

E-mail:democraticservices@teignbridge.gov.uk

15 October 2025

## **FULL COUNCIL**

To all Members of Teignbridge District Council

A meeting of the **Full Council** will be held on **Thursday, 23rd October, 2025** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**



Phil Shears  
Managing Director

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

## **A G E N D A**

### **Part I**

1. **Apologies for absence**

2. **Minutes**

(Pages 7 - 16)

To approve as a correct record and sign the minutes of the previous Council meeting on 29<sup>th</sup> July 2025.

3. **Announcements (if any)**

Announcements only from the Chair of Council, Leader, Members of the Executive or the Managing Director.

4. **Declarations of interest (if any)**

5. **Public Questions (if any)**

Members of the public may ask questions subject to procedural rules. A maximum period of 15 minutes will be allowed with a maximum period of three minutes per questioner.

6. **Petitions (if any)**

The Chair of the Council to receive any petitions submitted by Members of the Council or Members of the Public.

7. **Councillor Questions (if any)**

Members of the Council may ask questions of the Council subject to procedural rules. Members have no more than 1 minute to ask a supplementary question. The total time allowed/allotted for Member questions and answers is 30 minutes.

8. **Notices of Motion**

Members of the Council may submit Notices of Motion to the Council subject to procedural rules. The overall time limit for dealing with Notices of Motion is 60 minutes.

a) **Notice of Motion - Safeguarding Local Communities from Unconsulted Migrant Placements**

The following motion on Safeguarding Local Communities from Unconsulted Migrant Placements has been proposed by Cllr Steve Horner, seconded by Cllr Alex Hall and supported by the requisite number of Members within the procedural rules.

**Background**

Teignbridge cannot turn a blind eye to the growing national concern over the placement of individuals who have entered the UK illegally or through deception. Immigration policy may sit with central government, but the impact lands here—on our communities, our services, and our residents.

Recent cases across the country have raised serious questions about:

- Housing pressure and competition for essential services
- Safeguarding risks and community safety concerns
- Erosion of public trust due to secrecy and lack of consultation
- Criminal offences linked to placements made without local oversight

Our Council has a statutory duty to protect residents, uphold public safety, and ensure decisions affecting local resources are made openly and democratically.

While current numbers in Teignbridge are low, pressure for further placements is real—and will continue until national government tackles illegal migration effectively.

This motion calls for a clear stance:

- No secret deals. No silent placements. No compromise on safety.
- Full transparency, full consultation, and full accountability.

### **Motion**

Teignbridge District Council resolves to:

1. Guarantee transparency: Publish all communications on migrant placements and put residents' welfare and housing needs first.
2. Demand safeguards: Refuse any placement where immigration status is unverified or safeguarding checks are incomplete.
3. Stand firm: Oppose and challenge any external placements made without prior consultation, using every legal and planning tool available.

#### **b) Notice of Motion - Celebrating the Contribution of Overseas-Born and Asylum-Seeking Residents**

The following motion on Celebrating the Contribution of Overseas Born and Asylum-Seeking Residents has been proposed by Cllr David Palethorpe, seconded by Cllr Jackie Hook and supported by the requisite number of Members within the procedural rules.

### **Council notes:**

1. Teignbridge has a proud tradition of welcoming refugees into our community including most recently from Afghanistan, Syria and Ukraine, and these people have become our friends, our neighbours and our work colleagues
2. That Teignbridge and the wider South Devon region are enriched by the skills, compassion, and dedication of residents born outside the United Kingdom. Census 2021 data show that around 7 percent of Devon's population were born abroad, with one in every two adults in South Devon and Teignbridge having at least one parent or grandparent born outside England.
3. That overseas-born residents contribute to every aspect of life in our district and region, including:
  - Tourism and hospitality, which are essential to South Devon's economy, welcoming millions of visitors each year and employing thousands of staff, many of whom are overseas nationals bringing language skills, cultural understanding, and a warm welcome that define our visitor experience.
  - Health and social care, where the Torbay & South Devon NHS Foundation Trust employs 7,198 staff, of whom 10.4 percent identify as from a Black or Minority Ethnic background, and 5 percent were recruited from outside the UK. International doctors, nurses, carers, and allied health professionals are indispensable to the safe and effective running of our hospitals, care homes, and community services.

- Education, where 16.8 percent of teachers in England identify with an ethnic minority group, and Devon's schools depend upon international teachers in STEM, languages, and special education to ensure continuity of learning and broaden students' perspectives.
  - Public safety and national service, where over 8 percent of all Regular Armed Forces personnel are non-UK nationals, including more than 4,000 Gurkhas and thousands of Fijians and Commonwealth citizens serving our country with courage and distinction. Many settle and remain in South Devon after service, continuing to contribute to civic life and community safety.
4. That humanitarian arrivals under the Ukrainian and Afghan resettlement schemes number around 314,595 UK-wide (up to June 2025) (c.0.5 percent of the population), yet their presence locally has brought cultural richness, volunteerism, and new skills to Teignbridge's communities.
  5. That several local community and voluntary organisations, faith groups, and charities work tirelessly to support refugees, migrants, and those experiencing housing or financial insecurity, often with limited resources but immense dedication.

**Council believes:**

- That Teignbridge's strength lies in its diversity — in the compassion, creativity, and hard work of all who make this district their home.
- That every resident, regardless of birthplace or background, deserves dignity, respect, and opportunity.
- That the positive contribution of overseas-born residents should be recognised, celebrated, and woven into the story of Teignbridge's success.

**Council therefore resolves to:**

1. Commits to work with Government to ensure Teignbridge continues to play its part in welcoming those seeking asylum in our country.
2. Formally recognise and celebrate the contributions of all overseas-born residents to Teignbridge's economy, culture, and public life — especially in the tourism, health, safety, and education sectors.
3. Express its gratitude to overseas-born members of the Armed Forces, including the Gurkhas and Fijian personnel, for their service and sacrifice.
4. Acknowledge the essential role of international health and social care staff in sustaining our NHS and care services across South Devon.
5. Recognise the dedication of international teachers and education professionals who help nurture and inspire our young people.

6. Reaffirm the Council's commitment to equality, human dignity, and inclusion under the International Law, Equality Act 2010 and the Council's own Equality, Diversity and Inclusion Policy.
  7. Stand in solidarity with local charities, voluntary groups, and community organisations that support refugees, asylum seekers, and other vulnerable individuals, and explore opportunities for partnership and recognition.
  8. Reject discrimination in all forms, affirming Teignbridge as a district that is open, welcoming, and enriched by the diversity of its residents.
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9. **One Teignbridge Council Strategy Action Plan** (Pages 17 - 62)  
To adopt the One Teignbridge Council Strategy Action Plan 2025-2030.
  10. **Scale of Election Fees and Costs** (Pages 63 - 78)  
To seek Full Council agreement to the updated Scale of Costs and to delegate future changes to uplift fees in line with Government guidance and national pay agreements to the Section 151 Officer.
  11. **Committee Seat Allocation** (Pages 79 - 86)  
In accordance with the Local Government and Housing Act 1989, to seek approval of the seat allocations with effect from Thursday 23<sup>rd</sup> October 2025.
  12. **Recommendation from the Appointments and Remuneration Committee - Appointment of Section 151 Officer**  
At its meeting on 1<sup>st</sup> September 2025, the Appointments and Remuneration Committee recommended that Full Council that the Head of Financial Services and Audit is appointed as Section 151 Officer to cover the period from the retirement of the current post holder (Director of Corporate and Section 151 Officer) to the appointment of their successor.  
  
The minutes for this meeting can be viewed: [Agenda for Appointments & Remuneration Committee on Monday, 1st September, 2025, Teignbridge District Council](#)
  13. **Recommendation from the Executive - 2024/25 Draft Final Accounts and Treasury Management**  
At its meeting on Tuesday 9<sup>th</sup> September (see minute 163), the Executive recommended that Full Council note the Draft Treasury Management Results for 2024/25.  
  
The minutes and associated reports can be viewed: [Agenda for Executive on Tuesday, 9th September, 2025, Teignbridge District Council](#)
  14. **Recommendation from the Licensing and Regulatory Committee - Statement of Licensing Policy**  
At its meeting on 14<sup>th</sup> October 2025, the Licensing and Regulatory Committee

agreed to refer the Statement of Licensing Policy to Full Council for approval.

The minutes and associated reports can be found at: [Agenda for Licensing and Regulatory Committee on Tuesday, 14th October, 2025.](#)

**15. Sherborne House Car Park Project, Newton Abbot - Approval (Pages 87 - 96) to Award Construction Contract**

To seek Members' agreement to progress the Sherborne House car park affordable housing project into construction, and to request delegated authority to enter into a building contract provided that the financial condition is met.

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

Council is recommended to pass the following resolution:

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

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

**17. Sherborne House Car Park Project, Newton Abbot - Approval (Pages 97 - 126) to Award Construction Contract**

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## **FULL COUNCIL**

**29 JULY 2025**

Present:

Councillors Atkins, Bullivant, Buscombe, Clarence, Cox, Daws, Farrand-Rogers, Foden, Gearon, Goodman-Bradbury, Hall, Hayes, Hook, Horner, Jackman, James, Keeling, MacGregor, Major (Vice-Chair), Morgan, Mullone, Nutley, Nuttall, Palethorpe, C Parker, P Parker, Parrott, Peart, Rogers, Rollason, Ryan, Smith, Steemson (Chair), Swain, G Taylor, J Taylor, Thorne, Webster, Williams and Wrigley

Apologies:

Councillors Bradford, Henderson, Purser, Radford and Sanders

Officers in Attendance:

Phil Shears, Managing Director  
Martin Flitcroft, Director of Corporate  
Amanda Pujol, Director of Customer Experience and Transformation  
Chris Braines, Head of Environmental Services  
Tom Phillips, Head of Assets  
Sue Heath, Audit and Information Governance Manager  
Charlie Fisher, Democratic Services Team Leader & Deputy Monitoring Officer  
Kay Fice, Scrutiny Officer  
Christopher Morgan, Trainee Democratic Services Officer

### **120. MINUTES**

It was **proposed** by Councillor Jackman and **seconded** by Councillor Palethorpe, and

#### **RESOLVED**

that the Minutes of the meeting held on 20th May 2025 be approved and signed by the Chair as a correct record.

### **121. ANNOUNCEMENTS (IF ANY)**

The Chair announced his engagements since the last Full Council meeting which included: a visit to South Devon College, the Devon in Sight Centenary celebration, the Lammas Fair, celebrating the 25 year anniversary of Chudleigh Youth Centre and most recently, the re-opening of the Broadmeadow Sports Centre in Teignmouth.

The Chair also announced:

- A recognition to the work of 'Kev', a street cleaner in Teignmouth.

- That there is a District Councillor vacancy in the Kenn Valley Ward. The relevant legal notices and arrangements to fill the vacancy will be issued in due course.
- That Councillor Ron Peart is to represent the Council on the Teign Estuary & Coastal Partnership, replacing Councillor Rosie Dawson who has taken a Devon County Council seat on the Partnership.

Councillor Nutley, as Executive Member for Leisure and Recreation, spoke to this item about the Broadmeadow Sports Centre refurbishment and re-opening event. Councillor Nutley thanked those who were involved in the project.

Councillor Bullivant spoke to this item regarding the Kenn Valley Ward vacancy.

The Leader announced the following:

- That Councillor Goodman-Bradbury has been given a 3-month leave of absence from the Executive.
- That Councillor Nuttall has been appointed Executive Member for Local Government Re-organisation and Devolution and will also be covering some of the Neighbourhoods portfolio during Councillor Goodman-Bradbury's period of leave.
- The outcomes of the Executive Meeting at 9:30am on Tuesday 29<sup>th</sup> July 2025, before the Full Council meeting, relating to the management of unauthorised encampments.

Cllr P Parker spoke on this issue to ask for clarification on the funding for the transit sites. The Leader agreed to respond in writing and circulate the response in the Member's Newsletter.

## **122. DECLARATIONS OF INTEREST (IF ANY)**

None received.

## **123. PUBLIC QUESTIONS (IF ANY)**

In accordance with the Council's procedural rules, the Leader responded to six Members of the Public, who asked eight questions relating to the provision of public conveniences and the provision of single-sex spaces across the Council's assets.

The questions and responses had also been sent to all questioners prior to the meeting.

Questioners raised the following points as part of their supplementary questions:

- Sarah Prince spoke about public conveniences, particularly in Ashburton and Newbridge, in relation to the agenda item later in the meeting and asked the Leader to consider all options when making a decision.
- Councillor Sue Clarke spoke about public conveniences, particularly in relation to Buckfastleigh, and asked for a commitment that the Council will



enter into meaningful and productive conversations regarding the public convenience.

- Councillor Danielle Westlake spoke about public conveniences, particularly in relation to Shaldon.
- Jenny Dingsdale spoke about the guidance in relation to single-sex spaces and in relation to the agenda item later in the meeting on the recommendation from Overview and Scrutiny on Councillor J Taylor's Notice of Motion and asked the Leader about setting up a working group to consider such issues.
- Cathy Mudge spoke about the collection of data relating to sex in public consultations and asked about public conveniences.
- Councillor Yvette Elliott spoke about public conveniences, particularly in relation to Widecombe-in-the-Moor and Newbridge and asked the Leader about the robustness of the consultation and report.

The Leader responded to supplementary questions orally and agreed to issue a written response to Jenny Dingsdale.

## **124. PETITIONS**

The Chair was presented with three petitions submitted by from Members of the Public:

- Sarah Prince presented a petition relating to public toilets in Ashburton and Newbridge containing 2930 signatures.
- Councillor Danielle Westlake (of Shaldon Parish Council) presented a petition relating to public toilets in Shaldon containing c.3100 signatures.
- Councillor Sue Clarke (of Buckfastleigh Parish Council) presented a petition relating to public toilets in Buckfastleigh containing 168 signatures.

All three organisers were given an opportunity to appraise Councillors of their petitions and formally present their petition to the Chair of the Council.

## **125. THE PROVISION OF PUBLIC CONVENIENCES**

The Council considered the report on the provision of public conveniences across the District. The report noted that public conveniences are a discretionary service provided by some local authorities. At the time of the report, the Council provided 22 public conveniences, and a number of Town and Parish Councils provided their own.

The Council's Modern 25 Programme identified that the Council's spend on public conveniences was greater than comparable authorities and recommended a review of provision to ascertain if current levels are providing best value and a target ongoing annual saving of £250,000 from the service.

The report noted that the Council on Tuesday 29<sup>th</sup> October 2024 (Minute 71) gave approval for a public consultation to review all potential options for the

provision of public toilets. The public consultation took place from 12<sup>th</sup> November to 23<sup>rd</sup> December 2024, where 5,577 responses were received. Summaries of the responses were included within the appendices in the agenda and reports pack.

The report highlighted a facility review of the 22 sites based on a number of criterion (usage, costs and strategic importance) and the facilities were then scored based on this criterion.

An All-Member Briefing was held on Wednesday 16<sup>th</sup> July 2025 in advance of the meeting, and the presentation slides were included within the agenda and reports pack.

The Leader spoke at the start of the debate on the Council's financial position, the Modern 25 programme, discussions with Town and Parish Councils, the public consultation and thanked those who signed petitions in advance of the meeting.

It was proposed by the Leader and seconded by Councillor Williams that the Council:

1. Ensure the continued provision of public conveniences until April 2027.
2. With immediate effect start consultation with the ten Towns/Parishes to transfer toilets by April 2027 to enable continued provision of facilities and avoid cessation of services. The Head of Assets in consultation with the Portfolio Holder for Assets and Environmental Services to transfer facilities as agreed with town and parish councils.
3. Where towns and parishes are unable to fund /resource provision of public conveniences the Head of Assets will consult with other interested parties to transfer facilities on the proviso that they continue to be provided as public conveniences for the foreseeable future.
4. Ensure resources are devoted to achieving agreement with Towns/Parishes at the earliest opportunity to enable precepts to be increased if necessary.

The Leader proposed a recorded vote on the substantive motion, and this was duly supported by more than five Members of the Council.

As part of the debate, Councillors raised the following points for and against the substantive motion:

- The negatively impacted groups as highlighted in the Equality Impact Assessment, specifically the Gypsy and Traveller communities, Women and Girls, the Elderly and Disabled residents.
- The impact on Town and Parish Council precepts to cover the additional funding needed to provide public conveniences.
- The impact of the proposals on rural communities.
- Other opportunities to generate revenue from other Council properties and assets or realise other savings including special responsibility allowances and other Council projects.

- The detail contained within any transfer agreements to Town and Parish Councils relating to freehold or leasehold arrangements and any covenants applied to the sites.
- The financial position of the Council and future unitary local authorities, the need to safeguard public convenience provision in light of future local government re-organisation, working with partners and communities.
- Access to capital funding for communities, town and parishes.
- Other proposals to safeguard the provision of public toilets including pay to pee facilities or using developer contributions.

