

Date: 16 October 2018



District Council

Town Hall, Penrith, Cumbria CA11 7QF

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Dear Councillor J Owen MBE

Eden Development Portfolio Holder Meeting Agenda - 23 October 2018

A meeting is to be held with Officers at 2.30 pm, on Tuesday, 23 October 2018, in the Assistant Director Customer Services and Transformation's Office - Town Hall to consider the following matters:

1 Declarations of Interest

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary interests and any other registrable interests, in any matter to be considered or being considered.

2 Eden Development Portfolio Plan 2018-2019 (Pages 3 - 18)

To consider report F71/18 from the Assistant Director Customer Services and Transformation which is attached and which reports progress against this Portfolio Plan to 30 September 2018.

RECOMMENDATION that progress on actions in the Eden Development Portfolio Plan to date is noted.

Yours sincerely

Matthew Neal
Deputy Chief Executive (Monitoring Officer)

Democratic Services Contact: Claire Watters

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For Attention

Portfolio Holder – Councillor J Owen MBE

For Information by Email to: - All remaining Members of the Council

www.eden.gov.uk

Mr Matthew Neal
Deputy Chief Executive



Eden Development Portfolio**23 October 2018****Eden Development Portfolio Plan 2018-2019**

Portfolio:	Eden Development
Report from:	Assistant Director Customer Services and Transformation
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To report progress against this Portfolio Plan to 30 September 2018.

2 Recommendation

The progress on actions in the Eden Development Portfolio Plan to date is noted.

3 Report Details

- 3.1 The Council has a Council Plan for 2015-2019.
- 3.2 This Portfolio Plan sets out in more detail the remit and the particular priorities and activities for this Portfolio and sets, where appropriate, measureable targets by which achievement may be assessed and reported. Also included are details of the 2018-2019 budgets assigned to this Portfolio and the strategies and plans that underpin the Portfolio work.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council.
- 4.2 This Portfolio Plan primarily meets the Strong Economy, Rich Environment corporate priority.

5 Consultation

- 5.1 Portfolio plans are the means of implementing the Council Plan. All delivery actions in the Council's Portfolio Plans are directly linked to the priorities, objectives and strategic actions contained in the Council Plan. The Council Plan 2015-2019 was subjected to a period of extensive public and internal consultation throughout its development, between July 2014 and September 2015.

6 Implications

6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-2019 as agreed at Council on 17 September 2015.

6.1.2 The Financial implications are set out in the budget for the Portfolio Plan.

6.2 Legal

6.2.1 There are no Legal implications arising from the report.

6.3 Human Resources

6.3.1 There are no Human Resources implications arising from the report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality issues arising out of this report.
Health, Social Environmental and Economic Impact	The activities set out within the Plan are intended to have a positive impact in terms of health, social cohesion and the Eden economy.
Crime and Disorder	There are no crime and disorder implications arising from this report.
Children and Safeguarding	There are no child protection implications arising from this report.

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to monitor and report the progress of portfolio plans.	Public, financial or reputational harm to the Council.	Effective corporate planning procedures in place, including monitoring and reporting.

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 The Plan ensures that the Eden Development Portfolio Holder is able to focus on key priorities and objectives for the year ahead.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	11 October 2018
Monitoring Officer (or Deputy)	11 October 2018
Assistant Director	11 October 2018

Background Papers: None

Appendices: **Appendix A – 2018-2019 Eden Development Portfolio Plan**

Contact Officer: **Linda Methven, Assistant Director Commercial Services and Transformation, 01768 212130**

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Portfolio Plan	Eden Development
Priority/priorities (general)	Strong Economy, Rich Environment, Quality Council
Priority/priorities (detail)	Supporting a strong economy that benefits from and values Eden's rich natural and built environment Continue to provide efficient and cost-effective statutory and discretionary services
Year	2018-2019
Portfolio Holder	Councillor John Owen
Lead Officer	Linda Methven, Assistant Director Customer Services and Transformation

This Portfolio Plan is a summary of key activities and priorities for 2018-2019 and the resources available to meet them.

