



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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www.plymouth.gov.uk/democracy

Published 30/11/22

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/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 7 December 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 8 December 2022 if they are not called-in.

Delegated Decisions

1. Councillor Richard Bingley, Leader of the Council:

1.1. Fleet Decarbonisation Programme **(Pages 1 - 14)**

2. Councillor Mark Shayer, Deputy Leader of the Council:

2.1. Disposal of Public Open Space: Elgin Crescent, Budshead **(Pages 15 - 30)**

3. Councillor Pat Patel, Cabinet Member for Customer Services, Culture, Leisure & Sport:

3.1. Revocation of 3 existing hackney carriage stands (taxi ranks) and the appointment of two new taxi ranks **(Pages 31 - 52)**

4. Councillor Bill Wakeham, Cabinet Member for Environment and Street Scene:

4.1. Billacombe Meadows County Wildlife (CWS) Designation Application **(Pages 53 - 88)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L18 22/23

Decision				
1	Title of decision: Fleet Decarbonisation Programme			
2	Decision maker Councillor Richard Bingley Leader of Plymouth City Council			
3	Report author and contact details: Martin Hoar, Fleet Services Manager martin.hoar@plymouth.gov.uk			
4	Decision to be taken: <ul style="list-style-type: none"> • Approves the Business Case • Allocates £891,000 for the project into the Capital Programme funded by Corporate Borrowing (Climate Emergency Investment Fund) • Authorises the procurement process • To authorise Service Director for Street Services to approve business cases and award contracts relating to this project where they would otherwise not have authority to do so. 			
5	Reasons for decision: Allocation of funding for the replacement of additional electric vehicles to reduce the overall fleet carbon emissions, helping towards the target to be carbon neutral by 2030			
6	Alternative options considered and rejected: Continue to operate Diesel vehicles below 3.5t, it has been identified that the majority of Fleet vehicles such as cars and small vans can be easily changed to electric within the current operation, not effecting service delivery and reducing fuel costs.			
7	Financial implications and risks: The Scheme if funded by Corporate Borrowing, through the Climate Emergency Investment Fund. Inflation and Interest Rates are a risk to the project cost and funding.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	

			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/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 project fully meet the corporate plan priorities below : <ul style="list-style-type: none"> • A green, sustainable city that cares about the environment; • Create and varied, efficient, sustainable transport 		
10	Please specify any direct environmental implications of the decision (carbon impact)	The fleet decarbonisation programme will reduce the overall fleet emissions by an estimated 400tonnes over the asset life of the vehicles.		
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 (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
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	13 October 2022						
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	18 November 2022					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS78 22/23					
		Finance (mandatory)	PI.22.23.289					
		Legal (mandatory)	MS/39462					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	PW/PS/661/ED/1122					
Appendices								
17	Ref.	Title of appendix						
	A	Business Case						
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 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
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 1 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
Cabinet Member Signature								
20	<p>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.</p>							
Signature					Date of decision		30 November 2022	
Print Name					Councillor Mark Shayer, Deputy Leader			

CAPITAL INVESTMENT BUSINESS CASE

Fleet Decarbonisation programme CEIF



EXECUTIVE SUMMARY

Continuing with the Fleet replacement programme this project will see the replacement of a further [25] Electric vehicles which were not included in scope of the current fleet replacement plan.

The vehicles in the business case have been identified as being suitable for replacement to an EV as they are all under 3.5t weight and vehicles are now becoming available to the market.

Replacing these vehicles will reduce our Carbon emissions by over 300tonnes over the 8 year asset life. This is key to delivering within our fleet decarbonisation programme to be net zero by 2030

These vehicles will be purchased outright with Corporate funding from the Climate Emergency Investment Fund, the total cost being £892,680 Approval is being sought to provide the Corporate funding with the vehicles asset life being around 8 years.

The vehicle requirements within this business case have been assessed at a point in time and an ongoing assessment of need throughout the procurement process and regular ongoing reviews.

Whilst upgrading the existing fleet to EV's will require the installation of suitable charging infrastructure, the costs of this are not included within this business case.

Reducing our Carbon emissions by over 300tonnes over the 8 year asset life. This is key to delivering within our fleet decarbonisation programme to be net zero by 2030

key risks

Fluctuation costs in the market impacting on vehicle cost's and delivery lead times, this is a worldwide issue.

Need for EV charging infrastructure to be delivered in areas that require it before vehicle delivery, split into two phases to reduce risk

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£891,000 Capital £1,680 Revenue	Contingency (show as £ and % of project value)	5% £44,634
Programme	Climate Emergency Investment Fund	Directorate	Place - SS
Portfolio Holder	Bill Wakeham	Service Director	Philip Robinson
Senior Responsible Officer (client)	Philip Robinson, Service Director, Street Services	Project Manager	Martin Hoar
Address and Post Code	N/A	Ward	Citywide

Current Situation: (Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)

Consideration has been given to operating a fleet that supports the Council's commitment to be Carbon Neutral by 2030. The options considered are detailed in the following section along with a recommendation to introduce additional EVs as part of the ongoing fleet replacement, and to develop a further business case with the specific aim of increasing both the infrastructure and fleet to support a greener city for the long term.

Emissions from transport account for nearly half of all GHG emissions and as such it is crucial that these are tackled to achieve the previously stated 2030 carbon neutral target for Plymouth. Alongside GHG emissions traditional vehicles provide a significant threat to air quality in the city which can be linked to a number of respiratory illnesses. Taking into account the average annual mileage of a PCC fleet vehicle (those proposed in this business case) and assuming they are well maintained and running to their original specification, each vehicle emits 2.1 tonnes of carbon annually. Or the equivalent to planting over 210 trees every year. An EV runs on 100% renewable energy which would not emit any carbon and those charged using grid electricity would emit 0.43 tonnes annually. All electric vehicles have zero tailpipe emissions. The introduction of the EVs in this document will save in excess of 157 tonnes of carbon emissions annually and around 420 tonnes over the 8 year asset life.

Accounting for the above it is vital that the PCC fleet has a vision of being carbon neutral by 2030 and starts to implement low carbon (electric in this case) vehicles from the present day.

The first phase of EVs set the foundation for a carbon neutral fleet. In addition to this first implementation of EVs it is proposed that a plan be put in place to allow for the whole fleet to be carbon neutral by 2030 with low carbon replacements considered for future replacements if feasible. In the current market EVs are an excellent option for inner City driving and vehicles under 3.5 tonnes.

The Technology for Electric HGV's is now available to the market given cleaner options for the future of the fleet, although would bring a large financial pressure if not funded.

Current Diesel RCV's can be purchased for £170k as an Electric option can be priced at £420k with an 8 year asset life on the batteries.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

Many of the smaller vehicles within the fleet are suited to replacement with electric vehicles (generally those under 3.5 tonnes are suitable for EV replacement). A full review has been conducted as to their suitability to deliver the services required, range and warranties. An additional [25] vehicles have been identified that can be replaced for new Electric vehicles as more options have become available to the market. These vehicles were not initially included within the Phase I of the fleet replacement programmed due to availability and financial resource.

An 8 year asset life has been proposed as the Nissan EVs (which make up a significant proportion of the proposed vehicles) come with an 8 year battery warranty or 100,000 miles. While batteries do degrade over time performance/efficiency drops at a very similar rate to diesel and petrol. It should also be considered that from 2040 diesel vehicles will no longer be sold as per government policy.

Infrastructure

The addition of EVs across the Council estate necessitates the need for new EV charging infrastructure, the costs of which are not covered in this business case as it relates to futureproofing infrastructure rather than vehicles.

The Council have installed 19 vehicle to grid chargers through an Innovate UK grant (100% funding) if installed in 2021. These chargers utilise the EV battery by selling excess energy to the grid when the vehicle is plugged in (this is managed so there is no risk of having zero charge when the car is required). This is could have a financial benefit of up to £200 per charger per year which can be used to subsidise fuels and maintenance costs. In addition to vehicle to grid chargers there have been a further 20 charging points installed at Prince Rock/Ballard/Windsor House.

For the business case we have estimated that the electricity use of the average EV will be £350 a year although this could vary dependant on mileage.

Additional charging points are required before delivery of some of the vehicles such as Library's, Chelson Meadow, Cemeteries, schools, additional points within Council owned car parks have been utilised to support the PCC Fleet.

Maintenance

It has been proven within the current fleet a large reduction on maintenance costs of EV compared to Diesel vehicles, very little moving parts and removal of oil dramatically reduces the service costs over the asset life, labour times are also reduced removing additional pressure to the workshop. Current costs for a service are £140 per annum. Improving air quality and a cleaner working environment, with less materials having to be disposed or recycled.

Delivery

Lead in times for EV's have increased dramatically within the last 2 years, some vehicles can take up to 12 months from point of order, due to manufacturers improving technology and changing models. New models and alternatives are coming to the market which is helping this pressure although delivery times for new vehicles are still increased, this should allow time for the required infrastructure to be put in place.

Proposed Vehicles by service area

Asset Life	Vehicle Type	Department	Est cost EV	Order date of Vehicle	Replacement expected
8	VAN	HIGHWAYS CCTV	£40,000.00	Apr-23	Dec-23
8	VAN	STREET SWEEPING	£40,000.00	Apr-23	Dec-23
8	VAN	STREET SWEEPING	£40,000.00	Apr-23	Dec-23
8	VAN	PLAYGROUNDS	£40,000.00	Apr-23	Dec-23
8	CAR	PARKING	£30,000.00	Apr-23	Dec-23
8	VAN	PARKING	£40,000.00	Apr-23	Dec-23
8	VAN	GARAGE VEH MAINT	£40,000.00	Apr-23	Dec-23
8	VAN	STREET SWEEPING	£40,000.00	Apr-23	Dec-23
8	VAN	LIBRARY	£60,000.00	Apr-23	Dec-23
8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23

8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23
8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23
8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23
8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23
8	CAR	FLEET HIRE	£23,000.00	Apr-23	Dec-23
8	VAN	STREET SWEEPING	£60,000.00	Apr-23	Dec-23
2022/2023			£568,000.00		
8	4X4	CHELSON	£40,000.00	Dec-23	Dec-24
8	VAN	GRASS CUTTING	£40,000.00	Dec-23	Dec-24
8	CAR	MOUNT TAMAR SCHOOL	£40,000.00	Dec-23	Dec-24
8	CAR	MOUNT TAMAR SCHOOL	£40,000.00	Dec-23	Dec-24
8	CAR	MOUNT TAMAR SCHOOL	£40,000.00	Dec-23	Dec-24
8	CAR	MOUNT TAMAR SCHOOL	£40,000.00	Dec-23	Dec-24
8	VAN	LIBRARY LUTON	£60,000.00	Dec-23	Dec-24
8	CAR	OUT OF HOURS	£23,000.00	Dec-23	Dec-24
2023/20 24			£323,000.00		
Vehicles	25	Total Cost	£891,000.00		

Milestones and Date:

Contract Award Date	Start On Site Date	Completion Date
April 2023	N/A	Dec 2024

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Lead time of vehicles for delivery	Low	Low	Low
Mitigation	Project split of phases to allow procurement	Low	Low	Low
Risk	Charging Infrastructure required for additional vehicles	High	High	High
Mitigation	Current charging infrastructure at Prince Rock and Ballard can be used short term	Med	Med	Med
Calculated risk value in £ (Extent of financial risk)	£0			

Outcomes and Benefits

List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

Financial outcomes and benefits:	Non-financial outcomes and benefits:
Reduction of revenue pressures to the service as these vehicle are funded through the CEIF Reduction of schedules and unscheduled maintenance as EV's are considerably cheaper to service when new.	Reduction of Carbon emissions 2.1 tonnes per vehicle per annum, reduction of 420tonnes over the 8 year asset life.

