

Phil Norrey  
Chief Executive

To: The Chair and Members of the  
Farms Estate Committee

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

(See below)

Your ref :  
Our ref :

Date : 29 November 2019  
Please ask for : Wendy Simpson, 01392 384383

Email: [wendy.simpson@devon.gov.uk](mailto:wendy.simpson@devon.gov.uk)

## **FARMS ESTATE COMMITTEE**

Monday, 9th December, 2019

A meeting of the Farms Estate Committee is to be held on the above date at 2.15 pm in the Committee Suite - County Hall to consider the following matters.

P NORREY  
Chief Executive

## **A G E N D A**

### **PART I - OPEN COMMITTEE**

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 9 September 2019 and 25 November 2019 (previously circulated).

3 Items Requiring Urgent Attention

Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.

### **MATTERS FOR DECISION**

4 Revenue Monitoring (Month 7) 2019/20 (Pages 1 - 4)

Report of the County Treasurer (CT/19/19) on the County Farms Estate Revenue Monitoring Statement (Month 7) 2019/20, attached.

5 Capital Monitoring (Month 7) 2019/20 (Pages 5 - 8)

Report of the County Treasurer (CT/19/118) on the County Farms Estate Capital Monitoring (Month 7) 2019/20, attached.

## **PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC**

### **6      Exclusion of the Press and Public**

**Recommendation:** that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Schedule 12A of the Act, namely information relating to, and which is likely to reveal the identity of, tenants and information relating to the financial or business affairs of tenants and the County Council and, in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **7      Holdings and Tenancies etc.**

*(An item to be considered by the Committee in accordance with the Cabinet Procedure Rules and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, no representations having been received to such consideration taking place under Regulation 5(5) thereof)*

#### **a      Higher Artiscombe Farm, Gulworthy (Pages 9 - 12)**

(a) Report of the Head of Digital Transformation and Business Support (BSS/19/12) on matters relating to the occupation of Higher Artiscombe Farm, Gulworthy, attached.


#### **b      Outcome of Tenants' monitoring visits (Pages 13 - 28)**

Report of the Head of Digital Transformation and Business Support (BSS/19/13) on the outcome of tenants' formal monitoring visits, attached.

*Notice of all items listed above has been included in the Council's/Cabinet Forward Plan for the required period, unless otherwise indicated. The Forward Plan is published on the County Council's website.*

*Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).*

*Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.*

<b>Membership</b>
Councillors R Edgell (Chair), J Brook, J Berry, A Dewhirst, T Inch, C Whitton and C Chugg Co-opted Members L Warner (Tenants' representative) and H Bellew (Devon Federation of Young Farmers)
<b>Declaration of Interests</b>
Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item. Members of the Council have been granted a dispensation to allow them to speak and vote in any debate as a consequence of being a representative of the County Council on any County Council wholly owned, controlled or joint local authority company or Joint Venture Partnership unless the matter under consideration relates to any personal remuneration or involvement therein.
<b>Access to Information</b>
Any person wishing to inspect the Council's / Cabinets Forward Plan or any minutes, reports or lists of background papers relating to any item on this agenda should contact Wendy Simpson, 01392 384383  Both the Forward Plan and agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.
<b>Webcasting, Recording or Reporting of Meetings and Proceedings</b>
The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: <a href="http://www.devoncc.public-i.tv/core/">http://www.devoncc.public-i.tv/core/</a>  In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.  Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.
<b>Emergencies</b>
In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.
<b>Mobile Phones</b>
Please switch off all mobile phones before entering the Committee Room or Council Chamber  If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: <a href="mailto:centre@devon.gov.uk">centre@devon.gov.uk</a> or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.
 Induction loop system available

## **NOTES FOR VISITORS**

All visitors to County Hall, including visitors to the Committee Suite and the Coaver Club conference and meeting rooms are requested to report to Main Reception on arrival. If visitors have any specific requirements or needs they should contact County Hall reception on 01392 382504 beforehand. Further information about how to get here can be found at: <https://new.devon.gov.uk/help/visiting-county-hall/>. Please note that visitor car parking on campus is limited and space cannot be guaranteed. Where possible, we encourage visitors to travel to County Hall by other means.

**SatNav** – Postcode EX2 4QD

## **Walking and Cycling Facilities**

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## **Access to County Hall and Public Transport Links**

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

## **Car Sharing**

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## **Car Parking and Security**

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



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## **First Aid**

Contact Main Reception (extension 2504) for a trained first aider.