Responsibilities and Budget of the Portfolio

Service/Function	£	Department	Section
Economic Development and Promotion	477,300	Governance	Commercial Services
Building Regulations	85,700	Governance	Planning Services
Other Building Control	39,500	Governance	Planning Services
Environmental Enhancement and Conservation	39,240	Governance	Planning Services
Development Control and Enforcement	370,060	Governance	Planning Services
Local Plans and Policy	141,390	Governance	Planning Services
Administrative Buildings	334,980	Governance	Technical Services
Total	1,488,170		

All of these budgets appear in other Portfolio Plans. There is a link between those and this Portfolio and they are relevant to the work of this Portfolio, hence their inclusion in this document.

Commercial Opportunities

The Council has an agreed Commercial Plan that covers the period 2017–2020. The Commercial Plan sets out the principles the Council will work to in addressing unknown factors in the Council's Medium Term Financial Plan and seeks to generate and/or save £1m by the end of the Plan's term. In the table below are actions which the Portfolio Holder may choose to undertake to help achieve that goal, in accordance with the three investment principles.

Principle	Actions
Investing for a social return	<ul style="list-style-type: none"> • Eden Apprenticeship Scheme • Customer Contact and Council buildings, including optimising use of existing buildings and ensuring accommodation supports improved customer access to services, new ways of working and the digital transformation project.
Investing for financial and social return	<ul style="list-style-type: none"> • Attracting new businesses to the area to: <ol style="list-style-type: none"> a) generate employment opportunities; and b) Contribute to the economic vibrancy of Eden.
Investing for a financial return	<ul style="list-style-type: none"> • Expansion of discretionary planning services (pre application advice, planning performance agreements and general planning services).

Outside Bodies

Councillor Owen is a Director and the Chairman of Heart of Cumbria Limited, a Company that is wholly owned by the Council and which has objectives of pursuing commercial activities and delivery of affordable housing.
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Key Policies and Plans Relevant to this Portfolio

Council Plan 2015-2019
Apprenticeship Agreement
Eden Local Plan (2014-2032)
Eden Brown Field Register
Council Complaints Procedure
Access to Services Strategy, September 2015
Digital Transformation and Delivering Services Electronically, Council April 2016
Commercial Plan 2017-2020

Action Plan – 2018-19 for Eden Development Portfolio

Objective EE1: Provide an appropriate planning framework which facilitates sustainable development and attracts inward investment

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
EE1b: Ensure that new developments are sustainable and take account of infrastructure requirements	<p>Continue to seek developer contributions to help meet infrastructure requirements, especially on major schemes.</p> <p>To monitor the receipt of agreed 106 monies.</p>	<p>To monitor the value of out-standing amounts and the fees collected.</p> <p>To generate plans to use the funds collected for affordable housing projects.</p>	<p>The Assistant Director Financial Services is leading a project to better manage section 106 monies, to ensure they are collected and reinvested in a timely manner.</p> <p>Process review to be completed by end of December 2018.</p> <p>Current estimate of the deposited funds is around £2m, including New Home Bonus receipts.</p>	.	

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
	Seek to attract other housing developers to the area and support high standards of construction. Consultants (LUC) have been appointed to put together the Penrith Vision and Masterplan Document.	To have a Penrith Masterplan adopted in 2019.	<p>Planned progress;</p> <p>The Masterplan proposal is to be presented at:</p> <ul style="list-style-type: none"> Executive 4/9/18 Staff Briefings 7/9/18 Press Releases from 8/9/18 Public engagement to begin 10/9/18 <p>The direction of travel of the Council is for a future iteration of the masterplan to inform an early review of the Local Plan</p>		.
	Review Conservation Area Appraisals.	<p>The Conservation Officer to review all conservation areas by 31 August 2019.</p> <p>To ensure that Kirkoswald and Dufton are progressed towards initial consultation by December 2018.</p>	<p>On-going</p> <p>Conservation Officer to supply a briefing on the progress by end of December 2018</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
EE1c: Identify land for employment development and support business growth (also in Commercial Services Portfolio)	Progress the Local Plan to adoption	Completion and adoption of the Local Plan (2014 -2032) by end of September 2018	<p>The Local Plan is now in active use by Development control and the Planning Committee.</p> <p>The Plan is to be presented and hopefully formally adopted by Council on 11 October 2018.</p>		
	To develop and action plans in respect of Supplementary Planning Documents (SPD)	<p>To deliver the Housing SPD by end of December 2018.</p> <p>To deliver the Design SPD by end of December 2018.</p> <p>To develop a plan to complete the Local Development Scheme document by 31 March 2019.</p>	Plans are progressing and a draft plan for public consultation to be available by end of October 2018		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
	Develop an Action Plan for the implementation of the Eden Vision Document 2050.	To update Members formally on the work on the Penrith Vision Masterplan in September 2018 and develop a plan to deliver the Vision by 31 March 2019.	As per EE1b above.		
EE1d: Consider the needs and wishes of local communities with regard to development	Support Neighbourhood Planning	<p>To continue to support towns and parishes to submit neighbourhood plans. (Note: To date, 15 towns and parishes have submitted neighbourhood plans).</p> <p>To continue to assist with the progression and completion of the Lazonby plan anticipated to be completed by end of September 2018.</p>	Lazonby being supported and going to the first consultation soon.		
EE1e: To develop the Brownfield Register.			The Brownfield Register was completed in December 2017 and no further action is now required.	Complete	Complete

