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6 July 2020

OVERVIEW & SCRUTINY COMMITTEE

A meeting of the **Overview & Scrutiny Committee** will be held on **Tuesday, 14th July, 2020 at 10.00 am**. This will be a virtual meeting and can be observed via the following link <https://m.youtube.com/user/TeignbridgeDC/videos> Live streaming will commence at the start of the meeting.

PHIL SHEARS
Managing Director

Membership:

Councillors Bullivant (Chairman), D Cox (Vice-Chairman), Austen, Jenks, H Cox, Cook, Daws, Eden, Evans, Foden, Gribble, Goodman-Bradbury, Hayes, Hocking, Keeling, Morgan, Mullone, Nuttall, Nutley, Orme, Patch, J Petherick, L Petherick, Parker-Khan, Purser, Peart, Rollason, Thorne, Tume and vacancy

Please Note: The Committee meeting will be live streamed with the exception where there are confidential or exempt items, which may need to be considered in the absence of the media and public.

A G E N D A

Part I

1. **Apologies for absence**
2. **Election of Chair and Vice Chair**
3. **Minutes** (Pages 5 - 12)
To approve and sign the minutes of the meeting held on 3 March, 2020
4. **Declarations of interest**

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

It is considered that the Committee would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting of the particular item(s) on the grounds that it involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

6. **Public questions (if any) under Council Procedure Rule 5.8(h)**

7. **Councillor Questions (if any) under Council Procedure Rule 5.8(i)**

8. **Call-in - to consider any call-ins**

9. **Greater Exeter Strategic Plan (GESP)** (Pages 13 - 32)

10. **GESP - Joint Statement of Community Involvement** (Pages 33 - 50)

11. **Impact of Covid 19 on Council Services**

Report to follow.

12. **Report of the Performance Task and Finish Group** (Pages 51 - 66)

13. **Proposed Task and Finish Groups - Employment sites and Cultural Quarter** (Pages 67 - 72)

Chair to report

14. **Executive Forward Plan**

The Executive Forward Plan can be found [here](#)

15. **Scrutiny of Executive decisions**

The decisions of the Executive held on 19 May can be found [here](#).

16. **Strata Joint Executive Minutes**

To note the Minutes of the meeting held on [16 June, 2020](#)

17. **Work Programme** (Pages 73 - 78)

To identify any areas of work for future meetings of the Committee.

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

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OVERVIEW & SCRUTINY COMMITTEE

3 MARCH 2020

Present:

Councillors Bullivant (Chairman), D Cox (Vice-Chairman), H Cox, Daws, Evans, Goodman-Bradbury, Hayes, Hocking, Keeling, Morgan, Mullone, Nuttall, Nutley, Orme, Patch, J Petherick, L Petherick, Parker-Khan, Purser, Rollason, Thorne and Tume

Members in Attendance:

Councillors Clarence, Connett, G Hook, J Hook, Jeffries, MacGregor, Swain, Taylor and Wrigley

Apologies:

Councillors Austen, Jenks, Cook, Eden, Foden, Gribble and Peart

Officers in Attendance:

Graham Davey, Housing Enabling and Development Manager
James Toler, Housing Strategy Officer
Paul Woodhead, Solicitor & Deputy Monitoring Officer
Michelle Luscombe, Principal Policy Planner
Simon Thornley, Business Manager - Spatial Planning
Natalia Anderson, Trainee Solicitor
Trish Corns, Democratic Services Officer

23. UPDATE ON CORONAVIRUS

The Chairman gave an update on Coronavirus.

A following link had been added to the Council's website

<https://www.devonnewscentre.info/coronavirus-advice-from-public-health-england/>

24. MINUTES

The minutes of the meeting held on 7 February, 2020 were approved as a correct record and signed by the Chairman.

25. DECLARATIONS OF INTEREST

Councillor Cox declared a non pecuniary interest by virtue of his position as trustee of the charity HITS, and an employee of Teignbridge, CVS in regard to agenda item 10 - poverty in Teignbridge.

26. PUBLIC QUESTIONS UNDER COUNCIL PROCEDURE RULE 5.8(H)

None.

27. COUNCILLOR QUESTIONS UNDER COUNCIL PROCEDURE RULE 5.8(I)

None.

28. CALL-INS

None.

29. LOCAL PLAN PART 1 DRAFT PLAN

The Portfolio Holder for Planning presented the *Draft Local Plan (Part 1) 2020-2040: Quality as Standard* (Appendix A) and its associated documents (Appendices B, C, D, E and F) for consideration by the Committee before being presented to the Executive with a recommendation to publish them for an eight week consultation period.

The Principal Policy Planner, advised that the Local Plan Part 1 covered all policies relating to how development took place. It focused on climate change and design quality, improving the built and natural spaces through careful and positive management so that they support high quality living conditions in a carbon neutral environment. The *Local Plan Part 2: Creating Quality Places*, and the *Greater Exeter Strategic Plan* focused on specific policies and projects such as housing numbers. Once adopted the documents would collectively replace the adopted Local Plan 2013-2033 and provide both strategic and detailed policies to manage the use and development of land in Teignbridge up to 2040.

Section 19(1B) - (1E) of the Planning and Compulsory Purchase Act 2004 sets out a statutory requirement for Local Planning Authorities to prepare development plans, which includes the Local Plan, for their area. These plans must identify the strategic priorities and have policies to manage the use of land. Planning applications, by law, must be determined in accordance with the adopted development plan unless material considerations indicate otherwise.

In response to questions from Councillors the Committee was advised that: GESP was being prepared by all four Councils, and the County Council. It would be considered by the Committee and the Executive in May; and appendix A, chapter 7 would be sufficient for any ecological emergency the Council may declare in the near future.

The Committee thanked the Spatial Planning Team for the work in relation to the Local Plan review.

RECOMMENDED

The Committee recommends the Executive:

- Resolves that the '*Draft Local Plan (Part 1) 2020-2040: Quality as Standard*' and associated documents are made available for an eight week period of public consultation in accordance with the Statement of Community Involvement.

- Publishes the Strategic Environmental Assessment/Sustainability Appraisal Stage A and B reports for public consultation alongside the Draft Local Plan.
- Publishes the Consultation Statement alongside the Draft Local Plan;
- Publishes the Teignbridge Draft Settlement Limit Review for public consultation alongside the Draft Local Plan;
- Gives delegated authority to the Portfolio Holder for Planning in consultation with the Principal Policy Planner to make minor amendments to the above documents prior to publication.

30. HOUSING TARGETS

Councillor Daws proposed that a review group be created to review potential alternative approaches to the standard method of housing target that might be used by the Council. He considered this was justified given the advice from the Campaign for the Protection of Rural England (CPRE), and potential flaws in the projected population for 2040.

The Business Manager, Spatial Planning advised that any deviation from the National Planning Policy Framework's housing formula posed a significant risk to the Council by having the Local Plan declared *unsound* by the Secretary of State. The Council would need to evidence exceptional circumstances. It is unlikely that there would be any exceptional circumstances in Teignbridge. The Business Manager referred to his training session for Councillors at which he advised on the national policy formula to assess housing need. A review of this would most certainly result in a distraction in the preparation of the Plan. It would raise expectations that could not be met, and leave the Council in the position of being instructed by central government in relation to housing targets.

The Business Manager also reported on the extensive range of factors taken into account when calculating population projections.

The Leader advised that he had received a response from the MP to his previous enquiry on this matter, advising that the standard methods were expected to be reviewed by central government. He advised he would ask the Government for an update on this matter if the committee so wished.

An amendment was proposed that the matter be deferred, and the Leader makes representations to the Secretary of State for an update on whether the Government will be reviewing the current formula to assess local housing targets.

In accordance with Constitution Article 5, paragraph 5.8(m)(v) a recorded vote was taken as follows:

For: Cllrs Bullivant, D Cox, H Cox, Evans, Goodman-Bradbury, Hayes, Keeling, Nuttall, Nutley, J Petherick, L Petherick, Purser and Rollason
Total 13

Against: Cllrs Daws, Hocking, Mullone, Orme, Patch, Parker-Khan, Thorne and Tume - Total 8

Abstention: Cllr Morgan – Total 1

RESOLVED

That the matter be deferred, and the Leader makes representations to the Secretary of State for an update on whether the Government will be reviewing the current formula to assess local housing targets.

31. POVERTY IN TEIGNBRIDGE

The Leader referred to the agenda report which advised on the actions taken by the Council to mitigate the causes and impact of poverty locally, and to help all those in greatest need. He invited the Committee to consider further actions the Executive could undertake such as consultation with key partner agencies to ensure actions are meeting the desired outcomes.

The Housing Enabling and Development Manager and the Housing Strategy Officer referred to national and local statistics relating to poverty to demonstrate the main causes of poverty, in accordance with the Joseph Rowntree foundation, the extent of poverty in the District, and initiatives by the council to tackle the main causes of poverty. Initiatives included mitigating high costs of housing, essential goods and services, improving our benefit system, tackling unemployment and low-paid jobs and security, or a lack of jobs, tackling low levels of skills, or education, reducing discrimination, and tackling abuse, trauma or chaotic lives.

RESOLVED

A report be presented at the next meeting of the Committee outlining the way forward for a Task and Finish Review Group to review the actions and resources already being undertaken by the Council to mitigate the cause and impact of poverty locally.

The Executive is recommended to defer any action on this matter pending the consideration of the Review Group's investigation.

32. QUARTER 3 STRATEGY PERFORMANCE REPORT

The Portfolio Holder for Corporate Resources presented the agenda report on the Quarter 3 strategy performance for 1 October to 31 December 2019 of performance indicators and projects in progress. A detailed review of each T10 programme was attached at Appendix A.

It was noted that the report of the Performance Review Group would be presented to the Committee for consideration, and would be recommending a much condensed Committee quarterly report with more meaningful detail, and Portfolios present to advise on those services not performing to targets.

The agenda report referred to four performance indicators, and one project that were not performing to target. A summary of explanations were contained in the Appendix.

RESOLVED

The report, and actions being taken to rectify performance issues detailed at Appendix A be noted, and a more detailed report for each of the areas of concern highlighted in the agenda report being ROH 1.2, ROH 2.1, HAH 5.9. WE 8.2 and CLS 3.3, be brought forward for the Committee's consideration.

33. RESPONSE TO GOVERNMENT CONSULTATION ON STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

The Chairman referred to the agenda report. The Leader advised that the Council has been requested to respond to the Home Office Consultation Paper regarding proposed changes to police power to tackle unauthorised encampments. The council's proposed responses were set out at Appendix A which took into account responses received from the Teignbridge and Travellers Forum meeting, which met on a regular basis.

In regard to question 8 *should there be a maximum distance that a trespasser can be directed across*, it was considered that there should be a maximum distance and that this should be 15 miles.

RESOLVED

The Council submits the response to the Home Office in regard to the consultation paper, as set out in the agenda report Appendix A, subject to the response to Question 8 *Should there be a maximum distance that a trespasser can be directed across?*, being *yes, 15 miles*.

34. PORTFOLIO HOLDER PRESENTATIONS

Business, Economy and Tourism

Councillor Jeffries, Portfolio Holder for Business, Economy and Tourism summarised her service areas of responsibility, challenges and achievements.

In regard to tourism, Teignbridge was promoted through the many *Welcome to South Devon* promotions, to encourage more people to visit Teignbridge with the variety of the coast and Dartmoor. A survey was currently seeking accommodation providers opinions on the introduction of a voluntary guest charge of £1 to improve quality and variety of tourist facilities in Teignbridge. This would be a voluntary contribution and not a tax.

In regard to improving the economy, the Council was working with Connecting Devon and Somerset for improved internet access; and forthcoming improvement projects aiming for completion by 2021 included a Premier Inn, and NHS at Teignmouth, a Travelodge at Newton abbot, and a new cinema complex at Newton Abbot by 2022.

The Council offered assistance to local businesses which included finding work space, resolving issues, regulatory advice, training and encouraged apprentices and fairtrade. The Council worked with several organisations including the South Devon Coastal Local Action Group, and encouraged applications to the Greater

Dartmoor Local Enterprise Action Fund. Challenges included the number of over 65's nearly doubling by 2035 to 44 for every 100 adults, climate emergency declaration and Brexit.

The closure of BC Tiles at Heathfield was referred to and how the Council's recent successful Trade Fair event resulted in the successful redeployment of BCT workers.

Housing, Communities and IT

Councillor Wrigley Portfolio Holder for Housing, Communities and IT summarised his service areas of responsibility, challenges and achievements. The areas of responsibility encompassed Housing, community engagement, customer services, IT, business improvement and development, and community safety.

Successes for the Housing Service over the past year included: close to £900,000 funding bid for such projects as rough sleepers; 15 community led affordable housing schemes; working closely with the Gypsy and Traveller community; and affordable housing delivery exceeds targets by 15%. Challenges included the reduction of government and other funding, and development of a second homeless hostel for single people or higher risk households.

The customer services team had successfully increased the first point of contact resolution from 36% to 80% meaning that customer enquiries were being resolved without having to transfer calls to other officers. Challenges for the team included continuing to promote and signpost digital services such as My Account.

In regard to community engagement, the Council had successfully completed several public consultation exercises such as the budget, parks and open spaces and recycling; and funding provided to community projects through the crowd funding scheme. Challenges included continuing to encourage community groups to engage with Crowd Funding, and resourcing new initiatives and consultation expectations.

In regard to business improvement and IT, the Council had been successful in continuing digital transformation of Council processes One Teignbridge, and 14,000 MyAccount customers have registered. Challenges included encouraging the public to use on-lines forms to report issues.

