



**Oversight and Governance**

Chief Executive's Department

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Published 23/02/22

## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrqll6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 02 March 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 03 March 2022 if they are not called-in.

## **Delegated Decisions**

### **1. Councillor Nick Kelly, Leader of the Council:**

- 1.1. Colin Campbell House (Pages 1 - 22)
- 1.2. Increase of Discretionary Fees and Charges and amendments to concessions in FM service (Pages 23 - 44)
- 1.3. Conditional sale of the former Quality Hotel site, Cliff Road, Plymouth (Pages 45 - 58)
- 1.4. Charlton Road Junction Scheme (Pages 59 - 78)

### **2. Councillor Patrick Nicholson, Deputy Leader of the Council:**

- 2.1. Climate Emergency Planning Policy and Guidance Consultation Draft Document (Pages 79 - 110)

# EXECUTIVE DECISION

made by a Cabinet Member



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L33 21/22

Decision				
1	<b>Title of decision:</b> Colin Campbell House			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader of the Council			
3	<b>Report author and contact details:</b> Chris Duggan <a href="mailto:chris.duggan@plymouth.gov.uk">chris.duggan@plymouth.gov.uk</a> 01752305482			
4	<b>Decision to be taken:</b> <b>It is recommended that the Leader of the Council:</b> <ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Allocates £760k for the project into the Capital Programme funded by Service Borrowing</li> <li>• Authorises the procurement process</li> <li>• Authorises the Service Director for Economic Development to approve business cases and award contracts including, but not limited to, contractor appointments, consultant appointments, warranties etc. relating to this project where they would otherwise not have authority to do so.</li> </ul>			
5	<b>Reasons for decision:</b> To facilitate the wider regeneration of Colin Campbell Court through improving the external appearance of Colin Campbell House and bringing the ground floor to a standard suitable for re-letting.			
6	<b>Alternative options considered and rejected:</b> The Council could decide not to proceed with this proposal however if capital works are not undertaken to Colin Campbell House then the building would continue to fall into further disrepair and the building would be difficult to re-let for other uses in its current condition.			
7	<b>Financial implications and risks:</b> As set out in the attached business case.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new

				savings in excess of <b>£1 million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		The proposal helps to deliver the aspirations of Policy PLY7 of the Plymouth & South West Devon Joint Local Plan, Colin Campbell Court	
10	Please specify any direct environmental implications of the decision (carbon impact)		Re-using existing buildings reduces carbon emissions ensuring embodied carbon remains in the building and not lost through demolition.	
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	7 January 2022					
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS115 21/22					
		Finance (mandatory)	pl.21.22.267					
		Legal (mandatory)	MS/38109					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	N/A					
<b>Appendices</b>								
17	Ref.	Title of appendix						
	A	Briefing report for publication (Part I)						
	B	Briefing report not for publication (Part II)						
	C	Equalities Impact Assessment						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	Confidential/exempt briefing report title: Part II briefing report Inc. Appendices			x				


**Background Papers**

- 19** Please list all unpublished, background papers relevant to the decision in the table below.
- Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.

Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7

**Cabinet Member Signature**

- 20** I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.

<b>Signature</b>		<b>Date of decision</b>	21 February 2022
<b>Print Name</b>	Councillor Nick Kelly, Leader of Plymouth City Council		

# EXECUTIVE DECISION

made by a Cabinet Member

## Briefing Paper Part I



### 1.0 Executive summary

- 1.1 Colin Campbell House (CCH) was constructed in 1938 and whilst it is not listed the Art Deco façade is the only surviving architecture of this nature in Plymouths City Centre.
- 1.2 The building is referenced in the Plymouth and South West Devon Joint Local Plan (JLP) (PLY7 – Colin Campbell Court) for retention where practical and viable to do so.
- 1.3 A design, costing and schedule of work exercise has been undertaken by a team of consultants to complete Shell and Core works to the ground floor space.
- 1.4 An element of works to the exterior of the building is included in the schedule of work and, whilst this is limited, the intention is to improve the building's outward appearance.
- 1.5 Capital investment will facilitate the re-letting of the building and will complement the current and future regeneration work in the area.

### 2.0 Purpose of the report

2.1 This report and Business Case (attached as an appendix to the Part II paper) seek approval to allocate sufficient funding for the project into the Capital Programme to undertake Shell and Core work to CCH. The report also seeks approval to authorise the procurement process to appoint a contractor to undertake the work and authorisation for the Service Director for Economic Development to approve business cases and award contracts including, but not limited to, contractor appointments, consultant appointments, warranties etc. relating to this project where they would otherwise not have authority to do so.

### 3.0 Further information

3.1 The proposed work to CCH is mostly limited to the ground floor and exterior of the building.

3.2 Adequate fire and acoustic separation will be installed between ground and first floor levels and soil and vent pipes will be installed through to the first floor level. This should help minimise disruption to the ground floor tenant during the course of redevelopment of the upper floors at a later date.

3.3 Not only will the work improve the appearance of CCH it will facilitate the ground floor to be re-let at market rent levels and improve the opportunities available to the Council in letting the upper floors.

3.4 As the current proposal is to install an access ramp to the rear of the building, a planning application will be submitted to the Local Planning Authority. A stopping up order will also need to be submitted due to the ramp slightly encroaching into Highways Maintainable at Public Expense.

3.5 Simultaneously with the submission of the planning application and stopping up order a tender will be issued to contractors to undertake the work.

#### **4.0 Decision required**

4.1 The decision required is approval for the funding required to undertake Shell and Core works to CCH, authorisation of the procurement process to select a contractor to undertake the work and authorisation for the Service Director for Economic Development to approve business cases and award contracts including, but not limited to, contractor appointments, consultant appointments, warranties etc. relating to this project where they would otherwise not have authority to do so.

#### **5.0 Recommendation**

**It is recommended that the Leader of the Council:**

- Approves the Business Case
- Allocates £760k for the project into the Capital Programme funded by Service Borrowing
- Authorises the procurement process
- Authorises the Service Director for Economic Development to approve business cases and award contracts including, but not limited to, contractor appointments, consultant appointments, warranties etc. relating to this project where they would otherwise not have authority to do so



The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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Document is Restricted

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# EQUALITY IMPACT ASSESSMENT

Strategic Development Projects, Economic Development



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<b>What is being assessed - including a brief description of aims and objectives?</b>	Proposal to undertake 'Shell and Core' and external work to the Art Deco Colin Campbell House situated in Colin Campbell Court
<b>Author</b>	Chris Duggan
<b>Department and service</b>	Strategic Development Projects, Economic Development
<b>Date of assessment</b>	11 February 2022

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
Age	None			
Disability	None			
Religion or belief	None			
Sex - including marriage, pregnancy and maternity	None			
Gender reassignment	None			
Race	None			
Sexual orientation - including civil partnership	None			

## STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
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<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	The proposed works to the ground floor of the building will enable a future package of shop fit out works to be let. The work will also include improving the external appearance of the building and potentially help future letting of the upper floors. The upper floors could facilitate various uses including residential, commercial, education or cultural uses.	The project team through completion of the works to Colin Campbell House.
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	N/A	N/A
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	N/A	N/A
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	N/A	N/A
<b>Plymouth is a city where people from different backgrounds get along well.</b>	The proposed works will aid regeneration of the Colin Campbell Court for the benefit of surrounding and new communities	The project through completion of works to Colin Campbell House.
<b>Human rights</b> Please refer to <a href="#">guidance</a>	It is not anticipated that people's human rights will be impacted by the scheme.	N/A

**STAGE 4: PUBLICATION**

Chris Duggan

Date: 11 February 2022

Principal Surveyor

# EXECUTIVE DECISION

made by a Cabinet Member



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number – L31 21/22

Decision				
1	<b>Title of decision:</b> Increase of Discretionary Fees and Charges and amendments to concessions in FM service			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader of the Council			
3	<b>Report author and contact details:</b> Ann Thorp 01752 307628			
4	<b>Decision to be taken:</b> To approve the service area policies and updated charges (as appended) for discretionary fees. For implementation on or after 1st March 2022, as is practical.			
5	<b>Reasons for decision:</b> Discretionary fees and charges have not been consistently uplifted to reflect rising costs using CPI, due to COVID-19.			
6	<b>Alternative options considered and rejected:</b> The alternative option is to not bring fees and charges in line with rising costs. This has been rejected as failure to implement an increase in discretionary fees and charges will require alternative savings to be developed and agreed.			
7	<b>Financial implications and Risks:</b> By making this decision, discretionary services provided will cover full costs with the exception of where the cost will make accessing services for vulnerable members of the community cost prohibitive. This work has been prepared in conjunction with the Medium Term Financial Strategy and associated delivery plans and therefore contributes to the overall objective of achieving a balanced budget.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>

			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		Corporate Plan - providing value for money Fees and charges policy - full cost of a service is recovered, with concessions provided and commercial services will be priced to generate a surplus.	
10	Please specify any direct environmental implications of the decision (carbon impact)		Venue hire is available with walking distance of residents, and close to public transport links.	
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management	Name		Andy Ralphs



	<b>Team member has been consulted?</b>	<b>Job title</b>	Strategic Director of Customer and Corporate Services					
		<b>Date consulted</b>	17 December 2021					
<b>Sign-off</b>								
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS107 21/22					
		<b>Finance (mandatory)</b>	ba.21.22.268					
		<b>Legal (mandatory)</b>	LS/38130/AC/17/2/22.					
		<b>Human Resources (if applicable)</b>	N/A					
		<b>Corporate property (if applicable)</b>	N/A					
		<b>Procurement (if applicable)</b>	N/A					
<b>Appendices</b>								
17	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	2021 FM Fees, Charges and Concessions						
<b>Confidential/exempt information</b>								
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	X					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of							

the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7
<b>Cabinet Member Signature</b>							
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
<b>Signature</b>			<b>Date of decision</b>	23 February 2022			
<b>Print Name</b>	Councillor Nick Kelly, Leader of Plymouth City Council						

# INCREASE OF DISCRETIONARY FEES AND CHARGES BRIEFING NOTE – FM

December 2021



## 1. Description of Proposal

The proposal for the increase of discretionary fees and charges is in line with the Fees, Charges and Concessions Policy which was agreed by Cabinet on the 8<sup>th</sup> November 2016. This policy states that all fees and charges should recover costs. When costs increase it is important that fees and charges also increase to keep pace with those rising costs. The current budget position at the Council means that these cost increases cannot be absorbed. By implementing Consumer Price Index (CPI) increases each year this will avoid long periods of no review and any subsequent need for sudden increases.

The review of discretionary fees and charges has been undertaken in conjunction with the Medium Term Financial Strategy and associated delivery plans, and therefore contributes to the overall objective of achieving a balanced budget. Failure to implement full cost recovery increases in discretionary fees and charges will require alternative savings to be developed and agreed by the Council.

## 2. Background - Fees, Charges and Concessions Policy

The key objectives of the policy are:

- Individual charging policy for each Portfolio area.
- Each financial year charges will generally be increased by Consumer Price Index (CPI) to ensure charges keep pace with the cost of providing services.
- Increases will be implemented in practical monetary values that make sense to customers. The CPI increase may be applied differently across a group of similar services in order to achieve this.
- The Council will ensure the full cost of a service is recovered, where that is the charging objective. Commercial services will be priced to generate a surplus. Where commercial services are not achieving that aim they will be reviewed, including the potential to improve the market offer.
- Non-residents may be charged differentially where appropriate.
- Charging decisions will be informed by intelligence from other local authorities and providers.
- Where relevant, charging decisions will be supported by an equalities impact assessment.

As part of the policy there is also a list of those people who may be eligible for a concession (e.g. those in full time education, those in receipt of the state pension etc.).

The policy also states that the fees and charges may be revised at any stage of the financial year, if the expected increase for a service area is less than £500k a year may be set by the portfolio holder and if the expected increase for a service area is more than £500k a year shall be set by the Cabinet.

## 3. Reason for change

The increase in discretionary fees and charges and adjustment to concessions will achieve the following:

- Cover the rising cost of providing services;
- Ensure a consistent approach across the Council;

- Bring prices in line market values where appropriate

#### **4. Next steps**

Following the approval of the revised fees and charges set out in the schedules, services will raise their fees on or after the 1<sup>st</sup> February 2022, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 1<sup>st</sup> February 2022, where a booking has been confirmed and a deposit paid, previously quoted prices will be honoured.

#### **5. Decision required by the Cabinet Member for Governance, HR, IT and Community Safety.**

It is recommended to increase the discretionary fees and charges and adjust the concessions as per the schedules.

Assett	Function	Letting Period	Current Advertised charge	Proposed Charge including CPI and Market Value	Service agreed price	Comments (use to explain any non-CPI increases)	VAT Liability & Comments	Implementation date
Asset and Hire Charges								
For any existing bookings made for ceremonies and hire of assets after 1st February 2022, where a booking has been confirmed and a deposit paid, previously quoted prices will be honoured.								
Plymouth Guildhall Great Hall/Lounge Charges	Room hire	Weekday (8am-8pm)	£115.00	£117.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Great Hall/Lounge	Room hire	Evening/weekend/ bank holiday enhanced rate (8pm-11pm)	£127.00	£133.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Lounge Bar only Charges	Room hire	Weekday standard rate (8am-8pn)	£58.00	£59.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Lounge Bar only	Room hire	Evening/weekend/ bank holiday enhanced rate (8pm-11pm)	£91.00	£96.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Drake Room	Room hire	Weekday (8am-8pm)	£58.00	£61.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Drake Room	Room hire	Evening/weekend/ bank holiday enhanced rate (8pm-11pm)	£63.00	£70.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Astor Room	Room hire	Weekday (8am-8pm)	£31.00	£33.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Astor Room	Room hire	Evening/weekend/ bank holiday enhanced rate (8pm-11pm) if booked alone	£59.00	£60.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Charter Room	Room hire	Weekday (8am-8pm)	£29.00	£31.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Charter Room	Room hire	Evening/weekend/ bank holiday enhanced rate (8pm-11pm) if booked alone	£59.00	£60.00	TBC	CPI increase	o/scope	01/02/2022
Plymouth Guildhall Christmas Day, Boxing day, Good Friday & Easter Monday	Room hire	Whole Period	Closed	Closed	Closed	N/A	N/A	N/A
Harewood house Main All/Servery	Room hire	Standard Rate (weekly and Saturday 8am-8pm)	£20.50	£21.50	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood house Main All/Servery	Room hire	Out of hours (eve 8pm-11pm & weekends	£25.00	£27.00	TBC	To bring closer to market average	o/scope	01/02/2022
Harewood House Alf Wright lounge	Room hire	Standard Rate (weekly 8am-8pm)	£12.00	£13.00	TBC	To bring closer to market average	o/scope	01/02/2022
Harewood House Alf Wright lounge	Room hire	Out of hours (eve 8pm-11pm & Sundays	£14.50	£16.50	TBC	To bring closer to market average	o/scope	01/02/2022
Harewood House Meeting room 1	Room hire	Standard Rate (weekly 8am-8pm)	£11.50	£12.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood House Meeting room 1	Room hire	Out of hours (eve 8pm-11pm & Sundays	£14.00	£14.50	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood House Meeting room 2	Room hire	Standard Rate (weekly 8am-8pm)	£9.20	£9.50	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood House Meeting room 2	Room hire	Out of hours (eve 8pm-11pm & weekends	£11.50	£12.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood house Main Hall	Private party (Adult/Teenagers)	Standard Rate (weekly 8am-8pm) minimum hire 3 hours	£32.00	£33.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood house Main Hall	Private party (Adult/Teenagers)	Out of hours (eve 8pm-11pm & weekends ) minimum hire 3 hours	£39.00	£40.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood House	Room hire	Standard Rate (weekly and Saturday 8am-8pm)	£330.00	£363.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Harewood House Christmas Day, Boxing day, Good Friday & Easter Monday	Room hire	Whole Period	Closed	Closed	Closed	N/A	N/A	N/A
Plympton St maurice Guildhall Main Hall/servery	Room hire	Standard Rate (weekly 8am-8pm)	£15.50	£16.50	TBC	CPI increase	o/scope	01/02/2022
Plympton St maurice Guildhall Main Hall/servery	Room hire	Out of hours (eve 8pm-11pm & weekends)	£18.50	£19.50	TBC	CPI increase	o/scope	01/02/2022
Plympton St Maurice Guildhall Council chamber	Room hire	Standard Rate (weekly 8am-8pm)	£11.50	£12.50	TBC	CPI increase	o/scope	01/02/2022
Plympton St Maurice Guildhall Council chamber	Room hire	Out of hours (eve 8pm-11pm & Sundays)	£14.50	£15.50	TBC	CPI increase	o/scope	01/02/2022
Plympton St Maurice Guildhall	Private party (Adult/Teenagers)	Standard Rate (weekly 8am-8pm) minimum hire 3 hours	£31.00	£32.00	TBC	CPI increase	o/scope	01/02/2022
Plympton St Maurice Guildhall	Private party (Adult/Teenagers)	Out of hours (eve 8pm-11pm & weekends ) minimum hire 3 hours	£40.00	£41.00	TBC	CPI increase	o/scope	01/02/2022
Plympton St Maurice Guildhall, Christmas Day, Boxing day, Good Friday & Easter Monday	Room hire	Whole Period	Closed	Closed	Closed	N/A	N/A	N/A
Tothill Community Centre Large Hall	Room hire	Weekday standard rate (8am-8pm)	£16.00	£18.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Large Hall	Room hire	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£20.00	£24.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Large Hall	Room hire	Party rate (teenage/adult) Weekday standard rate (8am-8pm)	£33.00	£36.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Large Hall	Room hire	Party rate (teenage/adult) Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£33.00	£43.00	TBC	2 years of CPI increases from 2019 and 2020		
Tothill Community Centre All Rooms	Room hire	Whole Period	Closed	Closed	N/A	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Small Hall	Room hire	Weekday standard rate (8am-8pm)	£13.00	£15.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Small Hall	Room hire	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£17.00	£18.50	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Small Hall	Room hire	Party rate (teenage/adult) Weekday standard rate (8am-8pm)	£27.00	£29.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Small Hall	Room hire	Party rate (teenage/adult) Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£27.00	£32.00	TBC	2 years of CPI increases from 2019 and 2020		01/02/2022
Tothill Community Centre Room 1	Room hire	Weekday standard rate (8am-8pm)	£9.00	£9.50	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Room 1	Room hire	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£12.00	£13.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Room 2	Room hire	Weekday standard rate (8am-8pm)	£9.00	£10.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Room 2	Room hire	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£12.00	£13.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Lounge	Room hire	Weekday standard rate (8am-8pm)	£9.00	£10.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre Lounge	Room hire	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£12.00	£13.00	TBC	2 years of CPI increases from 2019 and 2020	o/scope	01/02/2022
Tothill Community Centre, Christmas Day, Boxing day, Good Friday & Easter Monday	Room hire	Whole Period	Closed	Closed	Closed	N/A	N/A	N/A
Windsor House	Windsor House	Evening charges (per hour)	£43.00	£44.72	£43.00	2 years of CPI increases from 2019	o/scope	01/02/2018
Wedding Provision								
Plymouth Guildhall Great hall	Wedding Ceremony	Weekday standard rate (8am-8pm)	£550	£605.00	TBC	10% increase for all weddings based on last increases and market	Taxable	01/02/2022
Plymouth Guildhall Great hall	Wedding Ceremony	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£650	£715.00	TBC		Taxable	02/02/2022
Plymouth Guildhall Charter Room	Wedding Ceremony	Weekday standard rate (8am-8pm)	£180	£198.00	TBC		Taxable	03/02/2022
Plymouth Guildhall Charter Room	Wedding Ceremony	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£200	£220.00	TBC		Taxable	04/02/2022
Plymouth Guildhall Great Hall	Wedding Reception	Weekday standard rate (8am-8pm)	£1,450	£1,595.00	TBC		Taxable	05/02/2022
Plymouth Guildhall Great Hall	Wedding reception	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£1,650	£1,815.00	TBC		Taxable	06/02/2022
Plymouth Guildhall Great Hall	Wedding Ceremony & Reception	Weekday standard rate (8am-8pm)	£2,100	£2,310.00	TBC		Taxable	07/02/2022

