



## **Agenda for Cabinet Wednesday, 29th October, 2025, 6.00 pm**

### **Members of Cabinet**

Councillors: P Arnott (Chair), S Hawkins, P Hayward, N Hookway, S Jackson, G Jung, D Ledger, J Loudoun (Vice-Chair), T Olive and R Jefferies

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

**Contact:** Amanda Coombes, Democratic Services Officer;  
01395 517543 email [acoombes@eastdevon.gov.uk](mailto:acoombes@eastdevon.gov.uk)  
(or group number 01395 517546)  
Tuesday, 21 October 2025

East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

This meeting is being recorded for subsequent publication on the Council's website and will be streamed live to the [East Devon District Council Youtube Channel](#)

- 1 Minutes of the previous meeting (Pages 3 - 7)
- 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 the Press) have been excluded. There are two items which officers recommend should be dealt with in this way.
- 7 Minutes of Leisure Strategy Delivery Forum held on 16 September 2025 (Pages 8 - 12)
- 8 Minutes of Asset Management Forum held on 29 September 2025 (Pages 13 - 16)
- 9 Minutes of Placemaking in Exmouth Town and Seafront Group held on 9 September 2025 (Pages 17 - 19)
- 10 Minutes of Scrutiny Committee held on 2 October 2025 (Pages 20 - 22)

11 Minutes of Overview Committee held on 30 September 2025 (Pages 23 - 31)

### **Key Matters for Decision**

12 Community Grant Fund Policy (Pages 32 - 35)

### **Matters for Decision**

13 **Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (First Review) to be formally made** (Pages 36 - 40)

14 **Exemption to Contract Standing Orders to appoint specialist underwater contractor** (Pages 41 - 42)

15 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

**The Vice-Chair to move the following:**

“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)”.

### **Part B Key Matters for Decision**

16 Cranbrook Leisure Centre Review (Pages 43 - 48)

17 Sale of Vacant Plot of Land Off Harepath Road, Seaton (Pages 49 - 52)

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Members of the public exercising their right to speak during Public Speaking will be recorded.

### [Decision making and equalities](#)

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**EAST DEVON DISTRICT COUNCIL**

**Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 1 October 2025**

**Attendance list at end of document**

The meeting started at 6.05 pm and ended at 7.30 pm

**75 Minutes of the previous meeting**

The minutes of the previous meetings of Cabinet held on 3 September 2025 were agreed.

**76 Declarations of interest**

There were no declarations of interest given.

**77 Public speaking**

There were no members of the public wishing to speak.

**78 Matters of urgency**

There were none.

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

There was one item dealt with in this way recorded at Minute 85.

**80 Minutes of Scrutiny Committee held on 4 September 2025**

Members noted the minutes of the Scrutiny Committee held on 4 September 2025.

**81 Recycling & Waste LATCo governance and financial proposal - further detail**

The Interim Director of Place introduced a presentation summarising the steps taken to get to this stage and recommendations to future actions to be taken.

Cabinet received a report in July 2025 which reviewed the updated Business Case for Future Service Provision for Recycling and Waste. Cabinet resolved to proceed with creation of a Local Authority Trading Company (LATCo) and to receive a future report outlining financing options and detailed governance arrangements. The current report addressed these issues and recommended appropriate actions. Structure and governance arrangements had been developed by legal firm Bevan Brittan, in consultation with the Recycling and Waste Portfolio Holder Group and Officers. Options for the funding mechanism had been assessed and a flexible loan arrangement had been identified as the preferred option.

The Chair and Cabinet thanked and paid tribute to the Portfolio Holder Group for their service and Andrew Hancock, Dave Roberston and Mark Barrow for their hard work over a long time to get to this position in the creation of the LATCo.

**RECOMMENDED to Council to:**

1. a. Approve of the updated Business Case at Appendix E  
b. Approve of a loan of no more than £2.8 million to the LATCo

**RESOLVED that Cabinet:**

2. Subject to 1 above that Cabinet approve the following recommendations: -
  - a. To continue to progress the creation of a LATCo to take over provision of recycling & waste kerbside collections and associated services from 1st July 2026
  - b. That operational activities of the LATCo are funded through a revolving credit facility with the Council which includes the potential for security.
  - c. That delegated authority is granted to the Director of Place in consultation with the Section 151 Officer and Portfolio Holders for Finance and Environment Operations to make suitable arrangements and to enter into a formal loan agreement with the LATCo.
  - d. That the maximum value of the loan agreement is no more than £2.8 million and that the Shareholder Committee receives a regular report on the status of the loan, to be provided by the LATCo Company Board.
3. That a Cabinet Sub-Committee is formed immediately to undertake the Council's role as owner of the LATCo, being the Shareholder Committee, following structure outlined in this report and the recommendations agreed within the Structure and Governance proposal agreed by Cabinet in July 2025.
4. That Bevan Brittan are instructed to produce the following documents for approval by the Shareholder Committee
  - a. Articles of Association
  - b. Shareholder Agreement
  - c. Governance arrangements for the structure of the Company Board
  - d. Terms of Reference for the Company Board
  - e. Advice on the necessary actions to ensure compliance with Subsidy Control legal requirements including a submission to the UK Subsidy Register.
5. That Bevan Brittan are instructed to develop changes to the Council's Constitution to set out
  - a. The scope, powers and limitations of the Shareholder Committee, reflecting principles agreed by Cabinet in July.
  - b. The purpose, scope and limitations of the Recycling and Waste Partnership Board, following the recommendations within this report.
6.
  - a. delegates responsibility to the Chief Executive to appoint two to three staff to act as temporary Company Directors during the formation stage of the Company, until the selection process for Non-Executive Directors is completed and,
  - b. also delegates all future Company Board appointments and dismissals to the Shareholder Committee.
7. That the Chief Executive, in consultation with the Leader and where necessary the appropriate Directors and Portfolio Holders, ensures effective ongoing oversight of the development of the LATCo and prior to the appointment of company managing director makes any required subsequent changes to the structure and development of the LATCo and appointment of its employees, to ensure that the establishment of the LATCo proceeds and meets the required key milestones and timelines.

**REASON:**

To enable the legal and effective establishment of the LATCo to be ready to take over provision of recycling & waste kerbside collections and associated services from 1<sup>st</sup> July 2026. Items in the report would ensure effective and complaint governance and financial arrangements such that the company can operate.

## 82 **Delivery Vehicle for Marlcombe**

The Portfolio Holder Place, Infrastructure & Strategic Planning introduced the report stating it was part of a large and complicated jigsaw that, when assembled in the right order, would in the coming years complete the picture of a vibrant, sustainable, well-supported community called Marlcombe. The Strategic Planning Committee had received and agreed a masterplan and transport vision for Marlcombe. Those papers set out a high-level spatial framework for exactly what, and where, was to come forward at Marlcombe – in terms of employment space and physical and social infrastructure like roads, schools, healthcare facilities, and wastewater treatment plants, as well as homes. The Cabinet report presented detailed how the council was going to make sure that its vision was made reality down the line.

The Director of Place presented the Strategic Outline Business Case for the establishment of a delivery vehicle for the Marlcombe new community. The delivery of a new town was a complex, long-term endeavour that necessarily involved multiple different stakeholders. A key learning point from Cranbrook was the need to establish a dedicated delivery vehicle from the outset to provide the necessary focus and resources to realise the ambitious vision for a place, including integrating both physical and social development. He thanked Cabinet and the Portfolio Holder Place, Infrastructure & Strategic for their support and leadership throughout this process.

### **RESOLVED that Cabinet:**

1. Supports the Executive Summary of the Strategic Outline Business Case for the establishment of a delivery vehicle for the Marlcombe new community.
2. Receives a further report setting out the full Strategic Outline Business Case.
3. Receives subsequent reports regarding:
  - a. the terms of reference for an interim vehicle, and
  - b. the full business case for a delivery vehicle for the integrated proposal including the Cranbrook expansion and Enterprise Zone areas.