The Community Safety Team worked in partnership with agencies, the police and other authorities. Successes included Suicide Intervention briefings and Safetalk training for 345 individuals from 82 organisations, supporting Turning Corners Programme, (youth gang violence) and hosting South Devon Exploitation Prevention Network in regard to County Lines and exploitation. Challenges included: possible priority and funding changes for Devon community safety partnerships; a continued threat from County Lines drug supply; and improving the youth culture.

35. FLY-TIPPING - REVIEW OF POLICIES AND PROCEDURES

It was noted that an officer report would be presented to the next meeting of the Committee advising on interagency action to address fly tipping incidents. The Portfolio Holder referred to the potential for unlicensed operators who take household rubbish for a fee and consequently dispose of the rubbish illegally by fly-tipping. Residents should be cautious when using private operators to ensure they are licenced, and know where the rubbish will be taken, and the registration number of the vehicle.

RESOLVED

A report be presented to the next meeting of the Committee for consideration, and which would incorporate the answer to the Councillor supplementary question referred to at the last meeting of the Committee at Minute 16.

36. NON-TOXIC WEED CONTROL SPECIFICATION IN UPCOMING GROUNDS MAINTENANCE CONTRACT RENEWAL

The use of non-toxic weed control by the Council's grounds maintenance contractors was discussed. The Portfolio Holder advised that non-toxic options would be investigated in view of ecological considerations. Particular sites were treated as and when required, and certain surfaces such as tarmac could be damaged if weeds were not treated.

It was agreed that a detailed officer report be presented for consideration at the next meeting on the current contract and options available.

RESOLVED

A report be presented to the next meeting of the Committee for consideration.

37. EXECUTIVE FORWARD PLAN

The Committee noted the Executive forward plan.

38. SCRUTINY OF EXECUTIVE DECISIONS RELATING TO ISSUES PREVIOUSLY REVIEWED BY THE COMMITTEE

The Chairman referred to matters recently considered by the Committee and referred to the Executive as follows:

O&S 14 Jan 2020 - Provision of household waste containers

The Committee requested the Executive to make representations to the Secretary of State for legislation to be reviewed to enable the cost of the initial provision of waste and recycling containers to be levied on housing developers. This was approved by the Executive at its meeting on the 10 February, 2020.

O&S 7 Feb 2020 – Final Budget Proposals

The Committee requested the Executive to recommend to Council:

- The approval of a Rural Aid Budget of £26k and criteria for Rural Aid applications.
- Amend the Commercial Strategy at Appendix 8 so that the Commercial Property Investment Board composition reads 'Chair of Overview & Scrutiny Committee and Leader of Opposition if different' and to add 'any Group Leader with 10% of the Members.'

The requests were adopted by Executive at its meeting on 10 February, 2020.

39. WORK PROGRAMME

The Committee Work Programme circulated with the agenda was received and Members noted that issues would be added to the Programme as a result of the decisions made above.

The meeting started at 10am and finished at 2pm

CLLR P BULLIVANT
Chairman

TEIGNBRIDGE DISTRICT COUNCIL

REPORT TO OVERVIEW & SCRUTINY COMMITTEE – 14 JULY 2020

REPORT TO EXECUTIVE COMMITTEE – 21 JULY 2020

Report Title	Greater Exeter Strategic Plan (GESP): Draft policies and site options consultation
Report Purpose	This report seeks a positive recommendation from the Overview and Scrutiny Committee for the Executive Committee to approve the consultation for the Greater Exeter Strategic Plan (GESP) draft policies and site options consultation document and associated reports, hold a further 'call for sites' to inform the plan making process and increase staff resources in the GESP team.
Recommendations	<p>The Committee resolves to recommend that Executive:</p> <ol style="list-style-type: none"> 1. Approve the GESP Draft Policies and Site Options consultation document (attached at Appendix A) for public consultation; 2. Approve the GESP Draft Policies and Site Options Sustainability Appraisal Report (attached at Appendix B) for public consultation; 3. Approve the Initial Habitat Regulations Assessment Report (attached at Appendix C) for public consultation; 4. Note the content and conclusion of the GESP Equality Impact Assessment Screening Report (attached at Appendix E); 5. Delegate authority to the Leader, in consultation with the Portfolio Holder and Chief Executive, to agree changes to the above documents arising from decisions by the other GESP authorities before they are published for consultation; 6. Approve a further 'call for sites' process, to be held alongside the consultation on the GESP Draft Policies and Site Options document; 7. Note the content of the consultation statement for the 2017 Greater Exeter Strategic Plan Issues consultation (attached at Appendix D); 8. The GESP team is brought up to 8 full time equivalent members of staff and all Local Planning Authority staff resources are provided equitably to the team through equalisation arrangements. Subject to future confirmation of the additional GESP staff roles that will be required, for Teignbridge this is likely to equate to a total contribution of approximately £62,000 per annum towards staff costs, or up to an additional c£30,000

	per annum on top of existing staff contributions (attached at Appendix F);
Financial Implications	<p>There is a need to resolve the GESP team staffing resources in order to progress the plan. Approval is sought to increase staffing levels in the GESP team to 8 FTEs and for this to be provided equitably between the authorities. Our current annual contribution for staffing costs is c. £33,000 and is funded by the Spatial Planning salary budget. Additional staffing costs of around £30,000 will need to be funded from general reserves. There are no other forecast financial implications arising from this report.</p> <p>Martin Flitcroft Chief Finance Officer Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk</p>
Legal Implications	<p>Section 19 of the Planning and Compulsory Purchase Act 2004 sets out a statutory requirement for local planning authorities to prepare development plans. These plans must identify the priorities for the development and use of land in the authority's area. This stage of the plan-making process is under "Regulation 18" of the 2012 Local Planning Regulations.</p> <p>Development plans are also obliged to be accompanied by a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The SA Report is provided at Appendix B.</p> <p>Legislation also requires that a plan will not adversely affect the ecological integrity of European wildlife sites. This is considered through a Habitats Regulation Assessment (HRA) included at Appendix C.</p> <p>Under the Equality Act 2010, the vision and draft policies of the GESP consultation document have been considered through a screening process.</p>
Risk Assessments	<p>The GESP is being jointly prepared by four Local Planning Authorities. This means that Committee decisions are required from the four LPAs to enable milestones such as consultations to be reached. There is a risk that one or more of the LPAs does not approve the GESP consultation or associated recommendations. However, significant steps have been taken to avoid this eventuality; Members from each of the LPAs have been involved in developing the GESP and given significant opportunities to shape the consultation documentation.</p>
Environmental / Climate Change Implications	<p>The GESP incorporates a target that carbon emissions from the Greater Exeter area are net-zero by 2040 at the latest, ten years earlier than the national target. The GESP also suggests councils can work together to achieve net-zero emissions at an earlier date, which supports in part TDC's ambition to become net-zero by 2025.</p>

	<p>The draft policies contain requirements for new developments to be carbon-neutral, together with proposals for a low-carbon transport strategy that prioritises active transport modes, bus, rail and electric vehicles, which could provide a significant contribution to meeting the target. Support for improved digital infrastructure will also reduce the need for travel.</p> <p>The draft policies provide support and guidance for the development of renewable and low-carbon technologies including solar PV, wind turbines and energy storage, which will play a fundamental role in decarbonising the energy system within the GESP region.</p> <p>Site options have been selected in large part because of their potential to minimise carbon emissions due to location and the potential to minimise the need to travel.</p> <p>Contentious issues such as the development of Exeter Airport can be discussed/mitigated by proposals raised during the public consultation.</p> <p>William Elliott, Climate Change Officer william.elliott@teignbridge.gov.uk</p>
Report Author	<p>Michelle Luscombe, Principal Policy Planner Tel: 01626 215754 Email: michelle.luscombe@teignbridge.gov.uk</p>
Portfolio Holder	<p>Portfolio Holder for Planning (Cllr Gary Taylor)</p>
Appendices	<p>The appendices can be found at the links below:</p> <p>Appendix A: GESP Draft Policies and Site Options consultation document https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/EZ2RQG26HEtHjmCW9TkUUckBwaiyhQID293Gfr-ryFpX_w?e=hqiuAN</p> <p>Appendix B(1): GESP Draft Policies and Site Options Sustainability Appraisal report https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/EXaSID5adLr6UVXvMZq_8BPQ1cVwH4kBo_b7JH6AAIgQ?e=GwPVRL</p> <p>Appendix B(2): GESP Sustainability Appraisal Appendices https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/ES2qaGVw1FFLp4z7fqL_aVQBW8OqjxqUFyKF_8CEDP4pdg?e=6NOeko</p> <p>Appendix C: GESP Initial Habitat Regulations Assessment report https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/EU9IPe-4_qZBopsyc_9oOeEB4VCdQj5LS3JaXdmT7f-zJQ?e=ZBMJsj</p>

	<p>Appendix D: GESP Issues Consultation Statement https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/ETGFd1SnjMVPnFbLh7_WSR4BNx-RpMbXRP2J0Ow14u6FcA?e=LjB5jl</p> <p>Appendix E: GESP Equality Impact Assessment Screening Report https://devoncc.sharepoint.com/:b:/s/PublicDocs/Planning/EWzgL37n0cJBuFUu32ceLNsBEGv6PhNDB2Z5d0w12KfqSA?e=veAf17</p> <p>Appendix F: GESP team staff resources: Future options See attached paper</p>
Part 1 or 2	Part 1
Background Papers	Appendices as above.

1. Introduction

The Greater Exeter Councils are the local planning authorities of East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council, together with Devon County Council as a key infrastructure provider and the Minerals and Waste Planning Authority for the area. The Greater Exeter Councils formally agreed to prepare a statutory joint plan at various meetings during 2016 and incorporated the GESP into their Local Development Schemes accordingly.

The GESP will cover the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge (excluding Dartmoor National Park). It is being prepared jointly by those four local planning authorities with the support of Devon County Council under Section 28 of the Planning and Compulsory Purchase Act. It will:

- Set an overall vision and strategy for the area in the context of national and other high level policy and in particular climate emergency declarations and the NPPF;
- Contain policies and proposals for strategic and cross boundary issues where these are best dealt with on a wider geography;
- Set the overall amount of development for the period 2020 – 2040;
- Promote the Liveable Exeter vision by allocating urban regeneration sites in the city of more than 100 dwellings;
- Implement the overall vision and strategy by allocating strategic sites of 500 or more homes outside of the city which may include urban extensions and new settlements, together with strategic employment sites; and
- Provide district and city council local plans with targets for non-strategic development.

The GESP was subject to an early round of public consultation during February to April 2017. That 'Issues' consultation launched the concept of the GESP and explored the key issues that the plan should address. Responses to the comments provided during that consultation are set out within the GESP Issues consultation statement at **Appendix D**.

The adopted Local Development Schemes (LDSs) of the Greater Exeter Councils set out the formal timetable for the GESP. The LDSs identify that the next round of public consultation on the GESP - the draft policies and site options consultation - was due to have commenced

in June 2020. However, the COVID-19 pandemic has necessitated deferring the start of consultation until September 2020. In the future, the Councils' LDSs will need to be updated to reflect both this change and the longer term impacts of the pandemic on the GESP timetable.

The purpose of the draft policies and site options consultation is two-fold. Firstly, to invite comments on a number of draft strategic planning policies which would apply across the Greater Exeter area. These policies are limited to those which cover issues that are better dealt with consistently across the area, rather than on a district-by-district basis in local plans. Secondly, to discuss the proposed spatial development strategy for the area and provide the first indication of the potential housing and employment site options which may form part of the GESP. The proposed consultation document contains a total of 39 site options on which comments will be sought.

2. Content of the GESP draft policies and sites consultation document

The four Greater Exeter Councils are being recommended to publish the draft policies and site options document for an 8 week period of consultation, commencing in September 2020. Because it is a joint plan, the document must be agreed by all four Councils before it is finalised.

The consultation document is divided into three main sections as follows:

- **Section A: Purpose**
This describes why the GESP is being prepared and how it relates to local plans and neighbourhood plans. This was an issue raised during the earlier Issues consultation.
- **Section B: Policies**
This section includes the draft vision for the Greater Exeter area. It has been revised to take account of comments received during the Issues consultation and work undertaken subsequently. The vision is split into three sections: 'the plan' which summarises the purpose of the GESP; 'the place' which explores the future of Greater Exeter; and finally a section on the 'priorities' for the area. The rest of Section B is divided into a series of thematic chapters which include the draft policies for the GESP and provide the associated explanatory text. The following thematic chapters are included:
 - Climate emergency;
 - Prosperity;
 - Homes;
 - Movement and communication;
 - Nature; and
 - Quality places and infrastructure.
- **Section C: Spatial development strategy and site options**
This final section includes the spatial element of the GESP, setting out the amount of development required, a spatial development strategy and how this could come forward through a series of potential site options. The following elements are included:
 - The number of homes;
 - Existing housing sites and the number of houses on GESP allocations;
 - The spatial development strategy and associated map;
 - Four strategic growth areas covering the central, northern, southern and eastern areas of Greater Exeter;

- The relationship with local plans and smaller sites; and
- A series of 39 site options for housing and employment development which fall within the strategic growth areas.

It should be noted that not all of the site options will be required for further consideration and inclusion in the next stage of the GESP.

Spatial development strategy

As set out above, an important element of the draft policies and site options consultation document is the spatial development strategy contained in Section C, from which the 39 site options have been identified. The spatial development strategy is based on the following key themes, which are themselves informed by the draft vision:

- Protecting key environmental assets;
- Recognising the impact of development distribution in terms of carbon production;
- Identifying accessible and well connected development locations;
- Seeking increased densities in our urban areas and around transport hubs;
- Connecting settlements by IT and other infrastructure, reducing the need to travel and minimising grey infrastructure requirements; and
- Ensuring growth has a clear purpose, leading to individual character.

