

**Agenda for the meeting of the Council  
Wednesday, 22nd February, 2023, 6.00 pm**

To: All elected Members of the Council; Honorary Aldermen

**Venue:** Ocean Suite, Ocean, Queen's Drive, Exmouth, EX8 2AY

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(or group number 01395 517546)

Issued Monday, 13 February 2023



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Dear Sir/Madam

**Meeting of the Council of the District of East Devon on  
Wednesday, 22nd February, 2023 at 6.00 pm**

You are called upon to attend the above meeting to be held at Ocean, Exmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers expedient.

Yours faithfully

A handwritten signature in black ink, appearing to be "M. Howl", written over a white background.

Chief Executive

**1 Public speaking**

Information on [public speaking](#) is available online

**2 Minutes of the previous meeting (Pages 7 - 22)**

**3 Apologies**

**4 Declarations of interest**

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

**5 Matters of urgency**

Information on [matters of urgency](#) is available online

**6 Announcements from the Chairman and Leader**

**7 Confidential/exempt item(s)**

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way, but if confidential minutes from Cabinet and/or the Council's Committees are being discussed, Officers may recommend consideration in the private part of the meeting.

**8 To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5**

**9 Report: Council Tax resolution 2023/2024 (Pages 23 - 32)**

**10 Reports from the Cabinet and the Council's Committees and questions on those reports (Pages 33 - 35)**

- a) Minutes of Cabinet held on 4 January 2023. Minute numbers 116 - 133 (Pages 36 - 43)
- b) Minutes of Cabinet held on 1 February 2023. Minute numbers 134 - 152 (Pages 44 - 52)
- c) Minutes of the Joint Budget meeting of Scrutiny & Overview Committees part 1 held on 11 January 2023. Minute numbers 64 - 74 (Pages 53 - 62)
- d) Minutes of the Joint Budget meeting of Scrutiny & Overview Committees part 2 held on 12 January 2023. Minute numbers 75 - 88 (Pages 63 - 72)
- e) Minutes of the Scrutiny Committee meeting held on 2 February 2023. Minute numbers 89 - 99 (Pages 73 - 78)
- f) Minutes of the Housing Review Board meeting held on 18 January 2023. Minute numbers 33 - 46 (Pages 79 - 87)
- g) Minutes of the Planning Committee meeting held on 29 November 2022. Minute numbers 64 - 74 (Pages 88 - 92)

- h) Minutes of the Planning Committee meeting held on 20 December 2022. Minute numbers 75 - 83 (Pages 93 - 96)
- i) Minutes of the Planning Committee meeting held on 31 January 2023. Minute numbers 84 - 95 (Pages 97 - 102)
- j) Minutes of the Licensing & Enforcement Committee meeting held on 7 December 2022. Minute numbers 17 - 26 (Pages 103 - 106)
- k) Minutes of the Licensing & Enforcement Sub-committee meeting held on 24 January 2023. Minute numbers 16 - 20 (Pages 107 - 109)
- l) Minutes of the Personnel Committee (Pages 110 - 114)
  - 10la) Minutes of the Personnel Committee held on 6 February 2023. Minute numbers 58 - 67
  - 10lb) Minutes of the Interviewing Chief Officer Sub committee held on 7 February 2023. Minute numbers 1 - 3

## 11 **Changes to governance arrangements**

Members are asked to confirm the appointment of Cllr Bruce De Saram as a member of the Scrutiny Committee and as Chair of the Committee, following the recent resignation of Cllr Mike Allen as Chair, and in order to maintain the political balance.

## 12 **Motion: Transgender Visibility**

This Council notes that, according to the 2021 Census, over 260,000 people in England and Wales identify as a different gender to the sex registered on their birth certificate. This includes those residents who identify as transgender, non-binary, or another gender identity of their choosing.

This Council recognises the severe hate that transgender and non-binary residents of East Devon may face, such as high levels of domestic abuse from a partner, hate crimes or incidents, homelessness, poor medical access and workplace issues. Evidence to support this can be found across East Devon, with transphobic hate crimes being reported in Honiton and local media reports of similar problems in Exmouth.

This Council further notes that 24% of the UK's youth homelessness population identify as LGBT+, with research showing that transgender people particularly have concerns about accommodation and housing. As well as this, offences against transgender rough sleepers have more than trebled since 2014, with nearly 50% of these being violent offences.

Therefore, in light of the above and following recommendations of major UK LGBT+ charities, this Council resolves to:

- Fly the Transgender flag on all East Devon District Council flagpoles every year on International Transgender Day of Visibility (31<sup>st</sup> March) and International Transgender Day of Remembrance (20<sup>th</sup> November) going

forward.

- Agree in principle to sign up to Stonewall's Diversity Champions Programme for employers, and delegate authority to the Human Resources Manager to bring a report to Personnel Committee on the implications of this.
- Ensure all Council equalities and safeguarding policies include provisions for transgender employees who are transitioning, including information on confidentiality, dress codes and using facilities such as toilets, with related guidance for line managers.
- Ensure all equality, diversity and inclusion training provided to Council members and officers includes adequate reference to the equalities issues faced by transgender and non-binary people, for example on the use of correct pronouns, privacy and confidentiality, and the needs and experiences of trans and non-binary people.
- Ensure Council homelessness policies are developed and advertised to be inclusive of transgender and non-binary people, drawing on best practice from other trans-inclusive services dealing with homelessness.
- State publicly that 'trans rights are human rights' and affirm the legal rights of all protected groups under relevant legislation.
- Explore all other relevant Council policy, committing to a welcoming, inclusive and respectful environment for all transgender and non-binary people in contact with the Council in any fashion.

Proposed by: Cllr Jake Bonetta

Seconded by: Cllr Joe Whibley

Supported by Cllrs: Paul Jarvis, Sam Hawkins, Paul Arnott, Olly Davey, Sarah Jackson

### 13 **Motion: Civility and Respect Pledge**

We believe now is the time to put civility and respect at the top of the agenda and support a culture change for the local council sector initiated by the National Association of Local Councils which has already been supported by town Councils in Exmouth, Honiton, Sidmouth, Axminster, Budleigh Salterton and many others across our region

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

The Code of Conduct produced by the Local Government Association (LGA) in 2021 has not been widely adopted. The Civility and Respect project has endorsed the LGA model Code of Conduct and the guidance notes aimed to help understanding and consistency of approach towards the code. The code is a template for councils to adopt in whole and or with amendments to taking into account local circumstances. It is appropriate that our Constitution and procedures are kept under constant review. The code and guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

While the LGA code sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of the local government.

EDDC will encourage all Town & Parish Councils to adopt the Civility and Respect Pledge, and by signing the Pledge, our council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the LGA Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

**Proposed** by Mike Allen

**Seconded** by Andrew Moulding,

**Supported** by Richard Lawrence, Philip Skinner, Ian Hall and Bruce De Saram

#### 14 **Motion: Recompiling the Local Plan**

Council Instructs Strategic Planning and Officers to recompile the local plan and to conduct a second consultation in depth with Town and Parish Councils, Partners and Community groups prior to drafting the final plan for the section 19 consultation. The processes in the Local Plan consultation need substantial reassessment.

**Proposed** by Cllr Mike Allen

**Seconded** by Cllr Philip Skinner

**Supported** by Cllrs Alasdair Bruce, Ben Ingham, David Key and Andrew Moulding

[Decision making and equalities](#)

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**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Council held at Ocean Suite, Ocean, Queens' Drive, Exmouth EX8 2AY on 7 December 2022****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 9.00 pm

**46 Public speaking**

The Chair welcomed everyone to the meeting and explained that it was being held at Ocean in Exmouth following the decision made at the last Council meeting on 19th October that Council and all committees and sub-committees would be returning to physical meetings, unless current legislation permitted the holding of virtual meetings.

The Chair then started the meeting by doing a roll call of those present, and confirmed that the meeting was quorate.

During the meeting the public would be able to participate if they had pre-registered to speak.

Three members of the public had pre-registered to speak at this meeting, and one Ward member acting in a personal capacity.

Ian Priestley was Chair of the CVRA (Colyford Village Residents Association), and wanted to address the Council on the matter of the Colyford Community Governance Review. He thanked the Cabinet and officers who had helped the cause of local democracy by making the decision to create a new council in Colyford. He went on to say that land had been sold to developers over the years and the population of the village was now over 800 people, the largest village without a dedicated Parish Council (PC). The status quo of the village had been wrecked by developments and Colyton PC was no longer able to manage Colyford as well.

Juilan Thompson thanked Cabinet for approval to the Community Governance Review (CGR) so far, and hoped the Council would vote to support the will of local people to restore local democracy by confirming the creation of a new Parish Council. The CVRA had become the voice of local people, who believed they had the skills and experience to operate a new council. The challenge was affordable and 76% of residents wanted to have their own PC and their own identity.

Alison Stenning speaking as Vice Chair of Colyton PC, referred to the fields which would be transferred to Colyford if the new PC was approved, which provided rents which support the cemetery and many other amenities shared between the two PCs presently. Colyford would enjoy the amenities without contributing to them in future, while Colyton residents would have to have an increase in Council tax and be worse off as a result. She said that Colyford Cllrs have never been refused their say at Colyton PC and could have more Cllrs representing the village if they were elected, and urged the Council to reject the CGR and not to split the two villages.

Joy Gardner read a statement from the Chair of Colyton PC, who was unable to be present. There was concern about the acrimonious split between two communities who had collaborated for 120 years, and that Colyton would pick up all the financial responsibilities for the maintenance of twenty two assets while Colyford had two. She raised the question of why a transfer of assets would need to happen. The fields to be transferred were worth £140k and generated an annual income of £3k which would be handed to Colyford. However, having two PCs would increase admin costs, Council Tax,

and cause divisive outcomes which were not justified. There were less than 29% of local residents who showed an interest in the CGR.

Ken Clifford said that an EDDC Cllr had commented at Cabinet earlier in the week that what was happening in Colyton and Colyford was happening across the country. So he wondered if it was worth considering a move towards their neighbours West Dorset Council.

The Chair invited Cllr Paul Arnott to speak in a personal capacity on the Colyford Governance Review. Cllr Arnott said that this would be the first time he had spoken on this matter, and that he had not spoken to any officers hitherto. He went on to say that he had been a Colyton Parish Cllr since 2007 and could understand why Colyford wanted their own PC. Colyton had only ever had two out of thirteen women Cllrs but there were many landowners who sat on the PC. He said that he considered that Colyford Cllrs had been treated poorly, and in relation to the issue of the fields which seemed to be vexing some people, and which were worth a lot of money, Colyford PC were happy to walk away from them.

He clarified that every household in Colyton and Colyford had received a questionnaire on the CGR in February 2022, and many hundreds of people responded. As could be seen from the report, full due process had been carried out at every stage leading to the decision. Whilst assets were worth a lot of money, Colyford had shown it would walk away, and the reason Colyton were so anxious on this matter was because of their concern to be able to influence future land developments. In this regard, Colyton PC did not represent local people but only the landowners on the PC.

Cllr Skinner queried why Cllr Arnott had been speaking at the meeting when he had declared an interest at Cabinet.

The Monitoring Officer clarified that the interest declared at Council was the same as given for Cabinet earlier, so it would be acceptable to speak at this point and retire from the debate later in the meeting.

The Chair clarified that Cllr Parr had called the minute of this meeting (item 9c refers), which would be picked up later in the proceedings.

## 47 **Minutes of the previous meeting**

The Chair invited comments on the minutes of Council held on 19<sup>th</sup> October 2022.

Cllr Armstrong wished to raise Minute 44, 'Temporary continuation of virtual meetings', specifically Recommendation 3, 'Council requires a report to Decembers meeting presenting a hybrid solution for members to consider'.

Cllr Armstrong said that she had spoken to Cllr Thomas prior to the meeting but her view had been that Recommendation 3 had not been carried out as agreed by Council and that this was unacceptable. She considered that the issue had not been followed up since May this year, but there had been no indication of when a hybrid solution would come into effect. She asked for an explanation as to why the instruction had not been carried out.

The Monitoring Officer clarified that a considerable amount of work had been undertaken already on this matter, and was still ongoing. One of the issues was that the project had become a larger corporate project over the summer covering a lot of technical information and research which remained below the radar, but acknowledged that communications with members could have been better.

The Chair said that he intended to raise the issues under agenda item 6.

Following a vote of those present, the Chair confirmed that the minutes and recommendations contained therein, were recommended for approval.

#### 48 **Declarations of interest**

53a. Minutes of Cabinet held on 2 November 2022 Minute numbers 88 & 98.  
Councillor Alan Dent, Affects Non-registerable Interest, Member of LED and the LED Monitoring Forum.

53a. Minutes of Cabinet held on 2 November 2022 Minute numbers 88 & 98.  
Councillor Paul Millar, Affects Non-registerable Interest, Member of LED.

53a. Minutes of Cabinet held on 2 November 2022 Minute numbers 88 & 98.  
Councillor Tony Woodward, Affects Non-registerable Interest, Member of LED.

53c. Minutes of Cabinet held on 5 December 2022 Minute numbers 111 - 115.  
Councillor Paul Arnott, Directly relates Other Registerable Interest, Colyton Parish Councillor.

53c. Minutes of Cabinet held on 5 December 2022 Minute numbers 111 - 115.  
Councillor Paul Hayward, Affects Non-registerable Interest, Clerk to Axminster Town Council.

#### 49 **Matters of urgency**

There were none.

#### 50 **Announcements from the Chair and Leader**

The Chair had two announcements to make.

The first was to welcome a new colleague to the ranks of EDDC. Cllr Chris Burhop was elected at the recent by-election in Newton Poppleford & Harpford on 10th October to replace the former Vice Chair. On behalf of member colleagues he wanted to wish him well and help him as he took up his new Council duties amongst the Council members.

Secondly, he wanted to address the fact that Council does not yet have a report as intended at this meeting about a hybrid solution for running future council committees and meetings in the Council Chamber at Blackdown House in Honiton. He went on to say that time had made it difficult to produce a report, but he had attended two demonstrations recently of possible solutions from potential suppliers. The first had appeared to be expensive and unsuitable for the needs of the Council. The second looked as if it could be a good solution, but there was presently no costed proposal for members to consider, and there were also other possible proposals from different suppliers to look at.

The Chair said that following receipt of costed proposals and further work by Strata, Officers and members, it would be important that any solution had the confidence of all members and officers, so he would be proposing to arrange for a representative group of members to see the system in action before making a decision. He said that it was worth considering what was working at this meeting, which was a simple secure two camera system.

It fulfilled the criteria of providing an official record, being recorded and being seen; it enabled the public to view the meeting live; it enabled Cllrs to take part in meetings, however, the local government legislation of 1972 was still in force, which meant that remote participation was allowed on a contribution only basis and members not in the meeting in person would not be able to vote. He said that the possibility of legislative change in future meant that the system procured by the Council needed to be future proofed, and so more members should be involved in the process to start with.

Cllr Armstrong was concerned that instructions given to officers at Council were not being carried out, and asked who was leading on the project. She said that she understood at the last meeting that the Monitoring Officer would be supervising it. The Chair said that it was an officer led project with Cllrs assisting, and it would be likely to be at some point in January 2023 when a report could be collated. He went on to say that he did not want to agree to a new system without adequate preparation or testing or if there was insufficient confidence in it.

The Monitoring Officer said that the project had moved to another officer group, specifically the Communications Team, under his general supervision, and become a wider corporate project. Whilst he had intended to bring the report to Council, he had not been driving the efforts in the background. There was no definitive date for a report because there was no date for a presentation to members, although he would anticipate early in the New Year. However, the next Council meeting was February when the Council Tax Resolution would be debated, so it would not be ideal to have discussion on a hybrid solution on the same agenda.

Cllr Bailey wanted to point out that whilst what Council had at the meeting was good, members of the public wanted to participate remotely and were not able to. Also when looking at the voting profile of the debate on extending temporary arrangements, an overwhelming majority of women Cllrs wanted to be able to participate remotely and could not do so.

In response, the Chair confirmed that he understood all the issues and supported the views expressed but Council had made the decision it had, to return to in person meetings. Subsequent to that decision a few swift strides by officers had enabled the current system to be put in place which responded to 80% of Council requirements and so it should take the credit for remaining in the vanguard of local authorities who had been trying to record everything.

The Chair made another announcement brought to his attention in relation to a former colleague. Elisabeth Hart, a former EDDC Cllr had passed away on 2<sup>nd</sup> November at the age of 86. Her funeral would take place on Wednesday 14<sup>th</sup> December at the East Devon Crematorium at 10.45am.

Cllr Arnott made a Leader's announcement relating to the Levelling up initiative. He reminded members that two weeks previously he had written to the local MPs about revisiting the Levelling up Bill. Secretary of State (SoS), Michael Gove, had now made a statement which may have advantages for East Devon, since the district already had a local plan in place. It appeared that the SoS had also been suggesting that local plans would have a life span of five years rather than two, and that the required target of 940 homes per year might decrease, and the housing target would not be as sacrosanct as hitherto thought.

Cllr Arnott advised that the detail of the White Paper needed to be seen to understand what would actually be required. However, he stated that the people of East Devon were being consulted on the Local Plan in a transparent manner, and over 1000 responses had been received so far. He urged people to respond, and to await clarity on the White

Paper and proposed legislation before trying to take advantage of any benefits for the area.

51 **Confidential/exempt item(s)**

There were no confidential or exempt items.

52 **To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5**

Three questions had been received and had been responded to in writing and published prior to the meeting. The Chair asked for any supplementary questions from the relevant Cllrs.

Q2 Cllr Bruce De Saram asked if the Council would do further benchmarking in 2023 or 2024 so that the cost of memorial benches could be monitored, since EDDC had about 1000 of them?

In response the Chief Executive said that it would be doing this as part of the regular pattern of reviewing charges.

Q3 Cllr Jess Bailey asked the Leader if he had yet received a response from Simon Jupp MP since a response to her original question had been submitted.

In response, the Leader confirmed that he had not heard from Simon Jupp MP.

53 **Reports from the Cabinet and the Council's Committees and questions on those reports**

This item is to receive the minutes of Committees, and invite members to vote in favour or against agreeing them with any recommendations contained therein.

The Chair invited the Leader and Chairs of Committees to present their minutes.

(a) **Minutes of Cabinet held on 2 November 2022 Minute numbers 79 - 98**  
The Chair invited Cllr Arnott to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record and recommendations contained therein agreed.

(b) **Minutes of Cabinet held on 30 November 2022. Minute numbers 99 - 110**  
The Chair invited Cllr Arnott to move the minutes.

Relating to the Minutes of Cabinet held on 30<sup>th</sup> November 2022, there were called minutes from Cllr De Saram and Cllr Millar.

Called minute from Cllr De Saram and issues arising

- 1) Minute 110 of Cabinet held on 30<sup>th</sup> November 2022, 'Review of free car parks and charging hours', with specific reference to Littleham Cross – Jarvis Close, Car park in Exmouth.

Cllr De Saram requested that Cabinet reconsider its decision not to choose option B and lose car parking space in this area.

In response the Chair clarified that it was within the remit of Cabinet to make this decision and accordingly there was no scope to resolve this issue at Council.

Called minute from Cllr Millar and issues arising

- 2) Minute 110 of Cabinet held on 30<sup>th</sup> November 2022, 'Review of free car parks and charging hours', with specific reference to comments made by Cllr Loudoun relating to zed pods and social housing.

Cllr Millar said that social housing was needed across the district and that car parks were the best assets held by EDDC which could make a difference, so he asked Cllr Loudoun to bring the decision back to be reconsidered.

In response, Cllr Loudoun said that he was not the relevant Portfolio Holder, but was the Ward Cllr, and stood by the comments he had made at Cabinet on the issues raised.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(c) Minutes of Cabinet held on 5 December 2022. Minute numbers 111 - 115**

The Chair invited Cllr Hayward to present the minutes as Cllr Arnott had left the room.

The Monitoring officer brought an error to the attention of members in the form of a superfluous 'K' in the last bullet point under recommendations to Council, so that the figure referred to as £12,350K, should have the 'K' deleted. The correct figure was £12,350.

Relating to the Minutes of Cabinet held on 5<sup>th</sup> December 2022, there was a called minute from Cllr Parr and issues arising:

- 1) Minute 115 of the Extraordinary Cabinet held on 5<sup>th</sup> December 2022, 'Colyford Governance Review'.

Cllr Parr said that she wanted to put on record that she considered the comments of Cllr Arnott as offensive and disrespectful, casting a slur on Cllrs and landowners involved in Colyton PC.

She stated that she could not support the recommendations of Cabinet. She was grateful for the additional meeting which had taken place to allow people to have the chance to read the papers, but for Council she had only received the papers the day previously and as a late item, so this again did not allow much time for people to read the papers or ask for an opportunity to speak at the meeting. Information had only been made public at a Cabinet meeting on 13<sup>th</sup> July, which would be like asking people to give

their opinion blind. She said that she felt that there had been an undemocratic process where people were given little information, and accordingly she would not support the recommendation of Cabinet and hoped Council would not do so either.

The Chair clarified the options available to members of Council bearing in mind that a recommendation from Cabinet to Council was under consideration. The options were that;

- a) An amendment to the recommendation is proposed and presented for voting purposes, or
- b) The recommendation is taken as it stood, so that it could either progress or fall.

The Monitoring Officer clarified that the process used and questions asked in the CGR at Ottery St Mary and West Hill were very similar to those adopted for Colyton and Colyford.

Comments or questions raised during the debate on this issue included the following;

- Cllr Arnott had declared an interest and left the room during the debate but the Cllr calling the item was in the same position, living in the ward, paying Council tax and being on the PC, and had continued to speak when they might be considered to have an interest.
- Local democracy meant everyone having an equal say, and if a majority of people in one community wanted to split from another, why should the Council have a view on this.
- Having lived in an adjoining parish to Colyton and Colyford, nothing had been done in Colyton to disinvest Colyford.
- The split between villages should not go ahead until all information, including finance, had been made available to local people.

The Monitoring Officer clarified that a period of 12 months was available from publishing the Terms of reference to concluding the review. The review is effectively concluded when the recommendations are published which would be at this meeting. So the suggestion to have a ballot of local people would be outside the time limit, and would, therefore, not be possible.

- All local residents had had the opportunity to take part in a democratic process, which had been carried out properly and in accordance with the relevant legislation.
- The issue of a CGR was not just about amenities, structures and assets but importantly about the concept of identity, and two different villages. However, amenities were visited by people from people across the district and not just a neighbouring village.
- The CGR at West Hill and Ottery St Mary had not been straightforward.
- If the wish of the local people was to create another PC then Cllrs at this meeting should not be swayed by a few people who had attended to speak, without knowing all the other contextual details. Council should support the wishes of local people, the results of the CGR and work of officers and support the recommendation

proposed.

- The differences between Ottery St Mary and West Hill were quite significant, respectively, the former being a town and the latter a village, whereas Colyton and Colyford were very similar.
- The principle of why villages would want to separate was established early in the review and covered in the papers. Cllrs should consider the impact of not supporting the results of the review in the recommendation against the clear wishes of many people who lived in those villages and taken part.
- Members of Cabinet had now been involved in this debate on three occasions and so had given the issues due consideration. This was not a challenge to the process carried out or the decision of Cabinet, but a distraction by other issues. Cabinet on 5<sup>th</sup> December agreed an amicable settlement and should be standing by it.

Following considerable debate, the Chair invited those present to vote on whether they were in favour or against the recommendation proposed by Cabinet.

Following a vote the Chair confirmed that the recommendations of Cabinet was carried by a majority of those present.

Cllr Hayward moved the minutes of Cabinet on 30<sup>th</sup> November. Following a vote, the Chair confirmed that the minutes were agreed as a true record and the recommendations contained therein were agreed.

**(d) Minutes of Scrutiny Committee Briefing meeting held on 2 November 2022. Minute numbers 39 - 41**

In the absence of the Chair and Vice Chair of Scrutiny, the Chair of council moved the minutes.

Following a vote the Chair confirmed that the minutes were agreed as a true record.

**(e) Minutes of Scrutiny Committee Briefing meeting held on 3 November 2022. Minute numbers 42 - 44**

In the absence of the Chair and Vice Chair of Scrutiny, the Chair of council moved the minutes.

Following a vote the Chair confirmed that the minutes were agreed as a true record.

**(f) Minutes of Scrutiny Committee meeting held on 3 November 2022. Minute numbers 45 - 53**

In the absence of the Chair and Vice Chair of Scrutiny, the Chair of council moved the minutes.

Following a vote the Chair confirmed that the minutes were agreed as a true record.

**(g) Minutes of Housing Review Board meeting held on 11 October. Minute numbers 18 - 32**

In the absence of the Chair of Housing Review Board, the Chair of council

moved the minutes.

Following a vote the Chair confirmed that the minutes were agreed as a true record.

**(h) Minutes of Strategic Planning Committee meeting held on 7 October 2022. Minute numbers 43 - 49**

Cllr Arnott had rejoined the meeting and the Chair invited him to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(i) Minutes of Strategic Planning Committee meeting held on 1 November 2022. Minute numbers 50 - 59**

The Chair invited Cllr Arnott to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(j) Minutes of Planning Committee meeting held on 25 October 2022. Minute numbers 53 - 61**

The Chair invited Cllr Wragg to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(k) Minutes of Planning Committee meeting held on 15 November 2022. Minute numbers 62 - 63**

The Chair invited Cllr Wragg to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(l) Minutes of Licensing and Enforcement Committee meeting held on 26 October 2022. Minute numbers 10 - 16**

The Chair invited Cllr Whibley to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(m) Minutes of Audit and Governance Committee meeting held on 17 November 2022. Minute numbers 14 - 26**

The Chair invited Cllr Hawkins to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

**(n) Minutes of the Personnel Committee meeting held on 28 November 2022. Minute numbers 48 - 57**

The Chair moved the minutes.

The Chair said that with the imminent departure of the Monitoring Officer, a replacement would be required, and the Personnel Committee wanted to appoint an Interviewing sub-committee to deal with the recruitment process, and had asked Cllr Thomas to chair it. This sub-committee would have to be politically balanced so the Democratic Alliance Group and Conservative Groups would be asked to nominate three members each, which would be from the membership of the Personnel Committee, so that a total of seven members would form the Interviewing sub-committee.

The Chief Executive said that he would like to receive nominations by the end of the week, and would be designing a process for interview which would include the wider involvement of other Cllrs, although the interviews would be conducted by the Interviewing sub-committee. He confirmed that Group Leaders should be mindful of gender equality on the sub-committee and those Cllrs who may have relevant experience to offer.

Following a vote the Chair confirmed that the above minutes were agreed as a true record, and recommendations contained therein agreed.

54 **Report: Changes to governance arrangements**

This short report from the Monitoring Officer requested that Council agree proposed changes to the Audit & Governance and Strategic Planning Committees following recent membership changes.

The Chair invited members to vote in favour or against agreeing the report and its recommendations.

Following a vote the Chair confirmed that the report from the Monitoring Officer and recommendations contained therein were agreed.

