6. Investing in prosperity
K34	Energy Company		Energy Company (CIL)	177	-	177		9. Strong communities
KD1	Forde House		HR Refurb (CR)		7			What else we will do
KT2	Forde Road Depot		Forde Road depot concrete repairs (CR)		17			2. Clean scene
Bid 297	Heart of Teignbridge		Provision for Heart of Teignbridge Employment Sites (BC: Prudential Borrowing; CR)	5,350	-	5,350		6. Investing in prosperity
Bid 297	Heart of Teignbridge		Provision for Heart of Teignbridge Employment Sites (BC: Prudential Borrowing; CR)	200	200			6. Investing in prosperity
KX8	Heart of Teignbridge		A382 Improvements (CIL) (£5.1 m by 2022-23)					7. Moving up a gear
KW8	Heart of Teignbridge		Houghton Barton land (EC)	134	153			4. Great places to live & work
JW/JV	Housing		Discretionary - Disrepair Loans & Grants (GG/CR)	50	50	50	50	1. A roof over our heads
JW/JV	Housing		Better Care-funded grants re: Housing loans and grants policy, including Disabled Facilities (GG)	1,000	2,000	1,000	1,000	1. A roof over our heads
Bid	Housing		Provision for Warm Homes Fund (GG)		160			1. A roof over our heads
JY3	Housing		Broadhempston Community Land Trust (CR,RS)		10			1. A roof over our heads
JY3	Housing		Exception site Starcross (CR)		65			1. A roof over our heads
JY3	Housing		Exception site Denbury (CR,GG)		100			1. A roof over our heads
JY3	Housing		Moretonhampstead (Teign Housing) (EC)		85			1. A roof over our heads
JY3	Housing		Downsizer initiative Shutterton Dawlish Warren (CR)					1. A roof over our heads

				27,849	40,390	23,762	15,025	Totals (£'000)
Code /bid no.	Asset/Service Area		Description	ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10
				BUDGET	BUDGET	BUDGET	BUDGET	
				2019-20	2019-20	2020-21	2021-22	
				£'000	£'000	£'000	£'000	
				(Inc Fees)		(Inc Fees)		
Bid	Housing		Provision for additional Social Housing in Newton Abbot (East St) (CR, RS,GG, BC)	115	928			1. A roof over our heads
Bid	Housing		Provision for additional Social Housing in Newton Abbot (Drake Road) (CR,RS,GG,BC)		478			1. A roof over our heads
JY3	Housing		Longstone Cross Ashburton (CR)	100	100			1. A roof over our heads
Bid	Housing		Provision for Shared Equity Scheme (S106)		667			1. A roof over our heads
Bid	Housing		Provision for Shared Equity Scheme (CR)		158			1. A roof over our heads
JY3	Housing		Affordable Housing unallocated (CR)	-	69	200	200	1. A roof over our heads
JY5	Housing		Additional plots Haldon (S106,CR)		21			1. A roof over our heads
Bid 80	Habitat Regulations		Provision for Habitat Regulations infrastructure measures (CIL)	118	118	61	70	4. Great places to live & work
KV5	IT - Committee		Replacement IT Equipment/ Committee Mgt (RS)	10	47			What else we will do
KV3	IT - provision for Mobile Working		Mobile Working (RS,CR)	68	94			What else we will do
KV4	IT - Customer Services		Customer Portal (RS)		71			What else we will do
KV1	IT - Finance		Cash and Income Management (RS)	22	22			What else we will do
KV6	IT - Convergence		Strata projects: Convergence Projects (RS)		22			What else we will do
KV6	IT 17-18 Strata projects		Strata business plan (RS)		81			What else we will do
KV6	IT - Car parks		(Updated) Car Park systems upgrade (CR)		12			3. Going to town
KV7	IT - Planning		Strata projects: Uniform Implementation (RS)		58			What else we will do
KV8	IT - Capital contribution		Ongoing contributions towards Strata (RS)	41	41	41	41	What else we will do
KV9	IT - HR		Strata projects: Human Resources (RS)		16			What else we will do
KW1	IT - Customer Services		Reception Management (RS)		20			What else we will do
KW7	IT - Customer Services		Open channel/open access (RS)		5			What else we will do
KV2	IT - Customer Services		ECM (RS)	14	14			What else we will do
KW2	IT - Legal Services		Legal Case Management (RS)	18	18			What else we will do
Bid 300	Kingsteignton		Provision for Kingsteignton Open Space (S106)		60			8. Out and about and active
KG2	Leisure		Playing Pitch Improvement Plan (S106)	300	280			8. Out and about and active
KX9	Marsh Barton		Marsh Barton Station (CIL)			1,300		7. Moving up a gear
Bid 43	Michaels Field		Provision for Michaels Field Phase 2 (S106/grant)	136	-			8. Out and about and active
KG4	Newton Abbot		3G artificial playing pitch, Coach Road, Newton Abbot (S106, CR)		220			8. Out and about and active
Bid 23	Newton Abbot Leisure Centre		Provision for Newton Abbot Leisure Centre fire alarm control panel (CR)				30	8. Out and about and active
Bid 236a/b & 237	Newton Abbot Leisure Centre		Provision for Newton Abbot Leisure Centre AC Unit , Accoustic main sports hall & sports hall cooling system. (CR)				90	5. Health at the heart

				27,849	40,390	23,762	15,025	Totals (£'000)
Code /bid no.	Asset/Service Area	Description	ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10	
				BUDGET	BUDGET	BUDGET	BUDGET	
				2019-20	2019-20	2020-21	2021-22	
				£'000	£'000	£'000	£'000	
				(Inc Fees)		(Inc Fees)		
Bid 3	Newton Abbot Leisure Centre	Provision for Newton Abbot Leisure Centre Improvement Plan (S106;RS;CR)					350	8. Out and about and active
KF5	Newton Abbot Leisure Centre	Newton Abbot Leisure Centre Gym Equipment (RS,S106)	40	73	40	40		8. Out and about and active
Bid 299	Newton Abbot Town Centre Regeneration	Provision for Newton Abbot Town Centre Improvements (BC: Prudential Borrowing;CR)	2,100	100	7,500	5,300		3. Going to town
KX1	Newton Abbot Town Centre Regeneration	Halcyon Rd (BC:Prudential Borrowing)		6,786				3. Going to town
KL6	Newton Abbot Town Centre Regeneration	Market Walk improvement works (CR, RS)		462				3. Going to town
KL9	Newton Abbot Town Centre Regeneration	Cattle Market Enabling Works (CR)		200				3. Going to town
KL7	Newton Abbot Town Centre Regeneration	Bradley Lane Enabling Works (RS,CR)		153				3. Going to town
KW9	Newton Abbot Town Centre Regeneration	Cinema (CR)		17				3. Going to town
KX2	Newton Abbot Town Centre Regeneration	Sherborne House: town centre regeneration/Social Housing (BC: Prudential Borrowing)		4,399				3. Going to town
KW4	Newton Abbot Town Centre	Sherborne Rd Planter (CR)		14				3. Going to town
KW5	Open Spaces	Cirl bunting land (S106)		125	125	125		4. Great places to live & work
KB9	Open Spaces	Dormouse habitat improvements (S106)		12				4. Great places to live & work
KB6	Open Spaces	Mill Marsh Park, Bovey Tracey (S106)		75				4. Great places to live & work
KS4	Pavilions Teignmouth	Pavilions, Teignmouth (CR)		55				3. Going to town
K7	Penns Mount Park	Penns Mount Hilltop Park (CIL)			400			4. Great places to live & work
Bid 44	Play area equipment/refurb	Provision for Dawlish play space flagship provision (S106)	75	75				8. Out and about and active
Bid 45	Play area equipment/refurb	Provision for Powderham Newton Abbot play space equipment (S106)		30				8. Out and about and active
Bid 47	Play area equipment/refurb	Provision for Newton Abbot Play Area (S106)		74				8. Out and about and active
KJ1	Play area equipment/refurb	Coombe Valley Play Area (S106)		26				8. Out and about and active
Bid 46	Play area equipment/refurb	Provision for Decoy refurb (S106/CIL)	150	150				8. Out and about and active
Bid 49	Play area equipment/refurb	Provision for Den, Teignmouth play area overhaul (S106/CIL)	200	200				8. Out and about and active
Bid 50	Play area equipment/refurb	Provision for Higher Woodway, Teignmouth play area refurb (S106)		30				8. Out and about and active
Bid 51	Play area equipment/refurb	Provision for Meadow Centre Teignmouth play area major refurb (S106)		30				8. Out and about and active
Bid 58	Play area equipment/refurb	Provision for Palace Meadow, Chudleigh play space overhaul (S106)			15			8. Out and about and active
Bid 67	Play area equipment/refurb	Provision for Teignbridge-funded play area refurb/equipment (CR)	114	114				8. Out and about and active
KP1	Sandygate	Sandygate, Kingsteignton (Env.Agency 2022-27)						9. Strong communities
KB1	SANGS/Open Spaces	SANGS land purchase (GG; CIL)	475	715		385		4. Great places to live & work
KB1	SANGS/Open Spaces	SANGS instatement (GG; CIL)	298	298		95		4. Great places to live & work
KB7	SANGS/Open Spaces	SANGS: Dawlish (CIL;S106)	-	130				4. Great places to live & work
Bid 95	South West Exeter	Provision for South West Exeter Transport (2022-27) (CIL)						7. Moving up a gear

				27,849	40,390	23,762	15,025	Totals (£'000)
Code /bid no.	Asset/Service Area		Description	ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10
				BUDGET	BUDGET	BUDGET	BUDGET	
				2019-20	2019-20	2020-21	2021-22	
				£'000	£'000	£'000	£'000	
				(Inc Fees)		(Inc Fees)		
K13	South West Exeter		(Updated) SW Exeter Education Provision (CIL)	1,000	1,000	1,950		4. Great places to live & work
Bid 5	Sport & Leisure		Provision for Sports Provision (CIL)	65	65	311		8. Out and about and active
Bid 72	Sport & Leisure		Provision for Outdoor sport facility to serve Newton Abbot area (S106)	230	230			8. Out and about and active
K6	Sport & Leisure		Sports allocation (CIL)	358	358			8. Out and about and active
Bid 90	Teignbridge		Provision for Education (CIL)			2,050	2,050	4. Great places to live & work
Bid 40	Teignmouth Lido		Provision for Teignmouth Lido boiler replacement (CR)		100			8. Out and about and active
KX3	Teignmouth Town Centre		Teignmouth Town Centre Regeneration (includes feasibility budget) (BC: Prudential Borrowing)	6,900	7,234			6. Investing in prosperity
KL5	Teignmouth		Beachcomber café (RS)		130			3. Going to town
Bid 77	Teignmouth		Provision for Teignmouth open space (S106)	50	50			4. Great places to live & work
KR1	Teignmouth		Beach Management Plan (GG)		115			9. Strong communities
Bid 116	Waste Management		Provision for Bulking Station - replace telehandlers (2022-27) (CR)					2. Clean scene
Bid 118	Waste Management		Provision for Bulking Station - replace Sortline (2022-27) (CR)					2. Clean scene
Bid 120	Waste Management		Provision for Waste vehicles - additional recycling (RS)	200	200			2. Clean scene
Bid 121	Waste Management		Provision for: Replace kerbsider (CR)	100	150			2. Clean scene
KS0	Waste Management		Purchase of Wheeled Bins (RS)	99	99	99	99	2. Clean scene
KT1	Waste Management		Bulking Station Silo Refurbishment (CR)		29			2. Clean scene
KT3	Waste Management		Vehicle tracking system (RS)		11			2. Clean scene
				27,849	40,390	23,762	15,025	

