

Agenda for Council
Wednesday, 16th July, 2025, 6.00 pm

To: All elected Members of the Council; Honorary Aldermen

Venue: Council Chamber, Blackdown House, Honiton

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Dear Sir/Madam

Meeting of the Council of the District of East Devon on
Wednesday, 16th July, 2025 at 6.00 pm

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

Yours faithfully

A handwritten signature in black ink that reads "T. Hendren".

Tracy Hendren, Chief Executive

1 Apologies

2 Declarations of interest

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

3 Minutes of the previous meeting (Pages 8 - 15)

4 Public speaking

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

5 Matters of urgency

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

6 Announcements from the Chair and Leader

7 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are two items which officers recommend should be dealt with in this way, but if confidential minutes from Cabinet and/or the Council's Committees are being discussed, Officers may recommend consideration in the private part of the meeting.

8 To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5 (Pages 16 - 27)

9 Reports from the Cabinet and the Council's Committees and questions on those reports (Pages 28 - 97)

10 Request for powers - Combe Raleigh Parish Meeting (Pages 98 - 108)

11 Executive Leadership Team structural review (Pages 109 - 115)

12 Natural Seaton Interpretive Masterplan (Pages 116 - 121)

13 Recommendations from the Independent Remuneration Panel (Pages 122 - 160)

14 Motion on Notice - Emergency Services (Pages 161 - 163)

Motion 1: Emergency Services in East Devon
Proposed by Cllr Stuart Hughes
Seconded by Cllr Colin Brown

Supporters: Cllrs Aurora Bailey, Brian Bailey, Iain Chubb, Mike Goodman, Jenny Brown

For nearly three decades, trained firefighters have worked alongside ambulance services to provide critical, lifesaving assistance to patients experiencing medical emergencies. Their swift intervention has saved countless lives, ensuring communities receive prompt professional care when ambulance crews are delayed or unavailable.

This Council:

1. Recognizes the vital role fire service co-responders have played in supporting emergency medical incidents, especially in isolated areas.
2. Acknowledges widespread concerns from fire stations, emergency personnel, and residents regarding the impact of this decision on community safety.
3. Calls on SWAST and Devon & Somerset Fire and Rescue Service to reconsider this phase-out and explore alternative solutions that preserve co-responders' role alongside Community First Responders.
4. Requests that the Chief Fire Officer and SWAST leadership provide a full assessment of how this change will affect response times and public safety.
5. Urges the relevant authorities to engage with councils and local communities to ensure transparency and accountability in future emergency response planning.

Resolution:

This Council formally requests a review of the decision and will write to SWAST, Devon & Somerset Fire and Rescue Service, and Cornwall Fire and Rescue Service, seeking clarity on how emergency response standards will be maintained following the removal of fire service co-responders.

15 Motion on Notice - Inclusion of care homes and hotel accommodation in flood risk assessments (Pages 164 - 166)

Motion 2: Inclusion of Care Homes and hotel accommodation in Flood Risk Assessments

Proposed by Cllr Stuart Hughes
Seconded by Cllr Geoff Jung

Supporters: Cllrs Aurora Bailey, Brian Bailey, Iain Chubb, Mike Goodman, Jenny Brown, Colin Brown, Paul Hayward, Yehudi Levine, Tim Dumper, Del Haggerty, Bethany Collins, Charlotte Fitzgerald, Matt Hall, Anne Hall, Olly Davey, Paula Fernley, Marcus Hartnell, Joe Whibley

Inclusion of Care Homes, and Hotel accommodation in Flood Risk Assessments.

As part of East Devon`s work on Coastal Protection Schemes, care homes housing a significant number of vulnerable residents, plus important hotel accommodation are assessed as commercial properties. Unfortunately the current flood risk assessment models` classification means only individual dwellings count towards substantial grant funding yet care homes and hotel accommodation are classed as commercial properties and are subject to far less beneficial funding.

To ensure a comprehensive and a more accurate assessment, the Council urge the Government, through Defra & the Environment Agency, to formally classify both care homes and hotels as dwellings in calculations for flood defence funding and coastal protection schemes. This adjustment would better reflect community vulnerability, improve resource allocation, and strengthen long-term resilience planning for East Devon and beyond.

Therefore the Council calls on Defra and the Environment Agency to review this oversight and incorporate care homes and hotels as a distinct category in future flood risk strategies.

- 16 **Motion on Notice - Communication Workers Union - design and positioning of letterboxes** (Pages 167 - 169)

Motion 3: Communication Workers Union – design and positioning of letterboxes

Proposed by Cllr Peter Faithfull

Seconded by Cllr John Heath

Supporters: Cllrs Bethany Collins, Jenny Brown, Geoff Jung, Chris Burhop

This Council will actively support the work of the Communication Workers Union in relation to the design and positioning of letterboxes.

As a planning authority we are in a unique position to influence the fitting of letterboxes to reduce the risk of harm to our postal and delivery workers. The CWU have, for a long time, been campaigning for a ban on low-level letterboxes. The two main causes of injury in relation to low-level letterboxes are back injuries and dog bites. I therefore request that this council work in a number of ways to support the campaign of the CWU.

1. That we actively discourage low-level letterboxes on new build homes.
2. We actively promote discouraging low-level letterboxes on replacement doors.
3. That we will show our support of the CWU campaign to our two Members of Parliament.

Along with the main campaign about low-level letterboxes, we will discourage the use of poor designed letterboxes that can often include sharp edges and overly powerful springs, that can often cause minor injuries in the form of cuts and bruises.

17 Motion on Notice - Newton Poppleford Settlement Boundary (Pages 170 - 172)

Motion 4: Newton Poppleford Settlement Boundary

Proposed by Cllr Chris Burhop

Seconded by Cllr Paul Hayward

Motion supported by: Cllrs Stuart Hughes, Colin Brown, Yehudi Levine, Ben Ingham, Ian Barlow, Jess Bailey

At the Strategic Planning Committee (SPC) meeting of 22nd November 2024 when settlement boundaries were discussed, the SPC minutes record the following in relation to Newton Poppleford's proposed settlement boundary;

“Newton Poppleford – raising the issue of consistency, concern was raised on the proposed Settlement Boundary in that the area described as excluded in stage 2 on the map should be included. Road safety concerns were also raised. A proposal to support the report recommendation failed. Therefore, a proposal to have the settlement boundary as the area shown as Stage 2 with the inclusion of area adjacent to Exmouth Road was supported.”

Recommendation (f) of that minute went on to state “Newton Poppleford – that the Settlement Boundary be drawn as including Stage 2 plus area adjacent to Exmouth Road, with the exact boundary to be drawn by officers for delegated approval by the Assistant Director and the Chair of Strategic Planning Committee.”

Whilst the thought process given at the time of expanding the settlement boundary to “make the settlement boundary more even over the geographical area of the village” was on the face of it understandable, the discussion, which excluded the District Councillor for the village, ignored the fact that all of the village’s amenities are located to the Eastern end of the village, which is why historically the settlement boundary was set to expand only to include the two proposed development sites Newt 04 and Newt 05 to the East of Exmouth Road, per officers’ recommendation.

The revised boundary, attached as a file to this motion, was presented at the subsequent SPC on 11th December at which I spoke in respect of the errors in the thoughts about expanding the settlement boundary to the West of Exmouth Road, namely that the lack of footpath provision makes expansion on the Western side of Exmouth Road inaccessible. This debate is covered in pages 6 & 7 of the minutes (minute 249). They record that “During discussions some members concurred that unless the footpath was installed the western side of the village would be unsafe and there was nothing to confirm at this stage that the footpath would happen. It was suggested that a condition could be imposed to ensure that no development could take place until there was a suitable footpath”.

However legal advice obtained at that meeting confirmed that no decision taken by a committee of the council could be moved within 6 months of the original decision unless the motion to amend is signed by 15 or more councillors. In other words errors identified in any council condition need 25% of the council to sign up to an amendment at full council in order to be corrected. I resolved to draw up such a motion to propose a correction.

Subsequent to the meeting I was told by the Chair of the SPC that, as the plans had now been submitted for Regulation 19 consultation, then again they could not be amended until the consultation ended. I have requested that the proposed amendment be included in the agenda of the Strategic Planning Committee of 8th July however the published agenda did not include this proposal.

I therefore submit the following motion to full council;

Motion

The settlement boundary for Newton Poppleford submitted in the Regulation 19 Consultation in the Draft Local Plan contained a material error and should now be amended per the proposed map, being officers’ original recommendation.

18 Planning Committee - Appointment of Vice Chair (Pages 173 - 174)

19 Outside Body - Parking and Traffic Regulations Outside London Adjudication Joint Committee

To consider the inclusion of the Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC) to the list of outside bodies and the nomination of a councillor on the outside body.

20 Appointment of Independent Community Representative to serve on the Housing Review Board (Pages 175 - 179)

21 Local Government (Access to Information) Act 1972 - Exclusion of Press and Public

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972.

Reason: Para 3 Schedule 12A Information relating to the finance or business affairs of any particular person.

22 Leisure Review including final Options Appraisal of the preferred Leisure Contract Arrangements (Pages 180 - 196)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting.

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

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Council held at Council Chamber, Blackdown House, Honiton on 9 April 2025

Attendance list at end of document

The meeting started at 6.00 pm and ended at 7.03 pm

96 Apologies

Apologies received from Councillors Jess Bailey, Ian Barlow, Kevin Blakey, Alasdair Bruce, Sarah Chamberlain, Paula Fernley, Mike Howe, Ben Ingham, Richard Jefferies, Geoff Jung, Melanie Martin, Tony McCollum, John O'Leary, Simon Smith and Joe Whibley.

97 Declarations of interest

Agenda Item 12:

Councillors Steve Gazzard, Andrew Toye and Dan Wilson declared affects NRlas members of Exmouth Town Council.

Councillor Marcus Hartnell declared affects NRI as a member of Seaton Town Council.

Councillors Peter Faithfull and Vicky Johns declared affects non registered interest as a member of Ottery St Mary Parish Council.

Councillor Mike Goodman declared affects NRI as a member of Sidmouth Town Council.

Councillor Del Haggerty declared affects NRI as a member of Seaton Town Council.

Agenda Item 14:

Councillors Aurora Bailey, Brian Bailey, Councillor Olly Davey, Tim Dumper, Steve Gazzard, Matt Hall, Nick Hookway, Andrew Toye and Dan Wilson declared affects NRI as members of Exmouth Town Council.

Agenda Item 15:

Councillor Iain Chubb, Marcus Hartnell declared affects NRI as a member of Seaton Town Council.

Councillor John Heath declared affects NRI as a member of Beer Parish Council.

Councillor Stuart Hughes declared affects NRI as a member of Sidmouth Town Council and Devon County Council.

98 Minutes of the previous meeting

The minutes of the Council meeting held on 26 February and the Extraordinary Council meeting held on 19 March 2025 were confirmed as a correct record.

99 Public speaking

One member of the public had registered to speak. The Chair of Council invited Catherine Sleight from Plant Based Devon to speak.

The speaker called on the Council to join the growing number of UK councils who ensure that all their internal catering and events are 100% plant based.

The Chair thanked the speaker for their comments.

100 **Matters of urgency**

There were no matters of urgency.

101 **Announcements from the Chair of Council and Leader of Council**

The Chair of Council asked Councillors to join in a minute of silent reflection to mark the passing of former EDDC councillor Paul Jarvis, a Budleigh Salterton councillor from 2019 to 2023, Chair of Licensing and Enforcement Committee and Member of the Independent Group and Honorary Alderman Lieutenant Colonel Anthony John Mervyn Drake, of Musbury Barton, Axminster

The Leader of Council made no announcements.

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

There were two items of confidential/exempt business at the meeting set out in Agenda Items 14 and 15.

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

There were no questions on notice.

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

The minutes from the following meetings were noted:

- Cabinet – 17 February and 5 March 2025
- Placemaking Exmouth Town & Seafront Group – 18 March 2025
- Overview Committee – 20 March 2025
- Asset Management Forum – 3 March 2025
- Poverty Working Panel – 24 February 2025
- Planning Committee 25 March 2025
- Audit & Governance Committee – 20 February and 20 March 2025

105 **Discretionary Planning Fees Review**

The Portfolio Holder for Strategic Planning presented a report setting out the reasons for reviewing and increasing discretionary planning fees, focusing on enhancing service delivery, covering rising operational costs, and ensuring the sustainability of the Planning Service.

Councillors supported the review to increase discretionary planning fees to enhance the capacity, efficiency, and sustainability of the Planning Service. By aligning fees with operational costs and regional benchmarks, it would ensure that the service remained competitive and capable of meeting the needs of the community.

The recommendation was proposed by Councillor Todd Olive and seconded by Councillor Olly Davey and having been put to the vote was unanimously carried.

RESOLVED: That Council adopt the revised schedule of fees for discretionary planning fees.

106 **Strata Business Plan 2025/2026**

The Leader of Council presented the Strata Business Plan for 2025/2026 which would guide both the financial allocations and strategic initiatives essential to achieving our objectives which align with those set out by East Devon, Exeter City and Teignbridge Councils in their ambitious plans detailed in their digital strategies which formed the bedrock of the 2024/25 plan.

The Leader of Council proposed the recommendation which was seconded by Councillor John Loudoun and having been put to the vote was unanimously approved.

RESOLVED: That the Strata Business Plan for 2025/2026 is approved.

107 **Coach & Tourism in East Devon**

Council received a report outlining 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. It provides summary on key benefits of coach tourism and key factors, which facilitate its development. The TAFF had been set up following a Motion on Notice to full Council in December 2023.

Council welcomed the recommendations proposed by the TAFF and Councillor Anne Hall proposed the recommendation which was seconded by Councillor Tim Dumper and having been put to the vote was unanimously carried.

RESOLVED: That Council agree 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.

108 **Local Government (Access to Information) Act 1972 - Exclusion of Press and Public**

RESOLVED: That Council agree that the press and public be excluded from the meeting on the basis that if they were present during the business to be conducted there would be a likelihood of disclosure of exempt information defined as exempt in accordance with Paragraph 3 (information relating to the financial or business affairs of any particular person) in accordance with Schedule 12A of the Local Government Act 1972.

109 **Placemaking in Exmouth Town & Seafront Group**

Council received a report setting out proposals to acquire a property as set out in the exempt/confidential report.

It was noted that a budget as set out in the exempt/confidential report would be required. This report outlines the reasoning for supporting the acquisition of the Mess Room and the synergy of this acquisition alongside the release of the restrictive covenant on the adjacent public conveniences block together with recommendations to take this acquisition through to Cabinet and Council for approval.

RESOLVED: That Council approve a capital budget as set out in the exempt/confidential report to cover the purchase price and EDDC's acquisition costs including the usual due diligence i.e. legal work, building survey etc and, documenting a lease to the company named in the exempt/confidential report.

110 **Seaton Coast Protection Scheme**

The Portfolio Holder for presented a report outlining areas within Seaton to be enhanced as improved habitat under BNG regulations.

Councillor John Loudoun proposed the recommendation which having been seconded by Councillor Paul Hayward was carried by a majority show of hands.

RESOLVED: That Council approves an additional budget of in year funding up to the amount set out in the exempt report to ensure construction of the scheme can start and be complete in 2025.

Attendance List **Councillors present:**

P Arnott	O Davey	H Parr
A Bailey	T Dumper	S Richards
B Bailey	P Faithfull	H Riddell
K Bloxham	N Hookway	M Rixson
V Bonetta	S Hughes	E Rylance
C Brown	S Jackson	A Toye
J Brown	V Johns	S Westerman
C Burhop	Y Levine	J Whibley
M Chapman	J Loudoun	D Wilson
I Chubb	D Mackinder	E Wragg
B Collins	C Nicholas	
R Collins	T Olive	

Officers in attendance:

Simon Davey, Director of Finance
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)
Andrew Wood, Director of Place

Councillor apologies:

J Bailey
I Barlow
K Blakey
A Bruce

S Chamberlain
P Fernley
M Howe
B Ingham
R Jefferies
G Jung
D Ledger
M Martin
T McCollum
J O'Leary
S Smith

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Council held at Council Chamber, Blackdown House, Honiton on 18 June 2025

Attendance list at end of document

The meeting started at 6.00 pm and ended at 6.48 pm

1 Apologies

Apologies received from Councillors Jess Bailey, Ian Barlow, Kevin Blakey, Kim Bloxham, Chris Burhop, Sarah Chamberlain, Maddy Chapman, Iain Chubb, Sam Hawkins, Del Haggerty, Vicky Johns, Fabian King, Dan Ledger, Duncan Mackinder, Cherry Nicholas, Helen Parr, Simon Smith and Dan Wilson.

2 Declarations of interest

3 Public Question Time

Councillor Eileen Wragg spoke about the Gay Pride event taking place at Manor Gardens in Exmouth and recent acts of vandalism to equipment around the site.

Speaking as Champion for Equality, Inclusion and Diversity Councillor Wragg gave assurances to anyone attending the event that this activity should not prevent this and that intolerance to others was not welcome in the community.

Councillor Wragg appealed to anyone with information to contact the police.

4 Matters of urgency

There were none.

5 Confidential/exempt item(s)

There were none.

6 Seaton Coast Protection Scheme

The Portfolio Holder for Environment – Operations presented a report seeking approval of funding of up to £673,500 at risk to enable the Seaton Coast Protection Scheme to start within the desired time frame before external grant confirmation and payment was received.

Members welcomed the recommendation to support the funding as deferring the project by a year would likely lead to prices increasing further and to reduce the rate of erosion on the cliffs at Seaton Hole and reduce the risk to properties and cliff fails to beach users.

During consideration of the recommendation the following points were raised:

- use of Government funding to ensure erosion is minimised.

- important that care homes are included in the calculations for funding in the future and to bring a motion on notice to the next Council meeting.
- risks relating to obtaining a successful outcome from the Planning Committee.

Councillor Geoff Jung proposed the recommendation which having been seconded by Councillor Marcus Hartnell was unanimously carried.

RESOLVED: That Council approve that up to £673,000 of the works budget is spent at risk before external funding could be confirmed and claimed in late summer in order for the scheme to be completed within the required timescale.

Attendance List

Councillors present:

P Arnott	C Fitzgerald	Y Levine
A Bailey	S Gazzard	J Loudoun
B Bailey	A Hall	M Martin
C Brown	M Hall	T Olive
J Brown	M Hartnell	M Rixson
A Bruce	P Hayward	E Rylance
B Collins	J Heath	A Toye
R Collins	N Hookway	S Westerman
O Davey	S Hughes	J Whibley
T Dumper	S Jackson	E Wragg
P Faithfull	R Jefferies	
P Fernley	G Jung	

Officers in attendance:

Simon Davey, Director of Finance
Tracy Hendren, Chief Executive
Andrew Melhuish, Democratic Services Manager
Melanie Wellman, Director of Governance (Monitoring Officer)
Andrew Wood, Director of Place

Councillor apologies:

J Bailey
I Barlow
K Blakey
K Bloxham
C Burhop
S Chamberlain
M Chapman
I Chubb
D Haggerty
S Hawkins
V Johns
F King
D Ledger
D Mackinder
C Nicholas

H Parr
S Smith
D Wilson

Chair

Date:

Report to: **Council**

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Questions on Notice

Report summary:

The constitution provides that members of Council may ask: the Chair, the Leader or a Portfolio Holder Member of the Cabinet; or the Chair of any Committee or Sub Committee a question on any matter in relation to which the Council has powers or duties or which affects the district.

A member may only ask a question if either:

(a) they have given at least 3 working days' notice in writing of the question to the Chief Executive; or

(b) the question relates to urgent matters, they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Chief Executive by noon on the day of the meeting.

In response to a question on notice an answer may take the form of:

(a) A direct oral answer;

(b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or

(c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

In accordance with the Constitution two questions on notice have been received and they are set out in the report with the responses.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

To note the responses to the questions on notice.

Reason for recommendation:

In accordance with the Council's Constitution Rules Part 4, 9.2 Questions on notice at full Council; 9.3 Notice of questions.

Question	Question from	Question	Response
1	Cllr Stuart Hughes	<p>Question to Portfolio Holder Environment – Operations</p> <p>Given that the Sidmouth Esplanade railings—an iconic feature of our town’s Regency-era seafront—have only been repainted twice in the past 15 years, most recently through a £16,000 restoration effort, and considering they now show visible signs of deterioration, can the Cabinet Member for Environment and Public Spaces confirm whether there are plans to repaint them in the near future? Furthermore, could this form part of a longer-term, proactive maintenance programme to preserve the historic character and visual appeal of Sidmouth’s seafront as a whole—particularly in light of the important role the Esplanade plays in shaping visitor impressions and supporting the town’s tourism economy?</p>	<p>We have a programme of annual inspection and maintenance across all our public realm assets, but with our capital programme limited due to government budget pressures, we have to focus repair and maintenance on priority health and safety issues. We don’t have enough in our capital programme to actively invest in asset improvements across all our estate. We bring budget submissions to the annual BSCAP meeting for Members to decide on the priorities against the available and affordable capital. Our Engineers are inspecting the railings at Sidmouth every 6 months, and on each occasion areas of rust which are affecting the structure are being repaired and painted. The overall paint condition is not great but does not present a health and safety hazard. The railings’ structure is now at a point that re-painting alone won’t be enough and replacement should be considered. However Members will need to decide on the affordability of this given it isn’t currently a health and safety hazard. Engineers will submit a capital bid for 26/27 for ELT, Cabinet and BSCAP to consider replacement, against other identified capital requests.</p>
2	Cllr Stuart Hughes	<p>Question to Portfolio Holder for Finance:</p> <p>In light of the ongoing cost-of-living pressures on East Devon residents, would the Portfolio Holder consider reviewing our current council tax debt recovery procedures to ensure greater</p>	<p>In light of the ongoing cost-of-living pressures on East Devon residents, would the Portfolio Holder consider reviewing our current council tax debt recovery procedures to ensure greater leniency—specifically by introducing a minimum 28-day grace period between the</p>

		<p>leniency—specifically by introducing a minimum 28-day grace period between the granting of a liability order and the instruction of enforcement agents/bailiffs, during which a personalised repayment plan could be explored?</p>	<p>granting of a liability order and the instruction of enforcement agents/bailiffs, during which a personalised repayment plan could be explored?</p> <p>In relation to the specific question:</p> <p>Prior to a liability order being granted we have statutory recovery documents that we have to issue as a minimum when a council taxpayer falls behind with their instalment plan:</p> <ul style="list-style-type: none"> • 1st reminder • 2nd reminder (sent where a resident pays on a 1st reminder but falls behind again) • Final notice • Summons • Liability order notice (once issued by the Court) <p>At all of these stages we encourage council taxpayers to engage with us if they are struggling to pay in order to set up repayment plans. Once a liability order notice is issued and we receive no contact, or payment is made then after at least 14 days each case is looked at by a Council Tax officer. They will carry out further attempts to contact the resident this will including phone, text, email or letter. Where there is no engagement from the resident, we will also consider alternative recovery options such as attachment of earnings/benefits or a charging order or passing the case to the Enforcement Agent. The majority of cases do have at least a 28-day grace period before being passed to an Enforcement Agent. From our data since April 2024 until May 2025 only 1% (7 cases) were sent to an Enforcement Agent in less than</p>
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			<p>28 days with the earliest being on day 27. We therefore don't consider there is a need to review our current recovery procedures to build in a minimum 28-day grace period as there will be instances where residents refuse to pay council tax rather than being unable to pay and it's important that we retain that flexibility if required. The Council is very aware of the cost-of-living crisis and the impact that it is having upon our residents including paying their council tax. Residents falling into arrears with their Council Tax can be a key indicator of someone who is struggling financially, and we therefore recognise the importance of supporting our residents by making sure we take into account the council's anti-poverty strategy in the collection of council tax.</p> <p>Some of the key measures that we have implemented as part of our anti-poverty work are:</p> <ul style="list-style-type: none"> • Providing up to 100% Council Tax Reduction (CTR) for our lowest income households. The Council made the scheme more generous from April 2023 for those on low incomes which included increasing support up to 100%. This means our lowest income working age households have been lifted out of paying altogether. We reported to Cabinet in January 2025 the reduction in arrears for those claiming CTR had fallen from 19.7% in July 2022 to 13.69% in December 2024. This demonstrates how the Council has delivered real help with Council Tax to some of
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			<p>our lowest income households in East Devon.</p> <ul style="list-style-type: none"> • We have a dedicated Financial Resilience team within our Revenues & Benefits Service where Council Tax staff will often refer cases in for wider financial help. Along with providing emergency financial help they will work with residents who are struggling to afford paying essential bills by reviewing their income and expenditure and identifying ways this can be improved along with working with other partner agencies. In 2024, 291 referrals for more in-depth work were made and this achieved average weekly savings of £148. • As part of our corporate debt policy, we are also implementing the Vulnerable debt toolkit so that Council Tax staff can be better trained in identifying residents with vulnerabilities enabling them to provide the appropriate support including better tailored repayment plans, referral for debt advice, etc. This a government backed toolkit and is recognised as good practice for debt management. The Council made a commitment to implement the toolkit, and training is currently underway with the aim to be live across Revenues and Benefits by August 2025. We are not aware that any of the other
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			<p>Devon authorities have implemented this.</p> <ul style="list-style-type: none"> • One of the areas the Revenues and Benefits team are working on is to implement is e-notifications and this will include text messaging and emailing prompts to pay when payments are late or missed to supplement the statutory recovery processes. The aim of this is to help reduce the number of residents falling into arrears which will in turn reduce the number of enforcement cases. <p>I hope that the above provides the reassurance that cases are not automatically referred to an enforcement agent and that there is support in place to help our residents who are struggling to pay and that we are continually exploring additional ways to increase engagement.</p>
3	Cllr Mike Goodman	<p>Question to Portfolio Holder Culture, Sport, Leisure & Tourism/Economy & Assets</p> <p>Given that EDDC's leisure policy actively encourages participation in sport for all age groups, how does the Council justify the proposed increase of up to 50% in football and rugby pitch fees in light of its commitment to residents' health and wellbeing?</p>	<p>Feedback on this was provided in response to Cllr Goodman's question at budget setting, and information added to the fees papers.</p> <p>Sports facilities are essential to supporting physical activity and wider health and wellbeing outcomes. This is reflected in the Council's Leisure Strategy for quality sports facilities and the need to ensure the right sport facilities are provided in the right places and they are well used and managed.</p> <p>The Strategy does not propose actual prices for each facility; this is done as part of the annual fees and charges process in line with the wider policy principles and proposed subsidy levels and concessions policy.</p>

			<p>The rationale is as follows: All our fees were reviewed as part of budget setting and either followed 1) roughly 3% inflation rounded, 2) Increases above inflation where there was a specific rationale, such as with bulky waste where we needed to cover costs of new legislation or services, or 3) Where benchmarking demonstrated we were not at market rate or comparable to neighbouring authorities.</p> <p>For these sports pitch fees no. 3 applies.</p> <p>Benchmarking has shown that other councils do not charge different rates for weekday/weekend matches. Therefore, the pricing for weekday/weekend matches has been aligned.</p> <p>Benchmarking shows that individual matches are priced suitably for the adults and therefore a 3% increase is deemed acceptable to cover increasing maintenance costs. However benchmarking has shown that the pricing for individual youth matches should be decreased to be in-line with other local authorities (Bournemouth Youth - £54.00 per match, Teignbridge Youth - £43.00 per match).</p> <p>Youth pricing has increased by a nominal 3% to cover increasing costs. Adult pricing for both full and half season tickets has increased by 50% more than the proposed youth season ticket costs as a result of this benchmarking. Although other local authorities do not provide an option for season tickets making this impossible to benchmark, when broken down to a per-game price, the proposed pricing is lower than</p>
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			<p>benchmarked areas to provide value for money and an incentive to purchase a full or half season ticket. Per match costs as part of a full season ticket will equate to £29.61 for youth matches and £44.42 for adult matches. Per match costs as part of a half season ticket will equate to £35.61 for youth matches and £53.44 for adult matches. Even with the proposed increase in season ticket pricing for adults this year, EDDC will still be providing excellent value for money compared to other local authorities. Benchmarking per match: Bournemouth £92.50. Lympstone Marine Camp £59. Teignbridge £90. Charges for youth football matches in these areas are in line with our proposed 2025/2026 charges as outlined above.</p> <p>Our staff, servicing and admin costs are all rising, and given wider budget pressures and the need to set a balanced budget it was felt reasonable to make these increases, given are prices are still significantly lower than others.</p> <p>Our Leisure Manager is currently drafting a policy for sports clubs and associations as part of the Playing Pitch Strategy to provide some form of discount if they show that they are providing community based activities.</p> <p>This will require consensus internally before putting in as an action in a new Playing Pitch Strategy action plan being developed for 2026/27 onwards. The PFH Cllr Hookway is supportive of a wider review as part of the strategy is a way forward.</p>
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4	Cllr Mike Goodman	<p>Question to Portfolio Holder Culture, Sport, Leisure & Tourism/Portfolio Holder Economy & Assets</p> <p>At the joint budget meeting, officers were requested to review the proposed increases in pitch fees. Why were no adjustments made when the budget was presented to Council on 26th February, and what was the outcome of the review?</p>	The fees were reviewed, but as set out above felt to be reasonable given the comparison with other providers and the need to balance provision and costs in the context of setting a balanced budget. With CSR and further budget pressures next year, this sort of prudent balancing will become even more necessary.
5	Cllr Mike Goodman	<p>Question to Portfolio Holder Culture, Sport, Leisure & Tourism/Portfolio Holder Economy & Assets</p> <p>Can the Council explain why, despite general annual fee increases of approximately 3%, certain sports pitch fees rose disproportionately—for example, a full-season fee for adult rugby and football increasing from £1,035 to £1,599 and a half-season from £622 to £960?</p>	Please see answer for question 3 which explains, this is in relation to benchmarking per match comparisons.
6	Cllr Mike Goodman	<p>Question to Portfolio Holder Culture, Sport, Leisure & Tourism/Portfolio Holder Economy & Assets</p> <p>In recognition of the value that community sport provides, is the Council willing to commit to revising these fees for the 2025/26 season—specifically to £1,065 for a full season and £640 for a half season?</p>	The fees are felt to be reasonable given the comparison with other providers and the need to balance provision and costs in the context of setting a balanced budget. With CSR and further budget pressures next year, this sort of prudent balancing will become even more necessary, and further increases may be required.
7	Cllr Mike Goodman	<p>Question to Portfolio Holder Sustainable Homes and Communities</p> <p>Given that this Council recognises the importance of providing high-quality housing for its residents and acknowledges the significant challenges East Devon District Council housing has faced in recent years, why has the Stock Condition Survey—originally proposed in 2020 but only</p>	As previously explained at Council on 4th December, Cabinet on 5th March and again on 4th June, and at HRB on multiple occasions, the stock condition survey does not take the form of a single document but rather comprises a substantial dataset—over one million lines of information. This dataset covers our entire housing stock and includes

