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Date: 15 June 2012

Please ask for: Nicola Kirby, Senior Democratic Support Officer (Cabinet)
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CITY COUNCIL

Date: Monday 25 June 2012

Time: 2pm

Venue: COUNCIL HOUSE, PLYMOUTH (next to the Civic Centre)

Members:

Councillor Wright, Chair

Councillor Singh, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Browne, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Dr. Salter, John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins and Williams.

Members are invited to attend the above meeting to consider the items of business overleaf.

Members and officers are requested to sign the attendance list at the meeting.

Please note that unless the chair of the meeting agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used in meetings.

Bob Coomber
Interim Chief Executive

CITY COUNCIL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non attendance submitted by councillors.

2. MINUTES (Pages 1 - 16)

To approve and sign as a correct record the minutes of the ordinary meeting held on 16 April and the Annual Meeting held 18 May 2012.

3. DECLARATIONS OF INTEREST

Councillors will be asked to make declarations of interest in respect of items on this agenda.

4. APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC (Pages 17 - 18)

The Director for Corporate Services will submit a schedule of vacancies on committees, outside bodies etc and of changes to committees that have been made.

5. ANNOUNCEMENTS

- (a) To receive announcements from the Lord Mayor, Chief Executive, Director for Corporate Services or Assistant Director of Democracy and Governance;
- (b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

6. QUESTIONS BY THE PUBLIC

To receive questions from and provide answers to the public in relation to matters which, in the opinion of the Lord Mayor, are about something the Council is responsible for or something that directly affects people in the city, in accordance with Part B, paragraph 11 of the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Corporate Services Department, Plymouth City Council, Civic Centre, Plymouth, PL1 2AA, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five complete working days before the meeting.

TO DETERMINE RECOMMENDATIONS FROM CABINET, OVERVIEW AND SCRUTINY MANAGEMENT BOARD OR OTHER COMMITTEES

7. Medium Term Financial Strategy 2012 - 2016 (Pages 19 - 54)

Cabinet Member: Councillor Lowry

The City Council will be asked to consider the Cabinet recommendations. Minute 14 (of the Cabinet meeting held on 12 June 2012) and the report of the Corporate Management Team on the Council's Medium Term Financial Strategy will be submitted.

8. Local Development Framework: Submission of Derriford and Seaton Area Action Plan (Pages 55 - 168)

Cabinet Member: Councillor Vincent

The City Council will be asked to consider the Cabinet recommendations. Minute 6 (of the Cabinet meeting held on 12 June 2012) and the report of the Director for Place on the Local Development Framework: Derriford and Seaton Area Action Plan will be submitted.

9. Capital Investment Delivery for University Technical College (Pages 169 - 178)

Cabinet Member: Councillor Evans

The City Council will be asked to consider the Cabinet recommendations. Minute 12 (of the Cabinet meeting held on 12 June 2012) and the report of the Director for Place on the Capital Investment Delivery for University Technical College will be submitted.

10. Community Covenant (Pages 179 - 190)

Cabinet Member: Councillor Penberthy

The City Council will be asked to consider the Cabinet recommendations. Minute 7 (of the Cabinet meeting held on 12 June 2012) and the report of the Director for People on a Community Covenant will be submitted.

11. MOTIONS ON NOTICE

To consider motions from councillors in accordance with Part B, paragraph 14 of the Constitution.

12. POLICE AND CRIME PANEL (Pages 191 - 214)

The Director for People will submit a report recommending the council to agree to establish a Police and Crime Panel.

13. CONSTITUTIONAL CHANGES

The Assistant Director for Democracy and Governance will submit a report on the City Council Constitution changes.

- 13.1. Web casting and use of mobile phones and electronic communication devices **(Pages 215 - 220)**
- 13.2. Increasing opportunities for local suppliers **(Pages 221 - 222)**
- 13.3. Constitutional changes relating to Standards **(Pages 223 - 238)**
- 13.4. The Leader's Scheme of Delegation for Executive Functions **(Pages 239 - 256)**

14. QUESTIONS BY COUNCILLORS

Questions to the Leader, Cabinet Members and Committee Chairs covering aspects for their areas of responsibility or concern by councillors in accordance with Part B, paragraph 12 of the Constitution.

15. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, Council is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

City Council

Monday 16 April 2012

PRESENT:

The Lord Mayor, Councillor Brookshaw, in the Chair.

The Deputy Lord Mayor, Councillor Delbridge, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Berrow, Bowyer, Mrs Bowyer, Mrs Bragg, Browne, Casey, Churchill, Coker, Philippa Davey, Mrs Dolan, Evans, K Foster, Mrs Foster, Fry, Gordon, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Penberthy, Mrs Pengelly, Rennie, Reynolds, Ricketts, Dr. Salter, John Smith, Peter Smith, Stark, Stevens, Thompson, Tuffin, Tuohy, Vincent, Wheeler, Wiggins, Wildy, Williams and Wright.

Also in attendance: Barry Keel (Chief Executive), Tim Howes (Assistant Director for Democracy and Governance), Judith Shore (Democratic and Members Support Manager) and Nicola Kirby (Senior Democratic Support Officer (Cabinet)).

Apologies for absence: Councillors Bowie, Drean, Haydon and Singh.

The meeting started at 2 pm and finished at 4.25 pm.

Note: At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

120. MINUTES

Agreed that the minutes of the Extraordinary General Meeting of the City Council and the Ordinary Meeting of the City Council held on 27 February 2012 are confirmed as a correct record.

121. DECLARATIONS OF INTEREST

The following declarations of interest were made in accordance with the code of conduct in relation to items under consideration at this meeting -

Councillor	Minute	Reason	Interest
Councillor Thompson	Minute 129 - Housing Plan 2012-17	Director of Plymouth Community Homes	Personal
Councillor Williams	Minute 129 - Housing Plan 2012-17	Director of Plymouth Community Homes	Personal

122. **APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

The report of the Director for Corporate Services was submitted on current vacancies on committees, outside bodies etc.

Agreed that –

- (1) the vacancies arising from the resignation of former Councillor Lock from the City Council, are deferred to the next Municipal Year;
- (2) the following changes notified to the Assistant Director for Democracy and Governance are noted -

Committee, Outside Body etc	Membership
Licensing Committee	Councillor Mrs Foster to fill the vacancy
Overview and Scrutiny Management Board	Councillor Mrs Beer to fill the vacancy
Planning Committee	Councillor Churchill to fill the vacancy
Support Services Overview and Scrutiny Panel	Councillor Mrs Beer to fill the vacancy
Brock Trust	Councillor Browne has replaced Joan Watkins

ANNOUNCEMENTS

123. **Vaisakhi - Sikh Festival**

The Lord Mayor advised councillors that Sikhs all over the world would be celebrating Vaisakhi in April. Vaisakhi was the birth of the Khalsa in 1699 and also the harvest.

The Sikh community was very visible and established in the UK but in Plymouth there were less than 100 people. As the most visible and most prominent Sikh in Plymouth, Councillor Singh became the first Sikh councillor and was recently nominated as the Deputy Lord Mayor designate for 2012/13.

He had received an invitation for a reception to 10 Downing Street with the Prime Minister, David Cameron, for Vaisakhi together with other Sikhs who had made contributions in and around the United Kingdom. Councillor Singh was currently travelling to London and would be representing the Sikh community together with the wider community and people of Plymouth, at this auspicious occasion.

The Lord Mayor, on behalf of the Council congratulated Councillor Singh on his achievement.

124. **Barry Keel Chief Executive**

The Lord Mayor reported that Barry Keel (Chief Executive) would be leaving the City Council at the end of May, after seven year's service.

Barry had joined the Council when it was in a great deal of difficulty and he had been instrumental in transforming the Council's performance, with the quality of many of the Council's services now being recognised regionally and nationally.

The Audit Commission's final assessment of the Council was that it was 'performing well' and in 2010 the authority won the 'Best Achieving Council of the Year'.

The Council had recently had an 'excellent' rating from Ofsted for services for children and young people and the Council's fostering and adoption services had been rated as 'outstanding'.

A few of the major changes that happened under Barry's leadership were –

- the transfer of the Council's housing stock to Plymouth Community Homes;
- helping to secure the future of Plymouth Argyle;
- hosting the America's World Cup Series 2011;
- the opening of the Life Centre.

The Lord Mayor thanked Barry on behalf of the Council, its staff and its members for everything he had done which had made a huge difference to the Council and to Plymouth, with the lasting improvements that had been delivered with him at the helm. He wished him the very best for the future and success and happiness in his future endeavours.

125. **Retiring Councillors: Councillors Mrs Bragg, Delbridge, Reynolds and Wildy**

As this was the last meeting of the City Council before the local elections, the Lord Mayor thanked those councillors not standing for re-election as follows.

Councillor Wildy was elected to the City Council in May 2003 and represented the Devonport Ward as a Labour Party Member. She was currently Chair of the Children and Young People Overview and Scrutiny Panel and a former Vice Chair of the Safer and Stronger Communities Overview and Scrutiny Panel, Chair of the Planning Committee and Vice Chair of the Lifelong Learning Overview and Scrutiny Panel.

Councillor Mrs Bragg was elected to the City Council in May 2008 for a second term of office (previously being elected to the Council from 2000 to 2003) and represented the St Budeaux Ward as a Conservative Party Member.

Councillor Delbridge, Deputy Lord Mayor, was elected to the City Council in May 2008 and currently represented the Moorview Ward as a Conservative Party Member. He was currently Vice Chair of the Taxi Licensing Committee and a former Vice Chair of the

Licensing Committee and Co-Chair of the Tamar Bridge and Torpoint Ferry Joint Committee.

Councillor Reynolds was elected to the City Council in May 2008 and represented the Stoke Ward as a Conservative Party Member. He was currently the Chair of the Taxi Licensing Committee and a former Co-Chair of the Mount Edgumbe Joint Committee.

The Lord Mayor on behalf of the City Council, thanked the councillors for their service and wished them every success for the future.

The councillors responded as follows –

Councillor Wildy expressed her thanks to all the people who had helped her and also referred to her services to the Theatre Royal as Chair of Theatre Royal Management Board. In particular she thanked everyone in the Planning department, Councillor Mrs Nelder who had mentored her when she was first elected, Councillors Stevens and Coker who were her ward colleagues, Carole Burgoyne for her support when she was in the Shadow Cabinet, Democratic Support, particularly Amelia Boulter for her fantastic support, her Vice Chair and the people in Devonport.

Councillor Mrs Bragg thanked her colleagues, in particular Councillors Wheeler, Bowie, Evans, Gordon and Mrs Aspinall. She also thanked Councillors Mrs Pengelly, Fry, Ball, Monahan, James, Nicholson, Foster, Mrs Foster and Dr Mahony.

Councillor Delbridge thanked councillors for electing him as Deputy Lord Mayor. He had had a wonderful year and had received respect from everyone.

Councillor Reynolds expressed his thanks to everyone and referred to his absence whilst on tour of duty in Afghanistan. He said that outside of the council chamber, councillors get on well and hoped that this camaraderie could be brought into the council chamber in the future. He thanked his party for their support and also the people of Stoke. He acknowledged that officers worked hard and long hours and if the Council wished to strive for future, 21st century strategies were required.

126. **Armed Forces Agreement**

Councillor Jordan (Cabinet Member for Community Services (Safer and Stronger Communities and Leisure, Culture and Sport) reported that an interim armed forces agreement was signed last month and that a full agreement would be signed on Armed Forces Day.

127. **QUESTIONS BY THE PUBLIC**

One question had been received from a member of the public in relation to matters which in the opinion of the Lord Mayor, was relevant to the business of the meeting, in accordance with paragraph 10 of the Constitution.

Question No	Question By	Relevant Cabinet Member	Subject
10 (11/12)	Mr F Sharpe	Councillor Fry, Cabinet Member for Planning, Strategic Housing and Economic Development.	Consultation with residents on Plymstock Swimming Pool
Please could it be disclosed at the April full Council Meeting how many requests had been made over the last month prior to the meeting for consultation regarding a Plymstock Swimming Pool Site and why the Council are so reluctant to consult Plymstock Residents.			
<p>Response:</p> <p>At the 20th June 2011 City Council meeting Mr Sharpe received a reply regarding a swimming pool in the Plymstock area being provided by the developer as part of the Sherford development. At the 25th July 2011 City Council meeting Mr Sharpe received a reply regarding a petition in connection with the Plymstock Swimming pool. At the 15th November Cabinet Mr Sharpe received a reply regarding the relationship between the Plymstock Quarry and Sherford developments in connection with a swimming pool in Plymstock. At the City Council meeting held on 30th January 2012 a request was made by Mr Sharpe that a presentation be given to residents of Elburton and Plymstock before the Sherford development was reported to Planning Committee. On 13th February 2012 the Leader attended a meeting of the Elburton and District Residents Association and gave a presentation on the latest Sherford plans including reference to the provision of a swimming pool. On the 8th March Planning Committee considered all the representations made on the planning application and resolved to grant planning permission. Residents have therefore been consulted at various stages of the Sherford development over a number of years and any representations made on the development (and specifically in relation to the proposed swimming pool) have been taken into account as part of that process.</p>			

In the absence of the questioner, the question and response were circulated and a written response would be sent to Mr Sharpe.

RECOMMENDATIONS REFERRED FROM CABINET AND THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD

128. **Lord Mayoralty 2012/13**

Councillor Mrs Pengelly (Chair of the Lord Mayor Selection Committee) presented the Committee's nomination of Councillor Wright as Lord Mayor for the ensuing year. (Lord Mayor Selection Committee minute 3 referred).

The nomination was seconded by Councillor Evans.

Agreed the nomination of Councillor Wright for Lord Mayor during 2012/13.

Councillor Wright thanked the councillors for their kind words and said that it was a great honour. He was proud to accept the nomination and promised to do his best for the city and people of Plymouth.

129. **Housing Plan 2012-17**

Councillor Fry (Cabinet Member for Planning, Strategic Housing and Economic Development) presented the Housing Plan 2012 – 17 for adoption. (Cabinet minute 145 referred). He paid tribute to Stuart Palmer (Assistant Director for Homes and Communities) and his team for their work in producing this document.

The proposal was seconded by Councillor Thompson.

Councillor Lowry moved the following amendment which was seconded by Councillor Evans

-

‘Recommendation I

After the word 'agree' in second line, add words 'a clear timeline and identification of available resources, and'

Following a debate, the amendment was put to the vote and declared lost.

The main motion was debated further and following a vote, it was,

agreed to adopt the Housing Plan 2012 -17 with delegation to the Assistant Director for Homes and Communities to agree a final layout with the portfolio holder prior to publication.

130. **Treasury Management Strategy Statement and Annual Investment Strategy 2012/13 Update**

The Lord Mayor proposed, Councillor Ball seconded, and it was agreed that as the recommendations of the Audit Committee and Cabinet on the Treasury Management Strategy Statement and the Annual Investment Strategy 2012/13 update were the same, the recommendations would be taken together. (Audit Committee minute 56 and Cabinet minute 147 referred).

Councillor Bowyer (Cabinet Member for Finance, Property and People) presented the proposals and moved the recommendations. Councillor Dr Mahony (Chair of the Audit Committee) seconded the proposal.

Agreed –

- (1) to remove the short-term rating requirement from the criteria required for the inclusion of organisations on the Council's list of proposed counterparties for new investment in 2012-13;
- (2) the organisations and counterparty limits as set out in Appendix A to the written report of the Director for Corporate Services.

131. **Establishment of Shadow Health and Wellbeing Board**

Councillor Monahan (Cabinet Member for Adult Health and Social Care) presented the Cabinet recommendations on the establishment of a Shadow Health and Wellbeing Board (Cabinet minute 151 referred).

The proposal was seconded by Councillor Mrs Bowyer.

Agreed –

- (1) to establish a Shadow Health and Wellbeing Board from May 2012;
- (2) the membership of the Shadow Health and Wellbeing Board outlined in the draft terms of reference, as set out in the written report of the Director for People.

132. **Capital Programme Approvals**

Councillor Bowyer (Cabinet Member for Finance, Property and People) presented the proposals recommended by Cabinet for capital programme approval (Cabinet minutes 146 and 149 referred).

The proposals were seconded by Councillor Ball.

Councillor Lowry moved and Councillor Evans seconded the following amendment –

Recommendations 1 and 3.

Add an additional sentence to read 'The Cabinet is requested within three months, to agree business cases which identify the specific benefits to be realised from these significant investments'.

Councillor Bowyer indicated that he was prepared to accept the amendment and following a debate, the amendment was put to the vote and declared carried.

The main motion as amended was put to the vote and it was agreed to -

- (1) approve the new capital approval of £3.0m to design and implement modernised ways of working to enable delivery of customer service improvements and financial benefits. The Cabinet is requested within

three months, to agree business cases which identify the specific benefits to be realised from these significant investments;

- (2) amend the capital programme to include specific allocations for Waves III and IV of £2.657m as set out in Section I of this report, these can be contained within the existing overall approved capital programme;
- (3) amend the capital programme to use the allocations for condition works, of £3 million as set out in Section I of this report. This will not increase the capital programme but will use the current Condition budgets already approved in the programme. The Cabinet is requested within three months, to agree business cases which identify the specific benefits to be realised from these significant investments.

133. **Demerger of the College of Medicine and Dentistry**

The Chief Executive presented his report on the demerger of the Peninsula College of Medicine and Dentistry. The minutes of the Adult Health and Social Care Overview and Scrutiny Panel together with the briefing paper submitted to the overview and scrutiny panel, were also submitted.

The Council were advised that -

- (a) consultation with key stakeholders, including the Council, had been insufficient and very late;
- (b) as a result, the Adult Health and Social Care Overview and Scrutiny Panel had asked the parties concerned to attend a meeting and explain the situation;
- (c) the medical school was successful with a satisfaction rate from students putting it in the top four;
- (d) if the college split, the long term viability of two separate schools of medicine would not be certain;
- (e) the school was crucial to the city as it was a growing sector with important links to the Tamar Science Park;
- (f) the recommendations to the City Council would enable action to be taken during the election period.

Councillor Mrs Bowyer (Chair of the Health and Adult Social Care Overview and Scrutiny Panel) outlined the concerns of the overview and scrutiny panel following its meeting on 4 April 2012 and moved the recommendations contained in the written report.

The recommendations were seconded by Councillor Dr Mahony.

Following a debate where all speakers endorsed the proposals, Councillor Mrs Pengelly (Leader) indicated that every force possible would be used to try and prevent the demerger. She congratulated the overview and scrutiny panel and the staff for their work and referred in particular to the challenging questions asked by all sides. She thanked Giles Perritt (Head of Performance, Policy and Partnerships) and Ross Jago (Democratic Support Officer) for their hard work and commented that the panel had been well organised.

Councillor Mrs Bowyer added that she had also received representations against the demerger from the students.

Agreed that Council –

- (1) supports the decision of the Health and Adult Social Care Overview and Scrutiny Panel as follows -
'to recommend to the University of Exeter and Plymouth University that –
 - there is an immediate pause in the process of demerging the Peninsula College of Medicine and Dentistry;
 - a 12 week consultation exercise is undertaken, in line with the Government's published code of practice for consultation;
 - an options appraisal detailing alternatives to the demerging of PCMD is made available during the consultation period;
 - no further action is taken until the outcomes of the consultation process are known. '
- (2) in the event that recommendations are not actioned, delegate authority to the Head of Paid Service in consultation with the Leader and Leader of the opposition to refer the matter to the Secretary of State for Health and the Secretary of State for Business, Innovation and Skills for review.

134. **MOTIONS ON NOTICE**

There were no motions on notice.

135. **PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES 2012/13**

Councillor Mrs Pengelly (Leader) presented the programme of ordinary meetings of the Council and committees 2012/13 for approval.

The proposal was seconded by Councillor Fry.

Councillor Stevens indicated that if control of the City Council changed after the election in May 2012, the programme would be reviewed to ensure that the times of meetings were user friendly.

Agreed the programme of ordinary meetings for 2012/13.

136. **QUESTIONS BY COUNCILLORS**

In accordance with Part B, paragraph 12 of the Constitution, the following questions were asked of the Leader, Cabinet Members and Committee Chairs covering aspects for their areas of responsibility -

	From	To	Subject
1	Councillor Casey	Councillor Michael Leaves	A charge of £20 was made for the collection of three large items (free to those on benefits). Why was a three piece suite charged as four items?
	Councillor Michael Leaves asked for details of the particular case and undertook to check the charge.		
2	Councillor Wheeler	Councillor Mrs Pengelly	Recent reports had appeared in the Times and Private Eye concerning the Incinerator discussing monitoring and the approach taken in the USA. Are you proud that the decision condemned residents to a shorter life?
	Councillor Mrs Pengelly indicated that she had not seen reports. She was proud that the waste issue had been resolved. Reports varied. There was one report from Sweden where more incinerators were being built.		
3	Councillor Berrow	Councillor Mrs Pengelly	Can an update on rent paid by Plymouth Argyle be provided?
	Councillor Mrs Pengelly reported that it had been paid up to date at the weekend when the question was asked previously. She would provide the actual figures to him the following day.		
4	Councillor Casey	Councillor Michael Leaves / Councillor Jordan	A torn union flag had been replaced. Please could an apology be provided for its disposal in a dust bin rather than in accordance with the usual procedures.
	Councillor Michael Leaves reported that it was not part of his responsibilities. Councillor Jordan responded that the flag was worn out and was not replaced as quickly as it should have been. He undertook to check with the officers and hoped that it had been dealt with properly.		
5	Councillor Wheeler	Councillor Bowyer	On 4 April 2012, the Herald published an article on the battle for Plymouth. Councillor Bowyer was quoted as saying that the energy for waste site was in the middle of the dockyard and 240m from the closest building. Other buildings were only 60m away. Had he forgotten that or was he simply lying?

	Councillor Bowyer responded that if the siting of the plant was acceptable to planning, it was acceptable to him.		

137. **THANKS**

As this was the last ordinary meeting of the City Council of the current municipal year, the Lord Mayor thanked councillors for their support and indicated that it had been a privilege to chair the City Council.

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Annual Meeting of the City Council

Friday 18 May 2012

PRESENT:

The Lord Mayor, Mr Brookshaw, in the Chair.

The Deputy Lord Mayor, Mr Delbridge, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Browne, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Dr. Salter, Singh (Deputy Lord Mayor subsequently) , John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins, Williams and Wright (Lord Mayor subsequently).

Apologies for absence: Councillors Martin Leaves, Michael Leaves and Sam Leaves

The meeting started at 10.30 am and finished at 11.30 am.

Note: At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

1. **TO ELECT THE LORD MAYOR AND DEPUTY LORD MAYOR FOR THE PERIOD UP TO THE NEXT ANNUAL MEETING**

Agreed that Councillor Michael Wright is elected Lord Mayor and Councillor Chaz Singh is elected Deputy Lord Mayor of the city for the ensuing year.

2. **VOTE OF THANKS TO THE RETIRING LORD MAYOR AND DEPUTY LORD MAYOR**

Agreed that –

- (1) the Council accords to Mr Peter Brookshaw the sincere thanks of the Citizens of Plymouth for the invaluable services he has rendered to the City as Lord Mayor since May 2011, and for the able manner in which he has presided over the deliberations of the Council during that period;
- (2) the Council also expresses its indebtedness to Mr Edward Delbridge for his diligent and efficient discharge of the duties of Deputy Lord Mayor, and to Mrs Brenda Brookshaw as the Lady Mayoress, and Councillor Mrs Lynda Bowyer as the Deputy Lady Mayoress, who have supported them during their year of office.

3. **TO ELECT THE LEADER**

Agreed that Councillor Evans is elected Leader of the City Council.

4. **TO NOTE THE MEMBERSHIP OF CABINET**

The Council received the report of the Council Leader (Councillor Evans) which advised that the Cabinet would comprise the following Members –

Portfolio	Member
Deputy Leader	Councillor Peter Smith
Public Health and Adult Social Care	Councillor Sue McDonald
Finance	Councillor Mark Lowry
Children and Young People	Councillor Nicky Williams
Environment	Councillor Brian Vincent
Cooperatives and Community Development	Councillor Chris Penberthy
Transport	Councillor Mark Coker

Agreed that the membership of Cabinet is noted.

5. **TO AGREE COMMITTEES AND THEIR MEMBERS AND APPOINT CHAIRS AND VICE CHAIRS**

A schedule of the nominations to committees, joint committees, panels etc was submitted.

Agreed that –

- (1) approval is given to the appointments to committees, joint committees, panels etc and their chairs and vice chairs for the transaction of the business of the Council until the next Annual Meeting as set out in the list circulated;
- (2) three Conservative group appointments to the Lord Mayor Selection Committee and five Labour group nominated substitutes for the Overview and Scrutiny Management Board are deferred;
- (3) the vice chair of the Overview and Scrutiny Management Board will be appointed at the first meeting of the board.

6. **TO NOMINATE OR APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

A schedule of the nominations to outside bodies was submitted.

Agreed that –

- (1) approval is given to the appointments and nominations of councillors and others as representatives on outside bodies as indicated;

- (2) the following vacancies are deferred –
- Ballard Trust – one Conservative group representative
 - Devon and Severn Inshore Fisheries and Conservation Authority – one councillor and one substitute
 - Plymouth City Centre Company – one officer
 - South West Grid for Learning – one officer

7. **DESIGNATION OF HEAD OF PAID SERVICE**

The Chief Executive submitted a written report on a proposal to appoint an interim Chief Executive pending an appointment to the role on a permanent basis. The report also considered the delegation of the statutory roles relating to electoral registration, elections and referenda.

Agreed -

- (1) the appointment of Bob Coomber as interim Chief Executive with effect from 24 May 2012, pending an appointment to the role on a permanent basis through the recruitment and selection process which is already underway;
- (2) to delegate to the Director for Corporate Services authority to agree the terms for the engagement of the interim Chief Executive in consultation with the Council Leader;
- (3) that the interim Chief Executive is designated as the head of paid service in accordance with the Local Government and Housing Act 1989 for the duration of the interim arrangement;
- (4) to appoint the Monitoring Officer as the electoral registration officer and returning officer under the Representation of the People Act 1983.

8. **RETIREMENT OF BARRY KEEL, CHIEF EXECUTIVE**

The Lord Mayor paid tribute to Barry Keel who was leaving the Council today after seven years as Chief Executive. The Lord Mayor expressed regret that at his departure and also thanked his wife, Angela, for all the time that Mr Keel had spent supporting the Council out of hours.

On behalf of the Council, the Lord Mayor thanked Mr Keel for his services to Plymouth and wished both him and his wife well for the future.

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CITY COUNCIL

25 June 2012

**APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.**

Report of the Director for Corporate Support.

In accordance with minute 5 of the Cabinet meeting held on 12 June 2012, the City Council is asked to note the following change to appointments to outside bodies –

	Panel	Change of Membership
1.	Plymouth Waterfront Partnership Board	Councillor Smith replaced Councillor Evans

The City Council is asked to note that, the following change of Committee membership has been notified to the Monitoring Officer -

	Committee	Change of Membership
2.	Customers and Communities Overview and Scrutiny Panel	Councillor Ball replaced Councillor Wiggins
3.	Growth and Prosperity Overview and Scrutiny Panel	Councillor Wiggins replaced Councillor Ball

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CITY COUNCIL

25 June 2012

**CABINET MINUTE 14 OF 12 JUNE 2012****MEDIUM TERM FINANCIAL STRATEGY 2012 - 2016**

The Corporate Management Team submitted a report on the Council's Medium Term Financial Strategy for the financial years 2012/13 to 2015/16.

Councillor Lowry, Cabinet Member for Finance presented the report and informed members that –

- (a) the report made a number of financial assumptions as not all government funding had been announced. Once exact government funding had been established this report may need to be resubmitted to a future Cabinet meeting;
- (b) the council's revenue forecast showed a significant funding shortfall which could be further impacted on by changes in government legislation and welfare reform initiatives;
- (c) the Capital Programme had a total of over £117m available for future capital opportunities and this fund could be further increased through the council utilising its assets in a more productive and smarter fashion.

Councillor Evans, Leader commented that the council needed to re-start all member and MP briefings to enable discussions to take place on issues that effect local government such as annual budgeting in unitary authorities.

Agreed that Cabinet –

- (1) note the resource and spend forecast based on existing Council commitments;
- (2) review spending priorities in the light of the new Corporate Plan;
- (3) develop a revised strategic plan over the next six months to address the projected shortfall in 2013-15 and taking into account the priorities of the new administration.

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

CITY OF PLYMOUTH

Subject: Medium Term Financial Strategy 2012-2016
Committee: Cabinet
Date: 12 June 2012
Cabinet Member: Councillor Lowry
CMT Member: CMT
Author: David Northey, Head of Finance
Contact: Tel: 01752 304942
e-mail: david.northey@plymouth.gov.uk
Ref: djn06/12
Key Decision: No
Part: I

Executive Summary:

This report covers the Council's Medium Term Financial Strategy (MTFS) for the financial years 2012/13 to 2015/16. Our last MTFS was approved by Cabinet in June 2011. We have updated our assumptions and strategy having completed both our 2011/12 outturn position and our detailed review and preparation of the 2012/13 Revenue and Capital Budget.

It is important that we continually review this document, and update when more information becomes available. For example, at this stage we are still unaware of our central government funding for next year 2013/14. We have to improve our approach to aligning revenue and capital spend to areas of highest and most strategic importance for our local communities and the people of Plymouth.

The MTFS is closely linked to, and compliments, all of the Council's core documents as contained within our budgetary framework.

With the new legislation around Welfare Reform, NNDR reform, reducing capital grant funding, and the lack of clarity around revenue funding for 2013/14 and beyond, it is imperative that the new administration takes the lead on more robust lobbying of central government. We must also consolidate our relationship with SIGOMA as a way into central government forums.

Following the new political administration taking control in May 2012 we will be flexing our resource allocations over the coming weeks and months to meet revised priorities whilst operating within our current resource constraints. The key driver for this will be the revised Corporate Plan to be presented to Council in July 2012.

Corporate Plan 2012-2015:

The Medium Term Financial Strategy (MTFS) is a core document that enables the Council to deliver against its priorities as detailed in the Corporate Plan 2012-15.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

The MTFS is the core document, underpinning our financial plans.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

The reducing revenue and capital resources across the public sector has been identified as a key risk within our Strategic Risk register.

Recommendations & Reasons for recommended action:

That Cabinet:-

1. Note the resource and spend forecast based on existing Council commitments
 2. Review spending priorities in the light of the new Corporate Plan
 3. Develop a revised strategic plan over the next six months to address the projected shortfall in 2013-15 and taking into account the priorities of the new administration
-

Alternative options considered and reasons for recommended action:

Actions are recommended in response to specific variances in either performance and / or finances identified throughout the report.

Background papers:

- Sustainable Community Strategy
 - 2012 Plymouth City Council Corporate Plan
 - 2012/13 Revenue & Capital Budget papers published December 2011 to February 2012
 - Joint Performance and Finance Outturn Report – June 2012
-

Sign off:

Fin	MC121 3.001	Leg	1482 0/D VS	HR	MG	Corp Prop	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member M Coe											

Medium Term Financial Strategy 2012 to 2016

Plymouth City Council
June 2012

Medium Term Financial Strategy 2012-16

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 - Revenue spend and income assumptions
 - Significant Reserves and Provisions
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 7. Efficiencies and Value for Money
 8. Our Financial Governance Arrangements
- Appendix A
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1. Our Summary financial objectives:

- (a) Medium term financial forecasts will be monitored and managed regularly by Corporate Management Team and Cabinet. Future years' revenue funding gaps will be addressed on an on-going basis.
- (b) Council Tax to remain in line with government guidelines with a tax 'freeze' in place for 2012/13;
- (c) Retain a revenue working balance of at least 5% of net revenue budget at the end of each financial year;
- (d) Where practical, (depending on grant conditions), to 'pool' grant funding with all other revenue resources and allocate based on corporate priorities as per the council's corporate plan and partnership's Sustainable Community Strategy;
- (e) Spending departments may carry forward up to 50% of end of year revenue underspend, (subject to overall year end position and approval by CMT), as long as such underspend is declared and reported from September monitoring onwards. Use of carry forwards must link directly to priorities;
- (f) Departments may be required to carry forward any end of year overspend, as directed by CMT, and make good this spend over future financial years;
- (g) To formally review the purpose and adequacy of specific reserves and provisions on an annual basis and to regularly monitor and report on key variations against such reserves through finance and performance reports;
- (h) To continue to drive Value for Money (VFM) throughout the council by undertaking robust benchmarking and encouraging departments to set VFM targets based on high spending and/or poorly performing services;
- (i) Maximise opportunities for generating efficiencies through effective commissioning and joined up spending with key partners;
- (j) To maintain or improve income collection rates and to minimise the amount of debt written off by the council.

How we will measure our progress:

- (k) Maximise delivery of the Council's budgeted capital programme for 2012/13 and continue to monitor and report on outcomes achieved through capital investment;
- (l) Generate the £11.4m of capital receipts required to deliver the capital programme by March 2013; and a further £5.2m for the following year to March 2014..
- (m) Deliver a year on year net revenue budget outturn within a tolerance of up to 2% underspend and maximum of 1% overspend;
- (n) Aim to achieve the required year end balances for specific reserves and provisions to meet the costs of known future financial commitments;
- (o) Reduce costs whilst maintaining or improving service quality to achieve the departmental targets as set within the 2012/13 revenue budget
- (p) Aim to achieve 2012/13 in year income collection targets of:
 - Council Tax 96.8%
 - NNDR 97.5%
 - Commercial Rents 96.5%
 - General debtors 98.5%
 - Trade Waste 100.0%
- (q) Work towards the following Treasury Management principles and targets under our revised (February 2012) strategy:
 - Continue to maintain the current overall investment portfolio at a level commensurate with our overall Treasury Management Strategy and prevailing market conditions.
 - Achieve a return on new investments in the 2012/13 year of 0.8%
 - Maintain an overall level of council borrowing of under £275m throughout the financial year;

2. Introduction

This summary Medium Term Financial Strategy, (MTFS), covers the period 2012-16. It sets out the financial implications arising from the Council's on-going provision of services for the people of Plymouth, within the context of the priorities for the city set out in the Corporate Plan 2012. It identifies the likely costs and pressures that the council will face and matches these against the anticipated resource allocation over the period.

The strategy has three principal components, covering revenue expenditure on day-to-day services; capital expenditure on assets and other investments; Treasury Management, covering our debt and investment portfolios.

The national Government is addressing the deficit in the public finances by reducing levels of public expenditure. The Comprehensive Spending Review (CSR) published in October 2010 showed national headlines of a real terms reduction of 28% in local authority budgets over the next four years. The fall in grant is more than 7% a year, although a straight year-on-year comparison is difficult because the Government have included a number of specific grants within the formula grant, and excluded others previously included. We have responded to this challenge by continuing to adopt a medium-term approach to our resource planning; our resource assumptions are regularly updated as new information becomes available, and the impact of decisions on the council can be assessed.

With effect from the 11/12 financial year, the Council adopted a sharper focus on a fewer number of priorities to continue to drive improvement. The evidence based 'Plymouth Report' led to the adoption of four city and council priorities.

The MTFS is a core document that enables the council to deliver against its four priorities, as detailed in the Corporate Plan 2012-15.

This document should not be read in isolation. It needs to be read in conjunction with the Council's 2012/13 Revenue and Capital Budget reports. This strategy supplements the figures noted in the budget for the current financial year 2012/13 and looks ahead and models the financial resources and spending plans for the next three years 2013/14 – 2015/16.

The Strategy outlines the council's governance arrangements for effective financial management, and objectives for retaining adequate reserves.

The future of Local Government funding is still uncertain with more detail required. Despite the CSR covering four years, the settlement only confirmed our grant funding with certainty for two years, 2011/12 and 2012/13. We knew there would be significant spending reductions in the coming years; beyond the next two years we still have uncertainty. This MTFS presents a financial context regarding the scale of this challenge. The council is developing a transformational change programme in response to the financial challenges ahead in order to proactively bridge the funding gap whilst maintaining and improving the services that we provide to our customers.

This Strategy covers:

General Fund – expenditure and income relating to the day to day delivery of our core services and functions. For 2012/13 this equates to £558.7m spend and £354.9m income, leaving a net revenue requirement of £203.8m.

The Government funding for 2012/13 has remained in line with the revised arrangements in the previous year, which saw the Area Based Grant (ABG) reduced and elements of it absorbed into the Formula Grant. There were also a number of previously ring-fenced, specific grants which were un-ring-fenced. In recognition of the council tax freeze for 2011/12, the government reimbursed with a council tax freeze grant equivalent to a 2.5% increase on the 2010/11 basic amount of council tax multiplied by our Council Tax Base for 2011-12. This grant has continued for 2012/13, but has been subsumed into our Formula Grant. This has the effect of offsetting the reduction in our overall Formula Grant for 2012/13.

Also, in recognition of the council tax freeze for the second year, the Government has reimbursed Plymouth City Council with a one-off council tax freeze grant. Again, this is equivalent to a 2.5% increase, working from the 2011/12 basic amount of council tax multiplied by our Council Tax Base for 2012-13. As this is funding for one year only, we have tried as far as possible to allocate this funding to one-off in year spending requirements.

Capital – The council has reviewed and updated its medium term capital programme considering the current economic climate, accounting for future risks around government capital allocations and achievability of capital receipts. We still have an ambitious and significant investment programme in physical assets and local infrastructure. Targeted capital investment will help contribute towards achieving corporate priorities and/or generate on-going revenue savings. Our planned capital spend for the next two years up to the end of March 2014 is £87m, with a further £31m currently included in the programme for the following two years. The City Council's Capital programme, like the revenue budget, is being affected by the economic climate, resource constraints and changing grant allocations. In this challenging environment we remain ambitious, but will exercise continuing caution when considering new investment opportunities. We remain committed to only adding new projects once the source funding has been recognised.

Treasury Management – The Treasury Management Strategy sets out Plymouth City Council's approach to the management of its debt and investments, within the framework summarised in the Treasury Management Policy. Both reports were approved by Full Council in February 2012. In the current global economic climate, this strategy has taken on an added significance, as we balance investment returns against risk.

3. The Corporate Planning Framework 2012-15

The Plymouth 2020 local strategic partnership has a shared vision of making Plymouth “One of Europe’s finest, most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone” by 2020.

Figure 1: Corporate Vision



Partners have their own visions and strategies that ultimately aim to deliver that shared vision for the city. Plymouth City Council’s vision is to deliver excellent local services to Plymouth residents.

Our shared priorities for the city

The priorities below were identified for both the council and the partnership following publication of the Plymouth Report, which for the first time brought together needs analyses and capacity data from across the city as a basis for priority setting.

Deliver growth - Promote Plymouth as a thriving growth centre by creating the conditions for investment in quality new homes, jobs and infrastructure

Raise aspirations - Promote Plymouth and encourage people to aim higher and take pride in the city

Reduce inequality - Reduce the inequality gap, particularly in health, between communities

Provide value for communities - Work together to maximise resources to benefit customers and make internal efficiencies

Reporting to the Corporate Management Team, Cabinet and Scrutiny will continue to combine progress against priorities with key performance indicator information, revenue budget forecasts and capital programme updates.

4. Our General Fund Revenue Budget

Revenue Resources available

The Comprehensive Spending Review (CSR) 2010 allowed the council to plan, with reasonably certainty, the revenue resources available up to, and including, the 2012-13 financial year. Indications are that, due to the level of national debt, future settlements will continue to be extremely challenging for local government resulting in significantly reduced funding.

We liaise closely with our Unitary Treasurer colleagues and DCLG contacts to ensure our modelling assumptions are in line with their assumptions. This also ensures we are aware of the latest bulletins and initiatives. The assumptions used to model our available resources for 2011/12 and 2012/13 therefore reflect what is known:-

- 2011/12 and 2012/13 Formula Grant as confirmed
- 2011/12 and 2012/13 Council Tax frozen at 2010/11 level
- 2013/14 and 2014/15 there is still no clarity, however for the financial model there is an expectation of a further reduction in funding in 2013/14 and a modest increase in 2014/15.
- 2014/15 assumes a further modest increase in total funding

The Council has taken advantage of the Government's offer of a 2012/13 Council Tax Freeze Grant, which is receivable in 2012/13 only. The Council Tax Freeze Grant received by the Council for 2011/12 has now become part of our Formula Grant funding which ensures it will be received annually. It also means it may be subject to any future funding reductions.

The impact of such a permutation is as follows:

Figure 2: Revenue Resources Forecast

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Total Resources available	203.8	200.9	203.3	205.8

Although this model reflects a modest increase with effect from 2014/15, it also shows that from the 2012/13 base of £203.8m, we are still £0.5m short in 2014/15 with resources estimated at £203.3m. Two years and we have not moved forward. This £0.5m shortfall equates to approximately a 0.5% Council Tax increase. Set against this modest increase in resources, this report will detail the significant increases in service costs and demand.

Treatment of Specific Grant Funding

Dedicated Schools Grant – The largest specific grant that the Council receives is the Dedicated Schools Grant (DSG). In excess of £123m, the funding is spent either directly by Schools, (Primary, Secondary and Special), through their formula allocations, or by the authority on their behalf. The Schools Forum, (a representative group of Head Teachers and relevant

stakeholders), are consulted on the local authorities formula distribution and the amounts administered centrally. Any over or under spends on the DSG are carried forward to the following financial year with a neutral impact on the council's general fund Future funding is still under review and full details are awaited.

Pupil Premium – In addition to DSG the Council also receives additional schools funding through the Pupil Premium. This allocates additional funding to schools that have pupils who are eligible for free school meals, are looked after by the City Council or have parents who are currently serving in the armed forces.

Early Intervention Grant (EIG) – The amount of specific, but un-ring fenced grant funding for EIG increased from 2011/12 to 2012/13. The Council made a decision to allocate the full grant available to the area indicated by Government. It is not yet known what our allocation will be for 2013/14 and future years. However, CMT agreed that this funding must be reviewed along with all other un-ring fenced grant monies; it is not a given that the full amounts will be allocated in full in future.

New Homes Bonus (NHB) – As with EIG, the amount of specific, but un-ring fenced grant funding for NHB increased in 2012/13. The Council made a decision to allocate the full grant available to the area indicated by Government. It is not yet known what our allocation will be for 2013/14 and future years. However, CMT agreed that this funding must be reviewed along with all other un-ring fenced grant monies; it is not a given that the full amounts will be allocated in full in future.

Other un-ring fenced grants – Where practical, (depending on grant conditions), the Council aims to 'pool' all non- ring fenced grant funding received with all other revenue resources. Total resources are allocated based on corporate prioritisation linked to the council's corporate plan and partnership's Sustainable Community Strategy.

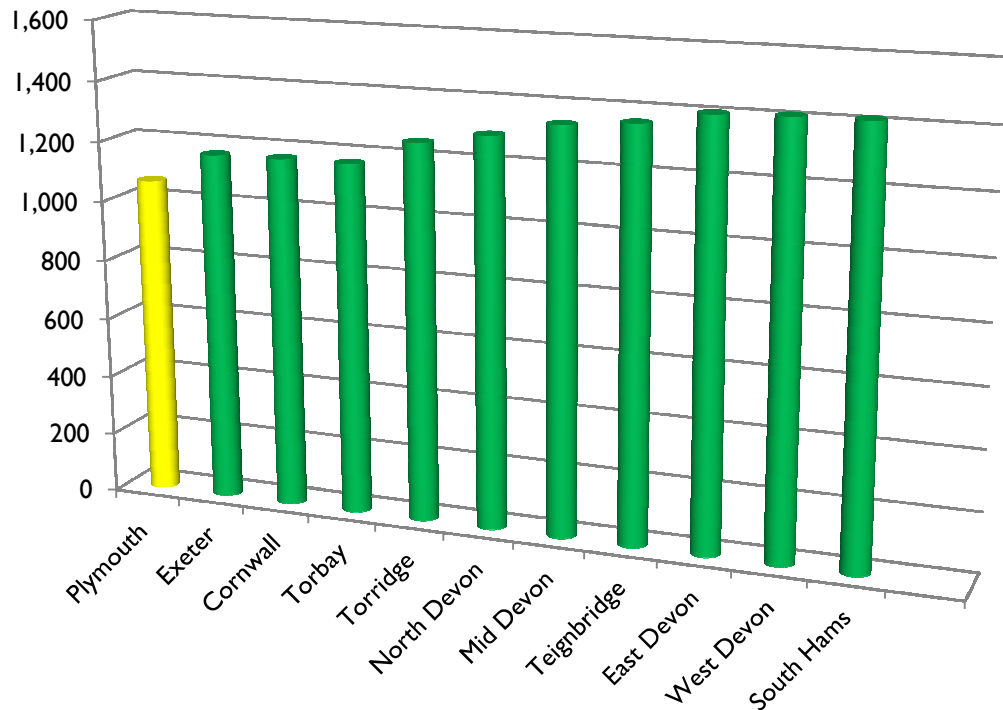
The finance department have developed a grant register to ensure we capture all grant funding receipts, and also ensure the appropriate receiving department are aware of the value and timing of receipts. Finance also work closely with departments to evaluate grant bid, ensuring there are no hidden costs or match-funding requirements.

Council Tax

The Council Tax levied by Plymouth City Council for 2012/13 has again been frozen at the 2010/11 level. This retains Plymouth City Council as the lowest average council tax across Devon and the wider South West.

We have frozen the council tax despite a number of specific revenue pressures on our budgets, including increased costs in adult social care regarding the growing number of elderly people in the area, and the increased costs of waste disposal. The economy is also placing pressure on revenue and capital budgets through falling income collection rates and reduced ability to generate capital receipts.

Figure 3: 2012/13 Devon Average Council Tax



The City Council is committed to ensure that Council Tax levels, and any increases, are maintained at as low a level as possible whilst not compromising the ability to deliver the required services to the people of Plymouth.

Not included in our resources figures, but included in our net spending plans for 2012/13, is the newly created Council Tax Grant. This is a specific one-off grant issued by the government to compensate those Local Authorities which implemented a Council tax freeze. The government is yet to announce its intentions around this funding for 2013/14 and beyond. We have therefore had to assume this is a one-off receipt and allocated what are seen as one-off costs during 2012/13. This is to protect our services going forward. If we had allocated to on-going running costs, there would have been an immediate £2.4m funding gap from 2013/14 onwards.

There is a desire to maintain the status of being at, or towards, the lowest average council tax in the region.

NHS Funding to Support Social Care

During 2011/12, the Council received a Section 256 transfer from the NHS, which was included in the Adult Social Care portfolio budget. We will also receive, and have included in our budget, a further S256 transfer for 2012/13. Again, this has been included within the ASC budget. There is uncertainty about the transfer of resources and responsibilities in the medium term. When firm allocations are announced, spending will be restricted to match the level of available resources.

Section 106 Agreements

Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement.

These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.

Plymouth City Council's capital programme can be supplemented by resources generated from new development. At the moment this is primarily through Section 106 developer agreements, but in the future there is the opportunity to widen this through the use of the Community Infrastructure Levy (CIL).

We will work closely with developers to ensure we secure the best outcomes for our residents.

Budget Pressures and Medium Term Financial Forecast

The Council set its revenue budget for 2012/13 at the Council meeting 27 February 2012. Council Directorates have, for some time, identified known and anticipated expenditure pressures on a rolling three year basis. These pressures have been reported within the quarterly performance and finance reports presented to Cabinet and Scrutiny throughout 2011/12.

For the 2012/13 budget, we have allocated revenue funding to match spending requirements. This has been achieved in part because it is a "stand still" budget. Directorates have not had their resources increased to cover items such as general inflation, utility inflation, increased adult and children placements. Directorates will have to fund these increases from existing resources, effectively increasing their already stretching savings plan targets.

For future years, we have identified a number of high risk, and high cost, issues that will have a significant impact on future year's revenue budgets:

Pensions

The Council has just started year two of its three year review of its pension fund assets and liabilities. Our actuaries have confirmed that our current employer superannuation contribution rate can remain at 19.4%. There is a strong risk that the next valuation could identify a significant funding gap on the Pension fund and require a higher employer contribution rate. The planned reductions in the workforce, together with outsourcing of services and transfers to Academies, mean it is likely extra funding will be required in the coming years. Also, the Coalition Government is still studying the recommendations following a fundamental review of public sector pensions carried out during 2010. At the time of this report, despite recommendations, we do not know the impact of any possible funding changes. We have set

aside £1m into a Pension Reserve to cover any potential shortfall in contributions during the current three year valuation period. Indications are that this will be required during 2012/13 and 2013/14. Hence the additional pressure being forecast from 2014/15 onwards, estimated at an additional premium of 1% or £0.8m per annum.

Waste disposal costs

Waste disposal costs are rising in every council across the country. Significant progress has been made in developing the long term waste solution for the city and a waste to energy plant is being developed through the Devon Waste Partnership, with Torbay and Devon County Councils. The Waste PFI project's procurement phase was successfully concluded in March 2011, with the plant due to come on line in 2013/14. In previous years, we have set up a Waste Reserve of £2.4m to fund the resource gaps. During 2011/12 we have drawn down our first tranche of £0.8m; the 2012/13 budget also assumes a further drawdown of £0.8m. This will leave the reserve balance at £0.8m and this is assumed to be required for drawdown to balance the 2013/14 waste disposal costs. The new waste solution is on track to go live during 2015/16 with an assumption that we will be able to balance our costs and resources in this year. However, that still leaves a gap in resource for 2014/15 and hence the inclusion of additional spending requirement of £0.8m for 2014/15.

Utilities inflation

The assumption built into the 2012/13 budget is that utility costs will be offset from the savings generated due to the Corporate Accommodation Strategy. As we reduce our building footprint, we also reduce our utility costs. From 2013/14 onwards, we have assumed that these accommodation changes are in place and such savings are exhausted. This plan therefore assumes extra resources required from 2013/14 onwards, at a modest 5% per annum.

Adult Social Care inflation

The assumption in the 2012/13 budget is that the department will self - manage any impacts of inflation on the costs of the service. This approach is not sustainable long term. From 2013/14 an allowance for 2% inflation per annum has been included.

Adult Social Care Demographics

The impact on adult social care budgets of the increasing number of younger adults with complex personal care needs combined with increasing life expectancy of both younger adults and the elderly population is recognised throughout the country. Plymouth has a higher than average elderly population and, as such, is anticipating significant cost pressures in the medium to long term.

As with inflation, no allowance has been built into the 2012/13 budget. With our ageing population we need to be aware that costs will need to rise. We have therefore assumed an allowance of an extra £1m per annum from

2013/14, or an increase of 1.5%. However, there is still a strong risk that this allocation will be insufficient to meet with actual demand.

Children's Services Placements inflation

The assumption in the 2012/13 budget is that the department will self - manage any impacts of inflation on the costs of the service. This approach is not sustainable long term. From 2013/14 an allowance for 2% inflation per annum has been included.

Children in Care

As with inflation, no allowance has been built into the 2012/13 budget to allow for an increase in the number of looked-after children. We need to be aware that costs are likely to rise. We have therefore assumed an increase of around 7%, allowance of an extra £0.750m per annum from 2013/14.

Pay Award

For both 2011/12 and 2012/13, council employee salaries have been frozen across all levels of staff. The Council will continue to follow national pay settlements however the assumption in this report is for a 2% increase per annum from 2013/14 onwards.

Carbon Reduction Commitment (CRC)

Commencing for the financial year 2011/12, the Government has introduced a new Carbon Reduction Commitment Levy. For 2011/12 this amounted to a total charge of £0.400m including schools and academies. After recharging the Council's net cost was £0.240m and was funded from Corporate Items Contingency. For the 2012/13 budget we have allocated an additional £0.240m from one-off funding. We need to now increase our funding allocation for 2013/14 and beyond and are assuming a charge of £0.3m. We are working with Salix on a number of projects to reduce our carbon footprint. This is necessary for our green credentials but will also benefit us with reduced base costs. In schools for instance we have implemented a plan of boiler replacements. In the Council we are replacing aging lighting in public buildings such as the Guildhall with energy efficient lighting solutions.

Reduced income through economic downturn

We continue to strive to improve our income collection rates in all major areas including Council Tax, NNDR and sundry debtors. Challenging income targets have been set for 2012/13 however there is a risk that the economic climate could continue to impact on our ability to be able to achieve these targets.

Reduced return from Council investments

For 2012/13 we have again assumed a rate of 0.8% return on all new investments made. With the Bank of England base rate currently standing at 0.5% (as at May 2012), this target is challenging and represents a risk. It must also be put into the context of the problems within the European economy and

the knock on effect of reducing confidence in all banking institutions making it more difficult to spread our investments to gain the best return. The safest option for our overnight call money is the Government backed DMO where the rate of return is only 0.25%.