**RESOLVED that:**

1. The Chair of the Strategic Planning Committee shall be Cllr Dan Ledger;
2. The Vice Chair of the Audit & Governance committee shall be Cllr Tony Woodward.

55 **Motion: Local government needs adequate immediate and longer-term government funding**

The Chair invited Cllr Rowland as the proposer, to speak to the motion.

Cllr Rowland read some contextual information behind the proposals in the motion. According to a recent comment by the Local Government Association (LGA) "Local government is the fabric of our country. It provides more than 800 services and positively impacts the daily life of every person in every community. However, the future financial sustainability of councils is on a cliff-edge, and the scale of the pressures cannot be met by reducing costs, making efficiencies or raising council tax.

Many now face the prospect of having to make severe cutbacks to local services. This would not only damage our communities but massively undermine Government ambitions to boost economic growth, level up the country and help residents through the

cost-of-living crisis. Inflation is not going to come down overnight. Reserves can only be spent once. A local service cannot be cut twice”.

In October James Jamieson, Conservative Chair of the Local Government Association said “Councils are now having to try to find ways to meet these costs this year and limit the damage to the local services that so many people rely upon.

In the past decade, councils have done more than their fair share of the heavy lifting when it came to putting public finances on a more sustainable footing, having faced a £15 billion real terms reduction to core government funding between 2010 and 2020.

The Government needs to ensure councils have the funding to meet ongoing pressures and protect the services that will be vital to achieve its ambitions for growth and to produce a more balanced economy, level up communities and help residents through this cost-of-living crisis”.

All of this provides a backdrop to the current financial difficulties facing local authorities as the LGA has calculated that rising inflation, National Living Wage and energy costs have left councils facing £2.4 billion in extra cost pressures this year (2022/23), with estimated funding gaps of £3.4 billion in 2023/24 and £4.5 billion the year after.

Indeed, the LGA has warned against further cuts to local government funding, in addition to their cumulative loss of £15 billion of central government during the decade from 2010. Underfunding local services also has a knock-on effect on the wider economy, businesses and residents, and other public services.

To reinforce the difficult financial challenges facing local authorities on 1 November Conservative Leader of Devon County Council, John Hart said "I have been a county councillor for more than 30 years and leader of Devon County Council for nearly 14 years during which time we have been through the austerity years and the pandemic, but our financial situation has never been so bleak as it is now."

Indeed, this council has lost, £51.8 million in government financial support since 2010. This has held back service development, investment in key infrastructure, including building our own homes and led to local residents and businesses having to pay more as a result.

However, with adequate funding, councils can protect and invest in local services, deliver for our communities, support economic growth and level up everywhere.

This is why the LGA is calling for a long-term government plan to manage the crisis in councils’ finances and has warned against cutting their funding. We have to, by law, balance our books each year, which means when costs rise, we must find equivalent savings in our budget elsewhere.

To save the local services we all rely on, councils need adequate funding, in line with inflation and the demand for services, and certainty to plan their budgets to minimise service disruption. Which is why the LGA is running its Save Local Services campaign <http://www.local.gov.uk/save-local-services>.

He went on to explain the particular pressures facing EDDC, which included, reduced central government grant, constraints on the amount which can be raised via Council Tax (currently at 1.99% or £5 per annum) and via Planning applications fees which are also set by central government, and current inflationary pressures. He also gave examples of financial support EDDC has given to support services to the community, such as LED, or via small capital grants to maintain vital local assets.

Cllr Rowland concluded by reading the proposals of the motion as follows;

This Council resolves to –

- (i) Endorse James Jamieson and John Hart's quoted concerns about the poor local government funding of the past decade and the need for the government to now adequately fund this sector;
- (ii) Register its support for the LGA's Save Local Services campaign;
- (iii) Publicly promote implications of the poor local government funding of the past decade and the need for the government to now adequately fund this sector;
- (iv) Work with other Devon local authorities, preferably through Team Devon, to lobby for adequate local government funding both in the immediate and longer term;
- (v) To invite our local MPs to support this council's local government funding concerns and to work with it and other Devon local authorities in lobbying for adequate local government funding both in the immediate and longer term.

Cllr Loudoun as seconder did not wish to speak at this point.

Cllr Rowland requested a recorded vote.

The Chair requested a vote of those in favour of a recorded which was carried.

Cllr Skinner asked for clarification on the timing of the Government's review of Local Government and whether it affected the necessity of this motion.

The Chief Executive said that the Government's announcement was expected on 21<sup>st</sup> December, but was not relevant to the motion because the motion was being encouraged by the LGA nationally. The LGA is currently under Conservative control, so it is not a party political issue but one about fairer funding for all Local Authorities.

The Chief Finance Officer confirmed that the announcement to be made on 21<sup>st</sup> December would be about keeping within the overall levels announced in the autumn statement, so there would be no increases, and it was likely to be static next year. Only the level of funding for each individual local authority was unknown at present.

Cllr Bonetta said that the motion was an excellent one and was pleased that it had received support of high level Conservative leaders. However, he reminded members that those from whom we were asking for support in government were the ones responsible for a real time cut of 37% between 2010 – 2020, without taking into account Council Tax or Business rates, so it was surprising that such a campaign had not occurred before.

Cllr Loudoun said that regardless of the impending financial settlement, the impact on the local situation over the last ten years needed to be understood. He went on to say that this motion was significant because it was about supporting the LGA, of which EDDC is a member, and which was saying to government that 'enough is enough'. This had become a cross-party issue about the fact that short term and long term changes to funding were required, and so he hoped that all members present would give their support to the motion.

Cllr Rowland did not wish to comment further after all the comments already made.

The Chair accordingly asked for the recorded vote to take place.

**Recorded vote:**

Councillors Megan Armstrong, Paul Arnott, Jess Bailey, Denise Bickley, Kevin Blakey, Kim Bloxham, Jake Bonetta, Chris Burhop, Fred Caygill, Maddy Chapman, Andrew Colman, Bruce De Saram, Alan Dent, Peter Faithfull, Cathy Gardner, Steve Gazzard, Sam Hawkins, Paul Hayward, Nick Hookway, Stuart Hughes, Ben Ingham, Sarah Jackson, Vicky Johns, Geoff Jung, John Loudoun, Dawn Manley, Paul Millar, Helen Parr,

Marianne Rixson, Jack Rowland, Eleanor Rylance, Philip Skinner, Brenda Taylor, Ian Thomas, Joe Whibley, Tony Woodward, Eileen Wragg, Chris Wright, Tom Wright - voted in favour – 39.

Councillors – voted against – 0.

Councillors – abstained – 0.

Following a recorded vote the Chair confirmed that the motion had been carried unanimously.

**RESOLVED:**

that this Council will –

- (i) Endorse James Jamieson and John Hart's quoted concerns about the poor local government funding of the past decade and the need for the government to now adequately fund this sector;
- (ii) Register its support for the LGA's Save Local Services campaign;
- (iii) Publicly promote implications of the poor local government funding of the past decade and the need for the government to now adequately fund this sector;
- (iv) Work with other Devon local authorities, preferably through Team Devon, to lobby for adequate local government funding both in the immediate and longer term;
- (v) To invite our local MPs to support this council's local government funding concerns and to work with it and other Devon local authorities in lobbying for adequate local government funding both in the immediate and longer term.

56 **Motion: Voter identification**

The Chief Executive left the meeting due to his separate role as Returning Officer. The Chair invited Cllr Bailey as the proposer, to speak to the motion.

Cllr Bailey said that the introduction of photographic voter id is a fundamental and unprecedented change to the electoral process, which is unfair, unjustified and unworkable. She went on to say that it was skewed in favour of older voters who would probably be Conservative. It represented a sledgehammer to crack a non-existent nut and would disempower many people. In the elections of 2021, only two people were considered to have personated another person's identity.

The electoral commission had expressed their concern that it was too late to test the scheme with staff adequately before the elections of 2023 and was likely to prove an embarrassment to the government. There were many people who did not have a recognisable form of photographic id and who would have to apply for a certificate. However, the certificates and guidance have yet to be developed. In East Devon, there would be about 3,000 people who may need to apply for a certificate. She queried how electoral staff would be able to cope with a range of demands from the public at the polling stations.

The Chair invited Cllr Whibley as the seconder, to speak to the motion.

Cllr Whibley said that the Electoral Reform Society had long argued that voter id was unnecessary. It was an unnecessary distraction which runs the risk of going badly wrong. Potential discrimination was built in to the scheme because it would be easier to vote as an old person rather than a young person. He gave examples of acceptable forms of ID currently, which include Blue badges, bus passes, and Over 60 Oyster cards. An amendment to the bill suggested adding student ID cards, library cards and bank

statements, all of which would be accessible to young people, but the amendment was repealed. Presently, young people would need a Passport or driving licence. They could apply for a voter certificate but the issue was about why they should have to. This would put up unnecessary barriers to voting and be divisive between young and old people. EDDC has an opportunity to support the LGA on this motion, as with the previous one, and to make its voice heard.

Cllr Bonetta said that he was pleased that the Conservatives had picked up on an idea for ID cards proposed originally by the Blair government, aimed at enabling young people having better access to services, and given without qualification.

However, this was a half-baked version trying to solve a problem of fraud which did not exist and about which the public should have huge reservations.

Cllr Arnott said that electoral staff would have to be trained before May 2023 in how to run a quasi-passport office. He went on to say that it was pure gerrymandering designed to deny the vote to people who were not natural Conservatives, and would cause a crisis for EDDC in trying to prepare for elections.

Cllr Hayward said that the cost of introducing the scheme had been estimated at about £180m.

Cllr De Saram said that despite voter fraud being low, any measures should be taken to protect democracy.

Cllr Skinner said that he could not support measures that would undermine democracy but also could not support fraud if it was possible to prevent it.

Cllr Burhop stated that as the most recent Cllr to be elected, he had been humbled by the fact that 800 people turned out to vote for him, but was concerned that in future people may turn out, only to be turned away because they did not have the right forms. This would be a costly way to disenfranchise people. Having spoken to his constituents he said that all of them had been oblivious to the scheme being introduced.

Cllr Tom Wright said that he was supportive of preventing fraud, which could occur through the Postal Vote system amongst other ways, but would support the motion because he did not believe that the scheme as laid out would be effective in preventing fraud.

Cllr Jackson said that the democratic process should be inclusive and easy to engage with. The expense involved with introducing this is disproportionate and could be used much more constructively.

Cllr Rylance said that there were likely to be up to 20,000 people in East Devon without passports or driving licences and the Returning Officer had been concerned that he had received no information yet about the scheme. He had also expressed concern about staff being exposed to angry people who would be refused the ability to vote at polling stations, so the impact on the local process would be great.

Cllr Bailey did not wish to make further comment.

The Chair invited members to vote in favour or against the motion as it was presented.

Following a vote he confirmed that the motion was carried by a majority of those present.

## **RESOLVED:**

That this Council agreed;

1 To ask the Local Government Association (LGA) and the District Councils Network (DCN) to raise the matter with the Secretary of State for Levelling Up, Housing and Communities expressing its great concern about the proposed use of photographic identification for May 2023 elections.

2 In particular the Council stresses its concern about the procedures to be introduced, which will have a disproportionately detrimental impact on younger voters for whom

the procedures will be more challenging than for older voters. The Council asks the LGA and the DCN to press the Government to actively seek to encourage young people to participate in elections, **not** to place obstacles in the way of young would-be voters.

- 3 Asks the LGA and the DCN to press the Secretary of State not to introduce voter photographic identification for the scheduled 2023 elections. The Council also asks the LGA and the DCN to urge the Secretary of State to engage in debate with the LGA and DCN about the need for voter photographic identification, and should it be concluded that it is necessary that a more acceptable system be considered.
4. The Council agrees to send a copy of its message to the LGA and the DCN to its three MPs.

The Chair thanked everyone for attending the last Council meeting of 2022.

The meeting ended at 9.00pm.

### **Attendance List**

#### **Councillors present:**

M Armstrong	J Loudoun	B Ingham
S Jackson	D Bickley	G Jung
P Arnott	J Bailey	H Parr
K Blakey	P Hayward	M Rixson
K Bloxham	S Hawkins	E Rylance (Vice-Chair)
F Caygill	A Moulding	B De Saram
A Colman	C Gardner	P Skinner
P Millar	D Manley	B Taylor
T Woodward	C Brown	I Thomas (Chair)
N Hookway	M Chapman	E Wragg
C Wright	I Chubb	T Wright
J Whibley	A Dent	S Hughes
V Johns	P Faithfull	J Bonetta
J Rowland	S Gazzard	C Burhop

#### **Officers in attendance:**

Mark Williams, Chief Executive  
Simon Davey, Strategic Lead Finance  
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)  
Susan Howl, Democratic Services Manager  
Sarah Jenkins, Democratic Services Officer

#### **Councillor apologies:**

J Kemp  
P Jarvis  
S Chamberlain  
R Lawrence

O Davey  
D Key  
M Allen  
I Hall  
M Hartnell  
M Howe  
C Pepper  
G Pook  
G Pratt  
P Twiss

Chair .....

Date: .....



Report to: Council

Date of Meeting 22<sup>nd</sup> February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Council Tax Resolution 2023/24

### Report summary:

The purpose of this report is to enable the Council to calculate and set the Council Tax for 2023/24.

In agreeing to the Cabinet recommendations on the Revenue and Capital Budgets 2023/24 (Minute Number 145) on the 1<sup>st</sup> February 2023 this gives the Council Tax requirement for this Council of £9,974,222 resulting in a Council Tax Band D amount of £161.78. This is an increase of £5 a year (3.19%), within the threshold stipulated by government before triggering a council tax referendum.

The Budget report to Cabinet on 1<sup>st</sup> February 2023 can be found here: [Agenda for Cabinet on Wednesday, 1st February, 2023, 6.00 pm - East Devon](#) this report contains links to the detailed Revenue and Capital Budget report to Cabinet on the 4<sup>th</sup> January 2023.

In accordance with Section 25 of the Local Government Act 2003 the Chief Financial Officer (Director of Finance) has reported to the authority on the robustness of the 2023/24 budgets and is satisfied with the adequacy of the proposed financial reserves. **The 2023/24 budget recommended by Cabinet is balanced with expenditure matched by available income.**

**There is a legal requirement for the Council to set a budget and associated Council Tax; the process for Council Tax Billing starts the day after the Council meeting in order to meet the necessary deadlines (bill printing, dispatch and appropriate direct debit notifications etc.). The obligation to make a lawful budget each year is shared equally by each Member. A similar deadline is associated with council house rent accounts.**

The Council Tax setting process is that all preceptors (Devon County Council, Police and Crime Commissioner for Devon and Cornwall, Devon & Somerset Fire & Rescue Authority and town and parish councils) will set their budgets and relevant council tax requirement and then this Council, as the billing authority, will formally set the Council Tax for the area to include all amounts to be collected. This report sets out the details of this Council's Council Tax requirement and the precepts for other bodies.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

## **Recommendation:**

- 1. To approve the formal Council Tax Resolution at Appendix A**

## **Reason for recommendation:**

The Council as a billing authority is required to set the Council Tax for 2023/24

Officer: Simon Davey, Director of Finance (CFO/S151)

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** High Impact

The budget approval gives the Council the resources necessary to undertake its business which will significantly contribute to the carbon footprint of the Council. There are budgets included to address this issue and fund actions for 2023/24 to reduce the Council's Carbon emissions.

**Risk:** Low Risk;

## **Links to background information**

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **1. East Devon District Council's Budget 2023/24**

- 1.1 In agreeing to the Cabinet recommendations on the Revenue and Capital Budgets 2023/24 (Minute Number 145) on the 1<sup>st</sup> February 2023 this gives the Council Tax requirement for this Council of £9,974,222 resulting in a Council Tax Band D amount of £161.78. This is an increase of £5 a year (3.19%), within the threshold stipulated by government before triggering a council tax referendum.

1.2 The Budget report to Cabinet on 1st February 2023 can be found here: [Agenda for Cabinet on Wednesday, 1st February, 2023, 6.00 pm - East Devon](#) this report contains links to the detailed Revenue and Capital Budget report to Cabinet on the 4<sup>th</sup> January 2023.

## 2 Council Tax Resolution 2023/24

2.1 The precept levels of other precepting bodies are detailed below.

It should be noted the amounts below for Devon County Council and Fire & Rescue Authority are provisional as they don't meet to set their budget and precept until; Devon on 16<sup>th</sup> February and Fire on 15<sup>th</sup> February.

Should the amounts change then a revised report will be issued to Council.

- **Town & Parish Councils**

The Town & Parish Council Precepts for 2023/24 are detailed in Schedule 1 and total £5,021,582.59. The increase in the average Band D Council Tax for Town and Parish councils is 4.54% and results in an average Band D Council Tax figure of £81.45 for 2023/24.

- **Devon County Council**

Devon County Council set their precept at £100,749,016.89. This results in a Band D Council Tax of £1,634.13. This is a total increase of 4.99%.

- **Police and Crime Commissioner for Devon and Cornwall**

Police and Crime Commissioner for Devon and Cornwall set their precept at £16,125,958.68. This results in a Band D Council Tax of £261.56, being a 6.08% increase on the previous year.

- **Devon & Somerset Fire & Rescue Authority**

Devon & Somerset Fire & Rescue Authority set their precept at £5,967,393.87. This results in a Band D Council Tax of £96.79, being a 5.45% increase on the previous year.

2.2 This Council's calculations are set out in the formal Council Tax Resolution in Appendix A. This follows Cabinet's recommendation to Council on the 2023/24 budget.

2.3 This recommendation is reflected in the formal Council Tax Resolution at Appendix A and the total Band D Council Tax will be as follows:

<b>COUNCIL TAX LEVIES</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>Variation</b>
	<b>£</b>	<b>£</b>	<b>%</b>
East Devon District Council	156.78	161.78	3.19%
Parish & Town Councils (Average)	77.91	81.45	4.54%
Sub Total	234.69	243.23	-
Devon County Council	1,556.46	1,634.13*	4.99%
Police and Crime Commissioner for Devon and Cornwall	246.56	261.56	6.08%
Devon & Somerset Fire & Rescue Authority	91.79	96.79	5.45%
<b>TOTALS</b>	<b>£2,129.50</b>	<b>£2,235.71</b>	<b>4.99%</b>

\* This increase of 4.99% includes a charge for adult social care services representing 2% of the increase.

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### **Financial implications:**

This report sets the Council's Council Tax requirement for 2023/24 which is derived from its Budget Requirement as recommended by Cabinet on 1<sup>st</sup> February 2023

### **Legal implications:**

The legal position is detailed in the report and no further comment is required

**The Council is recommended to resolve as follows:**

1. It be noted that on 4<sup>th</sup> January 2023 Cabinet (minute reference 125 refers) calculated the Council Tax Base 2023/24
  - (a) for the whole Council area as 61,653 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as detailed in Schedule 1 attached.
2. As a preliminary step, calculate that the Council Tax requirement for the Council's own purposes for 2023/24 (excluding Parish precepts) is £9,974,222.
3. That the following amounts be calculated for the year 2023/24 in accordance with Sections 30 to 36 of the Act:
  - (a) £100,206,828 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) £85,211,023 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £14,995,805 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
  - (d) £243.23 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (e) £5,021,582.59 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Schedule 1).
  - (f) £161.78 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g) The amounts stated in column 5 of the schedule 1 attached given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area specified in column 1 of Schedule 1 divided in each case by the amount at 1(a) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council tax for the year for dwellings in those parts of its area set out in column 1 of Schedule 1 to which one or more special items relate.

(h) The amounts set out in Schedule 2 attached given by multiplying the amounts at 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted that for the year 2023/24 Devon County Council, Police and Crime Commissioner for Devon and Cornwall and Devon and Somerset Fire and Rescue Authority have stated the following amounts in precepts issued to the District Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands	Precepting Authority		
	Devon County Council	Police & Crime Com for Devon & Cornwall	Devon & Somerset Fire & Rescue
A	£1,089.42	£174.37	£64.53
B	£1,270.99	£203.44	£75.28
C	£1,452.56	£232.50	£86.04
<u>D</u>	<u>£1,634.13</u>	<u>£261.56</u>	<u>£96.79</u>
E	£1,997.27	£319.68	£118.30
F	£2,360.41	£377.81	£139.81
G	£2,723.55	£435.93	£161.32
H	£3,268.26	£523.12	£193.58

5. That, having calculated the aggregate in each case of the amounts at 3 (h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts set out in Schedule 3 attached as the amounts of council tax for the year 2023/24 for each of the categories of dwellings shown in Schedule 3.

The Council has determined that its relevant basic amount of Council Tax for 2023/24 is **not** excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023/24 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

SCHEDULE 1 2023/24

Parish	Parish Precept	Tax Base	Basic Parish Tax	Basic Tax Parish + EDDC	Basic Tax + DCC + Fire Authority + Police & Crime Comm D&C
	£		£	£	£
All Saints	16,000.00	256	62.50	224.28	2,216.76
Awliscombe	5,000.00	233	21.46	183.24	2,175.72
Axminster	291,236.72	2835	102.73	264.51	2,256.99
Axmouth	15,927.00	249	63.96	225.74	2,218.22
Aylesbeare	12,068.00	261	46.24	208.02	2,200.50
Beer	31,262.00	665	47.01	208.79	2,201.27
Bishops Clyst	44,493.00	617	72.11	233.89	2,226.37
Brampford Speke	8,000.00	151	52.98	214.76	2,207.24
Branscombe	8,000.00	326	24.54	186.32	2,178.80
Broadclyst	392,665.00	2560	153.38	315.16	2,307.64
Broadhembury	8,682.66	318	27.30	189.08	2,181.56
Buckerell	3,170.00	117	27.09	188.87	2,181.35
Budleigh Salterton	158,000.00	2812	56.19	217.97	2,210.45
Chardstock	30,840.00	410	75.22	237.00	2,229.48
Clyst Honiton	16,500.00	111	148.65	310.43	2,302.91
Clyst Hydon	3,800.00	130	29.23	191.01	2,183.49
Clyst St George	9,135.00	396	23.07	184.85	2,177.33
Clyst St Lawrence	-	47	0.00	161.78	2,154.26
Colaton Raleigh	10,576.00	309	34.23	196.01	2,188.49
Colyford	18,770.00	400	46.93	208.71	2,201.19
Colyton	51,660.00	1064	48.55	210.33	2,202.81
Combe Raleigh	2,222.00	98	22.67	184.45	2,176.93
Combpyne-Rousdon	5,120.00	189	27.09	188.87	2,181.35
Cotleigh	3,600.00	106	33.96	195.74	2,188.22
Cranbrook	618,312.45	2415	256.03	417.81	2,410.29
Dalwood	7,120.00	212	33.58	195.36	2,187.84
Dunkeswell	35,000.00	588	59.52	221.30	2,213.78
East Budleigh with Bicton	29,345.00	513	57.20	218.98	2,211.46
Exmouth	761,125.00	13039	58.37	220.15	2,212.63
Farringdon	9,223.00	157	58.75	220.53	2,213.01
Farway	3,250.00	130	25.00	186.78	2,179.26
Feniton	22,000.00	672	32.74	194.52	2,187.00
Gittisham	9,307.41	416	22.37	184.15	2,176.63
Hawkchurch	10,300.00	272	37.87	199.65	2,192.13
Honiton	447,979.00	3971	112.81	274.59	2,267.07
Huxham	-	46	0.00	161.78	2,154.26
Kilmington	21,000.00	405	51.85	213.63	2,206.11
Luppitt	12,000.00	220	54.55	216.33	2,208.81
Lypstone	48,500.00	926	52.38	214.16	2,206.64
Membury	11,070.00	280	39.54	201.32	2,193.80
Monkton	5,500.00	77	71.43	233.21	2,225.69
Musbury	9,000.00	242	37.19	198.97	2,191.45
Netherexe	-	27	0.00	161.78	2,154.26
Newton Popleford	67,607.00	960	70.42	232.20	2,224.68
Northleigh	2,500.00	82	30.49	192.27	2,184.75
Offwell	6,956.00	190	36.61	198.39	2,190.87
Otterton	12,859.35	303	42.44	204.22	2,196.70
Ottery St Mary	256,383.00	2899	88.44	250.22	2,242.70
Payhembury	9,304.00	331	28.11	189.89	2,182.37
Plymtree	4,650.00	262	17.75	179.53	2,172.01
Poltimore	6,800.00	134	50.75	212.53	2,205.01
Rewe	9,922.00	195	50.88	212.66	2,205.14
Rockbeare	35,146.10	380	92.49	254.27	2,246.75
Seaton	407,470.00	3231	126.11	287.89	2,280.37
Sheldon	1,500.00	88	17.05	178.83	2,171.31
Shute	4,800.00	297	16.16	177.94	2,170.42
Sidmouth	680,520.00	6973	97.59	259.37	2,251.85
Southleigh	4,500.00	113	39.82	201.60	2,194.08
Stockland	14,898.00	332	44.87	206.65	2,199.13
Stoke Canon	11,000.00	246	44.72	206.50	2,198.98
Talaton	8,990.00	238	37.77	199.55	2,192.03
Uplyme	51,515.00	883	58.34	220.12	2,212.60
Uptontery	13,000.00	327	39.76	201.54	2,194.02
Upton Pyne	10,282.90	223	46.11	207.89	2,200.37
West Hill	56,875.00	1165	48.82	210.60	2,203.08
Whimple	24,350.00	721	33.77	195.55	2,188.03
Widworthy	6,500.00	142	45.77	207.55	2,200.03
Woodbury	99,824.00	1449	68.89	230.67	2,223.15
Yarcombe	6,671.00	221	30.19	191.97	2,184.45
	<b>5,021,582.59</b>				