		<p>completed in October 2025—not yet been made public?</p>	<p>details on the condition of key components, energy performance ratings, projected lifespan of building elements, and other relevant metrics.</p> <p>Given that the surveys were conducted over a two-year period, some properties have undergone works in the interim. As a result, the dataset requires thorough validation and cross-referencing with records of completed works to ensure its accuracy and relevance. This process is essential to ensure that the data accurately reflects the current condition of our housing stock and aligns with officers' local knowledge and asset records.</p> <p>Council officers have been undertaking this complex task alongside their regular duties. In addition, further quality checks have been necessary, including discussions with the contractor regarding their quality assurance procedures and how the data has been compiled and presented.</p> <p>As previously stated, a report on the Stock Condition Survey and an update to the Housing Revenue Account Business Plan are scheduled to be presented to the Housing Review Board on 31st July 2025.</p>
8	Cllr Mike Goodman	<p>Question to Portfolio Holder Sustainable Homes and Communities</p> <p>Can the Council confirm its commitment to transparency by agreeing to publish the results of the Stock Condition Survey as a public record, ensuring the data is anonymised to prevent identification of individual properties?</p>	<p>As stated previously, the stock condition survey is a data file of over one million lines of data which even if redacted would not provide the public with useful information. A report on the findings of the stock condition survey will be published and therefore available to the public as part of the HRB on 31st July 2025.</p>

9	Cllr Jess Bailey	<p>Question to Portfolio Holder for Communications and Democracy</p> <p>1/ what amount has Eddc spent on the technology to make meetings Hybrid, meaning that members of the public and councillors can speak remotely?</p> <p>2/when was this money spent?</p> <p>3/who signed off this expenditure?</p> <p>4/why is it still not operational?</p> <p>5/what date can you commit to being operational? Please can I politely request the answer is not 'very soon' as we have been told 'very soon' for months/years.</p>	<p>1 – 3 A written response will be given.</p> <p>4 – 5 the protocol is drafted but will not be agreed until testing is complete</p> <p>There have been changes in project leads including long periods without a project lead that has stalled the project. Democratic Services are now leading on the project and testing of the hybrid technology has commenced including reviewing how the hybrid element of the system works. Democratic Services have now been issued with additional IT kit to enable operation of the hybrid system and further testing is planned to take place during July and August. The testing work has identified some issues with the system and we are working with our contractor to ensure the hybrid solution is fit for purpose. Once the testing is complete and any issues rectified with our contractor it is proposed that councillor testing will be undertaken before going live. A protocol for access to hybrid meetings has been drafted and once testing is complete will be shared with councillors.</p> <p>The Government recently announced (5 June 2025) that local authorities will be able to hold remote and hybrid meetings (with voting rights) but has not given any indication of a timeframe for introducing legislation to support this. In the meantime, work will continue to test the hybrid option with a view for implementation/going live in October 2025. This will provide</p>

			the opportunity for councillors to access meetings and participate remotely but will not allow members who serve on a committee to be able to vote remotely, until legislation provides.
10	Cllr Ian Barlow	<p>Question to Portfolio Holder for Communications & Democracy</p> <p>Can the PFH explain why it has taken over 6 weeks for new committee seats to be allocated following Cllr Bonetta joining the independent group of councillors. This is surely a simple mathematical calculation that should take 30 minutes to do and an hour at most. By the time this gets to be ratified at council over 5 months will have passed. This should surely be one of the top priorities to make sure that our democratic system is seen to work effectively.</p>	<p>Officers were asked to conduct a review of the political proportionality figures following the last Council meeting, which we duly started. However, we were then advised that there was to be a change to the Independent Group, which means that we need to revise the figures again.</p> <p>Work on these figures is ongoing but unfortunately there has not been sufficient time to complete this work and consult with Group Leaders on the proposed figures in time for this meeting.</p> <p>Whilst urgency of this is acknowledged there is a process that we need to go through and in light of the concerns raised last time, we need to ensure that the work is done thoroughly and with full consultation with the Group Leaders. Officers apologise for the delay and will ensure that figures are circulated to Group Leaders by the end of July 2025.</p> <p>Officers apologise for the delay and will complete the review by the end of July and circulate the figures to Group Leaders in early August 2025.</p>

Report to: **Council**

Date of Meeting 9 April 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



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

Report summary:

To receive reports from the Cabinet and the Council's Committees and receive any questions on those reports from meetings between 2 April 2025 and 7 July 2025.

Recommendations from Cabinet and the Council's Committees are set out as separate agenda items and contained in the agenda pack.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

To note the reports from Cabinet and the Council's Committees and the responses to any questions raised.

Reason for recommendation:

In accordance with the Council's Constitution.

Officer: Andrew Melhuish (Corporate Lead Democratic and Scrutiny) –
andrew.melhuish@eastdevon.gov.uk

Portfolio(s) (check which apply):

- ☒ Environment - Operations
- ☒ Environment – Nature & Climate
- ☒ Council, Corporate Co-ordination and External Engagement
- ☒ Communications and Democracy
- ☒ Economy and Assets
- ☒ Finance
- ☒ Place, Infrastructure and Strategic Planning
- ☒ Sustainable Homes and Communities
- ☒ Culture, Leisure, Sport and Tourism

Report in full

The minutes from the following meetings are included:
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Cabinet – 2 April, 30 April and 4 June 2025

Housing Review Board – 24 April 2025

Licensing and Enforcement Committee – 2 April and 3 June 2025

Licensing and Enforcement Sub Committee – 2 April 2025

Personnel Committee – 15 April 2025

Planning Committee – 22 April, 13 May and 10 June 2025

Strategic Planning Committee – 19 May 2025

Arts and Culture Forum – 16 April 2025

Asset Management Forum – 16 June 2025

Cranbrook Placemaking Group – 9 June 2025

Leisure Strategy Delivery Forum – 8 April and 11 June 2025

Financial implications:

None.

Legal implications:

None.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 2 April 2025

Attendance list at end of document

The meeting started at 6.03 pm and ended at 7.07 pm

177 Minutes of the previous meeting

The minutes of the previous meetings of Cabinet held on 5 March 2025 were agreed.

178 Declarations of interest

Min 192. Homes for Ukraine support update.
Councillor Peter Faithfull, Affects Non-registerable Interest, Works with Ukrainian families.

179 Public speaking

There were no public speakers.

180 Matters of urgency

There were none.

181 Confidential/exempt item(s)

There were three items which officers recommended should be dealt with in this way recorded at Minutes 190 – 192.

182 Minutes of Strata Joint Scrutiny Committee held on 17 February 2025

Members noted the Minutes of the Strata Joint Scrutiny Committee held on 17 February 2025.

183 Minutes of Asset Management Forum held on 3 March 2025

Members noted the Minutes of the Asset Management Forum held on 3 March 2025.

184 Minutes of Poverty Working Panel held on 24 February 2025

Members noted the Minutes of the Poverty Working Panel held on 24 February 2025.

185 Minutes of Cranbrook Placemaking Group held on 20 January 2025

Members noted the Minutes of the Cranbrook Placemaking Group held on 20 January 2025.

186 Proposed National Lottery Heritage Fund Bid

Following the successful delivery of two National Lottery Heritage Fund (NLHF) projects ('Great Trees' and 'Routes for Roots', both in the Clyst Valley), the Delivery Team had developed proposals for a third NLHF project 'Naturally Connected - Connecting Communities with the Heritage of the Clyst Valley', focused around nature and community connections in Cranbrook and Mosshayne/Tithebarn; the new communities in the west of East Devon.

RESOLVED that Cabinet:

1. Supports the submission of a bid to National Lottery Heritage Fund NLHF in relation to the Naturally Connected - Connecting Communities with the Heritage of the Clyst Valley project.
2. Delegates authority to the Director of Place in consultation with the Director of Finance and Portfolio Holder – Coast, Country and Environment to approve the bid for submission to the NLHF.
3. Subject to securing NHLF funding; delegates authority to the Director of Place to enter into a legal agreement with the NLHF and Partner Organisations (summer 2025) allocate resources to progress the project and advertise and appoint a Project Officer with the aim of the project commencing in autumn 2025.

REASON:

The proposed lottery project would support access to nature & health and wellbeing in new communities in the western part of the district, and aligned with several themes in the Council Plan 2024-28, including:

- Supporting the Council's Vision to promote wellbeing and a fairer/equal society,
- Alignment with and delivery of the Climate Change Strategy, Nature Recovery Plan, Tourism and Cultural Strategies,
- Achieving objectives to increase grant funding to support projects across the district and collaboration/engagement with Town/Parish Councils.

187 **Equality, Diversity and Inclusion (EDI) Action Plan**

The report outlined EDDC's progress in achieving equality objectives from 2021-2025 and introduced a forward-looking Equality, Diversity, and Inclusion (EDI) Action Plan for 2025-2028. It also proposed key recommendations to enhance EDI at member level by ensuring it was actively championed, integrated into decision-making processes, and supported through training to equip members with the knowledge and awareness needed to address key EDI issues effectively.

RESOLVED that Cabinet:

1. Note progress made on previous equality objectives (2021-25)
2. Note the comprehensive EDI Action Plan for 2025-2028 which outlines five main objectives and corresponding actions. This plan includes specific timelines and activities for each objective, demonstrating a structured approach to advancing EDI within the council and the communities it serves.

RECOMMENDED to Council the:

3. Appointment of an EDI Member Champion, to work alongside the current Armed Forces Member Champion. It is recommended that the Council take steps to appoint an EDI Member Champion during the upcoming Annual Council in May. The appointment of an EDI Member Champion aligns with best practice in local government and demonstrates the Council's commitment to fostering an inclusive environment. This role will play a vital

part in ensuring that EDI remains a priority across all Council activities and decision-making processes.

4. Approval of EDI Awareness Training Sessions, initially for members. To foster a culture of inclusivity and understanding among members, it is proposed that the Council approves the EDI awareness training sessions. This initiative aims to equip members with the necessary knowledge and skills to engage effectively with EDI issues, thereby enhancing our collective ability to create a more inclusive environment.

REASON:

To note progress on existing Equalities objectives, note the new EDI Action Plan (2025-28), ensure commitment to EDI at member level and enhance members' awareness of EDI.

188 **Response to the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan Modification Proposal**

The report asked Members to formally agree the response by this Council to the submission of the proposed first revision (modification) of the Bishops Clyst (Clyst St Mary and Sowton) Neighbourhood Plan. Bishops Clyst Parish Council had formally submitted their modified Neighbourhood Plan to the District Council. The Neighbourhood Planning (General) Regulations 2012 (Regulation 16) required the District Council to formally consult on the Plan for a minimum of 6 weeks. At this stage the District Council had the opportunity to comment on the Neighbourhood Plan and must also prepare a Modification Statement to be submitted to the Examiner.

RESOLVED that Cabinet:

1. Note the formal submission of this first revision to the Bishops Clyst (Clyst St Mary and Sowton) Neighbourhood Plan and congratulate the producers of the plan on their dedicated hard work and commitment throughout the process.
2. Agree that the proposed representation set out at paragraph 1.21 and Annex 2 and 3 in this report is made in response to the consultation and agree to the Modification Statement in Annex 1.

REASON:

To ensure that the view of the District Council is formally recorded and informs the consideration of the Neighbourhood Plan by the independent Examiner.

189 **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).

190 **Clyst Meadows Countryside Park - Tender and Appointment of Main Contractor**

RESOLVED:

The recommendations as set out in the report were agreed.

191 **Seaton Coast Protection Scheme Funding Request and BNG location choice**

RESOLVED:

The amended recommendations were agreed.

192 **Homes for Ukraine support update**

RESOLVED:

The recommendations as set out in the report were agreed.

Attendance List

Present:

Portfolio Holders

M Rixson	Portfolio Holder Climate Action & Emergency Response
G Jung	Portfolio Holder Coast, Country and Environment
S Jackson	Portfolio Holder Communications and Democracy
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
P Arnott	Leader of the Council
P Hayward	Deputy Leader and Portfolio Holder Economy and Assets
S Hawkins	Portfolio Holder Finance
T Olive	Portfolio Holder Strategic Planning

Cabinet apologies:

D Ledger	Portfolio Holder Sustainable Homes & Communities
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Also present (for some or all the meeting)

Councillor Aurora Bailey
Councillor Brian Bailey
Councillor Ian Barlow
Councillor Roy Collins
Councillor Peter Faithfull
Councillor Paula Fernley

Also present:

Officers:

Tom Buxton-Smith, Engineering Projects Manager
Paul Osborne, Green Infrastructure Project Officer
Emma Congerton, Assistant Director Statutory Housing
Amanda Coombes, Democratic Services Officer
Simon Davey, Director of Finance
Gemma Roberts, Interim Corporate Lead - Human Resources
Catrin Stark, Director of Housing and Health
Edith Stokes, EDI Advisor
Melanie Wellman, Director of Governance (Monitoring Officer)

Andrew Wood, Director of Place

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 30 April 2025

Attendance list at end of document

The meeting started at 6.03 pm and ended at 6.34 pm

193 Minutes of the previous meeting

The minutes of the previous meetings of Cabinet held on 2 April 2025 were agreed.

194 Declarations of interest

Min 195. Public speaking.

Councillor Ian Barlow, Affects Non-registerable Interest, Member of Sidmouth Town Council.

Min 198. Minutes of Placemaking in Exmouth Town and Seafront Group held on 18 March 2025.

Councillor Nick Hookway, Affects Non-registerable Interest, Member of Exmouth Town Council.

195 Public speaking

Cllr Ian Barlow asked the Portfolio Holder for Culture, Leisure, Sport and Tourism why the council was not supporting the Sidmouth Jazz Festival and what would need to be done to gain any support. He asked him to confirm how much officer and member time has been spent in responding to the concerns that he had raised in relation to this issue.

The Portfolio Holder for Culture, Leisure, Sport and Tourism answer was that a written response would be sent to Cllr Barlow once he had spoken to the relevant officers.

196 Matters of urgency

There were none.

197 Confidential/exempt item(s)

There was one item which officers recommended should be dealt with in this way recorded at Minute 204.

198 Minutes of Placemaking in Exmouth Town and Seafront Group held on 18 March 2025

Members noted the Minutes of the Placemaking in Exmouth Town and Seafront Group held on 18 March 2025.

199 Minutes of Overview Committee held on 27 March 2025

Members noted the Minutes of the Overview Committee held on 27 March 2025.

200 **Procurement of Developer Advisor and Technical Advisor for Cranbrook District Heating Expansion Areas Project**

The report notified Members of two contracts that would both exceed £100k.

- 1) Contract for consultant support for a Developer Advisor. The advisor would play a vital role in facilitating coordination of the commercial, financial, and operational aspects of developer and land promoter connections and include project liaison.
- 2) Contract for consultant support for a Technical Advisor. The advisor would play a critical role in developing the scheme to RIBA Stage 2 and would be responsible for addressing and de-risking key engineering and technical interfaces with the developers involved in the Cranbrook expansion areas.

RESOLVED that Cabinet:

1. Grants delegated authority to the Leader, Chief Executive and the Director of Place to proceed with the following recommendations once they have satisfied themselves that it is appropriate to proceed.
2. Approves the letting of the contract to Inventa Partners, to provide Developer Liaison, with a total contract value is £128,000.
3. Approves the letting of the contract to WSP, to provide technical and engineering support, with a total contract value is £180,000.

REASON:

To support the delivery of Cranbrook District Heating Expansion Project.

201 **Economic Development Strategy - Year 2 Priorities**

The Economic Development Manager updated Members to the progress made against each of the five policy areas Since the Economic Development Strategy (EDS) was endorsed by Cabinet in July 2024. The Strategy made a clear commitment to keeping track of progress and reviewing the policy priorities on an annual basis. Officers have undertaken this review, with an EDS Tracker providing RAG ratings for each priority over the initial six months.

RESOLVED that Cabinet:

1. That the progress made in the first six months of the 2024-29 Economic Development Strategy be noted.
2. That the proposed amendments to the EDS priorities for the second year of the Strategy and the indicative workplan for July 2025 – July 2026 be agreed.

REASON:

The Economic Development Strategy committed officers to producing an annual report to measure the progress made against each of the policy priorities. The purpose of this was to keep members aware and engaged. Tracking and where necessary, updating policy priorities ensured that the EDS did not become out of date.

202 **Forward Plan**

Members agreed the contents of the forward plan for key decisions for the period 1 May 2025 to 31 August 2025.

203 **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).

204 **Leisure Management Option Appraisal**

The Leisure Management Option Appraisal report along with the supporting documentation sought to outline all the options available and the merits of each. The recommendations were to streamline the options available and focus on those that would provide the most advantageous outcome for the Council that meets its stated critical success factors. An alternative management arrangement may lead to an opportunity to rationalise facilities and achieve revenue savings.

RESOLVED that Cabinet:

1. Note the content of this options appraisal report
2. Endorse the options to be considered in more detail to include the practicalities of:
 - a) No change - continuing with the existing portfolio and arrangements of the leisure facilities within the contract until 31st December 2035
 - b) retaining the leisure facilities to be provided by the existing Leisure Trust, with a deed of variation of the existing contract to ensure it is fit for purpose, subject to procurement rules governing 'material change' and when this would trigger the need for re-procurement.
 - c) exercising the break clause and carrying out a full procurement exercise to outsource the leisure services to an external operator (which could potentially be the existing Leisure trust).
 - d) exercising the break clause and pursuing a joint procurement with neighbouring authorities

REASON:

To ensure that Cabinet could take a decision in relation to future leisure service during 2025 that was informed by the best possible assessment of the available options and the associated benefits and costs.

Attendance List

Present:

Portfolio Holders

M Rixson	Portfolio Holder Climate Action & Emergency Response
G Jung	Portfolio Holder Coast, Country and Environment
D Ledger	Portfolio Holder Sustainable Homes & Communities
S Jackson	Portfolio Holder Communications and Democracy
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
P Arnott	Leader of the Council

P Hayward
T Olive

Deputy Leader and Portfolio Holder Economy and Assets
Portfolio Holder Strategic Planning

Cabinet apologies:

S Hawkins

Portfolio Holder Finance

Also present (for some or all the meeting)

Councillor Ian Barlow

Councillor Roy Collins

Councillor Richard Jefferies

Also present:

Officers:

Tim Child, Assistant Director Place, Assets & Commercialisation

Amanda Coombes, Democratic Services Officer

Simon Davey, Director of Finance

Ed Freeman, Assistant Director Planning Strategy and Development Management

Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes

Tracy Hendren, Chief Executive

Anita Williams, Principal Solicitor (Deputy Monitoring Officer)

Tom Winters, Interim Economic Development Manager

Andrew Wood, Director of Place

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 4 June 2025

Attendance list at end of document

The meeting started at 6.02 pm and ended at 7.57 pm

1 Minutes of the previous meeting

The minutes of the previous meetings of Cabinet held on 30 April 2025 were agreed.

2 Declarations of interest

Min 10. Seaton Coast Protection Scheme.
Councillor Dan Ledger, Other Registerable Interest, Is a Seaton Town Councillor.

Min 10. Seaton Coast Protection Scheme.
Councillor Nick Hookway, Other Registerable Interest, Is a County Councillor.

Min 10. Seaton Coast Protection Scheme.
Councillor Paul Arnott, Other Registerable Interest, Is a County Councillor for Seaton.

Min 10. Seaton Coast Protection Scheme.
Councillor Paul Hayward, Other Registerable Interest, Is a County Councillor.

Min 10. Seaton Coast Protection Scheme.
Councillor Richard Jefferies, Other Registerable Interest, Is a County Councillor.

Min 17. Planning and Infrastructure Bill Update.
Councillor Nick Hookway, Other Registerable Interest, Member of Exmouth Town Council.

3 Public speaking

Cllr Melanie Martin spoke on behalf of Cllr Alasdair Bruce Ward member for Feniton regarding the felling of many mature trees to widen an access near Roebuck Farm, between Weston and Gittisham without planning permission and within the bird breeding season. The incident had been reported to the Police but to date had not heard anything back. He had been inundated with emails and phone calls regarding this and asked the Council if anything could be done to stop this destructive act happening in the future.

In response the Chair stated he would ask officers to what stage any complaints were at regarding this matter and would get back to Cllrs Bruce and Martin and thanked them for bringing this to light.

The Monitoring Officer read out the following statement.

‘Cllr Goodman can’t be here this evening but has asked for some questions to be raised at this meeting. As Cabinet will recall, at the Cabinet meeting on 5th March Councillor Goodman asked questions about when the public would be given access to the results of the Housing Stock Condition Survey and concerning the provision of leisure facilities and specifically pitch increases. A written response has been provided to those questions in

accordance with the constitution. Cllr Goodman has repeated those questions for tonight's meeting and has also asked for our practice of written answers to questions not being published in the minutes, to be reviewed. As Cllr Goodman has already been provided with answers to the 5th March Cabinet questions, and with the answers being long and detailed, we will not be repeating those answers tonight. However, we will of course conduct a review of our practice, as Cllr Goodman has asked, as to how we deal with answers to questions. It is important to note, however that, minutes are a written record of what happens in a meeting and a summary only but we will happily review our practice and report back to Cllr Goodman on our conclusions by way of written response.'

4 **Matters of urgency**

There were none.

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

There was one item which officers recommended should be dealt with in this way recorded at Minute 19.

6 **Minutes of Arts and Culture Forum held on 16 April 2025**

Members noted the Minutes of the Arts and Culture Forum held on 16 April 2025.

7 **Minutes of Housing Review Board held on 24 April 2025**

Members noted the Minutes and recommendations of the Housing Review Board held on 24 April 2025.

Minute 48 Housing policy review – Succession Policy

That Cabinet approve the updated Housing Succession Policy.

Minute 50 Annual report of the Housing Review Board

That Cabinet and Council note the work that the Housing Review Board has undertaken during the 2024-25 civic year.

8 **Minutes of Recycling and Waste Partnership Board held on 23 April 2025**

Members noted the Minutes of the Recycling and Waste Partnership Board held on 23 April 2025.

9 **Adoption of the Blackdown Hills National Landscape Management Plan 2025-2030**

EDDC together with other local authorities had previously authorised the Blackdown Hills National Landscape Partnership to undertake a review of the current AONB Management Plan on their behalf, as required under Section IV of the Countryside and Rights of Way Act 2000. Public consultation on the reviewed management plan took place in January to March 2025, and now adoption of the Blackdown Hills National Landscape Management Plan by EDDC and the other relevant local authorities was required before publishing the management plan and lodging it with Defra.

RESOLVED that Cabinet;

Agree to the adoption of the Blackdown Hills National Landscape Management Plan 2025-2030.

REASON:

Under the Countryside and Rights of Way Act 2000 relevant local authorities were required to prepare and publish a plan which formulates their policy for the management of their area of outstanding natural beauty and review the Management Plan at intervals of not more than 5 years. East Devon District Council with other local authorities had authorised the Blackdown Hills National Landscape Partnership to review the Management Plan for the Blackdown Hills National Landscape on their behalf. The review had been completed and the plan was ready to be published.

10 **Seaton Coast Protection Scheme**

Cllr Paul Hayward chaired this item as Acting-Chair.

The report was to update and to seek approval to spend up to £673,500 at risk to enable the project to start within the desired time frame before external grant confirmation and payment was received. The reasons for the administrative delay in grant confirmation and payment and highlights the risks to the council were included in the report.

RECOMMENDED to Council;

That up to £673,000 of the works budget is spent at risk before external funding can be confirmed and claimed in late summer for the scheme to be completed with the required timescale.

REASON:

To enable the project to proceed. Deferring the project by a year would likely lead to prices increasing further, so this was the last chance to proceed with the current scheme. There was a small chance the scheme could proceed this year without this upfront spend, however the window was small.

11 **Exemption to Standing Orders - Purchase of Election Booths**

The report outlined the reasons that an exemption to standing orders had been approved for the purchase of elections booths.

RESOLVED that Cabinet;

Support for the action taken be noted.

REASON:

As per the Council's Contract Standing Orders, Rule 3.2 outlines that where an exemption to standing orders had been granted, and the value of the exemption exceeded £20,001, a report was brought to Cabinet to note their support for the action taken.

12 **Executive Leadership Team structural review**

The Executive Leadership team had reviewed the current staffing structure to ensure that the authority was fit for purpose and had the capacity and resilience required both in terms of the ongoing plans for transformation and ensuring the authority was a fit for

purpose organisation that was able to appropriately respond to the Government's proposals in relation to devolution and Local Government Reorganisation (LGR).

The structural requirements outlined in the report should come as no surprise to members as both the Chief Executive and the 2025/26 budget report have already highlighted the fact that we have a gap in staff resources in terms of capacity and skills in some key areas. A new structure had been developed to address this including the introduction of additional posts, this was under the premise that any associated costs would be met within the overall approved establishment budget of the Council. To be achieved mainly by not replacing vacant posts which were of a less priority at the current time than the new posts identified. As this was immediate and only temporary funding required, a request was being made for an additional budget of £338k to be met from the Transformation Fund.

Finally, as part of the structural review, the out of hours arrangements for the authority had been enhanced, the report addressed funding proposals arising from the changes required to the out of hours arrangements.

During discussion it was requested that Climate needed to be written into a title to make it clear where it sat within the overall structure.

RESOLVED that Cabinet;

1. Note and endorse the proposed structure shown in Appendix B.

RECOMMENDED to Council:

2. Approval of a £338k budget to be met from the Transformation Fund to support temporary funding requirements as detailed in the report.
3. Approval of a budget of £75K due to proposed changes to out of hours arrangements.

REASON:

It was essential that the Council had the necessary resources to continue the authority's transformation journey, to meet the demands of devolution and the local government reorganisation agendas, whilst ensuring that EDDC had the capacity and resilience to provide quality services to its residents.

13 Update on the Council Plan delivery plan

The report provided an overview of the progress made on the Council Plan delivery plan up to the end of the fourth quarter of 2024/25.

RESOLVED that Cabinet;

Receive the progress report of the delivery plan and note the progress of the actions to date.

REASON:

To ensure the objectives from the Council Plan were being actioned and delivered appropriately.

14 Peer Challenge recommendations and delivery plan update

The report provided an overview of the Peer Challenge recommendations and the delivery plan to implement the recommendations.

RESOLVED that Cabinet;

1. Receive the Peer Challenge recommendations and delivery plan and note the progress of the actions to date.
2. Due to the progress of the delivery plan actions that Cabinet agree that this is the last dedicated progress report of this delivery plan.

REASON:

To ensure that the recommendations from the Peer Challenge were actioned and delivered appropriately.

15 **S106 funding to support delivery of affordable housing alongside the Local Authority Housing Fund**

The report provided an overview of the Local Authority Housing Fund (LAHF) and set out a proposal to use £760,497 of S106 monies alongside funding from the LAHF to deliver additional affordable homes for rent in the district.

RESOLVED that Cabinet;

1. Approve the proposal to use LAHF funding to acquire a minimum of four properties for initial use as temporary accommodation (3 properties) and Afghan refugee resettlement (1 property).
2. Approve the use of £760,497 of S106 fundings held from Green Close, Drakes Avenue, Sidford (application number 18/1779/MFUL) alongside LAHF funding to support delivery of new affordable council homes for rent across the district.

