



## Public Document Pack

North Devon Council  
Brynsworthy Environment Centre  
Barnstaple  
North Devon EX31 3NP

K. Miles  
Chief Executive.

### **STRATEGY AND RESOURCES COMMITTEE**

A meeting of the Strategy and Resources Committee will be held in the Barum Room - Brynsworthy on **MONDAY, 5TH JUNE, 2023 at 10.00 am.**

**(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. For meetings held at Brynsworthy only, you can join the meeting virtually via Microsoft Teams. There are also limited spaces to attend the meeting in person. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting. Taking part in meetings (northdevon.gov.uk)**

Members of the Strategy and Resources Committee Chair Councillor Roome

Councillors Bell, Biederman, Clayton, Crabb, D. Knight, R. Knight, Lane, P. Leaver, Maskell, Prowse, Wilkinson and Worden (Vice-Chair)

### **AGENDA**

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 6 March 2023 (attached). (Pages 7 - 20)
3. Items brought forward which in the opinion of the Chair should be considered by the meeting as a matter of urgency.
4. Declarations of Interests.  
(Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

### **PART 'A'**

6. **Ilfracombe Harbour Sea Water Pool** (Pages 21 - 34)  
Report by Ilfracombe Harbour Master (attached).

7. **Site at South View, Bratton Fleming** (Pages 35 - 42)  
Report by the Property Manager and the acting Property Project Manager (attached).
8. **Consultations on Regulating Short Term Lets** (Pages 43 - 72)  
Report by the Chief Executive (attached).
9. **Afghanistan Resettlement Schemes** (Pages 73 - 76)  
Report by Head of Planning, Housing and Health (attached).
10. **Government's Implementation of a Full Dispersal Model for Asylum Seekers** (Pages 77 - 80)  
Report by Head of Planning, Housing and Health (attached).
11. **Urgent Decisions Taken by the Chief Executive** (Pages 81 - 84)  
To note the urgent decision that has been made by the Chief Executive in accordance with paragraph 3.45, Annexe 2, Part 3 of the Constitution.
  - North Devon Household Support Fund 4 (attached).
12. **Exclusion of Public and Press and Restriction of Documents**  
RECOMMENDED:
  - (a) That under section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the item "A Housing Management Company" as Appendix A of the report involves the disclosure of exempt information as defined in Paragraph 5 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - (b) That all documents and reports relating to the item be confirmed as "Not for Publication".

**PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION)**

13. **A Housing Management Company** (Pages 85 - 120)  
Report by Head of Planning, Housing and Health (attached).

**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

25.05.23



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The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chair of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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For more information contact the Corporate and Community Services team on **01271 388253** or email [memberservices@northdevon.gov.uk](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto:communications@northdevon.gov.uk).

North Devon Council offices at Brynsworthy, the full address is:  
Brynsworthy Environment Centre (BEC), Roundswell,  
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please dial 8253 for Corporate and Community Services.

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**NORTH DEVON COUNCIL**

Minutes of a meeting of Strategy and Resources Committee held in the Barum Room - Brynsworthy on Monday, 6th March, 2023 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Crabb, Lane, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Director of Resources and Deputy Chief Executive, Senior Solicitor and Monitoring Officer, Head of Customer Focus, Service Lead Affordable Housing, Head of Place, Property and Regeneration and Housing Enabling Officer

Also Present in person:

Councillors Saxby, D. Spear and Tucker

**107. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Knight and Lofthouse.

**108. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 06 FEBRUARY 2023 (ATTACHED).**

RESOLVED that the minutes of the meeting held on 6 February 2023 (circulated previously) be approved as a correct record and signed by the Chair.

**109. DECLARATIONS OF INTERESTS.**

The following declarations of interest were announced:

Councillor Pearson, an “other registrable” interest in item 9, as she was a trustee of the Ilfracombe Community Land Trust.

Councillor L. Spear, an ‘other registrable’ interest in Item 16, as she was a member of Braunton Parish Council.

Councillor Wilkinson, a non-registrable interest in Item 9 as he was a Member of the Mortehoe Parish Council and 16 as he was a trustee of the Community Led Land Trust of Mortehoe and Woolacombe.

Councillor Yabsley, an 'other registrable' interest in Item 7 as he was a Devon County Councillor.

**110. AN ASSET AND PROPERTY MANAGEMENT UPDATE REPORT ON GREEN LANES SHOPPING CENTRE**

The Committee received a presentation by Praxis Real Estate Management Ltd regarding an Asset and Property Management update report on Green Lanes Shopping Centre.

RESOLVED that at 10:05 am the meeting be adjourned to allow Praxis to seek legal advice on whether information they would be disclosing in their presentation was commercially sensitive.

The meeting resumed at 10:08 am and it was confirmed that there was no sensitive information involved in the presentation.

The Committee received the following highlights:

- The team of 6 introduced themselves. Green Lanes had a team of 40 working on all areas of the running of the asset.
- The Praxis team held a retail and regeneration portfolio of 11 commercial projects and 8 Council portfolios and they had never lost a mandate.
- The experience the Praxis team had for dealing in the regeneration of town centres.
- The site had been acquired for £8.2m in November 2021, the centre had some significant issues due to previous lack of investment and passive management.
- The rationale for acquiring the centre was based on this being a once in a lifetime opportunity, the investment into the centre would avoid the risk of further deterioration of the centre, address issues with the glass roof and water leaks, which the centre was known for, and the opportunities to improve the Joy Street and Boutport Street entrances.
- There were 9 vacant units and the service charge had spiralled when the Council acquired the Centre.
- Rent collection rate was at 63% prior to Praxis coming in.
- The shopping centre investment market had seen improved liquidity, with a jump in the number of deals fuelling a bounce in volumes that had continued into 2023.
- £156bn was transacted nationally last year, with the Quarter 4 of 2022 activity the third highest over the last 10 years.
- The start of 2023 had seen a strong investor appetite to shopping centre acquisitions albeit it was expected this would stabilise.
- Praxis had three steps to their approach of the centre:
  - Step 1 short term – asset stabilisation; included rent collection increased to 97% and engagement with tenants
  - Step 2 medium term – evolving the vision; sustainability strategy, list of capital projects, regenerate the former BHS and M&Co. units.
  - Step 3 long term – delivery; continue to engage with tenants, deliver capital projects, atriums, floors and other centre enhancements.



- The removal of the glass pyramid atriums would alleviate the biggest problem of leaking water. To improve aesthetically the centre completion of the replacement of the floor tiles was recommended.
- In terms of sustainability, replacing all the halogen lightbulbs with LED would reduce energy consumption.
- Every year Green Lanes used around £140,000 of energy and emitted 80 tonnes of Carbon Dioxide emissions. Praxis were aiming to reduce emissions down ultimately to carbon net zero.
- Solar panels if installed on the car park roof would provide a pay back in 3-4 years.
- The long-term prospects of the centre would be determined by what the Council wanted to achieve with the centre.

The Committee noted the contents of the presentation.

## **111. MOTION ON POTHOLES REFERRED BY COUNCIL**

The Committee considered the Notice of Motion on Potholes and minute extract of Council (circulated previously) submitted by Councillor Tucker to Council on 22 February 2023 that had been referred to the Strategy and Resources Committee for consideration.

The Chair invited Councillor Tucker to address the Committee in relation to an update on the motion following its consideration at Council on 22 February 2023.

Councillor Yabsley re-declared his other-registrable interest in the item, as he was a Devon County Councillor.

Councillor Tucker highlighted the following:

- Due to a lack of maintenance the regions roads were in a bad state.
- Since the council meeting where the motion was raised the national media had run the story.
- A national newspaper had printed a double page spread on the issue of potholes and a separate paper had printed the sad story of a cyclist who tragically had lost their life due to hitting a hole in the road. Councillor Tucker would pass these to the Chair for reference.
- Local cycling groups had spoken with Councillor Tucker advising him that it was hard to find a road in North Devon that did not have holes.
- According to Devon County Council March was peak pothole month as the cold weather tended to cause more damage.

The Chair invited Councillor Saxby, MP for North Devon to address the Committee.

Councillor Saxby advised the Committee that she had taken the matter up with Highways. She wanted to give assurances that the matter was being discussed and that three other Devon MP's had raised the issue with the Government. Teams were being deployed to Devon to carry out pothole repairs. One Local Authority had installed technology on the undercarriages of its Waste and Recycling vans that detected the formation of damage to roads and were able to get ahead of issues before they occurred.

RESOLVED that:

- (a) the MP for North Devon to raise the issue of road maintenance funding with Government;
- (b) Team Devon be asked to speak to MP's for their respective areas regarding the issue;
- (c) North Devon Council support Devon County Council in any campaign they might undertake to persuade Government to provide more funding for pothole repairs and road resurfacing to be undertaken on a more regular basis; and
- (d) That a letter be written to the Chief Executive of Devon County Council, Leader of Devon County Council, Councillor Hughes (Portfolio Holder and Lead Member for Devon County Council Highways repairs) and the MP to lobby the Minister to give Devon County Council a fair slice of funding to undertake highway repairs in North Devon and to put pressure on Devon County Council to start the repairs on the pot holes as soon as possible.

## **112. RURAL SETTLEMENT LIST**

The Committee considered a report by the Head of Customer Focus (circulated previously), regarding the Rural Settlement List.

The Head of Customer Focus highlighted the following:

- The Rural Rate Relief Scheme helped qualifying small general stores, post offices, food shops, public houses and petrol stations. It was intended to safeguard rural communities and preserve the future of village life by supporting the service they provided to local people. To qualify for relief, properties had to be situated within a designated rural settlement area of less than 3,000 people.
- The list of qualifying Rural Settlements with a population of fewer than 3,000, was shown at Appendix A of the report.
- This list had remained the same for a number of years.

RESOLVED that for the purposes of Rural Rate Relief, of the rural settlements as listed in Appendix A of the report be approved.

## **113. FUNDING TO DELIVER AFFORDABLE HOUSING VIA COMMUNITY-LED HOUSING MODELS**

The Committee considered a report by the Service Lead – Affordable Housing (circulated previously), regarding Funding to Deliver Affordable Housing via Community-Led Housing Models.

The Service Lead – Affordable Housing highlighted the following:

- There were eight formal Community Land Trusts in North Devon with two Parishes considering becoming Community Land Trusts.
- This gave the opportunity to provide around 141 affordable homes led and driven by local people in small communities.
- Government had not renewed the Community Housing Fund and so other ways of funding this initiative had to be found.

- The Community Land Trusts network, Middlemarch, Officers of North Devon Council and Team Devon had all been lobbying Government to continue funding. A discussion had taken place with a Housing Minister who recognised the importance of Community Land Trusts to deliver housing and ways the Government could tackle the loss of funding.
- £3.8 million would be the total required sum to borrow to complete the remaining 8 projects in the pipeline
- Table 1 at paragraph 5.1 of the report listed the 8 future projects that required funding.
- Table 2 of the report detailed the potential revenue and capital sources available to fund future projects which totalled £611,602.
- Officers would continue to work on identifying funding sources and report this back to a future committee meeting.

Councillor Pearson re-declared an “other registrable” interest and left the room after she had addressed the Committee.

In response to questions, the Chief Executive advised the following:

- The 67% drop in available privately rented accommodation had not changed.
- If you looked at a map showing where the Community Land Trusts were you would find a big cluster in North Devon. This was testament to the hard work by the teams to get them up and running.
- The loss of available accommodation to rent was not all as a result of holiday homes but also due to Landlords leaving the market.

RESOLVED that:

- (a) the allocation of £611,602 from funding sources as outlined in section 5, table 2 of the report be approved for the delivery of additional new build social rents delivered through community-led housing models across North Devon, namely:
  - (i) Parracombe build costs gap-funding alongside Registered Provider/Homes England funding as set out in 4.9.1 of the report; and
  - (ii) Ilfracombe build costs contingency alongside Registered Provider/Homes England funding and Brownland Release Fund as set out in 4.9.1 of the report.
  - (iii) One year of set-up grant of £600 for each of the 9 Community Land Trusts/parishes in the community-led housing pipeline;
  - (iv) The residual balances of capital and revenue funding available as set out in section 4.10 of the report be used to help further schemes progress be noted;
- (b) Officers continue to work to support the formation of Community Land Trusts in the North Devon community-led housing programme and continue to identify funds available to progress their work;
- (c) When the identified Community Land Trusts in the North Devon community-led housing programme were in a position to proceed, further reports come back to Committee if additional funding was required, outlining the level of support available;

- (d) Negotiations with Devon County Council commence regarding establishing a joint funding pot for community-led affordable housing using the Devon County Council element of funding from the potential Council Tax levy on second homes; and

RECOMMENDED that:

- (e) Council approve to vary the Capital Programme by £520,985 and funds be released, subject to a Grant Agreement upon such terms and conditions as may be agreed by the Proper Officer and Senior Solicitor and Monitoring Officer.