Driven by these themes, the spatial development strategy focuses strategic development:

- On brownfield and greenfield land in Exeter and other main towns where there is an easily accessible range of jobs, services, transport facilities and the potential to enhance these factors; and
- In new or expanded settlements of scale on key transport corridors, particularly the rail corridors which extend out from Exeter, ideally where cycling is also a feasible option to access key jobs and services.

Members should note that in addition to strategic development allocations made in the GESP, local plans and neighbourhood plans will have a role to play in allocating smaller sites in accordance with locally determined priorities and needs. Such allocations will be necessary to ensure that the housing and economic development needs of the four Councils are met.

After explaining the derivation of the spatial development strategy, the consultation document identifies four potential strategic growth areas located across the Greater Exeter area where development would fit with the strategy. These strategic growth areas - central, northern, southern and eastern - have been assessed in the GESP Sustainability Appraisal (see section 5 of this report), which concludes that they offer the most appropriate combination of economic, social and environmental benefits (or minimised negative impacts) in terms of development. The four strategic growth areas also reflect the vision of an accessible and networked city region of linked and distinct communities. The site options contained in the consultation document are all within one of these strategic growth areas. The strategic growth areas are summarised below.

Central strategic growth area

This large area includes Exeter and immediate surrounds, the “West End of East Devon” and the Tarka Line railway corridor as far as Crediton. It comprises the focal point of the Greater Exeter area’s transport connections. Much of the Central area has seen very substantial planned growth and investment. It contains the growing new town of Cranbrook,

the Science and Sky Park economic hotspots (designated as an Enterprise Zone) and a number of major urban extensions to the city. It is a sustainable transport node with four railway lines, a series of stations (with additional stations planned), excellent bus and cycle provision and an emerging cycle and car club infrastructure. It is also the focus of the strategic road network, while major institutions such as the University of Exeter and the Met Office provide continued economic impetus. These conditions converge to drive significant demand for new homes and economic investment.

Within Exeter there is large brownfield regeneration potential for high quality sustainable development, as articulated in the Liveable Exeter vision for the city. The Central area also offers locations for further urban extensions and new settlements with good sustainability credentials. However, there are environmental sensitivities to consider, including the high quality historic environment and the internationally important Exe Estuary, Dawlish Warren and Pebblebed Heaths, which are potentially vulnerable to visitor pressure. High quality development, green infrastructure and habitat management will be key mitigation requirements, whilst an innovative and multi-modal transport strategy will support development. There are 26 site options within the Central strategic growth area.

North strategic growth area

Towards the northern boundary of the Greater Exeter area, about half way between Taunton and Exeter, the Northern strategic development area stretches from Tiverton to Cullompton. The existing mainline station at Tiverton Parkway combines with two motorway junctions to give excellent access and there are fewer national or international environmental sensitivities than in many other Greater Exeter locations. Proposals within the Mid Devon Local Plan Review include significant economic and housing expansion, with a new tourist and leisure hub at Junction 27 of the M5 and the initial phases of the Culm Garden Village, to the east of Cullompton. Improvements to the motorway junctions and a new railway station at Cullompton are key infrastructure requirements. There are 3 site options within the North strategic growth area.

South strategic growth area

Near the southern extent of Greater Exeter, Newton Abbot, Kingsteignton and Kingskerswell create a significant employment and housing area. This wider urban area has good transport links including the Great Western mainline railway, access to the strategic road network via the A38 / A380 and the recently completed South Devon Highway to Torbay. There is the potential to continue to develop the area's role with additional homes and employment, following on from the strategic development allocated on the edge of Newton Abbot in the existing local plan. There are sensitivities to consider in this location; Dartmoor is within proximity of the northern part of the area, there are internationally important bat habitats and considerable reserves of the nationally significant ball clay mineral. Development impact would require mitigation, with green infrastructure likely needing to play an important role. There are 4 site options within the South strategic growth area.

East strategic growth area

Within the eastern part of the Greater Exeter area, the Waterloo Line provides a mainline rail service from Exeter to London together with important local connectivity between towns and to Exeter. The corridor is also well served by the strategic road network, including the A30 which provides good links east and west. The market towns of Honiton and Axminster have economic and housing potential, while settlements with existing stations may provide the opportunity for strategic expansion accompanied by sustainable transport options. Plans to improve frequencies along the Waterloo line would enhance the sustainability of proposals in this area. A key environmental consideration in the area is the presence of Areas of

Outstanding Natural Beauty which would need to be protected. There are 6 site options within the East strategic growth area.

Summary

The significant work that has been undertaken on the GESP forms a tangible further stage in the project. The draft vision, draft policies, suggested spatial development strategy and site options require consultation in order that views of the community and stakeholders can be gathered, understood and used to inform the next stage of the GESP. An engagement strategy will be produced to set out how the consultation for this stage of the GESP will be undertaken. This will be in accordance with the revised Joint SCI for the GESP, which is being brought to Executive Committee for approval in a separate report, and will need to respond to the current Covid-19 situation.

Recommendation 1 requests approval for consultation on the GESP draft policies and site options document.

It should be noted that each of East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council need to approve the consultation on the GESP draft policies and site options document and associated documents from September 2020. Consistent recommendations will be considered by the relevant decision-making body of each Council. During this process, there is the potential for some revisions to be identified by each Council. In order to enable such revisions to be considered through the democratic process in a timely manner, recommendation 5 requests that the Leader be given delegated authority, in consultation with the Portfolio Holder and Chief Executive, to agree changes to the consultation documents which may arise from decisions by the other GESP authorities, before they are published for consultation.

3. Evidence

In order for a local plan or a strategic plan such as the GESP to be adopted, it must first be examined by an independent planning inspector and found 'sound'. The National Planning Policy Framework (NPPF) sets out four tests of soundness. One such test is that the plan must be 'justified'. This means that it must include '...an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence' (NPPF, paragraph 35). On the basis of the need for firm evidence, a range of studies, assessments and research has been undertaken during the preparation of this consultation document.

The evidence base for the GESP is continually evolving and is made available online at www.gesp.org.uk/evidence/. The evidence base currently covers a variety of themes including housing, economic development, transport, digital connectivity, retail and environmental matters. Additional evidence will be added to the GESP website when the consultation starts and as the plan progresses. This will include the reporting of the housing and economic land availability assessment (HELAA) which considers sites put forward during a 'call for sites' process held in 2017. It is important to recognise that there is no need to have all the evidence for the plan completed at this stage and that the evidence currently compiled is sufficient for this stage of the plan.

4. Sustainability Appraisal / Strategic Environmental Assessment

One of the evidence documents which will support the GESP as it progresses is the Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA). Preparing and consulting on the SA/SEA is a legal requirement of preparing a plan.

SA and SEA are similar processes. The SA process involves appraising the likely social, environmental and economic effects of the policies and proposals within a plan from the outset of its development while the SEA process focusses on environmental impacts. Because of the cross-over of these processes, they have been undertaken together for the GESP and are covered by the 'SA Report'.

The SA Report has been prepared to assess the GESP draft policies and site options consultation document. This is attached at **Appendix B**. The SA Report has been undertaken by 'LUC', an independent consultancy. It follows on from the SA scoping report which set out the way in which the Councils proposed to undertake SA and which was consulted on in 2017 alongside the GESP Issues consultation. The SA approach was subsequently refined to reflect consultation comments received and also to ensure that the assessment objectives reflect each of the topics required by the SEA regulations.

The current SA Report assesses the potential environmental, social and economic impact of the key elements of the draft policies and site options consultation document. In particular, it assesses the vision, draft policies, spatial development strategy and site options. It also assesses 'reasonable alternatives' to the draft policies and site options to ensure that the GESP is progressing with an appropriate strategy. A key feature of the assessment of reasonable alternatives is the consideration of a longer list of 78 potential residential and employment sites. These sites derive from the 2017 call for sites submissions, the associated housing and economic land availability assessment (HELAA) and a wider assessment of potential development locations from within the strategic growth areas. The site options in the main GESP consultation document are considered to be the most appropriate to take forward for further consideration.

The SA Report concludes that the GESP draft policies and site options consultation document provides a basis to ensure that the level, type and location of growth in the plan area is appropriately balanced between the need to maintain and enhance the natural and built environment, to support economic aspirations for the Greater Exeter area and improve health and social wellbeing.

Recommendation 2 seeks approval for consultation on the SA Report alongside the GESP draft policies and site options consultation document.

5. Habitats Regulations Assessment

In addition to the SA, a further key piece of evidence which will inform the preparation of the GESP is the Habitat Regulations Assessment (HRA). Undertaking this process is a legal requirement of preparing a plan to ensure that it does not adversely affect the ecological integrity of a European site. European sites include Special Protection Areas (SPAs), which are classified for their bird populations of European interest, and Special Areas of Conservation (SACs), which are designated for habitats and species of European interest. There are various European sites in the local area which could be affected by the content of the emerging GESP including the Exe Estuary SPA, Dawlish Warren SAC, the East Devon Pebblebed Heaths SPA/SAC, the South Hams SAC and the River Axe SAC.

An initial HRA report has been prepared to assess the GESP draft policies and site options consultation document. This initial HRA Report has been prepared by 'Footprint Ecology', an independent consultancy who have been involved in HRA work within the Greater Exeter area historically. The initial HRA Report is attached at **Appendix C**.

Producing an HRA is not a legal requirement at this stage of the plan-making process, because the content of the GESP is not yet established. However, consideration of HRA

matters at this initial stage enables an early understanding of any likely impacts which the emerging GESP may have on European sites, what evidence we might need to gather to understand potential impacts on sites and what amendments to the GESP might be necessary to reduce or remove these impacts.

The initial HRA Report first includes an initial screening of the policy content and site options in the GESP consultation document for likely significant effects on the European sites. It then provides recommendations to clarify points that are related to HRA. These have been incorporated in the GESP consultation document. Following the screening, topics for the subsequent 'appropriate assessment' stage of the HRA (to be undertaken alongside later stages of the plan) are highlighted with any further evidence which will be needed as the plan progresses. A full HRA, informed by the initial HRA and consultation responses to its contents, will be prepared to support the next version of the GESP.

In summary, the initial HRA report flags the draft policies which could have an impact on European sites. These policies cover housing, economic and employment targets, the airport, gypsy and traveller accommodation and some of the transport policies. The report also identifies that the site options could have an impact on European sites when considered alone or in combination. The initial HRA will enable appropriate evidence gathering to ensure that impacts on European protected sites are minimised and appropriate mitigation is identified.

Recommendation 3 seeks approval for consultation on the initial HRA Report alongside the GESP draft policies and site options consultation document.

6. Equality impact assessment screening report

Under the Equality Act 2010, local authorities have a legal duty to eliminate discrimination and promote equality within service delivery. Local authorities are required to have 'due regard' to the need to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- Advance equality of opportunity (remove or minimise disadvantage, meet people's needs, take account of disabilities, encourage participation in public life); and
- Foster good community relations between people (tackle prejudice and promote understanding).

The protected characteristics under the Equality Act are:

- Age;
- Disability – including physical disability, mental health;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion or belief;
- Sex/Gender; and
- Sexual orientation.

In accordance with the Equality Act, the GESP consultation document has been subject to an equality impact assessment. A screening exercise has considered whether the vision and draft policies are likely to have an impact, either positive or negative, on the protected

characteristics above. The purpose of this screening stage is to assess whether or not it is necessary to carry out a full equality impact assessment.

The screening report is attached at **Appendix E**. It concludes that the equality impacts of the vision and some of the draft policies will be positive, and that the remaining draft policies are likely to have no impact due to neutral or negligible effects on groups with the protected characteristics. Therefore the screening report concludes that a full equality impact assessment of the GESP consultation document is not required.

Recommendation 4 requests that the content and conclusion of the Equality Impact Assessment Screening Report attached at **Appendix E** is noted.

7. Call for sites

A call for sites invites landowners, land agents, planning consultants and the wider public to identify sites which they consider are appropriate and available for development. This evidence is vital in the plan-making process as it helps Councils to demonstrate that the sites included in a plan have a realistic prospect of coming forward. In this regard, call for sites information is critical in ensuring that a plan is 'deliverable over the plan period'. This is a central element of the 'effective' test of soundness identified in the NPPF and against which a planning inspector will ultimately consider the plan.

A call for sites was held in early 2017 alongside the GESP Issues consultation. This work has informed the site options included in the GESP consultation document. However, because circumstances regarding land availability change over time, through for example, the buying and selling of land, it is necessary to update the evidence by holding another call for sites. This will demonstrate the deliverability of the site options and potentially result in further sites being proposed. It is therefore proposed that a second Greater Exeter-wide call for sites be held concurrently with the GESP consultation in the autumn. The call would be a web-based process hosted on the GESP website, requiring basic site information and a plan to be provided. The information provided will be used as evidence for both the GESP and also the individual local plans of the four Greater Exeter Councils.

Recommendation 6 requests approval to hold a further call for sites, to be held alongside the GESP draft policies and site options consultation.

8. Issues consultation

In addition to a range of evidence, the progression of the GESP has been informed by the initial Issues consultation which was held in 2017. The issues consultation document can be found at <https://www.gesp.org.uk/consultation-phases/issues/> together with the public comments received. These comments have been considered and, where appropriate, a response provided.

A variety of matters were raised in answering the six Issues consultation questions including:

- The need to clarify the role of the GESP, local plans and neighbourhood plans;
- The relevance and importance of the "duty to cooperate";
- The role of government policies relating to housing need;
- The need for significant community involvement in preparing the GESP;
- Health and wellbeing;
- Environmental issues;

- Transport and other infrastructure provision;
- Housing matters;
- Employment issues; and
- The development strategy and the forms of new development.