Plymouth Guildhall Great Hall	Wedding Ceremony & Reception	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£2,600	£2,860.00	TBC	increase and market value. To be reviewed 2022/23 due to refurbishment	Taxable	08/02/2022
Plymouth Guildhall Drake Hall	Wedding Reception	Weekday standard rate (8am-8pm)	£1,000	£1,100.00	TBC		Taxable	09/02/2022
Plymouth Guildhall Drake Hall	Wedding Reception	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£1,250	£1,375.00	TBC		Taxable	10/02/2022
Plymouth Guildhall Charter & Lounge	Wedding Ceremony in Charter	Weekday standard rate (8am-8pm)	£1,180	£1,298.00	TBC		Taxable	11/02/2022
Plymouth Guildhall Charter & Lounge	Wedding Ceremony in Charter	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£1,450	£1,595.00	TBC		Taxable	12/02/2022
Plymouth Guildhall - The Lounge	Wedding Reception	Weekday standard rate (8am-8pm)	£1,000	£1,100.00	TBC		Taxable	13/02/2022
Plymouth Guildhall -The Lounge	Wedding Reception	Evening/weekend & bank holiday enhanced rate (8pm-11pm)	£1,250	£1,375.00	TBC		Taxable	14/02/2022

Discounts						
Customer type	Current Discount %	Criteria	Costs 20/21	Proposed Discount %	Projected costs	Comments
Regular Hirer	10	6 or more events booked at the same time over a 12 months period	700	10	1900	Increase to 10 or more events booked at the same time over a 12 months. Mostly relates to regular hirers at community halls who have a discounted rate and most have at least monthly activities
Regular Large Booking (£1000)	10		1200	10		
Block bookings - Continuous hire for 3 or more consecutive days	10	Applies to whole booking but not with other discounts	0	N/A	0	Remove. Not used
Flower Shows	10	Historic arrangement and was reduced as it is a community based event	0	TBC	TBC	Review of agreement to be conducted
Charities, Monday to Friday standard rates	25	Given if charity number supplied	2500	15	1500	Given if charity number supplied
Philharmonic orchestra (Part of the Music institute)	25		0	N/A	0	Remove not used
Police and other services	25		0	N/A	0	To be merged with all other public bodies
Blood Transfusion Service, PCT, NHS, Police, Fire Service, Probation Services	50		1500	15	450	Discount is duplicated and offered at 25% and 50%. To bring in line with other services recommend reduce to 15% for regular meetings etc
NHS	25		0	N/A	0	To be merged with all other public bodies
Political Meetings	25		0	TBC	TBC	Review of requirements being conducted
Members of Parliament for the borough addressing the Annual Meeting of the Constituents	No Charge	Booked by Lord Mayors office (unclear if we charge outside of standard hours)	TBC	TBC	TBC	Review of requirements being conducted
Internal bookings out of hours and weekends	50		0	50%	TBC	If paying delegates then full charged will be levied. Internal only No charge until 5pm, 50% 5pm to 8pm and full charge from 8pm
Internal meetings within standard hours	No Charge		0	No charge	TBC	
CYPFS	No Charge		0	No charge	0	up to 7pm due to school hours. Chargeable after 7pm
School Speech Days/Educational Organisations Standard Hours only	50	PCC funded only	TBC	TBC	TBC	Review of booking for educational establishments being undertaken
Community and Voluntary Sectors (Social Housing, Social Services Partner Organisation Social Inclusion Partner Organisation)	50	This is generally affiliated with PCC so when the booking is made we would check with the department/person who they say they are affiliated with within PCC	0	15	TBC	Reduce discount equivalent to charity. If charging delegates fee full rate to be charged
Meetings / events convened or held by the Lord Mayor	No Charge	Monday to Friday 6am to 8pm	0	No Charge	TBC	Community projects and support no charge in core hours. Chargeable outside of core hours. Personal then chargeable ie after Christmas carol service
Lord Mayors Choosing	No Charge		0	No charge	0	No change
Plympton Council Group	No Charge	10 free bookings a year.				Review of agreement to be conducted
Harewood Committee	No Charge	12 free bookings a year				Review of agreement to be conducted

Assett	Quantity	Current Advertised charge	Proposed Charge (inc CPI @ 4%)	Service agreed price from 1st Feb 2022	Comments (use to explain any non-CPI increases)	VAT Liability & Comments	Implementation date
Whole Forecourt	All day	£315.00	£327.60	TBC	CPI increase only	Taxable	01/02/2022
Forecourt per space	Full day (max 15 hours)	£12.50	£13.00	TBC	CPI increase only	Taxable	01/02/2022
Forecourt per space	Whole Day (24 hrs)	£19.17	£19.94	TBC	CPI increase only	Taxable	01/02/2022
Forecourt per space	Per Hour (Min 4 hrs)	£1.66	£1.73	TBC	CPI increase only	Taxable	01/02/2022
Microphone sound system (Great Hall) No Charge	Per event	No Charge	No Charge	TBC	CPI increase only	N/A	01/02/2022
Extra Officer on Duty	Per event	£26.00	£27.04	TBC	CPI increase only	Taxable	01/02/2022
Stage Extension (Great Hall) 6ft 1.82m	Per event	£68.00	£70.72	TBC	CPI increase only	Taxable	01/02/2022
Stage Extension (Great Hall) 8ft 2.43m	Per event	£97.00	£100.88	TBC	CPI increase only	Taxable	01/02/2022
Stage Extension (Great Hall) 12ft 3.64	Per event	£130.00	£135.20	TBC	CPI increase only	Taxable	01/02/2022
Catwalk (Great Hall Only) 6ft x 40ft	Per event	£68.00	£70.72	TBC	CPI increase only	Taxable	01/02/2022
Catwalk (Great Hall Only) 8ft x 40ft	Per event	£97.00	£100.88	TBC	CPI increase only	Taxable	01/02/2022
Stage Extension (Drake Room) 4ft 1.22m	Per event	No charge	No charge	TBC	CPI increase only	N/A	01/02/2022
Un-tuned Steinway Concert Grand Piano (Great Hall Only)	Per event	£219.00	£227.76	TBC	CPI increase only	Taxable	01/02/2022
Un-tuned Brinsmead Grand Piano (Great Hall Only)	Per event	£114.00	£118.56	TBC	CPI increase only	Taxable	01/02/2022
Upright Piano (Drake Room Only)	Per event	£50.00	£52.00	TBC	CPI increase only	Taxable	01/02/2022
Piano Tuned for Event	Per event	£78.00	£81.12	TBC	CPI increase only	Taxable	01/02/2022
Flip Chart Stand/Screen	Per event	No charge	No charge	TBC	CPI increase only	N/A	01/02/2022
Star Board Astor Room/ North room	Per event	No charge	No charge	TBC	CPI increase only	N/A	01/02/2022
AV System Lower hall	Per event	£42.00	£43.68	TBC	CPI increase only	Taxable	01/02/2022
Chair Covers	Per Chair	£1.50	£1.56	TBC	CPI increase only	Taxable	01/02/2022
Clean Up Charge ie. (Boxing, Wrestling, Beer Festivals) Guildhall	Per event	£210.00	£218.40	TBC	CPI increase only	Taxable	01/02/2022
Clean Up Charge ie. (Boxing, Wrestling, Beer Festivals) Drake Room/Lower Hall	Per event	£85.00	£88.40	TBC	CPI increase only	Taxable	01/02/2022
Red Carpet	Per event	£85.00	£88.40	TBC	CPI increase only	Taxable	01/02/2022



TOTHILL ROOMS PER HOUR										
Room	Ad-hoc hirers							Average market price	Reason for increase	
	Total cost recovery	Current charge	(under)/over recovery	CPI proposed price	(under)/over recovery	Suggested price	Revised (under)/over recovery			% Increase
Large Hall - 1 Hour Hire - Weekday	£39.41	£16.50	-£22.91	£ 17.09	-£22.32	£18.00	-£21.41	9.1%	£21.59	
Large Hall - 1 Hour Hire - Evening/Weekend	£61.66	£20.50	-£41.16	£ 21.24	-£40.42	£24.00	-£37.66	17.1%	£28.10	
Small Hall - 1 Hour Hire - Weekday	£35.82	£13.50	-£22.32	£ 13.99	-£21.83	£15.00	-£20.82	11.1%	£15.10	
Small Hall - 1 Hour Hire - Evening/Weekend	£58.06	£17.50	-£40.56	£ 18.13	-£39.93	£18.50	-£39.56	5.7%	£18.75	
Room 1 - 1 Hour Hire - Weekday	£32.28	£9.20	-£23.08	£ 9.53	-£22.74	£9.50	-£22.78	3.3%	£8.60	
Room 1 - 1 Hour Hire - Evening/Weekend	£47.09	£12.50	-£34.59	£ 12.95	-£34.14	£13.00	-£34.09	4.0%	£12.50	
Room 2 - 1 Hour Hire - Weekday	£32.27	£9.20	-£23.07	£ 9.53	-£22.74	£10.00	-£22.27	8.7%	£13.29	
Room 2 - 1 Hour Hire - Evening/Weekend	£47.08	£12.50	-£34.58	£ 12.95	-£34.13	£13.00	-£34.08	4.0%	£19.25	
Lounge - 1 Hour Hire - Weekday	£32.19	£9.20	-£22.99	£ 9.53	-£22.66	£10.00	-£22.19	8.7%	£10.34	
Lounge - 1 Hour Hire - Evening/Weekend	£47.00	£12.50	-£34.50	£ 12.95	-£34.05	£13.00	-£34.00	4.0%	£12.67	
Large Hall Party - Weekday	£39.41	£29.18	-£10.23	£ 30.23	-£9.18	£31.00	-£8.41	6.2%		3 hour minimum hire
Large Hall Party - Evening / Weekend	£60.20	£33.50	-£26.70	£ 34.71	-£25.49	£37.00	-£23.20	10.4%		3 hour minimum hire
Small Hall Party - Weekday	£35.81	£26.50	-£9.31	£ 27.45	-£8.36	£28.00	-£7.81	5.7%		3 hour minimum hire
Small Hall Party - Evening / Weekend	£56.59	£30.50	-£26.09	£ 31.60	-£24.99	£31.50	-£25.09	3.3%		3 hour minimum hire

Room	Regular hirers								Reason for increase
	Total cost recovery	Current charge (incl 10% discount)	(under)/over recovery	CPI proposed price	(under)/over recovery	Final Agreed Price	% Increase		
Large Hall - 1 Hour Hire - Weekday	£26.58	£14.85	-£11.73	£ 15.38	-£11.20	£16.20	-£10.38	9.1%	£21.59 2 years of CPI increases from 2019 and 2020
Large Hall - 1 Hour Hire - Evening/Weekend	£30.49	£18.45	-£12.04	£ 19.11	-£11.37	£21.60	-£8.89	17.1%	£28.10 2 years of CPI increases from 2019 and 2020
Small Hall - 1 Hour Hire - Weekday	£22.98	£12.15	-£10.83	£ 12.59	-£10.40	£13.50	-£9.48	11.1%	£15.10 2 years of CPI increases from 2019 and 2020
Small Hall - 1 Hour Hire - Evening/Weekend	£26.89	£15.75	-£11.14	£ 16.32	-£10.57	£16.65	-£10.24	5.7%	£18.75 2 years of CPI increases from 2019 and 2020
Room 1 - 1 Hour Hire - Weekday	£20.73	£8.28	-£12.45	£ 8.58	-£12.15	£8.55	-£12.18	3.3%	£8.60 2 years of CPI increases from 2019 and 2020
Room 1 - 1 Hour Hire - Evening/Weekend	£24.63	£11.25	-£13.38	£ 11.66	-£12.98	£11.70	-£12.93	4.0%	£12.50 2 years of CPI increases from 2019 and 2020
Room 2 - 1 Hour Hire - Weekday	£20.72	£8.28	-£12.44	£ 8.58	-£12.15	£9.00	-£11.72	8.7%	£13.29 2 years of CPI increases from 2019 and 2020
Room 2 - 1 Hour Hire - Evening/Weekend	£24.63	£11.25	-£13.38	£ 11.66	-£12.97	£11.70	-£12.93	4.0%	£19.25 2 years of CPI increases from 2019 and 2020
Lounge - 1 Hour Hire - Weekday	£20.64	£8.28	-£12.36	£ 8.58	-£12.07	£9.00	-£11.64	8.7%	£10.34 2 years of CPI increases from 2019 and 2020
Lounge - 1 Hour Hire - Evening/Weekend	£24.55	£11.25	-£13.30	£ 11.66	-£12.89	£11.70	-£12.85	4.0%	£12.67 2 years of CPI increases from 2019 and 2020

Tothill		
Room name	Capacity	Comparable capacity
Main Hall	150	100+
Small hall	75	50-100
Room 1	10	Below 12
Room 2	20	20-50
Lounge	15	12 to 20

