

# Public Document Pack

## MID DEVON DISTRICT COUNCIL

**A MEETING** of the **MID DEVON DISTRICT COUNCIL** will be held in the Phoenix Chambers, Phoenix House, Tiverton on Wednesday, 6 July 2022 at 6.00 pm

**ALL MEMBERS** of the **COUNCIL** are summoned to attend for the purposes of transacting the business specified in the Agenda which is set out below:

**[The next meeting is scheduled to be held in Tiverton on Wednesday, 31 August 2022 at 6.00 pm]**

**PLEASE NOTE:** - this meeting will take place at Phoenix House and members of the Public and Press are able to attend via Zoom. If you are intending to attend in person please contact the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

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Meeting ID: 823 5284 6280

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Passcode: 941001

**STEPHEN WALFORD**

Chief Executive

28 June 2022

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

## AGENDA

### 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** (*Pages 5 - 14*)

Members to consider whether to approve the minutes as a correct record of the Annual meeting held on 11 May 2022.

Members to consider whether to approve the minutes as a correct record of the Extraordinary meeting held on 11 May 2022.

The Council is reminded that only those Members present at the previous meetings should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.

5      **Chairman's Announcements**

To receive any announcements which the Chairman of the Council may wish to make.

6      **Petitions**

To receive any petitions from members of the public.

7      **Notices of Motions**

No Notices of Motions have been received.

8      **Reports** (*Pages 15 - 60*)

To receive and consider the reports, minutes and recommendations of the recent meetings as follows:

1      Cabinet

- 17 May 2022
- 28 June 2022 (to follow)

2      Scrutiny Committee

- 30 May 2022

3      Audit Committee

- 7 June 2022

4      Environment Policy Development Group

- 24 May 2022

- 5 Homes Policy Development Group
  - 31 May 2022
- 6 Economy Policy Development Group
  - 26 May 2022
- 7 Community Policy Development Group
  - 7 June 2022
- 8 Planning Committee
  - 18 May 2022
  - 29 June 2022 (to follow)
- 9 **Community Governance Review** (*Pages 61 - 82*)

To consider a report of the Returning Officer (Director of Business Improvement and Operations) in respect of the recommended proposals for consideration for the second consultation stage and seeking approval of a modified Terms of Reference for the Committee.
- 10 **Questions in accordance with Procedure Rule 13**

To deal with any questions raised pursuant to Procedure Rule 13 not already dealt with during the relevant Committee reports.
- 11 **Special Urgency Decisions**

To note any decisions taken under Rule 16 (of the Constitution) Special Urgency – no decisions of this kind have been made since the last meeting.
- 12 **Outside Body Appointment**

To consider appointing 2 members to the Tiverton Town Centre CCTV System Working Group.
- 13 **Questions to Cabinet Members**

To receive answers from the Cabinet Members to questions on their portfolios from other Members.
- 14 **Members Business**

To receive any statements made and notice of future questions by Members.

Note: the time allowed for this item is limited to 15 minutes.

### Meeting Information

From 7 May 2021, the law requires all councils to hold formal meetings in person. The Council will enable all people to continue to participate in meetings via Zoom.

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. 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.

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COUNCIL** held on 11 May 2022 at 6.00 pm

### **Present**

#### **Councillors**

G Barnell, J Bartlett, E J Berry,  
J Buczkowski, W Burke, J Cairney,  
R J Chesterton, S J Clist, Mrs C Collis,  
Mrs F J Colthorpe, L J Cruwys, N V Davey,  
Mrs C P Daw, R M Deed, R J Dolley (Vice  
Chairman), J M Downes, C J Eginton,  
R Evans, Mrs S Griggs, P J Heal,  
B Holdman, D J Knowles, F W Letch,  
Mrs E J Lloyd, B A Moore, Miss J Norton,  
S J Penny, D F Pugsley, Mrs E J Slade,  
C R Slade, Mrs M E Squires, R L Stanley,  
L D Taylor, B G J Warren, A White, A Wilce,  
Mrs N Woollatt, J Wright and A Wyer

### **Apologies**

#### **Councillors**

R F Radford

### **In attendance**

#### **Councillors**

D R Coren and S Pugh

## **1 Chairman of the Council (00-07-19) - Vice Chairman in the Chair**

Councillor C J Eginton nominated Councillor R F Radford (in his absence) for election as Chairman of the District Council for the year 2022/2023. This nomination was seconded by Councillor Mrs C A Collis

**RESOLVED** that Councillor R F Radford be elected Chairman of the Mid Devon District Council for the Municipal Year 2022/2023.

## **2 Apologies (00-08-34)**

Apologies were received from Councillor R F Radford.

Councillors: D Coren and S Pugh attended the meeting via Zoom.

## **3 Minutes (00-08-52)**

The minutes of the previous meeting held on 27 April 2022 were agreed as a correct record and signed by the Vice Chairman.

## **4 Vice Chairman of the Council (The Leader in the Chair) (00-15-37)**

Councillor J M Downes **MOVED**, seconded by Councillor G Barnell:-

“That Councillor R J Dolley be elected as Vice Chairman of the Council for the Municipal Year 2022/2023”.

**RESOLVED** that Councillor R J Dolley be elected Vice Chairman of Mid Devon District Council for the Municipal Year 2022/2023

In accordance with Section 83 of the Local Government Act, 1972, Councillor Dolley then made a Declaration of Acceptance of Office and thanked the Council for having elected him again as its Vice Chairman.

In the absence of the Chairman, the Vice Chairman took the chair.

## **5 Chairman of the Scrutiny Committee (00-21-24)**

Councillor L D Taylor nominated Councillor S J Clist for election as Chairman of the Scrutiny Committee. The nomination was seconded by Councillor L J Cruwys.

Councillor Mrs N Woollatt nominated Councillor B G J Warren for election as Chairman of the Scrutiny Committee. The nomination was seconded by Councillor Mrs E Lloyd

Upon a vote being taken: It was then:-

**RESOLVED** that Councillor S J Clist be elected Chairman of the Scrutiny Committee for the Municipal Year 2022/2023.

## **6 Allocation of seats and appointment of Members to Committees, Policy Development Groups and politically proportioned Working Groups (00-28-15)**

The Council had before it a \*report considering the seat allocations and to appoint members to various bodies for the current civic year 2022/23.

Councillor L D Taylor proposed the motion 1(a) printed in the report subject to an amendment seconded by Councillor L J Cruwys that one seat allocated to the Liberal Democrats on the Environment Policy Development Group be given to the Green Party and that in return the Green Party seat on the Planning Committee be given to the Liberal Democrats.

Discussion took place with regard to:

- The allocation agreed by the Group Leaders
- Whether the Ungrouped Members should have been able to choose from the seats available to them

Upon a vote being taken, it was **RESOLVED**:

1. In respect to the committees (including Policy Development Groups) and Other Groups listed in Appendix A for Civic Year 2022/23:
  - (a) Seats be allocated and appointments of ungrouped members be made, as shown in the report appendix as amended so that the number of seats allocated to the Liberal Democrats and Greens on Planning is changed to

four and zero respectively; and Liberal Democrats and Greens on Environment PDG being changed to two and one respectively.

Upon it being moved by Councillor R J Chesterton and seconded by the Leader it was **RESOLVED**:

- (b) Non Group members be appointed to them in accordance with the approved allocations and names notified to the Proper Officer as provided for in the report.

Upon it being moved by Councillor N V Davey and seconded by the Leader, it was **RESOLVED**:

- 2. The Chief Executive be given delegated authority to make changes to each group's membership in accordance with the approved allocation applicable at the time, as may be notified to him from time to time by the relevant political group leader.

Notes:

- (i) Councillors: D F Pugsley, A Wilce and Mrs N Woollatt requested that their vote against the decision (1a) be recorded;
- (ii) \*Report previously circulated, copy attached to minutes.

## 7 **Appointments to Outside Bodies (00-47-33)**

The Council had before it the \*annual list of Outside Bodies with vacancies for approval.

The Chairman **MOVED**: that the following annual positions be filled as follows:

<b>Outside Body</b>	<b>For 2022/23</b>
Blackdown Hills AONB Partnership	Cllr S J Clist
Broadpath Landfill Liaison Committee	Cllr R Evans
Building Control Joint Committee	The Leader Cabinet Member for Planning and Economic Regeneration
Business Forum Mid Devon	Cabinet Member for Planning and Economic Regeneration
Community Safety Partnership	Cabinet Member for Community Well-Being

Outside Body	For 2022/23
Culm Garden Village Delivery Board	The Leader Cabinet Member for Planning and Economic Regeneration
Cullompton Town Team (2 Cullompton Town Members)	Cllr J Buczkowski Cllr E J Berry
Devon Districts Forum / Devon Local Government Steering Group	Leader
Devon Historic Buildings Trust	Cllr G Barnell
Devon Rail Forum	Cllr J M Downes
Gypsy and Traveller Forum	1 Cabinet Member for Planning and Economic Regeneration 2 Cabinet Member for Housing and Property Services Cllr Mrs C P Daw Cllr F W Letch Cllr G Barnell
Heart of the South West Joint Committee	Leader
Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee	Cllr S J Clist
INVOLVE – Voluntary Action in Mid Devon	Cllr B A Moore
OkeRail Forum	Cllr J M Downes
South West Councils	Leader
South West Councils Employers Panel	Cabinet Member for the Working Environment and Support Services



Outside Body	For 2022/23
Tiverton Town Centre Partnership (3 Tiverton Town Members)	Cllr W Burke Cllr Mrs C P Daw Cllr B Holdman

Upon a vote being taken, the **MOTION** was declared to have been **CARRIED**.

## 8 **Scheme of Delegations (00-56-11)**

Councillor C R Slade **MOVED**, seconded by Councillor L J Cruwys **THAT:-**

**“THAT** the Council agree the existing scheme of delegations as set out in Part 3 of the Constitution.

Upon a vote being taken the **MOTION** was declared to have been **CARRIED**.

## 9 **Programme of Meetings (00-57-32)**

The Chairman **MOVED:-**

**THAT** the following programme of ordinary meetings of the Council for the year 2021/22 be approved:-

6 July 2022, 31 August 2002, 26 October 2022, 14 December 2022,  
22 February 2023 and 26 April 2023.

Upon a vote being taken the **MOTION** was declared to have been **CARRIED**

(The meeting ended at 6.59 pm)

**CHAIRMAN**

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## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **COUNCIL** held on 11 May 2022 at 6.45 pm

### **Present Councillors**

G Barnell, J Bartlett, E J Berry,  
J Buczkowski, W Burke, J Cairney,  
R J Chesterton, S J Clist, Mrs C Collis,  
Mrs F J Colthorpe, L J Cruwys, N V Davey,  
Mrs C P Daw, R M Deed, R J Dolley (Vice  
Chairman), J M Downes, C J Eginton,  
R Evans, Mrs S Griggs, P J Heal,  
B Holdman, D J Knowles, F W Letch,  
Mrs E J Lloyd, B A Moore, Miss J Norton,  
S J Penny, D F Pugsley, Mrs E J Slade,  
C R Slade, Mrs M E Squires, R L Stanley,  
L D Taylor, B G J Warren, A White, A Wilce,  
Mrs N Woollatt, J Wright and A Wyer

**Apologies  
Councillors** S Pugh and R F Radford

**In attendance  
Councillor** D R Coren

### **10 Apologies**

Apologies were received from Councillors S Pugh and R F Radford (Vice Chairman in the Chair).

Councillor D R Coren attended via Zoom.

### **11 Public Question Time**

There were no questions from members of the public present.

### **12 Honorary Aldermen: (00-01-00)**

The Council was reminded that the meeting had been specially convened, in accordance with the provisions of Section 249 of the Local Government Act 1972, for the purpose of considering Motions to confer the title of Honorary Alderman upon: Mr F J Rosamond, Mr P H D Hare-Scott, Mr N A Way, Mrs B M Hull and Mrs E M Andrews:

#### **(1) Honorary Alderman: Frank James Rosamond**

Upon a Motion proposed by Councillor D J Knowles and seconded by Councillor R M Deed it was:

**RESOLVED THAT** , in exercise of powers conferred by Section 249 of the Local Government Act 1972, the Mid Devon District Council do **HEREBY CONFER** upon **FRANK JAMES ROSAMOND** the title of **HONORARY ALDERMAN** of the District, in recognition of the eminent services which he rendered as a Member of this Council from May 1999 to May 2019 recording particularly the Council's appreciation of his service as Chairman of the Council from May 2009 to May 2011; Vice Chairman of the Council from May 2007 to May 2009; as a member of the Scrutiny Committee from November 2007 until May 2019; Chairman of the Scrutiny Committee from May 2011 to May 2013 and from 2015 to 2019; as a member of the Economy Policy Development Group from May 2016 to May 2019; as a member of the Standards Committee from May 2015 to May 2016; as Vice Chairman of the Audit Committee from May 2013 to May 2015; as a member of the Licensing and Regulatory Committees from May 2003 to May 2011 and Chairman of both Committees from May 2003 to May 2005; as a member of the Resources Scrutiny Committee from May 2003 to November 2007 and Chairman of the Committee from May 2005 to May 2007; Chairman of the Culm Area Committee from May 2002 to May 2003; as a member of the Resources Committee from May 2002 to May 2003; as a member of the Environment and Leisure Committee from June 1999 to May 2002 and Chairman of that Committee from May 2001 to May 2002; as a member of the Personnel Sub Committee from May 2000 to April 2001; and as a representative of the Council upon a number of other bodies and organisations, particularly the Blackdown Hills AONB Partnership.

**AND THAT**, in due course, a copy of this resolution, suitably engrossed and sealed with the common seal of the District Council be presented to Mr Frank James Rosamond.