It is a requirement that a statement is produced detailing the responses received during consultation and the way in which the preparation of the GESP has been informed by such responses. This consultation statement should then be made publicly available. The consultation statement for the previous GESP Issues consultation is therefore included at **Appendix D**. This will be made available on the GESP website.

Recommendation 7 requests that the content of the Issues Consultation Statement is noted.

9. Councillor involvement

Member involvement has been an important part of the work undertaken to develop the GESP. To facilitate Member engagement, the four Councils set up a Member Reference Forum to discuss and consider the GESP and its evidence as it was prepared. The Forum originally comprised 5 members per authority, but this was extended to 10 members per authority in 2019 to allow for greater representation of the wider Council membership. In its first format, the Forum met five times between April 2017 and March 2019. Once reconstituted, it met a further five times between November 2019 and March 2020.

Forum Members have inputted to the general strategy to consider growth constraints and opportunities, the implications of the climate emergency, transport strategy and housing need. In the last three of the Forum meetings, Members have considered the draft policy wordings and the site options. Suggested changes by Members at these Forum meetings have been considered and taken into account in the GESP consultation document.

10. Future resourcing of the Greater Exeter Strategic Plan team

The GESP team was established in 2017 and is hosted by Exeter City Council at the Civic Centre in Exeter. It comprises planning officers from East Devon, Mid Devon and Teignbridge District Councils, Exeter City Council and Devon County Council. The team is established on an informal basis, with each officer continuing to be employed solely by their contractual employer.

From the outset, it was informally agreed by the authorities that each would contribute two officers to the team. However, due to individual authority demands this has not been consistently provided and the professional level and respective salary of individual officers provided by the different authorities varies. When established in April 2017, the GESP team included approximately 8.5 full time equivalents (FTEs). Over time this level of resource has fluctuated and as of March 2020, the number of staff had decreased to approximately 5.2 FTEs. In addition, in March 2020, the established team leader left the project. There are a number of resourcing issues which currently need resolving:

- The staff contributions to date have not been split equally between the 4 local planning authorities and remain unequal within current arrangements;
- The current staffing levels have reduced by around 40%, significantly impacting on the ability of the GESP team to deliver the plan within identified timescales;

- There is no dedicated/appointed team leader responsible for project management, staff management (even if informal), Member liaison and wider engagement for the GESP (currently the team is being led by two principal planning officers); and
- There is no planning technician resource to assist with mapping and general IT/administration support.

Financing the staff resource is a particular consideration. Currently, each staff member is paid for by their respective authority. Because the professional level of the officers varies, there are different financial implications for each authority. It has been identified that there is a need to evenly distribute the financial costs relating to overall staffing between the four Local Planning Authorities. This will have budget implications for each of the authorities.

It should be noted that the County Council sits outside of this discussion because it is not a LPA for the purposes of the GESP. The County Council does however continue to support an informal arrangement for the input of its resources and has provided consistent staff resources since the GESP team was established.

Going forward, there is a need to resolve the GESP team staffing resources in order to progress the plan. A detailed analysis of likely future staffing requirements for the GESP team has been undertaken and is provided in **Appendix F**. Although there will be some fluctuations in future workload, the analysis demonstrates that it is appropriate for the GESP team to increase staffing levels to 8 FTEs to steer the project forwards. There is also a need to discuss the composition of the team to consider the potential for a dedicated team leader and technician. Looking more widely, it is necessary to evenly distribute the overall staff costs between the four LPAs.

A range of staffing options have been discussed with the Leaders of the Local Planning Authorities and are summarised below.

Option 1: Maintain the status quo

This option would see the GESP team remain at 5.2 FTEs, with each team member continuing to be employed solely by their individual authority. Under this option, there would be no financial equalisation agreement and a lack of resource in the team which would affect the GESP timetable.

Option 2: Option 2: Retain existing staff and identify additional resource to bring staffing levels up to 8.0 FTEs

There are 3 scenarios under this option:

2a. Identify resource from within the existing planning teams and, subject to how these staffing contributions come forward, agree financial equalisation arrangements as necessary between the four LPAs covering the full LPA resource. Officers would continue to be employed solely by their individual authority. This would require all LPAs to reprioritise current plan programmes in order to divert staff to the GESP.

2b. Recruit additional staffing resources through a competitive recruitment process. The full costs of LPA staff in the team would be apportioned equally between the four LPAs by way of a financial equalisation agreement, payable to a host authority. New officers appointed would be employed by a single host authority. This would improve the contractual management arrangements for the GESP team.

2c. A hybrid between 2a and 2b whereby additional resources are obtained through a combination of existing team members and external recruitment. All contributions, whether financial or existing officers, would be balanced equitably through a financial equalisation agreement for the four LPAs. New officers appointed would be employed by a single host authority.

Option 3: All GESP team members (excluding DCC officers) to be hosted by a single LPA

This would comprise both existing and new GESP team members who would be seconded to a host authority, with all financial contributions underpinned by an equalisation agreement. As per option 2, additional staff members would be recruited to bring staffing levels up to 8.0 FTEs.

The financial implications of options 2 and 3 are summarised in the table below, which shows that the total GESP team staffing costs for each LPA would be approximately £62,000 per annum for a team of 8 FTEs.

Options 2 and 3 – Equalisation (future only)			
	Estimated annual existing staff cost/contribution (£)	Annual equalised contribution or equivalent resource cost of the additional staff (£)	Total annual equalised staff cost/contribution (£)
Staff costs (TOTAL)	145,952	103,000	248,952
East Devon	39,213	25,750	£62,238
Exeter	28,670	25,750	£62,238
Mid Devon	44,933	25,750	£62,238
Teignbridge	33,136	25,750	£62,238

Following the analysis of staffing options, *recommendation 8* requests approval to increase staffing levels in the GESP team to 8 FTEs and for the total staff resource provided by the local planning authorities to be provided equitably, supported by an equalisation arrangement.

11. Financial implications of the GESP draft policies and site options consultation and future GESP team staffing arrangements

Each of the Greater Exeter local planning authorities have currently agreed to total budget contributions of £170,000 for the preparation of the GESP. The Council budget contributions are being used mainly for evidence preparation which is necessary for the production of a sound plan. The budget also covers public engagement and therefore there is no need for further funding to be provided to cover the draft policies and site options consultation.

The budget contributions do not cover staffing. Having considered the potential future staffing arrangements for the GESP team as outlined in section 10, staff or financial contributions would be required from each local planning authority to bring the staffing levels up to 8 FTEs. Although the specific costs of this staffing would be determined in future once the composition of the team emerges, it is likely that the total staff costs for each local planning authority will be approximately £62,000 per annum. Approximately half of this is

already committed by way of a Senior Planning Officer being part of the GESP team and therefore already funded from the Spatial Planning and Delivery budget.

If additional resources are recruited there is no identified budget available for the additional staffing costs and therefore approximately £30,000 per year will need to be found to cover this, plus any future redundancy costs. It is requested that these are made available from general reserves. If this is not possible then other options can be considered to meet this funding gap without adding to the Council's budget pressure. However, any of these options will have an impact on the delivery of other Spatial Planning and Delivery projects, including delivery projects, the timetable for the Local Plan and Neighbourhood Planning support."

Looking at the wider GESP budget, additional budget contributions are not currently being sought. However, once the GESP has gone through its various consultation stages and has been submitted, an Inspector and Examination will be required and this could cost in the order of £150,000 which would require additional, equal budget contributions of around £37,500 from each of the four local planning authorities. This cost would be likely to be incurred in 2022/23. A further report to Executive will consider this matter further in due course.

12. Climate change implications of the GESP draft policies and site options consultation

The GESP incorporates a target that carbon emissions from the Greater Exeter area are net zero by 2040 at the latest. This is ten years earlier than the national target and reflects the priority given to the climate emergency by the Greater Exeter Councils. Furthermore, the draft policy goes on to state that decisions on infrastructure investment and development applications will consider their impact on achieving this target. More widely, the draft policies contain significant requirements for new developments to be carbon neutral, together with proposals for a low carbon transport strategy which would provide a significant contribution to meeting the target. Site options have been selected in large part because of their potential to minimise carbon emissions due to location and the potential to minimise the need to travel. It should be noted that planning decisions are just one of the actions needed to proceed to a carbon neutral area and country. Individual Councils may proceed faster towards carbon neutrality in accordance with their own individual policies.

13. Legal implications of the GESP draft policies and site options consultation

Section 19 of the Planning and Compulsory Purchase Act 2004 sets out a statutory requirement for local planning authorities to prepare development plans. These plans must identify the priorities for the development and use of land in the authority's area. This stage of the plan-making process is under "Regulation 18" of the 2012 Local Planning Regulations. The four LPAs formally agreed to prepare the GESP as a statutory joint development plan at various meetings during 2016 and the GESP is incorporated into their Local Development Schemes accordingly.

Under relevant legislation, development plans must be accompanied by a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) (see section 5 of this report). These similar requirements are usually integrated into one document/process which considers the effects of the plan on the environment, people and the economy, considers reasonable alternatives, propose measures to mitigate harmful effects, and proposes monitoring measures. The SA Report is provided at **Appendix B**.

Legislation also requires that a plan will not adversely affect the ecological integrity of European wildlife sites. This is considered through a Habitats Regulation Assessment (HRA). The Initial HRA for this stage of the GESP plan-making process is included at **Appendix C** and is discussed in section 6 of this report.

Consultation on the GESP will be carried out in accordance with the Joint GESP Statement of Community Involvement, which is recommended for adoption under a separate report to this committee after being consulted on in 2017. Further details about the specific approach to consultation on the GESP draft policies and site options consultation will be included in an engagement strategy. This will specifically consider the current COVID-19 pandemic.

Under the Equality Act 2010, the vision and draft policies of the GESP consultation document have been considered through a screening process which has identified that the content does not require a full equality impact assessment (see section 7 of this report).

14. Risks relating to the GESP draft policies and site options consultation

The GESP is being jointly prepared by four Local Planning Authorities. This means that Committee decisions are required from the four LPAs to enable milestones such as consultations to be reached. There is a risk that one or more of the LPAs does not approve the GESP consultation or associated recommendations. However, significant steps have been taken to avoid this eventuality; Members from each of the LPAs have been involved in developing the GESP and given significant opportunities to shape the consultation documentation. It is acknowledged that revisions to the consultation material could be proposed through the Committee processes of the four LPAs. *Recommendation 5* requests delegated authority for the Leader, in consultation with the Portfolio Holder and Chief Executive, to agree changes to the consultation material so that the consultation can be held in a timely manner. This same approach will be taken for all of the four LPAs.

15. Options relating to the GESP draft policies and site options consultation document

Consultation is a legal requirement of plan preparation. The first Issues consultation on the GESP was held in 2017. Subsequently there has been significant work undertaken to develop evidence, draft policies and consider site options. It is appropriate to consult on this work so that communities and stakeholders have an opportunity to provide comments and shape the development of the plan. There are therefore no alternatives to undertaking consultation on the GESP draft policies and site options document and associated evidence.

Options relating to the future staffing arrangements for the GESP team are included in section 11.

ENDS

Appendix F:

GESP team staff resources: future options

Option 1: Maintain the status quo

This option would see the GESP team remain at 5.2 FTEs, with each team member employed solely by their individual authority. Under this option, there would be no financial equalisation agreement.

Benefits	<ul style="list-style-type: none">- No additional financial costs for the Local Planning Authorities (LPAs) to those already committed
Risks	<ul style="list-style-type: none">- Insufficient resources to meet the GESP timetable and deliver effective consultation, as well as accommodate any peaks in workload- Current staffing commitments by the four LPAs are not financially comparable- No appointed team leader – The project would continue to be coordinated by the two Principal Officers in the team- There is no resilience to future staff changes or losses

Option 2: Retain existing staff and identify additional resource to bring staffing levels up to 8.0 FTEs

There are 3 scenarios under this option:

2a. Identify resource from within the existing planning teams and, subject to how these staffing contributions come forward, agree financial equalisation arrangements as necessary between the four LPAs covering the full LPA resource. Officers would continue to be employed solely by their individual authority. This would require all LPAs to reprioritise current plan programmes in order to divert staff to the GESP.

2b. Recruit additional staffing resources through a competitive recruitment process. The full costs of LPA staff in the team would be apportioned equally between the four LPAs by way of a financial equalisation agreement, payable to a host authority. New officers appointed would be employed by a single host authority. This would improve the contractual management arrangements for the GESP team.

2c. A hybrid between 2a and 2b whereby additional resources are obtained through a combination of existing team members and external recruitment. All contributions, whether financial or existing officers, would be balanced equitably through a financial equalisation agreement for the four LPAs. New officers appointed would be employed by a single host authority.

Benefits	<ul style="list-style-type: none"> - May be difficult for the LPAs to identify surplus resources within existing teams for 2a to be a realistic option on its own. However, if they could be identified or additional external resource could be brought in, then there would be sufficient resources to meet the GESP timetable and deliver effective consultation, as well as accommodate any peaks in workload - Financial contributions would be equitable between the 4 LPAs - Potential to provide defined roles within the team such as an appointed team leader and technician – either internally or externally appointed - Less ability for individual LPAs to withdraw resource by way of a unilateral decision - Better resilience to future staff changes or losses
Risks	<ul style="list-style-type: none"> - The different status of existing team members and new employees would not entirely overcome the informal arrangements of the existing staff team - Need to backfill staff if internal recruitments are made - Administrative/HR processes involved in establishing a host authority may take some time, delaying recruitment - Total additional costs of resourcing are likely to be in the region of £100,000 annually - Total annual GESP staff cost to each LPA is likely to be approximately £62,000 (depending on the composition of the team-assumptions have been made that the team could include a team leader and technician but this is to be determined)

Option 3: All GESP team members (excluding DCC officers) to be hosted by a single LPA

This would comprise both existing and new GESP team members who would be seconded to a host authority, with all financial contributions underpinned by an equalisation agreement. As per option 2, additional staff members would be recruited to bring staffing levels up to 8.0 FTEs.