**SCHEDULE 2 2023/24**  
**EAST DEVON DISTRICT COUNCIL INCLUDING SPECIAL ITEMS (Town and Parish tax)**

Parish	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
All Saints	149.52	174.44	199.36	224.28	274.12	323.96	373.80	448.56
Awliscombe	122.16	142.52	162.88	183.24	223.96	264.68	305.40	366.48
Axminster	176.34	205.73	235.12	264.51	323.29	382.07	440.85	529.02
Axmouth	150.49	175.58	200.65	225.74	275.90	326.07	376.23	451.48
Aylesbeare	138.68	161.79	184.90	208.02	254.25	300.47	346.70	416.04
Beer	139.19	162.39	185.59	208.79	255.19	301.58	347.98	417.58
Bishops Clyst	155.92	181.92	207.90	233.89	285.86	337.84	389.81	467.78
Bramford Speke	143.17	167.04	190.89	214.76	262.48	310.21	357.93	429.52
Branscombe	124.21	144.92	165.61	186.32	227.72	269.13	310.53	372.64
Broadclyst	210.10	245.13	280.14	315.16	385.19	455.23	525.26	630.32
Broadhembury	126.05	147.06	168.07	189.08	231.10	273.11	315.13	378.16
Buckerell	125.91	146.90	167.88	188.87	230.84	272.81	314.78	377.74
Budleigh Salterton	145.31	169.53	193.75	217.97	266.41	314.84	363.28	435.94
Chardstock	158.00	184.33	210.66	237.00	289.67	342.33	395.00	474.00
Clyst Honiton	206.95	241.45	275.93	310.43	379.41	448.40	517.38	620.86
Clyst Hydon	127.34	148.56	169.78	191.01	233.46	275.90	318.35	382.02
Clyst St George	123.23	143.77	164.31	184.85	225.93	267.00	308.08	369.70
Clyst St Lawrence	107.85	125.83	143.80	161.78	197.73	233.68	269.63	323.56
Colaton Raleigh	130.67	152.45	174.23	196.01	239.57	283.12	326.68	392.02
Colyford	139.14	162.33	185.52	208.71	255.09	301.47	347.85	417.42
Colyton	140.22	163.59	186.96	210.33	257.07	303.81	350.55	420.66
Combe Raleigh	122.96	143.46	163.95	184.45	225.44	266.43	307.41	368.90
Combpyne-Rousdon	125.91	146.90	167.88	188.87	230.84	272.81	314.78	377.74
Cotleigh	130.49	152.24	173.99	195.74	239.24	282.73	326.23	391.48
Cranbrook	278.54	324.96	371.38	417.81	510.66	603.50	696.35	835.62
Dalwood	130.24	151.95	173.65	195.36	238.77	282.18	325.60	390.72
Dunkeswell	147.53	172.12	196.71	221.30	270.48	319.65	368.83	442.60
East Budleigh with Bicton	145.98	170.32	194.64	218.98	267.64	316.30	364.96	437.96
Exmouth	146.76	171.23	195.68	220.15	269.07	317.99	366.91	440.30
Farringdon	147.02	171.52	196.02	220.53	269.54	318.54	367.55	441.06
Farway	124.52	145.27	166.02	186.78	228.29	269.79	311.30	373.56
Feniton	129.68	151.29	172.90	194.52	237.75	280.97	324.20	389.04
Gittisham	122.76	143.23	163.68	184.15	225.07	265.99	306.91	368.30
Hawkchurch	133.10	155.28	177.46	199.65	244.02	288.38	332.75	399.30
Honiton	183.06	213.57	244.08	274.59	335.61	396.63	457.65	549.18
Huxham	107.85	125.83	143.80	161.78	197.73	233.68	269.63	323.56
Kilmington	142.42	166.16	189.89	213.63	261.10	308.57	356.05	427.26
Luppitt	144.22	168.26	192.29	216.33	264.40	312.47	360.55	432.66
Lympstone	142.77	166.57	190.36	214.16	261.75	309.34	356.93	428.32
Membury	134.21	156.58	178.95	201.32	246.06	290.79	335.53	402.64
Monkton	155.47	181.39	207.29	233.21	285.03	336.86	388.68	466.42
Musbury	132.64	154.76	176.86	198.97	243.18	287.40	331.61	397.94
Netherexe	107.85	125.83	143.80	161.78	197.73	233.68	269.63	323.56
Newton Popleford	154.80	180.60	206.40	232.20	283.80	335.40	387.00	464.40
Northleigh	128.18	149.54	170.90	192.27	235.00	277.72	320.45	384.54
Offwell	132.26	154.30	176.34	198.39	242.48	286.56	330.65	396.78
Otterton	136.14	158.84	181.52	204.22	249.60	294.98	340.36	408.44
Ottery St Mary	166.81	194.62	222.41	250.22	305.82	361.43	417.03	500.44
Payhembury	126.59	147.69	168.79	189.89	232.09	274.28	316.48	379.78
Plymtree	119.68	139.64	159.58	179.53	219.42	259.32	299.21	359.06
Poltimore	141.68	165.30	188.91	212.53	259.76	306.99	354.21	425.06
Rewe	141.77	165.40	189.03	212.66	259.92	307.17	354.43	425.32
Rockbeare	169.51	197.77	226.01	254.27	310.77	367.28	423.78	508.54
Seaton	191.92	223.92	255.90	287.89	351.86	415.84	479.81	575.78
Sheldon	119.22	139.09	158.96	178.83	218.57	258.31	298.05	357.66
Shute	118.62	138.40	158.16	177.94	217.48	257.02	296.56	355.88
Sidmouth	172.91	201.73	230.55	259.37	317.01	374.64	432.28	518.74
Southleigh	134.40	156.80	179.20	201.60	246.40	291.20	336.00	403.20
Stockland	137.76	160.73	183.68	206.65	252.57	298.49	344.41	413.30
Stoke Canon	137.66	160.61	183.55	206.50	252.39	298.28	344.16	413.00
Talaton	133.03	155.21	177.37	199.55	243.89	288.24	332.58	399.10
Uplyme	146.74	171.21	195.66	220.12	269.03	317.95	366.86	440.24
Upottery	134.36	156.75	179.14	201.54	246.33	291.11	335.90	403.08
Upton Pyne	138.59	161.69	184.79	207.89	254.09	300.28	346.48	415.78
West Hill	140.40	163.80	187.20	210.60	257.40	304.20	351.00	421.20
Whimble	130.36	152.10	173.82	195.55	239.00	282.46	325.91	391.10
Widworthy	138.36	161.43	184.48	207.55	253.67	299.79	345.91	415.10
Woodbury	153.78	179.41	205.04	230.67	281.93	333.19	384.45	461.34
Yarcombe	127.98	149.31	170.64	191.97	234.63	277.29	319.95	383.94

**SCHEDULE 3 2023/24**  
**EAST DEVON DISTRICT COUNCIL INCLUDING SPECIAL ITEMS, DEVON COUNTY COUNCIL, POLICE AND CRIME COMMISSIONER**  
**FOR DEVON & CORNWALL and DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

Parish	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
All Saints	1,477.84	1,724.15	1,970.46	2,216.76	2,709.37	3,201.99	3,694.60	4,433.52
Awliscombe	1,450.48	1,692.23	1,933.98	2,175.72	2,659.21	3,142.71	3,626.20	4,351.44
Axminster	1,504.66	1,755.44	2,006.22	2,256.99	2,758.54	3,260.10	3,761.65	4,513.98
Axmouthe	1,478.81	1,725.29	1,971.75	2,218.22	2,711.15	3,204.10	3,697.03	4,436.44
Aylesbeare	1,467.00	1,711.50	1,956.00	2,200.50	2,689.50	3,178.50	3,667.50	4,401.00
Beer	1,467.51	1,712.10	1,956.69	2,201.27	2,690.44	3,179.61	3,668.78	4,402.54
Bishops Clyst	1,484.24	1,731.63	1,979.00	2,226.37	2,721.11	3,215.87	3,710.61	4,452.74
Bramford Speke	1,471.49	1,716.75	1,961.99	2,207.24	2,697.73	3,188.24	3,678.73	4,414.48
Branscombe	1,452.53	1,694.63	1,936.71	2,178.80	2,662.97	3,147.16	3,631.33	4,357.60
Broadclyst	1,538.42	1,794.84	2,051.24	2,307.64	2,820.44	3,333.26	3,846.06	4,615.28
Broadhembury	1,454.37	1,696.77	1,939.17	2,181.56	2,666.35	3,151.14	3,635.93	4,363.12
Buckerell	1,454.23	1,696.61	1,938.98	2,181.35	2,666.09	3,150.84	3,635.58	4,362.70
Budleigh Salterton	1,473.63	1,719.24	1,964.85	2,210.45	2,701.66	3,192.87	3,684.08	4,420.90
Chardstock	1,486.32	1,734.04	1,981.76	2,229.48	2,724.92	3,220.36	3,715.80	4,458.96
Clyst Honiton	1,535.27	1,791.16	2,047.03	2,302.91	2,814.66	3,326.43	3,838.18	4,605.82
Clyst Hydon	1,455.66	1,698.27	1,940.88	2,183.49	2,668.71	3,153.93	3,639.15	4,366.98
Clyst St George	1,451.55	1,693.48	1,935.41	2,177.33	2,661.18	3,145.03	3,628.88	4,354.66
Clyst St Lawrence	1,436.17	1,675.54	1,914.90	2,154.26	2,632.98	3,111.71	3,590.43	4,308.52
Colaton Raleigh	1,458.99	1,702.16	1,945.33	2,188.49	2,674.82	3,161.15	3,647.48	4,376.98
Colyford	1,467.46	1,712.04	1,956.62	2,201.19	2,690.34	3,179.50	3,668.65	4,402.38
Colyton	1,468.54	1,713.30	1,958.06	2,202.81	2,692.32	3,181.84	3,671.35	4,405.62
Combe Raleigh	1,451.28	1,693.17	1,935.05	2,176.93	2,660.69	3,144.46	3,628.21	4,353.86
Combpyne-Rousdon	1,454.23	1,696.61	1,938.98	2,181.35	2,666.09	3,150.84	3,635.58	4,362.70
Cotleigh	1,458.81	1,701.95	1,945.09	2,188.22	2,674.49	3,160.76	3,647.03	4,376.44
Cranbrook	1,606.86	1,874.67	2,142.48	2,410.29	2,945.91	3,481.53	4,017.15	4,820.58
Dalwood	1,458.56	1,701.66	1,944.75	2,187.84	2,674.02	3,160.21	3,646.40	4,375.68
Dunkeswell	1,475.85	1,721.83	1,967.81	2,213.78	2,705.73	3,197.68	3,689.63	4,427.56
East Budleigh with Bicton	1,474.30	1,720.03	1,965.74	2,211.46	2,702.89	3,194.33	3,685.76	4,422.92
Exmouth	1,475.08	1,720.94	1,966.78	2,212.63	2,704.32	3,196.02	3,687.71	4,425.26
Farringdon	1,475.34	1,721.23	1,967.12	2,213.01	2,704.79	3,196.57	3,688.35	4,426.02
Farway	1,452.84	1,694.98	1,937.12	2,179.26	2,663.54	3,147.82	3,632.10	4,358.52
Feniton	1,458.00	1,701.00	1,944.00	2,187.00	2,673.00	3,159.00	3,645.00	4,374.00
Gittisham	1,451.08	1,692.94	1,934.78	2,176.63	2,660.32	3,144.02	3,627.71	4,353.26
Hawkchurch	1,461.42	1,704.99	1,948.56	2,192.13	2,679.27	3,166.41	3,653.55	4,384.26
Honiton	1,511.38	1,763.28	2,015.18	2,267.07	2,770.86	3,274.66	3,778.45	4,534.14
Huxham	1,436.17	1,675.54	1,914.90	2,154.26	2,632.98	3,111.71	3,590.43	4,308.52
Kilmington	1,470.74	1,715.87	1,960.99	2,206.11	2,696.35	3,186.60	3,676.85	4,412.22
Luppitt	1,472.54	1,717.97	1,963.39	2,208.81	2,699.65	3,190.50	3,681.35	4,417.62
Lympstone	1,471.09	1,716.28	1,961.46	2,206.64	2,697.00	3,187.37	3,677.73	4,413.28
Membury	1,462.53	1,706.29	1,950.05	2,193.80	2,681.31	3,168.82	3,656.33	4,387.60
Monkton	1,483.79	1,731.10	1,978.39	2,225.69	2,720.28	3,214.89	3,709.48	4,451.38
Musbury	1,460.96	1,704.47	1,947.96	2,191.45	2,678.43	3,165.43	3,652.41	4,382.90
Netherexe	1,436.17	1,675.54	1,914.90	2,154.26	2,632.98	3,111.71	3,590.43	4,308.52
Newton Poppleford	1,483.12	1,730.31	1,977.50	2,224.68	2,719.05	3,213.43	3,707.80	4,449.36
Northleigh	1,456.50	1,699.25	1,942.00	2,184.75	2,670.25	3,155.75	3,641.25	4,369.50
Offwell	1,460.58	1,704.01	1,947.44	2,190.87	2,677.73	3,164.59	3,651.45	4,381.74
Otterton	1,464.46	1,708.55	1,952.62	2,196.70	2,684.85	3,173.01	3,661.16	4,393.40
Ottery St Mary	1,495.13	1,744.33	1,993.51	2,242.70	2,741.07	3,239.46	3,737.83	4,485.40
Payhembury	1,454.91	1,697.40	1,939.89	2,182.37	2,667.34	3,152.31	3,637.28	4,364.74
Plymtree	1,448.00	1,689.35	1,930.68	2,172.01	2,654.67	3,137.35	3,620.01	4,344.02
Poltimore	1,470.00	1,715.01	1,960.01	2,205.01	2,695.01	3,185.02	3,675.01	4,410.02
Rewe	1,470.09	1,715.11	1,960.13	2,205.14	2,695.17	3,185.20	3,675.23	4,410.28
Rockbeare	1,497.83	1,747.48	1,997.11	2,246.75	2,746.02	3,245.31	3,744.58	4,493.50
Seaton	1,520.24	1,773.63	2,027.00	2,280.37	2,787.11	3,293.87	3,800.61	4,560.74
Sheldon	1,447.54	1,688.80	1,930.06	2,171.31	2,653.82	3,136.34	3,618.85	4,342.62
Shute	1,446.94	1,688.11	1,929.26	2,170.42	2,652.73	3,135.05	3,617.36	4,340.84
Sidmouth	1,501.23	1,751.44	2,001.65	2,251.85	2,752.26	3,252.67	3,753.08	4,503.70
Southleigh	1,462.72	1,706.51	1,950.30	2,194.08	2,681.65	3,169.23	3,656.80	4,388.16
Stockland	1,466.08	1,710.44	1,954.78	2,199.13	2,687.82	3,176.52	3,665.21	4,398.26
Stoke Canon	1,465.98	1,710.32	1,954.65	2,198.98	2,687.64	3,176.31	3,664.96	4,397.96
Talaton	1,461.35	1,704.92	1,948.47	2,192.03	2,679.14	3,166.27	3,653.38	4,384.06
Uplyme	1,475.06	1,720.92	1,966.76	2,212.60	2,704.28	3,195.98	3,687.66	4,425.20
Uppottery	1,462.68	1,706.46	1,950.24	2,194.02	2,681.58	3,169.14	3,656.70	4,388.04
Upton Pyne	1,466.91	1,711.40	1,955.89	2,200.37	2,689.34	3,178.31	3,667.28	4,400.74
West Hill	1,468.72	1,713.51	1,958.30	2,203.08	2,692.65	3,182.23	3,671.80	4,406.16
Whimble	1,458.68	1,701.81	1,944.92	2,188.03	2,674.25	3,160.49	3,646.71	4,376.06
Widworthy	1,466.68	1,711.14	1,955.58	2,200.03	2,688.92	3,177.82	3,666.71	4,400.06
Woodbury	1,482.10	1,729.12	1,976.14	2,223.15	2,717.18	3,211.22	3,705.25	4,446.30
Yarcombe	1,456.30	1,699.02	1,941.74	2,184.45	2,669.88	3,155.32	3,640.75	4,368.90

**Summary of recommendations being presented to Council that will resolve in an action being taken:**

**22 February 2023** (Minutes in full have been circulated and are available on line.)

<b>Cabinet – <a href="#">4 January 2023</a></b>	
<b>127 Devon Housing Commission</b>	
<b>RECOMMENDED</b>	to Council: To identify a budget of £9,000 to enable EDDC to participate in the Devon Housing Commission and support the work of a comprehensive investigation into the housing market and report on the research findings.
<b>129 Council Tax Reduction Scheme 2023/24</b>	
<b>RECOMMENDED</b>	1. To consider fully the equality impact assessment in relation the scheme. 2. To adopt the new Council Tax Income banded scheme as set out in the report under sections 1.7 and 1.8 from 1 April 2023
<b>130 Council Tax Charges for Second Homes &amp; Empty Properties</b>	
<b>RECOMMENDED</b>	to Council: to resolve to implement the following upon the legislative provisions coming into force: a) The application of a premium of 100% for all dwellings which are unoccupied and substantially unfurnished (empty dwellings) after a period of one year rather than the current 2 with effect from 1st April 2024; b) The application of a premium of 100% for all dwellings which are unoccupied but substantially furnished (second homes) with effect from 1st April 2024; and c) That the Service Lead for Revenues, Benefits, Corporate Customer Access is given delegated powers to implement the policy in line with the Council’s requirements and having regard to any guidance given by the Secretary of State. d) That a letter is written to our local MPs to ensure their support for the bill so it receives royal assent prior to April 2023.  To communicate to all other councils in Devon to encourage a unified Devon policy on the increase in rates for empty or second homes.
<b>133 Member Development Working Party update</b>	
<b>RECOMMENDED</b>	To Council to: 6. That the Member Code of Conduct be revised so that; a. paragraph 5.8.1 incorporates reference to ‘the mandatory training identified as part of the adopted Member Development Plan’ in place of ‘Code of

	<p>Conduct' (assuming Code of Conduct training remains identified as mandatory) to ensure that any failure to attend mandatory training would constitute a breach of the Code of Conduct,</p> <p>b. paragraph 5.8.5.3 be deleted as the penalty for not attending mandatory training would now be dealt with through Code of Conduct complaints.</p>
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<b>Cabinet – <a href="#">1 February 2023</a></b>	
<b>145 Revenue and Capital Budgets 2023/24</b>	
<b>RECOMMENDED</b>	<p>To Council:</p> <ol style="list-style-type: none"> <li>1. To propose the Net Expenditure Revenue General Fund Budget for 2023/24 of £21.597m (as given in the adopted draft budget presented to Cabinet on 4th January 2023).</li> <li>2. A Council Tax increase is approved of £5 a year giving a Band D council tax of £161.78 a year for 2023/24.</li> <li>3. That the Housing Revenue Account Estimates with a net surplus of £0.268m is approved with a 7% increase on Council dwelling rents and garages.</li> <li>4. That the Net Capital Budget totalling £10.216m for 2023/24 is approved.</li> </ol>
<b>146 Capital Strategy 2023/24 - 2026/27</b>	
<b>RECOMMENDED</b>	<p>To Council:</p> <p>That the Capital Strategy 2023/24 – 2026/27 be adopted.</p>
<b>147 Treasury Management, including the Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2023/24</b>	
<b>RECOMMENDED</b>	<p>To Council that:</p> <ol style="list-style-type: none"> <li>1. the Treasury Management Strategy including the Prudential Indicators for 2023/24 be adopted;</li> <li>2. the Minimum Revenue Provision Policy Statement be approved;</li> <li>3. the Annual Investment Strategy, creditworthiness criteria and updated list of counterparties be approved, and</li> <li>4. the 2021-22 Annual Treasury Management Report and 2022-23 Mid-Year Review Report provided in the links to background information be noted.</li> </ol>
<b>149 Sidmouth and East Beach BMP - OBC approval, Risk Gap Funding, Project Board Reinstatement and Detailed Design Tender Stage</b>	
<b>RECOMMENDED</b>	<p>To Council:</p> <ol style="list-style-type: none"> <li>1. that £1.7m of funding is allocated to the Sidmouth and East Beach Project to complete funding within risk budget subject</li> </ol>

	to the caveats detailed in the report, as outlined in annual budget papers.
<b>151 Approval to purchase the hardware and associated equipment for hybrid meetings at BDH</b>	
<b>RECOMMENDED</b>	To Council: 3 That the budget in the sum of £45,000 in respect of the preferred solution be approved.
<b>152 Programme of Meetings 2023/2024</b>	
<b>RECOMMENDED</b>	To Council: that the draft meetings timetable be referred for approval to the annual meeting of the Council.

<b>Personnel Committee – <a href="#">6 February 2023</a></b>	
<b>64 Pay Policy Statement annual review</b>	
<b>RECOMMENDED</b>	To Council: that the Pay Policy Statement 2023/24 be adopted.
<b>65 Apprentice Pay Policy revisions proposal</b>	
<b>RECOMMENDED</b>	To Council: that new recruit apprentices are paid at 90% of the standard National Joint Council (NJC) rates as set out in the Council's pay and grading structure, with a minimum rate equivalent to the Real Living Wage.
<b>Interviewing (Chief Officers) Sub-Committee – 7 February 2023</b>	
<b>3 Recommendation to Council</b>	
<b>RECOMMENDED</b>	To Council: to appoint Melanie Jane Wellman to the post of Director of Governance and Licensing (Monitoring Officer).

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 4 January 2023****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 8.15 pm

**116 Public speaking**

There were no members of the public wishing to speak.

**117 Minutes of the previous meetings held on 30 November and 5 December 2022**

The minutes of the meetings of Cabinet held on 30 November and 5 December 2022 were agreed.

**118 Declarations of interest**

Min 125. Council Tax Base 2023/2024.

Councillor Paul Arnott, Affects Non-registerable Interest, Colyton Parish Councillor.

Min 130. Council Tax Charges for Second Homes & Empty Properties.

Councillor John Loudoun, Disclosable Pecuniary Interest, owns a second property in the district (Cllr Loudoun left the room during this debate).

Min 131. Proposals to vary and discharge the Public Spaces Protection Orders 2023.

Councillor Tom Wright, Affects Non-registerable Interest, Walks his dog along Budleigh Salterton seafront.

**119 Matters of urgency**

None

**120 Confidential/exempt item(s)**

None

**121 Minutes of Community Grant Panel held on 28 November 2022**

Members agreed to note the minutes of the Community Grant Panel held on 28 November 2022.

**122 Minutes of Scrutiny Committee held on 1 December 2022**

Members agreed to note the minutes of Scrutiny Committee held on 1 December 2022.

**123 Minutes of Budget Setting and Capital Allocation Panel held on 5 December 2022**

It was confirmed that the proposals from this meeting had been incorporated in to the draft budgets and so Members agreed to note the Minutes and recommendations of the Budget Setting and Capital Allocations Panel held on 5 December 2022.

### **Minute 35 Proposed bids**

1. that the following bids be included in the Capital Programme:
  - a. Vehicle Trespassing Prevention measures for £35,000 in 2023/24
  - b. Connaught Pergola, Sidmouth replacement for £50,000 in 2023/24
  - c. The Beacon railings restoration for £65,000 in 2023/24
  - d. Footpath resurfacing works of public spaces for £40,000 in 2023/24
  - e. Seawall works across the District for £50,000 in 2023/24
  - f. Ottery St Mary Sluice Replacement for £50,000 in 2023/24
  - g. Sidmouth Connaught Cliff Works for £60,000 in 2023/24
  - h. Seaton, Beer and Sid Cliff works for £30,000 in 2023/24
  - i. Play equipment repairs/works for £50,000 in 2023/24
  - j. Jubilee Play Area, Beer for £100,000 in 2023/24
  - k. North Street Allotment Play Area, Axminster for £60,000 in 2023/24
  - l. Land of Canaan Play Area, Ottery St Mary for £130,000 in 2023/24
  - m. Camperdown Depot resurfacing for £21,000 in 2023/24
  - n. Manor Gardens Seating Area improvements for £20,000 in 2023/24
  - o. The Glen steps and handrails replacement for £60,000 in 2023/24
  - p. Recycling and Refuse Solution Phase 2 Collection Vehicles Electric option for £453,000 and Retrofit of vehicles for £300,000 in 2023/24
  - q. Recycling and Refuse Depot Plant and Food Waste Bay works for £412,000 in 2023/24
  - r. Exmouth Foxhole Chalets roofing works for £8,745 in 2023/24 and £125,755 for 2024/25
  - s. Exmouth Tennis Centre Resurfacing courts 1 – 4 for £194,500 in 2023/24
  - t. Exmouth Tennis Centre roofing works for £39,150 in 2023/24 and £558,350 in 2024/25
  - u. Honiton Leisure Centre drainage works for £25,500 in 2023/24
  - v. Sidmouth Jacobs Ladder beach huts replacement for £240,000 in 2023/24
  - w. Sidmouth Manor Pavillion Fire Escape steps for £32,000 in 2023/24
  - x. Sidmouth Manstone Workshops carpark resurface for £73,000 in 2023/24
  
2. that the following bids be deferred:
  - a. Budleigh Steamer & Beach access steps for £250,000 in 2023/24
  - b. Mona Island, Exmouth railings restoration for £20,000 in 2023/24
  - c. Withycombe pitches parking for £125,000 in 2023/24; with referral to the relevant Portfolio Holders for assessment;
  - d. Phear Park access works for £120,000 in 2023/24, with referral to the relevant Portfolio Holders for assessment;
  - e. Lady Bryon Play Area, Exmouth for £100,000 in 2023/24
  - f. The Maer Play Area, Exmouth for £100,000 in 2023/24
  - g. Budleigh Gabion basket repair for £75,000 in 2023/24
  - h. Exmouth Pavillion roofing works for £25,410 in 2023/24 and £365,090 in 2024/25
  
3. That the inclusion of £320,000 in 2023/24 for the Recycling and Refuse Bridging Solution Phase 2 collection vehicles in the Capital Programme had been previously approved, be noted;

4. That a provisional inclusion of £1,700,000 for 2024/25 for the implementation of the Sidmouth Beach Management Plan works has been made, subject to a report to Cabinet for agreement, be noted.

124 **Minutes of Placemaking in Exmouth Town and Seafont Group held on 13 December 2022**

Members agreed to note the Minutes of the Placemaking in Exmouth Town and Seafont Group held on 13 December 2022.

125 **Council Tax Base 2023/2024**

The Assistant Director Revenues, Benefits, Customer Services & Corporate Fraud presented her report which set out the tax base for 2023/2024 and included the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax would be based. This was an important component in the Council's budget setting process for 2023/2024.

**RESOLVED:**

1. That the tax base for 2023/2024 at 61,653 Band D equivalent properties, and
2. the amount for each parish as detailed under section 3 of the report, be agreed.

**REASON:**

The calculation of the tax base was prescribed in regulations and was a legal requirement. The council tax base was defined as the number of Band D equivalent properties in a local authority's area. The tax base was necessary to calculate council tax for a given area.

126 **Draft Revenue and Capital Budgets 2023/24**

The Director of Finance presented the draft revenue and capital budgets for 2023/24 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board. Recommendations from these meetings will be presented back to Cabinet on 1 February 2023 when members would finalise budget proposals to recommend to Council.

**RESOLVED:**

That the draft revenue and capital estimates being adopted and forwarded to a joint meeting of the Overview and Scrutiny Committees and Housing Review Board for consideration, be agreed.

**REASON:**

There was a requirement to set a balanced budget and to levy a Council Tax for 2023/24.

127 **Devon Housing Commission**

The Director of Housing, Health & Environment's report set out the case for joining a collaboration of Devon councils to investigate and report on the housing market in the county under the umbrella of a Devon Housing Commission.

The purpose of the Devon Housing Commission is to conduct an in-depth analysis of the various local housing markets, related socio-economic profiles and model demographic change to make the case for a step change in social and housing policy and pragmatic solutions to be delivered locally moving into the next decade.

**RECOMMENDED to Council:**

To identify a budget of £9,000 to enable EDDC to participate in the Devon Housing Commission and support the work of a comprehensive investigation into the housing market and report on the research findings.

**REASON:**

To collaborate with Devon County Council and district partners in assessing the housing market and identifying market failure and options for interventions. This work would influence the Housing Strategy and inform the evidence gathered for the Local Plan.

128 **Cost of Living Hardship Fund Policy**

The Assistant Director Revenues, Benefits, Corporate Customer Services updated Members that following the recommendations of the Poverty Panel at the meeting on 8 December 2022 her report provided details on the proposed policy and the funding available to support households who were struggling to afford essentials due to the high cost of living and in particular the current energy prices.