Code /bid no.	Asset/Service Area	Description	27,849	40,390	23,762	15,025	Totals (£'000)
			ORIGINAL	LATEST	LATEST	LATEST	Teignbridge 10
			BUDGET	BUDGET	BUDGET	BUDGET	
			2019-20	2019-20	2020-21	2021-22	
			£'000	£'000	£'000	£'000	
			(Inc Fees)		(Inc Fees)		

FUNDING				
GENERAL				
Revenue contributions applied to existing expenditure	(77)	(77)	(382)	(519)
Capital Receipts Unapplied - Brought forward	(2,493)	(3,470)	(1,585)	(1,585)
Capital Receipts - Anticipated	(650)	(130)	-	-
Budgeted Revenue Contribution plus additional for specific schemes	(128)	(260)	(180)	(180)
Use of Revenue Contributions Reserve	-	(777)	-	-
Government Grants	(1,899)	(3,051)	(1,505)	(4,900)
S106	(1,459)	(2,444)	(312)	(255)
Other External Contributions	(134)	(206)	(510)	-
Community Infrastructure Levy	(3,461)	(3,587)	(7,155)	(2,800)
Internal Borrowing	(662)	(828)	-	-
Capital Receipts Unapplied - Carried forward	2,013	1,585	1,585	1,245
Business cases: Prudential borrowing	(17,711)	(22,331)	(12,850)	(5,300)
HOUSING				
Capital Receipts Unapplied - Brought forward	(1,526)	(1,781)	(1,460)	(1,960)
Capital Receipts - Anticipated	(50)	(50)	(50)	(50)
Capital Receipts - Right to Buy	(700)	(700)	(700)	(700)
Better Care Funding and other government grants.	(1,000)	(2,614)	(1,000)	(1,000)
S106	-	(688)	-	-
Other External Contributions	-	(42)	-	-
Internal or Prudential Borrowing	-	(378)	-	-
Budgeted Revenue Contribution plus additional for specific schemes.	-	(98)	-	-
Capital Receipts Unapplied - Carried forward	2,011	1,460	1,960	2,460
TOTAL FUNDING	(27,849)	(40,390)	(23,762)	(15,025)

Revenue contribution re: previous years' expenditure	(77)	(77)	(382)	(519)
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Programme Funding

Budgeted and additional Revenue Contribution	(128)	(359)	(180)	(180)
Revenue Contributions earmarked reserve.	-	(777)	-	-
Capital Receipts	(1,395)	(3,085)	(250)	(590)
Section 106	(1,459)	(3,132)	(312)	(255)
Other External Contribution	(134)	(248)	(510)	-
Grant	(2,899)	(5,665)	(2,505)	(5,900)
Community Infrastructure Levy	(3,461)	(3,587)	(7,155)	(2,800)
Internal borrowing	(662)	(828)	-	-
Business cases: Prudential borrowing	(17,711)	(22,709)	(12,850)	(5,300)
Total	(27,849)	(40,390)	(23,762)	(15,025)
Balance of capital receipts	(4,024)	(3,046)	(3,546)	(3,706)

Key:

- EC - External Contributions
- GG - Government Grant
- CR - Capital Receipt
- RS - Revenue Savings
- BC - Business Case
- * - Provisional scheme, pending full approval



combat Climate Change project

Bold

Denotes a change in the programme

**TEIGNBRIDGE DISTRICT COUNCIL TREASURY MANAGEMENT:
AUTHORISED LENDING LIST FROM 8 OCTOBER 2019**

Lending list

The current authorised lending list has been updated to take account of changes in ratings and banks and is shown below for approval.

Type of Lender	Details	
1. Current Banker	Lloyds Bank	£3,000,000 limit
2. Local Authorities	All	£3,000,000 limit
3. UK Debt Management Office Deposit Facility (UK government AA/Aa2/AA rated) no limit.		
4. UK Treasury Bills (UK government AA/Aa2/AA rated) no limit.		
5. Public Sector Deposit Fund	AAAmmf	£3,000,000 limit
6. Aberdeen Liquidity Fund	AAAmmf	£3,000,000 limit
7. Top UK-registered Banks and Building Societies, subject to satisfactory ratings.		

Institution	Tier	90 day limit	180 day limit	364 day limit	Overall limit
		£	£	£	£
Close Brothers Ltd	1	3,000,000	2,000,000	1,000,000	3,000,000
Santander UK plc	1	3,000,000	2,000,000	1,000,000	3,000,000
Nationwide Building Society	1	3,000,000	2,000,000	1,000,000	3,000,000
NatWest Bank	1	3,000,000	2,000,000	1,000,000	3,000,000
Lloyds Bank plc and Bank of Scotland plc	1	3,000,000	2,000,000	1,000,000	3,000,000
Coventry Building Society	2	2,000,000	1,000,000		2,000,000
Royal Bank of Scotland	2	2,000,000	1,000,000		2,000,000
Clydesdale Bank	3	1,000,000			1,000,000
Nottingham Building Society	3	1,000,000			1,000,000
Skipton Building Society	3	1,000,000			1,000,000
Yorkshire Building Society	3	1,000,000			1,000,000
Leeds Building Society	3	1,000,000			1,000,000
Principality	3	1,000,000			1,000,000

Officers will continue to seek the best rate, balanced against risk, at the time of investment. Use of call and notice accounts with Santander, Lloyds and Clydesdale continue. These accounts provide access to flexible deposits, with a range of access options and interest rates. Treasury Bills, an AA/Aa2/AA (very securely) rated, short dated form of Government debt which are issued by the Debt Management Office via a weekly tender are also included on the lending list, offering the Council an additional secure investment option.

From 1 January 2019, the largest UK banks separated core retail banking from investment banking in order to support financial stability and make any potential failures easier to manage without the need for a government bailout. The banks have addressed ring-fencing, each

TEIGNBRIDGE DISTRICT COUNCIL TREASURY MANAGEMENT:
AUTHORISED LENDING LIST FROM 8 OCTOBER 2019

taking their own approach about which side of the bank is best suited for local authorities.
Officers continue to monitor all ratings to ensure they meet the council's lending criteria.

EXECUTIVE

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Gary Taylor

DATE: 8 October 2019

REPORT OF: Business Manager Strategic Place

SUBJECT: Teignbridge Local Plan Review and Wolborough Masterplan Timetables

PART I

RECOMMENDATIONS

The Executive is recommended to

Resolve

That

1. The Local Plan Update is prepared in two parts in order to progress key policies ahead of the Greater Exeter Strategic Plan being in place;
2. The revised timetables for the Teignbridge Local Plan Update Part I and Wolborough Masterplan are agreed;
3. Additional budget is made available to fund the costs of statutory plan examination of £30k in 2021/22 and £50K in 2023/24;

1. PURPOSE

- 1.1. To consider the structure and timetable of the Teignbridge Local Plan Update, based on further slippage in the preparation of the Greater Exeter Strategic Plan and the council commitment to responding to the climate change emergency, design guidance and other planning policy matters as a matter of urgency.
- 1.2. The report proposes that the Teignbridge Local Plan Update is separated into two documents, prepared over different timetables. The first to be prepared will contain general development management policies to apply to all or parts of the local planning authority area. The second, which will follow on from work on the Greater Exeter Strategic Plan, will contain development allocations. The report also reviews the timetable for the Wolborough Masterplan Development Plan Document.

2. BACKGROUND

- 2.1. A report was previously taken to Executive on 8th January 2019 asking for Member approval of the Greater Exeter Strategic Plan and Teignbridge Local Plan Review timetables. The report noted that the Teignbridge Local Plan Review timetable would be subject to further review as work on the Greater Exeter Strategic Plan (GESP) progresses and an indicative timetable was provided alongside the report.
- 2.2. The report also contained a timetable for the Wolborough Masterplan Development Plan Document. The Wolborough Masterplan will be used to guide detailed development proposals for an allocated site in the south of Newton Abbot.
- 2.3. Since January, work on all three plans has been progressed. However, the timetables for each of the plans require amending. The reasons for this and implications of the amendments are set out for each plan below:

Greater Exeter Strategic Plan (GESP):

- 2.4. The Greater Exeter Strategic Plan covers the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge (i.e. those Councils' administrative areas excluding Dartmoor National Park). The GESP will provide a high level strategic plan for the Greater Exeter area, providing more opportunities for the coordination of better transport links, digital connectivity and other key infrastructure. Through working in partnership with other local authorities, we can effectively promote the 'Greater Exeter' brand to bring in significant government investment to this special city region. The GESP is expected to set out a suite of policies and projects which will help to deliver these ambitions and will include the overall level and distribution of development to be accommodated across the whole of the Greater Exeter area.
- 2.5. Following the local elections in May, there have been changes in administration and/or leadership at all four GESP partner authorities. The Councils are collectively taking stock of current circumstances and are in the process of reviewing the timetable for its preparation. This has meant a delay in the publication of the Draft Policies and Site Options document (scheduled for June 2019) and subsequently the Draft Plan (scheduled for November 2019).
- 2.6. A further report will be brought back to Executive to confirm a revised timetable for the GESP. At this point we will formally update the Local Development Scheme¹. In the meantime meetings of the Member Reference Forum are being arranged at which group representatives from all GESP authorities will meet to consider emerging GESP strategy, policies and proposals.

¹ Section 15 of the Planning and Compulsory Purchase Act requires local planning authorities to prepare and maintain an LDS which sets out the plans which are to be prepared, their scope, and the timetable for preparing them.

Teignbridge Local Plan Update:

- 2.7. The GESP is intended to provide the overarching framework in which all other plans are prepared. As such, the timetable for the Local Plan has been dependent on the GESP and its progress because of the relationship between the two on matters like development levels and distribution. The delays to GESP as explained above therefore push back production of the Local Plan until after the GESP's next stage of consultation.
- 2.8. There are, however, a wide range of general policy matters which do not need to await GESP progress. Improving the local plan policies on climate change, design, affordable housing and biodiversity could happen quickly if they were separated out from the remainder of the Local Plan documentation.
- 2.9. It is therefore proposed to 'fast track' these parts of the Local Plan Update to include all policies which are not dependent on the GESP. This would be followed at a later date by the second part of the Local Plan once the GESP has been through further stages.
- 2.10. Section 3 describes in more detail what would be included in the two plans and the timetable for preparing Part 1.