### **RECOMMENDED to Council:**

4. That a budget of £350k is made available from the new communities' reserve to enable the development of the business case alongside progressing further technical work, matching potential funding being made available by Homes England.

### **REASON:**

To support the future establishment of a delivery vehicle that was capable to ensuring that the vision for Marlcombe was translated into practical delivery on the ground.

## 83 **Financial Strategy 2026 Onwards 2026 – 2036**

The Portfolio Holder Finance stated the real financial challenges ahead, not least from the Fairer Funding Review and the uncertainty around local government reorganisation. He said that responsibility now was to ensure EDDC continued to make sound and responsible financial decisions in the best interests of its residents. The next steps would see the Senior Leadership Team bringing forward proposals to meet a stretch target of £1.5 million in savings or additional income over the next two years. These proposals would then be considered by members through the usual budget-setting process, helping shape a balanced draft budget for everyone's consideration. At the same time, Members would be reviewing the capital programme to make sure it was realistic and deliverable, with a focus on those legacy projects they wished to leave in place for the district.

The Director of Finance went on to present the Financial Strategy which was updated and presented annually. It includes a ten-year Medium Term Financial Plan (MTFP) which looked ahead over that period to give a projection of our financial position with actions needed to ensure financial sustainability and the ability to set annually balanced budgets.

At this time the landscape was remarkably different, the Fairer Funding Review (FFR) brought significant funding reductions from 2026/27 and there was also Local Government Reorganisation (LGR). On the current timelines this gave the council only two more years of setting budgets before a successor authority was in place.

Although modelling had been undertaken under the normal premise of ten years, this Strategy's focus was dealing with the next two years of still being a Council with the effects of significant funding reductions from the FFR. The Strategy recorded and considered the funding of the key legacy projects the Council wanted to deliver in its remaining time.

The Deputy Leader paid tribute to Simon Davey, Director of Finance for being prudent in the past that has allowed for this financial position that was being presented to Cabinet. He stressed the need to be responsible with public money and for balanced accounts, for maximum retention of services and minimise putting up fees and charges for EDDC's residents.

**RECOMMENDED to Council:**

To consider the draft Financial Strategy 2026 Onwards (2026 – 2036) and to recommend to Council its adoption and direction outlined in balancing future budgets.

**REASON:**

It was essential the Council considered its financial resources in advance to allow time to make necessary amendments in its service provision to ensure balance budgets were maintained.

84 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

**RESOLVED that Cabinet:**

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).

85 **Recycling & Waste LATCo governance and financial proposal - further detail**

**RESOLVED** that Cabinet agreed the recommendations as set out in the report and recorded at Minute 81.

## **Attendance List**

### **Present:**

#### **Portfolio Holders**

P Arnott	Leader of the Council
S Hawkins	Portfolio Holder Finance
P Hayward	Portfolio Holder Assets and Economy
S Jackson	Portfolio Holder Communications and Democracy
G Jung	Portfolio Holder Environment - Operations
D Ledger	Portfolio Holder Sustainable Homes & Communities
J Loudoun	Deputy Leader & Portfolio Holder Corporate, Council & External Engagement
T Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
R Jefferies	Portfolio Holder Environment - Nature & Climate

### **Cabinet apologies:**

N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
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### **Also present (for some or all the meeting)**

Councillor Aurora Bailey  
Councillor Brian Bailey  
Councillor Ian Barlow  
Councillor Kevin Blakey  
Councillor Kim Bloxham  
Councillor Roy Collins  
Councillor Paula Fernley  
Councillor Mike Goodman

### **Also present:**

#### **Officers:**

Melanie Wellman, Director of Governance (Monitoring Officer)  
Amanda Coombes, Democratic Services Officer  
David Robertson, Project Manager Recycling and Waste  
Mark Barrow, Interim Director Place  
Tim Child, Assistant Director Place, Assets & Commercialisation  
Simon Davey, Director of Finance  
Ed Freeman, Assistant Director Planning Strategy and Development Management  
Andrew Hancock, Assistant Director StreetScene  
Simon Phillips, Director of CBRE  
Chris Knott, CBRE

Chair .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**Leisure Strategy Delivery Forum on 16 September 2025**

**Minute 24 Update on Cranbrook Leisure, Health and Wellbeing Campus**

That Cabinet endorse the Addendum to the Leisure Strategy.



## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Leisure Strategy Delivery Forum held at Online via Zoom app on 16 September 2025**

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

The meeting started at 6.06 pm and ended at 7.59 pm

#### **17 Minutes of the previous meetings held on 11 June 2025 and 19 June 2025**

The minutes of the previous meetings held on 11 June 2025 and 19 June 2025 were approved as a true and accurate record.

#### **18 Declaration of interest**

Minute 25. Update on Playing Pitch Audit.  
Councillor Mike Goodman, Councillor is a member of Sidmouth Croquet and Tennis Club.

#### **19 Public Speaking**

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

#### **20 Matters of urgency**

There were no matters of urgency.

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

There were two items to be considered in private session (minutes 27 and 28 refer).

#### **22 LED Facilities and Activities report June - August 2025**

The LED Regional Manager presented this report which provided an update on facilities and activities including centre improvements and membership challenges, key achievements, special events and initiatives and community health and wellbeing.

During the discussion it was noted that pickleball is a popular and growing sport. LED has launched this across all sites and, as part of its development plan, will be bringing booking online, rather than by phone as at present.

There were no further questions or discussion points and the report was noted.

#### **23 LED KPI Dashboard August 2025**

The Forum received and noted key details of the performance of LED Community Leisure for August 2025.

Discussion and clarification included the point that at the meeting on 11 June, LED officers advised that they would look to manually extrapolate data specific to Axminster

Leisure Centre, in order that this can be reported to the Forum. This point to be followed up for future meetings.

There being no further questions or discussion points, the report was noted.

## 24 **Update on Cranbrook Leisure, Health and Wellbeing Campus**

The Leisure Manager presented this report which provided an update on the progress with the Cranbrook Leisure Centre, part of Cranbrook Leisure, Health and Wellbeing Project.

Discussion and clarification included the following points:

- The date at which the indexation of figures in the Addendum started would be checked for clarification;
- Assurance was given that EDDC meet the costs of the leisure centre only and that Devon County Council and the NHS will meet the costs of their own provision;
- The feasibility study had only recently been completed and would form some of the background to the forthcoming Cabinet report;
- EDDC Officers have been liaising regularly with Sport England contacts.

The Forum noted the progress being made by the Cranbrook Leisure Centre Project Team.

It was agreed to recommend to Cabinet and then onto Council to endorse the Addendum to the Leisure Strategy.

### **RECOMMENDATION to Cabinet and then onto Council:**

That the Addendum to the Leisure Strategy be endorsed.

## 25 **Update on Playing Pitch Audit**

The Leisure Manager presented this report which summarised the key findings of the 2025 Playing Pitch Audit of current facility provision, which would form part of the evidence plan for the emerging local plan. The Leisure Manager advised that, due to the wide geographical spread of the district, scenario testing had been broken down into sub areas, west, central and east, which were in line with planning areas. Details of the sub areas would be circulated after the meeting. Scenario testing for each of the eight towns in East Devon would be used to inform current and future provision, with the caveat that this was subject to feasibility and funding.

The report explained how the outcomes would also inform the update to the Playing Pitch Strategy, which would be drafted for consultation in the autumn, prior to adoption.

Discussion and clarification included the following points:

- Funding and location would be challenges for future provision delivery;
- Town and Parish Councils had been involved in the audit process and would be contacted again for further consultation on the Strategy.

The Forum noted the findings of the 2025 Playing Pitch Assessment and Appendix which would be used to review the Playing Pitch Strategy to be submitted to the Forum later this year prior to adoption.

26 **Property and FM Team Update Report Q1 2025/26**

The Assistant Director, Place Assets & Commercialisation presented this report which summarised corporate property and FM activities for the first quarter of financial year 2025/26 (April to June 2025) and listed the tasks for the second quarter of 2025/26 (July to September 2025) on LED operated properties.