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	Removing an additional 25 Diesel vehicles from the Core Fleet and replacing with EV's will reduce the carbon emissions by an additional 420 tonnes over the next 8 years
How does it contribute to the Council becoming Carbon neutral by 2030	The business case directly reduces Carbon emissions by removing current Diesel vehicles and replacing with Zero emission alternatives
Have you engaged with Procurement Service?	Yes
Procurement route options considered for goods, services or works	<p><u>Procurement Options</u></p> <p>In line with the Council's Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant Public Contract Regulations threshold and is subject to the full public procurement regime as set out in the Public Contract Regulations 2015 (PCR 2015) and Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.</p> <p>Of the six EU procurement procedures available, two procurement procedures are appropriate and have been considered for this particular requirement as follows:</p> <p><u>Open Procedure</u></p> <p>With the Open Procedure, any interested bidder may submit a bid. The Council is free to use this procedure, which can be applied to both contracts and framework agreements. However in some cases it can be beneficial to choose a procedure (such as the Restricted procedure) where the number of bidders can be reduced at the selection stage based on their capability and capacity, especially if the Council does not have enough resources (such as time) to conduct a full Open Procedure.</p> <p>The Open Procedure is best used where the requirements are typically straight forward, with a relatively simple selection and award process, or it is anticipated that only a small number of suppliers will respond to the advertised Contract Notice.</p> <p>The practicality of the Open Procedure will depend upon the potential number of bids received and the nature of the evaluation criteria. If the Council receives a large number of bids, the evaluation of all compliant bids is likely to be time consuming.</p>

Restricted Procedure

This is a two-stage procedure. Stage 1 is a pre-selection stage (SQ) and its purpose is to select a shortlist of five (or more) suppliers which are likely to meet the tender requirements. Stage 2 is the tender stage where shortlisted suppliers which meet the SQ stage are then invited to tender, and is used to determine a successful supplier to whom a contract will be awarded. A minimum of five suppliers must be invited to tender (Stage 2) and in any event the number of suppliers invited shall be sufficient to ensure genuine competition. The Restricted Procedure should be used for procurements where market analysis has indicated a large number of bidders are likely to be interested in participating. In this case it is beneficial to use this procedure where the number of bidders can be reduced at the selection stage based on their capacity, capability and experience to perform the contract. Like the Open Procedure the Council are free to use this procedure, in any circumstances and for any type of contract. The contract will be awarded to the most economically advantageous tender (MEAT).

Timescales to Consider

Time limits for the receipt of tenders must take account of the complexity of the contract requirement and the time required for the market place to compile and submit tenders.

For the Open Procedure, the minimum time limit for the receipt of tenders is 35 days from the date on which the contract notice is sent for publication within the Find a Tender Service (FTS).

Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.

If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 15 days.

For the Restricted Procedure, the minimum time limit for Stage 1 – receipt of SQ is 30 days from the date on which the contract notice is sent for publication within the Find a Tender Service (FTS).

If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 15 days.

For Stage 2 – Tender Stage, the minimum time limit from Invitation to Tender to receipt of Tenders is 30 days.

Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.

If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 10 days.

Other Options

In line with the Regulation 33 of the Public Procurement Regulations, and the Council's Contract Standing Orders section 30 there is also the option to use Predetermined EU & UK compliant Framework Agreements.

Pre-existing Framework Agreements tend to be a favourable means of acquiring goods and services, as they lend themselves to collaborative procurement and enable the requirements of many organisations to be aggregated, thereby securing economies of scale, whilst at the same time eliminating the need for the Council to run separate competitive tendering exercises for each requirement, reducing the amount of time and effort required to procure the requirement.

The following framework has been considered:

Crown Commercial Services Framework RM6060 – Vehicle Purchase

This framework is a nationally procured framework, which allows access to a full range of new motor vehicles including vehicles that are both currently available and those that will be developed and brought to market during the term of the framework. These include cars, light commercial vehicles, motorbikes, heavy goods vehicles (HGVs), buses and coaches. Customers can also obtain bespoke conversions which manufacturers are able to provide as part of a turnkey solution. Utilising this framework, will provide the Council with the ability to direct award (if appropriate to do so, and justifying best value), or undertake a further competition.

Some of the benefits from using this option are:

- Access to a wealth of technical and pricing information via the CCS Fleet Portal to support decisions for direct award / further competition.
- Ability to access turnkey solutions from suppliers for both standard build and converted vehicles
- Supportive of the Clean and Energy Efficient Vehicles Directive 2009-33-EC and flexibility for sustainable vehicle procurement measures
- Discounts on base vehicles are also available via the CCS vehicle lease and vehicle conversion arrangements if the vehicles are being sourced by or on behalf of an eligible customer
- Option to use local dealerships for delivery and after-sales service

Any resulting contract through either of the above options will be awarded to the most economically advantageous tender (MEAT).

Recommendation

The recommended procurement route for this requirement is Crown Commercial Service Framework RM6060 – Vehicle Purchase.

Running a procurement under this framework provides the Council with access to a list of market leading suppliers who have been pre-approved in terms of their economic & financial standing, technical ability, including environmental and social standing. By utilising this framework the Council can also benefit from lower pricing due to the considerable economies of scale used to set up the framework. These economies would not be available if the Council ran its own UK compliant procurement process.

	If there is, a change in circumstances and the recommended procurement route cannot be undertaken or no longer represents best value for the Council any subsequent procurement route undertaken will be in accordance with the Council's Contract Standing Orders and Procurement Law.	
Procurements Recommended route.	Pre-existing Frameworks	
Who is your Procurement Lead?	Paul Williams	
Is this business case a purchase of a commercial property	No	
If yes then provide evidence to show that it is not 'primarily for yield'		
Which Members have you engaged with and how have they been consulted (<i>including the Leader, Portfolio Holders and Ward Members</i>)	Councillor Bill Wakeham Portfolio Holder	

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr.	22/23	23/24	24/25	25/26	26/27	Future Yrs.	Total
	£	£	£	£	£	£	£	£
Purchase of 24 Vehicles			568,000	323,000				891,000
Total capital spend			568,000	323,000				891,000

Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr.	22/23	23/24	24/25	25/26	26/27	Future Yrs.	Total
	£	£	£	£	£	£	£	£
Corporate Borrowing (Climate Emergency Investment Fund)			568,000	323,000				891,000
Total funding			568,000	323,000				891,000

Which external funding sources been explored	External funding sources are currently not available for this project future funding will be looked at by SP&I
Are there any bidding constraints and/or any restrictions	No

or conditions attached to your funding	
Tax and VAT implications	The vehicles will be used by the Council mostly in connection with the provision of taxable business, or statutory non-business services. The input tax incurred on the purchase of the vehicles will be fully recoverable therefore and there will be no adverse impact on the Council's partial exemption position.
Tax and VAT reviewed by	Sarah Scott

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	N/A
Revenue cost code for the development costs	
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	N
Budget Managers Name	Philip Robinson

Ongoing Revenue Implications for Service Area

	Prev. Yr. £	22/23 £	23/24 £	24/25 £	25/26 £	26/27 £	Future Yrs. £
Service area revenue cost							
Other (eg: maintenance, utilities, etc)			£8,480	£12,720	£12,720	£12,720	£12,720
Loan repayment (terms agreed with Treasury Management)	0	0	0	0	0	0	0
Total Revenue Cost (A)	0	0	£8,480	£12,720	£12,720	£12,720	£12,720
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown						Has this been reviewed by the budget manager	Y/N
Name of budget manager	Jonathan Bell						
Loan value	£891,000	Interest Rate	5.00%	Term Years	8	Annual Repayment	£137,857

Revenue code for annual repayments	
Service area or corporate borrowing	Corporate Borrowing (Climate Emergency Investment Fund)
Revenue implications reviewed by	

Version Control: *(The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)*

Author of Business Case	Date	Document Version	Reviewed By	Date
Martin Hoar	14/10/2022	v 1.0	Ruth Didymus	25/10/2022
Martin Hoar	14/11/2022	v 1.1	Ruth Didymus	15/11/2022

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £891,000 for the project into the Capital Programme funded by Corporate Borrowing (Climate Emergency Investment Fund)
- Authorises the procurement process
- Delegates the award of the contract to Service Director for Street Services

Councillor Mark Shayer		Strategic Director – Anthony Payne	
Either email dated:	<i>Date 30/11/2022</i>	Either email dated:	<i>Date 18/11/2022</i>
Or signed:		Signed:	
Date:		Date:	
		Service Director	
		<i>[Name, department]</i>	
		Either email dated:	<i>date</i>
		Signed:	
		Date:	

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – DL06 22/23

Decision				
1	Title of decision: Disposal of public open space: Elgin Crescent Budshead			
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Shayer, Cabinet Member for Finance and Economy			
3	Report author and contact details: Laura Hathaway, Principal Surveyor, Land & Property Team. Telephone 01752 306802, email: laura.hathaway@plymouth.gov.uk			
4	Decision to be taken: To proceed with the disposal of land at Elgin Crescent having considered objections to the notice of intention to dispose of public open space.			
5	<p>Reasons for decision: To support the Council's agenda of increased and accelerated housing delivery and outputs required to provide more decent homes supporting citizens to live and work in Plymouth. Through the Plan for Homes 3 2019 – 2024 policy the Council has committed to release City Council land, and to providing 1,000 new homes per annum. In order to meet this target additional sites must be identified for housing development. Making this site available for housing development will help the Council to meet its Duties under the Right to Build.</p> <p>Whilst concerns have been raised over utilising this site for housing it is felt that the urgent need for broadening the housing offer and delivery on the Plan for Homes 3 objectives outweighs these concerns.</p> <p>There are economic benefits to releasing this housing site as it will lead to SME builders in Plymouth being active at a time of uncertainty in the housing market due to ongoing impacts of Covid-19, rising material and energy costs and inflation. Thus the development will help to safeguard and create jobs in the construction industry and supply chain. In addition the project is also looking to create a development using Modern Methods of Construction, which will encourage the creation of more jobs in this future oriented area of construction.</p>			
6	Alternative options considered and rejected: To retain the land as public open space. This would result in fewer new homes being built.			
7	Financial implications and risks: Should the site be developed for housing, there is potential for the Council to receive additional income in the form of income from New Homes Bonus (if this remains in force) and Council Tax. (Note - as affordable housing the proposals would be CIL exempt). There would also be small cost savings with regard to the upkeep of the green space.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new

				commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
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:		<p>Corporate Plan 2021-2025</p> <p>The Overall Mission of the corporate plan is to BUILD back better and make Plymouth a great place to live, work and visit.</p> <p>To be able to do so, we have to do exactly that, build good quality homes for people to live in.</p> <p>One of our corporate priorities is to unlock the city's potential by offering a wide range of homes. The Elgin Crescent development would not only increase the range of homes available, these will also be built to a high sustainable standard, using Modern Methods of construction, hence contributing to 'A green sustainable city' and a vibrant economy, developing quality jobs and skills.</p>	
10	Please specify any direct environmental implications of the decision (carbon impact)		<p>Delivering new build housing (to new Building Regulations standards) would provide excellent thermal efficiency in new dwellings and help to reduce fuel poverty for residents. The development proposals would also be subject to new Low Carbon/ Renewables Joint Local Plan policy in design terms, which would also secure improvements to address the carbon footprint/environmental implications of the Housing schemes.</p>	
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 (democraticsupport@plymouth.gov.uk) for advice)
			No	x (If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			

	Print Name:			
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Rebecca Smith, Homes & Communities Portfolio		
I3c	Date Cabinet member consulted	13 September 2022		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	24 th November 2022	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS77 22/23	
		Finance (mandatory)	DJN.22.23.297	
		Legal (mandatory)	LS/39486/AC/23/11/22	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report		
	B	Equalities Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		No	x	publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
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
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			26 November 2022		
Print Name	Councillor Mark Shayer (Cabinet Member for Finance and Economy)							

Part I Briefing Report

Approval to proceed with disposal of Public Open Space at Elgin Crescent after consideration of objections received following notice of the intention to dispose of the land

**1.0 Background**

- 1.1 Land at Elgin Crescent, Budshead; together with seven other sites was identified through the Council's Strategic Land Review as having residential development potential.
- 1.2 The Council's 'Plan for Homes' is a key initiative as part of the Council's Corporate Plan 2021-2025. The overall ambition of the third and latest version of the 'Plan for Homes' is to increase housing supply by 1,000 homes per year for a five year period from April 2019 to March 2024 under three themes, as follows:
- Improving housing conditions and broadening choice
 - Supporting the delivery of Joint Local Plan housing numbers.
 - Housing Investment Fund- using PCC resources to unlock development.
- 1.3 Pursuant to Section 123(2A) of the Local Government Act 1972 the Council placed a Loss of Public Open Space Notice advertising the Council's intention to dispose of the sites in the Public Notices Section of the Plymouth Herald on two consecutive weeks in December 2019 (12 December and 19 December 2019) and on the Council's website on the Legal Notices page. Objections to the proposed loss of open space were invited with a closing date of 3 January 2020.

2.0 Objections

- 2.1 The Council received one email objecting to the loss of public open space on all ten sites. The objection received can be summarised in two parts as follows:-

Objection Received	Comment
<p>I. Housing need has already been met for the short term by the Joint Local Plan.</p>	<p>The Joint Local Plan states that housing provision during the plan period of 2014 to 2034, will comprise within the Plymouth Policy Area - at least 19,000 new homes, of which 4,550 should be affordable. The JLP sets an annualised housing provision target of 950 dwellings for each year until 2034. The provision of new homes is one of the most important elements of the JLP. The release of these sites for housing positively impacts on these targets.</p> <p>Especially in the light of affordable housing delivery numbers in Plymouth</p>

<p>2. Disposals appear contrary to the Plymouth Climate Emergency Action Plan.</p>	<p>having dropped considerably since the pandemic.</p> <p>The Plymouth Climate Emergency Action Plan recognises that new homes will also need to form part of the solution, with Plymouth having a strong growth agenda to build at least 19,000 homes within the Plymouth Policy Area by 2034. The Plymouth and South West Devon Joint Local Plan already contains policies which seek to ensure that new housing is as energy efficient as possible in line with the current building regulations and National Planning Policy Framework.</p>
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3.0 **Recommendation**

- 3.1 To proceed with the disposal of public open space at Elgin Crescent having considered objections to the notice of intention to dispose of public open space.