HAREWOOD HOUSE ROOMS PER HOUR										
Room	Ad-hoc hirers								Average Market price	Reason for increase
	Total cost recovery Ad-hoc	Current charge	(under)/over recovery	CPI Proposed price	Revised (under)/over recovery	Suggested price	Revised (under)/over recovery	% Increase		
Main Hall - 1 Hour Hire - Weekday	£39.12	£20.50	-£18.62	£ 21.24	-£17.88	£21.50	-£17.62	4.9%	£21.59	2 years of CPI increases from 2019 and 2020
Main Hall - 1 Hour Hire - Evening/Weekend	£61.36	£25.00	-£36.36	£ 25.90	-£35.46	£27.00	-£34.36	8.0%	£28.10	To bring closer to market average
Alf Wright Lounge - 1 Hour Hire - Weekday	£34.19	£12.00	-£22.19	£ 12.43	-£21.76	£13.00	-£21.19	8.3%	£13.17	To bring closer to market average
Alf Wright Lounge - 1 Hour Hire - Evening/Weekend	£49.32	£14.50	-£34.82	£ 15.02	-£34.30	£16.00	-£33.32	10.3%	£19.25	To bring closer to market average
Meeting room 1 - 1 Hour Hire - Weekday	£33.27	£11.50	-£21.77	£ 11.91	-£21.36	£12.00	-£21.27	4.3%	£11.07	2 years of CPI increases from 2019 and 2020
Meeting room 1 - 1 Hour Hire - Evening/Weekend	£48.40	£14.00	-£34.40	£ 14.50	-£33.90	£14.50	-£33.90	3.6%	£13.25	2 years of CPI increases from 2019 and 2020
Meeting room 2 - 1 Hour Hire - Weekday	£32.64	£9.20	-£23.44	£ 9.53	-£23.11	£9.50	-£23.14	3.3%	£9.04	2 years of CPI increases from 2019 and 2020
Meeting room 2 - 1 Hour Hire - Evening/Weekend	£47.77	£11.50	-£36.27	£ 11.91	-£35.85	£12.00	-£35.77	4.3%	£12.00	2 years of CPI increases from 2019 and 2020
Main Hall PARTY - 3 Hour Hire - Weekday	£40.63	£33.00	-£7.63	£ 34.19	-£6.44	£34.50	-£6.13	4.5%		2 years of CPI increases from 2019 and 2020
Main Hall PARTY - 3 Hour Hire - Evening/Weekend	£50.18	£39.00	-£11.18	£ 40.40	-£9.78	£40.00	-£10.18	2.6%		2 years of CPI increases from 2019 and 2020

Regular hirers										
Room	Total cost recovery Regular	Current charge (incl 10% discount)	(under)/over recovery	CPI proposed price	Revised (under)/over recovery	Final Agreed Price		% Increase	Average Market price	Reason for increase
Main Hall - 1 Hour Hire - Weekday	£26.29	£18.45	-£7.84	£ 19.11	-£7.17	£19.35	-£6.94	4.9%	£21.59	2 years of CPI increases from 2019 and 2020
Main Hall - 1 Hour Hire - Evening/Weekend	£30.19	£22.50	-£7.69	£ 23.31	-£6.88	£24.30	-£5.89	8.0%	£28.10	To bring closer to market average
Alf Wright Lounge - 1 Hour Hire - Weekday	£22.64	£10.80	-£11.84	£ 11.19	-£11.45	£11.70	-£10.94	8.3%	£13.17	To bring closer to market average
Alf Wright Lounge - 1 Hour Hire - Evening/Weekend	£26.87	£13.05	-£13.82	£ 13.52	-£13.35	£14.40	-£12.47	10.3%	£19.25	To bring closer to market average
Meeting room 1 - 1 Hour Hire - Weekday	£21.72	£10.35	-£11.37	£ 10.72	-£11.00	£10.80	-£10.92	4.3%	£11.07	2 years of CPI increases from 2019 and 2020
Meeting room 1 - 1 Hour Hire - Evening/Weekend	£25.95	£12.60	-£13.35	£ 13.05	-£12.90	£13.05	-£12.90	3.6%	£13.25	2 years of CPI increases from 2019 and 2020
Meeting room 2 - 1 Hour Hire - Weekday	£21.09	£8.28	-£12.81	£ 8.58	-£12.51	£8.55	-£12.54	3.3%	£9.04	2 years of CPI increases from 2019 and 2020
Meeting room 2 - 1 Hour Hire - Evening/Weekend	£25.31	£10.35	-£14.96	£ 10.72	-£14.59	£10.80	-£14.51	4.3%	£12.00	2 years of CPI increases from 2019 and 2020

Harewood		
Room Name	Capacity	Comparable capacity
Main Hall	150	Over 100
Lounge	30	20-40
Room 1	15	15-20
Room 2	12	Below 15

ROOMS PER HOUR								
Room	Total cost recovery	Current charge	(under)/over recovery		(under)/over recovery	Proposed price 21/22	(under)/over recovery	Market Research Proposed Price
Great Hall - Weekday	£84	£115	£31		£31	£117	£34	£105- £110
Great Hall - Weekend	£132	£127	-£5		-£5	£133	£1	£130- £145
Drake Room - Weekday	£61	£58	-£2.89		-£3	£61	£0	£55- £60
Drake Room - Weekend	£83	£63	-£20		-£20	£70	-£13	£65- £70
Astor Room - Weekday	£32	£31	-£1		-£1	£33	£1	£38- £48
Astor Room - Weekend	£51	£59	£8		£8	£60	£9	£50- £60
Charter Room - Weekday	£30	£29	-£1		-£1	£30	£0	£38- £48
Charter Room - Weekend	£49	£59	£10		£10	£60	£11	£50- £60
Lounge - Weekday	£55	£58	£3		£3	£59	£5	£70
Lounge - Weekend	£95	£91	-£4		-£4	£96	£1	£100

WEDDINGS								
Prices excluding VAT								
Room	Total cost recovery	Current charge	(under)/over recovery		(under)/over recovery	Proposed price remain the same as 2020 prices	(under)/over recovery	Market Research Proposed Price
Wedding Ceremony - Great hall - Weekday	£312	£550	£238		£238	£605	£293	£350- £400
Wedding Ceremony - Great hall - Weekend	£346	£650	£304		£304	£715	£369	£450- £500
Wedding Ceremony - Charter Room - Weekday	£135	£180	£45		£45	£198	£63	£250- £350
Wedding Ceremony - Charter Room - Weekend	£172	£200	£28		£28	£220	£48	£400- £500
Wedding reception - Great Hall - Weekday	£732	£1,450	£718		£718	£1,595	£863	£1,200- £1400
Wedding reception - Great Hall - Weekend	£889	£1,650	£761		£761	£1,815	£926	£1,450- £1,650
Wedding Ceremony & reception - Great Hall - Weekday	£1,228	£2,100	£872		£872	£2,310	£1,082	£1,700- £1,900
Wedding Ceremony & reception - Great Hall - Weekend	£1,387	£2,600	£1,213		£1,213	£2,860	£1,473	£2000- £2,200
Wedding reception - Drake Hall - Weekday	£487	£1,000	£513		£513	£1,100	£613	£750- £800
Wedding reception - Drake Hall - Weekend	£566	£1,250	£684		£684	£1,375	£809	£900- £950
Wedding Ceremony in Charter & reception in Lounge (weekday)	£1,051	£1,180			£129	£1,298	£247	
Wedding Ceremony in Charter & reception in Lounge (weekend)	£1,073	£1,450			£377	£1,595	£522	
Wedding Reception - The Lounge - Weekday	£553	£1,000			£447	£1,100	£547	
Wedding Reception - The Lounge - Weekend	£632	£1,250			£618	£1,375	£743	

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# EQUALITY IMPACT ASSESSMENT

Increase in discretionary fees and charges in FM



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>The fees and charges policy is to set out the principles that the Council will use when setting a charge for a service. It ensures consistency in charging customer and community groups. There is a charging policy in each Portfolio area and where appropriate the Council may determine not to recover the full cost of some services because of the social impact or other policy reasons including the safeguarding on tourism revenues.</p> <p>Its aim is that in each financial year charges will generally be increase by Consumer Price index (CPI) to ensure that the charges keep pace with the cost of providing services. The policy states that the Council will ensure the full cost of the service is recovered and where the charging objective is Commercial then it will be priced to generate a surplus. Non-residents may be charged differently where appropriate and charging decisions will be informed by intelligence from other local authorities and providers.</p> <p>The policy also sets out the concessions that can be offered and states that fees and charges can be revised at any stage of the financial year.</p> <p>It is proposed that all discretionary fees and charges in the Facilities Management service are increased as a minimum by CPI, informed by market rates and where above the CPI consideration has been given to the social impact of the charge rates for community groups, in line with the fees and charges policy 2016</p>
<b>Author</b>	Ann Thorp
<b>Department and service</b>	HROD, Facilities Management (Soft Services)
<b>Date of assessment</b>	14 December 2021

**STAGE 2: EVIDENCE AND IMPACT**

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>The uplift in fees will not have a negative effect on people of certain ages.</p> <p>Figures from the Plymouth Report 2019 show that;</p> <p>It is estimated that 6.3 per cent (330) of young people in our city aged 16 and 17 are Not in Education, Employment or Training (NEET)</p> <p>Plymouth has a current population of 263,070 of which 12.2 % are aged 18-24, higher than the 8.7 % across England.</p> <p>Youth unemployment (18-24 year olds) has risen in line with the national trend and now stands at 1,100 claimants (January 2019) accounting for 21 per cent of all Job Seeker Allowance (JSA) claimants.</p> <p>Local data from Careers South West for February 2019 illustrates that the percentage of pupils in education, training, or employment is 90 per cent.</p> <p>Plymouth's 65+ population is due to increase from 17.9 per cent in 2016 to 22.7 per cent by 2034 an additional 15,400 individuals. Elderly people especially those about the 75</p>	<p>The fees and charges policy has a concession section where discretionary concessions can be applied to those in full time education and those in receipt of the State pension.</p> <p>Activities and Events that support these client groups are mainly held in the community centres and the hire costs of these have not been increased above market value rates</p>	The concessions available for every service will be made clear in the fees and charging policy.	Departmental Managers Ongoing

	plus age bracket are among the heaviest users of our services for social care etc. The priorities for older people are respite/day care, libraries, and volunteering, increased charges resulting from reduced subsidies.			
<b>Disability</b>	<p>The revised fees and charges will not have a negative effect on people who have a disability. Figures from the 2019 Plymouth Report show that; In Plymouth in 2017 over 26,500 adults aged 18-64 were estimated to be suffering from mental health problems, a figure that is projected to remain fairly static over the next 10 to 15 years.</p> <p>With a growing and ageing population, 20.4 % of people in the city are living with a long term health condition or disability</p> <p>Overall prevalence of learning disabilities in Plymouth was 0.6 per cent in 2016/17, in 2018 the rate of children with autism known to Plymouth schools was 18.3 per 1,000 pupils and in Plymouth an estimated 1,700 people aged 18-64 are thought to have ASD.</p> <p>13% of the population registered (18+) with a GP are recorded as having depression</p>	No adverse effect as fees and charges policy has a concession section where discretionary concession can be applied to people who have a disability.	<p>The policy will be published online for ease of access.</p> <p>The policy will be available in large font and brail as requested. Individual fees and charges will be available by various channels such as online, telephone, customer services etc.</p> <p>The concessions available for every service will be made clear in the fees and charging policy.</p>	Departmental Managers Ongoing

	<p>in 2017/18 an increase over the last four years of 4%</p> <p>With a growing and ageing population, 20.4 % of people in the city are living with a long term health condition or disability</p>			
<b>Faith/religion or belief</b>	<p>The uplift in fees will not have a negative effect on people of a certain faith, religion or belief.</p> <p>Plymouth's Equality Profile 2021 shows that;</p> <p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917 people)</p> <p>84326 or 33% of the Plymouth population stated they had no religion.</p> <p>Hindu, Buddhist, Jewish and Sikh combined, totalled less than 1%.</p> <p>0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.</p>	<p>No adverse effect as the fees and charges are the same for all customers regardless of faith/religion or belief.</p>		
<b>Gender - including marriage, pregnancy and maternity</b>	<p>The uplift in fees will not have a negative effect on people of a certain gender.</p>	<p>No adverse effect as the fees and charges are the same for all customers regardless of gender, marriage, pregnancy or maternity.</p>		



	Citywide data shows that overall 50.3 of our population are women; this reflects the national figure of 50.6%			
<b>Gender reassignment</b>	<p>The uplift in fees will not have a negative effect on people who have had a gender reassignment.</p> <p>National figures (ONS 2013) indicate that up to 10,000 people have gone through this process, with 23 known cases in Plymouth.</p>	No adverse effect as the fees and charges are the same for all customers regardless gender reassignment.		
<b>Race</b>	<p>The uplift in fees will not have a negative effect on people of a certain race.</p> <p>92.9% of Plymouth's population is White British</p> <p>7.1% are Black, Asian and Minority Ethnic (BAME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common.</p> <p>We have a rapidly rising BAME population which has doubled since the 2001 census</p>	No adverse effect as the fees and charges are the same for all customers regardless of race.		
<b>Sexual orientation - including civil partnership</b>	<p>The uplift of fees will not have a negative effect on people of a certain sexual orientation.</p> <p>There is no precise local data on numbers of Lesbian, Gay and Bisexual (LGBT+) people in Plymouth, but it is nationally</p>	No adverse effect as the fees and charges are the same for all customers regardless of sexual orientation.		

	estimated at between 5 – 7%. This would mean that approx. 12,500 people aged over 16 in Plymouth are LGBT+.			
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**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
<b>Reduce the inequality gap, particularly in health, between communities</b>	Evidence suggests that people are less likely to participate in physical activity if it is too costly and has a significant impact of their general health and life expectancy. Fees and charges will be ensured that they are not increased above what the market will bear.	Departmental managers Ongoing
<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	No	
<b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b>	The fees and charges policy has a concession section so that certain individuals/groups can have a discretionary concession. There is no evidence that it currently causes hate crime so it is assumed that this will continue.	Ongoing
<b>Good relations between different communities (community cohesion)</b>	No	
<b>Human rights</b> Please refer to <a href="#">guidance</a>	Plymouth City Council recognises (Article 14) the Human Rights Act – The right to receive equal treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability.  All service users will be treated fairly and their human rights will be respected.  No adverse impact on human rights has been identified.	Ongoing

**STAGE 4: PUBLICATION**

Responsible Officer: Alex McDonald

Date 23/02/2022

Facilities Commercial Coordinator

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# EXECUTIVE DECISION

## made by a Cabinet Member



### REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L34 21/22


Decision	
1	<b>Title of decision:</b> Conditional sale of the former Quality Hotel site, Cliff Road, Plymouth
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader of the Council
3	<b>Report author and contact details:</b> Matt Ward, <a href="mailto:matt.ward@plymouth.gov.uk">matt.ward@plymouth.gov.uk</a> 07966 717018
4	<b>Decision to be taken:</b> It is recommended that the Leader of the Council: <ul style="list-style-type: none"> <li>• Approves the conditional sale of the site of the former Quality Hotel at Cliff Road, Plymouth to the Council's preferred developer; and</li> <li>• Delegates authority to the Strategic Director for Place to agree and sign the conditional agreement for sale and all other documents associated with this transaction and subsequent development of the site, including (but not limited to) any Section 106 agreement, easement, wayleave, or any other third party agreements.</li> </ul>
5	<b>Reasons for decision:</b> To progress the delivery of a high quality hotel and residential development on a site allocated for those uses in the Joint Local Plan.
6	<b>Alternative options considered and rejected:</b> The Council openly marketed the site and received several expressions of interest from other parties. However, the option which is being recommended was considered to provide the best value and best meet the Council's aspirations for the redevelopment of the site.
7	<b>Financial implications and risks:</b> As set out in more detail in the Part II report.

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The sale and redevelopment of this site will lead to the creation of new jobs and investment in the city. The hotel will attract additional tourists to Plymouth, particularly from markets that are not already catered for.		
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>The developer will be looking to ensure that the proposed development reduces its environmental impact as much as possible through the following measures:</p> <ul style="list-style-type: none"> <li>- Reduction in carbon emissions beyond that required by Building Regulations through an efficient building fabric and use of natural light;</li> <li>- Low carbon heating;</li> <li>- Use of photovoltaic solar panels and heat pumps to generate energy and reduce energy requirements; and</li> <li>- Increasing biodiversity through need tree planting and soft landscaping.</li> </ul>		

#### Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			

<b>Print Name:</b>				
<b>Consultation</b>				
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	x	<b>(If no go to section I4)</b>
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>I3c</b>	<b>Date Cabinet member consulted</b>			
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	29 June 2021	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS109 21/22	
		<b>Finance (mandatory)</b>	pl.21.22.257	
		<b>Legal (mandatory)</b>	LS/38110/SW/15/02/22	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>		
<b>Appendices</b>				
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Part I briefing report for publication		
	B	Part II briefing report for publication		
	C	Equalities Impact Assessment		
<b>Confidential/exempt information</b>				
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		<b>No</b>	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title: Part II Briefing Paper</b>			x				
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>		17 February 2022			
<b>Print Name</b>	Councillor Nick Kelly, Leader of the Council							



# **CONDITIONAL SALE OF THE FORMER QUALITY HOTEL SITE, CLIFF ROAD, PLYMOUTH**



## **Executive Decision made by a Cabinet Member Briefing Paper Part I**

### **1.0 Executive summary**

- 1.1 The Council acquired the site of the former Quality Hotel in 2016 and selected Henley Real Estates Development as its preferred partner.
- 1.2 The Council's previous agreement with HRED came to an end and the site was remarketed in 2020.
- 1.3 The Council has now selected another developer to bring forward a hotel-led mixed use redevelopment of the site.
- 1.4 Following agreement to Heads of Terms, solicitors have prepared a conditional contract for the sale of the site, along with other associated contracts.
- 1.5 Subject to some final amendments to the suite of contracts, the Council and its preferred developer are now ready to exchange contracts.
- 1.6 The developer would then engage in detailed pre-application discussions with the LPA, submit a planning application and would hope to start on site during the summer / autumn of 2023 and open the hotel / complete the development during 2025.