Wolborough Masterplan Development Plan Document

- 2.11. The current Local Plan allocates land at Wolborough, Newton Abbot, for a mixed use development including at least 1500 homes. The DPD will contain new planning policies to guide development within the allocation. Once adopted, these would have a significant bearing on future planning decisions, whether associated with 'outline' (principle of development) or 'reserved matters' (detailed scheme elements) planning applications.
- 2.12. The original timetable proposed consultation on an Issues and Draft Plan in July 2019. For various reasons, including the need to obtain bat surveys which span the period April to October, this first stage of consultation has been delayed. It is now expected that an Issues and Draft Plan will be published for consultation in December 2019. Section 3 sets out how the overall timetable is affected.

3. MAIN IMPLICATIONS

Local Plan Part I: Quality as Standard

- 3.1 The Local Plan Part I' will cover all policies which relate to ***how development takes place***. It's focus will be on improving our built and natural spaces through careful and positive management so that they support high quality living conditions in an increasingly zero carbon environment. Part I will set out the Council's expectations for high standards of design, development and living conditions to give a clear and improved framework for all future development including allocations to be contained in GESP and the Local Plan Part 2.

TEIGNBRIDGE DISTRICT COUNCIL

3.2 It will include policies relating to:

- Climate change and energy requirements
- Design
- Employment (e.g. business development; rural economy; tourism)
- Environmental conditions (e.g. air, water and soil quality; contamination; pollution)
- Environmental protection (e.g. landscapes; biodiversity; woodland; protected sites)
- Town centres
- Green infrastructure
- Health and wellbeing
- Housing types and standards (e.g. affordable housing; exception sites; custom build; accessible homes)
- Settlement hierarchy
- Settlement limits

3.3 The revised timetable and content of the Local Plan Part 1 is as follows:

- January 2020 – Draft Plan
- June 2020 – Proposed Submission
- October 2020 – Submit Plan
- February 2021 – Examine Plan
- July 2021 – Adopt Plan

Local Plan Part 2: Creating Quality Places

3.4 The Local Plan Part 2 will cover all policies which relate to **where development takes place**. It will set out the Council's strategy for delivering new homes, employment land, facilities and supporting infrastructure.

3.5 It will include policies and allocations relating to:

- Employment allocations
- Gypsy and traveller site allocations
- Housing allocations
- Renewable energy allocations
- Town centre redevelopment proposals
- Town specific retail requirements
- Place specific policies and initiatives

3.6 The timetable for the Local Plan Part 2 will be presented to the Executive at the same time as the GESP timetable is revised. It is, however, envisaged, that the plan will include the following key stages:

- Site Options consultation (all sites submitted for assessment through the Housing and Economic Land Availability Assessment)
- Draft Plan
- Proposed Submission

TEIGNBRIDGE DISTRICT COUNCIL

- Submit Plan
- Examine Plan
- Adopt Plan

Wolborough Masterplan DPD

3.7 The Wolborough DPD will draw on new and existing evidence to guide specific development proposals within the allocated site in the south of Newton Abbot. The DPD will include policies on:

- Design principles
- Densities
- Distribution of main land uses
- Landscape and green infrastructure
- Greater Horseshoe Bat design framework and parameters
- Wolborough Fen monitoring and mitigation
- Heritage and associated design responses
- Infrastructure delivery

Timetable:

- December 2019 – Issues and Draft Plan
- April 2020 – Proposed Submission
- September 2020 – Submit Plan
- January 2021 – Examine Plan
- April 2021 – Adopt Plan

4. FINANCIAL IMPLICATIONS

- 4.1 The costs of preparing these plans include unavoidable costs associated with gathering evidence and the statutory examination. The majority of the costs associated with procuring evidence can be met within the Spatial Planning base budget but the costs of examination cannot be met from this budget and require additional financing.
- 4.2 The costs of preparing the Wolborough DPD have previously been identified and agreed in a report to Full Council on 8 January 2019. There is therefore no request in this report for additional funds to be made available for this project.
- 4.3 GESP is jointly funded by the four partner authorities and Devon County Council. There are cost saving benefits of this approach through the shared costs of jointly procuring evidence and a joint plan examination. If any further funding is required for the GESP above that already committed, this will be detailed in the report being brought back to Executive to confirm a revised timetable for the GESP.

TEIGNBRIDGE DISTRICT COUNCIL

4.4 The costs of preparing the Local Plan in two parts generates additional costs as a result of the need for two separate examinations and some additional viability evidence. At this stage, we believe that the viability evidence can be absorbed within the Spatial Planning base budget. However, the costs of the examinations (which are a statutory part of the plan making process) are estimated to be in the region of £30k for the Local Plan Part 1 (in financial year 2021/22) and around £50k for the Local Plan Part 2 (in financial year 2023/24). This is an additional pressure on the Spatial Planning budget and it is therefore requested that additional budget is made available to cover these costs.

5. TIME-SCALE

5.1. The timetables for the Local Plan Part 1 and Wolborough DPD will be put into effect immediately. The Local Development Scheme (LDS) will be formally updated when the timetables for the GESP and Local Plan Part 2 are resolved.

6. JUSTIFICATION

6.1. Section 15 of the Planning and Compulsory Purchase Act requires local planning authorities to prepare and maintain an LDS which sets out the plans which are to be prepared, their scope, and the timetable for preparing them. Although the LDS will not be formally updated until the GESP and Local Plan Part 2 timetables are resolved at a future Executive meeting, it is important to seek agreement on the timetables for the Local Plan Part 1 and the Wolborough DPD so that these can be progressed in a timely manner.

7. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10.00 a.m. on 15 October 2019.

Simon Thornley
Business Manager, Strategic Place

Cllr Taylor
Portfolio Holder for Planning and Housing

BELOW TO BE FILLED IN BY REPORT AUTHOR:

Wards affected	All outside Dartmoor NP
Contact for any more information	Michelle Luscombe
Background Papers (For Part I reports only)	Teignbridge Local Plan
Key Decision	Y
In Forward Plan	Y
In O&S Work Programme	N
Community Impact Assessment attached:	N
Appendices attached:	N

Executive

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Gary Taylor

DATE: 8 October 2019

REPORT OF: Business Manager Strategic Place

SUBJECT: Local Plan Working Group

PART I

RECOMMENDATIONS

The Executive is recommended to

Resolve

That a Local Plan Working Group is set up as proposed in the report.

1. PURPOSE

1.1 To establish a Local Plan Working Group consisting of 9 members to informally consider and discuss the Teignbridge Local Plan Update.

2. BACKGROUND

2.1 The Council has agreed to carry out an update to the Teignbridge Local Plan which will take account of new information on housing and other development needs of the area, as well as changes in national policy since the current Local Plan was adopted. It is currently expected that the work will be completed by the end of 2022. This work will be undertaken alongside the joint working on the Greater Exeter Strategic Plan.

2.2 The Council has some clear ambitions which it is seeking to deliver through the update to the Local Plan, including raising the standard of design, reducing carbon emissions, improving housing affordability and increasing jobs and productivity in the district.

2.3 Councillors will be aware that local plans go through a formal legal process which includes consultation at various stages, and requires consideration by a formally appointed planning inspector. The plan can only be adopted when the inspector finds that it is "sound" including any amendments required by them. To ensure soundness, council planning officers provide advice upon which councillors make decisions about the content of local plans based on

TEIGNBRIDGE DISTRICT COUNCIL

experience, professional knowledge and an understanding of relevant national policy.

- 2.4 However, it can sometimes appear that a fully formed plan is presented by officers without any earlier interaction or involvement by members. In order to deepen cross-party Councillor involvement in plan preparation it is recommended that a Local Plan Working Group is set up.

3. MAIN IMPLICATIONS

Roles and Responsibilities of the Group

- 3.1 The Group will act in the capacity of an informal 'sounding board', giving advice and guidance to officers to progress updates to the Local Plan and other associated planning guidance and infrastructure proposals. The Group will not have decision-making powers.

Format

- 3.2 The policy group will meet informally, normally in private. This will ensure that officers and members can have uninhibited discussions of potentially sensitive matters in advance of such information becoming public knowledge. In addition to reports, documents and other information presented by council officers, the group may invite external expert witnesses as appropriate, in order to test and consider emerging local plan policies and proposals.
- 3.3 The Group will elect a chairperson and vice chairperson at its first meeting, with new elections taking place at the first meeting after the Annual Council Meeting.
- 3.4 Discussions of the group will aim to achieve a consensus on local plan matters between councillors and officers in advance of formal officer recommendations to council committees. Working Group members should use this as an opportunity to facilitate a two way dialogue between wider Group members and officers preparing the Local Plan. The objective will be to prepare a Local Plan update which is both sound in planning terms and reflects the aspirations of the council as far as possible.
- 3.5 There will be no formal minutes of the group but a note will be taken of the subject matters discussed, witnesses invited and any broad points of agreement or matters to be considered further. The notes will be available to Councillors and council officers but should not be made public as they may contain sensitive information in advance of formal publication of committee reports.

Membership

- 3.6 In order to ensure there is a political balance, Executive direction, and the involvement of Planning Committee it is recommended that the membership of the Group is comprised of 9 councillors as follows (with deputies permitted if necessary):

- Portfolio Holder for Planning

TEIGNBRIDGE DISTRICT COUNCIL

- Portfolio Holder for Housing and Climate Change
- Chair of Planning Committee
- Vice Chair of Planning Committee
- Chair of Overview and Scrutiny
- 4 other Members nominated by the council's political groups to bring the Working Group into political proportionality overall (currently 5 Liberal Democrat members; 2 Conservative members; 1 Independent member; and 1 Newton Says No member).

3.7 The meetings will be an open forum for all District Councillors to attend if they wish and all Members will be notified when meetings are held. However, the 9 named Members will be the primary advisors and their involvement will ensure continuity throughout the process of preparing the Local Plan.

3.8 The group meetings will be attended by council planning and other officers.

Arrangements

3.9 It is proposed that meetings of the Group will take place on a need to meet basis rather than scheduled meetings, to be arranged by the Business Manager, Strategic Place after discussion with the chairperson.

3.10 The first meeting will take place at 9.30am on Monday 21st October 2019.

4. GROUPS CONSULTED

4.1 None.

5. TIME-SCALE

5.1 The Group will continue to be constituted until a formal decision is made for the Group to be disbanded.

6. FINANCIAL IMPLICATIONS

6.1 There are no associated costs with the setting up of this Group.

7. JUSTIFICATION

7.1 Local Plans can be complex and controversial, but are a key mechanism for achieving a range of council objectives. By improving member involvement in their preparation a more robust and widely supported plan should be delivered.

8. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10am - 15 October 2019.

Simon Thornley
Business Manager, Strategic Place

Cllr Gary Taylor
Portfolio Holder for Planning

TEIGNBRIDGE DISTRICT COUNCIL

BELOW TO BE FILLED IN BY REPORT AUTHOR:

Wards affected	All outside Dartmoor NP
Contact for any more information	Michelle Luscombe
Background Papers (For Part I reports only)	Teignbridge Local Plan
Key Decision	Y
In Forward Plan	Y
In O&S Work Programme	N
Community Impact Assessment attached:	N
Appendices attached:	N

EXECUTIVE

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Gary Taylor

DATE: 8 October 2019

REPORT OF: Business Manager Strategic Place

SUBJECT: Existing and future planning policies to meet the challenges of climate change

PART I

RECOMMENDATIONS

The Executive is recommended to

Resolve

That

- the existing policies of the Local Plan which require a reduction in carbon emissions are noted;
- the carbon emissions reduction target in S7 should be read to reflect the new national carbon reduction target which is to achieve a reduction in carbon emissions of at least 100% by 2050 compared to 1990 levels (equivalent to a 48% reduction between 2017 and 2033);
- the existing Teignbridge Local Plan low carbon policies are given an appropriate weight in planning decisions which reflects the council's climate emergency declaration and the new statutory national carbon reduction target;
- a suite of policies is prepared through an update of the Local Plan to meet Climate Change challenges and are developed in consultation with local experts and interest groups, such as Action on Climate in Teignbridge.

1. PURPOSE

- 1.1 To make clear what the current provisions are within the Local Plan for addressing the climate change challenge and to agree that these are given a weight which reflects fully the council's declaration of a climate emergency and the new national statutory carbon reduction target. The report also sets out the Council's direction of travel for a new suite of policies to address the climate change challenges as part of the update to the Local Plan and the Greater Exeter Strategic Plan.

2. BACKGROUND

- 2.1 The Climate Change Act sets out a pathway to achieve a reduction in carbon emissions of at least 100% by 2050 compared to 1990 levels. This statutory target has recently changed from the previous target which sought an 80% reduction in the same time period. Local Authorities have a crucial role to play in helping to achieve this. In early 2019, this Council pledged to do what is within our powers to make the district carbon neutral by 2025. As part of this, we have a responsibility through discharging our planning functions to ensure that future growth and development in our district is managed in a way which significantly reduces both production and consumption emissions. The greatest contributor to carbon emissions in Teignbridge is transport.
- 2.2 The National Planning Policy Framework is clear that the planning system should ensure that places are shaped in ways which *“contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure”* (p.44).
- 2.3 Our current Local Plan (2013-2033) recognises the challenges of climate change and includes various policies which require new developments to reduce their carbon emissions and be delivered with infrastructure in place to support the transition to a low carbon future. There is therefore much that we can do within the provisions of our current Local Plan to contribute to reductions in carbon emissions.
- 2.4 The Local Plan 2013-2033 contains three policies which are directly relevant to meeting the climate change challenge. These are:
- Policy S7 Carbon Emission Targets: this policy seeks to work proactively with partners and through public and private investment and the management of development to achieve reductions of about 42% from 2009 levels by 2030. This reduction is working towards the previous national statutory target to achieve an 80% reduction in emissions between 1990 and 2050. The national target was updated by regulation earlier this year, and now seeks a 100% reduction by 2050 (i.e. carbon neutrality). The Local Plan target therefore now reflects an out of date national target. It is possible to calculate a straight line projection between 2017 (the most recent available local authority level data on carbon emissions) and the 2050 target. Effectively, this would require that the policy is read as if it has been updated to reflect the new national policy, implying a 48% reduction target between 2017 and 2033.
 - Policy S9 Sustainable Transport: requires adequate provision of transport infrastructure, including that for electric vehicles. (NB: it should also be noted that some of our adopted Neighbourhood Plans also include requirements for EV charging points).

TEIGNBRIDGE DISTRICT COUNCIL

- Policy EN3 Carbon Reduction Plans: this policy states that all development proposals should seek to minimise their carbon footprint both during construction, and in use, to achieve the target in policy S7. It further requires major developments (those of 10 or more dwellings or more than 1,000sqm floorspace) to demonstrate how they will achieve this through a carbon reduction plan.

- 2.5 Whilst there are clearly improvements that can be made to our existing policies, the regulatory provisions for introducing new policy requirements significantly limit the scope for doing this outside of the normal statutory plan making process. Such processes can take several years and require both extensive consultation and a public examination to test their soundness. In the next couple of years or so, therefore, the most practical course of action within the local planning dimension is to take steps to give appropriate weight to the relevant Local Plan policies. By unanimously declaring a climate emergency, the council has indicated that it believes policies like these are key to the consideration of planning applications. It must be emphasised that they are not the only important local plan policies for the achievement of sustainable development (i.e. taking account of social, economic and environmental factors in the round) but the recommendation to this report is that the weight to be attached to them should reflect the sense of urgency within the council's climate emergency declaration.
- 2.6 The implementation of policies S7, S9 and EN3 can require technically complex and specialist skills which are not currently contained within the planning service. It is therefore important that such skills are available to consider and enforce documents such as carbon reduction plans. The report recommends that appropriate budget is made available, without which the implementation of these existing policies will be uncertain.

3. MAIN IMPLICATIONS

Improving current policy implementation

- 3.1 A report to Full Council on 24 September 2019 has recommended that a full time officer post is created to provide in house expertise on low carbon and climate change matters. The job description for this post includes the assessment of carbon reduction plans submitted through the planning process. However, until such time as this post is filled, it is considered necessary to make allowances within the budget to buy-in expert consultancy support to scrutinise any submitted carbon reduction plans. It is estimated that the assessment of a carbon reduction plan will be in the region of £5k.
- 3.2 There is scope for improvement in how we currently ask for infrastructure for electric vehicles and therefore this requirement in S9(e) will now be proactively sought on all relevant applications.
- 3.3 It should be noted however that requiring the achievement of reduced carbon emissions and the provision of electric vehicle infrastructure may lead to increasing viability difficulties for developers. There is therefore a possibility that

TEIGNBRIDGE DISTRICT COUNCIL

other planning gains (such as affordable housing, community facilities etc.) sought through the development management process may need to be balanced when determining applications.

Future Policies

- 3.4 As stated above, it is not possible under the Town and Country Planning (Local Planning) (England) Regulations 2012 (and subsequent amendments) to introduce new policies outside of the statutory plan making process. As such, our policies relating to the climate change challenge will be added to and amended through the update to the Local Plan and, on a more strategic basis, through the Greater Exeter Strategic Plan (GESP). It is anticipated that refreshed Local Plan policies will be in place by mid to late 2021 with policies in the GESP to follow.
- 3.5 There are a number of opportunities where Teignbridge and the Greater Exeter area can plan proactively for minimising carbon emissions and embracing latest smart technologies. It is proposed that refreshed policies through the Local Plan and GESP include provision for the following:
- All development proposals will include the infrastructure to be ready for electric vehicles;
 - A low carbon, efficient transport network to serve the Greater Exeter area through:
 - Provision of a reliable and consistent standard of sustainable travel between Exeter and the main towns and growth locations, including half hourly rail, quarter hourly bus and strategic cycle routes; and
 - Developing Park and Ride or Park and Change sites on all key road corridors into Exeter, doubling the number of spaces serving the city and improving cross-city bus corridors and access to edge of city growth locations and employment areas;
 - Applicants for all developments which propose the construction of new home(s) or non-residential floorspace will be required to submit a Carbon Reduction Plan to the local planning authority for approval.
 - Minimising energy demand across the development by sensitive design, using landform, layout, building orientation, tree planting, massing and landscaping to reduce likely energy consumption and increase resilience to higher temperatures;
 - Maximising the proportion of energy generated within new developments that come from renewable or low carbon sources;
 - Ensuring 'in-use' performance is as close as possible to designed intent;
 - The setting up of a carbon offsetting fund where it is not feasible or viable to deliver carbon reduction requirements on-site; and
 - Support for low carbon and renewable energy schemes, smart energy networks and community owned low/zero carbon energy projects.

TEIGNBRIDGE DISTRICT COUNCIL

- 3.6 Policies to this effect are currently being drafted and will be consulted on in the next publication of the Local Plan and GESP. In essence, these opportunities will only be fully realised once these plans have been progressed through to adoption.

4. TIME-SCALE

- 4.1 An appropriate focus on the implementation of existing policies is an immediate impact, and by allowing for additional expertise to be bought in the impact can be increased significantly.
- 4.2 Refreshed policies will not be able to be fully implemented until the update to the Local Plan and/or GESP is adopted (Local Plan Part 1 currently expected to be adopted mid 2021).

5. JUSTIFICATION

- 5.1 The Council has a responsibility through its planning functions to ensure that new development supports the transition to a low carbon future. Existing policies of the Local Plan should be implemented as effectively as possible and timely progress on the Local Plan update will enable us prepare new policies which are able to achieve the most positive impact and change. Addressing the energy and climate change challenge not only benefits the environment but has social and economic benefits too, helping to improve energy security, reduce fuel poverty, increase revenue from renewable energy generation and support general health and wellbeing of our population.

6. FINANCIAL IMPLICATIONS

- 6.1 The financial implications arising from this report relate to the costs of using specialist consultants to assess carbon reduction plans. This will only be a short term pressure in the interim period until an in-house specialist is recruited. On this basis it is anticipated that the costs associated with this will be in the region of £5k (although this depends on the number of relevant applications being submitted). This can be financed using underspend from last year's Local Plan budget.
- 6.2 The costs associated with reviewing the Local Plan are addressed in a separate report to the Executive (Teignbridge Local Plan Review and Wolborough Masterplan Timetables and Local Development Scheme – 8 October 2019).

7. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10.00 a.m. on 15 October 2019.

Simon Thornley

Cllr Taylor

TEIGNBRIDGE DISTRICT COUNCIL

Business Manager, Strategic Place

**Portfolio Holder for Planning and
Housing**

BELOW TO BE FILLED IN BY REPORT AUTHOR:

Wards affected	All outside Dartmoor NP
Contact for any more information	Trevor Shaw
Background Papers (For Part I reports only)	Teignbridge Local Plan
Key Decision	Y
In Forward Plan	Y
In O&S Work Programme	N
Community Impact Assessment attached:	N
Appendices attached:	N

Executive

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Gary Taylor

DATE: 8 October 2019

REPORT OF: Business Manager Strategic Place

SUBJECT: Teignplanning Neighbourhood Planning Consultancy Service

PART I

RECOMMENDATIONS

The Executive is recommended to

Resolve

That a chargeable Neighbourhood Planning Service (Teignplanning Consultancy) for non-statutory neighbourhood planning support is established.