*(Councillor Wrigley declared an interest as the Member of Parliament for Newton Abbot)*

Officers responded to the points raised in relation to pay to pee proposals.

*The meeting was adjourned at 12:12 for a short period.*

Following the resumption of the meeting, an amendment was **proposed** by Councillor P Parker and **seconded** by Councillor MacGregor:

“The Council to investigate in detail the option for pay to pee services, where assets are used to cover the cost of providing new custom-built facilities through disposal and other funding sources and report back to the next Full Council in October 2025.”

Councillors Keeling, Clarence and MacGregor spoke on the amendment proposed by Councillor P Parker.

Councillor J Taylor proposed a recorded vote on the amendment, and this was duly supported by more than five Members of the Council.

Councillor P Parker and Councillor MacGregor agreed to amend the wording of the amendment to report back to the next Full Council in February 2026.

The amendment put to the vote was as follows:

“The Council resolves to investigate in detail the option for pay to pee services, where assets are used to cover the cost of providing new custom-built facilities through disposal and other funding sources and report back to the next Full Council in February 2026.”

In accordance with section 4.13.5 of the Constitution (Recorded Vote), the Members voting for, against or abstaining from voting is as follows:

Those voting FOR: Councillors Clarence, Cox, Daws, Gearon, Horner, MacGregor, Mullone, P Parker, Ryan, J Taylor.

Those voting AGAINST: Councillors Bullivant, Buscombe, Farrand-Rogers, Foden, Goodman-Bradbury, Hall, Hayes, Hook, Jackman, James, Keeling,

Major, Morgan, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Rollason, Rogers, Smith, Swain, G Taylor, Thorne, Williams and Wrigley.

ABSTENTIONS: Councillors Atkins, Steemson and Webster.

The amendment was declared as **LOST**.

The debate continued and Councillors raised the following points for and against the substantive motion:

- The scoring system and criterion used within the report.
- Further points about the Equality Impact Assessment, the Council's revenue budget and financial position, local government re-organisation and working with Town and Parish Councils.
- Reference to the individual public convenience sites in Ashburton, Bovey Tracey, Buckfastleigh, Newton Abbot, Starcross and Widecombe-in-the-Moor.
- Subsidising Town and Parish Councils when transferring them from the Council's reserves.
- Clarification on the substantive motion proposed by the Leader that all public conveniences are in scope as part of the recommendation.

The Leader and officers responded orally to the comments made.

An amendment was **proposed** by Councillor J Taylor and **seconded** by Councillor Daws:

"All Toilets will under the ownership of Teignbridge District Council, maintained as public toilets, except those which town and parish councils agree to transfer to their ownership".

Councillor J Taylor spoke to the amendment and officers responded orally to the comments made.

Councillor J Taylor proposed a recorded vote on the amendment, and this was duly supported by more than five Members of the Council. The amendment was then put to the vote.

In accordance with section 4.13.5 of the Constitution (Recorded Vote), the Members voting for, against or abstaining from voting is as follows:

Those voting FOR: Councillors Clarence, Daws, Gearon, Horner, James, MacGregor, Mullone, P Parker, Rogers, Ryan and J Taylor

Those voting AGAINST: Councillors Bullivant, Buscombe, Farrand-Rogers, Goodman-Bradbury, Hall, Hayes, Hook, Jackman, Keeling, Major, Morgan, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Rollason, Smith, Swain, G Taylor, Thorne, Williams and Wrigley.

ABSTENTIONS: Councillors Atkins, Cox, Foden, Steemson and Webster.

The amendment was declared as **LOST**.

The Leader and Councillor Williams agreed to amend the second recommendation of the substantive motion to read “With immediate effect start consultation with all Towns/Parishes...”

The vote was then taken on the substantive motion proposed by the Leader which now read as follows:

The Council **RESOLVES** to:

- 1) Ensure the continued provision of public conveniences until April 2027.
- 2) With immediate effect start consultation with all Towns/Parishes to transfer toilets by April 2027 to enable continued provision of facilities and avoid cessation of services. The Head of Assets in consultation with the Portfolio Holder for Assets and Environmental Services to transfer facilities as agreed with town and parish councils.
- 3) Where towns and parishes are unable to fund /resource provision of public conveniences the Head of Assets will consult with other interested parties to transfer facilities on the proviso that they continue to be provided as public conveniences for the foreseeable future.
- 4) Ensure resources are devoted to achieving agreement with Towns/Parishes at the earliest opportunity to enable precepts to be increased if necessary.

In accordance with section 4.13.5 of the Constitution (Recorded Vote), the Members voting for, against or abstaining from voting is as follows:

Those voting **FOR**: Councillors Bullivant, Buscombe, Cox, Farrand-Rogers, Foden, Goodman-Bradbury, Hall, Hayes, Hook, Jackman, James, Keeling, Major, Morgan, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Rollason, Smith, Swain, G Taylor, Thorne, Williams and Wrigley.

Those voting **AGAINST**: Councillors Mullone and P Parker.

**ABSTENTIONS**: Councillors Atkins, Clarence, Daws, Gearon, Horner, MacGregor, Rogers, Ryan, Steemson, J Taylor and Webster.

The substantive motion was declared as **CARRIED**.

*The meeting was adjourned for a short break.*

## **126. REVIEW OF THE EQUALITY AND DIVERSITY POLICY - NOTICE OF MOTION**

The Council considered the recommendation from the Overview and Scrutiny Committee relating to the Notice of Motion “Review of Equality and Diversity Policy” proposed by Councillor J Taylor.

Councillor J Taylor's Notice of Motion was referred to the Overview and Scrutiny Committee at the Council meeting on 29<sup>th</sup> October 2024. The Overview and Scrutiny Committee considered the motion at its meeting on 13<sup>th</sup> May 2025.

In response to the notice of motion, the Overview and Scrutiny Committee recommended that:

*The Overview & Scrutiny Committee has satisfied itself with the information received which has been thoroughly considered and recommend that officers provide an update to this committee once the Statutory guidance has been published and officers have had the opportunity to consider the implications.*

It was **proposed** by the Leader and **seconded** by the Deputy Leader to accept the recommendation from the Overview and Scrutiny Committee on 13<sup>th</sup> May 2025 in response to the Notice of Motion.

Councillors J Taylor and MacGregor spoke to this item against the motion to accept the recommendation and that a working group was not set up. Councillor Horner spoke to this item regarding the co-option of external expertise to aide discussions.

The motion was put to the vote and declared as **CARRIED**.

## **127. CHANGES TO THE CONSTITUTION - AUDIT SCRUTINY, PROCEDURES AND STANDARDS COMMITTEES**

The Council considered the report to change the Council's Constitution to rename the Audit Scrutiny Committee to the Audit Committee and merge the Standards and Procedures Committees to form the Governance Committee.

Councillors MacGregor and J Taylor spoke to this item about the role of the Procedures Committee and Constitution Review Working Group. Officers responded to these points verbally.

It was **proposed** by the Leader and **seconded** by the Deputy Leader and  
RESOLVED

That the Council agrees to:

- 1) Change the Council's Constitution to rename the Audit Scrutiny Committee to the Audit Committee.
- 2) Approve the Audit Committee's Terms of Reference as detailed in Appendix 1.
- 3) Change the Council's Constitution to combine the Procedures and Standards Committees into the Governance Committee.
- 4) Approve the Governance Committee's Terms of Reference as detailed in Appendix 2.

- 5) To appoint the Chairs, Vice Chairs and Members of the Audit Committee and the Governance Committee in the subsequent agenda item (Committee Seat Allocation).

The motion was declared as **CARRIED**.

## **128. COMMITTEE SEAT ALLOCATION**

The Council considered the report to update the Committee Seat allocations due to the vacation of office on 15<sup>th</sup> July and the need to ensure political proportionality as per the Local Government and Housing Act 1989.

Councillors Clarence, P Parker, MacGregor, Bullivant and J Taylor spoke to this item regarding the committee seat allocation numbers and the relevant legislative requirements. Officers responded to any comments raised orally.

It was **proposed** by the Leader and **seconded** by the Deputy Leader and

**RESOLVED**

That the Council:

- 1) Approve the Committee seat allocations as set out in the Appendix
- 2) Give effect to the appointment of individual members as proposed by the Group Leaders.
- 3) Group Leaders to advise the Democratic Services Team Leader of any changes required within 24 hours of the change occurring.

The motion was declared as **CARRIED**.

## **129. COUNCILLOR QUESTIONS (IF ANY)**

In accordance with the Council's procedural rules, the Leader and the Chair of Overview and Scrutiny Committee responded to two Members of the Council, who asked nine questions.

The questions and responses had published and circulated prior to the meeting.

Councillor MacGregor asked supplementary questions relating to the Council's operational definition of "community-led" and engagement with local communities; if the Overview and Scrutiny Committee had reviewed an instruction of Counsel and how the Council instructs Counsel; the application of a zero-tolerance approach to Councillors; a public statement regarding the Supreme Court Ruling on the Equality Act 2010 and the public participation guidelines; and if there is a Council policy to monitor the social media accounts of Councillors.

Councillor P Parker asked supplementary questions relating political proportionality and committee seat allocations in relation to the statutory requirements.

The Leader and Chair of Overview and Scrutiny Committee responded to the supplementary questions orally and the Leader agreed to issue a written response to Councillor MacGregor's first supplementary question.

Councillors Bullivant and J Taylor spoke under this item at the end of the meeting.

The meeting started at 11.00 am and finished at 2.42 pm.

Chair



**Teignbridge District Council  
Full Council  
23 October 2025  
Part i**

**One Teignbridge Council Strategy Action Plan 2025-2030**

**Purpose of Report**

To adopt the One Teignbridge Council Strategy Action Plan 2025-2030

**Recommendation(s)**

**The Council RESOLVES to:**

1. To adopt the One Teignbridge Council Strategy Action Plan 2025-2030 as the document to be used to guide the strategic priorities and projects of the Council for the next 5 years.

**Financial Implications**

These are as set out in section 4.1.

Gordon Bryant

Head of Finance

Email: [gordon.bryant@teignbridge.gov.uk](mailto:gordon.bryant@teignbridge.gov.uk)

**Legal Implications**

These are as set out in section 4.2.

Charlie Fisher

Email: [charlie.fisher@teignbridge.gov.uk](mailto:charlie.fisher@teignbridge.gov.uk)

**Risk Assessment**

These are as set out in section 4.3.

Michelle Luscombe Head of Strategy and Partnerships

Tel: 01626 215754

Email: [michelle.luscombe@teignbridge.gov.uk](mailto:michelle.luscombe@teignbridge.gov.uk)

**Environmental/ Climate Change Implications**

These are as set out in section 4.4.

Michelle Luscombe Head of Strategy and Partnerships

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## **Executive Member**

Cllr Richard Keeling - Leader

## **Appendices**

1. One Teignbridge Council Strategy 2025-2030
2. One Teignbridge Council Strategy Action Plan 2025-2030
3. Equality Impact Assessment
4. Summary of Action Plan group meetings

## **1. PURPOSE**

- 1.1.** The purpose of this report is to explain the content of the Action Plan which contains specific projects and business initiatives that will be the priority of the Council for the next five years. These projects and initiatives are designed to achieve the 6 strategic priorities agreed in the One Teignbridge Council Strategy of: Community; Economy; Environment; Homes; Infrastructure; and The Way We Will Work.

## **2. REPORT DETAIL**

### **2.1. Overview**

- 2.1.1.** The One Teignbridge project was launched to the public on the 16<sup>th</sup> February 2024, to initiate the start of the new council strategy journey. This was followed by a wide-ranging consultation with residents, community leaders, voluntary groups and societies, businesses, and partners to hear about experiences of living and working in Teignbridge.
- 2.1.2.** Thousands of opinions and lived experiences were recorded and analysed alongside information and data about the district. These highlighted five key priority areas for residents where the Council can have the biggest impact towards a positive future for Teignbridge: Community; Economy; Environment; Homes; and Infrastructure.
- 2.1.3.** Alongside the five key priority areas are a set of principles that will guide the way the Council will work. These are based on the feedback received around what the community expects from the Council.
- 2.1.4.** The One Teignbridge Strategy was adopted by Full Council on 14<sup>th</sup> January 2025 and is included in Appendix 1. Since then, officers have coordinated a series of focused meetings with relevant partners, stakeholders and community representatives to identify the main projects and business initiatives that will help to achieve the strategic priorities.
- 2.1.5.** At the Full Council meeting on 14<sup>th</sup> January, the relevance of reviewing the Council Strategy and Action Plan was queried in the context of Local Government Reorganisation (LGR). However, it was agreed that having an evidenced strategy and a robust, deliverable action plan to focus the work of the authority prior to LGR would ensure that our communities' priorities are represented and taken forward as part of a new organisation.

- 2.1.6. The Action Plan is contained in Appendix 2 and is designed as a 'living document' that will be regularly reviewed during the lifetime of the Strategy.

## **2.2. Background and Governance**

- 2.2.1. The One Teignbridge Council Strategy is the Council's formal strategic plan and part of the Budget and Policy Framework which is approved by Full Council.
- 2.2.2. On 12 September 2023, Full Council agreed to start preparing a new Council Strategy and approved a budget, timetable, and scope for its preparation. This included setting up a Member and Officer Working Group which has overseen preparation of the Strategy.
- 2.2.3. The Council Strategy Working Group met on the 10<sup>th</sup> October 2025 to agree the final version of the Action Plan.

## **3. DEVELOPING THE ACTION PLAN**

### **3.1. Consultation**

- 3.1.1. During the period March-June 2025 the following Action Group meetings were held with a range of partners, stakeholders and community representatives, including utility and infrastructure providers, Teign CVS, town and parish councillors, elected members, officers, Newton Abbot CIC, community transport providers, Action for Climate in Teignbridge, Registered Providers and housing partners. These sessions took place on:
- Environment Action Group – 25 March 2025
  - Community Action Group – 31 March 2025
  - Infrastructure Action Group – 17 April 2025
  - Homes Action group – 4 June 2025
- 3.1.2. Officers also engaged with the business community through local Chamber of Commerce meetings and visits to individual businesses to understand priorities for our business community.
- 3.1.3. A summary of the ideas and feedback gathered from these events and meetings is provided in Appendix 4.

### **3.2. Format of the Action Plan**

- 3.2.1. The Action Plan is divided into the 6 strategic priority areas with specific projects and business initiatives listed under each section. It also captures some key 'business as usual' tasks which are essential to meeting the strategic priorities.
- 3.2.2. The Action Plan will form the basis for a refreshed performance monitoring framework and will replace the current T10 reports which are presented to the Overview and Scrutiny Committee. The new performance framework will be in place for Quarter 3 of 2025/26.
- 3.2.3. All projects and business initiatives included in the Action Plan are a priority for the Council. However, there is insufficient resource for all projects to be carried out simultaneously and in the early years of the Strategy. As such, for any time-defined projects, there are target completion dates set. Projects with completion dates earlier in the five-year period (e.g. EC.2. Newton Abbot Masterplan - Q4 2026/27) will be expected to start sooner than projects with completion dates later in the five-year period (e.g. IN.6. Supporting the community and voluntary sector to redevelop Buckland Community Centre – Q7 2027/28). This timetabling of projects has taken into account available financial and staff resource and a prioritisation of individual projects.

#### **4. Implications, Risk Management and Climate Change Impact**

##### **4.1. Financial**

- 4.1.1. The Council's ability to deliver services is affected by the availability of finance. It is therefore essential that the Council has a positive strategy to manage income and expenditure, making prudent decisions about how services will be financed in the future.
- 4.1.2. The One Teignbridge Strategy has streamlined the Council's previous 'Teignbridge Ten' strategy into a set of six clearly defined priorities and supporting objectives. These are now used to focus spending for statutory services, discretionary projects, and voluntary sector funding through the projects and business initiatives set out in the Action Plan. The Action Plan

will be aligned to the Medium-Term Financial Plan and Capital Programme to ensure that the Council continues to be financially sustainable.

4.1.3. Capital and revenue costs are set out in the Action Plan where relevant.

Revenue costs do not include any existing base salary budgets required to resource the work. Any capital costs will be included within the 2026/27 Capital Programme, to be funded either from S106 or Community Infrastructure Levy funds, grant income, capital receipts, or prudential borrowing. Both the revenue and capital costs have been considered in the context of the Council's financial position, with internal staffing restructures focused on delivering the Action Plan, alongside a refresh of the Capital Programme to prioritise expenditure on these projects rather than add to the capital burden.

4.2. **Legal**

4.2.1. There are no legal requirements to prepare a Council Strategy or supporting Action Plan, but it is a cornerstone of good governance. Its preparation will establish an updated framework for monitoring and scrutinising performance, as well as ensuring that the Council can be financially sustainable in delivering its statutory duties alongside any other discretionary services.

4.3. **Risks**

4.3.1. The Action Plan provides the list of projects and business initiatives that are to be prioritised and delivered. An updated and fit-for-purpose Council Strategy Action Plan enables the Council to be accountable for its decisions around funding, resources, and work programmes, and maximises opportunities to bring the greatest benefits to the communities it serves.