### **2.0 Purpose of the report**

- 2.1 The report sets out details of the development proposed on the site of the former Quality Hotel on Cliff Road, at the western end of the Hoe.
- 2.2 The report explains the nature of the agreements which the Council would be entering into and sets out the key terms that are proposed, including the ways in which the contracts help to mitigate risks and protect the Council's position.
- 2.3 The report recommends that the Council enters into a conditional agreement to sell the site.

### **3.0 Background**

- 3.1 The Council purchased the site of the former Quality Hotel in January 2016. The hotel had previously closed and the site was becoming an eyesore. The Council was keen to ensure that it could control future use of the site, hence the acquisition. Demolition of the former

hotel took place towards the end of 2016.

- 3.2 During 2016 the site was also marketed as a development opportunity and HRED were selected as the Council's preferred partner. The Council entered a conditional agreement to sell the site to HRED in December 2016. Unfortunately, despite obtaining planning consent for a mixed hotel and residential development, HRED were unable to progress the development of the site. The planning consent which HRED had obtained expired in September 2019 and the agreement with HRED came to an end.
- 3.3 In 2019 the Council's Joint Local Plan was adopted which allocated the site for hotel led mixed use regeneration.
- 3.4 The Council appointed Colliers to remarket the site in October 2020. 12 expressions were received and a shortlist of 3 developers were asked to engage in more detailed discussions. This included meetings with the LPA, following which revised designs and best and final offers were submitted. A preferred developer was selected, heads of terms were agreed and solicitors instructed.
- 3.5 Approval is now sought to exchange contracts.

#### **4.0 Developer Selection**

- 4.1 The Council's preferred developer has proposed to provide a new hotel, along with a number of residential apartments, with the hotel in the southwest corner of the site and the apartments arranged in 3 separate blocks. Some parking is at grade but the majority of the parking would be provided below ground.
- 4.2 The developer is proposing to provide a hotel which would be considered to be the best quality hotel in the centre of Plymouth. Previous hotel demand studies undertaken for the Council by Colliers as well as discussions with Destination Plymouth have demonstrated that the biggest gap in Plymouth's hotel offer is at the upper scale end. The new hotel would therefore help to fill this gap and would attract overnight visitors to Plymouth who might currently be choosing to stay elsewhere. A formal franchise agreement between the developer and the hotel operator has already been agreed.
- 4.3 The developer is currently on site building a similar development elsewhere in the UK. They have also completed a number of other hotel and residential projects and have recently obtained planning consent for another.

#### **5.0 Recommendation**

It is recommended that the Leader of the Council:

- Approves the conditional sale of the site of the former Quality Hotel at Cliff Road, Plymouth to the Council's preferred developer; and
- Delegates authority to the Strategic Director for Place to agree and sign the conditional agreement for sale and all other documents associated with this transaction and subsequent development of the site, including (but not limited to) any Section 106 agreement, easement, wayleave, or any other third party agreements.

See the Part II paper for the more detailed recommendations.

The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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# EQUALITY IMPACT ASSESSMENT

Place



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<b>What is being assessed - including a brief description of aims and objectives?</b>	Proposal for a conditional sale of the former Quality Hotel site, Cliff Road, Plymouth
<b>Author</b>	Matt Ward
<b>Department and service</b>	Place, Economic Development
<b>Date of assessment</b>	1 February 2022

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
Age	n/a			
Disability	n/a			
Faith/religion or belief	n/a			
Gender - including marriage, pregnancy and maternity	n/a			
Gender reassignment	n/a			
Race	n/a			
Sexual orientation - including civil partnership	n/a			

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women.	None	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents.	None	
Good relations between different communities (community cohesion)	None	
Human rights Please refer to <a href="#">guidance</a>	None	

**STAGE 4: PUBLICATION**

Matt Ward

Date 1 February 2022

Head of Strategic Development Projects

# EXECUTIVE DECISION

## made by a Cabinet Member



### REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L36 21/22


Decision	
1	<b>Title of decision:</b> Charlton Road Junction Scheme
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader of the Council
3	<b>Report author and contact details:</b> Sally Farley, Strategic Transport Manager Tel. 01752 307652      Email. <a href="mailto:sally.farley@plymouth.gov.uk">sally.farley@plymouth.gov.uk</a>
4	<ul style="list-style-type: none"> <li><b>Decision to be taken:</b></li> <li>Approves the business case update 2</li> <li>Allocates £547,420 to the Capital Programme, funded by: <ul style="list-style-type: none"> <li>DfT Integrated Transport Grant £417,420</li> <li>Revenue Contribution 2021/22 of £130,000</li> </ul> </li> <li>Transfers (virement) £67,912 from Derriford Transport Scheme underspend.</li> <li>Authorises the procurement process to appoint South West Highways as the principal contractor for the Charlton Road Junction Scheme.</li> </ul>
5	<b>Reasons for decision:</b> <p>Scheme costs have increased since the development of the previous business case in March 2020 and additional funding is therefore required.</p> <p>The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process.</p> <p>Using the TMC provides the optimum route for delivery by securing early contractor involvement to develop the design, by capitalising on the continuity of service provision, local knowledge and the close working arrangements that the TMC contractor has established with the Council's Highways department.</p>
6	<b>Alternative options considered and rejected:</b> <b>Option 1: Permanently close the right turn gap into Charlton Road</b> <p>This option would not retain access for the local community. Following public consultation it was found to be too disruptive to the community as a result of the significant daily diversion routes needed.</p> <b>Option 2: Close the right turn gap into Charlton Road and open up Colbourne Road</b>

	<p>In order to minimise the impact of permanently closing the right turn gap, an additional option was developed which would also re-open Colbourne Road. This was presented to residents however subsequently was rejected due to concerns from residents regarding introducing rat-running traffic through the local streets and neighbourhood.</p> <p><b>Procurement options considered</b> To carry out a formal tendering exercise or through the use of an alternative appropriate framework. Both would add delay to any appointment and impact on the potential delivery of the works.</p>			
7	<p><b>Financial implications and risks:</b></p> <p>Scheme Costs:</p> <p>The total updated capital cost to deliver the Charlton Road Junction scheme is estimated to be ££1,724,200</p> <p>£793,463 was originally approved and allocated in the capital programme. (L66 17/18)</p> <p>£315,405 additional funding was approved in March 2020. (L35 19/20)</p> <p>£615,332 is therefore requested to be allocated for the project. An increase of £417,420 to the overall Capital Programme and a transfer of £67,912 from an existing project.</p>			
8	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Per the Constitution, a key decision is one which:</b></p>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>	N/A		
9	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>The scheme will relieve an existing accident hot-spot which, in addition to direct impacts, also causes widespread disruption on the network. The scheme therefore adds further value to the neighbouring Derriford Transport Scheme, which seeks to unlock large scale development to the north and east of the city.</p> <p>Improvements for pedestrians and cyclists will also be maximised within the scheme in order to encourage more sustainable journeys. It provides extra added value to the Derriford Transport Scheme by linking control system and creating a more efficient network.</p> <p>Good connectivity and a resilient transport network supports the effective functioning of our economy, enabling residents to access employment opportunities and linking businesses to skill, customers and supply chain markets.</p>		



<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	There are no direct implications as a result of this proposal.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	X	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b> N/A			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	X	
		<b>No</b>		<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Drean, Cabinet Member for Transport		
<b>13c</b>	<b>Date Cabinet member consulted</b>	26 January 2022		
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	X	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	15 February 2022	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS120 21/22	
		<b>Finance (mandatory)</b>	pl.21.22.275	
		<b>Legal (mandatory)</b>	MS/38112	

		<b>Human Resources (if applicable)</b>	N/A					
		<b>Corporate property (if applicable)</b>	N/A					
		<b>Procurement (if applicable)</b>	SN/PS/619/ED/0222					
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Charlton Road Junction Scheme – Part I Briefing Note - Business Case Update						
	B	Charlton Road Equalities Impact Assessment						
	C	Charlton Road Junction Scheme - Contract Award Part II Briefing Note						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Appendix C: Charlton Road Junction Scheme - Contract Award Part 2 Briefing Note								

Cabinet Member Signature			
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.		
Signature		Date of decision	2 February 2022
Print Name	Councillor Nick Kelly, Leader of Plymouth City Council		

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# APPENDIX A CHARLTON ROAD JUNCTION SCHEME

## Part I Briefing Note - Business Case Update 2



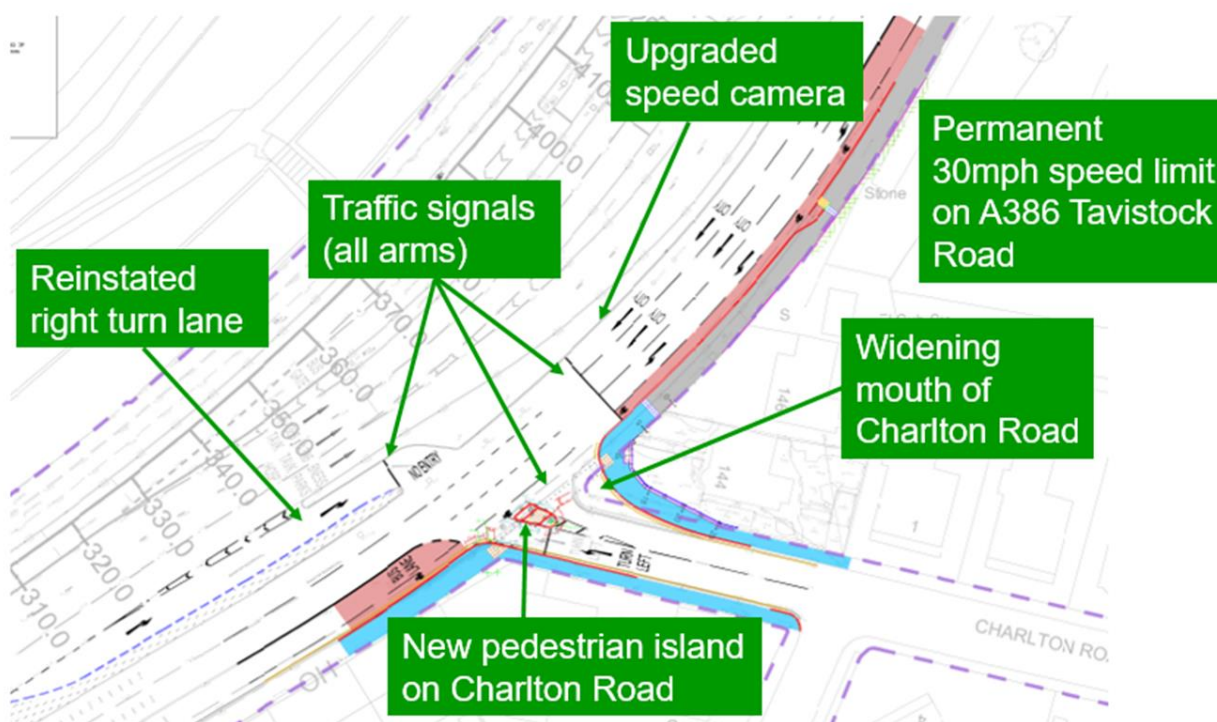
### 1. RECOMMENDATIONS

It is recommended that the Leader of the Council:

- Approves business case update 2
- Allocates £547,420 to the Capital Programme, funded by:
  - DfT Integrated Transport Grant funding of £417,420
  - Revenue Contribution 2021/22 of £130,000 from SP&I revenue budget
- Transfers (virement) £67,912 from Derriford Transport Scheme underspend.
- Authorises the procurement process to appoint South West Highways as the principal contractor for the Charlton Road Junction Scheme.

### 2. SCHEME SUMMARY

Concerns surrounding traffic turning right into Charlton Road from the northbound side of Tavistock Road and the exit out of Charlton Road are being addressed as part of the Charlton Road junction upgrade scheme. The scheme includes installing traffic signals on each arm of the Charlton Road/Tavistock Road junction, as well as widening access into Charlton Road and introducing a traffic island to improve safety for pedestrians and cyclists.



The scheme will allow the re-opening of the right hand turn northbound on the A386 into Charlton Road, allowing access for the local community.

### 3. BACKGROUND

A Business Case was approved in 2017 through Executive Decision L66 17/18 for the Charlton Road Junction Scheme. This approved the scheme and the funding package.

A Business Case Update was produced in March 2020 and was approved through Executive Decision L35 19/20.

#### 4. SCHEME UPDATE

The cost estimate and programme have been reviewed and the overall scheme budget estimate has increased. The delay on the scheme being constructed is the main cause of the cost increase, the scheme was delayed due adherence to the Government advice to not construct on a major route to a hospital during the height of the Covid pandemic. We have also seen inflationary pressures and increases in costs with third parties due to global economic pressures. The programme is now longer as a result of needing to accommodate the complex utilities on the A386, including the lowering of a gas pipe in the central reservation in the proposed location of the new right hand turn slip lane. Additional funding is therefore required to deliver this scheme.

Phase I was completed in March 2021. This part of the scheme involved the acquisition of third party land, which has now been transferred to PCC ownership, and undertook physical works to reinstate the boundary and secure the land ready for the main scheme.

#### 5. PROPOSED PROGRAMME

Task	Date
Scheme Design Review and Costing	February 2022
Contract Award	March 2022
Construction	March 2022 – September 2022

#### 6. PROPOSED PROCUREMENT ROUTE

The March 2020 Business Case update proposed that South West Highways (SWH) deliver the works through the Council's Term Maintenance contract.

SWH have already produced a construction cost estimate and confirmed availability in line with the proposed programme.

#### 7. BUDGET UPDATE

The capital cost estimate for the scheme including development costs at the time the original business case was submitted was £793,463, funded by Corporate Borrowing from the approved priority list for Northern & Eastern Corridor transport schemes (Executive Decision – L66 17/18).

The total capital cost estimate for the scheme including development costs as of March 2020 was £1,108,868. With an additional £315,405 of funding approved. (Executive Decision – L35 19/20)

The updated total capital cost estimate for the scheme including development costs at this stage is £1,724,200

The scheme therefore requires an additional £615,332. In order to fund this budget pressure £417,420 has been identified as being uncommitted from the DfT Integrated Transport Grant funding, £67,912 has been identified from an underspend on Derriford Transport Scheme and £130,000 will be funded from SP&I revenue budget 5042 in 2021/22.

The additional cost of the scheme is requested to be allocated within the 2021/22 Capital Programme to deliver the scheme within the required timescales.

## 8. RISKS

Potential Risk Identified				
Description:	Construction cost increases due to unknown physical factors (for example contaminated land, archaeology)			
Mitigation:	Topographical and Ground Investigation surveys already undertaken in the design process to reduce risk.			
Risk assessment	Initial	Post mitigation	Current	Total rating
Likelihood To be scored 1 (low) – 5 (high)	4	2	2	6
Impact To be scored 1 (low) – 5 (high)	3	3	3	
Trend	Reducing	Lead Officer:	Steven Flaxton	
		Risk Champion:	Philip Heseltine	
Potential Risk Identified				
Description:	Traffic disruption is anticipated due to the requirement for temporary signals on Tavistock Road and Charlton Road during construction. Prevention of this would require traffic management infrastructure to be removed in the peak hours which would result in short working days, significant programme extension and additional costs resulting in an unaffordable scheme.			
Mitigation:	Two lanes will be maintained on Tavistock Road. Temporary signals will be manually controlled during peak hours to prioritise Tavistock Road. Some night working will take place, but this needs to be balanced with being in a residential area. Comms plan will be kept up-to-date to ensure messages get out to the travelling public so they can temporarily alter routes or travel times as necessary.			
Risk assessment	Initial	Post mitigation	Current	Total rating
Likelihood To be scored 1 (low) – 5 (high)	5	4	4	12
Impact To be scored 1 (low) – 5 (high)	5	4	3	
Trend	Reducing	Lead Officer:	Steven Flaxton	
		Risk Champion:	Philip Heseltine	

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The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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# EQUALITY IMPACT ASSESSMENT

Charlton Road



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

**What is being assessed - including a brief description of aims and objectives?**

The junction of Charlton Road and Tavistock Road is a known accident hotspot, with 12 collisions, including one fatality, recorded between 2006 and 2016.