## The County Farms Estate

### Revenue Monitoring (Month 7) 2019/20

#### Report of the County Treasurer

- 1 **Revenue Monitoring for the period 1 April 2019 to 31 October 2019**
- 1.1 The Revenue Budget presented to Corporate Infrastructure and Regulatory Services Scrutiny Committee on 29 January 2019 and approved at County Council on 21 February 2019 included an increased target surplus of £464,000 for the County Farms Estate.
- 1.2 Appendix A provides a summary of the annual budget. It also provides details of income and expenditure to date.
- 1.3 As at month 7 there remains minimal actual expenditure to report.
- 1.4 Approximately 50% of the predicted income has now been collected (in arrears) at the end of month 6 with the balance to be collected at the end of month 12.
- 1.5 Three Tenant Right Valuation accruals cannot yet be released as the end of tenancy valuations are still being negotiated and the agent representing the landlord has advised not to release any interim payments to the outgoing tenants.
- 1.6 £29,000 worth of unforeseen repair works has been ordered and paid in 2019. In addition, a further £16,000 of unforeseen works has been ordered but not invoiced. Total unforeseen maintenance expenditure and commitment at month 7 is therefore £45,000.
- 1.7 The revenue funded maintenance programme has been set and the £210,000 budget fully allocated to proposed works based on initial cost estimates provided for each scheme. £17,489 worth of programmed works has been ordered and paid in 2019 but members will note the net spend only shows £1,000 on Appendix A. This is due to residual accruals from 2018/19 not yet invoiced by contractors. A further £101,376 worth of works had been ordered at month 7 but not yet completed. Total programmed maintenance expenditure and commitment is therefore £118,865.

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- 1.8 At month 7 £12,000 worth of works to redundant buildings, asbestos removal and health and safety improvements had been ordered and paid in 2019. No further works had been ordered. Total expenditure and commitment at month 7 is therefore £12,000.
- 1.9 Approximately £5,000 worth of testing and inspection works (service term contracts for private water supplies, boilers, fixed wiring systems, sewage treatment plants, radon fans etc) had been paid at month 7 and a further £6,000 worth of works ordered.
- 1.10 The programmed tree survey work has been completed and surgery work is required on 19 farms. It is anticipated the ground maintenance budget will be fully committed.
- 1.11 18 quinquennial farm condition surveys have been commissioned. It is anticipated the building maintenance surveys budget will be fully committed.
- 1.12 It is currently anticipated that the forecast level of income and expenditure will be achieved and the target surplus delivered, albeit there may well be some fluctuations within income and expenditure items.

## 2 Options/Alternatives

- 2.1 Alternative options have been considered and discounted as they are believed to either be contrary to current Estate policy and/or not in the best financial interests of the Estate.

## 3 Consultations/Representations/Technical Data

- 3.1 The views and opinions of the Devon Federation of Young Farmers Clubs and the Estate Tenants Association will be presented by the two co-opted members to the committee.
- 3.2 No other parties have been consulted and no other representations have been received.
- 3.3 The technical data is believed to be true and accurate.

## 4 Financial Considerations

- 4.1 The Author is not aware of any financial issues arising from this report.

## 5 Environmental Impact Considerations (including Climate Change)

- 5.1 The Author is not aware of any environmental impact (including climate change) issues arising from this report.

## 6 Equality Considerations

6.1 The Author is not aware of any equality issues arising from this report.

**7 Legal Considerations**

7.1 The Author is not aware of any legal issues arising from this report.

**8 Risk Management Considerations**

8.1 The Author is not aware of any obvious risks to manage.

**9 Public Health Impact**

9.1 The Author is not aware of any public health impact.

**10 Summary/Conclusions/Reasons for Recommendations**

10.1 The Author has prepared this report in accordance with the findings of the County Farms Estate Strategic Review (April 2010).

*Mary Davis – County Treasurer*

Electoral Divisions: ALL

Local Government Act 1972: List of Background Papers

None

Who to contact for enquiries:

Name: Dan Meek, Director of Property Management, NPS South West Ltd,  
Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate,  
Exeter, EX2 7FW

Contact: 01392 351066 or [dan.meek@nps.co.uk](mailto:dan.meek@nps.co.uk)

Name: Lisa Beynon, Head Accountant for Corporate Services, County  
Treasurer's, County Hall, Exeter

Contact: 01392 382876 or [lisa.beynon@devon.gov.uk](mailto:lisa.beynon@devon.gov.uk)

# Agenda Item 4

	YEAR TO DATE EXPENDITURE	ANNUAL TARGET	PREVIOUS FORECAST AS @ MONTH 4	CURRENT FORECAST
<b><u>INCOME</u></b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Rent	(555)	(1,124)	(1,124)	(1,124)
Other	(20)	(40)	(40)	(40)
TOTAL INCOME	(575)	(1,164)	(1,164)	(1,164)
<b><u>EXPENDITURE</u></b>				
<b><u>STATUTORY COSTS</u></b>				
Tenant Right Valuation	(95)	20	20	20
SUB - TOTAL	(95)	20	20	20
<b><u>PREMISES COSTS</u></b>				
Building Maintenance - Unforseen	29	100	100	90
Building Maintenance - Programmed	1	210	210	210
Building Maintenance - Surveys	0	10	10	10
Building Maintenance - STC	5	20	20	20
Building Maintenance - Other (incl. Land Agents Initiatives, Redundant Buildings, Asbestos and Health & Safety)	12	61	61	61
Grounds Maintenance	0	10	10	9
Rents & Other Landlord Charges	0	14	14	14
Rates, Electricity and Water Charges	7	6	6	7
SUB - TOTAL	54	431	431	421
<b><u>SUPPLIES &amp; SERVICES</u></b>				
Insurance	0	0	0	0
Adverts	0	2	2	2
NPS Fees	120	230	230	240
Legal Fees	1	4	4	4
Professional Fees	(7)	6	6	6
Other Fees & Charges (DFYF, SHLAA, GPDO)	1	7	7	7
SUB - TOTAL	115	249	249	259
<b>TOTAL EXPENDITURE</b>	<b>74</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>NET OPERATIONAL (SURPLUS)</b>	<b>(501)</b>	<b>(464)</b>	<b>(464)</b>	<b>(464)</b>
<b>FARM IMPROVEMENTS inclusive of fees</b>				
Revenue funded Restructuring (BM other)	0	0	0	0
SUB - TOTAL	0	0	0	0
<b>TOTAL COSTS SURPLUS</b>	<b>(501)</b>	<b>(464)</b>	<b>(464)</b>	<b>(464)</b>