Action Plan – 2018-19 for Eden Development Portfolio

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
EE2a: Continue with our 'Invest in Eden' website and business marketing and support offers, including the Eden Business Support Fund, to attract high quality businesses to locate and expand in the area (also in Commercial Services Portfolio)	<p>In conjunction with the Commercial Services Portfolio Holder, seek to ensure a skilled workforce through developing relationships with education providers and promoting the Eden Apprenticeship Scheme to local employers.</p> <p>To continue and report on, the Business Support Fund and the effect on local jobs.</p>	<p>To monitor and review:</p> <ul style="list-style-type: none"> • The rolling number of apprenticeships created. • The value of loans provided. • The effect on local jobs. 	<ul style="list-style-type: none"> • Currently on target to have all finance allocated to businesses. • Since the Business Support Fund started, there has been a total of £397,000 loans approved to date. • Total number of new jobs created = 13 • Total number of jobs safeguarded 		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
	<p>To identify land for new business opportunities.</p> <p>To develop a plan to promote available land to current and prospective new businesses by 30 September 2018.</p>	<p>To secure planning approval for a section of land at junction 41 for commercial development by end of September 2018.</p> <p>To agree target dates to formally adopt seven Local Development Orders aimed at attracting new and developing existing food and farming linked businesses by end of December 2018.</p>	<p>Planning approval has been secured.</p> <p>The action now sits within the Planning Policy Team. Economic Development officers will have the role of marketing the sites when they are formally adopted.</p>		

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment

Strategic action	Delivery action	Target/measure	Progress as at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
EE2b: Engage with Eden's four market towns and the Chambers of Trade to increase their vitality, including the Townscape Heritage Initiative (THI) in Alston and the Penrith Business Improvement District (also in the Commercial Services Portfolio)	In conjunction with the Commercial Services Portfolio Holder, seek to engage with and support the Chambers of Trade	<p>To identify how to support existing Invest in Eden actions by 30 September 2018</p> <p>To review all service level agreements on a quarterly basis from end of June 2018.</p>	<p>Regular meetings take place with Chambers of Trade or their equivalents in each of the four key service centres.</p> <p>A new Service Level Agreement has been drafted between the Council and Upper Eden Community Interest Company which will see the Business Hub at Kirkby Stephen operational for 2018-2019.</p>		

Action Plan - 2017-2018 for Eden Development Portfolio

Objective QC5: Continue to provide efficient and cost effective statutory and discretionary services

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
QC5b: Deliver consistently high quality statutory services (also in Resources Portfolio)	Provide effective management of planning budgets and resources	To consider the options for pre-application enquiry charging scheme by 30 September 2018.	Senior Planning Officer to develop and propose a new pricing structure to the Executive by end of December 2018. The aim is to implement from 1 April 2019.		
	Amend the Council's scheme of delegation for Planning Committee	To develop a new scheme of delegation policy by 31 December 2018.	Ongoing		
	Review office accommodation needs, to support the effective delivery of services	A working group has been established to consider office accommodation needs. A report will be presented to full Council by 31 December 2018. To progress and support the work of the working group.	Ongoing but delayed due to the needs of the Penrith Masterplan.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
	Review the number of complaints received and compliance with the Complaints Procedure.	To formally review complaints every 2 months.	Complaints raised have been investigated in a timely manner and a few have been referred to the ombudsman. The ombudsman has upheld all decisions in the report. There is one out-standing complaint that the complainant has paused.		

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