Major highway infrastructure works are taking place in the area under the Derriford Transport Scheme (DTS) and it is therefore appropriate to consider options to address the underlying safety problems as part of these works. The DTS public consultation events held in both 2014 and 2015 and feedback from the Council's regular 'Meet the Team' sessions have highlighted the concerns about safety and the difficulties this causes for users of this junction. In addition, the road safety audit for the DTS also found the junction to be unsafe and recommended that we either introduce traffic signals (the proposed scheme) or close the gap in the central reserve and prohibit the right turn into Charlton Road.

The scheme will deliver safety improvements to this known accident hot spot whilst ensuring that local residents are still able to access their properties without incurring lengthy diversion routes due to the nature of the A386 in this area.

It is anticipated these works would take place in the summer of 2018. It is beneficial to undertake these works now immediately following completion of the main DTS works as to come back to upgrade the junction in a few years' time, as would likely be required due to the age of the infrastructure, would cost considerably more and would also cause another period of disruption on the network.

The scheme seeks to optimise the existing transport network maintain access to local communities whilst minimising the impact on the A386.

The key objectives for this scheme are:

- To improve safety at a known accident hot-spot including the site of a fatality.
- Improve pedestrian and cycle facilities along Tavistock Road
- Maintain access to existing community

**Author**

Chris Dawson

<b>Department and service</b>	Strategic Planning and Infrastructure
<b>Date of assessment</b>	15/03/2018

**STAGE 2: EVIDENCE AND IMPACT**

<b>Protected characteristics (Equality Act)</b>	<b>Evidence and information (eg data and feedback)</b>	<b>Any adverse impact See <a href="#">guidance</a> on how to make judgement</b>	<b>Actions</b>	<b>Timescale and who is responsible</b>
<b>Age</b>	<p>The average age in Plymouth is 39 years, this is similar to the rest of England (39.3 years) but less than the rest of the South West (41.6 years).</p> <p>Children and Young People (CYP) under 18 account for 19.8% of Plymouth's population, within this 17.5% are aged under 16.</p> <p>34.1% of Plymouth's population are aged over 50 years and 7.6% over 75 years old. The number of people aged over 75 is predicted to increase from 19716 in 2011 to 24,731 in 2021.</p>	The scheme is not anticipated to have any adverse impact on specific age groups.	N/A	N/A
<b>Disability</b>	<p>A total of 31,164 people (28.5% of households) have declared themselves as disabled, 10% of Plymouth's population have their day to day activities limited by a disability or long term health problem.</p> <p>In March 2014 there were</p>	During the period of construction there is potential for disruption to those requiring access to Derriford Hospital.	<p>Traffic Management will be put in place to mitigate potential disruption.</p> <p>Overall crossing and other facilities will be upgraded to support the visually and mobility impaired.</p>	N/A

	143,400 people recorded as blind and 147,700 people were registered as partially sighted.				
<b>Faith/religion or belief</b>	<p>84,326 (32.9%) of Plymouth's population state they have no religion.</p> <p>Christianity accounts for 148917 people (58.1%)</p> <p>Islam accounts for 2078 people (0.8%)</p> <p>Buddhism accounts for 881 people (0.3%)</p> <p>Hinduism accounts for 567 people (0.2%)</p> <p>Judaism accounts for 168 people (0.1%)</p> <p>Sikhism accounts for 89 people (&lt;0.1%)</p> <p>0.5% of the population of Plymouth have a religion that is not Christianity, Islam, Buddhism, Hinduism, Judaism or Sikhism such as Paganism or Spiritualism.</p>	The scheme is not anticipated have any adverse impact on specific faiths, religions or believes.	N/A	N/A	
<b>Gender - including marriage, pregnancy and maternity</b>	<p>50.6% of Plymouth's population are women and 49.4% are men.</p> <p>Of those aged over 16, 42.9% of people (90765) are married and 5190 (2.5%) are separated but still legally married or legally in a same-sex civil partnership.</p> <p>There were 3280 births in</p>	The scheme is not anticipated to have any adverse impact on gender.	N/A	N/A	

	Plymouth in 2011, which was an increase since 2001 but after 2010 this number has stabilised.				
<b>Gender reassignment</b>	<p>It is estimated that there are 10000 transgender people in the UK.</p> <p>In 2013/2014 there were 26 referrals from Plymouth to the Newton Abbot clinic (the nearest clinic).</p> <p>23 transgender people belong to Pride in Plymouth</p>	The scheme is not anticipated to have any adverse impact on gender reassignment.	N/A	N/A	
<b>Race</b>	<p>92.9% of Plymouth's population identify as White British.</p> <p>7.1% identify as Black and Minority Ethnic (BME) with white other (2.7%) Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.</p> <p>There are 43 main languages in the city with Polish, Chinese and Kurdish as the top three.</p>	The scheme is not anticipated to have any adverse impact on race.	N/A	N/A	
<b>Sexual orientation - including civil partnership</b>	<p>There is no precise data on the numbers LGBT people in Plymouth; however national government estimates suggest that this number may be approximately 12500 to 17500 people.</p>	The scheme is not anticipated to have any adverse impact on sexual orientations.	N/A	N/A	

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	It is not anticipated that there will be any implications involving the gap in hourly rate between men and women by 2020 as a result of this scheme.	N/A
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	It is not anticipated that there will be any implications involving hate crimes as a result of this scheme.	N/A
Good relations between different communities (community cohesion)	It is not anticipated that there will be any implications involving the relations between communities as a result of this scheme.	N/A
<b>Human rights</b> Please refer to <a href="#">guidance</a>	It is not anticipated that there will be any implications involving human rights as a result of this scheme.	N/A

**STAGE 4: PUBLICATION**

Responsible Officer

Director, Assistant Director or Head of Service

Date

16/03/18





# EXECUTIVE DECISION

## made by a Cabinet Member




### REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – DL3 21/22

Decision				
1	Title of decision: Climate Emergency Planning Policy and Guidance Consultation Draft Document			
2	Decision maker (Cabinet member name and portfolio title): Patrick Nicholson, Deputy Leader			
3	Report author and contact details: Jo Lee, Strategic Planning Manager (Joint Local Plan)			
4	Decision to be taken: To approve the Climate Emergency Planning Policy and Guidance document for public consultation			
5	Reasons for decision: To ensure that the Council is able to respond effectively to the climate emergency in the delivery of its development management function			
6	Alternative options considered and rejected: Wait until there is a review of the Joint Local Plan, but this will cause significant delay and there is a need for action now given the urgency of responding to the climate emergency			
7	Financial implications and risks: No direct financial implications to the Council, although the new policy could potentially impact on the viability of some development schemes			
8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
		x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	
If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>				

<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	This consultation on new planning policy and guidance is directly related to the Joint Local Plan, the Plymouth plan and the City Council's Climate Emergency Action Plan		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	The new policy should reduce the carbon impact of all new development by setting new requirements to mitigate and adapt to climate change		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	x	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	x	
		<b>No</b>		<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Mrs Maddi Bridgeman, Cabinet Member for Environment and Street Scene Councillor Mrs Vivien Pengelly, Cabinet Member for Home and Communities		
<b>13c</b>	<b>Date Cabinet member consulted</b>	4 <sup>th</sup> February 2022 and Joint Local Plan Partnership Board meeting on 21 <sup>st</sup> Feb 2022		
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	No	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director of Place	
		<b>Date consulted</b>	10 February 2022	

Sign-off								
16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)			DSI10 21/22		
			Finance (mandatory)			djn.21.22.262		
			Legal (mandatory)			LS/38048/JP/210 222		
			Human Resources (if applicable)			N/A		
			Corporate property (if applicable)			N/A		
			Procurement (if applicable)			N/A		
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication (mandatory) <b>Climate Emergency Planning Policy and Guidance Consultation Draft JLP Board Briefing Paper</b>						
	B	Equalities Impact Assessment (where required) <b>Sustainability and Equalities Impact Assessment</b>						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?		Yes	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
			No					No
			Exemption Paragraph Number					
			1	2	3	4	5	6
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							

Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>		21 February 2022		
<b>Print Name</b>		Councillor Patrick Nicholson						

**CONSULTATION DRAFT****Plymouth and South West Devon Climate Emergency Planning Policy and Guidance****Introduction**

Climate change is a significant issue that requires urgent action. Planning, together with Building Regulations, can ensure all new development minimises carbon emissions and adapts to increasing temperatures.

We are introducing new planning policy and guidance that responds directly to the Climate Emergency Declarations and identifies exactly what all new development should do to meet the challenge of climate change. It builds from our existing planning policy and guidance, embraces new standards and proposes new requirements.

This is for anyone wanting to submit a planning application for development. It suggests a range of new requirements for:

- Householders who want to extend their homes
- Housing developers wanting to develop sites allocated for development in the Joint Local Plan
- Commercial developers who want to build new, or convert space for a range of uses

The new Climate Emergency Planning Policy and Guidance is deliberately ambitious and challenges the 'business as normal' approach. It intentionally suggests measures that look to the future, and encourages development that goes further. Such as using new tools to calculate the carbon impact of development and score the performance of multifunctional green and blue surfaces within a development site. It is the start of a conversation and aims to raise awareness of the opportunities that new development offers to tackle climate change.

This document below sets out why we need it, its status, how it works, and how to deliver it. The proposed requirements follow in a series of factsheets according to the development type. Once adopted it will be an online tool for all those seeking planning permission. It will identify current policy, signpost to good practice and useful guidance, and explain what is required, why and how it can be included within designs.

**Consultation**

We need your help to test the proposals. Specifically we want your views on whether they are appropriate and workable and/or whether there are better alternative approaches that we should include. We want to start a discussion about the Climate Emergency and explore how far you want us to go.

We want you to tell us

- Will these new requirements work?
- Do they go far enough or too far?
- What are the challenges?
- Have we missed anything?
- Could we do it better/differently?
- Would any additional guides help?
- Should the Statement of Compliance be included as a new validation requirement and included on the local planning authorities' validation checklist?

<b>The consultation will run for 6 weeks from March 2022</b>
--

### **Status of the policy and guidance**

This new interim policy and guidance is produced prior to any future review of the Plymouth and South West Joint Local Plan (JLP) and its formal Supplementary Planning Document (SPD). It does not change the status of the JLP as the development plan which is the starting point for decision making but it does introduce a new material consideration into the development management process.

This policy and guidance is required because of the increased significance of the Climate Emergency. This has become increasingly urgent since the JLP and SPD were prepared. It responds directly to the climate challenge and sets out what is required to ensure all new development incorporates positive measure to mitigate and adapt to climate change and ensure resilience.

As a material planning consideration it will be used in the determination of planning applications. Applications will be assessed for their conformity with this guidance and will be determined on a case by case basis.

### **Why additional policy and guidance is needed**

Since 2019, when the JLP was adopted, there have been a number of significant national and local changes that have elevated the importance of addressing the climate challenge as a material consideration.

All three Councils; Plymouth City, South Hams District and West Devon Borough have declared Climate Emergencies<sup>1</sup>, and biodiversity emergencies, as has Devon County. This commitment to net zero by 2030 means that there is a requirement for urgent and immediate action. The Councils' Climate Emergency Action Plans<sup>2</sup> set out specific measures to address the climate emergency including specific actions, which were to inform a future review of the JLP. However, it is clear urgent action is required, so the Councils have identified clear mitigation and adaptation measures ahead of any review or update of the JLP. This document also provides an immediate response to recent national policy and guidance updates.

### **Recent national policy and guidance**

The Climate Change Act 2008 (amended in 2019) requires a 100% reduction in greenhouse gas emissions by 2050 (compared to 1990 levels). This is known as the net zero target. In June 2021 the Government adopted the sixth carbon budget<sup>3</sup> that sets out a more ambitious target of 68% reduction by 2030. Achieving this requires urgent action.

---

<sup>1</sup> Plymouth City Council Full Council 18 March 2019, South Hams District Council Executive 6 June 2019, West Devon Borough Council full council 21 May 2019. See action Plans

<sup>2</sup> South Hams: [Action Plan and Activity | SH Climate Change \(southhams.gov.uk\)](https://www.southhams.gov.uk/action-plan-and-activity/sh-climate-change), Plymouth: <https://www.plymouth.gov.uk/environmentandpollution/climateemergency/climateemergencyactionplan2022>, West Devon: [Action Plan and Activity | WD Climate Change \(westdevon.gov.uk\)](https://www.westdevon.gov.uk/action-plan-and-activity/wd-climate-change)

<sup>3</sup> The Carbon Budget Order 2021 (SI 2021/750)

The National Planning Policy Framework (NPPF)<sup>4</sup> was amended in July 2021 to include reference to the United Nations Sustainable Development Goals. These are set out below.



This means there is a duty to deliver development that contributes positively to goal 11 *Sustainable Cities and Communities*, and goal 13 *Climate Action*. While more is needed to enshrine the climate emergency within the NPPF, paragraph 8 identifies the opportunity to secure net gain and requires a positive approach to ‘*mitigating and adapting to climate change, including moving to a low carbon economy*’. It also includes a chapter on meeting the challenge of climate change, flooding and coastal change, and within that is a requirement to help ‘*shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience*’.

The National Model Design Code<sup>5</sup> published on 20th July 2021 requires codes to cover “*sustainability including energy efficiency, net zero alignment and climate resilience*”. This reflects the National Design Guide that sets out the ten characteristics of a well-designed place that need to positively address environmental issues affecting climate.

On 19<sup>th</sup> October 2021 the Government published its Net Zero Strategy: Building Back Greener and its Heat and Buildings Strategy<sup>6</sup>. This contained a raft of commitments including ensuring the reformed planning system supports efforts to combat climate change. Key elements include retiring the internal combustion engine by banning petrol and diesel cars from 2030, phasing out the installation of new and replacement gas boilers by 2035, introducing interim Future Homes Standards from June 2022 and reviewing the NPPF. The Government intends to publish an electric vehicle infrastructure strategy later this year and the latest announcement<sup>7</sup> sets out that all new homes and buildings will be required by law to install electric vehicle charging points from the middle of 2022.

The recent Housing, Communities and Local Government Select Committee Report<sup>8</sup> requires action to deliver its Net Zero Strategy. This includes giving net zero a central role in the NPPF and bringing forward Future Homes Standard legislation as soon as possible. The Government response to this, published on 13<sup>th</sup> January 2022 commits to accelerating the legislation to introduce the full Future Homes Standard in 2024.

The Environment Act received royal assent on 9<sup>th</sup> November 2021. It provides increasing emphasis on the sustainable use of resources and the importance of nature in addressing the

<sup>4</sup> NPPF 2021 para 8c.

<sup>5</sup> [National Model Design Code: Part 1 - The Coding Process \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000000/national-model-design-code-part-1-the-coding-process.pdf)

<sup>6</sup> M Government, [Net Zero Strategy: Building Back Greener](#), (October 2021); HM Government, [Heat and Buildings Strategy](#), (October 2021)

<sup>7</sup> 21<sup>st</sup> November 2021 <https://www.bbc.co.uk/news/business-59369715>

<sup>8</sup> Fifth Report published 29<sup>th</sup> October 2021 [Local government and the path to net zero - Committees - UK Parliament](#)

climate emergency. It sets out new requirements for waste, water, local nature recovery and expects all new developments to deliver a ten per cent biodiversity net gain managed for at least 30 years. The JLP policy and SPD already requires biodiversity net gain on major development and recognises this is an evolving area of policy. Detailed additional guidance on biodiversity net gain will be produced to assist developers and applicants with the use of the new biodiversity metric and will set out the process of habitat banking, credits and maintenance costs.

On 15<sup>th</sup> December 2021 the Government announced new building regulations<sup>9</sup> that will help deliver net zero through a number of measures including requiring new homes to produce 30% less carbon emissions and deliver 40% of the building footprint as roof mounted solar photovoltaic (pv) panels. These standards will come into force on 15<sup>th</sup> June 2022.

On 17<sup>th</sup> January 2022 the Government published the UK Climate Change Risk Assessment 2022<sup>10</sup> which identifies that even under low warming scenarios the UK will be subject to a range of significant and costly impacts unless significant further action is taken now. It states that *'the evidence shows that we must do more to build climate change into any decisions that have long-term effects, such as in new housing or infrastructure, to avoid often costly remedial actions in the future'*.