## **(2) Honorary Alderman Peter Henry Duncan Hare-Scott**

Upon a Motion proposed by Councillor C J Eginton and seconded by Councillor Mrs M E Squires it was:

**RESOLVED THAT:** in exercise of powers conferred by Section 249 of the Local Government Act 1972, the Mid Devon District Council do **HEREBY CONFER** upon **PETER HENRY DUNCAN HARE-SCOTT** the title of **HONORARY ALDERMAN** of the District, in recognition of the eminent services which he rendered as a Member of this Council from May 2007 to May 2019 recording particularly the Council's appreciation of his service as Leader of the Council from May 2008 to November 2014, as Cabinet Member for Finance from November 2007 to May 2008 and from November 2014 to May 2019, as a member of the Licensing Committee and the Regulatory Committee from May 2007 to May 2008 and from May 2014 to May 2018, as a member of the Personnel Panel from May 2007 to May 2011, as a member of the Resources Committee from May 2007 to November 2007, as Vice Chairman of the Community Services Scrutiny Panel from May 2007 to November 2007; as a member of the Finance and Personnel Sub Committee from May 2007 to November 2007 and as a representative of the Council upon a number of other bodies and organisations.

**AND THAT**, in due course, a copy of this resolution, suitably engrossed and sealed with the common seal of the District Council be presented to Mr Peter Henry Duncan Hare-Scott.

### **(3) Honorary Alderman Nicholas Andrew Way**

Upon a Motion proposed by Councillor L D Taylor and seconded by Councillor Mrs N Woollatt it was:

**RESOLVED THAT:** in exercise of powers conferred by Section 249 of the Local Government Act 1972, the Mid Devon District Council do **HEREBY CONFER** upon **NICHOLAS ANDREW WAY** the title of **HONORARY ALDERMAN** of the District, in recognition of the eminent services which he rendered as a Member of this Council from May 1995 to May 2019 recording particularly the Council's appreciation of his service as a member of the Scrutiny Committee from May 2010 to May 2019, and Chairman of the Committee from May 2010 to May 2011 and Vice Chairman of the Committee from May 2011 to May 2013; also as a member of a host of working groups formed by the Scrutiny Committee; as a member of the Licensing Committee from May 2003 to May 2005; as a member of the Regulatory Committee from May 2003 to May 2005; as a member of the Community Services Committee from May 2002 to September 2007; as a member of the Joint Resources and Community Services Committee from May 2003 to September 2007; as a member of the Housing and Health Committee from May 1995 to April 2007; as a member of the Creedy Area Committee from May 2002 to May 2003 and as a representative of the Council upon a number of other bodies and organisations.

**AND THAT,** in due course, a copy of this resolution, suitably engrossed and sealed with the common seal of the District Council be presented to Mr Nicholas Andrew Way.

### **(4) Honorary Alderman Brenda Mary Hull**

Upon a Motion proposed by Councillor R J Chesterton and seconded by Councillor Mrs E J Slade it was:

**RESOLVED THAT:** in exercise of powers conferred by Section 249 of the Local Government Act 1972, the Mid Devon District Council do **HEREBY CONFER** upon **BRENDA MARY HULL** the title of **HONORARY ALDERMAN** of the District, in recognition of the eminent services which she rendered as a Member of this Council from May 2003 to May 2019 recording particularly the Council's appreciation of her service as Chairman of the Council from May 2011 to May 2013 and Vice Chairman of the Council from May 2010 to May 2011; as Chairman of the Economy Policy Development Group from May 2016 to May 2019; as Chairman of the Community Well-Being Policy Development Group from May 2015 to May 2016; as Cabinet Member for the Working Environment and Support Services from May 2013 to May 2015; as a member of the Scrutiny Committee from October 2016 to May 2019; as a member of the Licensing Committee from May 2008 to May 2010 and from June 2015 to May 2016; as a member of the Regulatory Committee from May 2008 to May 2010 and from June 2015 to May 2016; as a member of the Planning Policy Advisory Group from May 2015 to May 2019; as a member of the Peoples Park Recreation Ground Trust Committee from May 2011 to May 2019; as a member of the Grand Western Canal Joint Advisory Committee from May 2003 to May 2007; as a member of the Planning Committee from September 2004 to May 2006 and as a substitute to that committee from May 2010 to May 2019; as a member of the Community Services Committee from May 2003 to July 2004; as a member of the Joint Resource and Community Services Committee from November 2003 to July 2004; as a

member of the Mid Devon Community Planning Alliance from October 2003 to April 2004 and as a representative of the Council upon a number of other bodies and organisations.

**AND THAT**, in due course, a copy of this resolution, suitably engrossed and sealed with the common seal of the District Council be presented to Mrs Brenda Mary Hull.

**(5) Honorary Alderman Eileen Mavis Andrews**

Upon a Motion proposed by Councillor A Wilce and seconded by Councillor Mrs N Woollatt it was:

**RESOLVED THAT:** in exercise of powers conferred by Section 249 of the Local Government Act 1972, the Mid Devon District Council do **HEREBY CONFER** upon **EILEEN MAVIS ANDREWS** the title of **HONORARY ALDERMAN** of the District, in recognition of the eminent services which she rendered as a Member of this Council from May 2007 to February 2022 recording particularly the Council's appreciation of her service as a member of the Community Policy Development Group from November 2007 to May 2011, from May 2015 to May 2019 and from May 2020 to February 2022, as a Member of the Homes Policy Development Group from May 2011 to February 2022, as a member of the Licensing Committee and the Regulatory Committee from May 2011 to February 2022, as a member of the Resources Scrutiny Panel from May 2007 to November 2007; and as a representative of the Council upon a number of other bodies and organisations.

**AND THAT**, in due course, a copy of this resolution, suitably engrossed and sealed with the common seal of the District Council be presented to Mrs Eileen Mavis Andrews.

(The meeting ended at 7.30 pm)

**CHAIRMAN**

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **CABINET** held on 17 May 2022 at 10.00 am

### **Present**

#### **Councillors**

R M Deed (Leader)  
C J Eginton, R J Chesterton, Mrs C P Daw,  
D J Knowles, B A Moore and C R Slade

### **Also Present**

#### **Councillor(s)**

J Buczkowski, S J Clist, L J Cruwys, R J Dolley and S Penny

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Richard Marsh (Director of Place), Karen Trickey (District Solicitor and Monitoring Officer), Dean Emery (Corporate Manager for Revenues, Benefits and Recovery), Tina Maryan (Area Planning Officer), Chris Scobie (Cullompton High Street Heritage Zone Project Officer), Jessica Watts (Member Services Apprentice) and Sally Gabriel (Member Services Manager)

## **1. APOLOGIES (00-02-55)**

There were no apologies for absence.

Cllr S Penny joined the meeting via Zoom.

## **2. PUBLIC QUESTION TIME (00-03-07)**

Honorary Alderman Mrs Campbell referring to Item 5 on the agenda (Cullompton HSHAZ) highlighted the setting of the medieval street layout of Cullompton, the impact of any motorway closure on the town and the previous funding bids for improvements to the public realm. She referred to the volume and size of traffic, the lack of free parking in the town and the impact of the proposed scheme on pedestrians, by bringing them closer to the traffic. She then asked the following questions:

Referring to the recommendations within the report she asked whether there would be a genuine public consultation on the plans and whether there would be room for alteration and amendment post consultation? She had asked during the first consultation whether a parking bay for emergency vehicles should be provided on the east side adjoining the access the Clark's Court, this seemed to have been ignored; a minor rearrangement had been made to the disabled parking spaces with the result that the number of spaces had been reduced, why had this been done and who would benefit? She referred to the bus bay being removed and whether buses would therefore in the block the traffic in the high street. She also asked about the installation of cameras in the area during the period of consultation to record the

number and size of vehicles using the road at this point, she had been told that it would be illegal to use the existing CCTV cameras, was that correct? Referring to the traders, the Honorary Alderman asked how many traders had been involved in the consultation to date and how many of those had agreed to the reduction in the number of free parking spaces in the town centre prior to the opening of the proposed relief road? She also asked whether it was intended to proceed with the work before confirmation had been received with regard to the amount of funding available and a start date for the relief road, as there were concerns with the amount of traffic in the high street due to the development of more housing to the west of the town, as access to the site would only be via the High Street and Tiverton Road. Finally she referred to the memorial area and whether there would be adequate space for traders vehicles to unload their wares for the street market.

The Chairman indicated that responses the questions would be provided when the item was discussed.

**3. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-15-15)**

The Leader declared a personal interest in Item 5 on the agenda following the mention of ambulances as he was a Governor of SWAST.

**4. MINUTES OF THE PREVIOUS MEETING (00-15-38)**

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

**5. CULLOMPTON HSHAZ - HIGHER BULLRING PUBLIC REALM ENHANCEMENT (00-16-05)**

The Cabinet had before it a \*report of the Director of Place requesting approval of the Cullompton Higher Bullring public realm enhancement concept design for public consultation, and to handover to Devon County Council for design development and implementation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report providing some background information on the award of funding for the scheme and the stage 1 public consultation process that had already taken place, the conclusion of which had demonstrated strong support for the public realm enhancements around the Higher Bullring with 89% stating that this area needed improvement. Consultants had been appointed and had developed a concept design focused on the Higher Bullring area alongside Historic England and highway officers from Devon County Council, which could be delivered in advance of the relief road. He added that the key considerations in the course of the design included the War Memorial, the street trees, the bus stop, facilitation of loading and unloading and the parking in the area.

The Member informed the meeting that the proposal had set out the creation of an enhanced, expanded and decluttered public realm focused around a new square framing the War Memorial and providing a central focus. He stated that if the recommendations were approved it would mark another important milestone for Cullompton and would demonstrate the Council's continued commitment to delivering significant improvements for the town and its residents.



In response to questions raised in public question time, the Cabinet Member stated that with regard to the consultation:

Recommendation 1 – this was to approve the concept design for public consultation.

Recommendation 2- this was to delegate authority to the Director of Place (in consultation with the Cabinet Member for Planning and Economic Regeneration) to finalise the material and arrangements for public consultation.

Recommendation 3 – this was to instruct DCC to take forward the project through to implementation which would ensure timely delivery of their detailed design work and also ensured that they were fully instructed on the project. The project programme was, and always had been, very challenging given the limited funding window from Historic England. Achieving the sign-off here to instruct DCC saved valuable programme time and made delivery within the funding period possible.

Recommendation 4 – this was to delegate authority to the Director of Place (in consultation with the Cabinet Member for Planning and Economic Regeneration) to work with DCC to build in the views and public consultation responses into the design.

The consultation would be meaningful, but the challenging project programme and the limited available window of project funding was a key consideration which had to also be balanced.

The consultation would focus, where it could add maximum value allowing for programme constraints. Officers from MDDC and DCC would work hard to ensure that consultation findings were incorporated into the final detailed design wherever practicable.

With regard to the question about a parking bay for emergency vehicles, he stated that no disabled parking spaces from the eastern side of the Higher Bullring would be removed, with four disabled spaces shown on the concept design as was currently the case. The spaces had been rearranged slightly to reflect the minor relocation of the existing pedestrian island, which needed to be moved very slightly to continue to allow adequate vehicle turning movements.

In terms of the provision of emergency vehicle parking, it was understood that adequate provision was considered to currently exist for this. This would also form part of the DCC consultation into the Traffic Orders, whereby emergency services would be consulted as part of this process and findings from this would be considered appropriately.

Referring to the bus bay being removed, the Member stated that through the course of their work the project team had sought to ensure that existing traffic flows and vehicle movements were maintained. Sufficient road widths existed to enable vehicles to pass, including when buses were using the layby. DCC had been involved in this design work and were comfortable at this stage that the plans showed sufficient space for passing and the movement of traffic.

With regard to the installation of cameras during the consultation period: Traffic data was available from the Relief Road planning application, and this had been considered by the project team in the development of the proposals, along with consideration of the type of vehicles using the High Street. DCC had stated that contemporary traffic data would be gathered at an appropriate time during the detailed design phase to ensure that the project benefits from up to date and accurate data.

With regard to whether the traders had been involved in the initial consultation, the Cabinet Member stated that the project team had hosted a Town Centre Business Open Evening. All businesses in the town centre were invited to this, with flyers delivered and a press release issued.

Consultants at this event presented the public realm enhancement project, and were able to seek feedback from businesses attending on the developing ideas.

A total of 8 town centre businesses attended this session. Overall feedback from the event was generally in agreement with the emerging themes presented, including support for a de-cluttered streetscape, high quality materials and more space around the War Memorial.

In terms of parking provision, survey work and analysis by the project team had concluded that sufficient parking existed elsewhere in the town centre to accommodate the removal of the ten spaces.

With regard to the relief road and the impact of development to the west on the local infrastructure, he stated that the project was following a tight programme, with construction anticipated from spring 2023 for around 6 months. This may mean that it would proceed ahead of any confirmed start date for the Relief Road. The overarching project concluded in March 2024 when the funding window closed, and so it was important to start as soon as feasible. The concept design had been developed, in consultation with DCC, in such a way that it could be delivered as a standalone phase in advance of the Relief Road opening, while also allowing a planned and phased approach to future enhancement works should circumstances allow. Officers from MDDC would continue to work with DCC to ensure that disruption to Cullompton was minimised in the delivery of this and other infrastructure projects around the town.

With regard to the access for traders to the Higher Bullring, the Cabinet Member was able to report that the design had been created so that the traders could drive onto and off of the area.

Consideration was given to:

- The traffic issues within the town to include any closure of the motorway
- The timing of the creation of the relief road
- Parking issues in the town and the impact of the scheme on shop keepers and pedestrians; 10 parking spaces would be removed to deliver quality space in the area
- Whether the responses from the second consultation should return to Cabinet for further consideration and how this would impact on the timescales for the scheme

- Presentations that had been received by the Town Council who were broadly supportive of the scheme and who had raised some points of discussion regarding detail that could be picked up during the Stage 2 consultation such as planting
- Air quality in the town and whether the scheme would improve those issues
- Officers agreed to consider further the space for ambulance parking near to Clark's Court

**RESOLVED** that:

- i) The concept public realm enhancement design (developed as part of the High Street Heritage Action Zone project) for the Higher Bullring area of Cullompton, as set out in Appendix 3, be approved for public consultation;
- ii) Delegated authority be given to the Director of Place (in consultation with the Portfolio holder for Planning and Economic Regeneration) to finalise the material and arrangements for public consultation;
- iii) Approval is given to instruct Devon County Council to take forward the project through to implementation, to facilitate timely delivery of their design development work, informed by the concept design, and;
- iv) Delegated authority is given to the Director of Place (in consultation with the Portfolio holder for Planning and Economic Regeneration) to work with Devon County Council to incorporate views resulting from public consultation (to relate to layout and design of street furniture such as benches, planters and cycle parking), where possible.

