

## Mid Devon District Council

### Cabinet

Tuesday, 4 January 2022 at 10.00 am  
Phoenix Chamber, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 1 February 2022 at 10.00 am

**PLEASE NOTE:** - this meeting will take place at Phoenix House and members of the Public and Press are encouraged to attend via Zoom wherever possible. The Protocol for Hybrid Meetings explains how this will work. Please do not attend Phoenix House without contacting the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

Join Zoom Meeting

<https://zoom.us/j/99670609030?pwd=SWYvODRhQXkrc3hGY2VHRm1nVIZjZz09>

Meeting ID: 996 7060 9030

Passcode: 791584

One tap mobile

08003582817,,99670609030#,,,,\*791584# United Kingdom Toll-free

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Dial by your location

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Meeting ID: 996 7060 9030

Passcode: 791584

## Membership

Cllr R M Deed

Cllr R J Chesterton

Cllr Mrs C P Daw

Cllr R Evans

Cllr D J Knowles

Cllr B A Moore

Cllr C R Slade

Cllr Mrs N Woollatt

# AGENDA

*Members are reminded of the need to make declarations of interest prior to any discussion which may take place*

1. **Apologies**  
To receive any apologies for absence.
2. **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Declarations of Interest under the Code of Conduct**  
To record any interests on agenda matters.
4. **Minutes of the Previous Meeting** (*Pages 5 - 20*)  
To consider whether to approve the minutes as a correct record of the meeting held on 30 November 2021.
5. **Customer Care Policy** (*Pages 21 - 36*)  
Following a report of the Corporate Manager for Digital Transformation and Customer Engagement, the Community Policy Development Group have made the following recommendation: that the revised Customer Care Policy and Standards be approved.
6. **Complaints Policy** (*Pages 37 - 54*)  
To receive a report of the Corporate Manager for Digital Transformation and Customer Engagement reviewing the Complaints and Feedback Policy.
7. **Strategic Grants and Service Level Agreement** (*Pages 55 - 62*)  
Following a report of the Director of Place, the Community Policy Development Group have made the following recommendations:
  1. The total Strategic Grants budget to remain at £138,500 for a period of 2 years, and that individual awards to Strategic Partners to remain at the 2020-2021 levels for this period.
  2. The level of grant awards to individual partners for 2022-23 and 2023-24 were therefore recommended as:

<b>Organisation</b>	<b>Award 2021-2022 (£)</b>	<b>Award 2022-2023 (£)</b>	<b>Award 2023-2024 (£)</b>
CHAT	12,500	12,500	12,500
Citizen's Advice	15,500	15,500	15,500
INVOLVE	12,000	12,000	12,000
Mid Devon Mobility	22,000	22,000	22,000
Grand Western Canal	45,000	45,000	45,000
Tiverton Museum	27,500	27,500	27,500
TIS	4,000	4,000	4,000
<b>Total</b>	<b>£138,500</b>	<b>£138,500</b>	<b>£138,500</b>

8. **New Local Plan – Issues consultation paper** (*Pages 63 - 264*)  
To consider a report of the Director of Place requesting approval of the Issues Paper for consultation to meet the requirements of Regulation 18 Town and Country Planning (Local Planning) (England) Regulations 2012.
9. **Local Development Scheme** (*Pages 265 - 274*)  
To consider a report of the Director of Place updating the Local Development Scheme and providing an updated timetable for the production of a new Local Plan for Mid Devon.
10. **The Cullompton Conservation Area Management Plan** (*Pages 275 - 400*)  
To consider a report of the Director of Place with regard to the Amended Draft Cullompton Conservation Area Assessment and Management Plan (CAMP) and requesting a recommendation to Full Council for adoption.
11. **Formation of a Teckal Company** (*Pages 401 - 404*)  
To consider a report of the Deputy Chief Executive (S151) considering the need to create a Teckal company.
12. **Tax Base Calculation** (*Pages 405 - 410*)  
To consider a report of the Deputy Chief Executive (S151) detailing the statutory calculations necessary to determine the Tax Base for the Council Tax.
13. **2022/23 Budget Update report** (*Pages 411 - 432*)  
To receive a report of the Deputy Chief Executive (S151) reviewing the revised draft budget changes identified and discussing further changes required in order for the Council to move towards a balanced budget for 2022/23.

14. **Financial Monitoring**  
To receive a verbal report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
15. **Modular Build Schemes, St Andrews Estate, Cullompton and Shapland Place, Tiverton - Phase 2 Contracts** (Pages 433 - 454)  
To receive a report of the Corporate Manager for Public Health, Regulation and Housing explaining that following the pending completion of Phase 1 design and planning contracts for the construction of fourteen Council properties, using a direct award framework, consideration is required for the Phase 2 construction and installation contract for each scheme.
16. **Information Security and Information Security Incident Policies** (Pages 455 - 484)  
To consider a report of Operations Manager for Performance, Governance and Health & Safety updating the existing policies to reflect current job roles and best practice.
17. **Notification of Key Decisions** (Pages 485 - 496)  
To note the contents of the Forward Plan.

**Stephen Walford**  
Chief Executive  
Wednesday 22 December 2021

### Covid-19 and meetings

From 7 May 2021, the law requires all councils to hold formal meetings in person. However, the Council is also required to follow government guidance about safety during the pandemic. The Council will enable all people to continue to participate in meetings via Zoom.

You are strongly encouraged to participate via Zoom to keep everyone safe - there is limited capacity in meeting rooms if safety requirements are to be met. There are restrictions and conditions which apply to those in the building and the use of the building. You must not attend a meeting at Phoenix House without complying with the requirements in the new protocol for meetings. You must follow any directions you are given.

Please read the new meeting protocol which is available here: <https://democracy.middevon.gov.uk/documents/s23135/MeetingProtocolUpdateOct2021nextreviewFeb2022.pdf>

If you want to ask a question or speak, email your full name to [Committee@middevon.gov.uk](mailto:Committee@middevon.gov.uk) by no later than 4pm on the day before the

meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you would like a copy of the Agenda in another format (for example in large print) please contact Sally Gabriel on:

E-Mail: [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.