The report also provided an update on ongoing capital projects on LED operated properties and presented a comparison of maintenance spend and income from years 2019/20 to 2024/25, excluding the Covid years. The Assistant Director identified areas where the report differed from the format and content of previous reports.

Discussion and clarification included the following points:

- It was noted that there is typically a budget overspend on maintenance for LED and dual use buildings and that LED's contribution does not fully cover costs;
- Budget setting was based on previous years' costs with an uplift, rather than a required budget;
- It was noted that LED also incurs reactive maintenance costs which should be fed into the budget reporting for EDDC to show the full cost of maintenance.

The Forum noted the contents of the report.

The public part of the meeting concluded and the meeting went into private session (Part B).

27 **Flamingo Pool update**

The Leisure Manager presented this update report and invited representatives of the Flamingo Community Pool to speak.

The Forum discussed the report and relevant considerations at length. At 7:33pm Councillor Simon Smith left and the meeting became inquorate.

28 **Leisure review update**

As the meeting was inquorate this item would be discussed at the next meeting.

**Attendance List**

**Councillors present:**

M Goodman  
S Hawkins (Chair)  
P Hayward  
S Smith

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

I Barlow  
R Collins  
P Faithfull  
M Hall

S Jackson  
V Johns

**Officers in attendance:**

Mike O'Mahony, Senior Leisure Officer  
Tim Child, Assistant Director Place, Assets & Commercialisation  
Amanda Coombes, Democratic Services Officer  
Andrew Wood, Director of Place

**Councillor apologies:**

P Arnott  
K Bloxham  
N Hookway  
F King  
J Loudoun

Chair .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**Asset Management Forum on 29 September 2025**

**Minute 17 Hayne Lane, Honiton**

That a budget of £30,000 is made available to provide legal and commercial advice to support the delivery of the site.

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Asset Management Forum held at Online on 29 September 2025**

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

The meeting started at 9.30 am and ended at 10.33 am

#### **9 Notes from the previous meeting held on 16 June 2025**

The notes of the previous meeting held on 16 June 2025 were agreed.

#### **10 Declarations of interest**

Minute 14 and 15

Cllr Barlow; ANRI; Member of Sidmouth Town Council

Cllr Davey; ANRI; Member of Exmouth Town Council

Minute 16

Cllr P Hayward; ANRI; Role as employee of Town Council

#### **11 Public speaking**

None.

#### **12 Matters of urgency**

None.

#### **13 Confidential/exempt item(s)**

There was one item, listed under minute 17.

#### **14 Property and FM Team update**

The Principal Building Surveyor/Team Lead summarised the report that highlighted corporate property and FM activities for the 1st quarter of financial year 2025/26 (April to June 2025) and listed the tasks for the 2nd quarter of 2025/26 (July to September 2025). The report also provided an update on ongoing capital projects and capital bids approvals for 2025/26.

Questions included:

- Clarification on replacement thermostat mixing valves on showers;
- Clarification on handover of toilets at Foxholes complete with testing certification – testing on water supply would be carried out annually

The Forum noted the report.

#### **15 Estate Team update**

The Senior Estate Surveyor's report provided an update on the areas of work the Estates Team were involved in:

- New industrial units at Redgates in Exmouth had now been completed and transferred to the Council.
- Following vacation of two units at Riverside Workshops by a single tenant, the team recently undertook a marketing exercise to identify new tenants for the units, this had been successful and terms agreed with two new tenants.
- The Units at Redgates and Riverside, form part of the Council's larger industrial portfolio which consists of 48 Industrial units, 11 Compounds and 9 ground leases spread over 10 sites across the district.
- The team recently negotiated a rent review in respect of the Council's Waste and Recycling facility.
- The ongoing roll out of new and improved communications networks continues to provide increasing numbers of cases where wayleaves and easements are sought in respect of the page 26 installation of new equipment.
- Through the disposal of surplus assets, the team had generated capital receipts totalling £236,600 so far this financial year.
- Work was continuing on the new Asset Management Plan and a draft plan would be available at a future Forum meeting.

The Forum noted the report.

## 16 **Placemaking and Major Projects Team update**

The Corporate Lead Major Projects and Programmes' report provided a summary of the more high-profile projects that the Major Projects & Programmes Team were currently involved in delivering. The update report included:

- Depots review
- Exmouth Placemaking Plan (EPP)
- Stalled Employment Sites
- Cranbox, Cranbrook

Question included:

- Clarification on progress with the Depot Review, with consultant work now concluded and a report pending to Cabinet by the end of the year, taking account of a revised approach in light of local government review;
- Cranbox transfer of land was ongoing and officers did not expect any further issues to slow progress on delivery.

The Chair welcomed the progress on the Cranbox project.

The Forum noted the report.

The meeting went into private session.

## 17 **Hayne Lane, Honiton**

The Development Delivery Project Manager and the Corporate Lead - Major Projects report provided the Asset Management Forum with an update on the work undertaken to support the delivery of the Hayne Lane site, and overview of the next steps needed to deliver employment space.

The Forum noted the report and

**RECOMMENDED to Cabinet**

- That a budget of £30,000 is made available to provide legal and commercial advice to support the delivery of the site.

**Attendance List**

**Councillors present:**

T Olive  
P Arnott  
P Hayward (Chair)  
S Hawkins  
G Jung

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

I Barlow  
R Collins  
O Davey  
C Fitzgerald  
N Hookway

**Officers in attendance:**

Andrew Champion, Development Delivery Project Manager  
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes  
Rob Harrison, Senior Estates Surveyor  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM  
Tim Child, Assistant Director Place, Assets & Commercialisation

Chair .....

Date: .....



## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Placemaking in Exmouth Town and Seafront Group held at Online via Zoom app on 9 September 2025**

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

The meeting started at 10.00 am and ended at 10.55 am

#### **1 Minutes of the previous meeting**

The minutes of the previous meeting held on 18 March 2025 were approved as a true and accurate record.

#### **2 Declarations of interest**

Cllr A Bailey – Minute 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr O Davey – Minute 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr N Hookway – Minute 6; Affects Non-Registerable Interest: Member of Exmouth Town Council and Member of Devon County Council.

#### **3 Public speaking**

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

#### **4 Matters of urgency**

There were no matters of urgency.

#### **5 Confidential or exempt items**

There were no confidential or exempt items.

#### **6 Update report on the revised draft Exmouth Placemaking Plan**

The Corporate Lead – Major Projects and Programmes introduced this item which provided an update on the revised draft Exmouth Placemaking Plan.

The Placemaking Consultant, Mr David Thompson from WSP delivered a presentation on the revised draft Placemaking Plan with a summary of the changes, an overview of the updated document, a summary of key priorities and next steps.

Discussion and clarification included the following points:

- The revised Placemaking Plan does not include any suggestions for which car parks would be appropriate for rationalisation but it acknowledges that there is a reliance on parking for the success of the town, and the amount of parking overall should not be reduced.

- The Plan contains a strategic objective to improve the wayfinding between the Exmouth Gateway area at the train station, to the estuary, to create a positive connection around the coastline towards the seafront.
- The Plan aims to highlight the positive features which already exist in the town and to identify areas for improvement such as the need for more bicycle parking.
- It is intended to take a holistic approach to the town's signage strategy, working with stakeholders at the current three levels of local government.
- The Plan will emphasise the need to engage with County Highways and providers of public transport in order to reduce congestion and the level of car use.
- There is a strategic objective which seeks to support business and property owners in the town, to make use of empty and underused premises.
- The Plan identifies the conflict that needs addressing between cyclists and pedestrians especially on the seafront and at the Exmouth Gateway, and this links with improving signage and public realm.
- The creation of a rail link park and ride system which utilises the Sowton Park and Ride and the train service from Digby and Sowton to Exmouth, could help to reduce traffic coming into the town. It was suggested to improve the walk from the Sowton Park and Ride Car Park to the train station, and to consider a shuttle bus link from Exmouth station to the seafront.