1. PURPOSE

- 1.1 To agree to set up an in-house neighbourhood planning consultancy service to provide additional neighbourhood planning support for local communities. This would be over and above the statutory support currently provided which would continue to be available for free.

2. BACKGROUND

- 2.1 Neighbourhood Planning was introduced by the Localism Act in 2011 to allow local communities to prepare their own plans for managing how and where development takes place within their areas. It is a voluntary process led by willing Town and Parish Councils and provides the community with an opportunity to address the very local issues that affect them through the statutory plan making process. Since it was introduced, 16 parishes in Teignbridge have been designated as neighbourhood areas, the first step in preparing a neighbourhood plan.
- 2.2 The Localism Act 2011 also placed a requirement on Local Authorities to support communities in the production of Neighbourhood Plans. In 2016, the Council appointed a full time Neighbourhood Planning Officer to carry out these duties and with the help of this dedicated support there have been 6

TEIGNBRIDGE DISTRICT COUNCIL

neighbourhood plans adopted and a further 2 expected to be adopted later this year. At least another 3 are being actively prepared by communities and being supported by the Neighbourhood Planning Officer.

- 2.3 The type of support currently provided to neighbourhood planning groups is provided free of charge. A full list shown in Appendix A.
- 2.4 Alongside this support, neighbourhood planning groups often rely on consultants to carry out much of the technical and/or time consuming work associated with preparing the plan. This could be anything from gathering evidence or collating consultation responses, to preparing technical reports or writing Basic Conditions Statements.
- 2.5 The government provides grant funding of up to £9000 each direct to parishes and towns for neighbourhood planning.
- 2.6 All of the following neighbourhood plans have involved a consultant to undertake at least some of their evidence and assist with plan preparation:
- Newton Abbot (adopted)
 - Exminster (adopted)
 - Abbotskerswell (adopted)
 - Bishopsteignton (adopted)
 - Ide (adopted)
 - Ogwell (adopted)
 - Kenton (Submission)
 - Chudleigh (Submission)
- 2.7 Over the last few months, the Spatial Planning and Delivery Team has been trialling an approach to offer ourselves as this consultant support. In this capacity we have completed two pieces of work (namely the Chudleigh Basic Conditions Statement and Ashburton Consultation Analysis) and further work has also been commissioned (Bovey Tracey for a Parking Audit and Ipplepen for a variety of works to prepare a draft neighbourhood plan).
- 2.8 Based on this trial and initial success, the report therefore proposes that the consultancy service (namely 'Teignplanning Consultancy Service') is formally established. The consultancy will not act as a separate entity but will operate as an in-house consultancy service standing under Teignbridge District Council.

3. MAIN IMPLICATIONS

Benefits to Neighbourhood Planning Groups

- 3.1 Teignplanning provides a greater choice in available consultant support locally and has the ability to build upon existing relationships, knowledge and understanding of the area to deliver multiple benefits to our communities such as:
- High quality, professional advice and guidance
 - More timely delivery of neighbourhood plans- taking out the middle man
 - Certainty over level of support

TEIGNBRIDGE DISTRICT COUNCIL

- Consistency in work quality
- Enables communities to structure their budgets from the outset
- Wider pool of technical expertise to draw from
- Technically accurate policy wording
- Higher quality evidence
- Retains central government funding into the local authority which is then recycled into service improvements for the district as a whole.

Staffing and Resourcing

- 3.2 The Neighbourhood Planning Officer currently undertakes a small amount of Local Plan work alongside the neighbourhood planning responsibilities. This work will diminish as and when Teignplanning services are commissioned. It is considered that there is sufficient capacity elsewhere in the team to absorb this loss.
- 3.3 However, should demand for Teignplanning Consultancy services outweigh the Officer's available capacity, the options are to ration the paid-for support or to expand the service by providing additional resource (for example providing a neighbourhood planning assistant). Any staffing decisions will be taken through Senior Leadership Team in the usual way.
- 3.4 See Section 6 for financial implications.

Conflict of Interest

- 3.5 Teignbridge District Council has a statutory duty to provide comments on neighbourhood plans, advise on conformity with local or national policies, and to represent the Council's priorities and ambitions on the development and use of land. In some cases, these may differ from the aspirations of the community and as such the content of the work commissioned from Teignplanning Consultancy.
- 3.6 In such cases, the commissioning parish/town council (i.e. the client) and their requirements will be paramount and stand over and above the needs and wants of the district council. Advice on compliance and applicability of the work being undertaken with national and local policy will be highlighted to the client as work progresses but will not be enforced, in relation to those agreed chargeable services.
- 3.7 Where statutory assessment by Teignbridge District Council is required on elements of the plan which have been prepared by Teignplanning, these will be undertaken by an officer independent of the consultancy service with Spatial Planning. This safeguard seeks to avoid a conflict of interest or a less than rigorous review of the material. This would have a limited impact initially, given the likely capacity limitations on paid-for support set out above. This matter will need to be considered further if there is any future expansion of the programme.

TEIGNBRIDGE DISTRICT COUNCIL

Contracts

- 3.8 When designating a Neighbourhood area the Council will enter into a 'Memorandum of Understanding' which clearly stipulates the support Teignbridge will provide as part of the Duty to Support package. Additional work outside this free package can be undertaken by communities themselves, external consultants or alternatively Teignplanning.
- 3.9 Any Teignplanning Consultancy services commissioned will be agreed with the relevant town or parish council and a legal contract will be signed.

4. GROUPS CONSULTED

- 4.1 All parish and town councils in the District (including Dartmoor) were forwarded a 7 question survey which sought to understand the potential demand for an in-house consultancy service. The six responses received are detailed in appendix B. Those Parish and Town councils and neighbourhood planning groups who attended the previous Planning Cafes have also been introduced to the service.

5. TIME-SCALE

- 5.1 Teignplanning Consultancy is currently undertaking commissions from neighbourhood planning groups in the District. Further work is required on the contract/service level agreement template, branding, marketing and website.

6. FINANCIAL IMPLICATIONS

- 6.1 To date, the Neighbourhood Planning Officer post has been grant funded and there continues to be available grant funding in the earmarked reserves. As such, in the short term, any income generated through Teignplanning will be additional income for the Council.
- 6.2 If in the future there is a need to recruit additional staff to resource the consultancy service and/or if there is no longer grant funding available to cover the costs of the Neighbourhood Planning Officer post, the income generated through Teignplanning will be used to fund these posts to relieve pressure on the Spatial Planning budget. Any surplus will be available for general reserves.
- 6.3 Commissions to date amount to £8220 (excluding VAT). Greater marketing of the consultancy service following its formal establishment may increase the revenue expected this year as well as following years.
- 6.4 In addition, if the consultancy increases the speed at which Neighbourhood Plans are prepared and "made" (i.e. adopted) then this will increase our income from the government's neighbourhood planning grant. This is currently £20,000 per adopted Neighbourhood Plan.

TEIGNBRIDGE DISTRICT COUNCIL

7. RISKS

- 7.1 There is appropriate insurance in place to cover the Council for the purposes of providing chargeable neighbourhood planning services for non-statutory functions.

8. JUSTIFICATION

- 8.1 The proposal would act to increase support for neighbourhood planning, generate income for the council (primarily using grant funding from central government) and should improve the quality of neighbourhood plans. Neighbourhood Planning is a key element of the “Stronger Communities” T10 Project.

DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10.00 a.m. on 15 October 2019.

Simon Thornley
Business Manager, Strategic Place

Cllr Gary Taylor
Portfolio Holder for Planning

BELOW TO BE FILLED IN BY REPORT AUTHOR:

Wards affected	All outside Dartmoor NP
Contact for any more information	Michelle Luscombe
Background Papers (For Part I reports only)	Teignbridge Local Plan
Key Decision	Y
In Forward Plan	Y
In O&S Work Programme	N
Community Impact Assessment attached:	N
Appendices attached:	Y- Appendix A – Teignbridge’s Duty to Support - Appendix B- Parish/Town Survey Responses

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Plan Preparation Stage	Duty to Support
Deciding whether to undertake the neighbourhood planning process	Presentation to Community/Parish/Town Councils on the benefits and commitments involved in the process
Designate Neighbourhood Area	Provide a project plan
	Prepare the Neighbourhood Area Map
	Designate a Parish area (wholly in TDC) a Neighbourhood Area where requested by the parish/town council.
	Undertake an area consultation for cross-boundary neighbourhood area applications
Evidence Gathering	Provision of available Council evidence bases such as: Open space studies, Conservation Area appraisals, housing needs assessments, etc.
Understanding community aspirations & concerns	Overview and checking content of questionnaires
Production of locally specific evidence	Overview and checking content
	Provide associated maps
	Provide advice, guidance and templates where available
Prepare a Vision, Aims and Objectives	Overview and checking of vision, aims and objectives
	Provide A1 display boards and associated posters
Drafting policy	Provide best practice examples of other neighbourhood plan policy
	Detailed informal comments on policy wording Inc. suggestions for improvement.
Putting Pre-submission plan together	Provision of illustrations and maps
	Printing a small batch of plans
	Provision of a Habitats Regulation Assessment
	Provision of a Strategic Environment Assessment Screening Report
Pre-submission consultation	Provision of all address points in the parish
	Prepare a list of consultees
	Provision of consultation letter templates
	Advice on conducting a public consultation
	Assistance in addressing representations

Plan Preparation Stage	Duty to Support
	Formal comments on policy and plan wording and compliance test on policies against national and local policy, Inc. suggestions for improvement.
Submission of Neighbourhood Plan to Teignbridge	Check submission is regulatory compliant- Issue a formal letter of submission acceptance Prepare consultation letters/emails Issue press and social media releases Consult statutory consultees and everyone previously consulted
Appointment of Examiner	Prepare Examiner shortlist Forward Shortlisted C.V's to NDP's Forward example Examiners reports and related adopted Neighbourhood plans Appoint the chosen examiner Collate and forward all representations, the neighbourhood plan and associated documents and evidence to the examiner
Completion of Examination	Fact-check the examiner's report Review examiners modifications Publication of the Examiners report Issue formal notification for the plan to proceed to referendum. Publication of the formal modifications
The Referendum on the Plan	Modify the plan with examiners modifications and any other considered necessary to meet the basic conditions Publicise the modified referendum plan on the Council's website Provide a referendum date Prepare statutory referendum materials and publicise on the Council's website Issues ballot cards and postal votes to parish residents Conduct the referendum vote in the local area Count the ballots and issue a result Publicise the referendum result on the Council's website
Making/Adoption of the Plan	Prepare a report to Executive recommending to approve or reject the neighbourhood plan If approved, provide a formal decision statement to the Parish/Town Council Advise officers of the council and assist in its implementation as a formal decision-making document. Publicise the adopting/making of the plan with the final version of the NDP on the Council's website.