(Proposed by Cllr R J Chesterton and seconded by Cllr C R Slade)

**Reason for the decision:** there is a need for the scheme to be approved for a further public consultation process.

Note: \*Report previously circulated copy attached to minutes.

## 6. **NORTH WEST CULLOMPTON MASTERPLAN (00-57-56)**

The Cabinet had before it a \*report of the Director of Place seeking approval for public consultation on the draft updated NW Cullompton Masterplan SPD.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report referring to Policy CU1 of the Mid Devon Local Plan which allocated 100 hectares of land at North West Cullompton for 1350 homes, infrastructure and community facilities. The initial SPD had been adopted in 2016 but was now considered to be out of date with 3 additional land parcels being allocated in the new Local Plan. He informed the meeting that 3 planning permissions had been granted on the land totalling 600 homes. Feedback from the consultation would help shape the final version of the Masterplan SPD which when adopted would support the local plan and guide development of the proposed allocation.

Consideration was given to the views of one of the local Ward Members with regard to the Cullompton Neighbourhood Plan, Policy CU1 of the Local Plan and the CCA management plan with regard to the transport infrastructure, the number of houses to be occupied before the spine road was established and the impact of construction traffic accessing the site via Tiverton Road. It was felt that the views of local residents were being ignored.

Officers provided a response stating that 3 applications had already been approved; Policies CU1-CU6 of the Local Plan required the spine road to be available before the occupation of 500 dwellings, planning permission had already been granted for 600 dwellings. The S106 agreement for the Persimmon parcel (one sector of the spine road) had a trigger of 100 dwellings with the Barratt/David Wilson Homes agreement stating that the remainder of the spine road to be completed before the occupation of 100 dwellings. Construction traffic would initially have to travel via Tiverton Road until the trigger had been met, and a Construction Management Plan submitted with the planning applications would be consulted on to manage the traffic impacts.

It was therefore: **RESOLVED** that:

- i) That the document at Appendix 1 is approved for public consultation.
- ii) That delegated authority be given to the Director of Place in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise the consultation material.

(Proposed by Cllr R J Chesterton and seconded by Cllr B A Moore)

Reason for the decision: the existing adopted masterplan is out of date, there is a need for a new masterplan to be approved for public consultation.

Note: \*Report previously circulated, copy attached to minutes.

## **7. UPDATE FROM THE CABINET MEMBER FOR CONTINUOUS IMPROVEMENT (1-19-42)**

The Cabinet Member for Continuous Improvement informed the meeting that she continued to work with officers to drive continuous improvement highlighting the number of open cases and the number of cases closed.

She outlined the amount of work that had taken place with regard to planning enforcement, which had brought forward several retrospective planning applications to legalise development and that some income had been gained from this. She also outlined work taking place with regard to vehicle and parking enforcement, voids, complaints and fly tipping.

Discussion took place with regard to staffing issues within the Planning Department and particularly within the enforcement team.

8. **NOTIFICATION OF KEY DECISIONS (1-36-41)**

The Cabinet had before it and noted its rolling \*plan for June 2022 containing future key decisions.

Note: \*Plan previously circulated, copy attached to minutes.

(The meeting ended at 11.39 am)

**CHAIRMAN**

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## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **SCRUTINY COMMITTEE** held on 30 May 2022 at 2.15 pm

### **Present**

#### **Councillors**

S J Clist (Chairman)  
G Barnell, E J Berry, Mrs S Griggs, S Pugh,  
R F Radford, Mrs E J Slade and  
J Buczkowski

### **Apologies**

#### **Councillor(s)**

L J Cruwys, F W Letch and Mrs E J Lloyd

### **Also Present**

#### **Councillor(s)**

A Wilce, C J Eginton and B A Moore

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Karen Trickey (District Solicitor and Monitoring Officer), Nicola Cuskeran (Interim Corporate Performance Manager & Safeguarding Officer), Clare Robathan (Policy and Research Officer), Jessica Watts (Member Services Apprentice) and Carole Oliphant (Member Services Officer)

## **1 APOLOGIES AND SUBSTITUTE MEMBERS (0.04.02)**

Apologies were received from Cllrs Mrs E J Lloyd, L J Cruwys and F W Letch who was substituted by Cllr J Buczkowski.

Cllr A Wilce attended via ZOOM.

## **2 ELECTION OF VICE CHAIRMAN (0.04.36)**

Cllr Mrs S Griggs was duly elected Vice Chairman for the municipal year

## **3 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.05.54)**

Members were duly reminded to make declarations where appropriate

## **4 PUBLIC QUESTION TIME (0.06.04)**

There were no questions from members of the public present.

## **5 MINUTES OF THE PREVIOUS MEETING (0.06.20)**

The minutes of the last meeting were approved as a correct record and **SIGNED** by the Chairman.

## 6 DECISIONS OF THE CABINET (0.06.58)

The Committee **NOTED** that none of the decisions made by the Cabinet on 17<sup>th</sup> May 2022 had been called in.

## 7 CHAIRMAN'S ANNOUNCEMENTS (0.07.09)

The Chairman announced that:

- The meeting due on 27<sup>th</sup> June had been postponed until 11<sup>th</sup> July due to the upcoming election but as the agenda was light it would be held as an informal work programming session if there was no call in
- No 9 on the agenda, the Leader's Annual report, had been deferred until the 25<sup>th</sup> July meeting

## 8 START TIME OF MEETINGS (0.09.54)

The start time of meetings was agreed at 2.15pm for the remainder of the municipal year.

## 9 LEADER'S ANNUAL REPORT (0.10.27)

This item was deferred.

## 10 CORPORATE PLAN MID POINT REVIEW (0.11.07)

The Committee had before it a \*report from the Chief Executive presenting the Corporate Plan 2020-2024 Mid-Point Review.

The Chief Executive explained that the report had previously been presented to the Cabinet and that it was now being shared with the Scrutiny Committee in order that Members could feed back any priorities that they felt needed to be highlighted.

He explained that the Corporate Plan had been agreed just prior to the pandemic and therefore it was not as far along as originally hoped but that some progress had been made. He informed Members that it was now prudent to revisit the plan to establish what could be realistically completed in the timeframe to 2024.

He stated he would listen to any viewpoints that Members had and he would encourage them to contact either him directly or via the Scrutiny Chairman within the next 10 days in order that these could be fed back to the Cabinet.

Consideration was given to:

- Members' concerns that refugees were a continuing issue and that the Corporate Plan should include how the Council were going to deal with it at a local level
- Members' views that dealing with financial hardship should be part of the Corporate Plan
- Access to Council buildings for older people
- ICT – gatekeeping issues



- Pricing in public car parks should not favour electric car users
- Safer school journeys – could the Council assist in promoting them within the communities
- Members' views that there should be more disability equipment in Council playgrounds

Note: \*report previously circulated and attached to the minutes

## 11 **WORK PLAN (34.03)**

The Committee reviewed its current \*work plan and the following items:

- a) The \*Forward Plan – The Committee discussed the anticipated inclusion of 3RDL revised business plan and the annual report to Cabinet on 12<sup>th</sup> July 2022. Some Members felt that these should be presented for pre Scrutiny prior to going to Cabinet. The Deputy Chief Executive explained that in line with the 3RDL process map, agreed by the previous Chairman of Scrutiny, as both items related to financial risk exposure that the Chairman of the Audit Committee had agreed to scrutinise the reports after they had been seen by the Cabinet. He also explained that the Scrutiny Committee had the power to call in any decisions of the Cabinet if it felt that a decision had not been made correctly. It was also confirmed that the 3RDL annual business plan would be seen by both the Scrutiny and Audit Committees before it was presented to Cabinet in November 2022, in accordance with the agreed process map.
- b) An update from the Policy Research Officer who stated that she had received a number of replies from neighbouring authorities who wanted to work together investigating the Bio Energy industry. She explained that the Committee could discuss and agree what approach it wanted to take moving forward at the informal work programming session on 11<sup>th</sup> July. The Officer also confirmed that the proposal form on Participatory Budgeting would also be discussed at that meeting so that Members could decide if this was something that they wanted to look into.
- c) There had been no further suggestions for other work for the Committee consider and the Policy Research Officer explained that if Members had ideas then they should complete a Scrutiny Proposal Form and send it to her so that it could be tabled at the informal meeting on 11<sup>th</sup> July.

Note: \* Work plan, proposal form and Forward plan previously circulated and attached to the minutes

(The meeting ended at 3.21 pm)

**CHAIRMAN**

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## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **AUDIT COMMITTEE** held on 7 June 2022 at 5.30 pm

### **Present**

#### **Councillors**

N V Davey (Chairman)  
J Buczkowski, Mrs C Collis, R Evans, R L Stanley and  
A Wyer

### **Apologies**

#### **Councillors**

A White and Mrs N Woollatt

### **Also Present**

#### **Councillors**

S J Clist, R M Deed, R J Dolley, B A Moore and  
R F Radford

### **Present**

#### **Officers**

Andrew Jarrett (Deputy Chief Executive (S151)), Matthew Page (Corporate Manager for People, Governance and Waste), Paul Deal (Corporate Manager for Finance), Nicola Cuskeran (Interim Corporate Performance Manager & Safeguarding Officer), Carole Oliphant (Member Services Officer) and Sarah Lees (Member Services Officer)

### **Also**

#### **In Attendance**

Tony Rose (Devon Audit Partnership)  
Peter Barber (Grant Thornton)

## **1. ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR)**

**RESOLVED** that Cllr N V Davey be elected Chairman of the Audit Committee for the municipal year 2022/2023.

## **2. ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Cllr A Wyer be elected Vice Chairman of the Audit Committee for the municipal year 2022/2023.

## **3. APOLOGIES**

Apologies were received from Cllr Mrs N Woollatt and Cllr A White.

## **4. PUBLIC QUESTION TIME**

There were no public questions.

## 5. **DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT**

Cllr R L Stanley declared that he was a Director of 3 Rivers Development Ltd and as such had a Disclosable Pecuniary Interest and would leave the meeting should any discussion take place regarding this company.

No other interests were declared under this item.

## 6. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 22 March 2022 were confirmed as a true record and signed by the Chairman.

## 7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed new Members to the Committee and reminded those present that the Committee had increased in size from 7 to 9 Members.

## 8. **START TIME OF MEETINGS**

It was **AGREED** that the start time of meetings for the remainder of the municipal year continue to be 5.30pm on Tuesday evenings.

## 9. **PERFORMANCE AND RISK OUTTURN REPORT FOR 2021/2022 (00:11:00)**

The Committee had before it, and **NOTED**, a report \* from the Corporate Manager for People, Governance & Waste and the Interim Corporate Performance and Improvement Manager providing it with an annual review of the Council's performance against the Corporate Plan, local service targets for 2021/2022 as well as providing an update on the key business risks.

The contents of the report were outlined with the following being highlighted:

- Risks in relation to an increased turnover of staff and a high level of vacancies.
- There was a risk of the 'Homes for Ukraine scheme' failing should the host relationship breakdown and re-matching not being an option. Where refugees could not afford to pay for private accommodation the council had a Homelessness Duty.
- Risks around safeguarding vulnerable individuals and children who fell outside of the 'Homes for Ukraine scheme' by not having their needs met and / or refugees being vulnerable to exploitation.

Discussion took place regarding:

- Key Performance Indicators in relation to Planning.
- How many planning applications were dealt with on time. The officer explained that she would find out and inform the Committee after the meeting.
- An increase in the number of households on the rechargeable waste scheme.
- An increase in electric car charger usage. A report would shortly be presented to the Cabinet regarding the installation and operation contract for the Deletti partnership scheme which had now been procured by Devon County Council.

- Information presented in the report with regard to the KPI for the Economic Development Service needed to be updated to truly reflect the amount of assistance which was given to Mid Devon businesses. Many factors affecting the economy of the district were outside of the Council's control but much assistance was being given in terms of advice, support and grant funding where available.
- HIF funding and the challenges involved, a report would be coming to the Cabinet shortly.

Note: \* Report previously circulated; copy attached to the signed minutes.

#### 10. **DRAFT ANNUAL GOVERNANCE STATEMENT (00:28:00)**

The Committee had before it, and **NOTED**, a report \* from the Devon Audit Partnership presenting the draft Annual Governance Statement which provided Members with the results of a yearly assessment of how well the Council was identifying, assessing, managing and controlling risks, achieving its aims and meeting the responsibilities it had by law.

The contents of the report were outlined with particular reference to the following:

- Satisfactory mitigations were in place to address risks.
- Procurement had been outsourced to Devon County Council to provide advice and guidance to MDDC services thereby improving legal compliance, professional protocols and consistency across all participating authorities.

Note: \* Report previously circulated; copy attached to the signed minutes.

#### 11. **DAP ANNUAL AUDIT REPORT 2021 - 2022 (00:33:00)**

The Committee had before it, and **NOTED**, the Annual Audit Report 2021 – 2022 from the Devon Audit Partnership.

The contents of the report were outlined with particular reference to the following:

- 17 audits had received a 'Reasonable Assurance' opinion and 2 had received 'Limited Assurance'. This was an improvement on the previous year.
- The Assurance map was explained with its different colours denoting different priorities.
- 90% of audits had been delivered within forecasted timescales.
- A summary of customer feedback was provided within the report.

Note: \* Report previously circulated; copy attached to the signed minutes.

#### 12. **INTERNAL AUDIT PROGRESS REPORT (00:44:00)**

The Committee had before it, and **NOTED**, a report \* from the Devon Audit Partnership presenting their internal audit progress report for the year to date.

The question was asked as to why there were outstanding audit recommendations from 2017/18/19 and whether continuing to list them added any value to the audit process? The Deputy Chief Executive (S151) explained that often it was about

resource deployment. A more robust and pragmatic stance could be taken in the future whereby management says 'We simply cannot do that within available resources' for some of the lower priority recommendations whilst keeping a focus on medium and high recommendations. Some element of risk may need to be accepted.