The Chair thanked Mr Thompson for the presentation and Members noted the revisions made to the Exmouth Placemaking Plan.

### **Attendance List**

#### **Councillors present:**

A Bailey  
O Davey  
T Dumper  
A Hall  
N Hookway (Chair)  
T Olive  
G Deasy (Exmouth Town Council)  
D Conduit (Exmouth Town Council)

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

I Barlow  
M Hall

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

Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes  
Marie Ainsworth, Place & Prosperity Officer  
Louie Belfield  
Tim Child, Assistant Director Place, Assets & Commercialisation  
Sarah James, Democratic Services Officer  
Sarah Jenkins, Democratic Services Officer  
Katie Webb, Property Lawyer

#### **Also in attendance:**

Lisa Bowman, Town Clerk, Exmouth Town Council

Chair: .....

Date: .....

**EAST DEVON DISTRICT COUNCIL**

**Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 2 October 2025**

**Attendance list at end of document**

The meeting started at 6.00 pm and ended at 6.40 pm

**21 Minutes of the previous meeting**

The minutes of the previous meeting held on 4 September 2025 were agreed and signed as a true record of the meeting.

**22 Declarations of interest**

There were no declarations of interest in items on the agenda.

**23 Public speaking**

There were no public speakers.

**24 Matters of urgency**

There were no matters of urgency.

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

There were no confidential or exempt items.

**26 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 by Members for scrutiny.

**27 Finance Report: Agency and Consultant Expenditure for 2023/2024 and 2024/2025**

The Principal Accountant, Melissa Muir, presented the report which summarised directorate oversight of consultant, specialist advice and agency staff spending for 2023/2024 and 2024/2025.

Expenditure within the Council is carefully managed and monitored to ensure it is incurred solely when necessary. This includes providing coverage for staff absences, supplementing capacity when permanent recruitment is not feasible, or acquiring additional skills and expertise on a temporary basis.

The employment of agency workers and consultants differs across directorates, accounting for approximately 16% of the Council's total workforce. Procedures are followed to regulate spending and allocate resources where required.

The significant work undertaken within the Housing and Health Directorate during this period to reduce the reliance on agency staff and improve the stability of the service through the recruitment of permanent staff is of note.

Responses to questions and discussion included the following points:

- Regarding setting aside a percentage of the budget for a capital project to cover agency and consultancy costs, this depends on the individual project and estimates of what would be required;
- It was noted that the use of agency staff and consultants where necessary provided best value for the Council;
- Current in-year monitoring of expenditure had not indicated any specific concerns;
- Year on year expenditure fluctuates depending on the nature of projects and requirements at the time;
- It was noted that there are still some legacy payments relating to the relocation to Blackdown House. Officers would provide further details following the meeting;
- The question was raised as to whether local government reorganisation would result in greater reliance on agency staff and it was noted that budget setting would be undertaken in the usual way;
- Officers would look into benchmarking against other comparable local authorities in order to keep best practice under consideration;
- Within the Place Directorate, the main driver of the expenditure on consultants and agency staff was the capital projects such as repairs to Exmouth sea wall.

The Chair thanked the Principal Accountant and the Finance Manager for the report and for attending the meeting.

It was agreed to note the report.

## 28 **Work programme 2025 - 26**

The work programme was discussed and the following points were noted:

- Councillors were not putting forward items for the work programme. This could be construed that Councillors were content that matters did not require scrutiny;
- Items for the work programme ideally required a six month lead time;
- The number of scheduled meetings was questioned as to whether there were too many and it was noted that most Scrutiny Committees would expect to hold four meetings per year;
- There was a need to decide how to engage Portfolio Holder reporting to the Committee;
- There was frustration when meetings were cancelled at very short notice with little or no explanation;

The following changes were agreed to the work programme:

- To cancel the meeting scheduled for 6 November due to there being no items for the agenda;
- To move the UKSPF evaluation report from the 5 February to 5 March 2026;
- To retain the meeting scheduled for 4 December, but to cancel the meeting should no items of business come forward in sufficient time.

With the above changes, the work programme was agreed.

### **Attendance List**

#### **Councillors present:**

I Barlow

K Blakey  
J Brown  
B Collins  
M Goodman (Chair)  
A Hall  
M Hall  
V Johns  
Y Levine  
D Mackinder (Vice-Chair)

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

C Brown  
R Collins  
J O'Leary

**Officers in attendance:**

Sarah Jenkins, Democratic Services Officer  
Melissa Muir, Principal Accountant  
John Symes, Finance Manager  
Melanie Wellman, Director of Governance (Monitoring Officer)  
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)

**Councillor apologies:**

M Chapman  
O Davey  
M Hartnell  
J Whibley

Chair .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**Overview Committee held on 30 September 2025**

**Minute 50 Public Spaces Protection Orders consultation**

1. That the evidence supports the ongoing need for public space protection orders in relation to the control of dogs, seashores and promenades and anti-social behaviour and consumption of intoxicating substances.
2. That Cabinet discharge the three Public Spaces Protection Orders from 2023 in March 2026.
3. That Cabinet approves three new East Devon Public Spaces Protection Orders for 2026 as attached to the report, with the exception of the PSPO for Exmouth seafront which the Overview Committee recommends should remain as it currently stands and that further consultation should be undertaken, if necessary, with a view to extending and clearly defining the areas where dogs are either permitted or prohibited.

**Minute 51 Public toilets programme review**

1. That an options appraisal is undertaken to influence direction of travel informed through the debate, to include flexibility around capital expenditure and early engagement with Town and Parish Councils and that the timing of the options appraisal aligns with the forthcoming stewardship report to Cabinet, and
2. That Officers have regard to the discussion and comments made by the Overview Committee at its meeting on 30 September 2025.

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Overview Committee held at Council Chamber, Blackdown House, Honiton on 30 September 2025**

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

The meeting started at 6.00 pm and ended at 9.50 pm

#### **44 Minutes of the previous meeting held on 17 July 2025**

The minutes of the previous meeting were agreed as a true record.

#### **45 Declarations of interest**

Minute 50. Public Spaces Protection Orders consultation.  
Councillor Brian Bailey, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 50. Public Spaces Protection Orders consultation.  
Councillor Daniel Wilson, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 50. Public Spaces Protection Orders consultation.  
Councillor Marcus Hartnell, Affects Non-registerable Interest, Seaton Town Councillor.

Minute 50. Public Spaces Protection Orders consultation.  
Councillor Matt Hall, Affects Non-registerable Interest, Exmouth Town Councillor and dog owner.

Minute 50. Public Spaces Protection Orders consultation.  
Councillor Tim Dumper, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 51. Public toilets programme review.  
Councillor Brian Bailey, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 51. Public toilets programme review.  
Councillor Daniel Wilson, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 51. Public toilets programme review.  
Councillor Matt Hall, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 51. Public toilets programme review.  
Councillor Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 51. Public toilets programme review.  
Councillor Tim Dumper, Affects Non-registerable Interest, Exmouth Town Councillor.

#### **46 Public Speaking**

Seven members of the public had registered to speak. It was agreed to take the public speakers at the start of the relevant agenda item.

#### **47 Matters of urgency**



There were no matters of urgency.

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

There were no confidential or exempt items.

49 **Blackdown Hills National Landscape Annual Review and Management Plan**

The Blackdown Hills National Landscape Manager, Tim Youngs, presented the Annual Review and update on progress being made with reviewing the Management Plan 2025 – 2030. It provided an opportunity for the Committee to understand the work programmes and activities that had been carried out by the Blackdown Hills 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. The Blackdown Hills National Landscape team is hosted by Devon County Council, with East Devon DC (along with Mid Devon DC and Somerset Council) as key match funding partners, alongside Defra. The Management Plan 2025 – 2030, including the Delivery Plan, would be published imminently.

In response to a question regarding soil loss and soil entering rivers due to agricultural activity, the Manager advised that advice was available for farmers to assist with promoting crop management to minimise soil loss.