On 2<sup>nd</sup> February 2022 the Government published its Levelling Up White Paper<sup>11</sup> which supports the decarbonisation agenda and recognises changes to the planning system are needed to support the transition to net zero.

### **Recent appeal decisions**

Appeal decisions are increasingly recognising the climate emergency as a significant material consideration in decision making. In April 2021 the Secretary of State recognised that *'the scale and urgency of the climate change emergency is such that tackling climate change is a material consideration to which significant weight should be attached'*<sup>12</sup>. In November 2021 in an appeal in Dartmouth Inspector Cook explicitly referred to the issue of climate change as one where planning policy may not be quite keeping pace with development elsewhere. In his decision letter<sup>13</sup> he states *'My site visit took place on the third day of the Cop26 climate conference in Glasgow where the need for urgent action was once again made crystal clear by the Prime Minister. The recent initiatives such as those mentioned above are therefore a material consideration which I believe should carry some weight. It seems to me folly to build new houses now that will commit the owners to potentially expensive and disruptive alterations as the UK moves to decarbonise the heating of its housing stock'*.

### **Stakeholder and developer climate statements**

The Climate Change Act 2008 sets out a policy framework to reduce domestic emissions and ensure the UK adapts to climate change. This includes commitments to produce a UK Climate Change Risk Assessment to identify risks, followed by a National Adaptation Programme to address those risks every five years.

<sup>9</sup> New homes to produce nearly a third less carbon - GOV.UK ([www.gov.uk](http://www.gov.uk))

<sup>10</sup> [UK Climate Change Risk Assessment 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

<sup>11</sup> [Levelling Up White Paper \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

<sup>12</sup> APP/V2255/W/19/3233606 Secretary of State decision. Appeal by Quinn Estates Ltd and Mulberry Estates (Sittingbourne) Ltd against Swale Borough Council.

<sup>13</sup> APP/K1128/X/20/3252613, APP/K1128/W/20/3252623. Appeal by Mr David Holloway against South Hams District Council.



Defra is the lead department for domestic climate adaptation, but across government actions and policies are being implemented. Adaptation is also embedded in other key government commitments such as the 25 Year Environment Plan. The climate emergency requires everyone to design and build for the right outcomes and take responsibility for climate resilience. All stakeholders and developers are addressing it by setting out how they can adapt their plans and programmes in response to the external stresses of climate change. For example, the Environment Agency's strategy<sup>14</sup> is about living better with a changing climate and designing today for tomorrow's climate. Their aim is to create a net zero nation that is resilient to climate change. Natural England's vision for thriving nature for people and planet is at the heart of their action plan<sup>15</sup>. The Government's Transport Decarbonisation Plan<sup>16</sup> sets out the pathway to net zero transport in the UK. National Highways have set out a plan<sup>17</sup> to 2050 for net zero highways and are investing in energy storage systems to support electric vehicle (EV) drivers.

The Town and Country Planning Association (TCPA) and Royal Town Planning Institute (RTPI) explores ways local authorities and communities can make a real difference and conclude that *'The threat of climate change is real, and time is running dangerously short. A resilient and sustainable future is achievable, but only if we act now'*<sup>18</sup>.

House builders and Commercial organisations are also committed to addressing climate change. Persimmon's Annual report 2020<sup>19</sup> identifies climate change action and resilience as the single most important material issues to be addressed and have set targets aligned to the UN Sustainable Development Goals. This includes the *'aim to be net zero carbon for our homes in use by 2030 and in our operations by 2040 and 50% of our homes will be built using timber frames from our off-site manufacturing facilities by 2025'*.

Taylor Wimpey in their 2020 Annual Report<sup>20</sup> explicitly identify climate change as one of their priorities recognising it as *'the most significant global environmental threat and we are determined to play our part in tackling it'*. This has translated into setting targets and recognising the need to purchase land that factors in the new costs associated with the Future Homes Standard and EV charging regulations.

The Planning Practice Guidance is very clear that it is the responsibility of site promoters to engage in plan making, take into account any costs including their own profit expectations and risks, and ensure that proposals for development are policy compliant. Policy compliant means development which fully complies with up to date plan policies. A decision maker can give appropriate weight to emerging policies. The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan. Landowners and site purchasers should consider this when agreeing land transactions<sup>21</sup>.

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<sup>14</sup>Living better with a changing climate <https://www.gov.uk/government/publications/climate-adaptation-reporting-third-round-environment-agency>

<sup>15</sup> <https://www.gov.uk/government/publications/natural-england-action-plan-2021-to-2022/natural-england-action-plan-2021-to-2022>

<sup>16</sup> <https://www.gov.uk/government/publications/transport-decarbonisation-plan>

<sup>17</sup> <https://nationalhighways.co.uk/netzerohighways/>

<sup>18</sup> TCPA/RTPI, The Climate Crisis – a guide for planning authorities on planning for climate change, October 2021 <https://www.tcpa.org.uk/planning-for-climate-change>

<sup>19</sup> [persimmon\\_ar2020\\_web\\_bmarks-final.pdf](#)

<sup>20</sup> [Annual Report and Accounts 2020 · Taylor Wimpey](#)

<sup>21</sup> NPPG Paragraph: 002 Reference ID: 10-002-20190509

*Bold action is required now. No longer can development be permitted that is obsolete as soon as it is built. By setting clear requirements and working with developers all new development will be fit for the future climate.*

### **How the policy and guidance relates to the Joint Local Plan**

This policy and guidance builds off the spatial strategy of the JLP. The guidance is consistent with the principles and policies of the JLP. It flows directly from the strategic objectives and policies in the JLP that are rooted in the pursuit of sustainable development. Strategic Objective SO11 *Delivering high quality development* already expects development to respond positively to the challenges of climate change, reducing carbon emissions and creating communities that are more resilient.

The strategic policies set the framework for growth based on the delivery of sustainable development:

- SPT1 *Delivering sustainable development*
- SPT2 *Sustainable linked neighbourhoods and sustainable rural communities*
- SPT10 *Balanced transport strategy for growth and healthy and sustainable communities.*

The development policies seek to deliver sustainable development of the right quality in the right location. This policy and guidance builds on and reinforces the existing development policies in the JLP that seek to deliver development that positively responds to the climate challenge. While policy DEV32 *Delivering low carbon development* is a very progressive policy, which is most relevant, there are many other policies that contain specific hooks for these new requirements.

The climate emergency is boundary blind and there are important cross boundary relationship that recognises the importance of protected landscapes including the Dartmoor National Park and the Areas of Outstanding National Beauty. While this guidance can only cover the area within the Joint Local Plan it is necessary to consider how this will be taken forward in the National Park, and how it can link with the Devon Carbon Plan and work that other authorities are doing.

### **How the policy and guidance relates to the Plymouth and South West Devon Joint Local Plan Supplementary Planning Document**

The SPD contains considerable detailed planning guidance explaining how the policies work and what is required to comply with them. In relation to policy DEV32 it sets out the application requirements, promotes the reuse and recycling of building materials, explains the dangers of overheating, identifies exactly what Energy Statements and Solar Masterplans should cover and explains the energy hierarchy as well as signposting to numerous resources.

There are also numerous other parts of the SPD that are highly relevant to delivering a positive response to the climate challenge. This includes requirements for travel plans and electric vehicle charging as well as delivering biodiversity and sustainable drainage systems.

This policy and guidance expands on and simplifies the requirements in the SPD. It also adds additional requirements and signposts what is required. When published in a final draft it will be a simple web based tool setting out what is required as an interactive schedule.

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*We want to create a user-friendly simple schedule that develops and clarifies what is required by all new development to implement the requirements of the SPD and meet the increasingly demanding expectations of the climate emergency.*

## **What the policy and guidance does and how it works**

The aim is to achieve better outcomes from new development. By working with developers, the opportunity exists to maximise climate change mitigation, adaptation and resilience. We want to achieve this by incorporating measures that reduce the impact, such as the emission of greenhouse gases, and adjust to the current and future effects of climate change.

In most instances, the requirements are consistent with the requirements of the Future Homes/Building Standard<sup>22</sup> expected through incorporation into building regulations on 15<sup>th</sup> June 2022. This means that developers and house builders should already be preparing and are already factoring these new requirements into their costs. Given the scale of the emergency and the need for urgent action this policy and guidance seeks to fast track the standards so they in place as soon as possible. This will ensure that all new development is fit for the future climate and will not need retrofitting soon after construction.

We are proposing a new strategic objective to provide a clear message about what is required to address the climate emergency. This will also help meet some of the actions set out in the Councils' Climate Emergency Action Plans.

### **Strategic Objective**

#### **Delivering positive measures to address the climate emergency**

To deliver development that mitigates the impacts of climate change and adapts to its current and future effects through:

- Ensuring resilience by providing positive benefits that reduce carbon
- Incorporating renewable energy
- Increasing energy efficiency
- Using sustainable local materials and minimising embodied energy
- Moving away from natural gas and oil
- Embracing electric vehicles and their charging infrastructure
- Increasing walking and cycling opportunities
- Reducing waste and increasing recycling
- Effective use of solar gain, solar cooling and shading
- Delivering biodiversity net gain and using nature based solutions
- Reducing flood risk, improving sustainable drainage and minimising impermeable surfaces

<sup>22</sup> <https://www.gov.uk/government/consultations/the-future-homes-standard-changes-to-part-l-and-part-f-of-the-building-regulations-for-new-dwellings> and <https://www.gov.uk/government/consultations/the-future-buildings-standard>.

The proposals divide into two sections, mitigation and adaptation.

### **Mitigation**

The primary aim of the mitigation measures is to reduce the amount of carbon emitted through the development process. The proposals set an intentionally high bar in terms of demonstrating how carbon reduction permeates all aspects of a development scheme.

We propose specific new mitigation measures in all new buildings to address:

- The need for increased energy efficiency through ensuring the building minimises energy use by incorporating on-site renewables and maximising passive energy capture. A key issue is addressing volatile energy prices and promoting heating systems that do not use gas or oil boilers.
- The need to use sustainable, local and durable materials in the construction process. The loss of embodied energy and prioritising the re-use of buildings, rather than the demolition and replacement of dwellings. There are complexities around this and we are interested to explore what options exist, including using Article 4 directions to require prior approval of demolitions.
- The importance of reducing the need to travel and increasing sustainable transport options including the provision of adequate charging facilities for electric car and bikes.

In practice this means aligning with the expectations of the Future Homes Standard and new building regulations that will come into force on 15<sup>th</sup> June 2022. At that point all new homes should provide an uplift in thermal efficiency against 2013 building regulations of 30%, with a minimum of 40% of the building footprint accommodating roof mounted solar pv panels. These have all been subject to the Government's Impact Assessment <sup>23</sup> that considers the costs of implementing these measures, which once will be non-negotiable once included in building regulations. In addition to these new building regulation requirements this policy and guidance requires development to go further in some instances.

The new and additional requirements are:

- Inclusion of air or ground source heat pumps rather than gas or oil boilers
- Ensuring adequate space is provided for battery storage;
- All EV charging to be at least 7kw for homes with 50% of communal bays to be connected and for commercial development charging points should be a minimum of 22kw and major development should include electric bike charging facilities;
- For commercial buildings an uplift in thermal efficiency of 27% together with a minimum of 40% of the roofspace to accommodate roof mounted solar photovoltaic panels;
- Prioritising retention and reuse of buildings with any demolitions and replacement dwellings required to offset their embodied carbon;
- Increased emphasis on sustainable, durable and local materials and introducing a hierarchy of acceptability for natural roof slates and proof of provenance;
- All extensions, conversions and changes of use to achieve a net gain in Energy Performance Certificate (EPC) rating – this means demonstrating that performance has improved and moved up a rating band
- New protective measures to reduce the risk of overheating where the window to floor area ratio exceeds 21%

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<sup>23</sup> <https://www.gov.uk/government/publications/the-future-homes-standard-consultation-impact-assessment>

- Major development to provide external charging points for ebikes and schemes over 50 dwellings should assess the potential for onsite car clubs and ebike hire as well as links with mobility hubs in Plymouth.

We are also keen to explore how we can make best use of a carbon calculator to understand the carbon within development projects. This will provide whole life carbon assessments that will help us benchmark a range of development types and inform any carbon budget policy that any future JLP review or update may include.

Developers and house builders should factor these requirements into their land purchases and will be expected to clearly demonstrate how they are being met, either through compliance with new building regulations or condition.

### **Adaptation**

Adaptation to the impacts and effects of climate change can often be overlooked in favour of mitigation measures to reduce the carbon impact of development. Effective adaptation is an important part of delivering carbon reduction saving from the development process, which in turns helps achieve a number of our mitigation requirements.

The policies of the JLP and existing guidance in the SPD provides considerable detail on how development should include measures to ensure the building is adaptable to climate change. In many instances, the solutions and opportunities are interconnected and the design should consider these holistically to maximise the benefits and deliver buildings that positively mitigate and adapt to the challenge of climate change.

To minimise the adverse effects of climate change all development should consider how the development adapts to a changing climate. This means positively:

- Protecting our soil resource
- Protecting and enhancing tree cover
- Protecting and enhancing green spaces and greenfield sites
- Delivering sustainable drainage, surface water management and restricting urban creep
- Delivering biodiversity net gain and habitat improvements

The inclusion of positive adaptation measures within development schemes is now given more importance and will be a material consideration in the decision making process.

We are keen to explore the use of a Green Space Factor as an effective way to bring together the key adaptation requirements. This is a way of measuring and scoring the green and blue spaces within a development. It enables threshold scores to be set for different types of development and different locations. It can also be used to recognise the intrinsic value of greenfield sites. These multifunctional benefits include the soil as a resource, managing drainage and surface water, source of biodiversity and habitats as well as playing an important role in maintaining our health and wellbeing. By setting an appropriate threshold we could ensure that any development on a greenfield windfall site retains their benefits and functions. Further work is required to develop this tool and set appropriate thresholds and understand how it could be used to compliment the approach on biodiversity net gain particularly on small sites. We will bring this forward separately as part of any biodiversity net gain guidance.

Biodiversity net gain is a key area where policy and practice is evolving with the Environment Act provisions. The JLP policy DEV26 requires 10% for all major development with enhancements for wildlife sought from all scales of development. A proportionate approach

is required for small-scale development and there is potential for this to be delivered using the Green Space Factor. Separate to this consultation we will produce additional detailed guidance on biodiversity net gain to assist developers and applicants with the use of the new biodiversity metrics, habitat banking and costs.

### Structure of the Document

This overview is followed by a series of factsheets. These set out what we require by theme for the broad categories of development. It identifies what we want, why it is required, how to deliver it and signposts additional external guidance. Once adopted we will produce it as an interactive web based tool.

*The proposals identify exactly what we require to achieve low carbon development*

This work is supported by a Glossary that explains the technical terms used, and a Sustainability and Equalities Impact Assessment. These are available separately on the webpage.

A number additional national and local toolkits and checklists are available to assist applicants. These include:

- Net Zero Carbon Building Toolkit (currently in development)
- Green policy playbook<sup>24</sup>

Further guidance will be prepared to provide additional detail on:

- Biodiversity Net Gain
- Green roofs and walls
- Carbon offsetting
- Embodied energy calculations

The guidance does not change the JLP policy and it is not comprehensive. It is an initial step towards longer-term ambitious climate emergency policy. We will use this consultation process to start the conversation about the climate emergency and the role of planning in delivering low carbon development. Proposals from developers that want to go further and be more ambitious, for example building carbon negative buildings, are welcomed and encouraged.

There is already provision for offsetting within policy DEV32 that makes clear that this should be a last resort. We recognise that there may be some exceptional circumstances when it may not be possible to meet all the mitigation and adaptation requirements of this Climate Emergency Planning Policy and Guidance. In these cases, with the agreement of the Local Planning Authorities', where it is demonstrably not possible to meet these requirements a contribution to offset carbon emissions may be provided. The Councils' will provide a list of suitable offsetting schemes that contribute to our 2030 target and all contributions will be secured by Section 106 agreements.

### How will we deliver this?

The aim is to simplify the current process and design an interactive web-based platform that identifies what is required, why and how we will require it. Part of the objective is to ensure the proactive consideration of all the issues and opportunities at the beginning of the

<sup>24</sup> [New Homes Policy Playbook - UKGBC - UK Green Building Council](#)

process. This will help improve the awareness of applicants of what is required and what they should ask for from their designers, architects and builders.

All applications are required to complete a Statement of Compliance to demonstrate how they are meeting each of the mitigation requirements and delivering adaptation measures in their proposals. This will enable applicants to explain exactly which document, or plan the evidence is included within, and if the measures are not provided to justify their exclusion. We will include completion of the Statement of Compliance within the validation process and will be updating the validation checklist accordingly. This consultation is seeking views on the inclusion of this Statement of Compliance as a new validation requirement of the local planning authorities'.