Note: \* Report previously circulated; copy attached to the signed minutes.

**13. EXTERNAL AUDIT PLAN (00:53:00)**

The Committee had before it, and **NOTED**, a report \* from Grant Thornton presenting an overview of the planned scope and timing of the statutory audit of Mid Devon District Council's financial statements. Mr Peter Barber from Grant Thornton explained that he would be taking over from Julie Masci.

The following was highlighted within the External Audit Plan:

- The report set out the external auditors approach to discharging their responsibilities.
- They were planning to finish the audit ahead of the November deadline.
- There would be a focus on significant risks to the authority in relation to Group Accounts, income levels and recording, land, building and Council dwelling liabilities as well as pension liabilities.
- The timing of their planned work was set out within the report with the expectation that the final audit report, including the Value for Money Assessment and Audit opinion would be presented to the November Audit Committee.
- Scale fees and additional fees were still being discussed with PSAA and would be reported to the Committee as soon as they were finalised.

Note: \* Report previously circulated; copy attached to the signed minutes.

**14. INFORMING THE AUDIT RISK ASSESSMENT FOR MDDC FOR 2021 - 2022 (01:07:00)**

The Committee had before it, and **NOTED**, a report \* from Grant Thornton presenting the 'Informing Risk Assessment for MDDC 21/22 report'. The report covered some important areas of the auditor risk assessment where they were required to make inquiries of the Audit Committee under auditing standards.

**15. EXTERNAL AUDIT PROGRESS REPORT (01:10:00)**

The Committee received a verbal update from the external auditors regarding their work to date. It was confirmed that work was on track with some recent work taking place in connection with IT general controls. They had also been in touch with the auditors of 3RDL as there were some complex issues to work through. An update would be provided to the next meeting.

**16. IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01:13:00)**

No additional items were requested to be on the agenda for the next meeting other than those which were already listed in the work programme.

Since the draft Accounts would be presented to the next meeting it was requested that Members be taken through them in some detail so as to understand what they would be signing off at a subsequent meeting.

(The meeting ended at 6.45 pm)

**CHAIRMAN**

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## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **ENVIRONMENT POLICY DEVELOPMENT GROUP**  
held on 24 May 2022 at 5.30 pm

### **Present**

#### **Councillors**

J Wright (Chairman)  
E J Berry, W Burke, S J Clist, D R Coren,  
Miss J Norton and B G J Warren

### **Apologies**

#### **Councillor(s)**

R F Radford, R L Stanley and L D Taylor

### **Also Present**

#### **Councillor(s)**

C R Slade, Mrs C P Daw, R J Dolley and Mrs E J Lloyd

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Karen Trickey (District Solicitor and Monitoring Officer), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Paul Deal (Corporate Manager for Finance), Matthew Page (Corporate Manager for People, Governance and Waste), Darren Beer (Operations Manager for Street Scene), Clare Robathan (Policy and Research Officer) and Carole Oliphant (Member Services Officer)

## **1 ELECTION OF CHAIRMAN (VICE CHAIRMAN OF COUNCIL IN THE CHAIR)**

Cllr J Wright was duly elected Chairman for the municipal year.

## **2 ELECTION OF VICE CHAIRMAN (0.05.12)**

Cllr E J Berry was duly elected Vice Chairman for the municipal year

## **3 APOLOGIES AND SUBSTITUTE MEMBERS (0.06.19)**

Apologies were received from Cllrs R L Stanley, R F Radford and L D Taylor who was substituted by Cllr S J Clist.

## **4 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.06.44)**

Members were reminded of the need to make declarations where appropriate.

## **5 PUBLIC QUESTION TIME (0.06.57)**

Laura Conyngham, a local resident, referring to no 11 on the agenda asked:

1. What action is the council taking to facilitate Co Cars Exeter's stated ambition to locate electric hire cars on the Market Street and St Saviours Way car parks in Crediton?

2. Please can you give details of progress to date and, assuming no undue delay on Co Car's behalf, an estimate of when people in Crediton can expect to see this project completed?
3. We are aware of the separate tendering process via Devon County Council for the installation of EV charging points in Crediton and elsewhere. This is not the subject of our question.

In response the Corporate Manager Property, Leisure and Climate Change stated:

1. To date the Council has held meeting 2-3 remote meetings with this company to understand their scheme and the benefits. Co-Cars helped shape some topical ideas on the run-up to the State of the District Debate. We are meeting with Co Cars again in early June 2022.
2. Regarding progress to date – we have listened and have held useful conversations regarding what Co Cars can offer our residents and the Council support ideas to reduce carbon emissions across our District. As you would expect in terms of transparency and fairness, we would need to advertise the opportunity to see if there are any other local businesses who are offering a similar model. Once discussion and confirmation of this is received a further paper will be presented to the Environment Policy Development Group in July 2022, should the Chair agree to have this on the work plan.
3. It is noted that this question does not relate to the separate tendering process for EV charging points in Crediton that has taken place with Devon County Council

## 6 MINUTES OF THE PREVIOUS MEETING (0.10.57)

The minutes of the meeting held on 8<sup>th</sup> March 2022 were agreed as a true record and duly **SIGNED** by the Chairman

## 7 CHAIRMAN'S ANNOUNCEMENTS (0.12.07)

The Chairman had no announcements to make.

## 8 START TIME OF MEETINGS (0.12.09)

The start time of meetings was agreed as 5.30pm for the remainder of the municipal year.

## 9 MEETING MANAGEMENT

The Chairman agreed to take item 13, Revenue and Outturn Report as the next item on the agenda.

## 10 REVENUE AND OUTTURN REPORT (0.13.19)

The Group had before it, and **NOTED**, the Revenue and Capital Outturn \*report from the Deputy Chief Executive (S151).

The Corporate Manager for Finance outlined the contents of the report and explained that it provided a summary of the net service costs of the general fund and housing revenue account and was subject to audit.

He explained that the general fund underspend of £29k was an excellent return and showed a good degree of financial forecasting.

Consideration was given to:

- Reduced levels of income due to the pandemic including car parks and business rates
- The reduction in levels of Government support received
- Higher contract staffing levels due to sickness and unfulfilled vacancies
- The significant grants provided by the Government which were passed onto residents
- The general fund was circa 10% above minimum requirements
- The Carlu Close site had been occupied for 5 years with a 15 year lease and officers were investigating if the Council could construct its own facility in the future
- The interest charged on loans to 3 Rivers Developments Ltd was 4.5% above base rate as per the shareholders agreement and represented a very good return for the Council

The Chairman passed on the thanks of the PDG to the Revenue and Benefits team for all their work in redistributing the Government grants in such a timely manner.

Note: \*Report previously circulated and attached to the minutes

## 11 **PDG WORK PROGRAMME AND POLICY DEVELOPMENT FOR 2022/23 (0.27.39)**

The Group had before it, and **NOTED**, a \*report from the District Solicitor and Monitoring Officer outlining the PDG's work programme for 2022/2023.

The Officer outlined the contents of the report and invited the PDG to consider what it wished to focus on for the forthcoming year, taking account of its Corporate Plan priorities and residents' feedback.

The Corporate Manager for Property, Leisure and Climate Change provided a detailed review of the recent residents survey and explained that it had been conducted in November 2021. Residents had the opportunity to respond on line or via paper copies and that it had been distributed as widely as possible.

Some of the responses indicated areas in which the District Council was not responsible for and that the results of the survey would be highlighted at County and Parish level.

Consideration was given to:

- Whether the PDG were able to include members of the public in working groups if required
- Where would the funding come from if big projects were identified by the PDG

- Were there areas which were over performing where funds could be redirected to underperforming areas
- The importance of the Council's cross service priority on Climate Change initiatives for which it was the lead PDG; parks and open spaces; waste and recycling and street cleaning
- How the council was continuing to provide public conveniences with other community partners and already investigating efficient lighting systems for its buildings

Members then identified more specific areas of work upon which they felt the PDG could add value and focus on over the coming year:

- Encouraging wilding projects throughout the District
- Encouraging residents to go plastic free and recycle more
- Installation of Electric Vehicle Charging Points to be more target driven
- Increase the number of cycling and walking routes in the area
- Investigate if there was an opportunity for the Council to recycle more waste such as pots and pans and plan for increased recycling in the future
- Consideration of improvements to waterways across the district

Note: \*Report previously circulated and attached to the minutes

## 12 **CABINET MEMBER FOR ENVIRONMENT AND CLIMATE CHANGE (0.58.29)**

The Cabinet Member for Environment and Climate Change gave an update on his portfolio and explained that he had attended DASWC in which local authorities were making progress to align their recycling services.

He explained that the 3 weekly bin collections was due start in the autumn and that there was an all Member briefing arranged for 14<sup>th</sup> June which would explain the process to Members.

Air Source heat pumps were going to be installed at Lords Meadow and Exe Valley Leisure Centres after a successful grant application which would contribute towards the Council's carbon reduction ambitions.

He had attended a meeting with Network Rail and had received details on the future of electric trains and upgrades to Mid Devon train stations.

## 13 **CLIMATE CHANGE ACTION PLAN UPDATE (1.08.03)**

The Group had before it, and **NOTED**, a \*report from the Climate and Sustainability Specialist providing an update on the Climate Change Action Plan.

The Corporate Manager Property, Leisure and Climate Change outlined the contents of the report and explained how the Council was doing against the Action Plan.

Consideration was given to:

- People who currently used the Electric Vehicle Charging points in the Council car parks had to pay to park. Some Members felt that these charges should be abolished to encourage more electric vehicles whilst others felt that people

who owned such vehicles were usually more affluent and should pay for parking like everyone else

- The carbon reduction target was challenging and over 50% of the Council's footprint was its housing stock. There would be a need to spend a significant amount of money in the coming years to retrofit the properties
- The recent State of the District Debate had been extremely useful for residents to be involved in the carbon reduction conversations

Note: \*Report previously circulated and attached to the minutes

#### 14 **SUSTAINABLE FARMING (1.27.23)**

The Group had before it, and **NOTED**, a detailed briefing \*report from the Climate and Sustainability Specialist on Sustainable Farming in Mid Devon.

The Corporate Manager Property, Leisure and Climate Change outlined the contents of the report and explained that it was a briefing paper requested by the PDG to encourage debate on the subject. He explained that there were corporate plan aims around sustainable farming.

Members then had a lengthy debate on the subject matter and consideration was given to:

- That officers should contact Mole Valley Farmers who were doing some excellent work with farmers to promote sustainable farming
- The Council could encourage farmers to share knowledge and ideas
- The Council's sustainability website could be a tool to signpost interested groups to work together
- The Council had a role to influence local media about the benefits of our farming community
- The PDG could set up working and impact groups to feed into future planning policy
- Consideration should be given to how to better engage the farming community in the Council's sustainable farming initiatives

Note: \*Report previously circulated and attached to the minutes

#### 15 **CORPORATE PLAN MID POINT REVIEW (2.14.03)**

The Group had before it a \*report from the Chief Executive presenting the Corporate Plan 2020-2024 Mid-Point Review.

The Chief Executive explained that the report had previously been presented to the Cabinet and that it was now being shared with the PDG's in order that they could feed back any priorities that they felt needed to be highlighted.

He explained that the Corporate Plan had been agreed just prior to the pandemic and therefore it was not as far along as originally hoped but that some progress had been made. He informed Members that it was now prudent to revisit the plan to establish what could be realistically completed in the timeframe to 2024.

He stated he would listen to any viewpoints that Members had and he would encourage them to contact either him directly or via the PDG Chairman within the next 10 days in order that these could be fed back to the Cabinet.

Members highlighted the following priorities:

- Consider providing equipment for disabled children
- Bring budget conversations to the PDG's earlier in the cycle

Note: \*report previously circulated and attached to the minutes

(The meeting ended at 7.55 pm)

**CHAIRMAN**

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **HOMES POLICY DEVELOPMENT GROUP** held on 31 May 2022 at 2.15 pm

### **Present**

#### **Councillors**

R J Dolley (Chairman)  
G Barnell, J Cairney, S J Clist, D R Coren  
and S Pugh

### **Apologies**

#### **Councillors**

J Bartlett, P J Heal and R F Radford

### **Also Present**

#### **Councillors**

R Evans and S J Penny

### **Also Present**

#### **Officers**

Stephen Walford (Chief Executive), Karen Trickey (District Solicitor and Monitoring Officer), Simon Newcombe (Corporate Manager for Public Health, Regulation and Housing), Matthew Page (Corporate Manager for People, Governance and Waste), Claire Fry (Housing Services Operations Manager), Paul Deal (Corporate Manager for Finance), Mike Lowman (Building Services Operations Manager), Nicola Cuskeran (Interim Corporate Performance Manager & Safeguarding Officer), Sarah Lees (Member Services Officer) and Jessica Watts (Member Services Apprentice)

## **1 ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR FOR THIS ITEM ONLY)**

**RESOLVED** that Cllr R J Dolley be elected as the Chairman of the Homes Policy Development Group for the municipal year 2022/2023.

## **2 ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Cllr D R Coren be elected as the Vice Chairman of the Homes Policy Development Group for the municipal year 2022/2023.

## **3 APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllrs: J Bartlett, P J Heal and R F Radford.

## **4 PUBLIC QUESTION TIME**

There were no members of the public present and none had registered to ask a question in advance.

## 5 **DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT**

No interests were declared under this item.

## 6 **MINUTES**

The minutes of the meeting held on 15 March 2022 were approved as a correct record of the meeting and signed by the Chairman.

## 7 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements to make.

## 8 **START TIME OF MEETINGS FOR 2022/2023**

It was **AGREED** that the start time for meetings for the remainder of the municipal year continue to be at 2.15pm on Tuesday afternoons.

## 9 **REVENUE AND CAPITAL OUTTURN REPORT FOR 2021 - 2022 (00:10:00)**

The Group had before it, and **NOTED**, a report \* from the Deputy Chief Executive (S151) presenting the Revenue and Capital Outturn figures for the financial year 2021/22 for both the General Fund (GF) and Housing Revenue Account (HRA).