4.3.2. The Action Groups were asked to suggest any potential projects or business changes that they would like to see under each strategic priority. The project team has looked at all of these and are recommending the Action Plan as set out because these are the ones mentioned most frequently and which have the greatest impact on people's quality of life. By its nature this will mean that there are some things people have said that are not reflected within the strategy.

#### **4.4. Environmental/Climate Change Impact**

- 4.4.1. There are key commitments within the Action Plan to respond to the challenges of climate change, reduce greenhouse gas emissions in the district and look after our green spaces, beaches, and coastal areas. As one of the key pillars of the Strategy, this will ensure that environmental and climate change considerations are front and centre of all Council decisions relating to the services provided and projects delivered by the Council.

### **5. CONSIDERATION OF ALTERNATIVE OPTIONS**

- 5.1. The alternative options to the proposed recommendation are:
- Amend the Action Plan prior to adoption.
  - Do not adopt the Action Plan and take additional time to make changes. In the meantime, continue to rely on the Teignbridge Ten framework for performance monitoring.
  - Cease production of the Action Plan.
- 5.2 Given the lack of up to date, focused Action Plan for the Council currently and the need to ensure financial sustainability for the Council, it is recommended that the Action Plan is adopted to use as the main framework for guiding strategic projects and initiatives of the Council for the next 5 years.

### **6. CONCLUSION**

- 6.1. The One Teignbridge Council Strategy Action Plan is the culmination of 18 months of work with Teignbridge stakeholders, partners and communities. It is based on extensive data from wide-ranging public consultation, from early initial engagement through a series of workshops with residents and community leaders, to whole-district public consultation, and finally to action-focused working groups to shape the projects within the Action Plan. The projects and business initiatives in the Action Plan reflect the issues raised in these discussions.

- 6.2. The adoption of the Action Plan will bring the organisation's performance monitoring programme in line with the adopted One Teignbridge Council Strategy and provide clear information to our communities about what we intend to achieve over the next 5 years.
- 6.3. On this basis it is recommended that the Action Plan is adopted by the Council.



## Our Council Strategy 2025-2030

### The way we will work

25 We will:

- talk meaningfully with you about the projects and decisions that affect you and your area
- manage money, resources and services responsibly.
- make sure you can see how and why decisions are being made
- take action to reduce our own carbon footprint and support communities to do the same
- create opportunities for healthier and happier living.
- speak up for our communities to improve services that other organisations provide
- focus non-statutory projects on our communities and environments that are most vulnerable.



## Community

Listening and responding to communities on local issues.



## Economy

Working with businesses and partners to support our local economy.



## Environment

Protecting our environment and supporting communities and landscapes and responding to the challenge of climate change.



## Homes

Take action to tackle the housing crisis and strive to give everyone the chance to live in a safe warm home.



## Infrastructure

Providing with partners the services, facilities and travel networks that our residents and businesses need.



## Community

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### We will:

- Work collaboratively with town and parish councils to support the work that they do in their local communities.
- Support our communities to prepare for and respond to emergency situations and our changing climate.
- Identify, prevent and resolve issues relating to anti-social behaviour, domestic abuse, safety and crime.
- Work more effectively with community and voluntary services to provide essential support for residents most in need.
- Collaborate and partner with communities on projects to achieve better outcomes.



## Economy

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### We will:

- Work with education partners to develop a skilled and well-educated workforce to meet the demands of existing and emerging local businesses.
- Attract business and investment to Teignbridge through the development of strategic employment sites and associated infrastructure.
- Manage our assets to support the local economy and achieve value for money for residents.
- Attract and administer grant funding to support local businesses.
- Work with our communities to support town centre initiatives.



## Environment

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### We will:

- Make sure neighbourhoods are kept clean and safe and use our legal powers to respond to planning and environmental breaches.
- Achieve net zero before 2050.
- Work with partners to ensure our beaches are clean and well managed.
- Look after our play areas, parks and green spaces, making sure they are clean, safe, and wildlife friendly places where people of all ages want to go.
- Work with developers and other organisations to improve biodiversity.
- Increase household recycling rates to 65% by 2035.



## Homes

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### We will:

- Facilitate and encourage more affordable housing, in particular social rented and one-bedroom homes.
- Improve the standard of housing stock and make them as energy efficient as practical.
- Deal with planning applications efficiently to ensure that well-designed homes supported by the Local Plan are delivered.
- Facilitate and encourage the provision of more housing that meets the needs of older people and people with limited mobility.



## Infrastructure

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### We will:

- Work with partners to bring forward the education facilities, healthcare, green spaces, digital infrastructure, utilities and travel networks needed alongside new housing.
- Run leisure facilities to support community health and wellbeing across the district.
- Support town and parish councils in making plans about development and infrastructure in their area.
- Work closely with partners to deliver better and integrated public transport, walking and cycling routes and improve road conditions.



# One Teignbridge Action Plan

October 2025

## Our Council Strategy 2025-2030

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## Community – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>C.1. Deliver a programme of improved working relationships with town and parish councils, providing better channels of communication and mutual understanding of expectations.</b>	<ul style="list-style-type: none"> <li>• Adopt a working agreement</li> <li>• Ensure direct lines of communication</li> <li>• Support towns and parishes to prepare emergency response plans and establish Community Hubs</li> <li>• Deliver planning training and information through regular planning training and advice sessions</li> </ul>	Strategy and Partnerships	Nil	Nil	Ongoing project	<ul style="list-style-type: none"> <li>• % town and parish councils represented at events</li> <li>• % satisfaction rate of town and parish councils with District Council communication</li> <li>• # Community Emergency Response Plans</li> <li>• # community hubs</li> </ul>
<b>C.2. Work with partners as part of the Community Safety Partnership to reduce crime, anti-social behaviour and domestic abuse.</b>	<ul style="list-style-type: none"> <li>• Deliver the Safe Spaces Safer Places Project</li> <li>• Deliver the Let's Talk Project</li> <li>• Continue the roll out of Community Protection Warnings and Community Protection Notices</li> </ul>	Strategy and Partnerships  Neighbourhoods	Grant funded	Nil	Ongoing project	<ul style="list-style-type: none"> <li>• % of projects on target in the Local Delivery Plan</li> <li>• Upcoming government datasets reporting on ASB</li> <li>• % compliance with CPWs and CPNs</li> </ul>
<b>C.3. Work with our community and voluntary partners.</b>	<ul style="list-style-type: none"> <li>• Establish a biannual Community Forum for mutual support and benefits</li> <li>• Annually review and monitor SLAs with key voluntary sector partners</li> <li>• Maintain Councillors Community Fund for local projects</li> <li>• Maintain the Teignbridge Community Lottery to support local projects</li> </ul>	Strategy and Partnerships  Legal (Democratic Services)	Nil	£170,500 (SLAs and Councillor Community Fund)	Ongoing project	<ul style="list-style-type: none"> <li>• # community and voluntary representatives attending events</li> <li>• % town and parish councils represented at events</li> <li>• SLA specific KPIs</li> <li>• £ Councillors Community Fund invested in community projects</li> <li>• £ Community Lottery funding given to support local projects</li> </ul>

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>C.4. Collaborate with Devon County Council to improve road safety conditions</b>	<ul style="list-style-type: none"> <li>Support applications for reduced speed/road safety schemes where appropriate</li> <li>Lobby Devon County Council for improvements to road signage and road conditions</li> </ul>	District Councillors	Nil	Nil	Ongoing project	<ul style="list-style-type: none"> <li>Percentage of adults who walk or cycle for travel purposes at least once per week (DfT)</li> <li>Killed or seriously injured per billion vehicle miles (DfT)</li> </ul>

\*to be included in 2026/27 Capital programme

\*\*exceeding existing base salary budget

## Community – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>C.5. Work with partners as part of the South Devon Community Safety Partnership to carry out statutory community safety and safeguarding duties.</b>	Strategy and Partnerships	Nil	Subject to Grant Funding	<ul style="list-style-type: none"> <li>% on target of projects on Local Delivery Plan</li> <li>Safeguarding reports to SLT on a 6-monthly basis</li> <li>Upcoming government datasets reporting on ASB</li> </ul>
<b>C.6. Ensure strategic emergency planning and business continuity protocols are up to date and all necessary staff are trained in response and recovery.</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li># training exercises completed per year</li> <li>% services completed business continuity plan (BCP) annually</li> </ul>

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\*\*exceeding existing base salary budget

## Economy – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>EC.1. Accelerate the delivery of employment land by developing sites we own and working with the private sector to create new spaces for jobs and local enterprise.</b>	<ul style="list-style-type: none"> <li>Work with strategic partners and landowners to encourage commercial investment in Local Plan employment allocations, particularly the strategic sites at GC20 Forches and Perry Cross, GC21 Ilford Park and EE2 West Exe.</li> <li>Deliver 10 x 1000sqft business units to the rear of Aldi on Forde Close.</li> <li>Promote commercial opportunities in the district through marketing materials.</li> </ul>	Strategy and Partnerships  Assets	£3m (Forde Close)	£20,000 (marketing)	Ongoing	<ul style="list-style-type: none"> <li># hectares (net) employment and business land delivered.</li> <li>% of the allocated business and employment land developed</li> </ul>
<b>EC.2. Work in partnership with Newton Abbot Town Council to prepare a masterplan for Newton Abbot town centre</b>	<ul style="list-style-type: none"> <li>Consideration of Newton Abbot town centre assets as part of masterplan, including Cattle market, Multi Storey Car Park, Wilko block and service yard, Sherborne House, Leisure Centre and Halcyon Road Car Park.</li> <li>Consideration of sustainable transport hub in the town.</li> </ul>	Strategy and Partnerships  Assets	Nil	£40,000	Q4 – 2026/27	<ul style="list-style-type: none"> <li>Approved masterplan</li> </ul>
<b>EC.3. Support plans for an Arts Trail around Newton Abbot Town Centre</b>	<ul style="list-style-type: none"> <li>Enable council-owned buildings to be used for murals where appropriate</li> <li>Support initiatives for community-led art schemes</li> </ul>	Strategy and Partnerships  Assets	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li># new art installations in Newton Abbot</li> </ul>
<b>EC.4. Complete redevelopment of Market Hall</b>	<ul style="list-style-type: none"> <li>Carry out external landscaping works</li> <li>Internal refurbishment and fit-out</li> </ul>	Assets	No additional funds for 26/27 onwards	Nil	Q4 – 2025/26	<ul style="list-style-type: none"> <li># visitors to Market Hall</li> </ul>



Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
	<ul style="list-style-type: none"> <li>Appoint an external partner to run and manage the market</li> </ul>					

## Economy – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>EC.5. Deliver the Asset Disposal Programme</b>	Assets	Nil provided no asset improvement spend prior to disposal	c.£50k consultant fees to be paid via staff salary budget savings. Otherwise handled via existing internal resource. Sales fees to be covered via disposals to self-finance	<ul style="list-style-type: none"> <li>£ savings</li> <li># Assets disposed</li> </ul>
<b>EC.6. Provide resource to administer devolved grant funding to businesses.</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>£ grant funding issued</li> <li># grants issued</li> </ul>
<b>EC.7. Ensure all relevant applications contain an Employment and Skills Plan.</b>	Development Management	Nil	Nil	<ul style="list-style-type: none"> <li># of major applications approved containing an Employment and Skills Plan</li> </ul>
<b>EC.8. Work with local businesses, Devon County Council, the Combined County Authority, and Chambers of Commerce to make sure education and future business and career demands align with each other.</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>% unemployment in Teignbridge</li> <li>Average resident earnings</li> <li>Average workplace earnings</li> </ul>

\*to be included in 2026/27 Capital programme

\*\*exceeding existing base salary budget

## Environment – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>EN.1. Improve enforcement processes</b>	<ul style="list-style-type: none"> <li>Deal with enforcement issues and complaints effectively and efficiently.</li> <li>Prepare and implement a corporate enforcement policy</li> <li>Proactively monitor development sites</li> </ul>	Neighbourhoods  Development Management	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li>% compliance with enforcement notices</li> <li># Enforcement complaints</li> <li># Enforcement notices served</li> <li>Fly-tipping enforcement actions per incident (DEFRA)</li> <li># site monitoring visits held</li> </ul>
<b>EN.2. Support and educate our residents and businesses to reduce their carbon footprint</b>	<ul style="list-style-type: none"> <li>Increase the information we provide about climate change. This includes social media campaigns, the Teignbridge Climate Hub website, partnership working with ACT, and community outreach opportunities.</li> <li>Support ACT with roll out of the 'My Electricity' project, <i>and projects arising out of strategic meetings.</i></li> </ul>	Strategy and Partnerships	Nil	£110,000 for Media and Communications Officer 2-year fixed term contract.	Q3 – 2027/28	<ul style="list-style-type: none"> <li># views of Climate Hub webpage</li> <li>% of carbon footprint generated by domestic heating.</li> <li>% of carbon footprint generated by commercial heating.</li> </ul>
<b>EN.3. Introduce new measures to increase household recycling rates</b>	<ul style="list-style-type: none"> <li>Deliver upgraded waste transfer station</li> <li>Collection of soft plastics</li> <li>Collection of tetrapacks</li> <li>Communications and compliance efforts to encourage public uptake</li> <li>Move to 3 weekly residual waste collections to improve recycling rates</li> </ul>	Environment	£5m	To be confirmed following award of recycling sorting infrastructure contracts and approved approach to collections	Q4 – 2026/27 Q4 – 2026/27 Q4 – 2025/26 Ongoing Q4 – 2028/29	<ul style="list-style-type: none"> <li>% of household waste recycled / reduction in residual waste (kg/hh/yr)</li> <li>% reduction in food waste/evaluate tonnage analysis/market research (carried out county wide)</li> </ul>
<b>EN.4. Main Depot upgrades</b>	<ul style="list-style-type: none"> <li>Demolish elements of depot no longer fit for purpose and provide improved temporary office accommodation and welfare</li> </ul>	Assets  Environment	£700k TBC following options appraisal	Nil	Q2 – 2026/27	

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
	facilities accommodation for operational staff to reduce our carbon footprint and enable long term redevelopment connected to the electrification of the fleet.					
<b>EN.5. Increase tree planting and accessible green spaces</b>	<ul style="list-style-type: none"> <li>Partner with the Plymouth and South Devon Community Forest and Town and Parish Councils to enable tree planting opportunities.</li> <li>Deliver Bradmore Hilltop Park (Newton Abbot)</li> </ul>	Strategy and Partnerships	Nil  £1.55m (CIL)	Nil	Q3 – 2026/27  Q4 – 2029/30	<ul style="list-style-type: none"> <li>% tree canopy coverage</li> <li># hectares publicly accessible open space</li> </ul>

\*to be included in 2026/27 Capital programme

\*\*exceeding existing base salary budget

## Environment – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>EN.6. Enforce Biodiversity Net gain requirements</b>	Development Management	Nil	Nil	<ul style="list-style-type: none"> <li>% biodiversity net gain secured through planning permission</li> </ul>
<b>EN.7. Implementation of climate change planning policies</b>	Development Management Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>% of carbon footprint generated by domestic heating.</li> </ul>
<b>EN.8. Audits and review of Carbon Action Plans</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>Completion of scheduled audits and reviews</li> </ul>
<b>EN.9. Carry out an Environment Agency funded programme of works to reduce the impact of flooding and coastal erosion on our communities.</b>	Strategy and Partnerships	Environment Agency funded	Nil	

<b>EN.10. Prepare Beach Management Plans to manage local flood and coastal erosion risks.</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>• % vulnerable coastline covered by an up to date Beach Management Plan</li> </ul>
<b>EN.11. Updates to procurement framework to embed climate change and supply chain considerations within the corporate procurement process.</b>	Finance	Nil	Nil	<ul style="list-style-type: none"> <li>• % of overall TDC embodied carbon emissions attributed to procurement and suppliers.</li> </ul>
<b>EN.12. Work with other local authorities in Devon to align services and deliver other projects as per the joint 'Resource and Waste Management Strategy for Devon and Torbay 2020-2030'</b>	Environment	Nil	Nil	<ul style="list-style-type: none"> <li>• % of household waste recycled / reduction in residual waste (kg/hh/yr)</li> <li>• % reduction in food waste/evaluate tonnage analysis/market research (carried out county wide)</li> </ul>
<b>EN.13. Promote campaigns such as Keep Britain Tidy, Great British Spring Clean etc.</b>	Environment	Nil	Nil	<ul style="list-style-type: none"> <li>• # litter picks per year</li> </ul>
<b>EN.14. Air Quality Monitoring Programme</b>	Neighbourhoods	Nil	Nil	<ul style="list-style-type: none"> <li>• Deaths attributable to particulate air pollution (particulate matter less than 2.5 micrometres in diameter {PM2.5} (Fingertips)</li> </ul>