Appendix C- Parish/Town Council Survey Monkey Responses

55

	Parish/Town Councils				
	Bovey Tracey	Kingsteignton	Denbury & Torbryan	Ipplepen	Bishopsteignton
Is the Parish/Town Council undertaking Neighbourhood planning or considering producing or reviewing a neighbourhood plan?	Yes	Considering preparing a NDP	We had started a Plan, but it has lost momentum and is not currently being worked on	Yes	Already completed. Plan made/adopted 31.10.17
If not, please indicate the most applicable reason, why a Neighbourhood Plan has not/is not being prepared?			<ul style="list-style-type: none"> • Too time-consuming • No community interest 		
If preparing or considering preparing a Neighbourhood Plan have you or would you consider commissioning a consultant to assist in its development?	Yes	Yes	We might consider this if we ever get it up and running again	Yes	Yes
When appointing a Consultant (whether for Neighbourhood planning or other Parish/Town Council work) what is the most important factor when deciding who to appoint?	Knowledge of the local area	<ul style="list-style-type: none"> • cost, • previous experience, • knowledge of local area 	<ul style="list-style-type: none"> • Cost • Previous experience in the field • Knowledge of the local area 	<ul style="list-style-type: none"> • Cost • Previous experience in field • A positive recommendation • Knowledge of the local area 	<ul style="list-style-type: none"> • Cost • Previous experience in field
Would you consider using a Planning Consultancy established through Teignbridge District Council?	Yes	I would need to put this to the Council, but I am sure that they would consider using a Planning Consultancy established through Teignbridge District Council	Yes	Don't Know	Yes
Please identify any concerns relating to an expert planning consultancy	There may be divergence between the wishes of the		That the fees are reasonable and competitive and that		Cost. Will this service be available to assist the Parish

Appendix C- Parish/Town Council Survey Monkey Responses

<p>Established and run by Teignbridge District Council?</p>	<p>Parish, and the larger (over-riding) intentions of TDC. An impartial consultant might manage such a divergence more equitably ?</p>		<p>Teignbridge is not trying to make a profit That the consultancy would put the client first, not Teignbridge That their help would enable rather than disable the process</p>		<p>when undertaking a review of a made plan?</p>
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EXECUTIVE

LEADER: Cllr Gordon Hook

PORTFOLIO HOLDER: Cllr Alan Connett

DATE: 8th October 2019**REPORT OF: Corporate Procurement Officer****SUBJECT: Sustainable Procurement Policy and Procedure 2019 (SPP)**

Part I

RECOMMENDATIONS

The Executive is recommended to resolve that The Sustainable Procurement Policy and Procedure 2019 is endorsed.

1. PURPOSE

- To provide Members with the final version of The Sustainable Procurement Policy and Procedure (SPP) (2019).
- To agree for the Sustainable Procurement Policy and Procedure 2019 to be endorsed
- To agree for the 6 policies sitting under The Responsible Procurement Strategy to be replaced with the SPP.
- To agree a 6 monthly review of the SPP.

2. BACKGROUND

2.1 Why?

The Sustainable Procurement Policy and Procedure (SPP) (2019) has been produced to advise Officers how they can consider sustainability throughout the Procurement lifecycle.

2.2 What did TDC have in place prior to the SPP?

Prior to the creation of the SPP, there were 6 policies sitting under The Responsible Procurement Strategy. One of these policies included "The Sustainability in Commissioning Policy". The 5 other policies were: Social Value, Ethics, Equality & Diversity, Health & Safety and Safeguarding.

Aspects were taken from each policy and incorporated into the SPP under the appropriate 4 elements: Environmental Sustainability, Equality & Diversity, Social Value and Ethics. Sustainable Procurement takes into account all of these aspects as this is TDC's Corporate Social Responsibility.

The SPP takes officers through the Procurement cycle containing 5 stages: identifying the need, defining the need, tender/quote, contract award and finally

TEIGNBRIDGE DISTRICT COUNCIL

contract management. It advises the officer how to consider sustainable procurement at each stage whilst considering a 10% weighting for environmental sustainability as a minimum.

A “Timber Pledge” has also been added to the SPP under section 4. This is a pledge that TDC will not procure timber and wood derived products at the expense of the future of the world’s forests.

The SPP ends with ideas about how Officers can be more sustainable outside of Procurement in keeping with the 4 elements of Environmental Sustainability, Social Value, Equality & Diversity and Ethics.

The Sustainable Procurement Policy and Procedure (2019) (DRAFT) was presented to the Senior Leadership Team (SLT), Corporate Management Team (CMT) and all “Procurement Champions” in September 2019. Officers were given the opportunity for feedback and the Policy and Procedure is now finalised for endorsement.

3. MAIN IMPLICATIONS

The SPP (2019) will advise Officers how to consider and incorporate sustainable procurement throughout the procurement cycle.

4. GROUPS CONSULTED

Senior Leadership Team (SLT), Corporate Management Team (CMT) and the Procurement Champions

5. TIME-SCALE

Subject to Member approval The Sustainable Procurement Policy and Procedure (2019) will go live on the 8th October 2019

6. JUSTIFICATION

The SPP (2019) will advise Officers how to consider and incorporate sustainable procurement throughout the procurement cycle. This will help us achieve our commitment to achieve carbon neutrality by 2025; in relation to The Devon Climate Declaration.

7. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)

10.00 a.m. on 15th October 2019

Rosanna Wilson
Corporate Procurement Officer

Cllr Alan Connett
Portfolio Holder for Corporate

BELOW TO BE FILLED IN BY REPORT AUTHOR:

TEIGNBRIDGE DISTRICT COUNCIL

Wards affected	All
Contact for any more information	Rosanna Wilson Corporate Procurement Officer 01626 215120
Background Papers (For Part I reports only)	
Key Decision	Yes
In Forward Plan	Yes
In O&S Work Programme	Yes
Community Impact Assessment attached:	No
Appendices attached:	Appendix A: Sustainable Procurement Policy and Procedure 2019

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Sustainable Procurement Policy & Procedure



1 Contents

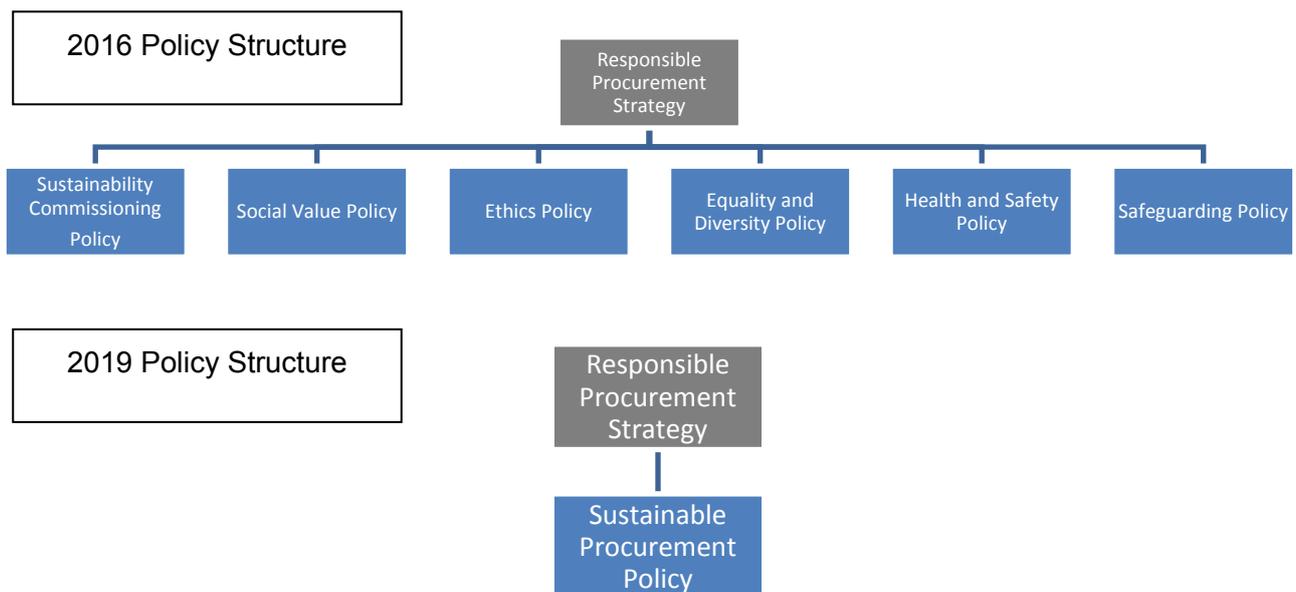
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2 Introduction

2.1 Introduction

Teignbridge District Council spends approximately £21 million per year on goods, works and services contracts. We recognise the impact that our contracts may have on the environment and that we can influence sustainable practices and policy in our area. This policy and procedure explains how we will aim to incorporate sustainable procurement into our tendering procedures and contracts.

2.1 What changes have been made?



2.2 How to follow this document

The Sustainable Procurement Policy is broken down into 4 elements:

- Environmental Sustainability
- Equality and Diversity
- Social Value
- Ethics

This policy takes you on a journey through the procurement cycle and separates each element at every stage. Moreover, there are ideas provided towards the end of this document as to how you can incorporate sustainable procurement practices in your day-to-day life, along with a checklist for your Tender/Request for Quotation (RfQ).

2.3 What is Sustainable Procurement?

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation; but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

2.4 Who should be aware of this policy and procedure?

Employees

This policy and procedure can be read by officers within Teignbridge District Council seeking to understand how to include sustainable procurement considerations in their tender/RfQ.

Suppliers

This policy and procedure can be read by suppliers seeking to understand how we will demonstrate our commitment to delivering sustainability throughout the procurement journey.

Residents, Councillors and other interested parties

To be aware of the direction the council is taking and give feedback

2.5 Our priorities

Our priorities in relation to sustainable procurement are illustrated in fig. 1 on page 5.

Thinking about sustainability in these terms can help suppliers understand what we might be looking for in the delivery of our contracts and council officers to understand how to build in these considerations when tendering.