Benefits	<ul style="list-style-type: none"> - Sufficient resources to meet the GESP timetable and deliver effective consultation, as well as accommodate any peaks in workload - Financial contributions would be equitable between the four LPAs - Potential to provide defined roles within the team such as an appointed team leader and technician – either internally or externally appointed
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	<ul style="list-style-type: none"> - Less ability for individual LPAs to withdraw resource by way of a unilateral decision - Better resilience to future staff changes or losses - All team members would have the same status-employed by a single host authority. This would overcome the existing issues with informal staffing arrangements - Line management would move to the Team Leader/Principals to improve project coordination
Risks	<ul style="list-style-type: none"> - Administrative/HR processes involved in establishing a host authority may take some time, delaying recruitment of additional staff - Total additional costs of resourcing are likely to be in the region of £100,000 annually - Total annual GESP staff cost to each LPA is likely to be approximately £62,000 (depending on the composition of the team-assumptions have been made that the team could include a team leader and technician but this is to be determined) - Withdrawal of a LPA from the formal equalisation process and GESP would result in financial implications for the remaining authorities

Financial implications of options 2 and 3:

Options 2 and 3 – Equalisation			
	Annual existing staff cost/contribution (£)	Annual equalised contribution or equivalent resource cost for the additional staff (£)	Total annual equalised staff cost/contribution (£)
Staff costs (TOTAL)	145,952	103,000	248,952
East Devon	39,213	25,750	£62,238
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Teignbridge	33,136	25,750	£62,238

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TEIGNBRIDGE DISTRICT COUNCIL

REPORT TO OVERVIEW & SCRUTINY COMMITTEE – 14 JULY 2020

REPORT TO EXECUTIVE COMMITTEE – 21 JULY 2020

Report Title	Greater Exeter Strategic Plan Joint Statement of Community Involvement (Joint SCI)
Report Purpose	<p>Statements of Community Involvement (SCI) are produced by local authorities to explain to the public how they will be involved in planning matters. This report concerns the proposed Joint Statement of Community Involvement (Joint SCI) that has been prepared for the Greater Exeter Strategic Plan (GESP). The Joint SCI sets out the proposed approach to public consultation on the GESP as it progresses through its statutory plan-making stages towards adoption.</p> <p>Whilst there is no legal requirement to do so, a draft of the proposed Joint SCI was itself subject to public consultation in 2017. This report explains how the proposed Joint SCI has been amended, both in light of responses to the 2017 consultation and to take account of Covid-19 restrictions on social interaction.</p> <p>The proposed Joint SCI will cover the four Greater Exeter local planning authorities of Exeter City, East Devon District, Mid Devon District and Teignbridge District Councils. If approved by all four local planning authorities, the Joint SCI will become a Local Development Document.</p>
Recommendations	<p>The Committee resolves to recommend that Executive:</p> <p>A: Approves the contents and adopts the Joint SCI that has been prepared for the Greater Exeter Strategic Plan (GESP); and</p> <p>B: Gives delegated authority to the Leader, in consultation with the Portfolio Holder and Chief Executive, to agree changes to the Joint SCI arising from decisions by the other GESP local planning authorities and to approve it as a Local Development Document, noting that it will apply jointly to East Devon District, Exeter City, Mid Devon District and Teignbridge District Councils.</p>
Financial Implications	<p>The costs associated with consultation as set out in the SCI will be funded by the joint GESP budget, to which each of the Greater Exeter local planning authorities have contributed. Devon County Council has also made financial contributions. There are no further forecast financial implications arising from this report.</p> <p>Martin Flitcroft Chief Finance Officer</p> <p>Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk</p>

Legal Implications	<p>The SCI is a legal requirement under section 18 of the Planning and Compulsory Purchase Act 2004.</p> <p>Local planning authorities' existing SCIs will remain in force for all other planning consultations.</p>
Risk Assessments	<p>There is a risk that one or more of the Council Committees does not approve the Joint SCI. This would increase the likelihood of inconsistent consultation and public confusion across the Greater Exeter area which could lead to challenges as the plan progresses and it is therefore not appropriate.</p> <p>Approval is sought to give the Leaders, in consultation with the Chief Executives and Portfolio Holders, delegated authority to agree proposed changes to the Joint SCI made by Committees.</p>
Environmental / Climate Change Implications	<p>The promotion of electronic consultation document distribution via the internet and social media will reduce the need for more carbon intensive distribution alternatives such as paper copies.</p> <p>Where paper copies are to be made available, they will be made available at cost, which will act to reduce unnecessary production and demand – this will help to reduce TDC's scope 3 supply chain emissions, which are measured and reported annually.</p> <p>Distribution of consultation documents via council buildings and libraries in accessible locations should reduce the distance travelled by participants.</p> <p>Should face-to-face consultations progress, it is understood that these events will be held in accessible locations, which will reduce the distance travelled by participants.</p> <p>William Elliot, Climate Change Officer.</p>
Report Author	<p>Michelle Luscombe, Principal Policy Planner</p> <p>Tel: 01626 215754</p> <p>Email: michelle.luscombe@teignbridge.gov.uk</p>
Portfolio Holder	Portfolio Holder for Planning (Cllr Gary Taylor)
Appendices	<p>Appendix 1: Greater Exeter Strategic Plan Joint Statement of Community Involvement: Summary of representations</p> <p>Appendix 2: Greater Exeter Strategic Plan Joint Statement of Community Involvement. 2020</p>
Part 1 or 2	Part 1
Background Papers	Appendices as above

MAIN BODY OF REPORT

1. Introduction

The 2004 Planning and Compulsory Purchase Act requires local planning authorities to prepare an SCI. Each of the Greater Exeter local planning authorities already have their own SCIs containing different consultation requirements. In order to overcome any difficulties with aligning these individual existing SCIs, a single Joint SCI specifically for the GESP has been prepared, which will only apply to consultations on that plan. The authorities' existing SCIs will remain in force for any other planning consultations.

Although consultation on SCIs and their revision is not legally required, a draft Joint SCI was published for consultation in 2017. Representations were received from 13 respondents and these are published at <https://www.gesp.org.uk/consultation-phases/procedural-documents/statement-of-community-involvement/>

A summary of the representations, together with responses, is attached at Appendix 1 to this report.

2. The Proposed Joint SCI

The proposed Joint SCI is attached at Appendix 2 to this report. The proposed Joint SCI balances the representations received in 2017 against the need to progress with the preparation of the GESP during the ongoing uncertainties of the COVID-19 pandemic. The main changes that have been made since consultation took place on the draft Joint SCI are as follows:

- Clarification has been provided that Devon County Council does not need to adopt the GESP, which is a matter for the four local planning authorities;
- It is recognised that consultation methods for the GESP must be chosen by balancing cost and time constraints;
- Whilst the statutory consultation period for plan making remains as 6 weeks, the standard consultation period for the GESP has been increased to 8 weeks;
- A clear explanation has been added that respondents' personal contact details will be retained in order to inform them about progress with the GESP, in line with the Data Protection Act 2018 and the EU General Data Protection Regulations;
- An additional requirement has been added to prepare a communication and engagement strategy with more specific proposals for each stage of consultation;
- It is now stated that paper copies of consultation documents will be made available at council offices and libraries where possible (see final bullet point below)
- It is also stated that electronic copies of consultation documents (or paper copies, on request) will be made available to community groups, councils and statutory organisations;
- It is stated that other requests for paper copies will be met, but at a price that reflects publication costs. This is necessary to help ensure that the local authorities can cover the costs of consultation;
- It now clarifies that, where resources allow, consultation documents will be made available in alternative formats upon request;
- More detail has been provided on the stages of plan preparation; and

- It is specified that some consultation methods (such as public exhibitions involving face-to-face contact and making paper copies of consultation documents available in public places) will be undertaken 'where possible' to reflect the ongoing uncertainties and implications of the COVID-19 pandemic.

It should be noted that there is no requirement to consult on a revised SCI before adoption.

3. Implications

Of the amendments listed above, two key changes have been made to the Joint SCI since draft stage. The increase in the consultation period from 6 to 8 weeks will help to ensure that individuals and organisations are more able to prepare thoughtful and well evidenced comments. This includes organisations who need to take comments through a committee structure. The reference to some consultation methods taking place 'where possible' enables greater flexibility to progress the plan during the uncertain period of COVID-19. If some events such as face-to-face public exhibitions cannot take place, meaningful engagement will still be ensured using alternative means such as social media and online exhibitions. This flexible approach is supported by Government guidelines that urge local authorities to progress plan-making during the coronavirus pandemic (see <https://www.gov.uk/guidance/plan-making#covid19>).

Other changes made to the Joint SCI are generally fairly minor and improve the readability of the document.

4. Conclusion

The GESP Joint SCI will provide the framework for consultation on the GESP as it progresses. It is recommended that the Executive Committee approves the content of the document and adopts the joint SCI.

During July and August 2020, support for the GESP Joint SCI will also be sought from the relevant decision making body/ies of each of the other Greater Exeter local planning authorities. Should any one of the Greater Exeter local planning authorities suggest a change to the Joint SCI, there will need to be a meeting of the council Leaders, in consultation with Portfolio Holders and Chief Executives or equivalent, to agree a consolidated version of the document. Recommendation B, sets this out formally.

5. Financial implications

The adoption of the Joint SCI will commit the Greater Exeter local planning authorities to undertaking public consultation on the GESP in accordance with the methods set out in the Joint SCI. The costs associated with consultation will be funded by the joint GESP budget, to which each of the Greater Exeter local planning authorities have currently agreed to each contribute £170,000. Devon County Council has also made financial contributions to the preparation of the plan.

6. Legal implications

The preparation of an SCI, setting out how a local authority will involve its communities, businesses and other interested parties in the preparation of planning policies and in

determining individual planning applications, is a legal requirement under section 18 of the Planning and Compulsory Purchase Act 2004. However, there are currently no formal or regulatory requirements setting out how an SCI should be prepared and there is no legal requirement to consult on its contents.

Each of the Greater Exeter local planning authorities already have their own SCIs and these contain different consultation requirements. In order to overcome any difficulties with aligning these individual existing SCIs, a single Joint SCI specifically for the GESP is considered necessary. The Joint SCI will only apply to consultations on the GESP. The Greater Exeter local planning authorities' existing SCIs will remain in force for all other planning consultations.

7. Climate change/environmental implications

There are no direct climate change/environmental impacts arising from the recommendations. However, the Joint SCI includes the potential use of significant electronic, online and social media platforms which will help minimise the carbon impact of future GESP consultations.

8. Risks

Each of the four local planning authorities in the Greater Exeter area are making appropriate arrangements for approving the Joint SCI. There is a risk that one or more of the Councils does not approve the Joint SCI. This would mean that such an authority would instead consult on the GESP in accordance with their existing SCI. This would increase the likelihood of inconsistent consultation and public confusion across the Greater Exeter area which could lead to challenges as the plan progresses and it is therefore not appropriate.

There is also a risk that revisions to the Joint SCI are made at Committee. This would then require each of the other local planning authorities to approve the revised versions. To overcome this potential issue, approval is sought to give the Leaders of the Greater Exeter local planning authorities, in consultation with the Chief Executives and Portfolio Holders, delegated authority to agree changes to the Joint SCI a part of the approval process.

9. Options

The alternative option is for the Executive Committee not to support the content of the Joint SCI and for the authority to instead consult on the GESP in accordance with the adopted Teignbridge SCI. Each of the other Greater Exeter authorities would then also consult on the GESP in accordance with their individual adopted SCIs. The risk of potential inconsistencies and public confusion that this option could cause is set out in section 8 above and it is considered not appropriate.

10. Equality Act 2010 (The Act)

Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- Advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and

- Foster good relations between people by tackling prejudice and promoting understanding.

In order to comply with the general duty, authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

It is considered the Joint SCI will have a positive impact on people with protected characteristics. This is because, in setting out a range of methods of consultation, it seeks to ensure (as far as possible, taking cost and resource constraints into account) that all members of the community are able to engage in the preparation of the GESP.

ENDS

Appendix 1: Greater Exeter Strategic Plan Joint Statement of Community Involvement: Summary of representations

Consultation on the Joint Statement of Community Involvement (SCI) ran from 27 February 2017 to 10 April 2017. A total of 13 valid representations were received. These have been summarised and responses from the Greater Exeter Councils provided in the table below.

Summary of representation	Organisation/Individual	Response
Supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies.	Natural England	Support noted.
Councils should talk to communities about the emerging plan and invite active participation. Councils should also produce a summary analysis of the comments received on the first round of consultation and the extent to which these have influence work on the draft plan.	Exeter Green Party; Individual – ECC	Agreed. The issues consultation which took place between 27 February and 10 April 2017 represented the first stage in the process of preparing the GESP, asking communities to comment on the content of the plan, provide local knowledge and stimulate early debate. A summary analysis of the comments received during the issues consultation is to be published with the GESP draft policies and site options consultation document and will explain how the comments have been taken into account.
Draft SCI says all the right things but at what point will people be considered? It also doesn't specify weight/meanings attributed to responses.	Exeter Community Forum	The SCI promotes involvement for all and therefore it would not be appropriate to attribute different 'weightings' to responses. All comments are considered individually based on their merits or recommendations. It is considered that the SCI already expresses this approach in the section 'General principles for consultation and involvement'.
SCI doesn't mention what will happen with consultation input. Results need to be discussed with communities and explanation of why ignored.	Exeter Community Forum	Comments will not be ignored. The SCI states that comments will be published as soon as feasible and will include an explanation of how comments have been taken into account in decisions that have been taken.
SCI does not give enough information to inspire people to be involved.	Exeter Community Forum	The purpose of the Joint SCI is to set out the approach to consultation and involvement in the Greater Exeter Strategic Plan. Any information on planning issues or the content of the plan which would encourage involvement will be published as part of any subsequent consultation documentation.