The Corporate Manager for Financial Services outlined the contents of the report and explained that the general fund had an underspend of £29k and the HRA had an underspend of £67k. This was an excellent return and showed a good degree of financial forecasting.

The following key highlights were provided:

- Reduced levels of income due to the pandemic including car parks, leisure and business rates.
- The reduction in levels of Government funding received for the Council.
- Higher contract staffing levels due to sickness and unfilled vacancies.
- The significant grants provided by the Government which were passed onto residents.
- The movement of reserves remained 10% above the minimum agreed by the Cabinet.
- The Treasury position had shown a greater return than forecasted.

Discussion took place regarding:

- The two surgeries joining together in Crediton and the monies saved as a result of economies of scale.
- Excess income received over that budgeted for. It was explained that when the budget was set in February 2021, an assumption had been made that the effects of Covid would be waning, however, this did not prove to be the case. There were good news stories in the areas of Planning due to the housing market, in business grants, Public Health funding and an increase in recycling income.



- Concerns regarding the use of S106 due to this excess income. For example were S106 monies being used for specific causes rather than to top up holes in the budget and also what monies were being used to develop community infrastructure? It was confirmed that S106 monies were being used for specific causes. There was not a structural problem within the budget, greater recovery was expected as the effects of the pandemic subside and income was expected to return to pre-Covid levels.
- The Council had committed to building circa 160 properties in the near future and was on track to deliver this. An update would be provided to the next meeting on this.
- Voids: the arching intention was to bring properties back into use as quickly as possible. However, there were sometimes complicating factors preventing this. A detailed explanation had been provided to Members recently on this issue.
- The need for a Housing Needs Assessment which would be discussed by the Planning Policy Advisory Group shortly and a need for discussion on a specific house building budget line. It was hoped that this Group could monitor this going forwards.

The Group hoped that the comments they had made during the meeting could be fed back to the Cabinet and considered as part of any budget discussions.

Note: \*Report previously circulated and attached to the minutes.

## 10 **PDG WORK PROGRAMME AND POLICY DEVELOPMENT FOR 2022/23 (00:55:00)**

The Group had before it a report \* from the District Solicitor and Monitoring Officer setting out the role of the PDG including results of the residents survey and the current work programme.

It was explained that this was an opportunity for the Group to focus on the areas that fell under its remit and to specifically identify areas of work that it wanted to focus on bearing in mind the feedback from the residents survey.

Discussion took place with regard to:

- The need for an update on the provision for Gypsies and Travellers.
- The need for the Group to have sight of the Repairs and Maintenance Complaints Action Plan and the need to monitor this.
- It was explained that Gypsy and Traveller provision and the Housing Needs Assessment would be covered in an update on the Housing Strategy which would be provided to the next meeting of the Group. There was also a proposal to deliver an all Member briefing on the Housing Strategy.
- A need for a provision within the Corporate Plan to provide support to refugees whilst ensuring this could be delivered in a sustainable way.
- The importance of resident survey reports.
- The use of more 'remote' meetings to deliver briefings and discussion forums in order to cover these important issues and for only focussed discussion to take place at formal Group meetings so that information was not being provided for 'information sake'.

- Second Homes and Council Tax – it was explained that a briefing paper would be circulated to all members shortly. A repository would be created for Members where all such information could be stored over the coming months.

Note: \* Report previously circulated; copy attached to the signed minutes.

## 11 **CORPORATE PLAN MID POINT REVIEW (01:10:00)**

The Group had before it a report \* from the Chief Executive considering the progress against delivery for the Corporate Plan at its midway point. This had previously been presented to the Cabinet on 5 April 2022. Feedback was now being sought from the Policy Development Groups in order to inform an update to the Cabinet in July.

The Chief Executive explained that the Corporate Plan had been agreed just prior to the pandemic and therefore it was not as far along as originally hoped but that some progress had been made. He informed Members that it was now prudent to revisit the plan to establish what could realistically be completed in the time frame to 2024.

During the discussion that followed the need to include an aim to support refugees and residents generally experiencing hardship was identified. This had also been discussed at the Scrutiny Committee the previous day.

It was also reconfirmed that the Council could only continue to 'lobby' against Right To Buy, not many other options being available at the current time. However, this served as a good example for Members to think about what their priorities were and how best to be using available resources.

Note: \* Report previously circulated; copy attached to the signed minutes.

## 12 **MID DEVON HOUSING COMPLAINTS HANDLING REPORT (00:20:00)**

The Group had before it, and **NOTED**, a report \* from the Corporate Manager for Public Health, Regulation and Housing providing an overview of Mid Devon Housing's (MDH) plan to implement and promote a positive complaint handling culture and drive service improvement through lessons learned from complaints, to Members.

The contents of the report were outlined with particular reference to the following:

- Complaints needed to be handled efficiently and lessons needed to be learned.
- Any landlord managing circa 3000 properties would have complaints at any one moment in time. The complaints made were common across all registered providers and were consistent nationally.
- This was the most scrutinised service in the Council.
- In the past year 171 complaints had been received with 55 being upheld. This needed to be seen within the context of thousands of repairs.
- Complaints reaching the final stage ended up going to the Housing Ombudsman. 5 such cases had occurred in the previous year, not all of these had been upheld.
- A performance update would be provided on a quarterly basis through the MDH update report to the Group.

Consideration was given to:

- How a small issue can often escalate unless dealt with very quickly or at least a plan of action being put in place.
- The relationship between the tenant and the landlord was a two way process.
- The need for this Group to monitor this area and receive regular updates.
- The new format of Neighbourhood Walkabouts was working extremely well which included close liaison with Police and other interested parties in a joined up approach which was able to solve issues 'on the ground'.

Note: \* Report previously circulated; copy attached to the signed minutes.

### **13 HOMES FOR UKRAINE SCHEME (01:43:00)**

The Corporate Manager for Public Health, Regulation and Housing provided an update on the Council's involvement with the Homes for Ukraine Scheme by way of presentation which included the following key highlights:

- Information with regard to the three Government schemes to help Ukrainians come to the UK.
- The funding available to Ukrainians guests and hosts to support the schemes.
- The timescales involved and some of the challenges faced in delivering the schemes.
- The Local Mid Devon Delivery Team and how this linked into the wider regional team.
- Current data as of 30 May 2022.
- The wraparound support available.
- Commissioned support from CHAT, Citizens Advice and the Devon Ukrainian Association.
- Risks involved with vulnerable individuals suffering trauma and the threat of exploitation.

Consideration was given to:

- How sad the situation was and the fact that elected Members wanted to do all they could to offer support.
- A request was made that the presentation be forwarded to all Members so that they could forward on the information to their Town and Parish Councils.
- The current amount of support being given by the Council was unsustainable in its current form. Officers were being drawn away from 'the day job'. Discussions across local and regional teams were planned so that a sustainable management of refugee programming could try to be ascertained going forwards. An update was requested for the next meeting.

### **14 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (02:21:00)**

In addition to the items already listed in the work programme for the next meeting the Group requested that it receive an update in relation to:

- The Homes for Ukraine Scheme

Other requests made during the meeting would be covered in the reports already listed for the next meeting.

It was explained that because of the need to liaise with a Members Working Group on ASB, the Neighbourhood & Community Standard Policy may not come to the next meeting due to a timing issue. It was hoped that the Tenancy Standard Policy could be brought in its place.

(The meeting ended at 4.40 pm)

**CHAIRMAN**

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **ECONOMY POLICY DEVELOPMENT GROUP** held on 26 May 2022 at 5.30 pm

### **Present**

#### **Councillors**

J M Downes (Chairman)  
J Buczkowski, S J Clist, Mrs C Collis,  
N V Davey, R J Dolley and R F Radford

### **Apologies**

#### **Councillors**

Mrs S Griggs and J Wright

### **Also Present**

#### **Councillors**

Mrs C P Daw and B A Moore

### **Also Present**

#### **Officers**

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Richard Marsh (Director of Place), Karen Trickey (District Solicitor and Monitoring Officer), Matthew Page (Corporate Manager for People, Governance and Waste), Adrian Welsh (Strategic Manager for Growth, Economy and Delivery), Paul Deal (Corporate Manager for Finance), John Bodley-Scott (Economic Development Team Leader), Jason Berry (Economic Development Project Manager), Nicola Cuskeran (Interim Corporate Performance Manager & Safeguarding Officer), Tina Maryan (Area Planning Officer), Christie McCombe (Area Planning Officer), Sally Gabriel (Member Services Manager) and Sarah Lees (Member Services Officer)

## **1 ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR)**

**RESOLVED** that Cllr J M Downes be elected Chairman of the Economy Policy Development Group for the municipal year 2022/2023.

## **2 ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Cllr N V Davey be elected Vice Chairman of the Policy Development Group for the municipal year 2022/2023.

## **3 APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs S Griggs and Cllr J Wright, who was substituted by Cllr S Clist.

## **4 PUBLIC QUESTION TIME**

There were no members of the public present and none had registered to ask a question in advance.

## 5 **DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT**

No interests were declared under this item.

## 6 **MINUTES**

The minutes of the meeting held on 17 March 2022 were confirmed as a true and accurate record and signed by the Chairman.

## 7 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had the following announcements to make:

- He informed the Group that item 13 on the agenda, 'Revenue and Capital Outturn Report for 2021-2022', would be taken as the first item of business.
- He requested that all future items on the agenda explain what part of the Corporate Plan they relate to.

## 8 **START TIME OF MEETINGS FOR 2022/2023**

It was **AGREED** that the start time of meetings for the remainder of the municipal year should remain at 5.30pm.

## 9 **REVENUE AND CAPITAL OUTTURN REPORT FOR 2021 - 2022 (00:10:00)**

The Group had before it, and **NOTED**, a report \* from the Deputy Chief Executive presenting the Revenue and Capital Outturn figures for the financial year 2021/22 for both the General Fund (GF) and the Housing Revenue Account (HRA).

The Corporate Manager for Financial Services outlined the contents of the report and explained that the general fund underspend of £29k was an excellent return and showed a good degree of financial forecasting.

Consideration was given to:

- Reduced levels of income due to the pandemic including car parks, leisure and business rates.
- The reduction in levels of Government funding received for the Council.
- Higher contract staffing levels due to sickness and unfilled vacancies.
- The significant grants provided by the Government which were passed onto residents.
- The movement of reserves remained 10% above the minimum agreed by the Cabinet.
- The Treasury position had shown a greater return than forecasted.

The Chairman passed on the thanks of the PDG to the Revenue and Benefits team for all their work in redistributing the Government grants in such a timely manner. He also thanked the Finance team for their hard work in bringing the budget in as close to target as possible given the extremely challenging circumstances.

Note: \*Report previously circulated and attached to the minutes

## 10 UK SHARED PROSPERITY FUND UPDATE (00:15:00)

The Group had before it, and **NOTED**, a report \* from the Director of Place providing Members with information regarding the UK Shared Prosperity Fund (UKSPF) government report (launched in April 2022) and the amount of funding allocated to Mid Devon. The report also outlined a way forward with regard to the formulation of the required Investment Strategy to inform Mid Devon's UKSPF planned expenditure.

The following was highlighted within the report:

- This was a crucial source of funding which was part of the Government's 'Levelling Up' agenda.
- The Council's allocation was just over £1m and would be spread over 3 years.
- An investment plan would need to be drawn up by 1<sup>st</sup> August 2022 and then approved by Government.
- A stakeholder group had been established to support the development of the MDDC investment plan.
- Preliminary feedback was given from recent networking events and a job fair.
- The Council was working closely with Devon County Council in what was an evolving process and still in the early stages of development.
- It was hoped economies of scale could be achieved across the authorities involved.

The Chairman stated that whilst this was not as much funding as had been hoped for (and was spread over 3 years) even small amounts could be beneficial and the Council needed to ensure the funding received was used to best effect across Mid Devon.

Note: \* Report previously circulated; copy attached to the signed minutes.

## 11 JUNCTIONS 27 AND 28 FOCUS (00:21:00)

The Group had requested at the previous meeting that they receive information with regard to possible development opportunities at J27 and J28 on the M5 and that a discussion take place thereafter. The Chairman asked that the Group be given a steer from officers as to what it could do to help facilitate progress in this area going forwards.

In order to facilitate discussion the Group received two presentations:

Firstly from the BE Group presenting the 'Culm Employment and Skills Strategy':

- The BE Group had been commissioned to undertake an in depth study which could feed into the Masterplan.
- A base line analysis had been undertaken which provided information in relation to potential opportunities. This included an assessment of industrial property demand where unfortunately opportunities were limited at the current time.
- Green construction and greener energy opportunities were an attractive option given the good connectivity within the area. There was a potential to attract high value investment in this area.



- Liaison with local colleges was taking place in order to provide the necessary skills.
- There was an increase in demand for more energy efficient buildings.
- Age related care facilities were also identified as an important opportunity providing employment and support for the local community.
- Business start-up facilities and on going support was crucial.
- Since the pandemic the whole dynamic of office working had changed in terms of the need, scale and type of office space required by businesses. One advantage of this was more home working and the need for employees to travel less to the larger cities.

Consideration was given to:

- Higher costs involved in greener construction and would these be passed on to businesses?
- The need for substantial infrastructure improvements which were always extremely expensive. A 'cocktail' of funding would be required to support delivery of such interventions.
- The need, already identified by the PDG, for more incubator / start up space within the district.
- Development was needed for the benefit of Cullompton as a whole.
- A strong desire for development not to take place in a piecemeal fashion.
- 'Green retro fitting' would need circa 2500 employees, currently there were circa 40, this presented an exciting opportunity for colleges to offer training opportunities.
- The study will be extremely helpful in shaping the Garden Village scheme, its relationship with Cullompton and the need for it to be holistic in nature.
- Small scale units and incubation space was perceived to be vital to its success.
- The Garden Village had the benefit of a nearby town centre, it would support growth in the district, it would provide an opportunity to develop our own businesses and if employment could be increased it would reduce the amount of commuting outside of the district.