The measures could be included in an Energy Statement/Strategy; Design and Access Statement; Sustainability Statement, Sustainable Travel Plan, Energy Performance Certificate, Standard Assessment Procedure (SAP) or specifically indicated on plans, other compliance reports. We think a Climate Emergency Compliance Form could be a useful way of identifying how applicants will demonstrate they are meeting the requirements.

All mitigation and adaptation measures identified should integrate into the design and layouts of developments and will be subject to control through building regulations and/or planning condition. In some cases it will be necessary to secure delivery and management through the use of a S106 planning obligation.

We have deliberately been consistent with the Future Homes Standard due to come into force on 15<sup>th</sup> June 2022 when building regulations can secure them. The implementation of the full Future Homes Standards is likely in 2024/25 and that will see a further increase in the requirements for buildings.

Transitional arrangements are required to ensure that schemes currently in the planning process are not subject to the new policy until a date to be agreed. Once adopted all new applications received will be subject to the new requirements.

### **Sustainability and Equalities Impact Assessment**

We have assessed this emerging policy and guidance against sustainability objectives and a supporting document has been prepared setting out how it this has been undertaken. As well as considering the document against wider sustainability outcomes, the assessment has also considered climate justice and the impacts that climate change has on different groups in society.

In the JLP area we might find that there are variations in how communities respond to the risks of climate change. Certain characteristics can mean that people can experience different levels of vulnerability to climate change for example:

- Groups sensitive to heatwaves
  - People with pre-existing health problems, long term illness, mental health disorders, people in car homes, people who misuse alcohol, homeless, socially isolated
- Groups sensitive to flooding
  - People with health issues who may need additional support to access medication and treatment during flood events, people with mental health disorders, people who abuse alcohol and drugs, socially isolated

The measures set out in the document will help ensure that new developments are responding to climate change. This will have direct impacts for those who are living within the properties or use services and facilities that have adapted or mitigated for climate change.

There might also be some secondary benefits particularly in response to flood and heatwave risks. For example, planning guidance for enhancing green space and urban cooling measures, including nature based solutions, has the potential to reduce urban heat islands and moderate outdoor temperatures. Importantly, green infrastructure has the potential to reduce urban temperatures.

In terms of Equalities Impact Assessment, the emerging policy and guidance does not have any direct negative impacts on different groups. We recognise that climate change impacts differently on people and communities and their capacity to adapt will depend on different factors including:

- Personal features of the individual, such as age and health, which affect their sensitivity to climate impacts;
- Environmental characteristics, such as the availability of green space, quality of housing stock or elevation of buildings, which can increase or offset exposure to flooding or heat;
- Social and institutional context, such as levels of inequality and income, the strength of social networks, the cohesion of neighbourhoods and the day-to-day practices of institutions, such as care regimes in nursing homes, which affect people's ability to adapt.

This policy and guidance seeks to improve the resilience of future development and its ability to adapt to climate change. It will also will raise awareness about climate change and how the Councils are responding.

### **What do you think?**

We are interested in your general thoughts on this document and our approach. We want to know whether we should address the climate emergency in this way.

- Will these new requirements work?
- Do they go far enough or too far?
- What are the challenges?
- Have we missed anything?
- Could we do it better/differently?
- What transitional arrangements are required?
- Would any additional guides help?
- Should the Statement of Compliance be included as a new validation requirement and included on the local planning authorities' validation checklist?

The detail of each proposal is set out in the next sections and we ask specific questions for each new measure.

<b>The consultation will run for 6 weeks from March 2022</b>
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## **CEPPG Explanatory Text – to be put into factsheets by development type for the consultation process**

### **MITIGATION**

#### **M1. Thermal efficiency**

Improving the thermal efficiency of buildings is an important part of reducing heat loss and the amount of energy used.

For new homes, we will continue to apply the adopted JLP requirement of a 20% uplift over 2013 Building Regulations (Part L) until such time that Future Homes Standard (FHS) 2022 standards that require a 30% uplift are required through building regulations.

**For commercial development, we require an uplift for thermal efficiency in commercial buildings of 27% over Part L. This was the Governments preferred uplift as set out in the Future Building Standard (FBS) consultation in 2020.**

In order to monitor performance, two Standard Assessment Procedure (SAP) assessments will need to be submitted for each dwelling. SAP is the methodology used by the government to assess and compare the energy and environmental performance of dwellings. The first will comprise an 'as designed' SAP based on the design and schedule of materials and products, the second will comprise as 'as built' SAP that is based upon the actual construction. This ensures that the specification provided at the start of the project is delivered, and mitigates for operational deficiencies as a result of materials or products being substituted during construction.

What is required for commercial developments:

As part of the application	As designed SAP assessment showing improved fabric efficiency that is 27% above 2013 Part L requirements.
To discharge the condition	As built SAP supplied to confirm the specification of the completed building meets the minimum 27% above 2013 Part L

**Should we fast track this Future Building Standard requirement of 27% now?**

**We know there is often a gap between what is designed and what is built, should we also introduce a mechanism to measure the performance gap of all types of development?**

**Should air tightness testing be required to ensure that thermal efficiency standards are met?**

#### **M2. Roof mounted solar photovoltaic (pv) panels**

Increasing the amount of energy generated onsite by roof mounted solar PV panels helps to reduce the amount of energy required by each building from the grid, and contributes to decarbonising our electricity supply.

**For all residential development, we will apply the Future Homes Standard 2022 requirement of 40% of the building footplate to include roof mounted solar pv panels.**

Including this requirement within a planning policy will ensure that roof plans submitted as part of the application process will show the location and scale of the roof mounted pv system. It will also

allow for consideration of orientation and design to maximise a favourable aspect, which will benefit passive solar gain and access to natural light.

**For commercial and appropriate other development, we will require a minimum of 40% of the roof space to include roof mounted solar pv panels.** Commercial roof space provide a particularly good opportunity to play a prominent role in accommodating solar pv. The UK solar strategy (2015) identified a clear role for commercial roof space to accommodate medium to large scale pv arrays.

**Where possible, householder extensions should also be seeking to maximise the amount of roof space for solar PV, with the array being a minimum 40% of the extension footprint, unless the host building already benefits from a roof mounted pv array.**

What is required for relevant applications:

As part of the application	Roof plan showing location of roof mounted solar pv system for each building Details of the installed capacity of pv system and any additional low carbon or renewable technology within the DAS.
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**Do you agree that a general minimum 40% requirement should apply to commercial buildings?**

**What measure should be used for this requirement – 40% of building footplate or 40% of roof space?**

**Should there be different standards for different types of uses?**

**Should non-residential buildings with flat or mono-pitched roofs be required to include a pv system that is more than 40% of the building footprint or roof space?**

**Should this requirement also apply to extensions with favourable aspect?**

**Should this requirement also apply to extensions on listed buildings and heritage assets?**

**M3. Energy storage**

There are obvious benefits in terms of easing pressure on the local grid by combining renewable energy generation with onsite battery storage. This will allow for smarter use of the energy being generated onsite, and in some cases will result in buildings requiring no electricity from the grid for large parts of the year.

Domestic scale battery storage is still an emerging technology, and is relatively expensive, although this is likely to change with increased incentives designed to accelerate renewable generation, and with FHS requiring more roof mounted pv at the point of construction.

Whilst it may be too early to make this a requirement, it seems logical to ensure that there is sufficient space identified adjacent to the fuseboard to enable retrofit of battery storage in the future.

**All development with solar pv should identify a suitable space to accommodate a battery.** This space should be shown on a layout plan, with dimensions of a minimum 1sqm of floor area, and at least 1.5m height. It should also be confirmed that the floor area is able to accommodate to weight of up to 200kg common in larger domestic batteries.

What is required for applications with solar pv:

As part of the application	Floor plan to show required area for battery storage unit
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**Does this go far enough? Should we be requiring all new buildings with onsite energy generation to include a battery storage system?**

#### **M4. Heat pumps**

The Government have set an ambition to phase out gas boilers by 2035. The Future Homes Standard (FHS) transitional requirements are encouraging the use of heat pumps and ensuring new systems can be easily fitted with heat pumps at the earliest opportunity. Home heating is responsible for around 14% of the UK's carbon emissions and domestic gas usage is the second largest contributor to carbon emissions across the JLP area. Energy prices are volatile and rising dramatically and heat pumps are a good way to enable reduced energy bills and tackle climate change. Consequently, we will not support new gas connections.

Western Power are providing all new development with three phase electricity, consequently there are unlikely to be capacity problems. However, there may be current capacity issues in certain situations. Where this is the case evidence should be provided from Western Power Distribution (WPD).

**All new buildings are required to be built with a heat pump (air source or ground source) to provide space and water heating. To facilitate this the three phase electricity supply should be fully enabled.**

If a heat pump cannot be installed during construction due to limitations within the local grid, the heating system should be designed in such a way as to enable an easy retrofit to heat pumps when the grid can support it. This means underfloor heating and low heat radiators, thus incentivising the retrofit to heat pumps at a suitable time of the occupier.

What is required for all applications:

As part of the application	Demonstrate through Statement of Compliance
To discharge the condition	As built SAP will include details of the installed heating system

**Should we restrict all new gas and oil connections?**

**Do you foresee any difficulties in delivering this?**

**Should we be prioritising ground source heat pumps over air source heat pumps on developments at a certain scale with favourable conditions, and if so, what should that threshold be?**

**If there is an additional cost required by WPD to upgrade the local grid, how much is considered 'reasonable'?**

#### **M5. Passive solar gain and managing the risk of overheating**

This measure seeks to capture the benefits of the sun, but must prevent overheating and is an area where understanding the balance of considerations is important. Making the most of a southerly

aspect makes good sense in terms of access to natural light, and benefitting from passive solar gain. However, with evidence of global temperatures warming, and in particular extremes of high heat forecast to be more prevalent, we need to be mindful of managing the risk of overheating, that can be reduced by good design and layout.

For major developments the SPD already requires Solar Master Plans. This informs the layout and design of the development to ensure that solar gain and access to natural daylight have been optimised. The SPD also includes guidance on orientation and layout to maximise passive solar gain. However, we can do more reduce overheating.

Where the window to floor area ratio exceeds 21% on any elevation, we will require specific protective measures such as:

- Tinted glass
- Extended overhanging eaves to create shade when the sun is at its highest point
- External shutters or Brise Soleil

The opportunities for maximising the cooling benefits of planting should not be restricted to areas surrounding a building, but also within the fabric of the building itself. As global temperatures rise we will need to look at whole systems approaches to reducing the risk of overheating, not just in the design and orientation of buildings themselves, but through managing the relationship between buildings and their surroundings. Green walls and roofs offer significant potential to reduce the risk of overheating, whilst also benefitting biodiversity and habitat creation. All proposals should therefore demonstrate what additional adaptation measures are included to reduce the risk of overheating.

Further guidance on green walls and roofs is currently being prepared and will be made available

What is required for all relevant applications:

As part of the application	Demonstrate through Statement of Compliance
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**Do you agree that passive solar gain already adequately covered by guidance in the SPD? If not what else is required?**

**Are there other specific measures that we should include to reduce the risk of overheating?**

**M6. Locally sourced materials**

Policies DEV10 and DEV20 of the JLP and SPD (page 219 and Appendix 2 in particular) already recognise the multiple benefits of using sustainable, durable and locally sourced building materials.

The number and type of materials used to construct a building is extensive, and the planning process rarely seeks to influence materials used in construction except where there may be an issue of visual impact. However, as well considering the colour and tone of certain materials, DEV32.1 requires us to consider the wider environmental impact of building materials, and this requirement is rarely considered or conditioned. One of the materials we often condition in terms of visual acceptance is roof slates, and whilst the visual appearance of some slates may be similar, the environmental impact of mining and transportation can vary greatly.

There are a wide range of natural roof slates available within the UK that have a much smaller environmental impact when compared to slates from countries such as, but not exclusively to, Brazil and China. Transportation from these countries typically results in ten times the carbon emissions created by UK or European products. Brazilian and Chinese slates are also often cheaper than UK

or European equivalent products, but typically come with a reduced warranty of as little as 20 or 30 years, which only compounds the environmental impact as they will need to be replaced two or three times during the life of a building.

**We are therefore introducing a hierarchy of acceptability for natural roof slates:**

- **Reclaimed UK or European slates where available with proof of origin from supplier**
- **New UK derived slates with proof of origin from supplier**
- **New European derived slates with proof of origin from supplier**
- **No other natural slate products will be considered acceptable**

Where necessary this will be secured by condition by the development management case officer.

What is required for all relevant applications:

As part of the application	Schedule of provenance of proposed slates.
To discharge the condition	Provide certification from supplier of the number and origin of slates used within the construction

**Do you agree we should ensure the use of more environmentally friendly, low carbon materials in all development?**

**Are there more effective ways of doing this?**

**Should we extend this requirement to other natural products such as stone where these are required within a development?**

**Should we require a minimum warranty period as well as proof of origin?**

**What evidence, if any, should we require of compliance?**

## **M7. Principle of net gain**

Applications for extensions, conversions and other changes of use that do not need building regulations consent, provide the opportunity to improve the energy efficiency of the whole building. These proposals should deliver a measurable net gain in energy performance. This will be in the form of an uplift in the Energy Performance Certificate (EPC) for the building. It may be that the extension itself generates enough benefit to improve the EPC for the overall building, or it may be that additional benefits are required to achieve a minimum one band uplift.

Most dwellings and buildings should have a baseline EPC already. For those that do not yet have an EPC, an assessor should be instructed to provide an assessment as a baseline for the proposal. Any buildings that have not yet achieved a minimum band C will be required to achieve a minimum one band uplift as part of the process to extend an existing dwelling or building. In order to demonstrate compliance, an EPC will need to be provided before and after construction to show that net gain has been achieved.

What is required for relevant applications:

As part of the application	A valid EPC for the host building (no older than 10 years)
To discharge the condition	A new EPC showing a minimum one band uplift

- Do you agree we should seek to achieve a net gain in energy efficiency from extensions, conversions and changes of use?
- Is the EPC the right measure of net gain?
- What other measures can we use to demonstrate net gain?
- Should there be exceptions to this approach?
- How do we ensure that net gain is also achieved on listed buildings and heritage assets?
- Should the planning application specify the measures that will generate the uplift?

**M8 Demolitions and replacement buildings**

We recognise that demolition is permitted development and does not need planning permission. However, the loss of embodied energy from demolishing existing structures and replacing them with new buildings represents a significant potential risk to meeting our carbon reduction targets. As such, the local planning authorities consider demolition is an important material consideration in the decision making process and advocate retrofitting and extending existing buildings instead of demolition and rebuild.

Particularly at pre-app, applicants are encouraged to consider reusing existing buildings onsite, although there may be a number of reasons why some structures are demolished. It may not be viable to retain them, or they may not be structurally capable of being brought into effective use, and under these circumstances we will apply the additional requirement set out below to ensure any loss of embodied carbon is offset through the energy efficiency of the new building.

If an existing building is proposed to be demolished as part of a planning application, the developer will need to calculate the embodied energy within the structure, and ensure that the net carbon cost (minus carbon saved through reuse and recycle) can be offset within 25 years of onsite operational use of the replacement building. The baseline for this assessment will be the target emissions rate as derived from building regulations Part L. No offsite mitigation will count towards offsetting. A number of tools/software are available that can calculate embodied carbon. To assist with this the Councils' are considering offering developers' access to a carbon calculator software package through its own licence arrangements for a fee.

We are proposing using the Standard Assessment Procedure (SAP) as the tool to assess whether a replacement dwelling can effectively offset the loss of embodied carbon from the building that it has replaced. SAP is the methodology used by the government to assess and compare the energy and environmental performance of dwellings.