Would help to have approximate timetable with official consultation periods.	Exeter Community Forum	It is beyond the scope of the SCI to set out dates for plan preparation or specific timescales for consultation stages. The timescale for the preparation of the Greater Exeter Strategic Plan is set out in the Local Development Scheme which is available at www.gesp.org.uk . This link is provided in the SCI.
Draft SCI doesn't give any opportunities to seek redress if the process lets them down. No explanation of how to challenge.	Exeter Community Forum	Comments noted. However, it is considered that this is beyond the scope of the SCI and therefore, no amendments are proposed. Interested stakeholders will be able to put forward their views during consultation stages and the examination process, where an Independent Planning Inspector carries out an examination of the Greater Exeter Strategic Plan, considering the views of interested people.
Agree that use of technical terms/jargon should be explained in lay terms and general document should be accessible and written in a straightforward way.	Exeter Community Forum	Support noted.
Fuller participation needs consideration. For example a meeting in a town hall in the town centre is not likely to be an effective means to enable participation from a broad section of the community.	Exeter Community Forum.	The SCI is intended to promote involvement for all. As a result, a wide range of methods will be used for any consultation relating to the GESP as set out under 'How we will consult and how you can get involved'. Social media will become a greater part of consultation going forward.
People need to have confidence that plans may be influenced. Pre-determined preferences should be identified beforehand.	Exeter Community Forum	Agreed. It is considered that the SCI already makes this clear by stating 'We will also explain how these comments have been considered or taken into account in the process of preparing the GESP'. No pre-determined preferences were identified during the issues consultation as this stage of consultation was primarily aimed at gathering people's views and local knowledge. The next stage of consultation will invite people to comment on draft policies, potential development locations and supporting information. The next stage of the plan will be informed by previous comments received and the results of ongoing evidence gathering.
Consultation processes should be discussed and agreed in advanced. Community organisations should be funded to facilitate consultation processes.	Exeter Community Forum	Comments noted. It is agreed that consultation processes should be discussed and agreed in advance. The approach to consultation is therefore set out in the SCI which itself has been subject to public

		consultation. However, there is a need to balance wide involvement in the planning process with the need for effective operation of the planning system. This difficult balancing act reflects cost and time constraints, and a level of discretion on the outcome.
An indicative timetable overall for the process and key decisions should be set out.	Exeter Community Forum	It is beyond the scope of the SCI to set out the timetable for the Greater Exeter Strategic Plan. This is set out in the Local Development Scheme which is available at www.gesp.org.uk . This link has been added to the SCI.
Consultation period should be longer than six weeks.	Exeter Community Forum	Agreed, and extended to 8 weeks.
It is not clear how 'conscientious consideration' will happen. What if there is disagreement about this?	Exeter Community Forum	All comments are considered individually based on their merits or recommendations. It is considered that the SCI as currently worded is clear in the approach taken under 'General principles of planning consultation'. Where there is disagreement, stakeholders will have the opportunity to express their views during any subsequent stages of consultation and through the examination process.
Assume there will be no charge to view or download documents.	Exeter Community Forum	Documents in electronic form will be published on the website and be available to download for free. Electronic copies (or paper copies, on request) will also be made available to community groups, councils and statutory organisations. Paper copies will be available to view at council offices and public libraries during normal opening hours where possible. Other requests for paper copies will be met, but at a price that reflects publication costs.
Not clear who 'we' is: Is this each district council, Devon County Council or another body that is overseeing the process.	Exeter Community Forum	This refers to the four authorities working in partnership on the GESP: East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council. Devon County Council will assist with producing the GESP. This is stated in the 'Background' section of the SCI.
There needs to be more transparency and public involvement during the next stage. At the very least, minutes of the meetings should be published, and the meetings should be open to the public. Technical	Devon Campaign to Protect Rural England	Comments noted. The Greater Exeter Strategic Plan is subject to separate decisions by each of the local planning authorities in accordance with their own constitutions/schemes of delegation. Details of minutes/agendas are published on each Council's website and these meetings are open to the public. Technical documents are

documents should be published as soon as they are available.		published on an ongoing basis on the GESP website. The purpose of the SCI is to set out the approach to consultation and involvement and not the decision making process. As such, no additional changes are proposed.
Concerned that local wishes encapsulated by NPs can be over-ruled by the GESP.	Ottery St Mary Neighbourhood Plan Group	Comments noted. However, they do not appear to directly relate to the scope of the Joint SCI. No changes are proposed as a result.
Draft SCI proposes a top-down consultation process with no sense of involving or engaging the community in plan-making other than inviting them to respond to fully worked out drafts.	Exeter Green Party	Not agreed. An issues consultation which took place between 27 February and 10 April invited people to comment on the content of the plan, provide local knowledge and stimulate debate early on in the process. This did not include any fully worked out proposals but represented a formative stage of consultation early in the development of the plan.
Issues should be put to the electorate via the ballot box.	Individual – East Devon	Not agreed. The Greater Exeter Strategic Plan is being prepared in full consultation with local communities in accordance with relevant legislation and associated government guidance, led by democratically elected councils.
What consultation has been carried out, or is intended to be carried out, to identify whether or not residents and businesses in these five local authority areas wish to develop into a 'Greater Exeter' and the implications that could contribute to loss of local identities and local environments.	Individual – East Devon	The decision to prepare a Greater Exeter Strategic Plan was taken at public Council meetings of each of the authorities involved. The issues consultation which took place between 27 February and 10 April 2017 invited people to comment on the potential content of the plan, provide local knowledge and stimulate debate early on in the process. Additional stages of consultation will take place on the draft policies and site options and going forward before submission.
Suggests inclusion of 'fully independent' before consultants.	Individual – Mid Devon	Not agreed. The SCI promotes involvement for all stakeholders interested in the Greater Exeter Strategic Plan.
Suggests inclusion of 'to all residents in all areas' under how we will consult.	Individual – Mid Devon	Not agreed. There is a need to balance wide involvement in the planning process with the need for effective operation of the planning system. This difficult balancing act reflects cost and time constraints, and our level of discretion on the outcome.
Suggests inclusion of 'hard copy' before consultation documents under how we will consult.	Individual – Mid Devon	Agreed. An amendment is proposed to state 'We will make paper copies of consultation documents available at council offices and public libraries where possible'.

Suggests replacing 'we will consider organising or supporting consultation events' with 'we will organise and support consultation events if requested by local councils.'	Individual – Mid Devon	Comments noted. The following amendment is proposed to reflect the concerns raised: 'During the initial and publication stages of consulting on the GESP, we will organise or support consultation events such as public exhibitions where possible'.
Suggests removal of 'or a summary' before 'as soon as feasible'.	Individual – Mid Devon	Comments noted. The following amendment is proposed to reflect the concerns raised: 'We will publish comments received, including a summary, as soon as feasible.'

**Appendix 2: Greater Exeter Strategic Plan Joint Statement of Community Involvement.
2020**

Greater Exeter Strategic Plan

Joint Statement of Community Involvement

To request this information in an alternative format please call xxxx or email gesp@devon.gov.uk

We consider requests on an individual basis.



Exeter
City Council



Greater Exeter Strategic Plan

Joint Statement of Community Involvement

This is a Joint Statement of Community Involvement (SCI) that sets out our approach to consultation on, and involvement in, the preparation of the Greater Exeter Strategic Plan (GESP) only. It has been prepared in accordance with Government guidance on the production of SCIs:

<https://www.gov.uk/guidance/plan-making>

The Joint SCI has been adopted by the four local planning authorities working in partnership on the GESP: East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council.

This SCI is clear and concise to ensure that as many people as possible will read it and understand our approach to consultation on the GESP.

Important Note:

This joint SCI only sets out the consultation approach for the GESP and not for other planning policy documents (such as local and neighbourhood plans) or planning applications. All the partner local planning authorities (LPAs) have existing SCIs that specify their approach to consultation and involvement for other planning policy documents and planning applications. These existing SCIs are not affected by this document. Please contact the individual authorities for details of existing SCIs.

Background

The GESP will be a formal statutory Development Plan Document, providing the strategic planning policy framework for the four local planning authority areas (excluding any part of Dartmoor National Park) that together form the Greater Exeter area. Devon County Council is also a partner in producing the GESP. The GESP will contain strategic site allocations and policies, including those that set the overall spatial strategy and amount of housing and employment land to be provided in the area. It will cover the period 2020 - 2040.

Consultation is required at various stages during the GESP's preparation, in accordance with legislation, after which it will be submitted to Government. An independent Planning Inspector will then carry out an examination of the GESP, considering the views of interested people that submitted representations on the plan. The final decision on the soundness of the GESP will be made by the Inspector, after which the GESP will be adopted by the four local planning authorities. You can find government guidance on preparing local plans here: www.gov.uk/guidance/local-plans

It should be noted that because Devon County Council is not a LPA in the context of the GESP it will not formally adopt the plan. Similarly this SCI will not apply directly to the County Council or its planning functions.

General principles for consultation and involvement

We will apply some general principles to consultation on the GESP:

- Involvement will be open to all regardless of age, disability, gender, race, pregnancy or maternity, marital status, faith, sexual orientation or gender reassignment, rural isolation and social deprivation.

- We will undertake consultation when the plan is still at a formative stage, to ensure that there are sufficient opportunities for views to be shared throughout the preparation of the GESP
- We will choose consultation processes by balancing cost and time constraints
- Consultation publications will be clear and concise and avoid unnecessary jargon. They will give sufficient information to allow an informed response.
- At least **8 weeks** will be given for responses to be made on consultation material
- Responses will be published and considered conscientiously
- We will give an opportunity for anyone to be kept informed as the plan progresses

When we will consult

The timetable for the preparation of the GESP is set out in the Local Development Scheme which is available on the GESP website www.gesp.org.uk.

An initial 'issues' consultation took place between 27th February and 10th April 2017 to ask for views about the scope and content of the plan.

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate
- The general public
- Groups representing places or interested communities
- Local businesses
- Voluntary groups and other organisations
- The planning and development industry including consultants
- Others who have expressed an interest in the plan

Anyone can register to be kept informed about the preparation of the GESP and opportunities to engage in the plan-making process. Personal contact details will be retained to inform you about progress with the plan. Your data will be processed in line with the Data Protection Act 2018 and the EU General Data Protection Regulations.

How we will consult and how you can get involved

- We will contact appropriate organisations and individuals directly
- We will publicise consultations by a combination of the following methods: website, press release, social media, leaflets, posters, displays, community groups/community events where possible and in accordance with a communication and engagement strategy
- Consultation documents will be made available for download on the Council's websites and on the GESP website (www.gesp.org.uk). Paper copies of consultation documents will be made available for purchase at a price that reflects publication costs
- Where resources allow, consultation documents will be made available in alternative formats upon request. Requests will be considered on an individual basis
- We will provide consultation documents in an electronic format (and paper copy when asked) to community groups, councils and other statutory organisations
- We will make paper copies of consultation documents available at council offices and public libraries where possible
- During the initial and publication stages of consulting on the GESP, we will organise or support consultation events such as public exhibitions where possible

Once a consultation has been completed we will publish comments received, including a summary, as soon as feasible. We will also explain how these comments have been considered or taken into account in the process of preparing the GESP.

Figure 1 shows the possible methods of consultation that will be used at each stage of the GESP's preparation.

GREATER EXETER STRATEGIC PLAN - PREPARATION STAGES ¹		POSSIBLE METHODS OF ENGAGEMENT
INITIAL PREPARATION OF THE PLAN (REG. 18)	During the formative stages of the plan we will ask you about: <ul style="list-style-type: none"> - Initial issues, - Draft policies and site options, and - Key elements of the plan as needed. 	Social media Website Emails Letters Questionnaires Surveys Exhibitions(*) Meetings(*) Focus groups(*) Leaflets
PUBLICATION OF THE PLAN (REG. 19)	Continuing involvement by asking you to make comments on the Publication Draft version of the plan - this is the version (technically the 'pre-submission version') of the plan which will be submitted to Government together with the consultation representations received	Social media Website Emails Letters Questionnaires Surveys Exhibitions(*) Meetings(*)
SUBMISSION AND EXAMINATION (REGS. 22 – 25)	The plan will be submitted to Government for examination by an independent planning Inspector. The submitted plan, representations, and accompanying documents will be available for you to view	Social media Website Emails Letters
	If you have made comments on the plan at the Publication stage you will have the opportunity to submit further material in response to questions from the Inspector, and you will have the right to appear at the examination hearings	Emails Letters
	We will consult you on any additional modifications	Social media Website Emails Letters
	The Inspector's Report will be available for you to view	Social media Website Emails Letters
ADOPTION (REG. 26)	Once the strategic plan has been adopted by the partner councils, it will be available to view with the supporting adoption documents	Social media Website Emails Letters

Figure 1: Mechanisms for consulting on GESP through the plan's preparation

¹ The Town and Country Planning (Local Planning) (England) Regulations 2012

(*) Face to face and/or online

TEIGNBRIDGE DISTRICT COUNCIL**OVERVIEW AND SCRUTINY COMMITTEE
14 JULY 2020****PART I**

Report Title	Report of the Performance Task and Finish Group Councillors Purser (Chairman), Hayes, Nuttall, J Petherick, Parker-Khan
Purpose of Report	To consider the findings of the Task and Finish Group which reviewed the way that performance monitoring figures are reported to Committee, and suggests a more user friendly Committee report format.
Recommendation(s)	<p>The Committee Resolves that</p> <ol style="list-style-type: none"> 1. The performance report template as set out in Appendix 1 be used for future Overview and Scrutiny performance monitoring reports. 2. Performance reports continue to be presented to Overview and Scrutiny on a quarterly basis. 3. The protocol for the presentation of performance reports be agreed as set out in Appendix 2 to this report. 4. An annual target setting report be presented to O&S early March each year so new and future targets are agreed and in place for the start of the new financial year from 1st April. 5. The task and finish group reconvenes at a future date to review the new style reporting. 6. The proposed procedure for Portfolio Holder biannual reports to Overview and Scrutiny Committee as set out in Appendix 3 be approved, and be referred to the Executive for noting.