That Overview Committee noted the Blackdown Hills National Landscape Annual Review report 2024/25 and update on the Management Plan Review 2025-2030.

The Chair thanked Mr Youngs for attending the meeting.

50 **Public Spaces Protection Orders consultation**

Five members of the public had registered to speak on this item. The following points were made by the members of the public:

Martin Huscroft represented Kilminster Cricket Club and advised that the Club had seen a large reduction in recorded dog fouling incidents following the introduction of the PSPO. The continuation of the dogs on leads PSPO was supported as it would positively address the issues of dog fouling and dogs running free and causing a nuisance.

Ash Cook represented the Kilminster Playing Field Committee and noted that the Playing Field was distinct from the Kilminster Recreation Ground which was referred to in the consultation. It was requested that any further final PSPO document referred to the Playing Field. The Playing Field Committee opposed the introduction of dogs off leads for a large part of the day, as this would inevitably result in increased dog fouling with the associated risks to public health, including the potential for dog attacks which was a growing national problem. The Playing Field Committee supported retaining the current dogs on leads PSPO.

Yvette Turner represented the Kilminster Dog Walking Group and advised that the school and Cricket Club only use a part of the Playing Field during the summer months. There are no suitable alternative areas in Kilminster which elderly or less mobile residents can access to exercise their dogs off lead safely. Off lead exercise is also highly beneficial for dogs' well-being. Ms Turner outlined a compromise position which

would restrict dogs on leads to the summer months only: Kilminster Dog Walkers Association proposed that the dog on lead requirement should be removed and a new dog exclusion requirement between 10am and 6pm from 1 May to 30 September is applied. This compromise had worked well in other parts of Devon and the Dog Walking Group requested the Committee to support the compromise.

Sandra Ward highlighted the need for a place where disabled people and those with mobility issues can exercise their dog safely off the lead. Currently disabled people and those with impaired mobility have to use country lanes which can result in dangerous incidents such as Ms Ward had experienced when walking her dog. The compromise position worked in other parts of the country and took account of the Council's legal obligations and the needs of the whole community.

Robert Kathro addressed the Committee with regard to Exmouth Donkey Field and Exmouth beach. Mr Kathro advised that he had regularly observed dogs off lead on the beach during restricted times and had submitted complaints in previous years. Mr Kathro had been advised by the Council that his complaints would be treated as vexatious. A volunteer survey this summer had witnessed 53 dogs off lead on Exmouth beach and members of Mr Kathro's family had personally experienced a distressing incident involving a dog off lead. A compromise position for Exmouth beach could include a stretch which prohibited dogs at all times to enable everyone to enjoy use of the beach.

Angela Ashwin also addressed the Committee and expressed concern that local people are unable to use the beach anymore due to the large number of dogs. The time restriction prohibiting dogs between 10am and 6pm during the summer season is not relevant for local people who use the beach outside those times. Beach activities such as lying on the sand, picnics and children playing are being made impossible due to the intrusion of dogs and dog faeces left behind. Requests to owners to remove their dog have been met with an abusive response. Ms Ashwin asked the Committee to ensure that the beach is kept for the citizens of Exmouth to enjoy without the problems which dogs are causing.

The Chair thanked the public speakers for their contributions.

The Portfolio for Environment – Operational, Cllr Geoff Jung, commended the report to the Committee.

The Assistant Director – Environmental Health introduced the report and provided a short presentation which highlighted key points.

The Council currently has three PSPOs in place covering dog control, seashores and promenades and anti-social behaviour dating back to 2023. The Council has carried out a review of these PSPOs to ensure that the three-year review period is met and to assess if the controls are still required and if so whether they need to be amended. This included public consultation. It is recommended that the evidence supports the ongoing use of PSPOs but changes to existing controls require three new orders.

Responses to questions and discussion included the following points:

- The public might be interested to understand the differences in the figures for 2024 and 2025 as shown in the presentation;
- Concern was expressed about dog owners not abiding by the rules on Exmouth beach;
- Insufficient enforcement capacity is a major issue;
- Dog owners who have a disability should be supported;
- Fines should be issued in order to communicate the messaging clearly;

- People should be the priority rather than dogs;
- The impact of aggressive dog behaviour or dog faeces can be long-lasting;
- Messaging in tourist areas should be clear to ensure that visitors are aware of controls;
- It was noted that no fixed penalty notices had been issued in the previous two years as personal details of those involved could not be collected;
- Officers' concern to ensure the safety of EDDC staff was noted following aggressive abuse towards an EDDC officer from a member of the public on Exmouth beach;
- Mixed messaging and variations in the timings of controls across the district may lead to confusion;
- It is important that dogs are socialised properly and have sufficient exercise to prevent problems occurring;
- Only a small minority of dog owners do not act responsibly;
- It should be borne in mind that dog owners visiting Exmouth to exercise their dogs also contribute to the local economy;
- Residents of Kilmington have to access the Playing Field via narrow lanes and footpaths could be improved to enable greater access for disabled people;
- A very clearly defined demarcation between dog-friendly and prohibited areas on Exmouth beach, using obvious landmarks such as the lifeboat station, could be beneficial;
- Any changes to controlled areas on Exmouth beach should take account of life-guarded areas for swimmers.

The following recommendations were agreed:

#### **RECOMMENDED TO CABINET:**

1. That the evidence supports the ongoing need for public space protection orders in relation to the control of dogs, seashores and promenades and anti-social behaviour and consumption of intoxicating substances;
2. That Cabinet discharge the three Public Spaces Protection Orders from 2023 in March 2026;
3. That Cabinet approves three new East Devon Public Spaces Protection Orders for 2026 as attached to the report, with the exception of the PSPO for Exmouth seafront which the Overview Committee recommends should remain as it currently stands and that further consultation should be undertaken, if necessary, with a view to extending and clearly defining the areas where dogs are either permitted or prohibited.

#### **51 Public toilets programme review**

Two public speakers had registered to speak for this item.

Cllr Graham Deasy, representing Exmouth Town Council, advised that the Town Council had growing concerns regarding the review which had resulted in a shortfall of facilities for Exmouth. Existing facilities are struggling to remain serviceable and the Town Council would like to see additional and larger public toilet blocks. The Town Council seeks to promote Exmouth as a welcoming tourist destination but has received many complaints, including from international visitors, regarding the condition of the facilities. This is damaging the town's reputation and negatively impacting those wanting to visit the town, including local sports groups, which then has an unwanted negative impact on

the local economy. The Town Council was of the view that the review was based on outdated information and urged EDDC to work with the Town Council moving forwards.

Cllr Dianne Conduit, representing Exmouth Town Council, informed the Committee that she had received many complaints during this year, particularly from women and those caring for small children. The impact assessment which had formed part of the review was out of date in the post covid pandemic era. Cllr Conduit expressed concern regarding the public toilet provision at Foxholes which had been problematic: money had been taken although the public could not access the toilets; people had been locked in; disabled people had difficulty accessing the toilets and the design did not meet the needs of stoma users. There was a lack of confidence in the facilities at Foxholes. There had also been public health issues when the facilities at The Maer had been closed.

The Chair thanked the public for their contributions.

The report was introduced by the Portfolio Holder for Economy and Assets, Cllr Paul Hayward, who advised that the review and provision of the service was challenging and complex.

The Assistant Director – Place, Assets and Leisure, Tim Child, presented the report which followed on from a Spotlight Briefing to the Overview and Scrutiny Committees on 15 July. A key milestone has been reached in the programme for delivery against the outcomes of the 2021 Public Toilets Review. Phase 1 of the planned investment programme has now been completed alongside the transfer of some facilities to Town and Parish Councils and the sale, lease or closure of others.

The report also considered the current context for the delivery of the Public Toilets programme, including the challenges associated with the Medium Term Financial Plan and the backdrop of the forthcoming local government reorganisation [LGR], and considered the options for moving forward whilst also reflecting on learnings from the first phase.