REASON:

1. Combining S106 funds with the LAHF grant would enable EDDC to deliver a greater number of high-quality, energy efficient homes than would be possible using S106 monies in isolation.
2. The proposal would deliver additional good quality council housing for local people.
3. If EDDC did not spend S106 receipts within the required timescale it may have to pay them back to the developer with interest.

16 **Contract standing orders exemption Global City Futures final business case**

To support the delivery of the updated business case to allow a final decision on the future service delivery model for provision of the recycling & waste collection services, it was proposed to appoint Global City Futures (GCF). They had completed the Outline Business Case and understood the service and the review work undertaken to date. To deliver the final business case without delay there was a need to continue to engage Global City Futures, failure to do so would risk delivery of this critical project.

The exemption to standing orders was to continue that engagement and for delivery of the final business case, GCF's proposal for this works was due to cost £23k. The request would be within budget framework, since Council had approved the implementation and mobilisation fund.

RESOLVED that Cabinet;

Note the Request for Exemption to Standing Orders Report in respect of the appointment of Global City Futures, to produce the final business case referenced in the 17 February 2025 Extraordinary Cabinet report and debate. The budget for which was then approved at Full Council on the 26 February 2025.

REASON:

To produce the required business case and additional information for final decision on future delivery model within the necessary timescale.

17 Planning and Infrastructure Bill Update

The Planning and Infrastructure Bill was introduced to parliament on the 11 March 2025 and included several provisions that would impact on the delivery of the planning service and its work moving forward. Many of these measures had been the subject of working papers or previous consultations that the Council had responded to in the past as appropriate. This report updated Members on the proposals placed before Parliament and their potential implications for Members to consider. This report was considered by Strategic Planning Committee on the 19 May 2025 with the provisions of the bill and the implications to the Council noted.

RESOLVED that Cabinet:

1. Note the provisions of the Planning and Infrastructure Bill and their potential implications for the delivery of the planning service and strategic planning.
2. That the Leader in consultation with the relevant Portfolio Holders and officers, would draft a letter to the Secretary of State and the MPs for East Devon expressing their concerns on certain proposals within the Bill.

REASON:

To ensure that Members were aware of potential changes to the planning system.

18 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).

19 Minutes of Leisure Strategy Delivery Forum held on 8 April 2025

Members noted the Minutes and recommendations of the Leisure Strategy Delivery Forum held on 8 April 2025.

Attendance List

Present:

Portfolio Holders

P Arnott	Leader of the Council
S Hawkins	Portfolio Holder Finance
P Hayward	Portfolio Holder Assets and Economy
N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
G Jung	Portfolio Holder Environment - Operations
D Ledger	Portfolio Holder Sustainable Homes & Communities
T Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
R Jefferies	Portfolio Holder Environment - Nature & Climate

Cabinet apologies:

S Jackson	Portfolio Holder Communications and Democracy
J Loudoun	Deputy Leader & Portfolio Holder Corporate, Council & External Engagement

Also present (for some or all the meeting)

Councillor Ian Barlow
Councillor Bethany Collins
Councillor Peter Faithfull
Councillor Matt Hall
Councillor Melanie Martin
Councillor Marianne Rixson

Also present:

Officers:

Amanda Coombes, Democratic Services Officer
Tom Buxton-Smith, Engineering Projects Manager
Tim Laurence-Othen, Housing Projects Officer
Jo Avery, Management Information Officer
Simon Davey, Director of Finance
Melanie Wellman, Director of Governance (Monitoring Officer)
Andrew Wood, Director of Place
Tim Youngs, Blackdown Hills National Landscape Manager
Charles Plowden, Assistant Director Countryside and Leisure

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Housing Review Board held at Council Chamber, Blackdown House, Honiton, EX14 1EJ on 24 April 2025

Attendance list at end of document

The meeting started at 10.00 am and ended at 12.05 pm

39 Minutes of the previous meeting

The minutes of the meeting held on 30 January 2025 were agreed.

40 Declarations of interest

Declarations of interest.

Councillor Aurora Bailey, Affects Non-registerable Interest, Tenant of East Devon District Council.

Declarations of interest.

Councillor Brian Bailey, Affects Non-registerable Interest, Tenant of East Devon District Council.

Declarations of interest.

Councillor Sarah Chamberlain, Affects Non-registerable Interest, Employed by Exeter City Council in the housing department.

Declarations of interest.

Councillor Steve Gazzard, Affects Non-registerable Interest, Tenant of East Devon District Council.

Declarations of interest.

Rachel Browne, Affects Non-registerable Interest, Tenant of East Devon District Council.

Declarations of interest.

Rob Robinson, Affects Non-registerable Interest, Tenant of East Devon District Council.

Declarations of interest.

Rosemary Dale, Affects Non-registerable Interest, Tenant of East Devon District Council.

41 Public speaking

There were no members of the public registered to speak.

42 Matters of urgency

There were none.

43 Confidential/exempt item(s)

There were none.

44 Housing Review Board forward plan

The Director – Housing and Health presented the forward plan and advised members that the forward plan acted as a reminder of agenda items to come forward to future meetings. The forward plan had been derived from previous meetings and requests, as well as the housing service plan. Service managers were currently reviewing realistic timeframes against each topic. Members were reminded that they could add further reports and topics for discussion to the next forward plan by either informing herself or the Democratic Services Officer

The Director – Housing and Health advised the Board that the report on the Housing Asset Management Strategy had been delayed due to the pre-election period. A report on the 30-year business plan and the asset management strategy would be brought to the next meeting of the Housing Review Board. The temporary accommodation procurement and allocation policy would also be brought to the next HRB meeting.

In response to a question about Local Government Reorganisation the Director of Housing and Health replied that at present it was unknown what the new structure would look like. There were currently three stock holding authorities within Devon. Residents would be communicated with when there was greater clarity.

45 **Housing staffing update**

The Assistant Director – Housing (Regulated Services)'s report provided the Board with key staffing updates on the housing service. An up-to-date structure chart for key roles and service management across the housing service was included with the agenda papers and explained by the Assistant Director – Housing (Regulated Services).

The Assistant Director – Housing (Regulated Services) introduced the newly recruited Corporate Lead for Housing Property and Assets and welcomed him to the meeting. With the appointment made, officers were now beginning the process of recruiting permanently to other posts within the property and assets teams to help bring further stability and permanence to the teams and service area.

It was noted that there were currently 12 vacancies across the Housing Service that fell within the Housing Revenue Account (HRA). Some of the roles were out for active recruitment, some were occupied by interim staff whilst work was undertaken to review the role or permanently recruit, and others were under consideration for removal from the structure to support with savings and efficiencies.

In response to a question about total staff numbers within the HRA the Assistant Director – Housing (Regulated Services) explained that it was difficult to provide an exact figure but estimated it to be around 90. There were over 140 staff within the housing directorate, including statutory services. The system would allow for a breakdown of staff numbers, but this interpretation of data required some time. A request was made for staff names to be included alongside the structure chart job roles but the Director of Housing and Health explained that individual names were removed from the public domain so that teams/mailboxes were used rather than individual contacts, and to negate any risk to staff.

RESOLVED: that the Housing Review Board note the contents of the housing service staffing update report.

46 **Housing performance report - quarter 4**

The Housing Review Board were presented with key performance indicators (KPIs) for quarter four of 2024/25. It was noted that at the time of writing the report not all year end activities had closed and therefore some of the data was partial or subject to change once the year end activities were completed. The end of year complaints data would be reported in July. The Assistant Director Housing (Regulatory Services) gave a presentation which summarised the performance and actions being taken to improve performance, and gave some examples of successful planned works, adaptations and accessible homes.

The service was in a strong position and had demonstrated incredible movement from the previous years' performance.

- Void loss was just 0.1% above target.
- The median number of days taken to relet a home had more than halved.
- Contractors had completed over 14,500 reactive repairs in Council homes.
- A priority focus for 2025/26 would be the improvement in completing jobs within target timescales.
- Rentals continued to achieve sector leading outcomes, despite the economic climate and cost of living crisis facing residents.
- Income collection was excellent, with arrears at just 1.36%.
- Rental support had helped tenants access food bank vouchers, electricity vouchers, white goods and discretionary housing payments.
- 25 cases were referred through the partnership with Homemaker Southwest, resulting in £95,502.97 of financial help for tenants and 2 evictions prevented.
- Major refurbishments projects had been undertaken.
- 478 adaptations to tenants' homes were completed in 2024/25.
- Improvements in all but one tenant satisfaction category.
- Complaint handling required improvement but additional resource had been brought in to support the complaints team and an incredible shift in performance was already being seen.

During his presentation the Assistant Director Housing (Regulatory Services) highlighted the Involved Devon Event which took place in March and focussed on 2 main topics selected by tenants; anti-social behaviour and the cost of living crisis. Involved Devon was a networking group of professionals working in tenant engagement for social landlords, sharing best practice, ideas and resources, and delivering training and events. The learning from the event would help inform the work that involved tenants carried out in their roles on the tenant scrutiny and participation groups.

During discussion the following points were raised:

- Reusing outgoing tenants carpets/flooring where possible.
- Discrepancy of data with contractors' data. Both sets of teams were working closely together to resolve this.
- Concern that tenants may not know subcontractors were working for EDDC if they did not display branding. All contractors had ID and tenants should be aware of a visit as an appointment would have been made.
- Since the introduction of the member enquiry form there had been a reduction in the number of complaints being received directly by officers. Complaint numbers were being monitored.
- Compliance was at almost 100% across the board. There was just one property with an outstanding electrical check.

The Assistant Director Housing (Regulatory Services) thanked all the housing service teams for the incredible journey over the past year. Members present also thanked staff for all the service improvements, despite having less finances. A request was made for

scrutiny of performance two years ago in order to reflect back and learn lessons. The Assistant Director Housing (Regulatory Services) replied that he thought that the improvement in performance despite having less staff and spending less could be attributed to a number of processes including reorganising functions, teams coming together and working really hard, and a change of staffing. There was a new set of operational controls which allowed the budget to be managed well.

On behalf of the Board the Chair thanked the Assistant Director Housing (Regulatory Services) for his presentation and congratulated all those involved with the housing service.

RESOLVED: that the Housing Review Board note performance at the end of quarter 4, 2024/25.

47 **Resident involvement strategy - progress on objectives**

The Community Team Manager's report provided the Board with an assessment of progress made against the strategic priorities identified in the Resident Involvement Strategy (RIS) since it was adopted by Cabinet in January 2024. The strategy was produced after extensive consultation with staff, stakeholders, involved tenants and non-involved tenants and included focus groups, interviews and online surveys. There were currently 72 involved tenants and at least nine different ways, including Resident Involvement panels and groups to help residents' voices be heard.

Some of the key messages from the consultation were:

- A more diverse of residents needed to be involved.
- A need to increase the variety of ways for residents to get involved.
- The focus of formal resident involvement groups needed to improve.
- Performance information and reports needed to be presented to residents in a clear and concise format.
- Training needs for involved residents should be identified and met.
- More attractive incentives should be offered to involved residents.

The Resident Involvement Strategy 2023 -2027 outlined 5 main objectives, linked to 28 aims. The strategy set out an ambitious programme of work to be delivered over three years. The five objectives were:

1. To understand more about the people who live in our homes.
2. To improve the value of our tenant engagement.
3. To increase the diversity of our involved tenants.
4. To improve our communication and consultation with tenants.
5. To value our involved tenants, volunteers, and communities.

Significant areas of progress against these 5 objectives were outlined in the report. One of the ways improvement was measured was via the Tenant Satisfaction Measures (TSM), which were used by the Regulator for Social Housing to measure tenant satisfaction. Improvements were being seen in some TSMs.

It was noted that Councillors weren't directly involved in the RIS but were urged to contact the Communities Team if they wanted to become involved. Members of the HRB requested more on-line pre-meetings/training opportunities.

RESOLVED: that the Housing Review Board note the contents of the report and progress made against the strategic priorities and objectives outlined in the Resident Involvement Strategy.

48 **Housing policy review - Succession policy**

The Housing Review Board were asked to approve the updated housing succession policy. The policy had been reviewed and updated and a new section had been added to the housing succession policy to incorporate guidance on tenancy assignments to add clarity to this area. This was felt necessary due to the number of assignments the housing allocations team had processed. It was noted that over the past two years the housing allocations team processed an average of 41 succession requests per year and 21 assignments.

In response to a question the Housing Solutions Manager confirmed that claims for the right of succession were always dealt with sensitively and that if necessary an extension beyond the 28 days of death could be granted.

RECOMMENDED: that Cabinet approve the updated Housing Succession Policy.

49 **Website redesign - housing pages**

The Housing Projects Officer's report set out ongoing plans to review and improve the housing section of the EDDC website to better meet the needs of council tenants and residents of East Devon. The housing section of the EDDC website would be redesigned to improve accessibility for tenants and streamline the pages to make navigating the site easier and quicker for tenants and residents. The 'existing council tenants' section would be prioritised initially.

A project team had been set up to develop and deliver the improvement plan and officers intended to work with tenants and staff throughout the project. HRB members were also invited to participate in this and were encouraged to become involved.

RESOLVED: that the Housing Review Board note the report.

50 **Annual report of the Housing Review Board**

The Chair presented the annual report of the Housing Review Board which summarised and highlighted the diverse range of issues covered by the Board over the year. The report gave an overview of the achievements of the Board and celebrated the progress that had been made. The Chair thanked all those involved with housing and the Housing Review Board for their outstanding work and dedication, and huge efforts in improving the service.

RECOMMENDED: that Cabinet and Council note the work that the Housing Review Board has undertaken during the 2024-25 civic year.

Attendance List

Board members present:

Councillor Aurora Bailey

Councillor Sarah Chamberlain (Chair)

Councillor Melanie Martin
Councillor Simon Smith (Vice-Chair)
Sara Clarke, Independent Community Representative
Rob Robinson, Tenants
Councillor Tim Dumper
Rachel Browne, Tenant
Rosemary Dale, Tenant

Councillors also present (for some or all the meeting)

B Bailey
I Barlow
R Collins
S Gazzard
D Ledger
S Westerman

Officers in attendance:

Sarah James, Democratic Services Officer
Alethea Thompson, Democratic Services Officer
Darren Hicks, Interim Tenancy Services Manager (Regulated Services)
Andrew King, Assistant Director for Housing (Regulated Services)
Andi Loosemore, Rental Manager
Andrew Mitchell, Housing Solutions Service Manager
Liam Reading, Assistant Director - Housing Programmes, Investment and Development
Catrin Stark, Director of Housing and Health
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)
Nathan Muggeridge, Corporate Lead for Housing Property and Assets

Councillor apologies:

Councillor Christopher Burhop
Councillor Jenny Brown

Chairm

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Committee held at Council Chamber, Blackdown House, Honiton on 2 April 2025

Attendance list at end of document

The meeting started at 10.00 am and ended at 10.10 am

25 Minutes of the previous meeting

The minutes of the previous meeting held on 5 February 2025 were agreed and signed as a true record.

26 Declarations of interest

There were no declarations of interest.

27 Public Speaking

No members of the public had registered to speak.

28 Matters of urgency

There were no matters of urgency.

29 Confidential/exempt item(s)

There were no confidential or exempt items.

30 Committee update report - Licensing Act 2003, Gambling Act 2005, Taxis and General Licensing

There were no questions on the update report.

The Licensing Manager advised that two further reports had been deferred due to the meeting being in the pre-election period.

The Committee agreed to find an additional date in May, following the elections, to consider the outstanding reports.

Attendance List

Councillors present:

K Bloxham (Vice-Chair)

T Dumper

J Heath

R Jefferies

Y Levine

J Whibley (Chair)

Councillors also present (for some or all the meeting)

R Collins

Officers in attendance:

Sarah Jenkins, Democratic Services Officer

Phillippa Norsworthy, Licensing Manager

Giles Salter, Solicitor

Emily Westlake, Licensing Officer

Councillor apologies:

I Barlow

M Chapman

O Davey

S Gazzard

T McCollum

C Nicholas

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Committee held at Council Chamber, Blackdown House, Honiton on 3 June 2025

Attendance list at end of document

The meeting started at 1.02 pm and ended at 2.22 pm

1 Minutes of the previous meeting

The minutes of the meeting held on 2 April 2025 were agreed and signed as a true record.

2 Declarations of interest

Minute 6. Hackney carriage fare setting procedure.

Councillor Steve Gazzard, Affects Non-registerable Interest, The Councillor is a regular taxi user.

Minute 6. Hackney carriage fare setting procedure.

Councillor Tony McCollum, Affects Non-registerable Interest, The Councillor is a member of Honiton Town Council and a Honiton taxi proprietor was present at the meeting.

3 Public Speaking

The Licensing Manager read out a statement on behalf of Mr Adrian Phillips, proprietor of Millstream Taxis, Honiton, who was present at the meeting.

The statement began by thanking all those in attendance. Mr Phillips advised that the Exmouth area is very different from Honiton as it includes Sandy Bay Holiday Park, 33% of East Devon's population and has a lot less dead mileage compared with Honiton. It was noted that the survey had received a poor return as people do not want to share personal details. Following recent wage increases, Mr Phillips had to find approximately £200 a week more as garages have also increased their labour charges and Millstream Taxis does not have its own mechanic. 27 years ago, UK wages were at £3.25 per hour, now £12.21 per hour, an increase of £8.96 per hour.

In 1998 the fare tariff started at £1.40 and is now £4.40, an increase of £3.00, so the wages and fare tariffs do not compare fairly. As a company, Millstream Taxis pays 20% VAT, whereas a sole trading taxi driver has a VAT threshold of £90,000.

Mr Phillips invited any member of the Committee to spend time with his company to see the service provided. If there was no increase in the fare tariff as soon as possible, the business would have to close. For some elderly customers, the taxi drivers were the only people they see once a week. Mr Phillips, suffering ill-health through stress, wished to continue to serve the Honiton community where he has lived and worked all his life.

4 Matters of urgency

There were no matters of urgency.

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

There were no confidential / exempt items.

6 **Hackney carriage fare setting procedure**

The Licensing Officer presented the report which set out the results of a consultation with East Devon hackney carriage proprietors and drivers about the costs of running a hackney carriage vehicle in the district. The Committee was asked to determine the next steps to be taken in the review of the hackney carriage fare setting procedure.

The Licensing Officer set out the various ways in which Officers had tried to increase participation in the consultation, however, only six responses had been received from the approximately 135 hackney carriage proprietors and drivers in the District. The report set out the responses to the survey and additional feedback received either verbally, or by email.

In response to a question on Local Government Reorganisation, the Licensing Officer advised that the Government would be consulting on making local transport authorities responsible for taxi licensing. The consultation had not yet been launched and it was unclear at this stage what the potential changes would mean for the Council.

The Committee thanked the Officers for their hard work in undertaking the fare setting procedure consultation and noted the disappointing level of response. Discussion and responses to questions from Councillors included the following points:

- Councillors had also been involved in speaking to taxi drivers and handing out paper copies of the consultation in order to encourage participation and make it easier for drivers to respond.
- The survey could be made live again so as to continue to collect the data needed, however, providing data on running costs could not be made a mandatory requirement for the granting of a taxi licence.
- A lot of work had gone into producing the survey which was based on the tried and tested Guildford methodology. Changing or simplifying the data requested was not an option as this would depart from the methodology and so would not have been tested through the legal system.
- Should the Committee decide not to proceed with the Guildford method, it would need to decide whether or not to review the fare tariff in the current year.
- The taxi trade was aware that they did not have to charge the maximum fare tariffs, however, Officers advised that feedback from the trade showed that it would be difficult to charge lower fares as this would lead to inconsistency and confusion.
- Officers advised that it would be possible to use national average data for previous years for the Guildford method, but a very small change could drastically impact the resulting figures. The amount of dead mileage across the District varied hugely between urban and rural areas, and using national average data would only result in very rough estimates which did not reflect the situation in East Devon.
- It was suggested that taxi fares could be reviewed every 3 years and increased in line with inflation.
- Increases in line with inflation would not result in accurate figures and would not necessarily be relevant to the taxi trade.
- There was discussion as to whether the data for the East Devon taxi trade could be obtained from other sources such as HMRC. Officers would look into whether this would be possible.
- Officers had tried to provide reassurance that the figures would only be used for the survey and would be completely anonymous.

- Officers advised that a significant proportion of the taxi trade was content with the current level of fare tariffs and did not want an increase.
- With regard to the original implementation of the method by Guildford Borough Council, it was noted that the Judge in the Judicial Review had been satisfied that the Council had used its best endeavours to obtain the necessary data, despite the low response. The Guildford method was therefore now a tried and tested, clear and transparent methodology.
- Past East Devon fare increases had been driven by requests from the taxi trade, with the previous increase coming into effect in June 2024. The possible introduction of the Guildford Method aimed to achieve a more regular and proactive review, rather than a reactive review.
- A review using the current method could be undertaken this year. This would take into account the Consumer Prices Index, fuel costs and increase in national minimum wage. Options could be brought to a future Committee meeting. The taxi trade would then have the cost of travelling to the meter fitters and recalibrating meters.
- It was noted that the Committee had sought to introduce an accurate and consistent method of reviewing taxi fares but that the taxi trade had not responded.

IT WAS RESOLVED

To proceed no further with the drafting of a hackney carriage fare setting procedure and review the hackney carriage table of maximum fares for 2025 using existing methodology, but with a concerted effort to continue to collect trade data over the next twelve months, with a view to further discussion of the Guildford method by the Committee in twelve months' time.

Attendance List

Councillors present:

B Bailey
I Barlow
K Bloxham (Vice-Chair)
M Chapman
O Davey
T Dumper
S Gazzard
Y Levine
T McCollum
C Nicholas
M Rixson
S Westerman
J Whibley (Chair)

Councillors also present (for some or all the meeting)

Officers in attendance:

Sarah Jenkins, Democratic Services Officer
Phillippa Norsworthy, Licensing Manager
Giles Salter, Solicitor
Emily Westlake, Licensing Officer

Councillor apologies:

P Fernley

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Sub Committee held at Council Chamber, Blackdown House, Honiton on 2 April 2025

Attendance list at end of document

The meeting started at 12.00 pm and ended at 12.21 pm

35 Minutes of the previous meetings held on 29 January and 12 February 2025

The minutes of the previous meetings held on 29 January and 12 February 2025 were agreed and signed as a true record.

36 Declarations of interest

There were no declarations of interest.

37 Matters of urgency

There were no matters of urgency.

38 Confidential/exempt items

There were no confidential or exempt items.

39 Application for a Street Collection Permit - Sidmouth

The purpose of the item was to determine an application under the Police, Factories etc. (Miscellaneous Provisions) Act 1916 for a Street Collection Permit to permit a collection outside the terms of the Council's policy.

The Chair introduced the members of the Sub Committee and the officers in attendance.

The applicant, Mr Rafferty for the Sidmouth Coastal Community Hub CIC, was present.

The Legal Advisor, Giles Salter, outlined the procedure to be followed.

The Licensing Manager, Phillippa Norsworthy, presented the report which outlined the application for multiple street collections across a number of dates on Saturdays between 7th June and 27th September 2025 to be held at Millennium Walk, Sidmouth. A total of fifteen dates had been applied for, which was an increase of five collection dates from 2024.

It was noted that the applicant had submitted the required return for 2024. One other non-related application for a street collection in Sidmouth town centre had been applied for since the report had been published. This would not affect, or be affected by, the application under consideration.

There were no questions from Members or from the applicant for the Licensing Manager.

The applicant, Mr Rafferty, advised the Sub Committee that the primary reasons for the application were to raise awareness, provide information and gather support for the installation of a disabled ramp at Chit Rocks on Sidmouth beach. The project was included as part of the larger beach management scheme for Sidmouth for economies of scale.

The application sought more collection dates than in 2024 as bad weather had meant that some collection dates had not gone ahead. The current application took into account that some dates might also be lost in the coming year.

In response to questions from Members, the applicant advised that the organisers had been very pleased with the support they had received in 2024. The multiple collection dates had kept the project in the public's awareness. The application had excluded the dates during Sidmouth Folk Week, however, the applicant was now minded to include 2nd and 9th August in the application. The Sub Committee agreed to consider the additional dates as part of the application.

The Chair thanked the applicant for attending and advised that the Sub Committee would retire to make its decision which would be notified within five working days.

The applicant left the meeting.

Attendance List

Councillors present:

K Bloxham (Chair)
T Dumper (Vice-Chair)
R Jefferies

Councillors also present (for some or all the meeting)

Officers in attendance:

Sarah Jenkins, Democratic Services Officer
Phillippa Norsworthy, Licensing Manager
Giles Salter, Solicitor

Councillor apologies:

O Davey

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Personnel Committee held at Council Chamber, Blackdown House, Honiton on 15 April 2025

Attendance list at end of document

The meeting started at 10.00 am and ended at 10.35 am

20 Minutes of the previous meeting held on 14 January 2025

The minutes of the previous meeting held on the 14th January 2025 were confirmed as a true record.

21 Declarations of interest

None.

22 Public speaking

None.

23 Matters of urgency

None.

24 Confidential/exempt item(s)

None.

25 Carers and Special Care Leave Policy

The new Carers and Special Leave Policy was presented to the committee, in light of the introduction of the Carer's Leave Act.

The Act aims to support employees in managing their work while fulfilling essential caregiving duties. In reviewing the requirements of the Act and the existing policy in place for compassionate leave and special care leave, the new policy had been drafted that covered the entitlement and improved upon it. This meant that the Act requirement of five days leave would also be paid leave, with the continued entitlement to special care leave of three days unpaid leave.

In response to a question about the potential abuse of the policy, the committee were reassured that the procedures and criteria, set by legislation, would be used correctly through full training for managers. The Chair voiced his view that the organisation, both through managers and employees, would act in good faith if making an application for leave using this policy.

RESOLVED that the Carers and Special Leave Policy as set out in the report be approved.

26 **People Data**

The committee received the regular update on key people data up to end February 2025.

Data highlighted included:

- Headcount decreased by 6 to 560;
- One reduction in market supplements, with annual review completed;
- Vacancies reduced from 32 to 29, with progress in some posts at the time of the meeting leaving 13 vacancies with no current known outcome. This was a clear decrease against headcount to 5.17%;
- Slight increase in time taken to fill vacancies, exacerbated by the Christmas leave period when recruitment tends to pause;
- Voluntary turnover rate was 11.56%, higher than at the end of 2023/24 year outcome of 8.89%. A detailed analysis would be presented to the committee in the year end people data report;
- Number of days lost forecast for 2024/25 per FTE is similar to the 10.05 days outcome, higher than the target of 8.5 days. Benchmarking data suggests that comparable councils are also experiencing similar levels. The committee were provided with the most common reasons for days lost and the steps taken to mitigate and offer assistance to employees.

Discussion included:

- Data comparisons with similar authorities that offer the same or similar services was more helpful for benchmarking than other authorities or the private sector;
- National benchmarking data was also taken into account;
- More detailed breakdown of the data would be set out in the annual People Data that would come before the committee at their next meeting;
- Regular scrutiny took place on the vacancies.

RESOLVED that the committee noted the report.

27 **HR Update**

The committee were provided with an update on the work of the Human Resources Team covering:

- Changes to team structure
- Pay Award – negotiations were at a national level and the outcome awaited
- Review of Out of Hours Arrangements progressing well
- People Strategy
- People Survey – using pulse surveys that were more frequent and focussed than the traditional annual staff survey
- Work Experience
- Equality, Diversity and Inclusion Action Plan
- Supporting Care Experienced Young People

The committee welcomed the range of work carried out by the team, in particular supporting the partnership with Devon County Council to engage care experienced young people. The committee were advised of the wide range of support options that could help build a CV with skills and experience.

RESOLVED that the committee noted the update.

Attendance List

Councillors present:

J Loudoun (Vice-Chair)
P Arnott
K Blakey
T Dumper
E Wragg

Councillors also present (for some or all the meeting)

I Barlow

Officers in attendance:

Tracy Hendren, Chief Executive
Debbie Meakin, Democratic Services Officer
Gemma Roberts, Interim Corporate Lead - Human Resources
Melanie Wellman, Director of Governance (Monitoring Officer)

Councillor apologies:

E Rylance
A Bailey
B Bailey
J Brown
P Hayward
M Martin
T McCollum

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 22 April 2025

Attendance list at end of document

The meeting started at 10.05 am and ended at 2.05 pm

274 Minutes of the previous meeting

The minutes of the Planning Committee held on 25 March 2025 were confirmed as a true record.

275 Declarations of interest

Minute 279. 25/0173/PIP (Minor) WEST HILL & AYLESBEARE.

Councillor Peter Faithfull, Directly relates Non-registerable Interest, Known to the owner of Elsdon House, Elsdon and would not take part in discussions or vote for this application.

Minute 279. 25/0173/PIP (Minor) WEST HILL & AYLESBEARE.

In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the constitution Councillor Mike Howe advised of lobbying in respect of this application.

Minute 280. 24/2515/PIP (Minor) OTTERY ST MARY.

In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the constitution Councillors Peter Faithfull and Mike Howe advised of lobbying in respect of this application.

Minute 281. 22/2428/FUL (Minor) EXMOUTH HALSDON.