Housing Stock Transfer (residual costs)

The council transferred its housing stock to Plymouth Community Homes (PCH) in November 2009. Although this will bring, much needed, major investment in improving living standards for many Plymouth residents, there is a residual cost of the transfer that has to be born by the council. Any future capital monies derived through either 'right to buy' receipts or the 'VAT shelter', are available to assist in addressing these revenue pressures.

Summary of revenue pressures and future years' budget gap

The 2012/13 budget built on the process of departmental budget delivery plans, together with cross-cutting delivery plans.

In support of these plans and reduced funding, the Corporate Management Team is working with the Cabinet to develop a change programme that fundamentally challenges the organisation's culture, structure and approach to service delivery. This change programme, and newly formed Change Management Office within the Corporate Services Directorate will continue to progress these plans and ensure we focus on the "Big Ticket" transformation plans. Progress will be reported on throughout 2012/13.

The Corporate Management team are also working with the Cabinet to challenge all of the underlying assumptions used in the spending plans.

As a starting point, we have allocated provisional figures to each pressure area to better understand the challenge that is facing the council in future years. This can be seen as **Appendix A**, and summarised as follows:

Figure 4: Revenue Forecast –resources vs spending plans (1)

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Total Resources available	203.8	200.9	203.3	205.8
Forecast Spending Plans	203.8	201.8	208.9	213.6
Forecasted Funding Shortfall	0.0	0.9	5.6	7.8

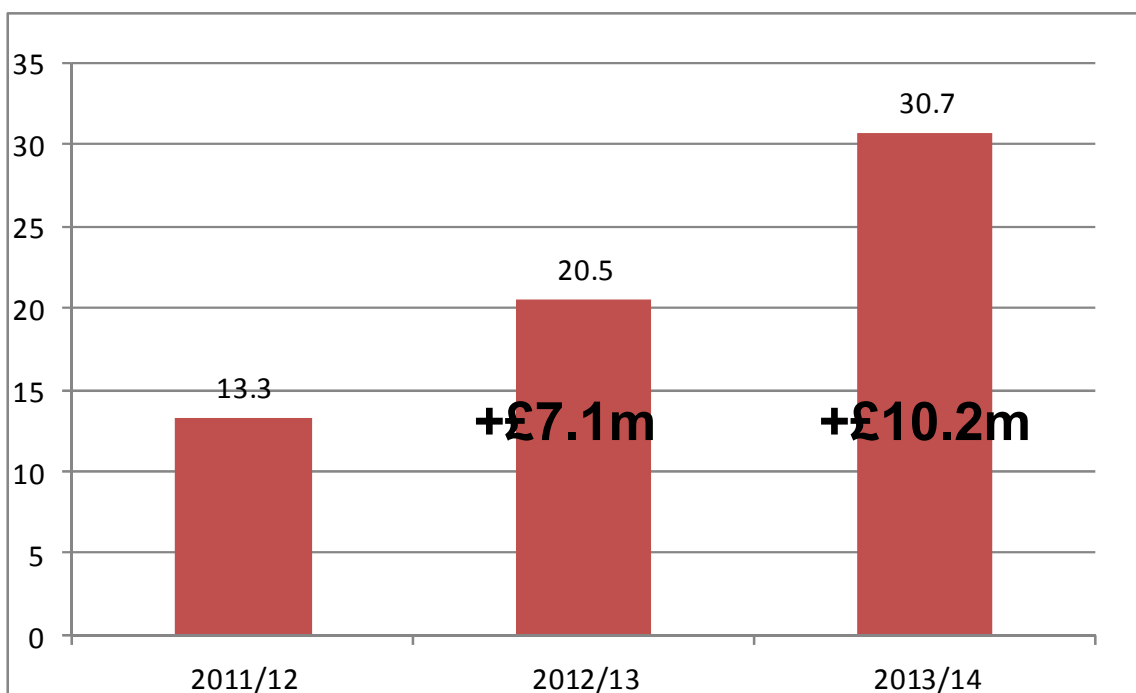
In summary, a possible scenario of reduced revenue resources combined with a revised approach on current spend plans could still result in a revenue funding gap of £0.9m in 2013/14 rising to £7.8m in 2015/16.

It must not be overlooked that the spending plans for 2013/14 and future years assume that the £30m of budget delivery savings plans have been achieved in full.

Revenue Delivery Plans

As part of the 2011/12 budget setting, and covering the periods 2011/12 to 2013/14 Directors, Assistant Directors and Cabinet signed up to Revenue Delivery Plans, resulting from eleven cross cutting budget delivery items. These plans detail the key actions that will have to be put in place in order to deliver a balanced budget

Figure 5: Budget Savings Plans



Governance

1. Department budgets will remain with ultimate responsibility and accountability resting with Directors and their DMTs, with overview provided by CMT.
2. Departmental Management Teams (and/or Improvement Boards) will maintain an overview of progress against their 3 year departmental budgets using the existing, risk rated 'Delivery Plan' process.

Delivery Plans will promote accountability and ownership of the budget whilst focussing senior manager and member attention on the key strategic issues and risks. They will continue to be monitored throughout 2012/13 as part of standard performance and finance reporting.

Figure 5 above shows the scale of the Budget Saving (Delivery) Plans required to be achieved in each financial year to deliver a balanced budget.

Period	Budget Delivery Plans	Net Expenditure
2011/12	£ 13.3m	£ 208.2m
2012/13	£ 7.1m	£ 203.8m
2013/14	£ 10.2m	£ 200.9m

We must not underestimate the scale of the challenge presented by these savings plans. We have risks around some of the major plans including the Corporate Accommodation Strategy, and the delays around our exit from the Civic building; outsourcing plans including blue collar workers; procurement savings and new ways of working which need to be embedded into the Council's culture.

If we then factor into our thinking the possible impact of reduced funding from the Government's Welfare Reform initiative, together with funding reductions from the NNDR reform, affecting our resources by £2.5m and £12m respectively per annum, the figures are as follows:

Figure 6: Revenue Forecast –resources vs spending plans (2)

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Resources available as above	203.8	200.9	203.3	205.8
Council Tax Benefit Reform *		(2.5)	(2.5)	(2.5)
NNDR Reform **		(12.0)	(12.0)	(12.0)
Adjusted Resources	203.8	186.4	188.8	191.3
Forecast Spending Plans	203.8	201.8	208.9	213.6
Forecasted Funding Shortfall	0.0	15.4	20.1	22.3

Council Tax Benefit Reform * Plymouth City Council presently spends circa £25m each year on Council Tax Benefits. During 2012/13, the Council will be preparing to replace council tax benefit which is due to be abolished with effect from 31 March 2013 as part of the welfare Reform Act. This will be subject to further reports to Cabinet; an anticipated 10% reduction in grant would equate to over £2.5m in funding. Dependent on the policy adopted by the Council, this may require further amendments to the MTFS.

NNDR Reform ** The Government began a review of local government finance in March 2011. Phase one involved a review of how the local retention of business rates can be achieved. The new system will be introduced from 1 April 2013. The Government acknowledges that some local authorities generate more business rates than they would need to spend annually and also some will generate less. Therefore the Government is intending to "top up" authorities that generate less business rates than they require annually to meet their spending requirements. Plymouth City Council is currently a net gainer from the central allocation of NNDR. Under Government proposals, designed to encourage local business expansion, we would have to retain the

local NNDR we collect, and lose the “top up” which presently amounts to approximately £12m per annum. However, it is prudent that the Council continues to make resource assumptions based on the current system of resource distribution in the medium term until further details are announced.

It must be emphasised that this is very much the “worst case” scenario. However, the underlying message is there is a funding gap on the horizon, and even in 2012/13 we have to achieve over £7m (£10m for 2013/14) of delivery plans to balance the budget.

Income Collection

In-year collection targets have been set for Council Tax, Business Rates, Commercial Rent, and Sundry Debt Income, which includes our Trade Waste Income.. The Council’s major sources of income will continue to be monitored and reported on a regular basis, and will continue to be included in our quarterly Joint Performance and Finance Reports..

In 2012/13 we have continued to increase our collection rates in all of our core income streams other than NNDR. However, due to the difficult economic conditions, we have fallen slightly short of the ambitious targets that we set.

For future years, we continue to set year on year improvement targets to generate as much ‘in year’ income as possible. Robust action plans are being delivered to ensure that future year targets are achieved.

Figure 7: Income Collection Targets

Type of debt	Actual % 11/12	Target % 12/13	Target % 13/14	Target % 14/15	Target % 15/16
Council Tax	96.3%	96.8%	97.0%	97.0%	97.0%
NNDR	96.2%	97.5%	97.5%	97.5%	97.5%
Commercial Rents	96.4%	96.5%	96.5%	96.5%	96.5%
Sundry Debt	98.5%	98.5%	98.5%	98.5%	98.5%
Trade Waste	100.0%	100.0%	100.0%	100.0%	100.0%

Council Tax and Non-Domestic Rates

For Council Tax collections, we have continued to make significant progress, improving from collecting 92.5% in year for 2007/08, rising to 95.20% for 2009/10 and a further increase to 96.1% for 2010/11. For 2011/12 we achieved a collection rate of 96.3% We will continue to explore further options to maximise the level of income collected and are confident we can achieve our new target of 96.8% rising again to 97.0%.

Our collection of Non-Domestic Rates (NNDR) remains a challenge due to the general economic pressures affecting the local economy and businesses. In this context 96.2% is an excellent collection rate. We are working closely with our local business colleagues to offer assistance if required and have a Hardship Fund in place to give short term relief where required.

Sundry Debt

Despite the current difficult economic climate, we surpassed our 11/12 target of 95.0%, achieving a record setting 98.5%. We have therefore revised our targets in the medium term to 98.5% to ensure we maintain this excellent result. Our new 3 year targets will enable us to compare very favourably against the Unitary average.

Trade Waste

We continue to set future years' targets at 100% as this reflects our new initiative of charging customers in advance of collections. If they default on payment, then the service is not provided.

Revenue Spend and Income Assumptions

In forecasting our future year expenditure commitments, a number of assumptions are made on increased costs such as inflation, income levels, grants, superannuation etc. The key assumptions made within our medium term forecast are as follows:

Figure 8: Key spending / inflation assumptions

Description	2012/13	2013/14	2014/5	2015/16	Sensitivity
Pay (excluding lower paid)	0.0%	2.0%	2.0%	2.0%	+/- 0.50% = £0.500m
Superannuation increased employer contribution	0.0%	0.0%	1.0%	1.0%	+/- 1.0% = £0.800m
Utility inflation– increases off set by accommodation changes until 2013/14	0.0%	5.0%	5.0%	5.0%	+/- 5.0% = £0.149m
Income – fees and charges	Determined by individual departments				+/- 0.50% = £0.182m
Return on council investments	1.0%	1.0%	2.5%	2.5%	+/- 0.50% = £0.181m
Social Care Commissioning	0.0%	2.0%	2.0%	2.0%	+/- 0.50% = £0.349m
Supporting people	0.0%	2.0%	2.0%	2.0%	+/- 0.50% = £0.041m
Children's services placements	0.0%	2.0%	2.0%	2.0%	+/- 0.50% = £0.032m
Total Sensitivity / Risk re: changes to the above Expenditure assumptions:				+/-	£1.596m

Resources					Sensitivity
Council Tax					+/- 0.50% = £0.475m
Formula grant variation					+/- 0.50% = £0.530m
Council Tax total collected	98.5%	98.5%	98.5%	98.5%	+/- 0.10% = £0.100m
Total Sensitivity / Risk re: changes to the above Resource assumptions:				+/-	
				£1.105m	

Significant Reserves and Provisions

The council has created a number of specific reserves and provisions in order to plan in advance for known and anticipated future revenue costs. We will regularly review the appropriateness and use of these reserves throughout each financial year. Where relevant, recommendations for changes will be reported to Cabinet on an on-going basis. As a minimum, **all** specific reserves will be reviewed on an annual basis in March as part of the end of year accounting closedown arrangements.

A brief description of the purpose of each of our significant specific reserves and provisions is as follows:

Waste Management Reserve

The cost of disposing the City's waste is rising sharply each year. Since closing our landfill site, Chelson Meadow, (due to it being full), we have entered into a contractual arrangement to dispose our waste in Cornwall for the immediate future. Longer term, we have entered into a Private Finance Initiative, (PFI), with Devon County and Torbay Councils to build a new 'waste into energy' plant. We have been putting aside regular contributions to meet the anticipated increased cost of waste disposal. At the start of 2011/12 the reserve stood at £2.4m. However to balance the 2011/12 outturn we had to draw down £0.8m; the 2012/13 budget anticipates a further draw down of £0.8m. This leaves an estimated balance at the end of 2012/13 of just £0.8m, enough to fund a further year's resource gap.

Invest to Save

Following a full review by CMT, funds not used from earmarked reserves were transferred to a new Invest to Save reserve scheme. The 2011/12 balance has been allocated to projects. The fund will continue to be topped as part of future reviews of reserves and Departments will be able to "bid" for funding from this reserve by providing a robust financial model showing a return on their investment.

Redundancy Costs

To achieve the balanced revenue budget for 2011/12, and future year budgets, a number of revenue budget delivery plans will result in reduced staffing. The council will continue to work towards minimising redundancies where possible and practical to do so. However, bearing in mind the likely future local government finance settlements, it is prudent to maintain a redundancy reserve.

Capital Financing Reserve

A capital financing reserve has been established to fund risks around future achievement of our five year capital programme. Since the economic downturn, pressure has intensified on capital budgets through not being able to generate the required level of capital receipts. The primary purpose of this reserve is to meet the revenue costs associated with having to take out short term borrowing to match the cash flow gap of when capital spend is required linked to when actual receipts are anticipated.

Accommodation Reserve - preparing for new Civic Centre

The council's existing Civic Centre is not 'fit for purpose'. It is expensive to maintain and, in the long term, is not structurally secure. Funding has been set aside to progress with alternative office accommodation whilst meeting the costs of essential, unplanned maintenance of the Civic Centre. This is detailed within our accommodation strategy and forms part of the council's strategic asset management plan.

Insurance Fund Reserve

A provision that has been set up to meet the cost of anticipated future insurance claims based on existing known liabilities and estimated future liabilities. It enables the council to reduce its payments to external insurance providers by transferring some of the risks of small claims to the authority.

Figure 9 represents what we are planning will be in these reserves and provisions at the end of each of the next four financial years:

Figure 9: Targeted significant reserves and provisions

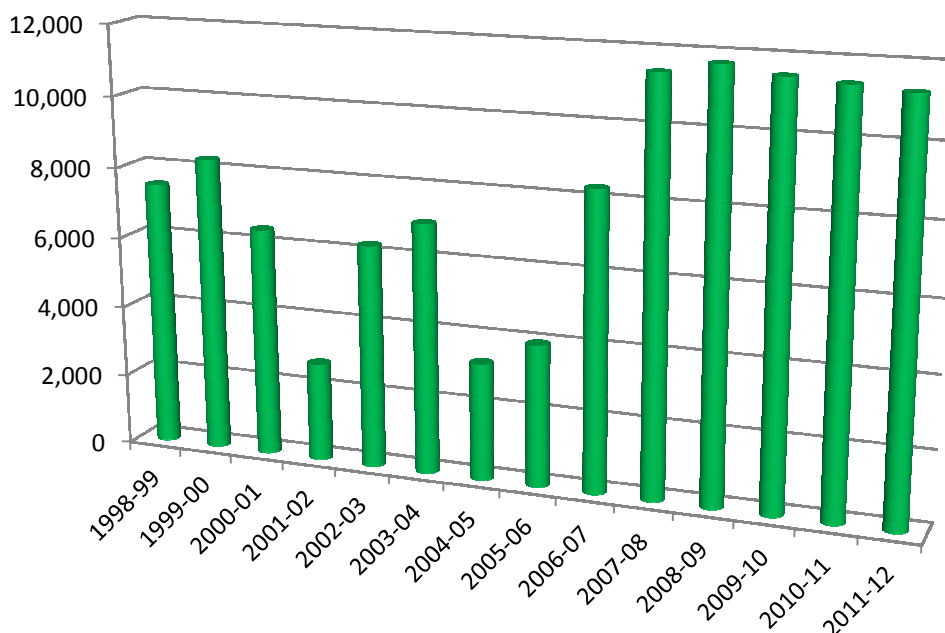
	Actual for 31 Mar '12 £m	Target for 31 Mar '13 £m	Target for 31 Mar '14 £m	Target for 31 Mar '15 £m	Target for 31 Mar '16 £m
Waste Management Reserve	1.6	0.8	0.0	0.0	0.0
Redundancy Costs	2.6	1.6	0.0	0.0	0.0
Capital Financing Reserve	0.9	0.7	0.5	0.0	0.0
Accommodation provision - Civic Centre	1.3	0.9	0.4	0.0	0.0
Insurance – General Fund Reserve	1.1	1.0	1.0	1.0	1.0
Invest to Save	1.3	0.5	0.5	0.5	0.5

Working Balance

The Council's 'Working Balance' is the revenue reserve that is put aside to cover any significant business risks that might arise outside of the set budget. This reserve has significantly improved over recent years and, as at March 2011, stood at £11.4 million. As at March 2012 it now stands at £11.3m. This equates to approximately 5.5% of net revenue budget for the year which is in line with the average for Unitary Councils. We continue with our policy of maintaining adequate reserves giving consideration to the significant constraints that will be placed on public sector spending for the foreseeable future.

The Council's reserves should be adequate to cover potential risks. Plymouth has significantly improved the approach to risk management over recent years. Our strategic and operational risk registers are comprehensive and are regularly reported to, discussed and challenged by senior officers and members.

Figure 10: Working Balance Levels



5. Our Capital Programme

Our financial strategy for capital has been to fully utilise the supported capital borrowing allocation available to us in tandem with maximising the availability of grant and third party payments.

We maintain the principle that capital schemes are only approved into the programme where specific funding has been clearly identified and supported by business cases. Thereby, the capital investment programme, at any set point in time, will evidence 100% funding allocation against approved schemes. Capital investment is prioritised to ensure that outcomes are maximised against the council’s Priorities.

The council continues to challenge the affordability of its four year capital programme for the period 2012/13 to 2015/16. There remains significant volatility around future capital grant funding and income generation through capital receipts. The criterion that the council applies in prioritising the programme is detailed in **Appendix B**.

The revised programme for the period 2012/13 to 2015/16 of **£118m** was approved by Cabinet in June 2012, which excludes the 2011/12 figures which were part of the last published MTFS.

Figure 11A: Four Year Capital Programme

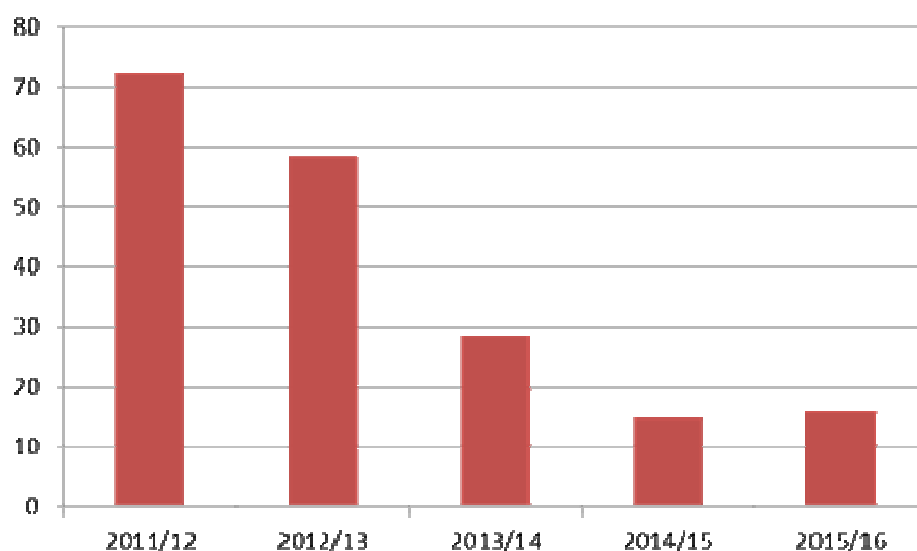
	2011/12 £000s	2012/13 £000s	2013/14 £000s	2014/15 £000s	2015/16 £000s	Total £000s
Total	72,472	58,379	28,493	14,940	16,032	117,844

Figure 11B: Four Year Capital Programme Funding

	2011/12 £000s	2012/13 £000s	2013/14 £000s	2014/15 £000s	2015/16 £000s	Total £000s
Capital Receipts	18,526	11,420	5,152	0	0	16,572
Unsupported Borrowing	17,617	7,649	750	750	500	9,649
Supported Borrowing	217	107	0	0	0	107
Grants	27,656	35,705	22,293	12,603	12,432	83,033
Contributions	2,321	846	50	0	0	896
S106	1,898	1,163	50	1,250	3,100	5,563
Revenue	2,096	134	21	0	0	155
Funds	2,141	1,355	177	337	0	1,869
Total	72,472	58,379	28,493	14,940	16,032	117,844

(2011/12 excluded from the totals and shown for comparison purposes only)

We remain committed to a significant capital investment programme despite the current economic climate. The Council, engaging with partners in major regeneration of the City, will not only contribute towards delivering improvement priorities, but will also help to sustain much needed work opportunities in the local area (for example, the construction industry).

Figure 11C: Four Year Capital Programme £m

Capital Receipts

We will regularly review the assets that we own to ensure that they are fit for purpose and optimise the use of capital receipts, where deemed beneficial, in order to support our overall capital investment programme. However, our ability to generate capital receipts has been severely impacted in recent months due to rapidly falling land and property prices.

In reviewing the capital programme as part of 2012/13 budget setting we have continued to significantly reduce our reliance on capital receipt funding to £16.6m over the four year period. This funding is based on a schedule of specific assets, with current estimated valuations and proposed timing for disposals. Our view is that we will only dispose of very few assets over the next two years; for future programmes we will have to work on the assumption that market conditions will improve.

Capital receipt generation will be kept under constant review by the Capital Delivery Board as part of regular monitoring. Any variations to the forecasted position will be reported to Corporate Management Team and Cabinet at the earliest possible opportunity.

6. Our Approach to Treasury Management

The council's approach to Treasury Management has been significantly revised due to the current global economic climate and impact on the banking sector. Inevitably, our approach to Treasury Management activity is now much more risk adverse and entails only investing with a very small number of financial institutions with the highest possible credit rating backed by added security.

The council's published Treasury Management Strategy details our borrowing limits and specifies approved institutes for investment, (with maximum limits), based on credit ratings and other pertinent factors. We maintain regular engagement with our Treasury Management advisors, ArlingClose, and constantly seek their advice on our strategic direction and key operational decisions.

With significantly lower interest rates from investments, we have adopted an approach of proactively reducing our overall borrowing and investment portfolio and associated revenue costs. Throughout 2011/12 we have reduced our investments by over £100m, making a corresponding reduction in council borrowing of over £80m.

Borrowing Limits

The Council is required to set out its annual Borrowing and Investment Strategy recognising its implications on the Council's revenue budget.

It is a statutory duty under the Local Government Act 2003 for the council to determine and keep under review how much it can afford to borrow. The Council must have regard to the Prudential Code when setting its Authorised Borrowing Limit, which essentially requires it to ensure that total capital

investment remains within sustainable limits and, in particular, that the impact upon its future Council Tax and Council rent levels is 'acceptable'.

The Council approved its revised Treasury Management and Investment Strategy in February 2012. In this Strategy with have approved the following borrowing limits:

The Authorised Borrowing limits

- 2012/13 = £275m
- 2013/14 = £251m
- 2014/15 = £243m

The Operational Boundary limit

- 2012/13 = £245m
- 2013/14 = £235m
- 2014/15 = £228m

Treasury Management Targets

Our Treasury Management Board maintains weekly meetings making strategic decisions on managing risk whilst optimising our investment rate of return and minimising our borrowing costs.

In terms of our strategy moving forward, we will aim to maintain a modest investment and borrowing portfolio throughout this period of financial uncertainty.

Despite low interest rates, the council will still require to undertake a number of investments in each financial year which is linked to the timing of core income being received and payments being made. The Treasury Management Board has set itself clear targets for financial returns for new investments which have been built into the MTFs. Targets have also been set for, not only reducing our financial level of borrowing, but also the average rate of interest that we pay for our remaining borrowing portfolio.

Figure 12: Targets for Investment & borrowing Percentage Rates

Financial year	Rate of return for new investments	Average borrowing as @ 31 March
2012/13	0.8%	4.5%
2013/14	0.8%	4.5%
2015/16	0.8%	4.5%

Minimum Revenue Provision (MRP) Policy

The Council is required to make a revenue charge each year to provide for the repayment of loans taken out to finance capitalised expenditure.

Government's Capital Financing Regulations places the duty for an authority each year to make an amount of Minimum Revenue Provision which it considers to be "prudent". The prudent provision is to ensure that debt is repaid over a period reasonably in line with that over which the capital expenditure provides benefits.

Under the regulations, the authority is required before the start of each financial year to prepare a statement of its policy on making MRP and submit it to the Full Council. The approved policy for 2012/13 is as follows:

Supported Borrowing

For borrowing supported by Revenue Support Grant the Council will continue to use the current method of 4% of the adjusted capital financing requirement.

Unsupported Borrowing

For new borrowing under the prudential system for which no Government support is being given and is therefore self-financed, MRP will be made in equal annual installments over the life of the asset.

Capitalisation Directions

For capitalisation directions on expenditure incurred since 1 April 2008 MRP will be made in equal annual installments over 20 years in line with DCLG guidance.

In all cases MRP will commence in the financial year following the one in which the expenditure is incurred.

7. Efficiencies and Value for Money

The Council recognises that real term resources will fall in the period of this MTFS, but it will continue to safeguard resources for front-line services so far as possible and continue to review and reduce the support costs. Therefore, the Council is continually looking for new ways to generate on-going value for money (VFM) efficiency gains.

The Value for Money reviews that the council has undertaken to date provide evidence that we have reduced costs whilst either maintaining, or improving, service quality in areas such as planning, learning disabilities, children's social care, and Revenues & Benefits.

Budget Delivery Plans remain our main mechanism for reviewing and monitoring how we drive out efficiencies and deliver VFM. We continue to utilise annual benchmarking information in order to identify high cost and low performance services, using this information to inform our budget delivery plan process.

Achieving Value for Money remains a key issue for the council. Our improvement activity in this area will focus on achieving outcomes under the following headings:

- Driving value for money through more effective support services;
- Driving value for money from our core services to customers;
- Ensuring that our key resources of finance, capital, ICT, assets and people are better aligned to our priorities;
- Undertake a full analysis of our asset base to ensure we are making the best use of our assets
- The Council must continue to develop services to reduce dependency and to enable and encourage self sufficiency
- Generate income by exploring all opportunities

We will also continue to develop our approach to driving VFM from capital investment, ensuring that 'invest to save' projects are carefully considered and evaluated to deliver tangible outcomes and maximum return from our investment.

8. Our Financial Governance Arrangements

The Council has been working on improving its financial and governance arrangements for a number of years. Financial Management has improved, performance management has improved, scrutiny has developed and an independent audit committee is operating well.

Finance managers are an integral part of Department Management Teams. They offer financial advice and challenge to Senior Management as part of the process.

The council's medium term strategy focuses on joining up the individual elements to ensure effective, integrated monitoring and management of:

- Corporate Plan and Priorities;
- Benchmarking spend and key performance indicator information;
- Revenue budget and spending linked to priorities;
- Delivery against revenue delivery plans;
- Delivery of the capital programme;

We will continue to build upon the existing reporting template which joins up these core elements. In 2010/11 we introduced quarterly integrated reports (supplemented by monthly scorecards) which will continue to be presented and challenged by:

- Corporate Management Team;
- Cabinet;
- Scrutiny Management Board

The **audit committee** will continue to provide an essential role in ensuring that we provide effective governance. In particular, their quarterly meetings will challenge progress made against the annual governance statement, internal and external audit plan, reports and recommendations. In addition, the audit committee has now assumed the lead member role in challenging and placing assurance on the council's Treasury Management arrangements.

Our internal audit service continues to be provided through the Devon Audit Partnership, a shared service arrangement with Devon County and Torbay Councils. The core objective of this arrangement is to improve the quality and efficiency of audit services.

To ensure that our financial procedures and practices are reviewed, up to date and reflect the operational business requirements and risks that the council faces, Financial Regulations and levels of Delegated Authority will be submitted to, and approved by our audit committee on an annual basis.

Consultation

The Council continues to keep its partners and the community fully informed of its financial position and plans and has meetings with the Chamber of Commerce, promoting summarised statement of accounts and specific meetings held with partners and community groups. A special three day Scrutiny Panel robustly challenges the council's alignment of resources to corporate priorities as part of the annual budget setting process. The Budget Consultation continues to evolve and improve and for 2012/13 included our Strategic Partners being scrutinised for the first time.

Measuring our progress

Quarterly reporting of progress made against specific corporate plan measures and targets will continue to be presented to members and senior officers. The key targets as detailed in this medium term financial strategy will be incorporated within the finance and performance reports with any key changes recommended to, and approved through, Cabinet.

These reports will continue to be supplemented by monthly internal DMT reports and challenges, plus monthly scorecards for CMT to monitor departmental positions.

External Assessment

Prior to the dissolution of the Audit Commission its annual Use of Resources assessment was the main measure that demonstrated progress regarding improving our financial monitoring and management.

Our external auditors, Grant Thornton, undertake an annual "Financial Resilience" audit and corresponding judgement on the effectiveness of our arrangements. The audit opinion regarding our financial resilience has been extremely positive over the last few years.

Appendix A

Notional 3 Year Revenue Forecast vs Spend Commitments

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Total Revenue Resources available	203.8	200.9	203.3	205.8
Base Budget Spending plans for 2012/13	206.2	206.2	206.2	206.2
Budget Saving Targets		(10.2)	(10.2)	(10.2)
Net Budget Spending plans	206.2	196.0	196.0	196.0
Pension - increased contribution based @ 1% After current fixed period to 2013/14			0.8	0.8
Increased Waste Disposal costs "gap" year			0.8	
Utilities increases absorbed by accommodation changes until 13/14 – assume 5%		0.2	0.3	0.5
Adult Social Care -Inflation (2% per annum from 13/14)		1.4	2.8	4.2
ASC Demographics		1.0	2.0	3.0
Children's Services placements inflation (2% per annum)		0.2	0.3	0.5
Children in Care - increase in number looked after		0.7	1.5	2.2
Pay Award freeze 2012/13 then 2%		2.0	4.1	6.1
Carbon Reduction Commitment CRC Levy		0.3	0.3	0.3
Known Spending Plans	206.2	201.8	208.9	213.6
Funding Shortfall	2.4	0.9	5.6	7.8

Off set by:

Council Tax Freeze Grant 2012/13	(2.4)	-	-	-
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Appendix B

Criteria applied to revise the 4 year Capital Programme

The following criteria was applied to the revision of the council's four year capital programme as part of the 2011/12 budget setting process:

- We will retain the principle of a 4 year fully funded capital programme. No schemes will be placed in the programme without clarity on how the specific scheme will be funded;
- Capital schemes must contribute towards delivering the council's priorities;
- Added priority will be given to schemes that contribute towards cross-cutting issues i.e. deliver improvements against more than one priority;
- All significant capital schemes will be challenged by the Capital Delivery Board in a consistent and fair manner;
- We will continue to maximise the amount of external grant that the council is able to attract in support of the capital programme;
- New schemes requiring funding will need to deliver against invest to save principles whereby revenue savings will be required as a result of the capital investment;
- Approval of capital schemes will consider the context of the credit crunch and likely timing of related future developments (in particular housing)
- We will actively manage areas of high financial risk through ensuring that a maximum threshold is set for the reliance on unsupported borrowing and capital receipt generation (based on known disposals);
- The council's overall borrowing portfolio, compared to other unitary councils, will be considered in setting thresholds for any additional borrowing requirements;
- Any revenue costs associated with additional borrowing will be factored into the council's revenue budget for 2012/13 and three year Medium Term Financial Forecast;
- Political priorities need to be considered in finalising the revised four year capital programme.

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CITY COUNCIL

25 June 2012

**CABINET MINUTE 6 OF 12 JUNE 2012****LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND SEATON AREA ACTION PLAN**

Anthony Payne, Director for Place, submitted a report seeking approval of the Derriford and Seaton Area Action Plan revised pre-submission draft for consultation purposes.

Councillor Vincent, Cabinet Member for Environment presented the report and indicated that –

- (a) this was the seventh and last Area Action Plan (AAP) to reach submission stage;
- (b) the plan was crucial in enabling the city to develop its economy by delivering new homes, new jobs and a new shopping centre;
- (c) the proposal contained in the plan to deliver the Derriford Community Park would provide a focus on recreation, wildlife and education and would be managed by a Community Trust;
- (d) it was hoped that the public would take part in many consultation activities held in and around the Derriford area throughout July and August 2012 prior to the AAP being submitted to the Secretary of state.

To recommend to the City Council –

- (1) the Derriford and Seaton Area Action Plan Revised Pre-Submission draft is approved for consultation purposes;
- (2) authority is delegated to the Assistant Director for Planning, in consultation with the Portfolio Holder for Environment, to agree the final pre-submission format of the Area Action Plan;
- (3) authority is delegated to the Assistant Director for Planning, in consultation with the Portfolio Holder for Environment to agree minor amendments to the Area Action Plan in response to the consultation process (with any major amendments being referred back to the City Council for approval);
- (4) the Assistant Director for Planning be instructed to formally submit the Area Action Plan to the Secretary of State after completion of the consultation process.

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

PLYMOUTH CITY COUNCIL

Subject: Local Development Framework: Submission of Derriford and Seaton Area Action Plan

Committee: Cabinet

Date: 12 June 2012

Cabinet Member: Councillor Vincent

CMT Member: Anthony Payne (Director for Place)

Author: Melanie Starr, Spatial Planning Coordinator

Contact: Tel: 01752 (30)4243
e-mail: melanie.starr@plymouth.gov.uk

Ref: MS

Key Decision: No

Part: 1

Executive Summary:

At its meeting on 31 January 2011, the City Council approved the Derriford and Seaton Area Action Plan (AAP) Pre-submission draft for consultation purposes and subsequent submission to the Secretary of State. This consultation process took place between 16 February and 30 March 2011. A total of forty eight representations were received.

In general, there was a substantial level of support for the overall vision and strategy being proposed. However, the representations also helpfully identified a number of ways in which the AAP could be improved.

Representations were made relating to the perceived optimum location for the new District Centre, its potential impact on the city's existing retail hierarchy, as well as the impact it will have on Crownhill Local Centre.

In response, the city's retail evidence base has been reviewed and taken into account ongoing masterplanning work examining the new District Centre proposals.

This additional work has confirmed the overall approach being taken in the AAP with regard to retailing matters, including the District Centre proposal. It is worth noting, however, that these studies have also concluded that in current market circumstances, the precautionary principle should be applied. The focus, therefore, should be on meeting existing retail needs (over the next 5 years), by making provision for a large foodstore of around 7,000 sq m gross floorspace, as well as limiting the number and size of non-food retail outlets to a size which will not compete with units in the City Centre that are designed to accommodate national retail brands. In looking to the longer term, it is recognised that the AAP needs to provide flexibility for the District Centre to expand, should the review of the Retail Study in five years time indicate that further growth is warranted.

There is also the question of whether the AAP identifies the most appropriate location for the District Centre, when compared with three alternative sites that have been identified through the consultation process. Clearly, it is believed that the proposed District Centre location identified within the AAP, offers the greatest opportunity to meet the City's aspirations; the merits of this judgement will be considered by an independent Planning Inspector through the examination process.

Representations were made in relation to the non specific boundary line shown between the proposed Community Park and the Seaton Neighbourhood proposal.

In response a further masterplanning exercise has been undertaken to establish the requirements, viability and deliverability of the Community Park proposals, along with pre-application discussions in relation to the Seaton Neighbourhood proposals.

This additional work has enabled a more detailed analysis of the design and delivery of the Community Park, which will ensure the Park becomes a significant sustainable asset for the City in the long term.

Representations were made in relation to the transport proposals, in particular the capacity of the highway network to accommodate the levels of growth proposed, as well as the impact of the proposed Forder Valley Link Road on wildlife.

In response to these transport related matters, an updated Transport Strategy for Derriford has been prepared and published, which addresses highway related concerns that have been raised and provides a greater level of detail on how modal shift will be encouraged and supported within the Derriford area. In addition, pre-application discussions have taken place with the applicant seeking to deliver the Seaton Neighbourhood to ensure the design of the proposed Forder Valley Link Road does not encroach upon the Local Nature Reserves to reduce the impact on established wildlife habitats.

Representations were made relating to the uncertain future of Plymouth Airport and the potential delay this could have on finalising the AAP. Furthermore, the important relationship between the airport area and the city's northern neighbourhoods was identified as a matter that extended beyond the scope of the Derriford area identified within the AAP. Representations were also received regarding the Buena Vista Drive area, which was considered to be a parcel of land within the Glenholt neighbourhood.

In response, the boundary line detailing the extent of the AAP has been revised to exclude Plymouth Airport together with the proposal referred to as 'Buena Vista Drive' and references to the future of the airport have been removed from the AAP. Instead, it is considered that the airport raises issues of such strategic importance to the city and its sub region that the appropriate policy vehicle for reviewing its future is the Core Strategy review, which is now underway. Given that the AAP is fundamentally concerned with the creation of a new heart for the north of Plymouth, the exclusion of the airport land from this AAP is not considered to be significant in terms of the overall vision and strategy for Derriford.

In responding to these representations, as well as having regard to the requirements of NPPF (March 2012), there will be a number of consequential changes to the AAP as well as the need to publish further evidence base. Such amendments are regarded as significant and therefore, the revised AAP is being referred back to Cabinet and the City Council to approve a further round of public consultation and the subsequent submission of the AAP to the Secretary of State for examination.

Subject to the approval of the City Council, the following actions will now take place;

- Publication of a revised draft (Pre-submission) version of the Derriford and Seaton Area Action Plan, for consultation purposes;
- Implementation of a process of public consultation on the revised draft plan, to seek comments on the changes made to the original draft and the further supporting evidence base reports now available;

- Following the consultation and prior to the submission of the plan to the Secretary of State, minor changes to the draft plan may be required in response to the representations received. If any further major changes are needed, these will be reported back to the City Council and further revisions to the plan could be subject to a further period of consultation;
- Submission of the revised draft plan to the Secretary of State, who will appoint an independent Planning Inspector to test the soundness of the plan.

In accordance with the City Council's Local Development Scheme, the Cabinet and City Council is now asked to approve the Derriford and Seaton AAP revised Pre-submission draft for consultation purposes and subsequent submission to the Secretary of State for examination.

Corporate Plan 2012-2015:

The report directly supports the Council's vision for the city as well as its priority for delivering growth. The draft AAP provides for some 2,950 new homes and in the region of 8,000 new jobs. This will enable the Derriford area to make a significant contribution to the city's future prosperity.

Implications for Medium Term Financial Plan and Resource Implications:

Including finance, human, IT and land

There are direct financial implications associated with the report including the publication of and consultation on the revised (pre) submission draft of the Derriford and Seaton Area Action Plan, and the holding of an Independent Examination into the AAP. The estimated cost is in the region of £65,000-£90,000. These costs can be met from the 2012/13 Spatial Planning budget.

The AAP will set a vision and planning strategy which will have a substantial impact on the investment climate in the Derriford area. It is expected to generate very considerable private sector interest, which will bring positive benefits to the achievement of social, economic and environmental objectives, whilst generating considerable planning obligation/Community Infrastructure Levy contributions and New Homes Bonus funds to support infrastructure development. Additionally, the AAP will aid the prioritisation of resources and submission of funding bids in support of the sustainable growth of Plymouth.

Other implications: eg Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

The LDF directly supports the promotion of community cohesion through the provision of policies to influence the design and nature of physical development. Equality Impact Assessments are undertaken for each Development Plan Document, and will be available at submission stage.

Recommendations & Reasons for recommended action:

That the Cabinet recommend to the City Council that:

1. The Derriford and Seaton Area Action Plan Revised Pre-Submission draft be approved for consultation purposes.

Reason: To enable the Council to progress the Area Action Plan in accordance with the Local Development Scheme.

2. Authority be delegated to the Assistant Director for Planning, in consultation with the Portfolio Holder for Environment, to agree the final pre-submission format of the Area Action Plan.

Reason: To enable the Council to progress the Area Action Plan in accordance with the Local Development Scheme.

3. Authority be delegated to the Assistant Director for Planning, in consultation with the Portfolio Holder for Environment to agree minor amendments to the Area Action Plan in response to the consultation process (with any major amendments being referred back to the City Council for approval).

Reason: To enable the Council to progress the Area Action Plan in accordance with the Local Development Scheme.

4. The Assistant Director for Planning be instructed to formally submit the Area Action Plan to the Secretary of State after completion of the consultation process.

Reason: To enable the Council to progress the Area Action Plan in line with targets in the Local Development Scheme.

Alternative options considered and reasons for recommended action:

The alternatives options for development in Derriford and Seaton formed part of the Issues and Options consultation in March 2005 and have also been considered through a number of alternative evidence base studies. Further options are assessed in the Consultation Document, and a preferred direction for the AAP strategy is set out.

Background papers:

Vision for Plymouth, Mackay, Zogolovich and Haradine, 2004

Plymouth Sustainable Growth Study, Llewelyn Davies, 2004

Derriford/Seaton/Southway Area Action Plan Issues and Options Report, Plymouth City Council, March 2005

Summary Report of Responses to Derriford/Seaton/Southway Area Action Plan Issues and Options consultation, Plymouth City Council, 2005

Rapid Urban Character Study, Alan Baxter Associates, 2005

Plymouth Local Transport Plan 2 (2006 – 2011), Plymouth City Council, 2006

Adopted Plymouth Core Strategy, Plymouth City Council, April 2007

North Plymouth Community Park Feasibility Study, LDA Design Consulting LLP, November 2007

The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, HMSO, June 2008

Planning Policy Statement 12: Local Spatial Planning, HMSO, June 2008

Derriford and Seaton Area Action Plan Consultation Document, Plymouth City Council, February 2009

Derriford and Seaton AAP Sustainability Appraisal Report, Plymouth City Council, February 2009

Derriford Community Park Delivery Study, LDA Design Consulting LLP, March 2009

Derriford Masterplan Framework, LDA Design Consulting LLP, March 2009

Derriford Delivery Framework, LDA Design Consulting LLP, March 2009

LDF Local Development Scheme, Plymouth City Council, April 2009

Equality Impact Assessment of the Derriford and Seaton Area Action Plan Issues and Preferred Options Consultation Document, Plymouth City Council, February 2009

Summary report of the Issues and Preferred Options Consultation March 2009, Plymouth City Council, April 2009

Plymouth City Centre and Derriford Sustainable Energy Studies, Centre for Sustainable Energy/Wardell Armstrong, June 2009

Report on Proposed New District Shopping Centre, Cushman and Wakefield, November 2009

Feasibility Study for and Energy Services Company (ESCO) in Plymouth, Utilicom Ltd, November 2009

Design Guidelines Supplementary Planning Document, Plymouth City Council, July 2009

Development Guidelines Supplementary Planning Document, Plymouth City Council, April 2010

Derriford and Seaton Area Action Plan Pre-Submission draft, Plymouth City Council, November 2010.

Derriford and Seaton AAP Pre-Submission Sustainability Appraisal Report, Plymouth City Council, November 2010.

Report on Proposed New District Shopping Centre, Cushman and Wakefield, January 2011

Plymouth Palmerston Forts Study, Scott Wilson, May 2011

Plymouth City Airport Economic Study into Air Services for Plymouth, Berkeley, Hanover Consulting Limited, August 2011

Plymouth City Council Cabinet Report, Item 39, 23 August 2011

Derriford Community Park and One Planet Centre Masterplan Report Consultation Draft, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 1 One Planet Centre, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 2 Landscape, Access and Recreation, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 3 Biodiversity, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 4 Community Food Growing, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 5 Farming, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 6 Historic Landscape and Archaeology, LDA Design, February 2012

Derriford and Seaton Revised Pre-submission AAP Equality Impact Assessment, PCC, May 2012

Derriford and Seaton Delivery Framework, PCC, May 2012

Derriford and Seaton Revised Pre-submission AAP Sustainability Appraisal Addendum, PCC, May 2012

Derriford Transport Strategy, Plymouth City Council, May 2012

Derriford Transport Strategy, Plymouth City Council, May 2012

Revised Draft Community Infrastructure Levy Charging Schedule, Plymouth City Council, June 2012

Habitats Regulation Assessment, Plymouth City Council, May 2012

Overview Report of the Strategic Conclusions of the Housing Requirements Study, the updated Shopping Study and the Derriford District Centre Masterplan, Baker Associates, May 2012

Potential Gypsy and Traveller Sites Assessment, Plymouth City Council, May 2012

Prospects for Plymouth's Priority Economic Sectors, Arup, May 2012

Revised Pre-Submission Derriford and Seaton Area Action Plan Equality Impact Assessment, Plymouth City Council, May 2012

The Housing Requirements for Plymouth Study, Baker Associates, May 2012

The Retail and Centres Study, Roger Tym and Partners, May 2012

Update Addendum to City of Plymouth District Energy Study, ICE (UK) Ltd, May 2012

Draft Community Infrastructure Levy Charging Schedule, Plymouth City Council, May 2012

Derriford Transport Model and evidence base, Plymouth City Council

Sign off:

Fin	PC/ Plac eF PC1 213 001. 30.0 4.12	Leg	JAR/ 1465 2	HR		Corp Prop		IT		Strat Proc	
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Originating SMT Member: Paul Barnard Assistant Director for Planning

1. Background

1.1. At its meeting on 31 January 2011, the City Council approved the Derriford and Seaton Area Action Plan (AAP) Pre-Submission draft for consultation purposes and subsequent submission to the Secretary of State. It was also resolved that following the consultation, in the event that the AAP document required significant amendment, it should be referred back to the City Council for further approval prior to its submission to the Secretary of State.

1.2. The consultation process on the Pre-Submission draft of the AAP took place between 16 February and 30 March 2011. A total of forty eight representations were received. These representations, together with a summary report of the issues raised, can be viewed on the Council's website through the following link:

www.plymouth.gov.uk/pre-submission_aap_consultation_summary_report.pdf

2. Key Themes Arising from the Consultation

2.1. In general, there was a substantial level of support for the overall vision and long term strategy being proposed for the Derriford and Seaton area. However, the representations also helpfully identified a number of ways in which the AAP could be improved.

2.2. Representations of support were received in relation to:

- The concept of creating a 'new heart' for northern Plymouth in the Derriford area;
- Proposals to deliver mixed use developments that integrated residential, employment, retail and social uses;
- The level of job creation proposed;
- The emphasis placed on facilitating more sustainable modes of travel;
- The proposal to deliver a Community Park that will be managed by a community trust or social enterprise.

2.3. Representations expressing concern were received in relation to:

- The uncertain future for Plymouth Airport and the potential delay this could have on finalising the AAP, should it need to be considered through the AAP process;
- Conflicting views on the best location for the new District Centre, its potential impact on the city's existing retail hierarchy, as well as the impact it will have on Crownhill Local Centre;
- The non-specific boundary line shown between the proposed Community Park and the Seaton Neighbourhood proposal.
- Transport proposals, in particular, the capacity of the highway network to accommodate the levels of growth proposed, as well as the impact of the proposed Forder Valley Link Road on wildlife;
- The deliverability of the AAP's proposals within the current economic climate.

3. Implications for the Derriford and Seaton AAP

3.1. In responding to these representations there will be consequential changes to the AAP. These amendments are considered to be significant and therefore, the revised AAP is being referred back to Cabinet and the City Council to approve a further round of consultation and subsequent submission to the Secretary of State for examination.

3.2. This further period of consultation will enable the full and transparent consideration of additional evidence base documents that have been prepared in response to the representations received. In particular, it will provide an opportunity for everyone to comment on the consequential

changes that have been made to the AAP boundary, the alternative proposals that have emerged for the location of the new District Centre, as well as the changes proposed in relation to the Community Park and Seaton Neighbourhood.

3.3. The additional evidence base which informs these changes includes the Plymouth Infrastructure Needs Assessment, the Derriford Delivery Framework, the Plymouth Housing Requirement Study, an update of the city's Retail requirements, the Derriford Community Park Masterplan, the proposed District Centre Masterplanning work, together with its supporting viability appraisal. Also of relevance is the Plymouth City Airport Economic Study into Air Services for Plymouth and the associated Cabinet Report recommendations. All these evidence based studies have now been published on the city's LDF web pages to help inform stakeholders.

4. Summary of Proposed Changes to the Derriford and Seaton AAP

Changes to the Area Action Plan Boundary

4.1. A number of representations were received concerning the appropriateness of including Plymouth Airport, together with sites to the north of the airport, within the AAP boundary. In considering the airport, the issue is considered of such strategic significance to the City and its sub region that the appropriate policy vehicle for reviewing its future is the Core Strategy Review. In addition, the area north of the airport referred to as Buena Vista Drive is considered to impact on and better relate to neighbourhoods outside the AAP area.

4.2. During the consultation a total of six representations were received that specifically made reference to Plymouth Airport, querying the appropriateness of including the Airport within the AAP boundary. It should also be noted that no representations were received supporting draft Policy DS20: Safeguarding Land for Plymouth Airport. The point has clearly been made that any uncertainties over the future of Plymouth Airport should not impede progress towards adopting the AAP.

4.3. Representations were also received from the Glenholt Residents Association which questioned the relevance of including the parcel of land referred to as 'Buena Vista Drive', (draft Proposal DSI6) within the AAP boundary. The residents believe that because this land is within the Glenholt neighbourhood, and is located two miles from the centre of the Derriford area, its future needs to be considered within the context of areas to the north of the AAP area.

4.4. It is considered that these representations have set out cogent arguments to amend the area being considered by the AAP. In response, the boundary line detailing the extent of the AAP has been revised to exclude Plymouth Airport, together with Buena Vista Drive, as well as removing references to the future of the airport from the AAP.

4.5. It is important to emphasise that the airport site itself is not considered crucial to the overarching aim of the AAP to deliver a new heart for the north of Plymouth. The focal point for this new heart, with a major new district centre, is rightly at the commercial heart of Derriford. Therefore, although the site itself is very large, its omission can be easily accommodated without affecting the integrity of the AAP. Additionally, it does enable the consideration of the airport's future to be properly considered in the more appropriate context of the Core Strategy review (referred to as 'The Plymouth Plan'). While the Core Strategy position in relation to the airport remains unchanged, until such time as the Plymouth Plan is progressed to a stage when it becomes a material consideration, this decision enables the Derriford AAP to focus on the key developments that will help create a new sustainable neighbourhood in northern Plymouth, and avoids any undue delays that may be caused by uncertainties over the airport.

Changes to the New District Centre Proposal

4.6. A number of representations expressed concern over the potential impact of the proposed new District Centre, particularly in relation to the combined amount of floorspace being proposed in

phases 1 and 2, as well as the size of the proposed non-food retail units, which if not controlled could have the potential to attract tenants away from the City Centre.

4.7. In responding to these concerns, it has to be recognised that the AAP is a strategic document that sets out a 'direction of travel' for delivering the new District Centre. Therefore, it should not be overly prescriptive and precise details should be agreed in later plans and masterplanning exercises, as well as through the planning application process. These further stages of the development process will of course be informed by more detailed demand /viability appraisals and supporting evidence.

4.8. However, given the importance of creating a form of retailing which compliments the City Centre, and does not detract from existing City Centre success or future investment, it is important to carefully examine the elements of the District Centre Proposal as set out in the AAP.

4.9. The most suitable location for the new District Centre is an area to the north of the Future Inn (i.e. the former Seaton Barracks parade ground), up to and including Derriford Business Park and bounded to the west by the A386 and to the east by Brest Road. The merits of this site as a District Centre location were first documented in the Cushman and Wakefield Report on Proposed New District Shopping Centre in 2007. At the time, the site was earmarked by the Regional Development Agency for office campus development. This report did identify some disadvantages with this site, although the same was true of all of the sites under consideration. A further report was produced by Cushman & Wakefield in 2011. This established that the site was now available, deliverable, the site is flat and serviced, it has the potential to expand (overcoming one of the main disadvantages described in the 2007 report) and it provides better access and visibility to Tavistock Road when compared to alternative District Centre sites. In addition, the report referenced the merits of delivering a District Centre on public sector owned land where the Council would be able to play a more active role in design and scheme development.

4.10. The Cushman and Wakefield Report appraises the suitability of three alternative District Centre sites in Derriford including North West Quadrant, located on the east of Tavistock Road adjacent to Derriford Roundabout, Glacis Park located on the west of Tavistock Road on the current Water Works site and Crownhill Retail Park. The report rules out land at Plymouth Airport for District Centre purposes as it is considered to be too far away from Derriford's 'centre of gravity' with regard to existing and planned residential and commercial uses.

