



## Agenda for Overview Committee Thursday, 27th March, 2025, 6.00 pm

### Members of Overview Committee

Councillors: A Bailey, B Bailey, K Blakey, O Davey, T Dumper (Vice-Chair), P Fernley, D Haggerty, A Hall (Chair), J Heath, Y Levine, M Martin, H Riddell and D Wilson

**Venue:** Council Chamber, Blackdown House, Honiton

**Contact:** Sarah James;

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(or group number 01395 517546)

Wednesday, 19 March 2025

East Devon District Council  
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**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

- 1 Minutes of the previous meeting held on 20 February 2025 (Pages 3 - 6)
- 2 Apologies
- 3 Declarations of interest  
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#).
- 4 Public Speaking  
Information on [public speaking](#) is available online.
- 5 Matters of urgency  
Information on [matters of urgency](#) is available online.
- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including press) have been excluded. There are **no** items that officers recommend should be dealt with in this way.
- 7 Update Paper on the Introduction of an Online Petition Scheme (Pages 7 - 10)
- 8 Policy Review Project (Pages 11 - 13)
- 9 East Devon National Landscape annual review 2024/25 (Pages 14 - 17)
- 10 Work Programme 2024 - 2025 (Pages 18 - 30)  
To consider the Cabinet Forward Plan; would the Committee wish to receive a report on key decisions prior to Cabinet?

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[Decision making and equalities](#)

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Overview Committee held at Council Chamber, Blackdown House, Honiton on 20 February 2025**

#### **Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.31 pm

#### **16 Minutes of the previous meeting held on 24 October 2024**

The minutes of the previous meeting held on 24 October 2024 were approved as a true and accurate record.

#### **17 Declarations of interest**

Minute 23, Coach Tourism in East Devon

Cllr Aurora Bailey, Affects Non-Registerable Interest, Member of Exmouth Town Council.

Minute 23, Coach Tourism in East Devon

Cllr Brian Bailey, Affects Non-Registerable Interest, Member of Exmouth Town Council.

Minute 23, Coach Tourism in East Devon

Cllr Ian Barlow, Affects Non-Registerable Interest, Member of Sidmouth Town Council.

Minute 23, Coach Tourism in East Devon

Cllr Jenny Brown, Affects Non-Registerable Interest, Member of Honiton Town Council.

Minute 23, Coach Tourism in East Devon

Cllr Olly Davey, Affects Non-Registerable Interest, Member of Exmouth Town Council.

Minute 23, Coach Tourism in East Devon

Cllr Tim Dumper, Affects Non-Registerable Interest, Member of Exmouth Town Council and member of the Coach Working Party.

Minute 23, Coach Tourism in East Devon

Cllr Del Haggerty, Affects Non-Registerable Interest, Member of Seaton Town Council.

Minute 23, Coach Tourism in East Devon

Cllr John Heath, Affects Non-Registerable Interest, Member of Beer Parish Council.

Minute 23, Coach Tourism in East Devon

Cllr Vicky Johns, Affects Non-Registerable Interest, Member of Ottery St Mary Town Council.

#### **18 Public Speaking**

No members of the public had registered to speak at the meeting.

#### **19 Matters of urgency**

There were no matters of urgency.

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

There were no confidential/exempt items.

21 **Revisions to Street Naming and Numbering Policy**

The Economy Practice Manager presented this report which set out proposed revisions to the Street Naming and Numbering Policy, to clarify the Council's position on street naming and numbering and to ensure effective implementation.

Discussion and clarification included the following points:

- It was permissible for houses to be numbered '13' although historically there was a reluctance to use this number due to superstitions of it being unlucky.
- Each individual property in the UK had a Unique Property Reference Number (UPRN) which was provided to emergency services when an address was created. This ensured that emergency services did not have problems locating addresses.

**RECOMMENDED to Cabinet**

To approve the proposed revisions to the Council's Street Naming and Numbering Policy.

22 **Wildlife Improvement Policy**

The Director for Place introduced this item and asked Members to consider the Wildlife Improvement Policy and make recommendations, before it was presented to Cabinet for approval.