Councillors Brian Bailey and Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 282. 24/2199/FUL (Minor) EXMOUTH LITTLEHAM.

Councillors Brian Bailey and Steve Gazzard, Affects Non-registerable Interest, Exmouth Town Councillor.

Minute 282. 24/2199/FUL (Minor) EXMOUTH LITTLEHAM.

In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the constitution Councillor Eileen Wragg advised of lobbying in respect of this application.

Minute 282. 24/2199/FUL (Minor) EXMOUTH LITTLEHAM.

The Chair, Councillor Olly Davey, on behalf of the Committee, advised that the land for this application was owned by East Devon District Council.

Councillor Eileen Wragg requested that a record be made in the minutes that she was not related to one of the applicants for planning application 24/2199/FUL.

276 Matters of urgency

There were no matters of urgency.

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

There were no confidential or exempt items.

278 **Planning appeal statistics**

The Committee noted the Development Manager's report which included an update on the Planning Inspectorates split decision for planning application 22/1813/LBC – Podburys Cottage, Higher Way Harpford and the appeal dismissed for planning application 24/0673/OUT – Cory Hill, Combe Raleigh.

279 **25/0173/PIP (Minor) WEST HILL & AYLESBEARE**

Applicant:

Mr G Moore.

Location:

Elsdon House, Elsdon, West Hill.

Proposal:

Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings.

RESOLVED:

Approved in accordance with officer recommendation but subject to the adoption of the Appropriate Assessment.

280 **24/2515/PIP (Minor) OTTERY ST MARY**

Applicant:

Mr Simon Wagemakers (Ambergate Planning & Development).

Location:

Land at Slade Farm, Slade Road, Ottery St Mary.

Proposal:

Permission in principle for residential development of up to nine dwelling.

RESOLVED:

Refused contrary to officer recommendation for the following reasons:

1. Having regard to the location and site topography, the development of the site for housing will adversely impact on the visual amenity of the local landscape and the character of the area; this hard significantly and demonstrably outweighs the benefits of providing up to nine dwellings on the site. As such the development is contrary to Policy D1 (Design and Local Distinctiveness) of the East Devon Local Plan 2013 to 2031, Policy NP1 (Development in the Countryside) of the Ottery St Mary and West Hill Neighbourhood Plan 2017 to 2031 and the National Planning Policy Framework 2024 (as amended) in particular paragraph 187.
2. The proposed development will result in the loss of Best and Most Versatile Agricultural land, the extent of which is not justified by the delivery of up to 9 dwellings, contrary the Policy EN13 (Development on High Quality Agricultural Land) of the East Devon Local Plan, 2013 to 2031, and the National Planning Policy Framework, 2024 (as amended), in particular paragraph 187.

281 **22/2428/FUL (Minor) EXMOUTH HALSDON**

Applicant:

Mr Michael Caines.

Location:

Lympstone Manor Hotel, Courtlands Lane, Exmouth, EX8 3NZ.

Proposal:

Siting of six shepherds huts with external decking, three boiler houses/log stores, one with decking area and associated infrastructure (partially retrospective application).

RESOLVED:

Approved with conditions as per officer recommendation.

282 **24/2199/FUL (Minor) EXMOUTH LITTLEHAM**

Applicant:

Tompot Blenny Ltd.

Location:

Toilets, East End, Queens Drive, Exmouth.

Proposal:

Change of use of existing public toilets into hot food take away. Partial demolition and new build extensions to provide storage and disabled toilet.

RESOLVED:

Approved as per officer recommendation but subject to the amendment to Condition 3 and additional Construction Management Plan planning condition.

Attendance List

Councillors present:

B Bailey
I Barlow
K Bloxham
C Brown
J Brown
O Davey (Chair)
P Faithfull
S Gazzard
D Haggerty
A Hall
M Hall (Vice-Chair)
M Howe
S Smith
E Wragg

Councillors also present (for some or all the meeting)

J Bailey

R Collins
N Hookway
V Johns

Officers in attendance:

Wendy Ormsby, Development Manager
Damian Hunter, Planning Solicitor
Nigel Barrett, Senior Planning Officer
Jill Himsworth, Planning Officer
Lynne Shwenn, Senior Development Control Officer
Tom Winters, Interim Economic Development Manager
Wendy Harris, Democratic Services Officer
Tracy Hendren, Chief Executive

Councillor apologies:

S Chamberlain
M Chapman

Chairman

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 13 May 2025

Attendance list at end of document

The meeting started at 10.02 am and ended at 3.55 pm. The meeting was adjourned for lunch at 1.35 pm and reconvened at 2.20 pm.

283 Minutes of the previous meeting

The minutes of the Planning Committee held on 22 April 2025 were confirmed as a true record.

284 Declarations of interest

Minute 290. 24/0096/MOUT (Major) AXMINSTER.

In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the constitution the Chair, Councillor Olly Davey, on behalf of the Committee, advised of lobbying in respect of this application.

Non-Committee Member

Minute 290. 24/0096/MFUL (Major) AXMINSTER.

Councillor Paul Hayward, Affects Non-registerable Interest, Employed by Axminster Town Council as the Town Clerk.

285 Matters of urgency

There were no matters of urgency.

286 Confidential/exempt item(s)

There were no confidential or exempt items.

287 Planning appeal statistics

The Committee noted the Development Manager's appeal statistics report which included an update to planning application 24/0980/PDQ. The Inspector had allowed the appeal as the Council had taken longer than the statutory period but the scheme nevertheless must meet the required criteria to be lawfully developed under permitted development.

The Development Manager also gave an update to two appeals that had been dismissed. The Inspector dismissed planning application 24/0043/PIP for a change of use from ancillary accommodation to holiday let due to its remote location to facilities and dismissed planning application 24/0385/VAR for the removal of an agricultural workers occupancy restriction as the applicant had not reasonably demonstrated the reasons for its removal.

288 Planning Appeals Status Report

The Development Manager presented the report setting out the Council's current performance on planning appeal decisions from 1 April 2024 to 31 March 2025. Members noted that the Council's success rate was around the National average of 70% which represented a good indicator of consistency in the decision-making process.

RESOLVED:

That the Council's planning appeals performance during the 2024 – 2025 monitoring period be noted.

289 **22/2781/MOUT (Major) SEATON - Confirmation of Chair's casting vote**

The Director of Governance and Monitoring Officer presented the report that explained the planning process that had been followed for planning application 22/2781/MOUT – land adjacent to Harepath Road, Seaton at the meeting held on 25 February 2025.

The Director of Governance and Monitoring Officer invited the Chair to confirm the exercise of his casting vote at that meeting. The Chair confirmed that his casting vote was to approve the application in line with the proposal put forward by Councillor Barlow.

290 **24/0096/MFUL (Major) AXMINSTER**

Applicant:

Clearstone Energy.

Location:

Land just south of Hazelhurst, Raymonds Hill, Axminster.

Proposal:

Proposed construction, operation and maintenance of a Battery Energy Storage System (BESS) with associated infrastructure and works including highway access, landscaping and biodiversity enhancements.

RESOLVED:

Refused contrary to officer recommendation for the following reason:

- It has not been demonstrated that the proposed development would not, in case of a fire, result in pollution of aquifers and/or water courses within an area where local residents are reliant on the use of aquifers. As such the proposed development could have adverse impacts on health and the environment contrary to Strategy 39 and Policies EN14 and EN18 of the East Devon Local Plan 2013 – 2031 and the provisions of the National Planning Policy Framework 2024 (as amended).

291 **23/1247/MOUT (Major) TALE VALE**

Applicant:

Mr J Persey.

Location:

Land north of Plymtree Primary School, Plymtree, Cullompton.

Proposal:

Outline planning permission for the construction of up to 30 dwellings (including affordable housing), open space, car parking, building for community use and associated infrastructure. All matters reserved except access.

RESOLVED:

Approved in accordance with officer recommendation subject a Section 106 Legal Agreement and to the following condition changes:

- **New Condition**

Prior to the commencement of development evidence shall be provided to the Local Planning Authority to demonstrate whether, as a result of this development, an upgrade to the storm overflow at the treatment works that will serve this site is required, and the Local Planning Authority shall have confirmed agreement to the evidence, in writing, in consultation with South West Water.

If the evidence demonstrates that an upgrade to the storm overflow is required, then the upgrade works shall have been completed prior to first occupation of any dwelling hereby approved.

Reason:

To ensure that there is adequate capacity in the infrastructure required to manage foul drainage from the site in accordance with Policy EN19 – Adequacy of Foul Sewers and Adequacy of Sewage Treatment Systems of the East Devon Local Plan 2013 – 2031. This is a pre-commencement condition to ensure any necessary upgrade works can be identified and completed in an appropriate timescale.

- **New Condition**

Prior to the occupation of any dwelling, it shall be fitted with smart water butt(s) with capacity to hold 100 litres of rain water per bedroom. The smart water butt(s) shall be maintained and retained as such for the lifetime of the development.

Reason:

To reduce flood risk and in the interest of sustainability in accordance with Strategy 3 - Sustainable Development and EN22 - Surface Run-Off Implications of New Development of the East Devon Local Plan 2013 - 2031

- **Amendment to condition 1:**

Application for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of 18 months from the date of this permission. The development hereby permitted shall be begun before the expiration of two years from the date of approval of the last of the reserved matters to be approved.

Reason:

To comply with section 92 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004 and to ensure early deliver of this housing that has been approved as a departure from the local plan due to the need to increase housing land supply.

- **Amendment to condition 14 to read:**

The reserved matters application for layout shall include details of:

- (i) pedestrian route to the east of the site connecting the village to the Parish Hall via the site and recreation ground;
- (ii) pedestrian link to the south into the village adjacent to Knights Cottages; and
- (iii) pedestrian link from the north of the site adjacent to Pencepool Cottages.

The details shall include the design of the link, lighting, and surface materials.

- **The Section 106 shall include provisions to ensure that:**

The footpath(s) shall be provided in accordance with the approved details prior to occupation of the 10th dwelling and shall be retained and maintained as publicly accessible routes for the lifetime of the development.

292 **24/1045/FUL (Minor) NEWBRIDGES**

Applicant:

Mr & Mrs Seward.

Location:

Land adjacent to Woodthorpe, Kilmington.

Proposal:

Erection of a single storey three-bed detached bungalow and associated drainage works.

RESOLVED:

1. The Beer Quarry and Caves SAC Appropriate Assessment and the River Axe SAC Habitats Regulation Assessment be adopted.
2. Approved in accordance with officer recommendation subject to an additional condition requiring prior to occupation the dwelling shall be fitted with smart water butt(s) with capacity to hold 100 litres of rain water per bedroom. The smart water butt(s) shall be maintained and retained as such for the lifetime of the development.

Reason:

To reduce flood risk and in the interest of sustainability in accordance with Strategy 3 - Sustainable Development and EN22 - Surface Run-Off Implications of New Development of the East Devon Local Plan 2013 - 2031

Attendance List

Councillors present:

B Bailey
I Barlow
K Bloxham
C Brown
J Brown
O Davey (Chair)
P Faithfull
S Gazzard
D Haggerty
A Hall
M Hall (Vice-Chair)
E Wragg

Councillors also present (for some or all the meeting)

P Arnott
R Collins
P Hayward
R Jefferies
D Mackinder

Officers in attendance:

Wendy Harris, Democratic Services Officer
Andrew Digby, Senior Planning Officer
Jeremy Ebdon, Principal Planning Officer (East)
Tracy Hendren, Chief Executive
Damian Hunter, Planning Solicitor
Wendy Ormsby, Development Manager
Melanie Wellman, Director of Governance (Monitoring Officer)

Councillor apologies:

S Chamberlain
M Chapman
M Howe
S Smith

Chairman

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 10 June 2025

Attendance list at end of document

The meeting started at 10.00 am and ended at 2.10 pm. The meeting adjourned at 12.15 pm and reconvened at 1.30 pm.

293 Minutes of the previous meetings

The minutes of the previous meetings held on 25 February and 13 May 2025 were agreed as a true record.

Councillor Eileen Wragg requested that it be minuted that she voted against approving the minutes of the meeting held on 25 February 2025.

294 Declarations of interest

Minute 299. 25/0653/FUL (Other) HONITON ST PAULS.

Councillor Colin Brown, Affects and prejudicial Non-registerable Interest, Owner of a property located opposite the application site.

Non-Committee Member

Minute 298. 24/2067/MFUL (Major) YARTY.

Councillor Paul Hayward, Affects Non-registerable Interest, Devon County Councillor Hawkchurch Division.

295 Matters of urgency

There were no matters of urgency.

296 Confidential/exempt item(s)

There were no confidential or exempt items.

297 Planning appeal statistics

The Committee noted the appeal statistics report which included an update on planning application 22/1910/MFUL – Devoncourt Hotel, 16 Douglas Avenue, Exmouth.

298 24/2067/MFUL (Major) YARTY

Applicant:

Root Power (South) Ltd.

Location:

Land to the west of Wareham Road, Scouse Farm, Blackpool Corner, Axminster, EX13 5UE.

Proposal:

The installation of 50MW battery clusters with ancillary equipment including inverter units, 132kV transformer compound, site welfare and switch room and two water tanks to provide standby, emergency electricity to support and facilitate renewable and low carbon energy projects.

RESOLVED:

Refused in accordance with officer recommendation subject to the following additional reasons for refusal:

'It has not been demonstrated that the proposed development would not, in case of a fire, result in pollution of aquifers and/or water courses within an areas where local residents are reliant on the use of aquifers. As such the proposed development could have adverse impacts on health and the environment contrary to Strategy 39 and Policies EN14 and EN18 of the East Devon Local Plan 2013 to 2031 and the provisions of the National Planning Policy Framework 2024 (as amended).'

Councillors Colin Brown and Maddy Chapman left the meeting.

299 **25/0653/FUL (Other) HONITON ST PAULS**

Applicant:

Mr Roland Ebdon.

Location:

Chartwood, Exeter Road, Honiton, EX14 1AN.

Proposal:

Proposed single storey extension and refurbishment of existing dwelling and associated work.

RESOLVED:

Approved with conditions as per officer recommendation.

300 **25/0602/FUL (Other) OTTERY ST MARY**

Applicant:

Mr & Mrs Dommett.

Location:

19 Shutes Mead, Ottery St Mary, EX11 1EE.

Proposal:

Single storey rear extension to replace existing lean to extensions.

RESOLVED:

Approved with conditions as per officer recommendation.

301 **25/0599/PIP (Other) BROADCLYST**

Applicant:

Mr H Mitchell.

Location:

Land adjacent to The Gardens, Blackhorse.

Proposal:

Permission in principle for the construction of four dwellings.

RESOLVED:

1. Approved as per officer recommendation.
2. That the Habitat Regulations Appropriate Assessment be adopted.

302 **24/2528/FUL (Minor) EXMOUTH LITTLEHAM**

Applicant:

Mr Oliver Bridge.

Location:

Unit 6 & 7 Sideshore, Queens Drive, Exmouth, EX8 2GD.

Proposal:

Proposal for café awning on the north elevation.

RESOLVED:

Approved with conditions as per officer recommendation and subject to the following additional condition:

‘The lowest part of the awning when open shall be no lower than 2.1m above ground level.’

Reason: To ensure there is no obstruction to the free flow of pedestrians within the area in accordance with Policy D1 of the East Devon Local Plan 2013 to 2031.

Attendance List

Councillors present:

B Bailey
I Barlow
C Brown
S Chamberlain (Vice-Chair)
M Chapman
B Collins
O Davey (Chair)
P Faithfull
S Gazzard
D Haggerty
M Howe
S Hughes
Y Levine
S Smith
E Wragg

Councillors also present (for some or all the meeting)

R Collins
P Hayward
D Mackinder

Officers in attendance:

Wendy Ormsby, Development Manager
Jeremy Ebdon, Principal Planning Officer (East)
Paul Golding, Principal Planning Officer
Damian Hunter, Planning Solicitor
Jack Richards, Planning Assistant
Wendy Harris, Democratic Services Officer

Councillor apologies:
K Bloxham

Chairman

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Strategic Planning Committee held at Council Chamber, Blackdown House, Honiton on 19 May 2025

Attendance list at end of document

The meeting started at 10.04 am and ended at 12.45 pm

260 Minutes of the previous meeting

The minutes of the previous meeting held on 4 February 2025 were confirmed as a true record.

261 Declarations of interest

Minute 265. Community Infrastructure Level (CIL) bid recommendations.

In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution, Councillors Todd Olive and Colin Brown advised of lobbying in respect of this item.

Minute 265. Community Infrastructure Levy (CIL) bid recommendations.

Councillor Eleanor Rylance, Affects Non-registerable Interest, I am a patient of Pinhoe and Broadclyst surgery.

Minute 265. Community Infrastructure Levy (CIL) bid recommendations.

Councillor Geoff Jung, Affects Non-registerable Interest, There are a number of environmental proposals that I have had a part in development.

Minute 265. Community Infrastructure Levy (CIL) bid recommendations.

Councillor Jessica Bailey, Other Registerable Interest, As a Devon County Councillor will only speak on this item as a member of the public and will leave the room during discussions and the vote.

Minute 265. Community Infrastructure Levy (CIL) bid recommendations.

Councillor Paul Hayward, Other Registerable Interest, As a Devon County Councillor will only speak on this item as a member of the public and will leave the room during discussions and the vote.

Minute 266. South East Devon Wildlife - Joint Habitats Site Mitigation Strategy 2025 to 2030.

Councillor Geoff Jung, Affects Non-registerable Interest, I am a member of the Habitat Regulations Joint Committee.

Minute 268. Planning and Infrastructure Bill Update.

Councillor Geoff Jung, Affects Non-registerable Interest, There are a number of changes to environmental practices addressed in the report. However I come with an open mind and do not consider myself to be pre-determined..

Non-Committee Member

Minute 265. Community Infrastructure Levy (CIL) bid recommendations.

Councillor Eleanor Rylance, Affects Non-registerable Interest, I am a patient of Pinhoe and Broadclyst Surgery.

262 **Public speaking**

Six members of the public had registered to speak.

The first speaker, Robert Persey spoke about rural exception sites and referred to the Council's policy on Housing Needs Surveys which he suggested contravened Paragraph 82 of the National Planning Policy Framework as the policy did not provide opportunities to bring forward these sites to help with affordable rural housing. He advised that there were currently 5,100 families on the Council's housing waiting list and out of the whole of the district only three parishes had conducted a Housing Needs Survey suggesting this was a deliberate way to prevent affordable rural housing. In response the Chair advised that following the adoption of the Local Plan the Council would be revising its supplementary planning document to take in account affordable housing.

The following two speakers spoke on Minute 265 Community Infrastructure Level (CIL) Bid Recommendations.

Devon County Councillor, Broadclyst Division, Henry Gent expressed his support for the four bids within his division. He emphasised the need for a primary school at Tithebarn as many of the families living there had failed to get their preferred nearest primary school places. He emphasised the need for the extension to Pinhoe Surgery as the practice have advised they would need to close their patient list this October. He also referred to the London Road, Cranbrook project advising that this footpath would be a much-needed connection to the new extensions of Cranbrook.

Ottery St Mary Town Councillor, Janice Aherne referred to the Tipton Primary School project and requested that the Committee consider deferring the project to allow the Department of Education time to clarify its need and requirements. She advised the Committee that the school was the heart of the village and if the school was removed the village would die.

The following three speakers spoke on Minute 267 East Devon Local Plan – timetable production update.

John Hamill reminded the Committee that he had previously addressed his concerns about the draft Local Plan at the meetings on 11 December 2024 and 4 February 2025 where he urged the Committee to get the critical process of the Local Plan right. He said it was clear from today's report that the Local Plan was inadequate, and this was evident by the missing technical reports and evidence as well as the objections to the Local Plan received from statutory agencies. Mr Hamill urged the Committee to delay the Local Plan and to follow the right and lawful processes to get the site selections and the consultation right.

A statement was read out on behalf of Nigel Humphrey which highlighted his findings from the Regulation 18 Consultation about site Exmo_20 which he believed should not have been put forward in the consultation.

Thomas Shillitoe reminded Members of the concerns he and others had raised about the draft Local Plan at the meeting on 4 February. He referred to the site Exmo_20 which he said was not available, suitable or achievable and which he claimed had been falsely evidenced in the Regulation 19 Consultation and he believed the Inspector will be very concerned when the Local Plan is submitted for examination.

Mr Shillitoe sought clarification from the Assistant Director Planning Strategy and Development Manager whether he believed the Regulation 19 Local Plan was sound and had met all the necessary legal requirements.

He addressed the habitat mitigation strategy and suggested it was pointless spending CIL monies for the Pebblebed Heaths or endorsing the Wildlife Strategy when the site selections had still not been assessed to identify any potential threats. Finally, he urged the Committee to only include the preferred sites and second choice sites in the Local Plan before it was submitted for examination.

In response the Assistant Director Planning Strategy and Development Management firstly addressed the comments made about Exmo_20 and advised that a feedback report on the Regulation 19 Consultation would be brought to Committee in due course setting out the responses received and recommendations about how to proceed with the Local Plan.

He did not agree with the comments made about having false evidence in the Local Plan and explained that the evidence was an ongoing process which officers were continuing to work on to update and refine the Plan.

In response to Mr Shillitoe's question the Assistant Director Planning Strategy and Development Management confirmed that he believed that the Regulation 19 Local Plan was sound but pointed out there was a need to review its current position after taking into account the comments received from the consultation which would be provided in the feedback report.

263 **Matters of urgency**

There were no matters of urgency.

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

There were no confidential or exempt items.

265 **Community Infrastructure Levy (CIL) bid recommendations**

The Committee considered the Assistant Director Planning Strategy and Development Management's report that sought Members endorsement for the support of 7 project bids and to reject 5 remaining bids that the Community Infrastructure Level (CIL) Member Working Party had considered on 15 January and 27 February 2025.

The report set out the details concerning the types of bids received and the process that was followed for scoring the bids which would receive funds from the Strategic CIL Fund of £11.289million. It was noted the CIL Member Working Party had proposed that £1million should be retained for delivery of future projects.

In summary the 7 project bids supported were:

East Devon District Council - Clyst Meadow Country Park, Station Road, Broadclyst SANGS

Priority 1

To deliver 10 hectares of Country Park (SANG) and future management.

CIL Bid £1,383,624

Conditions

Cabinet on 1 May 2025 agreed that the SANG's would be managed in-house using an endowment model funded from CIL, however the CIL Member Working Party considered that the £2million upfront cost could not be justified and that an Annual contribution from CIL was preferred.

Honiton Town Council - Enhancing sport provision in Honiton

Priority 2

New pitches at Tower Hill, 3G at HCC and HPS drainage and lighting at Allhallows.
CIL Bid £601,000

Devon County Council - Mosshayne/Tithebarn Primary School

Priority 1

Construction of 210 place primary school and nursery provision
CIL Bid £4,500,000

NHS Devon Integrated Care Board - Pinhoe Surgery Extension

216 sq.m. extension to surgery to create 6 new clinical rooms due to 56% increase in patient numbers from East Devon growth areas.

CIL Bid £800,000

Conditions

A safeguard measure will place a legal charge on the property with Land Registry preventing the building from being sold without the CIL, S106 and NHS grant being repaid.

Devon County Council - Cranbrook Multi-Use Path

Priority 1

1.5km off-road walking, wheeling and cycling route between Cranbrook and Exeter
CIL Bid £1,800,000

Devon County Council - London Road, Cranbrook

Construction of missing footpath/cycle provision between Cranberry Farm pub to Ingrams

CIL Bid £750,000

Exmouth Rugby Club – Extension

2 DFU compliant changing rooms (women and girls)

Priority 2

CIL Bid £100,000

Comments from Non-Committee Members included:

Ward Member, Councillor Eleanor Rylance referred to the Council's commitments to the Pebblebed Heaths and hoped that East Devon District Council and Broadclyst Parish Council were in talks about the long-term future of the SANG at Station Road, Broadclyst and the Cranbrook multi-use path which would run through the SANG was crucial to promote active travel. She supported Councillor Gent's comments about Tithebarn Primary School and said it was nonsensical as the development was composed of nearly all young families. Lastly, she supported the Pinhoe Surgery extension and made Members aware that the surgery was in fact a cross-border surgery which went into Broadclyst and had been struggling with capacity for some time due to developments in the West End of East Devon.

Councillor Bethany Collins and Councillor Peter Faithfull supported a deferral for the Tipton St John Feasibility Study. Councillor Collins advised as it was a priority 1 bid it would be a missed opportunity to have further discussions with the Department of Education.

Councillor Ian Barlow, a Member of the CIL Member Working Group, reassured the Committee that a lot of time had been taken to obtain all the necessary advice to reach a decision on the bids. He drew attention to the upcoming devolution which was only 3 years away and suggested there was a need to ring fence the funds for the SANG at Broadclyst to ensure this money was secured.

Councillor Roy Collins referred to the site for the Honiton football facilities and said it was not suitable for a football pitch.

Ward Members and Devon County Councillors Jessica Bailey and Paul Hayward asked the Committee to consider a deferral of the decision to reject the bid on the Tipton St John Feasibility Study as there was less of a risk with this feasibility study bid as the DFE have already confirmed there is funding available but it was the question of where the school was to be located that needed further work.

Councillor Paul Hayward sought clarification from the Assistant Director Planning Strategy and Development Management about the point at which the bidder is given the funds. In response it was advised that a funding agreement would need to be set out for each bid but that fundamentally this Council would hold on to the funds until the bidder is ready to spend it.

Councillor Jess Bailey and Councillor Paul Hayward left the room and did not take part in discussions or vote for this agenda item.

Committee Members questions and comments included:

- It was questioned about the current number of pupils attending Tipton St John School and whether there would be enough pupils to attend the new one. The Assistant Director Planning Strategy and Development Management could not give a number but explained there were issues about the location of the school as a lot of pupils' travel from Ottery St Mary to Tipton St John.
- Clarification was sought on the reason to reject the bid from Network Rail. Members were advised it was an early decision by officers to reject all the feasibility studies as it was not the Council's responsibility to fund this work.
- A statement was read out on behalf of Committee Ward Member for Broadclyst, Councillor Paula Fernley who supported the 4 bids in her ward.
- Members wanted to thank the CIL Member Working Party on reaching their decision and thank you to the CIL Officers for their guidance.
- Support was expressed for all the successful bids.
- Support was expressed to defer the Tipton St John Feasibility Study bid with a suggestion that the school should be located in Tipton St John as it is a valuable asset to the village. In response the Assistant Director Planning Strategy and Development Management advised that deferring it could set a precedent for other feasibility work bids and it would be better for them to make a further bid the next time there is a bidding round.
- A concern was raised with the wording for Recommendation 3 as delegated authority was only given to the Assistant Director Planning Strategy and Development Management and the Director of Governance and would not involve the Committee. It was suggested that the recommendation should be in consultation with the Chair as well.
- Broadly support the recommendations as written but do have a concern with the funding for the Mosshayne/Tithebarn Primary School as this is conditional on DCC

providing more detailed costings – this is almost like the Council is being asked to write an open-ended cheque!

- Disappointment was expressed about the feeble level of financial support from the NHS.

Councillor Yehudi Levine proposed the recommendations as written, seconded by Councillor Kevin Blakey subject to a slight amendment to Recommendation 3 to include the Chair of Strategic Planning Committee.

RESOLVED:

1. The recommendations of the CIL Member Working Party in respect of each CIL bid received be agreed and to reject the bids listed in the table at paragraph 6.2 and approve those listed in the table at paragraph 6.3.
2. That all the bidders who submitted rejected bids be advised of the outcome of their bid with reference to the reasons stated in this report.
3. Delegated authority be given to the Assistant Director Planning Strategy and Development Management in consultation with the Director of Governance and the Chair of Strategic Planning Committee to agree funding agreements with the successful bidders based on the conditions as set out in the report.
4. That Members agreed to advise Cabinet that they do not agree to funding an endowment to cover maintenance costs of the SANG at Station Road, Broadclyst as per Cabinet's resolution of 1 May 2024 and recommend that Cabinet agree that these costs be funded through an annual contribution of £40k from CIL for the first 3 years after which these should be reviewed.

266 **South East Devon Wildlife - Joint Habitats Site Mitigation Strategy 2025 to 2030**

The Committee considered the South East Devon Wildlife – Joint Habitats Site Mitigation Strategy 2025 – 2030 report that had been jointly produced by officers from East Devon District Council, Teignbridge District Council and Exeter City Council to ensure that effective and coordinated mitigation can be implemented on the impacts of development on protected habitats for the Pebblebed Heaths, Exe Estuary and Dawlish Warren in the period from 2025 to 2030.

The Assistant Director Planning Strategy and Development Management briefly summarised the mitigation measures which included on-site and off-site mitigation measures and sought Members endorsement of the proposed approach and to recommend to Cabinet that the Joint Habitats Site Mitigation Strategy 2025 – 2030 be adopted.

Clarification was sought on the proposed price increase per house. Although the exact costings per dwelling could not be provided at the meeting Members were advised that the cost would increase fairly significantly.