4.11. During the consultation, representations were received from stakeholders promoting the abovementioned alternative District Centre locations in Derriford. Clearly, it is believed that the District Centre location proposed in the AAP provides the strongest combination of merits that will support the creation of the type of District Centre envisaged, within the timescales required, to best serve the greatest number of people in the most sustainable way, which makes the optimum use of resources in terms of supporting infrastructure, with the greatest flexibility to accommodate future needs in terms of the centre's potential for long term growth.

4.12. Since the consultation held in February 2011 on the draft AAP, and in response to the representations received, the Council has commissioned a city-wide Retail Study. This study identifies existing shopping patterns, provides retailing forecasts on future spend in Plymouth, and provides an indication of the further need for retail provision both in the short term (next 5 years), as well as the City's potential longer term retail needs (to 2031).

4.13. The conclusions from this study importantly confirm there is a clear need for the proposed District Centre in Derriford and the study confirms that the AAP's District Centre proposal is of an appropriate size with a suitable mix of development that will support both the existing and the proposed population of Derriford. The study also confirms that the District Centre is proposed in the most appropriate location to serve the wider northern Plymouth area.

4.14. The Retail Study, however, provides a note of caution and points out that the current recession has had a considerable impact on future expenditure forecasts, which together with a predicted increase in internet shopping implies a reduced overall current demand for new retail provision within the City. While the study fully supports the need for a new District Centre at

Derriford, it concludes that the precautionary principle should be applied. This means that while the first phase of the new District Centre should still proceed immediately, (to address existing un-met demand) it would be advisable to update the Retail Study findings in 5 years' time, when it is hoped that the effect of the current recession will be in the past. A future study therefore, would provide the appropriate guidance on how and when to progress a future phase or phases of the District Centre.

4.15. The study also confirms that by adopting this review approach, the new District Centre will not undermine the role and function of the City Centre as the primary retail destination in Plymouth, nor will it have a detrimental impact on the City's current retail hierarchy. In addition, the study confirms that the delivery of a new District Centre will also help to address the overtrading that is apparent within existing foodstores in the north of Plymouth. It concludes that there is a clear qualitative need for a foodstore in Derriford around 7,000 sq m gross floorspace by 2016.

4.16. In addition to the Retail Study, further work has been commissioned by consultants to explore a number of masterplanning options, as well as carry out soft market testing, to ensure the proposed District Centre can realistically meet the expectations set out in the AAP, including the need to provide a quality, mixed use and community orientated place, that is both viable and deliverable.

4.17. This additional masterplanning work has proved invaluable and the Council has received detailed confirmation that the:

- provision of a foodstore is the critical catalyst to delivering the new District Centre, providing the anchor for the variety of uses proposed;
- foodstore needs to be of an adequate size to compete with nearby foodstores that are currently overtrading;
- non-food retail element of the District Centre could be successfully configured, by limiting the size of units, to ensure it would not compete with the City Centre;
- site proposed in the draft AAP is of sufficient size to adequately accommodate the first phase of development, but also has the flexibility to accommodate future phases of the centre's development if /when needed in the longer term.

4.18. Based on the findings of this masterplanning work, and in response to the representations received, the AAP has now been revised to:

- Remove the prescriptive requirement for phasing the delivery of the District Centre, and replace it with a requirement to review the Centre's potential for further development in 5 years' time, when the effect of the current recession has passed;
- Provide maximum flexibility to enable a foodstore operator to specify the size of store they require, up to a maximum size of around 7,000 sq m gross floorspace, to ensure it can adequately compete with other foodstores in northern Plymouth, as well as draw in sufficient trade to support the new centre as a whole;
- Restrict the maximum floorspace of the non-food element within the foodstore, as well as control the size of other non-food retail outlets proposed within the District Centre, particularly in the early stages of the centre's development. This is intended to prevent the introduction of large fashion retail outlets, and ensure the new centre does not draw investment away that is more appropriately located in the City Centre;
- Ensure the District Centre's potential to grow is safeguarded through an appropriate site allocation that will enable it to develop into something larger when the market is appropriate.

It is believed that these changes will address a range of the issues raised in relation to the new District Centre Proposal during the consultation process.

Changes to the Community Park Proposal

4.19. With regard to the proposed Community Park, representations identified the need to provide certainty regarding the boundary between the proposed Seaton Neighbourhood and the adjoining Community Park in order to deliver land use assurance. Support for development along the eastern and southern areas of the area identified for potential development within the AAP was supported in principle and the merits of this extension to the Seaton Neighbourhood proposal were documented during the consultation. Infill to the west of the Seaton Neighbourhood proposal, however, was regarded as inappropriate development within a 'green buffer' and therefore it should be resisted.

4.20. In response to these concerns, further work has now been undertaken through a masterplanning exercise, which has enabled a more detailed analysis of the design and delivery of the Community Park to ensure it becomes a significant asset for the City that is sustainable in the long term. The masterplanning work resulted in the exploration of a range of proposals that were subsequently developed into a series of projects through a process of detailed field surveys and engagement with landowners, local communities, service providers and users. The outcome of this process of engagement and consultation informed a plan for the Community Park that was then tested with stakeholders and members of the community to ensure that the proposals were realistic, desirable and deliverable.

4.21. The result of the engagement process has informed a detailed masterplan that sets out the vision for the Community Park, how it can be achieved and the contribution it will make to enhancing the north of the City. The design of the Community Park has avoided unnecessary capital and management costs and includes a range of uses that will produce revenue to support the Community Park. The masterplan is accompanied by a Business Plan which sets out the delivery model for the Community Park and takes into account the breadth and scale of the project. This document includes a phasing plan which priorities the delivery of certain areas of the Park to ensure revenue is generated from the earliest stage.

4.22. This more detailed work has been vital in moving forward the proposal for a Community Park at Derriford and providing a solution to how the Community Park and Seaton Neighbourhood proposal can function in a manner that is mutually beneficial, enabling the Proposals Map to now be definitive as to the area to be developed and the area to be reserved for the Community Park.

Other issues arising: Transport

4.23. Representations were made in relation to the transport proposals within the AAP, in particular, the capacity of the highway network to accommodate the levels of growth proposed, the impediment to walking and cycling due to topographical features and the perceived difficulties in achieving a more sustainable modal shift, car parking provision and the impact of the proposed Forder Valley Link Road on highway capacity and wildlife.

4.24. In response to these transport related matters, an updated Transport Strategy for Derriford has been prepared and published, which addresses highway related concerns that have been raised and provides a greater level of detail on how modal shift will be encouraged and supported within the Derriford area. In addition, pre-application discussions have taken place with the applicant seeking to deliver the Seaton Neighbourhood to ensure the design of the proposed Forder Valley Link Road does not encroach upon the Local Nature Reserves to reduce the impact on established wildlife habitats.

Next Steps

4.25. Subject to the approval of the City Council, the following actions will now take place (in accordance with the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008;

- Publication of a revised draft (Pre-submission) version of the Derriford and Seaton Area Action Plan, for the purposes of consultation;

- Implementation of a process of public consultation on the revised draft plan, to seek comments on the changes made to the original draft and the further supporting evidence base reports now available;
- Following the consultation and prior to the submission of the plan to the Secretary of State, minor changes may be made to the draft plan in response to the representations received. However, if any further major changes are needed, these will be reported back to the City Council and a further revision of the plan may need to be consulted on.
- Submission of the revised draft plan to the Secretary of State, who will appoint an independent Planning Inspector to test the soundness of the plan.

In accordance with the City Council's Local Development Scheme, the Cabinet and City Council is now asked to approve the Derriford and Seaton AAP revised Pre-submission draft for consultation purposes and subsequent submission to the Secretary of State for its examination.

DERRIFORD AND SEATON AAP SUMMARY OF DELIVERY OUTCOMES

Increased Employment Opportunities

c.8,000 new jobs, with some 116,000 sq m of gross commercial and healthcare floorspace

New Homes

c.2,950 new homes, including some 765 affordable homes and 510 Lifetime Homes

New Shops and Services

A new district shopping centre anchored by a foodstore and the provision of a range of local services and community facilities

Education Provision

A new 2 form entry primary school

Greater Access to Quality Green spaces

More than 146 hectares of green space, including an extensive new community park

Better links between Existing and Proposed Communities

Infrastructure improvements including new link roads and the realignment of Derriford roundabout

APPENDIX I
DERRIFORD AND SEATON REVISED PRE-SUBMISSION
AREA ACTION PLAN

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I. INTRODUCTION AND PROCESS

- I.1. This Area Action Plan (AAP) forms part of a portfolio of documents called the Local Development Framework (LDF). Plymouth's LDF, together with the Regional Spatial Strategy (RSS), (until this is removed from legislation), forms the statutory Development Plan for the city.
- I.2. The LDF Core Strategy, (adopted in April 2007), sets out the high-level principles for development in Plymouth. These are expanded, in the supporting Area Action Plans and other Development Plan Documents (DPDs), to provide guidance on how the development opportunities within key areas can be delivered. This document does not repeat the policies contained within the Core Strategy, but amplifies and updates the Core Strategy Area Vision 9 for Derriford and Seaton. The two plans should be read together to aid decision-making. It should be noted that Core Strategy policies will be material to decisions within the plan area, but where there is a fundamental difference between the two plans the detail and policies of this Area Action Plan should take precedence, (as set out in the Core Strategy paragraph 5.3).
- I.3. The timescale for this Area Action Plan covers the period from 2006 to 2021, with a long term horizon to 2026 and beyond.
- I.4. Derriford is located on Plymouth's northern gateway. It has a small population of approximately 4,000 people and a large non-resident population of students and employees that access sub-regionally important academic and employment sites such as the University College of St Mark and St John (UCP Marjon), Plymouth International Medical and Technology Park (PIMTP), Derriford Hospital and Tamar Science Park. It is located close to, but poorly connected with, a number of other neighbourhoods.



Figure I Aerial view of Derriford and Seaton

- I.5. A key element of the Core Strategy vision for Plymouth's regeneration is to create a thriving, sustainable, mixed-use new urban centre at the heart of northern Plymouth, centred on Derriford. This AAP establishes a long term strategy for delivering this, supporting Plymouth's aspiration to become one of Europe's finest waterfront cities.

(TO BE DELETED ON ADOPTION)

How this document differs from the Pre-submission draft AAP consulted on in February/March 2011.

- I.6. This is the Revised Pre-Submission version of the AAP. It is being published for a 6-week consultation period so that everyone can comment on the policies and proposals the Council believes should guide development in the Derriford and Seaton area. Following this consultation, the Council will consider the representations made, making any necessary changes, and then submit the AAP to the Secretary of State. An Examination will be held by an independent Inspector who will consider whether or not the AAP is 'soundly based'. If the Inspector decides the plan is 'sound', the Council will be able to adopt it early in 2013.
- I.7. To reach this stage, the Council has assembled a comprehensive evidence base, (see Chapter 13). There has also been extensive discussions and consultation, over several years, on the issues and principles underlying the policies in the AAP. Details about this process can be found in the Regulation 19 Statement, which is published alongside this AAP for public comment.
- I.8. The AAP has been prepared in accordance with the adopted Plymouth Local Development Scheme (2011), is consistent with the adopted Core Strategy (2007) and the Regional Spatial Strategy, and has been prepared in compliance with the Council's Statement of Community Involvement (2006). The preparation of the plan, together with its policies and proposals, have been fully informed by a Sustainability Appraisal, a Habitat Regulations Assessment and an Equality Impact Assessment. The final Sustainability Report, which includes a commentary on the sustainability factors and options that helped shape this document, is also published alongside this document for public comment.
- I.9. This is the second Pre-submission AAP to be published for consultation purposes. The document responds to representations that were made during the first Pre-Submission consultation carried out in February/March 2011.
- I.10. A total of forty-eight representations were received during the consultation and in general, there was a substantial level of support for the overall vision and strategy being proposed in the Derriford and Seaton AAP. However, the representations also helpfully identified a number of ways in which the AAP could be improved.
- I.11. **District Centre** - Representations were made relating to the perceived optimum location for the new District Centre, its potential impact on the city's existing retail hierarchy, as well as the impact it will have on Crownhill local centre.

- I.12. In response, the city's retail evidence base has been updated and the Council has published the Plymouth Retail and Centres Study (2012). This additional work has confirmed the overall approach being taken in the AAP with regard to retailing matters, including the District Centre proposal. It is worth noting, however, that this study also concludes that in current market circumstances, a precautionary principle should be applied. The focus, therefore, should be on meeting existing retail needs (over the next five years), by making provision for a large foodstore of around 7,000 sq m gross floorspace, as well as limiting the number and size of non-food retail outlets to a size which will not compete with units in the City Centre that are designed to accommodate national retail brands. In looking to the longer term, it is recognised the AAP needs to provide flexibility for the District Centre to expand, should the review of the Retail Study in five years time indicate that further growth is warranted.
- I.13. There is also the question of whether the AAP identifies the most appropriate location for the District Centre, when compared with three alternative sites that have been identified through the consultation process. The Council has engaged with the landowner of the proposed District Centre site and evidence has been provided which assures the Council that the AAP aspirations are both deliverable and viable. The Council, therefore, believes the proposed District Centre location identified within the AAP, offers the greatest opportunity to meet the city's aspirations; the merits of this judgement will be considered by an independent Planning Inspector through the examination process.
- I.14. **Community Park boundary-** Representations were made in relation to the non-specific boundary line shown between the proposed Community Park and the Seaton Neighbourhood proposal.
- I.15. In response a further masterplanning exercise has been undertaken to establish the requirements, viability and deliverability of the Community Park proposals, along with pre-application discussions in relation to the Seaton Neighbourhood proposals.
- I.16. Additional work included a number of focussed stakeholder workshops and community consultation exercises, which facilitated more detailed analysis of the design and delivery of the Community Park. The masterplanning proposal ensures the Park will become a significant sustainable asset for the city in the long term.
- I.17. Specific change arising from this more detailed masterplanning analysis is that the land at the western end of the proposed Seaton Neighbourhood, indicated in the 2011 Pre-submission AAP as an 'area for potential development', has been confirmed as not required to support the future viability or function of the Community Park. This area of land has now been included within Proposal DS13, Seaton Neighbourhood, for the following reasons:
- it is considered that allowing development on this land would enable a number of wider benefits to be realised, including:
 - providing greater flexibility of design and massing within the Seaton Neighbourhood proposal to support the delivery of a greater mix of housing,

and to secure additional financial contributions from the overall Seaton Neighbourhood proposals that can be spent on community infrastructure requirements, which includes the delivery of a new access road from Coleborne Road to William Prance Road to serve both the existing and new communities in this area.

- opening up the opportunity to safeguard land to accommodate primary school provision, which is required as a result of the projected population increase within the Derriford area over the plan period

- I.18. In considering how this area could be developed to ensure it makes a positive contribution to the wider area, it is recognised that it would need to be delivered in a way that creates a defensible boundary, preventing further development in Forder Valley, as well as maintaining the separate identity of Seaton Neighbourhood and the existing residential communities to the west.
- I.19. It also needs to be taken into account that the area is at the western extremity of the Park and therefore it would be separated from and difficult to integrate with the hub of activity that will surround the One Planet Centre, which is to be located on the far eastern edge of the Seaton Neighbourhood.
- I.20. There needs to be a good relationship between the Park and the new Seaton community. People need to be able to easily access the Park and the development needs to enable good surveillance to discourage any anti-social behaviour. At present, the existing development to the north only provides limited surveillance to the proposed Community Park, because it is screened from view by dense tree planting. This area will become even more separated from the main body of the Park, once the Seaton Neighbourhood proposal has been delivered. Providing a limited amount of new development in this area will enable enhanced surveillance and provide a better boundary and relationship between the new community and the Park.
- I.21. The inclusion of this area as part of the Seaton Development and not as part of the Park will not significantly impact the wildlife value of the area. The trees and hedgerows around the edge of the field will be maintained and enhanced and the grasslands across the whole of the Park will be enhanced for wildlife. A new area of planting will also be incorporated to the south of development in this area to enable bats and other species to move east/west across the site. This will ensure that the development achieves a net gain in biodiversity.
- I.22. Since the 2011 Pre-submission AAP a definitive boundary has also been identified at the eastern and southern edge of the Seaton Neighbourhood. Previously, both of these areas were identified as an 'area for potential development' subject to further investigations. The production of a masterplan for the Derriford Community Park enabled further investigation into the layout and delivery options for the Park. The development of the masterplan included extensive consultation and review of the options for delivering a financially secure Park. This work concluded that certain parts of the area currently identified as an 'area for potential development' were required to enable the Park and particularly the One Planet Centre to function successfully. Other areas could be developed without being detrimental to the Park's delivery and would enable a good relationship between

the Park and the new community to be developed. A definitive boundary for the Park and the Seaton Neighbourhood is now provided in the AAP which will provide security for the delivery of both of these assets.

- I.23. **Transport matters** - Representations were made in relation to the transport proposals, in particular the capacity of the highway network to accommodate the levels of growth proposed, access onto and across the A386, as well as the impact of the proposed Forder Valley link road on wildlife.
- I.24. In response to these transport related matters, an updated Derriford Transport Strategy has been prepared and published, which addresses highway related concerns that have been raised and provides a greater level of detail on how modal shift will be encouraged and supported within the Derriford area. In addition, pre-application discussions have taken place with the applicant seeking to deliver the Seaton Neighbourhood to ensure the design of the proposed Forder Valley link road does not encroach upon Local Nature Reserves to reduce the impact on established wildlife habitats.
- I.25. **AAP Boundary** - Representations were made relating to the uncertain future of Plymouth Airport and the potential delay this could have on finalising the AAP. Furthermore, the important relationship between the airport area and the city's northern neighbourhoods was identified as a matter that extended beyond the scope of the Derriford area identified within the AAP. Representations were also received regarding the Buena Vista Drive area, which was considered to be a parcel of land within the Glenholt neighbourhood, which is beyond the extent of the area included within the AAP.
- I.26. In response, the boundary line detailing the extent of the AAP has been revised to exclude Plymouth Airport together with the proposal referred to as 'Buena Vista Drive' and references to the future of the airport have been removed from the AAP. Instead, it is considered that the airport raises issues of such strategic importance to the city and its sub-region that the appropriate policy vehicle for reviewing its future is the Core Strategy Review, which is now underway and is referred to as The Plymouth Plan. Given that the AAP is fundamentally concerned with the creation of a new heart for the north of Plymouth, focused on the strategic employment locations and new housing areas around Derriford /Seaton, the exclusion of the airport land from this AAP, because it is located some distance from this main centre of gravity, is not considered to be significant in terms of achieving the overall vision and strategy for Derriford. (This view is amplified in the supporting evidence base documents.)
- I.27. **In responding to these representations**, there have been a number of consequential changes to the AAP as well as the publication of further evidence base documents. Such amendments have been regarded as significant and therefore, the revised AAP is being published for a further round of public consultation before the document is finalised and submitted to the Secretary of State for examination.

- I.28. The Revised Pre-Submission AAP has been considered in terms of the National Planning Policy Framework (NPPF) 2012 and is in conformity with national policy advice and guidance.
- I.29. Additional and updated evidence documents that have informed the Revised Pre-Submission AAP:
- Plymouth Palmerston Forts Study, Scott Wilson, May 2011
- Draft Shopping Centres SPD, Plymouth City Council, February 2011
- Plymouth City Airport Economic Study into Air Services for Plymouth, Berkeley, Hanover Consulting Limited, August 2011
- Plymouth City Council Cabinet Report, Item 39, 23 August 2011
- Derriford Community Park and One Planet Centre Masterplan Report Consultation Draft, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 1 One Planet Centre, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 2 Landscape, Access and Recreation, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 3 Biodiversity, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 4 Community Food Growing, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 5 Farming, LDA Design, February 2012
- Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 6 Historic Landscape and Archaeology, LDA Design, February 2012
- Derriford Transport Strategy, Plymouth City Council, May 2012
- Habitats Regulation Assessment, Plymouth City Council, May 2012
- Overview Report of the Strategic Conclusions of the Housing Requirements Study, the updated Shopping Study and the Derriford District Centre Masterplan, Baker Associates, May 2012
- Potential Gypsy and Traveller Sites Assessment, Plymouth City Council, May 2012
- Prospects for Plymouth's Priority Economic Sectors, Arup, May 2012
- Revised Pre-Submission Derriford and Seaton Area Action Plan Equality Impact Assessment, Plymouth City Council, May 2012
- Revised Pre-Submission Derriford and Seaton Area Action Plan Sustainability Appraisal, Plymouth City Council, May 2012
- The Housing Requirements for Plymouth Study, Baker Associates, May 2012
- The Retail and Centres Study, Roger Tym and Partners, May 2012
- Update Addendum to City of Plymouth District Energy Study, ICE (UK) Ltd, May 2012

Draft Community Infrastructure Levy Charging Schedule, Plymouth City Council,
May 2012

Derriford Transport Model and evidence base, Plymouth City Council

2. CONTEXT AND HISTORY

Plan Area

- 2.1. Derriford and Seaton lie approximately 3 miles to the north-east of Plymouth City Centre. The Action Plan encompasses an area from Plymbridge Lane in the north, to Forder Valley in the south, with Blunts Lane forming the eastern boundary and Christian Mill Business Park marking the western boundary. The area is crossed by the A386 which connects the City Centre to the A38 and on to Tavistock in West Devon.

Setting the Scene

- 2.2. Northern Plymouth was developed after the Second World War in response to the problems of war damage and overcrowding. The plan was to redistribute the existing population over a wider area, in bands of decreasing density, effectively increasing the city's size to over double its pre-war area.
- 2.3. In the 1943 Plan for Plymouth, Sir Patrick Abercrombie planned these new developments on the neighbourhood principle. The topography in northern Plymouth, however, dictated they formed a series of estates built along the ridge lines and the flatter hill tops of steep valleys, retaining the green spaces in the valley bottoms. While many of the principles of this plan were sound, they have only been partially implemented.
- 2.4. The result is that much of northern Plymouth can be viewed as an area where communications are difficult and its urban form incomplete. As this area accommodates some 19% of Plymouth's total population, as well as a large number of strategically important employment destinations, these matters need to be addressed as a matter of urgency.

The Challenges

- 2.5. There are a number of challenges this AAP needs to address.
- 2.6. Derriford has evolved incrementally resulting in a fragmented urban form. It lacks a clear identity and focus despite being a sub-regional destination and the city's northern gateway. The challenge is to reverse this perception of Derriford as being 'out of town' in character, reduce car dependency and enable a modal shift to more sustainable forms of transport and improve the overall quality of life for those who live, work and visit the area.
- 2.7. Derriford has become a major employment destination, but with limited housing and services to support the workers. The area is characterised by large isolated, single use developments that are inefficient in land use terms. The challenge is to support the area's strategic employment role, by providing sufficient, suitable sites to meet future needs, as well as matching jobs with homes and services, in an attractive environment, to meet the needs and expectations of the local community.
- 2.8. The Council's need to build houses very quickly, in the post war period of austerity, meant shortcuts were taken which affected quality and built form.

Only a few estates in northern Plymouth were successfully built on the neighbourhood principle. While some parts of northern Plymouth provide an excellent quality of life, there are other areas which are characterised by low density housing, poor internal connectivity, as well as imbalances caused by pockets of disproportionately high concentrations of Council housing. These problems have been made worse as a consequence of locating settlements off the main movement corridors, which has led to high car dependency. The challenge is to use the range of development opportunities at Derriford to deliver a range, mix and type of housing that will support a vibrant community and enable northern Plymouth to become more self-sufficient and sustainable.

- 2.9. In general terms, northern Plymouth is poorly served by its district centres providing limited retail and community facilities within walking distance of people's homes. This problem is made worse by some failing local centres in surrounding neighbourhoods, which have been caused by limited demand as a consequence of low density development, changing shopping patterns and a lack of passing trade. The challenge is to deliver a retail hierarchy, including a significant new District Centre at Derriford, that better serves northern Plymouth, making it more self sufficient, along with prioritising more sustainable methods of access.
- 2.10. There are major infrastructure issues in Derriford, particularly in relation to transport. The A386 is the main route into and out of the city from the north. It is close to capacity at peak times of the day and forms a major barrier to east/west pedestrian and cycle movement. The challenge is to maintain the function of this main arterial route, by promoting a modal shift to more sustainable modes of transport, while changing the perception of this corridor by reducing its visual dominance and making new positive links across it. This will require both a proactive approach to reducing car dependency, whilst simultaneously changing the character of this main arterial route. This can be achieved through development of a significant scale fronting onto the highway to create a sense of arrival, as well as addressing severance issues to provide a more attractive environment for pedestrians and cyclists.
- 2.11. There has been a failure to use Derriford's historic and natural assets to provide a sense of quality, identity and association. The exceptional historic asset of Crownhill Fort and the natural resources of the Bircham and Forder Valleys are not integrated into the urban form and are constrained by restricted access and limited formal public rights of way. In addition, the area's green space is fragmented, there is limited access to the wider countryside and long distance views to Dartmoor and the coastline have not been exploited. The challenge is to improve and integrate these historic and natural resources into the urban form so they can be enjoyed and help to provide a sense of identity, providing a better quality of life for people living and working in Derriford.

3. THE VISION FOR DERRIFORD AND SEATON

- 3.1. This AAP addresses the challenges that exist at Derriford and Seaton by setting out a long term vision for the area to provide a framework for the more detailed policies and proposals to guide the type and form of future development, as well as demonstrating how the necessary infrastructure could be delivered.

Context

- 3.2. The Core Strategy defines Derriford and Seaton as a location for long term, sustainable change. In terms of priorities, this follows on from the city's urban renaissance agenda for its waterfront regeneration areas, and complements the proposals for Plymouth's eastern corridor where the focus is on addressing current needs by providing for an appropriate range, mix and type of housing development. In combination, these plans provide the foundations for the city's long term sustainable growth agenda.
- 3.3. In physical terms, topography dictates that Derriford is the logical location for a new District Centre to serve northern Plymouth. This reflects the local movement patterns that are dictated by the faults in the underlying geology that run east-west and north-south, making movement in other directions difficult. Derriford, located on the north/south spine is the most readily accessible location for the wider area. It provides a natural focus for currently isolated and poorly connected neighbourhoods which lack the level of facilities and services needed to underpin a 'sustainable community'.
- 3.4. In spatial terms, Derriford offers a unique opportunity to help deliver Plymouth's long term vision. None of the city's other northern neighbourhoods have the scope, scale and presence to become an obvious centre for the area north of the A38. Only Derriford has the potential to help raise the quality of the economic and social fabric of the city to a level that reflects the city's role as the economic hub for the far South West, building on its sub-regional employment role, and providing for a quality of life commensurate with the city's unique setting.
- 3.5. The challenge for this AAP is to bring structure and urban cohesion to this large area by respecting and complementing the existing uses at Derriford with an urban framework that helps create a thriving, sustainable, mixed-use urban centre at the heart of the north of Plymouth. The potential scale of investment is significant. Boldness of vision and commitment will be essential to delivering these aspirations. There is a real opportunity to coordinate development, as well as re-orientate infrastructure, to create a new, modern, inspirational and sustainable urban centre.

Vision and Key Objectives

- 3.6. The Adopted Core Strategy, through Area Vision 9 - Derriford and Seaton, defines the long term aspiration for this area, which is:

To create a thriving, sustainable, mixed-use new urban centre at the heart of the north of Plymouth, which is well connected to

surrounding communities and to the city's High Quality Public Transport network.

- 3.7. This vision is supported through the AAP by six Strategic Objectives which reflect the need for an integrated policy approach defining the Council's intentions, in spatial planning terms, to deliver the vision for Derriford. They encompass the following matters:
- Strategic Objective 1: Place Shaping
 - Strategic Objective 2: Delivering Jobs and Services
 - Strategic Objective 3: Delivering Homes and Communities
 - Strategic Objective 4: Delivering Shops and Services
 - Strategic Objective 5: Improving Connectivity and Permeability
 - Strategic Objective 6: Natural Environment Enhancements
- 3.8. These Strategic Objectives are defined in detail at the start of each chapter providing a framework for the more detailed policies and proposals, which in combination, will guide the Council's consideration of development proposals.
- 3.9. In terms of the City Vision, the Derriford and Seaton AAP plays an important role in delivering population growth, greater employment opportunities, an increase in the supply and mix of housing, new shopping provision, sustainable transport measures, high quality design and access to a significant amount of green space, which collectively contributes to citywide aspirations and milestones set out in the Core Strategy as set out in Chapter 10.

**DERRIFORD AND SEATON AAP 2006-21
OVERVIEW OF DELIVERY OUTCOMES**

Increased Employment Opportunities

c.8,000 new jobs, with some 116,000 sq m of gross commercial and healthcare floorspace

New Homes

c.2,950 new homes, including some 765 affordable homes and 510 Lifetime Homes

New Shops and Services

A new district shopping centre anchored by a foodstore and the provision of providing a range of local services and community facilities

Education Provision

A new 2 form entry primary school

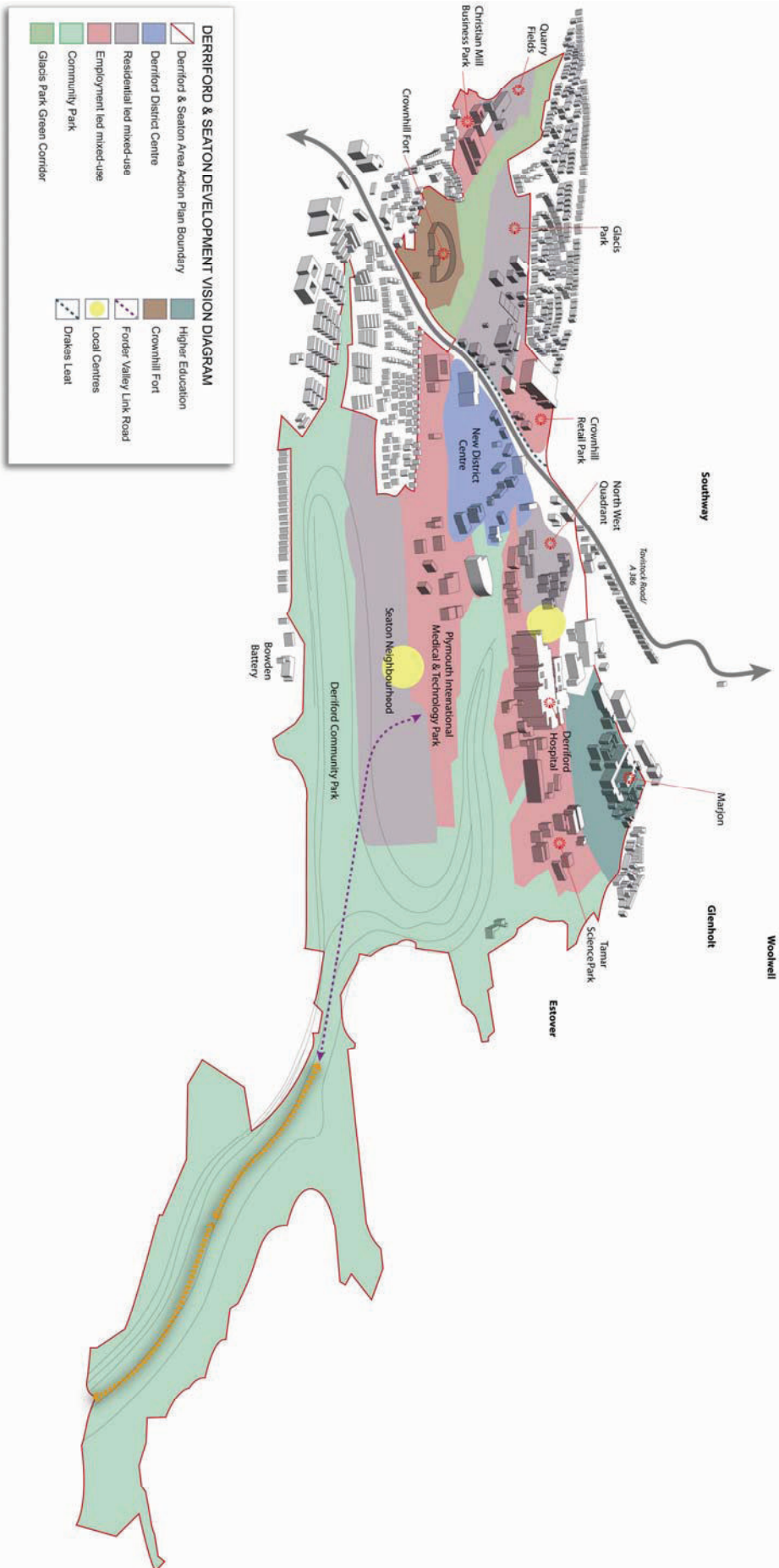
Greater Access to Quality Green spaces

More than 146 hectares of green space, including an extensive new community park

Better links between Existing and Proposed Communities

Infrastructure improvements including new link roads and the realignment of Derriford roundabout

Derriford and Seaton Vision Diagram



4. PLACE SHAPING

- 4.1. Successful places tend to be those that have their own distinct identity. The character of a place affects how people feel about it and in turn how successful it becomes. Recognising these requirements is fundamental to delivering the vision for Derriford.
- 4.2. Core Strategy, Strategic Objective 3 ‘Delivering Sustainable Linked Communities’ and Policy CS01 ‘Development of Sustainable Linked Communities’, emphasise the importance of promoting a positive sense of place and identity for each neighbourhood in Plymouth and the Design Supplementary Planning Document (2009) explains how this should be achieved. These requirements are supported by Strategic Objective 1, which sets out the key considerations for ensuring development contributes to making Derriford a location of choice with a strong identity.

Strategic Objective 1 Place Shaping

To create a place where people want to live, work and visit by promoting change that complements existing uses, creates a positive sense of identity and supports the formation of sustainable linked communities by ensuring that development:

1. improves the urban form, by reinforcing local distinctiveness, supporting urban cohesion and, where appropriate, seeking opportunities to define a new character in response to society’s needs.
2. improves connectivity by increasing permeability and supporting more sustainable forms of transport.
3. protects the area’s historic assets, by enhancing their role, setting and prominence in a way that adds richness to the urban form.
4. enhances and promotes the area’s environmental assets, supporting an increase in biodiversity, and providing access to the area’s natural spaces to deliver quality of life improvements and enhancing the value of the Derriford area.
5. supports a Combined Heat and Power (CHP) network in accordance with the government’s move towards zero carbon development.
6. improves surface water drainage systems to reduce flood risk and protect European Sites.

- 4.3. This Strategic Objective responds to the need to give Derriford a more positive identity by bringing together the concepts that place shaping is about character, identity, variety, reflecting society’s needs, creating linkages, as well as responding to local patterns of development, the historic environment, natural spaces and landscape in a sustainable way.
- 4.4. It is supported by AAP policies DS01 to DS04 and Proposal DS05 which provide guidance for all development proposals on the fundamental considerations that will help turn Derriford into a sustainable linked community. As to how these five policies are to be applied in relation to each proposal is further amplified through its supporting text within this AAP.

Improving the Urban Form

- 4.5. Good design ensures attractive, usable, durable and adaptable places, it is key to achieving sustainable places and maximises the return on investment.
- 4.6. Core Strategy, Strategic Objective 4 and Policy CS02 emphasise the need to 'Deliver the Quality City'. This aspiration is supported by Policy DS01 which sets out fundamental considerations needed to improve Derriford's urban form.

Policy DS01: Improving the Urban Form

Development proposals at Derriford will be expected to:

1. use a masterplan approach, which includes the provision of Design Codes, Public Realm Strategy, a Delivery Plan and a Consultation Strategy, to inform the development process.
 2. contribute to creating a strong and integrated urban form with a real sense of place, of an appropriate scale and quality in relation to the site's role, context and proximity to key locations. This will include the need to consider the opportunities for higher density mixed-use development, incorporating key views and vistas, as well as the careful use of landmark buildings/public art in key locations.
 3. improve surface water drainage systems to reduce flood risk and protect Plymouth Sound and Estuaries European Marine site from water pollution. These measure will be specific requirements for Proposals DS08 Crownhill Retail park; DS09 Derriford Hospital; DS10 Marjon; DS12 Glacis Park and DS16 District Centre.
- 4.7. Policy DS01 highlights the need for new development to redress the incremental and inward looking nature of Derriford's past, which has led to a fragmented urban form. It will require future development to be fit for purpose, connected, durable, well built, pleasing to the mind and eye and help make Derriford a more sustainable location.
 - 4.8. The requirement for a masterplan approach for key sites will ensure that new development addresses the current fragmented nature of the urban form by ensuring it will be integrated and have positive relationships with surrounding uses. This will be a material consideration in determining planning applications. As part of a masterplan approach the following will be required:
 - a) Design Codes should be submitted and approved by the Council as part of any outline application;
 - b) A Public Realm Strategy will be required to ensure a coordinated approach to public streets and spaces;
 - c) A Phasing Plan will need to be submitted with an outline or full application to ensure the provision of convenient and safe facilities/services throughout each development phase and;
 - d) Developer's Statement of Community Involvement, in accordance with the Council's Statement of Community Involvement. A detailed statement of community and stakeholder engagement will need to be agreed at pre-application stage for all significant proposals.

- 4.9. Full information on the Council's Validation Requirements for Planning Applications was published in July 2010. Copies are available at the Civic Centre and can be downloaded from the Council's website at the following address: www.plymouth.gov.uk/local_validation_list.pdf
- 4.10. As part of the masterplan approach, development proposals will need to demonstrate they are addressing the challenges defined in Chapter 2 by using high quality design to create a distinctive sense of place, improving linkages between areas and ensuring a safe, accessible and sustainable environment. This will require the consideration of the following matters:
- a) Density of development. The current 'out of town', car dominated and dispersed character of development in this area needs to be addressed through the use of higher density, mixed-use developments.
 - b) Sense of arrival. Derriford needs to function as the 'northern gateway' into the city. This will require developments, of an appropriate form and scale, including the provision of landmark buildings and public art, in prominent locations along the A386 centred on the District Centre.
 - c) Streetscape. In contrast to the current approach of estates built around cul-de-sacs, future development needs to create a permeable network of streets and spaces that are of sufficient scale, easy to navigate, defined and enclosed by buildings, to create a strong sense of place and provide for increased surveillance. Development proposals should provide outward facing and active frontages on streets and public spaces. Large footprint uses, including car parks and larger retail units, should be wrapped by active development to prevent long stretches of inactive frontage.
 - d) Views. The current inward facing nature of development needs to be reversed with new development taking advantage of the long distance views by incorporating and/or creating key vistas, as well as making provision for the careful use of landmark buildings and public art in prominent locations to signpost routes through the area.
 - e) Sensitive design. In order to rectify the current lack of identity and focus in this area, new development should help create distinct character areas, responding to the fine-grained landscape and townscape character variations, as well as the area's changing context. This will require detailed designs that respond to the scale, colour, tones and textures of the landscape, ensuring visual richness and diversity.
- 4.11. The integration of the creative thinking of artists is encouraged throughout to help create distinctive spaces that express the history and collective values and aspirations of the communities that use them

Flood Risk

- 4.12. Derriford is prone to surface water flooding and the plan spans two of the Environment Agency's Critical Drainage Areas. The water catchments are relatively short and steep, making the area susceptible to flooding from run off generated by fairly short heavy rainfall events and it is anticipated that these will become more common with projected climate change.
- 4.13. As development can reduce the ability of the ground to absorb water and give rise to a typical 10-fold increase both in the rate and volume of surface

water run-off, there is a need to ensure development proposals bring forward sustainable drainage systems that reduce these risks.

- 4.14. Sustainable Urban Drainage systems will become a requirement for all development during the course of this plan as a result of measures set out in the Flood and Water management Act. In the interim development proposals at Crownhill Retail Park, Derriford Hospital, Marjon, Glacis Park and the District Centre will be required to provide sustainable urban drainage systems because these sites are already identified as at risk from surface water flooding. The Habitats Regulation Assessment of the plan identifies a risk of pollutants from highway drainage systems impacting on Plymouth Sound and therefore new schemes need to design in measures that can mitigate this.

Improving Connectivity

- 4.15. Derriford is overly car dependent; this reflects the current fragmented nature of the urban form which is dominated by large, single-use developments that are not well related. Journeys between locations, on foot or bicycle are difficult because of the lack of clear pedestrian and cycle routes and the dispersed, low density nature of development. In addition, the A386 presents a significant barrier to east/west pedestrian and cycle movements and the area is unduly dominated by large amounts of surface level car parking.
- 4.16. Core Strategy, Strategic Objective 14, together with Policy CS27 ‘Supporting Strategic Infrastructure Proposals’, Policy CS28 ‘Local Transport Considerations’ and the Derriford Transport Strategy (2012), emphasise the importance of reducing the need to travel and delivering a sustainable transport network. This aspiration is supported by Policy DS02 which defines how communications should be improved in the AAP area.

Policy DS02: Improving Connectivity

Development proposals should contribute to improving permeability and connectivity both within and to the surrounding areas, maximising accessibility by walking and cycling and public transport by:

1. delivering a permeable network of streets and spaces that provide clear pedestrian and cycle routes, make positive links with adjoining areas and support the increased use of public transport.
2. supporting measures to reduce the severance to pedestrian and cycle movements caused by the A386.
3. ensuring where possible that car parking is located to the rear of buildings, or underground, or in suitably designed and wrapped multi-storey car parks. Ideally car parks would be dual use to avoid the inefficient use of land and create a better urban form.

- 4.17. Finding ways to improve the linkages between sites and uses is vital to ensuring the area functions in a more sustainable way. While some of these issues can be addressed through the intensification of development, all development will be expected to contribute to the creation of more

sustainable movement patterns through design and infrastructure provision. Particular regard should be had to the following:

- a) maximising pedestrian and cycle permeability throughout the area with the appropriate use of Home Zone road layout and design. Highway routes between principal uses and areas should be designed to reduce vehicle speeds below 20 mph as far as practicable.
- b) reducing the severance caused by the A386 by supporting, where appropriate, the delivery of high quality, direct and safe pedestrian and cycle links both along and across the A386. It is particularly important to strengthen the relationship between local communities and the new District Centre, as well as enabling greater access to the area's employment locations and the Community Park.
- c) rationalising car parking by focusing on creating opportunities to reduce the impact of travel, car use and parking need. As part of new developments, more sustainable modes of travel should be prioritised and encouraged through the preparation of travel plans, increased public transport use and prominent foot and cycle access to and through sites. Where appropriate, new developments will be encouraged to provide generous and secure bicycle storage, lockers and changing facilities.
- d) where car parking is required, surface car parking should be avoided adjacent to key routes, streets or spaces and located to the rear of developments. Future developments will be required to have regard to the parking standards set out in the Council's Development Guidelines SPD, as well as respond to the more detailed measures set out in the Derriford Transport Plan.

Historical Assets

- 4.18. Heritage plays an important part in defining a community's roots. While we need to conserve, and where possible enhance, the city's historical assets, it is also important that their potential, to help us relate to an area, is used to the best advantage.
- 4.19. Core Strategy, Strategic Objective 4 and Policy CS03, emphasise the importance of valuing the past, so it can play a part in building the future. While the historic settlement pattern at Derriford is limited, Policy DS03 highlights the importance of those historical features that can play a role in shaping the area's future.

Policy DS03: Historical Assets

Development proposals should relate and be sensitive to Derriford's historical assets and support the contribution that these assets can make to enhancing Derriford's unique character and identity by increasing their visibility and accessibility.

- I. Crownhill Fort and Glacis is a Scheduled Ancient Monument. It provides an important focal point and opportunities for greater public access should be promoted subject to viability.

2. Drake's Leat should be preserved and sensitively incorporated into development proposals.
3. Bowden Battery Glacis is a Scheduled Ancient Monument, and should be managed sympathetically as part of the Community Park.

Crownhill Fort

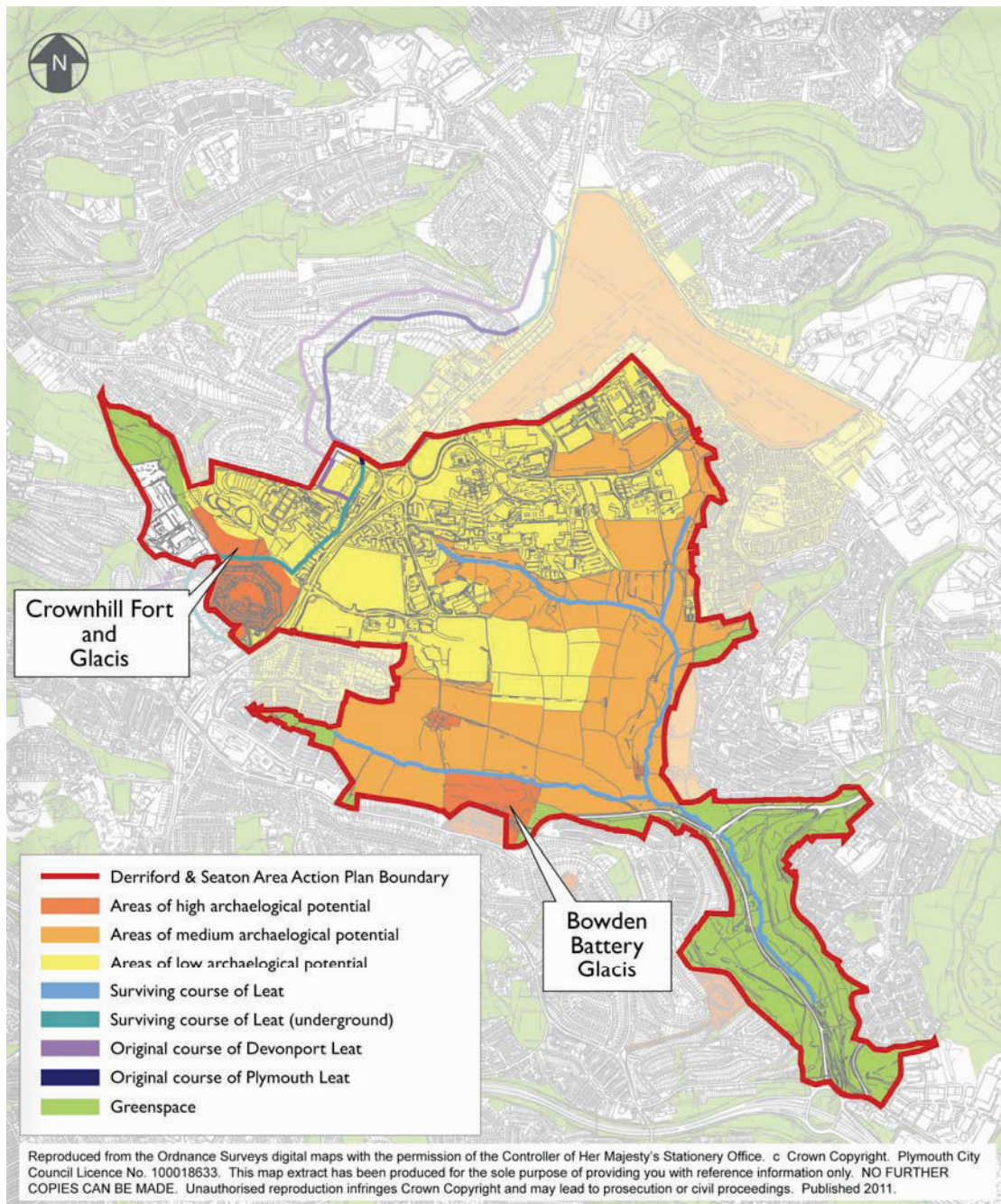
- 4.20. The Palmerston Forts are a series of defences which were built during the 1860s and 1870s to surround Plymouth and protect the Royal Dockyard. Many of the forts are Scheduled Ancient Monuments designated by English Heritage as being nationally important and worthy of preservation.
- 4.21. Crownhill Fort and its Glacis, located to the west of the A386, are designated as a Scheduled Ancient Monument. Crownhill Fort is the most well-known of the forts and because of its remarkable state of preservation and its role as the centrepiece of the Northern Palmerston defences, it is an important asset for the city and Derriford.
- 4.22. The Landmark Trust acquired Crownhill Fort in 1987 and major work to restore the grounds, weaponry and buildings was undertaken. Public access to the Fort is available by appointment. The Fort has a diverse role and provides for weddings, parties and events, conference facilities, school tours, group visits, open days, holiday-lets, as well as office space for small businesses.
- 4.23. As a flagship site, it is likely that Crownhill Fort will continue to provide the public 'face' of Plymouth's Northern Forts. As such, there may be scope to improve interpretation of the site overtime (depending upon demand) to a level where Crownhill Fort becomes better integrated into the community and enhances its role within Derriford. Development proposals on adjoining land will need to demonstrate they have been sensitive to the setting of Crownhill Fort and the Glacis, using it as a focal point for views.

Drake's Leat

- 4.24. Drake's Leat, also known as Plymouth Leat, was a watercourse constructed in the late 16th century to supply water to Plymouth. The water was sourced from the River Meavy and ran for more than 17 miles to Millbay. It was one of the first municipal water supplies in the country and is thought to remain largely intact. Parts of the leat are visible at Crownhill Retail Park and this physical part of the city's heritage should be preserved and sensitively incorporated/interpreted into development proposals.

Bowden Battery Glacis

- 4.25. Bowden Battery Glacis is a Scheduled Ancient Monument forming part of the functional area around the Fortification. It falls within the Derriford Community Park boundary (see Chapter 9) and should be managed sympathetically as part of the Community Park and the setting for Bowden Battery.
- 4.26. Historical assets and land with archaeological potential within Derriford has been identified on Map I.



Map I Historic Assets and land with Archaeological Potential in the Derriford and Seaton Area

Green Infrastructure

- 4.27. The delivery of a high quality natural environment is an essential part of creating a sustainable future, and will ensure higher environmental standards are met in the places we develop.
- 4.28. Core Strategy, Strategic Objective II and Policies CS18, CS19 and CS20 emphasise the importance of valuing green spaces, protecting and enhancing the city's wildlife and ensuring the sustainable use of resources. Policy DS04 emphasises the role and importance of maintaining, enhancing and developing Derriford's Green Infrastructure network, as part of securing a sustainable future.

Policy DS04: Green Infrastructure

All development proposals must contribute towards the protection and enhancement of Derriford’s network of natural spaces and deliver an enhancement to the areas wildlife value, by:

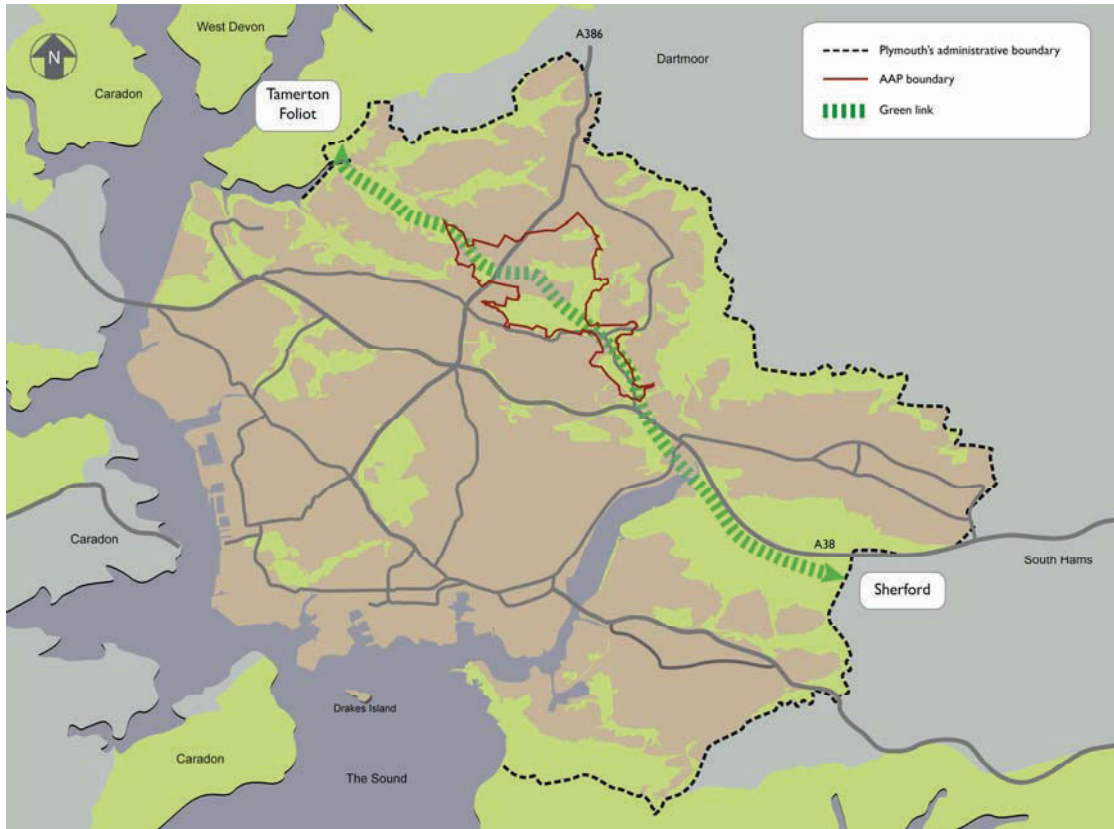
1. safeguarding and enhancing the existing strategic network of trees and hedgerows, incorporating them into the urban fabric to provide strong ecological connectivity, as well as creating new green links where appropriate.
2. ensuring green links through and into adjacent sites are enhanced for wildlife and managed in perpetuity, for the benefit of bats and other species.
3. protecting Sites of Special Scientific Interest, for species such as the Plymouth Pear.