The proposed Policy would ensure that the StreetScene department's current and future Wildlife Improvement areas were managed, maintained and improved to a high standard whilst also supporting the Countryside department's role in meeting new legislative targets for Nature Recovery. It would also help to increase residents' understanding of the gravity and consequences of both climate change and biodiversity loss, and the urgency of putting in place mitigations to these crises.

The Horticultural Technical Officer invited comments and questions.

Discussion and clarification included the following points:

- The Council banned the use of glyphosate in 2022, and selective herbicides only killed broad leaf plants but left grasses. It was difficult to kill grasses naturally.
- The Equalities Impact Assessment appended to the report aligned with the authority's statutory duty to have regard to protected characteristics, and was key to informing decisions made during the life of the project.
- If the proposed policy was adopted, the Countryside team would look to introduce key performance indicators with regards to key species which were more likely to be in wildlife improvement areas.
- Sites identified for wildlife improvement potential were carefully assessed against the needs of the community to access green spaces, and a lot of the Streetscene managed land that was not designated for wildlife improvement had been deemed necessary for public use and enjoyment.
- Neat and tidy spaces could be death to wildlife, and some wildness was necessary. The Council could be bolder in its approach given that it had declared a wildlife emergency, and it was argued that residents needed to revise their ideas of what public spaces needed to look like.

- Communications were important, to inform people of the reasons for the wildlife improvement and rewilding work and to help to identify the challenges and how to solve them. The Horticultural Technical Officer outlined intentions to make signage more accessible and less wordy and summarised a 3-stage consultation process involving StreetScene staff, councillors, town and parish clerks and residents, results from which would inform the second and third year communications plan.
- It was suggested to involve local wildlife groups in stages of consultation, given that they often worked closely with towns and parishes.

### **RECOMMENDED to Cabinet**

To adopt the Wildlife Improvement Policy as an official EDDC policy.

## **23 Coach Tourism in East Devon**

The Economic Development Manager introduced this report which outlined the work of the Coach Tourism Task and Finish Forum (TAFF) set up in April 2024, which aimed to explore opportunities around coach tourism development in East Devon and help increase coach passenger visitors to the district. The report detailed the achievements of the TAFF to date, and its recommendation for the Overview Committee to consider.

Discussion and clarification included the following points:

- Of the Coach Friendly audits carried out to date by the Confederation of Passenger Transport (CPT) in Honiton, Sidmouth and Exmouth, coach parking facilities had been deemed to be sufficient.
- Coach tourism involved a lot of stakeholders and was quite a complex operation but coaches were a traditional form of travel, itineraries were in place, and individual players would not engage if the whole machine did not operate well.
- There was an aspiration to encourage coach tourists to visit other parts of East Devon and not just the seaside towns, and the Coach Friendly initiative would support this objective.
- There was a climate emergency and the Coach Friendly initiative would facilitate tourism to the district in the most climate friendly way.
- Towns and parishes should liaise with their named Highways Officer for advice and guidance around signage, which would in turn facilitate engagement with Devon County Council.
- The Economic Development Manager confirmed that the Senior Economic Development Officer could support the ongoing Coach Friendly initiative as part of their time spent on delivery of the Tourism Strategy.
- Members were supportive of the TAFF's recommendation that the Council funded 50% of the cost of signage required for towns and parishes to meet the criteria for CPT Coach Friendly accreditation. It would be necessary to ensure the agreement of the towns and parishes.
- It was suggested to consider revising the proposed recommendation so that funds could be used to address any issues identified in the CPT audit to meet the criteria for Coach Friendly accreditation, and not just for signage.

### **RECOMMENDED to Cabinet:**

That EDDC fund 50% of the costs of signage required for East Devon towns to satisfy the criteria for Confederation of Passenger Transport (CPT) Coach Friendly accreditation as identified through the formal CPT audit process, up to £1,500 per town and an overall maximum for the district of £12,000, subject to individual towns and parish councils meeting the remaining 50% of the costs.

## **24 E-Petitions report**

This item was deferred to the next meeting.

25 **Work Programme 2024 - 2025**

The Committee considered the Cabinet Forward Plan and noted the Work Programme for 2024-2025.