Financial Implications	No direct legal implications. Indirect savings of officer time in report preparation will be achieved. Chief Finance Officer Email: martin.flitcroft@teignbridge.gov.uk
Legal Implications	No direct legal implications. Solicitor and Monitoring Officer Email: Karen.Trickey@teignbridge.gov.uk
Risk Assessment	See paragraph 2.3 below Trish Corns Democratic Services Officer trish.corns@teignbridge.gov.uk
Environmental/ Climate Change Implications	The new style report will include details only of concern, will be a reduced length and reduced printing costs. Environmental Protection Manager and Climate Change Email: David.Eaton@teignbridge.gov.uk
Report Author	Report of the Review Group Cllrs Purser (Chairman), Hayes, Nuttall, J Petherick, Parker-Khan Trish Corns Democratic Services Officer trish.corns@teignbridge.gov.uk
Portfolio Holder	Cllr Connett, Portfolio Holder
Appendices	1 - Proposed new style Committee report and appendix 2 – Protocol for the presentation of performance reports 3 – Protocol for Portfolio Holder biannual presentations
Background Papers	Previous O&S Committee performance reports

1. BACKGROUND

- 1.1** The Task and Finish Group was set up for the purposes of improving the current format of the overview and scrutiny performance monitoring report template more user friendly, and include only services areas of concern for scrutiny.
- 1.2** The term of reference for the Task and Finish Group was as follows:
To improve the effective assessment of performance of the T10 strategies and objective by
- Reviewing the way that performance monitoring figures are reported to Committee, for the effective assessment of performance.
 - Making the PI Committee report more user friendly and to reduce time officers take to produce reports.
- 1.3** The Review Group met on three occasions. All Members of the Council were invited to make representations to the Group. Councillors Bullivant, Clarence, J Hook and G Taylor attended at least one meeting. The Review Group also heard from the Corporate Performance Officer, Corporate Project Officer, and the Finance Systems Manager.
- 1.4** The Task and Finish Group's discussions evolved into consideration of the Portfolio Holder biannual presentations to the O&S Committee. It was considered there was merit in formalising the procedure for improved efficiency and effectiveness. The proposed procedure is set out at Appendix 3.

- 1.5** The Task and Finish Group also considered an annual target setting report should be presented to the Committee early March so new and future targets are agreed and in place for the start of the new financial year from 1st April. The report would reflect on the previous year's performance figures and targets, and include estimates for the end of year on performance indicators being measured and to be continue in the next financial year.

2. IMPLICATIONS

2.1 Risks

Continuation of the current report format results in unnecessary excessive information, and officer time in preparing reports.

3. ALTERNATIVE OPTIONS

The Review Group considered alternative format options for the quarterly performance report. The group made recommendations as detailed above with justifications for the recommendations after having considered alternative options.

4. CONCLUSION and JUSTIFICATION

The recommendations of the Task and Finish Group improves the effectiveness and efficiency of scrutinising performance. The proposed revised performance report template at Appendix 1 reduces the amount of information included in the current report template and focuses only on necessary performance data for scrutiny. The proposed protocols for the presentation of performance reports and Portfolio Holder biannual presentations to the Overview and Scrutiny Committee, as set out at Appendix 2 and 3, Committee formalises the Committee procedures.

Councillors Purser (Chairman),
Hayes, Nuttall, J Petherick, Parker-Khan

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TEIGNBRIDGE DISTRICT COUNCIL
OVERVIEW & SCRUTINY COMMITTEE

DATE OF MEETING
PART I

Report Title	Quarter 2 2019-20 Council Strategy Performance
Purpose of Report	To update members on the delivery of the Council Strategy 2015-26, providing the detailed performance information used to track its delivery. Members are asked to review and scrutinise the performance information, especially any areas where performance is not on track.
Recommendation(s)	The Committee RESOLVES to: Note this report and the actions being taken to rectify performance issues detailed in Appendix A.
Financial Implications	A breakdown of the financial information supporting the delivery of the council strategy has been provided as part of this report. Finance Systems Manager Email: steve.wotton@teignbridge.gov.uk
Legal Implications	A summary of the legal requirements are contained in the detail of this report. Monitoring Officer Email: Karen.trickey@teignbridge.gov.uk
Risk Assessment	Failure to deliver the council strategy or parts of it will be identifiable in both the performance and risks reports, enabling both senior management and members to take action where necessary. Business Improvement Team Leader Email: kay.oflaherty@teignbridge.gov.uk
Environmental/ Climate Change Implications	The council strategy contains a dedicated programme entitled Zero Heroes alongside other projects in the strategy that also impact on climate and the environment. Detailed information about this programme and actions being taken are contained within this performance report. Environmental Protection Manager Email: david.eaton@teignbridge.gov.uk
Report Author	Eve Bates – Corporate Policy & Projects Officer Email: eve.bates@teignbridge.gov.uk
Portfolio Holder	Corporate Resources - Cllr Alan Connett
Appendices / Background Papers	Appendix A – Full Quarter 2 Spar.net Performance Report

1. REPORT DETAIL

- 1.1 This performance report looks at the Council Strategy 2016-2025 and covers the period from xxxx to yyyy. The full performance report can be viewed on Modern.Gov. Any questions should be asked in advance of the meeting.



1.2 T10 Finance

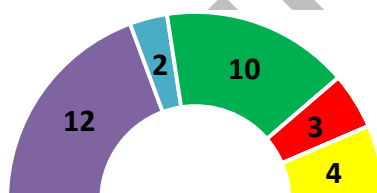
Statement about finance and its current status plus link to the latest budget report

1.3 T10 Programmes

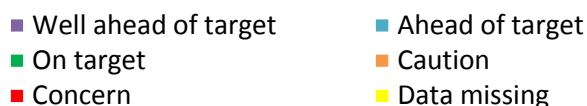
All of the T10 Programmes are reported as 'On track'.

1.4 T10 Performance Indicators

A total of 121 PIs are included in the Q2 report. In total 14 PIs are either ahead or well ahead of target, 10 are on target and 3 PIs are underperforming. There are 4 PIs with data missing and 90 where data is either not yet due, not calculable or do not have targets against them as they are monitoring indicators.

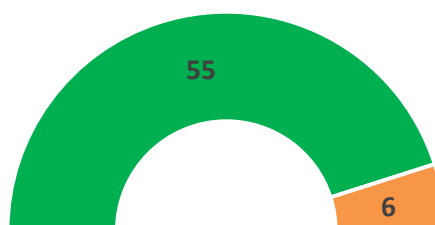


Status Of All Performance Indicators



T10 Projects

A total of 61 projects are included in the report. 55 are on track and 6 are reported with a caution status.



Status Of Projects



Details of the PIs and project with a concern or caution status together with an explanation of their performance and improvement plan can be found in **Appendix A**

3.0 IMPLICATIONS, RISK MANAGEMENT & CLIMATE CHANGE IMPACT

3.1 Legal

Although there are no direct legal implication regarding this report, it will be appreciated that the Committee has constitutional responsibility to review and scrutinise the performance of the Council in relation to policy objectives and performance targets to which this report refers.

3.2 Risks

The Council Strategy has a comprehensive set of risks associated to its delivery. Each risk has a set of mitigating actions which are reviewed and updated by the officers directly responsible.

These risks are monitored and discussed as part of the strategic and corporate risk reports that are presented regularly to the Strategic Leadership Team and Audit Scrutiny Committee. Any areas of poor performance or unacceptable risk are identified in the reports.

3.3 Environmental/Climate Change Impact

The council strategy contains a dedicated programme entitled Zero Heroes. This programme currently looks at the actions the council can achieve to reduce its own environmental impact. Since the authority has signed up to the Climate Change Emergency, a frame work for action has been compiled and is being monitored as a separate report.

As part of the review of the council strategy, it has been proposed that the Zero Heroes programme be changed to encompass a wider look at climate change and going forward would be monitored as part of the council strategy performance.

4. ALTERNATIVE OPTIONS

A task and finish group has been scheduled for November. A selection of councillors from Overview and Scrutiny are meeting with the key officers who compile the performance reports to discuss and propose some new ways of reporting the performance to committee.

5. CONCLUSION

The Council Strategy performance report provides Members with an overview of performance for the Teignbridge Ten Programmes including achievements and details of any areas of poor performance.

The Council Strategy runs from April 2016 to 2025. It is currently being reviewed as per the original timeline. A new revised document is anticipated to be presented to Full Council early 2020.

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T10 Exception report example format v4

Plan: Council Strategy 2016-2025

Goal: 01 A roof over our heads

CS - A Roof over our heads

Performance Indicators

Code 2	Title	Portfolio Holder	+/-	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Officer Notes
CSROH 1.3	<u>Number of self build homes provided</u>	Planning	+	31	n/a	n/a	n/a	26	(2018 - 2019) The first custom build homes permitted on Local Plan allocated development sites are only coming to market now. The 'Teignbridge Rule' policy that requires developers to safeguard plots for custom and self-build development was always going to take time to mature because of the lead in period between development being allocated and new housing being built. 26 completions marks an increase on previous years and is 5 dwelling short of the 31 self-build home target. (HW)

Goal: 03 Going to town

Goal: 04 Great places to live and work

Goal: 05 Health at the heart

Goal: 06 Investing in prosperity

CS - Investing in prosperity

Performance Indicators

Code 2	Title	Portfolio Holder	+/-	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Officer Notes
CSIIP 1.3	<u>Planning Appeals Allowed</u>	Planning	-	30.0%	36.4%	39.1%	35.9%	36.2%	(Quarter 4) This figure is derived from the number of appeals allowed as a percentage of all appeals made. 14% of planning applications determined during 2018/19 were refused. This is a total of 171 refused applications. 47 appeals were determined of which 17 were allowed by the planning inspectorate. The national average is 32%. In comparison with other south west authorities we have one of the highest refusal rates, which will naturally mean that there are more appeals where the inspector's decision is finely balanced. If 4 fewer appeals (one each quarter) had been allowed the 30% target would have been met. (TC)
CSIIP 3.5	<u>Total rateable value £000 of business premises in Teignbridge</u>	Business, Economy and Tourism	+	£85,611	£85,129	£85,085	£85,150	£84,756	(Quarter 4) Unfortunately the valuation office took out an RV of £258,750 in error, it will be reinstated on a future schedule. (AS)

T10 Exception report example format v4

Plan: Council Strategy 2016-2025

CS - Investing in prosperity

Projects

Project Status	Code	Title	Portfolio Holder	Last Review Date	Progress Review
Caution	CSIIP 2.2	<u>Bringing forward new employment land</u>	Business, Economy and Tourism	31/07/2019	Current build costs are proving challenging.
Caution	CSIIP 8.1	<u>Improved broadband provision</u>	Business, Economy and Tourism	01/10/2019	<p>The contract with chosen provider Gigaclear has been cancelled and the project will be put back out to tender. An extension of time for funding Government has been agreed with the Government, to ensure that the delay in the project doesn't ultimately prevent broadband from being rolled out.</p> <p>A report is being taken to Members regarding whether Teignbridge continues to commit £250,000 to the project.</p>

Goal: 07 Moving up a gear

CS - Moving up a gear

Projects

Project Status	Code	Title	Portfolio Holder	Last Review Date	Progress Review
Caution	CSMUG 2.1	<u>Bus and Park and Ride services</u>	Planning	09/10/2019	<p>An updated scheme for an A30 park and ride is not anticipated in the short term. Examination of the Ide neighbourhood plan recognised some potential for a P&R at 'Round Field' in the future. Devon CC have started the process towards providing a P&R site at Peamore. These are key elements in the published Exeter area transport strategy which seeks to provide P&R sites on all main corridors into Exeter and double the number of spaces serving the city.</p> <p>At Houghton Barton, a park and change is expected to come forward alongside future development proposals at Forches Cross. Park and change and cycle links are expected to accompany the new link through Houghton Barton but do not form part of the planning permission for that road. They will need to be brought forward as part of the wider allocated developments at Houghton Barton.</p> <p>Initial work to establish the feasibility of a bus only route between Ashburton Road and Newton Abbot town centre has been completed. This involves Teignbridge land. Further work associated with the Future High Streets Fund, Newton Abbot Garden Community projects required. The project has been incorporated into the Bradley Ln redevelopment brief.</p>
Caution	CSMUG 3.2	<u>Rail improvements</u>	Planning	09/10/2019	<p>Devon Metro timetable changes to be introduced from December 2019.</p> <p>Planning application for updated Marsh Barton station scheme to be submitted in Spring 2020, with funding now secured</p> <p>The Bridge extension at Newton Abbot station now has planning permission but funding has not been confirmed. An earlier bid to the Access for All funding programme was unsuccessful.</p> <p>No budget has been identified for Exminster, Kingskerswell and Heathfield line feasibility studies.</p>

Goal: 08 Out and about and active

T10 Exception report example format v4

Plan: Council Strategy 2016-2025
Goal: 08 Out and about and active

Goal: 10 Zero Heroes

CS - Zero heroes

Projects					
Project Status	Code	Title	Portfolio Holder	Last Review Date	Progress Review
Caution	CSZH 1.2	<u>Review Top Ten Energy Consuming Sites & Identification Of Projects</u>	Climate Change Emergency	14/10/2019	The data for the top ten sites has collated. The next steps will be to visit the sites and complete an energy audit. This will be progressed by the new climate change officer which was agreed at Full Council on the 24 th September 2019.