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*\*\*exceeding existing base salary budget*

## Homes – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>H.1. Facilitate or deliver 100+ affordable homes on Council-owned sites.</b>	<ul style="list-style-type: none"> <li>Deliver social rented homes on Sherbourne House Car Park.</li> <li>Undertake feasibility studies and facilitate delivery of affordable homes by Registered Provider partners on Council-owned sites.</li> <li>Undertake feasibility and design work to explore options for the redevelopment of Bradley Lane for residential development, including extra-care housing.</li> </ul>	<p>Housing</p> <p>Housing</p> <p>Housing</p>	c.£1.8m (net of grant and housing capital receipts)	<p>Funded from external revenue grant (TBC) and Housing service match-funding</p> <p>c.£100K</p>	<p>Q4 – 2027/28</p> <p>Q4 – 2028/29</p> <p>Q4 – 2027/28</p>	<ul style="list-style-type: none"> <li># Social rented homes delivered</li> <li># Extra-care Homes commissioned</li> <li># Extra-care Homes delivered</li> </ul>
<b>H.2. Invest in development management and delivery resource to accelerate housing delivery on allocated sites.</b>	<ul style="list-style-type: none"> <li>Secure Planning Performance Agreements (PPAs) to increase resource.</li> <li>Prioritise delivery resources on unblocking site constraints.</li> <li>Enhance engagement with agents, developers and housing associations.</li> <li>Promote private and public sector investment in extra care schemes/care homes to cater for our aging population.</li> <li>Introduce early Member engagement on prospective development sites.</li> <li>Quarterly on-site visits to active strategic development sites to</li> </ul>	<p>Development Management</p> <p>Strategy and Partnerships</p>	Nil	Funded through Planning Performance Agreements	Ongoing	<ul style="list-style-type: none"> <li>£ income generated through PPAs</li> <li># net additional dwellings</li> <li>Total new homes as % of existing homes</li> <li>% of planning applications delivered on time</li> <li># affordable homes delivered</li> <li># accessible homes delivered</li> <li>type of homes delivered (residential mix)</li> <li>£ average house prices</li> <li>House price to workplace-based earnings ratio</li> </ul>

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
	monitor progress and compliance. <ul style="list-style-type: none"> <li>• Work to ensure compliance with policy H5 of the Local Plan, delivering accessible homes for individuals with limited mobility.</li> </ul>					
<b>H.3. Work collaboratively with the private rented sector to improve housing conditions and stabilise the local market.</b>	<ul style="list-style-type: none"> <li>• Landlord engagement and training</li> <li>• Tenant engagement, advice and mediation</li> <li>• Council inspection, investigation and enforcement</li> <li>• Work with Housing Association partners and private rented sector to agree protocols for disrepair including policies relating to damp and mould</li> </ul>	Housing	Nil	Government New Burdens grant funding	Ongoing	<ul style="list-style-type: none"> <li>• # private rented homes improved through Council intervention</li> <li>• Private rented sector enforcement actions taken, and fixed-penalty notices issued</li> <li>• Proportion of rental housing deemed decent</li> <li>• # Homelessness presentations</li> </ul>
<b>H.4. Improve temporary accommodation arrangements and reduce use and cost of B&amp;B accommodation</b>	<ul style="list-style-type: none"> <li>• Produce Temporary Accommodation Improvement Plan</li> <li>• Targeted search and acquisition of properties to extend Council-owned temporary accommodation provision</li> </ul>	Housing  Housing Assets	£1m	£100,000 for 2 years (to provide capacity in Assets across a range of projects)	Q4 – 2026/27	<ul style="list-style-type: none"> <li>• % of households in Temporary Accommodation (TA) in B&amp;B</li> <li>• Average length of stay in TA</li> <li>• £ spend on Temporary Accommodation</li> </ul>
<b>H.5. Prepare a new Housing Strategy for Teignbridge setting out priority outcomes to 2030</b>	<ul style="list-style-type: none"> <li>• Collaborate with partners to identify key issues and set strategy for addressing housing issues in Teignbridge</li> <li>• Develop a prospectus for external grant funding bids</li> <li>• Complete Supported Housing Needs Assessment (with Devon County Council) and integrate Supported Housing actions into the Housing Strategy.</li> </ul>	Housing  Strategy and Partnerships	Nil	Nil	Q2 – 2026/7	<ul style="list-style-type: none"> <li>• Approved Housing Strategy</li> </ul>

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>H.6. Encourage the delivery of affordable homes in rural areas</b>	<ul style="list-style-type: none"> <li>Promote rural exception site opportunities with Community Land Trusts, communities and the development industry.</li> </ul>	Housing Strategy and Partnerships	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li># market homes delivered in designated rural parishes</li> <li># affordable homes delivered in designated rural parishes</li> </ul>
<b>H.7. Manage Gypsy and Traveller provision in the district</b>	<ul style="list-style-type: none"> <li>Secure parks/ and carry out target hardening to reduce unauthorised encampments on Council-owned sites.</li> <li>Work with DCC and other Districts to identify transit/stopping-place provision.</li> </ul>	Environmental Services Housing	Nil	Nil	Q3 – 2026/27  Q2 – 2027/28	<ul style="list-style-type: none"> <li># unauthorised encampments on Council-owned sites</li> <li># transit/stopping places available</li> </ul>
<b>H.8. Work in partnership to end Youth Homelessness in Teignbridge</b>	<ul style="list-style-type: none"> <li>Engage Stakeholders</li> <li>Develop Strategic Plan and oversight arrangements</li> <li>Launch interventions</li> </ul>	Housing	Nil	From existing resources and partners – to be developed in Strategic Plan	2030/31	<ul style="list-style-type: none"> <li>Objectives are for youth homelessness to be rare, brief and unrepeatable – KPIs to be developed as part of Strategic Plan</li> </ul>

\*to be included in 2026/27 Capital programme

\*\*exceeding existing base salary budget

## Homes – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>H.9. Homelessness &amp; Rough sleeper Strategy Implementation</b>	Housing	NA	Base budget and external grant	<ul style="list-style-type: none"> <li>% Homelessness Preventions and Relief</li> <li># households in Temporary Accommodation</li> <li># Rough-sleepers</li> </ul>
<b>H.10. Full range of Local Authority Housing functions and services including:</b> <ul style="list-style-type: none"> <li>Homelessness and Rough-sleeper services</li> <li>Disabled adaptations</li> <li>Devon Homechoice</li> <li>Affordable Housing Enabling</li> </ul>	Housing	Nil	Base budget and external grants	<ul style="list-style-type: none"> <li>% of households where homelessness prevented or relieved</li> <li># Rough-sleepers over the month who are long-term; and on a single night</li> <li># of households with children in temporary accommodation</li> <li># of families in B&amp;B over 6 weeks</li> <li># Affordable housing lettings</li> <li># new Affordable Homes started and completed</li> <li># of disabled adaptations provided and time for delivery</li> </ul>



<ul style="list-style-type: none"><li>• <b>Bringing long-term empty homes back into use</b></li><li>• <b>Social Housing Landlord</b></li><li>• <b>Improving housing conditions including energy efficiency</b></li><li>• <b>Actions under SPRinT – Support People Renting in Teignbridge</b></li></ul>				<ul style="list-style-type: none"><li>• # of long-term empty homes brought back into use</li><li>• Teignbridge DC tenant satisfaction</li><li>• Proportion of homes rate EPC C and above</li><li>• Social housing demand / # households on the Housing Register</li></ul>
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*\*to be included in 2026/27 Capital programme*

*\*\*exceeding existing base salary budget*





# Infrastructure – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>IN.1. Deliver additional education facilities to support new development.</b>	<ul style="list-style-type: none"> <li>Secure planning permissions and funding for additional primary school accommodation in Newton Abbot and Bovey Tracey</li> </ul>	Strategy and Partnerships	£27m (CIL)	Nil	2029/30	<ul style="list-style-type: none"> <li># new primary school places created</li> </ul>
<b>IN.2. Coordinate a Strategic Infrastructure and Growth Partnership and Programme to accelerate housing delivery.</b>	<ul style="list-style-type: none"> <li>Work with providers to secure infrastructure alongside development – including National Grid, Devon County Council, National Highways, the NHS and utilities companies.</li> <li>Establish earlier opportunities for discussions to speed up S106 negotiations.</li> <li>Prioritise CIL and S106 spending in accordance with the Infrastructure Delivery Plan and Capital Programme.</li> </ul>	Development Management  Strategy and Partnerships	£7.8m (CIL)	Nil	Ongoing	<ul style="list-style-type: none"> <li># residential planning permissions granted</li> <li># overall homes delivered</li> <li># projects delivered in Infrastructure Delivery Plan</li> </ul>
<b>IN.3. Support parish and town councils to prepare neighbourhood and infrastructure plans and coordinate joint programmes for infrastructure spending .</b>	<ul style="list-style-type: none"> <li>Manage a Community Pot of CIL for up-to match funding Town and Parish projects which are in accordance with a Community Infrastructure Plan.</li> <li>Establish regular forums for officer-led outreach neighbourhood planning and infrastructure planning support.</li> </ul>	Strategy and Partnerships	£0.8m (CIL)	Nil	Ongoing	<ul style="list-style-type: none"> <li># parishes with an approved Infrastructure Plan</li> <li># parishes with an adopted Neighbourhood Plan</li> <li>£ CIL Community Pot distributed to parishes</li> </ul>
<b>IN.4. Undertake a review of the Local Plan to align with the new National Planning Policy Framework</b>	<ul style="list-style-type: none"> <li>Explore strategic planning opportunities with neighbouring authorities.</li> </ul>	Strategy and Partnerships	Nil	Variable depending on programme	Progress aligned with Local Development Scheme targets	Local Development Scheme milestones achieved

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
	<ul style="list-style-type: none"> <li>Publish a call for sites exercise to identify potential availability of land.</li> </ul>					
<b>IN.5. Promote Garden Community status through website and marketing.</b>	<ul style="list-style-type: none"> <li>Bid for Garden Community funding when available (2026/27)</li> <li>Develop micro-website for Garden Community projects</li> </ul>	Strategy and Partnerships	£20k one-off payment for micro-website (grant)	Nil	Q4 – 2026/27	<ul style="list-style-type: none"> <li># micro-website vies</li> <li>£ secured via Garden Community grant funding</li> </ul>
<b>IN.6. Support community and voluntary sector to redevelop Buckland Community Centre</b>	<ul style="list-style-type: none"> <li>Invest capital receipt into the project from residential land sale if there is a viable project proposed by a community and voluntary sector partner.</li> </ul>	Finance Assets Housing	Nil	Nil	Q2 – 2027/28	<ul style="list-style-type: none"> <li>Redevelopment of Buckland Community Centre</li> </ul>
<b>IN.7. Develop an understanding of current and future health and wellbeing and playing pitch needs in the district.</b>	<ul style="list-style-type: none"> <li>Commission a Playing Pitch Needs Assessment</li> <li>Develop and implement an Active Wellbeing Strategy</li> <li>Collaborate with partners to guide priority actions and delivery of the strategy.</li> </ul>	Leisure Strategy and Partnerships	Nil	£60,000	Q3 – 2026/27 Q3 – 2026/27 Ongoing	<ul style="list-style-type: none"> <li>£ S106 invested in playing pitch provision and facilities</li> <li>Updated Playing Pitch Strategy</li> <li>Approved Active Wellbeing Strategy</li> </ul>
<b>IN.8. Facilitate improvements to our leisure centres</b>	<ul style="list-style-type: none"> <li>Complete the refurbishment of Dawlish Leisure Centre</li> <li>Investigate opportunities for a new Health and Wellbeing Centre in Newton Abbot which includes leisure facilities.</li> </ul>	Leisure Assets	£1.5m Nil	Nil, reduced operating cost.	Q3 – 2026/27 Q4 – 2025/26	<ul style="list-style-type: none"> <li>Reduced operating costs</li> <li>Increased memberships and participation levels</li> </ul>
<b>IN.9. Maximise use and value of car parking assets</b>	<ul style="list-style-type: none"> <li>Prepare a Parking Strategy for all TDC owned car parks to ensure the right provision is in the right places, and that investment is focused in priority car parks.</li> </ul>	Neighbourhoods Strategy and Partnerships	Nil	Nil	Q4 – 2026/27	<ul style="list-style-type: none"> <li>£ income from TDC owned car parks</li> </ul>
<b>IN.10. Increase EV charging points in the district</b>	<ul style="list-style-type: none"> <li>Implement planning policies that require EV charging points in association with new development.</li> <li>Work with partners and the private sector to expand the</li> </ul>	Development Management Neighbourhoods Strategy and Partnerships	Nil	Nil	Ongoing  Q4 – 2027/28	<ul style="list-style-type: none"> <li># EV charging points in the district</li> <li>% low or zero emissions taxis and private hire vehicles</li> </ul>

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
	network of EV charging points in Teignbridge. <ul style="list-style-type: none"> <li>• Raise resident and visitor awareness of the EV charging network.</li> <li>• Explore opportunities to accelerate the adoption of low and zero emission taxis and private hire vehicles.</li> </ul>				Ongoing  Q4 – 2027/28	
<b>IN.11. Work with DCC and other partners to improve public transport in the district.</b>	<ul style="list-style-type: none"> <li>• Support the delivery of actions arising from Greater Exeter Transport study.</li> <li>• Support Community Transport organisations to deliver services in the district.</li> <li>• Lobby Devon County Council for improvements to bus services</li> </ul>	Strategy and Partnerships District Councillors	Nil	Nil	Ongoing	# projects delivered in Infrastructure Delivery Plan

\*to be included in 2026/27 Capital programme

\*\*exceeding existing base salary budget

## Infrastructure – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>IN.12. Monitor and manage income and expenditure of Community Infrastructure Levy and S106 payments.</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>• £ CIL income</li> <li>• £ CIL expenditure</li> <li>• £ S106 income</li> <li>• £ S106 expenditure</li> </ul>
<b>IN.13. Regularly review the Capital Programme and ensure alignment with One Teignbridge Action Plan and Infrastructure Delivery Plan.</b>	Strategy and Partnerships  Finance	Nil	Nil	<ul style="list-style-type: none"> <li>• Annually updated Capital programme</li> </ul>
<b>IN.13. Work with Homes England and the Combined County Authority to secure</b>	Strategy and Partnerships	Nil	Nil	<ul style="list-style-type: none"> <li>• £ grant funded income for infrastructure projects</li> </ul>

<b>funds for infrastructure requirements associated with housing delivery.</b>				
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*\*to be included in 2026/27 Capital programme*

*\*\*exceeding existing base salary budget*

## The way we will work – Priority Projects and Actions

Priority Project	Key Actions	Service Lead(s)	Capital Cost*	Revenue Cost**	Target Completion Date	Performance Indicators
<b>W.1. Ensure all projects and key information are communicated fully with our communities and that people feel they have been meaningfully engaged when decisions are being made.</b>	<ul style="list-style-type: none"> <li>Implement recommend changes to the Residents Newsletter</li> <li>Use improved consultation software</li> <li>Hold face to face meetings wherever appropriate</li> <li>Run consultation and engagement exercises through CAB, CVS and CIC, to ensure we reach groups from whom we might not otherwise hear.</li> </ul>	Strategy and Partnerships	Nil	Nil	Q3 – 2025/26	<ul style="list-style-type: none"> <li>% open rates of resident's newsletter</li> <li>% open rates of key website pages</li> <li># positive news stories released per month</li> <li># engagement events run per year</li> </ul>
<b>W.2. Establish and provide corporate oversight of a Partnership Programme to support delivery of all One Teignbridge Action Plans.</b>	<ul style="list-style-type: none"> <li>Ensure partnerships and scrutiny processes are in place to oversee the implementation of the Action Plan, with representatives from key partners and relevant community groups.</li> <li>Update the corporate monitoring framework and risk register to ensure effective and appropriate scrutiny of performance and risk.</li> </ul>	Strategy and Partnerships	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li>% risk reviews updated on time</li> <li>% performance reviews updated on time</li> </ul>
<b>W.3. Deliver the Modern 25 Programme</b>	<ul style="list-style-type: none"> <li>Continue to implement the Modern25 Programme to generate savings, be more efficient, and innovate the way we work in line with the recommendations of the Ignite Report.</li> </ul>	HR and OD Finance Assets Strategy and Partnerships SMT and SLT Strata	Revenue Savings	Nil	Ongoing	<ul style="list-style-type: none"> <li># M25 projects completed</li> <li>£ revenue savings achieved</li> </ul>
<b>W.4. Implement the 'Digital First' approach.</b>	<ul style="list-style-type: none"> <li>Continue to design our services around a 'Digital First' approach.</li> <li>Explore opportunities to improve digital inclusion.</li> </ul>	Customer and Digital	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li>% of telephone enquiries dealt with at first point of contact</li> <li>Customer Services cost £s per Head of Population</li> </ul>