**Attendance List**

**Councillors present:**

A Bailey  
B Bailey  
K Blakey  
O Davey  
T Dumper (Vice-Chair)  
P Fernley  
D Haggerty  
A Hall (Chair)  
J Heath  
Y Levine  
M Martin  
H Riddell

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

I Barlow  
C Brown  
J Brown  
R Collins  
V Johns  
G Jung  
M Rixson

**Officers in attendance:**

Simon Davey, Director of Finance  
Paul Fealey, Horticultural Technical Officer  
Sarah James, Democratic Services Officer  
Geri Panteva, Senior Economic Development Officer  
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)  
Tom Winters, Economic Development Officer (interim)  
Andrew Wood, Director of Place  
Nick Wright, Economy Practice Manager

Chair: .....

Date: .....



**Report to:** Overview Committee

**Date of Meeting** March 2025

**Heading/Title:** Update Paper on the Introduction of an Online Petition Scheme

**Cabinet Member(s):** Communications & Democracy (Cllr Sarah Jackson) and Council and Corporate Coordination (Cllr John Loudoun)

**Director:** Governance (Melanie Wellman)

**Author and Directorate:** Andrew Melhuish, Corporate Lead Democratic Services & Scrutiny

**Contact Details** [andrew.melhuish@eastdevon.gov.uk](mailto:andrew.melhuish@eastdevon.gov.uk)

**Key decision:** No

**If a Key Decision has it appeared on Forward Plan:** N/A

**Document classification:** Part A Public Document

**Exemption applied:** None

## 1. Introduction

1.1 On 13 July 2022 the Cabinet referred the minutes of the Scrutiny Committee meeting (9/6/22) to the Overview Committee, to progress the recommendations, which were:

- To consider a petition platform within the Council's website
- To publicise the Council's petition scheme via the Council's weekly press release.

## 2. Background

2.1 At the Overview Committee on 30 May 2024 councillors received a briefing note and presentation setting out details of the current scheme and the committee were notified that a report setting out proposals for the introduction of an online petition scheme would be presented at a future meeting.

2.2 The Council currently operates a petition scheme allowing members of the public the ability to submit petitions as a way that people can let the Council know their concerns.

2.3 The traditional methods of petitioning can often be time-consuming and inaccessible to many community members. An e-petition platform would

modernise this process, making it more convenient and efficient. The ability to submit an online e-petition would ensure that the Council offers the public a range of methods for submitting a petition.

- 2.4 This update paper looks at the potential to provide a facility through the Council's website to allow the submission of online petitions to enhance the current offer of submitting petitions in paper form or via email. Alternatively, members of the public can give their petition to their local councillor who will deliver it on their behalf, or a petition can be presented by a member of the public at a Council meeting.
- 2.5 The Council's petitions scheme has been in place since 2010 and was adopted following the requirements under the Local Democracy, Economic Development and Construction Act 2009 for local authorities to have in place a petition scheme and having arrangements for receiving e-petitions. This was repealed by the Localism Act so currently there is no legislation requiring councils to adopt a petition scheme or to respond to petitions/e-petitions. Nevertheless, the Council has a long track record of listening to and working with residents. So, whilst it is no longer a requirement to have a petitions scheme, Councillors recognise that petitions should still be considered, but that in doing so there are realistic parameters established to ensure such a Scheme is fit for purpose for our current governance arrangements. An online petition scheme can address these challenges by providing a user-friendly platform that allows citizens to easily submit and support petitions on matters of public interest.

### **3. Petition Scheme (existing)**

- 3.1 You can submit a petition on the following issues:
- Issues which relate to the Council and/or the services it provides to local people
  - Matters which affect local people or local communities in East Devon more than the general public nationally
- 3.2 The petition scheme also sets out the relevant triggers to a petition and its proposed course of action. The current scheme allows for petitions to be submitted in paper form, via their local ward councillor or by scanning the paper documents and emailing to the Council.

### **4. Objectives of an online petition scheme**

- 4.1 The primary objectives of the online petition scheme are as follows:
- **Enhance Engagement:** Encourage active participation from a broader demographic by providing an easily accessible platform.
  - **Increase Transparency:** Ensure that the petition process is transparent and that citizens can track the progress of their petitions.
  - **Streamline Processes:** Reduce the administrative burden associated with traditional paper-based petitions.