4.29. Derriford is rich in wildlife features, with many important habitats and species including, lesser horseshoe and greater horseshoe bats and the Plymouth Pear. New development, when appropriately designed, can provide opportunities to enhance biodiversity features and improve the quality of green spaces. These features can then positively support new developments by providing unique community resources.

4.30. Because it is important that new developments have a positive impact on wildlife and natural spaces, proposals need to contribute towards the protection and enhancement of Derriford’s network of natural spaces. These important green networks and wildlife features are illustrated on Map 2 below. Some of these areas will be incorporated into the proposed Derriford Community Park (see Chapter 9), but in other areas they provide a rich wildlife and community resource and should be enhanced through the development of the Derriford area.

4.31. Within Derriford there is also one Site of Special Scientific Interest (SSSI). This small 0.32 hectare site is believed to support the only known wild populations of the Plymouth Pear tree species, which has special protection under the Wildlife and Countryside Act 1981.

4.32. In addition, there are two Local Nature Reserves (LNR’s) within the AAP boundary; the Bircham and Forder Valleys, which form part of a network of green spaces that run, largely unobstructed, across the city from Tamerton Foliot in the west to Sherford in the east. These LNR’s were designated by the Council because of the significant value they provide for people and wildlife. The Bircham and Forder Valley LNR’s support a variety of habitats including broad-leaved woodland, semi-improved grassland, hedgerows, scrub and wetland features. Information about these sites is available from the Council.



Map 2 Citywide green link that extends from Tamerton Foliot across Derriford and through to Sherford and the wider countryside.

Educational Provision

- 4.33. An essential requisite to creating a place where people want to live is to provide a mix of land uses that work together, as well as ensuring that the supporting infrastructure, such as shops, schools and community facilities, are provided in a timely manner.
- 4.34. Core Strategy, Strategic Objective 9 Delivering Educational Improvements, and Policy CS14 New Education Facilities, emphasise the importance of ‘Planning for new education provision in response to anticipated population growth including the safeguarding of key sites where appropriate’.

Educational Need and Requirements

- 4.35. The population of Derriford and Seaton is anticipated to increase by approximately 6,000 persons over the plan period. As part of the process of addressing the needs of this new community, there will be a requirement to increase the local educational provision in line with the projected level of growth.
- 4.36. The Council has projected that as a result of planned growth in the Derriford and Seaton area, there will be a requirement to make provision for the educational requirement of approximately 522 children of primary school age and 395 children of secondary school age

Primary School Provision

- 4.37. In order to provide for this number of children during the plan period, there will be a need for 2.5 forms of entry at primary school age. This will include accommodating initial demand, in the short term, by making provision for an extra 0.5 form entry expansion of an existing primary school. As demand out grows this initial short term provision, a new 2 form entry primary school within the AAP boundary will also need to be provided.
- 4.38. In accordance with guidance on delivering schools, the 2 form entry primary school will require an area of 17,320 sq m, which should be well integrated into the community, easily accessible and located within reasonable walking distance to residential dwellings to encourage sustainable travel. It should be sited as close as practical to the centre of the community, in close proximity to other facilities to reduce the need for multiple trips. It should also offer the opportunity to co-locate a children's centre and health facilities, which also need to be located close to transport hubs and shops. It will be necessary to deliver a 2 form entry primary school on a site that has the capacity and flexibility to expand in the future to accommodate growth beyond the plan period; in particular, approximately 24,880 sq m of land should be safeguarded to enable the delivery of a 3 form entry primary school to cater for potential preference in the future. The site location should take into account topography, as a significant proportion of the site will be required for playing courts and playing fields and preferably single storey construction with level access to play grounds.
- 4.39. Locations considered suitable for new primary school provision within the Derriford and Seaton area include the District Centre and adjoining land and an area of land either close to, or within the new Seaton Neighbourhood. These locations are considered to have a number of merits for educational provision regarding location, accessibility, expansion potential and topographical suitability. Reference to these educational requirements has been made within the following proposals: DS16 District Centre, DS13 Seaton Neighbourhood and DS06 Plymouth International Medical and Technology Park and will be subject to further detailed assessment.

Secondary School Provision

- 4.40. In order to provide for an increase in children of secondary school age there is a requirement to provide an additional form of entry at the following two existing local secondary schools, Tor Bridge High and Sir John Hunt, in the medium and longer term respectively.

Enabling Low Carbon Development

- 4.41. The Council recognises the need to reduce the city's carbon footprint as part of its response to climate change, delivering the government's move towards low or zero carbon development. Plymouth's Climate Change Action Plan sets out targets for a 20% reduction in citywide emissions by 2013 and 60% by 2020.
- 4.42. The potential developments at Derriford and Seaton are of a significant scale, particularly in terms of future energy demand and they will be subject to increasingly challenging targets concerning carbon dioxide emissions under

future Building Regulations. This means that plans for Derriford and Seaton need to embrace new low carbon energy infrastructure from the outset.

- 4.43. Core Strategy, Strategic Objective 11 and Policy CS20, supports the government's move towards zero carbon development. With regard to the Derriford and Seaton area, Policy DS05 sets out how this can be progressed through specific development proposals.

Proposal DS05: Combined Heat and Power, District Heating and Cooling

An integrated Combined Heat and Power and District Heating and Cooling (CHP/DH) network is proposed for the Derriford and Seaton area in order to enable existing and new development to achieve significant carbon savings. In order to secure the delivery of this network at the earliest opportunity the Council will:

1. implement a procurement process to seek an Energy Supply Company to development and operate the CHP/DH network, either as part of a wider network in the city or, at least initially, a local network with the potential to connect more widely at a later date.
2. require development proposals at PIMTP (DS06), Crownhill Retail Park (DS08), UCP Marjon (DS10), Glacis Park (DS12), Seaton Neighbourhood (DS13), North West Quadrant (DS14) and Derriford District Centre (DS16) to include space for an Energy Centre, to support a phased roll-out of the district heating network. Derriford Hospital (DS09) may also need to provide space to expand its existing Energy Centre and should seek to be connected to the network to enable use of the surplus heat when this is available.
3. require all proposals for non-residential development exceeding 1,000 sq m gross floorspace and residential developments comprising 10 or more units (whether new build or conversion) to connect to any existing, or proposed, District Energy Network in the locality to bring forward low and zero carbon energy supply and distribution. Otherwise, it will be necessary to demonstrate that it would not be viable or feasible to do so. Where this is the case, alternative solutions that would result in the same or better carbon reduction must be explored and implemented, unless it can be demonstrated that they would not be viable or feasible
4. where the district wide network is not yet operational in relation to the particular development under consideration:
 - a) Seek an offsite contribution to the establishment of the network;
 - b) Require heating and cooling systems that allow future connection to local district heating/cooling networks
5. where the district wide network is operational in relation to the particular development under consideration:
 - a) Require the development to connect to the network
 - b) Seek an offsite contribution towards completion of the network
6. incorporate district heating/cooling pipe infrastructure as a key consideration in the forward planning and delivery of all relevant transport and public realm work in the Derriford and Seaton area.

The requirement (set out in Core Strategy Policy CS20) for development to incorporate onsite renewable energy production equipment is relaxed for such developments, in favour of measures that enable delivery of area wide solutions.

- 4.44. The Plymouth City Centre and Derriford Sustainable Energy Study (2009) demonstrates that, due to the nature and location of the proposed developments, the emission reduction targets proposed in the Communities and Local Government Policy Statement, 'Building a Greener Future' (2006), will not be deliverable through the use of 'micro renewable' solutions. Having considered the specific characteristics for new development in this area, the Study identifies delivery of a Combined Heat and Power and District Heating network (CHP/DH) is sensible post 2013, and essential post-2016. Whilst site specific micro-renewable solutions may be able to meet the short-term Building Regulations requirement for emission reductions, their implementation will reduce the effectiveness and viability of a CHP/DH network in the longer term.
- 4.45. A CHP system can be fuelled by biomass (renewable energy technology) or by natural gas (low carbon technology). It can also incorporate other technologies as part of a wider network. To set the foundations for this low carbon network, it is likely that natural gas CHP will be the initial preferred option as a well-established proven technology, with the low capital costs and small development footprint.
- 4.46. Gas CHP is a low carbon technology with the potential to deliver substantial reductions in Derriford and Seaton's carbon emissions. In the future, other fuel sources such as biomass could be 'plugged' into the CHP/DH system, once the initial infrastructure is in place. Proposal DS05 will bring considerable benefits to new developments in terms of providing a cost-effective way of meeting increasingly challenging Building Regulations requirements as well as providing cheap low carbon energy and heating for future occupants. CHP can also offer the benefits of being able to deliver carbon savings for existing buildings, where building fabric improvements may be difficult to achieve. It may also deliver other improvements, including reduced costs of boiler replacements and lower revenue costs.
- 4.47. Proposal DS05 will be implemented on a phased basis and delivered by an Energy Service Company (ESCo) in partnership with the Council and developers. The role of the ESCo will be to develop, manage and maintain the CHP/DH infrastructure and to provide energy services to customers across the Derriford and Seaton area. Further work demonstrates that the potential exists to establish a first phase of the DH network based upon existing heat and power requirements for customers around UCP Marjon or Derriford Hospital.
- 4.48. Given the lead-in time that will be required for establishing the ESCo and associated CHP/DH infrastructure, this work will need to be completed early in the plan period to ensure that it provides the required foundation that will facilitate the roll out of 'carbon compliant' development.
- 4.49. The exact specification of the CHP Energy Centres required to support a commercially viable energy network will evolve according to local market

conditions, but to deliver the desired carbon savings from the network some proposals will be encouraged to accommodate Energy Centre that supports the delivery of heat and power to adjoining sites/proposals. Key proposals that have the potential to support this phased rolled out will need to safeguard land for this purpose.

- 4.50. The current expectation is that the area is likely to require a number of Energy Centres to support the phased roll out of the district heating network. It is currently anticipated that these will be focused around UCP Marjon, Derriford Hospital, Seaton Neighbourhood local centre and the new District Centre. Proposals in these areas will therefore need to safeguard land that could support this kind of use.
- 4.51. The Council will proactively support the establishment of a Derriford and Seaton ESCo, and then support the ESCo in the implementation of the required CHP/DH pipe infrastructure. This support will come through the planning process and will be considered when the Council carries out transport or public realm works. Developments will be required to connect to the network and to provide financial contributions towards its establishment.

5. DELIVERING JOBS AND SERVICES

Creating a Diverse Mix of Commercial and Service Uses

- 5.1. Unlocking Plymouth's economic potential underpins the city's aspirations to secure its long term future and fulfil its role as the economic hub for the far South West. Derriford, as one of the city's strategic employment locations serving the wider sub-region, will play a major part in delivering this aspiration. This AAP seeks to support the creation of jobs and services through the allocation of the suitable land in the suitable place, together with the infrastructure necessary to support a more sustainable form of development.
- 5.2. Core Strategy, Strategic Objective 6 'Delivering the Economic Strategy' and Policy CS04 'Future Employment Provision', emphasise the importance of 'Developing the concept of a bi-polar economy with strong and complementary centres of employment at the City Centre and Derriford'. This role is supported by Strategic Objective 2, which confirms the key considerations of promoting economic flexibility and innovative capacity through the provision of a diverse mix of commercial, office and service uses at Derriford, together with homes and community facilities to ensure a more sustainable form of development.

Strategic Objective 2 Delivering Jobs and Services

To support Derriford's role in securing the city's long term economic and social well-being through the development of strategically important employment sites for health, industry and offices, as well as education services, by:

1. making provision for in the region of 8,000 new jobs over the plan period, reinforcing Derriford's strategic employment role as part of the bi-polar concept identified in Plymouth's Local Economic Strategy 2006-21 (2006).
 2. ensuring that the growth of jobs and services at Derriford is delivered in a way that is complementary to the growth of the City Centre.
 3. making provision for a diverse mix of commercial and service uses, as well as supporting residential, community, commercial, service and retail uses to promote community well-being, social interaction, environmental enhancement and the delivery of sustainable linked communities.
- 5.3. Strategic Objective 2 draws together key concepts to ensure development at Derriford contributes to delivering a more sustainable city by recognising the links between supporting jobs through the provision of homes and services to ensure sustainable development.
 - 5.4. Core Strategy Policy CS04, 'Future Employment Provision', highlights the need to accommodate both traditional employment uses as well as other priority economic growth sectors. In terms of delivering this, policies/proposals DS06 to DS11 support Derriford's existing health, education and employment uses by encouraging new investment, particularly in relation to the medical sector, as well as transforming Derriford into the

city's secondary office location after the City Centre. Derriford's main employment locations are shown in the Table I below.

Proposal	Location	Employment Floorspace Potential (gross floorspace)
DS06	Plymouth International Medical & Technology Park	40,000 sq m
DS07	Tamar Science Park	20,000 sq m
DS08	Crownhill Retail Park	2,000 sq m
DS09	Derriford Hospital	20,000 sq m
DS11	Christian Mill Business Park	1,500 sq m
The following employment developments will be provided on non employment led mixed-use sites.		
DS12	Glacis Park	15,000 sq m
DS13	Seaton Neighbourhood	4,500 sq m
DS14	North West Quadrant	5,000 sq m
DS16	District Centre	8,000 sq m

Table I: Proposed commercial floorspace provision within Derriford and Seaton.

- 5.5. The following policies and proposals are intended to guide the future development of these sites. However, a number of transport interventions, (defined in proposals DS17, DS18 and DS19), will be required before their full development can be realised. Details concerning the delivery of these proposals is set out in Chapter 10, which has been informed by the Derriford Delivery Framework.

Plymouth International Medical and Technology Park

- 5.6. The area known as 'Plymouth International Medical and Technology Park' (PIMTP) is a 29 hectare site located on the former Seaton Barracks, situated to the east of the A386, close to Derriford Hospital and the Tamar Science Park, although separated from them by the Bircham Valley. PIMTP is currently owned and marketed by the Council following its transfer from the South West of England Regional Development Agency (RDA) in 2011. The site is of strategic importance for employment and this is its primary purpose. However, given its central location within the Derriford growth area, it is also acknowledged that the site could play a secondary role in supporting the wider objective of sustainable growth through provision of necessary community infrastructure.
- 5.7. PIMTP is a 'flagship' employment site which will play a crucial role in helping the South West to capitalise on its growing reputation as a centre of medical excellence. It provides for B1 and B2 employment uses, with a focus on the

health/medical sector. Its close proximity to the expanding Derriford Hospital, the Nuffield Hospital and the new headquarters for the Peninsula Medical and Dental Schools, put it close to the heart of one of Europe's largest medical communities, making it a critical component in supporting the city's future prosperity.

- 5.8. As an established centre for medical excellence, PIMTP was chosen as the ideal location for one of only three new Radiology Academies in the country, as well as a new Peninsula NHS Treatment Centre, specialising in orthopaedic diagnostic treatment and rehabilitation. The NHS has also acquired some 7 hectares of land within the site, which has been set aside for the development of a significant healthcare facility.
- 5.9. This site also accommodates a range of other organisations including occupational health specialists IMASS, HSBC, Hellermann Tyton, PDSA veterinary care and the Land Registry, which is one of Plymouth's biggest employers and hosts one of the largest databases in Europe.
- 5.10. Core Strategy Policy CS04, 'Future Employment Provision', and Proposal DS06, make provision for a further 40,000 sq m gross of business floorspace and healthcare provision, as well as a range of business support infrastructure, as part of a commercially led mixed-use development. On completion, this development is expected to provide in the region of 2,000 new jobs for the city.

Proposal DS06: Plymouth International Medical and Technology Park

Plymouth International Medical and Technology Park's role as a strategic employment site will be strengthened by commercially led mixed-use development delivering new offices, technology, research and development and healthcare/medical related businesses. These developments should:

1. provide for an additional 40,000 sq m gross of commercial office and manufacturing (B1 and B2) development and medical facilities (C1 and C2), as part of a mixed-use development.
2. contribute to an intensification and diversification of existing commercial uses, including a reduction in the current impact of car parking provision.
3. safeguard provision for the development of an Energy Centre to support the wider District Energy proposals.

In addition to meeting its primary strategic employment role, the site will also play an important role in ensuring that the overall growth strategy for Derriford is sustainable, in particular through providing for important local infrastructure to meet the needs of the growing population. In this respect, and subject to further detailed assessment, provision is made for:

4. a two-form entry primary school in the south eastern part of the site that is well connected to the proposed Seaton Neighbourhood, in order to meet with wider needs of sustainable growth.
5. consider limited residential development in the region of 100 dwellings where this relates to the adjoining residential areas in the Seaton Neighbourhood.

- 5.11. In implementing Proposal DS06, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. Due to the pivotal role this site will play in shaping Derriford's long term future, particular consideration also needs to be given to:
- a) ensuring new development contributes to the site's strategic employment role. In support of this role the provision of associated community facilities, including crèches, day care centres and small cafes, are be encouraged.
 - b) promoting a more effective use of land to provide a higher density form of development that is well connected to the District Centre, Seaton Neighbourhood and the Community Park. Due to the strategic role, status and location of this site, its development will require high quality developments which create a distinct sense of place. This should include the provision of a landmark building and where appropriate a new piece of significant contemporary public art on Tavistock Road to mark the arrival point to PIMTP and define its central location on the city's northern corridor. It will also be important to consider opportunities to rationalise surface level car parking to maximise the site's development potential.
 - c) supporting a move to more sustainable modes of travel. As a major travel destination, every effort needs to be made to reduce commuting and encourage more journeys by foot, bicycle or public transport. Travel plans for this area will be required to demonstrate how progress will be made towards achieving a modal shift.
 - d) in order to help reduce Derriford's carbon footprint, as part of the necessary response to climate change, development proposals for this site will be required to make provision for a combined Energy Centre, to support the phased rollout of the district heating network, as well as have regard to the opportunities for new development to connect to this network.
- 5.12. The existing residential neighbourhood close to Seaton can only be accessed by vehicles directly from the A386. To improve accessibility for residents by foot, bike and car, opportunity will be sought through new developments on PIMPT land to create a highway link connecting Coleborne Road to William Prance Road.
- 5.13. With regard to the phasing of development, a critical consideration will be the requirement for the proposed Forder Valley link road. This has implications for the amount of development that will be permitted before the completion of this link road becomes a requirement. This requirement is set out in Proposal DS18.

Tamar Science Park

- 5.14. The area known as the 'Tamar Science Park' is located to the east of Derriford Hospital and to the south of Marjon on an attractive landscaped campus. It accommodates more than 80 knowledge-based businesses, including the Peninsula College of Medicine and Dentistry, and is considered to be one of the UK's fastest growing science parks.

- 5.15. The Tamar Science Park was developed in 1995 to bridge the gap between business and academia, as a partnership between the Council, the University of Plymouth and Devon and Cornwall Business Link. It is now a joint partnership between the Council and the University of Plymouth. Between 1998-2001 Phases 1 and 2, known as the Innovation and Technology Transfer Centre (ITTC), opened. In 2003, Phase 3 was completed and provided some 3,000 sq m of additional space. In 2004 the Peninsula Medical School was founded, providing a flagship presence for the science park which is expected to attract further medical-related companies.
- 5.16. Its contribution to the local economy is important as it is the only science park offering a combination of science, industry and education services, as well as providing a gateway to help develop new enterprises. This role is particularly important in developing medical clusters at Derriford, as well as providing links to the hospital and other medical services.
- 5.17. Tamar Science Park currently provides 18,580 sq m of floorspace. Through the support of Core Strategy Policy CS04 and Proposal DS07, provision is made for a further 25,000 sq m gross of floorspace, as well as a range of business support infrastructure.

Proposal DS07: Tamar Science Park

Tamar Science Park's role of providing for science, industry and education services, as well as being a gateway for new enterprises, will be strengthened by the provision of further commercial floorspace and business support infrastructure. These developments should:

- I. provide for an additional 25,000 sq m gross of BI employment floorspace, as well as associated educational uses and non-residential institutions (DI). This will be supported by the delivery of a range of business support infrastructure in line with an overall agreed masterplan.
- 5.18. This is a strategic employment site and it is an invaluable gateway for the development of new enterprises. In implementing Proposal DS07, regard needs to be had to Policies DS01 to DS04 and Proposal DS05, and particular consideration also needs to be given to:
- a) ensuring new development supports the site's strategic employment role.
 - b) ensuring the site plays a positive part in Derriford's 'Place Making Agenda' by creating connections with Derriford Hospital and the Community Park as part of an integrated scheme. The form and quality of development also needs to reflect the site's role, status and location. This means that new buildings should front onto public spaces and streets, (particularly Derriford Road), making it feel like an integral part of the urban area and less like a discrete employment park. The site layout should respond to views, the valleys and the tree belts to maximise the distinctiveness and quality of the environment. It will also be important to consider opportunities to rationalise surface car parking to maximise the site's development potential.
 - c) reducing commuting by enabling more journeys to be made by foot, bicycle or public transport. This can be achieved through both design, as well as supporting the increased use of public transport by the use of

travel plans to demonstrate how progress will be made towards a modal shift for the site.

- d) contributing to the reduction of Derriford’s carbon footprint, as part of the necessary response to climate change. New development will be required to be CHP ready and able to take advantage of the proposed Derriford District Heating Network.

Crownhill Retail Park

- 5.19. Crownhill Retail Park is located to the west of Derriford Roundabout and fronts on to the A386. The site lies adjacent to Glacis Park and abuts Looseleigh Lane to the north. Crownhill Retail Park has the characteristics of an out of town centre, which is currently occupied by four A1-A3 retail units, including a significant bulky goods warehouse of approximately 11,000 sq m, a foodstore, two fast food restaurants and a large amount of surface level car parking.
- 5.20. The intention of Policy DS08 is to support a commercially-led mixed-use development on the Crownhill Retail Park site. It is assumed that existing uses will continue and development on the site will be intensified to incorporate a mix of uses, including office space and residential units. In the longer term, this site could have the potential to become edge of centre in planning terms, once the future phases of the district centre have been delivered. This site should not compete with the district centre, but instead it will have a complimentary retail, residential and employment role supporting the new district centre.

<p>Policy DS08: Crownhill Retail Park</p> <p>Development which leads to an intensification and diversification of uses, commensurate with an edge of centre location, will be supported at Crownhill Retail Park. In particular, it is anticipated that commercial led mixed-use development will be provided for, with the site offering the potential for the following:</p> <ul style="list-style-type: none">1. some 80 new residential units, at least 24 of which will be affordable and 16 will be built to Lifetime Homes Standard to ensure a mix of housing type and tenure is provided to meet a range of needs.2. some 2,000 sq m gross of office space that will front on to Tavistock Road3. Proposals should lead to a reduction in the current impact of car parking provision, including the provision of landmark feature(s) on the A386 frontage as part of marking the gateway into Derriford.

- 5.21. In implementing Proposal DS08, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. Development will need to form a quality built frontage onto Tavistock Road with a landmark feature/piece of contemporary public art marking the crossroads and should be of a suitable scale to create a positive sense of arrival and reduce the visual dominance of the A386.
- 5.22. Development needs to contribute to the creation of positive links across the A386 to improve connectivity between this site and the new District Centre.
- 5.23. In order to help reduce Derriford’s carbon footprint, as part of the necessary response to climate change, new development will be required to be CHP

ready and able to take advantage of the proposed Derriford District Heating Network.

Derriford Hospital

- 5.24. Derriford Hospital is located centrally within Derriford, between the North West Quadrant site and Tamar Science Park. It not only provides healthcare services for the city and its sub-region, but is also a key landmark dominating the landscape in this area.
- 5.25. Derriford Hospital offers a full range of general hospital services to a population of around 450,000 people in Plymouth and parts of Devon and Cornwall. In particular, the hospital provides emergency and trauma services, maternity services, paediatrics and a full range of diagnostic, medical and surgical sub-specialities. In April 2012, Derriford Hospital was designated as the Peninsula Trauma Centre.
- 5.26. At present, the hospital employs around 5,200 full-time equivalent employees and more than 48,000 people pass through the main hospital entrance each week. In total, the hospital provides more than 900 beds, offers 1,000 public car parking spaces and is the best bus served location in the city after the City Centre.
- 5.27. The hospital is a major destination, however, it has evolved incrementally over several decades it offers limited facilities for staff and users and it can be confusing for visitors and patients to navigate and orientate themselves. While some of these matters can be addressed through improvements to the hospital itself, other issues can only be addressed by establishing better connections with the wider area.
- 5.28. Core Strategy, Strategic Objective 15 'Delivering Community Well-being' and Policy CS31, support a number of improvements to the city's health and well-being, including making provision for new and enhanced healthcare facilities. Proposal DS09 supports the continued development of this location for healthcare facilities and is intended to assist Plymouth Hospitals NHS Trust with its plans for the expansion and improvement of its facilities.

Proposal DS09: Derriford Hospital

Derriford Hospital's role as a regionally important healthcare facility, will be strengthened by enabling the provision of additional facilities and supporting environmental improvements. During the plan period, opportunities will be sought which enable:

1. the creation of a new entrance and arrival point potentially on the western side of the existing hospital building, together with an integrated public transport interchange.
2. a dedicated public transport route through the site that will enable two way bus movements between the proposed new Marjon link road and new routes through the North West Quadrant, via the hospital's public transport interchange.

3. the rationalisation of staff parking arrangements including a new multi-storey car park for patients and visitors to replace surface carparking that will be lost as a result of the redevelopment North West Quadrant site.
4. consolidation of Accident and Emergency facilities, as well as improvements to children's services (c.20,000 sq. m.) and urgent care facilities.
5. the creation of a new ophthalmology unit to integrate ophthalmic outpatient and day care services on to the main hospital site.
6. improvements to the helicopter landing facilities through the delivery of a new helipad.
7. safeguard space for an Energy Centre as appropriate to support wider District Energy proposals.

- 5.29. In implementing Proposal DS09, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. Due to the pivotal role the hospital plays, not only in providing healthcare facilities, but also in the way this facility dominates the urban fabric of the area, particular consideration also needs to be given to:
- a) ensuring the predominant use of this site remains for healthcare facilities, providing in the region of 20,000 sq. m. for healthcare uses.
 - b) using development opportunities to promote improvements to the urban form, that includes:
 - improving the linkages to the adjoining North West Quadrant site, Tamar Science Park and Derriford Community Park;
 - improving the hospital entrance to reflect the site's key role in the community, providing an appropriate arrival point for the transport interchange;
 - promoting a form of development that reflects the hospital's key strategic role. This means high quality architecture and integration of public art in high profile locations, as well as public realm and open space provision consistent with the site's role.
 - establishing a stronger relationship to the natural setting of the site, to improve and soften the built environment and create a legible and easily accessible place;
 - seeking opportunities to rationalise surface car parking and maximise the site's overall development opportunities.
 - c) supporting a move to more sustainable modes of travel. This means making provision for increased use of public transport, including developing travel plans to demonstrate how progress will be made towards a modal shift for the site;
 - d) developing an energy and sustainability strategy to achieve carbon savings and adapt to environmental change, underpinned by energy efficient services, including where possible, integrating with the wider development of a District Energy network in Derriford and where necessary safeguarding space for an Energy Centre to support this.

University College of St Mark and St John (Marjon)

- 5.30. 'Marjon' is a Higher Education facility situated between the airport site, to the north and Tamar Science Park to the South. The University College runs undergraduate and postgraduate programmes. The facilities form a single campus for an academic community of approximately 5,000 people, including student accommodation on site. It plays a vital role in supporting the city's continued growth and long term economic prosperity through the provision of further education.
- 5.31. The Core Strategy, Strategic Objective 9 'Delivering Educational Improvements' and Policy CS14, recognises the city's high quality higher and further education sector and the very important contribution it makes to teaching, learning and research. Proposal DS10 provides support for the continued use of this site for further education and assists Marjon with its plans for future developments.

Proposal DS10: University College of St Mark and St John (UCP Marjon)

Marjon's role as a sub-regionally important education facility will be strengthened by enabling the provision of additional facilities.

Opportunities will be sought which enable:

1. the provision of a public transport interchange on Plymbridge Lane, near to the new main entrance.
2. provision for development of some 400 student accommodation units.
3. a strategic public transport link to be provided on the western edge of the site between Derriford Road and Plymbridge Lane.

- 5.32. In implementing Proposal DS10, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. Due to the important role this site plays in providing for Plymouth's future, and the impact it has on the area as a whole, particular consideration also needs to be given to:
- a) ensuring development reflects Marjon's key educational role, emphasising the University College's modernity and connectivity with the surrounding communities. This includes making provision for increased public use of some of the sports facilities, particularly for extended public use of the swimming pool.
 - b) ensuring development responds to its surroundings, providing effective integration to maximise the benefits of the university college to its neighbours. In particular the relationships with nearby land uses including Tamar Science Park and Derriford Community Park need to be demonstrated as part of an integrated scheme. Opportunities will be encouraged to strengthen the form of the existing campus through intensification, as well as provide development that fronts onto Derriford Road, Plymbridge Lane, or overlooks the Community Park. The site layout should respond to views, the valleys and the tree belts to maximise the distinctiveness and quality of the environment. It will also be important to consider opportunities to rationalise surface car parking to maximise the site's development potential.
 - c) preparing a car parking strategy, in conjunction with travel planning, to demonstrate how progress will be made towards a modal shift for the

site through the increased use of public transport. This should relate to the new university college entrance and arrival point from Plymbridge Lane.

- d) ensuring the proposed strategic public transport link to be provided between Derriford Road and Plymbridge Lane, (the UCP Marjon link road), provides for bus priority, as well as serving as a high quality pedestrian and cycle route, subject to constraints placed on the design by topography and the Site of Special Scientific Interest to the west of the proposed route.
 - e) safeguarding the green links which run alongside both the eastern and western fringes of the university college site, making every effort to strengthen north-south ecological connectivity throughout the site.
 - f) developing an Energy Strategy, integrating the necessary infrastructure to achieve carbon savings by encouraging all development to be District Energy and CHP ready, as well as making provision for integrating waste storage areas and recycling facilities into the development.
- 5.33. Details concerning the delivery of this proposal, together with an explanation of the relationships between the provision of key infrastructure needed and the anticipated funding sources is set out in Chapter 10.

Christian Mill Business Park

- 5.34. The area known as Christian Mill Business Park is located west of the A386, off Tamerton Foliot Road. It currently provides some forty business units for office and industrial uses, on some 2.4 hectares of land. In addition, the Business Park provides a number of retail units and accommodates a range of community facilities including a children's play centre, independent gym, judo hall and dance studio.
- 5.35. The Plymouth Employment Land Review (2006) recognised that while this site is a secondary employment location, it has good access via Tavistock Road and fulfils an important local role in providing for a range of employment opportunities supporting the Council's vision for a prosperous city based on the concept of sustainable linked communities. Through the support of the Core Strategy Policy CS04 and DSI I, recognition is given to this site's role in providing a range of premises that sustain local needs, but also supports the site's further redevelopment for employment purposes.

Policy DSI I: Christian Mill Business Park

Christian Mill Business Park's role as a local employment provider will be safeguarded and enhanced to provide for employment uses.

Opportunities will be sought which enable:

- 1. provision for additional B1, B2 and B8 uses, in the region of 1,500 sq m gross floorspace leading to the intensification of uses and contributing to the site's overall improvement.
- 2. the rationalisation of surface car parking to open up further development opportunities that support employment provision.

- 5.36. This AAP supports the implementation of the 2009 planning consent for an additional 12 commercial units of 1,400 sq m to be sited on the redundant lorry park. However, in implementing the existing planning consent or promoting any further re-development of this site, regard needs to be had to Policies DS01 to DS04 and Proposal DS05, and particular consideration needs to be given to:
- a) helping improve the site's links to the surrounding communities by improving pedestrian access and making provision for cyclists;
 - b) development overlooking the valley edge should be positive, adding interest, contrast and character, as well as providing a degree of natural surveillance and stronger enclosure;
 - c) supporting the increased use of public transport, including the use of travel plans to demonstrate how progress will be made towards a modal shift for the site.

6. DELIVERING HOMES AND COMMUNITY:

Creating Sustainable Linked Communities

- 6.1. Creating a successful community requires much more than just providing the homes for people to live in. It is about ensuring that housing is developed in suitable locations where a range of community needs can be met, as well as providing a framework within which communities can grow in a sustainable way. This means providing an appropriate range, mix and type of housing in a way that integrates homes with jobs, services, recreation and the environment, helping to deliver a sustainable city.
- 6.2. The Core Strategy, Strategic Objective 10 'Delivering an Adequate Housing Supply' and Policy CS15 'Overall Housing Provision', emphasise the importance of prioritising locations that will best contribute to building sustainable, linked, mixed-use, balanced communities that support the city's regeneration. This aspiration is supported through Strategic Objective 3 with regard to the Derriford area:

Strategic Objective 3 Delivering Homes and Community

To accommodate substantial development at Derriford in a way that helps deliver decent and affordable homes, supports a diverse and inclusive community, ensures easy access to jobs and services and creates a place where people want to live. This will be achieved by:

1. providing a range, mix and type of housing within a predominantly high density urban form, but including some lower density development to integrate the urban form with the area's green infrastructure.
 2. ensuring new residential development is well connected to the employment and service provision, as well as the surrounding areas. The intention is to encourage as many people as possible who work within Derriford to also live, shop and relax there.
 3. requiring that the form and setting of development respects existing communities and takes full advantage of Derriford's unique environmental and historical assets in order to create a place where people want to live.
- 6.3. Strategic Objective 3 recognises the need for the careful integration of development, ensuring an appropriate combination of employment with housing, retail, leisure, transport and community infrastructure, so that Derriford can become much more self sufficient, increasing the options for living and working within the area.
 - 6.4. This Strategic Objective recognises that a range of dwellings are required within Derriford and Seaton including affordable housing, homes built to Lifetime Homes Standard and a range of housing types to meet the needs of the community.
 - 6.5. Housing densities will vary across the Derriford and Seaton area. Provision will be made for a mix of dwelling types and sizes to provide balanced and sustainable neighbourhoods. Housing densities will be informed by the

location of development proposals and considered within the context of the surrounding existing and planned environment.

- 6.6. Core Strategy Policy CS16, 'The Spatial Distribution of Housing Sites', anticipates the provision of more than 3,500 new dwellings in the Derriford and wider northern corridor area. Table 2 identifies key locations that will collectively deliver some 2,950 residential units within the Derriford AAP area.

Proposal	Location	Development Potential
DS12	Glacis Park	700 new homes
DS13	Seaton Neighbourhood	770 new homes
DS14	North West Quadrant	580 new homes
DS15	Quarry Fields	70 new homes
The following residential development will be provided on commercial led mixed-use developments		
DS06	Plymouth International Medical & Technology Park	100 new homes
DS08	Crownhill Retail Park	80 new homes
DS10	Marjon	400 student units
DS16	District Centre	250 new homes
Total		2,950 residential units

Table 2 Proposed residential provision within Derriford and Seaton

- 6.7. The following section sets out the proposals for those sites which will be promoted for residential led mixed-use development. The remaining sites, which are primarily being proposed for commercial led mixed-use are described elsewhere in this AAP.
- 6.8. Details concerning the delivery of these proposals, together with an explanation of the relationships between the provision of key infrastructure needed and the anticipated funding sources, is set out in Chapter 10.

Glacis Park

- 6.9. The area known as 'Glacis Park' is located to the north of an area of green space referred to as the Glacis Park Green Corridor, west of the A386 and adjacent to the housing south of Looseleigh Lane. This site has multiple uses and occupants and is currently used by the South West Water Authority for water works, by the Council for offices at Windsor House, as well as accommodating other small scale commercial businesses.
- 6.10. The intention of Proposal DS12 anticipates the relocation of the water works to the north of Plymouth by 2018, which will then allow for the site's re-

development for residential led mixed-use development, supporting the creation of a new sustainable linked community at Derriford.

Proposal DS12: Glacis Park

A new residential led mixed-use neighbourhood will be developed at Glacis Park to include provision for:

1. some 700 residential units, of which at least 210 will be affordable and 140 will be built to Lifetime Home Standards, delivering a mix of tenure and housing types to meet a wide range of needs.
2. some 15,000 sq m of gross (B1) office space, primarily located to the east of the site along the A386 to provide a suitable frontage along this main arterial route.
3. dedicating sufficient land within Glacis Park Green Corridor to enable supporting strategic green space, with appropriate pedestrians and cycle links across the valley connecting to Derriford Community Park.

- 6.11. In implementing Proposal DS12, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. Due to the size and the importance of this site's location on the city's northern corridor, particular consideration also needs to be given to:
 - a) the type of development, which should be predominantly dense and urban, with a mix of uses, house types and sizes. There will be opportunities for commercial development along the A386 frontage, providing a landmark of a suitable mass and form, reflecting its position on this important arterial route. Provision will also need to be made for high quality public realm and open space consistent with a key location in the city.
 - b) the form of development, which needs to integrate the new neighbourhood into the wider community by providing links to the District Centre and Community Park to the east, the commercial and residential areas to the north, as well as the Glacis Park Green Corridor to the south. The site's layout should take advantage of the natural and built qualities of the area to generate character and distinctiveness. Proposals should provide a frontage overlooking the green corridor, creating an attractive edge, improving surveillance, affording new access points and taking advantage of the long distance views. Equally, the historic assets of Crownhill Fort and its Glacis will provide a backdrop to the development which, along with Drake's Leat, need to be sensitively incorporated to create character and identity as part of an integrated scheme.
 - c) the dedication of sufficient land within Glacis Park Green Corridor, (identified of Map 4) of an appropriate quality and variety, to retain this important wildlife corridor. This area of green space will include the Crownhill Fort Glacis. Pedestrian and cycleway links will need to be provided to the adjoining areas, including the local primary and secondary schools to support sustainable travel.
 - d) the requirement to contribute towards the delivery of a Derriford area District Heating Network solution. Development will be required to be

CHP ready, with the ability to connect with a future Derriford area District Heating Network.

Seaton Neighbourhood

- 6.12. The area known as 'Seaton Neighbourhood' lies between Plymouth International Medical and Technology Park to the north and the proposed Community Park to the south. It is located on the higher, south and south-east facing slopes of the Forder and Bircham Valleys. The land is currently being used for limited agricultural purposes.
- 6.13. The intention of Proposal DS13 is to support the creation of a desirable valley-sided residential community of some 770 homes. This development will be supported by a new local centre, as well as enabling the delivery of the Forder Valley link road and Derriford Community Park. The site's location and its close proximity to key services make it an ideal location to promote a new neighbourhood in a way that supports the city's long term growth in a sustainable way.

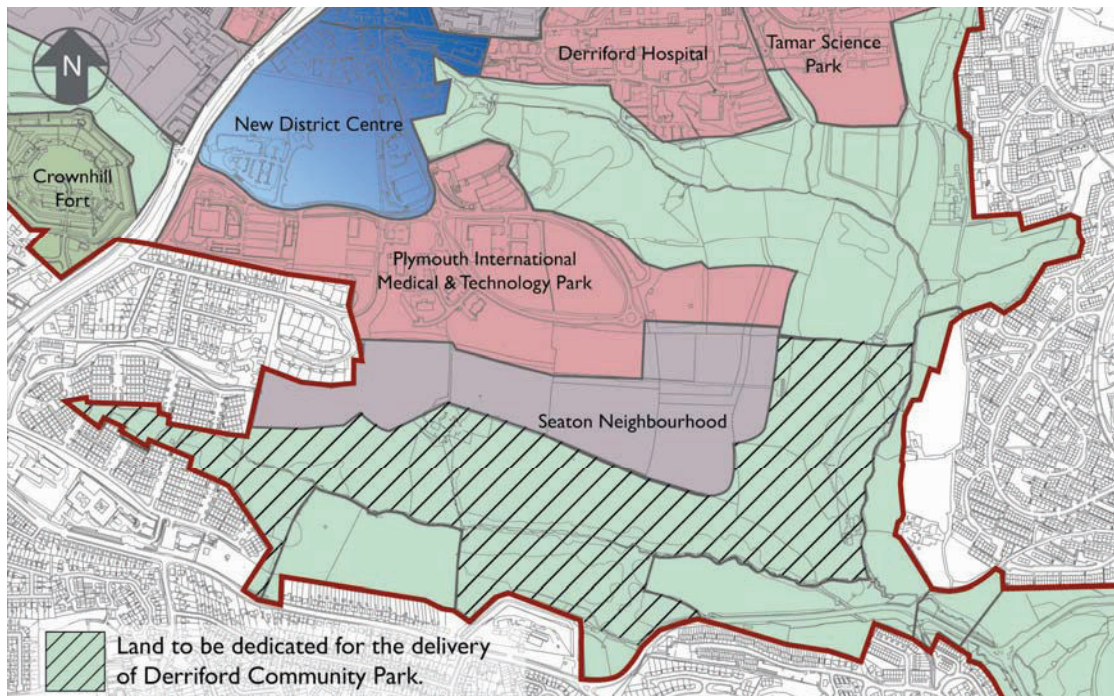
Proposal DS13: Seaton Neighbourhood

A new residential led mixed-use neighbourhood will be developed at Seaton, providing homes with a new local centre, as well as enabling the delivery of the Forder Valley link road and Derriford Community Park.

Provision should be made for:

1. around 770 new homes that demonstrate, at least 231 of which should be affordable and 154 built to Lifetime Homes Standard, delivering a mix of tenure and housing types to meet a wide range of needs.
2. a new vibrant local centre offering a mix of uses, which may include a small supermarket as well as a range of other shops and services, providing up to 1,500 sq m gross floorspace of A1-A5 uses before 2016 as an initial phase. Subject to future retail studies, the local centre could expand to a maximum of 2,000 sq m gross floorspace providing for a mix of A1-A5 uses that serve the local needs of the Seaton Neighbourhood and PIMTP. The centre will also include a mixture of some 4,500 sq m of associated employment provision and healthcare facilities, as well as incorporating some residential uses.
3. delivering the proposed Forder Valley link road, including a high quality public transport interchange as part of the new local centre. The link road is essential to enable the new neighbourhood to be accessible and sustainable. A small proportion of the 770 homes may be delivered prior to the delivery of the link road, provided that the impacts of the development on the highway network are demonstrated to be within acceptable limits.
4. dedicating the land indicated on Map 3 to enable the successful delivery of Derriford Community Park, including making provision for an environmental centre on the edge of the neighbourhood which will form the gateway to the Park.
5. a new 2 form entry primary school, subject to further detailed assessment.

- 6.14. In implementing Proposal DS13, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. In order to capitalise on the many opportunities this site offers, particular consideration also needs to be given to:
- a) providing a mix of house types and sizes. It is recognised, however, that this location is better suited to a higher proportion of houses than flats, with higher density housing being provided to the north, adjacent to and integrated with employment uses and the new local centre. It is also anticipated that the site's southerly aspect and proximity to the Community Park will enable larger scale, lower density family homes to be provided adjacent to the valley, integrating development with the Community Park.
 - b) providing a new local centre that serves the day to day needs of local residents, as well as the adjoining employment areas. This would include a small supermarket, as well as a range of other shops and facilities of a local nature serving a small catchment, with an ultimate gross total retail floorspace of no more than 2,000 sq m. The centre needs to be developed as an integrated solution, accommodating a mixture of employment and healthcare facilities, as well as residential uses that are well integrated with Plymouth International Medical and Technology Park.
 - c) delivering the Forder Valley link road (see Proposal DS18), which will be an important gateway into the area, together with a high quality public transport interchange located in the new local centre.
 - d) dedicating sufficient land of an appropriate quality and variety to enable the Community Park to fulfil its proposed function and provide for the intended mix of uses identified in Chapter 9. The extent of the land to be dedicated is shown on Map 3 below. Plans will also need to recognise that the environmental centre, on the edge of the neighbourhood, will act as a key gateway to the Park, providing educational benefits as well as community gardens, allotments and an orchard.
 - e) ensuring the form of development is sensitive to the site's prominent hilltop location, taking advantage of the long distance views, as well as its relationships to the Community Park. In particular the landscape must inform the housing layout, orientation and type, especially on the lower slopes where the development should integrate with the Park through a combination of soft edge and built edge, which incorporates existing trees and hedgerows where possible.
 - f) the importance of maintaining and enhancing the site's biodiversity features. Topography will be a key consideration, with east-west connections broadly following the contours and north-south connections on the diagonal to overcome the gradients. This arrangement should be used to generate a distinctive urban form, a strong sense of place and provide a positive relationship and access to the Community Park. Proposals should also give careful consideration to microclimate and creating shelter.
 - g) the requirement to contribute towards the delivery of a Derriford area District Heating Network solution. Development will be required to be CHP ready, with the ability to connect to a future Derriford area District Heating Network.



Map 3 Land to be dedicated for the delivery of Derriford Community Park

North West Quadrant

- 6.15. The area known as ‘North West Quadrant’ is located to the east of Tavistock Road, (the A386 at Derriford roundabout), and lies immediately north-west of Derriford Hospital. This site has a limited number of uses at present, it includes large areas of surface level car parking, and it accommodates a former hospital wing, referred to as the Rowans Building which includes a nursery. Ambulance services operate from the south of this site, which also provides teaching and training facilities for the Ambulance Trust and vehicle maintenance. The site is approximately 7.4 hectares and provides a significant opportunity to transform an underutilised, low density area into a high quality, high density mixed-use urban development.
- 6.16. The intention of Proposal DS14 is to support the comprehensive re-development of this site for residential led mixed-use, including the provision of offices, community services, a multi-storey car park, as well as the phased introduction of a new local centre to provide for the day-to-day needs of local residents and Derriford Hospital.

Proposal DS14: North West Quadrant

To create a new high quality integrated mixed-use development to the east of the A386 that accommodates living, working, local needs, community and recreational uses, in a way that establishes positive relationships with the surrounding uses. The re-development of this site should make provision for:

- I. a mixture of high density housing types and tenures to provide some 580 homes suited to people who work in the area, incorporating at least 174

affordable homes and 116 dwellings built to Lifetime Homes Standard providing a mix of tenure and housing types to meet a range of needs.

2. some 5,000 sq m of gross BI office floorspace suited to serve the needs of the surrounding uses, providing for office, research and development and healthcare jobs.
3. the phased introduction of a new mixed-use local centre to serve the day to day needs of local residents and hospital users. In retail terms this will require:
 - in the short to medium term the provision of a small quantum of retail, providing for a number of units totalling some 820 sq m gross floorspace of A1 to A5 uses.
 - in the longer term, subject to progress being made on delivering the new District Centre as the 'heart' of the new community, the growth of this local centre would be supported to enable the provision of a small supermarket and a range of other shops and facilities of a local nature serving a local catchment. Provision for a number of units that deliver a total retail floorspace of no more than 1,500 sq m gross floorspace of A1 to A5 uses will be supported.

In addition to retail provision, ancillary facilities compatible with a local centre, including community and leisure uses, to meet the daily needs of local residents and hospital users will be required as part of the total local centre floorspace provision.
4. the creation of a new highway access arrangement, together with the provision of a transport hub and car parking, to significantly improve connectivity between Brest Road, the North West Quadrant site, and Derriford Hospital. Land will need to be set aside for the re-alignment of Derriford Road, including good pedestrian links across to Cobham Field development.
5. the delivery of a new multi-storey car park for Derriford Hospital, which integrates active building frontages.
6. the creation of new east-west public transport, pedestrian and cycle links through the development connecting to adjoining sites.
7. the creation of a new north-south public transport, cycle and pedestrian connection through the development with the new District Centre and Community Park.
8. the development of an Energy Centre to support the wider District Energy proposals.

- 6.17. The central location of the North West Quadrant site offers exceptional opportunities to improve connectivity to adjoining areas, bringing together large areas of mono-functional land that are currently fragmented and isolated from each other, as well as providing access to public services and community facilities, helping to reduce the need for people to travel. In implementing Proposal DS14, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. In order to take full advantage of these opportunities, particular consideration also needs to be given to:
- a) ensuring an integrated mix of uses which provides for living, working, community and recreational uses, as well as meeting local needs, which are readily accessible from the surrounding areas.
 - b) the phased introduction of a local centre which meets the direct day to day needs of local residents and hospital users in particular.
(Note: - Due to the proximity of the North West Quadrant site to the proposed new District Centre, located some 400m south, it is necessary to take a cautious and restrictive approach to retail provision on this site to avoid diluting the focus for retail growth in the short to medium term. The initial phase of the local centre permitted, therefore, will not exceed 820 sq m gross floorspace. Opportunities to expand the local centre to provide a total of some 1,500 sq m (gross), will be postponed until the new District Centre has at least achieved its initial phase of development set out in Proposal DS16).
The location of this local centre, including ancillary retail functions compatible with a local centre such as a newsagent, florist, cafés/restaurants, pharmacy, community and leisure facilities, should be close to Derriford Hospital, providing a focal point to meet the daily needs of residents, workers, patients, practitioners and visitors to this area.
 - c) the creation of a new highway access arrangement, together with the provision of a transport hub and an appropriate level of car parking, to significantly improve connectivity between Brest Road, the North West Quadrant site, and Derriford Hospital. This may include changes to the way that Morlaix Drive is used, as well as a new access point from Brest Road (north of the junction with Morlaix Drive) into the North West Quadrant site (see Proposal DS18). Opportunities to rationalise surface car parking and maximise development opportunities, should be considered.
 - d) promoting a high density form of development, of a suitable scale and quality reflecting the site's proximity to a key gateway to the city, fronting onto Tavistock Road, as well as providing strong connections to Derriford Hospital. Developments will need to have architectural presence, enclosing streets with active frontages, together with high quality public realm and open space provision, providing a network of routes to integrate the new neighbourhood into the wider community. It will also be important to allow areas of greenscape to extend into the development from Bircham Valley, to help soften the built environment, as well as ensure buildings overlook the valley to take advantage of the views.

- e) the requirement to contribute towards the delivery of a Derriford area District Heating Network solution. Development will be required to be CHP ready, with the ability to connect with a future Derriford area District Heating Network.

Quarry Fields

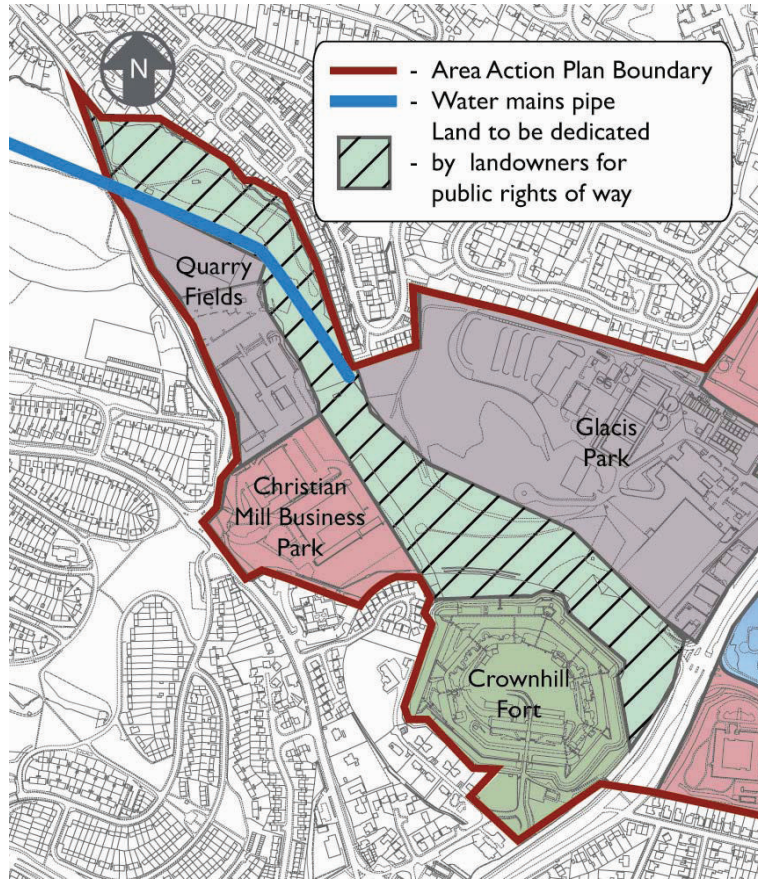
- 6.18. Quarry Fields is located to the north-west of Christian Mill Business Park, on Tamerton Foliot Road. The site includes the under utilised BT depot site and part of the adjoining field to the north.
- 6.19. This site was identified through the Strategic Housing Land Availability Assessment (2009) as having potential for residential development. The field forms part of a wider area that is regarded as important in greenscape terms. It is considered, however, that developing a small part of the field, up to the water mains pipe that runs through this site, would not prejudice the value of the greenscape, provided public rights of access are granted over the remaining land. This would enable a public access link from the development through Glacis Park to the heart of Derriford and would deliver considerably improved public accessibility to Whitleigh Valley and overall connectivity within Derriford. Proposal DS15 is intended to facilitate this development and safeguard land for public access and thoroughfare .