	<ul style="list-style-type: none"> <li>Ensure there are options for residents to talk to us where they cannot access services digitally.</li> </ul>					<ul style="list-style-type: none"> <li>Number of online transactions made by external customers through Firmstep</li> <li>Number of subscriptions to my account</li> </ul>
<b>W.5. Ensure we understand and respond to our customers' and residents' experience of our services.</b>	<ul style="list-style-type: none"> <li>Carry out customer satisfaction surveys and analysis and implement improvements.</li> <li>Carry out annual residents and budget survey.</li> </ul>	Customer and Digital  Finance  Strategy and Partnerships	Nil	Nil	Ongoing	<ul style="list-style-type: none"> <li>% customer complaints dealt with within 20 days</li> <li>Number of ombudsman complaints upheld (with injustice)</li> </ul>

*\*to be included in 2026/27 Capital programme*

*\*\*exceeding existing base salary budget*

## The way we will work – Business as Usual

Project	Service Lead(s)	Capital Cost*	Revenue Cost**	Performance Indicators
<b>W.6. Update the Medium-Term Financial Plan annually to ensure sustainability of the organisation.</b>	Finance	Nil	Nil	<ul style="list-style-type: none"> <li>% of residents satisfied with the way the Council runs things</li> <li>Annual MTFP approved by the Council</li> </ul>
<b>W.7. Transparent decision making through publishing of documents online, including agendas, minutes and videos of Council and Committee meetings.</b>	Legal (Democratic Services)	Nil	Nil	<ul style="list-style-type: none"> <li>% residents who know where to find information about the council's services</li> </ul>
<b>W.8. Ensure all published content is accessible and understandable for all.</b>	Customer and Digital	Nil	Nil	<ul style="list-style-type: none"> <li>% of people who agree that the Council provides value for money</li> <li>Cost of management as a % of total service cost</li> <li>% of telephone enquiries dealt with at first point of contact</li> <li>% customer complaints dealt with within 20 days</li> </ul>

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*\*\*exceeding existing base salary budget*

# Equality Impact Assessment



Assessment of: One Teignbridge Council Strategy Action Plan	
<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Place and Commercial Services	Assessment carried out by: Michelle Luscombe
Service Area: Spatial Planning	Job Role: Head of Strategy and Partnerships
Version / Date of Sign Off by Director:	13/10/2025

## Step 1: What do we want to do?

*This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.*

### 1.1 What are the aims and objectives/purpose of this proposal?

*Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.*

The proposal is to approve the Action Plan for the 'One Teignbridge' council strategy following the approval of the themes and objectives at Full Council in February 2025. The One Teignbridge Strategy is the new corporate plan which sets out the Council's priorities and supporting objectives to guide Council spending and decision making for the term 2025-2030. This Action Plan details the projects, initiatives and business-as-usual activities that we will undertake to achieve these strategic aims. It has been reviewed against expected budgets, staff capacity and has been developed in collaboration with partners to ensure deliverability.

### 1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community	<input checked="" type="checkbox"/> Teignbridge workforce
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### 1.3 Will the proposal have an equality impact?

*Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g., quality of life: health, education, or standard of living etc.?*

*If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.*

*If 'Yes' complete the rest of this assessment.*

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b> [please select]
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As a strategy affecting prioritisation of the Council's non-statutory functions and delivery of statutory services, this proposal will have a wide-ranging impact on council services and the lives of people in the district. The Action Plan is intended to set out in detail the work we will do to have a positive impact on the levels of participation in service design and implementation, in line with the organisations



stated aim to become a community-led council. This includes actions under W1 to 'use improved consultation software, hold face to face meetings wherever appropriate, and run consultation and engagement exercises through CAB, CVS and CIC, to ensure we reach groups from whom we might not otherwise hear.'

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

*Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).*

*Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.*

*Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.*

*For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation compared with Teignbridge's economically active citizens for age, disability, ethnicity, gender-reassignment, religion/belief and sexual orientation.*

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>Protected Characteristics: Age and Disability The Local Housing Needs Assessment (September 2022) highlighted the following demographic trends within Teignbridge.</p> <p>Age:</p> <ul style="list-style-type: none"> <li>Overall district population is projected to increase from approximately 135,000 (2020) to 148,000 (2040).</li> <li>Within this period the number of persons aged 65 and older will increase by 13,000 or approximately 35% of the entire district's population in 2040.</li> <li>In household terms the total number of households by age of representation will see an increase of approximately 9,000 of those over 65.</li> <li>In the district over the 20-year period, around 25,500 extra households will be formed by those under 75. However, these extra households are offset by the reduction of 16,600 households aged 85 or over in 2040. This results in a total increase of approximately 8,900.</li> </ul> <p>Disability:</p> <ul style="list-style-type: none"> <li>In 2020 the total number households including affordable and market where an existing illness or disability affects their housing need and need to move stood at approximately 512.</li> <li>An additional 11,147 households are projected to be in a similar position in 2040. This figure is, however, lowered to</li> </ul>	<p>The evidence tells us that we need to plan for a growing and ageing population and that we need to address issues residents experience with disability.</p>



<b>Data / Evidence Source</b> <i>[Include a reference where known]</i>	<b>Summary of what this tells us</b>
<p>4,724 when adaptable existing dwellings are considered to meet basic standard (M4(1)). The lower figure represents 33% of the total local housing need.</p> <p>Ref: East Devon, Exeter, Mid Devon and Teignbridge Local Housing Needs Assessment: Report findings for Teignbridge, September 2022 (ORS).</p>	
<p>Protected Characteristic: Race Gypsies and Travellers Gypsy and Traveller Accommodation Assessment 2022</p> <p>Updated evidence contained within the Gypsy and Traveller Accommodation Assessment 2022 shows that there is a need for at least 51 permanent pitches for Gypsy and Travellers in the period until 2041.</p>	<p>The data tells us that we need additional pitch provision for gypsies and travellers in the district.</p>
<p>Protected characteristics: ethnicity; religion; sexual orientation; gender-reassignment</p> <p>Reference: <a href="#">ONS, Census 2021</a> Teignbridge Ethnic Group Classification:</p> <ul style="list-style-type: none"> <li>• 97.6% (2021 census) of the district identifies as predominantly white (e.g., English / Welsh / Scottish / Northern Irish / British / Irish or Any other White background).</li> <li>• 0.7% of the district identifies as predominantly Asian (e.g., Asian British / Asian Welsh / Bangladeshi / Chinese / Indian / Pakistani or Any other Asian background).</li> <li>• 0.1% of the district identifies as predominantly Black (e.g., Black British / Black Welsh / Caribbean / African or other Black).</li> <li>• 1.1% of the district identifies as predominantly Mixed of Multiple Ethnic groups (e.g., White and Asian / White and Black African / White and Black Caribbean and Other Mixed or Multiple ethnic groups).</li> <li>• 0.3% of the district identifies as predominantly and other ethnic group (e.g., Arab or any other ethnic group).</li> </ul>	<p>This tells us that the district has a predominantly white British population. Compared to the United Kingdom as a whole, Teignbridge has lower proportions of the population who identify as Asian, Black, other or mixed ethnicity. This shows we should take care to ensure the voices and needs of minority groups are met.</p>

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender Reassignment
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<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g., pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

To develop the strategic aims and objectives we conducted wide-ranging engagement activities over two stages: an initial and broad scoping stage, where we collected feedback on the issues facing different people and groups throughout the district, and a second refining stage, where we took our proposed aims and objectives back to those same groups to verify that they were supported.

Throughout our engagement activities in both stages 1 and 2 the project has sought to involve a range of backgrounds and characteristics to ensure a good representation of residents across the district as set out in 2.4.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure, please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g., staff-led groups, trades unions as well as affected staff.

We have conducted a broad range of engagement activities working with stakeholders from individual residents up to strategic organisational partners.

For the first stage engagement (theme development) we consulted widely with a residents survey, business survey, Community Leaders Workshop, and work with TeignCVS to speak to groups including a mixed-race heritage group, parent and toddler groups, Memory Café, long-term pain groups, primary and secondary schools, and the Gypsy and Traveller Forum.

The feedback from both stages of engagement fed into the strategic aims and objectives: following the second stage consultation we have convened working groups focused on each of the five themes.

These working groups were well attended, with representatives from the community sector, including Newton Abbot CIC, Teign CVS, the Rotary Club, Community Transport organisations and the Citizens Advice Bureau. Town and Parish Councils were represented. The Environment working group had support from ACT and the Green Futures project. For Homes, Live West, Teign Housing and the private rental sector were among the attendees. The Infrastructure group was attended by Devon County Council, South West Water, and the CIC representing views from the community. Actions around the economy were put together in consultation with partners including DCC, the CCA, local Chambers of Commerce, local businesses and Town Councils.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

The Action Plan is intended to be a living document, and engagement will continue as projects are brought forward. The form and structure of this will be appropriate to the project, but will always be considerate of the need to obtain broad representation from across the community.

All service areas will be expected to embed the "Way we will work" principles within their processes so that good practice in relation to engaging with demographic representatives across our communities is achieved.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

### 3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g., young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact <b>all or many groups</b> )	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Improved access to entry level housing, affordable housing and local connections housing which may align more closely with average incomes of younger households. Improved access to jobs through the provision of more employment land which will provide opportunities for more business start-ups, business expansions and inward investment. Improved access to schools, recreational facilities and play spaces. Improved opportunities for walking, cycling and access to public transport.
Mitigations:	n/a
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Through actions set out under the Homes theme we will promote private and public sector investment in extra care schemes/care

	<p>homes/accessible housing to cater for our aging population, increasing the number of suitable accommodation options for older people.</p> <p>Specific actions include:</p> <ul style="list-style-type: none"> <li>• Undertake feasibility and design work to explore options for the redevelopment of Bradley Lane for residential development, including extra-care housing.</li> <li>• Promote private and public sector investment in extra care schemes/care homes to cater for our aging population.</li> <li>• Work to ensure compliance with policy H5 of the Local Plan, delivering accessible homes for individuals with limited mobility.</li> </ul>
Mitigations:	n/a
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Through the proposed objective 'Facilitate and encourage the provision of more housing that meets the needs of older people and people with limited mobility.' we will take the action under Project H.2. to:</p> <ul style="list-style-type: none"> <li>• Work to ensure compliance with policy H5 of the Local Plan, delivering accessible homes for individuals with limited mobility.</li> </ul>
Mitigations:	n/a
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Gypsies and travellers
Mitigations:	Project H.7. is to "Manage Gypsy and Traveller provision in the district" with a specific action to Work with DCC and other Districts to identify transit/stopping-place provision".

	The Strategy also has a strategic objective to “Deal with planning applications efficiently to ensure that homes supported by the Local Plan are delivered”. The Local Plan includes allocations for 42 G&T pitches.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

## OTHER RELEVANT CHARACTERISTICS

<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>The new Action Plan contains a number of priorities and objectives that will have a particular impact on more deprived communities, working to improve services and facilities which see more proportionate use from lower income households, with the impact of reducing inequality in communities across the district. Strategic objectives are:</p> <ul style="list-style-type: none"> <li>• focus non-statutory projects on our communities and environments that are most vulnerable.</li> <li>• Protecting our environment and supporting communities and landscapes and responding to the challenge of climate change.</li> <li>• Take action to tackle the housing crisis and strive to give everyone the chance to live in a safe warm home.</li> <li>• speak up for our communities to improve services that other organisations provide.</li> <li>• Identify, prevent, and resolve issues relating to anti-social behaviour, domestic abuse, safety, and crime.</li> <li>• Work more effectively with community and voluntary services to provide essential support for residents most in need.</li> <li>• Collaborate and partner with communities on projects to achieve better outcomes.</li> <li>• Facilitate and encourage more affordable housing, in particular social rented and one-bedroom homes.</li> </ul> <p>Specific actions include:</p> <ul style="list-style-type: none"> <li>• Deliver the Safe Spaces Safer Places Project</li> <li>• Deliver the Let's Talk Project</li> <li>• Continue the roll out of Community Protection Warnings and ComWork with strategic partners and landowners to encourage commercial investment in Local Plan employment allocations,</li> </ul>

	<p>particularly the strategic sites at GC20 Forches and Perry Cross, GC21 Ilford Park and EE2 West Exe.</p> <ul style="list-style-type: none"> <li>• Deliver 10 x 1000sqft business units to the rear of Aldi on Forde Close.</li> <li>• Promote commercial opportunities in the district through marketing materials munity Protection Notices</li> <li>• Consideration of Newton Abbot town centre assets as part of masterplan, including Cattle market, Multi Storey Car Park, Wilko block and service yard, Sherborne House, Leisure Centre and Halcyon Road Car Park.</li> <li>• Provide resource to administer devolved grant funding to businesses.</li> <li>• Work with local businesses, Devon County Council, the Combined County Authority, and Chambers of Commerce to make sure education and future business and career demands align with each other.</li> </ul>
Mitigations:	n/a
<b>Other group(s)</b> Please add additional rows below to detail the impact for other relevant groups as appropriate e.g., Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access to Transport	
<b>Homelessness</b>	Does your analysis indicate a disproportionate impact? Yes x No <input type="checkbox"/>
Potential impacts:	<p>The Action Plan includes the following projects to achieve a positive impact:</p> <ul style="list-style-type: none"> <li>• H.8. Work in partnership to end Youth Homelessness in Teignbridge</li> <li>• H.9. Homelessness &amp; Rough sleeper Strategy Implementation</li> </ul>
Mitigations:	N/A
<b>Digital Exclusion</b>	Does your analysis indicate a disproportionate impact? Yes x No <input type="checkbox"/>
Potential impacts:	<p>The Action Plan includes the following project to achieve a positive impact:</p> <p>W.4. Implement the 'Digital First' approach:</p> <ul style="list-style-type: none"> <li>• Continue to design our services around a 'Digital First' approach.</li> <li>• Explore opportunities to improve digital inclusion.</li> <li>• Ensure there are options for residents to talk to us where they cannot access services digitally</li> </ul>

Mitigations:	N/A
<b>Access to transport</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>The Action Plan includes the following project to achieve a positive impact:</p> <p>IN.11. Work with DCC and other partners to improve public transport in the district.</p> <ul style="list-style-type: none"> <li>• Support the delivery of actions arising from Greater Exeter Transport study.</li> <li>• Support Community Transport organisations to deliver services in the district.</li> <li>• Lobby Devon County Council for improvements to bus services</li> </ul>
Mitigations:	N/A

### 3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group.
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't.
- ✓ Foster good relations between people who share a protected characteristic and those who don't.

See sections 1.3, 2.1 and 3.1 for identified impacts which have positive benefits for the stated protected characteristics.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
n/a
<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>
n/a

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group, please specify this.

Improvement / action required	Responsible Officer	Timescale
Embed the "Way we will work" principles within the organisation so that good practice in relation to engaging with demographic representatives across our communities is achieved. Ensure that the relevant partnerships are established and well managed to provide cross-sector community involvement and scrutiny in the implementation of the Action Plan.	Michelle Luscombe	Ongoing

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective, and your approach is still appropriate. Include the timescale for review in your action plan above.

Monitor relevant equality data on consultation responses.

## Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA. Once signed-off please add the details to the 'EIA Register' of all council EIAs saved in the same directory.

<b>Reviewed by Service Manager:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Michelle Luscombe	<b>Strategic Leadership Team Sign-Off</b>  Neil Blaney
Date: 13.10.25	Date: 14.10.25



## **Appendix 4 – Summary of Action Plan group meetings**

02.10.25

The One Teignbridge Council Strategy Action Plan 2025–2030 is the result of 18 months of collaborative work involving Teignbridge residents, community groups, businesses, and partners. Its purpose is to set out the Council’s key projects and initiatives for the next five years, all of which are designed to deliver on six strategic priorities:

- Community
- Economy
- Environment
- Homes
- Infrastructure
- The Way We Will Work.

Work on the One Teignbridge Strategy began in February 2024 with a public launch, followed by a wide-ranging consultation to gather views and experiences from across the district. Thousands of data points were analysed to identify the areas where the Council could make the most meaningful impact. These insights shaped the strategic priorities and the principles that guide how the Council will operate.

Following the adoption of the overarching Strategy in January 2025, officers have worked closely with stakeholders and community representatives through a series of themed Action Group meetings held between March and June 2025. These sessions focused on specific areas, such as environment, community, infrastructure, and housing, and helped to shape the content of the Action Plan. The business community was also engaged through local Chamber of Commerce events and direct visits.

### **What does the Action Plan contain?**

The Action Plan itself is a practical document that lists specific projects and business initiatives under each strategic priority. It also includes essential ongoing tasks that support the delivery of the strategy. Because resources are limited, not all projects can be delivered at once. Therefore, the Plan includes target completion dates to help prioritise work over the five-year period. Projects scheduled for earlier completion are expected to begin sooner, while those planned for later years will follow as capacity allows.

Importantly, the Action Plan will replace the existing T10 performance reports and form the basis of a refreshed monitoring framework, which will be introduced in Quarter 3 of the 2025/26 financial year. This will help ensure that progress is tracked and reported in a way that aligns with the new strategic direction.