4.0 **Reasons for Recommendation**

- 4.1 The Council has received an offer to develop the site with a small number of residential units which has been accepted and terms are being negotiated with the purchasers..
- 4.2 The housing waiting list currently has over 10,000 households in need of affordable homes in Plymouth. The Council has committed to providing 1,000 additional homes per annum for the next 5 years. In order to meet this target additional sites must be identified for housing development. Whilst concerns have been raised over using this site and the other sites for housing it is felt that the urgent need for housing outweighs these concerns, and as landowner we can ensure that homes are built on these sites that meet specific housing needs in the city that are unlikely to be met from market led developments alone.
- 4.3 There are economic benefits to releasing these housing sites as they will lead to SME builders in Plymouth being active at a time of great uncertainty in the housing market and general economic conditions thus safeguarding and creating jobs in the construction industry and supply chain
- 4.4 The land at Elgin Crescent to be disposed of is as shown edged red on the attached plan.



LAND & PROPERTY ECONOMIC DEVELOPMENT		Map reference: SX4859SW
		Plan No. : IG/050919
		Scale: 1:2500
		September 2019
TITLE	0.171ha (0.423ac) for housing Land at Elgin Crescent, Crownhill PL5 3BX	
<small>Extracted from the Ordnance Survey digital map with the permission of the Controller of the Majesty's Stationery Office. © Crown Copyright and the Ordnance Survey 2019. ALL RIGHTS RESERVED. THIS REFERENCE INFORMATION ONLY. NO TOLERANCES GIVEN. CAN BE MADE. Landscape: 2000-01-20. Ordnance Survey Copyright. All rights reserved in proceedings.</small>		

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EQUALITY IMPACT ASSESSMENT – DISPOSAL OF PUBLIC OPEN SPACE, ELGIN CRESCENT

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Laura Hathaway	Department and service:	Economic Development, Land and Property	Date of assessment:	30/11/2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	James Watt (Head of Land and Property)	Signature:	James Watt	Approval date:	30/11/2022
Overview:	<p>To support the Council's agenda of increased and accelerated housing delivery and outputs required to provide more decent homes supporting citizens to live and work in Plymouth. Through the Plan for Homes 3 2019 – 2024 policy the Council has committed to release City Council land, and to providing 1,000 new homes per annum. In order to meet this target additional sites must be identified for housing development.</p> <p>Making this site available for an affordable housing development will help the Council to meet its Duties under the Right to Build.</p> <p>Whilst concerns have been raised over utilising this site for housing it is felt that the urgent need for broadening the housing offer and delivery on the Plan for Homes 3 objectives outweighs these concerns.</p> <p>There are economic benefits to releasing this housing site as it will lead to SME builders in Plymouth being active at a time of uncertainty in the housing market due to ongoing impacts of Covid-19, rising material and energy costs and inflation. Thus the development will help to safeguard and create jobs in the construction industry and supply chain. In addition the project is also looking to create a development using Modern Methods of Construction, which will encourage the creation of more jobs in this future oriented area of construction.</p>				
Decision required:	To approve the disposal of public open space at Elgin Crescent.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<p>Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	Yes		No	X
<p>Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	Yes		No	X
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)</p>	Yes		No	X
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>				

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. <p>South West</p>			

	<ul style="list-style-type: none"> 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> 17.4 per cent of people are aged 0 to 14. 64.2 per cent of people are aged 15 to 64. 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>			
Disability	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).			
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>			
Marriage and civil partnership	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p>			

	<p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>			
Pregnancy and maternity	<p>There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>			
Race	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>			
Religion or belief	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>			

Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).			
Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).			

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	The right to shelter and suitable housing is a fundamental human right – the provision of affordable housing will have a positive impact on the households housed and future households who will use this accommodation.		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.			
Pay equality for women, and staff with disabilities in our workforce.			
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024			

Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.			
Plymouth is a city where people from different backgrounds get along well.			

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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 – CSCL01 22/23

Decision	
1	Title of decision: Revocation of 3 existing hackney carriage stands (taxi ranks) and the appointment of two new taxi ranks
2	Decision maker (Cabinet member name and portfolio title): Councillor Pat Patel, Cabinet Member for Customer Services, Culture, Leisure & Sport
3	Report author and contact details: Graham Hooper, Senior Officer, Intelligence and Licensing 01752 304533 graham.hooper@plymouth.gov.uk
4	Decisions to be taken: <ol style="list-style-type: none"> 1. Revoke the appointed 4 vehicle time restricted stand at Tavistock Place. 2. Appoint a 2 vehicle time restricted (8pm to 8am) stand at Regent Street. 3. Revoke the appointed 4 vehicle time restricted stand at Cornwall Street known as 'rank 1'. 4. Revoke the appointed 2 vehicle, 24 hour stand at Church Street, Stoke Plymouth. 5. Appoint a 2 vehicle, 9pm to 6am stand outside 58 Devonport Road, Stoke Plymouth.
5	Reasons for decision: To approve the revocation and appointment of hackney carriage stands as prescribed under Section 21 of the Plymouth City Council Act 1975 to facilitate necessary public realm works in the area.
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1. To reject proposals (as outlined in the attached briefing paper, Appendix 1). To reject the proposals is not the preferred option for the following reasons: <ul style="list-style-type: none"> - The Tavistock Place taxi rank has already been relocated to Regent Street as part of the Box development works. - Church Street is an unused rank, by revoking this rank and releasing the spaces it will provide much need parking spaces for residents. The relocated rank at Devonport Road will provide a dedicated rank to service the Evening and Night Time Economy (ENTE) premises in the area. - There are two ranks at Cornwall Street East. Releasing vehicle spaces at rank 1 back to parking will benefit the general public and businesses' in the locality and will not have an adverse impact on the ability for the public to access a taxi. 2. To alter, vary or change either proposal having regard to the content of 1).

	A number of options have been considered. Extensive consultation took place with representatives of the taxi trade prior to final proposals being submitted for consent. The proposals are considered the most viable in terms of maintaining and increasing trade, public accessibility and public safety.			
7	Financial implications and risks: There have been no costs associated with the advertising and physical amendments to the rank that have been funded by the hackney carriage trade account. The costs of advertising the consultation and relocation works will be met directly through the developer and the public realm works.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
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 Local Transport Plan (LTP) details the transport strategies and policies that the City Council has adopted and will be the key in helping the City meet its Corporate Plan Priorities.		
10	Please specify any direct environmental implications of the decision (carbon impact)			
		There are no direct environmental implications of the decision. The new rank location will not increase or impact on carbon emissions.		
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 (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny			

	Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	<input checked="" type="checkbox"/>	(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	<input checked="" type="checkbox"/>	
15	Which Corporate Management Team member has been consulted?	Name	Ruth Harrell	
		Job title	Director of Public Health	
		Date consulted	02 November 2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS79 22/23	
		Finance (mandatory)	DJN.22.23.269	
		Legal (mandatory)	39428/ag/10.11.22	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
17	Ref.	Title of appendix		
	1	Briefing report for publication		
	2	Equalities Impact Assessment		
	3	Tavistock Place and Regent Street		
	4	Cornwall Street		
	5	Church Street and Devonport Road		
	6	Public Notice placed in the Herald – 27 September 2022		
	7	Consultation Responses		

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 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
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 I 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.							
Signature			Date of decision	30 November 2022				
Print Name	Councillor Pat Patel							

APPENDIX I**BRIEFING PAPER****1.0 Introduction or Summary****1.1** Plymouth City Council currently has 53 appointed Taxi Ranks across the City.

From time to time, due to redevelopment, change of the public's usage or through a taxi rank review, some taxi ranks may need to be amended, revoked or appointed. This report details the proposed amendments to 3 of these appointed taxi ranks which are detailed in section 3 of this report.

2.0 Legal Provisions**2.1** Section 21 of the Plymouth City Council Act 1975 lays down the legal process for the introduction, amendment and revocation of Hackney Carriage Ranks. It states that ranks shall not be situated;

- (a) So as to unreasonably prevent access to any premises
- (b) So as to impede the use of points authorised to be used in connection with a public service vehicle
- (c) On any highway without the consent of the Highway Authority
- (d) Without due regard to the position of bus stops

2.2 The Act requires that the Council shall give notice to the Chief Officer of the Police and to the public of the proposals by advertisement in at least one local newspaper, and shall take into consideration, any objections or representations in respect of such proposals made within 28 days of the first publication of such notice.**3.0 Proposed Amendments****3.1** Proposal One

To revoke the appointed 4 vehicle time restricted taxi rank at Tavistock Place and appoint a 2 vehicle time restricted (8pm to 8am) rank at Regent Street.

The existing appointed rank was located at Tavistock Place and operated from 8pm to 8am 4 vehicle spaces.

For the 'Box' redevelopment, there was a requirement to put in place a vehicle free, pedestrianised walkway to the rear of the premises and therefore it was proposed that the existing taxi rank was relocated to beside the Caffeine Club in Regent Street. The existing and proposed location can be seen in Appendix 3.

Unfortunately, although liaised with early on in the design stage, taxi licensing was not involved in further discussions and the taxi rank was relocated without being put through the formal consultation process hence now included here.

3.2 Proposal Two

To revoke the appointed 4 vehicle time restricted stand at Cornwall Street (West) known as 'rank 1'. The location of this rank is shown in Appendix 4.

There are 2 taxi ranks adjacent to each other in this location (rank 1 and rank 2). Rank 1 operates from 6pm to 6am and has 4 vehicle spaces. Rank 2 operates for 24 hours and also has 4 vehicle spaces. After a review of taxi rank provision in this area and following conversation with the Plymouth Licensed Taxi Association and Darren Stoneman who is the Civil Enforcement Manager responsible for parking provision, it was agreed that rank 1 was no longer in use and that the vehicle spaces should be returned for general parking provision.

3.3 Proposal Three

To revoke the appointed 2 vehicle, 24 hour taxi rank at Church Street, Stoke Plymouth and appoint a 2 vehicle time restricted rank (9pm to 6am) in the loading bay outside 58 Devonport Road, Stoke. A location plan of the proposals is shown in Appendix 5.

Initially approached by Councillor Laing with an enquiry to revoking the rank and to return the spaces for residential parking, a subsequent investigation found that this rank was no longer used but that some rank provision would better serve Stoke villages evening and night time economy premises/clientele with rank spaces in Devonport Road. After discussion with the PLTA and Darren Stoneman it was agreed that 2 time restricted (8pm to 8am) spaces should be created in the loading bay adjacent to 58 Devonport Road.

4.0 Public Consultation

4.1 The proposals were advertised by Public Notice in the Plymouth Herald on Tuesday 27 September 2022 with comments to be received no later than 25 October 2022. A copy of the public notice and can be viewed in Appendix 6.

4.2 In addition, letters/emails of notification were sent to persons and representatives of the following bodies and organisations considered to have an interest in these proposals:

- Cabinet Member for Customer Focus and Community Safety
- Chair Taxi Licensing Committee
- Chief Superintendent, Devon & Cornwall Police
- All local businesses in the vicinity of the existing and proposed ranks
- Local Ward Councillors, St Peter and the Waterfront and Stoke
- Head of Plymouth Highways & Street Services
- Public Transport Officer, Strategic Planning and Infrastructure
- Senior Lawyer, Legal Services
- Plymouth Licensed Taxi Association
- All Hackney Carriage (Taxi) Drivers licensed by Plymouth City Council

5.0 Outcome of Consultation Process

5.1 The Hackney Carriage trade association, the Plymouth Licensed Taxi Association (PLTA), provided no objections to the proposals, which were discussed regularly during quarterly trade liaison meetings. In addition, the PLTA was extensively consulted with at the start of this process and had input with the final design of the new rank provision. A site meeting

was also held at Tavistock Place to discuss alternative locations for the rank but it was agreed that rank provision in this and the wider locality should be considered at a future review.

- 5.2 In total, four response were received, 3 from the Stoke Ward Councillors and one from the Sustainable Transport Coordinator who is the link between the Council and the local bus companies.
- 5.3 There were no comments received from the wider taxi trade despite all drivers being notified of the consultation.
- 5.3 All of the responses received in the consultation process and the replies can be viewed in Appendix 7.