The Portfolio Holder Finance thanked Libby and her team for the all the work they had been put into this policy and the numerous support funds that had emerged over the past few years.

**RESOLVED:**

1. That the Cost of Living Hardship Fund Policy which replaces the Covid-19 Hardship Fund Policy as recommended by the Poverty Panel, be agreed.
2. That delegated authority to be given to the Assistant Director for Revenues, Benefits, Customer Services and Fraud & Compliance in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Sustainable Homes and Communities to amend the policy to allow for targeted support to be provided if needed, be agreed.

**REASON:**

Supports the recommendation of the Poverty panel at their meeting on 8 December 2022. Updating the previous Covid-19 Hardship Fund Policy to the Cost of Living Hardship Fund Policy means that there was an up to date policy in place to support residents who were struggling to afford essentials. This was particularly important as should we run out of HSF residents would still be able to access emergency support. The policy builds in flexibility to allow the Council to provide targeted support where it was identified that there is a particular need, as well as dealing with claims on a case by case basis through delegated authority to the Assistant Director in consultation with the Portfolio Holder for Finance and Sustainable Homes and Communities. This meant a quick response to distribute funds where identified.

129 **Council Tax Reduction Scheme 2023/24**

The Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance sought Members approval on the proposed changes to the Council Tax Reduction (CTR) scheme to be implemented from 1 April 2023 following public

consultation. Members of Cabinet had approved at the meeting on 2 November 2022 to consult on making changes to our scheme from 1 April 2023. These changes would increase the amount of financial support for the majority of working age residents in receipt of CTR. One of the main proposals was to increase Band 1 support from 85% to 100%, which would lift those residents with the lowest incomes that fall within this band out of paying council tax altogether.

**RECOMMENDED to Council:**

1. To consider fully the equality impact assessment in relation the scheme.
2. To adopt the new Council Tax Income banded scheme as set out in the report under sections 1.7 and 1.8 from 1 April 2023

**REASON:**

Each financial year the Council was required by law to decide, whether to revise its scheme or to replace it with another scheme. There had been significant changes to our scheme for 2020/21 with the move to an income banded scheme and also increased maximum support from 80% to 85%. The council committed to undertake a full review during this year so that it would have time to consult on any proposed changes before proposing the 2023/24 scheme to Members. The changes being recommended supported the Council's poverty strategy as by reducing the council tax burden for those on the lowest incomes the proposals would help to build financial resilience. Also, it was important that the income bandwidths take account of increases in inflation and were aligned to the applicable amounts for means tested benefits.

130 **Council Tax Charges for Second Homes & Empty Properties**

The report set out the changes that the Levelling Up and Regeneration Bill make to the Council Tax legislation and provided recommendations relating to changes that could be made to the level of charge paid for properties that were not lived in (second homes and empty properties). These changes were subject to the Bill becoming law and the report detailed the steps needed to take once this happened.

Cllr Geoff Jung thanked the Portfolio Holder Finance, Libby Jarrett and officers for bringing this to Cabinet. He proposed 2 further recommendations which were agreed and listed below under recommendations d & e.

**RECOMMENDED to Council:**

to resolve to implement the following upon the legislative provisions coming into force:

- a) The application of a premium of 100% for all dwellings which are unoccupied and substantially unfurnished (empty dwellings) after a period of one year rather than the current 2 with effect from 1st April 2024;
- b) The application of a premium of 100% for all dwellings which are unoccupied but substantially furnished (second homes) with effect from 1st April 2024; and
- c) That the Service Lead for Revenues, Benefits, Corporate Customer Access is given delegated powers to implement the policy in line with the Council's requirements and having regard to any guidance given by the Secretary of State.
- d) That a letter is written to our local MPs to ensure their support for the bill so it receives royal assent prior to April 2023.
- e) To communicate to all other councils in Devon to encourage a unified Devon policy on the increase in rates for empty or second homes.

**REASON:**

The proposed change in legislation was primarily designed to encourage taxpayers to use premises as their main residence or allow others to use it. It is hoped that this

change would allow more empty dwellings and unoccupied dwellings to be brought back into use for the local community. The changes would provide additional funding to the collection fund which would be shared between the Council and other precepting authorities in line with their share of the Council Tax.

131 **Proposals to vary and discharge the Public Spaces Protection Orders 2023**

The report sought approval of the proposals to vary and discharge three Public Spaces Protection Orders; Dog Control, Seashores & Promenades, and Control of Anti-Social Behaviour & the Consumption of Intoxicating Substances in Exmouth and Sidmouth.

The Chair thanked the Portfolio Holder Coast, Country and Environment and officers for their input into this matter.

**RESOLVED:**

1. To discharge the Public Spaces Protection Orders 2019 as required by the provisions within the Anti-Social Behaviour Crime and Policing Act 2014.
2. To approve the amendments and variations to the East Devon Public Spaces Protection Orders 2023 as attached to the report.

**REASON:**

In order to clarify and simplify the current PSPO's and allow a targeted approach to dog control and anti-social behaviour within the district.

132 **The Luppitt Neighbourhood Plan ('the Plan') to be formally 'made'**

The Luppitt Neighbourhood Plan has now successfully passed referendum and must be formally 'made' (adopted) by East Devon District Council in order to form part of the development plan.

**RESOLVED:**

1. that the Luppitt Neighbourhood Plan be 'made'.
2. that once made, the Plan will carry full weight in the planning decision making process as part of the statutory development plan for this Neighbourhood Plan Area (the parish of Luppitt).
3. That Luppitt Parish Council and their Neighbourhood Plan Steering Group be congratulated on all their hard work in developing the Plan.

**REASON:**

The Plan received a majority 'yes' vote in the neighbourhood area referendum, as required by the Regulations, and there was no substantive reason not to make the Plan. In addition, to recognise the significant work over a number of years by Luppitt Parish Council and dedicated volunteers to prepare the Plan.

133 **Member Development Working Party update**

The report updated Members that at the Scrutiny Committee meeting on 2 December 2021, the Portfolio Holder for Democracy and Transparency presented an update on progress with the Member Development Working Party (MDWP). At its meetings the MDWP had considered post-election induction training, refresher training for new and existing elected members, information for prospective Councillors and current and future Member Development needs.

The Portfolio Holder Council and Corporate Coordination thanked Sue Howl and Cllr Sarah Jackson for the input into this matter.

**RESOLVED:**

1. The draft Member Development Plan, including the identified mandatory training elements that all members have to undertake, be adopted.
2. That attendance at mandatory training be uploaded to Member's Profiles on the EDDC website in September following an election, and be included as a Key Performance Indicator (KPI) on the Council's Performance Management system (SPAR) and monitored on an ongoing basis as part of the Quarterly Reviews, as a percentage of Councillors who had received training on mandatory topics.
3. That Members note a budget of £10k is available to deliver a phased Member Development Programme which would include mandatory and recommended elements.
4. That wherever possible, training should be interactive and include practical examples and case-studies, and be made available in-person and/or online and a variety of formats to suit different learning styles.
5. To review and update content available on the website for prospective Council members, to include information about training expectations and support available.

**RECOMMENDED to Council:**

6. That the Member Code of Conduct be revised so that;
  - a. paragraph 5.8.1 incorporates reference to 'the mandatory training identified as part of the adopted Member Development Plan' in place of 'Code of Conduct' (assuming Code of Conduct training remains identified as mandatory) to ensure that any failure to attend mandatory training would constitute a breach of the Code of Conduct,
  - b. paragraph 5.8.5.3 be deleted as the penalty for not attending mandatory training would now be dealt with through Code of Conduct complaints.

**REASON:**

To ensure that existing and newly elected members were offered a range of development and training opportunities after elections and on an ongoing basis, which enabled them to be fully equipped to fulfil their Council duties.

**Attendance List**

**Councillors present:**

P Arnott (Chair)  
P Hayward (Vice-Chair)  
G Jung  
D Ledger  
M Rixson  
J Rowland  
J Loudoun  
S Jackson  
N Hookway

**Councillors also present (for some or all the meeting)**

J Bonetta  
M Hartnell  
S Hawkins  
B Ingham  
P Skinner

T Wright

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health and Car Parks

Amanda Coombes, Democratic Services Officer

Simon Davey, Director of Finance

John Golding, Director of Housing, Health and Environment

Henry Gordon Lennox, Director of Governance and Licensing (and Monitoring Officer)

Andrew Hopkins, Communications Consultant

Libby Jarrett, Assistant Director Revenues, Benefits, Customer Services & Corporate Fraud

John Symes, Finance Manager

Sally Webster, Principal Environmental Health Officer

Andrew Wood, Assistant Director Growth Development and Prosperity

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 1 February 2023****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.06 pm

**134 Public speaking**

There were no members of the public wishing to speak.

**135 Minutes of the previous meeting**

The minutes of the meeting of Cabinet held on 4 January 2023 were agreed.

**136 Declarations of interest**

Min 143. Minutes of LED Monitoring Forum held on 17 January 2023.  
Councillor Alan Dent, Affects Non-registerable Interest, Member of the LED Forum.

Min 150. Council Tax Support Fund 2023.  
Councillor Steve Gazzard, Disclosable Pecuniary Interest, Is a council house tenant.

**137 Matters of urgency**

There was one late report recorded at Minute 151 - Approval to purchase the hardware and associated equipment for hybrid meetings at Blackdown House.

**138 Confidential/exempt item(s)**

None

**139 Minutes of Poverty Working Panel held on 8 December 2022**

Members agreed to note the Minutes of Poverty Working Panel held on 8 December 2022.

**140 Minutes of Joint Budget meeting of Scrutiny and Overview Committees held on 11 & 12 January 2023**

Members agreed to note the Minutes and recommendations of the Joint Budget meeting of Scrutiny and Overview Committees held on 11 & 12 January 2023.

**Minute 71 Countryside and Leisure Service**

That the Service Plan for Countryside and Leisure for 2023 – 2024 be adopted subject to the addition of the following:

That an objective be included for a scoping paper to be prepared in order to understand the areas of potential duplication between LED and the private sector to ensure that, going forward, LED is not being paid to carry out work which is being done elsewhere. This is to ensure the best use of taxpayers' money.

**Minute 72 Environmental Health Service**

That the Environmental Health Service Plan for 2023 – 2024 be adopted.

**Minute 73 Housing Service**

That the Housing Service Plan 2023 -2024 be adopted.

**Minute 74 Streetscene Service**

That the Streetscene service plan for 2023 – 2024 be adopted.

**Minute 81 Finance**

That the Service Plan 2023-24 for the Finance service be adopted.

**Minute 82 Growth, Development and Prosperity**

That the Service Plan 2023-24 for the Growth, Development and Prosperity service be adopted.

**Minute 83 Planning**

That the Service Plan 2023-24 for the Planning service be adopted.

**Minute 84 Governance and Licensing**

That the Service Plan 2023-24 for the Governance and Licensing service be adopted, subject to the inclusion of an objective to review the Members Code of Conduct in relation to the declarations of interest.

**Minute 85 Place, Assets and Commercialisation**

That the Service Plan 2023-24 for the Place, Assets and Commercialisation service be adopted subject to an amendment within the first priority listed under section 3.1 to make specific reference to the site at Websters Garage, Axminster.

**Minute 86 Communications, Digital Services and Engagement Team**

That the Service Plan 2023-24 for the Communications, Digital Services and Engagement Team service be adopted.

**Minute 87 HR and Payroll Service**

That the Service Plan 2023-24 for the HR and Payroll service be adopted.

**Minute 88 Draft Revenue and Cabinet Budgets 2023 – 2024**

To approve the draft revenue and capital budgets for 2023/24.

141 **Minutes of Strata Joint Scrutiny Committee held on 5 January 2023**

Members agreed to note the Minutes of Strata Joint Scrutiny Committee held on 5 January 2023.

142 **Minutes of Strata Joint Executive Committee held on 17 January 2023**

Members agreed to note the Minutes and recommendations of Strata Joint Executive Committee held on 17 January 2023.

**Minute 9 Strata Business Plan**

That the Strata Business Plan 2023-24 be approved by East Devon District Council, Exeter City Council and Teignbridge District Council.

143 **Minutes of LED Monitoring Forum held on 17 January 2023**

Members agreed to note the Minutes and recommendations of LED Monitoring Forum on 17 January 2023.

**Minute 34 Exmouth Pavilion report**

1. Not to dismiss any option at this stage.
2. That the placemaking consultant for Exmouth (to be appointed) be asked to consider within wider work the options put forward in this report for the Pavilion, initially determining alignment against the themes, characteristics and terms of reference agreed by Cabinet.
3. That repairs to the roof of Exmouth Pavilion take place as a matter of urgency.
4. An urgent report be brought to Cabinet outlining works needed to the Pavilion over the next 5 - 7 years noting the Forum's request that support is given to undertaking urgent repair works to the roof.

**Minute 35 LED Budget Report 2023/24**

That Cabinet recommends to Council to agree the original budget figure that has been put into the accounts but to ask officers to work closely with LED to better understand the extra request, so that the LED Monitoring Forum can consider that at a later date.

144 **Minutes of Housing Review Board held on 18 January 2023**

Members agreed to note the Minutes and recommendations of Housing Review Board held on 18 January 2023.

**Minute 39 Housing Service Plan**

That the Housing Service Plan for 2023-24 be approved.

**Minute 40 Finance report**

That the draft Housing Revenue Account revenue and capital estimates, including the proposed rent increases for 2023/24 be approved.

**Minute 41 Damp and Mould Policy**

That the Damp and Mould Policy be adopted.

**Minute 42 Learning from complaints in housing**

That the recommendations highlighted within the report be noted and approved.

**Minute 43 Integrated Asset Management Contract**

That Cabinet notes the report on the delivery of the integrated asset management contract and endorses the action plan designed to bring about a sustained improvement in service delivery.

**Minute 44 Review of downsizing grant**

That the suggested financial payments for a trial period of 12 months, for tenants who were downsizing be agreed.

## 145 **Revenue and Capital Budgets 2023/24**

The Director Finance reminded Members that Cabinet adopted the draft Revenue and Capital Budgets for 2023/24 at its meeting on 4 January 2023. A joint meeting of the Overview and Scrutiny Committees reviewed those budgets on 11 and 12 January and the Housing Review Board considered the Housing Revenue Account budgets on 18 January 2023.

As part of the Prudential Code for Capital Finance in Local Authorities the Council was required to set prudential indicators as part of its budget setting process, these indicators were detailed in the Treasury Management Strategy 2023/24 – Minimum Revenue Provision Policy Statement and Annual Investment Strategy included on this agenda. They reflected the proposals and details in the report. Alongside the Treasury Management Strategy sits the Capital Strategy which is also contained on this agenda for adoption.

The Portfolio Holder Finance thanked Simon Davey and his team for producing this balanced budget as well as maintaining frontline services.

### **RECOMMENDED to Council:**

1. To propose the Net Expenditure Revenue General Fund Budget for 2023/24 of £21.597m (as given in the adopted draft budget presented to Cabinet on 4th January 2023).
2. A Council Tax increase is approved of £5 a year giving a Band D council tax of £161.78 a year for 2023/24.
3. That the Housing Revenue Account Estimates with a net surplus of £0.268m is approved with a 7% increase on Council dwelling rents and garages.
4. That the Net Capital Budget totalling £10.216m for 2023/24 is approved.

### **REASON:**

There was a requirement for the Council to set a balanced budget for both the General Fund and Housing Revenue Account and to levy a Council Tax for 2023/24.

## 146 **Capital Strategy 2023/24 - 2026/27**

The Finance Manager presented the draft Capital Strategy for consideration and if content recommend to Council for adoption, this forms part of the annual budget setting approval process.

The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions were taken in line with desired outcomes and take account of stewardship, value for money, prudence, sustainability and affordability. This Council's practices meet these outcomes and it was useful to set these out in one place to demonstrate this.

The Capital Strategy was a key document, it provided a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the delivery of desired outcomes. It also provided an overview of how associated risk was managed and the implications for future financial sustainability. It includes an overview of the governance processes for approval and monitoring of capital expenditure.

**RECOMMENDED to Council:**

That the Capital Strategy 2023/24 – 2026/27 be adopted.

**REASON:**

In order to comply with good practice there was a requirement for the Council to have in place an adopted Capital Strategy.

147 **Treasury Management, including the Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2023/24**

The Chartered Institute of Public Finance and Accountancy (CIPFA) produces a Code of Practice for treasury management for Public Services. One of the main recommendations of this code was the requirement for an annual Treasury Management Strategy to be adopted formally by the Council. There was also a requirement to set prudential indicators relating to all treasury activities that the authority would undertake in the forthcoming financial year.

CIPFA required formal adoption of them in 2023/24 and this was reflected in the 2023/24 Strategy document.

**RECOMMENDED to Council that:**

1. the Treasury Management Strategy including the Prudential Indicators for 2023/24 be adopted;
2. the Minimum Revenue Provision Policy Statement be approved;
3. the Annual Investment Strategy, creditworthiness criteria and updated list of counterparties be approved, and
4. the 2021-22 Annual Treasury Management Report and 2022-23 Mid-Year Review Report provided in the links to background information be noted.

**REASON:**

The Council was required to adopt formally a Treasury Management Strategy and set prudential indicators before the beginning of the new financial year.

148 **Financial Monitoring Report 2022/23 Month 9 - December 2022**

The Finance Manager gave a summary of the Council's overall financial position for 2022/23 at the end of month nine (31 December 2022).

Current monitoring indicated that:

The General Fund Balance was being maintained within the adopted levels. Monitoring indicates a favourable position of £138k was predicted. There was a large favourable change in treasury management interest receipts of £981k (as detailed at section 5), offsetting this was the adverse position on employment costs due to the current year nationally agreed pay award being higher than that budgeted. It also showed cost pressures related to transport costs and reduction in customer receipts particularly as the year had progressed. Further inflationary pressures for the remainder of the year were also expected.

The Housing Revenue Account Balance was being maintained at or above the adopted level.

The Portfolio Holder Finance wished to credit the Finance team for the results they were producing.

**RESOLVED:**

That the variances identified as part of the Revenue and Capital Monitoring process up to Month 9 be acknowledged.

**REASON:**

The report updated Members on the overall financial position of the Authority at set periods and includes recommendations where corrective action was required for the remainder of the financial year.

149 **Sidmouth and East Beach BMP - OBC approval, Risk Gap Funding, Project Board Reinstatement and Detailed Design Tender Stage**

The Engineering Projects Manager presented his report which summarised the following:

EDDC to fund current project funding gap.

The hybrid option was priced using construction figures from 2020 and 2021, however due to rapid construction inflation the project cost has ballooned, and the previous available funding is insufficient to progress the project.

Restarting of Project Board, and delegate authority to sign off the Outline Business Case on behalf of EDDC.

Requesting authority to start a tender process with a consultant to provide the detailed design and further modelling and consultation to enable to tender a contractor in the future. The scope for the detailed design stage will be consulted on via the Advisory Group.

Approval of the revised Hybrid Option, now known as Option 6 for submission to the Environment Agency. The OBC document is being finalised for the Project Board to approve should item 1 be approved.

The Chair thanked Tom Buxton-Smith for his work and report on this matter.

**RECOMMENDED to Council:**

1. that £1.7m of funding is allocated to the Sidmouth and East Beach Project to complete funding within risk budget subject to the caveats detailed in the report, as outlined in annual budget papers.

**RESOLVED:**

2. the reformation of the Project Board as detailed in the report, with them signing off the final OBC be agreed,
3. that EDDC can start a tender process to appoint a new design consultant for the detailed design stage be agreed,
4. That the Hybrid Option for submission to the Environment Agency be approved. The OBC is based on this option and final amendments to this will be approved by the Project Board to also be submitted to the Environment Agency.

**REASON:**

1. The project cannot proceed into the detailed design stage without being fully funded on paper. Due to many unknowns the project has a large risk budget which needs to be funded, however it is expected some major cost savings could be realised with further work.
2. A project board was required to make quick decisions for the project, and due to a period of it being inactive, the wish was to reinstate it with Cabinet's agreement.

3. EDDC was out of contract with the current consultant who has delivered the OBC to date. Therefore there was a need to tender a new contract as per the procurement rules to a new consultant. This would ensure value for money and involvement from the Advisory Group to help develop the project forward.
4. The project was as well placed as it has been to proceed to the detailed design stage. However the current hybrid option still featured some risks, some unknowns and was still not universally liked, but provides the best option to progress. It was important to note that submitting the OBC was a funding allocation stage and did not commit EDDC to build the option presented. There would be additional time and resource into developing the detailed design option including consultation and planning prior to construction.

## 150 **Council Tax Support Fund 2023**

The Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance explained that the Government notified the council on 23 December 2022 that they were providing £100million of additional funding for local authorities to support the most vulnerable households in England. The funding would allow councils to deliver additional support to households already receiving council tax support (also known as council tax reduction) against their 2023/24 Council Tax bill.

EDDC had been allocated £216,504 under the Council Tax Support Fund 2023. The report set out the proposals for how best to utilise the fund in order to ensure this could be applied to the annual bills which would be issued in March 2023.

The Portfolio Holder Finance thanked Libby Jarrett and her team for getting to this stage particularly with the short notice given by Government. He was impressed they had met this challenge in order to help people most in need.

### **RESOLVED:**

That delegated authority be given to the Assistant Director for Revenues, Benefits, Corporate Customer Access, Fraud & Compliance to finalise the scheme including the amount to be provided under the top-up element as set out under section 2 of the report, in consultation with the Portfolio Holder for Finance be approved.

### **REASON:**

The proposals ensured that the majority of funding was allocated onto the annual council tax bills so that low income households had the benefit of this reduction applied to their bills. By retaining a small proportion allowed the council to also ensure that any new households that become eligible to Council tax reduction could also benefit from the support.

## 151 **Approval to purchase the hardware and associated equipment for hybrid meetings at BDH**

The report set out the details of the proposed IT solution to enable hybrid meetings to be run from the Council Chamber at Blackdown House.

### **RESOLVED:**

1. That the purchase of the MVI audio visual solution as set out in this report be recommended.
2. That the exemption to contract standing orders in respect of the purchase of the MVI audio visual solution system be approved.

### **RECOMMENDED to Council:**

3. That the budget in the sum of £45,000 in respect of the preferred solution be approved.

**REASON:**

To allow the purchase of a system that would facilitate hybrid meetings to take place within the Council Chamber at Blackdown House.

152 **Programme of Meetings 2023/2024**

The Cabinet considered the proposed timetable of meetings for the next Council year.

**RECOMMENDED to Council:**

that the draft meetings timetable be referred for approval to the annual meeting of the Council.

**RESOLVED**

that the 2023 Annual Council meeting be held on Wednesday 24 May.

**REASON**

To meet the legal requirement to hold an annual meeting and also such other meetings as necessary for the conduct of the Council's business in accordance with its constitution.

**Attendance List**

**Councillors present:**

P Arnott (Chair)  
P Hayward (Vice-Chair)  
G Jung  
M Rixson  
J Rowland  
J Loudoun  
N Hookway

**Councillors also present (for some or all the meeting)**

J Bonetta  
A Dent  
P Faithfull  
S Gazzard  
T Wright

**Officers in attendance:**

Tom Buxton-Smith, Engineering Projects Manager  
Amanda Coombes, Democratic Services Officer  
Simon Davey, Director of Finance  
John Golding, Director of Housing, Health and Environment  
Andrew Hopkins, Communications Consultant  
Libby Jarrett, Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance  
Patrick Lowe, Digital Communications Assistant  
John Symes, Finance Manager  
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer  
Mark Williams, Chief Executive

**Councillor apologies:**

D Ledger  
S Jackson

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the joint Overview Committee and Scrutiny Committee Budget Meeting held at Council Chamber, Blackdown House on 11 January 2023****Attendance list at end of document**

The meeting started at 9.30 am and ended at 3.55 pm

**64 Public speaking**

There were no members of the public registered to speak.

**65 Minutes of the previous meeting**

The minutes of the previous joint meetings held on 12 January 2022 and 17 January 2022 were agreed and signed as a correct record.

**66 Declarations of interest**

Minute 70a. Countryside and Leisure.

Councillor Ian Hall, Affects Non-registerable Interest, Councillor is Chair of a charitable organisation running the Axminster Skatepark project.

Minute 70a. Countryside and Leisure.

Councillor Tony Woodward, Disclosable Pecuniary Interest, Councillor has contract as casual worker with LED Leisure Management Ltd.

The Monitoring Officer granted Cllr Woodward a dispensation to remain in the meeting, as without a dispensation the Overview Committee would have been inquorate at certain points during the meeting.

Minute 70a. Countryside and Leisure.

Councillor Vicky Johns, Affects Non-registerable Interest, Councillor works for an art charity.

Minute 70b. Housing.

Councillor Jake Bonetta, Affects Non-registerable Interest, Councillor is Chair of Honiton Foodsave.

**67 Matters of urgency**

There were no matters of urgency.

**68 Confidential/exempt item(s)**

There were no confidential / exempt items.

**69 Draft Revenue and Capital Budgets 2023-2024**

The Portfolio Holder for Finance thanked the Director of Finance and the Finance Manager for their work in preparing the reports. It was noted that the draft budgets had been prepared against a background of reduced funding by central Government, constraints on council tax limits and high inflation, all of which were significant factors.

Recommendations from the Committees would go forward to Cabinet on 1 February before referral to full Council to agree the budget.

The Director of Finance outlined the budget position and presented the draft Revenue and Capital budgets for 2023-2024, highlighting the following key points to the Committees:

- With regard to the General Fund position, since the report was compiled the Local Government Settlement has been announced which provided an additional £349,000 in grants, leaving a requirement of £85,000 to be taken from reserves in order to balance the budget.
- It was acceptable to take this amount from reserves and Government advice was that Councils should consider taking amounts from reserves due to the current significant implications of inflation.
- The report highlighted significant variations in portfolio expenditure between years with a 25% increase in expenditure due to factors such as the national pay award in the current financial year, the assumed pay award for the next financial year and the Council's recent pay review.
- Increasing energy costs had added £200,000 to the budget across the whole Council.
- Regarding service specific variations between years, a one off cost of £169,000 had been included for the District Election in May 2023.
- A linked background paper explained the requirement for the inclusion of £100,000 in the budget for the early stage planning of a new town.
- An additional £1.1m was required by StreetScene for expenditure on recycling and waste as a result of the approved bridging solution and inflation linked to contract payments.
- The Housing Task Force Team required an additional £182,000 which would be met from earmarked reserve.
- Special items had been excluded from the draft budget as there was no scope for additional expenditure until the outturn position was known.
- The report highlighted that since the draft budget had been prepared, LED had requested a revised amount of £1.498m which was an increase of £126,000 above the draft budget figure of £1.372m. This request would be considered at the forthcoming meeting of the LED Forum, following which recommendations would go back to Cabinet in February before the final budget proposals are considered by full Council.
- The draft budget assumed a £5 increase to the Council Tax, taking the charge for a Band D property to £161.78, being a 3.19% increase.
- The draft budget was within the range adopted by the Council, although it was noted that it was close to the bottom end of the reserves level. This was due to expenditure approved during the current year and the cost of the upcoming elections.
- The business rate income at £6.7m was significantly above the Government baseline figure and the report highlighted a risk in 2025/26 of this income being substantially reduced as a result of the anticipated Government rebasing of business rates. The potential effect of this on budget shortfall in the following years was shown in the table at 2.18 of the report.
- The report highlighted the Financial Sustainability Model as the agreed approach to addressing the modelled deficits. An in-house review is being undertaken to ensure that work is being carried out as efficiently and effectively as possible and results would be reported back to Members to inform decisions with regard to future budgeting and any potential cuts to services.
- The Housing Revenue Account would be considered in detail by the Housing Review Board at its January meeting.
- The results of the housing stock survey are still awaited.
- The Government cap of 7% on local authority housing rents had been built in to the budget and it was noted that the increased rental income would be needed to cover maintenance costs which were likely to increase by the Consumer Price Index (CPI) which was currently around 10%.