The Action Plan includes:

- Specific projects and business initiatives under each strategic priority.
- Some “business as usual” tasks essential to delivering the strategy.
- Capital funding requirements where these need to be included in the 2026/27 Capital Programme.
- Revenue funding requirements where these are in addition to existing resource.
- Target completion dates for time-defined projects, based on available resources.
- A new performance monitoring framework to replace the current T10 reports (starting Q3 2025/26).

### **What are the financial implications of the Action Plan?**

The Action Plan has been developed with full consideration to the financial resources of the Council.

The six priorities will be used to focus spending for statutory services, discretionary projects, and voluntary sector funding through the projects and business initiatives set out in the Action Plan. The Action Plan will be aligned to the Medium-Term Financial Plan and Capital Programme to ensure that the Council continues to be financially sustainable.

Capital and revenue costs are set out in the Action Plan where relevant. Revenue costs do not include any existing base salary budgets required to resource the work. Any capital costs will be included within the 2026/27 Capital Programme, to be funded either from S106 or Community Infrastructure Levy funds, grant income, capital receipts, or prudential borrowing. Both the revenue and capital costs have been considered in the context of the Council’s financial position, with internal staffing restructures focused on delivering the Action Plan, alongside a refresh of the Capital Programme to prioritise expenditure on these projects rather than add to the capital burden.

### **Summary of feedback from Action Groups**

Appendix 4: Summary of feedback from Action Plan Groups

#### **COMMUNITY**

- Continue/expand the Community hub scheme
- Resilience map the district (for emergency planning) - and knowledge of who to contact in emergency situations.
- Review of rent and lease arrangements with Community and Voluntary Sector – needs to be assessed on social value not commercial asset strategy.

- Clear lines of contact between TDC, Town and Parish Councils, and Community and Voluntary Sector
- Shared work/learning/training (quality assurance) to avoid overlap and improve service delivery – generic email notification for officer forum
- Buckland Community Centre (lottery funding)
  - Support the rebuild of the centre
  - CAB
  - Need more accessible officer support e.g. customer support/housing
  - Endorsement from council for work
- Face to face contact with council officers – outreach programmes e.g. cost of living roadshows
  - = collaboration and effective working – tapping into existing events e.g. Courtenay Centre monthly hub
  - Community Connection Days (housing, council tax, ASB etc)
- Directory of Community/Voluntary services in emergency situations – expand to others wider than CVS and T+P Councils.
- Training – safeguarding/food hygiene/H+S/domestic abuse
- Training of officers to help officers understand role and work of the community and voluntary sector
- Implications of things like rent increase, no leads for bids/waste resulting from community projects
- Better links with DCC/ASB/Key contacts – can Neighbourhood team help?
- Mural on gable end of New Look, Subway project – both link to creating safer public spaces
- Rotary have service hours they can give if they can help e.g. community events/emergencies
- Young Devon Project S3 (NAC)
- CVS Wellbeing Org. Award – sets advice and guidance -could be expanded to community provider organisation.

## **HOMES**

### **OBJECTIVE 1: Facilitate and encourage more affordable housing, particularly social rented and one-bedroom homes**

- Strengthen quarterly meetings and partnerships, with a sharper focus on Teignbridge to improve Registered Providers (RP) engagement.
- Identify and resolve delivery blockages through regular discussions with developers and RPs.
- Challenges include unclear capital subsidy for RPs and limited awareness of Community Land Trusts.
- Consider Teignbridge's role in the Devon Community Housing Hub and the Rural5 initiative to support rural housing delivery.
- Delivery is harder on smaller sites due to lack of SMEs and planning resource constraints.
- Explore bundling rural sites and alternative housing options like homes above shops.

## **OBJECTIVE 2: Stabilise and support the private rented sector**

- Concern over landlords exiting the market due to Renters' Rights Reforms, shrinking the private rented sector.
- Local Authorities (LAs) should identify and engage landlords, offering education and support to stabilise the sector.
- Need for a communications plan to raise awareness of the private rental database and available support.
- Lack of national focus on energy efficiency in the private sector noted; potential to link with environmental objectives.
- Devon County Council (DCC) is beginning work in this area.

## **OBJECTIVE 3: Deal with planning applications efficiently to ensure homes supported by the Local Plan are delivered**

- Strong support for proposed actions.
- Key contact ('client officer') within Development Management (DM) team is valuable for RPs.
- RPs need to move quickly when funding is secured; dedicated planning resources for large sites are essential.
- Planning Performance Agreements (PPAs) could help speed up decisions.
- Infrastructure delivery delays are a major blockage; DCC is open to helping accelerate these discussions.
- Government proposals to increase build-out rates are in progress; DCC is coordinating a response.

## **OBJECTIVE 4: Facilitate and encourage housing that meets the needs of older people and those with limited mobility**

- More data is needed to evidence demand for specialist housing; DCC is developing a "One Devon Dataset."
- Collaborate with DCC to gather and use data to demonstrate need and guide provision.
- LiveWest's extra care scheme in Cranbrook shows the value of early zoning and strategic planning.
- The cost of retrospective adaptations is high and not sustainable long-term.
- Key actions:
  - Promote and implement Local Plan policy H5 clauses 1 & 2.
  - Deliver extra care housing at GC13 and EE1.
  - Ensure specific provision in Newton Abbot town centre.
  - Raise awareness to support Homes England bids.

## **INFRASTRUCTURE**

### **Education & Community Facilities**

- High priority on education: DCC places strong emphasis on improving education infrastructure.
- New primary schools: Needed in Bovey (clear priority) and Wolborough (more complex).
- Houghton Barton Community Centre: CIC and NHS want to future-proof it with GP provision.

### **Sports & Leisure**

- Secondary school sports facilities: Community use agreements supported by DCC if cost-neutral; linked to TDC's Playing Pitch Strategy.
- Strategic playing pitch provision: Not always on development sites; Officers currently exploring optimal locations.
- Health & Wellbeing Strategy: Emphasis on integrating active travel, play spaces, and leisure into new developments.

### **Transport & Connectivity**

- Community transport: Underfunded; Newton Abbot Community Transport covers areas without commercial routes. Town/Parish Councils reluctant to contribute.
- Cycle infrastructure: Multiple LCWIP projects (e.g. Ogwell link, Teign Estuary Trail, Broadway Road, Heart of Teignbridge) part-funded by CIL.
- Transport hub ambitions: Newton Abbot Community Transport exploring a hub with cycle hire, including for less able-bodied users.

### **Digital & Utilities Infrastructure**

- Digital inclusion: need to review Digital Inclusion Plan, and explore training/confidence-building.
- Utility coordination: SWW supports early engagement on local plan sites and "dig once" principle.
- SWW Building Futures: £5m grant programme could support community-owned infrastructure (e.g. pools).

### **Planning & Funding**

- Capital Programme/CIL priorities: Set collaboratively with DCC and Town/Parish Councils.
- Neighbourhood IDPs: Supported by DCC; strategic alignment with TDC and neighbouring areas.
- CIL communications: Improve transparency, especially around community transport and cross-border projects.
- S106 management: Emphasis on early engagement and front-loading consultation with DCC and others.

### **Environment & Public Realm**

- Potholes: Frequently raised by communities; DCC has secured extra funding and is planning repairs.
- Community repair schemes: DCC exploring local schemes for cycle paths, hedges, and verges.

- Green spaces: Local projects like Estelle's and Bradmore/Hilltop Park highlighted.

## **ENVIRONMENT**

### **Objective 1: Make sure neighbourhoods are kept clean and safe and use our legal powers to respond to planning and environmental breaches**

Lots of existing projects and initiatives being carried out by the neighbourhoods team, including tackling fly-tipping with hotspot cameras. Other initiatives include the Great British Spring Clean, community litter picks, and partnerships like Clean Devon.

### **Objective 2: Achieve net zero before 2050**

Climate Change Officer outlined progress on Scope 1 (EVs, heat pumps), Scope 2 (decarbonising buildings), and early work on Scope 3 (procurement). The group stressed the need for faster emissions reductions, though the 2050 target aligns with national policy. The 'My Electricity' Project should be promoted via TDC's recycling newsletter and ACT's communications.

### **Objective 3: Work with partners to ensure our beaches are clean and well managed**

Partnerships with South West Water were discussed, focusing on water quality. The resorts team's role in beach management was also noted.

### **Objective 4: Look after our play areas, parks and green spaces**

Environmental Services is preparing a summary of current and planned green space projects, including work with over a dozen local groups like WADE Dawlish.

### **Objective 5: Work with developers and other organisations to improve biodiversity**

BNG regulations now require a minimum 10% biodiversity net gain on most new developments.

### **Objective 6: Increase household recycling rates to 65% by 2035**

Projects include expanding collections to tetrapaks and plastic films. Efforts also focus on improving recycling compliance and encouraging changes in consumption habits.

**Teignbridge District Council  
Full Council  
23 October 2025  
Part i**

**Update to Election Fees and Charges**

**Purpose of Report**

To seek Full Council agreement to the updated Scale of Costs.

**Recommendation(s)**

The Council RESOLVES to:

- (1) Apply the updated Scale of Costs (Appendix A) to District and Parish Council elections within the Teignbridge local authority area; and
- (2) Agree to amend the Council's Constitution to delegate approval of future changes to uplift fees in line with government guidance and national pay agreements to the Section 151 Officer.

**Financial Implications**

The financial implications are detailed in section 3.1  
Gordon Bryant, Head of Financial Services and Audit, Acting Section 151 Officer  
Email: [gordon.bryant@teignbridge.gov.uk](mailto:gordon.bryant@teignbridge.gov.uk)

**Legal Implications**

The legal implications are detailed in section 3.2  
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer  
Email: [charlie.fisher@teignbridge.gov.uk](mailto:charlie.fisher@teignbridge.gov.uk)

**Risk Assessment**

The risk implications are detailed in section 3.3  
Cathy Ruelens, Electoral Services Manager & Deputy Returning Officer  
Email: [cathy.ruelens@teignbridge.gov.uk](mailto:cathy.ruelens@teignbridge.gov.uk)

**Environmental/ Climate Change Implications**

There are no environmental/climate change considerations or implications.

**Report Author**

Electoral Services Manager  
cathy.ruelens@teignbridge.gov.uk

## **Executive Member**

Councillor Richard Keeling

## **Appendices/Background Papers**

Appendix A - Updated Scale of Costs for District and Parish elections

Appendix B – Copy of DCC Scale of Costs as set for May 2025 elections (for comparison purposes)

Appendix C – Copy of MHCLG pay bandings that apply for national elections

### **1. Introduction/Background**

The local authority is required to appoint a Returning Officer to oversee and manage elections on its behalf. This officer holds personal responsibility for conducting elections and must be an employee of the council at the time of an election. Their duties related to elections are distinct from their responsibilities within the local authority, and they may be held personally liable by the courts for any shortcomings or delivery failures. The Returning Officer for Teignbridge is the Managing Director (Head of Paid Service), as specified in the Council's Constitution.

Returning Officers are tasked with conducting fair and transparent elections that produce accurate and unchallenged results. To facilitate an election, the Returning Officer must hire and remunerate over 500 election staff who hold varying levels of responsibility. All verification, checking, and payment calculations are managed by the Returning Officer and the Electoral Services Manager. Once this process is complete a payment file is sent to the Payroll Manager for upload and remuneration via BACS, and staff are paid through a distinct section of the iTrent system. Employees engaged in the election process are legally recognised as employees of the Returning Officer rather than the local authority; therefore, the Returning Officer is responsible for fulfilling all employment obligations and requirements, such as verifying the right to work, providing holiday pay entitlements, and ensuring access to a pension scheme. Consequently, the Returning Officer is entitled to receive a fee that reflects the level of responsibility and the independent nature of the role, so it is important for this to be conducted fairly and transparently.

The last review of fees was presented to Council in November 2022. In the process of determining the fees, attempts were made to obtain comparisons from neighbouring local authorities; however, there was reluctance to disclose fee structures with us, resulting in no Devon district council being willing to share this information. As a result, the most recent fee scale established by Devon County Council for their elections in 2021 was used as the reference for the Teignbridge 2022 review. Aside from fees associated with national elections, the only relevant fee scale available to us is that set by Devon County Council and the fees paid by them to the Returning Officers of the Devon District Councils for conducting elections on their behalf, and for the remuneration of staff they employ to do this.



Since the 2022 review, the government has helpfully established pay bands for all election roles at national elections, providing a national scale for comparison. The latest fee scale set by Devon County Council aligns with these pay bands and, in the future, these pay bands will be automatically adjusted according to annual pay awards. The Teignbridge fee scale differs slightly from the Devon County scale because Teignbridge also conducts elections on behalf of its towns and parishes, necessitating the recovery of costs associated with running these elections, whether they are contested or uncontested.

The Scale of Costs presented to Council in November 2022 received approval. It was agreed that, going forward, the Returning Officer's fee would be increased according to the average annual pay award. Furthermore, all other election staff payments would be adjusted to align with those from the most recent national elections, as well as with any local government pay awards or increases to the national minimum wage that occurred since they were last adjusted. Although the annual uplifts were agreed, the requirement to seek approval from Council each time this happens remains in place. In cases where an election is held with little notice, it may be challenging to seek approval from Council before making arrangements for the election and employing staff. To simplify the process and eliminate the need to frequently present updated fees to Council for approval, it would therefore be helpful to delegate approval of annual reviews to the Section 151 Officer. Any changes beyond inflationary increases will still require Full Council approval.

## **2. Reason for this request**

Teignbridge needs to maintain its fee structure in line with the most recent fees associated with national elections to attract and retain staff. Furthermore, Teignbridge organises elections for Devon County Council, which has a distinct fee scale and payment levels. Staff may be hesitant to work at a district election if it offers lower remuneration than they have recently earned for another election.

District council by-elections can be held with limited notice of just eight weeks, which complicates the process of securing Full Council approval for any adjustments to the Teignbridge fees.

## **3. Implications, Risk Management and Climate Change Impact**

### **3.1 Financial**

There is a financial implication for Teignbridge Council.

- i. Annual increases have budgetary implications for Teignbridge when holding district elections.
- ii. The legal requirement to pay holiday pay to election staff has already added 12.07% to staff payments.

- iii. Using recent comparisons, i.e. the 2024 Police and Crime Commissioner elections and the UK Parliamentary General election, the overall increase in election costs is in the region of 21%.

There is also a financial implication for Town and Parish Councils within Teignbridge.

- i. Town and Parish Councils are expected to experience a comparable overall percentage increase to that of the District Council, although the majority of parishes have uncontested elections and therefore will not face similar levels of charges. Additional costs will primarily be incurred by the larger Town Councils.

### **3.2 Legal**

- i. Under the Representation of the People Act 1983 the Council has a duty to fund the costs of local elections from the Council's Budget. The decision relating to funding of elections is not an Executive function so is typically carried out by Full Council. Full Council can agree to delegate these decisions to another non-Executive Committee or to an Officer of the Council.
- ii. There is a legal risk to the Council if it does not have an appropriate scale of fees and costs in place. An agreed scale allows the election costs to be transparently monitored and provides those who are entitled to receive a fee or payment clarity on what they will receive.
- iii. Compliance with the national living wage is a legal requirement, and failure to implement annual increases may lead to a failure to keep up with it.

### **3.3 Risks**

- i. Failing to comply with the national living wage risks breaching our legal obligation to do so.
- ii. Failing to keep up with the fees paid at the most recent national or Devon County Council elections may result in difficulty retaining and attracting enough staff to manage our own district elections.

### **3.4 Environmental/Climate Change Impact**

There are no implications relating to the environment or climate change.

## **4. Alternative Options**

Local authorities are reluctant to disclose information regarding the payments made to their Returning Officers and election staff during local elections. To date, no district council in Devon has agreed to provide information on the fees claimed by their Returning Officers. As a result, aside from fees associated with national elections, the only relevant data available is the cost scale established by Devon County Council and the fees they pay to the Returning Officers of the Devon District Councils and election staff, for conducting elections on their behalf.

## **5. Conclusion**

Elections incur costs, and it is essential to compensate staff fairly. Therefore, it is important to evaluate the fee levels paid each year, in a similar way to other employment situations.

While presenting annual increases to Council for approval can be a lengthy and burdensome process, it is necessary to have measures in place to ensure that increases are implemented appropriately and in a balanced manner. Therefore, each annual assessment will continue to be aligned to the pay bands established by government for national elections and will reflect any relevant annual pay awards.

Delegating the responsibility for approving the annual inflation adjustments will enhance the efficiency of the process, but any substantial changes to the fee structure itself will still need to be approved by the Full Council.