RECOMMENDATION TO CABINET:

That Strategic Planning Committee recommend to Cabinet that the South East Devon Wildlife Joint Habitats Site Mitigation Strategy 2025 – 2030 be adopted.

267 **East Devon Local Plan - timetable production update**

The Committee considered the East Devon Local Plan – timetable production update that sought to endorse the proposed review of the timetable to come to a future

committee meeting and to include a second Regulation 19 Consultation in the Autumn to include the masterplan and further work on the New Community.

The Assistant Director Planning Strategy and Development Management addressed the reasons for the review which included receiving a lot of comments through the consultation of the Local Plan and receiving a number of concerns raised by statutory bodies in relation to missing evidence. A further reason was in relation to the complex work for the New Community which included further work on developing the masterplan and answering outstanding questions on delivery models.

Discussion on the timetable production update included:

- Clarification was sought about when the Committee would receive feedback from the Regulation 19 Consultation. Members were advised that a summary could be brought to the next meeting.
- Clarification was sought on the current five-year housing land supply figure. Members were advised that the current figure stood at 2.97 years which the Council will continue to monitor.
- Further information was requested on the Water Cycle Study in paragraph 3.2. The Assistant Director Planning Strategy and Development Management explained that South West Water had taken six months to provide data to the study which has led to further work being needed as some data was missing in relation to the waste water infrastructure.
- Reassurance was sought on a potential target date to confirm all the work for the Local Plan had been completed. The Assistant Director Planning Strategy and Development Management advised that all the work would need to be completed by the start of June as this would be within the required 18 months of being published. The Chair confirmed the deadline would be 12 June 2026 which was 18 months after the new NPPF was published.

RESOLVED:

That the proposed review of the local plan making timetable be endorsed with a new revised timetable for plan making to come to a future committee meeting and to include a second Regulation 19 Consultation in the Autumn to include the masterplan and further work of the New Community but also additional evidence and changes to the Local Plan itself.

268 Planning and Infrastructure Bill Update

The Assistant Director Planning Strategy and Development Management presented the report that updated Members on some key proposals on the Planning and Infrastructure Bill.

In summary these key proposals included:

- National scheme of delegations
- Mandatory training for committee members
- Planning application fee setting
- The reintroduction of strategic planning at combined authority/combined county authority level
- Nature Restoration Fund
- Compulsory purchase
- Development corporations

Members noted that the report was being considered by Cabinet on 4 June 2025 and that any comments made would be verbally reported.

Questions and comments made by Members included:

- Clarification was sought on who had provided the response that there was a need for a smaller number of Members to sit on Planning Committee. In response it was advised that officers had responded to that question under delegated powers which was in relation to strategic applications. This response had been shared with the Chair of Strategic Planning Committee before submission.
- A concern was raised that the Bill appeared to be streamlining the planning process which would take away the opportunity for councillors and members of public to respond. This would undermine the democratic process.
- A concern was raised about Natural England taking control of Habitat Regulations.

RESOLVED:

That the provisions of the Planning and Infrastructure Bill and their potential implications for the delivery of the planning service and strategic planning be noted.

Attendance List

Councillors present (for some or all the meeting)

B Bailey
J Bailey
K Blakey
C Brown
P Hayward
B Ingham
G Jung
Y Levine
T Olive (Chair)
H Parr

Councillors also present (for some or all the meeting)

B Collins
I Barlow
R Collins
P Faithfull
E Rylance

Officers in attendance:

Ed Freeman, Assistant Director Planning Strategy and Development Management
Damian Hunter, Planning Solicitor
Wendy Harris, Democratic Services Officer
Paul Osborne, Green Infrastructure Project Officer
Melissa Wall, Section 106 Monitoring Officer

Councillor apologies:

O Davey
P Fernley
M Howe
D Haggerty

Chairman

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held at online on 16 June 2025

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.10 am

1 Notes from the previous meeting

The notes from the previous meeting held on 3 March 2025 were agreed.

2 Declarations of interest

Minute 6 and 7

Cllr Hookway; ANRI; Devon County Councillor and member of Exmouth Town Council

Cllr Barlow; ANRI; Member of Sidmouth Town Council

Cllr Heath; ANRI; Member of Beer Parish Council.

Cllr Davey; ANRI; Member of Exmouth Town Council

3 Public speaking

None.

4 Matters of urgency

None.

5 Confidential/exempt item(s)

None.

6 Estates Team update June 2025

The report set out the following update:

- Transfer of public toilets at Budleigh Salterton, Honiton and Colyton reached completion at the end of March 2025;
- New industrial units at Redgates in Exmouth were nearing completion; 48 expressions of interest had come forward following soft marketing of the sites;
- Marketed and successfully sold sites were former toilets in Marsh Road Seaton and Sidford Cross, Sidford; as well as two properties in New Street Honiton and land at New Way, Woodbury. This generated capital receipts of £231,000;
- Revaluation had taken place on a number of assets as part of the annual review;
- Renewed leases at Queens Drive to ensure food and beverage offering at this site for the coming summer;
- Updated information on community asset transfer requests;
- Generated additional rental income through lease renewals, new lettings and rent reviews, of £52,154.

Questions included:

- Clarification on Redgates units – four units in total which had already been soft marketed showing considerable interest; active marketing could not be done until an availability date was known;

- Brook Road toilet block in Budleigh Salterton was currently under investigation to bring forward options for consideration, including legalities and planning requirements;
- Overview Committee were scheduled to be undertaking a spotlight session on public toilets on 15th July 2025. Members were informed that toilets at Budleigh Salterton and Lace Walk, Honiton had re-opened that day;
- A request was made for a letter to the Clerk of Beer Parish Council on a response to their CAT business case.

The report was noted.

7 **Property & Facilities Management update**

The report set out the activities of the Property and FM Team for January to March 2025, and the schedule of tasks for the first quarter of 2025/26. The forum considered the comprehensive detail of planned preventative maintenance and compliance works undertaken.

The advisory issues identified by the SWAP audit of November 2024 were also listed with status updated.

Questions included:

- Seeking clarification on the budget spend on the 14 toilet premises identified for refurbishment. Whilst the spend so far had reached approximately £1.5m of the £3.1m allocated, there was an expectation that increase in inflation and building costs may impact the final spend; however the larger projects had been undertaken first with the remaining toilets being smaller projects;
- In response to a question on the Exmouth Tennis Centre roof, the works had been completed underbudget; the remainder of the budget would now be applied to another section that joined the textile roof over courts 5 and 6.

The report was noted.

8 **Major Projects and Programmes Team update June 2025**

The report set out a summary of the major projects that the team were currently involved in delivering:

- Depots review
- Exmouth Placemaking Plan
- Stalled employment sites
- Clyst meadows country Park
- Cranbox, Cranbrook

There were no questions raised by Members on the report.

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
C Brown
O Davey
P Faithfull
C Fitzgerald
J Heath
N Hookway
J Loudoun

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Commercialisation
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Rob Harrison, Senior Estates Surveyor
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Debbie Meakin, Democratic Services Officer

Councillor apologies:

Chairman

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cranbrook Placemaking Group held at Conference Room, Younghayes Centre, Cranbrook on 9 June 2025

Attendance list at end of document

The meeting started at 9.33 am and ended at 11.52 am

59 Minutes of the previous meeting held on 17 March 2025

The minutes of the previous meeting held on 17 March 2025 were agreed as a true record subject to the correction to Councillor Lesley Bayliss name.

60 Declarations of Interest

There were no declarations of interest.

61 Public speaking

There were no members of the public present.

62 Matters of urgency

There were no matters or urgency.

63 Confidential/exempt items

There were no confidential or exempt items.

64 Discussion with the Cranbrook New Community Partners

The Chair welcomed everyone to the meeting and introductions were made around the table.

The following items were addressed.

Land transfers and existing s106 obligations related to the town centre MOU and draft deed of variation

The New Community Manager sought clarification from the consortium as to why there had been some fundamental changes to the town centre deed of variation without any discussion with EDDC and DCC. The most significant change related to the trigger for the inclusion of parcel TC1 (extra care land) which the original signed MOU had made no reference to this. In response to Richard Harrison from Taylor Wimpey, Exeter reply to which he referred to a January 2021 Cabinet report that stated parcels TC1, TC2 and TC4 would be transferred discussions took place about whether this was correct.

The New Community Manager strongly advised that TC1 would not be included in the deed of variation and again sought clarification why it this had been included. Although Mr Harrison could not explain why he gave reassurance that the consortium were very keen to see the delivery of the extra care facility but it was also important to secure the deed of variation for EDDC to enforce the s106 to control the transfers for TC1 and TC2.

Other changes related to:

- TC2 would be transferred after 7 days after completion of the MOU. New clause states that this land would only be transferred after all three planning applications have been granted.
- TC4C should be amended to read 'transfer to EDDC'.
- The financial contributions to Cranbrook Town Council should address indexation.
- Transfer of TC4B has been omitted from the deed of variation

In response to the other changes Mr Harrison advised that there was a need to confirm the provisions in the MOU and the deed of variation were in line with the s106 agreement so all parties had clarity but in the meantime he welcomed receipt of EDDC's workstream priorities. The New Community Manager advised she would set up a meeting.

Delays e.g. with retrofitting play areas with electricity and water

Fran Walker, Associate Director of Brookbanks advised that the electricity service connections had been put out to tender and they were currently waiting for a work programme and costings and that a meeting had been arranged with South West Water on 26 June 2025 to discuss the water connection.

Delays with the delivery of play areas as a result of consortium delays to the delivery of infrastructure

The Associate Director of Brookbanks advised the works to the play area in Basin 2C works were due to start in the next two weeks.

Councillor Bloxham made the consortium aware about the lack of communication about the delayed start date. The Associate Director of Brookbanks apologised for this and would instruct their Communications Manager to get something out to advise the Cranbrook residents that it had been delayed until 21 June.

Councillor Bloxham made the consortium aware that a license for the proposed works had not yet been submitted to the town council. The Associate Director of Brookbanks confirmed this would be sent to the Town Council.

Update on town centre MLR uplift

Quotes are still outstanding.

The New Community Manager sought an update on the wider uplift to help stop vehicles driving into the square. The Associate Director of Brookbanks advised that they still had not had an update from Eon about their proposed upgrade works to the network and suggested that temporary planters, a bench or bollards could be put in place as an alternative solution.

Phase 2 high street shops land

Mr Harrison advised that they had not received any interest or offers for the site apart from an offer from EDDC which was for half of the site's evaluation. Mr Harrison advised they would continue to test the market with Rightmove and welcomed the contact details for Vickery Holman from the Corporate Lead Major Projects and Programmes.

The Chair invited the Group to raise any other issues with the consortium.

Councillor Kim Bloxham addressed the outstanding 'to do list' from the monthly partners meetings which included the bunding around the parcel of land in Badger Way, sorting out the cabinet and installing the path. It was advised that a timeline and dates would be provided.

The Cranbrook Town Clerk advised that the damage caused by the Persimmon Sales Office to the car parking surfacing at the Ingram Sports Pitches had still not been rectified and that the town council would be instructing remediation.

The Director of Place emphasised the need to continue to have good working relationships with the consortium and raised concerns that whenever the council had tried to make progress with the town centre it is used as leverage which is frustrating and detrimental to everyone involved. The consortium acknowledged the fragile partnership and was disappointed that it had come to this but said they were really keen to see Cranbrook delivered.

The New Community Manager suggested that in order to help rebuild the relationships it would be good to reinstate the catch-up meetings with the consortium. All parties were in agreement.

RESOLVED:

The New Community Manager to reinstate the catch-up meetings with the consortium.

65 **Community Governance Review**

The Group received a verbal update on the present position of the Community Governance Review to bring forward the new boundaries for the expansion areas and that the Cranbrook Ward Members had been invited to a meeting on 24 June to receive an update on the timeline, costs and the polling review.

The Director of Place acknowledged the town council's concerns about the maintenance of assets and public communities and advised further discussions were needed to find appropriate funding from the district council.

The Cranbrook Town Clerk questioned why the town council had not received the same communication that had been sent to the Ward Members. The Director of Place suggested this could be because it was a district council review but advised he would seek confirmation from the Director of Governance.

RESOLVED:

1. That the issues with Community Governance Review be noted.
2. Officers to circulate the community governance review timeline with the delivery of the expansion areas.
3. Andy to seek confirmation in writing from Melanie that the communication sent to the Cranbrook Members could be sent to all parishes.

66 **Stewardship of Public Amenities in New Developments**

The Group considered the draft cabinet report that Cabinet would consider on 30 July 2025 about the need for a new approach the stewardship of community assets in East Devon's which included strategic scale new communities. This included the west end area in locations within Cranbrook, West Clyst and Tithebarn/Mosshayne.

The report acknowledged the challenges the council was facing as a result of further reductions to funding and set out various options that the council could follow which included a community-lead approach, a parish-lead approach, the readoption of public amenities by local authorities or as a last resort private estate management companies.

The New Community Manager invited comments which would be taken back to Cabinet:

- Councillor Bloxham was pleased to report that her comments made to the earlier report had been taken into account.
- The Town Clerk was not in support of the community-led approach as it would not be as accountable or transparent as a parish or district level approach and suggested this should be addressed in the report.
- It was questioned whether the parish precept would increase as referenced in the parish-led management column.

RESOLVED:

The Group noted the report.

67 **Cranbrook Place Partnership**

The Group considered the Cranbrook Place Partnership report noting that EDDC's Cabinet would be considering on 30 July 2025 to endorse the re-establishment of the 3-year Wellbeing Cranbrook programme.

As part of the programme it was proposed to create a Community Wellbeing and Activity Organiser post and a Community Connector post to run the day-to-day management of Wellbeing Cranbrook and for the need to strengthen representation on the Cranbrook Place Partnership to ensure Cranbrook's interests were adequately represented.

The Group noted that this would require an additional budget at a time when the Council was facing a significant deficit in future budgets.

The New Community Manager invited the Group to provide feedback and suggested to start with the third recommendation which was for the need to strengthen representation on the overarching Place Partnership governance and structure so that Cranbrook's interests are adequately represented.

Members agreed there was a need to strengthen governance as to 'walk away' would have implications to receiving future funding from Sports England which would jeopardise the future leisure centre.

RESOLVED:

The Group agreed with Recommendation 3 as written.

The New Community Manager invited the Group to provide feedback on the first recommendation to endorse the re-establishment of the Wellbeing Cranbrook programme for a period of 3 years and the creation of a Community Wellbeing and Activity Organiser for 4 days/wk and a Community Connector for 4 days/wk.

Comments included:

- Clarification was sought on whether the £32,278 detailed in paragraph 10 had been carried forward to this financial year. It was advised that this figure was carried over as it has not yet been paid to Exeter City Council.
- It was questioned whether the updated job description delivers value for money and there was a need to add more responsibility.
- The Town Council would like more focus on young people to help capture the next generation. In response the New Community Manager suggested this could be established as part of the programmes priorities rather than in the job description.

- It was queried whether the role of the Community Connector should be part of the NHS.
- It was acknowledged there was a need for further discussions at a Senior Officer level.
- There is a need for a longer term commitment of 3-5 years
- It was suggested that both roles could be combined to create one full time post to attract good quality individuals.

The New Community Manager thanked everyone for their comments and invited the Group to send any further comments by email.

RESOLVED:

1. The New Community Manager to send the Group a copy of the job description for the Activity Organiser
2. The Group to email any further comments for both job descriptions to the New Community Manager
3. The New Community Manager to contact NHS Devon to seek clarification for funding for the Community Connector role.

Comments received for the second recommendation to discuss the options for hosting and day-to-day management of proposed Wellbeing Cranbrook roles included:

- It was suggested that the day-to-day management should be managed locally and not in Exeter
- Do not support EX5 Alive/Inspiring Connections being the host.
- Support was expressed for the Town Council to be the host with a continue relationship with EX5 Alive
- Do not support Ted Wragg hosting as they will pass the line management to EX5 Alive/Inspiring Connections.

RESOLVED:

1. The New Community Manager to discuss the process with the Town Council if they were to host Wellbeing Cranbrook.
2. Further discussions needed with Ted Wragg about whether they would like to host and line manage.

68 **Implementation Plan**

The Group received the Implementation Plan which set out the progress and the Corporate Lead – Major Projects and Programmes provided a brief update on the Town Centre Delivery Plan.

RESOLVED:

That the Implementation Plan be noted and to include the update to London Road.

69 **Forward Plan**

The Group received the Forward Plan that covered the period from 4 August 2025 to 8 December 2025 which were in line with future meetings. Clarification was sought about why the Management of Suitable Alternative Natural Greenspace – preferred approach has been moved to December 2025. In response the New Community Manager advised this was due to ongoing work and suggested it could potentially be brought forward to October 2025.

RESOLVED:

That the Forward Plan was noted and further discussions were needed in respect of youth support provision.

Attendance List

Councillors present:

K Bloxham

T Olive

Councillors also present (for some or all the meeting)

Officers in attendance:

Wendy Harris, Democratic Services Officer

Andrew Wood, Director of Place

Sarah Ratnage

Alexandra Robinson

Nicola Wilson

Janine Gardner, Clerk to Cranbrook Town Council

Thea Billeter, Cranbrook New Community Manager

Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes

Councillor apologies:

K Blakey

S Hawkins

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Leisure Strategy Delivery Forum held at Online via Zoom app on 8 April 2025

Attendance list at end of document

The meeting started at 10.01 am and ended at 12.02 pm

28 Minutes of the previous meeting held on 14 January 2025

The minutes of the previous meeting held on 14 January 2025 were noted as a true and accurate record.

29 Declarations of interest

There were no declarations of interest.

30 Public Speaking

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

31 Matters of urgency

There were no matters of urgency.

32 Confidential/exempt item(s)

There was one confidential/exempt item (minute 38 refers).

33 Response to question re: Honiton Car Park arrangements

The Senior Leisure Officer presented this report which outlined progress being made on car parking arrangements at Honiton Leisure Centre, following concerns raised by LED staff concerning inconsiderate and dangerous parking.

Discussion and clarification included the following points:

- Access in and out of the car park is also part of the challenge for the site.
- Possible wider solutions to the parking issues could include a park and ride facility, or exploring a longer solution involving placemaking.

The Forum noted the progress being made on the car parking arrangements and that a more detailed report would come to the next Forum meeting.

34 LED Facilities and Activities report March 2025

The LED Chief Operating Officer presented this report which provided an update on the activities of LED including key achievements, performance highlights, recommendations and future focus, and a summary of the Community Team's work.

Discussion and clarification included the following points:

- Members congratulated LED on their 'Active Standard' accreditation, which is indicative of their good work and also reflects the high standards of EDDC's property team who work closely with LED on health and safety and compliance.
- Members thanked the LED team for delivery of the gymnastics project to Special Educational Needs and Disabilities children at Littleham Primary School.
- Pickleball is proving popular as a more accessible activity than tennis, reducing technical differences and making it a more enjoyable social activity.
- The figures set out in the Facilities and Activities report represent a snapshot of LED as a wider organisation whereas the KPI Dashboard is specific to facilities in East Devon. Consequently, there can be some apparent discrepancy in the data but the reports give an indication of LED's direction of travel and allow comparison relative to previous years.
- LED have undertaken an extensive competitor analysis exercise as part of a recent price review, and yield has increased significantly as a result.
- Meaningful benchmarking can be challenging due to the difficulty of finding another area of the country with a similar demographic and facility mix. However, the Devon Leisure Operators Group carry out an anonymised review of pricing and other metrics annually, and the LED Chief Operating Officer will explore whether the data from this can be shared with the Forum.
- Self-access systems with remote keypads and cameras have led to improved community access at dual use sites, with competitive prices which do not have to increase in line with staff salaries.
- It is unacceptable that there is no EDDC branding on the LED website given that LED operates at a subsidy from EDDC, and EDDC maintains the buildings. The LED CEO commented that he had not been aware that this had been a frustration, and he would be happy to explore with councillors or officers what they would like to see. Members asked for a report to the next meeting outlining how this has been progressed.

35 **LED KPI Dashboard February 2025**

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

Discussion included the following points:

- A challenging NPS score reflects known issues around capacity with classes and with Exmouth gym at peak times, car parking arrangements at Honiton Leisure Centre, and a leaking roof at Exmouth Tennis Centre which is now resolved.
- The average NPS score is an industry benchmark comprising an average of the scores of all operators in the country who engage with the system.
- Concern was expressed that the Forum is not receiving the data it needs to enable full and meaningful scrutiny to take place in relation to the Council's contract with LED. The LED Chief Operating Officer invited officers or the Chair to suggest to LED what data the Forum would want to see.

36 **Update on Leisure Strategy Delivery Plan and Playing Pitch Audit**

The Senior Leisure Officer presented this report which provided an update on the Playing Pitch Audit (PPA) currently taking place, and the Leisure Strategy Delivery Plan.

The Forum noted the progress that has been made and the Chair provided suggestions for some updates within the Leisure Strategy Delivery Plan.

37 **Update on Cranbrook Leisure Centre Project**

The Senior Leisure Officer presented this report which provided an update on the Cranbrook Leisure Centre project.

The Senior Leisure officer outlined the likely timescales for project programme, and members commented on the lengthy milestones and the importance of communications with the public throughout the lifespan of the project.

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

The meeting went into private session.

38 **Update on Leisure Review**

The Assistant Director – Place, Assets & Commercialisation presented this Leisure Review report.

Following discussion at length, the Forum agreed the following recommendations to Cabinet.

RECOMMENDED to Cabinet:

1. To note the content of the report;
1. To endorse the options to be considered in more detail as set out in the report.

Attendance List

Councillors present:

P Arnott
K Bloxham
M Goodman
S Hawkins (Chair)
P Hayward
N Hookway
J Loudoun
S Smith
A Toye

Councillors also present (for some or all the meeting)

I Barlow
P Fernley
S Jackson
G Jung

Officers in attendance:

Mike O'Mahony, Senior Leisure Officer
Tim Child, Assistant Director Place, Assets & Commercialisation
Simon Davey, Director of Finance
Sarah James, Democratic Services Officer
Debbie Meakin, Democratic Services Officer
Andrew Wood, Director of Place
Rebecca Heal, Solicitor
Thea Billeter, Cranbrook New Community Manager

LED Community Leisure representatives in attendance:

Olly Swayne, LED CEO

Richard Purchase, Chair of LED Board

Matt Wright, LED Chief Operating Officer

Chair:

Date:

Report to: **Council**

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Request for powers – Combe Raleigh Parish Meeting

Report summary:

Section 109 of the Local Government Act 1972 provides that, on the application of the parish meeting of a parish not having a separate parish council, the district council may by order confer on the parish meeting any functions of a parish council.

East Devon District Council ('the Council') has received a request from the Combe Raleigh Parish Meeting for the Council to make an order conferring on it powers of a parish council.

This report sets out the specific powers that the Combe Raleigh Parish Meeting have requested, and the background to their request.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

The Council is asked to:

1. Make an order under Section 109 (1) of The Local Government Act 1972 Act (1972 Act) to confer on the Combe Raleigh Parish Meeting such of the following powers that the Council consider necessary and appropriate:
 - a. Clock maintenance - **Parish Councils Act 1957 s.2**
 - b. Road widening - **Highways Act 1980 s.s.30,72**
 - c. Roadside seats and shelters - **Parish Councils Act 1957, s.1**
 - d. Certain traffic signs and other notices - **Road Traffic Regulation Act 1984, s.72**
 - e. Plant trees and shrubs and to maintain roadside verges - **Highways Act 1980, s.96**
 - f. Newsletter to provide information in relation to matters affecting local government - **Local Government Act 1972 (LGA 1972), s.142**
 - g. Acquire and provide buildings for public meetings and assemblies - **LGA 1972, s.133**
 - h. Allowing a contribution by way of a grant or loan towards the expenses incurred by a voluntary organisation in providing any recreational facilities - **Local Government (Miscellaneous Provisions) Act 1976 s.19**
 - i. The power of last resort to incur expenditure, not otherwise authorised, which is in the interest of, and will bring direct benefit to, the parish or any part of it or all or some of its inhabitants - **LGA 1972, s.137 ('the power of last resort')**
 - j. Subsidiary powers to do anything (including incurring expenditure) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions - **LGA 1972, s.111**
2. Agree, that if Council so resolve, the order has immediate effect.

3. Request that the Monitoring Officer provide two copies of any order to the Secretary of State.

Reason for recommendation:

Section 109 of the Local Government Act 1972 provides the district council with the power by order to confer on the parish meeting any functions of a parish council. It is for this Council to decide what, if any, additional powers it is willing to grant.

Officer: Katie Webb, Lawyer katie.webb@east.devon.gov.uk

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

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; It is important that the Parish Meeting has sufficient powers for it to perform the activities required by the electorate but that the number of powers is not so significant that it is acting more akin to a parish council without the same checks and balances.

In addition, it should be noted that the officers of the Council are not confirming in any way that the Parish Meeting has requested the correct legal powers for what it wishes to do, nor that the Parish Meeting is legally able to exercise those powers (should the Council grant the requested order). The Parish Meeting must satisfy itself that it has the necessary ability to do so and that it has complied with all relevant legal requirements.

Links to background information

Appendix 1 – Requested powers and reasoning
Appendix 2 – Parish Meeting minutes
Appendix 3 – List of original powers requested
Appendix 4 – Parish Meeting financial position

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

Background

The Council has received an application made on behalf of Combe Raleigh Parish Meeting for an Order under s.109(1) of the Local Government Act 1972 conferring upon it a number of powers of a parish council. These are detailed in full at Appendix 1.

The Combe Raleigh Parish Meeting has a build up of finances that currently it is legally unable to expend as a Parish Meeting does not have the same powers of expenditure as a parish council does.

On 17 July 2024 the Combe Raleigh Parish Meeting approved the proposal to seek a range of additional powers. Further approval to proceed was given at the Parish Meeting in October 2024. A copy of the reports and minutes to the Parish Meetings are attached at Appendix 2.

Initially the Combe Raleigh Parish Meeting requested a significant list of powers which is attached at Appendix 3, be conferred on it. Officers had concerns that by granting such a significant number of powers to the Combe Raleigh Parish Meeting, it could result in the Parish Meeting being able to act in a way more akin to a parish council without it having the relevant and necessary legislative framework, controls and democratic process to govern such powers.

The Combe Raleigh Parish Meeting has therefore reviewed its list of requested powers and reduced these, providing specific reasons and evidence for each of the powers it is requesting.

Legislation and governance of a Parish Meeting

A parish council is a formal local government body that represents the interests of a particular parish. Parish councils have legal powers and duties under the Local Government Act 1972 and other legislation.

In contrast, a parish meeting is an informal gathering of all the electors in a parish. A parish meeting has no legal powers or duties and cannot make legally binding decisions or take actions on behalf of the parish.

A Parish Meeting has no elected members and therefore it is also not able to adopt a Member Code of Conduct in the same way that a parish council must do.

To establish a parish council, a community governance review must be undertaken, following which the Council is required to make one of the recommendations set out in section 94 of the Local Government and Public Involvement in Health Act 2007. These are:

- (a) If the parish has 1,000 or more local government electors, the review must recommend that the parish should have a council.
- (b) If the parish has 150 or fewer local government electors, the review must recommend that the parish should not have a council.

The option of becoming a Parish Council has been discussed previously by Combe Raleigh Parish Meeting and rejected as being overly bureaucratic for a parish the size of Combe Raleigh. There are currently 210 electors, and therefore whilst the electorate is large enough for the creation of a parish council, it is not over the number where creation of a parish council is a requirement.

Finances of the Parish Meeting

Parish meetings have limited legal powers compared to parish councils although, in many cases, they can be very active in representing their local communities. They can ask the residents of the parish to contribute to expenditure as part of the council tax setting process, but they can only do so where they have the power to carry out the function in the first place.

A parish meeting may precept the billing authority for the expenditure incurred in the performance of its functions (s.39(2) of the Local Government Finance Act 1992). The Chairman of a parish meeting is responsible for the issue of the precept to the billing authority. A parish meeting may only precept for expenditure relating to specific functions, powers and rights which have been conferred on it by legislation.

A parish meeting that wishes to carry out and, where relevant, incur expenditure on parish functions for which it currently has no power, can make a request to the district council for the rights and powers to be conferred on the Parish Meeting. The district council can consider and confer powers on the Parish Meeting under section 109 of the Local Government Act 1972.

The accounts of a parish meeting are subject to audit in the same way as those of a parish council. The Chair of the parish meeting is responsible for the accounts and financial management of the parish meeting.

The Combe Raleigh Parish Meeting finances

Combe Raleigh Parish Meeting has raised a precept over many years, but expenditure was very limited. The current financial situation is shown at Appendix 4. As the precept has continued to be raised despite expenditure being limited, a significant amount of money has built up in the Combe Raleigh Parish Meeting finances.

Combe Raleigh Parish Meeting have explained that “With the exception of the precept for FY25/26 (£100), the precept for the last 7 years (£2222) made provision for the employment of a Clerk. Multiple attempts to fill this role were unsuccessful leading to an accumulation of funds. The financial and clerical duties were undertaken on a voluntary basis by a parishioner. The precept also included provision for expenditure under powers now known not to be held. The precept was always discussed and approved by a well-attended parish meeting but no-one there present was aware of the (lack of) powers situation that is now being discussed. In 2024, the new Chair, Vice Chair and Clerk became aware of the situation, and parishioners were kept informed of ongoing discussions with DALC and EDDC. The reduced precept (£100) for FY25/26 reflected this situation.”