**114. THE ADVERTISING AND ALLOCATION OF SHARED OWNERSHIP**

The Committee considered a report by the Service Lead – Affordable Housing (circulated previously), regarding the Advertising and Allocation of Shared Ownership.

The Service Lead – Affordable Housing highlighted the following:

- Homes England had ceased the requirement to advertise and allocate Shared Ownership homes via the Help to Buy system (previously known as Help to Buy Southwest) from 1 March 2023.
- The Council needed to reflect this change in its Affordable Housing Supplementary Document and Section 106 Affordable Housing template. As well as retrospectively applying this change to former signed Section 106 completed affordable housing schemes.

RESOLVED that the amended policy wording as outlined in paragraph 4.9 of the report, for documents outlined in paragraph 4.11 of the report reflect that the Help Buy system will cease to exist from 1 April 2023 as per Homes England changes for the advertising and allocation of Shared Ownership be approved.

**115. LOCAL AUTHORITY HOUSING FUND (LAHF)**

The Committee considered a report by the Service Lead – Affordable Housing and the Director of Resources and Deputy Chief Executive (circulated previously) regarding Local Authority Housing Fund (LAHF).

The Director of Resources and Deputy Chief Executive highlighted the following:

- The Department for Levelling-Up, Housing and Communities launched a new £500m Local Authority Housing Fund in December 2022.
- Of this fund North Devon Council had been allocated £1,001,081 of capital grant funding to provide settled and sustainable housing for those unable to secure their own accommodation who were under the Ukraine and Afghan Schemes.
- A Memorandum of Understanding had to be signed by mid-March 2023.
- The funding would provide 9 additional units of temporary accommodation, available for meeting the refugee need that arose and also reducing the cost of temporary accommodation provision.

- Officers had put forward three options:
  - Option 1: The purchase of 3 open market units (2 x 2 or 3 bedroom homes and 1 x 4 bed home) and the construction of 6 modular units.
  - Option 2: If the modular build element in option 1 could not be delivered in time, the purchase of 9 units on the open market.
  - Option 3: If options 1 or 2 could not be delivered, delivery through a Registered Provider. Officers had spoken with Registered Providers in the North Devon area and many were interested in this fund, some via possible stock sale enquiries from developers.
- Following further research into the 3 options; Officers were proposing Option 2 – the purchase of 9 units on the open market as the most viable option at this time.
- With option 1 having been discounted due to time scales meaning it would miss the deadline to spend the funds, November 2023.
- The resource implications were detailed in section 5 of the report.
- Going forwards the Council was intending to establish alternative housing delivery models. This would allow the Council to potentially switch a property from temporary accommodation to settled accommodation (a licence to an Assured Shorthold Tenancy) without the tenant being displaced. The Council had already used this model in an initiative to help care leavers, with positive results.
- The Council would need to gap-fund 60% of the capital required amounting to around £1,230,000. A separate report on increasing the capital acquisition of temporary accommodation with a request to vary the Council's capital programme by a further £2m had been approved at Full Council on 22 February 2023. Therefore, pending option 1 and/or option 3, as mentioned above and set out at paragraphs 4.5.1 – 4.5.3 in the report being delivered; the capital programme funding already approved for temporary accommodation can be used as the element of match funding from the Council towards delivery of the Local Authority Housing Fund.

In response to questions, the Director of Resources and Deputy Chief Executive gave the following replies:

- If the Council did not accept this grant, the impact on the Council to provide temporary accommodation housing would be greater. A larger Council-owned housing stock for temporary accommodation meant the Council could reduce the use of more expensive alternatives to temporary housing such as B&B accommodation.
- The demand was greater than previously requested so Members could decide to buy up to four more additional units.

RESOLVED that:

- (a) the use of the allocated Local Authority Housing Fund of £1,001,081 alongside 60% of capital match-funding from the Council as detailed in section 5 of this report be approved; and

RECOMMENDED that:

- (b) Council vary the Capital Programme by £1,001,081 as detailed in paragraph 1.1 of the report, and that funds be released, subject to a Memorandum of Understanding with the Department for Levelling-Up, Housing and Communities upon such terms and conditions as may be agreed by the Director of Resources and Deputy Chief Executive and the Senior Solicitor and Monitoring Officer.

**116. FINANCIAL POLICY FOR THE BETTER CARE FUND**

The Committee considered a report by the Service Lead – Home Adaptations, Improvements and Energy Efficiency (circulated previously), regarding Financial Policy for the Better Care Fund.

The Service Lead – Home Adaptations, Improvements and Energy Efficiency highlighted the following:

- The current Policy was approved at the Strategy and Resources Committee meeting of 12 April 2021.
- In 2015 the Government introduced the Better Care Fund in an attempt to bring health and social care together in an integrated way. The fund was a combination of Government funding from the Department of Health and the Department for Levelling Up, Housing and Communities and included the grant allocation for disabled facilities grants.
- The revised Policy set out 8 grants that would be available:
  - Mandatory Disabled Facilities Grants
  - Stair Lift Grant
  - Bathroom Adaptation Grant
  - Accessible Homes Grant – General
  - Accessible Homes Grant – Contribution
  - Accessible Homes Grant – Moving
  - Health Homes Grants
  - Warm Up Grants
- The Health Homes Grants would include an element of energy efficiency works.

RESOLVED that the revised North Devon Council's Financial Policy for the Better Care Fund as set out in Appendix A of the report be approved.

**117. APPROVAL OF NORTH DEVON COUNCIL (OFF STREET PARKING PLACES) ORDER AND SUBSEQUENT PROPOSED AMENDMENT TO ACCOUNT FOR CHANGE TO LONG STAY CAR PARK AT SEVEN BRETHREN**

The Committee considered a report by the Head of Place, Property and Regeneration (circulated previously) regarding approval of North Devon Council (Off Street Parking Places) Order and Subsequent Proposed Amendment to Account for the Change to Long Stay Car Park at Seven Brethren.

The Head of Place, Property and Regeneration highlighted the following:

- There were two elements to this report, a letter of objection received from the National Trust and the relocation of the long stay car park at Seven Brethren.

- A hybrid planning permission had been granted in November 2022 which included full planning permission for the relocation of the long stay car park.
- At its meeting of 5 December 2022 the Strategy and Resources Committee agreed to approve the North Devon (Off Street Parking Places) Order 2023.
- In accordance with this the Council consulted with statutory consultees and published all relevant notices in the North Devon Gazette on 11 January 2023.
- The Council received a number of objections to the proposal to allow motorhomes in Croyde car park and so in response to this the proposal was removed from the Off Street Parking Places Order.
- A letter was received from the National Trust in relation to the proposal to allow motorhomes at the Council's Morteheo car park, which was leased from the National Trust. The National Trust considered that this was a breach of the Council's lease of that car park and therefore, in light of this, the proposal was removed from the Off Street Parking Places Order.
- The objections were not considered controversial and the Council served the Notice of Making for the Off Street Parking Places Order on 7 February 2023 due to come into force on 15 March 2023. The Off Street Parking Places Order was shown at Appendix A of the report.
- The planning permission was for the replacement of the long stay car park (including number of spaces) on a like for like basis. The proposed long stay car park and events area (temporary toleration site) had been designed to accommodate the loading requirements of the Fair, and to ensure no unnecessary obstacles that would further hamper its use.
- On 7 December 2022, the Council entered into a conditional contract with Tarka Living Limited to deliver this scheme; to include the car park and the residential development, as detailed in paragraph 1.1 of the report.
- The contract with Tarka Living Limited was programmed to go unconditional on 28 February 2023 with enabling works commencing on 28 March 2023.
- The enabling works included the provision of the new long stay car park and this was programmed to be ready for operational use on the 1 July 2023. The Development Agreement does not allow work to commence on the current long stay car park until the new car park was in place (to ensure continuous provision) and required the existing car park to be available for the 2023 Fair should the new car park not be ready.
- Alongside the provision of the relocated car park, it was necessary to amend the Off Street Parking Places Order to acknowledge the new location of the Seven Brethren car park. The location of both the existing car park and its new location were identified on a plan shown at Appendix B of the report.

In response to a question on why an Environmental Assessment report had not been completed alongside this report, the Chief Executive explained that this report was not seeking to approve works to be carried out but the inclusion of a car park in the Off Street Parking Places Order.

The Head of Place, Property and Regeneration took on board a correction to the Cheyne Beach car park detailed on page 155 of the agenda to make it clear there was no pay and display meter at the car park but was permit holders only and that this would be reflected in the order.

The Chief Executive confirmed that car parks that may be currently out of use were to remain in the order to allow for when they came back into use.

RESOLVED that:

- (a) The North Devon (Off Street Parking Places) Order 2023 be approved ahead of coming into force on 15 March 2023; and
- (b) Delegated authority be given to the Head of Place, Property and Regeneration, in consultation with the Leader and the Senior Solicitor and Monitoring Officer, to amend the Off Street Parking Order to reflect the new position of the Seven Brethren car park (once work had completed), following the conclusion of the consultation period required.

**118. EXTENSION OF ILFRACOMBE HARBOUR & ADJACENT STREETS PSPO**

The Committee considered a report by the Legal Executive Officer (circulated previously) regarding the Extension of the Ilfracombe Harbour and Adjacent Streets Public Safety Protection Order (PSPO).

The Senior Solicitor and Monitoring Officer highlighted the following:

- The Anti-Social Behaviour, Crime and Policing Act (2014) created provision for Public Spaces Protection Orders (PSPO's) to be made.
- In part to address the problems of ticket touting the Council had decided in 2018 to introduce a PSPO along the Harbour at Ilfracombe.
- No evidence had been received of issues continuing since the order had been in place.
- The revised order was due to be in place by the end of March 2023.
- Responses had been invited by way of consultation from key stakeholders and the public for the period 13 February 2023 to 27 March 2023.
- The proposal was also due to be advertised in a local newspaper from 15 March 2023.

RESOLVED that delegated authority be given to the Head of Place, Property and Regeneration, in consultation with the Leader and the Senior Solicitor and Monitoring Officer, to make the Public Spaces Protection Order in relation to Ilfracombe Harbour and roads adjacent to it, as per the Order show at Appendix A of the report, following conclusion and the consultation period referred to in paragraphs 4.13 and 4.14 of the report be approved.

**119. COMMUNITY COUNCILLOR GRANTS STRATEGY 2023-2027**

The Committee considered a report by the Senior Corporate and Community Services Officer (circulated previously) regarding the Community Councillor Grants Strategy 2023-2027.

The Senior Corporate and Community Services Officer highlighted the following:



- At the council meeting of 22 February 2023 it was agreed to allocate £42,000 budget for Community Councillor Grants.
- The Council recognised the value that Voluntary and Community Groups added to the lives of residents of North Devon, and Community Councillor Grants offered a way for Councillors to help support those groups and the local Community. Voluntary and Community Groups were often at the heart of our communities and were essential to improving the delivery of public services and improving community cohesion.
- Community Councillor Grants from North Devon Council could also be used as match-funding for organisations to attract other funding from external sources.
- The Community Councillor Grants were administered in accordance with the Community Councillor Grants Strategy. The current policy expired in 2023; therefore, a review had been undertaken of the strategy.
- A new strategy needed to be in place prior to the elections taking place in May 2023 so the scheme would be ready to open.
- Minor changes had been made to improve the way the Council processed Community Councillor Grant applications by increasing the transparency of the scheme and clarifying the criterion and procedures for processing.
- The revised policy could be found at Appendix A of the report. On page two of the policy the addition of Parish and Town Councils to be added to the list of organisations who could apply to the fund.

In response to a question, the Senior Corporate and Community Services Officer advised that paragraph 4.4.1 could be amended to allow for un-constituted groups, without a bank account to apply to the fund using a Town or Parish Council as the conduit.