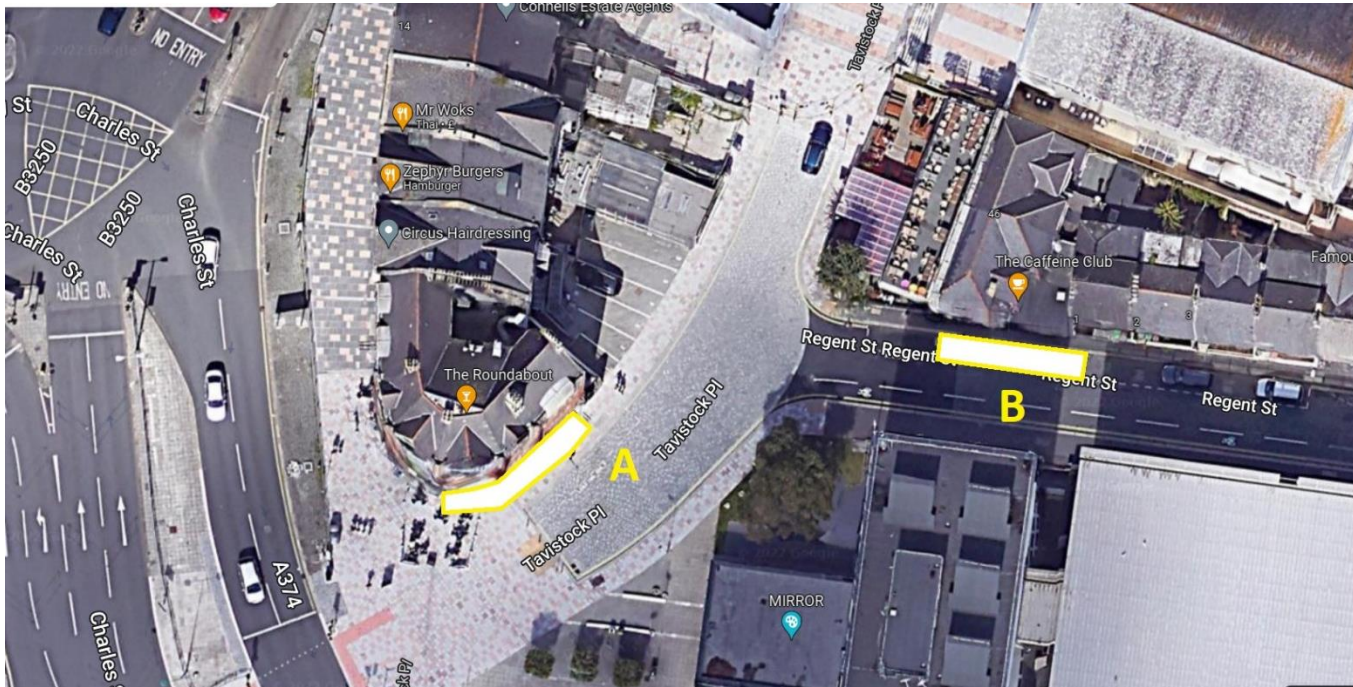
6.0 Summary and Conclusion

- 6.1 The proposed amendments to taxi rank provision at three locations are detailed in section 3 of this report.
- 6.2 While there is loss of some rank provision at Cornwall Street West, due to changes in how the public use taxis at this location, these spaces are no longer needed and are more useful to the public as parking spaces.
- 6.3 With regards to implications on Crime and Disorder, Improving taxi rank provision would serve to assist in reducing crime and disorder and would be welcomed by colleagues in the Police. Currently, there is no taxi rank provision in the vicinity of operational ENTE premises at Stoke Village. Improving access to a taxi service through increasing rank provision in this area would negate safety issues associated with customers continuing their night out by heading into the City Centre or home and reduce the incidents of 'touting', potentially increasing the risk to the public through getting into an unlicensed or uninsured vehicle.
- 6.4 Increasing access to a safe, well regulated form of transport will promote the safeguarding of vulnerable young persons and adults, particularly those impaired through drink after a night out.
- 6.4 No access to domestic or business premises in the area will be obstructed or prevented by the creation of the new taxi ranks and the existing bus stops or other points authorised to be used in connection with public service vehicles, will not be impeded.
- 6.5 The proposed amendment has been widely consulted on as required under the Plymouth City Council Act 1975. Five responses were received and have been duly considered. There were no concerns raised through the consultation.
- 6.6 It is considered that the proposed amendments to taxi rank provision will have an overall positive impact in their specific locations. It is therefore recommended, that the Cabinet Member after full consideration of the information contained in this report and having considered the responses to the consultation authorise that the amendments are introduced as soon as practicably reasonable.

Appendix 3

Tavistock Place and Regent Street

- Revoke the appointed 4 vehicle, time restricted stand (8pm to 8am) at Tavistock Place.
- Appoint a 2 vehicle time restricted stand (8pm to 8am) at Regent Street, the north side from a point 15 metres east of its junction with Tavistock Place for a distance of 13 metres in an easterly direction.



A: Previous Taxi Stand

B: Relocated Taxi Stand

Appendix 4

Cornwall Street

- Revoke the appointed 4 vehicle, 6am to 6pm stand at Cornwall Street known as 'rank 1'.



Removal and revocation of the time restricted stand.

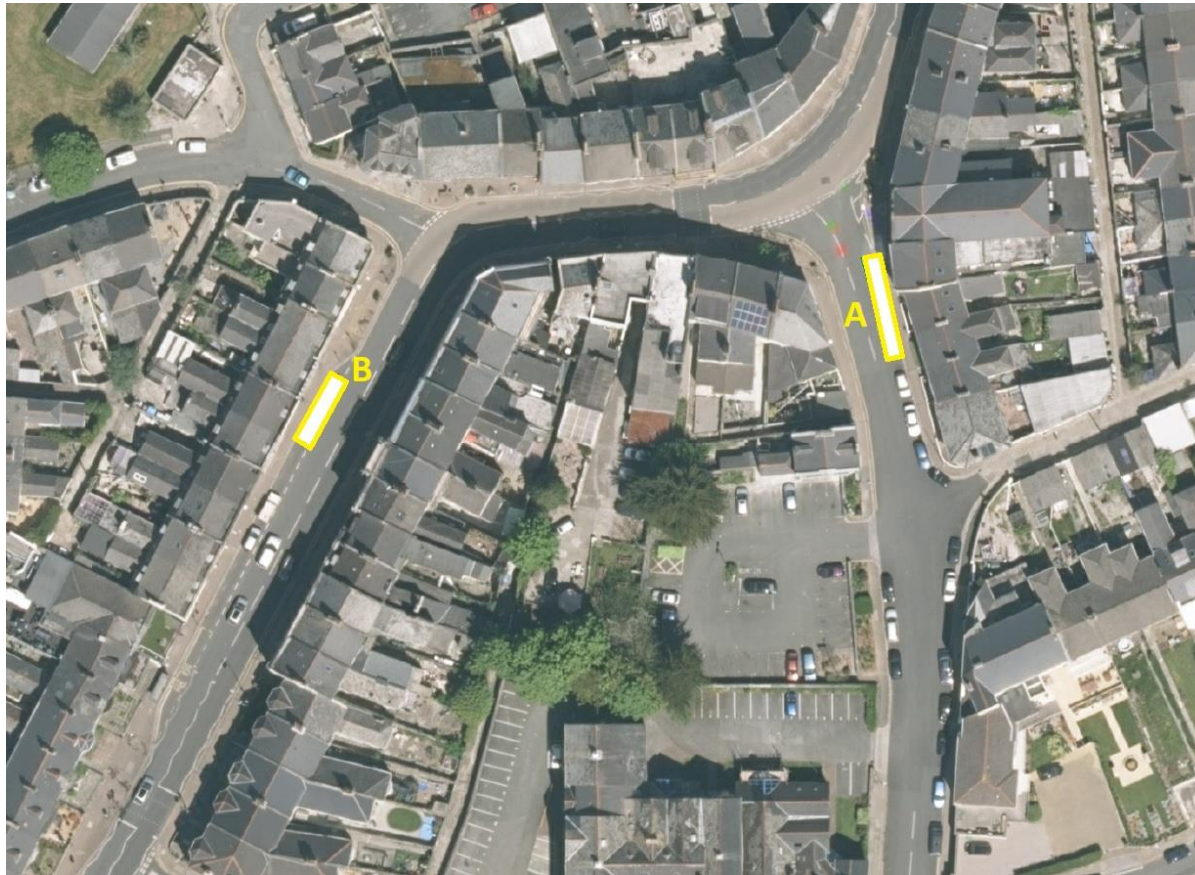
Cornwall Street West (Rank 2) operational for 24 hours for 4 vehicles is retained.

Appendix 5

Church Street and Devonport Road

Revoke the appointed 2 vehicle, 24 hour stand at Church Street, Stoke Plymouth.

- Appoint a 2 vehicle time restricted stand (8pm to 6am) outside 58 Devonport Road, Stoke Plymouth for a distance of 10 metres in a southerly direction from the northern end of the existing loading bay in the same location.



A: Existing Taxi Stand located at Church Street

B: Proposed Taxi Stand adjacent to 58 Devonport Road

APPENDIX 6**Public Notice placed in the Herald Tuesday 27 September 2022****HACKNEY
CARRIAGES STANDS****Plymouth City Council Act 1975**

NOTICE is hereby given that Plymouth City Council in exercise of its powers under Section 21 of the Plymouth City Council Act 1975 proposes to:

- Revoke the appointed 4 vehicle time restricted stand at Tavistock Place.
- Appoint a 2 vehicle time restricted stand at Regent Street.
- Revoke the appointed 4 vehicle time restricted stand at Cornwall Street known as 'rank 1'.
- Revoke the appointed 2 vehicle, 24 hour stand at Church Street, Stoke Plymouth.
- Appoint a 2 vehicle, 9pm to 6am stand outside 58 Devonport Road, Stoke Plymouth.

For the use of hackney carriages as detailed in the schedule below.

Any written objections or representations should be sent in writing or by email to the undersigned by no later than 28 days following the publication of this notice.

SCHEDULE**PROPOSALS FOR RECOGNITION OF EXISTING AND CREATION OF NEW
HACKNEY CARRIAGE STANDS**

- Revoke the appointed 4 vehicle, time restricted stand (8pm to 8am) at Tavistock Place.
- Appoint a 2 vehicle time restricted stand (8pm to 8am) at Regent Street, the north side from a point 15 metres east of its junction with Tavistock Place for a distance of 13 metres in an easterly direction
- Revoke the appointed 4 vehicle, 6am to 6pm stand at Cornwall Street known as 'rank 1'.
- Revoke the appointed 2 vehicle, 24 hour stand at Church Street, Stoke Plymouth.
- Appoint a 2 vehicle time restricted stand (8pm to 6am) outside 58 Devonport Road, Stoke Plymouth for a distance of 10 metres in a southerly direction from the northern end of the existing loading bay in the same location.

Maps and associated information may be viewed until 25 October 2022 on our website at: <https://new.plymouth.gov.uk/taxi-ranks-and-fares> or a copy will be provided on request from Licensing Department, Windsor House, Tavistock Road, Plymouth, PL6 5UF on any weekday, during the usual office hours.

**Mr Graham Hooper – Senior Officer, Licensing, Public Protection Service,
Plymouth City Council, Windsor House, Tavistock Road, Plymouth, PL6 5UF
Email taxi.licensing@plymouth.gov.uk**

www.plymouth.gov.uk

APPENDIX 7 Consultation Responses

Name	Date	Comment	Response
<p>Debbie Newcombe Sustainable Transport Coordinator Strategic Planning and Infrastructure Plymouth City Council Ballard House West Hoe Road Plymouth PL1 3BJ</p> <p>T +441752307868 F +441752304922 E debbie.newcombe@plymouth.gov.uk www.plymouth.gov.uk</p>	26/10/2022	<p>OFFICIAL</p> <p>Hi Graham</p> <p>Thank you for your email.</p> <p>Given that these changes do not impact on any bus stops, I can confirm that we do not have any comments or objections to raise.</p> <p>Many thanks</p> <p>Debbie</p>	No response required
<p>Cllr Sally Cresswell Labour Councillor Stoke Ward Plymouth City Council Council House Plymouth PL1 2AA</p>	27/10/2022	<p>Dear Graham</p> <p>As I said previously thanks for this. I think this would be quite a positive move particularly for the residents living in Church Street as my understanding is that it would free up two parking spaces. This has been a concern when we have been speaking to residents.</p> <p>With kind regards</p> <p>Sally</p>	No response required
<p>Councillor Jemima Laing Labour Councillor for Stoke Ward</p>		<p>Hello – I fully support the removal at Church Street as this is something residents have asked for for a number of years. Is the proposed rank in the existing limited parking zone, I</p>	<p>Good afternoon Cllr Laing</p> <p>Please accept my apologies for</p>

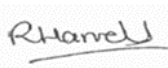
Plymouth Labour deputy leader		wasn't sure.	not responding to your email earlier. The proposed rank will be located in a loading bay adjacent to 58 Devonport Road. The operational hours of 8pm to 8am means it will not impact on the nearby businesses or bus routes during the day but will be well placed to serve the evening and night time economy premises in the vicinity at night. Kind Regards Graham
Councillor Tom Briars-Delve Stoke	28/10/2022	Dear Graham, Thank you for consulting. I support this change to free up parking spaces on Church Street but also because taxis often park quite dangerously on Devonport Road, particularly by the steep bend. Many thanks, Tom	No response required

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EQUALITY IMPACT ASSESSMENT –

REVOCATION OF 3 EXISTING HACKNEY CARRIAGE STANDS (TAXI RANKS) LOCATED AT TAVISTOCK PLACE, CORNWALL STREET WEST AND CHURCH STREET AND THE APPOINTMENT OF TWO NEW TAXI RANKS LOCATED AT REGENT STREET AND DEVONPORT ROAD.