In addition to the precept build up, Combe Raleigh Parish Meeting was incorrectly paid CIL monies by the Council in the sum of £3820.42. The Community Infrastructure Levy Regulations 2010 are clear that where there is “no parish or town council, the charging authority will retain the levy receipts but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding”. As the Combe Raleigh Parish Meeting does not have any legal power to spend the CIL monies, they have agreed to re-pay the monies to the Council who will liaise with the community to agree a suitable project for the Council to expend the relevant monies on.

Powers of a Parish Meeting

Parish meetings have limited powers of expenditure. These include:

1. **Allotments:** a parish meeting may hold and administer allotments for cultivation (s.33(3) Small Holdings and Allotments Act 1908);
2. **Burials:** a parish meeting is a burial authority, and may therefore provide burial grounds and contribute towards the cost of burial facilities provided by others (paragraph 1(c) of Appendix 26 to the 1972 Act);
3. **Land:** a parish meeting may be registered as the owner of land (e.g. common land) if it has inherited ownership. A parish meeting has no general power of acquisition but may acquire land to exercise its allotments or burial powers.
4. **Lighting:** a parish meeting may light roads and other public places in the parish (s.3 of the Parish Councils Act 1957);
5. **War memorials:** a parish meeting may maintain, repair or protect any war memorial in the area (ss.1 and 4 of the War Memorials (Local Authorities' Powers Act 1923).

Acquisition of additional powers by Combe Raleigh Parish Meeting

Under section 109 of the Local Government Act 1972, on the application of the parish meeting of a parish not having a separate parish council, the district (or unitary) council may by order confer on the parish meeting any functions of a parish council. This would allow the parish meeting to do any of those things that a parish council can do as specified in the Order.

The district (or unitary) council must send two copies of any order made under s.109 to the Secretary of State.

The Combe Raleigh Parish Meeting have requested that the Council confer the following additional powers on them:

- Clock maintenance (on the church) – Parish Councils Act 1957 s.2;
- Highways:
 - Road Widening (Highways Act 1980 s.s.30,72)
 - Roadside seats and shelters (Parish Councils Act 1957, s.1)
 - Certain traffic signs and other notices (Road Traffic Regulation Act 1984, s.72)
 - Plant trees and shrubs and to maintain roadside verges (Highways Act 1980, s.96)
- Newsletter to provide information in relation to matters affecting local government (Local Government Act 1972 (LGA 1972), s.142). A popular bi-monthly magazine is published online and in hard copy.
- Acquire and provide buildings for public meetings and assemblies (LGA 1972, s.133). Also relevant here is the Local Government (Miscellaneous Provisions) Act 1976 s.19 allowing a contribution by way of a grant or loan towards the expenses incurred by a voluntary organisation in providing any recreational facilities.
- LGA 1972, s.137 ('the power of last resort') – to incur expenditure, not otherwise authorised, which is in the interest of, and will bring direct benefit to, the parish or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred. The annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.
- LGA 1972, s.111 – subsidiary powers to do anything (including incurring expenditure) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. This would include administrative items such as room hire, insurance, the website, printed parish communications, and the Clerk's salary.

Further details and reasoning for the requested powers is attached at Appendix 1.

There are some limited examples of other parish meetings in the UK who have requested additional powers including:

- Stutson Parish Meeting <https://stutson.onesuffolk.net/assets/Stutson-Parish-Meeting---Standing-Orders--Financial-Regulations/MSDC-Confirmation-for-Stutson-Powers-of-a-Parish-Meeting.pdf>
- Barningham Parish Meeting [Item 8 Cabinet report Barningham Parish.pdf](#)
- Kelston Parish Meeting <https://democracy.bathnes.gov.uk/mgConvert2PDF.aspx?ID=43498>
- Hampton Gay and Poyle Parish Meeting [Item No](#)

Other Parish Meetings in East Devon

There are 5 Parish Meetings in East Devon. These include Clyst St Lawrence, Combe Raleigh, Huxham, Netherexe and Sheldon. We are not aware of any additional powers having been granted to any of the other Parish Meetings however we are investigating whether any of the others have also incorrectly received CIL monies so that this can also be rectified.

Financial implications:

The financial implication are detailed within the report but the report contains no direct budgetary implications.

Legal implications:

The legal issues are dealt with in the body of the report. It is entirely a matter for this Council as to which, if any, powers it wishes to confer on the Parish Meeting.

Appendix 1 – Powers requested by the Combe Raleigh Parish Meeting

*Please note that the powers and relevant section of legislation listed below have not been checked by EDDC officers to confirm whether or not the Parish Meeting has requested the correct power for the use that it seeks or whether other legal requirements have/will be complied with in respect of exercising any such power.

Power	Relevant Legislation	Background/Reason for request
Clock maintenance (on the church)	Parish Councils Act 1957 s.2	A maintenance contract (c£200) is required for the clock on the Grade 2 listed church.
Highways:		
1.Road Widening	1. Highways Act 1980 s.s.30,72	1. Urgent requirement to improve the passing width at the top of Village by infilling roadside verges with hardstanding material. Permission from landowners already agreed. Actual metalled road surface width not affected. No costs available yet.
2.Roadside seats and shelters	2. Parish Councils Act 1957, s.1	2. Requests from parishioners to improve the bus-stop safety and comfort on the Taunton-Honiton road. No costs available yet.
3. Certain traffic signs and other notices	3. Road Traffic Regulation Act 1984, s.72	3. Ongoing safety concerns about speeding traffic through the village. Liaising with Police on possible options – no costs available yet.
4. Plant trees and shrubs and to maintain roadside verges	4. Highways Act 1980, s.96	4. Roadside verge maintenance is required late summer to improve safety for pedestrians and all road users between Clapper Lane and the village – no costs available yet.
Newsletter	Local Government Act 1972 (LGA 1972), s.142	To provide information in relation to matters affecting local government. A popular bi-monthly magazine is published online and in hard copy.
Acquire and provide buildings for public meetings and assemblies	LGA 1972, s.133	Combe Raleigh has a long-established village hall, administered by an active committee with charitable status. Over the years the building has been progressively improved, and the committee pursue an active programme of fundraising to cover maintenance and improvement. Nevertheless, the future financial is unpredictable and it would be prudent and beneficial to residents if the Parish Meeting had the power to provide financial assistance.

		Combe Raleigh also has a Grade II Listed Church. Over the years the building has been maintained, and the PCC pursue an active programme of fundraising to cover maintenance and improvement. Following a nine-year fundraising and building project in 2017, work was completed on refurbishing the original three bells and adding a further three. All six bells were mounted in a free-standing frame within the existing tower. The £110,000 cost of the project was raised within the community. Nevertheless, the future financial situation for maintenance is becoming onerous and unpredictable.
Allowing a contribution by way of a grant or loan towards the expenses incurred by a voluntary organisation in providing any recreational facilities	Local Government (Miscellaneous Provisions) Act 1976 s.19	As above.
The power of last resort	LGA 1972, s.137	To incur expenditure, not otherwise authorised, which is in the interest of, and will bring direct benefit to, the parish or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred. The annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.
Subsidiary powers to do anything (including incurring expenditure) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions	LGA 1972, s.111	This would include administrative items such as room hire, insurance, the website, printed parish communications, and the Clerk's salary.

Appendix- 2 – Combe Raleigh Parish Meeting reports and minutes

[Minutes-of-the-Parish-Meeting-held-on-17-July-2024-Draft-for-Approval.pdf](#)

[PMM-2024-10-03-Minutes-of-the-Parish-Meeting.pdf](#)

Appendix 3 – Full list of powers initially requested by Combe Raleigh

Additional Parish Council Powers requested by Combe Raleigh Parish Meeting

Note: the list includes some items that may be beneficial in the future

Clocks	Power to provide public clocks
Crime Prevention	Power to spend money on crime detection and prevention measures
Ditches and ponds	Power to drain and maintain ponds and ditches to prevent harm to public health
Environment	Power to issue fixed penalty notices for litter, graffiti and offences under dog control orders
Highways	Power to enter into agreements as to dedication and widening
Neighbourhood Planning	Power to complain to district council about the protection of rights of way and roadside waste
Newsletter	Power to provide certain traffic signs and other notices
Parish property and documents	Power to plant trees and shrubs and to maintain roadside verges
Public buildings and village hall	Powers to act as lead body for a neighbourhood development plan or a neighbourhood development order
Right to nominate and bid for assets of community value	Power to provide information relating to matters affecting local government
Town and Country Planning	Power to receive and retain
Traffic Calming	Duty to deposit certain published works in specific deposit libraries
Transport	Powers to acquire and provide buildings for public meetings and assemblies
Water	The right to nominate assets to be added to a list of assets of community value and the right to bid to buy a listed asset when it comes up for sale
Websites	Right to be notified of planning applications if right has requested

Appendix 4 – Combe Raleigh Parish Meeting financial position

FY2023/2024		FY2024/2025
£	Receipts	£
2,222.00	EDDC Precept	2,222.00
0	Locality Budget Grant	150.00
0	Lloyds Bank Complaint Payment	25.00
13.92	Bank Interest	75.41
<u>2,235.92</u>		<u>2,472.41</u>
	Payments	
39.54	Annual Meeting Refreshments	65.29
26.72	Devon Association of Local Councils Subscription	26.71
122.76	Insurance	122.76
250.00	Combe Raleigh Newsletter	600.00
0	Flower Troughs (Locality Budget)	142.19
26.00	Village Hall Room Hire	180.00
13.19	Parish Website	0
926.28	Marquee and Storage Box	0
239.80	Grants to local organisations	0
<u>1,644.29</u>		<u>1,136.95</u>
Total Receipts and Payments Summary		
		£
Balance brought forward 1 April 2024		18,837.40
Add: total receipts		2,472.41
		<u>21,309.81</u>
Less: total payments		1,136.95
Balance carried forward 31 March 2025 ¹		<u>20,172.86</u>
These cumulative funds are represented by:		
		£
Lloyds Bank		15,172.86
Skipton Building Society		5,000.00
		<u>20,172.86</u>

¹ Note: the balance carried forward includes £3,820.42 Community Infrastructure Levy funds.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Executive Leadership Team structural review

Report summary:

This report sets out the Cabinet recommendation to Council arising from their consideration of a report on the Executive Leadership Team structural review on 4 June 2025.

Note: The references in this report to Paper A relate to the relevant report considered by the Cabinet with recommendations for full Council (extraordinary) to consider and are appended to this report for reference.

Is the proposed decision in accordance with:

Budget Yes ☐ No ☒

Policy Framework Yes ☒ No ☐

Recommendation:

1. That Council approve a budget of £338k to be met from the Transformation Fund to support temporary funding requirements as detailed in the report.
2. That Council approve a budget of £75K due to proposed changes to out of hours arrangements.

Reason for recommendation:

It is essential that the Council has the necessary resources to continue the authority's transformation journey, to meet the demands of devolution and the local Government reorganisation agendas whilst ensuring that we have the capacity and resilience to provide quality services to our residents.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

Report to: Cabinet

Date of Meeting 4 June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Executive Leadership Team structural review

Report summary:

The Executive Leadership team have been reviewing the current staffing structure to ensure that the authority is fit for purpose and has the capacity and resilience required both in terms of the ongoing plans for transformation and also ensuring the authority is a fit for purpose organisation that is able to appropriately respond to the Government's proposals in relation to devolution and local government reorganisation ("LGR").

The structural requirements outlined in this report should come as no surprise to members as both the Chief Executive and the 2025/26 budget report have already highlighted the fact that we have a gap in staff resources in terms of capacity and skills in some key areas. A new structure has been developed to address this including the introduction of additional posts, this is under the premise that any associated costs will be met within the overall approved establishment budget of the Council. To be achieved mainly by not replacing vacant posts which are off a less priority at the current time than the new posts identified.

In considering where we are on the transformation journey and the implications of the short timescale related to LGR, coupled with a need to prepare and ensure key projects and objectives are delivered there is an immediate need for additional resources over the next two/three years. As this is immediate, and only temporary funding required, a request is being made for an additional budget of £338k to be met from the Transformation Fund.

Finally, as part of the structural review, the out of hours arrangements for the authority have been enhanced, the report addresses funding proposals arising from the changes required to the out of hours arrangements.

Is the proposed decision in accordance with:

Budget Yes ☐ No ☒

Policy Framework Yes ☒ No ☐

Recommendation:

1. That Cabinet note and endorse the proposed structure at Appendix B.
2. That Cabinet recommend to Full Council approval of a £338k budget to be met from the Transformation Fund to support temporary funding requirements as detailed in the report.
3. That Cabinet recommend to Full Council approval of a budget of £75K due to proposed changes to out of hours arrangements.

Reason for recommendation:

It is essential that the Council has the necessary resources to continue the authority's transformation journey, to meet the demands of devolution and the local Government

reorganisation agendas whilst ensuring that we have the capacity and resilience to provide quality services to our residents.

Officer: Tracy Hendren, Chief Executive

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 Medium Impact

[Equalities Impact Assessment](#)

Climate change Low Impact

Risk: Medium Risk; Without the right structure in place there is increased risk to the authority. The proposals in this report address the concerns regarding the current structure of the organisation and therefore mitigates those risks and helps to ensure there are sufficient resources in place to deal with the priorities moving forward.

Links to background information None

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 The Executive Leadership have been reviewing the current structure of the organisation to ensure there are sufficient resources and that the authority is fit for purpose, has the capacity and resilience required both in terms of the ongoing plans for transformation and also ensuring the authority is a fit for purpose organisation that is able to appropriately respond to the Government's proposals in relation to devolution and local government reorganisation ("LGR"). The proposals in this report have been developed to ensure the authority is as efficient and effective as possible, has appropriate capacity across roles and is fit for purpose. It is also about enabling the authority to ensure that all staff are in the best possible position when transferring to the new unitary(ies) and that East Devon District Council is able to continue to play a lead role, to ensure that our communities are at the very heart of any proposals.

1.2 As Members will be aware, significant improvements has already been made on the transformation journey, in key areas including: -

- a. Entirely restructuring and reviewing the housing service and taking steps towards ensuring the HRA business plan is sustainable moving forward.
- b. Introduction of improved governance throughout the organisation.
- c. A review of the leisure function and work to ensure that leisure services are sustainable moving forward.
- d. Significant improvements to the management and transparency of CIL and S106 planning functions.
- e. Strengthening oversight of the information governance arrangements.
- f. The purchase of a new corporate performance and risk system to ensure greater oversight of the performance and monitoring arrangements.
- g. An officer and member workshop reviewing the service delivery models for recycling and waste.
- h. The delivery vehicle work for the second new community.
- i. The creation of an Executive Leadership team to ensure oversight and support across the organisation.

2. Current Structure

2.1 Attached at Appendix A is a copy of the current management structure. The creation of the Executive Leadership has highlighted gaps in corporate oversight and a need for structural changes. The current structure has significant gaps in the third tier which results in some Directors being drawn into operational matters on an almost daily basis. Projects do not have sufficient corporate oversight, and not all service areas have the right skills or resources in place to maximise income generation. There are also areas where sufficient resilience is not in place and there needs to be more of a focus on income generation, ensuring the Council is in the best possible position to face the financial challenges coming over the next few years.

3. Proposed Structure

3.1 Attached at Appendix B is the proposed new structure, which sees the introduction of:-

- (a) A new corporate programme and strategies role to ensure that we have robust arrangements in relation for the overall management and monitoring of our key corporate projects, programmes and strategies.
- (b) The combining of our performance and people functions under one senior role and a structure that will ensure improved resource in relation to the management of our corporate performance, monitoring and digital inclusion whilst embedding the delivery of the new people strategy.
- (c) The combining of our communications/marketing /events and cultural functions under one senior role to ensure that we are maximising income generation in these areas and that, wherever possible, those services are at least, cost neutral, or at best, generating income for the council.
- (d) Corporate Leads or Assistant Directors (rather than service managers) reporting into Directors to ensure that there is sufficient management capacity at the third tier. This will strengthen the ability of Directors to operate at the strategic level, overseeing the authority transformation journey and focus on planning for the challenges ahead.

- (e) Ensures that we have sufficient resources in all the right areas, appropriate structures and do not have single points of failure.
- (f) Fills gaps in service provision e.g. the lack of a contracts and procurement lawyer to review the significant numbers of contracts that the Council enter into.

3.2 The costs associated with these permanent structure changes will be met within the overall approved establishment budget, in the main met from not filling non-essential vacant posts. As an indication the additional net costs of these changes are in the order of between £152k and £196k depending on the precise grade of any new appointments. As an indication of scale this is equivalent to the non-replacement of between 2.9 FTE to 3.7 FTE posts on a mid-range point salary grade 4.

3.3 In addition to these structure changes, one-off costs are expected in the following areas:

- a. An additional HR Business Partner to support staff and management through the transformation journey and with the many implications leading up to reorganisation.
- b. Additional delivery/project management capacity to be able to move forward key projects to strict timelines. This will include key placemaking and regeneration projects so that they can be progressed in advance of changes to local government structures alongside wider strategic reviews and projects, such as preparation for the second new community and also, to provide clarity and certainty around potential asset devolution, working with Parish and Town Councils.
- c. There will be a need to consider public consultation and engagement, support in delivering business plan proposals to Government, project and team capacity to help design proposed authority structure and service delivery models and the possibility for staff backfill arrangements to free up some staff to work on new proposals.

3.4 In total a proposed budget approval is requested of £338k to be met from the Transformation Fund. Government have indicated there will be funding made available to Councils to help them with some of the aspects listed above, but no allocations or methodology of allocation has been published as yet. Any funding received will be utilised to reduce the sum drawn from the transformation fund.

3.5 More widely, we are expecting confirmation of the multi-year financial settlement from national government, part of the wider Comprehensive Spending Review. This will provide certainty for the next three-year period which aligns with expected LGR timeframes. Whilst the detail of the settlement is not yet known, including potential transitional arrangements, the impact of the business rate reset is likely to be significant. Further work will be progressed in line with the Financial Sustainability Model to determine how a balanced budget can be set over this period.

4. Out of Hours Arrangements

4.1 As part of the 2022 Reward Review it was identified that there was a need to also review the Council's standby and call out arrangements (known as Out of Hours (OOH)), due to varying payment rates and application. A subsequent audit in 2023 recommended a review of policy and rates and that schemes should be kept under periodic review, to include regular reporting of costs.

4.2 It is proposed the new standby rate at East Devon District Council be in line with the NJC rate of £33.63 per session, representing a payment of £235.41 for someone covering a week (Monday-Friday) for all staff except members of the Senior Leadership Team, who will not be eligible to claim (this will be subject to consultation and negotiation with Unison, as detailed below). This will represent an increase in rate for the majority of services currently in receipt of an out of hours payment. In addition, as part of this work we have established the need for other teams to operate out of hour standby arrangements. Given this there will be increased cost associated with this allowance. Based on one person being on standby from each identified service, 365 days a year the additional cost is anticipated to be in the region of £75,000.

4.3 We are also looking to clarify what can be claimed when called out while on standby. Staff will be eligible to claim overtime in increments of 15 minutes, regardless of weekly contracted hours. Cost associated with this are difficult to predict as call out rates are unpredictable. Costs for 2024/25 were £21K, however four additional teams will be undertaking standby in 2025/26 so costs are likely to increase but not materially. This will be monitored carefully and considered when setting the 2025/26 budget.

4.4 We are currently going through a process of engagement and consultation with our recognised Trade Union, Unison and discussing with relevant staff.

4.5 It is essential we have a consistent and fair allowance scheme in place for staff covering essential out of hours services and these proposals will enable that to be put in place. This will also ensure that we have appropriate resilience and improved out of hours cover.

Financial implications:

The details are laid out in the report. There is request for a budget of £338k to be met from the Transformation Fund to meet costs identified in 5.1 of the report. There is a possibility that part of these costs could be met from Government Funding, but details are unknown at this stage. There is also a request for a supplementary budget of £75k to meet OOH costs identified in section 6 of the report, this will be met from the General Fund Balance.

Legal implications:

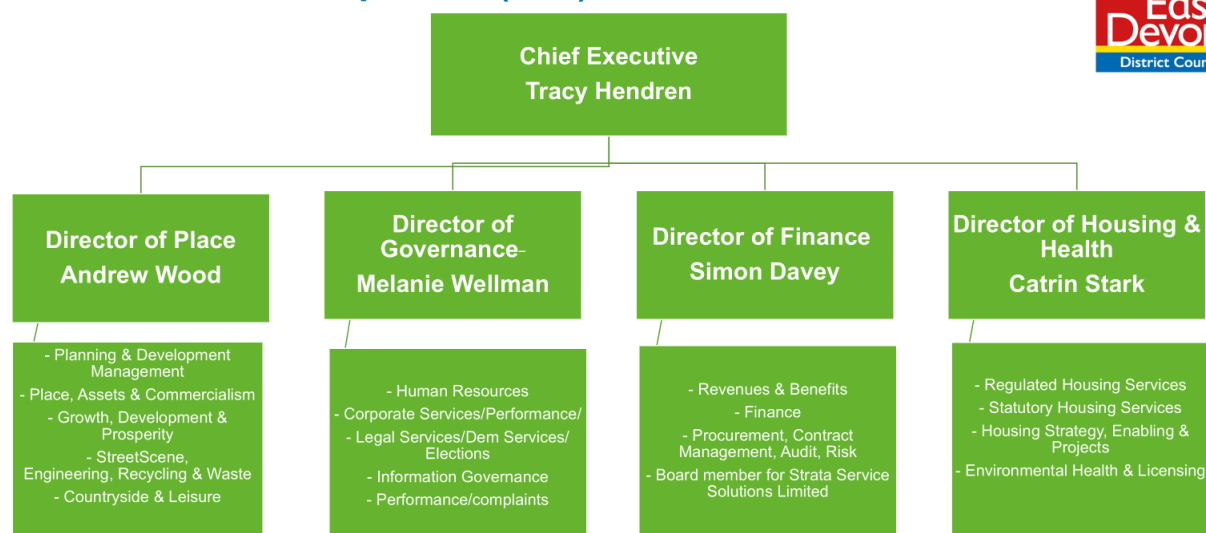
The proposals in this report will be introduced in accordance with relevant employment legislation

HR Implications:

The proposals within this report have organisational wide HR implications. For each area employment legislation will be followed, alongside good employee relation practices to ensure open and transparent communication. Overall changes are positive to ensure a fit for purpose structure, that has capacity and resilience, as well as ensuring consistent and fair remuneration for staff.

Appendix A Current Structure

Executive Leadership Team (ELT) Structure November 2024



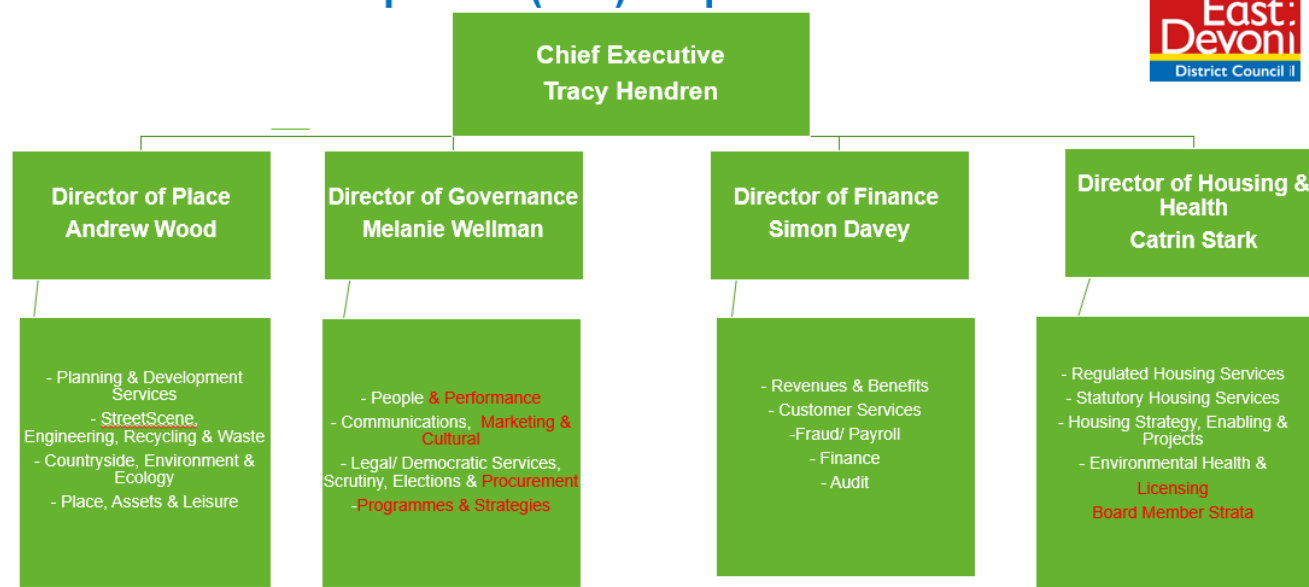
The Chief Executive is the Council's statutory Head of Paid Service

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Appendix B Proposed Structure

Executive Leadership Team (ELT) Proposed Structure 2025



The Chief Executive is the Council's statutory Head of Paid Service
Corporate Leads for Human Resources & Communications & Marketing are also members of ELT.

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Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Natural Seaton Interpretive Masterplan

Report summary:

This report sets out the Cabinet recommendation to Council arising from their consideration of a report on 9 July 2025 on the Natural Seaton Interpretive Masterplan.

Note: The references in this report to Paper A relate to the relevant report considered by the Cabinet with recommendations for Full Council to consider and are appended to this report for reference.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That Council approves that a residual budget of £80,000 from the sales receipts of the former Seaton Jurassic building are ringfenced for delivering outputs of this interpretive masterplan as detailed in table 3.

Reason for recommendation:

To develop the Natural Tourism offer within the town of Seaton, with the input of partner stakeholders.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

Report to: Cabinet

Date of Meeting 9th July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release [Click here to enter review date for release of document if currently covered by exemption above or state "N/A"](#)



Natural Seaton Interpretive Masterplan

Report summary:

The Natural Seaton Masterplan has been drafted by consultant, Dominic Acland and engaged various stakeholders in its development. The resulting plan is ready for adoption with the authorisation of ELT, and seeks to use funds held from the sale of the Seaton Jurassic building to deliver the various outputs of the masterplan.

Following on from this piece of work, Countryside will be looking to use this strategic document as the foundations of a major grant application from National Lottery Heritage Fund for funding work at the southern end of the wetlands site to deliver habitat creation, access and interpretive work to “complete” the Seaton Wetlands project.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That Cabinet;

- To approve the direction of travel in relation to the current version of the masterplan; a working document to guide project work relating to the natural world in and around the town of Seaton.
- Delegates authority to the Director of Place to convene the proposed stakeholder group.
- Recommends to Council that residual budget of £80,000 from the sales receipts of the former Seaton Jurassic building are ringfenced for delivering outputs of this interpretive masterplan as detailed in table 3.
- That the Countryside Team Manager seeks funding from a National Lottery Grants for Heritage application later this year.

Reason for recommendation:

To develop the Natural Tourism offer within the town of Seaton, with the input of partner stakeholders.

Officer: James Chubb, Countryside Manager JChubb@eastdevon.gov.uk

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

Link to [Council Plan](#)

Priorities (check which apply)

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

Background and Context

1. In March 2025 Environmental Engagement Consultant, Dominic Acland, submitted his report commissioned with funding from the residual receipts of the sale of Seaton Jurassic building. This commitment to developing one of the underlying strands of the Seaton Jurassic interpretive model “Natural Seaton” was welcomed by co-funders Devon County Council and, while not being pivotal in its agreement to allow for the sale of the building, went a long way to satisfying their need to see the original contribution toward the interpretation centre having a legacy post the sale of the building to a commercial operator.

