

Service Delivery & Continuous Improvement Policy Development Group

**Monday, 15 September 2025 at 5.30 pm
Phoenix Chambers, Phoenix House, Tiverton**

**Next meeting
Monday, 24 November 2025 at 5.30 pm**

Please Note: This meeting will take place at Phoenix House and members of the public and press are able to attend via Teams. 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.

The meeting will be hybrid and an audio recording made and published on the website after the meeting.

To join the meeting online, click here:

[Join the meeting now](#)

Meeting ID: 345 067 487 926

Passcode: pp9dp2Rq

Membership

Cllr J Buczkowski (Chair)
Cllr M D Binks
Cllr M Farrell
Cllr B Fish
Cllr C Harrower
Cllr M Jenkins
Cllr L Knight
Cllr Stratton
Cllr J Poynton

AGENDA

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

- 1 **Apologies and Substitute Members**
To receive any apologies for absence and notice of appointment of substitutes.
- 2 **Public Question Time**
To receive any questions from members of the public and replies thereto.
- 3 **Declaration of Interests under the Code of Conduct**
To record any interests on agenda matters.
- 4 **Minutes** (*Pages 7 - 16*)
To consider whether to approve the minutes as a correct record of the meeting held on 23rd June 2025.
- 5 **Chair's Announcements**
To receive any announcements that the Chair may wish to make.
- 6 **Digital Transformation Update**
To receive a verbal update from the Head of Digital Transformation and Customer Engagement on several projects falling under the umbrella of Digital Transformation.
- 7 **Performance Dashboard Q1** (*Pages 17 - 18*)
To receive performance information from the Corporate Performance & Improvement manager for Quarter 1 (2025/2026).
- 8 **Medium Term Financial Plan** (*Pages 19 - 40*)
To receive a report from the Deputy Chief Executive (S151) presenting to Member's the updated Medium Term Financial Plan (MTFP) which covers the period 2026/27 to 2028/29 and to discuss initial options for cost pressures/savings or income related to the services covered by this Policy Development Group (PDG).
- 9 **Play Area Risk Assessment and Safety Inspection Review** (*Pages 41 - 52*)
To receive a report from the Head of Finance, Property and Climate Resilience reviewing the Council's management of play area risk assessment and safety inspections.
- 10 **Memorial Seat and Tree Policy** (*Pages 53 - 62*)
To receive a report from the Head of Finance, Property and Climate Resilience proposing a new policy for Memorial Seats and Trees on Council property.

- 11 **Bin-It 123 - the future and the potential to add additional recycling streams** *(Pages 63 - 72)*
To receive a report and a presentation from the Operations Manager for Street Scene & Open Spaces and the Head of People, Performance & Waste reviewing the progress made to date by Bin-It 123 and considers the key elements of the next strategic phase that are necessary to maximise recycling rates as well as increase resident engagement and support.
- 12 **Quarter 1 Environment & Enforcement Performance Report** *(Pages 73 - 76)*
To receive a report from the Head of People, Performance & Waste and the Environment & Enforcement Manager providing a quarterly update on key environment enforcement performance data including fly tipping, littering, PSPO and the issuing of FPNs. It also gives a brief summary of Car Parking performance and the issuing of PCNs.
- 13 **Public Spaces Protection Order - Alcohol Prohibition, Crediton Town** *(Pages 77 - 90)*
To receive a report from the Environment & Enforcement Manager and the Head of People, Governance & Waste proposing that the Policy Development Group recommend to Cabinet that it considers issuing a Public Spaces Protection Order under the powers given to the Council by the Anti-Social Behaviour, Crime and Policing Act 2014 to tackle anti-social behaviour associated with public consumption of alcohol in Crediton Town Centre.
- 14 **Public Spaces Protection Order - Dog Control** *(Pages 91 - 102)*
To receive a report from the Environment & Enforcement Manager and the Head of People, Governance & Waste proposing that the Policy Development Group consider recommending to Cabinet that it authorises commencement of statutory procedures (including consultation) to vary by order the Mid Devon (Public Spaces Protection) (Dog Control) Order 2024 and to delegate authority to decide whether to make the order of variation after consultation has taken place.
- 15 **Identification of items for the next meeting**
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Performance Dashboard for Q2
 - Draft budget (round 2)
 - Leisure Service update
 - Leisure Service Pricing Strategy

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Guidance notes for meetings of Mid Devon District Council

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 Teams.

If the Council experience technology difficulties at a committee meeting the Chairman may make the decision to continue the meeting 'in-person' only to conclude the business on the agenda.

1. Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at Committee@middevon.gov.uk

They can also be accessed via the council's website [Click Here](#)

Printed agendas can also be viewed in reception at the Council offices at Phoenix House, Phoenix Lane, Tiverton, EX16 6PP.

2. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership.

The Code of Conduct can be [viewed here](#):

3. Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting. Minutes of meetings are not verbatim.

4. Public Question Time

Residents, electors or business rate payers of the District wishing to raise a question and/or statement under public question time are asked to provide their written questions to the Democratic Services team by 5pm three clear working days before the meeting to ensure that a response can be provided at the meeting. You will be invited to ask your question and or statement at the meeting and will receive the answer prior to, or as part of, the debate on that item. Alternatively, if you are content to receive an answer after the item has been debated, you can register to speak by emailing your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. You will be invited to speak at the meeting and will receive a written response within 10 clear working days following the meeting.

Notification in this way will ensure the meeting runs as smoothly as possible

5. Meeting Etiquette for participants

- Only speak when invited to do so by the Chair.
- If you're referring to a specific page, mention the page number.

For those joining the meeting virtually:

- Mute your microphone when you are not talking.
- Switch off your camera if you are not speaking.
- Speak clearly (if you are not using camera then please state your name)
- Switch off your camera and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called "turn on live captions" which provides subtitles on the screen.

6. Exclusion of Press & Public

When considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act. If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed. They will be invited to return as soon as the meeting returns to open session.

7. Recording of meetings

All media, including radio and TV journalists, and members of the public may attend Council, Cabinet, PDG and Committee meetings (apart from items Media and Social Media Policy - 2023 page 22 where the public is excluded) you can view our Media and Social Media Policy [here](#). They may record, film or use social media before, during or after the meeting, so long as this does not distract from or interfere unduly with the smooth running of the meeting. Anyone proposing to film during the meeting is requested to make this known to the Chairman in advance. The Council also makes audio recordings of meetings which are published on our website [Browse Meetings, 2024 - MIDDEVON.GOV.UK](#).

8. Fire Drill Procedure

If you hear the fire alarm you should leave the building by the marked fire exits, follow the direction signs and assemble at the master point outside the entrance. Do not use the lifts or the main staircase. You must wait there until directed otherwise by a senior officer. If anybody present is likely to need assistance in exiting the building in the event of an emergency, please ensure you have let a member of Democratic Services know before the meeting begins and arrangements will be made should an emergency occur.

9. WIFI

An open, publicly available Wi-Fi network is normally available for meetings held in the Phoenix Chambers at Phoenix House.