- The Housing Revenue Account was showing a surplus of £268,000 but it was anticipated that this would be required for in-year costs.
- With regard to the Capital Programme the details were set out in the Budget Book which was attached to the report and which had been recommended by the Budget Setting and Capital Allocations Panel.

The Chair thanked the Finance Director for presenting a balanced budget during very challenging times.

In response to questions and comments from Members the following points were made:

- With regard to the Business Rates Retention Scheme, Members were concerned that the Council would be penalised for its achievements. It was noted that the Scheme was always going to be for a certain period of time only and had never been reviewed. The Council was now using income from business rates to support services and the Medium Term Financial Plan set out the anticipated worst case scenario as a result of the future re-basing of the Scheme. It is likely that the Government will introduce a transition period to mitigate against the worst effects.
- Members were of the view that the issue of the Business Rates Retention Scheme review should be raised with MPs.
- The increase in the budgeted expenditure for car parks was due to additional staffing costs.
- Budgeted increase in costs for public conveniences was due to inflationary pressures and particularly increases in the cost of water and electricity.
- In response to concerns regarding second homes, Member's attention was drawn to the report to the January meeting of Cabinet and the on-going work on this issue.
- Members expressed concern at the proposed increase to Council tenants' weekly rent and whether there was sufficient support for tenants.
- Members expressed concern regarding the potential increase in the LED costs and it was noted that budget reports would be presented at the January meeting of the LED Monitoring Forum, followed by further consideration by Cabinet at its February meeting.
- With regard to Members' concerns about the increase in maintenance costs for the Council's housing stock, it was noted that payments are built into maintenance contracts and that there is no scope for renegotiation.

### **PROVISIONAL RECOMMENDATION**

That, in principle, and subject to any further revisions following the joint meeting of the Overview and Scrutiny Committees on 12 January 2023, the draft Revenue and Capital Budgets 2023-2024 be recommended to Cabinet for adoption.

## **70 Key Service Plan Objectives 2023-2024**

The Committees considered the service plan objectives for the following services:

- Countryside and Leisure
- Environmental Health
- Housing
- StreetScene

The Director for Housing, Health and Environment delivered a presentation outlining the key issues and challenges for the four services and the cross-cutting themes from each of the service plans. The presentation included the following:

- Service plans are aligned with the Council Plan and the four services make a significant contribution to delivery of the Council Plan's priorities.
- High level challenges include delivering core services well, using resources effectively, prioritising and maintaining staff morale, ongoing recruitment and retention issues, meeting customer expectations and delivering Council Plan and Service Plan priorities.
- Addressing the climate change emergency is a corporate commitment with significant work to be undertaken to meet the Council's targets. Every Service Plan makes a contribution to meeting the target of becoming a carbon neutral Council by 2040.
- With regard to public health and wellbeing, challenges were identified as response and recovery from the covid pandemic, tackling environmental and social conditions to promote good physical and mental health, encouraging healthier behaviour to reduce illness and addressing the loss of independence and promote wellbeing and self-care.
- The importance of corporate health and safety was highlighted, with some areas such as StreetScene requiring a very strong health and safety focus.
- Addressing poverty and its prevention is now a corporate priority with a clear strategy and action plan.

## 71 **Countryside and Leisure**

The Assistant Director Countryside and Leisure presented the Service Plan for 2023-2024. Key challenges under the headings of Maintaining our Nature Reserves and Green Space, Trees and Outdoor Health and Wellbeing were identified as follows:

- Delivery of duties under the new Environment Act including securing 20% biodiversity net gain on all new developments, as opposed to the mandatory 10%. Guidance on this duty is awaited from Defra. Training will be provided for planning officers and information workshops will be held for Members.
- Development of a local nature recovery plan, led by Devon County Council.
- Working with Natural England's policy on nutrient neutrality on the River Axe with the aim of delivering habitat based nutrient neutrality mitigation measures and water efficiency measures on Council housing stock in the Axe Valley catchment.
- Delivery of nature recovery and re-wilding projects including the Wild Honiton project.
- Development of a new Tree Strategy for East Devon once the draft Devon Tree Strategy is published around March/April and the expansion and support of the Tree Warden Scheme.
- Delivery of priorities identified within the Leisure Strategy including actively re-negotiating dual site agreements, a stock condition survey of leisure centres and provision of leisure facilities at Cranbrook.
- Delivery of priorities within the Culture Strategy which will be assisted by the recent employment of the Cultural Producer.
- Ensuring synergy between the Leisure Strategy, Cultural Strategy and Tourism Strategy.

The Portfolio Holders for Coast, Country and Environment and Tourism, Leisure, sport and Culture thanked the Assistant Director and his team for their work and acknowledged the significant value of the countryside in maintaining residents' wellbeing.

Questions and comments from Members included the following points:

- The Sport England pilot for Cranbrook has taken a long time to get up and running. There is a clear plan for delivery and focus now needs to be on delivering actions identified in the plan.
- Concerns regarding durability of new trees planted on developments will be raised with planning enforcement officers and the issue will be included in the new Tree Strategy.
- Concern was expressed regarding support for the most vulnerable to be able to access leisure centre facilities and Members' attention was drawn to the forthcoming meeting of the LED Forum and the agenda for that meeting.

- There is an urgent need to address issues regarding nutrient neutrality on the River Axe and on-going work to set up the framework will be communicated to Ward Members. £100,000 is available in the Planning service budget and it is vital that the right expertise is brought in for this work in collaboration with Dorset and Somerset.
- There was a need for sufficient officers to deliver the new Tree Strategy and it was noted that there had been issues with the recruitment of tree officers. Officers were of the view that the recent pay review should assist with recruitment and other routes such as apprenticeships should also help with long term recruitment and retention of staff.
- Regarding concerns over Ash dieback, it was noted that this would be addressed through re-planting and would be addressed through the new Tree Strategy.
- Concern was expressed that if leisure centre facilities are withdrawn then work in conjunction with the NHS would be lost unless other facilities elsewhere are available.
- Members queried what other leisure facilities are available through providers other than LED. It was noted that the information may be available as data was compiled during production of the Leisure Strategy.
- Concern was also expressed that LED might be duplicating what is already being provided by other providers and there was a need to understand potential areas of duplication between LED and private providers to ensure that the Council is obtaining best value for tax payers.
- With regard to the development of a café offer at Seaton Wetlands, it was noted that this would be a very modest and sensitively located concession to encourage visitors to explore the whole of the Wetlands as well as to generate some income.
- Regarding development of the ACED Network, it was confirmed that all cultural events in East Devon should be able to be accessed via the ACED website.

#### **RECOMMENDATION TO CABINET:**

That the Service Plan for Countryside and Leisure for 2023 – 2024 be adopted subject to the addition of the following:

That an objective be included for a scoping paper to be prepared in order to understand the areas of potential duplication between LED and the private sector to ensure that, going forward, LED is not being paid to carry out work which is being done elsewhere. This is to ensure the best use of taxpayers money.

Prior to the start of the next item, the Chair advised that the Overview Committee had become inquorate due to a Committee member having to leave the meeting. Another member was expected to join later during the meeting.

## 72 **Environmental Health**

The new Assistant Director Environmental Health introduced himself and presented the Service Plan for 2023 – 2024. The overarching priority in the Service Plan is to protect the health of the public and the environment and work to improve healthy lifestyles and reduce health inequalities. The presentation included the following key points:

- Regulation of private sector housing including delivery of enforcement, houses of multiple occupancy, regulation of private water supplies, bringing empty homes back into use and improving the energy efficiency of homes.
- Food and water safety and security. It was noted that the pre-Brexit EU regulations will fall away at the end of the year and it was not yet clear what impact this will have on the service.
- Protecting health including regulating environmental pollution risk, anti social behaviour, infectious disease and animal health where this affects disease and food standards.

Key service development / projects for 2023 -2024 included:

- The creation of a Green Team with representatives from all services to oversee, monitor and report on the delivery of the actions in the Climate Change Strategy and Action Plan.
- Improving the winter resilience of private sector housing.

- Monitoring and improvement of air, land and water quality in the District.
- Improving food hygiene, health and safety in the District including assessment of the new Food Standards Agency Strategy due during the year.
- With regard to community safety and anti-social behaviour, identifying and progressing safeguarding improvements.
- Review of the public health strategy.
- Review of the corporate Emergency and Business Continuity Plans.
- Utilise the Contain Outbreak Management Fund on positive health outcomes.

The Portfolio Holder for Coast, County and Environment thanked the Director Housing, Health and Environment for his work in the interim phase prior to the appointment of the new Assistant Director.

The Portfolio Holder for Climate Action and Emergency Response thanked all of the officers involved.

Questions and comments from Members included the following points:

- Members noted that the position with regard to staffing had improved but that some issues with recruitment remain.
- With regard to private water supplies, the team risk assesses supplies through water sampling to ensure safety.
- The team supports communities in managing anti-social behaviour and is part of the Community Safety Partnership.
- The Portfolio Holder Coast, Country and Environment is holding meetings with the relevant MP and South West Water to address sewage pollution in Exmouth. It was acknowledged that engineering works in Exmouth and Budleigh Salterton are a long term and multi million pound issue.
- In response to Members' concerns regarding damp and mould, it was noted that the Environmental Health team has wide-ranging powers and takes a zero tolerance approach to damp and mould. The whole housing sector is prioritising work of this type.

When agreeing the recommendation, it was noted for the record that the Members of the Overview Committee were in agreement although the Committee was inquorate and Members did not vote.

#### **RECOMMENDATION TO CABINET:**

That the Environmental Health Service Plan for 2023 – 2024 be adopted.

## 73 **Housing**

The Assistant Director Housing and the Housing Task Force Service Lead presented the Service Plan for 2023 – 2024 and outlined the key challenges for the service under the following headings:

- More affordable homes – a decent home for all.
- Homelessness and rough sleeping.
- Council homes fit for purpose and satisfied tenants

The Assistant Director Housing also advised that:

- The service is currently experiencing very high and growing demand and complexity of demand.
- There is a national issue of damp and mould which is rightly receiving a lot of attention.
- Changes are anticipated due to the forthcoming Social Housing Act.
- The service had to change completely during the covid pandemic and it has taken time to get the service back to normal running pre-covid.

- The service has also experienced personnel challenges, with high levels of staff sickness and difficulties with recruitment.

With regard to the key challenge of more affordable homes, The Housing Task Force Service Lead outlined the work of the Task Force since February 2022 as it seeks to grow the Council's housing stock and explores building Council's own housing in order to re-dress the balance following the right to buy scheme.

The Task Force is reviewing land already owned by the Council and had found 11 sites in the District with potential for development. The Task Force is seeking to deliver new carbon neutral homes in Honiton by way of ZedPods.

Regarding the key challenges of homelessness and rough sleeping and Council homes fit for purpose, the Assistant Director Housing made the following points:

- The service is seeing highest ever demand due to the two main reasons of loss of private sector accommodation and family breakdown.
- Officers are having to spend a lot of time with residents linked to issues with mental health.
- The Homelessness and Rough Sleeper Strategy 2024 – 2028 is due for renewal during the year.
- An internal action plan to address damp and mould would be considered at the upcoming meeting of the Housing Review Board.
- The service worked closely with the Poverty Working Group on the winter strategy.

Questions and comments from Members included the following points:

- With regard to the replacement of carpets and curtains at the end of a tenancy, this is under review and where possible fixtures and fittings would be retained.
- Retrofitting of housing stock would bring most homes up to EPC B.
- Regarding the suitable sites for housing provision, the two largest sites are in Honiton with in excess of 50 homes. Other sites are in Sidbury, Exmouth and Sidmouth with potentially 70-80 homes in the pipeline. There is also significant development potential in Axminster which cannot currently proceed until the Natural England embargo is lifted.
- With regard to the waiting list for homes, it was noted that the vast majority on the waiting list are already housed, but are waiting to move to a more appropriate property.
- It was noted that the Housing service is seeing an increase in work required when properties are returned and that the service had negotiated with the Council's contractor to bring in significant resources to address this issue.
- Members were advised that some people who are homeless do not wish to engage with officers.
- Clarification as to the definition of affordable homes and social homes in that affordable homes are 80% of market rental and social homes are 70% of market rental. The categories also attract different funding.
- In response to a question regarding the complaints to the Housing Ombudsman and the subsequent findings, it was noted that a report on this issue is going to the January Housing Review Board meeting. Further details on this matter are also available on the website.
- Councillors expressed concerns with regard to supporting the most vulnerable residents and it was noted that officers are working proactively to help residents and to encourage vital early engagement.
- With regard to routine maintenance, annual visits to properties are being introduced in order to ensure that the service becomes more proactive.

The Chair thanked the Assistant Director Housing and the Housing Task Force Service Lead for their presentations.

It was noted that the Overview Committee was quorate due to the arrival of a Committee Member.

**RECOMMENDATION TO CABINET:**

That the Housing Service Plan 2023 -2024 be adopted.

74 **Streetscene**

The Assistant Director Streetscene presented the service plan for 2023 – 2024 and summarised the key points as follows:

- The focus for 2023-24 will be on meeting core demands and bedding in the already approved resources, for example, six new operatives to assist with street cleaning due to increased demand for this service.
- It was anticipated that the recruitment of a new Project Officer will shortly be completed and it was noted that the recent pay review had assisted with recruitment. The new Project Officer will work on delivery of items such as the review of bin charges and operating models.
- The service plan includes projects to progress work on climate change such as fleet decarbonisation and more sustainable management of green spaces, together with evidence to show how the service is improving.
- Work will be undertaken to review financial sustainability and future service shape including a review of software to manage these works.
- The service plan includes capital projects for the engineering team, however the challenge will be to deliver with a small team.
- It is anticipated that major projects such as beach management plans will see funding gaps due to global issues and a report on this issue would be considered at an upcoming Cabinet meeting.
- Work will include consideration of low carbon alternatives to hard engineering.
- The service plan also focuses on contract renewal of recycling and waste services in 2026 and meeting the requirements of the forthcoming Environment Act.
- Planning is underway to service up to 90,000 properties in the next decade.
- The service will be considering future depot requirements and investment in infrastructure which will work in tandem with decarbonisation of the fleet, with the investment required in the tens of millions.
- It is hoped that the service will move up the Defra league table for recycling and the service is planning for a recycling rate of 70% by 2030, although it was noted that margins for improvement are tight.
- The recent pay review is helping with recruitment as demand increases due to higher visitor numbers in the District, an increase in residents and longer tourist season due to climate change.
- It was highlighted that the decarbonisation of the fleet will be a significant investment as electric vehicles are double the cost of conventional vehicles.
- A re-naturing strategy will be developed to improve the sustainable management of green spaces.
- Applications for renewal of blue flag status will be made for Exmouth, Sidmouth, Seaton and Beer.

The Portfolio Holders for Coast, Country and Environment and Tourism, Leisure, Sport and Culture thanked the Assistant Director and his team for their work.

Questions and comments from Members included the following points:

- With regard to a review of street litter bin collection models, Members were advised that the new Project Officer should be in post fairly soon and this review would be a priority. In order to understand how the operation is set up, the service would take the opportunity to undertake a full review with the timeline for this shown in the draft service plan.

- Regarding examples of alternative methods of waste collection in other countries, Members were advised that the current system is built on restricted capacity and that residual waste levels are very low. Alternative methods are not under consideration as they do not incentivise residents to recycle.
- In response to a question regarding alternative use of category B and C public toilets under the public toilet review, Members were advised that the Place, Assets and Commercialisation team are leading on negotiations and focussing on those which are progressing. Further information will be released at the appropriate time.
- Regarding re-generation of play areas, it was noted that coastal and flooding resilience are the priorities for the engineering team. Once the new engineering officer is in post some of the work on play areas may be able to be progressed although this is less time sensitive than the coastal and flooding priority projects.
- With regard to a possible review of green bin charges, Members were advised that the charge has not been increased in previous years in order to attract and retain customers. The current draft budget has provision for a small increase.
- Work on increasing on-street recycling is progressing slowly due to waiting for details of the Government's Deposit Return Scheme.
- Beach trackway matting has been very well received.
- Progress on the Bapton Valley cycle route has been slow due to staff shortages.
- Regarding the Heads of Terms for transfer of public toilets, it was noted that proposed transfer is on a long leasehold basis to enable transferees, such as town and parish councils, to raise funds to take on the asset.
- Regarding dog waste, Environmental Health deals with enforcement. A report on proposals to vary and discharge the Public Space Protection Orders was considered at the January Cabinet meeting.
- Consideration could be given to asking residents to put out recycling for collection only when containers are full.

**RECOMMENDATION TO CABINET:**

That the Streetscene service plan for 2023 – 2024 be adopted.

**Attendance List**

**Councillors present:**

M Chapman  
O Davey (Vice-Chair for this meeting)  
D Key  
H Parr  
E Rylance (Chair for this meeting)  
B Taylor  
T Woodward  
J Bonetta (joined the meeting at 2pm)  
S Gazzard  
I Hall  
M Hartnell  
V Johns (Vice-Chair for this meeting and left at 1pm)

**Councillors also present (for some or all the meeting)**

K Bloxham  
N Hookway  
G Jung  
J Loudoun  
M Rixson

J Rowland  
P Skinner  
T Wright

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health and Car Parks  
Simon Davey, Director of Finance  
Jo Garfoot, Assistant Director Housing Task Force  
Amy Gilbert-Jeans, Assistant Director Housing  
John Golding, Director of Housing, Health and Environment  
Henry Gordon Lennox, Director of Governance and Licensing (and Monitoring Officer)  
Andrew Hancock, Assistant Director StreetScene  
Sarah Jenkins, Democratic Services Officer  
Charles Plowden, Assistant Director Countryside and Leisure  
John Symes, Finance Manager

**Councillor apologies:**

M Allen  
J Bailey  
C Gardner  
S Hawkins  
J Kemp  
P Millar  
J Whibley  
D Barrow  
D Manley  
A Moulding

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the Joint Budget Meeting of the Overview and Scrutiny Committees held at Council Chamber, Blackdown House, Honiton on 12 January 2023****Attendance list at end of document**

The meeting started at 10.05 am and ended at 3.55 pm

**75 Public speaking**

There were no members of the public registered to speak.

**76 Minutes of the previous meeting**

The minutes of the previous meeting were received and agreed at the previous session on 11 January 2023.

**77 Declarations of interest**

Minutes 80 – 87 Key Service Plan Objectives 2023-2024 and Minute 88 Draft Revenue and Capital Budgets 2023 – 2024.

Councillor Tony Woodward, Disclosable Pecuniary Interest: Councillor has contract as casual worker with LED Leisure Management Ltd.

The Monitoring Officer granted Cllr Woodward a dispensation to remain in the meeting as without a dispensation the Overview Committee would have been inquorate at certain points during the meeting.

Minute 86 Communications, Digital Services and Engagement Team.

Councillor Eleanor Rylance, Affects Non-Registerable Interest: Councillor is a host on the Homes for Ukraine scheme.

**78 Matters of urgency**

There were no matters of urgency.

**79 Confidential/exempt item(s)**

There were no confidential or exempt items.

**80 Key Service Plan Objectives 2023-2024**

The committees considered individual service plan objectives as set out in these minutes for the following services:

- Finance
- Growth, Development and Prosperity
- Planning
- Governance and Licensing
- Place, Assets and Commercialisation
- Communications, Digital Services and Engagement Team

- HR and Payroll Service

## 81 Finance

The Director for Finance, the Assistant Director Revenues and Benefits and the Finance Manager provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The Portfolio Holder for Finance remarked on the volume and breadth of work that is covered, commenting on the challenges that are presented, and the achievements. He thanked the Finance and Revenues & Benefits teams for their hard work.

For the Finance team, work for the coming year would include:

- Implementation of the Financial Sustainability Model; this work is critical in terms of balancing the budget going forward and ensuring effective and efficient delivery of services. Progress will be reported to Members through the Budget Setting and Capital Allocations Panel, with minutes going on to Cabinet.
- Working with Devon Procurement Services to develop a matrix of activities to embed practices in the Council's procurement processes to reduce the carbon footprint, in line with the Procurement Strategy 2022-2027 adopted by Members.
- Implementation of new Finance System. The Finance Manager explained that this is a major project that will touch all areas of the Council; the system will facilitate better reporting and budget monitoring, with user friendly dashboards and the ability to better identify trends. Exeter City Council (ECC) and Teignbridge District Council (TDC) will be on the same system, enabling closer working between the three authorities.

For the Revenues and Benefits team, work for the coming year would include:

- Poverty Strategy – to continue to develop the Poverty Dashboard to drive the Council's response to help residents with the cost of living crisis.
- Development and approval of the Household Support Fund 3 and Discretionary Fund.
- Council Tax Reduction Scheme – currently a revised, more generous scheme is being proposed which will lift the lowest income households out of paying council tax altogether. If approved, the new scheme will be implemented leading up to 2023/24.
- Implementation of Business Rates Revaluation and government schemes announced in the Autumn budget.
- Carrying out a review of telephony across the Council to ensure efficient and streamlined processes and high standards of customer service.
- Carrying out feasibility with ECC Revenues & Benefits Service on exploring opportunities for partnership working/scoping how services can be better aligned.

Clarification and responses included:

- Whilst this Council has a regular relationship with ECC and TDC in terms of shared IT systems, TDC uses different Revenues and Benefits software to that used by this Council and ECC, therefore synergies are closer with ECC. ECC have been proactive in approaching this Council with a view to closer partnership working, and the Assistant Director Revenues & Benefits will be meeting with her counterpart in ECC imminently, to start these conversations.
- The Director for Finance assured Members that sharing computer systems with ECC and TDC does not increase risks of hacking, since data are already held on the same servers, and the same controls and processes through Strata are in place.
- A Member sought to understand where the automations and efficiencies will come in with the new finance system, given that there will be other multiple systems feeding into the main finance system. He asked whether officers would have overview and authorisation of certain transactions, to mitigate risk from errors. The Director for Finance confirmed

that key controls around reconciliations and hierarchy of authorisations are already in place, and will remain in place with the new system. The benefits of the new system are mainly around the ability to report, and procurement. The efficiencies arise from all three authorities designing the finance system together, with development of the same systems and process, meaning that the specialist accountants from the authorities can work together, thereby mitigating against risk of failure.

- It is expected that local councils will continue to be used to deliver funding schemes brought forward by central government, given that district councils in particular are well placed to adapt and get payments out quickly to local residents. Grants are now targeting cost of living, and no further funding is expected in relation to the Covid pandemic.
- The Council does receive funding to cover the costs of administering funding schemes announced by central government, but there is a significant time lag on this being received.
- This Council has a positive track record relative to some other councils in managing the challenges of delivering funding schemes, with the right skills sets, a lot of experience and an agile workforce. The service is therefore able to flex and prioritise and deprioritise work in order to deliver, without reliance on agencies.
- One Member asked if this year's Council Tax and rent increases will mean that more households become eligible for 100% Council Tax reduction. The Assistant Director Revenues & Benefits explained that the Council Tax Reduction Scheme does not take account of expenditure but looks at income to determine which band households fall into. She added that band widths had been revised to allow for the rise in benefits in line with inflation.
- A lot of work takes place to support households with financial resilience and working with trusted partners to try to remove barriers for households in poverty to access support.

**Recommended to Cabinet by the Overview and Scrutiny Committees**

that the Service Plan 2023-24 for the Finance service be adopted.

82 **Growth, Development and Prosperity**

The Assistant Director Growth, Development and Prosperity provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

For the Growth, Development and Prosperity team, work for the coming year would include:

- Input to the development of the new Local Plan with a focus on establishing robust, effective and defensible policies and proposals in a range of areas.
- Lead on the deployment of the UK Shared Prosperity Fund and Rural Economic Productivity Fund (UKSPF) programmes ensuring core outputs and key milestones are achieved on time and to budget, in line with the UKSPF Investment Plan.
- Provide ongoing support to the East Devon Tourism Network, enabling delivery of relevant Tourism Strategy objectives.
- Ongoing implementation of the Bidsmart initiative across all service areas, with a more collaborative, informed approach to identifying and responding robustly to external funding opportunities.
- Delivery of a vibrant town centre for Cranbrook
- Ongoing work which aligns with the Climate Change Action Plan including Clyst Valley canopy work and the district heating interconnector project.

Questions, clarification and responses included:

- Work has been done at the Heart of the South West level around a vision for sustainable aviation in the area. This included potential for test corridors linking Yeovil, Exeter and Plymouth; it was recognised that work around the launch of Virgin Orbit's Cosmic Girl at Cornwall Airport in Newquay has brought technology and jobs to that part of Cornwall. There is the potential to develop a wider proposition around sustainable aviation as part of the Great South West initiative. This would pick up from the test flights for hybrid-electric propulsion between Exeter and Newquay airport that took place in the summer of 2021.
- The East Devon Tourism Network will bring together a range of bodies and organisations to ensure good visibility on grant schemes and other support coming forward.
- Exeter Airport has been slow to recover from the impact of the pandemic and the demise of FlyBe. The significance of the airport for development of the Science Park and the wider business community is unclear; some key business routes (e.g. to Amsterdam, Paris) have not re-emerged and it would be difficult to demonstrate empirically whether this has impacted on the development of the Science Park. The airport has benefited from financial support which includes £200k from this Council through the Special Case Funds during the pandemic, as well as business rate relief and the furlough scheme nationally.
- Work around delivery of the various assets in Cranbrook is coordinated through the Strategic Delivery Board, and an implementation plan is reviewed at every meeting.

**Recommended to Cabinet by the Overview and Scrutiny Committees**

that the Service Plan 2023-24 for the Growth, Development and Prosperity service be adopted

83 **Planning**

The Assistant Director for Planning provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The service plan for the coming year included:

- To progress the Local Plan through to a publication draft in accordance with the timetable set out within the local development scheme and in accordance with Members aspirations outlined in the Council Plan.
- Following adoption of the Cranbrook Plan, to determine planning applications for the expansion at Cranbrook and secure the range of uses needed to create the vibrant town envisaged by policy; and to determine applications for the expansion areas at Cranbrook to maintain a supply of housing plots and meet the aspirations for growing the town.
- To manage the efficient and orderly transfer of data in the local land charges system to the Land Registry.