## 5. Proposed Features

5.1 The online petition scheme will include the following key features:

- **User Registration:** Secure registration process to verify the identity of petitioners and supporters.
- **Petition Submission:** Easy-to-use interface for submitting petitions, including guidelines on format and content.
- **Support Mechanism:** Functionality for citizens to sign and support petitions online.
- **Progress Tracking:** Real-time updates on the status and progress of each petition.
- **Review and Response:** A structured process for reviewing petitions and providing timely responses from relevant authorities.

## 6. Implementation Plan

### a. Platform Development

- Work with the Council's Digital Team and Strata to design and build an online petition form. Adjoining authorities are using this method so this could be used by East Devon and requires limited resources to deliver it.
- Ensure the platform meets high standards of security, usability, and accessibility.

### b. Stakeholder Engagement

- Promote the scheme through various communication channels to raise awareness and encourage participation.

### c. Support

- Offer ongoing technical support to address any issues that may arise.

### d. Monitoring and Evaluation

- Establish a monitoring system to track the usage and effectiveness of the online petition scheme – this could be through an annual report submitted to Overview Committee.
- Regularly review and update the scheme based on feedback and performance data.

## 7. Conclusion

7.1 The introduction of an online petition scheme represents a significant step towards modernising the Council's approach to engagement. By using digital technology, we can create a more inclusive, transparent, and efficient petition process that empowers citizens to actively participate in the democratic process.

## **8. Next Steps/Recommendations**

- 8.1 To request the Corporate Lead Democratic Services & Scrutiny works with the Digital Team and Strata to deliver an on-line digital platform for the submission of petitions by members of the public with implementation of an online petition form by 30 May 2025.
- 8.2 To review the current petition scheme at a future meeting of the Overview Committee to ensure that the scheme remains fit for purpose and to submit an updated petition scheme to the Constitution Working Group to review at their meeting on 22 April 2025.

Report to: **Overview Committee**

Date of Meeting 27<sup>th</sup> March 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Policy review project**

### **Report summary:**

This report summarises the findings and recommendations from the policy management review conducted between September 2024 and February 2025. During this period, we engaged with various stakeholders, including ELT and SLT members, digital services, and officers involved with policies.

The review revealed that EDDC's policy storage is fragmented, making it difficult to access policies and manage version control. To address this, the report recommends improving and centralising the existing policy storage on the Intranet and the policy register to ensure accessibility and reliability. Additionally, options such as MyCompliance and InPhase should also be considered to enhance the efficiency of policy management. The report also suggests streamlining and combining some policies for greater efficiency, clarifying policy management responsibilities, improving policy training, and defining the authorisation process.

### **Is the proposed decision in accordance with:**

Budget                      Yes ☒ No ☐

Policy Framework      Yes ☒ No ☐

### **Recommendation:**

That Committee notes the work undertaken to review our policy adoption and review procedures, resulting in changes to our policy template and policy management processes, as set out in this report.

### **Reason for recommendation:**

To inform the Committee of the changes to our policy management processes.

Officer: Agnieszka Grzegorzczuk - agnieszka.grzegorzczuk@eastdevon.gov.uk, National Management Trainee

Portfolio(s) (check which apply):

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

## **Equalities impact Low Impact**

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

## **Climate change Low Impact**

**Risk:** Medium Risk; We need to ensure that policies are properly maintained and effectively managed to ensure compliance with them.

## **Links to background information .**

[Policy template](#)

[Policy review checklist](#)

[Policy approval procedure](#)

[Policy review process map](#)

[Draft Equality Relevance Assessment.](#)

## **Link to [Council Plan](#)**

Priorities (check which apply)

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

## **Report in full**

### **Project overview**

This project aimed to improve policy management at EDDC by reviewing the approach to the development, approval, implementation, and monitoring of policies. The conducted research indicates that a revised approach is crucial for ensuring compliance with legislation, the Equality Duty, and audit recommendations.

### **Project timeline**

The project plan was agreed in August 2024 and work commenced in September 2024.