Proposal DS15: Quarry Fields

Land at Quarry Fields, on Tamerton Foliot Road, will be developed for mainly residential purposes. The new development should:

- 1. include provision for some 70 residential units, at least 21 of which will be affordable and 14 will be built to Lifetime Homes Standard, providing a mix of tenure and housing types to meet a range of needs.
- 2. provide public access over the remaining land to the north of the water pipe at Quarry Fields, together with the provision of a footpath and cycle link between Tavistock Road and Tamerton Foliot Road through Glacis Park Green Corridor.

- 6.20. In implementing Proposal DS15, regard needs to be had to Policies DS01 to DS04 and Proposal DS05. In order to support the sustainable development of new homes in this location, as well as open up public access between Tavistock Road and Tamerton Foliot Road, consideration also needs to given to:
 - a) ensuring that suitable linkages are provided between the development and the surrounding areas;
 - b) development overlooking the valley edge which should provide a positive frontage, providing natural surveillance.
- 6.21. Land within the Glacis Park Green Corridor that is to be dedicated by landowners to enable public rights of access is identified on Map 4.



Map 4 Glacis Park Green Corridor

7. DELIVERING SHOPS AND SERVICES

- 7.1. There are obvious benefits from locating shops and services close together in an area, which is readily accessible to consumers. Derriford, positioned at a focal point on the city's northern corridor, which includes the city's foremost strategic employment area, fulfils this requirement and is the ideal location to develop a new District Centre to serve the wider communities of northern Plymouth, as well as the projected increase in the resident and employment population to be delivered through the AAP.

Plymouth's Overall Retail Provision

- 7.2. The Core Strategy seeks to establish a proactive strategy for shopping, focused on directing new retail development so that it contributes to delivering the City Vision for improving retail facilities by addressing deficiencies in the retail hierarchy and planning for future growth. Key to this will be ensuring the vitality and viability of the city's retail hierarchy, ensuring the centres provide an appropriate level of choice, a quality environment and a mix of activity.
- 7.3. The Core Strategy, Policy CS07 defines the city's overall retail hierarchy, which is amplified in the draft Shopping Centres SPD (2011). While the overall quantum of future retail provision is set in the Core Strategy with reference to the city's 2006 Retail Study, these forecasts have now been revised, through a review of the city's retail needs in 2011, and provide the updated benchmark for considering future retail provision. In essence, this revised Retail Study (2012) confirms the city's overall shopping hierarchy, with the City Centre fulfilling the dominant and primary retail role within Plymouth as the priority location in terms of comparison shopping, supported by a number of district and local shopping centres. In terms of future retail provision during the plan period, the 2012 Retail Study confirms the need for a new District Centre at Derriford, but takes a more precautionary view as to how this might grow in the future, making the point that this needs to be reviewed in 5 years time when it is hoped that the impact of the current recession will be behind us.

Promoting a New District Centre

- 7.4. The Core Strategy contains the vision of creating a vibrant new heart for northern Plymouth at Derriford. This new heart will comprise a mixed-use District Centre, anchored by high quality retail uses and will also include other complementary uses, which will create a true community focus for the existing and new employment areas and neighbourhoods in Derriford and across the north of the city. This aspiration is explained in the Core Strategy, Strategic Objective 7 'Delivering Adequate Shopping Provision' and through Policy CS07 'Plymouth Retail Hierarchy'. Together, this objective and policy seek to provide a new heart for northern Plymouth by delivering a new District Centre at Derriford, but importantly in a way that supports the role of the City Centre as the primary shopping destination in Plymouth. Derriford's new District Centre must compliment the City Centre, not compete with it. The Core Strategy also recognises this new District Centre

will be expected to fulfil a more strategic role in comparison to other District Centres in Plymouth. It must be closely related to the major population growth planned in the north of the city (as set out in this AAP); it must meet the qualitative need for a new supermarket in this area of Plymouth and it must support the Council's strategy for a bi-polar economy, focused on the strategic employment areas of the City Centre and Derriford.

- 7.5. This new District Centre will be supported by a network of smaller local community facilities, including small scale retail provision on the North West Quadrant site to meet the direct needs of hospital users through a local centre within the Seaton Neighbourhood. These new local centres must complement and support the new Derriford District Centre, and it will be necessary to consider their impact carefully to ensure they do not prejudice the delivery of the spatial vision for Derriford, based on the new District Centre. All proposals will need to demonstrate they meet the tests set out in Core Strategy Policy CS08 'Retail Development Considerations'. These aspirations for a new District Centre are supported through Strategic Objective 4:

Strategic Objective 4 Delivering Shops and Services

To deliver a major new District Centre for the north of Plymouth which will be a key component of the vision to create a 'new heart for northern Plymouth', transforming the character of Derriford into a significant urban centre, addressing deficiencies in the city's existing convenience goods shopping provision, while serving the Council's wider sustainability and economic objectives, by:

1. developing a major new District Centre at Derriford, which serves the needs of both local communities and the wider area of northern Plymouth, in a way that promotes a sustainable form of development and supports the role of the City Centre as the primary shopping destination for Plymouth and its catchment.
2. delivering a genuinely mixed-use District Centre, including a large foodstore as well as a level of comparison goods floorspace associated with a major District Centre, together with offices, residential developments and other complementary uses, based around a traditional uncovered 'high street' format.
3. promoting the development of the new District Centre on the east side of the A386, commencing with delivery on the former Seaton Barracks site, as the location best able to deliver all the required components to create a successful District Centre within an appropriate timescale.
4. filling the existing qualitative gap in food retail provision identified in central/northern Plymouth by 2016, and enabling the expansion of the district centre to meet potential future needs for new comparison and convenience floorspace at a time to be assessed by future revisions of the Plymouth Retail and Centres Study (2012).

- 7.6. These aspirations are summarised in the Table 3 below, setting out the expectations for retail provision in the AAP area.

	Proposal	Initial Retail Provision permitted up to 2016	Total Maximum Expansion of Retail Provision*
District Centre	DS16 District Centre	12,528 sq m gross (8,500 sq m net)	22,671 sq m gross (15,000 sq m net)
Local Centres	DS13 Seaton Neighbourhood	1,500 sq m gross (975 sq m net)	2,000 sq m gross (1,300 sq m net)
	DS14 North West Quadrant	820 sq m gross (533 sq m net)	1,500 sq m gross (975 sq m net)
*Any growth in retail provision that is greater than the quantum identified as the 'initial retail provision' will be subject to up to date retail evidence that will be required to demonstrate that any growth in retail floorspace (up to the maximum floorspace that is identified) will not have a negative impact on the establishment and operation of the new Derriford District Centre and City Centre as appropriate.			

Table 3 New retail provision within Derriford and Seaton.

- 7.7. This strategic objective recognises the delivery of a new District Centre is a pre-requisite to enabling Derriford to fulfil its wider role of providing a new 'heart for northern Plymouth' and supporting the city's long term growth in a sustainable manner. These aspirations are defined in Proposal DS16, as follows:

Proposal DS16: A new District Centre for Derriford

A new District Centre will be developed to support the surrounding residential and commercial communities, in a way that provides a focus for northern Plymouth, supports the city's long term growth aspirations, but does not undermine the role of the City Centre. This development should provide for:

- I. a total retail provision of some 15,600 sq m (net) floorspace, brought forward in phases as follows:
 - Initial Phase, by 2016.
 - a) The development of the District Centre will commence on the former Seaton Barracks Parade Ground, as shown on the proposals map.
 - b) The total amount of retail development to be provided on this site, by 2016, will be in the region of 8,500 sq m (net) floorspace made up of:
 - i) a food store in order of 7,000 sq m (gross) floorspace which should include at least 2,500 sq m (net) convenience floorspace, and,

ii) a further 5,000 sq m (net) floorspace comprising a mix of retail units of varying sizes.

c) Apart from the foodstore, all retail units should be limited to a floorspace of up to 500 sq m (net).

Further Phases

d) As shown on the Proposals Map, further phases of the District Centre will be accommodated to the north of the initial phase of development, on the Derriford Business Park site and will incorporate land to the north up to Derriford roundabout, as well as the adjacent land to the east of the Seaton Barracks site. This land will be safeguarded to accommodate the longer term expansion of the District Centre. In the short term, the current uses are expected to continue on land that is safeguarded for future District Centre expansion.

e) At the present time, the evidence suggests there may be capacity for a further 7,100 sq m (net) of non-food floorspace to be provided at the District Centre between 2021 and 2026. However, the details of the amount of additional floorspace and the timing of its delivery should be decided through future reviews of the evidence base, and in particular updates to the Plymouth Retail and Centres Study (2012), setting out need for retail floorspace in Plymouth, and consideration of the impact of further growth on the vitality and viability of the City Centre. No further phases of development should take place until these reviews of the evidence, and an assessment of the impact of initial phases has taken place.

f) The form of future phases of the district centre, and in particular the sizes of non-food retail units, should also be decided through reviews of the retail evidence base and an assessment of the impact of the district centre on the City Centre.

2. commercial development, as an integral part of the District Centre mix of uses, including 8,000 sq m of gross B1 business floorspace, as well as 3,000 sq m gross of A2, A3, A4 and A5 uses, which could include cafes/restaurants, leisure and community facilities.
3. high density residential development, integral to the new District Centre, providing some 250 dwellings, with at least 75 affordable housing units and 50 dwellings will be built to Lifetime Home Standards, delivering a mix of tenure and housing types to meet a wide range of needs.
4. the creation of a high quality public transport interchange facility that will serve as an interchange for key destinations and residential developments on the eastern side of the Derriford area.
5. other community infrastructure, which could include a 2 form entry primary school, a library and health centre subject to further detailed assessment.
6. an Energy Centre to support wider District Energy proposals.

7.8. The intention of this Proposal is to help deliver a new District Centre that provides both essential retail facilities, as well as other necessary services for the local residential and working communities, in a way that creates a focus

for the whole of Northern Plymouth, while supporting and not compromising the role of the City Centre.

Proposed Location

- 7.9. The most suitable location for a new District Centre is an area to the north of Future Inn (i.e. the former Seaton Barracks parade ground), up to and including the Derriford Business Park and bounded to the west by the A386 and to the east by Bircham Valley. It has the following advantages:
- a) it is centrally located on the crossroads of the main highway network, at the junction of the A386 with William Prance Road which, with the opening of the proposed Forder Valley link road, will form the main north/south and east/west axis routes at Derriford. This location on the crossroads, surrounded by all the major developments in the area, makes it the obvious focal point for a new easily accessible and prominent District Centre. A further advantage is that access into William Prance Road would require little in the way of improvements in order to accommodate the predicted volume of District Centre traffic as it was 'future proofed' when it was built to accommodate significant growth in trips.
 - b) the proposed District Centre location is physically well placed to serve the needs of the existing and new residential and business communities; it is central, highly prominent, easily accessible and is suitably located in terms of its proximity to existing District Centres.
 - c) the full length of the site is very well placed to deliver active and prominent retail frontage along the A386, defining Plymouth's northern gateway.
 - d) the site for the initial phase of the development has already been cleared and serviced, enabling an early start to be made and ensuring delivery by 2016.
 - e) the site has significant potential to grow to meet long term demands, within the timescale targets defined by the Core Strategy. The potential to accommodate future phase(s) of the Centre's development lies to the north on Derriford Business Park and to the east up to Bircham Valley.
 - f) the Council's ownership of the Seaton Barracks site, along with its extensive land ownership in the wider area, supports the deliverability of the District Centre concept promoted in the AAP, for example, through facilitating any necessary relocation to accommodate the District Centre's long term development
 - g) this site offers the best opportunity to improve journey times, provide for a balanced distribution of traffic destinations in the area and not add to congestion on the A386. It is also well placed to support public transport facilities, facilitate pedestrian access across the A386, and link to the Community Park through the Bircham Valley, enabling elements of the park to be brought into the centre.

Form of Development

- 7.10. The proposed District Centre will incorporate a mix of uses. The retail element of this development will be the economic driver and will act as a

catalyst for further regeneration in the Derriford and Seaton area. It will need to be a genuinely mixed-use District Centre of a high quality urban form, in order to service a wide range of needs from local residents to those who work in the area. It will also be larger than the city's other District Centres, enabling Derriford to fulfil its wider role as the new 'heart for northern Plymouth'.

- 7.11. Derriford District Centre will be more than simply a district centre in shopping terms and in addition to retail, an integral part of the new District Centre will be the inclusion of a broad mix of uses, including offices, houses suited to people who work in the area, restaurants, leisure, community and other complementary uses, based around a 'high street' format. This would:
- a) preclude the development of just a large stand alone food superstore with a large convenience and comparison goods range;
 - b) preclude a 'strip' style development with just a horizontally split land use mix (i.e. the development needs to include both a horizontal and vertical split to the land use mix);
 - c) preclude a centre of such a scale that would attract or enable occupiers to locate there, where such occupiers might otherwise typically be expected to provide their primary store within the City Centre and;
 - d) preclude developments with disproportionately large areas of surface level car parking.

Phasing of Development

- 7.12. There is a current gap in the distribution of convenience floorspace in northern Plymouth, and a clear qualitative need for a new foodstore to fill the gap. There is also a qualitative need for new non-food shopping floorspace. This requirement needs to be planned for now. The Plymouth Retail and Centres study 2012 sets out this need in more detail.
- 7.13. Once the initial phases of the district centre have been delivered and become established, there may be a need for further expansion of the retail floorspace. The Plymouth Retail and Centres Study 2012 suggests that post 2021 there may be a requirement for around 7,100 sq m (net) floorspace of new non-food floorspace, although there is no identified need for new convenience floorspace. It is, however, good practice to keep such shopping studies under review and to roll forward the need calculations every five years. This would lead to a review of the Retail and Centres Study in 2017, enabling it to take account of the initial phases of the Derriford District Centre and to suggest the amount of floorspace which could be accommodated in further phases of the district centre, the form of that floorspace and the timing of its delivery. It could also examine the impact of the new district centre on the City Centre. For this reason, these details of the further expansion of the Derriford District Centre should be set out following the completion of a review of the Plymouth Retail and Centres Study.
- 7.14. The precise timing and quantum of development making up the District Centre is therefore led by the detailed capacity analysis and impact assessment in the evidence base, following a plan, monitor, manage approach.

Retail development will be the key enabling component in delivering the new District Centre, and the Plymouth Retail and Centres Study 2012 suggests that:

- a) initial development, by 2016, would provide for one new food store, together with a level of comparison goods floorspace associated with a modest scale District Centre, of a total of some 8,500 sq m (net) floorspace.
- b) in the longer term, by 2021 or beyond, when the city's population has increased sufficiently, it is anticipated that there will be scope to increase Derriford District Centre's retail provision to a total of some 15,600 sq m (net) floorspace. However, as set out above the amount, form and timing of the delivery of this floorspace will depend upon the conclusions of future reviews of the Plymouth Retail and Centres Study.

Urban Form

- 7.15. The development of the District Centre affords a real opportunity, not only to address existing need, but to promote a clear identity and focus for Derriford, providing a more integrated and sustainable environment. In implementing Proposal DS16 regard needs to be had to Policies DS01 to DS04 and Proposal DS05. In particular:
- a) a masterplan approach that demonstrates how the layout, form, scale and design of the urban fabric of the District Centre, in conjunction with the critical mass of development, will perform a pivotal role in making this area function as a genuinely mixed-use District Centre, based on a high street format, with a full range of uses.
 - b) the proposals will need to demonstrate that full advantage has been taken of the opportunities for the District Centre to transform the nature of Derriford, provide it with its own distinct identity, make it into a place in its own right, a real destination and a more sustainable location. In addition, regard will also need to be had to existing town centre uses.
 - c) the site's frontage onto the A386 will require a bold urban form that creates a high quality, landmark development, establishing an 'iconic gateway' marking the northern entrance to the city and creating a sense of arrival at Derriford with landmark buildings to mark the centre's location, particularly along the A386 frontage.
 - d) a significant element of the demand for the centre's services will come from the communities to the west of the A386. It will be important to incorporate measures that will facilitate pedestrian and cycle links across the A386.
 - e) the site's pivotal role and its central location makes it critical to provide a safe, convenient and clear network of streets and spaces, promoting sustainable movement for all within and beyond the District Centre. This network needs to prioritise ease of access by foot, cycle and public transport.
 - f) the layout should also respond to the established tree belt to the south of Derriford Business Park, which provides a natural break between the phases of the centre's development. This offers an opportunity to provide a convenient link from Bircham Valley through the middle of the

- fully developed centre, to the proposed pedestrian and cycle links across the A386.
- g) this location will be a major travel destination, therefore provision needs to be made to incorporate a public transport hub, as well as supporting the increased use of public transport through the use of travel plans to demonstrate how progress will be made towards achieving a sustainable modal shift for the site.
 - h) carefully locate parking to the rear, undercroft or as wrapped multi-storey car parks, to avoid large surface level car parks, to ensure it forms part of a comprehensive and integrated development.
 - i) the site adjoins the Community Park to the east of Brest Road. This will require the provision of appropriate access points to the Park, as well as ensuring buildings that overlook the valley are bold and positive, adding interest, contrast and character, as well as providing a degree of natural surveillance.
 - j) the new development will also need to be sensitive to its surroundings, responding to the views down the Bircham and Forder Valleys, including the setting of Crownhill Fort, to maximise the distinctiveness and quality of the environment.
 - k) the District Centre will need to provide an Energy Centre that supports delivery of the wider combined heat and power network. The development will be required to connect and contribute to a District Energy network.

8. IMPROVING COMMUNICATIONS

Improving Connectivity

- 8.1. The quality of our lives and prosperity of our city relies on the connections we make between where we live, the rest of the city, its hinterland and beyond. Over the last fifty years, however, the form of development has been largely dictated by the demands of the car, which in turn, has encouraged further car usage. This trend is unsustainable and needs to be reversed by designing our neighbourhoods so they promote, support and prioritise sustainable modes of transport.
- 8.2. The Core Strategy, Strategic Objective 14 ‘Delivering Sustainable Transport’, Policy CS27 ‘Supporting Strategic Infrastructure Proposals’ and Plymouth’s Third Local Transport Plan, emphasises the importance of delivering a sustainable transport system that supports Plymouth’s long term growth. These aspirations are supported through Strategic Objective 5 as follows:

Strategic Objective 5: Improving Connectivity and Permeability

To improve the way Derriford functions as a network of interconnected places that positively brings people together, enabling them to move around easily in the most sustainable way, by:

1. creating a transport network movement that prioritises the needs of pedestrians, cyclists and public transport users, encouraging a modal shift away from high levels of car use.
2. maintaining the function of the A386 as the city’s northern corridor while reducing the severance it causes between settlements.
3. improving the transport infrastructure to increase permeability within the AAP area, as well as provide stronger connections with the wider transport network.

- 8.3. This Strategic Objective recognises that if we are to successfully accommodate the levels of growth set out in this AAP then we need to achieve a very significant modal shift to more sustainable forms of transport as well as a fundamental change in the current approach to connecting places. This process starts with the need to think about these connections in terms of destinations, available travel modes and the purpose of journeys. To be sustainable, we need to:
 - a) minimise the distances we travel by consolidating development within a compact urban form close to public transport interchanges;
 - b) reclaim our streets from the car, as well as reducing the amount of land occupied by car parking, to more effectively meet different community needs.
 - c) decrease our car dependence by increasing investment in travel planning, walking, cycling and public transport infrastructure and ensure these are

straightforward, efficient, comfortable and cost effective modes of travel to encourage a more sustainable modal shift.

- 8.4. In order to achieve this reversal of current travel trends to accommodate the levels of growth set out in this AAP, Proposal DS18 defines the necessary and potential improvements to the transport network, Proposal DS19 sets out the necessary provision of High Quality Public Transport Interchanges and Proposal DS17 sets out the travel behaviour measures required to help deliver a modal shift away from the current high levels of car usage. These proposals have been informed by the work of the Derriford Transport Strategy (May 2012)

Proposal DS17 Changing Travel Behaviour

In addition to new and improved transport infrastructure, other measures will be necessary to incentivise and promote travel by sustainable modes to enable the sustainable delivery of planned developments in Derriford:

1. developments will be required to deliver comprehensive, coordinated and well-resourced travel planning initiatives.
2. a range of parking management measures.

Travel Planning

- 8.5. Travel Plans are a package of measures to encourage people to travel to work, to school or to other destinations by non-car modes. Common travel plan measures include the provision of showers and changing facilities at workplaces to enable staff to cycle to work, and the provision of subsidised bus passes to staff, but there are many others.
- 8.6. As well as tackling congestion, carbon emissions and air pollution, travel plans offer benefits to employers and employees, such as improved health and reduced absenteeism. To reduce the transport impacts of planned Derriford developments, comprehensive, coordinated and well resourced travel planning will need to be actively undertaken and vigorously enforced in the Derriford area (and across the city) alongside delivery of new transport infrastructure. This will include Workplace Travel Plans, School Travel Plans, and Personalised Travel Plans for residential developments.

Parking

- 8.7. The availability of parking at destinations in Derriford will be one of the most powerful factors in determining future patterns of travel in the area. Controlling the supply of parking at new destination developments, and managing the way that those parking spaces are managed and charged will therefore be critical in successfully encouraging large numbers of people to travel to and from the area by sustainable modes. Application of the Council's accessibility based parking standards is likely to result in 40% to 50% fewer parking spaces being provided at new non-residential developments across the Derriford area, than under the city's previous parking standards.
- 8.8. Other parking management may include measures such as:
- Controlled Parking Zones in residential areas

- Priority parking for car sharers, low emission vehicles, short stay parking, car club cars, motorcycles, and hybrid or electric vehicles
- Car parking management strategies produced by new developments
- Limited on street parking provision on non-residential streets

Transport Infrastructure

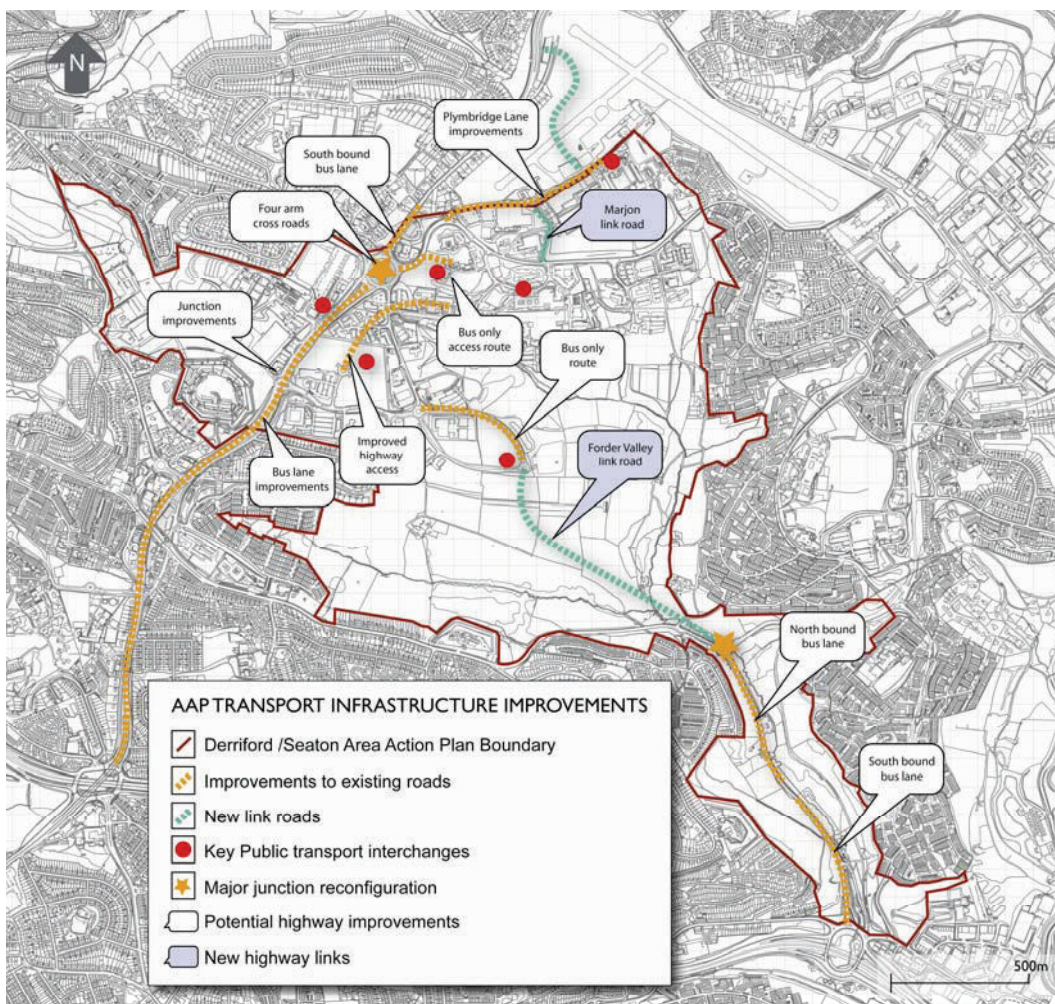
- 8.9. Development proposals within the AAP area provide an opportunity to significantly improve the transport infrastructure to deliver a more integrated and sustainable network.
- 8.10. Core Strategy Policy CS28 ‘Local Transport Considerations’, supports the delivery of a high quality and sustainable transport system by safeguarding land for new road links to improve connectivity and permeability, as well as supporting the implementation of demand management measures. Proposal DS18 defines the requirements in the AAP area.

<p>Proposal DS18 Transport Infrastructure Improvements</p> <p>Land will be safeguarded in the Derriford area to enable the delivery of the following:</p> <p>New links</p> <ol style="list-style-type: none">1. Forder Valley link road – to connect Brest Road with the junction of Forder Valley Road and Novorossiysk Road.2. Marjon link road – to connect Plymbridge Lane with Derriford Road, and the highway access point into the Derriford Hospital site. <p>Potential improvements to existing highways</p> <ol style="list-style-type: none">1. Bus lane improvements along the A386 between the Manadon and Derriford junctions.2. New highway access arrangements to improve connectivity between, the new District Centre, the North West Quadrant site and Derriford Hospital. This may include changes to the way that Morlaix Drive is used, and a new access point from Brest Road, (north of the junction with Morlaix Drive), into the North West Quadrant site.3. The provision of a single bus lane on the southbound Tavistock Road approach to Derriford junction.4. A new four-arm signalised junction to replace Derriford roundabout.5. The widening of Forder Valley Road to enable the provision of a single bus lane between the junction with Novorossiysk Road and Forder Valley Interchange (approximately half northbound and half southbound on the approaches to the major junctions), as well as improvements to the Forder Valley Interchange.6. The conversion of part of Brest Road into a bus, cycle and access only route, together with the provision of a bus lane along parts of Brest Road.7. Improvements to the junction of Brest Road and William Prance Road in order to enable junction priority for buses.

8. The provision of a bus only right turn access point from Derriford Road into the North West Quadrant site.

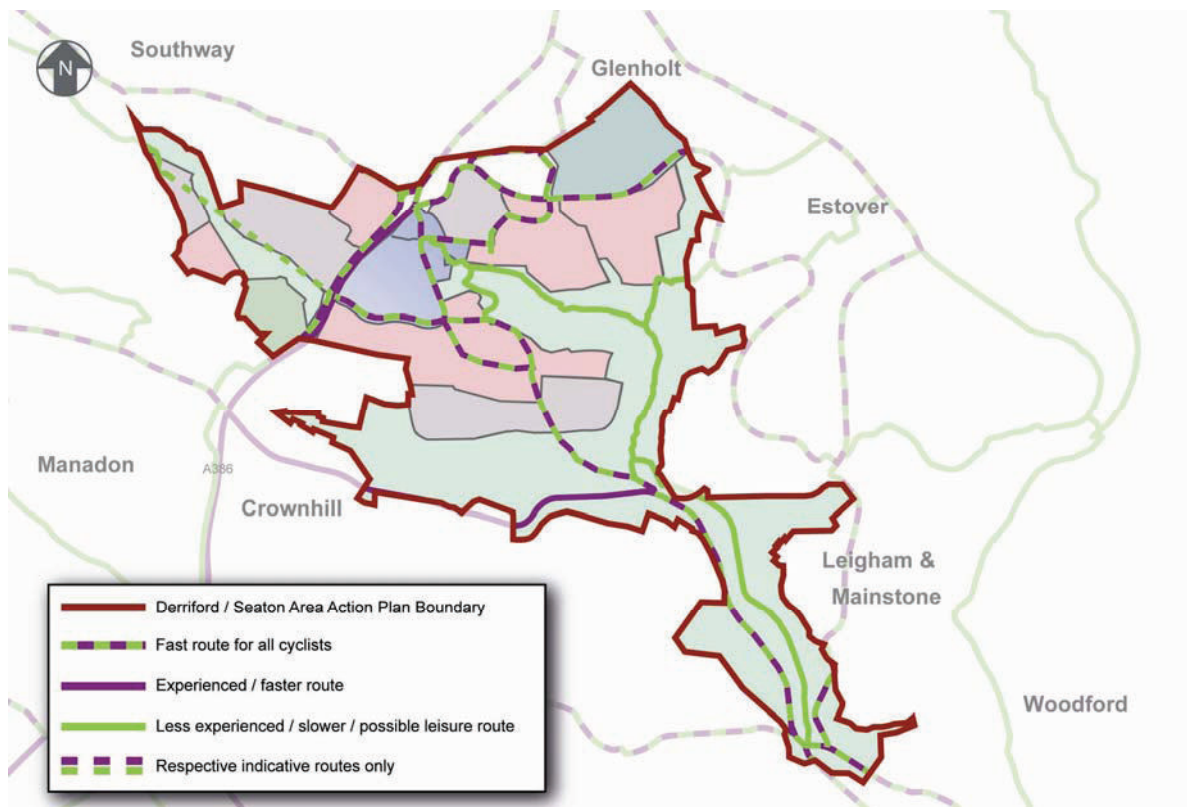
All new road links and potential improvements to existing highways should be designed to ensure that opportunities for increasing pedestrian and cycle connectivity and permeability in the Derriford area are maximized. If they feature on the city's Strategic Cycle Network map, they should be designed to include all appropriate high quality cycle infrastructure to enable them to perform this function.

- 8.1.1. The location of these new road links (and potential improvements to existing roads) are indicated on Map 5. The location of routes on the city's Strategic Cycle Network in the Derriford area are shown on Map 6. Creating new links and improving existing roads are essential to ensuring sustainable growth in the Derriford area, both improving transport connectivity – especially for sustainable modes of travel - in northern Plymouth as well as being required to enable certain proposals to be delivered. Improvements to surface water drainage systems to reduce flood risk and protect Plymouth Sound and Estuaries European Marine Site from water pollution will also be necessary as part of these transport schemes. Details relating to the implementation of these proposals are as follows.



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Map 5 Transport interventions in Derriford and the surrounding area.



Map 6 Strategic Cycle Network in Derriford and the surrounding area.

Forder Valley Link Road

- 8.12. The Forder Valley link road has been identified through the Derriford Transport Strategy (2012) as being a critical strategic requirement to enable the sustainable delivery of all planned developments in Derriford. It has been recognised as a key element in the city's Strategic Public Transport Network since 2005 and as an integral part of the City's Strategic Cycle Network since 2009. It provides improved connectivity, additional network capacity and reduces pressure on the A38/A386 junction at Manadon, one of the key congestion hot-spots in Plymouth. This could prove vital in any future attempt to provide public transport priority along the A386 corridor.
- 8.13. This link is considered essential to provide for increasing demands for cross city links, particularly between Derriford and the new community of Sherford, as well as the employment development at Langage. The Forder Valley link road will connect Brest Road with the junction of Forder Valley Road and Novorossiysk Road.
- 8.14. The Forder Valley link road will also help distribute traffic pressure more evenly across the area, helping to alleviate congestion points such as Manadon situated at the junction of the A386 and the Forder Valley Interchange. Key considerations are as follows:
- a) The road needs to be positively integrated with Derriford Community Park, so as to reduce the visual, physical, and severance impact of the highway on the landscape and natural habitats. It also needs to be integrated into the new Seaton Neighbourhood, including the provision

of a transport interchange as part of the new local centre. The southern part of the link road will require a bridge element to enable the connection with the existing highway.

- b) The road is likely to be three lanes in width, two lanes for all vehicle traffic, and one lane for buses. A majority of the bus lane is likely to be provided northbound towards the junction with Brest Road as a result of the steep gradient. A smaller proportion of the bus lane is likely to be provided southbound towards the junction with Forder Valley Road / Novorossiysk Road. High quality cycle lanes will be provided along its entire length.

Marjon Link Road

8.15. The Marjon link road will be constructed as a bus, cyclist and pedestrian only road to connect Plymbridge Lane with Derriford Road across land currently owned by the University College of St Mark and St John. It is required to improve connections from the A386 to Marjon as well as nearby employment areas, such as, Derriford Hospital and Tamar Science Park. Key considerations are as follows:

- a) Construction of the link road will involve the upgrading and adoption of an existing private road through the Marjon site. It will be designed to make the junction with Derriford Road face the junction with the entrance to the Derriford Hospital site, therefore, enabling easy and efficient north/south movement across Derriford Road for buses and cyclists. This four arm junction is likely to be signalised.
- b) The link road will be designed to avoid impacting on the SSSI protected site to the west of the planned route.

Improvements to the Existing Highway Network

8.16. While the new link roads will increase permeability throughout the area, there are a number of other potential improvements to the existing highway network that will significantly improve public transport connectivity, enabling buses to bypass congestion, minimise journey times, and improve journey time reliability. These improvements will also enable cyclists and pedestrians to travel more easily and quickly throughout the area. These potential improvements are outlined below. These may include the following:

- a) Bus lane improvements along the A386 between the Manadon and Derriford junctions.
- b) Improved access arrangements to the District Centre, the North West Quadrant site and Derriford Hospital In order to ensure good connectivity and easy, rapid movement into and through the sites on the eastern side of the A386 by sustainable modes. The exact nature of this new highway configuration will depend on how several development proposals in the immediate vicinity come forward, and their phasing.
- c) The provision of a bus lane on the southbound Tavistock Road approach to Derriford junction.
- d) Derriford Junction Reconfiguration. Derriford junction is a signalised five arm roundabout that makes inefficient use of land. Transport modelling work has indicated that if this junction were reconfigured into a four arm

signalised crossroads, the network would perform better under the pressure of increased traffic from the Derriford developments proposals. This change would also offer greater bus priority opportunities, thereby improving punctuality and journey times for the many bus services using this junction; help to reduce the severance effect of the A386; and enable land to be released for quality development that fronts onto the A386.

- e) The widening of Forder Valley Road to enable the provision of a bus lane along between the junction with Novorossiysk Road and Forder Valley Interchange, (approximately half northbound and half southbound on the approaches to the major junctions), as well as improvements to the Forder Valley Interchange. Providing bus priority of Forder Valley Road is critical to maximizing the public transport benefits provided by the Forder Valley Link Road. This scheme may result in the loss of a small area of the Forder Valley Local Nature Reserve. In bringing forward this scheme all efforts must therefore be made to avoid, reduce and mitigate these impacts, and impacts must be monitored as part of the AAPs delivery.
 - f) The conversion of part of Brest Road into a bus, cycle and access only route, together with the provision of a bus lane along parts of Brest Road.
 - g) Improvements to the junction of Brest Road and William Prance Road in order to enable junction priority for buses.
 - h) The provision of a bus only right turn access point from Derriford Road into the North West Quadrant site.
- 8.17. These potential schemes will be subject to further appraisal through the development of the Council's Northern Corridor Whole Route Implementation Plan (WRIP). Given the potential for development plans to evolve throughout a 15 year AAP delivery period, it must be recognised that the highway modifications required to improve bus and cycle access throughout Derriford area and address severance caused by the A386 may evolve over time.

High Quality Public Transport Interchanges

- 8.18. While the proposed transport infrastructure improvements (DS18) will result in significant improvements, there is also a need to improve access to the HQPT network through the provision of several new public transport interchanges. Apart from Derriford Hospital, (which is currently served by an average of 69 buses per hour and a total of 1,006 buses each weekday), the majority of sites in Derriford only have limited public transport connectivity to the wider city.
- 8.19. Core Strategy Policy CS28 'Local Transport Considerations', supports the development of new interchanges on the HQPT network, to make it more accessible. Proposal DS17 sets out measures that are intended to increase public transport accessibility, connectivity and use in the Derriford area.

Proposal DS19: High Quality Public Transport Interchanges

To ensure the Derriford area is comprehensively served by High Quality Public Transport, public transport interchanges will be delivered and maintained at the following locations:

- a) Adjacent to the entrance at Derriford Hospital;
- b) Integral to the District Centre;
- c) On Plymbridge Lane adjacent to Marjons main entrance;
- d) At the local centre in the new Seaton neighbourhood and;
- e) To the west of Tavistock Road adjacent to Crownhill Retail Park.
- f) Integral to the North West Quadrant development

8.20. The Council will work with developers to ensure the area is served by a comprehensive network of public transport interchanges at key locations, as well as intermediate bus stops throughout the Derriford area. The locations and functions of the key interchanges are as follows:

- a) Derriford Hospital - Adjacent to the main entrance.
- b) District Centre - This interchange will be developed as part of the new District Centre. It will serve as the main interchange for key destinations and residential developments on the eastern side of the Derriford area.
- c) Plymbridge Lane - This interchange will be developed adjacent to Marjon main entrance.
- d) Seaton Neighbourhood - This interchange will be developed at the new local centre in order to serve both the new residential development at Seaton Neighbourhood, as well as Plymouth International Medical and Technology Park.
- e) West side of Tavistock Road adjacent to Crownhill Retail Park– This interchange will be improved as development comes forward ensuring that development on the west is integrated and connected with development on the east of the A386.
- f) North West Quadrant – This interchange will be delivered as an integral part of new developments at this site.

8.21. These proposals will be implemented as early as possible in order to maximise the ‘travel change opportunity’ that arises when people move to live, work and/or shop in the Derriford area. Regard needs to be had to Policies DS01 to DS05. In particular:

- a) Ensuring the interchanges are built to the highest standards in terms of passenger experience. They will need to be well lit, attractively designed and provide Real Time Passenger Information, and ideally co-located with other local facilities, and integrated into building frontages.
- b) In order to link communities to public transport interchanges, a comprehensive network of new bus stops will be installed, or upgraded to become bus shelters, equipped with Real Time Passenger Information and bus boarder provision.

9. IMPROVING THE ENVIRONMENT

Delivering a Sustainable Environment

- 9.1. A high quality natural environment is an essential element of a sustainable community. It provides residents, workers and visitors with interesting sites for recreation, relaxation and play, it provides an attractive setting for homes and businesses and influences the way we feel and interact with an area. Derriford has numerous natural assets that could add significant value to the area but many of these spaces are currently underused.
- 9.2. Derriford has a unique and enviable landscape with stunning views towards Dartmoor, the coast and other green spaces within the city. The area includes a network of deep wooded valleys and an extensive network of green spaces. This provides a natural resource for Derriford and it is also of city-wide importance in connecting the network of green spaces that extend across Plymouth. Enhancing these assets and incorporating them into the urban fabric will be vital to improving the quality of life of communities and increasing its offer to potential businesses and investors.
- 9.3. Derriford is particularly fortunate in having two natural assets that already play an important role in enhancing the area, the Bircham and Forder Valleys. These valleys are formally designated as Local Nature Reserves (LNR) which identifies their importance for wildlife and enable people to access a high quality natural space. Linked with the Seaton Valley, which is currently inaccessible to the public, they form part of a series of green valleys and stream structures that cross the entire city, largely uninterrupted, from Tamerton Foliot through Marsh Mills and on to Sherford, linking into the wider countryside at either end. The location of these valleys enables them to make a unique contribution to addressing a number of issues that currently impact on the general sustainability of this area. They provide an important balance between providing for the built and natural environment and provide:
 - a) the foundation for delivering an important part of the Plymouth Green Infrastructure network that will ensure the area's natural assets provide the maximum benefit to wildlife and people;
 - b) a setting for the urban fabric, allowing natural assets to become part of developments to help soften the built form and provide an attractive setting for homes and businesses;
 - c) the setting for the creation of a high quality natural resource of both local and city-wide significance, which will add significant value to the Derriford area.
- 9.4. The Core Strategy, Strategic Objective 11 'Delivering a Sustainable Environment' and Policy CS18 'Plymouth's Green Space', emphasise the importance of safeguarding, enhancing and promoting access to a multi-functional network of green spaces. Strategic Objective 6 responds to these

aspirations by promoting the Core Strategy's Vision for Derriford of 'a high quality, safe and accessible environment'.

Strategic Objective 6 Natural Environment Enhancements

To deliver high quality Green Infrastructure assets in Derriford that provide important quality of life benefits, increases the value of the area, connects to the sub-regional green network and ensures important wildlife sites are enhanced. This will be implemented by;

1. Safeguarding, enhancing and promoting Derriford's green spaces in a manner that will enable them to deliver numerous benefits and help achieve a sustainable community. Benefits will include; an attractive setting, wildlife sites, health, spaces for recreation, relaxation and play, walking and cycling routes and food growing opportunities.
2. Delivering a new Community Park in Derriford that will provide a high quality environmental, social, educational asset and natural resource for the people of Plymouth integrating into the existing Green Infrastructure network and adding value to the developments in the area.
3. Promoting a One Planet Centre at the heart of the Park that will offer exciting and diverse opportunities to learn about the natural environment and sustainable living. The Centre will provide the management and financial support for the Park.
4. Safeguarding and enhancing green corridors throughout Derriford that enable wildlife to move through the area. Where it is appropriate these corridors will also deliver walking and cycling routes to enable sustainable routes.

- 9.5. This Strategic Objective recognises the importance of Derriford's natural environments and the part they can play in both improving the quality of life for local residents, as well as the wider role the Community Park will play in the city and its sub-region. These aspirations are covered in general terms by Policy DS04 'Green Infrastructure' and specifically by Proposal DS19 'Derriford Community Park', and Proposal DS20 Glacis Park Green Corridor.

Derriford Community Park

- 9.6. The new Community Park is a significant opportunity to deliver an exciting and substantial green space destination. The Park will be a vibrant place where communities and visitors will enjoy a unique experience within a spectacular landscape. It will provide a much needed resource for the city's growing population and add value and aid the sustainability of new developments within the area. The Park will provide a unique element in the growth of the Derriford area and will be particularly important in supporting the development of Seaton Neighbourhood.
- 9.7. The Park will connect the existing Forder and Bircham Valley LNRs through the Seaton Valley an area of currently inaccessible farmland. By linking the three valleys and managing the natural spaces together, the opportunities to enhance the wildlife value and provide new public access routes are substantial. The Bircham, Forder and Seaton Valleys lie at the centre of the

city's green infrastructure corridors, providing the key link in the city network that runs from Tamerton Foliot through to Sherford as shown on Map 3.

- 9.8. The location of the Park is important as it will provide an important green space for Derriford's existing and new communities and it is also ideally situated to provide a resource for the city and the sub-region. This role is very important as by encouraging people to enjoy the opportunities the natural environment provides within the city, the Park will help to reduce the recreational pressures placed upon other fragile environments, such as Dartmoor National Park, as the city grows.
- 9.9. Proposal DS20 is intended to both safeguard the exceptional natural assets of the Bircham, Forder and Seaton Valleys, as well as enhance the benefits they offer through the development of a wide range of recreation, access, wildlife and educational resources that will be enjoyed by communities and visitors within Plymouth and the sub-region.
- 9.10. At the heart of the Park will be the One Planet Centre that will provide an arrival and focal point and act as a hub for activities across the Park. The building will be an inspirational example of sustainable design and living which will work closely with, and promote, the Park landscape whilst also providing a landmark presence. The One Planet Centre will form a key part of the Parks unique 'offer'. It will play a key supporting role by providing the necessary facilities and resources, by coordinating the management of the wider landscape and by supporting the Park financially.
- 9.11. Proposal DS20 sets out the key requirements and considerations for the development of Derriford Community Park.

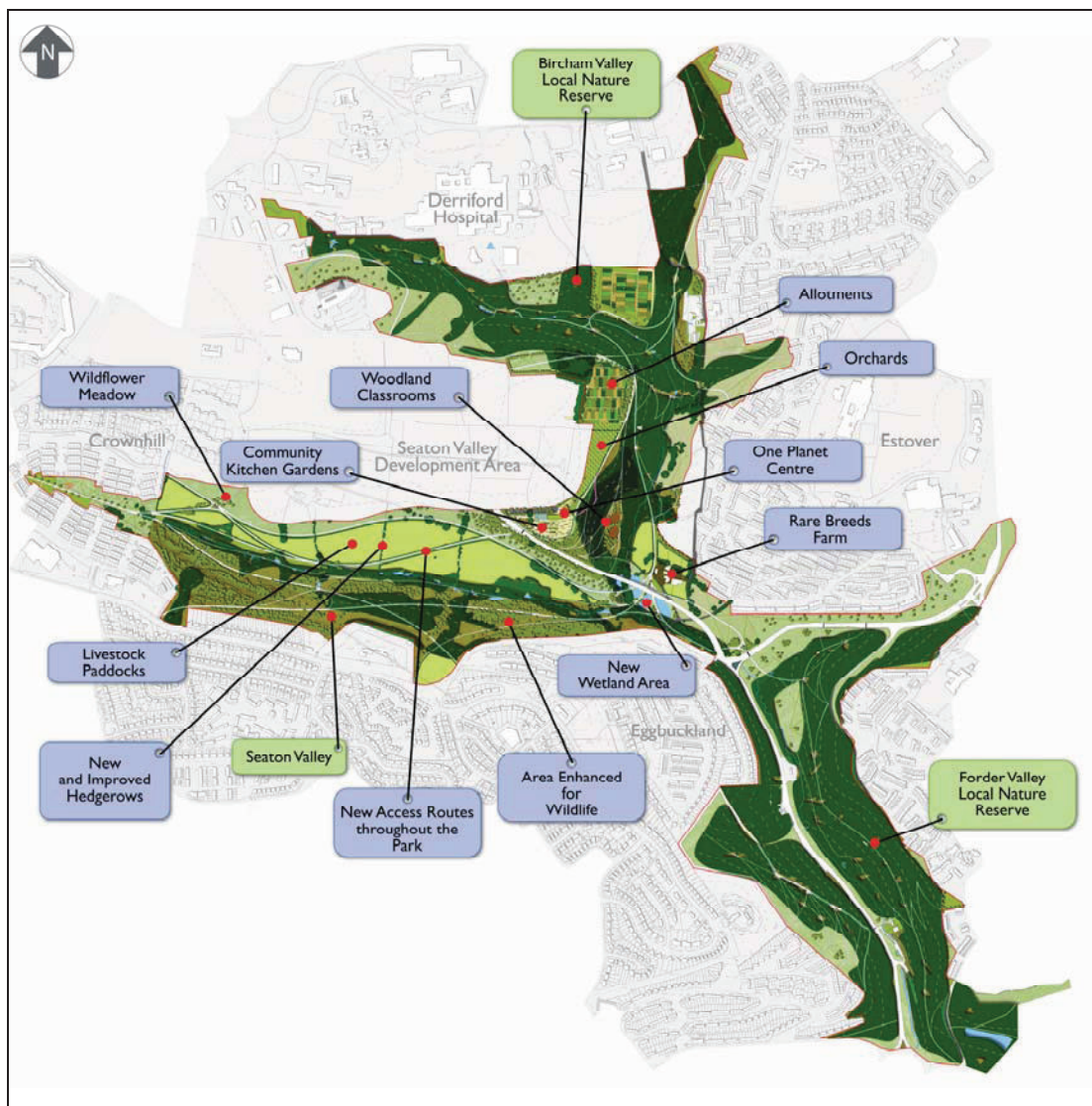
Proposal DS20 - Derriford Community Park

Derriford Community Park will become an environmental, social and educational asset and resource for communities within and around Plymouth. It will set an inspirational example of sustainable living and provide numerous opportunities for people to learn about and enjoy the benefits of the natural environment. The scheme will deliver the following:

1. A high quality, accessible, natural green space, which retains and enhances the areas unique character, safeguards landscape features and the farmsteads that are historically significant and capitalises on key views;
2. A focus for informal recreation, through the establishment of a network of pedestrian and cycle routes throughout the park connected to new and existing communities through the creation of new entranceways and access points. The routes through the Park will enhance connectivity between adjoining communities and facilities in Derriford;
3. A focus for community food growing. The Park will incorporate community gardens, orchards and allotment space.
4. The continuation of farming within the city. Grazing by livestock will play a crucial role in managing the Park and increasing the wildlife value of the

- grasslands. The Park will need to retain facilities for operational farm activities and access.
5. A landscape scale restoration of wildlife habitats which will include the incorporation of mitigation measures for adjoining developments. The wildlife restoration will include the enhancement of 30ha of flower rich grasslands, the planting of 10ha of new woodland, enhanced management of 40ha of woodland, 2km of new/enhanced hedgerows, enhancement of 1.5km of stream habitat and new wetland areas and the creation of new features for bats, birds, reptiles and insects.
 6. Support for the development of the Seaton Neighbourhood adjacent to the Park. The Park will incorporate wildlife mitigation to enable the development to deliver a net gain in biodiversity and the sustainable drainage measures associated with the new development and infrastructure, including attenuation basins and swales that are also designed for wildlife.
 7. A focus for outdoor learning, with an emphasis on wildlife, food production and farming. The Park will include opportunities for Forest Schools, and formal and informal training in countryside management, horticulture and other skills associated with the management of the natural environment;
 8. A community resource within a spectacular landscape. The Park will provide a hub for community enterprise, a location for events and meetings and a resource to help improve health and well-being by delivering spaces where people can walk, cycle, relax, play and enjoy.
 9. A new “One Planet Centre”, which is a focal and arrival point that will act as a hub for activities across the Park. The One Planet Centre will support the management and financial security of the whole Park. The building will provide a landmark presence that works with the Park landscape and is built to the high sustainability standards.
 10. A Community Park Trust, established as a ‘not for profit’ social enterprise, to manage the One Planet Centre and Community Park, with sufficient revenue generating assets or security to ensure a sustainable business plan for the Centre and Park.
- 9.12. The Community Park will cover a total of 137 hectares of land. It encompasses a large area of currently inaccessible farmland and two Local Nature Reserves (LNRs):
- a) The Bircham Valley LNR, which is located to the south of Derriford Hospital and comprises an area of planted and ancient woodland, with grassland, scrub, streams and meadows.
 - b) The Forder Valley LNR, which incorporates a variety of deciduous woodland, scrub, open fields and marshy grassland.
- 9.13. This area offers a unique mix of environments ranging from impressive hilltop views to secluded woodlands and streams running along the valley floor. The Park will provide new opportunities to explore this landscape through a network of high quality recreational routes, linking the Park with surrounding communities.

- 9.14. The Park will provide a range of recreational opportunities encouraging active lifestyles to improve health and wellbeing. The hub of the Park will be an educational resource called the 'One Planet Centre', which will offer opportunities for hands on learning in food production, nature conservation and sustainable living. The centre itself will provide a café, farm shop, classrooms and office and meeting space and will include community gardens and orchards. The centre will act as a gateway into the Park and a focal information point. It will be developed as an exemplar of sustainable development and will be an important facility that financially supports the Community Park.
- 9.15. This area currently supports a wealth of wildlife habitats and provides a diverse source for biodiversity. Protection and enhancement of these features will be key objectives for the Park, as well as the management and interpretation of these assets. It will also have a role in incorporating the wildlife mitigation and the sustainable management of water from the new development.
- 9.16. The route of the Forder Valley link road runs through the Park at the junction of the two valleys. It will need to be designed in conjunction with the masterplan for the Community Park, to ensure that it is positively integrated into the Park design and landscape. To ensure connectivity across the Park is enabled, the road design will need to allow for key connections to be made for people and livestock. The provision of a sustainable drainage solution for the road will also need to be incorporated into the Park. It is important that the design of the road reduces the dominance of the highway by limiting the use of signage and lighting through the Community Park, which carefully integrates into the topography. The link road should integrate with the landscape in a positive and sensitive manner, to minimise visual and physical intrusion. The viaduct will be a high quality landmark addition into the landscape that will enable livestock and people to traverse beneath the link road and gain access to all areas of the Park.
- 9.17. An indicative masterplan for the Community Park is shown in Map 7 below.