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Graham Hooper Senior Officer Taxi Licensing	Department and service:	Office of the Director of Public Health Taxi Licensing	Date of assessment:	02 November 2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Ruth Harrell	Signature:		Approval date:	02 November 2022
Overview:	<p>The revocation of 3 existing hackney carriage stands (taxi ranks) located at Tavistock Place, Cornwall Street West and Church Street and the appointment of two new taxi ranks located at regent street and Devonport Road.</p> <p>Section 21 of the Plymouth City Council Act 1975 lays down the legal process for the introduction, amendment and revocation of Hackney Carriage Ranks. It states that ranks shall not be situated;</p> <ul style="list-style-type: none"> - So as to unreasonably prevent access to any premises - So as to impede the use of points authorised to be used in connection with a public service vehicle - On any highway without the consent of the Highway Authority - Without due regard to the position of bus stops <p>The Act requires that the Council shall give notice to the Chief Officer of the Police and to the public of the proposals by advertisement in at least one local newspaper, and shall take into consideration, any objections or representations in respect of such proposals made within 28 days of the first publication of such notice.</p>				
Decision required:	To approve the amendments to 3 of the City's ranks as shown above and detailed in the Executive Decision Report.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	√
Potential internal impacts:	Yes		No	√

Does the proposal have the potential to negatively impact Plymouth City Council employees?			
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	Yes	No	√
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	N/A		

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. <p>England</p>	<p>Passengers accessing taxi services are not age-specific and would include all age groups from 18 years of age onwards.</p> <p><u>Under 18s</u></p> <p>Children and young people access taxi services in particular on an arranged contractual basis to attend educational establishments. Normally these client groups would be accompanied by nominated carers or parents.</p>	N/A	N/A

	<ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>	These proposals are not intended to impact on this client group		
Disability	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).	<p>The hackney carriage fleet is 100% wheel chair assessable, however some vehicles may not be available to wheelchair users, as a result of drivers holding medical exemption certificates, currently 63 out of a total of 330 drivers (19%). Consequently there may be an impact on the client group.</p> <p>Hackney carriage vehicles must also carry assistance dogs.</p> <p>Taxi Licensing Officers regularly monitor wheel chair access and investigate all complaints where discrimination may arise.</p> <p>These proposals are not intended to impact on this client group</p>	Any discriminatory complaints received are fully investigated.	Licensing Officers and Police Officers
Gender reassignment	There are no official estimates for gender reassignment at either national or local level	There are no differential issues for this protected characteristic.	Any discriminatory complaints received are fully investigated.	Licensing Officers and Police Officers

	<p>(awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	<p>It is not anticipated that the amendments to the rank provision will have a direct adverse impact on this protected characteristic.</p> <p>The prevention of crime and disorder aspects would include hate crime.</p>		
Marriage and civil partnership	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>	<p>There are no differential issues for this protected characteristic</p> <p>These proposals are not intended to impact on this client group</p> <p>The prevention of crime and disorder aspects of the projects would include hate crime.</p>	Any discriminatory complaints received are fully investigated.	Licensing Officers and Police Officers
Pregnancy and maternity	<p>There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>	<p>These proposals are not intended to impact on this client group.</p> <p>The prevention of crime and disorder aspects of the projects would include hate crime.</p>	Any discriminatory complaints received are fully investigated.	Licensing Officers and Police Officers

Race	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>	<p>Currently driver representation covers many nationalities.</p> <p>It is not anticipated that the amendments to rank provision will have a direct adverse impact on this protected characteristic.</p> <p>The prevention of crime and disorder aspects of the licensing policy would include hate crime.</p>	<p>Any discriminatory complaints received are fully investigated.</p>	<p>Licensing Officers and Police Officers</p>
Religion or belief	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>	<p>Currently driver representation covers many nationalities.</p> <p>It is not anticipated that the amendments to rank provision will have a direct adverse impact on this protected characteristic.</p> <p>The prevention of crime and disorder aspects of the licensing policy would include hate crime.</p>	<p>Any discriminatory complaints received are fully investigated.</p>	<p>Licensing Officers and Police Officers</p>
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>There are no differential issues for this protected characteristic</p> <p>These proposals are not intended to impact on this client group</p> <p>The prevention of crime and disorder aspects of the projects would include hate crime.</p>	<p>Any discriminatory complaints received are fully investigated.</p>	<p>Licensing Officers and Police Officers</p>

Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).	There are no differential issues for this protected characteristic These proposals are not intended to impact on this client group The prevention of crime and disorder aspects of the projects would include hate crime.	Any discriminatory complaints received are fully investigated.	Licensing Officers and Police Officers
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SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None	N/A	N/A

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	None	N/A	N/A
Pay equality for women, and staff with disabilities in our workforce.	None	N/A	N/A
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	None	N/A	N/A
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	None	N/A	N/A

Plymouth is a city where people from different backgrounds get along well.	None	N/A	N/A
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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 – ESS05 22/23

Decision				
1	Title of decision: Billacombe Meadows County Wildlife (CWS) Designation Application			
2	Decision maker (Cabinet member name and portfolio title): Councillor Bill Wakeham, Cabinet Member for Environment and Street Scene			
3	Report author and contact details: Chris Avent, chris.avent@plymouth.gov.uk			
4	Decision to be taken: Approval of the implementation of the proposed management plan changes and submission of the application to Natural England for CWS designation across the entire Billacombe Meadows site and to continue to engage the local community through an engagement campaign in 2023.			
5	Reasons for decision: Billacombe Meadows has the potential to be a county and regionally significant wildflower/grass site if managed in line with the County Wildlife Site designation. This would build on the existing Site of Special Scientific Interest and enable PCC to develop its own wildflower seed hub for Plymouth. Additionally, the enhanced site would provide increased access, recreation and education opportunities for the neighbouring communities.			
6	Alternative options considered and rejected: Do nothing – this would result in the continued deterioration of the site and associated loss in biodiversity; and decrease the recreational value to the local community.			
7	Financial implications and risks: Neutral impact to revenue costs due to maintenance changes.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.

	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/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:	<ul style="list-style-type: none"> • Green, sustainable city that cares about the environment • Reduced health inequalities • Caring for People and Communities <p>The designation will give the site stronger opportunity to enhance biodiversity and nature features bringing benefits to community members who use the site.</p> <p><u>Joint Local Plan</u> DEV026 Protecting and enhancing biodiversity and geological conservation</p> <p>DEV028 Trees, woodlands and hedgerows</p> <p><u>Plymouth Plan</u> SO1 – Delivering a healthy city</p> <p>HEA7 - Optimising the health and wellbeing benefits of the natural environment</p>
10	Please specify any direct environmental implications of the decision (carbon impact)	Enhanced management of the site through updated management regime will potentially provide opportunities to sequester greater levels of carbon.

Urgent decisions

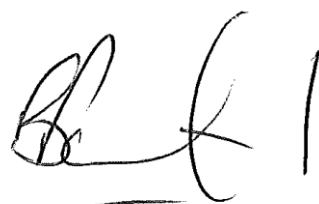
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)

12a Reason for urgency:

12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation

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?	NA		
13c	Date Cabinet member consulted	NA		
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	11 November 2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS76 22/23	
		Finance (mandatory)	DJN.22.23.287	
		Legal (mandatory)	LS/39455/JP/231 122	
		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 (<i>mandatory</i>)		
	B	Equalities Impact Assessment (<i>where required</i>)		
	C	Billacombe Meadows Management Plan		
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

		No	<input checked="" type="checkbox"/>	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
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 I 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.							
Signature				Date of decision		30/11/2022		
Print Name	Councillor Bill Wakeham							

**BILLACOMBE MEADOW COUNTY WILDLIFE
DESIGNATION PROPOSAL: BRIEFING REPORT**



Executive Summary

Plymouth has a network work of 26 existing County Wildlife Sites (CWS), areas of land that are rich in wildlife such as a tract of heath, a meadow, a copse or a village pond. In general, at least five Devon notable plant species are required for the creation of a CWS but other criteria such as wintering bird interest may be used. This briefing report outlines the proposed CWS designation for the Billacombe Meadows site and includes supporting ecological evidence, a site management plan, budget implications and an options appraisal. The report recommends that Billacombe Meadows is proposed as a CWS as part of the County Wildlife Site Selection Panel, which meets for decision-making on new sites in January 2023; and to continue to engage the local community through an engagement campaign in 2023.

1. Background

1.1 Site Context

Plymouth City Council (PCC) owns eight fields of approximately 15ha at Billacombe Meadows (figure 1). Field 1 is Billacombe Meadow Site of Special Scientific Interest (SSSI), designated because the site supports the nationally rare plant Field Eryngo, which is a protected species under the Wildlife and Countryside Act 1981. The SSSI is considered by Devon Wildlife Trust (DWT) one of the best grasslands habitats in Devon (if not one of the best of its type in the south west). The site's biodiversity is very high because it has been well managed for decades in-line with the SSSI management plan.



Figure 1 Billacombe Meadows aerial image showing all fields numbered 1-8

1.2 Green Minds

Plymouth City Council (PCC) are the lead partner for the city-wide [Green Minds](#) partnership programme. This is funded by the European Regional Development Fund's Urban Innovative Actions, which aims to put nature and wildlife at the heart of decisions made around Plymouth's green spaces, supporting sustainable land management for people and wildlife. Devon Wildlife Trust (DWT) are a key Green Minds partner providing specialist wildlife and land management advice, as well as supporting a community empowerment and engagement programme (Take Action for Nature), which encourages citizen science, community action and builds local conservation skills/knowledge. In addition, DWT are supporting PCC's workforce training and development for nature-based land management such as wildlife meadow management.

Recognising the outstanding habitat at Billacombe Meadows, DWT have proposed The Billacombe Seed Hub Project, designed to establish conservation management across all eight fields. Seed from Billacombe SSSI and other Devon sites harvested by Devon Wildlife Trust (DWT) will be oversown to fields 2-8 where required to enhance these fields to same high-quality habitat. The aim is to provide a local, varied and resilient seed source for meadows across the Plymouth area.

Following a joint site visit between PCC staff (Environment Planning and Street Scene, Cabinet Environment and Street Scene Portfolio Holder and DWT (23 August, 2022) DWT proposed submitting Billacombe Meadows to Natural England for consideration to become a designated County Wildlife Site. A County Wildlife Site (CWS) is a conservation designation in the United Kingdom, which despite conferring no statutory protection onto a site, does affirm a site's importance and value for wildlife in its county context.

This work is extremely important, as the UK has lost over 97% of natural wildflower meadows since the end of the second world war, therefore this project and designation helps combat our global biodiversity crisis. The seed generated at the site will be used in other grasslands managed for nature in Plymouth increasing the biodiversity at these sites, as well as, improving the visual appeal through an increase in wildflowers.

2. Site Management - Proposed Changes

A management plan has been proposed by DWT which focuses on the delivery of species-rich grassland habitat on the 8 fields of Billacombe Meadows. The aim of the management plan is to introduce seed from the adjoining SSSI species-rich grassland to restore the biodiversity of the surrounding fields. Cutting and baling in subsequent years will be timed so as to allow wildflower seeds to germinate, flower and then set seed successfully before cutting in order to achieve and maintain the habitat quality intended.

Current management is shown in figure 2:

- Four hectares of grassland is managed as amenity grassland and mown every 6 weeks (yellow polygons).
- Two and a half hectares of grassland is managed as wildflower meadow through cutting and baling once a year in September/ October.

The proposal is to double the amount of grass managed as wildflower meadow reducing the total grass regularly mown to 1.5ha from 4ha. This is shown in figure 3.



Figure 2. Current grass management at Billacombe Green. Yellow shows regularly gut grass, purple shows wildflower management.