Clarification and responses included:

- Ongoing difficulties around staff recruitment and retention have impacted on service delivery. It is hoped that the recent Reward Review will make the Council more competitive with other public sector organisations, and this will be tested in advertised roles; however, public sector salaries will always lag behind private sector, and people can only compromise to a certain extent. The service is also working to grow its own surveyors and planners for the future, with apprentices being brought in. Additionally, professional bodies are opening up greater routes to qualification into the planning and surveying professions, but it will take time for courses to embed and for people to come in through these routes.
- It was noted that planning fees set by central government have not increased since an inflationary increase around 8 years ago and do not reflect the amount of work involved. Michael Gove MP recently made an announcement about changes to the planning system, including revised fees, and it is hoped that further detail will be announced before the end of the financial year.

- Following any further announcement from central government around changes to the planning system, the Council would need to wait until a revised version of the National Planning Policy Framework (NPPF) is in place for it to impact planning decisions, and it is not known how long this will take. The Strategic Planning Committee could consider holding off on some decisions in terms of the Local Plan, until such time as the NPPF consultation and its implications are fully understood.
- East Devon is the lead authority for the mitigation strategy for phosphate levels arising from development affecting the River Axe, and is due to receive £100k in funding for the catchment as a whole. A report will be brought to Strategic Planning Committee outlining how the funding could be used; the funding could pay for a dedicated officer to put together the mitigation strategy, with consultants brought in for specialist areas of work. Mitigation is already being delivered through a number of projects and it should be no more than a couple of years before contributions come in through the planning process. There is a risk that in prioritising contributions towards protected habitats, developers will be less able to deliver affordable housing and this is beyond the Council's control; however, the Council will do its best to secure affordable housing within these constraints.
- Currently the Environment Agency is leading on a project which potentially delivers mitigation for the River Axe on a wider scale, with associated cost efficiencies; the Assistant Director for Planning hopes to bring a report to Members in the next couple of months about how the Council can work with the Environment Agency to address the issues.
- Headlines from the Local Plan consultation are expected to be brought to the March meeting of Strategic Planning Committee. All consultation responses including emails and slips written by hand at drop-in centres will be taken into account.
- In respect of delivering infrastructure, CIL was only meant to be part of the funding and unless further funding streams become available from government, there will be insufficient resource to deliver all of the infrastructure that is needed.
- It is hoped that a draft Playing Pitch Strategy will be brought to Members for adoption, within the next six months

**Recommended to Cabinet by the Overview and Scrutiny Committees** that the Service Plan 2023-24 for the Planning service be adopted.

## 84 **Governance and Licensing**

The Director for Governance and Licensing provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The service plan for the coming year included:

- Conduct of the May 2023 elections safely and effectively, with voter ID.
- Implementation of the Induction/Member Development Programme, following May 2023 elections.
- Ensuring implementation of any decision by Council to change its governance arrangements following the outcomes of the Governance Review Working Party.

Clarification and responses included:

- Members were asked to engage with the independent remuneration review process and give their views to the Panel which is impartial.
- When Councillors are appointed to committees after the May 2023 elections, they will need to be properly appraised of the implications and expectations on them, so that the workload is shared evenly.
- Average response time for Freedom of Information requests is within the statutory 20 days.
- A national campaign is now launched highlighting the need for voter ID, ahead of the May 2023 elections, and the returning officer has attended a relevant training course.
- Mandatory training for Members will be delivered early, following the May 2023 elections.

- The new Code of Conduct had been effective in bringing forward Members interests that were previously not obvious, however some Members commented that the electorate were confused about declarations of interest since the new Code had been introduced, and asked for a review of the current framework.

**Recommended to Cabinet by the Overview and Scrutiny Committees** that the Service Plan 2023-24 for the Governance and Licensing service be adopted, subject to the inclusion of an objective to review the Members Code of Conduct in relation to the declarations of interest.

## 85 **Place, Assets and Commercialisation**

The Assistant Director Place, Assets and Commercialisation provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The service plan for the coming year included:

- Commence delivery of priority actions adopted through the new Asset Management Plan to be adopted Spring 2023.
- Support delivery of the Leisure Strategy.
- Delivery of terms of reference and Placemaking Strategy for Exmouth.
- Commence implementation of a Place & Prosperity Fund to be adopted Summer 2023.
- Supporting towns and other communities with the Shared Prosperity Fund, Place & Prosperity Fund and Levelling Up.
- Deliver outcomes of the Public Toilets Review.
- Complete lease to Seaton Tramway of Seaton Jurassic, with associated documentation.
- Undertake a review of depot provision.
- To increase awareness of what is meant by the term Placemaking and facilitate a discussion on this topic and what opportunities are available within East Devon to enable Placemaking outcomes.
- Complete lease to NHS of surplus 1<sup>st</sup> floor offices at Exmouth Town Hall.
- Agree and report on Performance Indicators through Asset Management Forum.
- Using carbon footprint data of building assets as a baseline, introduce a mechanism for capturing details of works undertaken to buildings to evidence progress towards net zero.

Clarification and responses included:

- Key areas of focus are i) placemaking, and in particular finding solutions for stalled employment sites; and ii) improving energy efficiency and sustainability of the Council's buildings.
- In terms of the let portfolio, there is natural churn and when properties become vacant they are usually re-let easily; there is not a problem with voids or the payment of rents.
- Discussions with town and parish councils concerning the transfer of public toilets have been challenging; however, Heads of Terms were agreed by Members and included in the consultation, and it is not intended to re-write them. Regular updates are provided to members of Cabinet and can be circulated more widely to Members.
- In terms of placemaking strategy for the district's towns other than Exmouth, the starting point is what are the opportunities in those towns; there are fewer opportunities in towns where the Council controls fewer assets. A similar project to the Axe Valley study is being rolled out under Shared Prosperity Funding and if opportunities are identified through this study, then the Council can consider how to deliver them.
- The Beer pilot around community asset transfer has been very complex due to the nature of the assets concerned, and learnings have been taken from it. Community asset transfer is a key piece of work and moving forward, it will be important to identify at the outset what is achievable and to decide whether it is practical.

- The service is working on creating an asset register containing useful relevant information other than just what the Council owns, and an update on this work will be provided to Asset Management Forum in March.
- At point 3.3 on the service plan, 'deliver terms of reference and placemaking strategy for Exmouth' refers not to terms of reference for the Placemaking in Exmouth Town and Seafront Group, but to decisions around the priorities for Exmouth as a place, following the consultation and identification of themes and characteristics, and what projects will be taken forward.
- The wording concerning Broadclyst Leisure Centre at 3.2 in the service plan is lifted from the newly adopted Leisure Strategy.
- A Member asked that the service plan includes specific reference to the site at Websters Garage, Axminster within the first priority listed under section 3.1.
- Electricity costs for the Council's buildings have increased considerably, and the service has reviewed the tariffs that the buildings are on. Work is being done through the capital programme with a view to making efficiency savings but as many of the Council's buildings are quite small, opportunities for financial savings from solar panels are quite limited. The biggest opportunities for carbon and financial savings from solar panels relate to leisure sites, but as utilities are paid for by LED, there is not a financial benefit directly to EDDC.

**Recommended to Cabinet by the Overview and Scrutiny Committees** that the Service Plan 2023-24 for the Place, Assets and Commercialisation service be adopted subject to an amendment within the first priority listed under section 3.1 to make specific reference to the site at Websters Garage, Axminster.

## 86 **Communications, Digital Services and Engagement Team**

The Communications Consultant provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The service plan for the coming year included:

- The Corporate team leading on the digital transformation work under the Financial Sustainability Model, with outputs to be delivered through the year.
- Establishing an equality training and support programme for staff, with training to be delivered by March 2024
- Review of the Community Engagement Policy by December 2023
- Ongoing delivery of the Homes for Ukraine scheme and the management of the matching service provision by Citizens Advice East Devon throughout 2023/24.

Clarification and responses included:

- The service is working to improve the website as part of its day to day work, and the Communications Consultant will keep Members informed on progress.
- The home page of the website has been modified to make it clearer how people can contact the Council, including by telephone.
- The Communications Consultant is working closely with the HR team to build staff resilience especially the community development part of the service which has been weakened by long term staff absence.
- The service will be looking at the way some of the community grants are set up, with an aspiration to get them out more quickly with better publicity and encouraging groups and organisations to apply.
- The Corporate team are working on producing a regular newsletter for Members. Internal communications to staff are dealt with by the HR Service, supported by the Corporate team.
- The Corporate team has grown in size to 10 team members with a further team member being recruited.

**Recommended to Cabinet by the Overview and Scrutiny Committees** that the Service Plan 2023-24 for the Communications, Digital Services and Engagement Team service be adopted.

## 87 **HR and Payroll Service**

The HR Manager provided clarification and response to questions from Members in relation to the service plan for the service for 2023-24.

The service plan for the coming year included:

- Provide support and advice on Chief Officer recruitment.
- Evaluate the impact of the Reward Review and reporting outcomes to Personnel Committee and SMT+.
- Agree actions to support Worksmart, informed by the survey analysis and audit, reporting outcomes to Personnel Committee and SMT+.
- Scope and commence Grow Our Own Project to maximise the use of apprenticeships, engagement with local schools and colleges and the development of career pathways, succession planning and talent management.
- Introduction of improved staff benefits offer.
- Scope and begin to implement work to improve the recruitment approach.
- Investors in People reaccreditation and incorporation of learning outcomes into the service plan, as appropriate.

Clarification and responses included:

- Worksmart refers to the set of principles which underpin the hybrid working arrangement. Anecdotally, the flexibility offered by Worksmart appears to be helping with recruitment and retention, and the principles can be modified in light of feedback from evaluation surveys.
- The organisation's Investors in People platinum status ends in March 2023, and on-site visits as part of the reaccreditation process will commence in February. Reaccreditation is every three years and the HR Manager will check and inform Members of the cost.
- HR and Payroll are a small team; there were two part-time business partners covering the Council and supporting Strata. An additional business partner has been secured for Housing specifically, and this has made a considerable difference in moving forward on workforce issues for Housing.
- The Council has a very positive relationship with Unison, and this was particularly helpful during the Reward Review work.
- The HR Manager is the lead officer for inclusion, diversity and equality. These principles interweave through everything that the service does and there are opportunities to share ideas and best practice across authorities. A Member suggested it would be appropriate to have a Member Champion for Equality, Diversity and Inclusion.

**Recommended to Cabinet by the Overview and Scrutiny Committees** that the Service Plan 2023-24 for the HR and Payroll service be adopted.

## 88 **Draft Revenue and Capital Budgets 2023 - 2024**

The committees had agreed a provisional recommendation to Cabinet, subject to discussion on the service plans taking place. The Director for Finance confirmed that none of the recommended amendments to the service plans would materially impact on the proposed budget.

Discussion and clarification included the following points:

- The Director for Finance stated that the draft budget as presented includes a figure of £1.372m for LED, and does not allow for an additional sum of £126k subsequently

requested by LED. If Members wanted to make a separate recommendation concerning the additional sum, this would need to be made as a separate element to the budget.

- Reports from LED had indicated that they were at the lower end of their reserves in terms of their recommended balances, and this is a matter that will be scrutinised by LED Monitoring Forum. .

**Recommended to Cabinet by the Overview and Scrutiny Committees** to approve the draft revenue and capital budgets for 2023/24.

### **Attendance List**

#### **Councillors present:**

O Davey  
H Parr  
E Rylance  
B Taylor  
T Woodward  
J Bonetta (arrived at 12.00pm)  
S Gazzard  
I Hall  
M Hartnell  
V Johns (Chair)

#### **Councillors also present (for some or all the meeting)**

P Arnott  
G Jung  
J Loudoun  
M Rixson  
J Rowland  
P Skinner  
T Wright  
P Faithfull

#### **Officers in attendance:**

Simon Davey, Director of Finance  
Joanna Fellows, Corporate HR Manager  
Ed Freeman, Assistant Director Planning Strategy and Development Management  
Henry Gordon Lennox, Director of Governance and Licensing (and Monitoring Officer)  
Andrew Hopkins, Communications Consultant  
Sarah James, Democratic Services Officer  
Libby Jarrett, Assistant Director Revenues, Benefits, Customer Services & Corporate Fraud  
John Symes, Finance Manager  
Andrew Wood, Assistant Director Growth Development and Prosperity

#### **Councillor apologies:**

M Allen  
J Bailey  
M Chapman  
C Gardner  
S Hawkins  
D Key  
P Millar

J Whibley  
D Barrow  
D Manley  
A Moulding

Chair: .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 2 February 2023****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 8.41 pm

**89 Public speaking**

Cllr Jane Chanot of Farringdon Parish Council said that the overall perception of the recent Local Plan consultation was that there was a lack of transparency and missing evidence. Farringdon PC had been told that there was a Masterplan vision, however only a plan with no detail had been available on the Commonplace consultation website and it was a major concern that details such as a proposed new road, as shown in the Masterplan vision, had not been brought to the public's attention during the consultation.

Farringdon is in the middle of option 1 and option 2 for the proposed new town and is seen as a preferred option based on deliverability. Concern had been raised by a local landowner that their land had been designated as easily deliverable when the land had not been put forward. In response to a question from the Chair, Cllr Chanot confirmed that no public consultation had been held in Farringdon.

Mr Nigel Dutt questioned why the current Local Plan is being reviewed so early particularly as the Plan will deliver more than the Government's required housing supply numbers up to 2031. As the review had started so early there is time to wait for potential changes to the NPPF and other policies before replacing the current Local Plan.

Neighbourhood Plans will be impacted by the early replacement of the Local Plan and the Farringdon Neighbourhood Plan would only run to 2024 instead of 2031 in the event of a new Local Plan. This was considered a waste of time and effort by those who had worked hard to produce the Neighbourhood Plan.

There was a major concern and anger that, as the Farringdon Neighbourhood Plan was being produced, EDDC was discussing a potential new town in the same parish. This had been exacerbated by EDDC not holding a public consultation in Farringdon which would be the most affected parish. The draft new Local Plan feels too developer led with lessons not having been learned from the experience of building Cranbrook. Taking time over the new Local Plan would give EDDC an opportunity to distance itself from the perceived greed and power of the business world of developers.

Mrs Jennifer Brooke said that the Local Plan consultation process was flawed as the Commonplace software was not fit for purpose. An independent usability report had identified issues such as a lack of cookie consent, breach of data regulations and lack of accessibility for users who are less computer literate. The consultation was also not transparent and not objective as option 1 was already cited as the preferred location for the proposed new town. The CBRE options appraisal and the Traffic Management Report did not adequately address issues such as surface water flooding, pollution and congestion which would be caused by the new town and service road. The first consultation in 2021 resulted in less than 20% support for a new town although EDDC has now made this a core part of strategy.

The population of East Devon continues to grow although health care infrastructure is not keeping pace. The proposed new town would be a few hundred metres from Cranbrook and taken together, would comprise over 33,000 new residents. This would destroy existing rural villages and hamlets resulting in a vast urban sprawl. As there is no support for a new town, no need for it under the emerging NPPF and no infrastructure to support residents, Mrs Brooke questioned why EDDC and some landowners and developers continue to pursue it.

A question for the Committee had been submitted by Mr Peter Brooke. The Monitoring Officer advised that part of Mr Brooke's correspondence would be treated as a Freedom of Information request as it asked for specific figures relating to the Local Plan consultation process. The remaining part of Mr Brooke's correspondence was read out by the Democratic Services Officer and made the following points that the CBRE Options Appraisal:

- Failed to account for a "none of the above" consideration.
- Failed to address the required commitment from the NHS, Police, Fire and sewerage services.
- Did not consider lessons learned from Cranbrook.
- Contained "Greenwashing" due to the amount of farmland which would be developed.
- Having only received a 1% response cannot be considered to be an effective consultation.

The Chair thanked the public speakers for their contributions.

90 **Minutes of the previous meeting**

The minutes of the previous meeting held on 1 December 2022 were agreed as a true record.

91 **Declarations of interest**

There were no declarations of interest.

92 **Matters of urgency**

There were no matters of urgency.

93 **Confidential/exempt item(s)**

There were no confidential / exempt items.

94 **Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules**

There were no decisions made by Cabinet called in for scrutiny.

95 **Review of the process for production of the Local Plan - report by the Chair**

The Chair introduced his report on reviewing the process for production of the Local Plan and highlighted various concerns including the following:

- The HELAA procedure guidance was not followed.
- The impact on Neighbourhood Plans.
- Evidence missing from the consultation.
- The need for improvements to health infrastructure.
- Criticism of the Commonplace consultation software.
- An explanation is required as to why town and parish consultation meetings were not held.

Comments and questions from Members included the following points:

- Concern was expressed regarding the public consultation held in Whimpe with confusion regarding proposed housing numbers.
- Lessons needed to be learned regarding the choice of the Commonplace software.
- Comments from members of the public were welcomed and the lack of uncertainty with the consultation was a cause for concern.
- All aspects of the Local Plan process should be referred to the Strategic Planning Committee for investigation in the first instance.
- The Commonplace software was an improvement on the paper based consultation of the past.
- There needs to be an evaluation of why the usability and accessibility of the Commonplace website was not checked.
- There was concern that the consultation had been held over the Christmas period.
- Members also expressed concern as to whether the consultation would be seen to be valid.
- Members felt that the new Local Plan process was being done in a hurry and could have waited until after the May elections.
- Residents had not been given the full information in the consultation but were still being asked for their views.

In response to Members' concerns and questions, the Chief Executive and the Assistant Director Planning Strategy and Development Management advised that the Strategic Planning Committee was the appropriate Committee to be considering issues regarding the Local Plan and consultation. Following a report to the Strategic Planning Committee, the Scrutiny Committee could then consider a report with the added benefit of the views of the Strategic Planning Committee and the Portfolio Holder.

It was noted that the Commonplace software had also been used for other consultations and that no issues had arisen. The Committee confirmed that any report arising out of the discussion should focus solely on the Local Plan consultation.

The decision to hold the consultation over the Christmas period had been taken by the Strategic Planning Committee and had factored in various issues and time pressures. The recent consultation was the first of the minimum of two formal stages, known as Reg. 18 and Reg. 19, in a long process which may involve further consultations depending on the responses received and which would give the public further opportunities to comment.

The Assistant Director Planning Strategy and Development Management clarified the purpose and procedure for the HELAA process in identifying sites which are deliverable and achievable and the stages at which the public can give their views. The Assistant Director was confident that the consultation process was valid.

## **RECOMMENDATION**

That a report be prepared for the Strategic Planning Committee assessing what has been done so far in the new Local Plan process and setting out the way forward.

### 96 **Portfolio Holder Annual Report - Strategic Planning**

The Portfolio Holder for Strategic Planning had sent apologies for the meeting.

The discussion included the following comments:

- Members noted the information regarding Section 106 and CIL monies. Whilst there was frustration among town and parish councils that projects have been impacted by staff resourcing issues, local councils have been kept informed.
- Members were pleased with progress at Cranbrook.
- With regard to the joint non-statutory plan, it was noted that a report would be presented at the April Scrutiny meeting.
- Members noted the comments regarding issues at consultation events with some attendees behaving in an aggressive manner towards staff.

The Portfolio Holder was thanked for his report which was noted.

### 97 **Portfolio Holder Annual Report - Climate Action and Emergency Response**

Cllr Marianne Rixson, Portfolio Holder for Climate Action and Emergency Response, presented her report and highlighted the following points:

- The Portfolio works across the whole Council and delivers through each service. As the team is very small, it is proposed to form a Green Team early in 2023 in order to oversee and monitor delivery of climate action, particularly the new 8% campaign to drive forward the Council's climate response over the next 7 years.
- The Portfolio has been impacted by staffing resources, however the appointment of the new Assistant Director Environmental Health has been welcomed.
- A summary of projects and activities was provided including the promotion of active travel.
- The Climate Change Officer has started to work with outside groups, including town and parish councils.
- The Portfolio will focus on reducing the Council's organisational carbon footprint and supporting others to do the same.

The Portfolio Holder thanked the Director of Housing Health and Environment for his help in establishing the Portfolio.

Comments and questions from Members included the following points:

- With regard to monitoring the success of the Green Team, this will be evidenced in the on-going reduction of the Council's carbon footprint. Information and publicity will be available as to how the whole Council is engaging in climate action.
- It was noted that the Council has approved funding to reduce the reliance of Streetscene on diesel powered vehicles.
- Concern was expressed that the low noise levels of electric vehicles can pose a difficulty for those with impaired hearing and that this should be borne in mind.
- Members supported active travel and acknowledged the need for more off road provision for walkers and cyclists.
- It was noted that as 40% of households do not have a driveway, solutions need to be found for those residents who need to re-charge an electric vehicle.

- The profile of existing trees should be raised in order to further understand the importance of trees.
- It was noted that a new tree policy will be developed this year in partnership with Devon County Council.

The Portfolio Holder was thanked for her very comprehensive and informative report which was noted.

## 98 **Changes to Scrutiny practices - report by the Chair**

The Chair had requested financial resources to support the work of the Scrutiny Committee and proposed a Scrutiny Task and Finish Forum to take forward the development of the Committee.

The discussion included the following points:

- The request for a budget for Scrutiny had not been raised at the appropriate point in the budget setting process.
- The proposed terms of reference for a Scrutiny TaFF replicate what the Committee is already doing so it would be difficult to justify a dedicated Scrutiny budget.
- A review of Scrutiny has not been undertaken since the previous review in 2015.
- A budget could be used for resources from outside of the Council.
- The Committee is already well resourced by senior Officers.
- There has not been a problem with Scrutiny acting effectively in the past and there is no clear rationale for requesting a budget. Quality work should be based on reports from Officers as has been the case in the past.
- A successful training session had been held last year and good scrutiny guides have been circulated. Finance should be requested as and when it is required for specific items such as external reports, based on advice from EDDC Officers.

It was agreed to reject both of the proposals in the report to request a budget for the Scrutiny Committee and to set up a Scrutiny Task and Finish Forum.

## 99 **Forward Plan**

Cllr Gardner referred to recommendations made previously by the Scrutiny Tree TaFF and accepted by the Committee on 25 June 2015 and proposed that the recommendations, as listed, be reviewed with a report as to whether they had been implemented or not.

The Portfolio Holder for Coast, Country and Environment recommended that the Committee waits for the new Tree Policy which is expected later in the year.

It was agreed to add the proposal made by Cllr Gardner to the Forward Plan and that a scoping report be brought back to the Committee for consideration.

### **Attendance List**

#### **Councillors present:**

M Allen (Chair)  
J Bailey  
M Chapman  
O Davey

C Gardner  
S Hawkins  
D Key  
H Parr  
E Rylance  
B Taylor  
J Whibley  
T Woodward

**Councillors also present (for some or all the meeting)**

J Bonetta  
B De Saram  
S Gazzard  
N Hookway  
V Johns  
G Jung  
R Lawrence  
A Moulding  
M Rixson  
J Rowland  
T Wright

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health and Car Parks  
Catherine Causley, Climate Change Officer  
Ed Freeman, Assistant Director Planning Strategy and Development Management  
John Golding, Director of Housing, Health and Environment  
Sarah Jenkins, Democratic Services Officer  
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer  
Mark Williams, Chief Executive

**Councillor apologies:**

J Kemp

**Non Committee members' apologies:**

M Armstrong  
J Loudoun

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Housing Review Board held at Council Chamber, Blackdown House, Honiton on 18 January 2023****Attendance list at end of document**

The meeting started at 10.20 am and ended at 1.00 pm

**33 Public speaking**

Co-opted tenant member of the Board Sue Dawson spoke in relation to the downsizing grant report. She felt that tenants had not been given enough time consider the policy in full and allow adequate consultation. She questioned how 'need' would be defined and suggested that it could infer that tenants were not capable of articulating their case for changes to the existing policy. Sue stated that mutual exchange and downsizing were two different things. She felt that the new policy and revised figures were not clear and that the entire review highlighted the lack of commitment on the part of the council to involve tenants fully.

**34 Minutes of the previous meeting**

The minutes of the previous meeting held on 11 October 2022 were agreed, subject to Councillor Ian Hall being added to the list of apologies.

**35 Declarations of interest**

There were none.

**36 Matters of urgency**

There were none.

**37 Confidential/exempt item(s)**

There were none.

**38 Housing Review Board forward plan**

The Assistant Director of Housing presented the forward plan and advised members that the forward plan acted as a reminder of agenda items to come forward to future meetings. Members were reminded that they could add further reports and topics for discussion to the next forward plan by informing either herself or the Democratic Services Officer.

It was agreed that a report on learning points from Housing Ombudsman complaints would be added to the forward plan.

**39 Housing Service Plan**

The Assistant Director – Housing presented the draft service plan for the Housing Service covering the period 2023-2024, for consideration by the Board.

The service plan was a working document produced annually by all EDDC services and set out the key achievements over the past year and the forthcoming issues to be faced by the service. The service plan was produced using a corporate template which had been modified this year to focus on issues integral to the Council Plan. It linked closely with the Council Plan and the aim of the process was to produce a work plan for the coming year with a realistic view of the challenges and risks ahead. Producing a service plan presented a good opportunity to look back and reflect and also the ability to forward plan. Performance should be monitored constantly against the 'live' document. The service plan was coordinated annually with budget planning.

A range of service improvements and carbon reduction aspirations were identified through a number of SMART objectives (specific, measurable, achievable, relevant, time bound). This year's service plan had also been produced alongside a comprehensive workforce development plan document to compliment it and ensure that the correct resources and staffing requirements were considered and in place to ensure Plan delivery is realistic.

The plan also considered service challenges and pressures strategically, including climate change implications, the implications of the Social Housing White Act, the new Building Safety Act and the ambitions to increase the supply of social housing with the role of the newly formed Housing Task Force team.

The big issues for the service and the Council were:

- Quality of life.
- Decent home for all.
- Safety first.
- Protecting the environment.
- Climate change.
- Health and wellbeing.
- Health and safety.
- Tenant safety.
- Environmental protection.
- Safeguarding.
- Poverty.

There were many challenges ahead nationally, which included:

- Social Housing Act.
- Cost of living crisis.
- Decarbonisation of stock.
- Building Safety Act.
- Reprioritising the tenant voice.

The Assistant Director – Housing detailed the challenges ahead for the housing service and summarised them for 2023/24 as follows:

- Delivering core services well.
- Not considered ambitious but realistic.
- Increasing demand in every area.
- 'Back to basics' approach.
- Prioritising and maintaining staff morale.
- Ongoing recruitment & retention.
- High levels of staff absence.
- Meeting customer expectations.
- Delivering Council Plan and Service Plan priorities.

The overarching priorities for the housing service were more affordable homes – a decent home for all, homelessness and rough sleeping, and council homes fit for purpose with satisfied tenants. The Assistant Director - Housing outlined these and what this meant for the housing service. Headlines from the service plan were:

- Stock Condition Survey
- Robust management of the Integrated Asset Management Contract
- Future proofing Home Safeguard
- Launch of new resident involvement strategy
- Review of Housing Revenue Account Business Plan
- Strategic Asset Management Plan
- Compliance with the Social Housing Act
- Retrofit- Grant Funding
- Upgrade to One Housing
- Reference to new Housing dashboard/management information

A tenant consultation session on the service plan had been carried out on 21 December 2022 and there had been no direct requests to change or amend anything in the plan. There were a number of questions that linked to operational areas of delivery. The Assistant Director - Housing highlighted to the Board issues raised during the consultation.