The outcomes of the Spotlight Session were as follows:

1. Overview Committee to receive a report and make recommendations on the way forward;
2. The Scrutiny function to be satisfied by a cross-party Members group with oversight of project as it moves forward.

This report addressed the first outcome and provided Overview Committee with the opportunity to influence direction of travel and a more detailed options appraisal to inform Cabinet decision making.

The Assistant Director advised that it would be a significant budgetary ask to complete the programme in its current form and that any legacy as regards LGR needs to be balanced against budgetary restraints.

Responses to questions and comments on responses included the following points:

- There have been teething issues with the delivery of facilities which has not been unexpected. The programme follows a model of delivery which was being rolled out in other parts of the country;
- In light of incidences where people have been locked into cubicles, concern was expressed as to whether sufficient research was carried out given that there have been similar issues in other areas. Sound proofing of cubicles was a real concern if the user was in difficulty;

- Overall the number of faults and complaints have been low when compared with the level of use;
- Improved signage had been installed to assist users and it was noted that some issues were not due to a fault, but to incidences where the public were uncertain as to how to use the facility;
- Capital receipts from the sale of sites had gone back into general reserves;
- The first phase of delivery had to include Exmouth, Seaton and Budleigh due to the timescale around Government funding for the adult Changing Places facilities;
- The second phase of delivery would be based on need which included consideration of the state of specific buildings;
- Steamer Steps/Cliff Path site in Budleigh was on the list for rebuilding, but it was noted that this site would be challenging due to its location and constraints for installing a modular building;
- Administration of introducing and operating a discount scheme for local people would be costly and complex and no recommendations had, as yet, been made;
- Industry advice had been to move away from using radar keys which also have an administrative burden. All new toilet blocks had at least one accessible cubicle;
- Of the 11 remaining sites, the majority of these were currently planned to be new buildings;
- Concern was expressed regarding the ease of use of stoma facilities, although this may depend on the type of stoma. Officers would consider this issue further going forwards;
- A good facility at the Exmouth gateway site was desperately needed. It was noted that this site was not a Category A site and had never been identified to be kept open during the 2021 review so that there was no capital budget for this site. More recently the decision had been taken to retain this site, therefore, a revenue budget only was available and it was now doubtful whether any upgrades could be delivered ahead of LGR due to the lack of capital budget;
- Concern was expressed that the Council was considering expenditure on buildings which were only 7-10 years old;
- Consideration of the options available going forwards would determine whether further public consultation would be required, however, there would be time constraints due to the imminent approach of LGR;
- Discussions had commenced with Town and Parish Councils regarding the transfer of assets ahead of reorganisation;
- The design concept for the next phase of delivery was in place and therefore ready to apply for planning permission. Consultation with Ward Members would take place prior to seeking planning permission. If that approach was not going to be adopted, an options appraisal would be required as soon as possible with a view to a report to Cabinet at the end of this year, or early next year;
- There was concern regarding the timescales for LGR as toilet facilities would eventually transfer to another body such as a Town or Parish Council. Strong engagement with local councils at this stage could save time and money in the long run;
- Cabinet had received a report at the end of July on the stewardship of public amenities going forwards, with a further report due at the end of the year, which would address safeguarding amenities for the future. This timescale would align with the intention to submit an options appraisal on public toilets to Cabinet, should that be agreed as the way forwards;
- Councillors were advised that the anticipated S.24 notice at the end of next year would severely limit the Council's expenditure;
- There was concern that the timing of LGR does not align with the budget setting process for local councils. Currently Town and Parish Councils do not have data on the running costs of public toilets which were more of a liability than an asset;
- It was requested that consultation with Ward Members should include all members of a town with more than one ward.

During the debate, the following points were included:

- It was suggested that the capital amount available could be divided between the remaining facilities in the next phase of the review and transferred to Town and Parish Councils with the asset itself, for them to consider the options most suitable for their parish's needs. The legality of this as an option would need to be considered;
- The agreement between Exmouth Town Council and EDDC with regard to the maintenance of the toilets at The Maer was working well;
- The Exmouth Placemaking project with Exmouth Town Council would potentially provide the Town Council with the scope to enable keeping the station toilet facilities in place;
- Noted that EDDC can offer its services to Town and Parish Councils to keep amenities such as toilets operational;
- It was noted that Budleigh Salterton Town Council wants the Cliff Path site to remain on the phase 2 list;
- There are examples of unitary authorities not closing toilet facilities and other options were available and should be considered to ensure viability going forwards;
- Planning conditions could ensure that supermarkets and large commercial premises provide toilet facilities;
- The provision of public toilets should be put at the forefront of discussions on asset transfer with Town and Parish Councils;
- An options appraisal should be kept as wide and flexible as possible and should align with the timing of the forthcoming stewardship report to Cabinet.

It was agreed to recommend the following to Cabinet:

#### **RECOMMENDED TO CABINET**

1. That an options appraisal is undertaken to influence direction of travel informed through the debate, to include flexibility around capital expenditure and early engagement with Town and Parish Councils and that the timing of the options appraisal aligns with the forthcoming stewardship report to Cabinet, and
2. That Officers have regard to the discussion and comments made by the Overview Committee at its meeting on 30 September 2025.

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## **52 Work Programme 2025 - 2026**

It was suggested that the Committee could consider the care and maintenance of ancient trees in the District. A proposal form would be submitted.

With this addition, the Work Programme, as published, was agreed.

#### **Attendance List**

##### **Councillors present:**

B Bailey  
B Collins  
R Collins  
T Dumper (Vice-Chair)  
A Hall (Chair)  
M Hall  
M Hartnell  
D Mackinder  
H Riddell  
D Wilson

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

I Barlow  
S Gazzard  
S Jackson  
G Jung  
M Martin  
P Hayward

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health  
Tim Child, Assistant Director Place, Assets & Leisure  
Andrew Hancock, Assistant Director StreetScene  
Andrew Melhuish, Democratic Services Manager  
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)  
Andrew Wood, Director of Place

**Councillor apologies:**

P Fernley  
J Heath  
Y Levine

Chair .....

Date: .....

Report to: **Cabinet**

Date of Meeting 29 October 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Community Grants Fund**

### **Report summary:**

This report sets out the new proposed Community Grants Fund Policy.

Community grant funding plays a key role in helping the voluntary sector uplift and empower the local communities they are working in and helping community buildings remain open and well maintained.

This grant funding will be available for the voluntary sector, thereby helping support small community projects and community buildings.

Funding will be for financial years 2025/26 and 2026/27. In the event of remaining funds or new funding being made available, the scheme will continue into 2027/28.

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

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

That Cabinet

- (1) adopts the Community Grant Fund policy.
- (2) approves the issuing of grants in accordance with the Community Grant Fund policy
- (3) grants delegated authority to the Assistant Director for Revenues, Benefits and Customer Services in consultation with the Chair of the Community Grant Panel as the Portfolio Holder for Finance to make any changes to the policy.

### **Reason for recommendation:**

In agreeing the policy, the Community Grant Fund can be made available for the voluntary sector to apply for this much needed funding as this funding has already been earmarked.

Officer: Sharon Church, Benefits and Financial Resilience Manager

Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism



- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☒ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** [Community Grants Fund Policy](#)

[Agenda for Cabinet on Wednesday, 5th February, 2025, 6.00 pm - East Devon](#)

[Agenda for Community Grant Panel on Wednesday, 8th October, 2025, 6.00 pm - East Devon](#)

**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. Background**

- 1.1 Following a review of EDDC's previous grant funding available for the voluntary sector a new funding scheme the 'Community Grant Fund' is being established. This was approved by Cabinet on 5 February 2025.
- 1.2 The draft policy for the new fund has been developed based on criteria set for previous Community Grant funding schemes which EDDC ran. Research with other Local Authorities and internal teams administering grant funding has also been carried out and consideration has been given to the voluntary sector feedback gathered on our behalf by Devon Communities Together and the Voluntary, Community and Social Enterprise (VCSE) co-ordinator for East Devon.
- 1.3 In addition, there has been two meetings with the Community Grants Panel:
  - Consultative meeting on 5 August 2025
  - Community Grants Panel meeting held on 08 October 2025

### **2. Proposed New Fund**

- 2.1 The attached draft policy sets out how the new fund will have two separate parts - namely the Small Community Projects and Community Buildings. This is to reflect feedback from Senior Officers and/or Members that we need to have funding available for both these areas.
- 2.2 Applications will be open to voluntary groups, charities and social enterprises with grants allowed between £300 and £1,500 for small community grants and between £500 and £10,000 for community buildings in rural areas. The maximum funding for community

buildings has been increased to £10,000 (previously £5,000) to help provide support for larger works such as roof replacement and kitchen and toilet refurbishments.