Project stages:

1. Initial research: Compared policy management practices with other councils, reviewed LGA resources, considered the potential of AI, and collated an extended version of the policy register.
2. Stakeholder meetings: Held meetings with all ELT and SLT members, and a wide range of officers involved in policy work.
3. Process mapping: Worked with the Process Improvement Analyst to create a [policy review process map](#).
4. Guiding documents and templates: Developed templates and guidance documents, including a [policy template](#), a [policy review checklist](#), a [policy approval procedure](#), an ethical policies statement, a policy gaps spreadsheet, and a policy responsibilities document.
5. Findings and recommendations: Compiled all findings and recommendations, with the key points listed above.

### **Project outcomes and actions**

The project successfully achieved all planned outcomes, primarily by providing resources rather than directly completing tasks. The planned outcomes and recommended actions are listed below:

Planned project outcome	Recommended action
All organisational policies reflect external and internal requirements.	A revised approach to policies, facilitated through the new <a href="#">template</a> and <a href="#">checklist</a> , <a href="#">policy review process map</a> , <a href="#">policy approval procedure</a> , and the signposting to <a href="#">equality forms</a> .
There is a shared understanding of the policy approach, including the approval and compliance process and use of a new, agreed policy template	
There is clarity about who is responsible for the content and review of each policy.	Policy responsibilities clearly listed on the improved policy register. Having a designated policy sponsor and a policy owner for each policy.
Policies are easy to access in a shared and secure space which also includes related guidance, support and templates.	Updated Intranet folders and policy register, with corporate oversight.
Policies are appropriately disseminated to councillors and employees and externally, as required.	Improved communication through policy sections in Stay Connected and the members newsletter, services' Teams channels, and manager check-ins. The new template also requires indicating if the policy needs to be publicly accessible on the Internet website.
There is clarity about what training and other support is in place to support policy compliance and all councillors and employees utilise this support and training, with appropriate monitoring arrangements in place to ensure employee and member compliance.	Enhanced protection of the first two weeks of employment for mandatory training, with the potential for more interactive training through the use of informational videos. Adoption of MyCompliance or InPhase for monitoring policy engagement and signing the Code of Conduct.
There is an effective monitoring system in place for the review of all policies, with regular reporting of the policy register to ELT/SLT.	Quarterly review of the policy register by SLT and a standing agenda item about policies.

### **Future considerations and next steps**

We are planning to roll out the new policy template and processes starting in April 2025, after consulting with the Communications team to ensure the documents follow EDDC's corporate branding standard.

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### **Financial implications:**

There are no direct financial implications arising from the report.

### **Legal implications:**

There are no substantive legal issues to be added to this report (KW/002512 11/3/25).

Report to: Overview Committee

Date of Meeting 27<sup>th</sup> March 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## East Devon National Landscape annual review 2024/25

### Report summary:

East Devon National Landscapes to present their 2024/25 Annual Review to Overview Committee and update on progress being made with reviewing their Management Plan 2025 – 2030. It is an opportunity for Overview Committee to understand the work programmes and activities that have been carried out by the East Devon National Landscape team over the last 12 months and also to hear about the plans for 2025/26 and how they align with the Council's own priorities for the environment. It is also an opportunity for Overview Committee to meet the recently appointed Manager and his team. East Devon DC is the host authority for the team and is also a key funding partner along with Devon CC and Natural England.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Overview Committee note the East Devon National Landscape Annual Review report 2024 and update on the Management Plan Review 2025-2030.

### Reason for recommendation:

To enable the Annual Review 2024/25 to be presented to Overview Committee for noting and receive an update on the review work being progressed with the East Devon National Landscape Management Plan 2025 – 2030.