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# Appendix A

## Scale of Costs for District and Parish elections

<b>1. Returning Officer Charges to the District Council</b>	<b>Contested Elections</b>	
	Basic fee per ward	£100
	Fee per 250 or part over 1,000 electors per ward	£11
	Postal votes per 100 or part per ward	£72
	<b>Uncontested Elections</b>	
	Basic fee per ward	£193
<b>District Returning Officer Fees – to be allocated as follows:</b>		
<b>Returning Officer</b>	For professional, clerical and other assistance arranged by him/her in and about the conduct of the election for all electoral wards in the Teignbridge district.	
	For the first three contested electoral wards	£2,100
	For each contested ward exceeding three	£363
	For the issue and receipt of ballot papers by post, per 100 or part thereof issued	£20
	For each uncontested electoral ward	£137
<b>Deputy Returning Officers</b>	For one appointed Deputy with full powers	Payment equivalent to 25% of RO fee
	For each additional Deputy Returning Officer appointed to supervise the separate counting of votes in an electoral ward, for the first ward	£333
	For each additional ward	£110
	For one Deputy Returning Officer appointed to manage the postal vote opening sessions, <del>60</del> each contested district ward	£50

<b>2. Returning Officer Charges to the Town and Parish Councils</b>	<b>Contested Elections</b>	
	Basic fee per parish or ward of a parish	£110
	Fee per 250 or part over 1,000 electors per parish or ward of a parish	£11
	Postal votes per 100 or part per ward or ward of a parish	£72
	<b>Uncontested Elections</b>	
	Basic fee per parish or ward of a parish	£193
<b>Parish Returning Officer Fees – to be allocated as follows:</b>		
<b>Returning Officer</b>	For each contested parish or ward of a parish	£110
	For each contested parish or ward of a parish which exceeds 1,000 electors an additional payment per 250 electors, or part	£11
	For the issue and receipt of ballot papers by post, per 100 or part thereof issued	£20
	For each uncontested parish or ward of a parish	£57
	For one appointed Deputy with full powers	Payment equivalent to 25% of RO fee
	For each additional Deputy Returning Officer appointed to supervise the separate counting of votes in a parish or parish ward where there are:	
	under 2,000 electors	£55
	over 2,000 electors	£110
	over 3,000 electors	£137
	over 4,000 electors	£165
	For one Deputy Returning Officer appointed to manage the postal vote opening sessions, for each contested parish or ward of a parish	£22

**The charges outlined below apply to district and parish elections. Where elections are combined, the costs will be shared on a 50/50 basis.**

<b>3. Polling Staff</b>	<p><i>Polling staff fees are set in line with MHC&amp;LG rates and bands, allowing for uplift in line with any subsequent pay award)</i></p> <p>For each Presiding Officer <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <p>For each Poll Clerk <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <p>Training fee for Presiding Officers and Poll Clerks</p> <p>Fee for Polling Station Inspectors (1-15 polling stations) <i>(If combined with a national poll, fees uplifted by 20%)</i></p> <p>Mileage</p>	<p>£333</p> <p>£216</p> <p>£42.50</p> <p>Scale of fee for Presiding Officer plus 10%</p> <p>45p per mile</p>
<b>4. Polling Stations</b>	<p>For hiring suitable accommodation for use as polling stations</p> <p>For cleaning, lighting and heating of polling stations</p> <p>Equipment transport to include delivery of polling screens</p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p> <p>Actual and necessary cost</p>
<b>5. Counting the votes</b>	<p>Hire of count venue</p> <p>Cost of verification and count staff, equipment and associated costs including cleaning, lighting and heating <i>(staff fees will be in line with MHC&amp;LG rates and bands, allowing for uplift in line with any subsequent pay award)</i></p> <p>Mileage</p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p> <p>45p per mile</p>
<b>6. Poll Cards</b>	<p>For provision of poll cards and postage costs <i>(Where parish elections are combined with district elections, the cost of poll cards will be met by the district election)</i></p>	<p>Actual and necessary cost</p>
<b>7. Printing and Postages</b>	<p>For printing of ballot papers, provision of notices, and postages necessarily incurred</p>	<p>Actual and necessary cost</p>
<b>8. Postal Votes</b>	<p>For printing, issue, and outgoing postages</p>	<p>Actual and necessary cost</p>

	<p>For opening, validation of identifiers and incoming postages</p> <p><b>Staff</b> <i>(staff fees will be in line with MHC&amp;LG rates and bands, allowing for uplift in line with any subsequent pay award)</i></p>	<p>Actual and necessary cost</p> <p>Actual and necessary cost</p>
<b>9. Miscellaneous Expenditure</b>	For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form)	Actual and necessary cost
<b>10. Holiday pay</b>	12.07% will be added to each staff payment excluding any Returning Officer fee, Deputy Returning Officer fee and training fees <i>(holiday pay is a legal requirement and must be shown separately)</i>	
<b>11. By-Elections</b>	<p><b>District Elections</b></p> <p>In the event of there being a by-election in the quadrennium (2025 – 2027) then the RO fee will be pro-rata to the basic RO fee. Therefore, the fee for a single by-election shall be one third of the basic RO fee (i.e. £700 plus £20 per 100 postal votes issued or part thereof).</p> <p><b>Parish Elections</b></p> <p>In the event of a parish by-election the RO will receive the allocated fee as detailed per parish or ward of a parish.</p>	



## Appendix B

### Pay Bands 2025/26 (with effect from April 2025)

Pay Band A		
Roles		
Casual admin support	£12.21 - £15.50	
Polling station - ballot box/equipment issuing assistants		
Postal vote - prep and issue assistant		
Postal vote - opening and checking assistant		
Ballot box receipt assistant		
Poll card - prep and issue assistant		
Poll clerks		
Count setup/take down assistant		
Count and verification assistants		
Count security		
Postal vote security		
Reception staff		
Poll card – printing		
Printing coordinator (e.g. printing of letters)		

Pay Band B		
Roles		
Polling station - ballot box/equipment issuing supervisors	£13.78 - £18.37	
Postal vote - prep and issue supervisor		
Postal vote - opening and checking supervisor		
Ballot box receipt supervisor		
Poll card - prep and issue supervisor		
Count staff - IT support		
Postal vote - IT support (signature verification)		
Count setup/take down supervisor		
Count and verification team leader		
Unused ballot papers checking and verification		
Collection and prep of equipment		

Pay Band C		
Roles		
Presiding officer	£16.07 - £20.09	
Count and verification supervisor		
Staff payments/payroll		
Poll card, postal votes and ballot papers - running data, checking and proofing		
Postal vote - signature adjudicators		
Top table assistant/data officer		
Media handling/comms		

Pay Band D		
Roles		
Count manager	£17.22 - £29.85	
Polling station inspector		
Postal vote – opening session manager		

Other Rates		
Type		
Poll card (hand) delivery (per poll card)	£0.20 - £0.39	
Postal Vote (hand delivery)	up to £0.68	
Travel up to 10 miles	£4.50	
Travel between 10-20miles	£9	
Travel of 20 miles or more	£9 - £18	
Private mileage rate	£0.45	
Public mileage rate	£0.25	
Training per member of staff (up to a maximum) **	£43.56	
Training Prep & Delivery (per session)	£102.50 - £153.75	
Bookkeeping capped at a maximum (prior approval required)	£410	

\*\* Note that ROs can choose to pay at any fixed rate up to this maximum amount. The rate, however, will need to reflect the duration and complexity of the training.

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## COUNTY COUNCIL ELECTIONS 2025 - SCALE OF COSTS

*[As before, fees for Presiding Officers, Poll Clerks & Deputy Returning Officers may be increased (by an amount determined at that time) in light of there being a combined election and similarly the cost of hiring accommodation for polling stations would be shared]*

12.07% of each fee represents holiday pay (*holiday pay is a legal requirement and must be shown separately on payslips and included in paperwork sent ahead of the election*)

	<p>Increases over last 4 years have been 18% (21/22 - 1.75%, 22/23 - £1925 (SCP 25 is 6.4%), 23/24 £1925 (SCP 25 is 6% - and 24/25 (assume £1290 so at SCP 25 is 3.8% ).</p> <p>For CRO and DRO 9.3% (21/22 - 1.5%, 22/23 - £1925 (i.e. 1.8% - based on salary of CRO at that time), 23/24 – 3.5% and 24/25 - 2.5%)</p>	<p><i>*Note – some fees have needed to be increased over this to support staff recruitment, ensure in line with the General Election payments and compliance with DLUCH guidance rates.</i></p>
<b>1</b>	<p><b>County Returning Officer</b></p> <p>For professional, clerical and other assistance arranged by them in and about the conduct of the election for <u>all</u> electoral divisions in the County of Devon) a fee shall be payable equivalent to the maximum fee for a Deputy Returning Officer and the fee for any Deputy County Returning Officer be set at 50% of the maximum fee for a Deputy Returning Officer.</p>	<p>The fee should be £6104, assuming each division contested (based on Teignbridge with 10 (7 x £363 (each contested division exceeding three) = £2541 plus the fee payable to DRO of £3563)</p>
<b>2</b>	<p><b>Deputy Returning Officer</b></p> <p>For personal remuneration of the Deputy Returning Officer in the conduct of the election for all the County Electoral Divisions within the area of their District Council subject to the fee payable to a DRO who is responsible for more than three electoral divisions being increased by £363 for each contested division exceeding three.</p> <p>For each additional Deputy Returning Officer appointed to supervise the separate counting of the votes in an electoral division.</p> <p>For the issue and receipt of ballot papers by post, per 100 or part thereof issued (rounded up from 19 to 20)</p>	<p>£3563</p> <p>Scale Fee for Presiding Officer (see below)</p> <p>£20</p>
<b>3</b>	<p><b>Polling Station Staff</b></p>	

	<p>For each Presiding Officer <i>(if a combined poll, polling station staff fees uplifted by 20%. Presiding Officer - £333 uplifted to £400)</i></p> <p>For each Poll Clerk <i>(if a combined poll, polling station staff fees uplifted by 20%.....Poll Clerk uplifted to £276)</i></p> <p>Allowance for each night necessarily away from home</p> <p>Training Fees (Polling Station Inspectors, Presiding Officers and Poll Clerks)</p> <p>For Polling Station Inspectors (for 1-15 polling stations)</p> <p>Retainer Staff (PO and PC must have done training)</p>	<p>£333 <i>Based on 18 hours @ £18.50 (17 hours polling and 1 hour box collection)</i></p> <p>£216 <i>Based on 16 hours @ £13.50</i></p> <p>Actual and necessary cost</p> <p>£42.50 <i>Based on DLUCH guidance</i></p> <p>£414 <i>Based on 18 hours @ £23.00</i></p> <p>£55</p>
<b>4</b>	<p><b>Postal Votes</b></p> <p>For validation, opening and supervision of postal votes.</p>	<p>Actual and necessary costs <i>(but fees paid to staff must be in line with DLUCH rates and bands)</i></p>
<b>5</b>	<p><b>Verification/ Counting the Votes</b></p> <p>Verification / Counting Assistants <i>(Overnight)</i></p> <p>Verification / Counting Assistants <i>(where the count takes place on the day following the election)</i></p> <p>Additional fees paid to staff (support, supervisors etc) as required by should be in line with the rates/bands as recommended by DLUHC guidance..</p>	<p>£100 <i>based on *4 hours paid at £15 per hour x 1.5 to allow for working after 10pm plus £10 training</i></p> <p>£70 <i>based on *4 hours paid at £15 per hour plus £10 training</i></p> <p><i>* if over 4 hours pay hourly rate accordingly</i></p> <p>Actual and necessary cost (but aligned to DLUCH)</p>
<b>6</b>	<p><b>Travelling Expenses</b></p> <p>Travelling expenses of eligible staff, as determined locally.</p> <p>Including conveyance of ballot boxes from polling stations to count.</p>	<p>As determined locally, actual and necessary cost <b>or</b>, the Commercial Rate laid down by HMRC (currently 45p per mile) <i>(separate guidance issued regarding taxation thereof)</i></p>

<b>7</b>	<b>Polling Stations</b>  For hiring suitable accommodation for use as polling stations.  For cleaning, lighting and heating of polling stations	  Actual and necessary cost  Actual and necessary cost
<b>8</b>	<b>Count Venues</b>  For hiring suitable accommodation for use as venues for count(s)  For cleaning, lighting and heating of venues for the count(s)	  Actual and necessary cost  Actual and necessary cost
<b>9</b>	<b>Sweep</b>  Post Office Sweep	  Actual and necessary cost
<b>10</b>	<b>Poll Cards</b>  For manual preparation, completion and issue of poll cards, printing and provision of official poll cards and issue of official poll cards not prepared manually.	  Actual and necessary cost
<b>11</b>	<b>Printing and Postage</b>  For printing and provision of ballot papers and notices and postage necessarily incurred.	  Actual and necessary cost
<b>12</b>	<b>Clerical Assistance</b>  For professional, clerical and other assistance arranged by the Deputy Returning Officer in and about the conduct of the election for all the County Electoral Divisions within the area of his/her District Council:  Electorate of 60,000 basic fee:  For every 1000 electors over 60,000 (or part)  For every 100 electors (or part) entitled to vote by post:	    £9092  £105.00  £105.00
<b>13</b>	<b>Miscellaneous Expenditure</b>  For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form).	  Actual and necessary cost

<b>14</b>	<b>BY-ELECTIONS</b>  In the event of there being a by-election in the quadrennium (2025 -2029) then, as before and for each by-election, the fees will be pro-rata to the basic DRO fee <u>plus</u> 50% of the clerical fee (£4546) <u>plus</u> expenses. The pro-rata fee for a single (by-)election shall be one third of the basic DRO fee (i.e. £1188).	

*October 2024*

**Teignbridge District Council  
Full Council  
Thursday 23<sup>rd</sup> October 2025  
Part I**

## Political Balance and Committee Seat Allocation

### Purpose of Report

In accordance with the Local Government and Housing Act 1989, to seek approval of the seat allocations with effect from Thursday 23<sup>rd</sup> October 2025.

### Recommendation(s)

The Council RESOLVES to:

1. Approve the Committee seat allocations as set out in the Appendix.
2. Asks Group Leaders to advise the Democratic Services Manager of any changes required to Committee Membership within 24 hours of the change occurring.

### Financial Implications

There are no financial implications arising from this report.

Gordon Bryant – Head of Financial Services and Audit

[gordon.bryant@teignbridge.gov.uk](mailto:gordon.bryant@teignbridge.gov.uk)

### Legal Implications

The purpose of this report is to comply with the Local Government and Housing Act 1989, which requires the allocation of seats on committees in accordance with the level of representation of political groups on the Council as a whole.

Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the representation of political groups on its committees where the members of the Council are split into different political groups. A council is deemed to be split into different political groups where there is at least one such group on the Council.

For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

Section 15 of the Local Government and Housing Act 1989 sets out how committees must be constituted when the Council is divided into one or more political groups.

The Council must give effect, as far as reasonably practicable, to the following four principles in constituting its committees or sub-committees:

- (a) that not all of the seats on any committee are allocated to the same political group;
- (b) that if a political group has a majority on the Council, it must have a majority of seats on all committees;

(c) that, subject to (a) and (b) above, the number of seats allocated to a political group across all the committees must reflect their proportion of the authority's membership; and

(d) that, subject to (a) to (c) above, the number of seats allocated to a political group on each committee is as far as possible in proportion to the group's membership of the authority.

Section 17 of the Act states that Full Council may waive the political balance rules for any committee(s) where the Council wishes to appoint an alternative number of members from political groups. In order for political balance to be waived no member must vote against this motion, an objection by a single member would make it necessary to apply political balance rules.

The Local Government (Committees and Political Groups) Regulations 1990 (as amended) make provision for securing the political balance on councils and their committees and for determining the voting rights of members of certain committees.

Once the allocations have been agreed, the appointment of individual members must be given effect in accordance with the wishes of the relevant Group as expressed through the Group's Leader.

Charlie Fisher - Democratic Services Manager and Deputy Monitoring Officer  
Email: [charlie.fisher@teignbridge.gov.uk](mailto:charlie.fisher@teignbridge.gov.uk)

## **Risk Assessment**

Failure to allocate seats in line with the statutory principles set out in the Local Government and Housing Act 1989 would be in breach of statutory requirements and may result in legal challenge.

Charlie Fisher- Democratic Services Manager and Deputy Monitoring Officer  
Email: [Charlie.fisher@teignbridge.gov.uk](mailto:Charlie.fisher@teignbridge.gov.uk)

## **Environmental/ Climate Change Implications**

There are no Environmental/Climate Change Implications arising out of this report

Charlie Fisher - Democratic Services Manager and Deputy Monitoring Officer  
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## **Report Author**

Charlie Fisher- Democratic Services Manager and Deputy Monitoring Officer  
Email: [Charlie.fisher@teignbridge.gov.uk](mailto:Charlie.fisher@teignbridge.gov.uk)

## **Appendices/Background Papers**

Local Government and Housing Act 1989

Local Government (Committees and Political Groups) Regulations 1990

Appendix – Committee Seat Allocations



## 1. Introduction/background

Following the Kenn Valley By-election on 9<sup>th</sup> October 2025, there is a need to review the allocation of seats to ensure the Council remains compliant with the Local Government and Housing Act 1989.