RESOLVED that the updated Community Councillor Grant Strategy 2023 -2027 be approved subject to the following inclusions:

- (a) Parish and Town Councils being included in the list of groups that are eligible to apply for the fund on page 2 of the strategy and under the heading “When a grant cannot be given” that bullet point For a grant on behalf of another group or Charity who had responsibility for delivering the project” be amended to also include “with the exception of Parish or Town Councils who may be used as a conduit for an un-constituted group without a bank account”

**120. APPROVAL AND RELEASE OF S106 PUBLIC OPEN SPACE FUNDS - ATHERINGTON, BISHOPS NYMPTON, HEANTON PUNCHARDON, MORTEHOE, WITHERIDGE AND BRAUNTON**

The Committee considered a report by the Parks, Leisure and Open Space Officer (circulated previously) regarding Approval and Release of S106 Public Open Space Funds – Atherington, Bishops Nympton, Heanton Punchardon, Morteohoe, Witheridge and Braunton.

Councillors L. Spear, Wilkinson and Yabsley re-declared their interests in this item.

The Parks, Leisure and Open Space Officer highlighted the following:

- Atherington were intending to install an adventure play area and sensory garden at Atherington Playing Fields.
- Bishops Nympton Parish Hall were intending to purchase and install an Air Source Heat Pump and Solar PV at the Parish Hall.
- At Braunton, North Devon Homes were intending to install new play equipment and safety surfacing at Barn Park Play Area.
- Morteohoe Parish Council were intending to install new play equipment and improved stake facilities at Woolacombe Play area, Morteohoe Play area and Meadow Playing Fields.
- Witheridge Village Hall were intending to install new play area fencing.
- Braunton Parish Council were intending to install new play equipment and make public realm improvements at Recreation Ground.
- Braunton Parish Council working in partnership with Knowle Community Group were intending to install new play equipment at Knowle Play Park.

Councillors Yabsley, Wilkinson and L. Spear all left the room for the vote.

RESOLVED that:

- (a) £23,744.27 be allocated to Atherington Parish Council towards the construction of an Adventure Trim Trail and Sensory Garden at Atherington Playing Field.
- (b) £20,000 be allocated to Bishops Nympton Parish Hall towards the purchase and installation of an Air Source Heat Pump and Solar PV.
- (c) £17,122.95 be allocated to North Devon Homes towards the purchase and installation of new adventure play equipment and safety surfacing at Barn Park Play Area, Hart Manor, Braunton, (Heanton Punchardon Ward).
- (d) £30,117.06 be allocated to Morteohoe Parish Council to purchase and install new play equipment at Woolacombe Play Area and Morteohoe Play Area; and improved skate facilities at Meadow Playing Fields, Woolacombe.
- (e) £17,000 be allocated to Witheridge Parish Council to purchase and install play area fencing at Witheridge Village Hall.
- (f) £66,371.77 be allocated to Braunton Parish Council to purchase and install new play equipment and make public realm improvements at Recreation Ground, Braunton.
- (g) £6,928.90 be allocated to Braunton Parish Council to purchase and install new play equipment at Knowle Play Park, Winsham Road, Knowle; and

RECOMMENDED that,

- (h) the capital programme be varied by £181,284.95 and that funds be released, subject to Funding Agreements upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

**121. URGENT DECISIONS TAKEN BY THE CHIEF EXECUTIVE**

The Committee noted the decision that had been made by the Chief Executive in accordance with paragraph 3.45, Annex 2, part 3 of the Constitution (circulated previously) regarding 47 High Street, Barnstaple.

Chair

The meeting ended at 12.34 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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## North Devon Council

Report Date: Monday, 5 June 2023

Topic: Ilfracombe Harbour Sea Water Pool

Report by: Ilfracombe Harbour Master

### 1. INTRODUCTION

- 1.1. In 1999 a new Pier was built in Ilfracombe Harbour replacing the old, dilapidated wooden Pier. An area was left enclosed but derelict between the end of the Pier Car Park and the new East Face Quay. Two drain holes were built into the East Face Quay to enable this area to be drained on the Tide.
- 1.2. The Sea Water Pool project is to convert this derelict area into a retained sea water pool with the installation of penstock valves over the 2 drain holes, clearing the floor of the old left over Pier construction debris and to excavate an area to a deeper depth.
- 1.3. Please see Appendices B&C for the Sea Water Pool Overview and the proposed changes.

### 2. RECOMMENDATIONS

- 2.1. That Members approve the outlined project to convert the identified area into a retained Sea Water Pool to be funded as outlined in section 5.2

### 3. REASONS FOR RECOMMENDATIONS

- 3.1. This would enable the identified area to be regenerated for a wider range of activities and enhance the asset of the Harbour Authority

### 4. REPORT

- 4.1. In 1999 a new Pier was built in Ilfracombe Harbour replacing the old, dilapidated wooden Pier. An area was left enclosed but derelict between the end of the Pier Car Park and the new East Face Quay. Two drain holes were built into the East Face Quay to enable this area to be drained on the Tide.
- 4.2. The Sea Water Pool project is to convert this derelict area into a retained sea water pool with the installation of penstock valves over the 2 drain holes, clearing the floor of the old left over Pier construction debris and to excavate an area to a deeper depth. We would install safe access/egress, provide life saving devices, implement clear and concise signage; creating a retained deeper sea pool.
- 4.3. Creating this facility would be of benefit to cold water swimming clubs, local diving clubs and commercial dive training providers, the local and wider community within North Devon and our valued visitors to the area.



Key Business sector Development opportunities –

## **Blue Marine**

4.4. Celtic Energy is developing a key sector opportunity in offshore wind farms within the Bristol Channel and will require a range of Marine qualifications such as STCW95 maritime safety qualification and PADI open water / dive master. Ilfracombe and North Devon Council have identified this opportunity as a key skills and employment opportunity to create year round and high quality Jobs. In order to achieve this we wish to develop a range of Training opportunities which will fulfil the needs of the Blue Marine sector, utilising the Sea Water Pool to conduct the Sea Survival element of the STCW 95 training requirements and our local Commercial Dive training centres to provide the PADI requirements.

## **Marine Sports**

4.5. By building this deeper sea pool it will enable the local Dive businesses and Clubs to deliver introductory / intermediate controlled dive training here and put Ilfracombe on the Map as a key diving venue in the South West. These activities would be pre booked so the Harbour Team can limit numbers for safety reasons and the businesses would be licenced to use the Sea Water Pool to ensure they hold separate and appropriate insurance and their own Risk Assessments to conduct these activities. Currently the closest venue to deliver this is Bristol. Alongside this we would be able to deliver sea survival courses and there is the potential to also run Sea Fish training course that would enable our local fishermen to train here as well and provide a safe environment for a range of water sports activities to take place – which will further encourage growth in that sector.

4.6. All Commercial Operations, for either Diving or Training within the Harbour pay the Harbour Authority a fee and this would be the case with the Sea Water Pool as well.

4.7. All Clubs would be licenced with insurances and Risk Assessments checked before using the Pool but in consideration to the fact they are clubs the fee would be waived for all official clubs

## **Tourism**

4.8. The sea water pool would be open to all Harbour Users as a safer area to swim when visiting the Harbour which would greatly enhance the green tourism on offer within the locality and enable the Harbour Authority to better manage the whole harbour area as this would give an alternative to swimming in the actual Harbour which is not only against the Harbour Bye



laws, swimming within the Harbour also causes a safety concern when swimmers are amongst the moored vessels or swim out into the path of moving vessels especially in the Outer Harbour and around Old Quay Head. Where the commercial day trip boats are manoeuvring, the Harbour has 12 home commercial vessels running ½ hourly to 2 hourly trips and we have a number of visiting commercials during the season all using the Quays at any given state of tide The Harbour Team consists of 3 full time employees working a 7 day rota and as such there is only 1 day a week all 3 are on the Harbour together Policing the Harbour area has always been a demanding task and being able to offer an alternative location to these swimmers would greatly aid the Harbour Teams efforts in enforcing the Harbour Byelaws.

## **Management Plan.**

- 4.9. Advice has been sought from NDDCs insurance underwriters UK Zurich who have confirmed the liability cover would operate as long as the area has been fully risk assessed, regularly inspected and managed. The Sea Water Pool, if approved, would be incorporated within the Harbours Marine Safety Management System and show that the Pools infrastructure is included on the daily safety rounds, the area is covered by CCTV, which is accessed from all the Harbour Teams mobile phones when not in the Office, emergency lifesaving equipment will be provided within close proximity of the Sea Water Pool.
- 4.10. Please see Appendix A for the Risk Assessment carried out.
- 4.11. Closing of the Sea Water Pool, due to the tidal range this area would be unusable once the sea water over tops the wall and signage will be in place to this effect. For all other times the access ladders will be chained across and signage posted to state the Sea Water Pool is closed. Please see appendix D for visuals of overtopping.
- 4.12. Jumping from height (Tombstoning) is not and will not be condoned within the Harbours jurisdiction, which includes the proposed Sea Water Pool, at any time and clear signage will be in place at the Sea Water Pool to convey this.

## **Licences Required**

- 4.13. Ashford's LLP have confirmed that no Harbour Revision Order is required for this project, however a works licence for the installation of the access ladders is required and has been granted by the Marine Management Organisation.



## Installation

- 4.14. If approved, Teignmouth Maritime Services, a specialist marine contractor with considerable experience of installations of this nature, would be the approved supplier and installer of the required infrastructure.

## 5. RESOURCE IMPLICATIONS

- 5.1. No additional personnel resources required to those already in place on the Harbour.
- 5.2. Funding is in place for this project and set aside within the Ilfracombe Harbour Repairs Fund; the estimated cost of the works to create the Sea Water Pool is £24,130. This being majority grant funded by the Urban Renewal Quick Win project from Devon County Council and a small amount of budget match funding from additional revenue generated in 2022/23 within the Harbour budget.

## 6. EQUALITIES ASSESSMENT

- 6.1. Please detail if there are/are not any equalities implications anticipated as a result of this report. If so, please complete the Equality Impact Assessment (EIA) Summary form available on Insite and email to the Corporate and Community Services Team at [equality@northdevon.gov.uk](mailto:equality@northdevon.gov.uk).
- 6.2. There are no equality implications with the proposed project.

## 7. ENVIRONMENTAL ASSESSMENT

- 7.1. Please undertake an Environmental Assessment and complete the checklist (EAC) form available on Insite. If there are no environmental implications arising from your proposals please state that there are none. If after completion of the assessment there are environmental implications please provide a brief summary. If you require any further information please contact the Sustainability and Climate Change Officer. Email completed EACs to [donna.sibley@torridge.gov.uk](mailto:donna.sibley@torridge.gov.uk)
- 7.2. Comment received from Donna Sibley: *'EAC shows this project will have relatively little impact on the environment, and offers a sustainable way to increase swimming, diving and training opportunities in the area.'*

## 8. CORPORATE PRIORITIES

- 8.1. What impact, positive or negative, does the subject of this report have on:
- 8.1.1. The commercialisation agenda: Potential Positive
- 8.1.2. Improving customer focus and/or : Positive
- 8.1.3. Regeneration or economic development : Positive





## 9. CONSTITUTIONAL CONTEXT

9.1. Article of Part 3 Annex 1 paragraph:1

9.2. Delegated power

## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report: (The background papers are available for inspection and kept by the author of the report).

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers:

Capt. Georgina Carlo-Paat MBE, Ilfracombe Harbour Master

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## Record of Risk Assessment for Activity/Location/Person

### Safe Use of and Access/Egress to Sea Water Pool



Hazards and harm	Who affected	How risks are controlled	L	C	final risk	Observations or actions required
Safe use of Sea Water Pool	All Users	No organised activities to take place without permission. No jumping into pool. User to be unimpaired by the influence of Drugs and /or Alcohol. Avoid lone swimming Pool not be entered when closed	3	3	9	Harbour staff to monitor CCTV in operation covering area Caution sign in place
Slip, Trip and Fall from Ladder	All Users	Ladders to be regularly inspected for wear & tear and any defects to be rectified in good time. Rungs and Stiles to be kept free from obstructions User to be unimpaired by the influence of Drugs and /or Alcohol. Tide and weather to be accounted for prior to use.	3	4	12	All users are to report any defects to the Harbour Office immediately when found.  Safety chains on railings to be re-attached once passed through.
Ladder failing and falling into Sea Water Pool	All Users	Ladders to be regularly inspected for wear & tear and any defects to be rectified in good time.	2	4	8	All users are to report any defects to the Harbour Office immediately when found.