Officer: Dan Wynn, East Devon National Landscape Manager; [Daniel.wynn@eastdevon-nl-org.uk](mailto:Daniel.wynn@eastdevon-nl-org.uk).  
Charlie Plowden, Assistant Director – Countryside & Leisure; [cplowden@eastdevon.gov.uk](mailto:cplowden@eastdevon.gov.uk)

### Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk

**Links to background information** [East Devon National Landscape Annual Report 24-25](#)

**Link to** [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
  - ☒ Carbon neutrality and ecological recovery
  - ☐ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## **Report in full**

### **1. East Devon National Landscape (EDNL) Team**

- 1.1 EDNL has undergone significant staff changes over the last year. A new Manager arrived in April followed by a new Project Officer in September. Despite these significant disruptions for half the year, the new team has managed to deliver and exceed on all the National Landscape business plan targets. There is currently a live recruitment matter as the team's Communications Officer has recently resigned. This will mean a completely new team has been put in place in the last 12 months along with a new Chair (Cllr Richard Jefferies) as the previous Chair decided also to step down a year ago after serving two terms.
- 1.2 The team are currently recruiting a new Farming in Protected Landscape (FiPL) Programme Officer alongside the Communication post. There are also proposals being pulled together to add additional capacity in two key areas of the teams work programme due to increased workloads and these are for a Planning Officer and a Project Officer. Once in post, the team will have doubled its capacity since last year and be in a far stronger position to deliver new targets set by government.

### **2. East Devon National Landscape finances**

- 2.1 The EDNL total combined budget for the 2024/25 year totalled £736,960. Of this, £480,391 was project specific, the remainder comprised of a majority Defra core grant and Local Authority match contributions.
- 2.2 The EDNL Partnership have allocated all available funds including saving £70,000 into reserves to support contingency costs such as redundancy costs. The EDNL Partnership indicative total budget for 2025/26 is £685,895 which represents a reduction of £51,065 on last year.

### **3. East Devon National Landscape projects**

- 3.1 Through the EDNL Communities Project Fund, the Partnership have allocated and committed £25,000 which supported a diverse range of eleven projects across the National Landscape and the Annual Review 2024/25 highlights more on this area of activity. However as a "snapshot" of these projects they have included biodiversity improvements to a churchyard, developed a sustainable catchment plan to improve water quality in the Wotton Brook and planted 1000 trees to create 200m of hedgerow at Farway Common.
- 3.2 The East Devon Farmers Group delivered 10 events this year to a group of over 113 landowners and land managers. Events included slurry management, calf rearing best practice

and introduction to the new Sustainable Farming Incentive. The EDNL Partnership's annual summer gathering was attended by 60 farmers demonstrating the value and strength of this network.

- 3.3 Through the EDNL nature engagement program, the team led 11 events attended by 209 adults and 57 children. Events included stream dipping, bat walks and wildlife surveys.
- 3.4 Through the EDNL Access for All programme, the team committed and spent £57,824 which supported 8 projects with a combined total value of £96,208.84. The projects included installing beach matting at Sidmouth to improve disability access, audit the full East Devon Way and circular routes and develop new accessible interpretation for the Lower Otter Estuary area.
- 3.5 This year the EDNL Partnership were accepted as a 'spoke' for the National 'Nature Calling' project led by the National Landscapes Association. The EDNL Partnership as a spoke has enabled a collaboration with Blackdown Hills, Dementia Friendly Honiton Group and Honiton Community College to deliver a series of events throughout Spring/Summer 2025. Final details of this programme are still being worked out, but it will be a spectacular artistic initiative.
- 3.6 The EDNL Ambassador programme this year has been slightly different to previous years due to staff changes and low resource at start of the year. A 'meet & greet' was held in June so the existing ambassadors could meet the new Manager. They were also consulted as part of the Management Plan review process.
- 3.7 The EDNL event programme for 25/26 is under development.
- 3.8 It has been another hugely successful year for EDNL Farming in Protected Landscapes programme. In total the EDNL Partnership supported 44 projects worth a combined £300,751. The total value of those projects was estimated to be £379,783. The EDNL Annual Review 2024/25 details a case study where we restored an old barn to create a vital bat hibernaculum.

#### **4. Wider Strategic Initiatives**

- 4.1 As ever, the East Devon National Landscape team is involved in a wide range of regional and local partnerships. The team sit on many of these groups as part of the core steering group and are partners on some of them.
- 4.2 A new project for this year is Rivers Run Through Us, a partnership between Blackdown Hills, Dorset and Environment Agency. The new project team has been recruited, and the project aim is to restore natural heritage of the Axe through focussing on 3 key strategic themes: River, Soil and People. The work programme has just started for this project. Details of other initiatives the team we are involved in can be found in the Annual Review 2024/25 report.