The Board's input into the service plan was welcomed and gave tenants an additional opportunity to comment, before it was finalised and reported to Cabinet. During discussion a number of operational, service delivery issues were raised by a tenant representative and it was agreed that officers would look into these and that the written responses would be circulated to HRB members by the Assistant Director - Housing. Many of the concerns related to tenant involvement and the Resident Involvement Strategy 2023-27, which the Interim Housing Services Manager advised would be reported to future meetings of the Housing Review Board.

**RECOMMENDED:** that Cabinet approve the Housing Service Plan for 2023-24.

## 40 **Finance report**

Consideration was given to the Finance Director's report which presented the draft Housing Revenue Account (HRA) revenue and capital budgets for 2023/24. Draft Service Plans had been prepared and aligned at the same time as preparing the draft budget. Recommendations from the Housing Review Board would be presented back to Cabinet on 1 February 2023 when councillors would finalise budget proposals to recommend to Council.

The Housing Revenue Account (HRA) was underpinned and influenced by the HRA Business Plan. The Finance Director explained that this plan needed to be updated with revised financial modelling once the stock condition survey work was complete. At present it was anticipated that there were sufficient resources available but it was likely that there would need to be movement between budget heads in 2023/24 to reflect the findings of the survey. The Board would be updated on any necessary in year reallocation of budgets or use of additional reserves to meet priorities.

The draft 2023/24 budget was similar to the current year with variations noted in the report. The budget had been prepared to maintain council homes to a high standard with

a comprehensive planned programme of expenditure, adaptations and routine repairs. All planned expenditure was met from available income.

The draft HRA budget currently showed a surplus of £268,000. The additional £1.6m held in the HRB debt volatility fund remained unchanged. Reserves were kept at adopted levels.

The Finance Director explained that the draft budget assumed an increase in council house and garage rents of 7% in order to meet rising costs. There would be an increase of 3% for other charges across the budget but with 10% increase included for main contractor maintenance costs in line with contracts. The Finance Director outlined measures that were in place to protect low income council tenants. These included increases in housing benefits and Universal Credit and a revised council tax reduction scheme. It was noted that the rental team were taking a much more proactive approach to support tenants through the cost of living crisis and this will be continuing.

**RECOMMENDED:** that Cabinet approve the draft Housing Revenue Account revenue and capital estimates, including the proposed rent increases for 2023/24.

#### 41 **Damp and mould policy**

Over recent months the prevalence of damp and mould in social housing, including the failings to address these had become national headlines in the press and on television. As a result the Government/Regulator had asked every Housing provider to answer some probing questions that sought to establish their current position. The Council's response was submitted on 16 December 2022. The issues surrounding damp and mould highlighted the need to have a specific policy and process in place for the management of damp and mould. The Property and Asset Manager's report recognised the serious health impacts that damp and mould can have on the occupants and the need to take meaningful action as a social housing landlord that aimed to provide a decent home for tenants.

The damp and mould policy was written to ensure that wherever possible tenants were not adversely affected by the causes of damp and mould. It would drive forward an agenda of proactive action to manage and eradicate cases of damp and mould and avoid a culture of attributing the problem to tenant lifestyle. Basic training would be provided to all officers and repairs advisers to help identify and detect signs of major damp and mould, along with general guidance for tenants on how this could be managed. In addition, the external consultants undertaking the stock condition surveys had been asked to report on any issues observed in advance of submitting the survey.

As a landlord EDDC was responsible for:

- Maintaining the fabric of the property to prevent penetrating and rising damp.
- Carrying out all remedial action to address damp and mould occurrences as and when they were identified/reported.
- Maintaining the property in accordance with current statutory regulations and legislation.
- Ensuring that wherever possible tenants were not adversely affected by the causes of damp and mould.

An article on damp and mould to be published in the Housing Matters magazine and information and advice would be provided to all new tenants in the welcome pack. The Board were reassured that all tenants would be made aware of the damp and mould policy and associated advisory leaflets.

The policy had been reported to residents and included their valuable feedback. In response to a question about 'decanting' tenants, the Board were reassured that there was already an established procedure to deal with this and that works would be dealt with on a case by case basis. There was some clarification of exactly what was meant by the term 'decant'.

**RECOMMENDED:** that Cabinet adopt the damp and mould policy.

## 42 **Learning from complaints in housing**

The Assistant Housing Director's report set out learning and improvements identified from the complaints the housing service had received during the year. The report made recommendations in the handling and processing of complaints by the housing service in line with the EDDC corporate complaints procedure, the Housing Ombudsman code and the consumer standards.

The Assistant Director – Housing summarised the formal complaint process at stage 1 and stage 2 for the benefit of Board Members. The corporate complaints team processed complaints in line with EDDC policy ensuring the separation between a complaint and a service request. If the complainant was still dissatisfied with the Council's final response they were able to request the Housing Ombudsman look into their complaint. Previously complainants were required to contact a designated person – MP, local councillor or tenant panel – or wait eight weeks before referring their complaint to the Ombudsman. This 'democratic filter' was removed following a change in the law.

The Housing Ombudsman published its annual complaints report in December 2022 with a table of providers with high maladministration rates. The Ombudsman has written to EDDC and highlighted its high maladministration rate, which was a higher percentage of adverse findings than average for the sector. In 2021/2022 EDDC's housing service had 5 cases referred to the Ombudsman with maladministration found in relation to four of them.

- Maladministration – 3 (1 x antisocial behaviour (ASB), 2 x property condition).
- Service failure – 5 (3 x complaints handling, 2 x ASB)
- Orders – 7 x compensation (total £1450), 2 x policy review, 5 x specific actions.

There were 15 recommendations for learning listed in the report and the Housing Review Board agreed to endorse them. Officers reminded members of the purpose of the complaints system and the role of the corporate complaints team. The corporate complaints team would be willing to talk to any tenant group if it would be helpful.

**RECOMMENDED:** that Cabinet note and approves the recommendations highlighted within the report.

## 43 **Integrated Asset Management Contract**

The Property and Asset Manager's report provided the Board with an update on the delivery of the integrated asset management contract as part of a regular update on this area of service, but also as a direct response to ongoing concerns raised regarding delivery of some key functions of the contract. The contract was well into its fourth year of a ten year contract. There were relatively high complaints levels, with elements of tenant dissatisfaction, concerns around resource levels, material supplies, communications with tenants and the complex and extensive nature of some repairs and voids.

The purpose underpinning the contract was right repair, right time, fix and stay fixed. EDDC developed an action plan with its main contractor Ian Williams to improve the repairs and maintenance service to a level that client, contractor and customers were expecting from the contract. This action plan was being rigorously implemented and has resulted in service improvements.

Key performance indicators (KPIs) for quarters 1 and 2 of the current financial year were showing numerous fluctuations in performance across all areas of the contract, although indicated a level of improvement in performance, but there remained room for further improvement. There was greater service demand for reactive repairs as the winter period began, which would also increase the work in progress figures for reactive repairs. There was also additional focus on damp and mould.

Resourcing continued to be a problem with recruitment an ongoing process and challenge. Larger repair jobs were becoming larger in nature and created challenge around delivery and resource. A 'minor works team' was being developed to deliver these larger type repairs.

Void costs continued to be higher than expected when letting the contract. Void turnover had increased resulting in a backlog of void orders which was proving difficult to clear. There was an increasing number of properties being returned in poor condition. EDDC had signed up with an organisation called Tenants Save Money to help with the problem of debt left on meters by outgoing tenants. As part of the high level action plan there was a commitment to carry out a detailed review of the void process and the void standard in an effort to improve performance and the general standard of properties for re-letting.

Throughout quarters 1 and 2 customer satisfaction remained an emotive subject. The Property and Asset Manager assured the Board that the team were doing as much as possible to ensure that Ian Williams were carrying out the customer service satisfaction surveys.

Despite struggling to find tenant inspectors the role was being revisited – whereby a resident would visit a property once Ian Williams had finished to do a 'post inspection'. This was to ensure that resident engagement was being utilised as much as possible. However, this was dependent upon input from residents. The Housing Assistant Director invited any HRB members who were interest to do 'a day in the life of' and shadow an operative.

**RECOMMENDED:** that Cabinet notes the report on the delivery of the integrated asset management contract and endorses the action plan designed to bring about a sustained improvement in service delivery.

#### 44 **Review of downsizing grant**

The Housing Solutions Manager's report set out a review of the downsizing grant available to EDDC tenants seeking to reduce the size of their home, along with recommendations for the levels of incentive grants. It was noted that there was no stand-alone downsizing policy. Downsizing was covered within the allocations policy (this was consistent with other councils and EDDC was one of the only authorities that currently offered any financial incentive to downsize). The downsizing process was covered within the Devon Home Choice policy and also done through mutual exchange.

Instances of downsizing were considered on a case-by-case basis. Encouraging tenants to downsize would lead to an increase in the number of larger family homes available and also help tenants who were struggling in larger properties.

A tenant consultation exercise was held on 8 November 2022 with representatives of tenant groups. Discussions covered a range of options with the aim of increasing the numbers of downsizing cases, ultimately assisting tenants with their accommodation needs and leading towards the Council's objective to make the best use of housing stock within the district. It was agreed that there were factors over and above the financial incentives made available to tenants when downsizing, in cases where it was acknowledged that assistance was required. The key area was that of additional support for tenants when downsizing. It was agreed that the council would give consideration towards helping tenants, when help was needed, with some of the tasks which came with the process of moving homes. Through the tenant consultation exercise increases to the current financial were suggested of increasing the standard compensation payment from £1,500 to £2,000, and an additional £750 payment per bedroom released from properties with three or more bedrooms. It was recommended that the financial incentives proposed in the report be trialled for a period of 12 months and kept under review.

**RECOMMENDED:** that the Housing Review Board recommend that Cabinet agree to the suggested financial payments for a trial period of 12 months, for tenants who were downsizing.

#### 45 **Performance dashboard overview**

The Assistant Director- Housing presented the Information and Analysis Officer's report to the Board. This presented a newly developed performance tabular summary. Her report outlined some different options for how and what performance information the Board would like to see presented in future meetings. This would help to ensure that the HRB had better assurance around performance of the housing service, which would support it to scrutinise, challenge and be accountable for the performance of the housing service.

56 key performance indicators (KPIs) and 25 compliance performance indicators were chosen to monitor and reflect the different areas of housing. These showed at a glance areas for improvement and where focus was needed, in addition to where the service was doing well. Officers could access a live dashboard to see detailed information on any performance measure.

An advantage of the dashboard was that it could be set in different ways depending on the audience, and the Board were asked the level of refinement of the KPIs and the format it would like the information presented in. It was noted that some of the data presented in the report was not verified, but the first verified data report to the Board in March would be accompanied by a presentation. Performance measures could be added in or taken out easily, provided the data was available.

The Board were asked whether it would be beneficial to develop a more refined set of key performance indicators to support the Board's role of scrutinising housing performance, with feedback, comments and questions given at each meeting. The Board were also asked what format they would like the information presented, with options included in the report. Preference was shown for options table 2 contained in the report. It was suggested that the number of decants and the number of estate visits be added to the performance measures.

**RESOLVED:** that the Housing Review Board note the report and agrees to use the new performance tabular summary to monitor the performance of the housing service.

46 **Update on stock condition survey**

The Property and Asset Manager's report updated the Board on the current position with the delivery of the housing stock condition survey. A formal contractual arrangement was in place for this work between EDDC and Currie & Brown. The mobilisation period had taken a little longer than anticipated but had now been completed. Initial test surveys identified some IT issues that needed to be addressed before the stock condition survey commenced in full and work was being done with the Housing Systems team to integrate the data.

The stock condition survey commenced in September 2022, and although currently running behind schedule, Currie & Brown have assured that they will quickly bring the project back on programme and remain on target to complete on time. Data from the surveys would be used to inform work programmes for repairs and future planned works. It was noted that the survey data would be corporately available and a dashboard summary would be provided. A copy of each individual survey would also be held in a database.

**RESOLVED:** that the Housing Review Board note the update on the current position with the delivery of the housing stock condition survey.

**Attendance List**

**Board members present:**

Sue Dawson, Tenants  
Sara Clarke, Independent Community Representative  
Sue Saunders, Tenants (Vice-Chair)  
Councillor Helen Parr  
Councillor Sarah Chamberlain (Chair)

**Councillors also present (for some or all the meeting)**

D Ledger  
T McCollum

**Officers in attendance:**

Sophie Davies, Housing Business and Customer Improvement Manager  
Michelle Williams  
Natalie Brown, Information and Analysis Officer (Housing)  
Steve Gammon, Housing Systems Manager  
Graham Baker, Property and Asset Manager  
Simon Davey, Director of Finance  
Amy Gilbert-Jeans, Assistant Director Housing  
John Golding, Director of Housing, Health and Environment  
Darren Hicks, Housing Allocations Manager  
Yusef Masih, Interim Housing Services Manager  
Andrew Mitchell, Housing Solutions Manager  
Alethea Thompson, Democratic Services Officer  
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer

Victoria Skinner, Compliance and Cyclical Servicing Manager

**Councillor apologies:**

- Rob Robinson, Independent Community Representative
- Stephen Beer, Tenants
- Cat Summers, Tenant
- Councillor Ian Hall
- Cindy Collier, Tenant
- Councillor Geoff Pook
- Councillor Brenda Taylor

Chairman .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 29 November 2022****Attendance list at end of document**

The meeting started at 10.26 am and ended at 4.00 pm. The Committee adjourned at 12:48 pm and reconvened at 1.20 pm and again at 3.08 pm and reconvened at 3.17 pm.

**64 Minutes of the previous meeting**

The minutes of the Planning Committee held on 25 October and 15 November 2022 were confirmed as a true record.

**65 Declarations of interest**

Minute 67. 22/0990/MFUL (Major) WHIMPLE & ROCKBEARE.

Councillor Richard Lawrence, Affects Non-registerable Interest, Ward Member and had attended presentations held by the applicant and Rockbeare Parish Council. Advised he came to the meeting with an open mind.

Minute 67. 22/0990/MFUL (Major) WHIMPLE & ROCKBEARE.

In accordance with the code of good practice for Councillors and Officers dealing with planning matters as set out in the Constitution Councillors Eileen Wragg, Sarah Chamberlain, Kim Bloxham, Colin Brown, Olly Davey, Bruce De Saram, Mike Howe, David Key, Richard Lawrence, Geoff Pratt, Philip Skinner advised lobbying in respect of this application.

Minute 68. 21/3243/MFUL (Major) CLYST VALLEY.

Councillor Mike Howe, Affects Non-registerable Interest, Ward Member and owns a shop in the village.

Minute 70. 22/0864/FUL (Minor) BUDLEIGH & RALEIGH.

Councillor Richard Lawrence, Affects Non-registerable Interest, Spouse attends a health spa run by the applicant.

Minute 70. 22/0864/FUL (Minor) BUDLEIGH & RALEIGH.

In accordance with the code of good practice for Councillors and Officers dealing with planning matters as set out in the Constitution Councillors Sarah Chamberlain, Kim Bloxham, Mike Howe, Philip Skinner and Bruce De Saram advised lobbying in respect of this application.

Minute 71. 22/0873/FUL (Minor) EXMOUTH WITHYCOMBE RALEIGH.

Councillor Eileen Wragg, Affects Non-registerable Interest, Known to the agent for this application as a neighbour.

Minute 71. 22/0873/FUL (Minor) EXMOUTH WITHYCOMBE RALEIGH.

In accordance with the code of good practice for Councillors and Officers dealing with planning matters as set out in the Constitution Councillors Sarah Chamberlain, Kim Bloxham, Colin Brown, Olly Davey, Bruce De Saram, Mike Howe and Geoff Pratt advised lobbying in respect of this application.

**66 Planning appeal statistics**

The Committee noted the Service Lead – Planning Strategy and Development Management’s report setting out 10 appeal decisions notified which reported that 7 decisions had been dismissed, 2 allowed and 1 withdrawn.

Members’ attention was drawn to the dismissed appeal relating to Hornshaynes Farm, Stockland, against an enforcement notice served for the unauthorised use of a caravan. The Service Lead – Planning Strategy and Development Management advised that the Inspector had dismissed the appeal due to it being a new dwelling within the catchment area of the River Axe which would have an impact on the phosphate levels in the river.

67 **22/0990/MFUL (Major) WHIMPLE & ROCKBEARE**

**Applicant:**

Mr Phil Cookson (Low Carbon Alliance)

**Location:**

Land at Marsh Green Farm, Marsh Green, EX5 2EU.

**Proposal:**

Construction and operation of a ground mounted solar farm and associated landscaping and ecological habitat with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, ancillary equipment and associated development; temporary change of use of land for construction compound (off-site).

**RESOLVED:**

Deferred for a site inspection to consider the landscape impact of the proposed solar farm including the cumulative impact with others granted consent and already constructed in the area.

68 **21/3243/MFUL (Major) CLYST VALLEY**

**Applicant:**

St Austell Brewery Limited

**Location:**

Cat and Fiddle Inn, Sidmouth Road, Clyst St Mary, Exeter, EX5 1DP.

**Proposal:**

Re-submission of application 17/2336/MFUL full planning permission for the reconfiguration of the existing public house and construction of a two storey, 33 bed hotel with associated infrastructure in line with the subsequent variation of conditions approval (reference 18/0223/VAR).

**RESOLVED:**

1. Approved as per officer recommendation with delegated authority to the Service Lead in consultation with the Chair and Ward Member to require the provision of electric vehicle charging points and cycle parking facilities within the site.
2. The appropriate assessment under the Habitats Regulations be adopted.

69 **22/1547/FUL (Minor) DUNKESWELL & OTTERHEAD**

**Applicant:**

Mr Kevin Crudge.

**Location:**

Turbury Farm Stamps Coaches, Dunkeswell, EX14 4QN.

**Proposal:**

Static home to provide managers accommodation.

**RESOLVED:**

Deferred to allow further discussion between the applicants and officers regarding alternative ways of meeting their housing needs on the site.

70

**22/0864/FUL (Minor) BUDLEIGH & RALEIGH**

**Applicant:**

Dr. Ros Debenham.

**Location:**

34 The Creamery, Fore Street, Budleigh Salterton, EX9 6NH.

**Proposal:**

Conversion of Fore Street (No.34 and No.34A) to a single 5 bed dwelling house with a single storey rear extension and reduction of stone wall, installation of passenger lift and alterations to fenestration.

**RESOLVED:**

Approved contrary to officer recommendation.

Members considered that the proposal would conserve the character and appearance of the conservation area and would not harm the setting of the adjacent listed building and therefore would comply with the requirements of policies EN7 and EN10 of the adopted Local Plan.

71

**22/0873/FUL (Minor) EXMOUTH WITHYCOMBE RALEIGH**

**Applicant:**

Mr Eric Biddulph.

**Location:**

Olleston, St Johns Road, Exmouth, EX8 5EG.

**Proposal:**

Erection of a detached dwelling with associated parking and amenity space, vehicular access and landscaping.

**RESOLVED:**

Deferred for a site inspection to consider the impact of the proposal on the adjacent trees and the impact of the trees on the amenity of the proposed dwelling. Tree Officer to also attend the site inspection.

72

**22/1513/FUL (Minor) FENITON**

**Applicant:**

Mr D Jenkins & Ms K Holvey.

**Location:**

Otters Pocket, Weston, Honiton, EX14 3PF.

**Proposal:**

Siting of a temporary rural workers dwelling and rural building.

**RESOLVED:**

Approved as per officer recommendation.

73 **21/3308/RES (Minor) NEWTON POPPLEFORD & HARPFORD**

**Applicant:**

Mr S Tucker (OFAH)

**Location:**

Waterleat, High Street, Newton Poppleford, EX10 0DU.

**Proposal:**

Reserved matters application, pursuant to outline planning permission reference 16/0218/OUT for the approval of details of appearance, landscaping, layout and scale for the construction of 9 dwellings including the discharge of conditions 7, 10, 11, 12, 13 and 19 of planning permission reference 16/0218/OUT.

**RESOLVED:**

1. Approved as per officer recommendation but with the discharge of conditions 11, 12 and 13 of the outline permission under reference 16/0218/OUT to be included within condition 1.
2. The appropriate assessment under the Habitats Regulations be adopted.

74 **22/1407/FUL (Minor) SIDMOUTH RURAL**

**Applicant:**

Mr J Birch (Heartstone Inns Limited).

**Location:**

Hare and Hounds Inn, Putts Corner, Sidbury, EX10 0QQ.

**Proposal:**

Proposed demolition of barn and the erection of an extension to provide 11 guest bedrooms and associated landscape and car parking.

**RESOLVED:**

1. Approved as per officer recommendation but with delegated authority to the Service Lead in consultation with the Chair and Ward Members to include an additional condition requiring the submission of details of electric vehicle charging points and cycle storage facilities and their retention.
2. The appropriate assessment under the Habitats Regulations be adopted.

**Councillors present:**

E Wragg (Chair)  
S Chamberlain (Vice-Chair)  
K Bloxham  
C Brown  
O Davey  
B De Saram  
M Howe  
D Key  
R Lawrence  
G Pratt  
P Skinner

**Councillors also present (for some or all the meeting)**

C Burhop  
A Dent  
P Faithfull  
G Jung  
T Wright

**Officers in attendance:**

Ed Freeman, Service Lead Planning Strategy and Development Management  
Gavin Spiller, Principal Planning Officer (West)  
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)  
Wendy Harris, Democratic Services Officer

**Councillor apologies:**

A Colman  
S Gazzard  
G Pook  
E Rylance  
T Woodward

Chairman .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 20 December 2022****Attendance list at end of document**

The meeting started at 1.00 pm and ended at 5.04 pm. The meeting was adjourned at 3.10 pm and reconvened at 3.22 pm.

In the absence of the Chair, Councillor Eileen Wragg, the Committee agreed to Councillor Sarah Chamberlain being the Chair and to Councillor Olly Davey being Vice Chair for this meeting.

**75 Minutes of the previous meeting**

The minutes of the Planning Committee held on 29 November 2022 were confirmed as a true record.

**76 Declarations of interest**

Minute 78. 22/0990/MFUL (Major) WHIMPLE & ROCKBEARE

In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution it was advised all Committee Members had been lobbied in respect of this planning application.

Minute 79. 22/0873/FUL (Minor) EXMOUTH WITHYCOMBE RALEIGH.

Councillor Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor and as a Ward Member had commented on the application but advised he had come to the meeting with an open mind.

Minute 81. 21/1546/FUL (Minor) EXMOUTH LITTLEHAM

In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution Councillor Bruce De Saram advised lobbying in respect of this application.

Minute 82. 22/1197/FUL (Minor) FENITON

In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution Councillor Bruce De Saram advised lobbying in respect of this application.

**77 Planning appeal statistics**

In the absence of the Service Lead – Planning Strategy and Development Management there was no planning appeal statistics update.

**78 22/0990/MFUL (Major) WHIMPLE & ROCKBEARE****Applicant:**

Mr Phil Cookson (Low Carbon Alliance)

**Location:**

Land at Marsh Green Farm, Marsh Green, EX5 2EU.

**Proposal:**

Construction and operation of a ground mounted solar farm and associated landscaping and ecological habitat, with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, ancillary equipment and associated development; temporary change of use of land for construction compound (off-site).

**RESOLVED:**

Refused contrary to officer recommendation for two reasons.

Members considered that the proposal was contrary to:

1. Strategy 39 as the proposal was likely to lead to increased flooding in the area, it would have a harmful impact on heritage assets that was not outweighed by public benefits and would have a landscape and visual impact such that the location of development was not correct;
2. Insufficient information had been submitted to indicate whether the proposal would lead to a substantial loss of best and most versatile (BMV) agricultural land contrary to Policy EN13 of the EDDC Local Plan.

79 **22/0873/FUL (Minor) EXMOUTH WITHYCOMBE RALEIGH**

**Applicant:**

Mr Eric Biddulph.

**Location:**

Olleston, St Johns Road, Exmouth, EX8 5EG.

**Proposal:**

Erection of a detached dwelling with associated parking and amenity space, vehicular access and landscaping.

**RESOLVED:**

Approved contrary to officer recommendation.

Members considered that the proposed development satisfied Policies D1 and D3 of the EDDC Local Plan and that the trees surrounding the site would work in harmony with the development rather than the development causing harm to them. Conditions were delegated to officers to draft in consultation with the Chair, Vice Chair and Ward Members.

80 **21/1990/FUL (Minor) BUDLEIGH & RALEIGH**

**Applicant:**

C J Wyatt & Son Richard Wyatt.

**Location:**

Higher Hawkerland Farm, Sidmouth Road, Aylesbeare, EX5 2JW.

**Proposal:**

Retention of one bedroom mobile home dwelling for farm worker (retrospective).

**RESOLVED:**

Approved temporary permission for three years contrary to officer recommendation.

Members considered that the agricultural activities associated with the breeding ewes and other agricultural activities that take place on the holding are sufficient to justify the provision of a mobile home for an initial three years to provide the applicants with an opportunity to demonstrate that it is needed on a permanent basis to facilitate the functional requirements of a full time agricultural business on the land. Conditions were delegated to officers to draft in consultation with the Chair, Vice Chair and Ward Members.

The Committee were advised that information had been provided by the applicants that indicated that one of the partners in the business had become incapacitated very recently and that this was key to their request for the mobile home to be sited on the land for an initial three year period.

81 **21/1546/FUL (Minor) EXMOUTH LITTLEHAM**

**Applicant:**

Mr Loveridge.

**Location:**

British Red Cross Society, South Street, Exmouth, EX8 2SA.

**Proposal:**

Erection of a three storey building to include four two bed flats, office suite and two front dormers with associated parking and amenity space including demolition of existing hall.

**RESOLVED:**

Deferred for a site inspection so that Members could consider the relationship between the proposed building and neighbouring properties.

82 **22/1197/FUL (Minor) FENITON**

**Applicant:**

Mr Robin Hutson.

**Location:**

Curlditch House, Gittisham, EX14 3AE.

**Proposal:**

Proposed siting of five shepherds huts in the field southeast of Curlditch House.

**RESOLVED:**

Approved as per officer recommendation.

83 **22/1547/FUL (Minor) DUNKESWELL & OTTERHEAD**

**Applicant:**

Mr Kevin Crudge.

**Location:**

Turbury Farm, Stamps Coaches, Dunkeswell, EX14 4QN.

**Proposal:**

Static home to provide managers accommodation.

**RESOLVED:**

Approved contrary to officer recommendation.

Members considered that as there was a fall-back position of siting the annexe (in the form of a mobile home) in the garden of the existing dwelling without requiring planning permission, the proposed location would better serve the business and have no greater impact on its surroundings providing it was conditioned to be used ancillary to the use of the main dwelling on site representing a departure from Policy H4. Conditions were delegated to officers in consultation with the Chair, Vice Chair and Ward Members.