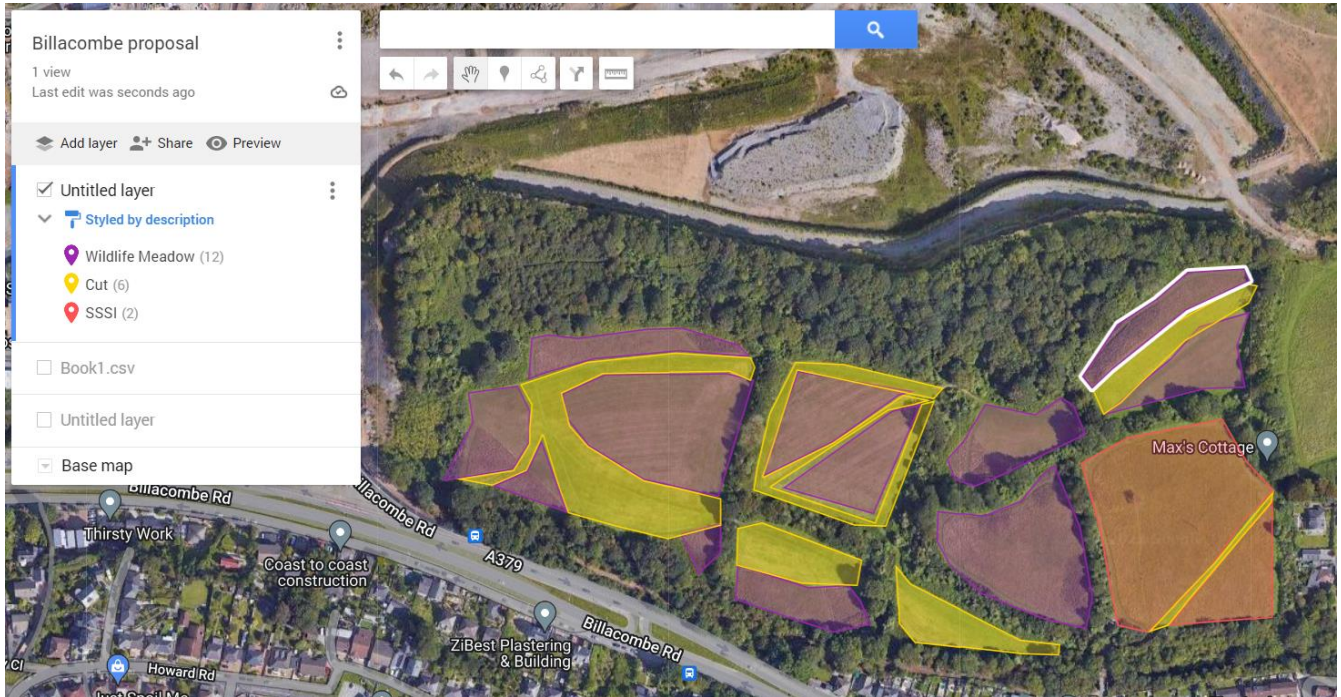


Figure 3: Proposed grassland management at Billacombe Meadows

In summary, the aim of this operation will be to:

- a) Increase the diversity of plant species across all the fields, eventually providing a local and varied seed source for new/existing meadows across the City of Plymouth
- b) Generate new income streams for management of the Council’s green estate
- c) Retaining suitable public access routes across the fields and providing a higher quality environment for local residents and visitors to use.
- d) Improve wider site biodiversity, for example, the many hedges provide a wonderful resource for wildlife to find food, shelter and to link with other green spaces and the city’s local nature recovery network.

The Billacombe Meadows Management Statement can be found at [Billacombe Green wildflower meadow | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/billacombe-green-wildflower-meadow) and the updated Billacombe Management Plan is attached as Appendix 1.

Baseline and ongoing monitoring will be key to determine the success of development into species-rich grassland over a period of years. An initial baseline assessment was complete by DWT during July 2022.

3. Risks and Opportunities

Risk/ Opportunity	Level	Mitigation/ Action
Public opinion - Public perception of council cost cutting	Low	An engagement campaign will be used to manage public perception. As outlined above the engagement will be targeted at local residents to educate and raise awareness in the environmental value of the Billacombe Meadows. The campaign will include information signs at the entrance to the fields and environmental events run by DWT and Green Minds, such as the successful bat walk in Sept ‘22.
Public opinion - Friction with local dog walkers	Low	Wide paths will be mown through and around the fields to allow ample access for recreation (Figure 3). The site entrance and field 8, will be fully cut to allow dog owners to easily pick up dog mess and to have a mown space for ball throwing.

Improve site habitat quality – benefits for nature and people	Med	As outlined above in plan for site

4. Budget Implications

Current Management Action _ Revenue	Cost	Frequency	Total annual cost	Notes
4ha Grass Cutting – 6 hours, one tractor, tractor implement and driver (grade D)	£220	6 times a year (every 6 weeks in growing season)	£1320	
Cutting, baling and removal of meadow grass	£25 per bale	28 bales, once annually	£700	
Annual total			£2,020	
Proposed Management Action _ Revenue	Cost/ Value	Frequency	Total annual cost	Notes
1.5ha Grass Cutting –2 hours, one tractor, tractor implement and driver (grade D)	£100	6 times a year (every 6 weeks in growing season)	£600	
Cost of harvesting seed from site: 6 hours 2 operatives (1 C grade 1 D grade) Tractor and implement	£330	Once a year	£330	Cost off-set by income generated
Income – Biodiversity Units (Habitat Banking) or equivalent	£1000/ha/yr	Annual	£1000	
Income – Seed harvesting	£48 per kg	Once a year	£960	
Annual Total			£40	
Additional Costs _ Capital	Cost	Frequency	Total annual cost	Notes
Seed purchase for development	£48 per Kg	Once – Year 1	£2400	Amount of seed varies dependent on projects throughout the year
Site interpretation signs	£3500	Once – Year 1	£3500	

4.1 Capital Budget

The capital budget for the implementation for the proposed management plan and CWS designation application will be funded by Green Minds (externally funded by ERDF/Urban Innovative Actions)

4.2 Revenue Budget

Revenue budget implications are forecast to reduce core costs and generate additional income to meet existing income targets in SSW. Reducing the regular grass-cutting schedule for this site will off-set the costs required for an annual cutting and baling required by the proposed management plan. The seed generated on the site

and generation of Biodiversity Units through the expected increase in habitat will reduce PCC's ongoing costs for wildflower seed purchasing

5. Links to Strategic/Corporate Objectives



Implementing this new management plan and submitting the location to be considered as a CWS create a highly valued environmental, and recreational asset and resource for the people of the surrounding neighbourhoods, Plymouth and further afield. Designation of the sites will improve public access to site of high wildlife value. The further expansion of the CWS estate will support the growth of the City by increasing the quality of the Green Infrastructure network that crosses Plymouth and delivers the ecosystem services required by a growing City. As well as, the increased recreational opportunities provided by designating the sites will help enhance the health and wellbeing of local communities and their understanding of the local environment.

6. Options Appraisal

A. Implement the proposed management plan changes and submit application to Natural England for CWS designation across the entire Billacombe Meadows site. This will result in increased biodiversity, new revenue streams for the Council and improvements to community access providing enhanced opportunities to connect to nature and associated health and wellbeing benefits.

B. Do not implement the proposed management plan changes, continue with existing management. Wider Billacombe Meadows site will continue to degrade, costing the Council money and losing the biodiversity and wider environmental value of fields 2-8. And therefore, reducing Plymouth's biodiversity and public access to sites of high wildlife value during a time of climate and ecological emergencies.

7. Recommended decision

A. Implement the proposed management plan changes and submit application to Natural England for CWS designation across the entire Billacombe Meadows site and continue to engage the local community through an engagement campaign in 2023.

Billacombe Fields, Plymouth Meadow restoration plan

A proposal for encouraging biodiversity across
the fields around the SSSI, with the aim of
creating and developing a seed hub for Plymouth

A Green Minds Plymouth project
Authors: Helen Parr, Ed Parr Ferris, Si Tomasso
November 2022



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1. Site Information

Owner: Plymouth City Council

Site Name: Billacombe Road, Plymouth

Site Location: Main gate: Grid Reference: SX 51769 53861, Postcode: PL9 7HQ
What Three Words: orders.prone.staple

Ecological report & Soil type: See accompanying Botanical Survey Report & Soil Report

Brief Description:

The eight fields are owned by Plymouth City Council. Field 1 is a SSSI. The Meadow restoration/Seed Hub Project aims to use the SSSI as a seed resource to improve the surrounding fields over a number of years, with the eventual aim of providing a local and varied seed source for meadows across the City of Plymouth

Currently, Fields 1 & 2 have been managed by cutting and baling, while the remaining fields 3-8 have been cut (arising left) several times per year.

This management plan focuses on the delivery of a species-rich grassland habitat improvement/creation project on eight fields of Billacombe Road, to the east of Plymouth.

The plan is a proposal for Plymouth City Council to consider when looking at the longer-term management of this area by its Street Services team, which includes a field of high wildlife value with a SSSI designation.

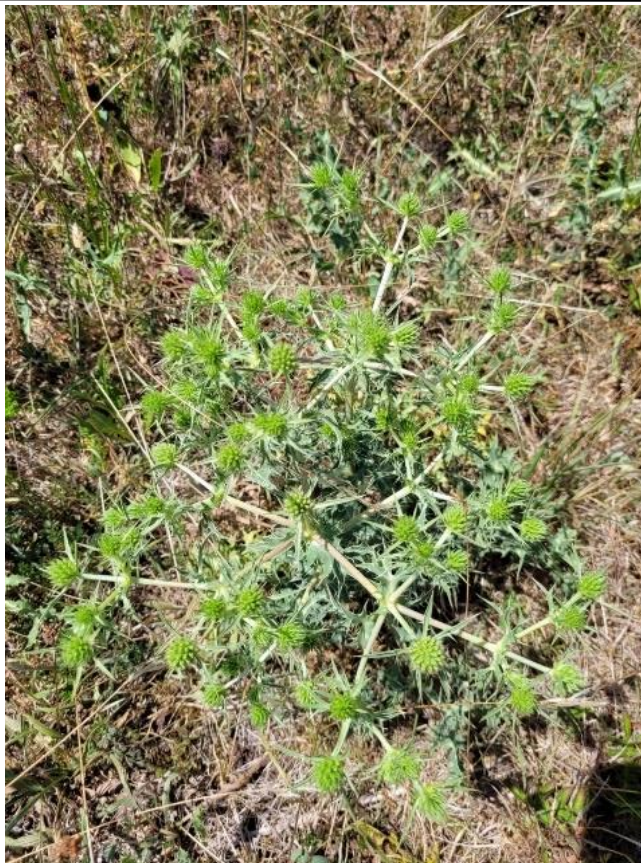
2. DWT/Green Minds Project Information

DWT is a partner on the Green Minds Project, which is funded by the European Regional Development Fund's Urban Innovative Actions. Green Minds aims to put nature and wildlife at the heart of decisions made around Plymouth's green spaces.

3. Site Overview

The area known by locals as Billacombe Green is a holding of eight fields (approximately 10ha), all which support species-rich unimproved neutral, base-rich and calcareous grassland, known as Lowland Meadow Priority Habitat, with overgrown hedges and some areas of scrub.

The Site of Special Scientific Interest (SSSI), Field 1, is the best known for its floral diversity. It is perhaps the most important site for the Red Data Book (Critically Endangered) species Field Eryngo. However, all the fields support highly important species-rich grasslands. Indeed, Field Eryngo could well be encouraged to spread into the surrounding fields if with appropriate management.



Field Eryngo at Billacombe SSSI

It is well reported that approximately 98% of species-rich meadow was lost during the latter half of the 20th century.

This management plan focuses on the delivery of a species-rich grassland habitat improvement/creation project on 8 fields of Billacombe Road, to the east of Plymouth. This management plan is a proposal for Plymouth City Council to consider when looking at the longer-term management of this area by its Street Services team, which includes a field of high wildlife value with a SSSI designation.

Management until 2022 was cutting/baling in Fields 1-2, with topping/leaving arisings Fields 3-8. In future all arisings need to be baled and removed wherever possible to reduce fertility and increase biodiversity.

4. Habitat Description

Grasslands on site have closest affinities to the National Vegetation Classification MG5b – the Ladies bedstraw sub-community. This sub-community is especially rare in Devon as it tends to be confined to more calcareous substrates such as limestone.

74 vascular plants were recorded from within the grassland sward across the 8 fields during this survey – this is not including hedgerows and wooded areas. This included the critically endangered Field Eryngo. See

Appendix 1 for full list. The complete botanical survey report and soil sampling results can be viewed as accompanying documents.

Each field is surrounded by mature hedges, containing many species of native shrubs and trees, and providing a varied habitat for wildlife.

Current Management

The current management of the fields (apart from the SSSI and adjoining Field 2) is extremely detrimental to the overall biodiversity value of the site. The grass is cut, and arisings left in situ, smothering the cut areas. This will only promote growth of competitive species such as hogweed and coarse grasses. Indeed, this is evident in Field 4 where some areas that have cut and dropped in previous years have now been left uncut.

In a time when most councils are declaring climate emergencies, as well as recognising the declining state of our environment and ecological issues such as insect and habitat decline, it is vital to manage such an exceptional site to increase diversity, rather than reducing it.



Image showing cut area to left, with thatch left in-situ, and uncut area with abundant wild carrot, common knapweed and a vast number of other wildflowers and grasses.