#### **5. Management Plan 2025-2030**

- 5.1 The EDNL Partnership are now well underway with the development of the new five year Statutory Management Plan review work. After detailed evidence gathering, publication of the new State of Nature report and comprehensive stakeholder engagement, the EDNL Partnership submitted the first draft to East Devon DC's Cabinet seeking approval to advance to an 8-week public consultation. That was granted and the EDNL Partnership are now amid a public consultation which is due to end on Friday 18<sup>th</sup> April. The target date to seek full adoption of the new Management Plan is July 2025.

#### **6. Planning and Consultation**



6.1 The EDNL team respond to planning applications when resource allows. This year was particularly challenging due to staff changes and lack of capacity in the first half of the year. However, the teams did still engage with Planning Officers at East Devon DC in respect to the new Local Plan review work and continued to provide planning advice and guidance to members of the public when requested.

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**Financial implications:**

There are no direct financial implications arising from the report

**Legal implications:**

There are no substantive legal issues to be added to the report

<b>Overview Committee Work Programme 2024 - 2025</b>
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<b>Proposed date</b>	<b>Topic</b>
TBC – keep under review	Overview Proposal Form and Scoping Template
TBC	The banning of the use of snares and glue traps on council owned land
March 2025	East Devon & Blackdown Hills National Landscape Annual Review and Management Plan
March 2025	Policy Review Project Plan
March 2025	E-petitions
May 2025	Housing Strategy

## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4-month period: 1 April 2025 to 31 July 2025

This plan contains all the Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

12.1.1 Key decisions: A "key decision" means an executive decision which is likely:

- (a) to result in the Council incurring expenditure or the making of savings of £100,000 or more; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area:
  - (i) In accordance with section 38 of the Local Government Act 2000, in determining the meaning of "significant" regard shall be had to any guidance for the time being issued by the Secretary of State
  - (ii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

**A public notice period of 28 clear working days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private.**

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012. A minute of each Key Decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton. The law and the Council's constitution permit urgent Key Decisions to be made without 28 clear days' notice of the proposed decisions having been published provided certain procedures are followed. A decision notice will be published for these in exactly the same way.

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at the meeting in accordance with the Council's public speaking rules.**

#### Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required, please contact Democratic Services (address as above) or by calling 01395 517546.

Members of the public who wish to make any representations or comments concerning any of the Key Decisions referred to in this Forward Plan may do so by writing to the Leader of the Council c/o Democratic Services (as above).

March 2025

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Procurement of CBRE through the Crown Commercial Services Framework to undertake work in relation to the second new community	Delivery Manager					Part A
Colyford Road and Fosse Way Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Cloakham Lawns Employment Site Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Exmouth Town and Seafront Placemaking Plan Adoption	Assistant Director Place Assets & Commercialisation	Placemaking Plan and appendices	Yes some Strategic Outline Business Cases (SOBC)	Placemaking in Exmouth Town and Seafront Group		Part A *possibly some Part B commercially sensitive

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Towards Zero Carbon Development in the West End: Interconnector Project Final Investment Decision (Parts 2)	Director of Place	Full Business Case			May/June 2025 Part 2	Part B
Use of Climate Change Budget to support Green Loans to Householders	Assistant Director Environmental Health					Part A
Air Quality/Contaminated Land Strategies	Assistant Director Environmental Health					Part A
Annual Ombudsman report and complaints update	Director of Governance				4 June 2025	Part A
Anti-Poverty Strategy	Asst Director Revenues, Benefits, CSC, Fraud & Compliance	Outcomes from consultation		Poverty Working Panel		Part A
Place and Prosperity Fund acquisition	Assistant Director Place Assets & Commercialisation	None	Business case/Appraisal of proposal	Place and Prosperity Investment Board		Part B