**Attendance List**

**Councillors present (for some or all the meeting)**

S Chamberlain (Vice-Chair)  
C Brown  
A Colman  
O Davey  
B De Saram  
S Gazzard  
D Key  
R Lawrence  
G Pratt  
E Rylance  
P Skinner  
T Woodward

**Councillors also present (for some or all the meeting)**

P Faithfull  
N Hookway  
G Jung  
B Taylor

**Officers in attendance:**

Gavin Spiller, Principal Planning Officer (West)  
Damian Hunter, Planning Solicitor  
Wendy Harris, Democratic Services Officer

**Councillor apologies:**

E Wragg  
K Bloxham  
M Howe

Chairman .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 31 January 2023****Attendance list at end of document**

The meeting started at 10.04 am and ended at 3.11 pm. The meeting adjourned at 11.05am and reconvened at 12.05 pm and again at 1.00 pm and reconvened at 1.34 pm.

**84 Minutes of the previous meeting**

The minutes of the Planning Committee held on 20 December 2022 were confirmed as a true record.

**85 Declarations of interest**

Minute 87. 21/1546/FUL (Minor) EXMOUTH LITTLEHAM.  
Councillor Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 87. 21/1546/FUL (Minor) EXMOUTH LITTLEHAM.  
In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution Councillor Bruce De Saram advised of lobbying in respect of this planning application.

Minute 88. 21/3235/MFUL (Major) BROADCLYST  
In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution Councillor Eileen Wragg advised of lobbying in respect of this planning application.

Minute 92. 22/2030/FUL (Minor) EXMOUTH LITTLEHAM.  
Councillor Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 92. 22/2030/FUL (Minor) EXMOUTH LITTLEHAM.  
In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution Councillors Eileen Wragg and Geoff Pratt advised of lobbying in respect of this planning application.

Minute 93. 22/1322/MOUT (Major) FENITON  
In accordance with the code of good practice for Councillor and Officers dealing with planning matters as set out in the constitution it was advised all Committee Members had been lobbied in respect of this planning application.

Minute 94. 22/1622/FUL (Minor) FENITON.  
Councillor Philip Skinner, Directly relates Non-registerable Interest, Partner's business looks after adult social care.

Minute 95. 22/1386/OUT (Minor) SEATON.  
Councillor Geoff Pook, Disclosable Pecuniary Interest, Pecuniary interest in the property.

**86 Planning appeal statistics**

The Committee noted the planning appeals statistics report setting out nine appeal decision notices, seven dismissed and two allowed which continued to demonstrate the council's good appeals record.

Members' attention was drawn to the two appeals allowed. The first related to application 21/2781/FUL – Sceat Cottage, Colyton for a change of use from holiday cottage to unrestricted residential dwelling. The Inspector determined that as there was no substantial difference in sustainability terms between a residential dwelling to a holiday cottage there was no reason to not allow the appeal. The Assistant Director Planning Strategy and Development Management highlighted to Members that this was the second appeal on this issue that the Inspectorate had allowed in recent months and suggested that the council's approach to holiday lets should be more open when considering them close to settlements with a good range of services.

The second appeal allowed related to application 21/0293/TRE – 22 Highbury Park, Exmouth for the felling of a lime tree. The Inspector determined that although there was some amenity value to the tree, the reasons for felling together with the benefits of planting a replacement tree in a more prominent location outweighed the harm caused by the felling.

Following a question raised by Councillor Bruce De Saram in which he referred to an upcoming application and whether there was a precedence for development in the Built up Area Boundary for Exmouth for future development sites, the Assistant Director Planning Strategy and Development Management advised he had no concerns as each site was different.

87 **21/1546/FUL (Minor) EXMOUTH LITTLEHAM**

**Applicant:**

Mr Loveridge

**Location:**

British Red Cross Society, South Street, Exmouth, EX8 2SA.

**Proposal:**

Erection of a three storey building to include 4 X 2 bed flats, office suite and 2 x front dormers with associated parking and amenity space including demolition of existing hall.

**RESOLVED:**

Refused as per officers recommendation with an amendment to Reason 2 as follows:  
"The proposed development by reason of scale, bulk, form and proximity to the boundaries of the site would be visually intrusive and overbearing, resulting in a loss of outlook and privacy to the occupiers of properties to the south west of the site .."

88 **21/3235/MFUL (Major) BROADCLYST**

**Applicant:**

Theo Gloyens

**Location:**

Land adjacent to Sandycote, Blackhorse, Honiton Road, Exeter, EX5 2FT.

**Proposal:**

Demolition of existing dwelling and outbuildings and construction of 44 dwellings (22 affordable), means of access and associated works.

**RESOLVED:**

1. The Appropriate Assessment be adopted.
2. Approved subject to a Section 106 agreement to secure the heads of terms in the agenda save for the Habitat Mitigation contribution to be amended to £367.62 per dwelling and the NHS contribution to be amended to £26,555.

89 **21/3148/MOUT (Major) BROADCLYST**

**Applicant:**

Mr P Withers

**Location:**

Land to the east of Anning Road/Tithebarn Way, Redhayes, Exeter.

**Proposal:**

Outline application for up to 6,000sqm GIA (6,350sqm GEA) of office development with associated infrastructure (all matters reserved except access).

**RESOLVED:**

Approved as per officers recommendation but with the final conditions to be delegated to the Assistant Director – Planning Strategy and Development Management in consultation with the Chair of Planning Committee and Ward Members acknowledging that these need to be amended to reflect the phasing of the development and for Condition 6 to be redrafted in light of the applicant not controlling all of the land needed to secure the pedestrian and cycle link to Blackhouse Lane.

90 **22/1168/FUL (Minor) BROADCLYST**

**Applicant:**

Roberta Gillam

**Location:**

Barn at Ratclyffe Farm, Clyst Hydon, EX15 2NQ.

**Proposal:**

Proposed demolition of existing barns and silo and construction of 5 dwellings, farm shop and associated operational development.

**RESOLVED:**

1. The Appropriate Assessment be adopted.
2. Approved as per officers recommendation.

91 **22/2115/OUT (Minor) DUNKESWELL & OTTERHEAD**

**Applicant:**

Mr & Mrs A Williams

**Location:**

The Store, Mill Lane, Awliscombe.

**Proposal:**

Outline application with all matters reserved for the erection of a 2 bed bungalow and demolition of existing shed.

**RESOLVED:**

Approved as per officer recommendation but with an additional condition requiring that the approved dwelling and associated curtilage shall only be used for residential purposes.

92 **22/2030/FUL (Minor) EXMOUTH LITTLEHAM**

**Applicant:**

Alice Johnson (Queens Drive CIC)

**Location:**

Exmouth Beach, Queens Drive, Exmouth, EX8 2GD.

**Proposal:**

Construction of a single storey flexible office/community hub building, single storey side extension to existing bin store to provide 5 WCs and installation of 23 photovoltaic panels.

**RESOLVED:**

Refused contrary to officer recommendation.

Members considered that the proposal by virtue of its inappropriate design and siting on an open space would detract from the character of the area and would be detrimental to the openness and landscape qualities of the seafront contrary to Policies D1 and D2 of the Local Plan and EB2 of the Exmouth Neighbourhood Plan.

93 **22/1322/MOUT (Major) FENITON**

**Applicant:**

Bakers Estates Ltd.

**Location:**

Land at Hayne Farm, Hayne Lane, Gittisham, EX14 3PD.

**Proposal:**

Demolition of existing farm buildings and redevelopment for up to 37 dwellings, formation of access, associated infrastructure and open space (outline application seeking approval of details of access only).

**RESOLVED:**

Approved as per officer recommendation but with the Heads of the terms of the Section 106 Agreement and conditions delegated to the Assistant Director – Planning Strategy and Development Management in consultation with the Chair and Ward Member to enable details of how viability will be reassessed to be agreed, together with the deletion of Condition 5 and the addition of an extra plan to the plan numbers listed.

94 **22/1622/FUL (Minor) FENITON**

**Applicant:**

Mr Mark & Mrs Lisa Clouter.

**Location:**

Kings Arms Farm, Nags Head Road, Gittisham, EX14 3AP.

**Proposal:**

Construction of a two storey 18 unit residential home for vulnerable people.

**RESOLVED:**

Refused as per officers recommendation.

95 **22/1386/OUT (Minor) SEATON**

**Applicant:**

Townsend Park Ltd.

**Location:**

15 Townsend Road, Seaton, EX12 2AY

**Proposal:**

Erection of five dwellings houses with garaging (demolition of existing dwelling house).  
Provision of new vehicular access (closure of existing access).

**RESOLVED:**

Approved as per officers recommendation.

**Attendance List**

**Councillors present:**

E Wragg (Chair)  
S Chamberlain (Vice-Chair)  
C Brown  
O Davey  
B De Saram  
S Gazzard  
M Howe  
D Key  
R Lawrence  
G Pook  
G Pratt  
P Skinner

**Councillors also present (for some or all the meeting)**

N Hookway

**Officers in attendance:**

Ed Freeman, Assistant Director Planning Strategy and Development Management  
Damian Hunter, Planning Solicitor  
Wendy Harris, Democratic Services Officer

**Councillor apologies:**

K Bloxham

E Rylance  
T Woodward

Chairman .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Licensing and Enforcement Committee held at Council Chamber, Blackdown House, Honiton on 7 December 2022****Attendance list at end of document**

The meeting started at 10.03 am and ended at 10.41 am

**17 Public Speaking**

Mr Stuart Phillips, one of the proprietors of Millstream Taxis, Honiton, requested clarity regarding the date on which the adoption of the new hackney carriage fare table would come into effect. The newspaper notice of the fare increase had indicated that the revised fare tariff would take effect on 30 November, subject to there being no objections, whereas the increase was being discussed at the meeting today under item 9.

The Licensing Manager confirmed that there had been no objections and advised that taxi fare increases come back to the Committee for ratification. The earliest date a meeting could be held was today, and subject to the discussion at item 9, the fare increase would take effect from today's date.

**18 Minutes of the previous meeting**

The minutes of the meeting held on 26 October 2022 were agreed and signed as a true record.

**19 Declarations of interest**

There were no declarations of interest.

**20 Matters of urgency**

There were no matters of urgency.

**21 Confidential/exempt item(s)**

There was one item which officers recommended should be dealt with under Part B.

**22 Hackney carriage fares - adoption of new fare table**

With the agreement of the Committee, this item was brought forward on the agenda.

The Licensing Manager summarised the consultation process which had been widely viewed. No objections had been received. Subject to the Committee's decision, the new hackney carriage fare tariff would come into effect immediately and taxi operators would be made aware of the change later today.

The Licensing Manager advised that the recommendation had been amended to reflect that the Committee had the power to agree the adoption of the new fare table.

In response to a question regarding changing taxi meters to reflect the new tariff, the Licensing Manager advised that it was anticipated that operators would wish to make the change as soon as possible and that this could be done quickly by appointment. All meters should be changed by the cut-off date of 1 March 2023.

## **RESOLVED**

That the Hackney Carriage table of fares as attached to the report at Appendix A be adopted with immediate effect.

### 23 **Quarterly update report**

The Licensing Manager presented the quarterly update report which provided an update on the activities of the Licensing Service under the Licensing Act 2003, Gambling Act 2005, taxi legislation and general licensing including street trading and pavement licences.

The following points from the report were highlighted:

- Film makers have the right under the Licensing Act 2003 to have a film classified by the relevant Licensing Authority where they have not sought classification from the British Board of Film Classification, usually due to the cost involved. Only two such requests have been received in recent years, although the Licensing Team is aware that this is emerging work and should the need arise, the Committee will be provided with further updates. The request highlighted in the report at section 1.1.5 was in connection with a historic film to be shown at a folk festival next year.
- It is anticipated that the Licensing Act 2003 will be reviewed next year together with easements to support the industry as it recovers from the pandemic.
- The bulk renewal of licences had been completed and it was noted that taxi driver licences had decreased slightly due to a couple of retirements, with all other licences increasing.
- It was anticipated that the temporary pavement licences legislation is likely to be made permanent next year with the licensing work undertaken by the County Council being transferred to EDDC which will involve more work for the team.

In response to questions from Members, the following points were advised:

- Regarding the transfer of pavement licensing from the County Council, this would involve considerable work with thirty premises needing to be visited and enforcement checks undertaken. The Licensing Manager advised that there would need to be a review of officer capacity when this work transfers.
- With regard to the training of applicants to hold a premises licence, there is a requirement to attend an accredited training course provided by the Institute of Licensing.
- The Licensing Authority had not been made aware of any incidents of needle spiking within East Devon. It was noted that members of the public should report any incidents which occur.

The Licensing Manager was thanked for his report which was noted.

### 24 **Street Trading policy and designation of streets**

The Licensing Manager presented the report which set out the background to and the request for the public consultation to be undertaken on changing the current Street Trading policy which was due for review after its introduction in 2017.

Since 2017 there has been considerable growth in street trading, particularly due to the effects of the covid pandemic when street trading provided support to the public.

The proposal was to review the policy, including a review of the prohibitions around Sidmouth town centre, with a proposal to open Sidmouth seafront for longer periods. It was also appropriate to consider the district as a consent location and to consider the level of fees due to the costs borne by officers in administering applications.

Subject to approval, the consultation would commence in the new year for two months, followed by a formal consultation in the newspapers.

It was noted that there are locations where the public could queue on public land to access traders on private land. The Licensing Authority would only engage where street trading was impinging on public land.

The consultation would include the length of time ice cream vans were able to trade as this could have a significant impact on the trade of other similar business premises should vans be parked in close proximity.

## **RESOLVED**

1. That the Committee authorise public consultation in accordance with the legislative requirements on proposals to:
  - a. Rescind all the Council's previous resolutions to designate streets as 'Prohibited Streets' and 'Consent Streets' within the District, and
  - b. Designate all 'streets' in East Devon as 'Consent Streets' as defined in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 save for certain streets in Sidmouth (listed in Appendix D to the report) which shall be 'Prohibited Streets' except during a set period of time each year.
2. To commence public consultation on the Council's revised Street Trading policy and to set application fees to be charged for Consent to be granted.
3. That the Committee will receive a further report that will consider any subsequent representations received during the public consultation exercise and will make further recommendations to be adopted by the Council.

## 25 **Exclusion of Press and Public**

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).

## 26 **Suspension of hackney carriage driver licence**

The report provided the Committee with an update regarding the suspension of a licensed Taxi (Hackney Carriage) driver. The report was noted and the Committee supported the action taken by officers.

### **Attendance List**

#### **Councillors present:**

J Whibley (Chair)  
K Bloxham (Vice-Chair)  
M Chapman  
A Dent  
P Jarvis

B Taylor  
T Wright

**Councillors also present (for some or all the meeting)**

**Officers in attendance:**

Phillippa Norsworthy, Licensing Officer  
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)  
Sarah Jenkins, Democratic Services Officer  
Stephen Saunders, Licensing Manager  
Zoe Jones, Licensing Support Officer

**Councillor apologies:**

O Davey  
S Gazzard  
P Millar

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Licensing and Enforcement Sub Committee held at Council Chamber, Blackdown House, Honiton on 24 January 2023****Attendance list at end of document**

The meeting started at 9.30 am and ended at 10.15 am

**16 Minutes of the previous meeting**

The minutes of the previous meeting held on 24 August 2022 were agreed and signed as a correct record.

**17 Declarations of interest**

Minute 20. Determination of an application to license a private hire vehicle which does not comply with the Council's vehicle age policy.

Councillor Alan Dent, Affects Non-registerable Interest, The Councillor had viewed the vehicle immediately prior to the start of the meeting.

Minute 20. Determination of an application to license a private hire vehicle which does not comply with the Council's vehicle age policy.

Councillor Tom Wright, Affects Non-registerable Interest, The Councillor had viewed the vehicle immediately prior to the start of the meeting.

**18 Matters of urgency**

There were no matters of urgency.

**19 Confidential/exempt items**

There were no confidential / exempt items.

**20 Determination of an application to license a private hire vehicle which does not comply with the Council's vehicle age policy**

The Sub Committee considered the application to license a private hire vehicle which does not comply with the Council's vehicle age policy.

The Chair introduced the members of the Sub Committee.

The applicant, Mr Barry Gardner of Bay Travel, was present.

The Sub Committee's legal advisor, Giles Salter, outlined the procedure for the meeting.

The Licensing Officer, Mrs Emily Westlake, outlined the application to license the vehicle, registration number KN17 MXE, as set out in the report. The applicant had confirmed that the current mileage is 50,069 miles as at today's date. The Licensing Officer confirmed that the applicant had provided all relevant documentation as required.

In response to a question regarding the age ranges of the 36 private hire vehicles currently licensed by EDDC, as shown on page 11 of the report, the Licensing Officer

advised that the Council's policy does not exclude a vehicle which is over 5 years old if the vehicle was initially licensed by the Council at less than 5 years of age and is continually licensed thereafter. Once a vehicle has been licensed, it is easier for the Council to monitor its condition due to the ongoing checks required under the policy. Vehicles over 8 years old are checked every 6 months.

Members discussed the definition of 'exceptional' with regard to a vehicle's condition and noted that older vehicles may be considered to be in excellent condition due to improvements in vehicle manufacture over the years. The Legal Advisor advised that it is for Members to decide whether the vehicle is exceptional.

Members also noted that this was the second request submitted by the applicant to license a vehicle which does not comply with the Council's vehicle age policy.

The applicant had no questions for the Licensing Officer but made the point that vehicles over 5 years old are more affordable for his business. In response the Licensing Officer advised that the Licensing & Enforcement Committee had recently agreed to extend the age range in the policy from 4 to 5 years, following the temporary measures in place during the covid-19 pandemic. The policy is currently under review and a full public consultation will be held in due course.

The applicant addressed the Sub Committee and made the following points:

- The applicant operates a high class business with good reviews and business includes hospital trips, conveying VIPs and driving clients to and from Heathrow airport.
- The business had been under severe pressure during the pandemic with little Government help.
- The vehicle for which a licence is sought had been bought to replace an existing vehicle and, due to its age, was a more affordable option for the business as it recovers from the effects of the pandemic.
- The vehicle is a grade 1 vehicle according to British Car Auctions standards and has a full history.

The Members, the Legal Advisor, the Licensing Officers and the applicant left the Council Chamber to view the vehicle. The Democratic Services Officer left the Chamber.

Members returned to the Chamber to make their decision.

The Legal Advisor, the Licensing Officers, the Democratic Services Officer and the applicant returned to the Chamber.

The Sub Committee was minded to grant the vehicle licence. The vehicle is in a showroom condition and the applicant has supplied a comprehensive set of paperwork to demonstrate the exceptional mechanical condition of the vehicle.

Members also noted the exceptional circumstances that the vehicle operator had outlined to them to be able to continue to operate and run his business.

### **Attendance List**

#### **Councillors present:**

K Bloxham (Chair)

A Dent

T Wright

**Councillors also present (for some or all the meeting)**

None

**Officers in attendance:**

Sarah Jenkins, Democratic Services Officer

Giles Salter, Solicitor

Phillippa Norsworthy, Licensing Officer

Emily Westlake, Licensing Officer

**Councillor apologies:**

None

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Personnel Committee held at Council Chamber, Blackdown House, Honiton on 6 February 2023****Attendance list at end of document**

The meeting started at 10.00 am and ended at 11.16 am

**58 Public speaking**

None.

**59 Minutes of the previous meeting held on 28 November 2022**

Cllr Arnott raised minute 55, HR Policies Review to reflect Chief Officer Conditions of Service Model Procedures. Whilst the paragraph on the EELGA Learning Review was an accurate reflection of the statement made in the meeting, he still felt that the Review document presented to Council was not accurate.

The Chair advised that he would take a vote on the minutes of the committee as a true record, and advised that the issue Cllr Arnott raised should be referred to Council under part B (confidential) session as the appropriate route.

The minutes of the previous meeting held on the 28 November 2022 were confirmed as a true record by the committee, with Cllr Arnott voting against and with one abstention.

**60 Declarations of interest**

None.

**61 Matters of urgency**

None.

**62 Confidential/exempt item(s)**

None.

**63 Director recruitment update**

The report of the Chief Executive outlined the recruitment process to date for the role of Director of Governance and Licensing (Monitoring Officer). Interim arrangements for the post had been agreed by the Committee at the previous meeting. The Interviewing (Chief Officers) Sub Committee would convene on the 7 February as part of the interviewing of candidates.

The report also set out a request for the Committee to confirm to convene the Interviewing (Chief Officers) Sub Committee as part of the recruitment and selection process for the Director of Housing, Health and Environment. The current post holder had advised of his planned retirement on August 2023.

The expected timeline for recruitment of this post was:

- February 2023 preparation and recruitment advertising commenced, with potential candidates approached by the agency;
- Mid March 2023 as the closing date for applications;
- Late March/early April Shortlisting and selection, including the Sub Committee interviews and full Council ratification;
- Employment commenced mid/late July 2023 subject to notice requirements.

Members comments included:

- Briefings in preparation for the interview process for the Director of Governance and Licensing were positive;
- Should the Director of Housing, Health and Environment post be reviewed prior to advertisement, because of the scale of the post covering such a wide service area – such as separating out the elements into different posts; in response, Members were informed that any post due to be advertised was reviewed to check that it still met the requirements. In the case of this Director post, the role of the Assistant Directors was key in managing the service areas, with the Director having a strategic role over the wider remit;
- Conflicting views across the committee in regard to the number of elected members involved in the recruitment process; on balance, the view was that the sub-committee level of seven members was the right level. Looking ahead to the recruitment of the Director of Housing, Health and Environment, the option of additional Member involvement prior to the work of the Sub Committee was offered as a possible process as part of the recruitment for that role.

## **RESOLVED**

1. That the update on the recruitment of the Director of Governance and Licensing (Monitoring Officer) be noted;
2. That the requirement to convene the Interviewing (Chief Officers) Sub Committee for purposes of interviewing the post of Director of Housing, Health and Environment be confirmed;
3. That the Committee records their thanks to the Director of Housing, Health and Environment for his thoughtfulness in giving a long notice period of his retirement, in order to facilitate a hand over with his replacement.

## 64 **Pay Policy Statement annual review**

The report set out the annual review of the Council's Pay Policy Statement. The Committee were asked to consider the statement, which sets out the remuneration of Chief Officers and other employees, in order to recommend to Council.

The changes to the Statement reflected the new grading structure agreed through the Reward Review. It also took into account the learning Review which incorporated the JNC Chief Officer model procedures into local policy.

The pay multiple, which is the relationship between the lowest and highest paid employees, was now at 5.9:1, a reduction on the previous year and within the Council's agreed maximum ration of 10:1.

In response to a question on the JNC Chief Officer model, the model was explained as a national document. Reference to that would be circulated to the Committee after the meeting, for information.

**RECOMMENDED to Council** that the Pay Policy Statement 2023/24 be adopted.

## 65 **Apprentice Pay Policy revisions proposal**

The report from the HR Manager requested the Committee to support changes to the pay policy for newly recruited apprentices. The changes were in response to the Reward Review, to show distinction between apprenticeship and standard posts, and to keep such positions competitive in the employment market.

Member discussion included:

- Welcoming the positive step to provide apprentice schemes that are paid adequately and fairly;
- Where the majority of apprentice placements were within council services? In response, whilst the actual data was not at hand, many were in the placement of business administration and Streetscene operations. The Committee were also advised that such schemes were not just unique to new employees; existing employees could also undertake placements to further their career advancement;
- Positive enforcement of the message of the Council as a good employer.

**RECOMMENDED to Council** that new recruit apprentices are paid at 90% of the standard National Joint Council (NJC) rates as set out in the Council's pay and grading structure, with a minimum rate equivalent to the Real Living Wage.

## 66 **People data**

The report provided to the Committee set out key data on workforce for the Council.

Elements highlighted included:

- Headcount had a small increase to 526;
- Market supplements had reduced from 39 to 6 as at the end of 2022, with a further 2 agreed in January 2023 that will bring the total to 8. This was a direct impact of the Reward Review implementation;
- Vacancies stood at 47, compare to 58 in October 2022;
- Cumulative voluntary turnover had increased since October 2022 to 10.89%;
- A small decrease in FTE days lost due to sickness absence now standing at 0.96 days in December;
- A projected forecast of 11.61 FTE days lost to sickness absence for the year, although slightly reduced, but still above the target of 8.5 days.

The Committee were briefed on the continued issues of sickness, as reflected for many authorities and businesses nationally, due to continued Covid and flu infections; as well as mental health related issues. Training funded from the public health budget would be targeted at particular pinch points, with further updates being provided to the Committee on the success of that training, and if elements become part of the authority's Happy Healthy Here staff offer.

In response to questions, the HR service, working alongside managers and others, continue to provide support. In response to the changes to reception opening, the Committee were informed about the delivery of training relating to dealing with difficult customers. Such training was also being delivered where required across a number of services.

**RESOLVED** that the Committee endorsed the report.

## 67 **Personnel Forward Plan**

The Committee noted the Forward Plan of work for the Committee. No items were added.

The timing of the Management Review in light of the Director of Housing, Health and Environment post becoming vacant, was questioned. In response, the outline of work following the District elections determined that the review would naturally follow the completion of the new Council Plan – which in turn would inform how the management structure would best fit to deliver the Plan.

Advice from PWC on assessing the impact of the Reward Review set out that a period of six to twelve months was required for the changes to bed in, after which a management review could follow.

The Chair closed the meeting with expressing thanks to the Committee for their contributions, and thanks to the officers attending.

**Attendance List**

**Councillors present:**

I Thomas (Chair)  
P Arnott  
K Blakey  
B De Saram  
A Dent  
J Loudoun  
N Hookway  
E Wragg

**Councillors also present (for some or all the meeting)**

J Bonetta

**Officers in attendance:**

Joanna Fellows, Corporate HR Manager  
Debbie Meakin, Democratic Services Officer  
Mark Williams, Chief Executive

**Councillor apologies:**

M Armstrong  
D Bickley  
I Hall

Chair .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Interviewing (Chief Officers) held at Clyst/Otter Rooms, Blackdown House, Honiton on 7 February 2023**

#### **Attendance list at end of document**

The meeting started at 9.00 am and ended at 5.00 pm

#### **1 Election of Chair**

Councillor Ian Thomas chaired the sub committee.

#### **2 Interviews for Director of Governance & Licensing (Monitoring Officer)**

The interviewing of the shortlisted candidates took place over the course of the day.

#### **3 Recommendation to Council**

The Sub Committee unanimously agreed to recommend to Council, candidate Melanie Jane Wellman. She is currently employed as the Assistant Director for Legal and Governance, and Monitoring Officer, at Sedgemoor District Council.

**RECOMMENDED to Council** to appoint Melanie Jane Wellman to the post of Director of Governance and Licensing (Monitoring Officer).

#### **Attendance List**

##### **Councillors present:**

P Arnott  
A Dent  
I Hall  
P Hayward  
J Loudoun  
H Parr  
I Thomas (Chair)

##### **Officers in attendance:**

Joanna Fellows, Corporate HR Manager  
Mark Williams, Chief Executive