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Appendix a  
Agenda Item 6

Slipping on East Face and access ramp	All Users	No Running Fins to be removed when walking	3	3	9	Caution signs in place. Surface to undergo regular cleaning and algae removal
Submerged and hidden objects	All Users	Caution signs in place. Area inspected on a regular basis	2	3	6	Pool to be drained and inspected according to schedule
Difficulties / Deep Water / Drowning	All Users	No life guard on duty. Pool used at own risk Rescue equipment on scene	2	5	10	Rescue equipment inspected daily. Caution signs in place

<b>Person carrying out risk assessment</b>		<b>Date of risk assessment</b>	<b>notes</b>
Name	Position		
Capt. Georgina Carlo-Paat MBE	Harbour Master	15/04/2023	

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LEVEL	DISCRIPTOR	CHANCE	DISCRIPTION
1	Rare	0 to 9%	The event may occur in exceptional circumstances
2	unlikely	10 to 29%	The event could occur infrequently
3	Possible	30 to 69%	The event could occur at some time
4	Likely	70 to 89%	The event is expected to occur in most circumstances
5	Certain	90 to 100%	The event will occur in most circumstances

Level	Discriptor	Discription
1	Negligibile	Minor injury requiring minor treatment. Causing minor activity disruption. No financial loss. No enviornmental consequences
2	Minor	Injury requiring First aid treatment. Interruption of activity for 2 days or less. Slight financial loss. Slight enviornmental loss
3	Moderate	Medical treatment required. Moderate activity disruption. Considerable financial loss. Moderate enviornmental implications
4	Major	Major injury including permanent disabling injuries. Major Activity disruption. Serious financial loss. Major enviornmental implications
5	Catastrophic	Death of any person. Disaterous activity disruption. Huge financial loss. Devestating enviornmental implications.

		Consequences				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Rare 1	Low 1	Low 2	Low 3	Moderate 4	Moderate 5
	Unlikely 2	Low 2	Moderate 4	Moderate 6	High 8	High 10
	Possible 3	Low 3	Moderate 6	High 9	High 12	Extreme 15
	Likely 4	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	Certain 5	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25

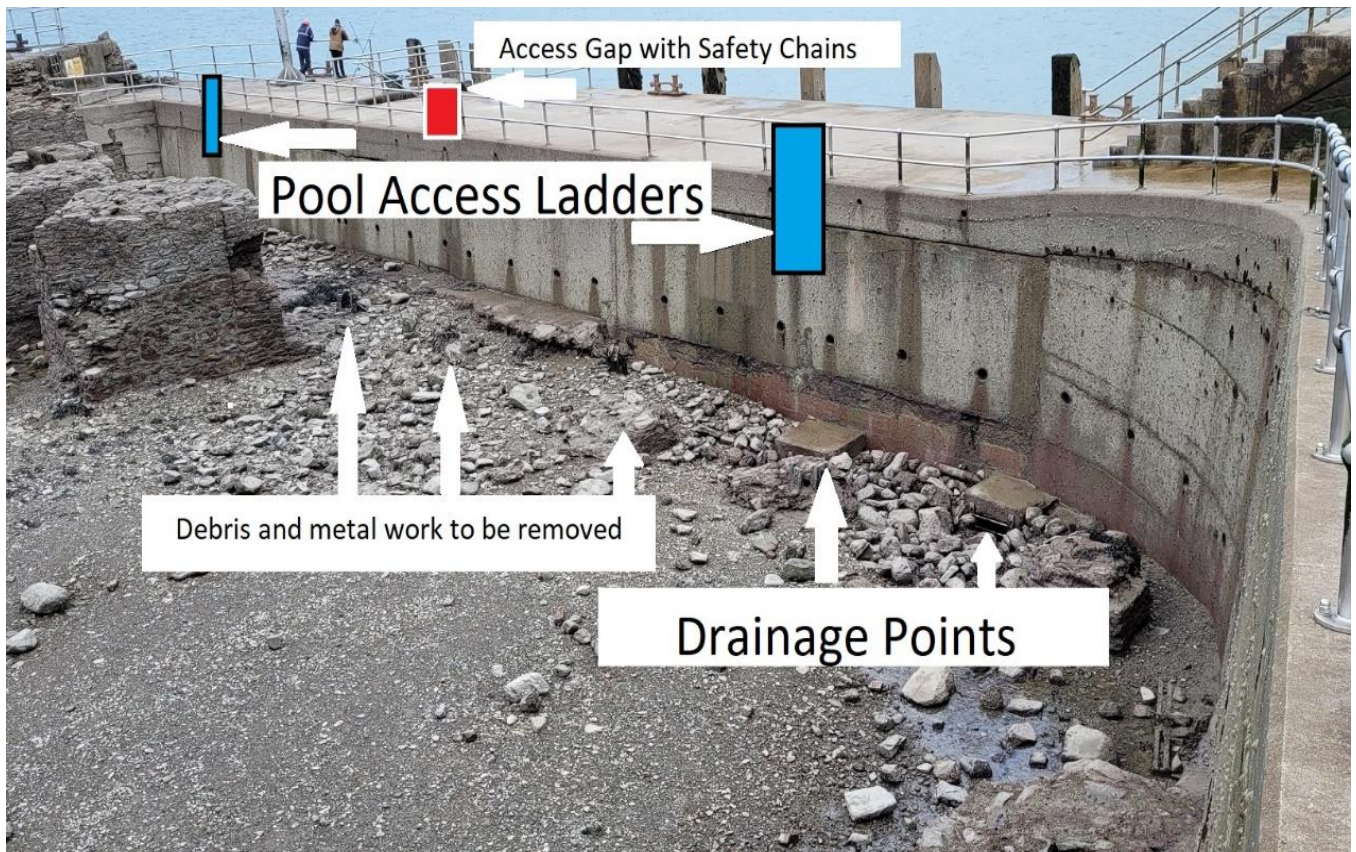
Low	No action required Monitor to ensure control is maintained
Moderate	Efforts required to reduce risk. Control measures to be implemented within a specific
High	No new work or activitiy until risk reduced If in progress, urgent action to be taken
Extreme	Work or activity shall not start or continue until risk is reduced. If reduction is not possible, the work or activity shall be prohibited





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SEA WATER POOL –4.11- OVERTOPPING – CLOSING OF POOL

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Sea Water Pool Open

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Sea Overtopping

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Sea Water Pool Closed

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## North Devon Council

Report Date: 05 June 2023

Topic: Site at South View, Bratton Fleming

Report by: Helen Bond Property Manager and Emma Collett, Acting Property Project Manager

### 1. INTRODUCTION

- 1.1 The subject site was sold off as a surplus asset in October 2014 at public auction for the sum of £12,250.00 with overage provision.
- 1.2 In 2017 the original purchaser sold the site to another party for £64,000.00 and NDC received an overage payment of £12,774.00.
- 1.3 Mr B purchased the plot in 2018 for £65,000.00, there was no further notional uplift in land value at the time of this transaction. The site had planning (application number 64032) for a 4 bedroomed detached property, Mr B is building out the property himself.
- 1.4 The plot does not have vehicular access. Mr B has requested that the Council permit vehicular access across a grassed area to enable him to sell the property. He has also requested that a final payment is made to terminate the overage provision.

### 2. RECOMMENDATIONS

- 2.1. That Members approve the following;
- 2.2. Mr B makes a payment of £5,000.00 to release the overage
- 2.3. Mr B makes a payment of £50,000.00 for the right to create a vehicular access and parking to the property, this being by granting a right of way, the route of which is at the discretion of Council Officers

### 3. REASONS FOR RECOMMENDATIONS

- 3.1. Overall this site will have achieved £17,774.00 in overage payments to the Council, as well as the original sale price of £12,250.00.
- 3.2. Once the property has been completed, it will have a life in excess of 30 years, and this will represent the most substantive development of the site, based on build costs, there is no further uplift in value.
- 3.3. Based on an external valuation, the payment of £50,000.00 represents a fair proportion of the uplift in the finished house's value with the vehicular access and parking.
- 3.4. Planning for the property was approved at this site in December 2017, although spate planning permission would be required for the access and parking area.



3.5. This matter has now been ongoing for over a year and needs resolution.

Significant Officer time has been employed to consult with the owner, neighbours, Parish and the evaluation officer to come to the solution proposed.

#### 4. REPORT

.1 The subject site was sold off as a surplus asset in October 2014 at public auction for the sum of £12,250.00 with overage provision. The overage only relates to the uplift in land value and does not relate directly to the value of the finished property. The original Restrictive Covenant was put in place by Deed and is for a period of 30 years from 2014. It was in place to ensure that any uplift in value due to development was recognised and a percentage of that uplift be paid to the council. The site was originally sold in the open market without planning permission, but this deed recognised the hope value should development take place.

4.2 In 2017 the original purchaser sold the site to another party for £64,000.00 and NDC received an overage payment of £12,774.00.

4.3 Mr B purchased the plot in 2018 for £65,000.00, there was no further notional uplift in land value at the time of this transaction. The site had planning (application number 64032) for a 4 bedroomed detached property, Mr B is building out the property himself. As the site plan below indicates, this plot was previously a garden licenced to the adjacent property. The four bedroomed house being built on the plot takes up the majority of the plot. There is no parking directly linked to the property. Even a small extension, bearing in mind current build costs, is unlikely to result in any uplift in land value. The garden area remaining is small for a property of this size.





4.4 Mr B has offered £5,000.00 to release the overage. The original overage related to the uplift in value of the land, this element has therefore been collected by the council. Once the property has been completed, it will have a life in excess of 30 years, and this will represent the most substantive development of the site. There will therefore be no further hope value to be released.

4.5 Leaving the overage in place is likely to depress the value of the property for the remaining term until 2034. This wasn't the original intention of the provision, which was put in place to provide the council with the benefit from an uplift in value once a site had been developed, this has been received with the payment of the £12,774.0 and then enhanced by the additional figure proposed by the current owner, at no risk to the Council.

4.6 Construction of the property has commenced and the property is on the open market. The house is being marketed for OIEO £600,000. An external valuation advises that the value without parking is £525,000.

4.7 The matter of the access has been considered as a separate issue. The proposed payment to the council of £50,000.00 for the right to this access represents a fair proportion of the uplift in value by having the access in place. A statement from Mr B is attached Appendix A.

4.8 The proposed access would run adjacent to the eastern boundary of the site, taking up a controlled area of the open space. As indicated by the red line on the above plan. For clarity, this grassed area is not formal Public Open Space.



4.9 Officers have consulted with the neighbours and Parish Council, through the Ward Member. Similar access has been offered to neighbours but no-one at this time wishes to take up this offer. Neighbours at 5-11 South View were consulted, 4 occupants responded – 2 to recommend parking access and 2 to object. Neighbour responses are available to review in full on request.

This could still be available to neighbours in the future. The current parking in the area is limited. By granting the owner of this site their own vehicle access, reduces demand on the existing parking area, and provides spaces for other residents.

Mr B would need to apply for planning to provide parking and access, and any Member approval related to this matter would not prejudice that planning decision.

## 5. RESOURCE IMPLICATIONS

5.1. Legal Services to legally document the access arrangement.

5.2. Support from the Property Team in achieving completion of the legal documents.

5.3. A capital receipt of £55,000.00

## 6. EQUALITIES ASSESSMENT

6.1. Completed and emailed to [equality@northdevon.gov.uk](mailto:equality@northdevon.gov.uk).

## 7. ENVIRONMENTAL ASSESSMENT

7.1. Complete and emailed to [donna.sibley@torridge.gov.uk](mailto:donna.sibley@torridge.gov.uk)

## 8. CORPORATE PRIORITIES

8.1. What impact, positive or negative, does the subject of this report have on:

8.1.1. The commercialisation agenda: - A capital receipt from the owner without detrimental impact to the Councils existing assets

8.1.2. Improving customer focus and/or – providing support to the owner of the site after an extensive period of negotiation. Potential for reputational damage if property is left empty/unsold.

8.1.3. Regeneration or economic development – Potential for neighbours to improve their access in the future, improving parking

## 9. CONSTITUTIONAL CONTEXT

9.1. Article of Part 3 Annex 1 paragraph:

9.2. Delegated power

## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.



## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:  
(The background papers are available for inspection and kept by the author of the report).

Appendix A – Statement from Developer

The Valuation report is available upon request

Neighbour responses available on request

Photographs of site visit (February 2023) available on request

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Helen Bond, Property Manager and Emma Collett, Acting Project Manager for Property

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Further to our conversations this morning, I would like to confirm the status of the New Build at South View, Bratton Fleming.

The current position is that my Lender, Exeter Finance, has ceased to finance the project, which is 80% complete, until a decision has been made on the driveway as requested, some months ago, by my company, PLB Developments Ltd. This has had a very negative impact on me, as I have had to resource work elsewhere in order to make a living & pay my own bills, as well as the continued company's bills, such as insurances, electric etc. We are so close, yet so far away from the finish line, of what is, a high quality new build project, in a wonderful North Devon village, especially, having gained the respect of the local residents throughout our 18 month build programme.

It has caused me great anxiety, with having to wait on a decision, which I feel, personally, is a no-brainer. Taking one car park space off the existing overloaded car park in order to facilitate at least three cars into the 4/5 bedroomed detached house's grounds. This coupled with the fact that the existing car park struggles, particularly at weekends, with the number of cars that use it. What would happen, when the existing residents move on, for whatever reason & the three bedroom family homes become occupied with younger families, who potentially could be running two or maybe three cars per property. Where do the vehicles go then??

I'm also aware that a previous application, albeit outline, had been submitted with the driveway in place & wondered whether this would have had the same negative response? Surely in this day & age a large family home, situated in a village with little amenities, therefore requiring at least two vehicles, should not have to worry about it's own off road parking, common sense should, I feel, come into action.

I trust that the Members will look upon our request favourably, especially as we are willing to run with the suggested figure of £50k for the driveway, & see that we are actually looking to promote the sale of the new dwelling, which will show little or no profit come the end, in order for a family to live & possibly work in the setting of Bratton Fleming.

I look forward to hearing the outcome in a couple of weeks following the Members Committee Meeting.

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## North Devon Council

Report Date: Monday, 5 June 2023

Topic: Consultations on Regulating Short Term Lets

Report by: Chief Executive

### 1. INTRODUCTION

1.1. The government have recently published two consultations proposing regulation of the short term letting market. This report sets out a proposed response to both consultations.

### 2. RECOMMENDATIONS

2.1. That members consider the draft responses attached.

### 3. REASONS FOR RECOMMENDATIONS

3.1. To enable the views of the Council to be considered.

### 4. REPORT

4.1. This Council, along with others, has been lobbying government about the condition of the local housing market including the impact from short term holiday lets. A letter from the Council to the then, and current, Secretary of State dated 14/12/21 is attached as Appendix 1 along with a briefing paper prepared for Devon MPs in July 2021.

4.2. These documents hopefully set out the background to those concerns and to the asks that the council made of government.

4.3. The number of properties operating as short term holiday let businesses in North Devon has increased from 1796 in April 2022 to 1895 in April 2023 and so this issue is still very much alive in North Devon. These are just the lets that are identified through the business rates system and so there are likely to be many more operating through the council tax system which can not be identified.

4.4. Figures collated in April 2022 showed that there are parishes within North Devon that now have over 60% of residential properties used as either second homes or short term holiday lets.

4.5. In June 2022, the Department for Culture, Media and Sport launched a Call for Evidence to gather views on introducing regulation of the short term letting market. That concluded in September 2022 and the Council's response was reported to Committee on 5<sup>th</sup> September 2022.

4.6. The analysis of the results is available on the .gov.uk website and via [Developing a tourist accommodation registration scheme in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/developing-a-tourist-accommodation-registration-scheme-in-england) .

4.7. At the same time as publishing that analysis, the government has released two consultations. The first is on the introduction of a registration scheme to



regulate short term letting ([Consultation on a registration scheme for short-term lets in England - GOV.UK \(www.gov.uk\)](#) and the second is on changes to the planning use classes to make it clear that use of a property as short term letting would fall within a different use class to a residential dwelling ([Introduction of a use class for short term lets and associated permitted development rights - GOV.UK \(www.gov.uk\)](#)).

4.8. The full consultations can be accessed via the links above.

4.9. Responses to both consultations have been prepared and are attached as Appendices 2 and 3.

## 5. RESOURCE IMPLICATIONS

5.1. There are no resource implications in responding to the consultations but clearly, if either scheme is introduced there will be financial implications.

## 6. EQUALITIES ASSESSMENT

6.1. Please detail if there are/are not any equalities implications anticipated as a result of this report. If so, please complete the Equality Impact Assessment (EIA) Summary form available on Insite and email to the Corporate and Community Services Team at [equality@northdevon.gov.uk](mailto:equality@northdevon.gov.uk).

6.2. There are none resulting from responding.

## 7. ENVIRONMENTAL ASSESSMENT

7.1. Please undertake an Environmental Assessment and complete the checklist (EAC) form available on Insite. If there are no environmental implications arising from your proposals please state that there are none. If after completion of the assessment there are environmental implications please provide a brief summary. If you require any further information please contact the Sustainability and Climate Change Officer. Email completed EACs to [donna.sibley@torridge.gov.uk](mailto:donna.sibley@torridge.gov.uk)

## 8. CORPORATE PRIORITIES

8.1. What impact, positive or negative, does the subject of this report have on:

8.1.1. The commercialisation agenda:

8.1.2. Improving customer focus and/or

8.1.3. Regeneration or economic development – Responding to the consultation has no impacts but shows community leadership.

## 9. CONSTITUTIONAL CONTEXT

9.1. Part 3 Annexe 1 paragraph 1

9.2. Delegated power



## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report: (The background papers are available for inspection and kept by the author of the report). As set out in the report.

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers:

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Your ref:  
Our ref:  
Please ask for: Mr K Miles  
Tel: 01271 388423  
Fax:  
Email: ken.miles@northdevon.gov.uk  
Date: 14<sup>th</sup> December 2021

### Chief Executive

Please note that the statutory name of this Council is North Devon District Council

The RT Hon Michael Gove MP,  
Secretary of State for Levelling Up, Housing  
and Communities,  
2 Marsham Street,  
LONDON  
SW1P 4DF

Dear Secretary of State,

### Housing Issues in North Devon

I am writing to highlight what are seen as critical issues relating to the housing market in North Devon. I am aware that many of these issues will already have been raised with you by the North Devon MP, Selaine Saxby.

North Devon has recently seen some substantial changes to the local housing market highlighted by the following:-

- average house prices have increased by 22.5% in 12 months (Second highest in England) (ONS).
- A 67% reduction in listing for permanent rental accommodation in 12 months (highest reduction in SW and 4<sup>th</sup> nationally) (Rightmove)
- 33% increase in the number of people on the housing register in 12 months.
- 21% increase in number of dwellings registered for business rates (holiday lets) over 24 months.
- 7.5% increase in number of second homes in 12 months

The following table below shows a snapshot of the number of properties advertised for permanent rental via Rightmove and those available for holiday renting through Air BnB within towns in North Devon at the start of November 2021.

Town	Air BnB	Rightmove
Barnstaple	126	2
Lynton	104	0
Ilfracombe	300+	3
Woolacombe	196	0



The council's housing staff are now dealing with a huge increase in the number of people presenting as homeless and have also seen a major shift in the nature of person seeking assistance. Many people presenting to the council as homeless are being forced to do so as they are being evicted by landlords who wish to convert their properties from permanent residential use to short term holiday use and are finding it impossible to find alternative accommodation on the open market.

Whilst tourism is of course a major part of the North Devon economy, the lack of housing available for permanent residential use is now starting to have a major impact on the personal lives of many residents as well as local businesses and public services, such as health and education, who are struggling to recruit because of the lack of housing and who are also suffering from existing staff leaving the area, again as a direct result of eviction and lack of housing.

Major employers in North Devon have indicated that the lack of available housing has been considered when deciding on whether to invest in the area. Local schools, colleges and health services are also reporting that recruitment of quality staff is adversely affected by the lack of housing. The hospital in North Devon is part of the Government's New Hospital programme yet is struggling to find accommodation for a handful of extra students due to start next year.

The recent shift from permanent residential to holiday use and the recent substantial increase in house prices means that not only is a permanent home out of reach for many people living and working in the area, public attitudes to new housebuilding have also changed. Virtually every larger housing scheme proposed in North Devon is meeting substantial opposition from the community with many objectors citing the fear that the properties will become second homes or holiday lets and also citing the fact that they will invariably be unaffordable for local residents. This is exacerbated by the fact that viability challenges raised by developers has meant that on average only around 20% of new houses built in the area are affordable.

A proliferation of short term holiday lets in an area not only changes the character of a neighbourhood but it can also increase issues of antisocial behaviour and noise nuisance, primarily because there is very little regulation associated with short term holiday lets. That can be evidenced by an increase in the number of complaints received by the council relating to noise and anti-social behaviour associated with parties and hot tubs etc.

Recently, the council brought together a whole range of local stakeholders and national bodies to discuss local housing issues and what impacts were being felt. We also discussed possible solutions. As a result, the council has drawn up a plan to take action where it has the powers and ability to do so but many solutions will lie with central government.

The council is therefore calling on government to assist by considering and addressing the following:-

1. Take appropriate action to remove any advantages that landlords of short term holiday lets have over permanent rental. This would include:-

- 1.1 changing the criteria that currently allows a property to be valued for business rates based on the number of days that it is available for letting,
  - 1.2 removing the ability for short term holiday lets to claim small business rate relief,
  - 1.3 ensuring that future legislation requiring landlords of private rented properties to bring properties up to an acceptable environmental standard before letting also applies to short term holiday lets,
  - 1.4 removing tax advantages and benefits associated with ownership of a short term holiday let property including capital allowances, various capital gains tax reliefs and mortgage interest relief.
2. Take action to allow councils to exercise more control over short term holiday lets by:-
    - 2.1 allowing councils to increase the council tax payable on each property,
    - 2.2 changing planning legislation to make it clear that a change from permanent residential use to short term holiday use is a material change of use requiring planning consent,
    - 2.3 giving councils the power to license and regulate short term holiday lets to ensure that they are safe and have the minimal impact on neighbouring properties.
  3. Encourage landlords to use properties for permanent residential use by:-
    - 3.1 making grants available,
    - 3.2 reviewing the requirement that benefits payments intended to cover rent are paid direct to the tenant.
  4. Take steps to increase the supply of affordable housing by reviewing the guidance and tests in place to assess the viability of a development to ensure that the level of affordable housing provided is not affected by issues such as an unreasonably high valuation placed on the land.
  5. Work with local authorities and Homes England to identify funding needs associated with the delivery of affordable homes, local needs homes and homes for the open market by local authorities.
  6. Consider ways in which the current large increases in house prices can be slowed to sustainable levels to allow affordability levels to equalize.

This authority was placed within the 3<sup>rd</sup> priority group for levelling up purposes. Whilst that may be understandable based on the indices that were used, the council's view is that the true need for levelling up is evidenced by different indices. If indices and evidence such as deprivation, unaffordability of housing etc are used, then this authority area would be seen as a priority area. Therefore, the Council also requests that the above issues, along with the relevant indices of deprivation etc, are taken into account by central government when considering the criteria by which levelling up funding decisions are taken in the future.

Thank you for your time in considering these issues and if you, your Ministers or officials wish to speak with the council to gain any further insights into the above issues, I would be more than pleased to assist.

Continued...

4

Yours sincerely,

**David Worden**  
Leader  
North Devon Council

**Ken Miles**  
Chief Executive  
North Devon Council

### Impact of Second Homes and Short Term Lets

#### Introduction

Councils have been identifying that local housing markets are being affected by a sudden increase in demand for properties and as a consequence, an increase in house prices.

There are a number of causes of this and a number of consequences that are currently being felt.

#### Causes

Property prices in Devon have increased by 9.13% over the past 12 months (Zoopla) with some areas experiencing increases of almost double that.

That increase seems to have been largely fuelled by an increase in the number of people from outside of the area wishing to purchase properties in certain parts of Devon. On top of that, people are purchasing properties to use as second homes or to rent out on the holiday market.

At the same time, the number of properties that are available for rent has decreased, caused by landlords wishing to sell to take advantage of the high prices, or wishing to use properties for short term lets (holidays).