Goal: What else we will do - our supporting actions

Not linked to any aims

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Protocol for the Presentation of Performance Reports to Overview and Scrutiny Committee

1. Performance reports will be presented to the Overview and Scrutiny (O&S) Committee by Portfolio Holders (PH), to speak on red or amber items contained in the report. PHs will be given a set time (e.g. 15 minutes) to speak about their items contained in the report.
2. Portfolio Holders will be requested to attend all four O&S meetings where performance is on the agenda, and dates for the year will be given in advance.
3. Service Officers will not need to attend committee to speak about performance, although they will be expected to liaise with their PHs prior to the meeting.
4. The new style shorter version of a covering report will include all information necessary, to include overview pie charts but no finance charts. A link to the finance information contained in the latest Executive report will be included.
5. The new style shorter version Spar.net report will include all information necessary (quarterly figures with coloured status) to be used as the supporting appendix T10 Exception Report, to includes all reds and ambers for both Performance Indicators (PI) and projects for that quarter.
6. The Spar.net report will have the PHs name on it and include officer notes which will be agreed by the PH prior to publication. The notes will provide an explanation of why the PI or project is under performing, as well as, what needs to be done to improve it, including anticipated timescales.
7. Performance reports will continue to be presented to Overview and Scrutiny on a quarterly basis.
8. During the meetings, the PH will have the opportunity to promote the improvements that have been made already, any lessons that have been learnt along the way, and any improvement plans that have been agreed with the responsible officer(s).
9. Prior to the meeting, members are to submit questions at least 3 clear working days prior to the meeting. The questions must be specific to the performance items that are red or amber. The PHs will answer these questions during the O&S meeting as well as any other questions that members might raise at the time. If the PH doesn't have the information available to answer the additional questions, written responses will be provided at a later time.
10. The quarter 4 report will also include a summary of successes for the year.

APPENDIX 3

PORTFOLIO HOLDER BIENNIAL REPORTS

2 x PHs per meeting (each PH to attend two meeting a year)

The PH presentation to include items such as:

- Introduction
- A performance update on their Council Strategy T10 programme area(s)
- Budget update
- Strategies and policies
- Successes and Challenges
-
- **Introduction which explains what is covered in their PH area**

A simple summary that clarifies what areas are covered within the PH's responsibility.

- **A performance update on their T10 programme area(s)**

In advance of the meeting, members will be provided the specific performance information relating to the PHs T10 area. This report will be generated from Spar.net our Council's performance database.

Members to review the performance indicators and projects. Can challenge the performance, current measures in place, targets and propose any changes they would like to see made.

- **Budget explained**

A budget update will be provided to the PH in advance of their presentation so a verbal update can be provided.

- **Strategies and policies the PH are responsible for**

PHs' to provide a verbal explanation of the current strategies and policies they are responsible for. Members to raise any questions or concerns they have about these.

PHs' to identify when each are due for review or any new ones being considered. PH to invite members of O&S to be involved in the development/review of these – timeframe agreed. (This will drop into the work plan/forward plan for O&S).

- **Successes and Challenges currently being faced and anticipated challenges**

This is an opportunity for the PH to share any successes, and challenges being faced. This allows members to be aware, so can aid future decision making both internally at Teignbridge and any other external meetings they attend.

As per the constitution, O&S could request reports on any specific matters or invite external agencies/organisations in to present at one of their future O&S meetings.

- **Questions**

Questions asked by members that require the PH to supply specific data or information must be submitted to democratic services 5 working days in advance of the meeting. (This allows time for the PH to gather facts from the relevant officers so they are able to respond at the O&S meeting).

Members can ask spontaneous questions to the PH during the meeting about business relating to their T10 or specific PH area. This will be managed by the Chairman. If responses can't be provided there and then, the PH will be asked to prepare a response which will be brought back to the next O&S meeting for discussion.

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Name of Group	<u>Task & Finish Group -- Making Employment sites work</u>
Decision making body to whom it will report	<i>Overview & Scrutiny Committee; Executive</i>
Terms of reference	<p><i>To:</i></p> <ul style="list-style-type: none"> <i>(a) Call for evidence from bodies involved with the delivery of employment sites to establish reasons for the slow uptake of sites</i> <i>(b) Make recommendations as to changes to existing policies and practices to improve the service, which the Council should implement.</i>
Time limit for work and to whom report should be submitted	<i>T&FG to report with final recommendations to Overview & Scrutiny Committee by end of 2020</i>
Group Membership	<ul style="list-style-type: none"> • <i>5 group members plus Chairman</i> • <i>Members, from each political group to be appointed by Group Leaders at the ratio of 3:2:1;</i>
Group chairman	<i>Chairman of O&S (or elected member from group)</i>
Meeting dates	<p><i>Meeting dates are to be established after invitations to external parties are contacted to agree available dates.</i></p> <p><i>Initial meeting to take place for T&F group within 1 week of group being established.</i></p>
Resources	<p><i>Internal resources are required as follows:-</i></p> <ul style="list-style-type: none"> <i>a) from the TDC Planning & E&A team to present their views</i> <i>b) From the officers to issue invitations to third parties and manage calendar</i> <i>c) The group will write its own report.</i>
Witnesses to be called	<ul style="list-style-type: none"> 1) Information from external groups, presentations to group <ul style="list-style-type: none"> a. List of sites allocated for employment in the Local Plan and with planning permission for employment use (TDC Planning) b. Current status of sites identified in bullet (a) above (TDC Planning)

	<p>c. Invitations to:-</p> <ul style="list-style-type: none"> i. Developers of Current employment sites with no development ii. Specialists in providing employment sites (Commercial Estate Agents, Business relocation experts etc) iii. Land owners iv. Other Local Authorities (Local Enterprise Partnership, DCC, East Devon, Mid Devon, GESF etc) to understand their plans and learn from their successes or failures v. Portfolio Holders for Planning and Economy
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Name of Group	<u>Task & Finish Group –Delivering a shared vision for new strategic developments</u> Cultural Quarter
Decision making body to whom it will report	<i>Overview & Scrutiny Committee; Executive</i>
Terms of reference	<p>New strategic plans involving various level of local government has resulted in a lack of trust between parties and absence of shared vision of what is possible, achievable and deliverable, It is proposed that a T&F group looks in detail to understand areas of concern and identify a methodology that would be appropriate to create a focus for future development that addresses current concerns. This is intended to look at issues that are outside of the scope of Plan Teignbridge and related plans and focus on how parties can work together and deliver a shared set of objectives.</p> <p>Newton Abbot is the suggested initial focus to look at how the aspiration of creating a 'Cultural' Quarter can be delivered, identifying the key requirements and how the Town/District and County can work together to establish a deliverable shared vision.</p> <p>It is essential that the focus of this group looks at issues NOT part of any other current initiative, but targets an area of mutual interest, hence the selected area.</p> <p>This would contribute towards the 'Going to Town' key projects of TDC and give a guide to facilitate future development</p> <p>The objectives of the committee are to establish</p> <ol style="list-style-type: none"> Areas of concern for all parties The roles each body has in law how a shared vision can be established and agreed the identification of the roles each party can play within a particular development a statement of proposals a framework document to facilitate discussions in other towns
Time limit for work and to whom report should be submitted	<i>T&FG to report with final recommendations to Overview & Scrutiny Committee and Executive by end of November 2020</i>
Group Membership	<ul style="list-style-type: none"> <i>As the group will look at a specific site in Newton Abbot it is proposed that the group should include O&S members representing Newton Abbot wards.</i>
Group chairman	<i>Chairman of O&S (or elected member from group)</i>

Meeting dates	<p><i>Meeting dates are to be established after invitations to external parties are contacted to agree available dates.</i></p> <p><i>Initial meeting to take place for T&F group within 1 week of group being established.</i></p>
Resources	<p><i>Internal resources are required as follows:-</i></p> <ul style="list-style-type: none"> <i>a) from the TDC Planning & E&A team to present their views</i> <i>b) From the officers to issue invitations to third parties and manage calendar</i> <i>c) The group will write its own report.</i>
Witnesses to be called	<p>1) Information from external groups, presentations to group</p> <p>Evidence would be called from Newton Abbot Town Council, TDC E&A Team, Devon CC, LEP and others to understand current perspectives, options being considered and establish the potential involvement and areas of interest of each party.</p> <p>Invitations would also be issued to outside bodies who could influence the type of development and required facilities to understand the limitations and opportunities available.</p> <p><i>i.</i></p>

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OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2020 – 2021

The Overview and Scrutiny Committee Work Programme details the planning activity to be undertaken over the coming months.

The dates are indicative of when the Committee will review the items. It is a flexible programme however and it is possible that items may need to be rescheduled and new items added with new issues and priorities.

Standing Item Strata Joint Executive Minutes

14 July 2020	Report	Lead Officer / Next Steps
GESP	Report	Michelle Luscombe Alex Lessware
GESP - Joint Statement of Community Involvement	Report	Michelle Luscombe Alex Lessware
A review of the council's response to the impact of COVID-19 and our approach to recovery	Report	Tony Mansour
Report of the Performance Task and Finish Group	Report	Review Group (Chairman Stephen Purser)
Proposed T&F groups Employment sites Cultural Quarter	Reports	Cllr Bullivant

22 September 2020	Report	Lead Officer / Next Steps
Housing Strategy (Exec 6 Oct)	Report	Amanda Pujol James Toler
Review of the local economy – How Covid-19 has affected the situation.	Report	Neil Blaney
Review of environmental priorities How Covid-19 has affected the situation.	Report	David Eaton
Rising Sea Levels	Report /presentation	Richard Rainbow Graeme Smith

Items to be scheduled

Grounds Maintenance weed Control - non toxic solutions	Report	Lorraine Montgomery
Leisure in the Digital Age	Presentation	James Teed
Update on Council Tax Reduction Scheme	Report	Tracey Hooper
Affordable Housing Supplementary Planning Document and Starter Homes	Report	Michelle Luscombe
Leisure Strategy	Report	Lorraine Montgomery – Interim Head of Operations James Teed
Poverty Report	Report	Amanda Pujol

Past meetings

14 January 2020	Report	Lead Officer / Next Steps
Final Budget proposals 2020/21	Report	Martin Flitcroft
Provision of waste & recycling containers at new-build dwellings	Report	Chris Braines
Call-in land at Decoy PH decision	Report	Cllrs Connett and Taylor
PH Presentation Councillor Connett (Corporate Resources)	Presentations	

7 February 2020	Report	Lead Officer / Next Steps
Final Budget proposals 2020/21	Report	Martin Flitcroft
PH Presentation Councillor G Hook (Corporate Services),	Presentation	

3 March 2020	Report	Lead Officer / Next Steps
PH Presentations Councillors Jeffries (Business, Economy, and Tourism) and Wrigley (Communities, housing and IT)	Presentations	
Poverty in Teignbridge - To highlight the significant actions and resources already being undertaken by the council to mitigate the causes and impact of poverty locally	Report	Amanda Pujol James Toler
Local Plan Part 1 Draft Plan	Report	Michelle Luscombe

Response to government consultation on Strengthening police powers to tackle unauthorised encampments	Report	Karen Trickey
Fly-tipping - Review of Policies and Procedures		Cllr Patch
Non-toxic weed control specification in upcoming Grounds Maintenance contract renewal		Cllr Patch
House Targets		Cllr Daws

31 March 2020 CANCELLED	Report	Lead Officer / Next Steps
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15 May 2020 CANCELLED Items postponed to 2 June *	Report	Lead Officer / Next Steps
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2 June 2020 CANCELLED Items postponed.	Report	Lead Officer / Next Steps
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**PROPOSAL FORM
FOR ITEMS FOR CONSIDERATION BY
OVERVIEW & SCRUTINY**

Submitted by:

Item for Consideration:

Expected outcome ie. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas:

Priority for matter to be considered:

☐

High (up to 3 months)

☐

Medium (3-9 months)

☐

Low (over 9 months)

Basis on which priority has been set

The suggested item should be included in future programme(s) because: (please tick as appropriate)

- | | | |
|-----|--|--------------------------|
| (a) | It is a district level function over which the district has some control | <input type="checkbox"/> |
| (b) | It is a recently introduced policy, service area of activity which would be timely to review | <input type="checkbox"/> |
| (c) | It is a policy which has been running for sometime and is due for review | <input type="checkbox"/> |
| (d) | It is a major proposal for change | <input type="checkbox"/> |
| (e) | It is an issue raised via complaints received | <input type="checkbox"/> |
| (f) | It is an area of public concern | <input type="checkbox"/> |
| (g) | It is an area of poor performance | <input type="checkbox"/> |
| (h) | It would be of benefit to residents of the district | <input type="checkbox"/> |
| (i) | Which of the Council's objectives does the issue address: | |

.....

- (j) Is there a deadline for the Council to make a decision? (If so, when and why?)

Members are requested to provide information on the following:-

- (k) What do you wish to achieve from the review?

.....

- (l) Are the desired outcomes likely to be achievable?

.....

(m) Will it change/increase efficiency and cost effectiveness?

Additional information – an explanatory sentence or paragraph to be provided below to support each box which has been ticked.