## The County Farms Estate

### Capital Monitoring (month 7) 2019/20

#### Report of the County Treasurer

#### **1 Capital Monitoring for the period 1 April 2019 to 31 October 2019**

- 1.1 The Capital budget presented to Corporate Infrastructure and Regulatory Services Scrutiny Committee on 29<sup>th</sup> January 2019 and approved at County Council on 21 February 2019 included schemes totalling £600,000.
- 1.2 Added to this is slippage from the 2018/19 budget of £558,337 taking the total capital budget for 2019/20 to £1,158,337.

#### **2. Nitrate Vulnerable Zone Compliance**

- 2.1 Currently one new slurry store is at an early feasibility and design stage with a view to potentially being built in 2020/21.
- 2.2 Retention money is due to be released shortly at the end of defect periods for other slurry stores constructed in previous financial years.
- 2.3 Actual to date currently stands at nil with a forecast spend for the year anticipated at £9,088.
- 2.4 The balance of the 2019/20 budget of £400,246 will not be spent in year on NVZ compliant schemes and has thus been redeployed to enable more farmhouse renovation and improvement schemes to be carried out in year.

#### **3. Compensation Payments (Tenants Improvements, etc..)**

- 3.1 Forecast spend currently stands at nil, but this excludes a potential liability of approximately £60,000 that may fall due in year.

#### **4. Enhancements and Improvements**

- 4.1 Actual to date currently stands at £453,768 with a forecast spend for the year anticipated at £991,496 in total. The 2019/20 capital programme has been agreed.
- 4.2 Retention money is being held during the 12-month defect period for 14 schemes completed in the previous year.

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- 4.3 Expenditure has been incurred on 4 schemes started in 2018/19 but completed this year.
- 4.4 Expenditure has been incurred on 5 schemes started this year.
- 4.5 A further 4 schemes are being designed, specified and tendered with a view to works being completed this financial year.

## **5. Septic Tank Replacement Programme**

- 5.1 The Environmental Permitting (England and Wales) (Amendment) Regulations 2014 and associated General Binding Rules for septic tanks and small sewage treatment plants for domestic properties have made it necessary to replace 8 septic tanks with sewage treatment plants and associated infrastructure before the end of the financial year.
- 5.2 Actual to date currently stands at nil with a forecast spend for the year anticipated at £157,753.

## **6. Land Acquisitions**

- 6.1 Currently no potential land purchases have been identified.

## **7. Options/Alternatives**

- 7.1 Alternative options have been considered and discounted as they are believed to either be contrary to current Estate policy and/or not in the best financial interests of the Estate.

## **8. Consultations/Representations/Technical Data**

- 8.1 The views and opinions of the Devon Federation of Young Farmers Clubs and the Estate Tenants Association will be presented by the two co-opted members to the committee.
- 8.2 No other parties have been consulted and no other representations have been received
- 8.3 The technical data is believed to be true and accurate.

## **9. Financial Considerations**

- 9.1 The Author is not aware of any financial issues arising from this report.

## **10. Environmental Impact Considerations (including Climate Change)**

- 10.1 The Author is not aware of any environmental impact (including climate change) issues arising from this report.

**11. Equality Considerations**

11.1 The Author is not aware of any equality issues arising from this report.

**12. Legal Considerations**

12.1 The Author is not aware of any legal issues arising from this report.

**13. Risk Management Considerations**

13.1 The Author is not aware of any obvious risks to manage.

**14. Public Health Impact**

14.1 The Author is not aware of any public health impact.

**15. Summary/Conclusions/Reasons for Recommendations**

15.1 The Author has prepared this report in accordance with the findings of the County Farms Estate Strategic Review (April 2010).

*Mary Davis – County Treasurer*

Electoral Divisions: ALL

Local Government Act 1972: List of Background Papers

None

Who to contact for enquiries:

Name: Dan Meek, Director of Property Management, NPS South West Ltd,  
Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate,  
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Contact: 01392 351066 or [dan.meek@nps.co.uk](mailto:dan.meek@nps.co.uk)

Name: Lisa Beynon, Head Accountant for Corporate Services, County  
Treasurer's, County Hall, Exeter

Contact: 01392 382876 or [lisa.beynon@devon.gov.uk](mailto:lisa.beynon@devon.gov.uk)



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of the Local Government Act 1972.

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