The table below shows the approximate number of properties being advertised for short term rents on Air BnB, just one “supplier”, compared to the number of properties currently available for long term rent in the corresponding area

Town/Area	Air BnB	Residential letting
Barnstaple	116	4
Westward Ho!	156	2
Exmouth	253	4
South Molton	65	0
Woolacombe	241	0
Salcombe	300	0
Croyde	222	0
Holsworthy	24	0
Ilfracombe	326	4
Tiverton	28	14
Tavistock	127	3

The above figures from Air BnB could include rooms in houses, hotel/BnB rooms and static caravans and the corresponding areas should be seen as approximate.

Figures showing the numbers of properties that are registered as holiday hereditaments and those that are registered as furnished and unoccupied have also been obtained from each District Council. It is important to understand that holiday hereditaments can include more than one property

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## Appendix b

and that furnished and unoccupied properties may not just be second homes but can include properties empty as a result of bereavement etc.

<b>Council</b>	<b>Holiday</b>	<b>Furnished but empty</b>
North Devon	1646	1790
Torridge	1188	627
Mid Devon	281	210
South Hams	1756	3403
West Devon	270	497
East Devon	808	2298
Teignbridge	527	1226
Exeter	73	517
	<b>6549</b>	<b>10,568</b>

It is also important to realise that many other properties could be being used as short term lets without registering for business rates and so wouldn't be included within the above figures. By way of demonstration, Exeter has over 300 listings on Air BnB, albeit not all will be residential dwellings.

Local letting agents are reporting that properties are being taken out of the permanent rental market as landlords look to leave the rental market, sell or take advantage of the "staycation" summer and offer the properties for holiday use.

Local agents are also reporting very high numbers of properties being sold to people from outside of the area to be used as second homes or short term rentals. One local agent reported that out of 70 properties on their books for sale, 50 were under offer with 30 being sold to people from outside the area. Of those, around 20 were being purchased as second homes or short term rentals.

There are also indications that a number of the properties are being purchased for use as short term lets by "commercial" operators; individuals who operate a number of similar properties in the area or outside.

Local agents are also reporting that the cessation of the stamp duty holiday is not likely to have any impact on demand or prices, although nationally a dip in prices is being reported.

### **Impacts**

The impacts currently being felt are varied

#### Affordability

Depending on which figures are used, the average price of properties sold in Devon now stands at £309,000 - £336,000. The level of average earnings in Devon means that properties are now becoming increasingly unaffordable for many.

### Rental market

The permanent rental market has virtually disappeared in certain parts of Devon. Families and individuals in rented accommodation in certain areas who find their tenancies coming to an end have very little chance of securing alternative rental accommodation in the same area or even in the same District. In the whole of North Devon, there were recently only 14 properties advertised for rental on Rightmove.

Local agents are also reporting that rents are also increasing with some landlords asking tenants to pay more rent or face losing the property.

The impact on the rental market is being felt by housing authorities as it is now becoming extremely difficult to find property to use as temporary accommodation or to move people to. This is at a time when the number of people presenting as homeless has increased substantially. This results in risks for those authorities as housing may be used that is not ideal for the applicant either because of location or size etc. It also puts at risk the government's own homelessness prevention strategies such as "Everyone In".

### Employment Market

The lack of rental accommodation is cited by some businesses as one reason for the difficulty in attracting staff to certain roles. Many businesses, especially in the hospitality sector in coastal areas, are being affected by a lack of staff with businesses being forced to adopt reduced opening hours etc.

### Health and Safety

The short term letting market is largely unregulated. There is no system of licensing or inspection to ensure that properties are safe for use which differs from other accommodation areas such as hotels etc.

### Community Cohesion

The number of complaints about noise and anti-social behaviour from short term let properties appears to be increasing. Whilst companies such as Air BnB do try to step in to resolve issues, there are some particular horror stories around properties being used for parties etc.

Large numbers of short term let properties in an area can change the nature of that area.

The increase in second homes and short term rental properties is also having an impact on the views of affected communities whenever residential development schemes come forward. The most common complaint from the public at present seems to be that new properties will just be used as second homes. A check on recent new developments does indeed show that a small proportion of new build properties are finding their way on to the short term letting market.

This issue is hardening objections to schemes and making it very difficult to deliver housing. Whilst the presence of affordable housing in a scheme can

help ameliorate some concerns, ALL new housing is intended to satisfy the need for more residential accommodation. If it is just feeding a second homes or short term letting market, it will not achieve the objective and will just result in more houses being built.

### **Possible Action**

1. It is imperative that the current business rate criteria allowing a property to be valued for business rates based on the number of days that it is available for rent should change, as recommended by the HMT Tax Policies and Consultations Spring 2021 report,
2. Consideration should be given to allowing councils to set higher rates of council tax on second homes,
3. Powers should be given to council to enable them to take action where use as a short term let causes issues, including making changes to the Town and Country Planning Act to make clear that a change from permanent residential use to short term let is a material change of use.
4. A system for licensing and regulating short term lets should be introduced.
5. Whilst new housing is needed, there needs to be recognition that this cannot be the only answer. At some stage, the flow of homes into the second home and short term letting market needs to be constrained.
6. In order to increase the supply of properties suitable for use by housing authorities, consideration should be given to inducing landlords to make their properties available such as grants etc, or regulating the market so that landlords are required to make their properties available to local people prior to being used as short term lets, and
7. Remove any barriers to local planning authorities that wish to introduce policies requiring all new builds to be main residences etc.



## Consultation on a registration scheme for short term holiday lets in England – Suggested answers in italics

Question 1: Which high-level approach to the registration scheme do you prefer?

- a) An opt-in scheme for local authorities, with the framework set nationally.
- b) An opt-in scheme for local authorities with the framework set nationally, and a review point to determine whether to expand the scheme to mandatory.
- c) A mandatory national scheme, administered by one of: the English Tourist Board (VisitEngland), local authorities, or another competent authority.

Please give the reasons for your answer

Please also provide any evidence relevant to the three high-level approaches set out in Question 1

***It is considered that a mandatory national scheme administered by local authorities is the best approach as this provides certainty to operators, many of whom operate properties in more than one area. The registration scheme is also intended to provide a data source and adopting it only in parts of the country will mean that a huge part of the comparative data will not be collected.***

Question 2: Who should be responsible for administering the registration scheme?

- a) Local authorities
- b) The English Tourist Board (VisitEngland)
- c) Another national body (please specify - this could be an existing body or a new one)

Please give the reasons for your answer.

***Local authorities are an independent public body answerable to the electorate. As such, they should be responsible for administering the scheme as they are able to balance the interests of the communities in the round including the tourism businesses. Having the data to hand is also useful for local authorities when planning strategies for the area and will be necessary if deciding to implement the powers that maybe introduced in relation to planning controls..***

Question 3: Should there be an analogue version of the registration scheme which would run in parallel with the digital one?

- a) Yes
- b) No X

If you answered 'yes', please suggest what form this could take.

***No, a digital register should be sufficient and maintaining an analogue register in conjunction with a digital one will just increase costs.***

Question 4: Should the platforms require a valid registration number in order to list a short-term let?

- a) Yes X
- b) No

Question 5: Should the registration number be displayed in any advertisement or listing of a short-term let?

- a) Yes X
- b) No

We would be interested in views on alternatives to either of the above mechanism

***We consider that a registration number should be required by platforms and should be displayed as this provides confidence to the public and assists in ensuring that the system is self enforcing.***

Question 6: What should the 'unit' of registration be?

- a) Owners
- b) Premises/dwellings or part of a dwelling
- c) Individual accommodation units within a premises/dwelling
- d) Other (please specify)

***We consider that the "unit" should be (c) above. One of the intentions of the scheme is to provide the public with confidence that individual units that they may wish to let are registered. A scheme that allows individual owners who may own or manage many properties to register themselves rather than the properties will not provide that confidence to the public. Other registration and licensing schemes focus on the premises and this should be no different.***

Question 7: How should the following types of accommodation be treated in respect of the registration scheme?

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Accommodation type	Include	Exclude
Caravans on sites or any site which accepts motorhomes or campervans or any other vehicle providing accommodation	X	
Treehouses	X	
Mountain bothies	X	
Shepherd's huts	X	
Cars	X	
Motorhomes	X	
Glamping	X	
Yurts	X	

Accommodation type	Include	Exclude
Boats inc. houseboats, canal boats	X	
House swaps	X	
Other - please specify		

Please give reasons for your answers.

***As mentioned above, one aim of a registration scheme is to ensure that accommodation is suitable. That principle should apply, no matter what the type of accommodation, in fact it probably should apply more to some non traditional accommodation where risks of fire etc may be greater. Having said that, the non traditional types of accommodation have no real impact on the supply of housing in local areas although can present anti social behaviour issues.***

Question 8: Do you agree with this list of exemptions?

- a) Yes X
- b) No

Please explain your answer.

Question 9: Are there any other types of short-term accommodation that you think should be exempt from a requirement to register? If so, please specify.

***Perhaps accommodation provided by an employer as part of employment***

Question 10: How long should registration be valid for?

- a) One year

- b) Two years
- c) Three years
- d) Four years
- e) Five years
- f) The length of registration should depend on the length/validity of relevant documentation
- g) There should only be a one off registration, with providers able to remove themselves if they no longer provide the STL(s)

Please give the reasons for your answer.

***Most registration schemes last for 1 – 3 years and so it is suggested that this should be the approach with this scheme.***

Question 11: What information should be collected? (Please tick all that apply).

	To be collected at registration	To be collected annually	Should not be collected
a) Address of the premises/dwelling(s)	X		
b) Name of premises/dwelling owner	X		
c) Address and contact details of premises/dwelling owner	X		
d) Address and contact details of operator/manager, if different	X		

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	To be collected at registration	To be collected annually	Should not be collected
e) Whether the premises/dwelling to be let is an dwelling or part of a dwelling, such as a room or outbuilding	X		
f) Self-certification of adherence to relevant regulations (see question 12)	X		
g) Proof (eg. a photograph or electronic upload) of adherence to regulations	X		
h) Detail about the accommodation unit(s) (eg. number of units, number of bedspaces, accessibility)	X		
i) If relevant, confirmation that in any rental, lease or other agreement that the responsible person is entitled to use the premises for short-term letting purposes			X
j) Number of nights per year the premises is available to let	X		

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To be  
collected at  
registration

To be  
collected  
annually

Should not  
be  
collected

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k) Number of night the premises was let out for in the last year

X

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m) Whether planning permission has been granted or is not required

X

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n) Other - please specify – ***Period of letting eg summer let or spread throughout year***

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Please give the reasons for your answer.

***The information above seems reasonable to be supplied upon application provided there is also a requirement for the owner to notify any changes as soon as they happen, especially if registration is for 3 years.***

Question 12: Which regulations should be satisfied in order for a property to be registered? Please tick all that apply.

- a) Gas safety
- b) Boiler safety
- c) Fire safety
- d) Electrical safety
- e) Furniture safety
- f) Planning [where relevant, subject to DLUHC planning use class consultation]
- g) Food safety
- h) Equality Act
- i) Other - please specify

Please give the reasons for your answers.

***Agree with the above***

Question 13: In the context of compliance and enforcement, what should be the starting point of the registration scheme? Please tick all that apply.

- a) An entirely self-certifying process with no element of ongoing physical inspection of documentation or of the short-term let.
- b) Light touch inspections of documentation uploaded as part of the registration process based on a % of all properties to be spot checked at random on an ongoing basis.
- c) Light touch physical inspections of short-term lets based on a % to be spot checked at random on an ongoing basis.
- d) Light touch physical inspections of short-term lets based on an intelligence or risk-based approach on an ongoing basis.

Please give the reasons for your answer.

***We consider that there should be no set percentage for inspections of documentation or properties, this should be for the local authority to consider on a case by case basis.***

Question 15: What penalties do you think would be appropriate? Please tick all that apply.

- Fines, which could vary according to the severity and duration of a violation.
- Revocation of registration, for a period of time or permanently.
- Notices requiring a short-term let owner/provider to rectify a violation could be issued in some circumstances before registration is revoked. If the owner/provider fails to take the necessary action within a specified timeframe, then the registration would be revoked.
- Other - please specify

Please give reasons for your answer. If relevant, please also provide views on the appropriate quantum or procedure e.g. for a fine, a timeframe for addressing a violation, or for another penalty referenced above.