2. The report engaged the following stakeholders in its development:

Name	Role	Organisation
Alison Hayward	Project Manager Place & Prosperity	East Devon District Council
Doug Stanton	Projects Manager Place & Prosperity	
Julian Gray	Director	South West Coast Path Association
Tom Sunderland	Undercliff National Nature Reserve Manager	Natural England
Jenny Nunn	Chief Executive Officer	Seaton Tramway
Kate Hind	Natural Environment Officer (Partnerships)	Devon County Council
Sam Scriven	Head of Heritage and Conservation	Jurassic Coast Trust
Sally King	Visitor, Tourism and Access Manager	Dorset National Landscape

Joanna Cairns	Museum Development Officer (Devon)	Museum Development South West
Lesley Clarke	Chair	Axe Vale and District Conservation Society
Laura Hewitt	Curator	Axe Valley Heritage Museum
Peter Thomas	Assistant Curator	
Table 1		

3. It was recognised that with the Jurassic Coast interpretation centre ceasing to operate, and the recent dissolution of the Jurassic Coast Trust, there was a need for an identifiable and marketable brand to attract visitors to the town.
4. The unique blend of nature-based recreational & educational opportunities which emanate from the town centre, namely the SW Coast Path; Undercliffs National Nature Reserve; Seaton Wetlands and Lyme Bay Reefs MCZ make it a highly desirable destination for eco tourism.
5. It was also observed by the plan's author that any future applications to HLF for major funding of project work on Seaton Wetlands, would be hugely strengthened by having a community involvement at its foundation.
6. The headline recommendations of the Masterplan are:
 - The formation of a Natural Seaton Partnership to support coordination and delivery of the Masterplan.
 - A range of physical infrastructure improvements so that people can more easily access Seaton's natural assets.
 - Refurbishing and updating interpretation across the existing Discovery Points.
 - The creation of a Natural Seaton Trail that promotes these new connections.
 - The development of a Natural Seaton brand.
 - The development of a busy programme of events and activities under the Natural Seaton umbrella.
 - The involvement of local residents and other stakeholders in the refinement and delivery of these plans.
 - The development of applications to the National Lottery Heritage Fund and other funders to help deliver the above.

-
7. The report identified key interpretive themes, and key audiences which a "Natural Seaton Storybook" would be a useful tool for stakeholders and partner businesses to use in attracting new visitors to the area.
-

Audience	Description	What they seek
Nature Explorers	Families and couples/individuals who are post family (55+); also younger, pre family couples /individuals.	Motivated by curiosity, wonder and a desire to get out and enjoy new experiences. Emphasise spending time outdoors to socialise with friends. They are more likely to engage with activities involving a new, adventurous way to see the coast.
Family Fun	Families and extended families.	Looking for novelty and to be entertained and for moderately energetic experiences. Visits often revolve around hobbies, familiar places where access is easy, or where the facilities are good and there is infrastructure that aids relaxation and socialising.

Careful and Curious	Mainly older adults who may or may not be retired, this group tend to be more conservative.	This group places a much stronger emphasis on the social aspects of any visit and are looking for quality experiences that have an enriching aim in mind and which provide an experience suited to general rather than specific knowledge. This group will be less inclined towards strenuous physical activity. Their interests are typically local and specific, eg local history.
Natural Learners	School groups, community groups, volunteers, young people and local and Explorer families.	Normally taking part in an organised group visit.
Friends and Champions	Likely to be more affluent and active older people local and/or community leaders and active local volunteers.	Seeking opportunities to volunteer and socialise. May already be very active in the community and are ready to help out on a regular basis and to promote the Natural Seaton concept amongst their network of contacts.
Table 2		

8. Underpinning this output from the proposal, the document sets out an ambitious vision, aim and several objectives:
9. The Vision proposed for Natural Seaton is that:

Natural Seaton has ensured that Seaton's natural assets and heritage develop strongly as a source of pride and the main driver of the town's prosperity, providing secure jobs, learning opportunities and community connection alongside a richness of wildlife and natural beauty.

Natural Seaton's Aim is:

To work together to protect, enhance and promote Seaton's natural assets so they catalyse the regeneration of the town, enhance community life and support nature's recovery.

Its Objectives are:

- *To foster collaboration across the community to secure the Vision.*
- *To ensure Seaton's natural assets and heritage are as accessible as possible, respecting the need to protect wildlife.*
- *To provide excellent interpretation on site and online to encourage learning about and engagement with the themes of Natural Seaton.*
- *To organise a busy programme of events and activities to improve access to and celebrate Natural Seaton assets.*
- *To connect with allied locations and brands that help build the area's role as a gateway to the natural world and our heritage.*

10. And finally, the document details the specific Discovery Point infrastructure in need to updating and refurbishment:

Name	Description	Estimate
Phase 1	Signage and Discovery Point improvements	

Old signage	Remove and replace signage which references Seaton Jurassic and replace with elements which tell the Natural Seaton story	£4,000
The Wave	New interpretation panel to better link the sculpture to the story	£3,000
The Prow	Repair and refresh the structure and interpretation at this key location	£5,000
Orientation point	Develop new interpretation to sit in this piece of public realm furniture, and allocate a responsible body to maintain it	£2,000
The Stargazer	Currently removed on safety grounds, replace with a wildlife-themed piece of substantial site furniture which is also wheelchair accessible	£8,000
The Portal	Repair the sculpture and relocate to the seafront. Renew interpretation panel.	£10,000
Field shelter	Replace a thatched basic shelter at Stafford Marsh with more purpose built structure with a locally-sourced wooden shingle roof	£10,000
		£42,000
Phase 2	New works	
Waymarking	Marker posts for a circular discovery trail through the town, the high street and the seafront taking in all Discovery Points plus other points of interest and stakeholder locations	£12,000
The Natural Seaton Storybook	A set of interpretive stories and characters which stakeholder businesses and groups can use to tell their own part of the Natural Seaton message	£7,500
Brand development	Create an identifiable brand and marketing strategy for the Natural Seaton Offer	£5,000
Engagement and Events	Develop a range of new engagement events running under the Natural Seaton brand led by officers and partnership organisations, to run over a trail 3 year period	£15,000
		£39,500*
*This estimated cost of proposed outputs is in excess of the remaining budget from building sale, it is therefor proposed that this shortfall would be found through Stakeholder contributions in year three of the project lifetime.		
Table 3		

Financial implications:

The financial details are contained within the report requesting use of a pre-existing budget of £80k to be used for outputs of this report

Legal implications:

There are no substantive legal issues to be added to this report.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Report and Recommendations from the Independent Remuneration Panel – June 2025

Report summary:

This report outlines the recommendations from the Independent Remuneration Panel following their review of the Councillor Scheme of Allowances, Parish/Town Council Scheme of Allowances and a review of Special Responsibility Allowances.

The Independent Remuneration Panel has met on several occasions to undertake a review of various parts of the allowances claimable by councillors and to review the Scheme of Allowances for Councillors at East Devon and the Parish/Town Scheme of Allowances which had not been reviewed for some time.

The full report from the Independent Remuneration Panel is attached as Appendix 1 to this report and sets out the Panels recommendations.

Is the proposed decision in accordance with:

Budget Yes ☐ No ☒

Policy Framework Yes ☒ No ☐

Recommendation:

That Council:

1. adopt the revised Councillors Allowance Scheme (attached as Appendix 2).
2. Approve that a parish basic allowance should be available to all parish chairs and members in accordance with the Panels recommendations.
3. Approve that the HMRC agreed travel rates for parish members should continue to be aligned to those of East Devon District Council staff and members.
4. approve that where it is considered necessary by the Council to introduce assistants within portfolio areas the level of remuneration should be set at 25% of the Basic Allowance (£1,347.87). To be backdated to 1 June 2025.
5. approve that where it is considered necessary by the Council to nominate Champions the level of remuneration should be set at 15% of the Basic Allowance (£808.73). To be backdated to 1 June 2025.
6. Approve that the Vice Chair of the Licensing and Enforcement Committee SRA is paid at 50% of the Licensing and Enforcement Committee Chairs allowance (£1,754.28). To be backdated to 1 June 2025.
7. Approves that the Independent Person appointed to the Audit and Governance Committee is paid an annual SRA of £400. To be backdated to 1 June 2025.
8. adopts the same approach for council and parish members as that applied to employees, for Family Friendly Policies (incorporating maternity, paternity, shared parental and adoption leave) and to include reference to these policies in the Councillor Scheme of Allowances for East Devon District Council.

Reason for recommendation:

It is important that the Scheme of Allowances for Councillors and Parish/Town Councillors is reviewed to ensure that it remains fit for purpose and reflect best practice.

Officer: Andrew Melhuish Democratic Services Manager email:
andrew.melhuish@eastdevon.gov.uk

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies. While there are no specific equalities implications arising from this report, it is important that the allowances claimable are reviewed regularly.

Climate change Low Impact

Whilst an impact assessment has not been undertaken, it is considered that there are no climate change implications associated with this report.

Risk: Low Risk; It is important that the Council maintains an Independent Remuneration Panel to provide impartial and independent advice regarding the Members' Allowance Scheme.

Links to background information None.

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

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the district council to establish and maintain an Independent Remuneration Panel, and to have regard to the recommendations of the panel before making or amending the Members' Allowance Scheme.

The Panels report which is appended to this report sets out in full their consideration of a number of areas in respect of councillor allowances.

Financial implications:

The financial implications are detailed within the report, total cost of the recommendations amounts to £12,398 that will require funding in the current financial year and built into future budgets.

Legal implications:

In accordance with the Local Government Act 2003 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members Allowances and this appointment supports this.

Appendix 1

Report of the East Devon Parish Remuneration Panel June 2025.

Part 1

Review of the East Devon District Councillors' Allowance Scheme

Introduction

The Independent Remuneration Panel believe that it is timely to update the current Council Members' Allowance Scheme. The current Scheme has not been updated since 2009/2010.

There are a number of reasons for refreshing, including:

- **Reflecting Legislative, Policy and Compliance Changes**

Regulations governing allowances change over time due to updates in local government legislation or policies. Regular updates ensure the scheme remains compliant with legal requirements and adjustments.

- **Adjusting for Inflation and Cost of Living**

Over time, the cost of living increases due to inflation. Updating the allowances ensures that Councillors are fairly compensated, enabling them to perform their duties effectively without financial hardship.

- **Incorporating Role Changes and Responsibilities**

The roles and responsibilities of council members has evolved , with new positions being introduced or existing ones requiring additional duties. The scheme must reflect these changes to adequately compensate Councillors for their contributions.

- **Maintaining Transparency and Public Confidence**

Regular reviews and updates demonstrate accountability and fairness in the use of public funds. This helps maintain public trust in the council's governance and ensures allowances are justifiable and aligned with current expectations.

- **Enhancing Recruitment and Retention**

Ensuring allowances are competitive can help attract diverse and capable candidates for council roles and retain current Councillors.

- **Adapting to Organisational Change**

Changes in council structures, such as merging committees or creating new leadership roles, require updates to accurately compensate for the new dynamics.

- **Aligning with Best Practices**

Periodic updates allow the council to benchmark its scheme against those of other local authorities, ensuring it aligns with industry standards and practices.

The revised Councillors' Allowance Scheme is attached.

The key changes are:

Section	Key change
Introduction	General Points: Updated to provide greater clarity around allowances.
Basic Allowance	Current rate of BA updated to reflect current rate payable. Definition of BA updated to provide greater clarity. How a BA is calculated. Review period for allowances every 4 years.
Special Responsibility Allowance	Definition of SRA updated to provide greater clarity. When SRAs are paid from. Maximum number of SRAs payable to Cabinet councillors (10) included.
Co-optees and Independent Person	All current co-optee roles are now included where an allowance is claimable.
Travel Allowances	Definition of TA included and what can be claimed. Includes details on train fares. Includes details on cycle allowance. Additional text around claiming for travelling together to meetings.
Subsistence Allowances	Definition of SA included and what can be claimed. Rates claimable at the same rates applied to staff.
Non-Claimable Duties	Includes a list of non-claimable duties. List of claimable duties updated.
Parental Leave and Carers' allowance	Updated to reflect current practices and in line with staff policy.
Care of dependents	Updated to reflect current practices.
Payment of claims	Updated to reflect current payroll arrangements and dates for submitting claims.
Statutory Sick Pay	Update to reflect current practices.
Backdating of allowances	Section included to cover backdating of allowances
Appendix 1 Special Responsibility Allowances	Reflects current SRAs claimable
Appendix 2 Approved duties	Updated list of approved duties.

Appendix 3 Travel and Subsistence	Updated list of travel and subsistence allowances in line with rates claimable by staff.
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Recommendation 1

That East Devon District Council adopts the revised Councillors' Allowance Scheme.

Part 2

Report of the East Devon Parish Remuneration Panel introducing a revised Framework for Members' Allowances for town and parish councils

Introduction

Parish councils are the smallest units of local government responsible for grassroots decision making and local community services. The East Devon Parish Remuneration Panel believe providing guidance on allowances to parish councils is essential because it enables them to fulfil their duties effectively and equitably.

Allowances help make parish councils more accessible, accountable, and effective. They allow councils to function in a way that is both professional and inclusive, ensuring that they can serve the community's best interests without placing an undue financial burden on those who choose to participate.

Encouraging Participation and Representation: allowances enable a wider range of individuals to participate in local government, including those who might otherwise be unable to afford the time or expense of involvement. This financial support makes it feasible for people from diverse socioeconomic backgrounds to serve, encouraging broader representation.

Recognising the Time and Effort Involved: although often voluntary, serving on a parish council requires a considerable time commitment for meetings, community consultations, and managing projects. Allowances compensate councillors for this time and effort, recognising their service and helping to prevent financial barriers to participation.

Supporting Effective Governance and Accountability: with allowances, parish councils can afford to dedicate time to thoroughly understand local issues, develop and implement policies, and monitor their impact. This improves governance and ensures that councillors can be held accountable for their decisions, enhancing trust within the community.

Reducing Personal Financial Burden: councillors often need to travel locally to engage with residents, attend training sessions, and oversee local projects. Allowances help to cover these out-of-pocket expenses, which may otherwise deter potential council members from active participation.

Improving Retention and Continuity: without allowances, councils may struggle to retain councillors over the long term, as the personal cost can become unsustainable. Providing financial support helps maintain continuity in leadership and reduces the likelihood of turnover, which is beneficial for long-term projects and community stability.

Enhancing Council Effectiveness and Community impact: with allowances councillors can focus on delivering impactful projects that meet community needs. This funding can directly translate to more effective management of resources, better organised events, improved maintenance of community spaces and stronger support for local initiatives.

Background

The Local Authorities (Members' Allowances) (England) Regulations 2003, Part 5 govern the way Parishes (in the Act the term 'Parish' includes 'Towns') in East Devon may pay an allowance, known as the 'Parish Basic Allowance', to elected members each year. Allowances may be paid to the chair only or to each of its members.

The legislation sets out the mechanisms whereby a 'Parish Remuneration Panel' is established by 'a responsible authority'. In East Devon the East Devon District Council is the 'responsible authority' and the East Devon Independent Remuneration Panel is the Parish Remuneration Panel.

The role of the Parish Remuneration Panel is to make recommendations on:

- the amount of Parish Basic Allowance payable to members.
- the amount of Travelling and Subsistence allowance payable to members.
- whether Parish Basic Allowance should be payable only to the chair of any such authority or to all of its members.
- whether if Parish Basic Allowance should be payable to both the chair and the other members of any such authority, the allowance payable to the chair should be set at a level higher than that payable to the other members and if so the higher amount so payable; and
- the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

The level of allowance is of course ultimately open to parish councils to determine after first considering the recommendations of the Parish Remuneration Panel. This is in line with the Government's view that the allowances system provides for clear and transparent local accountability as parish councils. This will allow them to be both accountable and answerable to their local communities in terms of the allowance payments made to their members.

Review

As part of the review process all towns and parishes were invited to complete a questionnaire. Whilst the regulations treat towns and parishes in the same manner it is the case that towns in East Devon are by their nature larger authorities with a corresponding higher commitment to meetings and committees.

There are 8 towns and 62 parishes in East Devon. The towns are Axminster, Budleigh Salterton, Cranbrook, Exmouth, Honiton, Ottery St Mary, Seaton and Sidmouth. Their populations range from 5,240 to 35,488 with an average of 12,120 (figures from 2021 census). There are 62 parishes; according to the 2021 census their populations range from Woodbury (3,882) to Nether Exe at 39 with an average of 801.

The Parish Remuneration Panel reviewed the questionnaire, relevant historical East Devon District Council papers and recommendations from other southwest Parish Remuneration Panels.

At the time of this report the basic allowance for members is £5,391.50.

Historically the parish basic allowance has been set at 10% of the EDDC basic allowance for chairs and 7% for members. The last Parish Remuneration Panel review to recommend a continuation of this level of allowance was in 2009.

The questionnaire demonstrates that by far the majority of parishes do not pay their chair or members an allowance. The parishes that do pay their chair and members allowance are broadly, but not limited to, towns. Of the 8 towns 6 pay some form of allowance to the chair and 4 pay an allowance to their members. Of the 37 parishes that responded to the questionnaire (out of a total of 62) only 6 pay any form of allowance.

The Parish Remuneration Panel are concerned that there has been no review since 2009 and that, as a result, parishes are not as informed as they should be over the level of allowances available for their chair and members.

The Panel are also concerned that for some parishes, who are aware of the recommended level of the basic allowance, there is a perception that it is seen as being set too high for the majority of parishes. Whilst it is possible within the legislation for parishes to set their own level of basic allowance regardless of the Parish Remuneration Panel recommendations, the Panel are concerned that many may see the current parish basic allowance recommendation as a 'take it or leave it' approach.

Not all parishes have councils, parishes below a certain size/population have 'parish meetings' in place of councils.

For this reason, it has been increasingly common for other Parish Remuneration Panels to tailor their recommendations within a tiered approach to the parish population. The higher the population the greater time commitment, number of meetings and member participation required. One further advantage of this approach is to encourage parishes to agree a basic allowance more in tune with the time and commitment of their members and perceptions of their electorate.

Our analysis of parish size, population and member numbers, together with the EDDC members basic allowance, suggests the following as a suitable tiered approach.

Tier	Population	Percentage of EDDC Basic Allowance Chair	Percentage of EDDC Basic Allowance for Members	Allowance Chairs	Allowance for Members

1	5,000+	10%	7%	£539.15	£377.40
2	1,000 – 4,999	6%	4%	£323.49	£215.66
3	500 – 999	4%	2%	£215.66	£107.83
4	1 – 499	2%	1%	£107.83	£53.91

Travelling Rates and Subsistence Allowances

The rates of travel by a parish member's motor vehicle are currently based on the HMRC Mileage Allowance Payments (MAPs). These rates are the same for staff and members of East Devon District Council and if they remain within the HMRC guidelines they are not deemed to be a taxable benefit.

The approved allowances are;

- Car-45p per mile up to 10,000 and 25p per mile thereafter.
- Passenger payments-up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for a travel allowance.
- Motorcycle 24p per mile
- Bicycle-20p per mile.
- Travel by public transport (including rail and bus) reimbursement of the standard actual fare paid;
- Parking fees actual amount paid.

Subsistence allowances may be claimed to meet the costs of accommodation, meals and other refreshments in connection with approved parish duties.

Travel and subsistence rates payable to parish members are set out in the East Devon District Council Members' Allowance Scheme.

Any subsistence claim in connection with an approved duty, not involving an overnight absence from the normal place of residence is limited to:

- more than 4 hours, £6.76 for breakfast (£8.29 in London)
- more than 4 hours, £9.43 for lunch (£11.82 in London)
- more than 4 hours, ending after 7pm, £11.56 for an evening meal (£15.36 in London)

At meetings such as parish or committee meetings meals or refreshments may be provided by the parish, including where absence from any residence may not exceed 4 hours. Where meals are provided or paid for separately by the parish, subsistence allowances shall not be paid.

Recommendation 2

1. Basic Allowance

The Parish Remuneration Panel recommend a parish basic allowance should be available to all parish chairs and members for the reasons listed above.

The Parish Remuneration Panel recognise that the previous setting of allowances only at the 10% and 7% level of the East Devon District Council members' basic allowance may act as a barrier to more parishes agreeing allowances. Accordingly, and in common with other Parish Remuneration Panels the Parish Remuneration Panel recommend the parish basic allowance should take a tiered approach principle based on population size as a significant driver of complexity and time commitment as follows:

Tier	Population	Percentage of EDDC Basic Allowance Chair	Percentage of EDDC Basic Allowance for Members	Allowance Chairs	Allowance for Members
1	5,000+	10%	7%	£539.15	£377.40
2	1,000 – 4,999	6%	4%	£323.49	£215.66
3	500 – 999	4%	2%	£215.66	£107.83
4	1 – 499	2%	1%	£107.83	£53.91

The parish basic allowance should increase annually in line with the basic allowance of members of East Devon District Council on 1st June each year.

A member may, by giving notice in writing to the proper officer of the authority, elect to forgo their entitlement or any part of their entitlement to allowances.

2. Travel and Subsistence

The Parish Remuneration Panel recommend the HMRC agreed travel rates for parish members should continue to be aligned to those of East Devon District Council staff and Councillors.

Part 3

Assistant Portfolio Holders and Champions

Assistant Portfolio Holders

Following representations to the Independent Remuneration Panel we have looked at the question of the introduction of Assistant Portfolio Holders in specific portfolio areas and, if adopted, the appropriate level of remuneration.

The workload in some portfolio areas can be substantial, especially during major events or initiatives. Introducing assistants allows for greater strategic planning and implementation of long-term goals while ensuring day-to-day operations are managed effectively.

Many areas sometimes involve contentious or high-profile topics, such as land use, environmental conservation, and tourism impacts. Assistants can help manage public consultations, support decision-making, and contribute to well-informed strategies.

Assistants can focus on engaging with community groups, local businesses, and other stakeholders to ensure initiatives are inclusive and responsive to the needs of the community. They can help maintain and strengthen these relationships to ensure successful outcomes.

By having assistants, councils can foster collaboration with external organisations, such as environmental NGOs, universities, and government agencies, while also building internal capacity for addressing long-term challenges

Assistants can also research and develop innovative solutions, allowing the council to stay at the forefront in many areas and can help ensure that each aspect receives adequate focus and attention. In addition, they can develop specialised knowledge that complements the council's broader strategies, enabling more informed decision-making.

Finally, the role of assistant can be used to develop councillors and prepare them for the role of Vice Chair and ultimately Chair in portfolio areas.

In summary the introduction of assistants can facilitate or provide;

- Assistance in portfolios with significant operational or policy demands which may exceed the capacity of a single council member, necessitating assistance to ensure all responsibilities are met.
- Targeted expertise or focus on specific aspects of a portfolio, enhancing the quality of decision-making and project execution.

- Extensive interaction with the community or stakeholders by helping organise, attend meetings, and maintain communication channels.
- Delegation of specific tasks or projects to allow the portfolio holder to concentrate on strategic priorities, improving overall efficiency.
- Assistance with emergencies or rapidly evolving situations, such as public health or disaster management, benefit from additional support to respond effectively.
- Opportunities for less experienced councillors to gain insight and training, preparing them for future leadership roles.
- Continuity in managing portfolio responsibilities and projects.

The Panel consider the appropriate level of remuneration for Assistant Portfolio Holders would be 25% of the Basic Allowance (£1,347.87), recognising that these roles help the council meet its goals more effectively and demonstrate a commitment to specific portfolio areas.

Recommendation 3

The Independent Remuneration Panel recommend that where an SRA is considered necessary by the Council to introduce assistants within portfolio areas the level of remuneration should be set at 25% of the Basic Allowance (£1,347.87). This allowance to be backdated to 1 June 2025.

Champions

The Panel have been asked to explore the role of 'Champions', individuals that are elected councillors who take on a specific advocacy role to promote, support, and raise awareness of a particular cause, priority, or area of interest within the council and the wider community. They are not decision-makers in the formal sense but act as influential advocates or ambassadors.

Champions advocate to advance a specific cause, such as climate action, public health, inclusivity, safeguarding and armed forces. They aim to keep these issues on the council's agenda and encourage action.

They help raise awareness the profile of their area of focus by engaging with the public, stakeholders, and other councillors through events, campaigns, and communications. This includes reporting activity in their area on an annual basis.

Whilst they don't have executive powers, good champions provide advice and input to the council based on their advocacy, offering insights into how policies and decisions could align with the needs of their focus area. Champions also act as a bridge between the council and the community, ensuring that the voices of residents and stakeholders related to their focus area are heard and represented.

The Panel believe Champions serve as a figurehead for their cause, often working closely with council officers, committees, and external organisations to develop initiatives, policies, and projects that support their advocacy area.

Nominating a Champion for specific causes can be a very effective way of bringing focus in certain areas but the Panel are mindful that the role is most effective where there is a concentrated focus by one individual, on one topic. Too many Champions can dilute the impact and feel like 'business as usual'.

At the present time there are 6 Council Champions:

- Armed Forces Covenant;
- Arts and Culture;
- Sport and Leisure;
- Mental Health;
- Safeguarding; and
- Equality, Inclusion and Diversity

The Panel feel that recognising the role of Champions by the payment of an allowance demonstrates the Council's commitment to a specific issue and inspiring greater involvement from others.

The Independent Remuneration Panel recommend an SRA 15% of the Basic Allowance (£808.73) would be an appropriate level of remuneration.

Recommendation 4

The Independent Remuneration Panel recommend that where it is considered necessary by the Council to nominate Champions the level of remuneration should be set at 15% (£808.73) of the Basic Allowance. This allowance to be backdated to 1 June 2025.

Vice Chair of Licensing and Enforcement Committee

The Panel reviewed the attendance figures since May 2023 and the number of meetings chaired by the Vice Chair i.e. Licensing and Enforcement Sub Committees. The Panel recognised that the Licensing and Enforcement Sub Committees were quasi-judicial and by their nature dealt with complex legal technical matters. Decisions may be challenged in the Magistrates' Court.

The Panel noted that the Vice Chair of the Licensing and Enforcement Sub Committee attended the Sub Committee meetings and chairs these meetings in the absence of the Chair. The Panel feels that the level of responsibility and amount of information to be considered was on a par with the Planning Committee and supported that an SRA of 50% of the Chairs SRA be recommended for the Vice Chair of the Licensing and Enforcement Committee.

Recommendation 5

That the Independent Remuneration Panel recommend that the Vice Chair of the Licensing and Enforcement Committee SRA is paid at 50% of the Licensing and Enforcement Committee Chairs allowance (£1,754.28). This allowance to be backdated to 1 June 2025.

Independent Representative on Audit and Governance Committee

The Panel noted that an Independent Representative had recently been appointed to the Audit and Governance Committee.

The current scheme did not list this role on the SRAs payable to co-opted and independent person serving on the Audit and Governance Committee. The Panel concluded that an annual allowance should be claimable to bring this in line with similar payments claimable on the Standards Committee and Independent Remuneration Panel at £400.

Recommendation 6

That the Independent Remuneration Panel recommend that the Independent Representative on the Audit and Governance Committee should receive an allowance of £400. This allowance to be backdated to 1 June 2025.

Part 4

Benefits

Introduction

This relates to the issues highlighted in the Introduction to Part 1 of this paper (Review of the East Devon Councillors' Allowance Scheme) and more specifically to enhancing recruitment and retention, improving equality, diversity and inclusion, as well as aligning with best practice.

Background

To further support making public office more accessible, the Independent Remuneration Panel wish to consider aligning member benefits with EDDC, where appropriate.

In considering the extent to which member benefits could be aligned, it is recognised that:

- councillors are not employees of EDDC;
- some benefits e.g. sick pay, maternity pay are already included in the Councillors' Allowance Scheme; and
- councillors have no legal rights to the proposed additional benefits, which if agreed would operate on a voluntary basis.

In considering this proposal, it has been noted that locally both Exeter City Council and Devon County Council have adopted the same approach for councillors to Family Friendly Policies, incorporating Maternity, Paternity, Shared Parental and Adoption Leave.

EDDC employees currently have access to an Employee Assistance Programme (EAP), which is intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. The EAP includes assessment, short-term counselling and referral services for employees and their immediate family.

It is understood that the EAP was previously used in isolated circumstances in support of Councillors, but has now been introduced across the board.

EDDC employees also receive access to an online discount portal via the EAP, which includes LED Leisure. It is also understood that this has been introduced across the board for Councillors.

Review

Maternity, Paternity, Shared Parental and Adoption Leave and Pay

Currently Councillors are entitled to be assessed for maternity pay entitlement if they are pregnant whilst holding office. Details of the entitlement and Statutory Maternity Pay (SMP) are dependent on their earnings.

The Basic Allowance (BA) is paid during maternity leave, but not any Special Responsibility Allowance (SRA).

Sickness Leave and Pay

Councillors in receipt of any Councillors' Allowance are treated as if they were employed by the Council for the purpose of sickness absence and can claim sick pay from the Council. There are a number of conditions that allow for the payment of Statutory Sick Pay (SSP) and advice is available from Payroll Services.

Compassionate Leave

There does not appear to be any member arrangements in place for compassionate leave.

Childcare and Dependent Carer's Allowance

A childcare and dependent carer's allowance scheme was introduced on 1 April 2003. The childcare and dependent carer's allowance is set at the National Living Wage, with a maximum amount of 5 hours able to be claimed in any one day. The level of allowance is adjusted automatically in line with any adjustments made to the National Living Wage.

The allowance may only be claimed in the circumstances set out in the Local Authority (Members' Allowances) (England) Regulations 2003. This sets out that a carer for a dependent can be engaged to enable a member of council to carry out an approved duty. A carer is any responsible person who does not normally live with the member as part of that member's family.

Recommendation 7

The Independent Remuneration Panel recommend that the Councillor Scheme of Allowances is updated to include the benefits listed.

Maternity, Paternity, Shared Parental and Adoption Leave and Pay

5.1. Councillors should receive the BA and any SRA for the period of maternity leave, subject to the initial assessment mentioned above and in line with the basis of payments to EDDC employees.