Map 7 An indicative masterplan illustrating the range of activities and improvements proposed within the Community Park.

Glacis Park Green Corridor

- 9.18. As Derriford grows it will be important to retain a network of green spaces through the area. This network of green spaces deliver many important functions including wildlife corridors, walking and cycling routes, attractive settings for new and existing communities and businesses, and provides key links across the city's Green Infrastructure network.
- 9.19. The Glacis Park green corridor will provide an important link in the Green Infrastructure network within Derriford; linking Derriford Community Park in the east to Whiteleigh and Cann Wood Local Nature Reserves in the west. It also provides the setting for Crownhill Fort Scheduled Ancient Monument.

Proposal DS20 - Glacis Park Green Corridor

The Glacis Park Green Corridor will deliver an important link within the Green Infrastructure Network enabling people and wildlife to move between other green

spaces and providing an attractive natural feature within the urban form. The corridor will:

1. provide an important wildlife corridor linking the Community Park with existing LNR's on the west of Tavistock Road. The corridor will be designed in a manner which delivers maximum benefit to wildlife and will be managed to maintain the quality of this green space;
2. deliver a high quality walking and cycling route, which links Whitleigh with the heart of Derriford;
3. enable people to learn about the history of Crownhill Fort as they pass through the area;
4. provide an attractive natural feature within the heart of the Derriford area that will compliment and support new developments.

- 9.20. The Glacis Park green corridor identified on Map 4 will incorporate approximately 10 hectares east of the A386 between Crownhill Fort and Glacis Park. The site currently consists of woodland and grassland and these features will be safeguarded and enhanced.
- 9.21. The new pedestrian and cycle access route will utilise the green corridor to link Whitleigh to the heart of Derriford and will provide a high quality access for walkers and cyclists.
- 9.22. New developments that adjoin the corridor will facilitate the delivery of the new access corridor and the enhancement of its quality as part of the green infrastructure network. In return the corridor will support the sustainability of the new developments.

10. DELIVERY

- 10.1. This Area Action Plan sets out an ambitious agenda for change in Derriford. However, while the potential scale of investment is significant; its delivery will require the co-ordination of a complex set of interrelationships, as follows:
- a) there are a large number of proposals, with a broad mix of uses, to be brought forward at different times over the plan period. The challenge is to coordinate these development opportunities, along with re-orientating the supporting infrastructure, to create a sustainable heart for northern Plymouth.
 - b) there are multiple land ownerships to within the Derriford area. In some cases there are restrictive covenants which will need to be resolved to enable key developments to proceed. Land assembly measures may possibly be required in key areas to achieve the transformational change envisaged.
 - c) timescales for the different proposals span the plan period. However, all proposals are ultimately dependant on certain key infrastructure investments being delivered. While the overall scale of development is sufficient to facilitate the delivery of the essential infrastructure requirements, the different timescales for development means that an element of forward funding for the crucial transport, education, health and green infrastructure investments may be required.
- 10.2. While there are a number of difficulties to overcome in delivering change in Derriford, there are also a number of opportunities to proactively manage the delivery of this change, as follows:
- a) the new District Centre, which includes a significant retail element intended to meet qualitative current needs, will be delivered early in the plan period. This development has the potential to act as a major catalyst for change. However, it will need to be managed through a phased approach to ensure it does not compete with the City Centre's redevelopment.
 - b) public sector development will also play a key role in Derriford through key healthcare and education proposals. Whilst the precise timing and levels of public spending are uncertain, the AAP provides certainty that these can come forward in the plan period, as funding allows.
 - c) other developments, such as Seaton Neighbourhood and North West Quadrant, are well advanced with planned developments. The expectation is that they could commence shortly after the adoption of the AAP and therefore will be in a position to help deliver key elements of the infrastructure requirement.
 - d) in broader terms, Derriford is recognised as being critical to the delivery of the city's Local Economic Strategy, and therefore seen as a priority for future investment. While this can not in itself guarantee resources, it can only be seen as an advantage in terms of focusing the resources necessary to enable its development, particularly in the current period of austerity.

- 10.3. In order to address these issues, the AAP has put in place a flexible and responsive framework to secure the significant level of change envisaged. It should be noted that as stated in the Core Strategy, the Council will use compulsory purchase powers where necessary to implement policies and proposals.
- 10.4. This chapter sets out a delivery scheme showing the relationships, dependencies and timescales for delivering:
- a) a broad range of investment opportunities that will not only benefit the local area, but also contribute to the wider sustainability agenda for northern Plymouth, the city as a whole and its sub-region.
 - b) the key elements of infrastructure needed to support this level of development, as well as when and how they can be delivered. It also identifies how this infrastructure will integrate with citywide proposals. This is particularly important in terms of Derriford’s pivotal location along the northern corridor, its relationship to the eastern corridor and also in terms of its relationship to key strategic infrastructure, such as the A38.

Derriford’s Role in Delivering the City Vision

- 10.5. The Council’s Local Development Framework sets out to deliver a step change in the pace and quality of development in Plymouth. Its main aim is to spearhead the quality growth agenda that will transform the city in to ‘one of Europe’s finest waterfront cities’, as envisaged in the Vision for Plymouth.
- 10.6. In order to achieve this, the LDF sets out several key milestones which are intended to help drive change in the city. The Derriford and Seaton Area Action Plan will play a key role in delivering these aims. These relationships are shown in the Table 4 below.

Key Milestones defined by the Core Strategy 2007	To be delivered through the Derriford and Seaton AAP
Increasing the city’s population from 251,000 to 300,000 by 2021+	An increase of some 6,000 people living in the AAP area.
Building 32,000 new homes of a range, mix and type to support the growth of a balanced community	Providing a broad range of new homes. In the region of 2,950 homes, including 765 affordable homes and 510 homes built to Lifetime Standards.
Providing 172,000 sq m of new shopping floorspace across the city	A new District Centre delivering retail provision in the region of 22,671 sq m gross floorspace and two new local centres.
Re-orientating the economy, with a focus on a new business services sector. Creating some 42,000 new jobs in the city’s travel to work area by 2021+	Further development of the healthcare and commercial business uses to develop the role of Derriford as a key economic centre Providing for in the region of 116,000 sq m gross of employment floorspace, creating approximately 8,000 new jobs and supporting the future growth of a centre for higher education.

Promoting a modal shift to more sustainable transport	A range of measures to improve transport links within the Derriford area, as well as supporting a modal shift towards more sustainable transport
Creating high quality design in all developments as part of the place shaping agenda	Providing a new heart for northern Plymouth, by ensuring a balanced form of development through the formation of new, sustainable linked communities
Respecting and using the city's heritage and history	An approach which respects and promotes the city's heritage. Safeguarding strategic green infrastructure in the form of Derriford Community Park and associated green links providing for in the region of 146 hectares of green space.

Table 4 Core Strategy Key Milestones to be delivered by the Derriford and Seaton AAP

Derriford and Seaton Delivery Scheme

- 10.7. Table 5 illustrates how and when the individual policies and proposals in the AAP will deliver these key LDF milestones. It fits key proposals, key pieces of infrastructure and key policy priorities and places them within a scheme based on the LDF milestones. The scheme therefore illustrates:
- a) the timescales for delivering the LDF priorities in Derriford.
 - b) the timescale for the delivery of key strategic sites in Derriford.
 - c) the relationship between the delivery of sites, and the delivery of infrastructure required to support the changes in Derriford.
 - d) when key policy objectives should have been achieved and the main interventions required.
- 10.8. The Derriford and Seaton Delivery Framework (2012) sets out the main delivery issues site by site, and associated infrastructure, considering delivery mechanisms, resourcing issues and likely timescales in detail.
- 10.9. Taken together, Table 5 and the Delivery Framework set out a comprehensive picture of the delivery of the changes envisaged in this AAP. It should be noted, however, that Table 7 represents a snapshot of how the Council understands the AAP proposals will be delivered, at the time of writing. This aspect of the AAP and the Delivery Framework should be seen as living documents, which will change as more detail regarding the delivery of projects and infrastructure emerges. Progress and updates on delivery will be kept up to date through the Investment Plan, informed by the Infrastructure Needs Assessment and reported on in the Annual Monitoring Report. The Delivery Framework is also subject to future reviews as appropriate.

Table 5 Delivery of Key Sites in Derriford

Area Action Plan Proposal/ Policy	Body responsible for Delivery	Delivery Mechanisms	Indicative Costs	Delivery Funding	Delivery Land Issues	Timescale	Phasing Issues	Risks to Delivery
DS06: Plymouth International Medical & Technology Park	PCC and development partners	Planning applications	n/a Implementation up to 100% private sector investment.	Private development/ grants	Land in ownership of PCC	2013- 2022	Ongoing	
DS07: Tamar Science Park	Tamar Science Park/ PCC/ University of Plymouth	Planning applications	n/a	Private development/ grants	Land in ownership of Tamar Science Park	2014- 2023	Phases 4- 6 proposed.	Dependant on public funding.
DS08: Crownhill Retail Park	Private Developer	Planning application	n/a Implementation up to 100% private sector investment.		Land in ownership of Henderson	2022- 2024		
DS09: Derriford Hospital	Plymouth Hospitals NHS Trust / DoH	Planning application	n/a	DoH funding	Plymouth Hospitals NHS Trust land	2016-2021	Subject to availability of funding	Dependant on DoH funding.
DS10: Marjon	University College of St Mark & St John	Planning applications	n/a	Higher Education Funding Council for England/ University College of St. Mark & St. John/ private development	Land in ownership of University College of St. Mark & St. John	2017-2020	Ongoing	Dependant on public funding.
DS11: Christian Mill	Private developer	Planning applications	n/a	Private development	Land in private ownership	2016- 2018	Ongoing	
DS12: Glacis Park	SWW/ frontage sites/ PCC	Planning application/	n/a Implementation	Private development	Land in various ownerships-	2018- 2027	Relocation of SWW water treatment	Costs of site remediation

			potential use of CPO	up to 100% private sector investment.		potential land assembly		works	may be high, affecting viability.
DS13: Seaton Neighbourhood	Hawkins Trust	Planning application	n/a	Private development	Land in ownership of Hawkins Trust	2014- 2022	Delivery of full development reliant on Forder Valley Link		
DS14: North West Quadrant	Wharfside Regeneration	Planning application	n/a	Private development	Land in ownership of Wharfside Regeneration (Devon) Ltd	2014-2021			
DS15: Quarry Fields	BT	Planning application	n/a	Private development	Land in ownership of BT	2014-2015			
DS16: District Centre						Overall 2014-2020			
Initial Phase	PCC and development partners	Planning applications/potential use of CPO	n/a	Private development	Land in ownership of PCC.	Retail elements 2014- 2017			
Further Phases	PCC and development partners	Planning applications/potential use of CPO	n/a	Private development	Land in PCC and other land ownerships.	2018- 2025	Full District Centre to be delivered in two phases	Relocation of TA facility.	

Area Action Plan Proposal/ Policy	Body responsible for Delivery	Delivery Mechanisms	Indicative Costs	Delivery Funding	Delivery Land Issues	Timescale	Phasing Issues	Risks to Delivery	Priorities (infrastructure)
DS18: Transport Infrastructure									
Forder Valley Link	Hawkins Trust/ PCC	Planning application/ potential use of CPO	£12.4 million (£1.4m of which within the main development and therefore integrated into development costs)	Planning Obligations/ private development	Land secured through Seaton neighbourhood planning application. 2 main landowners.	2013-2016	Early delivery is a high priority for the AAP	Biodiversity issues in the Forder Valley.	Critical
Marjon Link	PCC/ University College	Planning application/ partnership	Approximately £1m	S106, Planning Obligations, Local Transport Plan (£450,000 secured through 504K planning S106).	University College control	2012- 2014	Should be provided in conjunction with Airport Link	Currently no legal security re provision of land by Marjon	Critical
Derriford junction	PCC	Planning application	£7.3million	Planning Obligations/ PCC	Small amount of NWQ land might be required.	2019- 2022		Funding	Necessary
Improvements to Plymbridge Lane	Developer/ PCC	Planning application (approved)	£50,000 in addition to other improvements as part of planning applications.	Planning Obligations/ PCC		2018- 2022			Desirable

DS19: HQPT Infrastructure																			
Forder Valley Road bus lanes	PCC	Planning application	£3.4m - £4.9 million	Planning Obligations, Local Transport Plan	Highway Land, plus land take (partly from Local Nature Reserve)	2013- 2016	Should be provided in conjunction with or soon after completion of Forder Valley link road.	Funding. Biodiversity issues relating to the Local Nature Reserve.	Critical										
A386 bus priority measures, Manadon junction to Woolwell	PCC	Planning application(s) may be required/ potential use of CPO	£32 million	Planning Obligations/ PCC/ grant	Highway Land/ PCC	2013 onwards		Funding, physical constraints.	Necessary										
Brest Road & junction bus priority	PCC, adjoining landowners	Planning application	Between £400K and £600K (approximate estimate)	Planning Obligations/ PCC	Highway Land/ PCC, private land	2016- 2019	Careful integration with CCE and Planned Car Centre works.		Necessary										
Derriford Hospital Interchange	Plymouth Hospitals NHS Trust	Planning application (approved)	n/a	Private development	Part of land required is part of NWQ site.	2015	To coincide with development of Derriford Hospital entrance.	Funding (NHS)	Necessary										
District Centre Interchange	Private Developer	Planning application	n/a	Private development		2015	To coincide with development of District Centre.		Necessary										
Airport site/ Marjon Interchange	Private Developer/ Marjon	Planning application (approved)	Implementation mainly by private sector investment. £10,000 additional costs.	Private development		2012- 2014	To coincide with development of Airport Link Road.		Necessary										

Seaton Interchange	Private Developer	Planning application	n/a Implementation up to 100% private sector investment.	Planning Obligations, existing S106, private development	2015	To coincide with development of three adjoining sites.	Necessary
DS20: Derriford Community Park	PCC; Derriford Community Park Management Entity; Hawkins Trust, NHS.	Planning application procedure/PCC education/partnerships.	£8 million Park (part of which can be delivered through direct mitigation). £2.5 million Environmental Education Centre	Planning Obligations/PCC education/grants.	2013-2023	Park Management Entity needs to be in place in parallel with development of proposals.	Necessary
DS21: Glacis Park Green Corridor	Private Developer/ Landmark Trust	Planning application procedure	n/a Implementation up to 100% private sector investment.	Planning Obligations, existing S106, private development	2022	Park Management Entity needs to be in place in parallel with development of proposals.	Necessary
Primary and Secondary Expansion	PCC	Planning application procedure	£950,000,000	Planning Obligations/ PCC	2016-2020	Additional primary school provision required on completion of 800 th dwelling. Additional secondary school provision required on completion of 1100 th dwelling.	Critical
New build 2 FE	PCC	Planning application procedure/ potential use of CPO	£6,500,000 million plus land	Planning Obligations/ PCC	c.2020	To be provided at completion of 2000 dwellings.	Critical

<p>DS05 CHP & District Energy</p>	<p>Energy Services Company (ESCO)</p>	<p>Direct provision of infrastructure, in partnership with Council, Plymouth NHS Trust and developers.</p>	<p>Contributions, where required, to facilitate extension of network (est £500K).</p>	<p>Private investment; S106; private development; PCC; NHS; grants.</p>	<p>PCC controlled highway land that will come forward for adoption through developments for pipe infrastructure. Energy Centre to be accommodated in relevant developments.</p>	<p>ESCO procurement 2011-2013 Implementation on 2013-2027</p>	<p>Phased link to delivery of key development projects</p>	<p>Co-operation of a range of stakeholders required.</p>	<p>Necessary</p>
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Community Impacts

- 10.10. Almost all development has some impact on the need for infrastructure, services and amenities. Policy CS33 of the Core Strategy sets out the Council’s policy for ensuring that these impacts are properly dealt with through the planning process. Amongst other things, it sets out that planning obligations will be used to ensure that developments meet the reasonable cost of new infrastructure made necessary by the proposal, and to secure contributions to the delivery of strategic infrastructure to enable the cumulative impacts of development to be met. These provisions are necessary to ensure that the growth of Plymouth takes places in a sustainable way and contributes to the Core Strategy vision of building a city of sustainable linked communities.
- 10.11. The Planning Obligations and Affordable Housing Supplementary Planning Document explains how this policy will be implemented. This provides for the negotiation of planning obligations to address policy requirements, such as affordable housing, and for the mitigation of development impacts, including cumulative impacts upon local and strategic infrastructure. All planning obligations must be fairly and reasonably related in scale and kind to the development proposal and must otherwise meet the requirements set out in Regulation 122 of the CIL Regulations 2010 (as amended).
- 10.12. The Council is currently preparing to introduce a Community Infrastructure Levy (CIL). When the Council’s CIL Charging Schedule comes into effect (this is currently anticipated to be in April 2013), the extent to which infrastructure contributions can be negotiated to mitigate the cumulative impacts of development will be constrained by Regulation 123 of the CIL Regulations. This is because CIL will become the primary means for securing infrastructure contributions, and the Regulation prevents the double counting of planning obligations and CIL. The Council has yet to determine which infrastructure it will seek to fund through CIL and which it may still seek funding for through planning obligations. However, whichever mechanism is preferred, the issues that will need to be addressed in the Derriford area are likely to remain the same. The highest priorities for the Derriford and Seaton Area Action Plan are outlined below in Table 6.

Requirement	Justification	Delivery
Transport Infrastructure (potential delivery mechanisms: direct delivery, Development Tariff, bespoke planning obligations, CIL)	Identified as a priority in the Core Strategy, the LTP, the Infrastructure Delivery Plan, and this AAP	This will enable the creation of strategic transport infrastructure to allow development to come forward. Links into Derriford by all modes to be improved, but particularly access by public transport, cycle and on foot.

Economic Development initiatives linked to the Priority Sectors identified in the Local Economic Strategy (potential delivery mechanisms: direct delivery, bespoke planning obligations, CIL).	Identified as a priority in the Core Strategy and Local Economic Strategy.	This will consolidate and expand the role of Derriford as a strategic economic centre, particularly in relation to the Medical and Technology sectors.
Affordable Housing (potential delivery mechanisms: bespoke planning obligations)	Identified as a priority in the Core Strategy	The Core Strategy affordable housing requirement applies to all developments in Derriford which meet the policy criteria.
Derriford Community Park and Green Infrastructure (potential delivery mechanisms: direct delivery, Development Tariff, bespoke planning obligations, CIL)	Identified as a priority in the Core Strategy	This will enable the creation of a Park of city-wide strategic importance linked to other green infrastructure proposals.
District Energy & Combined Heat and Power (potential delivery mechanisms: direct delivery, bespoke planning obligations)	Identified as a priority in national guidance, the Core Strategy and this AAP	In order to meet Building Regulations requirements for low carbon development throughout the plan period, it will be necessary for Derriford developments to minimise their energy requirements, and our evidence base demonstrates District Energy is the most cost effective in this location. It will be necessary for all developments to contribute to the creation of the network as and when it is feasible for them to do so.

Table 6 Infrastructure to Mitigate Community Impacts

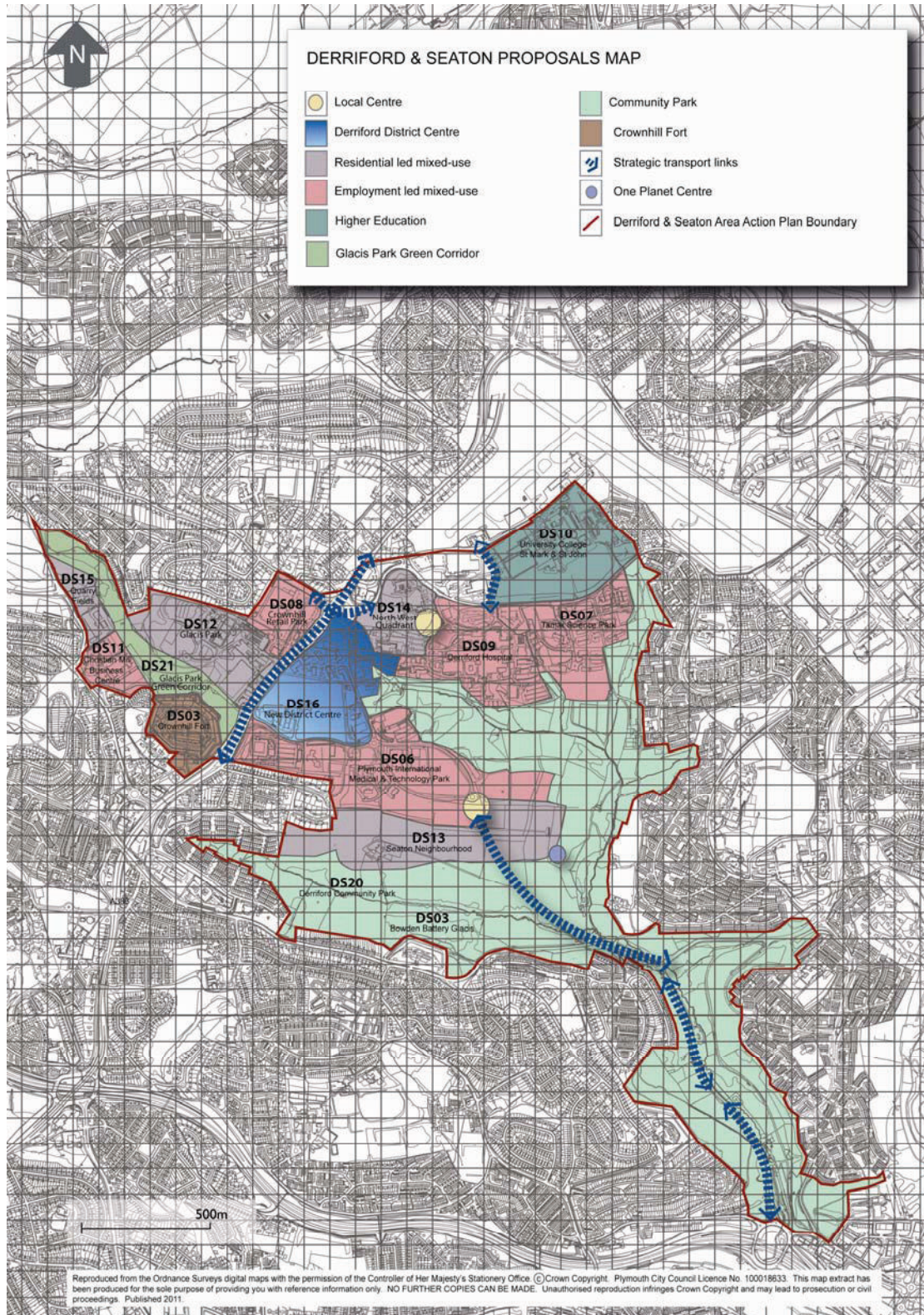
II. MONITORING

- 11.1. Review and monitoring is an important aspect of evidence based policy making and it is a key factor of the “plan, monitor and manage” approach to planning. A key part of the development planning system is the flexibility to update components of the Local Development Framework and respond quickly to changing priorities in the area. Monitoring will play a critical part in identifying any review of the Derriford and Seaton Area Action Plan that may be required. It will also enable early action to be taken to overcome any barriers to delivery of the Plan’s objectives and/or proposals and policies.
- 11.2. The Council publishes an Annual Monitoring Report (AMR) which is regularly updated and which assesses the implementation of the Local Development Scheme and the extent to which policies in local development documents are being implemented.
- 11.3. The Council will measure the performance of this Area Action Plan against the targets, objectives and related policies set out in this document and in the Core Strategy. It will also undertake more general monitoring for the city and its sub-region as a whole to assess the extent that the Local Development Framework spatial strategy is being delivered, remains appropriate and is sustainable. The AMR will identify potential measures that need to be taken to rectify any issues raised through monitoring. This will potentially include the need to review parts or all of any particular local development document.
- 11.4. Significant issues including those identified within the sustainability appraisal will also be monitored through this process, although it should be recognised that in relation to most of the strategic proposals in the Derriford and Seaton Area Action Plan, their impact will only be felt after a number of years.
- 11.5. In relation to this Area Action Plan, monitoring will specifically include:
 - a) checking that the development targets identified in the Area Action Plan are being met and identifying the actions needed to address any barriers and blockages. As well as being reported in the AMR, these issues will also inform revisions to the Derriford and Seaton Delivery Framework;
 - b) monitoring the quality of new developments in Derriford and Seaton and their compliance with the policies and proposals of the Plan;
 - c) assessing the potential impacts on the Area Action Plan of new or updated national, regional and local policy and guidance;
 - d) measuring the performance of the Plan against the Plan’s Vision and Objectives and assessing whether the Objectives are still appropriate.
 - e) measuring the performance of the Plan against other relevant local, regional and national targets;
 - f) measuring the impact of delivery of the Plan against the sustainability indicators and assessing whether the Plan is contributing to the creation of a sustainable community in Derriford and whether there are any significant unforeseen adverse effects. In particular, the numbers of new dwellings being created in Derriford and Seaton will be monitored, with

an emphasis on where the dwellings are located, the range, mix and type of dwellings, and how well they contribute to the creation of a sustainable community in the area;

- g) measuring how easily the inhabitants of new and existing dwellings in Derriford can access community facilities, either within the neighbourhood itself or in nearby neighbourhoods and;
 - h) collecting appropriate data and making use of the data collected by other partners to support the evidence base of the Plan and any subsequent review.
- 11.6. As a result of this monitoring regime, conclusions may be reached which have implications for the objectives, policies and proposals of the Plan. In some cases, monitoring of the delivery of the Area Action Plan may identify supportive actions that need to be taken by other stakeholders, such as landowners and developers, or by other Council Departments.
- 11.7. A full review of the Plan will take place after five years unless the results of any of the above suggest that an earlier review is necessary.
- 11.8. The AMR is produced as a series of web pages and is available to view on the Council's website: <http://www.plymouth.gov.uk/amr.htm>

12. PROPOSALS MAP



13. EVIDENCE BASE

- Vision for Plymouth, Mackay, Zogolovich and Haradine, 2004
- Plymouth Sustainable Growth Study, Llewelyn Davies, 2004
- Derriford/Seaton/Southway Area Action Plan Issues and Options Report, Plymouth City Council, March 2005
- Summary Report of Responses to Derriford/Seaton/Southway Area Action Plan Issues and Options consultation, Plymouth City Council, 2005
- Rapid Urban Character Study, Alan Baxter Associates, 2005
- Plymouth Local Transport Plan 2 (2006 – 2011), Plymouth City Council, 2006
- Adopted Plymouth Core Strategy, Plymouth City Council, April 2007
- North Plymouth Community Park Feasibility Study, LDA Design Consulting LLP, November 2007
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, HMSO, June 2008
- Planning Policy Statement 12: Local Spatial Planning, HMSO, June 2008
- Derriford and Seaton Area Action Plan Consultation Document, Plymouth City Council, February 2009
- Derriford and Seaton AAP Sustainability Appraisal Report, Plymouth City Council, February 2009
- Derriford Community Park Delivery Study, LDA Design Consulting LLP, March 2009
- Derriford Masterplan Framework, LDA Design Consulting LLP, March 2009
- Derriford Delivery Framework, LDA Design Consulting LLP, March 2009
- LDF Local Development Scheme, Plymouth City Council, April 2009
- Equality Impact Assessment of the Derriford and Seaton Area Action Plan Issues and Preferred Options Consultation Document, Plymouth City Council, February 2009
- Summary report of the Issues and Preferred Options Consultation March 2009, Plymouth City Council, April 2009
- Plymouth City Centre and Derriford Sustainable Energy Studies, Centre for Sustainable Energy/Wardell Armstrong, June 2009
- Report on Proposed New District Shopping Centre, Cushman and Wakefield, November 2009
- Feasibility Study for and Energy Services Company (ESCO) in Plymouth, Utilicom Ltd, November 2009
- Design Guidelines Supplementary Planning Document, Plymouth City Council, July 2009
- Development Guidelines Supplementary Planning Document, Plymouth City Council, April 2010
- Derriford and Seaton Area Action Plan Pre-Submission draft, Plymouth City Council, November 2010.

Derriford and Seaton AAP Pre-Submission Sustainability Appraisal Report, Plymouth City Council, November 2010.

Report on Proposed New District Shopping Centre, Cushman and Wakefield, January 2011

Plymouth Palmerston Forts Study, Scott Wilson, May 2011

Draft Shopping Centres SPD, Plymouth City Council, February 2011

Plymouth City Airport Economic Study into Air Services for Plymouth, Berkeley, Hanover Consulting Limited, August 2011

Plymouth City Council Cabinet Report, Item 39, 23 August 2011

Derriford Community Park and One Planet Centre Masterplan Report Consultation Draft, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 1 One Planet Centre, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 2 Landscape, Access and Recreation, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 3 Biodiversity, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 4 Community Food Growing, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 5 Farming, LDA Design, February 2012

Derriford Community Park and One Planet Centre Delivery Plan Topic Paper 6 Historic Landscape and Archaeology, LDA Design, February 2012

Derriford and Seaton Revised Pre-submission AAP Equality Impact Assessment, PCC, May 2012

Derriford and Seaton Delivery Framework, PCC, May 2012

Derriford and Seaton Revised Pre-submission AAP Sustainability Appraisal Addendum, PCC, May 2012

Derriford Transport Strategy, Plymouth City Council, May 2012

Draft Community Infrastructure Levy Charging Schedule, Plymouth City Council, May 2012

Habitats Regulation Assessment, Plymouth City Council, May 2012

Overview Report of the Strategic Conclusions of the Housing Requirements Study, the updated Shopping Study and the Derriford District Centre Masterplan, Baker Associates, May 2012

Potential Gypsy and Traveller Sites Assessment, Plymouth City Council, May 2012

Prospects for Plymouth's Priority Economic Sectors, Arup, May 2012

Revised Pre-Submission Derriford and Seaton Area Action Plan Equality Impact Assessment, Plymouth City Council, May 2012

The Housing Requirements for Plymouth Study, Baker Associates, May 2012

The Retail and Centres Study, Roger Tym and Partners, May 2012

Update Addendum to City of Plymouth District Energy Study, ICE (UK) Ltd, May 2012

Derriford Transport Model and evidence base, Plymouth City Council

14. GLOSSARY

Active frontage

A building frontage with entrances and windows that overlook the public realm and generate activity, overlooking, and therefore safety on the street.

Affordable housing

Housing, whether for rent, shared ownership or outright purchase, provided at a cost considered affordable in relation to incomes that are average or below average, or in relation to the price of general market housing.

Amenity

A feature that contributes to the overall character or enjoyment of an area. For example, open land, trees, historic buildings or less tangible factors such as tranquility.

Annual Monitoring Report (AMR)

Assesses the implementation of the LDS and the extent to which policies are successfully being implemented and targets met.

Amenity open space

Open space with the principle purpose of creating a pleasant character to an area, rather than use for recreation and leisure.

Area Action Plan (AAP)

A type of Development Plan Document that will be used to provide a planning framework for areas of significant change or conservation.

Biomass

A renewable energy source comprising of biological material derived from living, or recently living organisms

Brownfield site

Previously developed land that is or was occupied by a permanent structure (excluding agricultural or forestry buildings) and associated infrastructure.

Built form

Buildings and structures.

Character (of area)

Individual distinctiveness created from a combination of natural and man-made elements with historic, socio-economic and other factors.

Combined Heat and Power (CHP)

A plant designed to produce both heat and electricity from a single heat source.

Commitment

All land with current planning permission or allocated in adopted development plans for development (particularly residential development).

Conservation Area

An area of special architectural and/or historic interest that deserves preservation or enhancement of its character or appearance.

Constraint

A limiting factor that affects development, conservation etc.

Core Strategy

The key Development Plan document. It sets out the long term spatial vision and spatial objectives for the local planning authority area and the strategic policies and proposals to deliver that vision. It will contain a set of primary policies for delivering the Core Strategy. Broad locations for development are also set out. Plymouth's Core Strategy was adopted in April 2007.

Council

The local authority, Plymouth City Council.

cSAC (Candidate Special Area of Conservation)

These are sites which have been submitted to the European Commission for designation as Special Areas of Conservation because of their wildlife interests.

Delivery

The implementation of an objective or planned proposal within the criteria set by the plan.

Demands

The aspirations of the public, which may be greater than their needs.

Development

Development is defined under the 1990 Town and Country Planning Act as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land."

Most forms of development require planning permission (see also "permitted development").

Development Brief

A document that outlines detailed planning requirements for the development of a site. It is subject to public consultation prior to publication.

Development Plan

This will consist of Regional Spatial Strategies (until they are formally abolished) and Development Plan Documents contained within a Local Development Framework. It will also contain any 'saved plans' that affect the area.

Development Plan Documents (DPDs)

These are prepared by the Council. They are spatial planning documents and subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

Developer Contribution

(see Planning Obligations)

District Centre

District Centres will usually comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library.

District Heating

The supply of heat or hot water from one source to a district or a group of buildings.

Energy Service Company (ESCo)

Delivery mechanism for the design, build and management of the District Energy network.

European Marine Site (EMS)

This is shorthand for two European designated sites comprising the Plymouth Sound and Estuaries Special Area of Conservation (SAC) and Tamar Estuaries Complex Special Protection Area (SPA)

Evidence Base

The researched, documented, analysed and verified basis for all the components of a Local Development Framework.

Glacis

A gentle slope which extends outwards from a fort, constructed for military purposes (for example, the glacis of Crownhill Fort and Bowden Battery).

High Quality Public Transport (HQPT)

HQPT is characterised by the following features: reliability; high quality information before and throughout the journey; a safe and pleasant walk to the station / stop; a safe and pleasant wait at the station / stop; good ride quality; a positive image of vehicles and infrastructure; and the aspiration to progress from bus services through intermediate technologies to LRT services.

Home-zone

A small highly traffic calmed residential area, often with road and pavement integrated into a single surface, where pedestrians and cyclists have priority over cars.

Housing stock

The total amount of housing within a plan area, but this may be divided into components such as private housing stock or rented housing stock.

Impermeable

Buildings or parts of an area that do not allow pedestrian movement through them.

Implementation

Carrying out the proposed actions to required standards that are set out in the plan.

Independent Examination

An examination held in public by an Inspector from the Planning Inspectorate.

Infrastructure

The basic facilities, services and installations needed for the functioning of a community. It normally includes transport, communications, water and power.

Legal Agreement

A legally binding contract, between a developer and the local planning authority that constitutes a planning obligation (see also definition for planning obligation).

Lifetime Homes

What makes a Lifetime Home is the incorporation of 16 design features that together create a flexible blueprint for accessible and adaptable housing in any setting. The flexibility and adaptability of Lifetime Homes accommodate life events quickly, cost-effectively and without upheaval.

Listed Building

A building mentioned in statutory lists as being of special architectural or historic interest under the Listed Buildings and Conservation Areas Act. There are different grades of listing to indicate relative interest.

Live/Work Unit

A dwelling and workspace combined within one unit of accommodation – for example, an artist’s flat and studio space.

Local Centre

Local Centres include a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and a launderette.

Local Development Framework (LDF)

This includes a portfolio of Local Development Documents that provide a framework for delivering the spatial planning strategy for the area. It also contains a number of other documents, including the Annual Monitoring Report and any ‘saved’ plans that affect the area.

Local Development Document (LDD)

This is either a Development Plan Document or a Supplementary Planning Document and is contained in a Local Development Framework.

Local Planning Authority

The local authority or council that is empowered by law to exercise planning functions. In Plymouth’s case this is Plymouth City Council.

Local Transport Plan

A five-year rolling plan produced by the Highway Authority. In Plymouth’s case this is Plymouth City Council.

Local Development Scheme (LDS)

This sets out the programme for the preparation of the Local Development Documents.

Material Consideration

A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Modal Shift

In the context of this Area Action Plan, this term relates to the implementation of measures which will enable communities to use more sustainable ways for travel into and out of the neighbourhood, as opposed to using private cars.

Monitoring (and review)

The process of measuring (in terms of quantity and quality) the changes in conditions and trends, impact of policies, performance of the plan against its objectives and targets and progress in delivering outputs.

Needs

The necessary requirements of the public, which may be less or different than their demands.

National Planning Policy Framework (NPPF)

This document provides the national planning policy framework. It replaces previous Planning Policy Statements and Planning Policy Guidance notes and forms a key part of the Coalition Government's reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth.

Objective

A statement that specifies the direction and amount of desired change in trends or in conditions.

Output

The direct effect of the plan's policies measured by indicators such as annual housing completion rate.

Partner Organisations

Other organisations that are in partnership with the Council, either through a written agreement or a looser form of partnership.

Permeability

The extent to which it is possible to move through buildings or areas.

Planning Condition

A written condition on a planning permission that restricts the development in some way to achieve a stated purpose.

Planning Obligation (and/or Section 106 agreement)

A legal undertaking given to a Council by a developer who is seeking planning permission for a development. It can be used to regulate or restrict the use of land, require the carrying out of specific actions or require payments to be made to the planning authority.

Planning Policy

A guiding principle, that has statutory weight, that sets out a required process or procedure for decisions, actions, etc.

PPG and PPS

Planning Policy Guidance Note and Planning Policy Statement.

Planning System

The system of town and country planning originally created in 1947 to control the use and development of land. It has been modified extensively since then. See National Planning Policy Framework (NPPF).

Programme

A time-related schedule of operations and/or funding to achieve a stated purpose.

Proposal

A positive-worded policy of the Council that proposes a course of action or an allocation of land for a particular use or development.

Proposals Map

The function of the proposals map is to illustrate the policies and proposals in the development plan documents and any saved policies that are included in the Local Development Framework. It will have a geographical base at a scale that allows the policies and proposals to be illustrated clearly in map form.

Public Open Space

An allocation or a requirement in a development plan for open space with unfettered access by the public.

Public realm

Those areas in cities and towns that are visible, useable and accessible by the public.

Regional Spatial Strategy (RSS)

The main policy document setting out the Spatial Strategy for growth and development in the south west region and the strategic policies which will shape this.

Section 106 agreement

See definition for Planning Obligation.

Spatial Planning

An ongoing, enduring process of managing change, by a range of interests that achieves sustainable development.

Spatial Vision

A brief description of how the area will be changed by the end of the plan period.

Statement of Community Involvement (SCI)

Sets out the standards to be achieved when involving the community in the preparation of plans and in development control decisions. It is subject to independent examination.

Statutory

Required by law (statute), usually through an Act of Parliament.

Strategic Environmental Assessment (SEA)

A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) does not in fact use the term strategic environmental assessment; it requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

Strategic

A strategy-based policy or decision that operates at a higher level than a policy or decision created to deal with local and day-to-day issues.

Supplementary Planning Documents (SPDs)

These cover a wide range of issues on which the plan-making authority wishes to provide policies or guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination.

Sustainable Development

A widely used definition drawn up by the World Commission on Environment and Development in 1987: "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs." The government has set out four aims for sustainable development in its strategy *A Better Quality of Life, a Strategy for Sustainable Development in the UK*. The four aims, to be achieved simultaneously, are: social progress which recognises the needs of everyone; effective protection of the environment; prudent use of natural resources; and maintenance of high and stable levels of economic growth and employment.

Sustainability Appraisal

This is a mandatory process under the Planning and Compulsory Purchase Act 2004 and is used to promote sustainable development through the integration of social, environmental and economic considerations into DPDs and SPDs.

Sustrans

The UK's leading sustainable transport charity. One of its projects is to establish a national cycle network.

Targets

Objectives expressed in terms of specified amounts of change in specified periods of time.

Tenure

The conditions on which property is held. Examples are owner occupation, renting and shared ownership.

Townscape

The general appearance of a built-up area, for example a street a town or city.

Transport Interchange

A planned facility for changing between different modes of transport (e.g. bus/car/cycle/ taxi).

Traffic calming

Measures to reduce the speed of motor traffic, particularly in residential areas. They include education, enforcement and engineering.

Use Classes Order

Contained in Town and Country Planning (Use Classes) Order 1987 and updated in 2005

- **A1 Shops** - Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices (but not sorting offices), pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.
- **A2 Financial and professional services** - Financial services such as banks and building societies, professional services (other than health and medical services) including estate and employment agencies and betting offices.
- **A3 Restaurants and cafés** - For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
- **A4 Drinking establishments** - Public houses, wine bars or other drinking establishments (but not night clubs).
- **A5 Hot food takeaways** - For the sale of hot food for consumption off the premises.
- **B1 Business** - Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
- **B2 General industrial** - Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
- **B8 Storage or distribution** - This class includes open air storage.
- **C1 Hotels** - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
- **C2 Residential institutions** - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
- **C2A Secure Residential Institution** - Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short

term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.

- **C3 Dwellinghouses** - this class is formed of 3 parts:
 - C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.
 - C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.
 - C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.
- **C4 Houses in multiple occupation** - small shared dwelling houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
- **D1 Non-residential institutions** - Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.
- **D2 Assembly and leisure** - Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).
- **Sui Generis** - Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos.

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CITY COUNCIL

25 June 2012



CABINET MINUTE 12 OF 12 JUNE 2012

CAPITAL INVESTMENT DELIVERY FOR UNIVERSITY TECHNICAL COLLEGE

Anthony Payne, Director for Place submitted a report asking that the delivery of the University Technical College, on the former Parkside site, is placed in the Council's capital programme and confirming the appointment of the selected panel member to deliver the capital improvements.

Councillor Evans, Leader presented the report and informed members that –

- (a) this project offered an excellent opportunity to invest in an important part of the city that required improved educational facilities;
- (b) the council was obliged to sign up to the legal agreements contained within the report;
- (c) the council remained committed to all secondary schools within the city and would be in the future promoting a project for Plymouth schools to become co-operative schools;
- (d) not only would this school service the city's need for secondary education when there is boom of secondary education pupils in 2015 but would also meet the city's need for skilled workers to develop the local economy in future years due its focus on vocational education.

Recommend to Council that a sum of £7.9 million be placed into the capital programme for the delivery of the UTC on the former Parkside School site.

Agreed that –

- (1) Cabinet confirms the appointment of BAM Construction Ltd as the selected panel member to deliver the capital improvements to the University Technology College on the former Parkside School site;
- (2) the final approval to agree the scope and quality of works be delegated to the Director for Place.

(Councillors Lowry and Peter Smith having declared an interest, abstained from voting during consideration of this item).

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

PLYMOUTH CITY COUNCIL

Subject: Capital Investment Delivery for University Technology College

Committee: Cabinet

Date: 12 June 2012

Cabinet Member: Cllr Tudor Evans

CMT Member: Anthony Payne (Director for Place)

Author: Gareth Simmons (Programme Director for Learning Environments)

Contact: Tel: 01752 307161, Email: gareth.simmons@plymouth.gov.uk

Ref:

Key Decision: Yes

Part: I

Executive Summary:

On 21 February 2012, Cabinet gave approval for the Council to formally become a co-sponsor of the University Technology College (UTC) and to act as procurement agent for the capital project. This was done to support the development of an employer led education facility in the south west quarter of the city that is focused on the marine and advanced engineering industries. The Council, acting as procurement agent will also assist the delivery of investment into the facility that will see the former Parkside School transformed into a high quality engineering teaching facility. This is planned to be achieved for opening of the UTC in September 2013.

The UTC's sponsors are led by Plymouth University, and include City College Plymouth and Plymouth City Council. The employer sponsors are led by Babcock Marine, and include: Princess Yachts International, Plymouth Manufacturers Group, Plymouth Chamber of Commerce and Industry, and Plymouth Federation of Small Businesses. The UTC Ltd is now an Academy Trust with articles of association written to the approval of the Education Funding Agency (EFA) to allow the Academy Trust to enter into a funding agreement to receive state funding direct from the Government.

The EFA have set a budget of £7.9 million, which is for all capital costs and has been confirmed in a letter to the Council on the 10 May 2012. The capital investment into the city will have an important impact on the local economy. It is estimated that as much as 80 per cent of this value will be spent in Plymouth and the demand for skilled trades will also allow the Council to negotiate that the contractor will take on apprentices as part of the proposal.

Ministers have signed off the allocation on the basis that the delivery of this capital investment is procured through the EFA Academies Framework. In the discussions between the EFA and sponsors it was indicated that the funding allocated is reliant on the procurement being through this route and managed by the Council, it was for this reason that Cabinet took the decision to become the procurement agent on February 2012.

Technical advisors appointed by the EFA and have produced a feasibility study considering the building options and setting out a control scheme that meets the objectives of the UTC. The control scheme has been evaluated to ensure that it is deliverable and within the allocated budget. The feasibility study was submitted to the EFA and approved on 31 May 2012. The technical advisors have been novated to the Council to supply technical and project management support through the remaining delivery stages.

On 21 February 2012, Cabinet took the decision to appoint BAM Construction Ltd as the preferred panel member (contractor) to develop the Marine Academy Plymouth (MAP) and the UTC as a batched procurement project. BAM Construction Ltd was therefore approached, through a formal design engagement process, to develop the UTC project through the design development stage.

BAM Construction Ltd submitted an Invitation to Tender (ITT) offer on 1 June 2012, which has been evaluated for quality and value for money using the EFA agreed evaluation criteria. The evaluation demonstrates that BAM Construction Ltd is recommended as the confirmed selected panel member. This recommendation has been endorsed by the UTC and by the UTC's main sponsor, the University of Plymouth.

Corporate Plan 2012 - 2015:

This programme aligns with and supports the following corporate priorities:

- Deliver growth and promote Plymouth as a thriving growth centre by creating the conditions for investment in quality new homes, jobs and infrastructure. The UTC investment will improve education infrastructure that supports the growth of the city by supplying good quality education provision that meets need; making the city an attractive place to live and work. This paper brings to Cabinet opportunities for substantial investment into the city.
 - Raise aspiration and the skills and expectations of Plymouth residents to ensure our young people achieve better qualifications and find high quality jobs. The investment this paper describes will significantly improve the secondary school and specialist further education infrastructure in the city that is aligned to the city's employers' needs.
 - Reduce inequalities by reducing the large economic and health gaps between different areas of the city by improving the educational offer in these parts of the city. The proposals in this paper are targeted at narrowing the gaps in inequality of education that exist in the city.
 - Provide value for communities and become more efficient and joined up with partners and local residents to deliver services in new and better ways. These proposals seek to support the UTC, which is now one of the Council's partner organisations, brokered to achieve the maximum value for the communities it serves.
-

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

The sum of £7.9 million, approved by the Education Funding Agency (EFA) as the investment budget, is to be allocated in the following way:

- Construction Costs £5,481,995.45
- External Works and Abnormal Costs £429,825.08
- Fees (contractor) £595,467.63
- FFE £600,000.00
- ICT Infrastructure £135,000.00
- **D&B Contract sub-total £7,242,288.16**
- ICT Hardware £480,000.00
- Client Contingency £27,711.84
- Fees (consultant) £150,000.00

Under the terms of the EFA framework the contract budgets above are fixed contractual sums. The scope of the works delivered by the design and build contractor is a variable throughout the procurement and the quality and quantity of the offer is what has been evaluated using EFA's strict procurement process.

Whilst the contracting risks are small, it should be understood that acting as procurement agent the Council will take on liability for the project should there be a legitimate claim. However, the EFA have devised a client biased contract that offers a considerable amount of comfort in that much of

the risk is transferred to the contractor. The procurement will also be undertaken with some rigour; therefore, the onward risk is considered low.

Within the fee element for the UTC, the sum of £150,000 was top sliced for the Council to use for procurement costs. Based on analysis of costs, this top slice is unlikely to be sufficient to fund the full costs of managing a project. However, the academy lead sponsor has agreed to meet procurement costs above this provision, based on the view that reduced expenditure in this area would be a false economy. The Council's time in gaining internal approvals, letting and monitoring the building and technical advisors contracts etc. cannot be recovered against the allocated funding. This combined with the contribution of the proposed asset, the 25 year lease of the former Parkside School, represents the Council's contribution in support of the UTC project.

The ongoing operation and condition liability of the UTC falls to the Academy Trust and the Government, so there are no direct costs falling to the Council.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

Schools are a key facility in their local communities and support wider cohesion in the area. An Equality Impact Assessment has not been completed as the investment in school buildings would be designed to current building regulations, which are fully DDA compliant. In addition, these are community facilities, which are open to all; therefore, issues surrounding discrimination on the basis of age, faith, gender, race, or sexual orientation are not applicable.

Capital investment into education facilities offers the opportunity for organisations to resolve many issues of health and safety and community safety that have become long-standing in such facilities. This capital investment will resolve building condition issues that in the long term will improve the former school building fabric that could lead to health and safety breaches.

The proposal, targeted in an area of the city where deprivation and child poverty is of concern, is aimed at improving the aspirational outcomes for children and young people. When the UTC is 'up and running' it will offer significant opportunities for children and young people to develop their skills in key areas of employment in the city, giving them selves the very best possibility to rise out of poverty.

A fully compliant risk register has been developed for the project.

Recommendations and Reasons for recommended action:

1. That Cabinet recommend to Council that a sum of £7.9 million be placed into the capital programme for the delivery of the UTC on the former Parkside School site.
2. That Cabinet confirms the appointment of BAM Construction Ltd as the selected panel member to deliver the capital improvements to the University Technology College on the former Parkside School site.
3. That the final approval to agree the scope and quality of works be delegated to the Director for Place.

Reasons for these recommendations are to comply with the EFA approval process that contractual decisions should be made with speed and efficiency; to fully comply with the Council's constitutional arrangements; and to ensure that this centrally allocated investment is delivered through the EFA construction framework process and procedure.

Alternative options considered and reasons for recommended action:

The project undertook a detailed feasibility study that considered a number of building options before a control scheme was chosen as a preferred design. Through the procurement process a contractor has developed alternative options that have been carefully evaluated for design compliance and value for money.

Consideration of different procurement routes were considered on 18 October 2011 and consideration of options not to go ahead with the proposals were considered at the 21 February Cabinet.

Background papers:

1. [Plymouth City Council Children's Services Strategy for Change Investment for Children](#)
 2. [Capital Investment Delivery for Marine Academy Plymouth and All Saints Academy, Plymouth. Cabinet 18 October 2011](#)
 3. [Capital Investment Delivery for Marine Academy Plymouth. Cabinet 21 February 2012](#)
 4. [University Technology College, Plymouth. Cabinet 21 February 2012](#)
-

Sign off:

Fin	People F EC121 3 001	Leg	14866/ ALT	HR	NA	Corp Prop	CJT/10 4/2505 12	IT	NA	Strat Proc	JK/SP U/CP/ 280/05 12
Originating SMT Member: David Draffan											

1.0 Background

1.1 On 21 February 2012, Cabinet gave approval for the Council to formally become a co-sponsor and to act as procurement agent for the University Technology College (UTC). This was done to support the development of an employer led education facility in the south west quarter of the city focused on the marine and advanced engineering industries. The Council, acting as procurement agent will also assist in the delivery of investment in the facility that will see the former Parkside School transformed into a high quality engineering teaching facility. This is planned to be achieved for an opening of the UTC in September 2013.

1.2 The UTC sponsors are led by Plymouth University, and include City College Plymouth and Plymouth City Council. The employer sponsors are led by Babcock Marine, and include: Princess Yachts International, Plymouth Manufacturers Group, Plymouth Chamber of Commerce and Industry, and Plymouth Federation of Small Businesses. The UTC Ltd is now an Academy Trust with articles of association written to the approval of the Education Funding Agency (EFA) to allow the Academy Trust to enter into a funding agreement to receive state funding direct from the Government.

1.3 The EFA initially set a budget of £7.6 million capital funding for the project; however, following detailed discussion with the agency this budget has been raised to £7.9 million. This budget is for all capital costs including the building works, ICT infrastructure and hardware, equipment and furniture, including specialised engineering and manufacturing equipment used in the training facility. Certain specialist equipment may be donated via the employers; however, there is no reliance on such donations to the running of the base curriculum.

1.4 The Department for Education (DfE) capital funding is made available to the Council in the form of a ring fenced capital grant. The capital investment into the city will have an important impact on the local economy. It is estimated that as much as 80 per cent of this value will be spent in Plymouth and the demand for skilled trades will also allow the Council to negotiate that the contractor will take on apprentices as part of the proposal.

