

**A MEETING** of the **MID DEVON DISTRICT COUNCIL** will be held in the Phoenix Chambers, Phoenix House, Tiverton on Wednesday, 29 October 2025 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, 26 November 2025 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 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**

[Join the meeting now](#)

Meeting ID: 393 512 081 264

Passcode: Fn2rT3BK

**STEPHEN WALFORD**  
Chief Executive

21 October 2025

## **AGENDA**

**1 Apologies**

To receive any apologies for absence.

**2 Public Question Time**

To receive any questions and or statements relating to any items of the Council powers/ duties or which otherwise affects the District and items on the agenda from members of the public.

**3 Declarations of Interest under the Code of Conduct**

To record any interests on agenda matters.

**4 Minutes** (*Pages 7 - 18*)

To consider whether to approve the minutes as a correct record of the meeting held on 24 September 2025.

**5 Chair's Announcements**

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

**6 Petitions**

To receive any petitions from members of the public.

**7 Notices of Motions**

To receive any notices of motions.

**8 Cabinet- Reports of the minutes held on 7 October 2025** (*Pages 19 - 68*)

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

7 October 2025

(Recommendations to Full Council)

1. Mid Devon Housing (MDH) Mobility Scooter Policy

Cabinet **RECOMMENDS** to Full Council to adopt the Mobility Scooter in Flats Policy and Equality Impact Assessment contained in Annexes A and B.

2. Memorial Tree and Seat Policy

Cabinet **RECOMMENDS** to Full Council to adopt the Memorial Benches and Memorial Tree Policy.

9      **Scrutiny Committee- Reports of the minutes of the meetings held on the 8 September and 29 September 2025** *(Pages 69 - 86)*

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

8 September 2025

29 September 2025

10     **Audit Committee- Reports of the minutes of the meeting held on the 30 September 2025** *(Pages 87 - 96)*

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

30 September 2025

11     **Community, People and Equalities Policy Development Group- Reports of the minutes of the meeting held on the 16 September 2025** *(Pages 97 - 102)*

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

16 September 2025

12     **Economy and Asset Policy Development Group- Reports of the minutes of the meeting held on the 18 September 2025** *(Pages 103 - 108)*

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

18 September 2025

13     **Homes Policy Development Group- Reports of the minutes of the meeting held on 9 September 2025** *(Pages 109 - 120)*

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

9 September 2025

14     **Planning, Environment and Sustainability Policy Development Group- Report of the minutes of the meeting held on the 23**

**September 2025** *(Pages 121 - 134)*

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

23 September 2025

- 15 **Service Delivery and Continuous Improvement Policy Development Group- Report of the minutes of the meeting held on the 15 September 2025** *(Pages 135 - 146)*

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

15 September 2025

- 16 **Planning Committee- Report of the minutes of the meeting held on the 8 October 2025** *(Pages 147 - 156)*

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

8 October 2025

- 17 **Appointment of the Independent Remuneration Panel Members** *(Pages 157 - 160)*

To consider a report from the Director of Legal, People and Governance (Monitoring Officer) seeking approval of the recommended appointment to the Independent Remuneration Panel for Members' Allowances in Mid Devon.

- 18 **Questions in accordance with Procedure Rule 11**

To deal with any questions raised pursuant to Procedure Rule 11 not already dealt with during the relevant Committee reports.

- 19 **Special Urgency Decisions**

To note any decisions taken under Rule 16 (of the Constitution) Special Urgency.

- 20 **Questions to Cabinet Members**

To receive answers from the Cabinet Members to questions on their portfolios from other Members.

- 21 **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.

### **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](mailto: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](mailto: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.