***In relation to an offence of failing to register, the penalty ought to be a fine, perhaps level 3. A failure to notify of a change in circumstances ought to carry a similar fine, or there should be the option to require information to be provided through notices.***

Question 16: Should there be a flat fee per owner, or a sliding scale attendant with the number of units being let? (See also question 6 on unit of registration)

- a) Flat fee per owner



- b) Flat fee per property or part of a property
- c) Sliding scale based on number of units owned
- d) Sliding scale based on size of a unit (eg. number of bedrooms)
- e) Other (please specify)

***A flat fee per property or part of a property would be the preferred choice***

Question 17: Should there be an annual fee to be in the registration scheme, regardless of the frequency of renewal asked in question 10?

- a) Yes
- b) No

Please give reasons for your answer.

***It would be appropriate for the fee to be paid upon registration, whatever that frequency. If a lengthy registration period is chosen, consideration ought to be given to a fee for making amendments and notifying of changes.***

Question 18: Should the platforms and/or other areas of industry contribute to the set up and running costs of the scheme?

- a) Yes
- b) No

Please give reasons for your answer.

***The fees proposed should be calculated to cover the costs of administering the scheme. Not all advertising is carried out through platforms and so it would seem simpler to impose the obligation to pay the fees on the owner of each unit.***

Question 19: Do you think that any of the data captured should be shared at all beyond the competent authority administering the scheme, as determined in Question 2?

- a) Yes X
- b) No

If you answered 'No', please give reasons for your answer.

Question 20: If you answered 'Yes', which types of organisations should have access to the data collated by the registration scheme? Please tick all that apply.

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Organisation	Should have access to aggregated/anonymised data	Should have access to detailed/individualised data
Local authorities / local planning authorities		X
Enforcement agencies		X
Organisations or individuals for commercial purposes	X	
Mortgage providers, landlords, freeholders, commonhold associations, resident management companies and neighbours		X
English Tourist Board	X	
Central government	X	

Organisation	Should have access to aggregated/anonymised data	Should have access to detailed/individualised data
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Academics	X	
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Other - please specify The public	X	
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Question 21: Should there be a de minimis below which a property can be let for without the requirement to register?

- a) yes (if so what should the minimum threshold be - please specify)
- b) no - all short-term let accommodation should be a requirement to register. X
- c) Don't know

What are the reasons for your answer?

***A registration scheme needs to be simple to operate in order for it to achieve its objectives. The purpose is also to ensure that short term lets are being managed in a safe way. Registration should therefore be a requirement for all short term lets, whether it is for a full year or part of it.***

Question 22: Are there any other issues that you think the government should be considering as part of its work to develop a short-term let registration scheme?

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## Consultation on Introduction of a Short Term Let Use Class – suggested answer in italics

Q.1 Do you agree that the planning system could be used to help to manage the increase in short term lets?

Yes

Please give your reasons.

***In the Call for Evidence, this council recommended changes to the planning system along the lines of those proposed but also recommended a licensing scheme to sit alongside it. The changes to the planning system may mean that owners will need to apply for planning consent, albeit with possible exceptions, but the planning system cant really be used to regulate how those units are managed or operated. A licensing scheme can do so. The changes to the planning system are required so that councils can seek to control use where it is inappropriate or where overall numbers of short term holiday lets are having impacts in the community.***

Q.2 Do you agree with the introduction of a new use class for short term lets?

Yes

Please give your reasons.

***Yes we agree. Regulation on overall numbers is required as we have areas of the district where the numbers of short term holiday lets and second homes has exceeded 60% of the overall numbers of properties. This has had well documented impacts on our communities. The total number of short term holiday lets registered as businesses in the North Devon area is around 1900 properties, an increase of around 100 in the last 12 months and so regulation is required.***

Q.3 Do you agree with the description and definition of a short term let for the purpose of the new use class?

Yes.

Please give your reasons.

Q.4 Do you have any comments about how the new C5 short term let use class will operate?

Yes

Please make your comments here

***It is noted that it is not intended that the introduction of the new Use Class would operate retrospectively. As mentioned previously, the council is aware of the number of short term holiday lets that operate as***

**businesses as we have that information through the business rates system. However, there will be many such properties that do not operate through that system and so there is likely to be an increase in the number of application for CLUOD being received in order to regularise existing uses.**

Q.5 Do you consider there should be specific arrangements for certain accommodation as a result of the short term let use class?

**The changes should not affect the ability of homeowners to let out a room from time to time in order to earn extra income, provided there is no element of self containment..**

Please give your reasons here. If yes, please say what these should be.

**Any special arrangements could be incorporated into the Article 4 direction introducing the arrangements**

Q. 6 Do you agree that there should be a new permitted development right for the change of use from a C3 dwellinghouse to a C5 short term let (a)

Yes

Please give your reasons

**There is a need to control overall numbers**

Q.7 Do you agree that there should be a new permitted development right for the change of use from a C5 short term let to a C3 dwellinghouse (b)

Yes

Please give your reasons.

**Yes but many short term holiday let properties have been given planning consent on the basis that they would not be suitable for all year round accommodation or in locations where permanent dwellings would not be permitted. The right to change from C5 to C3 should therefore be subject to the prior notification process so that the LPA can assess the suitability of the property for permanent use.**

Q.8 Do you agree that the permitted development rights should not be subject to any limitations or conditions?

No

Please give your reasons

**Limitations on the right to move from C5 to C3 should be included as set out above.**

Q.9 Do you agree that the local planning authority should be notified when either of the two permitted development rights for change of use to a short term let (a) or from a short term let (b) are used?

Yes

Please give your reasons

***Notification will complement the controls being proposed through the registration scheme.***

Q.10 Do you have any comments about other potential planning approaches?

No

Q.11 Do you agree that we should expressly provide a flexibility for homeowners to let out their homes (C3 dwellinghouses)?

No

Please give your reasons.

***If the scheme is too flexible, it will simply make it very difficult to enforce. It is appreciated however that the intention is not to stop individuals from letting out their properties for very short periods perhaps whilst they are on holiday themselves.***

Q.12 If so, should this flexibility be for:

i. 30 nights in a calendar year; or

ii. 60 nights in a calendar year; or

iii. 90 nights in a calendar year

Please give your reasons.

***It is considered that all three options are too long. If the intention is to allow homeowners to let out their properties for very short periods while they are on holiday or during a sporting event, then a maximum of 2 weeks would seem reasonable.***

Q.13 Should this flexibility be provided through:

i) A permitted development right for use of a C3 dwellinghouse as temporary sleeping accommodation for up to a defined number of nights in a calendar year

ii) An amendment to the C3 dwellinghouse use class to allow them to be let for up to a defined number of nights in a calendar year.

Please give your reasons.

**No comments**

Q.14 Do you agree that a planning application fee equivalent to each new dwellinghouse should apply to applications for each new build short term let?

Yes

Please give your reasons.

Q.15 Do you agree with the proposed approach to the permitted development rights for dwellinghouses (Part 1) and minor operations (Part 2)?

No

Please give your reasons

***We have answered no to this question as our experience of short term lets has been in relation to holiday use. A short term holiday let is used differently to a normal dwelling house. Installation of hot tubs, decking area and outdoor kitchens for instance can all create issues with nuisance etc because when created within the curtilage of a short term holiday let, they are used far more intensively than in a private dwelling.***

Q.16 Do you have any further comments you wish to make on the proposed planning changes in this consultation document?

**No**

Q.17 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could give rise to any impacts on people who share a protected characteristic? (Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation).

**No**

Q.18 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could impact on:

- a) businesses
- b) local planning authorities
- c) communities?

Yes

Please give your reasons. It would be helpful if you could specify whether your comments relate to a) business, b) local planning authorities, or c) communities, or a combination.



***It is considered that all may be affected either positively or negatively. It is clear from our area that short term holiday lets are beyond saturation point in particular villages. Schools have been at risk of closure and many people are unable to afford housing in those areas now. The increase in the number of short term holiday lets has also impacted on the ability to find rental accommodation as many landlords have switched over to holiday letting which has caused many problems for the community and local businesses whose staff are unable to find accommodation. Regulation in this area will therefore positively impact on those communities and businesses. It is accepted however that regulation will impact, perhaps negatively, on those holiday letting businesses that may find it more difficult to open up new holiday lets in the area.***

***The local authority will be impacted as a result of the additional workload.***

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## North Devon Council

Report Date: 5<sup>th</sup> June, 2023

Topic: Afghanistan Resettlement Schemes

Report to: Strategy & Resources Committee

Report by: Jeremy Mann; HoS, Planning, Housing & Health

### 1. INTRODUCTION

- 1.1. This paper provides Members with an update on two Afghanistan resettlement schemes, namely the Afghan Relocations and Assistance Policy (ARAP) and the Afghan Citizens Resettlement Scheme (ACRS), due to their potential impact on local housing services and demand for temporary accommodation.
- 1.2. In June 2022, the Ministry of Defence (MoD) offered 12 units of family accommodation at RMB Chivenor. This was part of a national scheme, providing up to 550 houses across the country, to assist families who had an association with UK armed forces.
- 1.3. Officers reported to Full Council in July 2022 with a recommendation to lease some of these units (6) under the then Security Force Assistance Scheme (now the ARAP). This paper is available at:  
<https://democracy.northdevon.gov.uk/documents/s20182/Full%20Council%20Report%20Afghan%20Scheme%20July%202022.pdf>
- 1.4. The Home Secretary has recently announced that all bridging hotels accommodating Afghan citizens will be closed. Residents will be issued with 3 months' notice to vacate. Those who are unable to secure alternative accommodation will be advised to approach a local authority as homeless.
- 1.5. This report makes recommendations for accommodating more people from Afghanistan under the ARAP scheme in ND, by maximising the use of all the available houses at RMB Chivenor.

### 2. RECOMMENDATIONS

- 2.1. It is recommended that Members:
  - 2.1.1 Note the potential impact of the SFA/ARAP schemes on local housing need.



- 2.1.2 Accept the MoD's original offer of 12 units of family accommodation at RMB Chivenor.

### 3. REASONS FOR RECOMMENDATIONS

- 3.1. (Reason 2.1.1.) The local closure of 2 x bridging hotels could impact on housing services in ND.
- 3.2. (Reason 2.1.2.) Increasing the supply of temporary accommodation at RMB Chivenor reduces the risk of a lack of supply and/or increased costs associated with NDC's statutory homeless duties.

### 4. REPORT

- 4.1. In March 2023, the Home Office announced that all Afghanistan citizens currently living in bridging hotels will be issued with 3 months' notice to leave. This equates to around 8,000 people. Half of this group are children and most people have been living in these hotels for over 12 months.
- 4.2. There are two bridging hotels in Devon. One in Exeter and one in Exmouth. They house around 140 people.
- 4.3. The Home Office has announced a new programme of additional local authority funding to help accommodate these people in settled accommodation when they leave their hotels and to ease homelessness pressures.
- 4.4. In 2022, the MoD offered NDC the opportunity to lease 12 houses at RMB Chivenor to assist people under the SFA/ARAP scheme. Full Council considered this offer in July 2022 and agreed to lease 6 family units of accommodation, Minute 23 Council 20<sup>th</sup> July 2022 refers, which is available at <https://democracy.northdevon.gov.uk/mgAi.aspx?ID=13250>
- 4.5. Contracts are now being progressed to lease 4 x 2 bed units and 2 x 3 bed units.
- 4.6. The Home Office 'matches' a suitable family to the size of the accommodation on offer.
- 4.7. Housing demand could increase on NDC following closure of the hotels in Devon. Using all the available accommodation at RMB Chivenor could reduce the potential impact of this on the Council's statutory homeless duties.



- 4.8. In the future, all arrivals will go directly into temporary accommodation and the use of bridging hotels will end. Flights from Afghanistan are currently suspended due to security concerns, however, people in the country can still apply to come to the UK under the ACRS.

## 5. RESOURCE IMPLICATIONS

- 5.1. Government funding for the ARAP will be passported to NDC from DCC. It is significant and amounts to:

£10,500 p<sup>-1</sup> year 1  
£6,400 p<sup>-1</sup>, year 2  
£4,400 p<sup>-1</sup>, year 3

- 5.2 This level of funding is sufficient to cover all the housing support costs the Council will incur assisting the families settle into their new accommodation.
- 5.3 There will be an impact on the Legal team in terms of negotiating and entering into the leases with the MOD which may require external support where there are capacity issues, given conflict with other high priority projects, if there is urgency to get these leases in place.