It was **AGREED** that the Economic Development team should undertake some focused work to consider what MDDC might do to support the development of small scale industrial units, incubation space and other economic development initiatives in Cullompton and the wider Mid Devon district.

The second presentation was provided by the Eden Project, the key highlights of which were as follows:

- Original proposals had changed due to the pandemic. Land ownership had also changed in some locations.
- Consideration is being given to identify trends in the way people were living their lives and how they were spending their money.
- This was significant site with anybody travelling to Cornwall having to pass by it.
- Local businesses, such as food producers, could be heavily promoted.
- Respect would be maintained for the landscape.
- There was a potential to provide a service station 'for the future'.



- Electrification and renewable energy would be a significant factor within the development.
- A workshop was planned to look at the Masterplan and the technical implications of the proposals, a public consultation exercise would take place after that.
- The Project team were keen to hear from Mid Devon elected Members regarding their views on development ideas and encouraged them to engage with the Project team.

Consideration was given to:

- The lack of adequate infrastructure, for example, highways and public transport, as expressed following the previous presentation and the costs involved in correcting this.
- Whether adequate facilities could be provided for significant numbers of lorry drivers.
- Changes in what was being proposed now compared to previous proposals.
- The effect upon Tiverton traders and would development affect the number of people visiting Tiverton?
- A new Local Plan was being developed which could facilitate some of these new ideas albeit existing Local Plan provisions were still in place.

It was **AGREED** that once progress had been made in the development of proposals, the necessary parties return to update the Group as it was keen to support projects that would bring an economic benefit to the residents of Mid Devon.

Notes: (i) Cllr R J Dolley declared a personal interest in that he sponsored three sports clubs in Cullompton. He also stated that he knew people who owned land in Sampford Peverell.

## 12 **WORK PROGRAMME AND POLICY DEVELOPMENT FOR 2022/2023 (01:39:00)**

The Group had before it a report \* from the District Solicitor and Monitoring Officer setting out the role of the PDG including the results of the residents survey and the current work programme.

It was explained that this was an opportunity for the Group to focus on the areas that fell under its remit and to specifically identify areas of work that it wanted to focus on bearing in mind the feedback from the residents survey.

Discussion took place with regard to:

- How the Group had changed its focus from merely receiving reports for information to being more proactive in its approach.
- The need for the work programme to be strongly linked to the Corporate Plan at all times.
- The results of the residents survey and the areas falling under the responsibility of the group particularly, tourism, car parking and support to businesses.

It was **AGREED** that the Group should receive a quarterly update on the work programme and that discussions take place with the relevant officers to ensure key

elements with the survey results feature in the work programme going forwards. Also that consideration be given to the impact of second homes and Council Tax.

Note: \* Report previously circulated; copy attached to the signed minutes.

### 13 **CORPORATE PLAN MID POINT REVIEW ( 01:46:00)**

The Group had before it a report \* from the Chief Executive considering the progress against delivery for the Corporate Plan at its midway point. This had previously been presented to the Cabinet on 5 April 2022. Feedback was now being sought from Policy Development Groups in order to inform an update to the Cabinet in July.

The Chief Executive explained that the Corporate Plan had been agreed just prior to the pandemic and therefore it was not as far along as originally hoped but that some progress had been made. He informed Members that it was now prudent to revisit the plan to establish what could be realistically be completed in the timeframe to 2024.

The following issues were identified:

- The Corporate Plan was a vital document setting out what the Council wanted to achieve. Resources, including officer time, needed to be used to best effect in order to achieve the aims identified within it.
- The challenges presented as a result of the pandemic and the current and future 'cost of living crisis' upon the Council being able to achieve its goals whilst supporting its local residents suffering financial hardship.
- There was a lack of desire to remove ambitions from the Corporate Plan even providing for these challenges.
- Staff turnover at 20% and the challenges this presented.
- High energy costs affecting local businesses and whether or not they could survive.

It was **AGREED** that the Economic Development team would make contact with businesses to gain an understanding of the effect of increased energy costs upon them so that a body of evidence could be built up to inform debate with Government.

Note: \* Report previously circulated; copy attached to the signed minutes.

### 14 **TEAM WORK PROGRAMME UPDATE (02:07:00)**

The following update was provided by way of presentation on the work of the Economic Development team since the last meeting:

- Up to Easter the ED Team had been fully engaged in managing and delivering the Covid-related Business Grants, with a total of £1.97 million of grants being distributed to struggling businesses in the last round of funding.
- Since Easter members of the team had been re-engaging with ED projects.
- Tiverton Job Fair, 25th May – a joint project with Tiverton JobCentre Plus (DWP) to provide a job fair at Tiverton Market for local employers and job-seekers.
- Tiverton Public Realm – Phase 1 – signposting.

- Cullompton Heritage Action Zone (HAZ) – concept design for public realm enhancements approved for consultation by Cabinet; distribution of first grants.
- Initial Asylum Seekers Accommodation at Tiverton Hotel – coordination of Community Support for 70 asylum seekers.
- Household Support Fund, £144k distributed to Households in need between October 21 and end of March 2022.
- Household Support Fund Mark 2 – (now supported by Revs and Bens team).
- Homes for Ukraine – current work – facilitating wraparound support from VCSE for Ukrainian guests.
- Visit Mid Devon – Leisure, Tourism & Hospitality Business event on 18<sup>th</sup> May. Very useful presentations on digital marketing, the benefits and opportunities for shorter food supply chains. Also, tourism recovery and the future of tourism in the south west.

Consideration was given to the language issues faced by Ukrainian guests and the apps available via the internet and iPhones to help with this. The majority wanted to work and become independent.

## 15 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (02:23:00)

It was **AGREED** that items for the next and future meetings should be informed by the discussions this evening, by current priorities and always be linked to the aims of the Corporate Plan.

(The meeting ended at 7.55 pm)

**CHAIRMAN**

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## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 7 June 2022 at 2.15 pm

### **Present**

#### **Councillors**

Mrs M E Squires (Chairman)  
Mrs C Collis, W Burke, L J Cruwys,  
R J Dolley, R Evans, B Holdman, S Pugh  
and Mrs E J Slade

### **Also Present**

#### **Councillor(s)**

B A Moore

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Karen Trickey (District Solicitor and Monitoring Officer), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Paul Deal (Corporate Manager for Finance), Matthew Page (Corporate Manager for People, Governance and Waste), Carole Oliphant (Member Services Officer) and Jessica Watts (Member Services Apprentice)

## **1 ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR)**

Cllr Mrs M E Squires was duly elected Chairman for the municipal year.

## **2 ELECTION OF VICE CHAIRMAN (0.04.51)**

Cllr Mrs E Slade was duly elected Vice Chairman for the municipal year

## **3 APOLOGIES AND SUBSTITUTE MEMBERS (0.06.09)**

There were no apologies or substitute members

## **4 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.06.20)**

Members were reminded of the need to make declarations where appropriate

## **5 MINUTES OF THE PREVIOUS MEETING (0.06.35)**

The Minutes of the Meeting held on 22<sup>nd</sup> March 2022 were approved as a correct record and **SIGNED** by the Chairman.

## **6 PUBLIC QUESTION TIME (0.08.10)**

There were no questions from members of the public present.

## **7 CHAIRMANS ANNOUNCEMENTS (0.08.23)**

The Chairman advised that the Anti-Social Behaviour Working Group were finalising their recommendations which would be presented to the Group.

## 8 **START TIME OF MEETINGS (0.09.15)**

The start time of meetings was agreed as 2.15pm for the remainder of the municipal year

## 9 **THE CREDITON AREA HISTORY & MUSEUM SOCIETY (0.10.05)**

The Group had before it a \*business case requesting funding for a summer 2023 exhibition by the Crediton Area History and Museum Society.

Tony Gale addressed the Group and outlined the project aims and objectives. He confirmed that the exhibition would initially run for 6 months and would then be supported by a book and on line resources. He confirmed that the project was seeking funding from Mid Devon District Council and would be grateful for any funds awarded.

The Chief Executive explained that the PDG had previously allocated funding for Community Grants for a period of two years which was within the current budget. If the PDG wanted to adjust the set budget 'in year' to award an additional amount to the project then they would need to have the change agreed through the Cabinet and Council. He explained that there was no surplus funds available through the Community Grant Scheme in the current budget.

The PDG advised the Society that although direct funding was not available the Council could assist by promoting the exhibition and they were advised to approach Crediton Town Council and Tiverton Museum for financial support.

The PDG wished the Society every success for the exhibition.

Note: \*business case previously circulated and attached to the minutes

## 10 **REVENUE AND OUTTURN REPORT (0.32.15)**

The Group had before it, and **NOTED**, the Revenue and Capital Outturn \*report from the Deputy Chief Executive (S151).

The Corporate Manager for Finance outlined the contents of the report and explained that it provided a summary of the net service costs of the General Fund and Housing Revenue Account and was subject to audit.

He explained that the General Fund underspend of £29k was an excellent return and showed a good degree of financial forecasting.

Consideration was given to:

- Reduced levels of income due to the pandemic including car parks and business rates
- The reduction in levels of Government support received
- Higher contract staffing levels due to sickness and unfulfilled vacancies

- The significant grants provided by the Government which were passed onto residents
- The General Fund was circa 10% above minimum requirements
- Members concerns with reduced opening hours of Phoenix House having an effect on customers' ability to pay any monies owed to the council
- Members request that the Cabinet seek clarification that capital projects would be completed within the timeframes stated

Note: \*report previously circulated and attached to the minutes

## 11 **UNAUTHORISED ENCAMPMENT POLICY (0.46.26)**

The Group had before it a \*report from the Corporate Manager for Property, Leisure and Climate Change presenting the 3 yearly review of the Unauthorised Encampment Policy.

The officer outlined the contents of the report and stated that the Policy ensured that the Council acted lawfully.

Consideration was given to:

- There had been 4 unauthorised encampments in the past 3 years which had a cost to the Council circa £3k
- Legal Services had reviewed the policy and had updated the Equality Act, sections 77-78
- A minimum of 13 permanent sites would be delivered in the District within the next 2-3 years
- The location of pitches had been determined during the initial planning process
- The Council had a duty to provide both permanent and transit pitches and Members would be provided with an update on the current situation

It was therefore **RECOMMENDED** to the Cabinet that the updated Unauthorised Encampment Policy and procedure for managing and enforcing unauthorised encampments as detailed in annex A be adopted

(Proposed by the Chairman)

Note: \*Policy previously circulated and attached to the minutes

## 12 **CORPORATE PLAN MID POINT REVIEW (0.58.40)**

The Group had before it a \*report from the Chief Executive presenting the Corporate Plan 2020-2024 Mid-Point Review.

The Chief Executive explained that the report had previously been presented to the Cabinet and that it was now being shared with the PDG's in order that they could feed back any priorities that they felt needed to be highlighted.

He explained that the Corporate Plan had been agreed just prior to the pandemic and therefore it was not as far along as originally hoped but that some progress had been

made. He informed Members that it was now prudent to revisit the plan to establish what could be realistically completed in the timeframe to 2024.

He stated that he would listen to any viewpoints that Members had and he would encourage them to contact either him directly or via the PDG Chairman within the next 10 days in order that these could be fed back to the Cabinet.

Members highlighted the following priorities:

- Council to continue to influence the provision of post 16 education in the District
- Members would like to see a cycleway between Tiverton and Exeter and the Council should work with partners to promote this

Note: \*report previously circulated and attached to the minutes

### 13 PDG WORK PROGRAMME AND POLICY DEVELOPMENT FOR 2022/23 (1.20.15)

The Group had before it, and **NOTED**, a \*report from the District Solicitor and Monitoring Officer outlining the PDG's work programme for 2022/2023.

The officer outlined the contents of the report and invited the PDG to consider what it wished to focus on for the forthcoming year, taking account of its Corporate Plan priorities and residents' feedback. The report also provided Members with suggestions on items that they could investigate during the year.

Members discussed the possible projects and agreed that an examination of effective community integration would be of interest and would be a worthwhile project. Members agreed that they wished to broaden the scope of the project to include refugees, asylum seekers and new residents in new housing estates. The PDG wanted to investigate how new communities were formed in practical terms.

The Chief Executive confirmed that the Forward Planning had undertaken some new residents' surveys and that the results of the last survey could feed into the project.

The Group agreed that the District Solicitor would produce a terms of reference which would be presented back to the PDG for agreement on how the project should be structured and conducted.

The Group discussed the current work programme and agreed that reports for noting should be replaced by information sheets which were to be sent informally to Members. If the information sheets required additional discussion these would be brought to the next formal meeting of the Group.

Note: \*report previously circulated and attached to the minutes

(The meeting ended at 4.20 pm)

**CHAIRMAN**



## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **PLANNING COMMITTEE** held on 18 May 2022 at 2.15 pm

### **Present**

#### **Councillors**

P J Heal (Chairman)  
E J Berry, S J Clist, Mrs F J Colthorpe,  
L J Cruwys, Mrs C P Daw, C J Eginton,  
B Holdman, F W Letch and B G J Warren

### **Apologies**

#### **Councillor(s)**

D J Knowles and Mrs C Collis

### **Also Present**

#### **Councillor(s)**

J Buczkowski and R J Dolley

### **Present**

#### **Officers:**

Angharad Williams (Development  
Management Manager), Helen Govier  
(Principal Planning Officer), Damian Hunter  
(Planning Solicitor), John Millar (Acting Area  
Team Leader), Sally Gabriel (Member  
Services Manager) and Carole Oliphant  
(Member Services Officer)

## **1 ELECTION OF CHAIRMAN (CHAIRMAN OF COUNCIL IN THE CHAIR)**

Cllr P J Heal was duly elected Chairman for the municipal year

## **2 ELECTION OF VICE CHAIRMAN (0.02.24)**

Cllr L J Cruwys was duly elected Vice Chairman for the municipal year

## **3 APOLOGIES AND SUBSTITUTE MEMBERS (0.07.36)**

Apologies were received from Cllrs D J Knowles and Mrs C Collis who was substituted Cllr C J Eginton

## **4 PUBLIC QUESTION TIME (0.07.59)**

There were no public questions.