1.5 Ministers have signed off the allocation on the basis that the delivery of this capital investment is procured through the EFA Academies Framework. In the discussions between the EFA and sponsors it was indicated that the funding allocated is reliant on the procurement being through this route and managed by the Council, it was for this reason that Cabinet took the decision to become the procurement agent on 21 February 2012.

1.6 Technical advisors appointed by the EFA through the Office of Government Commerce (OGC) Advisor Framework have produced a feasibility study that considers the building options and sets out a control scheme that meets the objectives of the UTC. The feasibility study has also been through a pre-application planning process. The control scheme has been evaluated to ensure that it is deliverable and within the allocated budget. The feasibility was submitted to the EFA and approved on 31 May 2012. The technical advisors have been novated to the Council to offer the Council technical and project management support through the remaining delivery stages.

1.7 On 21 February 2012, Cabinet took the decision to appoint BAM Construction Ltd as the preferred panel member (contractor) to develop the Marine Academy Plymouth (MAP) and the UTC as a batched procurement project. BAM Construction Ltd was therefore approached, through a formal design engagement process, to develop the UTC project through the design development stage.

1.8 BAM Construction Ltd submitted an Invitation to Tender (ITT) offer on 1 June 2012, which has been evaluated for quality and value for money using the EFA agreed evaluation criteria. The evaluation has been completed by the technical advisor along with key representatives of the UTC and the sponsors. This evaluation demonstrates that BAM Construction Ltd is recommended as the confirmed selected panel member. This recommendation has been endorsed by the UTC, and by the UTC's lead sponsor, the University of Plymouth, and the Project Board.

2.0 Demographics for UTC places and its effect on other secondary provision

2.1 Whilst the city is growing, for the past three years the current numbers for secondary age children has been falling and will continue to do so until 2015. After this there will be a sharp rise in Key Stage 3, as growth currently being experienced in the primary sector will feed into the secondary sector. Plymouth City Council's Strategy for Change, known as Investment for Children, shows how secondary pupil numbers had been declining and how the Council has been following policies to cut back secondary school size to allow for new growth as the demographic demand lifts.

2.2 The raising of the participation age, requiring young people to stay in education and training until 17 years of age by 2013 and until 18 years of age by 2015, has also been factored into the pupil place planning in the city; swelling the numbers in Key Stage 4, which will partly balance the reducing numbers due to the demographics.

2.3 The development of a high quality UTC with state of the art industrial quality resources would inevitably be a popular choice for aspirational young people and their families, not just from Plymouth but also Cornwall and Devon. The UTC has a target area of South East Cornwall and South Devon. This means that the number of places proposed in the UTC is not directly comparable with the Plymouth boundary.

2.4 The net effect on the overall pattern of post-14 provision in the city will be students transferring from traditional providers at an age of 14; but the effect on pupil places will be more notable in the shift of post-16 places. This means that the numbers of secondary age children moving from the secondary sector would be relatively minor. It is envisaged that the UTC would have an eventual capacity for 600 14-19 students, which would add capacity to the city to meet growth post 2015, and allow current capacity used for post-16 in secondary schools to be used for what will be rapidly growing Key Stage 3 students. The growth of the UTC will also be gradual, initially opening in 2013 with as few as 120 students and then swelling to full capacity until the demographic demand has turned.

2.5 Modelling has been undertaken on the numbers of young people to which a UTC with a manufacturing and engineering specialism would be attractive. The picture that emerged showed that students from all secondary schools within the city could be attracted by the opportunities. The analysis has indicated that a maximum of 15 Year 11 students from any one school might choose the UTC over a traditional school place. At these levels it is unlikely that any secondary school in the city would be threatened by the UTC. However, the introduction of choice and the high quality links to employment in key industries for the city are a significant boost for the city's economy, and outweigh the perceived threats.

3.0 Proposed scope of the project

3.1 The feasibility control scheme included the demolition of the entrance and single storey part of the old school; this was built in the 1960s but significantly refurbished in the 1980s. It also allowed for the demolition of the Raising of School Leaving Age (ROSLA) block, constructed in the early 1970s. The remainder of the 1980s refurbished buildings, including the hall and gym, will be refurbished and remodelled. In addition, a new wing of specialist engineering workshops will be added.

3.2 The balance of new build to refurbishment is as follows:

- New Build 1,943m²
- Light Refurbishment 252m²
- Remodelling 3,279m²
- Total 5,474m²**
- Demolition 650m²

3.3 The proposed work by the recommended selected panel member was similar to the control scheme in that it made the same judgements about the quality of the existing three storey building. However, the proposal contains significant additional demolition and new build over the control option with a gross reduction in area of build by 229 m².

3.4 The balance of new build to refurbishment of the recommended Selected Panel Member is as follows:

- New build 2,843m²
- Refurbishment/Refresh 688m²
- Remodelling 1,714m²
- Total 5,245m²**
- Demolition 1,279m²

4.0 Financial position

4.1 The treatment of VAT has been simplified following a change in VAT legislation in April 2011, which means that all academies are now able to reclaim any VAT which they incur in relation to the provision of statutory education. The UTC operates under the same legislation as an academy so the same rules on VAT apply.

4.2 In respect of VAT, the Council will opt to tax the UTC.

5.0 Legal position

5.1 Whilst changes have been introduced by the Academies Act 2010, the Council does retain the power to act as a procurement agent in the type of arrangements proposed.

5.2 The Council would not hold a residual role following the completion of the works as the UTC will retain responsibility for the ongoing repair and maintenance of the property as set out in the standard 125 year academy lease. The standard form of lease has recently been amended by the government and requires the UTC to keep the property in no worse condition than at the start of the lease period.

5.3 The use of the site is limited for use as educational services. Subletting is allowed without the Council's consent. Assignment is allowed without the Council's consent if both the UTC and the Secretary of State agree.

5.4 Finally, before the Council could forfeit the lease, the Secretary of State would also have the right to step in and assign the lease to a third party.

5.5 At the completion of the works contract the responsibility for the ongoing contractual obligations is transferred in a standard Development Agreement between the Council and the UTC, this agreement, drafted by the EFA, will clearly set out the transfer of the completed building works to the UTC. The legal work in connection with the project contracts will be undertaken by external lawyers funded through the project costs.

5.6 The EFA has also set out a standard Memorandum of Understanding (MoU) between the Council and themselves that formally sets out the agreement that the Council will follow EFA processes and use all of their standard documents including the frameworks design and build contract. This was agreed when setting out on the academy projects which were the first projects the Council procured through the EFA Academies Framework.

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CITY COUNCIL

25 June 2012



CABINET MINUTE 7 OF 12 JUNE 2012

COMMUNITY COVENANT

Carole Burgoyne, Director for People submitted a report on a proposal to sign a Community Covenant which is a voluntary statement of mutual support between a civilian community and its local armed forces communities.

Councillor Penberthy, Cabinet Member for Cooperatives and Community Development presented the report.

City Council is recommended to sign the Community Covenant contained in this report.

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

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PLYMOUTH CITY COUNCIL

Subject: Community Covenant
Committee: Cabinet
Date: 12 June 2012
Cabinet Member: Councillor Penberthy
CMT Member: Carole Burgoyne (Director for People)
Author: Darin Halifax (Community Cohesion Co-ordinator)
Contact: Tel: 01752 305446
e-mail: Darin.Halifax@plymouth.gov.uk
Ref:
Key Decision: Yes
Part: 1

Executive Summary:

Plymouth City Council has been asked to sign a Community Covenant which is a voluntary statement of mutual support between a civilian community and its local Armed Forces communities.

In December 2011, we started a small working group made up of representatives of Plymouth City Council and the Armed Forces to establish what we could do to remove barriers experienced by Armed Forces personnel, veterans and reservists and their families. In March 2012, we signed an Interim Community Covenant with the Armed Forces and their associated organisations.

The Interim Covenant was signed with a view to further consultation and asking full council to agree a full Covenant prior to Plymouth hosting National Armed Forces day on 30th June 2012.

Corporate Plan 2012-2015:

The Community Covenant supports our city priorities in particular Value for Communities and the outcome measure of increasing the % of people who believe people from different backgrounds get on well together in their local area.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

Development and maintenance of the Covenant can be met from within existing resources. Once the covenant is signed, national funding of up to £250,000 will be available to bid for to enable us to deliver an action plan.

Other implications: eg Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion

An Equality Impact Assessment has been completed. There is potential adverse impact on gender, concerning meeting the needs of separated families, specifically a separated partner that is not in the Armed Forces. The Community Covenant Action Plan will specifically address this issue to mitigate such impact.

The Community Covenant Action Plan will take into account child poverty issues for armed forces members, veterans and reservists and their families.

Recommendations & Reasons for recommended action:

It is recommended that Cabinet seeks full council's agreement to sign the Community Covenant contained in this report.

This would build on work already done with Armed Forces representatives, help improve outcomes for Armed Forces families and the wider community and allow us to access funding for specific actions.

Alternative options considered and reasons for recommended action:

The alternative would be to not sign a community Covenant. This would be seen by Armed Forces representatives involved in the interim Covenant as a retrograde step and would mean we could not access government funding for this purpose.

Background papers:

Letter from Rt Hon Andrew Robathan MP, 16/8/11
 Community Covenant
 Equality Impact Assessment

Sign off:

Fin	Peop leF HD1 213 001 NC	Leg	147 59/ DV S	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member Stuart Palmer (Assistant Director for Homes & Communities)											
Have you consulted the Cabinet Member(s) named on the report? Yes											

Community Covenant

1. Introduction

1.1 We received a letter on 16/8/11 from Rt Hon Andrew Robathan MP asking us to consider whether Plymouth City Council could become a city with a Community Covenant. The then Leader replied saying we would consider it.

1.2 A Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces communities. It is signed by various representatives from the local community including people from the Armed Forces, Local Authorities, charities, volunteer groups etc. It encourages local communities to support their local Armed Forces Communities, and vice versa, to ensure local Armed Forces Communities are integrated and participate in local life and activities.

2. Initial work

2.1 In December 2011, we started a small working group made up of representatives of Plymouth City Council and the Armed Forces to establish what we could do to remove barriers experienced by Armed Forces personnel, veterans, reservists and their families. The group felt the work could form the basis of the Community Covenant and an associated action plan.

2.2. In March 2012, we signed an Interim Community Covenant with Commander Tom Herman (Royal Navy) on behalf of all the Armed Forces and their associated organisations. The signing ceremony took place at the Lord Mayors residence at Elliot Terrace. It was attended by representatives from organisations such as the Royal British Legion, Soldiers, Sailors, Airmen and Families Association (SSAFA) and HMS Heroes¹, and received comprehensive coverage in the local press. The Interim Covenant was signed with a view to further consultation (Please see para 4.1), develop a draft action plan and asking full council to agree a full covenant prior to Plymouth hosting National Armed Forces day on 30th June 2012. The draft action plan is currently being developed and will be completed once the full Community Covenant has been signed.

2.3 Up to and including April 2012, established members of the Community Covenant steering group are Plymouth City Council Safer Communities, Children and Young Peoples Services, Strategic Housing and Economic Development, Portfolio Holder, Soldiers, Sailors, Airmen and Families Association (SSAFA), Royal British Legion, Plymouth Argyle Football Club, Plymouth and District Ex Service Federation, Babcock Marine, HMS Heroes, Devon and Cornwall Police, Royal Navy Bristol, Royal Navy HMS Drake, Community and Social Action Plymouth and The Nepalese Society. Our partners in health have yet to be involved although there are processes in place to resolve this situation.

3. Advantages

3.1. The advantages of adopting a Community Covenant are:

- It is a tangible demonstration of our commitment to the Armed Forces and its families
- We can access a Community Covenant Grant scheme which provides funding for projects we include in our action plan (to be developed after the Covenant is in place); this is new money to our city

¹ Her Majesty's Schools Heroes is a unique pupil voice group, affiliated to the Royal British Legion (Devon), for the support of service children and young people.

- Community leaders and representatives will be able to lead on and support specific local initiatives that should reap beneficial outcomes.

3.2 The work to date has been undertaken within existing resources. Once the Covenant is signed, national funding of up to £250,000 will be available to bid for to enable us to deliver an action plan.

4. Consultation

4.1. A series of consultation events have been held with families of armed forces personnel. They advised us that the key issues were a) how to engage with the council, b) barriers regarding education, and c) general advice on leaving the Armed Forces. This will guide development of our action plan.

5. Conclusion

5.1 Signing a full Covenant is an opportunity to build on work already done with Armed Forces representatives, help improve outcomes for Armed Forces families and the wider community and allow us to access funding for specific actions.

Plymouth Armed Forces Community Covenant
BETWEEN

Plymouth City Council, Representatives of the Charitable and Voluntary Sectors, the Civilian Community and the Plymouth Armed Forces Community

We, the undersigned, agree to work and act together to honour the Armed Forces Community Covenant.

The Lord Mayor of Plymouth Councilor Mike Wright
On behalf of the City of Plymouth

XXXX
On behalf of the Young People of the City of Plymouth

Commodore Jamie Miller
Signed on behalf of the Royal Navy

Brigadier Hankinson
On behalf of the Army

Air Commodore Tunncliffe
On behalf of the Royal Air Force

Cllr xxxxxx.
On behalf of the Community Covenant Team

Basil Dowling Waite
On behalf of the Federation of Ex Service Men and Women

Carole Arnolde
On behalf of the Royal British Legion, Devon

Capt David Tall RN Ret
On behalf of Sports Clubs Plymouth

Rev. Chris Clewer
On behalf of the Council of Faiths

Rev. David Evans
On behalf of Higher Education Institutions

Wendy Jones
On behalf of Babcock and the Business Community

Dan Richmond
On behalf of the NPFS and RM Welfare

Carol Rashleigh
On behalf of Community and Social Action Plymouth

Deepak Shreesanth
On behalf of the Ghurka Community

Commander Damon Knight
On behalf of the Royal Navy (Plymouth)

Captain Steve O'Sullivan.
On behalf of the Royal Marines (Plymouth)

Lt. Colonel Dawes
On behalf of the Army (Plymouth)

Commander Charles Crichton RN Ret.
On behalf of the Armed Forces Week Group

Chief Superintendant Andy Bickleigh
On behalf of Devon and Cornwall Constabulary

XXXX On behalf of
Health and Wellbeing

This Armed Forces Community Covenant is made between:

The serving and former members of the Armed Forces and their families working and residing in Plymouth; Plymouth City Council and members of the charitable, community and voluntary sectors.

**An Enduring Covenant Between
The People of the United Kingdom
Her Majesty's Government
and
All those who serve or have served in the Armed Forces of
the Crown
And their Families**

The first duty of Government is the defence of the realm. Our Armed Forces fulfill that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment. Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Plymouth Armed Forces Community Covenant

The Armed Forces Community Covenant is a commitment to mutual support between a civilian community and its local Armed Forces Community. It complements the Armed Forces Covenant, that outlines the obligation between the Nation, the Government and the Armed Forces, at the local level.

This Community Covenant contributes to the support for, and raises the profile of, the Armed Forces Community working and residing in the city of Plymouth and recognises the sacrifices made by members of this Armed Forces Community, both serving and veterans, with a special focus on their families.

The Community Covenant presents an opportunity to bring together partners, in mutual trust and understanding, to share their knowledge, experience and expertise to offer help and advice to members of the Armed Forces Community. It will enable closer working relationships with neighboring counties and cities, nationwide.

At the heart of the Covenant is the shared understanding that the Service community will be supported and enabled as a fully integrated part of the wider society of the City of Plymouth, contributing fully to City life and benefitting from all the City has to offer. This includes ease of access to the help and support available from the MOD, statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level, especially in support of Service children.

As a City with strong roots in Service life, having been a Naval Dockyard, Army and Royal Air Force base for many years, Plymouth has strong and active links with the Armed Forces community. This is especially strong between the partners linked support for children and young people.

Plymouth City Council has a dedicated Service Children's officer and support team, that regularly liaises with the Royal British Legion; the Naval Personal Family Services and Royal Marines Welfare (NPFWS & RMW) and the Armed Forces groups based in the City. These partners work together to ensure that the welfare of young people is a key focus of their support for Service families. The Service pupil voice group, Her Majesty's Schools Heroes, is a driving force for the further development of this work and will extend its influence to encompass wider support for families as it grows in the direction the young people believe it should.

The success the City has had in support for children and young people now needs to be reflected across the breadth of services provided by the signatories. It is our intention to review the way the Services (both regular and reserve), their families and veterans are supported by the education, housing, health, criminal justice, business and charity sectors within the City and to implement measures, as we see fit, to ensure there is no disadvantage.

The Covenant will encourage the widest community support for the local Armed Forces, Veterans and their families, making it easier for them to access help and support available across all sectors including the MOD, statutory providers and the third sector.

In addition, the Armed Forces community, including veterans, will be encouraged to make a positive contribution to their community and promote community integration.

PLYMOUTH CITY COUNCIL

Subject: Police and Crime Panel
Committee: City Council
Date: 25 June 2012
Cabinet Member: Councillor Penberthy
CMT Member: Carole Burgoyne, Director for People
Author: Sarah Hopkins, Community Safety Partnership Manager
Contact: Tel: 01752 305542
e-mail: sarah.hopkins@plymouth.gov.uk
Ref: PA/SH/PCP
Key Decision: No
Part: I

Executive Summary:

The Police Reform and Social Responsibility Act 2011, contains requirements to establish a Police and Crime Panel (Panel) to provide a check and balance (or "scrutiny role") for the elected Police and Crime Commissioners (PCC). There will be one Panel and Commissioner for each Police force and the Panel is a 'joint committee' of the authorities who make up the force area. These arrangements replace Police Authorities.

The Secretary of State wrote to all Local Authorities on 23 January 2012 requiring that, by July 2012, Panels are established and a host authority agreed in each Force area. In the event that no panel is established, the Home Secretary will have the power to set up a panel and impose arrangements. Immediately following this, Panels will be required to have met at least once prior to the election of the PCC on 15 November 2012.

Agreement was reached in the summer of 2011 that Plymouth City Council, in liaison with other councils, would lead on work to develop the Panel for our Force area.

Discussions and negotiations over panel composition have been taking place over the last few months resulting in agreement being reached amongst 12 of the 13 local authorities in our force area. Torbay, at the time of writing this report, are the only area who have not agreed to the composition. Work has however continued concerning 'Panel Arrangements and Rules of Procedure' and developing a work-plan and time-table for the Panel.

This report recommends the setting up of the Panel as a joint committee of the authorities in the force area, the appointment of representatives, the payment of expenses to members and independent members, the delegation of amendments to the monitoring officer in consultation with the Leader, and that Plymouth City Council become host authority,

Corporate Plan 2012-2015:

The establishment of an effective Police and Crime Panel has the potential to support delivery of city priorities, in particular 'reducing inequality' and the outcome measure concerning crime reduction.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

- Finance - The host authority will receive an administration grant of £53,000, plus £920 per panel member per year for expenses. The funding will be provided pro rata for the first year (October 2012 until March 2013), and confirmation about future funding arrangements from the Home Office is awaited.
- Human resources - The host authority will be responsible for providing support including a Democratic Support Officer to undertake administrative functions and to support the panel, with others providing the specialist advice.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

Plymouth has the highest rate of crime in the force area. The recommendations in this report aim to ensure Plymouth is in a strong position to influence key decisions made by the Police and Crime Commissioner about how crime and disorder is addressed not only locally, but across the force area. An Equality Impact Assessment has been conducted and there is no adverse impact.

Recommendations and Reasons for recommended action:

It is recommended that the Council -

1. Agrees the Panel composition as set out in this report
2. Offers to be the 'host authority' for the Panel for the first year, and reviews its position on this in March 2013.
3. Appoints the Council's representatives on the panel
4. Notes the attached Draft 'Panel Arrangements and Rules of Procedure' and delegates authority to the Monitoring Officer in consultation with the Leader and relevant portfolio holder to agree any amendments.
5. Subject to the agreement of (1) and (2) above, to amend the Council's constitution to include the addition of the Police and Crime Panel as a Joint Committee.
6. Pays an Allowance of £920 to members of the panel for the first year (in line with the requirements of the home office)
7. Agrees to pay the two independent members travel, subsistence and the carers' allowance in accordance with the Members Allowance Scheme.

Agreeing these recommendations allows us to meet the requirements for establishment of a Panel and with regard to hosting, puts Plymouth in a strong position of influence over crime and disorder matters force-wide.

Alternative options considered and reasons for recommended action:

If the Council does not endorse proposals for a Police and Crime Panel there is a risk that the Home Secretary will seek to impose an alternative model, for example based on the minimum size permitted which would reduce Plymouth's representation. Further delay would also risk preparations for the Panel's establishment being inadequate, and thereby reducing its ability to influence key decisions which will be taken by the new Police and Crime Commissioner soon after their election.

Plymouth City Council does not have to offer to be the host authority, and could leave it to one of the other Authorities to undertake this. This would reduce Plymouth's influence force-wide.

Background papers:

1. Police Reform and Social Responsibility Act 2011¹
2. Letter to Local Authority Leaders from the Home Secretary dated 23 January 2012
3. Draft 'Panel Arrangements and Rules of Procedure' (attached at Appendix 1)
4. Equality Impact Assessment

Sign off:

Fin	DJN1 213.0 04	Leg	TH00 45	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member: Stuart Palmer, Assistant Director Homes and Communities											
Have you consulted the Cabinet Member(s) named on the report? Yes											

1.0 Introduction

- 1.1 The Police Reform and Social Responsibility Act 2011, contains requirements to establish a Police and Crime Panel (Panel) to provide a check and balance (or "scrutiny role") for the elected Police and Crime Commissioner (PCC). There will be one Panel and Commissioner for each Police force and these arrangements replace Police Authorities.
- 1.2 The Secretary of State wrote to all Local Authorities on 23 January 2012 requiring that, by July 2012, Panels are established and a host authority be agreed in each force area. Immediately following this, Panels will be required to have met at least once prior to the election of the PCC on 15 November 2012.
- 1.3 Agreement was reached in the summer of 2011 that Plymouth City Council, in liaison with other councils, would lead on work to develop the Panel for our force area.
- 1.4 Discussions and negotiations over panel composition have been taking place over the last year and progress is outlined below together with further information about the role of the Panel.

2.0 Panel Functions

- 2.1 The Panel has a series of functions, referred to as 'Special Functions' in the Police and Social Responsibility Act, which must be carried out with the purpose of supporting the effective exercise of the functions of the PCC.
- 2.2 The Panel will have the power of veto over some of the Commissioner's key roles - Chief Constable selection/removal and setting the precept (on a two-thirds majority), but does not have the power of veto over the budget. The Panel will also have powers to make reports and recommendations about any actions and decisions of the Commissioner, and specifically about their draft Police and Crime Plan and Annual Report.
- 2.3 The 'Special Functions' are laid out in the table below:

	SPECIAL FUNCTION	Reference²
1	To review and make a report or recommendation on the draft Police and Crime Plan, or any draft variation, given to the Panel by the PCC.	s28 (3)(a)
2	To review, put questions to the PCC at a public meeting, and make a report and/or recommendation/s (as necessary) on the Annual Report.	s28 (4)

² Police Reform and Social Responsibility Act 2011

3	To hold a confirmation hearing and review, make a report, and/or recommendation/s (as necessary) in respect of proposed senior appointments made by the PCC.	s28 (5) Sch 1 para 10 – 11
4	To review and make a report on (and if necessary veto) the proposed appointment of the Chief Constable.	s28 (5) and Sch 8
5	Review and report on the PCC's proposals to remove a Chief Constable.	Sch 8, para 15
6	To review and make a report and/or recommendation/s (as necessary)(and if necessary veto) on the proposed level of precept.	s28 (5) and Sch 5
7	To review and scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions.	s28 (6)
8	To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel by the Police Reform and Social Responsibility Act 2011.	Schedule 7, para 3
9	Suspend the PCC on their being charged.	s30
10	To appoint an Acting PCC if necessary.	s62
11	Publish any reports and recommendations made.	s28 (7) to (9)

3.0 Panel Membership

- 3.1 Devon, Cornwall and the Isles of Scilly is a Force area comprising 13 participating authorities, and the Act states the Panel must consist of one member (Councillor) per authority as a minimum, plus two co-opted independent (non-councillor) members. (As Torbay has an elected Mayor they, or their nominee, must participate). The maximum size for any Panel is 20.
- 3.2 The legislation requires Councils to have regard to proportionality of appointments both geographically and politically, though the exact requirements are not stipulated and detailed arrangements for this have been left to local areas to determine. However, this has given us an opportunity to consider increasing the panel size up to the maximum of 20 to help address the proportionality issues.
- 3.3 The Panel is also required to co-opt two independent members for a term of four years, (starting in 2012) and must secure that (as far as is reasonably practicable) independent members of the Panel (when taken together) have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively. Independent members must be residents of Devon, Cornwall or the Isles of Scilly.

4.0 Issues

- 4.1 Establishing a panel of 13 (the minimum in our case, plus the statutory two co-opted independent, non-councillor, members) has raised serious concerns over proportionality. Early on in 2011, Cornwall expressed strong opposition to any panel of this nature, because it would have only have one seat, compared to 9 for Devon. Similarly, Plymouth would be under-represented when taking population into account.
- 4.2 Agreement was reached across Local Authorities on the principle of increasing the size of the panel, which offers some opportunities to address proportionality.
- 4.3 This means that seats can be allocated based on numbers which better reflect population (including an increase from 1 to 5 for Cornwall and from 1 to 2 for Plymouth).
- 4.4 However the Panel is constituted, it is acknowledged there are challenges with delivering proportionality and any solution will be imperfect.

5.0 Progress

- 5.1 Plymouth has been very mindful of the different concerns associated with this and has tried to facilitate discussions and compromise to arrive at the proposed model, within legislative constraints.
- 5.2 Plymouth has consulted widely with other Authorities on this proposed model over the last year in writing, face-to-face and over the phone.
- 5.3 Taking account of the legislation and geographical proportionality as far as practicable, and through informal discussions between Authorities, there is support from 12 of the 13 local authorities for a Panel membership made up of 20 members as follows:

Authority	Seats allocated
Devon (County)	1
Devon Districts:	
East Devon	1
Exeter	1
Mid-Devon	1
North-Devon	1
South Hams	1
Teignbridge	1
Torrige	1
West Devon	1
Cornwall	5
Plymouth	2
Torbay	1
Isles of Scilly	1
1 Independent member - must be a resident of Cornwall/Isles of Scilly	1
1 Independent member - must be a resident of Devon (includes Torbay and Plymouth)	1

- 5.4 Each local authority would need to determine who their representative(s) on the Panel will be from amongst members of their authority. In terms of political proportionality, the allocation of seats on the panel will be based on the political make-up of the authority.
- 5.5 At the time of writing this report, Torbay is the only Local Authority which has not agreed to the composition, because it feels it should have 2 seats. Because of legal restrictions on the size of the Panel and the requirement for every local authority to have at least one representative this would require allocating one of Cornwall's or one of Plymouth's seats to Torbay. As an alternative, Torbay has suggested Devon's independent seat should be allocated to a resident of Torbay. This would mean that no resident from Plymouth or the rest of Devon could be considered for independent membership of the Panel. Discussions are continuing to try and resolve the situation. The Local Government Association (LGA) has recently advised that this position should not halt preparations, including the establishment of a Shadow Panel.

6.0 Panel Arrangements and Rules of Procedure

- 6.1 It is a requirement in the Police Reform and Social Responsibility Act that Panels have in place agreed 'Panel Arrangements and Rules of Procedure'.

6.2 Plymouth has already drafted these (see Appendix I) for consultation with other Authorities and when the consultation is complete these will need to be formally signed off by the Panel.

7.0 Panel Members' Expenses

7.1 The Home Office will provide the Host Authority with £920 per Panel member (including up to the maximum of 20) to cover Panel Member Expenses. This funding will be provided pro-rata for the first year, and confirmation about future funding arrangements is awaited.

8.0 Running Costs

8.1 Funding will be provided by the Home Office to the authority hosting the panel and panel/administration costs (approx £53K) which will be provided pro-rata for the first year. Confirmation about future funding arrangements is awaited. The Home Office has been very clear that Police and Crime Panels should meet no more than four times a year and is of the view that the funding it has provided will cover this.

8.2 It will be necessary for the officer/s of the host authority to arrange and attend all Panel meetings in order to undertake administrative functions and to offer advice and support to the Panel.

9.0 Conclusion

9.1 Although reaching an agreement on the Panel composition has been problematic, it is important that preparations for other aspects of the Panel's work continue and we reach agreement on the 'Panel Arrangements and Rules of Procedure' as soon as possible. A meeting of the Shadow Panel is therefore being arranged. This will give us the best opportunity of establishing a Panel which can influence the Police and Crime Commissioner effectively. Plymouth hosting the Panel provides a further opportunity to ensure we maximise our influence over this work.

This is a FIRST DRAFT FOR CONSULTATION (as at 17 05 2012) prepared in respect of the Devon and Cornwall Police and Crime Panel. All comments welcomed – please email sarah.hopkins@plymouth.gov.uk

DEVON AND CORNWALL POLICE AND CRIME PANEL

PANEL ARRANGEMENTS AND RULES OF PROCEDURE

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I BACKGROUND

- 1.1 The Police Reform and Social Responsibility Act 2011¹ requires each police area in England, other than the metropolitan police district, to establish a Police and Crime Panel (hereinafter referred to as 'the Panel'). These Panels publicly scrutinise the Police and Crime Commissioners (hereinafter referred to as PCC) who themselves will hold the Chief Constable of their force to account for the full range of their responsibilities.
- 1.2 The Police Reform and Social Responsibility Act details the need for the functions and procedural rules for the operation of the Panel to be set out as 'Panel Arrangements and Rules of Procedure'.
- 1.3 These 'Panel Arrangements and Rules of Procedure' are made by the Panel pursuant to Schedule 6 paragraph 25 of the Police Reform and Social Responsibility Act 2011 (the 'Act').
- 1.4 The Panel will be conducted in accordance with the 'Panel Arrangements and Rules of Procedure'.
- 1.5 The 'Panel Arrangements and Rules of Procedure' shall not be amended unless notification of a proposed amendment is received by the Chair and the host Authority not less than fifteen working days prior to a Panel meeting, a report on the implications of the amendment shall be considered by the Panel and the amendment shall require agreement of three quarters of the current membership of the Panel. No amendment may be considered by the Panel which does not comply with the Act, relevant Regulations or statutory guidance.
- 1.6 If there is any conflict in interpretation between these 'Panel Arrangements and Rules of Procedure' and the Act or Regulations made under the Act, the Act and Regulations will prevail.

2. FUNCTIONS OF THE PANEL

- 2.1 The Functions shall be undertaken having regard to the requirements of the Act and Regulations in each case, these are referred to in the Act as 'Special Functions' of the Panel and are

	SPECIAL FUNCTION	Reference²
1	To review and make a report or recommendation on the draft Police and Crime Plan, or any draft variation, given to the Panel by the PCC.	s28 (3)(a)
2	To review, put questions to the PCC at a public meeting, and make a report and/or recommendation/s (as necessary) on the Annual Report.	s28 (4)
3	To hold a confirmation hearing and review, make a report, and/or recommendation/s (as necessary) in respect of proposed senior appointments made by the PCC.	s28 (5) Sch 1 para 9 – 11
4	To review and make a report on (and if necessary veto) the proposed appointment of the Chief Constable.	s28 (5) and Sch 8

¹ <http://www.legislation.gov.uk/ukpga/2011/13/contents/enacted>

² Police Reform and Social Responsibility Act 2011

5	Review and report on the PCC's proposals to remove a Chief Constable.	Sch 8, para 15
6	To review and make a report and/or recommendation/s (as necessary)(and if necessary veto) on the proposed level of precept.	s28 (5) and Sch 5
7	To review and scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions.	s28 (6)
8	To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel by the Police Reform and Social Responsibility Act 2011.	Schedule 7, para 3
9	Suspend the PCC on their being charged.	s30
10	To appoint an Acting PCC if necessary.	s62
11	Publish any reports and recommendations made.	s28 (7) to (9)

Special Functions must be exercised with a view to supporting the effective exercise of the functions of the PCC.	s28(2)
A Panel may not exercise any functions other than those conferred by this Act.	Sch 6 para 4 (6)

Supporting Powers	
Require reasonable information	s13
Require the relevant PCC and their staff to attend to answer questions	s29(1)
Require a response in writing to a report or recommendation	s29(3)
Request the relevant Chief Constable to attend on the same occasion as the PCC to answer any question.	s29(6)

2.2 When carrying out its functions, the Panel will consider the Guiding Principles (Annex 2).

3 HOST AUTHORITY

3.1 xxxxxxxxxxxxxxxx Council shall act as the 'host authority' for the Panel and provide reasonable officer support with regards to scrutiny, advice and administrative support.

4 PANEL MEMBERSHIP

4.1 The membership shall be made up of 20 members as follows:

Authority	Seats allocated
Devon (County)	1
Devon Districts:	
East Devon	1
Exeter	1
Mid-Devon	1
North-Devon	1
South Hams	1
Teignbridge	1
Torridge	1
West Devon	1
Cornwall	5
Plymouth	2

Torbay	I
Isles of Scilly	I
I Independent member - must be a resident of Cornwall/ Isles of Scilly	I
I Independent member - must be a resident of Devon (includes Torbay and Plymouth)	I

4.2 Each local authority shall determine who their representative(s) on the Panel shall be from amongst members of their authority, and shall notify details of its representative(s) not later than the 15th July each year.

4.3 In terms of political proportionality, the allocation of seats on the Panel will be based on the political make-up of each authority.

5.0 RECRUITMENT AND SELECTION OF INDEPENDENT MEMBERS

5.1 The Panel shall co-opt two independent members onto the Panel for a term of four years, (starting in 2012) and in doing so the Panel must secure that (as far as is reasonably practicable) that independent members of the Panel (when taken together) have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively. Independent members must be residents of Devon and Cornwall, and the recruitment process must take account of the geographical arrangements as in 4.1 above.

5.2 The Panel will agree the selection criteria for independent member recruitment.

5.3 The recruitment process for co-opting independent members should include a reasonable period of advertising for the positions. A closing date for the receipt of applications should be given of at least two weeks from the date the advert is first placed.

5.4 Information packs should be prepared and sent to those requesting application forms.

5.5 The applications will be considered against the selection criteria by the Chair and Vice Chair of the Panel, who will shortlist candidates. As a guide the shortlist should comprise 6 candidates per County.

5.6 Each shortlisted candidate will subsequently be invited to address the Panel and answer questions for a time-limited period, following which the Panel will make its decision.

6 APPOINTING THE CHAIR/DEPUTY CHAIR OF THE PANEL

6.1 The Chair of the Panel will be appointed in July, or at the nearest meeting thereafter, of each year by the Panel from amongst all its Members. Any Panel member may stand for election as Chair and the candidate receiving the most votes from amongst those present will be elected. If there are three or more candidates for a position and none has more than half of the votes, the candidate with the fewest votes will be eliminated and a new vote taken. This will continue until one candidate has more than half the votes.

6.2 The Vice Chair will be appointed using the same voting procedure as in 6.1. The Vice Chair will preside in the absence of the Chair and if neither is present the Panel will appoint a Chair from among the remaining Members for the purposes of that meeting.

- 6.3 In the event of the resignation or removal of the Chair, a new Chair will be appointed by the Panel at its next meeting from the Panel Members, using the same voting procedure as in 6.1
- 6.4 The Chair may be removed by agreement of a two-thirds majority of all members on the Panel and, in that event, the Panel will appoint a replacement Chair from the Panel.

7 SUBSTITUTIONS OF PANEL MEMBERS

- 7.1 No substitutions will be allowed for any Panel members.

8 ATTENDANCE BY OTHERS

- 8.1 In undertaking its functions, the Panel may invite persons other than Panel members (and officers referred to in para 8.2 and PCC staff) to attend Panel meetings, to address the meeting, discuss issues of local concern and/or answer questions. This may, for example, though not exclusively, include residents, stakeholders, Council Members who are not members of the Panel and officers from other parts of the public sector.
- 8.2 It will be necessary for Officer(s) of the host authority to attend all meetings in order to undertake administrative functions and offer advice and support to the Panel.

9 PANEL VACANCIES

- 9.1 A vacancy on the Panel arises when any member resigns or, in the case of a Local Authority Member, ceases to be an elected member.
- 9.2 In the case of vacancies for Local Authority members, the Local Authority must provide a replacement in accordance with paragraph 4 within 3 months.
- 9.3 In the case of vacancies for Independent members, these will be recruited in accordance with paragraph 5 with recruitment starting within three months of the date of the vacancy arising.

10 DELEGATED AUTHORITY OF PANEL MEMBERS

- 10.1 In the case of Local Authority members of the Panel, they will be expected to have delegated authority agreed and given by their Local Authority in connection with exercising Panel functions.
- 10.2 In the case of Independent members, they will be expected to exercise judgement about the Panel's functions independently of any organisation by which they are employed, or affiliated.

11 INDUCTION/TRAINING OF PANEL MEMBERS

- 11.1 All members of the Panel will be required to participate in training and/or induction covering the responsibilities and functions of the Panel and of being a member of the Panel.

12 CODE OF CONDUCT FOR PANEL MEMBERS

- 12.1 All members will be expected to comply with the Code of Conduct as set out in Annex I.
- 12.2 All Members must sign a declaration that they will at all times observe the Members' Code of Conduct set out in Annex I.

- 12.3 In the case of Local Authority members, any claim of breach of any aspect of the Code of Conduct will be notified to their Local Authority who will be expected to deal with the issue.
- 12.4 In the case of Independent Members, any claim of breach of any aspect of the Code of Conduct, will be considered by the Chair of the Panel who will make recommendations to the Panel, if appropriate.

13 EXPENSES FOR PANEL MEMBERS

- 13.1 In the case of a Local Authority Panel member, expenses (eg for travel, childcare,) and including if acting in the capacity of the Chair/Vice Chair of the Panel, will be a maximum of the amount allocated by the Home Office for this purpose per full calendar year and will be provided to each Member's Local Authority annually. It is for each Local Authority to determine reasonable expenses rates to be paid to their Member/s.
- 13.2 Where the amount allocated has not been fully utilised to cover reasonable expenses incurred throughout a full year's cycle of Panel business, then the Member's Authority will be expected to return any surplus to the Host Authority to cover other Panel costs/business.
- 13.3 In the case of Independent Members, expenses (eg for travel, childcare) and including if acting in the capacity of the Chair/Vice Chair of the Panel, will be a maximum of the amount allocated by the Home Office for this purpose per full calendar year. The Host Authority will determine reasonable expenses rates to be paid for this and administer reimbursement of expenses incurred.

14 QUORUM

- 14.1 A meeting of the Panel cannot take place unless at least one half of the whole number of its members is present (ie 10 members or more).

15 VOTING

- 15.1 Voting will be by show of hands and by simple majority unless the Act, Regulations made thereunder, or these 'Panel Arrangements and Rules of Procedure' require otherwise.
- 15.2 All Panel members may vote in proceedings of the Panel.
- 15.3 If there is the same number of votes for and against, the Chair will have a second or casting vote.

16 MEETINGS OF THE PANEL

- 16.1 There shall be a minimum of four ordinary meetings of the Panel held in each municipal year to carry out the functions of the Panel. In addition, extraordinary meetings may be called from time to time.
- 16.2 Panel meetings will be held in public subject to the exclusion of any exempt or confidential information as defined in the rules on access to information as defined in the Local Government Act 1972 (as amended), and with the exception of private scrutiny hearings in relation to the suspension/removal of the Chief Constable (paragraph 29).

- 16.3 In addition to the four ordinary meetings as in 16.1, and where it is not appropriate or practical to include as part of, or wait for, the next scheduled ordinary meeting, extraordinary meetings will be held:
- for appointment of an Acting PCC (paragraph 26)
 - to review the draft Police and Crime Plan (or any variation to it) (paragraph 20).
- 16.4 The Panel will hold an annual public meeting as soon as practical after receipt of the Annual Report (*paragraph 21*) at which the public will be invited to ask the Panel questions (Annex 2).
- 16.5 An extraordinary meeting may be called for any purpose relating to the Panel's functions by:
- a) the Chair and the host authority
 - b) any four members of the Panel giving notice in writing to the Chair and the host authority.

17 WORK PROGRAMME

- 17.1 The Panel will be responsible for setting its own work programme taking into account :
- a) the requirement to properly undertake the functions and responsibilities of the Panel as set out in paragraph 2 above;
 - b) the priorities defined by the PCC;
 - c) the views of Panel members and advisers as to appropriate work to be undertaken; and
 - d) the annual partnership Strategic Assessment of Crime and Disorder for Devon and Cornwall.

18 AGENDA ITEMS

- 18.1 The Panel agenda will be issued to all Panel Members at least 5 clear working days before the meeting. It will also be published on the host authority's web-site.
- 18.2 Any Member of the Panel shall be entitled to give notice to the Chair of the Panel and the host authority, prior to an agenda being issued (see 18.1) that he or she wishes an item relevant to the functions of the Panel to be included on the agenda for the next available meeting.
- 18.3 The Chair, in liaison with the host authority, is responsible for setting the agenda, taking into account any requests from Panel members for the work programme, priorities and time available.

19 TASK GROUPS

- 19.1 The Panel may set up time-limited Task Groups from its membership to undertake specified functions of the Panel.
- 19.2 Task Groups can make recommendations to the Panel with regard to the Panel's functions, but can not take decisions on behalf of the Panel.
- 19.3 The work undertaken by a Task Group will be scoped and defined by the Panel beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

20 POLICE AND CRIME PLAN

- 20.1 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft of any variation to it, from the PCC.
- 20.2 The Panel must:
- a) hold a meeting of the Panel to review the draft Police and Crime Plan (or any variation to it), and
 - b) report and make any recommendations on the draft Plan which the PCC must take into account.
- 20.3 The Panel must publish the report and any recommendations on the host authority web site and issue copies of relevant documentation to all Panel members and the PCC.

21 ANNUAL REPORT

- 21.1 The PCC must produce an Annual Report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.
- 21.2 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:
- a) arrange a meeting of the Panel to consider Annual Report;
 - b) require the PCC to attend the meeting to present the Annual Report and answer such questions about the Annual Report as the Members of the Panel think appropriate;
 - c) make a report including any recommendations, on the Annual Report to the PCC.
- 21.3 The Panel must publish its report on the host authority web site and issue copies of this to all Panel members and the PCC.

22 PROPOSED PRECEPT

- 22.1 The PCC will notify the Panel of the precept which the PCC is proposing to issue for the financial year. The Panel must review the proposed precept and make a report, which the Panel will publish on the host authority web site and issue copies of relevant documentation to all Panel members including recommendations.
- 22.2 Having considered the precept, the Panel will either:
- a) support the precept without qualification or comment;
 - b) support the precept and make recommendations, or
 - c) veto the proposed precept (by the required majority of at least two thirds).
- 22.3 If the Panel vetoes the proposed precept³, the report to the PCC must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to the report and any recommendations.

³ Note: this section may have to be varied in the light of Home Office Regulations expected to be laid in June on the exercise of the veto.

23 SCRUTINY AND REVIEW OF THE PCC

- 23.1 The Panel may scrutinise and review decisions made or actions taken by the PCC in the discharge of his/her duties, and make reports or recommendations to the PCC with respect to the discharge of those duties. As well as reviewing documentation, in fulfilling its scrutiny role, the Panel may require the PCC, and/or members of their staff, to attend before the Panel to answer questions which appear to the Panel to be necessary in order to carry out its functions.
- 23.2 The Panel will publish all reports and any recommendations made in relation to the discharge of the PCC's duties on the host authority website and will issue copies to each Panel members.
- 23.3 Where the PCC, or a member of the PCC's staff, is required to attend the Panel in accordance with this provision, the PCC will be given at least 15 working days written notice of the requirement to attend, and the notice shall:
- a) state the nature of the item in respect of which s/he is required to attend; and
 - b) state whether any papers are required to be produced to the Panel.
- 23.5 Where, in exceptional circumstances, the PCC is unable to attend on the required date, then an alternative date for attendance shall be arranged following consultation with the Chair.
- 23.6 The Panel may require the PCC to respond in writing to any report and any recommendations of the Panel as set out in paragraph 24 .
- 23.7 If the Panel requires the PCC to attend a meeting of the Panel, the Panel may also request the Chief Constable (who will be given at least 15 working days written notice) to attend on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.

24 REPORTS FROM PANEL

- 24.1 Reports and recommendations made by the Panel in relation to its functions will be carried out in accordance with the procedure outlined in this paragraph.
- 24.2 Where the Panel issues a report. it will publish the report including any recommendations on the host authority web site and by issuing copies to each member of the Panel, subject to the exclusion of any exempt or confidential information as defined in the rules on access to information as defined in the Local Government Act 1972 (as amended), and with the exception of private scrutiny hearings in relation to the suspension/removal of the Chief Constable (para 29).
- 24.3 Where the Panel issues a report, including any recommendations, to the PCC, the Panel will request, in writing, that within one month the PCC:
- a) considers the report and any recommendations;
 - b) responds to the Panel indicating what (if any) action the PCC proposes to take;

Where the Panel has published the report and any recommendations, publish the response from the PCC in the same manner as in 24.2 above.

25 SENIOR APPOINTMENTS

- 25.1 When the PCC proposes appointments of Chief Constable, Chief Executive, Chief Finance Officer or Deputy PCC, the Panel will hold a confirmation hearing, at which the candidate will be requested to appear to answer questions relating to their appointment.
- 25.2 In the case of the appointment of the Chief Constable, the Panel is required to hold a confirmatory hearing within three weeks from the day on which the Panel receives notification from the PCC. This can be at the next available ordinary meeting of the Panel if the timescale permits, otherwise an extraordinary meeting will need to be arranged. The three week period shall not include the 'post election period', being any period between the date of poll at the ordinary election of the PCC, and the date of declaration of acceptance of office of the PCC.
- 25.3 For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation on the appointment and also has the power to veto the appointment. Having considered the appointment, the Panel can:
- support the appointment without qualification or comment;
 - support the appointment with associated recommendations, or
 - veto the appointment of the Chief Constable (by the required majority of at least two thirds⁴
- 25.4 If the Panel vetoes the appointment of the Chief Constable, the report to the PCC must include a statement that the Panel has vetoed the appointment with reasons.
- 25.5 In the case of the other senior appointment/s of Chief Executive, Chief Finance Officer and Deputy PCC, the Panel will be notified by the PCC of the need for a confirmatory hearing of his/her proposed appointments, which will be held at the next available ordinary meeting of the Panel.
- 25.6 Following the confirmatory hearings of Chief Executive, Chief Finance Officer and Deputy PCC, the Panel will review the proposed appointments and make a report and any recommendations to the PCC on the appointment/s.
- 25.7 The Panel must publish the reports and any recommendations on the host authority web site and issue copies of relevant documentation to all Panel members.

26 APPOINTMENT OF AN ACTING POLICE AND CRIME COMMISSIONER

- 26.1 The Panel must appoint a person to be acting PCC if:
- no person holds the office of PCC;
 - the PCC is incapacitated⁵ (i.e. unable to fulfil the functions of PCC) which is a matter for the Panel to determine; or
 - the PCC is suspended (para 28).

⁴ Note: this section may have to be varied in the light of Home Office Regulations expected to be laid in June on the exercise of the veto.

⁵ Incapacitated – a person is temporarily or permanently impaired by mental and/or physical deficiency, disability, illness, or by the use of drugs to the extent he or she lacks sufficient understanding to make rational decisions or engage in responsible actions.

- 26.2 In the event that the Panel has to appoint an acting PCC it will meet to determine the process for appointment which will comply with these 'Panel Arrangements and Rules of Procedure' and any legal requirements.
- 26.3 The Panel may appoint a person as acting PCC only if the person is a member of the PCC's staff at the time of the appointment.
- 26.4 In a case where the PCC is incapacitated, in appointing a person as acting PCC, the Panel must have regard to any representations made by the PCC in relation to the appointment.
- 26.5 The appointment of an acting PCC will cease to have effect upon the earliest of the following:
- the election of a person as PCC;
 - the termination by the Panel, or by the acting PCC, of the appointment of the acting PCC;
 - in a case where the acting PCC is appointed because the PCC is incapacitated, the PCC ceasing to be incapacitated; or
 - in a case where the acting PCC is appointed because the PCC is suspended, the PCC ceasing to be suspended.

27 COMPLAINTS

- 27.1 Non-criminal complaints in relation to the PCC should be dealt with and/or delegated by the Panel in accordance with the Act and the [Elected Local Policing Bodies \(Complaints and Misconduct\) Regulations 2012](#)⁶
- 27.2 In the first instance, non-criminal complaints will be delegated to the office for the PCC (*this is yet to be agreed with the Police Authority*) and reports on all non-criminal complaints, and recommendations for how they are dealt with are provided regularly to Panel meetings.
- 27.3 When considering any action in response to a complaint, the Panel can:
- endorse the proposed response
 - ask the office for the PCC to reconsider the proposed response,
 - agree an alternative course of action,
 - agree to undertake further investigation and reconsider the issue at a subsequent ordinary meeting of the Panel.
 - Invite the complainant(s) and/or their representative(s) to address the Panel.

(Note: The handling of complaints by the Panel, may be the subject of Regulations and accordingly this paragraph may need to be changed.)

28 SUSPENSION OF THE POLICE AND CRIME COMMISSIONER

- 28.1 A Panel may suspend the PCC if it appears to the Panel that:
- the PCC has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
 - the offence is one which carries a maximum term of imprisonment exceeding two years.
- 28.2 The suspension of the PCC ceases to have effect upon the occurrence of the earliest of these events:

⁶ Further guidance is due to be published in the spring by the Independent Police Complaints Commission, and the Home Office on how complaints should be handled.

- a) the charge being dropped;
- b) the PCC being acquitted of the offence;
- c) the PCC being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
- d) the termination of the suspension by the Panel.

28.3 For the purposes of salary, pensions and allowances in respect of times during a period of suspension, the Police and Crime Commissioner is to be treated as not holding that office during that suspension.

28.4 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

29 SUSPENSION AND REMOVAL OF THE CHIEF CONSTABLE

29.1 The Panel will receive notification if the PCC suspends the Chief Constable.

29.2 The PCC must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

29.3 The PCC must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

29.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').

29.5 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the PCC as to whether or not s/he should call for the retirement or resignation. Before making any recommendation the Panel may consult the chief inspector of constabulary, and must hold a private Scrutiny Hearing (Schedule 8 part 2 s15 (4b) and 15 (9) of the Act).

29.6 The Scrutiny Hearing which must be held by the Panel is a Panel meeting in private, which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign.

29.7 The Panel must publish the recommendation it makes on the host authority website and by issuing copies to each of the Panel members.

29.8 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

- (a) at the end of six weeks from the Panel having received notification if the Panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation; or
- (b) the PCC notifies the Panel of a decision about whether she/he accepts the Panel's recommendations in relation to resignation or retirement.

- 29.9 The PCC must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.
- 29.10 In calculating the six week period, this period shall not include the 'post election period', being any period between the date of poll at the ordinary election of the PCC, and the date of declaration of acceptance of office of the PCC.

30 Rules of debate (suggested by LGA – waiting for more info)

[To be clarified and agreed locally drawing from local authority constitutions on matters including:

- (i) rules of debate and motions
- (ii) casting votes for chairs and
- (iii) rights to request recording of votes]

31 Public participation (suggested by LGA – waiting for more info)

[To be clarified and agreed locally drawing from local authority constitutions on matters including:

- (i) public questions
- (ii) situations where confidential or exempt information is likely to be discussed
- (iii) public reports and background papers
- (iv) availability of record of decisions]

which Home Office Regulations that apply to committees apply (to follow)

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**DEVON AND CORNWALL POLICE AND CRIME PANEL
CODE OF CONDUCT EXPECTED OF PANEL MEMBERS**

Adopted by the Panel on: xxxxxxxxxxxxxxxx

You are a member or independent member of the Police and Crime Panel and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or independent member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.⁷

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

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⁷ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

**Devon and Cornwall Police and Crime Panel
Protocol for Questions from the Public at Panel Meetings
(Agreed by the Panel on xxxxxxxxxxxx)**

1. A member of the public who lives in Devon, Cornwall or the Isles of Scilly may submit a written question to the Chair which will be answered at the full annual public meeting where there will be a specific agenda item called “Questions from the Public” which will generally be taken near the start of the meeting and it will be a standing agenda item.
2. The question must be put in writing and reach the Host Authority at least 5 clear working days before the Panel meeting. The questioner must include their name, address and phone number. The notice of the question and the minutes of the meeting will include the person’s name and the village /town / city given as their address (not the exact address).
3. The question must be relevant to the Panel’s functions.
4. The question must be no longer than 100 words and must be framed so as to seek information rather than to make a statement.
5. A member of the public may ask a maximum of 2 different questions at the meeting.
6. If the questioner is present at the Panel meeting they will be asked to pose their question, if they are not present the Chair will read the question to the meeting.
7. Panel members will be invited to respond to the question/s at the meeting and referred to in the minutes.
8. The period for asking and responding to questions at the meeting will be time-limited, taking into account the number of questions and the time available. If for any reason, including insufficient time for all questions to be posed and answered, a response cannot be given at the meeting a written answer will be sent to the questioner by the Chair within 7 working days of the meeting and a copy sent to all Panel Members and will be published on the host authority’s website.
9. If questions are unsuitable in form, frivolous, defamatory, derogatory otherwise offensive or relates to where paragraph 16.2 applies, the Panel Chair has the right to rule the question out of order and that it shall not be responded to at the meeting or at all.