Fig. 1

Environmental Sustainability

- to protect and enhance the environment
- to improve the health and wellbeing of our residents and visitors
- to promote sustainable transport and development
- to minimise the environmental risks linked with work carried out by our contractors
- to minimise our carbon footprint
- to minimise our impact on climate change
- to make sure that employees and suppliers comply with the relevant legislation
- to improve our suppliers' environmental performance
- to pass sustainability obligations down the supply chain

Equality and Diversity

- to pass equality and diversity obligations down the supply chain
- to support our local suppliers in applying for contract opportunities
- to award contracts to a diverse mix of suppliers
- to design services that best meet the needs of service users
- to tackle inequality of access to our services
- to support SME's

Sustainable Procurement Priorities

Ethics

- to eliminate slavery and child labour from the supply chain
- to ensure that people working in the supply chain are treated humanely and have safe and hygienic working conditions
- to ensure suppliers pay the National Minimum Wage (16-24 years old) National Living Wage (25 years+)
- to ensure that people within the supply chain are not required to work excessive hours and have regular employment
- to ensure we have products that are ethically produced
- to pass safeguarding obligations down the supply chain
- to protect the health, safety and welfare of our employees and suppliers.
- to minimise health and safety risks linked to work carried out by our suppliers.
- to ensure that our employees and suppliers comply with the relevant legislation
- to improve suppliers' health and safety and performance
- to reduce instances of reportable illnesses or accidents and long term absences of employees and suppliers related to our contracts
- to pass health and safety obligations down the supply chain

Social Value

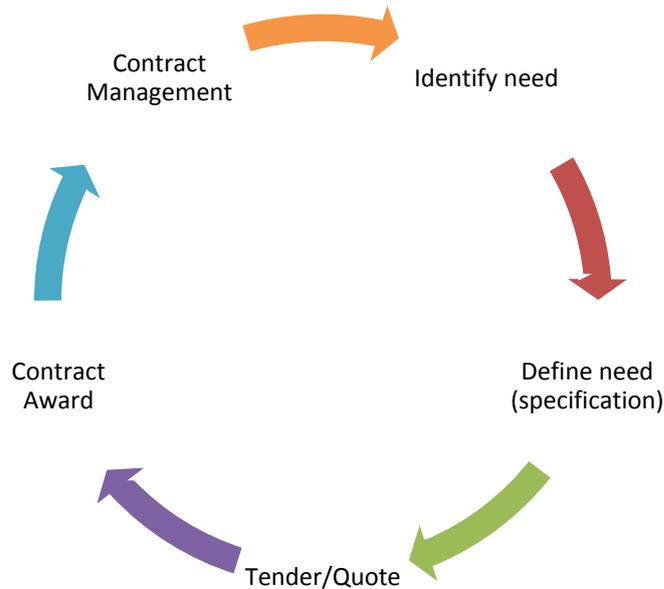
- to boost the local economy
- to encourage innovation
- to encourage training and apprenticeships
- to encourage equality and diversity
- to encourage fair trade
- to promote the procurement process to local suppliers
- to increase local spend
- to reduce carbon emissions through the supply chain
- to encourage biodiversity
- to support SME's

3 Sustainability in the tender process

3.1 The Procurement Cycle

We must consider sustainable procurement at all of the stages of the procurement cycle as shown in fig 2:

Fig. 2



3.2 Identify Need

What is identifying the need?

This could be goods, services or works. The main questions to ask are:

- “Do we really need this?”
- “What alternatives are available?” e.g. we need a new ferry to cross a river – do we buy a ferry or look at alternative modes to cross a river i.e. a bridge.

How we aim to meet our sustainable procurement expectations at this stage:

- **Environmental Sustainability**
 - Do we need this?
 - Agree sustainability outcomes that are linked with our ten year strategy.
 - Are there opportunities for collaboration with other councils for this need in order to gain greater economies of scale from bulk buying?

- **Equality and Diversity**
 - Work with suppliers to understand how we can improve the tender process making it easier for sole suppliers/SME's/local suppliers to bid.
- **Social Value**
 - What local suppliers are available?
 - What apprenticeships/training opportunities are available?
- **Ethics**
 - Consider if there are any safeguarding risks we need to mitigate.
 - Consider if there are any Health & Safety risks we need to mitigate.

3.3 Define Need (specification)

What is a specification?

We know what we need, however, now we need to explain how to get there – i.e. write a specification.

How we aim to meet our sustainable procurement expectations at this stage:

- **Environmental Sustainability**
 - Minimum environmental standards.
 - Ways to reduce our carbon footprint through the supply chain e.g. spend locally?
 - Carbon off-setting.
 - Energy efficient alternatives.
 - Adherence to The Timber Pledge (Page 12).
- **Equality and Diversity**
 - Ensure the specification is easy to understand for all suppliers.
- **Social Value**
 - Is there an opportunity to collaborate with other councils?
 - If we are getting an external company to draw up your specification, is there an opportunity to hire a local company, an SME, an apprentice?
 - Take a look at the National Themes Outcomes and Measures (TOMs) framework saved here [G:\GLOBAL\Procurement\Social Value Themes Outcomes and Measures \(TOMs\)](G:\GLOBAL\Procurement\Social Value Themes Outcomes and Measures (TOMs)) for ideas about what you can measure in terms of social value.
- **Ethics**
 - Our standard selection questionnaire contains certain mandatory questions that need to be passed e.g. adherence to National Living Wage and National Minimum Wage.
 - How can health and safety risks be mitigated when writing up the specification?
 - Can there be measureable health and safety requirements?
 - Include safeguarding requirements where appropriate.

3.4 Tender/Quote Stage

What is a tender document/request for quotation (RfQ) document?

Once you have your specification drawn up it's time to add this to your tender/RfQ documents. This is where you can award certain criteria according to the specification. Aspects of the project that are more important to you will be given higher weightings.

The tender documents will include:

- A pre-qualification of suppliers – this is via a selection questionnaire that contains mandatory (PASS/FAIL) questions that suppliers will need to answer. Questions include but are not limited to:
 - Financial stability
 - Health and safety
 - Modern Slavery
 - Insurance
- The specification
- Award questions
- A pricing schedule
- Certificates

The award criteria

Fig. 3

Evaluation Criteria Breakdown	Means of Evaluation	
	Sub Criteria	Main Criteria
Criteria: Quality		%
Sub-Criteria	%	
Sub-Criteria	%	
Criteria: Price		%
Sub-Criteria	%	
Sub-Criteria	%	

Fig 3 above is taken from our standard tender template. There are 2 options as to how to award a contract with sustainable procurement built into the tender.

- Option 1: include a sub-criteria under the umbrella of “quality” with a weighting that contributes to the total criteria of quality.

Option 1 Example	Means of Evaluation	
	Sub Criteria	Main Criteria
Criteria: Quality		30%
Please provide a method statement of your approach to the project including how you will meet the timescales.	20%	
Please give an overview of your apprenticeship scheme and how you will use this scheme to approach the project.	10%	
Criteria: Price		70%

- Option 2: have sustainable procurement as its own umbrella criteria. This way you can use more elements as subcategories.

Option 2 Example	Means of Evaluation	
	Sub Criteria	Main Criteria
Criteria: Quality		20%
Please provide a method statement of your approach to the project including how you will meet the timescales.	20%	
Criteria: Price		60%
Criteria: Sustainable Procurement		20%
Please provide an innovative solution for providing energy efficient homes.	10%	
Please give an overview of your apprenticeship scheme and how you will use this scheme to approach the project.	10%	

Here you can see that under option 1 we are able to measure social value. In option 2 we are able to measure social value and environmental sustainability.

How we aim to meet our sustainable procurement expectations at this stage:

- **Environmental Sustainability**
 - Consider a weighting of at least 10% for environmental sustainability.
 - Seek innovative method statements from suppliers surrounding their approach to tackle sustainability issues.
 - Include environmental sustainability sub-criteria falling under the umbrella quality criteria.
- **Equality and Diversity**
 - Ensure that tenders/RfQs are advertised on Contracts Finder <https://www.gov.uk/contracts-finder> (over £10k) and The Official Journal of the European Union (OJEU) (over £181k – goods/services £4.5m – works) <https://ted.europa.eu/TED/browse/browseByMap.do>
 - Adherence to the EU Treaty Principles:
 - equal treatment
 - transparency
 - mutual recognition
 - proportionality
- **Social Value**
 - Include evaluation criteria that do not only favour larger suppliers.
 - Ensure all suppliers are supported throughout the tender/RfQ stage by answering clarifications promptly and supporting them with any technical issues where you can.
 - Consider a weighting of at least 10% for Social Value.
 - Ensure that the language and format we use is accessible for suppliers.
 - Ensure that the tender/RfQ stage is not overly onerous for the suppliers.
 - Include social value sub-criteria falling under the umbrella quality criteria.
- **Ethics**
 - Seeking method statements from suppliers about their approach to health & safety and safeguarding.
 - Asking about their ethical sourcing practices.
 - Checking that suppliers meet the health & safety, modern slavery, national minimum wage and national living wage requirements within the mandatory selection questionnaire.

3.5 Contract Award

What is the contract award stage?

Once you have released your advertised tender/RfQ to the market, received the applications and have evaluated all applicants; it is time to award the contract. The contract should be awarded to the Most Economically Advantageous Tender (MEAT), looking at the Whole Life Cost (WLC) e.g. energy used for a product, whether there will be an increase in services throughout the life of the contract, disposal costs, repair and maintenance costs etc. As well as analysing the 4 sustainable procurement elements

- **Environmental Sustainability**
- **Equality and Diversity**
- **Social Value**
- **Ethics**

It is important to ensure you contact all suppliers to state whether they have been successful or unsuccessful and give a 10 calendar day (15 calendar days for OJEU) standstill period to allow time for those unsuccessful suppliers to request feedback before any contracts are signed.

3.6 Contract Management

What is the contract management stage?

After the contract is awarded – the work doesn't stop. We need to ensure the deliverables are met and under budget. This could be via an official Service Level Agreement (SLA) and via regular Supplier Relationship Meetings (SRM's) e.g. quarterly or bi-annually.

How we aim to meet our sustainable procurement expectations at this stage:

When chairing Supplier Relationship Meetings (SRMs) it's important to keep in mind the 4 main areas of sustainable procurement for your agenda. You could have an agenda item dedicated to sustainable procurement with the 4 below elements as subheadings.

- **Environmental Sustainability**
- **Equality and Diversity**
- **Social Value**
- **Ethics**

Throughout the lifetime of a contract there could be new environmental innovative technologies, new apprenticeship schemes, new legislation introduced etc. so it's important to keep up to date.

If you used sustainable procurement measures in your SLA, it's also worth reviewing how the supplier is performing against these measures.

4 The Timber Pledge

4.1 Timber and Wood Derived Products

As a consumer of timber and wood derived products, Teignbridge District Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management. To achieve this aim Teignbridge District Council will only purchase timber and wood derived products that are either:

- from independently verifiable legal and sustainable or FLEGT (Forest Law Enforcement, Governance and Trade) licensed or equivalent sources, or
- recycled timber or wood derived products

We will not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.



5 Outside the Procurement Cycle

5.1 Sustainable Procurement Day to Day

Sustainable procurement practices don't have to stop after you have tendered/quoted, awarded a contract and managed the contract. It can be used around the offices and outside of work.