## **5 DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT (0.08.10)**

Cllr P J Heal made a declaration in accordance with the Protocol of Good Practice for Councillors dealing with planning matters as he had been in attendance at the Parish Council meeting when application for 1 Allington Terrace, Morchard Road, Crediton was discussed.

Cllr B Holdman made a declaration in accordance with the Protocol of Good Practice for Councillors dealing with planning matters as he was the Ward Member for the application for Park Road Nursery.

**6 MINUTES OF THE PREVIOUS MEETING (0.08.25)**

The Minutes of the meeting held on 20<sup>th</sup> April 2022 were agreed as a true record and duly signed by the Chairman

**7 CHAIRMAN'S ANNOUNCEMENTS (0.09.03)**

The Chairman had no announcements to make.

**8 WITHDRAWALS FROM THE AGENDA (0.09.18)**

There were no items withdrawn from the agenda

**9 THE PLANS LIST (0.09.26)**

The Committee considered the applications on the \*Plans List.

Note: \*List previously circulated and attached to the minutes

***a) Application 21/02034/FULL - Erection of 6 dwellings including associated car parking and access with conversion of former gate house to ancillary accommodation in respect of House Type 4 at Mid Devon District Council, Park Road Nursery, Park Road***

The Acting Area Team Leader outlined the application by way of a presentation which highlighted the site location plan, the proposed site layout, various house type plans, illustrative site sections, visualizations and photographs of the site.

The officer explained that the site, apart from the lodge area, was outside of the conservation area and that permission had already been granted for 9 dwellings on the site. The revised application before Members was for 6 dwellings.

He explained that there had been a consideration of the impact of the conservation area and heritage assets and that highways concerns had been addressed. He further explained that there was a requirement for the developer to agree S106 provision for education with Devon County Council (DCC).

Consideration was given to:

- The properties would be open market
- The parking provision exceeded the parking standards
- The trees had some form of protection due to being in a conservation area but they did not currently have Tree Protection Orders. It was however a recommendation of the Tree Officer that Tree Preservation Orders were considered for some of the adjoining parkland trees, should permission be granted
- Access to the construction site would be from the north

- The lodge was within the conservation area and it was conditioned that this could not be altered or extended without planning permission

It was therefore **RESOLVED** that that planning permission be granted subject to conditions as recommended by the Development Management Manager and the signing of a S106 agreement with Devon County Council.

(Proposed by Cllr L J Cruwys and seconded by Cllr Mrs C P Daw)

**Reason for the decision:** As set out in the report

Notes:

- Cllr B Holman requested that his abstention from voting be recorded

***b) Application 22/00077/FULL - Erection of dwelling at 1 Allington Terrace, Morchard Road, Crediton***

The Principal Planning Officer outlined the application by way of a presentation which highlighted the site location plan, proposed elevations, floor and roof plans and photographs of the site.

The officer explained that the application was for an affordable dwelling adjacent to an existing terrace and that the application complied with the national space standards.

Consideration was given to

- The views of an objector who felt that the plot was too small for a new property and that it would have been better if the existing end terrace could have been extended, the current issues with parking in and around the site and concerns with rear access to neighbouring properties
- The views of the Ward Member who had no issue with the application and felt that there was adequate parking in the adjacent public car park

It was therefore **RESOLVED** that that planning permission be granted subject to conditions as recommended by the Development Management Manager

(Proposed by Cllr E J Berry and seconded by Cllr F W Letch))

**Reason for the decision:** As set out in the report

Notes:

- Karen Atkinson spoke as the objector
- Cllr P J Heal spoke as Ward Member

The Committee had before it, and **NOTED**, a \*list of major applications with no decision.

The Committee agreed that:

- Application 22/00642/MFUL – Westcott Park – To be determined by Committee if the officer recommendation was one of approval – no site visit was required as Members had previously visited the site
- Application – 22/00665/MFUL – Land at NGR 299554 112915 – To be determined by Committee – No site visit was required
- Application – 22/000460/MFUL – Heathcoat Fabrics Ltd – Remained delegated
- Application 22/00675/MARM – South of Blundells Road – to be determined by Committee and a full Committee site visit was required
- Application 22/00706/MFUL – Land north west of Cullompton - to be determined by Committee and a full Committee site visit was required
- Application 22/00707/MFUL – AD at Edgeworthy Farm – To remain delegated
- Application – 22/00729/MFUL – North of Tiverton Road/Goblin Lane - to be determined by Committee and a full Committee site visit was required
- Application – 22/00735/MARM – Tiverton Road/Goblin Lane - to be determined by Committee and a full Committee site visit was required

Note: \*list previous circulated and attached to the minutes

#### 11 **APPEAL DECISIONS (1.13.45)**

The Committee had before it, and **NOTED**, a \*list appeal decisions

Note: \*list previously circulated and attached to the minutes

(The meeting ended at 3.29 pm)

**CHAIRMAN**

**COUNCIL**  
**6 JULY 2022**  
**COMMUNITY GOVERNANCE REVIEW 2022**

**Cabinet Member(s):** Leader of the Council, Bob Deed  
**Responsible Officer:** Jill May, Returning Officer/Director of Business Improvement and Operations

**Reason for Report:** To enable Members to reach a decision in respect of any recommended proposals for consideration for the second consultation stage and to consider a modified Terms of Reference.

**Recommendations:** That Council approves that a second public consultation take place on the review of parish boundaries as proposed in appendices 1a and 1b of the report subject to:

a) The detail of submission 33 [Mid Devon District Council CGR First Stage Consultation](#) submitted by Hittisleigh Parish Council be agreed.

b) The following options for Halberton, Willand and Uffculme form part of the stage 2 public consultation:

**Option 1** – Lucombe Park move from Halberton to Uffculme and the Mid Devon Business Park move from Halberton to Willand.

**Option 2** – Option 1 (as set out above) together with the area north east of Bridwell Avenue be moved from Halberton to Uffculme.

**Option 3** – Options 1 and 2 (as set out above) together with Hitchcocks and Langlands Business Parks moving from Halberton to Uffculme.

c) The number of Parish Councillors remain as set out in appendix 2 subject to the following amendments which would form part of the stage 2 public consultation:

- i) Bradninch (Rural Ward) be reduced to 1 from 2
- ii) Bradninch (Town Ward) be increased from 10 to 11
- iii) Burlescombe be reduced from 9 to 7
- iv) Cheriton Fitzpaine be reduced from 9 to 8
- v) Colebrooke be reduced from 9 to 7
- vi) Copplestone be increased from 7 to 9
- vii) Crediton Hamlets (Yeoford Ward) be increased from 5 to 7
- viii) Silvertown (North Ward) be reduced from 2 to 1
- ix) Silvertown (Village Ward) be increased from 9 to 10
- x) Willand be increased from 11 to 12

d) The modified Terms of Reference be approved relating for the purpose of consideration of any submissions received arising from the second consultation period as set out in appendix 3.

**Financial Implications:** £45k has been set aside in the budget to undertake this review.

**Budget and Policy Framework:** None directly arising from this report.

**Legal Implications:** Section 81 of the Local Government and Public Involvement in Health Act 2007 provides that it is for the Council to decide the terms of reference of any community governance review.

**Risk Assessment:** Local democracy and representation is impeded.

**Equality Impact Assessment:** No equality issues have been highlighted in this report.

**Relationship to Corporate Plan:** A community governance review supports and facilitates local democracy and local representation.

**Impact on Climate Change:** No climate change issues have been highlighted in this report.

## **1.0 Introduction/Background**

- 1.1 The Electoral Review of Mid Devon Parish Councils (CGR 2022) commenced on 15 December 2021, with the first stage of the consultation period, which concluded on 28 February 2022. In total, 77 'submissions' were received during that period. The Electoral Review Committee (ERC) received all the submissions and a corresponding spreadsheet in advance of the meetings, which were considered at two 'informal' meetings on 5 and 16 May 2022.
- 1.2 Members were also advised that under the Local Democracy, Economic Development and Construction Act 2009, the Local Government Boundary Commission has already decided to effect changes in respect of Crediton, Cullompton and Tiverton Town Councils. As a consequence, the current CGR does not include those areas.

## **2.0 Parish Wards**

- 2.1 The Electoral Review Committee met formally on 6 June 2022 and made a number of recommendations having considered appendices 1a and 1b. Members also reviewed the number of parish councillors for each parish and parish ward (where applicable) see appendix 2.

## **3.0 Modified Terms of Reference**

- 3.1 Arising from the Electoral Review Committee meeting held on 6 June 2022, and the subsequent minutes, it would be prudent for Council to consider a slight modification of the current Terms of Reference (ToR) relating to the Council's Electoral Review of Mid Devon Parish Councils. Following the ERCs recommendations for the 2<sup>nd</sup> Stage Consultation, containing draft proposals, it has shown that the matter of possibly merging some parishes may arise. At present, there is no provision in the ToR for this in the "Scope of the review". The Local Government and Public Involvement in Health Act 2007, does allow for the modification of the ToR, and "As soon as possible after modifying term of reference, the principal council must publish the modified terms."

- 3.2 The 'draft modified ToR' is attached at appendix 3 and the modifications are set out in Para 1.2 (c) and Para 5.2.

#### **4.0 Next Steps**

- 4.1 A second stage consultation is required as outlined within the Terms of Reference.

**Contact for more Information:** Jill May, Director of Business Improvement and Operations (jmay@middevon.gov.uk)

**List of Background Papers:** Consultation responses

**List of Appendices:** Minutes of the meeting of the Electoral Review Committee 6 June 2022 – Appendix 1; Summary of discussions on submissions received – Appendix 1(a) & 1(b); Existing number of parish councillors – Appendix 2; Modified Terms of Reference – Appendix 3

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **ELECTORAL REVIEW COMMITTEE** held on 6 June 2022 at 6.00 pm

### **Present Councillors**

R J Chesterton, S J Clist, D R Coren,  
C J Eginton, R Evans, Mrs E J Lloyd,  
R F Radford, L D Taylor, Mrs M E Squires,  
J Wright and B G J Warren

### **Apologies Councillor(s)**

Mrs F J Colthorpe and R M Deed

### **Also Present Officer(s):**

Jill May (Director of Business Improvement and Operations), James Stevens (Consultant), Lindsey Butterworth (Senior Gazetteer Management Services Officer), Jessica Watts (Member Services Apprentice) and Sally Gabriel (Member Services Manager)

## **1 ELECTION OF CHAIRMAN**

The Chairman of the Council invited nominations for the election of a Chairman for the municipal year 2022/23.

Cllr S J Clist **MOVED**, seconded by Cllr D R Coren that Cllr L D Taylor be elected Chairman of the Committee for the municipal year 2022/23.

It was therefore:

**RESOLVED** that Cllr L D Taylor be elected Chairman of the Committee for the municipal year 2022/23.

## **2 ELECTION OF VICE CHAIRMAN (00-03-33)**

Cllr D R Coren **MOVED**, seconded by Cllr B G J Warren that Cllr J Wright be elected Vice Chairman of the Committee for the municipal year 2022/23.

It was therefore:

**RESOLVED** that Cllr J Wright be elected Vice Chairman of the Committee for the municipal year 2022/23.

### **3 APOLOGIES (00-04-50)**

Apologies were received from Cllrs R M Deed and Mrs F J Colthorpe (who was substituted by Cllr Mrs M E Squires).

### **4 PUBLIC QUESTION TIME (00-05-20)**

Cllr Batchelor (Halberton Parish Council) referring to Item 7 on the agenda emphasised the fact that the Parish Council served the residents of the parish no matter where the boundaries lay, Halberton was not just about the village but about the whole of the parish. It was agreed that Lucombe Park should move into the parish of Uffculme as had been agreed with Culm Valley Way as that area was very close to the village of Uffculme. There was a need to work together and that land grabbing should not take place.

Mr Hugill (representing Halberton Parish Council) stated that it made perfect sense for the new Lucombe Park to move to the parish of Uffculme and that this was the only property change that met the tests and objectives of the boundary review. Issues raised with regard to polling stations could be overcome with the provision of an additional polling station, this may not be within the scope of the committee but it could be requested. He referred to the village of Halberton and the surrounding area and that residents relied on services provided from neighbouring communities but there was no need for land grabbing. The M5 was not the natural boundary, Halberton Parish Council had not forgotten residents to the east of the M5, it communicated with everyone. He spoke of communication with regard to planning, highways and other matters and about the parish precept and the inclusion of business parks.

He then asked the following question, please can the District Council set up the level of guidance and leadership which they give to parishes to provide a better working relationship between parishes in Mid Devon and persuade some of them not to have such insular attitudes and make them aware that they have a duty to host services for the use by the wider community beyond their own parish boundary. He added that apart from the exception of Lucombe Park, Halberton Parish boundary should not change.

The Chairman indicated that consideration would be given to the views expressed during discussions on that item.

### **5 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-12-38)**

Cllr B G J Warren declared a personal interest as the Chairman of Willand Parish Council and also that he had been instrumental in the preparation of submission 23.

### **6 MINUTES OF THE PREVIOUS MEETING (00-13-39)**

The minutes of the previous meeting were approved as a true record and signed by the Chairman.

## 7 COMMUNITY GOVERNANCE REVIEW (00-14-10)

The Committee had before it a \*report of the Returning Officer/Director of Business Improvement and Operations requesting members to reach a decision in respect of any recommended proposals for consideration for the second stage consultation.

The Consultant outlined the contents of the report stating that notification of the first consultation had been widespread and that all parishes and local residents had been invited to submit representations. The Committee had considered all of the representations informally and the outcome of those meetings was presented in appendices 1a and 1b of the report. He also intended to address the number of Councillors for each parish council at this meeting.

Members then walked through the appendices and agreed formally their initial considerations with further discussion taking place on the following:

- Submission 33 - Hittisleigh/Cheriton Bishop, the movement of some properties to Hittisleigh
- Halberton/Willand and Uffculme – the issues surrounding land east of the M5 and its association with Uffculme and Willand rather than Halberton; whether Lucombe Park had a closer association with Uffculme and that Halberton Parish were in agreement that this parcel of land should move to Uffculme parish. Whether the Mid Devon Business Park should be placed within Willand parish, where Bidwell Avenue should sit as well as Hitchcocks and Langlands Business Parks. It was felt that the views of the residents should be considered as they had been with all the other submissions. It was agreed that several options were available and that those options should form part of the second consultation process.