- 2.3 As we are expecting a high number of applications from a diverse range of organisations for the small communities' grant, and due to the limited amount of funding available, the draft policy proposes that the maximum grant available for Community Buildings is capped at 50% of the overall fund.
- 2.4 Applications for grant funding will be linked to the Council Plan priorities – A supported and engaged community and Financially Secure and improving quality services. Carbon reduction funding and support for local businesses will be excluded from this fund as separate funding is currently in place for these areas
- 2.5 The Community Grant Panel asked officers to check that carbon reduction grant funding was available for organisations to apply as this area is excluded from this scheme. EDDC are currently running the Carbon Action Fund which allows for the voluntary sector to apply for carbon reduction funding. Should the Council cease to provide separate grant funding for carbon reduction then the wording within our policy has allowed for this Council priority to be included.
- 2.6 The Community Grant Panel made the following recommendations, which have now been reflected in the draft policy being presented to Cabinet:
- Including a procedure to check for existing grant application, in order to determine if a previous grant (for example during the first application window) had been used and provided the desired outcome, before any decision was made on a further grant during another application window. This was to ensure that funds were correctly used before agreeing to further funds to the same applicant.
  - Include asking if the applicant had made any request under another name or community group in the previous three years.
  - Clarify working days consistently through the document.
  - Make clear in the recommendation to Cabinet that any future changes to the policy could be actioned by delegated authority by the Assistant Director for Revenues, Benefits and Customer Services in consultation with the Chair of the Panel.
  - Look at other options for expediting the decision process by means of online meetings and delegated authority to the Chair as Portfolio Holder Finance for those grants under £3,000.
- 2.7 Decisions on applications for grants under £3,000 will be presented in a summary report which will include the officer's recommendations to Members of the Community Grants Panel. To allow for expediency The Chair of the Community Grants Panel, as Portfolio Holder for Finance will retain delegated authority to make decisions on applications for grants below £3,000 in consultation with the Communities Grant Panel if required.
- 2.8 Applications for over £3,000 will initially be reviewed and scored by officers and submitted with an officer's recommendation to the Community Grants Panel to determine on a case-by-case basis.

### **3. Next steps**

- 3.1 Work has started on co-designing the application form with the VCSE co-ordinator and Strata. Arrangements are being made with the voluntary sector to help test the application form when it becomes available to ensure it is as easy as possible for the voluntary sector to apply.

- 3.2 We are in discussion with our Communications team to look at branding and promotion of the scheme.
- 3.3 Training officers within the Benefits and Financial Resilience on governance and scoring applications will be arranged in due course.
- 3.4 If Cabinet agree to the policy, we will set the grant application windows and future meetings of the Community Grant Panel and look to go live by the end of this calendar year.
- 3.5 The Community Grant Panel were keen that as part of this funding we will be looking to ensure that the voluntary sector is providing outcomes of how this funding is benefiting communities of East Devon and that we are promoting these. This is reflected in our policy and will be part of the grant agreements.
- 3.6 An annual report will be produced and presented to Members.

#### **4. Summary**

- 4.1 As set out in the report to the Community Grant Panel feedback from the voluntary sector has confirmed that they are finding it more difficult to source funding. The proposed new Community Grant scheme will ensure that we can provide this much needed support to the sector.
- 4.2 The Community Grants Panel are keen to ensure that this funding is made available as soon as possible with the recommendations set out in this report.

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#### **Financial implications:**

The grant sums detailed in this report are from approved budgets already in place.

#### **Legal implications:**

Grants will be awarded in accordance with the adopted criteria and will be subject to a grant agreement

Report to: Cabinet

Date of Meeting 29 October 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (First Review) ('the Plan') to be formally 'made'**

### **Report summary:**

The Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (First Review) 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, replacing the existing Made Plan from 2017.

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

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

- (1) That Committee agree that the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (First Review) be 'made'.
- (2) That Committee note 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 parishes of Clyst St Mary and Sowton combined, known as 'Bishops Clyst'), thereby superseding the previously made Plan for the area.
- (3) That Committee congratulate Bishops Clyst Parish Council and their Neighbourhood Plan Steering Group on this culmination of their hard work in developing the Plan.

### **Reason for recommendation:**

The Plan received a majority 'yes' vote in the neighbourhood area referendum, as required by the Regulations, and there is no substantive reason not to make the Plan. In addition, to recognise the dedication and hard work by Bishops Clyst Parish Council and dedicated volunteers to prepare the Plan.

Officer: Angela King Neighbourhood Planning Officer. Email: [Angela.King@eastdevon.gov.uk](mailto:Angela.King@eastdevon.gov.uk), Phone: 01395 571740

Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☒ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism

- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☒ Place, Infrastructure and Strategic Planning
- ☒ Sustainable Homes and Communities

### **Equalities impact** Low Impact

Neighbourhood Planning is designed to be inclusive and extensive consultation is a fundamental requirement. The reviewed and updated Neighbourhood Plan for Bishops Clyst has been the subject of significant consultation and engagement with the community, set out in a detailed Consultation Statement. All persons living in the parish have had the opportunity to be engaged in the Plan's production and all persons registered to vote in the area could vote in the referendum.

### **Climate change** Low Impact

**Risk:** Low Risk; The only reason for the Plan not to be made now is if the Council consider that to do so would be incompatible with any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act 1998. There is a risk that should we take that decision it will be subject to legal challenge and that the Parish Council will feel disenfranchised that their right to produce this Neighbourhood Plan under the Localism Act has been prevented.

**Links to background information** [The Localism Act](#); [Plain English Guide to the Localism Act](#); [National Planning Policy Framework \(2024\)](#); [Neighbourhood Planning Regulations](#); [Neighbourhood Planning Roadmap Guide](#); [East Devon Neighbourhood Planning webpages](#); [Bishops Clyst \(Clyst St Mary and Sowton\) Neighbourhood Plan webpage](#); [EDDC SEA/HRA Screening Opinion Report](#); [Strategic Environmental Assessment Report](#); [Habitat Regulations Assessment Report](#); [Bishops Clyst Neighbourhood Plan Examiner's Report](#); [Clyst St Mary and Sowton \(Bishops Clyst\) Neighbourhood Plan \(First Review\) Referendum Version](#).

### **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**

### **1.0 Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan Referendum**

- 1.1 On 2nd October 2025, a referendum was held on the revised Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan at Clyst St Mary Village Hall, from 7am to 10pm.
- 1.2 In line with the Regulations, voters were asked the following question:

"Do you want East Devon District Council to use the Neighbourhood Plan for Bishops Clyst to help it decide planning applications in the neighbourhood area?"