5. Project Aim

In summary, the aim of this project is to:

- a) Increase the diversity of plant species across all the fields, eventually providing a local and varied seed source for new/existing meadows across the City of Plymouth
- b) Improve biodiversity, for example, the many hedges provide a wonderful resource for wildlife to find food, shelter and to link with other green spaces
- c) Put forward the fields as potential County Wildlife Site (CWS). In addition, consider designation as a Local Nature Reserve (LNR) to give statutory protection. Both could be the precursor to the expansion of the SSSI into other fields in future, as the meadow quality improves
- d) Ensure that the relevant grants are applied for

6. Project Description

The Meadow Restoration/Seed Hub Project will create a large area of species-rich grassland habitat, through a change in mowing regime, implementing green haying (from the SSSI field) and over-sowing. The result will be a free and genetically diverse source of seed for PCC to use on other meadow projects around Plymouth.

Baseline and ongoing monitoring will be key to determine the success of development into species-rich grassland over a period of years. A full baseline ecological survey was commissioned by DWT and was carried out in August 2022.

Opportunities

The proposal for improving the other fields by spreading green hay from the SSSI and neighbouring field directly onto them will increase biodiversity in a simple and cost-effective way.

Over time, all the fields have the potential to become fantastic wildlife meadows, providing a free seed supply for use all around Plymouth within a few years if managed sympathetically.

Together with the surrounding hedgerows, and woodland areas, this site offers many habitats and will support a whole range of wildlife including bats, birds, insects, and invertebrates

Access and engagement;

Public access could be managed through cutting pathways (in consultation with local users) through the species-rich wildflower meadows, with interpretation boards placed at entrance points to educate users on the incredibly diverse grasslands.

Further engagement activities can be organised to explain to people exactly what they have on their doorstep. A bat walk took place in September 202 to begin this process.

Grant opportunities;

If the entire site was registered with the Rural Payments Agency (RPA) it should all be eligible for mid-tier GS6 (£182/ha/yr) for managing it as species-rich grassland.

With the presence of Field eryngium, it might be eligible for higher-tier GS7 (£205/ha/yr.) for grassland/grassland restoration. (n.b. investigate criteria for public access land).

7. Project detail

The aim of the project is to introduce seed from the adjoining SSSI species-rich grassland to restore the surrounding fields. Hay-cutting in subsequent years will be aimed at allowing wildflower seeds to germinate, flower and then set seed successfully, to establish the various grasslands and then maintain them.

Natural England/DEFRA Derogations

Note that the removal of quantities of seed from the SSSI field (Field 1) to other sites is subject to applying for a derogation to DEFRA. This puts limits on seed harvesting/ methods and can result in a different set of species. Correct Animal and Plant Health Agency (APHA) rules must be followed if moving seed.

As the site is already managed through an annual hay cut, removal of a proportion of this as green hay will not alter management, so long as timing is not detrimentally altered. Where hay is harvested earlier in the year, only a proportion (e.g., a third) should be removed as green hay with the remainder being left to re-stock seed to the site.

8. Management of each field

Summary of fields and proposed management regime

Field	Area (Ha)
1	1.90
2	1.04
3	1.05
4	0.60
5	1.37
6	2.69
7	0.69
8	0.43
Total	9.78

The proposed regimes represent an ideal scenario for biodiversity. However, it is recognised that cutting for amenity use is also desired, so various wide path will be maintained. Note that even in these ‘amenity’ areas with more frequent mowing, if the mowing can be followed up with removal of arisings, then nature can benefit.

Field 1 (Billacombe SSSI)*Summary*

Excellent species-rich SSSI neutral/base-rich/calcareous grassland

Ongoing Management

- Continue rotational annual hay cut in Aug-Sept according to SSSI management plan
- Retain 2m margin alongside hedges – cut and remove on 3-4 year rotation

Donor Site Management

- Use green hay from ongoing management for use on Billacombe and other sites. Where the cut is earlier (late July-mid August) then only remove a proportion as green hay with the remainder being left to re-stock seed to the site.
- Be careful not to take too much
- Cutting for green hay – cut and spread same day
- Continue annual hay cut August-September. Where the cut is earlier (late July-mid August) then only remove a proportion as green hay.

Field 2*Summary*

Field recovering species-rich sward spreading from eastern side adjacent to SSSI. May require some further restoration if spread is slow. Some bracken encroachment.

Adaptive Management

- Continue rotational annual hay cut in Aug-Sept
- Retain 2m margin alongside hedges – cut and remove on 3-4 year rotation
- Consider if other seed could/should be added.
- Monitor spread of bracken, consider intervention if becoming dense

Donor Site Management

- Use green hay from adaptive management for use on Billacombe and other sites. Where the cut is earlier (late July-mid August) then only remove a proportion as green hay with the remainder being left to re-stock seed to the site. Avoid using areas with dense bracken.
- For yellow rattle, brush harvest in early/mid-July leaving at least 2-3 weeks for sward to re-stand prior to hay cut. Harvest only one third of yellow rattle area leaving remainder to re-stock seed to the site
- In 2 years this could produce 50-70kg yellow rattle (for use in other fields at a sowing rate of 4kg/ha)
n.b. Yellow rattle can impact trefoils, but this will diminish over time, allowing trefoils to re-establish

Field 3*Summary*

Semi-improved sward with some areas of species diversity, particularly along northern margin

Restoration Management

- Cease regular cut and drop and establish rotational annual hay cut in Aug-Sept
- Retain 2m margin alongside hedges – cut and remove on 3-4 year rotation
- Year 1 Oversow with yellow rattle rich seed mix harvested from northern margin of field OR spread green hay from northern margin onto prepared ground on rest of field
- Years 2-4 Once yellow rattle has established and limited grass growth, spread green hay from Fields 1/2 onto prepared ground

Donor Site Management

- Once yellow rattle is established (years 2-3), brush harvest in early/mid-July leaving at least 2-3 weeks for sward to re-stand prior to hay cut. Harvest only one third of yellow rattle area leaving remainder to re-stock seed to the site
- In 2 years this could produce 50-70kg yellow rattle (for use in other fields at a sowing rate of 4kg/ha) n.b. Yellow rattle can impact trefoils, but this will diminish over time, allowing trefoils to re-establish
- Once site has established species-rich sward, use green hay from restoration management for use on Billacombe and other sites. Where the cut is earlier (late July-mid August) then only remove a proportion as green hay with the remainder being left to re-stock seed to the site. Avoid using areas with dense bracken.

Fields 4,5,6,7,8*Summary*

Semi-improved sward with some small areas of species diversity.

[n.b. initially field 8 will be retained by PCC as a full cut site for amenity use]

Restoration Management

- Cease regular cut and drop and establish rotational annual hay cut in Aug-Sept
- Retain 2m margin alongside hedges – cut and remove on 3-4 year rotation
- Year 1 Oversow with yellow rattle rich seed mix harvested from Devon site immediately following hay cut. This mix will often contain eyebright, another beneficial hemi-parasitic plant.
- Years 2-4 Once yellow rattle has established and limited grass growth, spread green hay from Fields 1/2 onto prepared ground

Donor Site Management

- Once yellow rattle is established (years 2-3), brush harvest in early/mid-July leaving at least 2-3 weeks for sward to re-stand prior to hay cut. Harvest only one third of yellow rattle area leaving remainder to re-stock seed to the site
- In 2 years this could produce 50-70kg yellow rattle (for use in other fields at a sowing rate of 4kg/ha) n.b. Yellow rattle can impact trefoils, but this will diminish over time, allowing trefoils to re-establish
- Once site has established species-rich sward, use green hay from restoration management for use on Billacombe and other sites. Where the cut is earlier (late July-mid August) then only remove a

proportion as green hay with the remainder being left to re-stock seed to the site. Avoid using areas with dense bracken

9. Management of Hedges

The mature hedges and trees provide an important habitat around each field, giving shelter and food to wildlife as well as providing green corridors.

- Leave 2-3 metres width of hedge/field margins uncut (3 metres)
- Active hedge management is only required if species such as hazel are dying, in this case some replanting would be of benefit

10. Other actions with Green Minds Project:

- An ecological survey and soil sampling were completed 2022 to establish baseline data for botany, soil pH, nutrients, organic matter and carbon levels.
- DWT Green Minds could fund the purchase of a seed harvester and recommend other management equipment
- Training/upskilling of relevant PCC employees – so that implementing the management plan can be overseen by PCC staff who can become ‘habitat managers’ and gain specialised knowledge in what needs doing. For example, in Spring 2023
 - arrange harvesting demonstration at Billacombe, (or a visit to North Devon) led by Si Tomasso of DWT,
 - invertebrate and plant day with DWT
- Community engagement – put up posters/design a leaflet to explain what is happening and why, manage expectations of local walkers, arrange events such as guided walks or seed harvesting and spreading event (end June/early July), find local ‘champions’ who support the activities


Appendix 1: Billacombe Fields Plant Species list (see separate full ecological survey document)

Taxon	Common name	Taxon group
<i>Pteridium aquilinum</i>	Bracken	fern
<i>Achillea millefolium</i>	Yarrow	flowering plant
<i>Agrimonia eupatoria</i>	Agrimony	flowering plant
<i>Agrostis capillaris</i>	Common Bent	flowering plant
<i>Agrostis stolonifera</i>	Creeping Bent	flowering plant
<i>Allium vineale</i>	Wild Onion	flowering plant
<i>Anacamptis pyramidalis</i>	Pyramidal Orchid	flowering plant
<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	flowering plant
<i>Arrhenatherum elatius</i>	False Oat-grass	flowering plant
<i>Brachypodium sylvaticum</i>	False-brome	flowering plant
<i>Bromopsis erecta</i>	Upright Brome	flowering plant
<i>Bromus hordeaceus</i>	Soft-brome	flowering plant
<i>Carex flacca</i>	Glaucous Sedge	flowering plant
<i>Centaurea debeauxii</i>	Slender Knapweed	flowering plant
<i>Centaurea nigra var. radiata</i>	Rayed Knapweed	flowering plant
<i>Centaurea scabiosa</i>	Greater Knapweed	flowering plant
<i>Cerastium fontanum</i>	Common Mouse-ear	flowering plant
<i>Cirsium arvense</i>	Creeping Thistle	flowering plant
<i>Cirsium vulgare</i>	Spear Thistle	flowering plant
<i>Convolvulus arvensis</i>	Field Bindweed	flowering plant
<i>Crepis capillaris</i>	Smooth Hawk's-beard	flowering plant
<i>Crocsmia x crocosmiiflora</i>	Montbretia	flowering plant
<i>Cynosurus cristatus</i>	Crested Dog's-tail	flowering plant
<i>Dactylis glomerata</i>	Cock's-foot	flowering plant
<i>Daucus carota</i>	Wild Carrot	flowering plant
<i>Eryngium campestre</i>	Field Eryngo	flowering plant
<i>Festuca pratensis</i>	Meadow Fescue	flowering plant
<i>Festuca rubra</i>	Red Fescue	flowering plant
<i>Galium mollugo</i>	Hedge Bedstraw	flowering plant
<i>Galium verum</i>	Lady's Bedstraw	flowering plant
<i>Helictotrichon pubescens</i>	Downy Oat-grass	flowering plant
<i>Heracleum sphondylium</i>	Hogweed	flowering plant
<i>Holcus lanatus</i>	Yorkshire-fog	flowering plant
<i>Hypericum perforatum</i>	Perforate St. John's-Wort	flowering plant
<i>Hypochaeris radicata</i>	Cat's-ear	flowering plant
<i>Jacobaea erucifolia</i>	Hoary Ragwort	flowering plant