As of 10<sup>th</sup> October 2025, the current political composition of the Council is as follows:

<b>Liberal Democrats</b>	<b>Independent Group</b>	<b>Conservative</b>	<b>Independent (no group)</b>	<b>Reform UK (no group)</b>
26	10	9	1	1
55.32%	21.28%	19.15%	2.13%	2.13%

The various groups comprise the following Members:

<b>Liberal Democrat Councillors (26)</b>	<b>Independent Group Councillors (10)</b>	<b>Conservative Councillors (9)</b>	<b>Independent (no group) (1)</b>	<b>Reform UK (no group) (1)</b>
Buscombe	Bradford	Atkins	Steemson	Horner
Cox	Clarance	Bullivant		
Dawson	Gearon	Hall		
Farrand-Rogers	P Parker	Peart		
Foden	Radford	Purser		
Goodman-Bradbury	Ryan	Rogers		
Henderson (Ind, aligned to Liberal Democrats)	J Taylor	M Smith		
Hayes	Daws	Thorne		
Hook	Mullone	Webster		
Jackman	MacGregor			
James				
Keeling				
Major				
Morgan				
Nutley				
Nuttall				
Palethorpe				
C Parker				
Parrott				
Rollason				
Sanders				
K Smith				
Swain				
G Taylor				
Williams				
Wrigley				

The Committees which are subject to political balance requirements currently comprise:

Committee	No. of Members
Overview & Scrutiny Committee	13
Planning Committee	11
Licensing & Regulatory Committee	11
Audit Committee	8
Governance Committee	6

The Committees and working groups which are not subject to political balance requirements currently comprise:

Committee / Working Group	No. of Members
Executive	9
Appointments and Remuneration Committee	4
Strata Scrutiny	3
Strata Executive	1
Constitution Review Working Group	9

The numbers of seats allocate to each group for politically balanced committees is as follows:

Committee	No. of Members on the committee	Liberal Democrats	Independent Group	Conservatives	Unallocated Seat(s)
Overview & Scrutiny Committee	13	7 (7.19)	3 (2.77)	2 (2.49)	1
Planning Committee	11	6 (6.09)	2 (2.34)	2 (2.11)	1
Licensing & Regulatory Committee	11	6 (6.09)	2 (2.34)	2 (2.11)	1
Audit Committee	8	5 (4.43)	2 (1.7)	1 (1.53)	
Governance Committee	6	4 (3.32)	1 (1.28)	1 (1.15)	
<b>Total</b>	<b>49</b>	<b>28</b>	<b>10</b>	<b>8</b>	<b>3</b>
%		57.14%	20.4%	16%	6.25%

## Appendix - Committee Seat Allocations

Politically balanced Committees:

### Overview and Scrutiny Committee (13 Seats)

<b>Liberal Democrats (7 Seats)</b>	<b>Independent Group (3 Seats)</b>	<b>Conservative (2 Seats)</b>	<b>Unallocated Seat (1)</b>
1. Cllr Cox	1. Cllr J Taylor	1. Cllr Bullivant (Chair)	1. Cllr Steemson
2. Cllr Hayes	2. Cllr Macgregor	2. Cllr Thorne (Vice-Chair)	
3. Cllr James	3. Cllr Ryan		
4. Cllr Major			
5. Cllr C Parker			
6. Cllr Rollason			
7. Cllr Swain			

### Planning Committee (11 Seats)

<b>Liberal Democrats (6 Seats)</b>	<b>Independent Group (2 Seats)</b>	<b>Conservative (2 Seats)</b>	<b>Unallocated Seat (1)</b>
1. Cllr Cox (Vice Chair)	1. Cllr Bradford	1. Cllr Hall	1. Cllr Horner
2. Cllr Nutley	2. Cllr P Parker	2. Cllr Bullivant	
3. Cllr Nuttall			
4. Cllr Palethorpe			
5. Cllr Sanders (Chair)			
6. Cllr Williams			
<b>Substitutes (up to 3 per Group)</b>			
Cllr Hook	Cllr Clarence	Cllr Atkins	
Cllr Parrott	Cllr J Taylor		

### Licensing and Regulatory Committee (11 Seats)

<b>Liberal Democrats (6 Seats)</b>	<b>Independent Group (2 seats)</b>	<b>Conservative (2 Seats)</b>	<b>Unallocated Seat (1)</b>
1. Cllr Dawson	1. Cllr Bradford	1. Cllr Peart	1. Cllr Horner
2. Cllr Foden	2. Cllr Gearon	2. Cllr Atkins	
3. Cllr Hayes (Chair)			
4. Cllr Henderson			
5. Cllr Jackman			
6. Cllr Rollason (Vice Chair)			

### Audit Committee (8 Seats)

<b>Liberal Democrats (5 Seats)</b>	<b>Independent Group (2 Seats)</b>	<b>Conservative (1 Seat)</b>	<b>Independent - No Group</b>
1. Cllr Morgan (Chair)	1. Cllr Ryan	1. Cllr Purser	1. Cllr Steemson (Vice Chair) (Liberal Democrat Place)
2. Cllr Jackman	2. Cllr Radford		
3. Cllr K Smith			
3. Cllr Swain			
5. Place given to Cllr Steemson			
Independent Member (non-voting): Mr P Dodd			

### Governance Committee (6 Seats)

<b>Liberal Democrats (4 Seats)</b>	<b>Independent Group (1 Seat)</b>	<b>Conservative (1 Seat)</b>
1. Cllr Henderson (Vice Chair)	1. Cllr Clarence	1. Cllr Bullivant (Chair)
2. Cllr Palethorpe		
3. Cllr Nutley		
4. Cllr Nuttall		

Independent Persons (non-voting):

1. Mr Jonathan Back
2. Mrs Hazel Elliott
3. Ms Sandra Genender
4. Dr Geraldine Sharp

Committees not politically balanced:

**Executive (Leader, Deputy Leader and up to 8 others)**

<b>Liberal Democrats (9 seats)</b>	<b>Independent Group (0 seats)</b>	<b>Conservatives (0 seats)</b>
1. Cllr Keeling (Leader)		
2. Cllr Palethorpe (Deputy Leader)		
3. Cllr Buscombe		
4. Cllr Hook		
5. Cllr Nutley		
6. Cllr Nuttall		
7. Cllr Parrott		
8. Cllr G Taylor		
9. Cllr Williams		

**Appointments and Remuneration Committee (4 Seats)**

<b>Liberal Democrats (2 Seats)</b>	<b>Independent Group (1 Seats)</b>	<b>Conservatives (1 Seats)</b>
1. Leader of the Council – Cllr Keeling (Chair)	1. Group Leader – Cllr Clarence	1. Group Leader – Cllr Bullivant
2. Executive Member for Corporate Resources – Cllr Parrott		

**Strata Scrutiny (3 Seats)**

<b>Liberal Democrats (1 Seat)</b>	<b>Independent Group (1 Seats)</b>	<b>Conservative (1 Seats)</b>
1. Cllr Swain	1. Cllr Radford	1. Cllr Rogers

### Strata Executive (1 Seats)

Liberal Democrats (1 Seat)	Independent Group (0 seats)	Conservatives (0 seats)
1. Cllr Palethorpe		

Working Group not politically balanced:

### Constitution Review Working Group (9 Seats)

Liberal Democrats (3 Seats)	Independent Group (3 seats)	Conservative (2 Seats)	Independent - No Group (1 seat)
1. Cllr Dawson	1. Cllr Clarence	1. Cllr Bullivant	1. Cllr Steemson
2. Cllr Palethorpe	2. Cllr Daws	2. Cllr Thorne	
3. Cllr Sanders	3. Cllr J Taylor		
Chaired externally by the Centre for Governance and Scrutiny (CfGS).			

**Teignbridge District Council  
Council  
23 October 2025  
Part i**

**Sherborne House Car Park Project, Newton Abbot – Approval to  
Award Construction Contract**

**Purpose of Report**

To seek Members' agreement to progress the Sherborne House car park affordable housing project into construction, and to request delegated authority to enter into a building contract provided that the financial condition is met.

**Recommendation(s)**

The Council RESOLVES to:

1. Approve the Sherborne House car park project for the design and construction of twenty-three Social Rented flats, associated infrastructure and external works.
2. Approve the update of this project within the Capital Programme and accordingly to increase the Capital Programme and allocation of expenditure for the project to £7,243,317.
3. Authorise the Director of Customer Experience & Transformation, in consultation with the Executive Member for Housing and Homelessness and the Chief Finance Officer, and following the determination of the grant applications set out in the report, to enter into the contract for the development with Nevada Construction provided that the project achieves a minimum 1% return on the Council borrowing.

**Financial Implications**

See section 3.1 for analysis of the financial implications of this report.

Gordon Bryant, Head of Financial Services and Audit/Interim Chief Finance Officer  
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**Legal Implications**

There are no significant legal implications arising from this report.

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## **Report Author**

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## **Executive Member**

Cllr Richard Buscombe, Executive Member for Housing and Homelessness

## **Appendices/Background Papers**

Appendix 1 – Site Plan  
Appendix 2 – Ground Floor Plan  
Exempt Appendix 3 – Risk Log  
Exempt Appendix 4 – Tender Report

## **EIA Attached: No**

### **1. Introduction/Background**

- 1.1. Sherborne House car park is a council-owned brownfield site, located in Newton Abbot town centre. Historically this was the location of a bus station. More recently the land has been used for private car parking. The site is now vacant awaiting redevelopment.
- 1.2. On 29 November 2022 Full Council agreed to progress the site to a submitted planning application as part of the Teignbridge 100 housing development programme. Planning permission (reference: 23/01897/MAJ) was granted, on 23 August 2024, to provide “23 dwellings including outside amenity space” on the Sherborne House car park site. On 4 November 2024 the Executive agreed to progress the project to a stage where the proposed development could be put out to tender.
- 1.3. Details of the proposed development are summarised in section 2 of this Part I report.
- 1.4. The building works have now been tendered. This report seeks approval to appoint Nevada Construction as the main contractor. Nevada is a local business that submitted a strong bid for the Sherborne House car park project. Details of the tender evaluation are set out in Part II of the report.
- 1.5. It is intended that the cost of the scheme will be met from a combination of funding sources including Homes England grant, Brownfield Land Release Fund grant, Housing capital receipts, s106 affordable housing contributions, revenue



contributions to capital outlay (if required) and Council borrowing. Delegated authority is sought to award the building contract, following the determination of the grant applications, as detailed in Part II of the report.

- 1.6. This report is brought to Full Council for approval because the contract sum exceeds £500,000 capital spending, as required by the Financial Instructions.

## **2. Affordable housing proposals**

- 2.1. The planning approved scheme will deliver a high-quality development comprising 13 x 1-bedroom flats and 10 x 2-bedroom flats. Of these, one 1-bedroom flat and one 2-bedroom flat will be fully wheelchair accessible dwellings. The site plan is attached as Appendix 1, together with the ground floor plan in Appendix 2.
- 2.2. The scheme has been designed to Passivhaus Plus standard meaning that, in addition to the homes being highly energy efficient, the development will generate enough renewable energy to operate the building throughout the whole year. This will contribute to the Council's net zero carbon ambitions. All residents will benefit from the health and wellbeing improvements associated with Passivhaus homes. Further, the building has been designed to be climate resilient from the outset, thus minimising future retrofit costs.
- 2.3. All 23 homes will be owned by the Council as part of our affordable housing stock. These homes will all be for Social Rent. On 12 September 2023 the Executive agreed that a Local Lettings Plan will be developed to include a percentage of allocations to downsizers, whilst balancing the high demand for 1-bedroom accommodation on Devon Home Choice.
- 2.4. The prospect of moving to a warm, modern home with very low energy bills would form an integral part of the offer to potential downsizers. Households moving from larger social homes will in turn free up family-size accommodation for other households on the housing register. The Local Lettings Plan can also support allocations to homeless households including those in temporary accommodation.
- 2.5. As of August 2025, there were 1,615 applicants registered on Devon Home Choice who needed affordable rented accommodation within the Teignbridge district, including Newton Abbot. The greatest need is for 1 and 2-bedroom homes, which account for 759 and 402 households respectively. The Sherborne House car park scheme will contribute to meeting this need.
- 2.6. We have an agreement in place for Teign Housing to manage the Council's existing affordable housing stock. Housing management plans for the Sherborne House car park scheme will be formalised during the construction period. The cost of managing and maintaining the homes, together with provision for void periods and bad debts, has been factored into the lifecycle costs of the project. The project will achieve a minimum 1% return on the Council borrowing as

required under the Council's investment approach, as set out in Part II of the report.

- 2.7. In summary the Sherborne House car park project will provide 23 well-designed, energy-efficient, Social Rented Council homes on a vacant brownfield site in a sustainable town centre location; and assist the Council in meeting its housing needs, both to homeless households and those requiring social housing on the housing register. The scheme is intended to set the standard for other affordable housing developments delivered by the Council and our partners.

### **3. Implications, Risk Management and Climate Change Impact**

#### **3.1 Financial**

- 3.1.1 The anticipated scheme costs are detailed within Part II of the report. It also details the anticipated use of corporate funding and the likely aggregate funding position for the scheme. Corporate viability tests have been achieved, and a project contingency has been set.

#### **3.2 Legal**

- 3.2.1 There are no legal implications arising out of this report save that, given the value of the external funding sought to support the scheme, authority is requested for the acceptance of such grants subject to the conditions provided within the terms of the Brownfield Land Release Fund grant in order to support the development.

#### **3.3 Risks**

- 3.3.1 The Council has undertaken extensive due diligence in progressing the scheme to full planning and tender stages. Suitably experienced consultants have been engaged to support the internal project team, and the Employer's Agent will be retained through to completion of the project. Nevada Construction has offered a fixed price tender, and a number of commercial risks are transferred to them through the Design and Build contract.
- 3.3.2 The level of delivery risk and cost uncertainty should reduce as the project progresses further. The project risk log is provided at Appendix 3 to the Part II report. The following risks are brought to Members' attention:
- 3.3.3 That funding bids are delayed or unsuccessful, leading to increased costs. This risk is mitigated by officers liaising closely with Homes England and One Public Estate colleagues. The recommendations set out in the report allow for the use of other funds if necessary while requiring the project to achieve a satisfactory financial position as a prerequisite for entering into the building contract.
- 3.3.4 That unforeseen ground issues are discovered during construction, leading to additional costs. This is a possibility, given the site's previous uses. Initial ground condition surveys have been carried out to mitigate the risk and further

investigations will be completed before the building contract is signed. Contingency has been made for unforeseen project costs.

### **3.4 Environmental/Climate Change Impact**

3.4.1 The scheme has been designed to Passivhaus Plus standard. A Carbon Reduction Plan was submitted as part of the planning application, confirming that the development will exceed the Local Plan requirement to reduce carbon emissions. In addition to significantly reducing energy use, the building will generate as much energy as the residents consume. This project will therefore contribute to meeting the Council's net zero carbon ambitions.

3.4.2 The new building will be located within Flood Zone 2 and, as such, the planning application was supported by a Flood Risk Assessment. The flood mitigation measures include raised floor levels and providing safe means of egress for residents.

## **4. Alternative Options**

4.1 The price of the Most Advantageous Tender is very close to the pre-tender estimate, and the Council's cost consultant has confirmed that this provides value for money for the proposed scheme.

4.2 It would be possible to defer the decision to progress the project into construction to a future meeting of Full Council after the outcome of the grant funding bids is known. However, this would be likely to add cost to the project due to building cost inflation, risk the preferred tenderer withdrawing from the project, and delay the delivery of much needed new affordable homes.

4.3 It is therefore recommended that the Director of Customer & Transformation, in consultation with the Executive Member for Housing and Homelessness and the Chief Finance Officer, should be authorised to progress the project into construction provided that it achieves a satisfactory financial position.

## **5. Conclusion**

5.1 The Sherborne House car park project provides a rare opportunity to build 23 new, much needed Council homes for Social Rent in the heart of Newton Abbot, with a local construction partner. If approved, the recommendations set out in the report will allow the project to proceed in a timely fashion, whilst safeguarding the Council's financial position.

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View from the East - Cricket Field Road



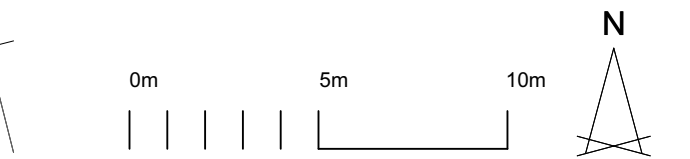
View from the South West - Elm Road



View from the North East - Kingsteignton Road

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RevID	Transmittal Set	Transmittal Set Name	Issue Date	Issuer-Intls	Status	Approved by
<div>Drawing Number</div>						
project	originator	zone	level	type	role	number rev
2106 - SE3	-	-	-	A		A.12

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