- 1.3 The Regulations advise that if more than 50% of voters vote 'yes' in the referendum, East Devon District Council should use this revised Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (2023-2042) to help it decide planning applications in this neighbourhood area. The Plan once 'made' (adopted) will become part of the statutory development plan for the area, replacing the current plan (2014-2031), which was made in 2017.
- 1.4 In East Devon, the development plan currently consists of:
- the East Devon Local Plan (2013-2031);
  - the East Devon Villages Plan (adopted 2018);
  - any made Neighbourhood Plan;
  - the Devon Waste Plan (2011-2031), and;
  - the Devon Minerals Plan (2011-2033).
- 1.5 Members should note that neighbourhood plans in the district continue to be examined for general conformity with the policies of the adopted Local Plan, until such time as it is replaced, but that the relationship with the emerging new Local Plan for East Devon (currently at Regulation 19 stage) is of increasing relevance. In this case, the examination gave due consideration to the relationship with the emerging Local Plan, not least because the plan periods are aligned (to 2042) and the neighbourhood plan contains policies and proposals designed to meet the housing requirement set for this neighbourhood area within the draft new Local Plan policies.
- 1.6 As previously reported, the independent Examiner assessed the plan to meet the 'Basic Conditions' for a neighbourhood plan to be made, and recommended it go to referendum.
- 1.7 The results of the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan referendum are as follows:
- Yes votes: 235
  - No votes: 57
  - Voter turnout: 24%
  - In favour: 80.5%
- 1.8 The results show a clear majority of those voting in favour of the Plan.
- 1.9 Cabinet must now consider whether it would be appropriate to make the Plan. This would constitute the first review and update of an existing neighbourhood plan to be brought into force in the district.

## **2.0 Making of the Plan**

- 2.1 Once the Plan is formally made it will carry full weight in the planning decision making process. As part of the development plan, any planning applications in the Bishops Clyst Neighbourhood Area will be judged against the Neighbourhood Plan, as well as policies of East Devon District Council and also the National Planning Policy Framework.
- 2.2 The only reason for the Plan not to be made now is if Cabinet consider that to do so would be incompatible with any retained EU obligation (primarily relating to environmental protections) or any of the Convention rights within the meaning of the Human Rights Act 1998.
- 2.3 With regards to environmental protection, a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Opinion was prepared by EDDC on the Pre-Submission version of the Plan. This 'screened in' a need for SEA. HRA was also

screened 'in' and as such the Screening Report included an 'Appropriate Assessment'. This concluded that the modest level of development proposed through the Plan can be appropriately mitigated through existing strategic mitigation in the form of Local Plan Strategic Policy 5 ('Environment') of the East Devon Local Plan, implemented through the Southeast Devon European Site Mitigation Strategy. Therefore, an HRA specific to the neighbourhood plan was not considered necessary. The statutory bodies were consulted on the Screening Opinion. Historic England and Natural England agreed with the conclusion that a SEA was needed. Natural England (NE) did not disagree with the conclusions regarding HRA but advised it was ultimately for the LPA to satisfy itself in this regard. The Environment Agency offered no comments on the screening opinion.

- 2.4 Environmental Reports (both an SEA and an HRA) were prepared and used to inform the neighbourhood plan and submitted with it to the LPA. Recommendations of both reports were incorporated into the Submission Version of the Plan. The SEA and HRA reports were published for consultation alongside the submission version of the Plan and provided along with all other relevant documentation to the independent examination. The Examiner considered the environmental reports and was, "satisfied that the Bishops Clyst NDP has adequately addressed the issues raised" and that, "subject to modification [proposed by the Examiner and subsequently incorporated into the Referendum Version of the Plan] the Bishops Clyst Neighbourhood Development Plan meets this Basic Condition on EU obligations".
- 2.5 With regard to human rights, the Examiner considered the Basic Conditions Statement prepared by Bishops Clyst Parish Council which sets out how the development of the plan and its policies accord with EU Human Rights obligations and was "satisfied with this conclusion."
- 2.6 The matters regarding retained EU obligations have therefore been considered during the examination process, where the Examiner has reported being satisfied that the Plan meets these obligations. Officer assessment is that the Council can be satisfied that the Plan meets the legal requirements. There are therefore not considered to be any grounds not to make the Plan. Making of the plan and its use in the determination of planning applications will help to ensure the incorporation of local community expectations and aspirations within the decision-making process.

### **3.0 Next Steps**

- 3.1 Following the decision whether or not to make the Plan, we will produce a decision notice for the Plan. This will detail the decision and reasons for it and where it may be viewed.
- 3.2 The decision notice will be publicised by:
  - publishing it on the neighbourhood planning pages of our website;
  - by sending a copy to the Plan producer and requesting that they notify those persons who live, work or carry on business in the neighbourhood area to which the Plan relates;
  - by notifying the 'consultation bodies' referred to in the consultation statement;
  - by advising:
    - adjoining authorities;
    - anyone who asked to be notified of a copy of the decision, and;
    - all those who made representations to us on the plan.
- 3.3 In conclusion, Members are asked to approve the recommendation to enable the Plan to be formally 'made', in accordance with this report.

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**Financial implications:**

Central Government grant funding of £20,000 was able to be claimed for this Neighbourhood plan when it recommended to referendum. The funding is to cover examination fees and other associated costs such as employment and other supplies and services costs. Any residual funds are used to cover other in year staffing costs or placed into an earmarked reserve and utilised to cover funding gaps in subsequent years. (AB-06/10/2025)

**Legal implications:**

Following a majority vote in favour of the plan at referendum the Council must proceed to adopt (or 'make') this First Review of the Neighbourhood plan within 8 weeks of the referendum, unless in doing so it would be incompatible with any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act 1998. As noted, once it had been made, this First Review of the Neighbourhood Plan will supersede the existing 'made' plan for the area and become part of the Development Plan for decision making on planning applications (002545/7 October 2025/DH).



Report to: Cabinet

Date of Meeting 29/10/2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Appointment of Specialist Contractor to Undertake Underwater Works at East Devon District Council Swimming Pools

### Report summary:

The report informs Cabinet of an Exemption to Contract Standing Orders approved with regards to appointing specialist underwater contractor to undertake works at the Council's swimming pools.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Cabinets notes the action taken.

### Reason for recommendation:

Under Contract Standing Orders item 2.3.2, Request for Exemption to Contract Standing Orders must be reported to cabinet for support. *"Where the Contract sum is £20,001 or above then the use of the exemption must be reported by the Officer, to the next meeting of the Cabinet for them to note their support for the action taken."*

Officer: Jorge Pineda-Langford – Principal Building Surveyor / Team Lead  
[jorge.pinedalangford@eastdevon.gov.uk](mailto:jorge.pinedalangford@eastdevon.gov.uk) 01395 571633

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

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☒ Finance
- ☒ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** N/A

**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. The Council has allocated £60,000 Capital funding in its 2025-2026 Budget to undertake specialist underwater works at the Council's three swimming pools sites. The swimming pools sites are currently operated by LED.
  2. Due to the specialist nature of the works there is a limited number of contractors that can do the work, which involves teams of divers undertaking underwater repairs to the swimming pool tanks and accessing underwater confine spaces. Market availability is further restricted by the need to undertake the work outside working hours to minimise disruptions to the services and loss of income to the operator.
  3. Based on the above considerations and the relatively low cost of the work, considerably under the Public Procurement Threshold (£884,720 for Small Lots Works), the competition requirements under the current Contract Standing Orders to obtain more than three quotations cannot be fulfilled and an Exemption to Contract Standing Orders was requested.
  4. The current specialist contractor undertaking cyclical underwater compliance surveys has provided a quote for the works. The contractor is well familiar with each site and the work, which is a key consideration in terms of the health and safety risks involved. In addition, it will allow for the works to be done in a shorter timeframe, reducing costs. The quote for £46,344 is considered good value and represents a considerable saving on the allocated budget, approximately £13,000 saving.
  5. The request for an Exemption to Contract Standing Orders has been granted and supported by the officer's Line Manager (Assistant Director Tim Child), Finance (Finance Director (CFO/S151) Simon Davey), and Governance and Licensing (Director of Governance (Monitoring Officer and Returning Officer) Melanie Wellman).
  6. As the contract value is over £20,001, the granting of the exemption must be reported for Cabinet to note.
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## **Financial implications:**

This work can be met from an existing approved budget.

## **Legal implications:**

The contract value falls below the threshold permitted and an exemption can be validly relied upon pursuant to the Council's Contract Standing Orders. The reason for using the exemption in this case has been agreed by S151 and Monitoring Officer.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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