**DEVON AND CORNWALL POLICE AND CRIME PANEL
GUIDING PRINCIPLES**

Adopted by the Panel on: xxxxxxxxxxxxxxxx

When exercising their duties, Panel Members should consider the following principles:

- The provisions of these 'Panel Arrangements and Rules of Procedure'
- Legality
- Financial prudence and value for money
- Effective scrutiny and holding to account of the PCC
- The likely affect of prevention and reduction of crime and anti-social behaviour in the force area
- The exercise of power must be proportionate to the desired outcome
- Proper regard to levels and nature of crime and anti-social behaviour across the whole force area and priorities arising from this.
- Proper consideration of professional advice from Officers
- Respect for human rights and for diversity and equality
- Due regard for environmental impact and sustainability
- The management of risk in a proportionate and considered manner.

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PLYMOUTH CITY COUNCIL

Subject: **Webcasting and use of mobile phones and electronic communication devices**

Committee: **Council**

Date: 25 June 2012

Cabinet Member:

CMT Member: **Assistant Director for Democracy and Governance**

Author: Tim Howes, Solicitor

Contact: tim.howes@plymouth.gov.uk

Ref:

Key Decision: N/A

Part: I

Purpose of the report:

The purpose of the report is to implement the Council's wish to achieve more openness and transparency and embrace current and emerging methods of communication in the operation of the council. The specific measures to achieve this are:

- To open up Council meetings and encourage open government through the webcasting of meetings held in the Council Chamber.
- To encourage and embed the use of social media by amending the restriction on the use of mobile phones and electronic devices (for text messaging or electronic communication) in meetings.
- To improve the conduct of meetings by deleting the requirement for permission to be given for a phone to be left on but switched to silent, during meetings.

Corporate Plan 2011 – 2014:

This report reflects the ethos of open and transparent decision making as described in the emerging revised corporate plan.

Implications for Medium Term Financial Plan and Resource Implications:**Including finance, human, IT and land**

The annual revenue cost of webcasting is estimated at £20,000 per year, an exact figure is currently being investigated with a supplier. This cost will be found from existing budgets across all three Directorates.

In addition the cost of capital investment required to update the audio/visual system in the council chamber is also being investigated and will be the subject of a further report to Cabinet.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

Webcasting increases public access to the Councils democratic process for members of the public who for example, work during the times which meetings take place, cannot access the council house due to a disability or cannot find the time to attend meetings for other reasons such as care commitments. Webcasting makes meetings more inclusive across all communities within Plymouth.

Access to the public gallery in the Council Chamber is by means of a steep stair case which can prove problematic to elderly members of the public or those with mobility problems.

Recommendations & Reasons for recommended action:

It is recommended:

1. Council agree the webcasting of meetings in the Council Chamber, initially as a pilot for one year.
2. Council permit the use of mobile phones/electronic communication devices at meetings in silent mode, unless the person presiding at the meeting rules (with reasons) that the use of such devices is not conducive to the proper running of the meeting. Further, that all calls or voice messages must be made or taken outside the meeting room.

Alternative options considered and reasons for recommended action:

In respect of recommendation 1.

The initial pilot phase will be limited to the Council Chamber but subject to the result of the pilot phase, webcasting could be expanded at an additional cost to committee rooms and hence other meetings.

In respect of recommendation 2.

The Council could maintain the restriction on the use of text messages and electronic communications. However this is restricting access to this ubiquitous form of communication unnecessarily. The present need to ask permission to keep a phone on but silent is also considered cumbersome and time consuming.

Background papers:

Plymouth City Council Constitution

Webcasting Coventry City Council Meetings – Evaluation of Year Long Pilot, Coventry City Council Cabinet 1 September 2011

Minute 52 of City Council meeting of the 11 October 2010

Tender for webcasting of council meetings and events – Brighton and Hove City Council 2011

Practice Guidance: The use of live text-based forms of communication (including Twitter) from court for the purposes of fair and accurate reporting. Lord Judge, the Lord Chief Justice of England and Wales (14 December 2011)

Sign off:

Fin mc12 13.00 2		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member Timothy Howes, Solicitor											
Have you consulted the Cabinet Member(s) named on the report? Yes / No											

A. Opening up Council meetings and encouraging open government through the webcasting of meetings held in the Council Chamber

The Council wants to encourage open government and get more people involved in the decision-making process. That includes opening up those meetings held in the council chamber through webcasting, which is the live or recorded transmission of video over the internet.

In excess of some 75 councils have in the past or are currently webcasting meetings.

Initially it is proposed that the council webcast meetings held in the chamber which would involve the Full Council and Planning meetings. This will involve around 75 – 80 hours of live streaming and archived content.

If Council agrees the principle of webcasting meetings, then the intention is to undertake a one year pilot and detailed costs will be obtained. Initial estimates suggest that the revenue costs would be £20,000.

An evaluation report into their year-long pilot of webcasting by Coventry City Council in 2011 described the benefits of webcasting as:

- Increased accessibility, openness and transparency, allowing those who cannot attend meetings to see the Council in operation
- Increased public understanding of how decisions are made and the importance Members place on strong and lively debate
- It meant people could hold their elected Councillors to account and see how their interests are being represented by their Councillors
- Raising the public profile of the Council
- Citizens can access content where and when they want, with 80% viewing archive rather than live-feeds

In addition, there are particular benefits for Plymouth City Council, including a saving in the time and cost of transcript production

The main customers for this project would be the public, including those who may be housebound and cannot attend meetings, those whose work or home lives mean it is difficult to come to meetings during the working day or in the evening and people or interest groups who want to see one section of a meeting because they have a particular concern or interest.

Whilst the public will access webcasting from a link on the Council's own website, the video is hosted and streamed from a specialist website with the necessary capacity to do so.

The pilot run at Coventry City Council showed that the numbers viewing the webcast began at a peak in when the pilot began, and reduced over time. However, there were peaks of usage at key meetings such as the budget meeting.

If the principle is agreed, then more work needs to be done on both specifying the webcasting processes and equipment and putting appropriate guidelines and protocols in place. Not least will be the need to take into account the Human Rights Act 1998 and the Freedom of Information Act 2000 and the need to ensure that those attending the meetings are aware that the proceedings will be webcast. We will need clarity on issues about copyright and who is able to use the video and in what ways, how long will meetings remain available to be viewed and how are they archived? There will be a need for members to be trained on how to deal with the cameras and sound recording, for example, will members need to say their name, ward and party (and even their 'Twitter tag') before speaking? Work will be required to learn from best practice from other authorities and from organisations like the LGA.

Other matters to be addressed will be the challenge about adding additional equipment in a listed building.

It will be essential that any webcasting service which is procured is aligned and integrated with the Mod.gov committee management software, this will allow for efficient editing and archiving of webcast material. This will also allow for the viewing of the relevant agenda item at the time of debate or when watching the recording later.

Whilst we are looking more closely at the running of meetings, now might be an opportune time to look at and to improve the present audio/visual equipment in the council chamber, including reviewing and upgrading:

- lighting
- the audio visual system
- electronic voting systems,
- hard of hearing systems,
- LCD touch screen on each 'delegates unit' for agenda / minutes, and speech timers

For the future, it is therefore suggested that a group of members could consider what audio/visual improvements to the council chamber could or should be made. The results of those considerations and the capital costs will be reported to Cabinet.

B. Encouraging and embedding use of social media by amending the restriction on the use of mobile phones (for voice or text messaging) in meetings

In October 2010, Council agreed that the Lord Mayor, Leader and Committee Chairs would be required to *insist that any device that is capable of transmitting and receiving voice and text messages must be turned off during all Plymouth City Council's formal meetings (Exceptionally, the Lord Mayor or a Committee Chair may allow the recording of speech and photography.)*

In the short time since the Council put the present restriction in place, the use of live electronic communication has become more ubiquitous. There have also been developments in other areas of public administration including the publication of guidance for the use of text-based forms of communication in law courts.

The guidance from the Lord Chief Justice to the courts provides a good starting point to review the present Council policy and is a good example for us to follow. The guidance says that in relation to the courts *'the proper use of an unobtrusive, hand-held, virtually silent piece of modern equipment for the purposes of simultaneous reporting of proceedings to the outside world as they unfold in court is generally unlikely to interfere with the proper administration of justice.'*

Using the above as good practice, I would recommend that the use of live electronic communication is permitted unless the Lord Mayor, Leader or Chair of the meeting rules (with reasons) that the use of such equipment would be detrimental to the proper running of the meeting.

C. Mobile phones in meetings

In relation to the use of mobile phones in meetings, again in October 2010 it was agreed to allow *'the Lord Mayor, Leader and Committee Chairs to exercise discretion for Members and other attendees who are "on call" for family, health or business reasons and allow their personal mobile phones to be switched to "silent". Any subsequent calls or messages must be made or taken outside the meeting room;'*

The need to ask permission of the Chair of the meeting has been shown in practice to be cumbersome and time consuming. It is therefore suggested that instead, it is agreed that all mobile phones should be switched to silent during meetings. In accordance with the present policy, any voice calls or voice messages must still be made or taken outside the meeting room.

As an incentive, the Leader has suggested that an informal 'fine' of £1 payable to the Lord Mayor's charity should be imposed for every phone that goes off audibly in a council meeting.

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PLYMOUTH CITY COUNCIL

Subject: Increasing opportunities for local suppliers
Committee: Council
Date: 25 June 2012
Cabinet Member:
CMT Member: Assistant Director for Democracy and Governance
Author: Tim Howes, Solicitor and Monitoring Officer
Contact: tim.howes@plymouth.gov.uk
Ref:
Key Decision: N/A
Part: I

Purpose of the report:

The purpose of the report is to increase the opportunity for local suppliers to provide quotations for council contracts through increasing the value definition of low value/low risk contracts and widening the opportunities to submit quotations for those contracts.

Corporate Plan 2011 – 2014:

This report implements the 'delivering growth' priority in the corporate plan.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

Widening the criteria for low value contracts will reduce procurement costs.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

The opportunity for increased local procurement will increase the Council's investment in the local economy.

Recommendations & Reasons for recommended action:

It is recommended Council widen access for local suppliers to its low value/low risk contracts by increasing the contract value to £100,000 and requiring two written quotations from a local supplier, rather than one. The Contract Standing Order 17.1 will therefore be amended as set out in the report.

Alternative options considered and reasons for recommended action:

The recommended action provides an opportunity to both increase the number of available contracts and increase the opportunities for local suppliers to provide quotations for such contracts.

Background papers:
Plymouth City Council Constitution

Sign off:

Fin mc12 13.00 4		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member Timothy Howes, Solicitor											
Have you consulted the Cabinet Member(s) named on the report? Yes / No											

Increasing opportunities for local purchasing

The Council’s priority is to encourage more local purchasing. One way to increase the opportunity for local suppliers to obtain orders from the Council is, in respect of low value/low risk procurements, to amend Contract Standing Order 17.1 to increase from one to two, the number of written quotations from a local supplier (from the total of three quotations required).

In addition it is recommended that the definition of ‘low value’ procurements be increased from £75000 to £100000 which will increase the volume of work for local suppliers.

The revised CSO 17.1 will then say:

17.1 For goods and services procurements valued below £100,000 and for non-technical works procurements valued below £200,000 a purchase requisition (available on the document library) will need to be completed detailing the full specification including manufacturers part number (if applicable), quantity, delivery date and charge codes and sent to the procurement mailbox. The operational procurement team will source at least three written quotations, two of which shall be from a local supplier where possible, utilising the chosen portal, Sell 2 Plymouth, before a formal purchase order is issued specifying the goods or services to be provided and setting out the price and terms of purchase. Faxed or e-mailed quotations are acceptable for these purposes.

PLYMOUTH CITY COUNCIL

Subject: Constitutional changes related to standards
Committee: Council
Date: 25 June 2012
Cabinet Member:
CMT Member: Assistant Director for Democracy and Governance
Author: Tim Howes, Solicitor and Monitoring Officer
Contact: tim.howes@plymouth.gov.uk
Ref:
Key Decision: N/A
Part: I

Purpose of the report:

The purpose of the report is:

- To provide an interim position on standards and the code of conduct.
- To recommend that the Monitoring Officer in consultation with the constitutional review group and the group chief whips, draft a new code of conduct for consideration by the Council

Corporate Plan 2011 – 2014:

This report reflects the ethos of open government and clarity on decision making as set out in the emerging revised Corporate plan. It also complies with the Council's constitutional requirements.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

The cost of the recommendations will be covered by existing budgets.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

There are no direct implications.

Recommendations & Reasons for recommended action:

It is recommended:

In respect of the Council's standards regime, pending the creation of a locally created scheme:

1. The Council's Standards Committee is replaced with an informal standards advisory group of six members with three members from each political group.
2. The present Code of Conduct as amended is maintained as an interim measure from 1st July 2012.
3. The post of Independent Person be advertised (with no remuneration) with consideration being given to appointing a Monitoring Officer from an authority within Devon or Cornwall on a reciprocal basis.

4. The Monitoring Officer be instructed to draft a revised code of conduct in consultation with the constitution review group and group chief whips

Alternative options considered and reasons for recommended action:

In respect of recommendation 1-3.

Given the need to implement a new regime from the 1st July 2012, the recommended action provides a pragmatic solution until a more permanent solution can be agreed by council.

In respect of recommendation 4.

This provides a mechanism for a new code of conduct to be drafted for future adoption by the Council.

Background papers:

Plymouth City Council Constitution

Localism Act 2011

The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Sign off:

Fin mc12 13.00 3		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member Timothy Howes, Solicitor											
Have you consulted the Cabinet Member(s) named on the report? Yes / No											

A. An interim position on standards and the code of conduct

The Localism Act 2011 is intended to bring in substantial changes to the standards regime with effect from July this year. The Council will still need to have a code of conduct based on similar principles as currently adopted with the addition of requirements covering ‘disclosable pecuniary interests’. The Regulations on disclosable pecuniary interests were finally published on the 8th June 2012.

There is no common approach to a new code of conduct with several draft national codes, and no locally agreed code. Given the limited time, it is not possible to draft and agree a final code before the implementation date of 1 July 2012. Consequently this report sets out an interim solution and interim code until proper consideration can be given to a code of conduct for Plymouth City Council.

The impact of the Localism Act on the standards regime was considered by the standards committee on the 8th March 2012 and subsequently by the constitution review group. Given the lack of clarity from central government and the need to have something in place from July, this report sets out some interim arrangements to provide a ‘stop gap’ solution until the situation becomes clearer.

From 1st July we need to have adopted a ‘new code of conduct’ and as an interim arrangement it is recommended that we maintain the existing code until a revised code based on the new regulations can be agreed. However we will omit provision 13 which requires someone with a prejudicial interest to leave the meeting and to not take part in the decision. It is also recommended that those members with ‘disclosable pecuniary interests’ are required to leave the meeting.

In order to comply with any new draft regulations it is also recommended that the Council adds a new provision 16 to the Code of Conduct:

“16 From 1 July 2012 all Councillors will comply with the requirements of the Localism Act 2011 and any regulations made under it in respect of disclosable pecuniary interests and will leave any meeting for any item of business in which they have a pecuniary interest.

The Standards Committee as presently constituted includes a number of independent members who will no longer be required as a result of the Localism Act. However the Council will be required to appoint an Independent Person with the following functions:

- They must be consulted by the authority before it makes a finding as to whether a member has failed to comply with the code of conduct or decides on any action to be taken in respect of that member.
- They may be consulted by the authority in respect of a standards complaint at any other stage.

It is therefore recommended that the Standards Committee be replaced by a ‘standards advisory group’ of six members, three from each of the two political groups. The role of the ‘standards advisory group’ will be as a body which the Monitoring Officer may consult in his consideration of breaches of the code of conduct.

The new sanctions for breaches of the code are:

- A formal letter to the councillor
- Formal censure by motion
- Removal by the authority of the member from committees subject to statutory and constitutional requirements
- Press release or other appropriate publicity

The post of Independent Person will be advertised (with no remuneration) with consideration being given to appointing a Monitoring Officer from an authority within Devon or Cornwall on a reciprocal basis.

The interim Code is attached as an appendix.

COUNCILLORS CODE OF CONDUCT

The Model Code of Conduct

1 The Council has adopted the Model Code of Conduct in the schedule to the Local Authorities (Model Code of Conduct) Order 2007. It has also included a local requirement that all Councillors undertake a Criminal Record Bureau check.

2 **Who does the code apply to?**

The code applies to Councillors and voting co-opted members of committees and all members of the Standards Committee.

3 **When does the code apply?**

The code applies to behaviour that is linked to being a Councillor. It applies to behaviour after a Councillor is elected and to any behaviour before a Councillor is elected which leads to a criminal conviction after they are elected.

4 **Does the code apply when Councillors represent the Council on another body?**

When Councillors are representing the Council on another body, they must follow the code unless it conflicts with a legal duty of the other body.

5 **Respect and equality**

The code says Councillors must treat other people with respect and must not bully anyone. They must not do anything that could lead the Council to break equality laws.

6 **Intimidation**

The code says Councillors must not intimidate or try to intimidate anyone who is likely to:

- complain about the code being broken or
- act as a witness or
- be involved in dealing with a complaint

7 **Impartiality of Council officers**

The code says Councillors must not do anything which would be likely to prevent officers or contractors from being impartial.

8 **Information**

The code says Councillors must not stop anyone getting information they have a legal right to.

Councillors must not pass on information given to them in confidence or information they should know is confidential unless:

- they are required to by law or

- they have the consent of someone authorised to give it or
- it is to get professional advice and the person given the information agrees not to pass it on to anyone else or
- passing on the information is reasonable and in the public interest and the Councillor is acting in good faith and has asked the Monitoring Officer for his/her view

9 **Disrepute**

The code says Councillors must not do anything which could be seen to bring the Council or the role of Councillor into disrepute.

10 **Misuse of position**

The code says Councillors must not try to use their position improperly to gain an advantage or disadvantage for themselves or others.

11 **Use of Council resources**

The code says that when Councillors use the Council's resources or let other people use them, they must follow any reasonable rules set by the Council and make sure that resources are not used improperly for political purposes.

12 **Publicity**

The code requires Councillors to take into account the [Code of Recommended Practice on Local Authority Publicity](#).

13 **Advice of Monitoring Officer and Responsible Finance Officer**

The code says Councillors must consider any advice given by the Monitoring Officer or Responsible Finance Officer when taking decisions.

14 **Giving reasons for decisions**

The code says Councillors must give reasons when required to by the law or by any Council procedures.

15 **Personal interests at meetings**

The code lists personal interests that must normally be declared at meetings of Council and the Cabinet and their committees and sub-committees.

- (a) Councillors or independent or co-opted members of a Council committee have a personal interest **in the issue being discussed in the meeting** if it affects their well-being or their finances or the finances of their family or their close associates more than most other people who live in the ward affected by the issue
- (b) or if it relates to an interest they **must register** (see section 19.22)

16 **What if a Councillor has a personal interest?**

If a Councillor has a personal interest in an item, they must declare it at the start of the item (or when they realise they have an interest if that is later). This involves saying they have an interest and what the interest is. There are two exceptions to this:

- a Councillor is not required to declare an interest that they do not know about and could not be expected to know about
- if describing an interest would involve revealing sensitive information ([see paragraph 20](#)), a Councillor need only say that they have an interest – they need not say what the interest is

Once a Councillor has declared a personal interest, they can stay in the meeting and speak and vote, unless the personal interest is also a prejudicial interest ([see section 17](#)).

17 When is a personal interest also a prejudicial interest?

The code says that a personal interest is a prejudicial interest if:

- the Councillor has a personal interest in a Council decision about a regulatory matter such as a planning application or licensing application, or in an issue that affects their finances
- the Councillor's friends or close associates have an interest in a Council decision about a regulatory matter such as a planning application or licensing application, or in an issue that affects their finances
- a member of the public who knew all the facts could reasonably consider this likely to affect the Councillor's judgement of the public interest

There are some exceptions; an interest is not a prejudicial interest if it is an interest in:

- Councillor's allowances, expenses or insurance
- ceremonial honours given to Councillors
- Council Tax setting
- school meals or school transport and travelling expenses if the Councillor is the parent or guardian of a child in full time education unless it relates particularly to the school their child attends
- school meals or school transport and travelling expenses if the Councillor is a parent governor unless it relates particularly to the school of which they are a governor

There is another way that a Councillor can have a prejudicial interest: if an Overview and Scrutiny Panel or the Overview and Scrutiny Management Board is looking at a decision of the Cabinet or a Council committee or sub-committee, a Councillor will have a prejudicial interest if they were involved in taking the original decision.

18 What if a Councillor has a prejudicial interest?

This section has been removed as a result of the Council decision of 25, June 2012, Minute Number ..

19 Registering interests

The code requires Councillors to register certain interests by writing to the Monitoring Officer within 28 days of the code starting to apply to them or 28 days of finding out that their interests have changed. There is an exception when sensitive information is involved ([see paragraph 20](#)). The interests that must be registered are:

- any outside body the Council has put the Councillor on
- any organisation the Councillor is a member of or involved in managing or directing that does public work or has charitable goals or whose main purposes include influencing public opinion or policy
- any employment or business the Councillor has
- anyone who employs the Councillor or has appointed the Councillor to work for them
- anyone who has contributed to the Councillor's election expenses

- anyone (except the Council) who has contributed to the Councillor's expenses as a Councillor
- anyone who gives the Councillor a gift or hospitality worth £25 or more – this only applies to gifts or hospitality that are linked to being a Councillor
- any land in Plymouth the Councillor has a beneficial interest in or permission to occupy for 28 days or longer
- any organisation which has land or a place of business in Plymouth and in which the Councillor has a beneficial interest in securities with a nominal value over £25,000 or more than 1 per cent of the total shares issued to shareholders
- any contract for goods, works or services between the Council and any of the following; the Councillor, a firm where the Councillor is a partner, a company where the Councillor is a paid director, or an organisation which has land or a place of business in Plymouth and in which the Councillor has a beneficial interest in securities with a nominal value over £25,000 or more than one per cent of the total shares issued to shareholders
- any land which the Council leases to any of the following: the Councillor, a firm where the Councillor is a partner, a company where the Councillor is a paid director or an organisation which has land or a place of business in Plymouth and in which the Councillor has a beneficial interest in securities with a nominal value over £25,000 or more than one per cent of the total shares issued to shareholders

(A 'beneficial interest' is an interest that can be benefited from. A person would have a beneficial interest in something that belonged to them or that was being held for them in a trust. 'Securities' are stocks, shares, bonds or anything else that pays interest or dividends. The 'nominal value' of a share is the value shown on the share certificate).

20 Sensitive information

Information about a Councillor's interests is sensitive if making it public would be likely to create a serious risk of violence or intimidation to the Councillor or someone they live with. Councillors do not have to include information in the register of interests if the Monitoring Officer agrees that it is sensitive. If a Councillor finds out that the information has stopped being sensitive, they must tell the Monitoring Officer within 28 days and ask for it to be included in the register.

21 General principles of public life

The code of conduct should be read together with the general principles of public life in the Relevant Authorities (General Principles) Order 2001. These are:

- selflessness: Councillors should serve the public interest; they should not advantage or disadvantage anyone improperly
- honesty and integrity: Councillors should avoid situations where their honesty may be questioned
- objectivity: Councillors should make decisions on merit, including when they make appointments, award contracts or recommend people for awards or benefits
- accountability: Councillors should be accountable to the public for their actions and for how they carry out their responsibilities; they should co-operate fully with any appropriate scrutiny
- openness: Councillors should be as open as possible about their own and the Council's actions; they should be prepared to give reasons for actions
- personal judgements: Councillors may take account of other people's views, including the views of their political group, but they should make up their own minds when deciding how to act
- respect for others: Councillors should not discriminate unfairly; they should allow Council officers to act with honesty and without bias

- duty to uphold the law: Councillors should follow the law and remember that they are trusted by the public
- stewardship: Councillors should try to ensure Council resources are used legally and wisely
- leadership: Councillors should promote these principles by leadership and example; they should act in a way that achieves public confidence

22 The Localism Act 2011

The Localism Act 2011 creates a new class of interests pecuniary which a Councillor will need to disclose from 1 July 2012.

If a Councillor has a pecuniary interest in an item of business, they must declare this at the start of the item of business unless it is already recorded in his or her register of interests, or is the subject of a pending notification. (If a member does not realise they have a pecuniary interest at the start of the item of business they must do so when they realise they have an interest).

If a Councillor has a disclosable pecuniary interest they must leave the meeting immediately and can not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting.

If the pecuniary interest is not entered in the authority's register and is not the subject of a pending notification, the Councillor must notify the authority's monitoring officer of the interest before the end of 28 days beginning with the date when the member becomes aware that they have a pecuniary interest in a function they are dealing with as a Councillor.

23. Disclosable pecuniary interests.

Councillors are required to register pecuniary interests by writing to the Monitoring Officer within 28 days of them being elected as a Councillor or re elected as a Councillor. There is an exception when sensitive information is involved ([see section 19.20](#)). The interests that must be registered are:

- any organisation in which the councillor is a partner or director ; or any member of a management committee of an industrial and provident society and the councillor carries out the office for profit or gain;
- any employment, office, trade, profession or vocation that the councillor carries on for profit or gain
- any payment or other financial benefit that has been contributed to the councillor's expenses as a councillor or the councillor's election expenses (except by the council); this includes any payment of financial benefit from a Trade Union.
- any current contract for goods, works or services between the council and any of the following; the councillor, a firm where the councillor is a partner, a company where the councillor is a paid director, or an organisation which has land or a place of business in Plymouth and in which the councillor has a beneficial interest in securities with a nominal value over £25,000 or more than one per cent of the total shares issued to shareholders
- any land in Plymouth the councillor has a beneficial interest in or permission to occupy for 28 days or longer;
- any land that the council leases to any of the following: the councillor, a firm where the councillor is a partner, a company where the councillor is a paid director or an organisation which has land or a place of business in Plymouth and in which the councillor has a beneficial interest in securities with a nominal value over £25,000 or more than one per cent of the total shares issued to shareholders

- any organisation which has land or a place of business in Plymouth and in which the councillor has a beneficial interest in securities with a nominal value over £25,000 or more than 1 per cent of the total shares issued to shareholders;
- any organisation which has land or a place of business in Plymouth and in which the councillor has a beneficial interest in securities if the share capital of that organisation is of more than one class and the total nominal value of the shares of any one class held by the Councillor is more than one hundredth of the total issued share capital of that class

(A 'beneficial interest' is an interest that can be benefited from. A person would have a beneficial interest in something that belonged to them or that was being held for them in a trust. 'Securities' are stocks, shares, bonds or anything else that pays interest or dividends. The 'nominal value' of a share is the value shown on the share certificate).

Local Authorities (Model Code of Conduct) Order 2007 No.1159

THE MODEL CODE OF CONDUCT

Part I

General provisions

Introduction and interpretation

- 1.— (1) This Code applies to **you** as a member of an authority.
- (1) You should read this Code together with the general principles prescribed by the Secretary of State (see Annexe to this Code).
- (2) It is your responsibility to comply with the provisions of this Code.
- (3) In this Code—
- “meeting” means any meeting of—
- (a) the authority;
- (b) the executive of the authority;
- (c) any of the authority’s or its executive’s committees, sub-committees, joint committees or joint sub-committees.
- “member” includes a co-opted member and an appointed member.
- (4) In relation to a parish Council, references to an authority’s Monitoring Officer and an authority’s Standards Committee shall be read, respectively, as references to the Monitoring Officer and the Standards Committee of the district Council or unitary county Council which has functions in relation to the parish Council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

- 2.— (1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—
- (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
- (b) act, claim to act or give the impression you are acting as a representative of your authority,
- (c) and references to your official capacity are construed accordingly.
- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.
- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority—

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

- 3.— (1) You must treat others with respect.
- (2) You must not—
- (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be—
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
- (3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.
- 4.— (1) You must not—
- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
- 5.— You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6.— You—
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7.— (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by –
- (a) your authority's Responsible Finance Officer; or
 - (b) your authority's Monitoring Officer,
- where that officer is acting pursuant to his or her statutory duties.

- (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

Interests

Personal interests

- 8.— (1) You have a personal interest in any business of your authority where either—
- (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control
 - (ii) or management and to which you are appointed or nominated by your authority; any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your authority's area in which you have a beneficial interest;
 - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—
 - (i) (in the case of authorities with electoral divisions or wards) other Council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
 - (ii) (in the case of the Greater London Authority) other Council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or
 - (iii) (in all other cases) other Council tax payers, ratepayers or inhabitants of your authority's area.
- (2) In sub-paragraph (1)(b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association; or

- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

- 9.—
- (1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
 - (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
 - (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
 - (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
 - (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of Members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
 - (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
 - (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.
- 10.—
- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
 - (2) You do not have a prejudicial interest in any business of the authority where that business—
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting Council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11. You also have a prejudicial interest in any business before an Overview and Scrutiny Committee of your authority (or of a sub-committee of such a committee) where-

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12.— This clause has been removed as a result of the Council decision of 25 June 2012 – minute number .

Part 3

Registration of Members' Interests

Registration of Members' interests

13.— (1) Subject to paragraph 14, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

register in your authority's register of Members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

- (2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

- 14.— (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's Monitoring Officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of Members' interests.
- (3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Additional local provision

Criminal Record Bureau checks

15.— (1) All Councillors will be subject to Enhanced Disclosures from the Criminal Records Bureau with effect from 15 January 2007. Having received such an Enhanced Disclosure, all Councillors are required to disclose to the Monitoring Officer any new convictions subsequent to the CRB check within 14 days of the new conviction(s).

(2) Any failure to comply with this requirement will be a breach of the Code that will be referred by the Monitoring Officer to the relevant Standards Sub-Committee for appropriate action.

16. From 1 July 2012 all Councillors will comply with the requirements of the Localism Act 2011 and any regulations made under it in respect of disclosable pecuniary interests and will leave any meeting for any item of business in which they have a pecuniary interest.

Approved by Council on 6 August 2007

Annexe - The Ten General Principles

The general principles governing your conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

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PLYMOUTH CITY COUNCIL

Subject: The Leader's scheme of delegation for executive functions.

Committee: Council

Date: 25 June 2012

Cabinet Member:

CMT Member: Assistant Director for Democracy and Governance

Author: Tim Howes, Solicitor and Monitoring Officer

Contact: tim.howes@plymouth.gov.uk

Ref:

Key Decision: N/A

Part: I

Purpose of the report:

The purpose of the report is to inform Council of the Leader's scheme of delegation for executive functions.

Corporate Plan 2011 – 2014:

This report reflects the ethos of open government and clarity on decision making as set out in the corporate plan.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

The cost of the recommendations will be covered by existing budgets. It ensures compliance with the Council's constitutional requirements.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

There are no direct implications.

Recommendations & Reasons for recommended action:

It is recommended that the Council note the Leader's scheme of delegation for executive functions.

Alternative options considered and reasons for recommended action:

The matters is for noting only.

Background papers:

Plymouth City Council Constitution
Leader's scheme of delegation for executive functions

Sign off:

Fin mc12 13.00 5		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member Timothy Howes, Solicitor											
Have you consulted the Cabinet Member(s) named on the report? Yes / No											

The Leader’s scheme of delegation for executive functions

The Council’s Constitution says that the scheme of delegation relating to executive functions may be amended by the Leader at any time during the year. To do so, the Leader must give written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole.

The proper officer will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.

To comply with the above, I have attached as an appendix, a copy of the new scheme of delegation as agreed by the Leader. The principal changes to the scheme are the new portfolio holder names and areas of responsibility.

LEADERS SCHEME TO BE ATTACHED AS AN APPENDIX

LEADER'S SCHEME OF DELEGATION FOR EXECUTIVE FUNCTIONS



I. BACKGROUND

- 1.1. On 6 December 2010, the Council adopted a new style of executive arrangements with effect from the Annual Meeting on 20 May 2011, choosing to have a Leader and Cabinet model. Under this arrangement all executive functions are vested in the Leader who can then delegate functions as seen fit. This document sets out the delegation of those functions but excludes any decisions that are contrary to the policy framework or budget which must be taken by council.
- 1.2. The Leader is responsible for:
 - appointing members of the cabinet;
 - delegating executive responsibilities to the cabinet;
 - delegating executive responsibilities to committees carrying out executive functions;
 - delegating executive responsibilities to individual cabinet members;
 - allocating executive responsibilities to officers;
 - allocating executive responsibilities when no-one has responsibility for them.
- 1.3 The Leader can at any time take back responsibilities delegated to committees of the cabinet, an individual cabinet member or officer, or decide to delegate them on certain conditions.
- 1.4 The Leader can also decide to delegate further responsibilities to committees of the cabinet, individual cabinet members or to an officer.
- 1.5 Executive responsibilities are carried out on behalf of the council and in the council's name.

2. DELEGATIONS TO CABINET

- 2.1 The Leader's delegations to cabinet and cabinet members exclude the responsibilities set out in sections 5 (Devon Audit Partnership), 6 (Mount Edgcumbe Joint Committee), 7 (South West Devon Waste Partnership), 8 (Regulation of consumer credit or hire businesses) and 9 (delegation by Cabinet).
- 2.2 The Leader has decided that some executive decisions must be agreed by the cabinet (set out in section 2.3). These decisions will be taken collectively by all cabinet members, unless the cabinet takes a specific decision to delegate that decision to a cabinet member, committee or officer.
- 2.3 The decisions that must be agreed by the cabinet are:

Key decisions

- take decisions that would result in the council spending or saving or raising/reducing annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award);
- take decisions that would have a significant impact on two or more wards.

Policy decisions and strategy

- recommend the policy framework and budget to council;
- appoint representatives to outside organisations whose work relates to executive functions;
- agree policies and strategies that will have a significant impact on two or more wards.

Finance and contract decisions

- recommend the budget to council;
- recommend any changes to the net revenue budget to council;
- recommend the Treasury Management Strategy to council;
- set the Council Tax base;
- recommend the Prudential and Treasury indicators to council;
- recommend the medium term financial strategy to council;
- recommend transfers between revenue cost centres to council;
- recommend the Corporate Asset Management Plan to council;
- recommend the Capital Programme to council;
- take decisions in accordance with the capital and revenue delegation tables in Financial Regulations (appendix 2)
- approve the outline business case or give authorisation to tender for contracts with an estimated value of £2,000,000 or more;
- award contracts with a total cost of £2,000,000 or more.

Property decisions

- acquire freeholds or leaseholds with a consideration or premium or capitalised rental exceeding a value of £500,000, unless the acquisition of any leasehold interest by the Council is as a consequence of a disposal by statutory transfer order imposed by legislation;
- dispose of leases for a term of more than 125 years – unless they are leases at Mount Edgcumbe country park and house;
- acquire or dispose of leases at Mount Edgcumbe country park for a term of more than 10 years;
- dispose of property or leases for less than best consideration that can reasonably be achieved, of an amount that exceeds £500,000, unless the disposal is by statutory transfer imposed by legislation;
- make compulsory purchase orders.

Decisions about services

- change eligibility for services if this will have a significant impact on two or more wards;
- designate conservation areas;
- agree local plans about civil contingencies;
- set up external partnerships, shared service arrangements and transfer services to third parties;
- choose preferred routes or options for principal routes and major transportation proposals following public consultation;
- approve the draft school organisation plan;
- make changes to the school admissions arrangements;

- take decisions to consult on or pursue the amalgamation or closure of schools or to open new schools;
- the cabinets of Plymouth City Council and Cornwall Council have joint responsibility under Sections 6, 7, 8 and 9 of the Countryside Act 1968 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 for the strategic management and control of the Mount Edgumbe house and country park including the power to acquire and sell land.

3. AREAS OF RESPONSIBILITY OF INDIVIDUAL CABINET MEMBERS

- 3.1 The Leader has decided that some decisions must be agreed by the individual cabinet member who has responsibility for that function unless the cabinet member takes a specific decision to delegate that decision to a committee or officer.
- 3.2 The individual members of cabinet will have responsibility for the functions that are set out below.

Leader of the Council

- 3.3 The Leader will act as chair of Cabinet meetings and may act on behalf of, or instead of, any other cabinet members. Is responsible for and may take decisions about:
 - The overview of the Council and its resources
 - The Corporate Plan
 - Corporate policy development
 - Plymouth 2020 Board
 - Economy, enterprise and employment
 - Destination Plymouth and associated bodies
 - Regional and local economic strategy
 - Media, public relations and communications
 - Strategic and commercial projects

Deputy Leader of the Council

- 3.4 The Deputy Leader will deputise for the Leader as appropriate in the absence of the Leader and may nominate any cabinet member to deputise for the Leader in the absence of the Leader and Deputy Leader. The Deputy Leader is responsible for and may take decisions about:
 - Human resources
 - Customer services including libraries
 - Business continuity and civil protection
 - ICT
 - Democracy and governance
 - Member development
 - Leisure management contract

- Events, culture, heritage and museums (including Mount Edgcumbe)
- Sports development

Cabinet Member for Public Health and Social Care

3.5 The cabinet member with responsibility for public health and social care is responsible for and may take decisions about:

- Public Health
- Adult health and social care
 - Older people's services
 - Mental health services
 - Physical disability services
 - Drug and alcohol services
 - Learning disability services
- Joint health and social care commissioning
- Health and wellbeing
- Personalisation
- Other healthcare matters

Cabinet Member for Finance

3.6 The cabinet member with responsibility for finance is responsible for and may take decisions about:

- Revenue budget
- Capital programme
- Strategic procurement
- Housing benefit and revenues
- Corporate property and facilities management
- Performance management
- Transformation and change management
- Strategic housing delivery

Cabinet Member for Children and Young People

3.7 The cabinet member with responsibility for children and young people is responsible for and may take decisions about:

- Children's social care
- Adoption and fostering
- Corporate parenting
- Schools and colleges, including governing issues
- Early years development

- Education grants
- Youth services
- Early intervention and prevention

Cabinet Member for Environment

3.8 The cabinet member with responsibility for environment is responsible for and may take decisions about:

- Development planning
- Waste management, recycling and street cleaning
- Parks including playgrounds and green spaces
- Climate change and sustainability
- Public protection service
- Miscellaneous licensing

Cabinet Member for Cooperatives and Community Development

3.9 The cabinet member with responsibility for cooperatives and community development is responsible for and may take decisions about:

- Social enterprise support and development (including use of council assets)
- Anti-social behaviour
- Community safety
- Community cohesion and equalities
- Localities working
- Community and neighbourhood development
- Homelessness
- Private sector housing, grants and improvements
- Housing enabling role with respect to registered social landlords

Cabinet Member for Transport

3.10 The cabinet member with responsibility for transport is responsible for and may take decisions about:

- Transport policies and strategies
- Sustainable transport including recycling
- Highways
- Car parks
- Tamar Bridge and Torpoint Ferry
- Licencing – hackney carriages etc.

4. CABINET MEMBER DECISIONS

Policy decisions and strategy

- setting or changing policy that does not have a significant impact on two or more wards.

Finance and contract decisions

- take decisions in accordance with the capital and revenue delegation tables in Financial Regulations (appendix 2)
- take decisions which will result in the council spending or saving or raising/reducing annual income by more than £100,000 but not more than £500,000 unless the decision is to award a contract;
- approving the outline business case or giving authorisation to tender for contracts with an estimated value of £500,000 or more but less than £2,000,000;
- award contracts with an estimated value of £500,000 or more but less than £2,000,000;
- award contracts for personal social services with an estimated value in excess of £250,000 per annum;
- set or change rents, fees, charges and concessions that would result in the council spending or saving or raising/reducing annual income up to £500,000 (or up to £2,000,000 if a contract award);
- agree a draft budget for consultation;
- decide applications for mandatory rate relief and discretionary non-domestic rate relief outside the approved scheme;
- agree significant variations to the scheme for financing schools;
- decide whether to recommend that cabinet approves variations to the business plan for Mount Edgcumbe country park that require extra spending and propose the means of meeting any additional costs to council;
- decide whether to agree variations to the Mount Edgcumbe country park business plan that do not require extra spending;
- decide whether to recommend that council approves variations to the business plan for the Tamar Bridge and Torpoint Ferry that require extra spending and propose the means of meeting any additional costs to council;
- decide whether to agree variations to the business plan for the Tamar Bridge and Torpoint Ferry that do not require extra spending.

Property decisions

- acquiring freeholds or leaseholds with a consideration or premium or capitalised rental exceeding a value of £200,000 but less than £500,000, unless the acquisition of any leasehold interest by the Council is as a consequence of a disposal by statutory transfer order imposed by legislation;
- disposing of property or leases for less than best consideration that can reasonably be achieved, of an amount that exceeds £200,000 but is less than £500,000, unless the disposal is by statutory transfer imposed by legislation.

Decisions about services

- change the designation of schools;
- set school term dates;
- designate dispersal orders;
- approve service reductions and developments including closure, relocations or change of name which have a significant impact locally;
- name or rename roads and streets on principal routes or in the city centre;
- renumber properties when less than two thirds of the residents agree;
- change eligibility criteria for services unless it will have a significant impact on two or more wards.

5. RESPONSIBILITIES OF THE DEVON AUDIT PARTNERSHIP JOINT COMMITTEE

- 5.1 The Devon Audit Partnership Joint Committee is a joint committee of 3 constituent councils (Plymouth City Council, Devon County Council and Torbay Council. The Joint Committee will carry out the following responsibilities on behalf of Plymouth City Council:
- Receive and consider reports from the management board, the head of the internal audit partnership, external audit and the host council;
 - Approve the annual accounts of the partnership;
 - Approve the budget in respect of the audit partnership functions;
 - Approve the annual work programme in respect of the audit partnership functions;
 - Approve the appointment and dismissal or removal of the head of the internal audit partnership;
 - Approve changes to the partnership client base, trading agreements, charging policies and other necessary matters pertaining to the future operations of the partnership;
 - Resolving any disputes that are still unresolved after reference to the management board.

6. RESPONSIBILITIES OF THE MOUNT EDGCUMBE JOINT COMMITTEE

- 6.1 The Mount Edgcumbe Joint Committee is a joint committee of Plymouth City Council and Cornwall Council. It has delegated authority from each of the constituent councils (Plymouth City Council and Cornwall Council) to:
- propose an annual business plan to both cabinets;
 - monitor performance of the undertaking against the business plan and recommend variations to the business plan to the cabinet members;
 - monitor performance of the undertaking to ensure value for money is achieved;
 - ensure the management of the country park and estate accords with proper financial and legal practice appropriate to local authorities;
 - ensure proper audit and risk management procedures are in place
 - carry out an appropriate inspection of the house and country park on an annual basis;
 - undertake appropriate consultation with key stakeholders.

Following consultation with the Director for Environment, Planning and Economy of Cornwall Council, the Director for Place in Plymouth has delegated authority to carry out all other responsibilities in relation to Mount Edgumbe.

7. RESPONSIBILITIES FOR THE SOUTH WEST DEVON WASTE PARTNERSHIP

7.1 The South West Devon Waste Partnership comprises Plymouth City Council, Devon County Council and Torbay Council. It has formed a joint committee that is responsible for all executive functions and powers of each authority as may be necessary, calculated to facilitate, incidental or conducive to the discharge of the joint procurement of, and the subsequent operation and management of, facilities for the treatment and disposal of residual waste in pursuance of the waste disposal functions of the three authorities arising under Section 51 of the Environmental Protection Act 1990.

The South West Devon Waste Partnership has delegated authority from each of the partners to:

- take any decision where the Lead Officer of any of the appointing authorities has notified the Chair to the Waste Project Executive in writing of that authority's formal objection to the proposed decision of the Chair of the Waste Private Finance Initiative (PFI) project executive in accordance with clause 8.2.7 of Schedule C of the Joint Working Agreement;
- agree all evaluation criteria relating to the project;
- select the preferred bidder.

The Chief Executive of Plymouth City Council in his capacity as chair of the Waste PFI project executive deals with all other executive functions relating to the partnership.

8. DELEGATION TO THE EXECUTIVE OF BIRMINGHAM CITY COUNCIL

Birmingham City Council has been granted funding by central government to set up a national task force to deal with illegal money lending. In view of this the Leader has delegated the following responsibilities to Birmingham City Council:

8.1 The Leader has delegated the following responsibilities to Birmingham City Council:

8.1.2 power to discharge the functions of enforcement of part 3 of the Consumer Credit Act 1974 and

8.1.3 power to prosecute any matters associated with or discovered during an investigation by that council's illegal money lending team; such delegation to be exercised in accordance with a protocol to be agreed by both executives.

8.2 The Public Protection Services Manager of Plymouth City Council is given delegated authority to negotiate the terms of any such protocol and execute it on behalf of Plymouth City Council.

9. DELEGATION BY CABINET

Cabinet can authorise a cabinet member, committee or an officer to carry out its delegated responsibilities on its behalf.

10 DELEGATION BY CABINET MEMBERS

A cabinet member can authorise a committee or an officer to carry out his or her delegated responsibilities on his or her behalf.

11 DELEGATION BY COMMITTEES

Committees can authorise a sub-committee or an officer to carry out their delegated responsibilities on their behalf.

12. DELEGATION TO OFFICERS

12.1 All executive responsibilities except the ones in sections 2, 3, 4, 5, 6, 7 and 8 are delegated to the officers in the senior management structure (see appendix 1). Note the capital and revenue delegation tables (appendix 2).

An officer can only carry out a responsibility if:

- they (or an officer who reports to them) have budgetary or management responsibility for it and
- the constitution or the law does not require it to be carried out by someone else.

Officers' use of delegated powers

12.2 Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision, or refer the matter to the relevant committee.

Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).

13. INTERPRETING THE RULES ON DELEGATION

13.1 When the Leader has delegated a responsibility in this scheme of delegation, so is the authority to do anything necessary to carry it out (unless it was forbidden when the responsibility was delegated).

13.2 Examples of this are the authority to sign all necessary documents, determine applications, authorise payments, authorise prosecutions, implement national agreements, issue and serve statutory and other notices, authorise entry to land in pursuance of statutory powers, and take default action under relevant legislation if:

- a) the constitution or the law does not require the action to be taken by someone else; and
- b) the decision maker has had regard to any advice from the Chief Finance Officer and the Monitoring Officer.

14. APPOINTMENT OF PROPER OFFICERS.

All members of the senior management structure may appoint officers to act as proper officers for the purposes of any Act of Parliament or Statutory Instrument if:

- a) The member of the corporate management team or senior management team or one of their staff has budgetary or management responsibility for that function; and

- b) the officer appointed is qualified to carry out the functions of a proper officer; and
- c) the constitution or the law does not require it to be carried out by someone else.

15. LEGAL ACTION

15.1 The Monitoring Officer and Head of Legal Services can take any legal action necessary to carry out the council's decisions or protect its interests e.g. starting defending, withdrawing, or setting any claims or legal proceedings.

15.2 All officers in the senior management structure (see appendix 1) may start, defend or withdraw any claims or legal proceedings or authorise officers to appear on behalf of the council in court and take default action under relevant legislation if:

- the action taken is about a function that they or an officer who reports to them has budgetary or management responsibility for; and
- the constitution or the law does not require the action to be taken by someone else; and
- they have had regard to any advice from the Head of Legal Services.

Signing of documents

15.3 The Monitoring Officer and Head of Legal Services can sign any document necessary to carry out the council's decisions or protect its interests including certificates given under the Local Government (Contracts) Act 1997.

15.4 All officers in the senior management structure (see appendix 1) may sign documents on behalf of the council or authorise officers that they manage to sign documents on behalf of the council if:

- the document is about a function that they or an officer who reports to them has budgetary or management responsibility for; and
- the constitution or the law does not require the document to be signed out by someone else; and
- they have had regard to any advice from the Chief Finance Officer and Monitoring Officer.

Common seal of the council

15.5 The common seal of the council will be kept by the Head of Legal Services. It will be attested by the Monitoring Officer, Head of Legal Services or an officer nominated by them.

The council will keep a book recording when the common seal is used. The book will be signed by the officer who attests the seal.

16. RESPONSIBILITIES NOT COVERED BY THIS SCHEME

If an executive responsibility does not have to be carried out by the cabinet, an individual cabinet member or a committee and no one has budgetary and management responsibility for it, the Leader will arrange for it to be carried out by the cabinet, a committee or an officer.

APPENDIX I

Chief Executives Department
Head of Policy, Performance and Partnerships
Head of Communications
People Directorate
Assistant Director, Joint Commissioning & Adult Social Care
Assistant Director, Children's Social Care
Assistant Director, Homes & Communities
Assistant Director, Education, Learners & Family Support
Place Directorate
Assistant Director, Planning
Assistant Director, Transport & Infrastructure
Assistant Director, Economic Development
Assistant Director, Environmental Services
Corporate Services Directorate
Assistant Director, Finance, Technology, Assets & Efficiencies
Assistant Director, Democracy & Governance
Assistant Director, Human Resources & Organisational Development
Assistant Director, Customer Services
Director of Public Health

APPENDIX 2

New Capital Schemes – In year, new capital schemes should be approved in accordance with the following rules:

New Schemes	Who can approve it?
Up to £200,000	Responsible Finance Officer in consultation with the Director and relevant cabinet member(s)
Between £200,000 and £500,000	Cabinet
Above £500,000	Council

Capital Programme Transfers (Virement) – These should be approved in accordance with the following rules:

Type of Transfer	Who can Approve it?
Within A Directorate	
Up to £200,000	Responsible Finance Officer in consultation with the Director, Capital Delivery Board and relevant Cabinet Member(s)
Up to £500,000	Cabinet
Between Directorates	
Up to £200,000	Responsible Finance Officer in consultation with the Director, Capital Delivery Board and relevant Cabinet Member(s)
Up to £500,000	Cabinet

Note. All changes to the capital programme will be reported to Members through the quarterly budget and performance report.

Revenue Finance Delegation Tables

The rules for moving money between revenue cost centres (virement) are:

Amount to be moved	Who can approve it?
Up to £20,000	Service Head (Team Plymouth)
Up to £50,000	Assistant Director
Up to £100,000	Director (with notification to Responsible Finance Officer)
Up to £500,000	Cabinet Member
Over £500,000	Cabinet if it is within the budget, if not council makes the decision on the recommendation of the cabinet

Writing off debt – the rules for writing off debt are set out below:

Value of Debt	Who can approve it?
Up to £40	Nominated recovery officers
Up to £200	Nominated recovery officers (Grade E and above)
Up to £1,000	Nominated Officers (Grade H and above)
Up to £10,000	Heads of Service and other nominated officers of Director of Corporate Support
Up to £10,000	School principal and/or governors (schools debt)
Up to £100,000	Responsible Finance Officer
Between £100,000 and £200,000	Cabinet Member
All debt over £200,000 unless covered by below exception	Cabinet
Unlimited in the case of bankruptcy or liquidation/CVA/death/no assets/no trace	Responsible Finance Officer or other senior finance officer nominated by him.

Purchase Cards

<u>Purchase Card Limits</u>	Maximum transaction limit	Maximum Authorised Card limit
	£	£
Director	2,000	10,000
Assistant Director	1000	5,000
Service Head (Team Plymouth)	1000	5,000
Head Teacher	1,000	10,000
Stores Purchase Officer	10,000	100,000
Departmental Nominated Purchase Officer	10,000	10,000
Emergency Planning Officer	20,000	100,000
Senior Officer from Finance Department (for Emergency response purposes)	20,000	100,000

Approval in excess of these limits may be given by Director of Corporate Resources in exceptional cases, for example, Lodge Cards.

<u>Purchase Order Authorisation Limits</u>	
Directors	Above £200,000
Assistant Directors	£100,000 to £200,000
Heads of Service (Team Plymouth)	£10,000 to £100,000
4 th Tier Officers and below:*	
Grades H to I	£2,000 to £10,000
Grades F to G	£0 - £2000

Cash Transactions

The maximum amount of cash that can be taken in one payment transaction is £9,000.

Stock Write off Limits

Stock Write off limits are the same as debt write off limits.

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