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Site Acquisition	Project Manager Place, Assets & Commercialisation					Part B
Formation of an Exmouth Town and Seafront Subgroup	Assistant Director Place Assets & Commercialisation	Steering Group ToR		Placemaking in Exmouth Town and Seafront Group		Part A
Council Depots Review	Project Manager Place, Assets & Commercialisation					Part B
Hayne Lane Masterplan	Assistant Director Place Assets & Commercialisation	Hayne Lane Masterplan	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Strategic Development Review – Exeter Science Park Limited	Director of Place		No			Part B (information relating to finance)

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Procurement for Main Contractor for Clyst Meadows SANG, Broadclyst	Assistant Director Countryside and Leisure				2 April 2025	Part A
Lottery Bid Naturally Connected - Connecting Communities with the Heritage of the Clyst Valley	Assistant Director Place Assets & Commercialisation				2 April 2025	Part A
Seaton Hole Coast Protection Scheme, additional funding request and entering contract	Assistant Director StreetScene				2 April 2025	Part A
Public Toilets Review	Assistant Director Place Assets & Commercialisation				30 April 2025	Part A
Housing Strategy	Director Housing and Health				30 April 2025	Part A
Stewardship strategy for new developments	Director of Place				30 April 2025	Part A

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Dog Control Enforcement Policy	Assistant Director Environmental Health				Spring 2025	Part A
Cranbox Project Update	Frances Wadsley / Naomi Harnett			Cranbrook Placemaking Group		Part A
Private Sector Housing Enforcement Policy	Assistant Director Environmental Health				Spring 2025	Part A
Enterprise Zone Implementation Plan	Frances Wadsley / Naomi Harnett	No	No	None	30 April 2025	Part A
Economic Development Strategy (2024-2029) - Year 2 Update	Economy & Assets				30 April 2025	Part A
District Heating Expansion Areas Project – procurement (technical /legal/ financial consultants)	Naomi Harnett	No	No	None	April 2025	Part A
District Heating Expansion Areas Project – project update	Naomi Harnett	No	No	None	April 2025	Part A



Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Climate Change Strategy	Assistant Director Environmental Health				Summer 2025	Part A
Public Space Protection Orders	Assistant Director Environmental Health				Winter 2025	Part A
Asset acquisition in Exmouth	Project Manager Estates					Part B
Update re Management Funding for Clyst Meadows Country Park	Assistant Director Place Assets & Commercialisation				4 June 2025	Part A
Blackdown Hills National Landscape Management Plan 2025-2030	Assistant Director Countryside and Leisure				4 June 2025	Part A
EDDC Local Nature Recovery Plan	Assistant Director Countryside and Leisure				30 July 2025	Part A
EDDC National Landscape Management Plan 2025-2030	Assistant Director Countryside and Leisure				3 September 2025	Part A

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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### Key Officer Decisions

Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Procurement Support from Devon County Council – renew 5- year SLA	Director of Finance					Officer Executive Decision
Household Support Fund – Determining groups for targeted support	Assistant Director Customer Services, Revenues & Benefits		As per Cabinet recommendation at their meeting 30 October 2024			Officer key decision

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Bathroom Adaptations to 20 properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to properties ED0322-24	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Structural Repairs & Refurbishment – 33, 35 & 37 Underleys, Beer	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Refurbishment of Flats, Langford Avenue, Honiton	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Refurbishment of 4no. Blocks of Flats, Arcot Park, Sidmouth	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Refurbishment & Extension of 1 School Lane, Newton Poppleford	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Internal Adaptations to various properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
LAD 1 Completion – Heating & Fabric Upgrades	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

#### **Officer Decisions to enter into Contract**

Sidmouth and East Beach BMP – Approval to enter design and construction contracts	Assistant Director StreetScene	<b>Date</b>
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Recycling and Waste: - MRF/Baling Plant Refurbishment/Site Compliance - vehicle refurbishment programme	Assistant Director StreetScene	
EDDC lifeguard service provision and funding	Assistant Director StreetScene	
Seaton Wetlands southern expansion and habitat creation project – HLF bid over £100K	Countryside Manager	EOI by January/Feb 2025 TBC
Nature for Towns and Cities HLF bid over £100K	GI Manager	EOI date TBC
East Devon National Landscape HLF Open Programmes bid for Landscape Connections project	East Devon NL Manager	EOI Dec 2024

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