The target emissions rate (T) from the SAP is multiplied by the floor area to provide a baseline annual energy demand. The dwelling emissions rate (D) will provide an estimate of actual energy demand. The difference between the target emissions rate and the actual dwellings emission rate over the 25 years should be equal or more than the net amount of embodied carbon in the original structure.

$$((T \times \text{floorspace}) \times 25) - ((D \times \text{floorspace}) \times 25) = \text{less than or equal to the net embodied carbon of original and new structure.}$$

What is required for applications requiring demolition:

As part of the application if demolition of an existing structure forms part of a proposal	<ul style="list-style-type: none"><li>Structural assessment of the existing building – is it fit to be retrofit?</li></ul>
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	<ul style="list-style-type: none"> <li>• Calculation of embodied carbon contained within the existing structure using an appropriate software or other tool. Full schedule of volume of materials that will be reused and recycled providing a net figure for embodied carbon of demolished structure</li> <li>• Calculation of embodied carbon of replacement structure?</li> <li>• Net overall carbon cost of new dwelling</li> <li>• As designed SAP assessment of the proposal</li> <li>• Evaluation of how long the net carbon cost of the demolition will take to be offset by energy savings in operational use</li> </ul>
To discharge the pre-commencement condition	<ul style="list-style-type: none"> <li>• Proof of reused and recycled materials, in the form of a construction statement (architect or construction contractor) confirming materials and amounts of reused material from the previous structure. Goods received documentation from recycling facilities</li> <li>• As built SAP to demonstrate that no alternative materials have been substituted through the construction process that would lead to greater carbon emissions from the completed building</li> </ul>

**Do you think we should prioritise reuse and offset any loss of embodied carbon?**

**Is there a better approach? Should we consider an article 4 direction requiring prior approval?**

**If we are going to offset embodied carbon is 25 years the right offset period? If not, what alternative should be used?**

**There is a variety of life carbon assessment tools available to calculate embodied carbon. Do you recommend any particular one?**

**Should the LPAs offer access to a carbon calculator software package to enable developers to calculate the embodied carbon within a proposal? Would you use this?**

**Should we require airtightness tests in addition to as built SAP assessment to demonstrate compliance?**

## **M9. Electric Vehicle (EV) charging points**

Electric vehicles form one part of the strategy to reduce carbon emissions from transportation to net zero. In order to enable more EVs to be charged within new developments, we will continue to apply our adopted requirements contained within JLP policy DEV29 and SPD (see paras 3.83-3.89). [PSWD JLP Supplementary Planning Document \(plymouth.gov.uk\)](https://www.plymouth.gov.uk/planning-and-building-control/planning-policy/planning-policy-supplementary-planning-document). Going forward we may also want to consider opportunities for charging facilities for water transport.

In addition, we are clarifying what is required in the following scenarios:

**All new charging points serving domestic dwellings need to have a minimum installed capacity of 7kw.**

**All new communal parking areas must have 50% of bays connected with 7kw charging points at the time of completion, and the remaining 50% must be serviced with appropriate infrastructure to enable installation of charging points later.**

**For new commercial development the charging points must have a minimum installed charging capacity of 22kw.**

What is required for all relevant applications:

As part of the application	Plan to show EV charging points (including charging capacity) for all buildings
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**Should we be requiring a higher charging capacity in communal parking areas?**

**Should commercial chargers be higher than 22kw?**

**Should we apply a threshold at which commercial development is required to install 22kw?**

**Should we be increasing the requirement to 50kw chargers for parking areas that serve class E businesses?**

**M10. Active and sustainable travel**

The location of new development should continue to be considered against the adopted spatial strategy set out in the JLP and specifically policies SPT1, SPT2 and TTV1 and TTV2 [The new plan for South Hams, West Devon and... | The Plymouth Plan \(plymswdevonplan.co.uk\)](#). Government policy is increasingly supportive of locating development in the most sustainable and accessible settlements to facilitate modal shift to active travel ([Gear change: a bold vision for cycling and walking \(publishing.service.gov.uk\)](#) and bus service ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/980227/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/980227/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf))). This strategy increases community resilience and nurtures our societal needs to collaborate, share and interact with other people. Switching to EV is not a substitute for sound placemaking based around the core principles of the adopted spatial strategy. As such, there are no new requirements introduced with regarding the location of new development.

Major development schemes will need to show how they are not only protecting existing walking and cycling infrastructure, but identify and deliver opportunities for additional links that contribute to the wider active travel network.

Active and sustainable travel requirements will be assessed against the adopted policies SPT10, SPT12.9, DEV15 and DEV29, as well as the associated sections of the SPD. Specific onsite benefits will continue to include incorporating safe and secure cycle storage.

**For major development an additional policy expectation will be to require an external charging point within or adjacent to the cycle storage area to provide support for cyclists who wish to use ebikes. All cycle storage and charging points will need to be clearly marked on site and floor plans.**



The Design and Access Statement (DAS) for majors will need to include an assessment of sustainable and active travel opportunities and constraints, and highlight clearly what benefits are being proposed as part of the development.

**In addition, residential developments of over 50 dwellings will need to include an assessment of onsite car club and ebike hire potential, as well as opportunities to contribute to existing active and sustainable travel projects within the local area. In Plymouth, an assessment of how the proposal can link with existing and planned mobility hubs will be required.**

We will signpost to [Local Cycling and Walking Infrastructure Plan](#) and the [Bus Service Improvement Plan](#).

What is required for relevant applications:

As part of the application	Cycle storage and charging points to be marked on site and floor plan
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What is required for residential developments over 50 dwellings:

As part of the application	Cycle storage and charging points to be marked on site and floor plan DAS to include an assessment of onsite car club and ebike hire potential and in Plymouth links with mobility hubs
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**Are there any other measure we should include to encourage more active travel?**

**Should we reference or signpost any other documents?**

### **M11. Reducing reliance on the private car**

Both the JLP and the National Planning Policy Framework (NPPF) say that in order to deliver sustainable development people need to have good access services and amenities within their local area. This means being able to meet their day to day without having to get into their car. The government in their plan for Decarbonising Transport ( [Decarbonising Transport – A Better, Greener Britain \(publishing.service.gov.uk\)](#) ) want walking, cycling or public transport to be the natural first choice for journeys.

We recognise this is particularly challenging in rural areas. We are aware of the Government's rural mobility strategy ([Future of Transport: rural strategy – call for evidence - GOV.UK \(www.gov.uk\)](#)) and will consider the outcomes to inform future policy. This will include considering how we can make use of innovative solutions to change behaviour and reduce reliance on the car.

**Any development proposal that locks-in reliance upon the private car, and exclusively caters for car borne customers, such as drive through restaurants, cannot be considered to meet the most basic requirements of the JLP or NPPF, and does not represent a people or place based pattern of development and should be refused.**

What is required for all relevant applications.

As part of the application	Demonstrate through Statement of Compliance
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**Should we resist development proposals that rely upon access solely by the private car?**

**Should thresholds be applied – for example bike storage/charging, footpath and cycle way connections, bus routes/funding bus services?**

**Are there any specific planning measures we could introduce to help reduce reliance on the car?**

**How should we deal with this issue in the rural areas?**

**Should we reference or signpost any other documents?**

**ADAPTATION – applicable to all development types**

The JLP policies and SPD already include numerous requirements to ensure our communities are both resilient and adaptable to the impacts of climate change. Strategic Objective SO11.6 within the JLP explicitly requires development to respond positively to the challenges of climate change, reducing carbon and creating communities that are more resilient. This sets the context for delivering high quality development. Adaptation measures can be overlooked. Given the importance adaptation plays in climate change, it is essential that all schemes are designed to include positive adaptation measures.

In all applications additional consideration and increased emphasis will be given to the following adaptation requirements in the decision making process.

- Protecting our soil resource
- Protecting and enhancing tree cover
- Protecting and enhancing green spaces and greenfield sites
- Delivering sustainable drainage, surface water management and restricting urban creep
- Delivering biodiversity net gain and habitat improvements

**As part of the Statement of Compliance, applicants should identify how these adaptation requirements have been addressed. Any applications that do not adequately incorporate suitable adaptation measures should be refused.**

Further detail on each of these requirements is set out below:

**A1 - Protecting our soil resource.** Soils support biodiversity, sequester carbon and absorb water. The loss of soil cover to impermeable surfaces has numerous detrimental impacts.

All proposals should protect the soil resource and demonstrate measures to achieve this.

As part of the application	Demonstrate through Statement of Compliance
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**A2 - Protecting and enhancing tree cover.** Trees are crucial for helping to maintain our health and wellbeing; trees also support a huge amount of habitats and species and store carbon. Tree planting at a massive scale is a key component of the government plan to net zero.

All proposals should demonstrate how trees are protected and what new tree planting is proposed.

As part of the application	Demonstrate through Statement of Compliance
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**A3 - Protecting and enhancing green spaces and greenfield sites.** Green spaces and green fields sites have an intrinsic value and offer a wide range of existing multifunctional benefits. These

include as a soil resource, managing drainage and surface water, source of biodiversity and habitats as well as playing an important role in maintaining our health and wellbeing. This includes delivering opportunities for food production that reduces food miles and grocery costs, growing food protects the soil, creates habitats, manages water run-off and helps reduce the risk of overheating.

All proposals should demonstrate how the benefits and functions will be protected and enhanced.

As part of the application	Demonstrate through Statement of Compliance
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**A4 - Delivering sustainable drainage, surface water management and restricting urban creep.** Being able to absorb water through permeable surfaces reduces the need to manage water offsite, which in turn reduces the risk of flooding. Urban creep is the gradual paving of porous surfaces and leads to an increased need to manage surface water. Good water management onsite will also assist in supporting biodiversity and habitats, as well as reducing the risk of overheating.

Please note specific rules apply for householders wanting to pave over their front gardens. You will not need planning permission if a new or replacement driveway of any size uses permeable (or porous) surfacing which allows water to drain through, such as gravel, permeable concrete block paving or porous asphalt, or if the rainwater is directed to a lawn or border to drain naturally. However, if the surface to be covered is more than five square metres planning permission is required for laying traditional, impermeable driveways that do not provide for the water to run to a permeable area.

All proposals should demonstrate how these requirements will be achieved.

As part of the application	Demonstrate through Statement of Compliance
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**How rigorously should the Councils' enforce against non-porous hardstanding that do not have planning permission?**

**A5 - Delivering biodiversity net gain and habitat improvements.** Biodiversity and habitats are hugely significant to personal health and wellbeing, supporting ecosystems, carbon capture and storage, food production. The RSPB reports that the UK ranks in the bottom 12% of countries globally for biodiversity intactness, and have lost 60% of our habitats since 1970. The Joint Local Plan policy DEV26 requires 10% biodiversity net gain in all major development, a proportionate approach to minor development and enhancements for wildlife from all scales of development. The SPD provides detailed guidance including provision for 30-year maintenance and acknowledges that there will be a new Biodiversity Metric and updated guidance will be required. The Environment Act is very important and increases the importance of this issue. New specific biodiversity net gain guidance, including habitat banking and costs will be produced and consulted on separately.

All proposals should demonstrate how appropriate levels of biodiversity net gain will be achieved.

As part of the application	Demonstrate through Statement of Compliance
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**Should we give increased emphasis to the inclusion of adaptation measures within development schemes?**

**Are there any additional adaptation issues that should be included?**

**Should we introduce a clearer framework for small-scale developments?**

### Do you know of any good examples of simple approaches to deliver biodiversity net gain in small development schemes?

#### Suggested new tool – Green Space Factor

We are considering using a new tool that more effectively brings together all the adaptation issues and enables them to be considered holistically. The Green Space Factor tool could simplify the process for applicants and decision makers and increase the extent of adaptation measures secured through the development process. The Green Space Factor is a tool that measures the amount of green (and blue) space that is created within a development. A higher score is attributed to multi-functional green and blue surfaces that support biodiversity and habitat help to reduce the risk of overheating and effectively manage water run-off. For example a green roof, trees and permeable paving score higher than a sealed surface.

An example of how it works is set out below:

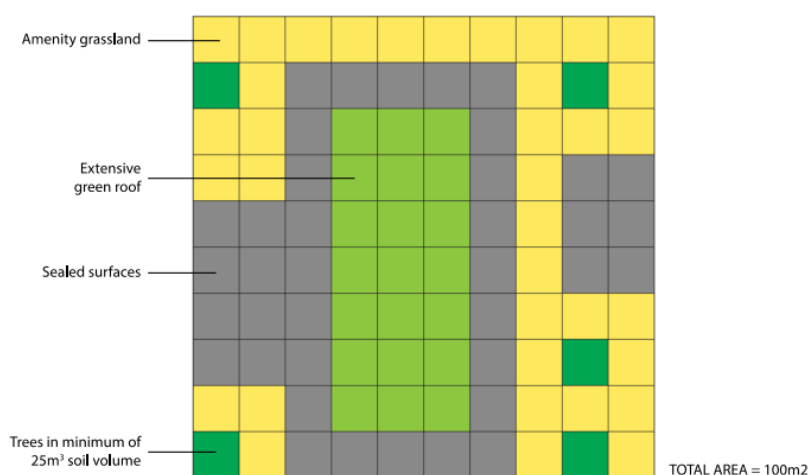
Step 1: Measure the development site and divide into 1m square blocks

Step 2: Assign a surface type to each block from a range of 20 or so types (eg. trees, green roof, planting, lawn, meadow, hedges, water features, permeable paving, sealed surface etc.)

Step 3: In a table combine the total areas for each surface type and apply the relevant score attributed to each surface

Step 4: Calculate the overall score by adding the area x the score for each surface (33.1) and divide this by the total surface area (100).

Surface	Total surface area	score	Overall Score
A (Green roof)	21	0.7	14.7
B (Sealed surface)	38	0	0
C (Lawn)	36	0.4	14.4
D (Standard trees)	5	0.8	4
	100		33.1



This is used extensively across London and further guidance available here [Urban Greening Factor \(UGF\) guidance | London City Hall](#). This provides clarification on how each surface type is defined and an excel spreadsheet is available to be completed by the applicant.

To use it effectively across our local planning authority areas we would want to develop the tool to ensure it is fit for purpose in our circumstances. The value of using the tool comes from attributing different threshold scores to different sites and different spatial locations. We would need to test the thresholds and ensure that they set to achieve the desired outcomes. In addition, we would need to identify suitable thresholds, by site typology, policy area, location within the settlement hierarchy, and development type. Before this tool can be introduced, further work is required to address all these issues.

We could also use it to recognise the inherent value and adaptation benefit of existing greenspace and greenfield sites and ensure that any development on green windfall sites provide much greater benefits than previously developed land and our existing housing allocations.

There are also opportunities for this Green Space Factor tool to integrate and complement the biodiversity net gain metric, especially for small sites.

If it is introduced it would apply to all development **proposals**. All schemes would have to achieve a score above a set threshold.

It would require applicants to submit:

- Schematic plan of site area, showing overall area of surface types
- Completed Green Space Factor calculator

**Do you think this is a good tool to achieve a wide range of adaptation measures? If not, what alternatives would work better?**

**Do you agree that factor scores should be adjusted according to the type and location of sites?**

**Do you have any views about what the thresholds should be?**

**Should we use this approach to ensure any green space or greenfield windfall development is required to deliver considerable adaptation benefits?**

**Do you think the Green Space Factor tool could be used effectively and simply to seek biodiversity net gain from small-scale development?**

**Do you agree that this tool needs a supporting document to define the different surface types and explain the different factor scores?**

### **Carbon offsetting**

There is already provision for offsetting within policy DEV32 that makes clear that this should be a last resort. There may be some exceptional circumstances when it may not be possible to meet all the mitigation and adaptation requirements of this Climate Emergency Planning Policy and Guidance. In these cases, with the agreement of the Local Planning Authorities', where it is demonstrably not possible to meet these requirements, a contribution to offset carbon emissions may be provided.

The Councils' will identify a list of suitable offsetting schemes that deliver carbon capture by 2030. All contributions will be secured through Section 106 agreements.

**Justification for any carbon offsetting should be included within the Statement of Compliance.**

What is required for all relevant applications:

As part of the application	Demonstrate through statement of compliance
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**Do you think we should provide for carbon offsetting in the event that measures cannot be delivered within the development scheme?**

**How do we quantify the carbon to offset for each measure?**

**What projects should be included?**

### Statement of Compliance

All applications are required to complete a Statement of Compliance. A draft is set out below.

This will demonstrate how you are meeting the mitigation and adaptation requirements and asks you to specify where this is included, ie what document or plan the evidence is contained in. If the requirement is not being met, you should set out the reasons for this.

Completion of the Statement of Compliance will be a validation requirement. This consultation is seeking views on this additional validation requirement and its inclusion in the validation checklist of all three Council's: Plymouth City, South Hams District and West Devon Borough.

Once this Climate Emergency Planning Policy and Guidance is adopted, the validation requirements and validation checklist will be updated.

Climate Emergency Planning Policy Guidance – Statement of Compliance			
Requirement	Is the requirement being met (Y/N)?	If Yes, set out which document/plan the evidence is included in	If No, justify why the requirement is not being met.
<b>Mitigation</b>			
M1 – Thermal efficiency			
M2 – Roof mounted solar pv panels			
M3 – Energy storage			
M4 – Heat pumps			
M5 – Passive solar gain & overheating			
M6 – Materials			
M7 – Principle of net gain			
M8 – Demolitions & replacement dwellings			
M9 – Electric vehicle charging points			

M10 – Active & sustainable travel			
M11 – Reducing reliance on the car			
Adaptation			
A1 – Soil resource			
A2 – Tree cover			
A3 – Green spaces			
A4 – Drainage			
A5 – Biodiversity net gain			
If the requirements above are not being met what offsetting is proposed and why?			

**Do you agree we should require a Statement of Compliance?**

**Should it include anything else?**

**Should it be included as part of the validation process and included within the Local Planning Authorities' validation checklist?**

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