Below are some ideas of how sustainable procurement can be boosted day to day:

Environmental Sustainability

- Are computer monitors and printers left on or on stand-by?
- Is the heating on when windows are open?
- In summer – are buildings being over-cooled?
- Is water being wasted?
- Can you reduce your single use plastic use?
- Can you cycle to work instead of drive?
- Can you hold a skype call instead of travelling to an external meeting?
- Recycle whenever possible
- Have you ordered the right quantity? (reduce waste)
- Can you participate in carbon offsetting? e.g. plant a tree

Social Value

- Can your department participate in career talks to schools?
- Can you accommodate a work experience pupil from a secondary school?
- Can your department participate in voluntary work? E.g. community challenge days.

Equality and Diversity

- Can you help participate in "meet the buyer" events?
- Report unlawful discrimination, harassment and victimisation

Ethics

- Can you use more Fairtrade products?

6 Checklist

<i>Identify Need</i>	
Have you ensured you have the correct quantity specified whether it's the number of products for goods or number of heads for services?	
Have you analysed what sustainable procurement elements are important to you for your specification?	
Have you consulted any other local authorities to see if there are opportunities for a collaborative procurement	
<i>Define Need (specification)</i>	
Have you included the measurable sustainable procurement elements in your specification?	
If social value is one of the elements being used – ensure you have referred to the TOMS framework	
Ensure the specification is in an understandable manner to all suppliers	
<i>Tender/Quote</i>	
Ensure you have distributed your weightings in order to award the contract that will best meet the project requirements.	
Ensure that whatever is in your award criteria is specified in the specification.	
Ensure that all mandatory questions in the selection questionnaire are included	
Ensure that the tender documents are easily accessible by suppliers and help suppliers with any technical issues	
Ensure that clarifications are answered in a timely manner and answered to all suppliers	
<i>Contract Award</i>	
Ensure you have contacted all suppliers to state whether they are successful or unsuccessful	
Ensure you have included a 10 day standstill period (15 for OJEU) after all suppliers have been notified of the decision	

<i>Contract Management</i>	
Ensure there are sufficient resources to manage the contract	
Ensure there are ways to measure the suppliers' commitment to sustainable procurement along with their overall performance of the contract	
Conduct supplier relationship meetings. Think about whether you want these quarterly, annually or bi-annually and book the first meeting in the diary soon after the contract award.	

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Public Notice and Annual Forward Plan - OCTOBER 2019

- 1 This is an Annual Forward Plan of the key decisions and other decisions the Leader of Teignbridge anticipates the Executive taking during the next 12 months. Key decisions are decisions which the Council consider significant having had regard to Government guidance. This Plan may include other decisions which are not key decisions to be taken by the Executive, including for example, where the Executive is to make a recommendation to the Council.
- 2 Details of the proposed decisions are attached.
- 3 The decisions which the Executive propose to take in private and the reasons why are detailed in the list together with a brief description of the matter to be decided. If you do not think the decisions should be taken in private please advise the Democratic Services with your reasons
comsec@teignbridge.gov.uk
- 4 The documents which will be taken into account when making key decisions in the part of the meeting open to the public are available for inspection. Details are listed. Other documents may become available nearer the meeting. If you would like copies please contact the author of the report. Author's names and contact details are shown in the attached list. If you would like additional documents relating to a decision as they become available please contact the author and make this request.
- 5 Where possible, the District Council will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light.
- 6 This Plan will be updated on a monthly basis.
- 7 You are welcome to attend the meetings. They will take place in the Council Chamber at the address below. Agendas for Executive and other Council meetings are available on the Council's website.
- 8 You can ask questions regarding any item either in person or in writing. The deadline for the submission of questions is 12 Noon two working days prior to the meeting. You are advised to contact Democratic Services in advance of this time where assistance is available if required.
- 9 Should you wish to make the Councillors aware of any information in advance of a meeting you can make representations in writing. These can be made up until the commencement of the meeting. You can also lobby Members of the Executive in advance of the meeting and for information on this or if you have

any further queries, please contact the Democratic Services Sarah Selway
sarah.selway@teignbridge.gov.uk

- 10 The agendas for the meetings can be made available before the meetings on the Council's website.

TEIGNBRIDGE DISTRICT COUNCIL – EXECUTIVE FORWARD PLAN

Forward Plan of anticipated key decisions by the Executive for the next 12 months commencing 1 October 2019

Matter for Consideration	Date of Decision	Council Date	Private Decision	Key Decision?	Report Author(s) & Contact Name & number
Local Development Scheme Update Update to the Local Development Scheme (i.e. the document that sets out the timetable for preparing the Greater Exeter Strategic Plan, the Local Plan and Wolborough Masterplan)	8 Oct 2019		Open	Yes	Report Of Michelle Luscombe, Principal Policy Planner Contact: Tel: 01626 215754
Proposed Chargeable Neighbourhood Planning Service for Non-Statutory Functions	8 Oct 2019		Open	No	Report Of David Kiernan, Principal Planning Policy Officer Contact: Tel: 01626 215758
Budget monitoring – revenue & capital and treasury management	8 Oct 2019		Open	Yes	Report Of Martin Flitcroft, Head of Corporate Services. Contact: Tel: 01626 215246
Local Plan Working Group To establish a Local Plan Working Group consisting of 9 members to informally consider and discuss the Teignbridge Local Plan Update.	8 Oct 2019		Open	Yes	Report Of Michelle Luscombe, Principal Policy Planner Contact: Tel: 01626 215754
Low Carbon Planning Policy Statement To propose a number of policy refinements which cover low carbon energy development aspects.	8 Oct 2019		Open	Yes	Report Of Trevor Shaw, Senior Planning Officer Contact: Tel: 01626 215703

Matter for Consideration	Date of Decision	Council Date	Private Decision	Key Decision?	Report Author(s) & Contact Name & number
<p>The Sustainable Procurement Policy and Procedure</p> <p>Since Teignbridge District Council has signed up to the Climate Change Emergency, and as sustainability is high on the Council's agenda, it was imperative that the Council release The Sustainable Procurement Policy and Procedure as soon as possible.</p>	8 Oct 2019		Open	Yes	<p>Report Of Rosanna Wilson, Corporate Procurement Officer</p> <p>Contact: Tel: 01626 216120</p>
<p>Housing Development at East Street and Drake Road Newton Abbot</p> <p>Approval to develop two parcels of Council land to deliver social rented affordable homes</p>	8 Oct 2019	19 Nov 2019	Fully exempt	Yes	<p>Report Of Graham Davey, Housing Enabling and Development Manager</p> <p>Contact: Tel: 01626 215412</p>
<p>East – West cycle route (Ashburton Road, Newton Abbot).</p>	31 Oct 2019		Open	Yes	<p>Report Of Estelle Skinner, Green Infrastructure Officer,</p> <p>Contact: Tel: 01626 215755</p>
<p>Polling District Review</p>	31 Oct 2019	19 Nov 2019	Open	No	<p>Report Of Cathy Ruelens, Electoral Services Manager</p> <p>Contact: Tel: 01626 215103</p>
<p>Teen View - Getting our young people involved</p>	31 Oct 2019		Open	Yes	<p>Report Of Kay O'Flaherty, Business Development & Improvement Team Leader</p> <p>Contact: Tel: 01626 215602</p>
<p>Fairtrade</p>	31 Oct 2019		Open	Yes	<p>Report Of Louisa Brinton, Economic Development Officer Town Centres</p> <p>Contact: Tel: 01626 215833</p>

Matter for Consideration	Date of Decision	Council Date	Private Decision	Key Decision?	Report Author(s) & Contact Name & number
Designated Protected Areas To approve delegation to Officers to apply to Homes England for DPA status to be lifted for certain rural affordable housing developments.	31 Oct 2019		Open	No	Report Of Graham Davey, Housing Enabling and Development Manager Contact: Tel: 01626 215412
Chudleigh Shared Equity Scheme Approval to use Section 106 affordable housing contributions to facilitate a shared equity scheme for local first time buyers.	31 Oct 2019	19 Nov 2019	Open	Yes	Report Of Graham Davey, Housing Enabling and Development Manager Contact: Tel: 01626 215412
Notice of Motion - Prohibit sale of product wholly or partially made with real animal fur on Council owned land	31 Oct 2019		Open	Yes	Report Of Neil Blaney, Economy Manager Contact: Tel: 01626 215233
Land at Staplehill Road, Newton Abbot	31 Oct 2019		Fully exempt	No	Report Of Donna Best, Estates & Development Manager Contact: Tel: 01626 215467
Wolborough Masterplan DPD	28 Nov 2019		Open	Yes	Report Of Rachel Tuckett, Senior Planning Officer Contact: Tel: 01626 215706
Electric Vehicles Policy	28 Nov 2019		Open	Yes	Report Of David Eaton, Environmental Protection Manager Contact: Tel: 01626 215064
Budget monitoring – revenue & capital and treasury management mid year review	28 Nov 2019		Open	Yes	Report Of Martin Flitcroft, Head of Corporate Services. Contact: Tel: 01626 215246
Initial budget proposals 2020/21	7 Jan 2020	14 Jan 2020	Open	Yes	Report Of Martin Flitcroft, Head of Corporate Services. Contact: Tel: 01626 215246

Matter for Consideration	Date of Decision	Council Date	Private Decision	Key Decision?	Report Author(s) & Contact Name & number
Final Budget Proposals 2020/21.	6 Feb 2020	24 Feb 2020	Open	Yes	Report Of Martin Flitcroft, Head of Corporate Services. Contact: Tel: 01626 215246
Teignbridge Design Framework and Wolborough Masterplan DPD – Proposed Submission	6 Feb 2020		Open	Yes	Report Of Rachel Tuckett, Senior Planning Officer Contact: Tel: 01626 215706
Local Plan Review 2020-2040 – Draft Plan	10 Mar 2020		Open	Yes	Report Of Michelle Luscombe, Principal Policy Planner Contact: Tel: 01626 215754
Greater Exeter Strategic Plan			Open	Yes	Report Of Simon Thornley, Business Manager - Spatial Planning Contact: Tel: 01626 215706
Teignmouth Regeneration			Open	Yes	Report Of Tony Watson, Interim Head of Commercial Services Contact: Tel: 01626 215828
Leisure Strategy			Open	Yes	Report Of Lorraine Montgomery, Head of Operations Contact: Tel: 01626 215852
Teignbridge Car Park Plan - draft for consultation			Open	Yes	Report Of Neil Blaney, Economy Manager Contact: Tel: 01626 215233
Affordable Housing Supplementary Planning Document and Starter Homes			Open	Yes	Report Of Simon Thornley, Business Manager - Spatial Planning Contact: Tel: 01626 215706

Matter for Consideration	Date of Decision	Council Date	Private Decision	Key Decision?	Report Author(s) & Contact Name & number
Dawlish Warren Habitat Mitigation			Open	Yes	Report Of Fergus Pate, Principal Delivery Officer Contact: Tel: 01626 215466
Listed Housing Company			Open	Yes	Report Of Amanda Pujol, Head of Service Delivery and Improvement Contact: Tel: 01626 215301