**RECOMMENDED to COUNCIL** that a public consultation take place on the review of parish boundaries as proposed in appendices 1a and 1b of the report subject to:

- a) The detail of submission 33 [Mid Devon District Council CGR First Stage Consultation](#) submitted by Hittisleigh Parish Council be agreed.
- b) The following options for Halberton, Willand and Uffculme form part of the stage 2 public consultation:

**Option 1** – Lucombe Park move from Halberton to Uffculme and the Mid Devon Business Park move from Halberton to Willand.

**Option 2** – Option 1 (as set out above) together with the area north east of Bridwell Avenue be moved from Halberton to Uffculme.

**Option 3** – Options 1 and 2 (as set out above) together with Hitchcocks and Langlands Business Parks moving from Halberton to Uffculme.

(Proposed by the Chairman and seconded by Cllr S J Clist)

Note: Cllrs R F Radford and B G J Warren requested that their vote against (b) be recorded

Further **RECOMMENDED** to **COUNCIL** that: the number of Parish Councillors remain as set out in appendix 2 subject to the following amendments which would form part of the stage 2 public consultation:

- i) Bradninch (Rural Ward) be reduced to 1 from 2
- ii) Bradninch (Town Ward) be increased from 10 to 11
- iii) Burlescombe be reduced from 9 to 7
- iv) Cheriton Fitzpaine be reduced from 9 to 8
- v) Colebrooke be reduced from 9 to 7
- vi) Copplestone be increased from 7 to 9
- vii) Crediton Hamlets (Yeoford Ward) be increased from 5 to 7
- viii) Silverton (North Ward) be reduced from 2 to 1
- ix) Silverton (Village Ward) be increased from 9 to 10
- x) Willand be increased from 11 to 12

(Proposed by Cllr R B Evans and seconded by Cllr D R Coren)

Note: \*Report previously circulated copy attached to minutes.

(The meeting ended at 8.25 pm)

**CHAIRMAN**

## Electoral Review Committee – Informal Meeting Notes 5 May 2022 – Appendix 1(a)

Parish	Spreadsheet Number	Submission Number	Notes	Actions
Bradinch Rural and Town	1/2	74/60	Move one of the rural seats into the town. Whether the area of Stockwell fitted better within Silverton Ward. Issue of Parliamentary Boundary running through this area.	NO CHANGE apart from the number of councillors *
Cadbury	6	9	Issues discussed with regard to North Silverton sitting in Cadbury and Village Ward in Silverton	NO CHANGE
Burlescombe	10	51	Parish Council request status quo – further information was provided (outside the consultation) with regard to issues with the Parish Council. Agreed to wait for 2 <sup>nd</sup> consultation to see if further submissions are made.	NO CHANGE
Morebath	18	44	Whether to merge with Bampton TC – no formal response received from the TC	NO CHANGE RC to seek an opinion from Bampton TC
Oakford	19	56	Very active Parish Council	NO CHANGE
Stoodleigh	20/21	16/36	A361 splitting some of the Parish – need to be careful not to move anything into Templeton (due to Boundary	FURTHER CONSIDERATION TO BE GIVEN TO BOUNDARIES

Parish	Spreadsheet Number	Submission Number	Notes	Actions
			Commission decision to put Templeton into Tiverton Westexe). East of village of Stoodleigh – that is part of Washfield	
Washfield	24	57	No changes proposed	CONSIDER AS ABOVE
Kentisbeare	41	46	Dulford Home Farm to Broad Road (Hunters Lodge) currently in East Devon Lower Kingsford – new road	NO CHANGE – cannot poach from East Devon
Morchard Bishop	57	75	Same representation as 42/63 – residents want to stay in Morchard Bishop – but considered Sandford request. Emlett want to stay in Woolfardisworthy – status quo considered	NO CHANGE – maybe Cllr Mrs Squires can help?
Puddington	58	2		NO CHANGE
Sandford	61	39	Possible reduction in councillors*	*Consultant to check number of electors
Shobrooke	62	25	Wish to remain the same	NO CHANGE Cllr Mrs Squires may have a view
Clayhidon	101	8		NO CHANGE
Coldridge	108	4	Content	NO CHANGE
Copplestone	109	73	Possible increase in councillors*	*Decision to be made separately – consider whether the parish has required elections in the past 2 elections
Thelbridge	117	26	The issue of Nomansland being split between 2 wards –	NO CHANGE

Parish	Spreadsheet Number	Submission Number	Notes	Actions
			but this will change at the next election	
Cheriton Bishop	118	5	Request to move boundary to the east – but that area is in Teignbridge	NO CHANGE
	119	24A	Property at The Orchard, Forder – difficult boundary – could move to Hittisleigh	FURTHER CONSIDERATION
Hittisleigh	132	33	Counter offer to move properties	REVIEW HITTISLEIGH AGAIN
Newton St Cyres	134	6		NO CHANGE

Consideration was given as to whether there was a need to widen the scope of the review - specifically to consider the requests from Yeoford and other requests with regard to Burlescombe and Morebath (merging parish councils).

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## Electoral Review Committee – Informal Meeting Notes 16 May 2022 – Appendix 1(b)

District/Parish	Notes	Actions
Halberton/Willand Uffculme	<p>It was noted that Halberton Parish Council were reluctant to accept any serious changes to the boundaries although it did agree that Lucombe Park would be better serviced by Uffculme.</p> <p>The Uffculme submission had focussed on the ‘bulge’ east of the M5 (from J27 down to the boundary of Willand) as those electors would have to go up to J27 or through Willand to get to Halberton.</p> <p>Considerations was given to S106 funding from development and where that funding was used.</p> <p>Members considered the natural boundaries which could be used to identify a change in the boundaries of the 3 parishes:</p> <ul style="list-style-type: none"> <li>• Whether the M5 was the natural boundary</li> <li>• Whether the watercourse to the side of the motorway was appropriate</li> <li>• Whether the roundabout and the old A38 could be used, with Hitchcocks going to Uffculme and the lane to the west of Hitchcocks, around Selgars Mill could split Uffculme and Willand then up B3181 to Leonards Moor Cross taking in Mount Stephen Farm.</li> <li>• Whether Bridwell Avenue could be used as a boundary</li> <li>• Whether Muxbeare Lane could be used as a boundary between Halberton and Willand</li> </ul>	<p>AGREED that 3 options be put to the formal meeting:</p> <ul style="list-style-type: none"> <li>- The status quo</li> <li>- Cllr Radford’s offer of Lucombe Park to Uffculme – the boundary up to Bridwell Avenue to Mount Stephen up the B3181 turn right to Leonards Moor and re-joining the boundary here.</li> <li>- The suggestions within the Uffculme/Willand submissions</li> </ul>

District/Parish	Notes	Actions
	<ul style="list-style-type: none"> <li>It was suggested that Halberton Parish may accept a boundary from Old Bridwell, up the old A38 to Leonards Moor (triangle between the motorway - South of Braddons and along to Bridwell).</li> </ul> <p>It was suggested that by slicing up the boundaries and by taking in J27 (part of which was in Canonsleigh) could end up with a parish isolated</p>	
Crediton Hamlets	<p>It was noted that Crediton Hamlets did not want any change to the boundary. Submissions had been received with regard to the creation of a Yeoford Parish (this would mean a change to the terms of reference of the committee with regard to creating new parishes).</p> <p>The Ward Member suggested that the request to form an additional parish council had come from new residents to the area – no plans had been submitted which identified a boundary</p> <p>Westernlea could not be moved as that was part of Crediton Town.</p> <p>Hookway was not big enough to be a separate parish.</p>	NO CHANGE at the current time – this could be considered further at the second stage consultation.

Members then revisited some of the changes suggested at the 5 May meeting

Parish	Notes
Morchard Bishop	Cllr Mrs Squires had been asked to provide some clarification
Sandford	The number of electors had been checked and would be set out in the formal report
Shobrooke	Cllr Mrs Squires had been asked to provide some clarification
Copplestone	Information had been requested with regard to the number of candidates who had stood at previous elections – 7 in 2019 and 5 in 2015 – none of these elections had been contested. It was suggested that people are waiting to be candidates for 2023 and that the number should be increased to 9
Bampton	Cllr Chesterton to speak to Bampton TC and Morebath PC
Hittisleigh	Crediton Hamlets had agreed to give away 6/7 properties to Hittisleigh Cheriton Bishop had agreed to give away 2 properties to Hittisleigh All were within the Yeo district ward.



Parish Council	Number of cllrs	candidates 2019	candidates 2015	Electors (2025)	Proposed No. Cllrs
Bampton	9	11	12	1599	
Bickleigh	5	0	5	208	
Bow	9	7	9	1083	
Bradninch (Rural Ward)	2	1	1	123	
Bradninch (Town Ward)	10	6	10	1591	
Burlescombe	9	1	4	791	
Chawleigh	9	5	8	559	
Cheriton Bishop	8	7	9	641	
Cheriton Fitzpaine	9	8	7	787	
Clayhanger	5	3	3	111	
Clayhidon	7	6	8	411	
Coldridge	7	8	7	305	
Colebrooke	9	7	7	353	
Copplestone	7	7	5	1045	
Crediton Hamlets (Hookway Ward)	4	3	3	191	
Crediton Hamlets (Yeoford Ward)	5	5	4	975	
Cruwys Morchard	8	7	6	423	
Culmstock	10	6	4	766	
Down St Mary	7	5	6	300	
Halberton	11	6	6	1462	
Hemyock	10	11	12	1820	
Hittisleigh	7	6	7	109	
Hockworthy	5	4	4	163	
Holcombe Rogus	9	8	9	426	
Huntsham	5	3	4	128	

Kentisbeare	10	11	10	792	
Lapford	10	12	8	892	
Morchard Bishop	11	11	10	915	
Morebath	7	3	10	274	
Newton St Cyres	9	7	6	778	
Nymet Rowland	5	5	5	98	
Oakford	8	13	7	333	
Poughill	5	3	3	168	
Puddington	5	3	0	175	
Sampford Peverell	9	4	4	1210	
Sandford	12	9	9	1405	
Shobrooke	9	7	5	466	
Silverton (North Ward)	2	0	0	99	
Silverton (Village Ward)	9	7	9	1612	
Stoodleigh	7	6	8	258	
Templeton	5	3	3	125	
Thelbridge	7	7	7	292	
Thorverton	10	11	12	826	
Uffculme (Ashill Ward)	2	2	2	435	
Uffculme (Village Ward)	11	9	8	1986	
Uplowman	7	6	7	289	
Washfield	7	5	5	318	
Washford Pyne	5	5	5	96	
Wembworthy	7	4	3	225	
Willand	11	10	6	2839	
Zeal Monachorum	7	6	5	354	

**Mid Devon District Council**  
**Community Governance Review (CGR) 2022**  
**Local Government and Public Involvement in Health Act 2007**  
**Terms of Reference**  
**Modified 7 July 2022**

**1. Introduction**

**1.1 What is a community governance review?**

A community governance review is a review of the whole or part of the Council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to council and parish warding); and,
- grouping parishes under a common parish council or de-grouping parishes.

A community governance review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

If the Council is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council makes a community governance order.

**1.2 Scope of the review**

The review will consider:

- (a) The existing electoral arrangements and boundaries of all parishes
- (b) Parish warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward

**(c) Merging parishes**

All other matters that may be considered as part of a community governance review are out of the scope of this review and will therefore not be considered

## 2. Consultation

### 2.1 How the Council proposes to conduct consultations during the CGR.

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

- publish a Notice and these terms of reference on the Council's website ([www.middevon.gov.uk](http://www.middevon.gov.uk)) and arrange for copies to be available for public inspection at Phoenix House, Phoenix Lane, Tiverton, EX16 6PP during normal office hours;
- send a copy of the Notice and these terms of reference to all existing town and parish councils in the district, the Devon Association of Local Councils and Ward Members;
- seek to arrange for the Notice to be published on each town and parish council's website and notice board; and
- send a copy of the notice and these terms of reference to Devon County Council.

Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them.

The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

## 3. Timetable for this community governance review

### 3.1 The community governance review will be concluded on the day on which the Council approves its final recommendations, in order for any changes to be implemented in preparation of the District/Parish elections in May 2023.

The table below sets out the timetable for the review.

Action	Timetable	Outline of Action
Start Date	15 December 2021	Council publishes the terms of reference in accordance with full Council decision on 15 December 2021
Consultation	Two-month period starting with publication of terms of reference	Council invites representations from interested parties on the application
Draft proposals are prepared	March to June 2022	Draft proposals to be considered by the Electoral Review



		Committee
Draft proposals are published	By 31 July 2022	Council publishes draft proposals
Consultation	Two-month period starting with publication of draft proposals	Council invites representations from interested parties on the draft proposals
Final recommendations are prepared	September to December 2022	Results of consultation considered by the Electoral Review Committee, who shall recommend the extent to which the Council will give effect to the recommendations
Order made	By 28 February 2023	Council makes and publishes the community governance order
Order takes effect	March 2023	Dependant on the outcome and recommendations

#### 4. Background information

- 4.1 The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.
- 4.2 When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.
- 4.3 Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“**154.** In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School, Parish and Town Councils in England (HMSO 1992) found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

**155.** The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

**156.** In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

**157.** Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size."

4.4 The National Association of Local Councils Circular 1126 recommends:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

4.5 The electoral cycle for parish councils is for elections every four years.

## **5. Making representations**

5.1 If you want to make a written comment about the community governance review please send them to:

Community Governance Review  
Electoral Services, Mid Devon District Council, Phoenix House, Phoenix Lane,  
Tiverton, EX16 6PP

E-mail: [ParishReview@middevon.gov.uk](mailto:ParishReview@middevon.gov.uk)

**5.2** Written comments on the draft proposals must be received by end of September 2022.

5.3 Should you require any further information regarding the review, please contact James Stevens: [ParishReview@middevon.gov.uk](mailto:ParishReview@middevon.gov.uk) or on 01884 234214