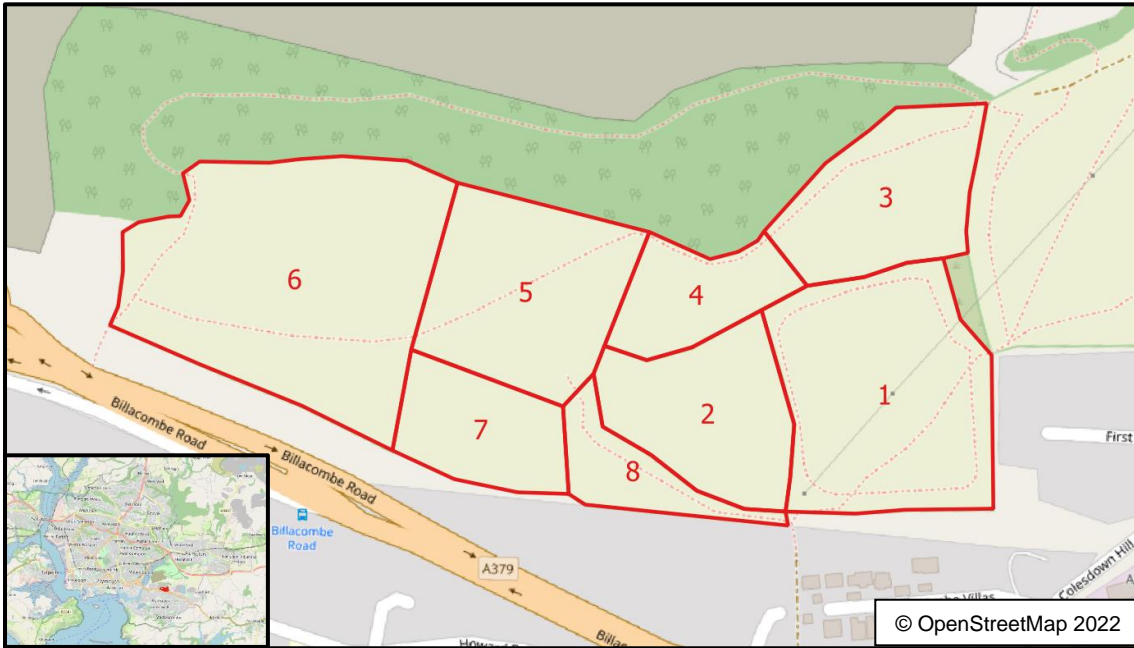


Taxon	Common name	Taxon group
<i>Jacobaea vulgaris</i>	Common Ragwort	flowering plant
<i>Knautia arvensis</i>	Field Scabious	flowering plant
<i>Lathyrus pratensis</i>	Meadow Vetchling	flowering plant
<i>Leontodon hispidus</i>	Rough Hawkbit	flowering plant
<i>Linum bienne</i>	Pale Flax	flowering plant
<i>Lolium perenne</i>	Perennial Rye-grass	flowering plant
<i>Lotus corniculatus</i>	Common Bird's-foot-trefoil	flowering plant
<i>Medicago lupulina</i>	Black Medick	flowering plant
<i>Melilotus altissimus</i>	Tall Melilot	flowering plant
<i>Ononis repens</i>	Common Restharrow	flowering plant
<i>Orobanche minor</i>	Common Broomrape	flowering plant
<i>Pastinaca sativa</i>	Wild Parsnip	flowering plant
<i>Phleum pratense</i>	Timothy	flowering plant
<i>Picris echioides</i>	Bristly Oxtongue	flowering plant
<i>Pimpinella major</i>	Greater Burnet-saxifrage	flowering plant
<i>Pimpinella saxifraga</i>	Burnet-saxifrage	flowering plant
<i>Plantago lanceolata</i>	Ribwort Plantain	flowering plant
<i>Plantago major</i>	Greater Plantain	flowering plant
<i>Poa annua</i>	Annual Meadow-grass	flowering plant
<i>Poa pratensis sens.lat.</i>	Smooth Meadow-grass	flowering plant
<i>Poa trivialis</i>	Rough Meadow-grass	flowering plant
<i>Poterium sanguisorba</i>	Salad Burnet	flowering plant
<i>Ranunculus acris</i>	Meadow Buttercup	flowering plant
<i>Ranunculus repens</i>	Creeping Buttercup	flowering plant
<i>Rhinanthus minor</i>	Yellow-rattle	flowering plant
<i>Rumex acetosa</i>	Common Sorrel	flowering plant
<i>Rumex crispus</i>	Curled Dock	flowering plant
<i>Stellaria graminea</i>	Lesser Stitchwort	flowering plant
<i>Tragopogon pratensis</i>	Goat's-beard	flowering plant
<i>Trifolium campestre</i>	Hop Trefoil	flowering plant
<i>Trifolium dubium</i>	Lesser Trefoil	flowering plant
<i>Trifolium pratense</i>	Red Clover	flowering plant
<i>Trifolium repens</i>	White Clover	flowering plant
<i>Trisetum flavescens</i>	Yellow Oat-grass	flowering plant
<i>Veronica chamaedrys</i>	Germander Speedwell	flowering plant
<i>Vicia cracca</i>	Tufted Vetch	flowering plant
<i>Vicia hirsuta</i>	Hairy Tare	flowering plant
<i>Vicia sativa</i>	Common Vetch	flowering plant



Taxon	Common name	Taxon group
Insects noted during survey	Clouded Yellow	insect - butterfly
<i>Colias croceus</i>		
<i>Maniola jurtina</i>	Meadow Brown	insect - butterfly
<i>Melanargia galathea</i>	Marbled White	insect - butterfly
<i>Pararge aegeria</i>	Speckled Wood	insect - butterfly
<i>Polyommatus icarus</i>	Common Blue	insect - butterfly
<i>Pyronia tithonus</i>	Gatekeeper	insect - butterfly
<i>Vanessa atalanta</i>	Red Admiral	insect - butterfly
<i>Bombus lapidarius</i>	Red-tailed Bumblebee	insect - hymenopteran
<i>Bombus pascuorum</i>	Common Carder Bee	insect - hymenopteran
<i>Bombus terrestris</i>	Buff-tailed Bumblebee	insect - hymenopteran
<i>Pyrausta despicata</i>	Straw-barred Pearl	insect - moth
<i>Zygaena filipendulae</i>	Six-spot Burnet	insect - moth
<i>Chorthippus brunneus</i>	Field Grasshopper	insect - orthopteran
<i>Chorthippus parallelus</i>	Meadow Grasshopper	insect - orthopteran
<i>Conocephalus fuscus</i>	Long-winged Cone-head	insect - orthopteran
<i>Dolycoris baccarum</i>	Hairy Shieldbug	insect - true bug (Hemiptera)
<i>Liocoris tripustulatus</i>	N/A	insect - true bug (Hemiptera)
<i>Nabis flavomarginatus</i>	Broad Damselbug	insect - true bug (Hemiptera)
<i>Ectophasia crassipennis</i>	N/A	insect - true fly (Diptera)

Appendix 2 – Location Map



Appendix 3 - Ground Preparation Guidance for Green Haying

N.B. not relevant to Field 1 which is the SSSI and does not need green haying.

Removing Vegetation

Before a field is applied with green hay (or any oversowing takes place), the grassland must be tightly mown and cuttings collected (i.e. take a hay-cut immediately prior to harrowing/spreading).

Harrowing

Harrow the ground using a power harrow before spreading onto a less species rich field (unless on good existing sward).

Harrowing aims to create areas of bare ground (the ideal being 50% bare ground of the whole area receiving treatment).

The presence of bare ground gives the seeds opportunity to germinate. Insufficient bare ground is one of the main reasons why green hay operations fail.

Note that where Basic Payment Scheme or agri-environment payments are received, Cross Compliance will be relevant. Although Cross Compliance states (under GAEC 4) that there must be minimum soil cover, it is worth noting that an 'agronomic reason for not providing soil cover' is stated as 'areas created for agri-environment schemes or greening schemes, or for wildlife or biodiversity'. As such there are no risks of breaking Cross Compliance rules in preparing sites for green haying / over sowing through harrowing.



Ideal ground preparation

Green Haying

The fields will be spread with green hay collected and baled from Field 1 (SSSI) and part of Field 2. The spreading must be done within a few hours of cutting/baling. The amount of coverage will depend on the hay bale harvest, so the areas treated may need rotating each year to achieve the recommended spreading rate.

Spreading the green hay bales:

Green hay bales need to be spread across the sites at a rate of between 5 and 8 large round bales per hectare, on all parts of the receptor fields that ground conditions allow. Bales are best spread using a bale chopper. Leave the hay spread on the ground for at least one week. An additional option, though not essential is to use a roller to ‘trample’ the seeds in.

The hay from the donor sites needs to be cut, baled and spread within a few hours. If there is a delay between baling and spreading the hay will heat up which negatively affects the seeds. (N.B. The cut hay can be left on the ground overnight before baling. Cutting should not happen more than 24 hours before baling, to prevent a loss of seed from the cut hay.)

Over-sowing

Over-sowing of species such as yellow rattle and eyebright in Fields 3-8 will help the process of improving these fields.

The seed should be spread using a quad-towed fertilizer spreader. Seed drills will not cope with the amount of chaff in the harvested seed.

Bracken bashing/rolling?

Roll the bracken areas annually to prevent the bracken from spreading. Currently it is starting to dominate certain areas of the grassland

Appendix 4 - Operation Guidelines

Buffer-zones

10 m buffer-zones should be maintained from the edge of any water course. No vehicle refuelling should take place within these buffer zones to prevent any accidental spills impacting on the watercourse. If other maintenance is required which may result in the spilling of fluids or lubricants, this must take place outside of the restoration compartment, in a location agreed by the landowner.

Wildlife

Ensure there are no impacts on any legally protected species. Check for nesting birds prior to any field operations during the bird nesting season (early March – early September). Do not carry out works if ground nesting birds are seen.

Access

Track off Billacombe Road, includes crossing a bridge over the old railway line. Ensure wight/use limits not breached. Assess potential other management access routes (via housing?) as works progress.

Health and safety

Any contractors are responsible for ensuring that their employees, agents and sub-contractors comply with all health and safety legislation and approved Codes of Practice of Plymouth City Council.

Appendix 5 - Management of donor field

Hay management (green hay)

- The donor field must be closed for hay each year from the end of Feb onwards, until early August. The ideal timing for the green hay operation will depend on weather conditions over the spring/summer. A good indicator to use would be to take the hay-cut once most of the greater bird's-foot trefoil has mostly finished flowering. This is likely to be between late July and late-August.
- The cut hay can be left on the ground overnight before baling. Cutting should not happen more than 24 hours before baling, to prevent a loss of seed from the cut hay.
- Baling should happen on the same day as spreading, to prevent seed from cooking within the bale. Baling must not happen the day before spreading or there will be a considerable loss of seed viability.

Field management (for future years once fields improved - seed harvesting)

- The donor field must be closed from the end of Feb onwards, until early August.
- Seed will be harvested using a quad-towed seed harvester. Two operations may be required to collect early and late-flowering plants.
- Seed will need drying and riddling to remove some of the chaff
- Once seed has been collected, the field can be grazed or a hay-cut taken, although quad tracks do cause some flattening of the crop.

Appendix 6 - Future Management of Receptor Fields

The receptor fields should be managed with an annual hay cut (cut and bale):

Long-term management

Aftermath grazing can be used. However, it may not be appropriate on a publicly accessible like this. In any case, DWT have found that managing the receptor fields as hay meadows for several years creates better results than a grazing only regime.

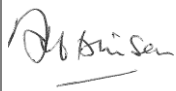
If grazing becomes feasible/desired, follow this guidance:

- After this initial phase of hay cutting (for several years following works), manage the sward of the grassland by grazing (preferably cattle) to achieve an average sward height throughout the growing season (May to September) of between 8cm and 30 cm.
- Grazing can start no earlier than 1st May and be no later than 30th September. Flexibility in timing of grazing and density of livestock is desirable and should be varied each year where possible. Generally speaking stock density should be between 0.5 – 1 livestock units per hectare if grazing continually during the five months between May and September.
- No artificial fertiliser or farmyard manure can be applied at any time.
- Supplementary feeding of forage / conserved grass brought to the site should not take place at any time. Mineral licks should not be used.
- Do not install new drainage or modify existing drainage systems.
- Ploughing, sub-surface cultivation and reseeding should not occur.
- Field operations and stocking must not damage the soil structure or cause heavy poaching; though small areas of bare ground up to approx. 5% of the field are acceptable. Take particular care when the land is waterlogged after a prolonged period of wet weather.
- Maintain stock proof fencing by making good any breaches and clearing scrub, bracken etc within 1m of fence line.

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EQUALITY IMPACT ASSESSMENT – BILLACOMBE MEADOWS COUNTY WILDLIFE SITE

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Jemma Sharman	Department and service:	Place, Strategic Planning and Infrastructure	Date of assessment:	01/11/2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Robinson	Signature:		Approval date:	30/11/2022
Overview:	Application of Billacombe Meadows to be designated a County Wildlife Site (CWS) to ensure the site reaches its biodiversity potential; develops as a resilient seed hub for Plymouth; and provides a high quality greenspace for the local community.				
Decision required:	Approval for Billacombe CWS designation application to be submitted.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	x
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	x
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	Yes		No	x
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	There is no negative impact to service users, communities or residents with protected characteristics, nor any PCC employees, the project is open to all, and enhanced site quality will contribute to the health and wellbeing of residents and communities across Plymouth.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>			

Disability	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).			
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>			
Marriage and civil partnership	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>			
Pregnancy and maternity	There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.			

	The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.			
Race	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>			
Religion or belief	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>			
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).			
Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).			

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	Improvements to site management will promote increased use and accessibility to the wider community.	Improvements to site management will promote increased use and accessibility to the wider community.	February-June 2023
Pay equality for women, and staff with disabilities in our workforce.	none		
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	Workforce will benefit from skills development and training provided through the externally funded Green Minds project partner, Devon Wildlife Trust working with PCC Street Services.	Workforce will benefit from skills development and training provided through the externally funded Green Minds project partner, Devon Wildlife Trust working with PCC Street Services	February-August 2023
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	None		
Plymouth is a city where people from different backgrounds get along well.	None		

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