## 6. EQUALITIES ASSESSMENT

- 6.1. The Government has provided an equalities' report on the ARAP, which is available at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/966658/Afghan\\_LES\\_EIA.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966658/Afghan_LES_EIA.pdf)

## 7. ENVIRONMENTAL ASSESSMENT

- 7.1. Scope 1: Greenhouse gas emissions will increase if the Council increases the number of residential properties it controls.

## 8. CORPORATE PRIORITIES

- 8.1.1. The recommendations support the Council's ability to meet local housing needs.

## 9. CONSTITUTIONAL CONTEXT

Part 3 Annexe 1 paragraph 1 and to note that this is delegated power.

## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.



## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:  
(The background papers are available for inspection and kept by the author of the report).

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

J W Mann  
Head of Planning, Housing & Health



## North Devon Council

Reprt Date: 5<sup>th</sup> June 2023

Report to: Strategy & Resources Committee

Topic: Government's Implementation of a Full Dispersal Model for Asylum Seekers

Report by: Jeremy Mann; HoS, Planning, Housing & Health

### 1. INTRODUCTION

- 1.1. There is an expectation from Government that 66 bed spaces in north Devon are made available to individuals seeking asylum in the UK.
- 1.2. The accommodation providers procured by Government have been tasked to dramatically reduce the number of people in hotel and other contingency accommodation.
- 1.3. A short term performance related incentivisation scheme has been introduced. This paper seeks to provide opportunity for NDC to benefit from these arrangements, as it works with Government to implement its SW Regional Plan.

### 2. RECOMMENDATIONS

- 2.1. It is recommended that:
  - 2.1.1. Officers are directed to pro-actively engage with Clearsprings Ready Homes to facilitate the commissioning of the necessary dispersed accommodation bed spaces in north Devon.

### 3. REASONS FOR RECOMMENDATIONS

- 3.1. (Reason 2.1.1.) To adopt an approach which supports the agreed behavioural principles via a culture of collective responsibility and collaboration across central, local government and the commercial partners.



## 4. REPORT

- 4.1. Public services are under pressure from recent global events, including a sustained rise in the number of asylum seekers and a shortage of suitable accommodation. Government wishes to alleviate this pressure and move away from the dependency on contingency accommodation and hotels. The Home Office intends to meet its legal obligations to accommodate destitute asylum seekers, without the use of contingency accommodation, by increasing the capacity of alternative accommodation types. This dispersed accommodation (DA) will commonly be the (shared) houses leased from private sector landlords or new larger scale mixed developments.
- 4.2. The SW region has been assigned with the responsibility of providing 3,694 beds in the 2023 plan and only 29% of this has been achieved to date. Furthermore, the regional plan sets a requirement of 66 bed spaces in ND (but there is no current DA in use here).
- 4.3. Government is intending to make non ring fenced grants available to local authorities who support the accommodation providers in establishing new units of dispersed accommodation.
- 4.4. The first grant is an incentive payment of £3,500 for each new bed space of DA occupied from 1<sup>st</sup> April, 2024 to 31<sup>st</sup> March, 2024.
- 4.5. The second additional grant is in the form of a 4 month pilot. From the 1<sup>st</sup> May, 2023 to 31<sup>st</sup> August, 2023, payments of £3,000 will be made available, where the DA beds are delivered within 1 month of the provider identifying suitable property to the local authority. A £2,000 payment is available where new leads are delivered within 2 months of the provider identifying suitable property.
- 4.6. Government has established a robust mechanism to monitor delivery of their plan and escalate any local performance issues. Home Office officials have indicated their intention to focus on areas where they view there has been insufficient growth in DA.
- 4.7. Working pro-actively with Clearsprings Ready Homes, the accommodation provider in the SW, provides the best opportunity to meet this need and reduce the risk of any wider impacts on the community. The availability of non ring fenced grants would allow the Council to commission any complementary services without there being a direct impact on the approved budget.





4.8 NDC has already shown its commitment to support this work. Officers convened the multi-agency group which co-ordinated the response to the commissioning of the contingency hotel in Ilfracombe, and have offered a Council asset (a 7 bed HMO) in Barnstaple for use of DA.

## 5. RESOURCE IMPLICATIONS

5.1. Government grants are available as incentive payments to local authorities for each new bed space of DA, as set out in Paragraph 4.

## 6. EQUALITIES ASSESSMENT

6.1. The Government's Full Dispersal project seeks to take a fair and equitable approach to the regional and local distribution of asylum seekers across the UK, through the implementation of Regional Plans.

## 7. ENVIRONMENTAL ASSESSMENT

7.1. DA will be commissioned locally by the commercial partner of the Home Office. There is no direct or indirect impact on the environmental performance of the Council.

## 8. CORPORATE PRIORITIES

8.1 Working pro-actively with Clearsprings Ready Homes should have a positive impact on the community's confidence in the implementation of this policy.

## 9. CONSTITUTIONAL CONTEXT

9.1 Part 3 Annexe 1 Paragraph 1 and to note that this is delegated power.

## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report: (The background papers are available for inspection and kept by the author of the report).

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

J W Mann  
HoS, Planning, Housing & Health

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## North Devon Policy Household Support Fund 4

The purpose of this document is to set out the objectives of the scheme and to outline the methods and working practices to meet these.

The Household Support Fund is intended to help individuals and families with rapid short-term financial support to address economic vulnerability and financial hardship from April 2023 until end March 2024. It is designed to ensure that people can access emergency short-term support, for those in most need with regard to food, energy, water bills and wider essential costs.

### Scheme Eligibility

The Household Support Fund is intended to help residents who have limited income and are in need of support to help with significantly rising living costs who meet the following criteria;

1. Be over the age of 16; and
2. Live in NDC district (main residence);
3. In need of financial support to meet the immediate short-term needs of themselves or dependents.

### Award Process

The scheme is broken down into 3 sections;

- A payment will be awarded, via BACS, to Households who claim Housing Benefit (HB) but are not in receipt of: **Universal Credit, JSA(IB), ESA(IR), Pension Credit, Working Tax Credit, Child Tax Credit**. Households receiving the benefits highlighted in red will receive cost of living payments via DWP during 2023/24; this scheme will enable NDC to make payments to those households claiming HB only.
- All working age households, who receive an element of council tax reduction as at 17<sup>th</sup> April 2023 will receive a voucher for £45 & all working age households, who receive an element of council tax reduction as at 1<sup>st</sup> October 2023 will receive a voucher for £50. These payments will be made via the Post Office Payout Scheme which can be exchanged for cash at any Post Office within the district.
- An application scheme will allow agreed 3<sup>rd</sup> party organisations to apply for funds on behalf of their clients. A full list of agreed 3<sup>rd</sup> parties will be available on the NDC website. **Priority will be given to those households on low income who do not qualify for the cost of living payments.** Awards will generally range from £100 - £500 depending on circumstances. These awards will be made via Post Office Payout Vouchers, supermarket vouchers and white good vouchers. Any payment over £500 would need to be approved by a Head of Service.

### Types of assistance that can be provided via 3<sup>rd</sup> party application referral process

The NDC Household Support Fund can be provide assistance for the following items:

- **Food**
- **Energy and water bills-** support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking or lighting, including oil or portable gas cylinders. It can also be used to support with water bills

- including for drinking, washing, cooking, and sanitary purposes and sewerage.
- **Essentials linked to energy and water** - including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.
  - **Wider essentials** – support with essential household items and other essential monthly expenditure including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel.
  - **Housing Costs** - in exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs with caveats (see **Appendix A**)

## Consideration of the budgetary provision

- Funding for the North Devon Household Support Fund, totalling £582,540, is provided by Devon County Council as part of their allocation of the national Household fund.
- The budget will be monitored and the standard Management Information (MI) reporting template, provided by DWP to record the amount provided or paid to vulnerable households under the remit of this grant, will be completed.

## Repeat Applications

Only one application per household, per period, will be considered for April 2023 – September 2023 & October 2023 – March 2024.

## Data

- North Devon Council will only collect data relevant to an individual's Household Support Fund application via 3<sup>rd</sup> party referrals
- Data will be held in Firmstep (our CRM software) with all appropriate security measures
- Data will be used to make contact about decisions and arrange payment of awards
- Data may be shared within the organisation to support efforts to redirect an applicant to other support that may be available.
- Data will be shared with the Post Office and Black Hawk Network to enable payments to be made
- Personal data will not be kept longer than necessary

## Appendix A

In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs with the following caveats:

- Where eligible, ongoing housing support for rent must be provided through the housing cost element of Universal Credit (UC) and Housing Benefit (HB) rather than the Household Support Fund.
- Eligibility for Discretionary Housing Payments (DHPs) must first be considered before emergency housing support is offered through the Household Support Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).
- In exceptional cases of genuine emergency, households in receipt of HB, UC, or DHPs can still receive housing cost support through the Household Support Fund if it is deemed necessary by their Authority. However, the Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.
- Individuals in receipt of some other form of housing support could still qualify for the other elements of the Household Support Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.

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## North Devon Council

Report Date: 5<sup>th</sup> June 2023

Report to: Strategy & Resources Committee

Topic: A Housing Management Company

Report by: Jeremy Mann; HoS, Planning, Housing & Health

### 1. INTRODUCTION

1.1. Officers have identified an exciting opportunity to establish a new vehicle so the Council can provide accommodation to meet local housing need.

1.2. This is an enabling report which seeks to empower the Chief Executive in collaboration with Lead Members to start setting up this new entity.

### 2. RECOMMENDATIONS

2.1. It is recommended that:

2.1.1. The Chief Executive is given delegated authority to progress the setting up of a wholly owned housing company, including the preparation of articles of association in consultation with the Leader and Lead Member for Housing.

2.1.2. Full Council delegates the approval of the appointment of a Board of Directors to the Chief Executive in consultation with the Leader and Lead Member for Housing

### 3. REASONS FOR RECOMMENDATIONS

3.1. To exercise the statutory power, the Council has to establish a local housing company so it can more effectively address local housing need.

### 4. REPORT

4.1 Members will already be aware that the Council is currently in the process of building eleven units of accommodation as part of its wider Barnstaple regeneration programme.



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- 4.2 While disposal of these assets would reduce the Council's overall borrowing, it would forgo the chance to provide housing, which could be targeted to those needing accommodation who work in businesses who are experiencing workforce deficits. For example, the local hospital has a critical requirement for more medical staff to support their redevelopment/expansion plans.
- 4.3 Expert legal advice has been procured by the Council and this is set out in Appendix A.
- 4.4 The viability of the project in Barnstaple is still being worked through. There are, however, other opportunities to establish a housing portfolio, for example, through the Local Authority Housing Fund, acquisition of further properties or managing properties which the Council has imposed an Empty Dwelling Management Order.
- 4.5 To expedite the progression of this initiative, the report recommends empowering the Chief Executive to appoint a Board of Directors, and determine appropriate articles of association.

## 5. RESOURCE IMPLICATIONS

- 5.1. Projected profits and financial and investment risks will be the subject of further reports.
- 5.2. Further external expert legal assistance will be required to ensure the most suitable company set up is established and to advise on and prepare all relevant documentation to establish the company and its relationship with the Council

## 6. EQUALITIES ASSESSMENT

- 6.1. The development of any local lettings' policy will be the subject of further reports.

## 7. ENVIRONMENTAL ASSESSMENT

- 7.1. Scope 1: Greenhouse gas emissions will increase if the Council increases the number of residential properties it controls.

## 8. CORPORATE PRIORITIES

- 8.1 This paper gives the Council the chance to assist more people in housing need in a way which is entirely complementary with its existing responsibilities.





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## 9. CONSTITUTIONAL CONTEXT

- 9.1 Part 3 Annexe 1 paragraph 1, Delegated Power
- 9.2 Article 4.5.7, Referred Power

## 10. STATEMENT OF CONFIDENTIALITY

This report contains exempt restricted information. Namely the appended legal advice which is information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report: (The background papers are available for inspection and kept by the author of the report).

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

J W Mann  
HoS, Planning, Housing & Health



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## **APPENDIX A**

### **Housing Management Company Advice Paper**

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