5.2. Councillors should also receive the BA and any SRA for the period of paternity, shared parental and adoption leave in line with the basis of payments to EDDC employees.

5.3. Any member intending to take maternity, paternity, shared parental or adoption leave will be required to comply with the operational arrangements set down by EDDC e.g. compliance with the relevant notice requirements (both in terms of the point at which the leave starts and the point at which they return) and responding to reasonable requests for information as promptly as possible and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

5.4. Where a replacement is appointed to cover the period of leave, that person should receive a SRA on a pro-rata basis for the period of the temporary appointment.

Sickness Leave and Pay

5.5. Consistent with paying the BA/SRA during any Family Friendly Leave, EDDC should do the same for sickness absence inclusive of any Statutory Sick Pay and consistent with the employee payment period (max 6 months full pay and 6 months half pay, dependent on service).

Compassionate Leave

5.6. Consistent with sickness absence, Councillors in receipt of any Councillors' Allowance should be treated in line with employees for the purpose of compassionate leave. (The employee policy is 3 days + an optional additional 2 days where there is a bereavement except in cases of parental bereavement leave which is 2 weeks - 1 week at full pay and 1 week statutory pay. 3 days paid leave is also paid where a dependent requires special care due to a very serious or terminal illness, with further leave without pay agreed at management discretion.)

Childcare and Dependent Carer's Allowance

5.7. In addition to the formalised Childcare and Dependent Carer's Allowance, Councillors in receipt of any Councillors' Allowance should be treated by the Council

in line with an employee for fostering purposes. (The employee policy is up to 5 days paid fostering leave per year.)

Summary of Recommendations

Recommendation 1 – Councillors Allowance Scheme

That East Devon District Council adopt the revised Councillors Allowance Scheme (attached as Appendix 1).

Recommendation 2 – Parish Allowance Scheme

Basic Allowance

The Parish Remuneration Panel recommend a parish basic allowance should be available to all parish chairs and members.

The Parish Remuneration Panel recognise that the previous setting of allowances only at the 10% and 7% level of the East Devon District Council members basic allowance may act as a barrier to more parishes agreeing allowances. Accordingly and in common with other Parish Remuneration Panels the Parish Remuneration Panel recommend the parish basic allowance should take a tiered approach principal based on population size as a significant driver of complexity and time commitment as follows:

Tier	Population	Percentage of EDDC Basic Allowance Chair	Percentage of EDDC Basic Allowance for Members	Allowance Chairs	Allowance for Members
1	5,000+	10%	7%	£539.15	£377.40
2	1,000 – 4,999	6%	4%	£323.49	£215.66
3	500 – 999	4%	2%	£215.66	£107.83
4	1 – 499	2%	1%	£107.83	£53.91

The parish basic allowance should increase annually in line with the basic allowance of members of East Devon District Council on 1st June each year.

A member may, by giving notice in writing to the proper officer of the authority, elect to forgo their entitlement or any part of their entitlement to allowances.¹

Travel and Subsistence

The Independent Remuneration Panel recommend the HMRC agreed travel rates for parish members should continue to be aligned to those of East Devon District Council staff and members.

Recommendation 3 - Assistant Portfolio Holders

That the Independent Remuneration Panel recommend that where it is considered necessary by the Council to introduce assistants within portfolio areas the level of remuneration should be set at 25% of the Basic Allowance (£1,347.87). To be backdated to 1 June 2025.

Recommendation 4 - Councillor Champions

That the Independent Remuneration Panel recommend that where it is considered necessary by the Council to nominate Champions the level of remuneration should be set at 15% of the Basic Allowance (£808.73). To be backdated to 1 June 2025.

Recommendation 5 – Licensing & Enforcement Committee Vice Chair SRA

That the Independent Remuneration Panel recommend that the Vice Chair of the Licensing and Enforcement Committee SRA is paid at 50% of the Licensing and Enforcement Committee Chairs allowance (£1,754.28). To be backdated to 1 June 2025.

Recommendation 6 – Audit and Governance Committee Independent Person

That the Independent Remuneration Panel recommend that the Independent Person appointed to the Audit and Governance Committee is paid an annual SRA of £400. To be backdated to 1 June 2025.

Recommendation 7 – Benefits

That East Devon District Council adopts the same approach for council and parish members as that applied to employees, for Family Friendly Policies (incorporating maternity, paternity, shared parental and adoption leave) and to include reference to these policies in the Councillor Scheme of Allowances for East Devon District Council.

Likewise, the approach to sickness and compassionate leave should operate in the same way as employees.

In addition to the provisions of the Childcare and Dependent Carer's Allowance, Councillors should be treated in line with employees for fostering purposes.

¹ Section 32, Local Authorities (Members' Allowances) (England) Regulations 2003

Any revisions to the EDDC employee policies to reflect legislative changes from time to time should, in the same way, apply to Councillors.

Appendix 2

Councillors Allowance

Scheme 2025/2027

[Approved x]

[February 2025]




Contact details

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To request this information in a different
format or language phone (insert number)
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Councillors Allowance Scheme

1. Introduction

The Council's Scheme provides for payment of:

A Basic Allowance (BA), a flat rate payable to each Councillor;

- A Special Responsibility Allowance (SRA) for councillors undertaking special responsibilities as defined by the Council;
- A Carer's Allowance (CA) to reimburse expenditure incurred by councillors (a) in providing child care arrangements and (b) on professional care for elderly, sick or dependent relatives to enable them to undertake approved duties; and
- Travel Allowances and Subsistence Allowances for councillors undertaking approved duties.

GENERAL POINTS

The term councillor in these notes means an East Devon District Council Councillor.

Councillors have the option of not claiming all or part of an allowance. The Director of Finance must be notified in writing if a councillor wishes to pursue this option.

Where the councillor's term of office or appointment to a post qualifying for SRA begins or ends during the financial year, they are entitled to the appropriate proportion of the annual payment.

In the case of a Council election year, all positions/posts held by councillors on the Council (including posts qualifying for SRA) remain valid until the day of the Annual Meeting of the Council (the first meeting of the new Council following the election) and therefore councillors holding those posts will continue to receive allowances. This is until a replacement is appointed unless the post holder ceases to be a Councillor in which case any appointment is invalid from that point and any associated allowance payment will cease.

All enquiries relating to councillors allowances should be made to the Democratic Services Team by emailing democraticservices@eastdevon.gov.uk

2. The Local Authorities (Councillors' Allowances) (England) Regulations 2003 requires councils to establish and maintain an Independent Remuneration Panel which will broadly have the function of providing the authority with advice on its scheme of allowances and the amounts to be paid. Local authorities must have regard to this advice.

3. Basic Allowance (BA)

A BA of £5,391.50 per annum has been approved for 2024/2025 and will be paid to all councillors in monthly instalments.

Definition of BA: BA recompenses councillors for time devoted to their work as a councillor, and is intended to cover:

- Constituency and community duties, including the use of the councillors home;
- Dealing with correspondence – single councillor duties
- Attendance at single party/political meetings
- Attendance at formal meetings of the Council (including travelling time to and from meetings)
- Attendance at seminars, conferences and training sessions
- Attendance on outside bodies as a Council representative; and
- Other incidental costs, for which no other specific provision is made.

The annual sum for 2024/2025 is based on comparator data from comparable district councils and the BA should increase each year on the 1st May in line with the average of the agreed National Joint Council Pay Award for staff. This index should be reviewed every 4 years.

4. Special Responsibility Allowances (SRA)

SRA is:

- Paid to councillors who are elected or appointed to positions of special responsibility on the Council;
- Allocated on the basis of degree of responsibility and upon a perceived call on councillors time as agreed by the Council;
- Paid in addition to the BA which the councillor continues to receive; and
- Paid in monthly instalments for as long as the councillor has the responsibility.

5. SRA's are paid effective 1st of June following the annual May meeting, SRA should increase each year on 1st June in line with the average of the agreed National Joint Council Pay Award for staff. This index should be reviewed every 4 years.

6. Where a Councillor, with the agreement of the Leader of the Council, is acting in a capacity of a cabinet or portfolio holder for a significant period due to the incumbent being absent through sickness or extended leave of absence, that individual should, if not in receipt of a SRA, be paid the full agreed amount of the incumbent SRA. If they are already in receipt of an SRA and continue to receive it, they should receive 50% of the SRA for that new post/responsibility.

SRA payments cover:

- Individual and collective decision making and service responsibilities of Cabinet Councillors;
- Policy review and development activity;
- Meetings with officers;
- Attendance at Blackdown House and other Council premises to undertake official council business;
- Meetings with fellow Chairs or decision makers and other single party meetings;
- Dealing with correspondence;
- Visits directly connected to the performance of an SRA duty e.g. official openings, familiarisation/fact finding visits;
- Press meetings; and
- Any other official council business carried out by the councillor in the role.

A full list of the posts approved for SRA is attached at Appendix 1. This Appendix sets out the payments for 2024/2025.

The maximum number of Cabinet Councillors who can receive an SRA is 10 – in accordance with the legislation which prescribes a maximum of 10 Councillors for a local authority executive/cabinet.

7. The Chair of the Strategic Planning Committee does not attract a special responsibility allowance because the position is undertaken by the Portfolio Holder for Strategic Planning, which already is in receipt of a special responsibility allowance.

8. Co-optees

Co-opted Councillors to East Devon District Council committees are entitled to be paid an allowance and reasonable expenses see table above.

The co-optees allowance should increase each year on the 1st May in line with the average of the agreed National Joint Council Pay Award for staff. This index should be reviewed every 4 years.

All co-opted Councillors may claim travel and subsistence for approved duties at the same rate as elected councillors, as may non-elected representatives appointed to outside bodies by the Council.

A Financial Loss allowance (FLA) may be paid to co-opted Councillors (and to non-elected representatives appointed to outside bodies) for loss of earnings and expenses incurred by them in the performance of any approved duty. Such loss of earnings would normally be supported by a certificate supplied by the employer or such other evidence as to enable the loss of earnings to be determined.

9. Housing Review Board - Two independent representatives and five tenant representatives who are entitled to an allowance plus expenses.
10. Standards Committee - Four co-optees and two independent persons entitled to an allowance plus expenses.
11. Independent Remuneration Panel - Five independent persons entitled to an allowance plus expenses.
12. Arts and Culture Forum - Councillors of joint body are entitled to claim expenses only.
13. Audit and Governance Committee – Two independent persons entitled to an allowance plus expenses.

14. Travelling Allowances (TA):

Can only be claimed for an approved duty, or for any duty covered by a special responsibility payment and for normal allowable journeys.

Is claimed monthly on the councillors claim form and receipts, including fuel VAT receipts, should be submitted to support expenditure.

Is payable at the rates shown in Appendix 2.

Definition of normal allowable journey

The normal allowable journey (for which mileage can be reimbursed) is from a councillor's home to council offices and then back again. Council offices will normally be Blackdown House but could relate to any building where a Councillor is undertaking an approved duty under the Scheme, including for example, attending a parish meeting.

The mileage that Councillors can claim for is the actual additional mileage as a result of council business that the councillor incurs on any journey. The maximum the councillor can claim for is the normal allowable journey mileage.

TA – further information:

Train fares are reimbursed at 2nd class rate.

NB – Councillors who are aged over 60 and who regularly use the train for Council business may reclaim the costs of Senior Rail Card.

The car mileage rate may be claimed for any journey, providing the following criteria can both be met:

- Travel by car represented the best option in order to undertake the approved duty.
- Travel car could be justified on cost grounds.
- In all other cases, payment will be made at the public transport rate.

A cycle allowance is payable to councillors who use a bicycle to attend an approved duty.

It is essential that councillors minimise the need for travel wherever possible by combining trips, sharing transport, undertaking business by phone, Teams or by email.

A councillor who is claiming mileage should always bear in mind the need to be able to demonstrate that the journey was wholly and necessarily in relation to their role as a councillor.

Additional payments of 5p per person per mile are payable for passengers carried. This payment is only claimable for a passenger who would have been entitled to submit their own claim to the Council. It is not payable for passengers who are Councillors of the public or could make claims from another organisation.

Reimbursement of taxi fares may be made in exceptional circumstances. A receipt must be provided.

Reimbursement may be claimed for expenditure on tolls, ferries, parking fees etc. A receipt should be provided if available.

SUBSISTENCE ALLOWANCES (SA)

SA is:

Paid at the same rates as those paid for Officers;

Claimable for any approved duty exceeding 4 hours which spans the agreed times periods (specified in Appendix 3);

Claimable for the actual cost of the meal or the overnight expenses up to the maximum allowed;

Claimed monthly via the councillors claim form, receipts should be submitted to support expenditure;

Only claimable for meals or overnight expenses for approved duties/SRA duties undertaken outside of East Devon;

Not claimable if a meal is provided by a host free of charge;

Only claimable for a councillors own meal. There is no provision in the scheme for reimbursing claims for hospitality for other people; and

Reimbursed at the rates shown in Appendix 2.

NON-CLAIMABLE DUTIES

- For the avoidance of doubt, the following duties are not approved for the purpose of claiming Travel Allowances and Subsistence Allowances:
- Single councillor duties except where the Scheme provides otherwise.
- Attendance at single party meetings e.g. groups meetings, except where the Scheme provides otherwise.
- Constituency meetings and duties.
- Duties relating to outside organisations that are not committee, subcommittee or working group meetings e.g. book launches, openings etc.
- Attendance at party political conferences.

- Social functions including religious meetings/church services.
- Acting as governors of primary or secondary schools.
- Where an outside body to which the councillor has been appointed itself pays councillors expenses.
- Where the councillor attends an outside body but in circumstances where they have not been appointed as an official representative of the Council, i.e. appointed either by the Council or the Leader of Council.

15. Duties qualifying for the payment of travelling allowances for Councillors of the Council. The rules for Councillors claiming travelling expenses are summarised as being under three main headings. Below is a summary of the types of allowable claims under each heading:

Attending meetings which are called by the Council:

- a) Attendance at Committees and Sub Committees – these are deemed to include Working Groups and Panels, Steering Groups, Consultative Committees, Task and Finish Groups etc.
- b) Meetings between Councillor(s) and Officers – formally arranged by the appropriate Director or Assistant Director.
- c) In connection with the purpose or discharge of the Council functions.

Carrying out duties on behalf of the Council:

- a) Site visits and public meetings – attendance at site visits and formal meetings with the public or developers with other Councillors and Officers of the Council to which the Councillor has been invited by the appropriate Director or Assistant Director.
- b) Opening ceremonies, presentation of certificates, awards, or other similar ceremonies for the purposes of carrying out the presentations etc, presentation of certificates and awards.
- c) Attendance at Planning or Other Local Inquiry – where a Councillor has been specifically requested in writing by the Chief Executive or other Chief Officer to give evidence (or prepare) on behalf of the Council.
- d) Official tours, civic days, etc. – attendance at official tours, civic or similar occasions subject to prior approval of appropriate Committee or appropriate Director or Assistant Director.
- e) Chairs and Vice Chairs – attendance by the Chairs or Vice Chairs of the Council (and the local Ward Councillor) at civic ceremonies or functions, etc.
- f) Opening of tenders – attendance at the opening of tenders when specifically requested to attend by the appropriate Councillor or the Senior Management Team.

Attending meetings of other bodies at which Councillors are representing the Council:

- a) Joint meetings between the Council, other local authorities and other bodies subject to such meetings being approved in advance by Committee or the appropriate Director or Assistant Director.
 - b) Conferences, seminars, etc. – attendance at seminars, courses, “teach-ins”, or similar occasions subject to the approval of the appropriate Committee or appropriate Director or Assistant Director in consultation with the Chair of the Committee.
 - c) Outside bodies – attendance at formal meetings of outside bodies as an elected representative of the Council, the subject of which has received Council Approval as being further to the interests on the functions of the Council or local government generally.
 - d) Other – in those circumstances where a is satisfied that had time permitted the Council would have authorised the attendance of a Councillor at a meeting or a function, the purpose of which is related to a function or duty of the Council, provided such approval is given in advance of duty being undertaken.
17. For all other meetings and duties, for example, meetings with constituents, attending Parish Council meetings as elected Councillors of wards, no travelling expenses may be claimed.
18. Councillors **can** claim for attending Parish Council meetings in their Ward if they are not Councillors of that Parish Council.
22. Where travel by air is the only effective means of travel or produces sufficient savings in time and/or other allowances, the rate shall not exceed the cheapest fare available.

23. Parental Leave and Carers Allowance

Parental Leave

Parental Leave refers to the period of absence taken by an elected Councillor following the birth or adoption of a child.

- a) Councillors are entitled to up to 52 weeks Maternity/Adoption leave and must notify their intention and the date on which the leave will commence in the same way as paid employees.
- b) The Council will ensure that Councillors on Parental Leave are aware of the requirements under section 85 of the Local Government Act 1972 to attend at least one meeting in any six month period, and are aware of which

meetings are qualifying meetings and the process by which they may apply for dispensation, following which the Council may exercise its right to waive expulsion if non presence relates to Parental Leave being a reason approved by the authority before the expiry of the six month period.

- c) Absences from Council meetings during any period of Parental Leave will be noted as such, rather than being attributed to general absence.
- d) During Parental Leave councillors will continue to receive the Basic Allowance without deduction but any Special Responsibility Allowance will be reduced over time, as follows:
 - i. For the first 6 weeks; 90% of the normal SRA will be paid.
 - ii. For weeks 7 to 18, 50%.
 - iii. For weeks 19 to 52, 0%
- e) Where Councillors have made Shared Parental Leave arrangements, the Council will make every effort to replicate such arrangements in terms of leave from the Council.
- f) The Council will facilitate any arrangements made by relevant councillors which allow for the case work of a councillor on Parental Leave to be completed by a ward colleague or another Councillor of the relevant council group.
- g) The Council will ensure that councillors have access to adequate IT provision to allow them to work from home whilst on Parental Leave and upon returning to their role, and will explain, at the start of the Parental Leave, the staying in touch arrangements put in place for that councillor.
- h) The Council will facilitate any arrangements made by relevant councillors which allow for the case work of a councillor on Parental Leave to be completed by a ward colleague or another Councillor of the relevant Council Group.

24. Where another Councillor takes on the Special Responsibilities of a councillor on Parental Leave, that councillor will receive the SRA in accordance with the Council's usual policies.

25. Councillors shall be entitled to take 2 weeks Paternity Leave if they are the biological father or nominated carer of their partner/spouse.

26. **Carers' Allowance**

The Scheme provides for the payment (by way of reimbursement) of expenditure incurred by councillors:

In arranging child care; and

On professional care for elderly, sick or dependent relatives to enable them to undertake approved duties. (Please note that these payments are not covered by

any special exemptions for taxation purposes. They are treated as emoluments (remuneration) of the office and are taxed accordingly).

Expenditure on child care is reimbursed in accordance with the following requirements:

Payments are restricted to registered childminders (other than a close relative) and other statutory approved child care providers who are not related to the councillor;

Payments are restricted to the care of children up to their 14th birthday who normally reside with the councillor; and

No payments are made in respect of the care of children of compulsory school age during school hours except where the child is absent from school due to illness.

Care of dependents

The reimbursement of expenditure on professional care for an elderly, sick or disabled dependant, including children with complex needs (of any age), normally residing with the councillor, to undertake approved duties, is subject to payment being restricted to agencies or persons qualified to provide the care, other than close relations.

General Conditions

The following conditions apply to both child care and care of dependents:

Payments are made on the basis of the reimbursement of actual expenditure incurred up to a maximum of three times the prevailing national wage hourly rate for someone aged 25 or over;

Councillors must support their claims with receipts showing they have incurred expenditure in accordance with the scheme;

Qualifying meetings be restricted to those defined as an approved duty as set out in the Scheme of Councillors' Allowances; and

That neither the councillor nor the person being cared for receives any allowance for car from any other source.

27. A child care and dependant carer's allowance scheme was introduced on 1 April 2003. The child care and dependant carer's allowance is set at the National Living Wage, with a maximum amount of 5 hours able to be claimed in any one day. It may only be claimed in the circumstances set out in the Local Authorities (Councillors Allowances) (England) Regulations 2003 which is essentially when a carer for a dependant has been engaged to enable a Councillor of the Council to carry out an approved duty. A carer will be any responsible person who does not normally live with the Councillor as part of that Councillor's family.

28. **Payment of Allowances**

Basic Allowance and Special Responsibility Allowance are paid automatically after completion of initial details.

Carer's Allowance, Subsistence Allowance and Travel Allowance must be claimed on the Councillor Electronic Claim Form for allowances.

Claims must be submitted monthly to Payroll by 10th of the month to meet payroll deadlines.

All claims and fixed entitlements are paid together on the 25th working day of that month.

Late claims will result in late payments unless notification is given in advance. Claims older than 2 months will be referred for approval to pay to the Finance Director, in consultation with the Leader and appropriate Cabinet Councillor, and payment may be delayed or refused unless there is good cause for the lateness. Claims older than 3 months will not be reimbursed.

A master copy of the councillors electronic claim forms can be obtained from the Democratic Services Team by phoning or emailing democraticservices@eastdevon.gov.uk

Allowance must not be claimed where the Councillor is entitled to receive payments from another body.

To cater for changes in circumstances that occur during the year and to ensure that no individual cases of exceptional hardship are experienced, the Director, in consultation with the appropriate Cabinet Councillor, can temporarily agree SRA's for individual councillors as considered necessary. Any claim over 3 months old will be rejected.

Payment of Claims

Payments are made through the council's computerised salaries and wages system to assist with the deduction of income tax and national insurance.

An advice slip is provided giving details of allowances paid; an email address must be provided to enable this to be sent electronically.

Payment will be made direct to a bank or building society account.

Tax and National Insurance

BA's, SRA's and CA are taxable and are subject to national insurance.

Councillors should complete the Tax Details declaration on the Council's Personal Information form which will be completed to enable payroll records to be set up. Alternatively, a recent P45 if available can be supplied. Once the payroll record is set up, HMRC will provide the Council with tax code changes automatically.

Details of meals paid for are given to HMRC who may adjust individual personal tax codes as a result.

Mileage rates are in accordance with limits set within the HMRC's Fixed Profit Scheme.

The Council's Payroll team will automatically cease the deduction of employees NI, if a councillor is of State Pension Age.

Married women, who have remained in the same marriage, who opted into the reduced rate NI scheme prior to April 1977 may be entitled to pay reduced rate NI. The exemption card should be provided to the Council.

For further information please contact the Democratic Services Team email: democraticservices@eastdevon.gov.uk

Councillors Allowances and Benefits

Councillors who receive Universal Credits or any other benefits should note that the allowances received for their role as a Councillor are likely to be taken into account when calculating any benefits due. Councillors are advised to contact the relevant Benefits office.

29. Statutory Sick Pay

Councillors who are unwell and unable to attend scheduled meetings should advise Democratic Services of the first and last day of their sickness. This will be notified to Payroll. If the absence exceeds 3 days, and earnings have met the required National Insurance threshold, Statutory Sick Pay will be paid. Please note that councillors who receive a monthly allowance will not receive Statutory Sick Pay on top of this allowance, instead it will be offset against the normal payment.

30. Any Councillor who claims Councillors' allowances will be treated as employed by the Council for the sole purposes of this Act (but not otherwise) and can claim sick pay from the Council. There are several conditions that allow for the payment of statutory sick pay. You must have earnings that exceed the lower earnings limit and have been off sick for more than 4 continuous days on Council business.
31. To comply with this scheme, a Councillor must notify illness on the first day, but in any event not later than the fourth day and on the eighth day produce a doctor's note. Sick payments will be made by the Council for a period of 28 weeks, thereafter by the Department of Work and Pensions.
32. Further advice concerning the payment of statutory sick pay is available from Payroll Services.

33. **Maternity Pay and Leave**

Statutory Maternity Pay (SMP), Maternity Allowance, Paternity Pay (PP), Adoption Pay and Shared Parental Pay (SPP) and Leave Entitlements

Councillors are entitled to claim statutory payments for family absence if they meet the required statutory criteria. Time off will also apply. Councillor not entitled to SMP may be entitled to maternity allowance. This is a benefit and is claimed via MA1 Claim form that can be found on the .GOV website. Councillors wishing to claim statutory payments and leave for maternity, paternity or shared parental absence should advise Democratic Services who will ensure that the Payroll Team notify the councillor of their entitlements and the requirements of the allowance being claimed.

It should be noted it is a legal requirement that you do not go longer than 6 months without attending a meeting of the Council (or any of its committees or sub-committees) from the date of the last meeting you attended. If you are not going to be able to attend a meeting for over 6 months, then you will need to obtain the approval of the Proper Officer prior to the 6-month period elapsing. A failure to do so will mean that you cease to be a Councillor of the Council.

34. **Backdating of Allowances**

Where there is an amendment made to the Scheme of Allowances, that amendment may be applied retrospectively by the Council to the beginning of the financial year.

Where a councillor takes on duties entitling them to a different level of allowances, the new entitlement may be applied retrospectively to the date the changes were effective from.

Appendix 1

Special Responsibility Allowances are as follows:

Councillor Role	Allowance £
Leader of Council	14,838.93
Deputy Leader of Council	5,051.20
Portfolio Holder Economy and Assets	7,082.75
Portfolio Holder Sustainable Homes and Communities	7,082.75
Portfolio Holder Tourism, Leisure, Sport and Culture	7,082.75
Portfolio Holder Democracy, Transparency and Communications	7,082.75
Portfolio Holder Environment - Operations	7,082.75
Portfolio Holder Place, Infrastructure & Strategic Planning	7,082.75
Portfolio Holder Council, Corporate Co-ordination & External Engagement	7,082.75
Portfolio Holder Environment – Nature & Climate	7,082.75
Portfolio Holder Finance	7,082.75
Assistant Portfolio Holder Tourism, Sport, Leisure & Culture	1,347.87
Assistant Portfolio Holder Sustainable Homes and Communities	1,347.87
Assistant Portfolio Holder Environment – Operations	1,347.87
Assistant Portfolio Holder Environment – Nature & Climate	
Leader of the Opposition	5,051.20
Deputy Leader of the Opposition	1,945.45
Chair of Council	9,814.38
Vice Chair of Council	3,776.10
Chair of Audit and Governance Committee	2,524.56

Chair of Licensing and Enforcement Committee	3,508.56
Vice Chair of Licensing and Enforcement Committee	1,754.28
Chair of Planning Committee	7,767.45
Vice Chair of Planning Committee	3,891.93
Chair of Housing Review Board	3,891.93
Chair of Overview Committee	3,891.93
Chair of Scrutiny Committee	3,891.93
Councillor Champions	808.73
Housing Review Board	550.00
Standards Committee	400.00
Independent Remuneration Panel	400.00
Audit & Governance Committee	400.00

Appendix 2

LIST OF APPROVED DUTIES

Attendance

At formal meetings of the Council including Committees, the Cabinet, Committees and Sub Committees, and any other authorised meeting of these bodies or organised by these bodies.

At ad-hoc formally constituted Working Groups/Panels (e.g. scrutiny task and finish groups) where named councillors of the body or formally invited to participate.

At Blackdown House or other Council premises for a meeting with either a councillor in receipt of an SRA or an Officer for the purpose of discussing matters relating to Council business in which it is reasonable to expect the councillor to have an interest

As the Council's named representatives on bodies to which the Council makes appointments except where the body itself pays allowances to the Council's representatives. The approval relates to meetings of the body itself, its standing committees/sub committees but not to other activities of the body.

At a meeting of any body that the Council is required to, or has agreed to, provide Council attendance at, acting as the Council's nominee or representative.

At local briefing meetings at the invitation of an officer of the council provided that the Councillors of at least two political groups have been invited.

At a formal meeting of a Town or Parish Council where not a Councillor of that Council, where formally invited to attend or where the councillor has a specific interest in any/all of the business on the agenda.

At conferences where the Council has agreed to meet the conference fees or where the councillor agrees to meet the conference fees.

At councillor induction, learning and development events/sessions organised by the Council.

At up to 12 single party officer briefing/training events per year.

Attendance at any civic or ceremonial event at the specific invitation of the Chair of Council.

Appendix 3

SUMMARY OF RATES OF ALLOWANCES FOR COUNCILLORS

Travelling Allowance

Mileage rate up to 10,000 miles 0.45p

Mileage rate over 10,000 miles 0.25p

Passenger supplement (5p per person per mile)

Motorcycle 0.24p

Bicycle Allowance 0.20p

Subsistence Allowances

Breakfast allowance (more than 4 hours away from the normal place of residence before 11am) – up to a maximum of £6.75 for breakfast (£8.29 in London)

Lunch allowance (more than 4 hours away from the normal place of residence including the lunchtime period between 12 noon and 2pm) £9.43 for lunch (£11.82 in London)

Evening meal allowance (more than 4 hours away from the normal place of residence, ending after 7pm) £11.56 for an evening meal (£15.36 in London); provided that, for meetings such as Council or Committee meetings, meals or refreshments may be provided by the Council, including on occasions where the absence from the residence may not exceed 4 hours.

These payments only apply to duties undertaken outside of East Devon. Subsistence cannot be claimed for duties undertaken in East Devon.

Overnight absence In the case of an absence overnight from the usual place of residence, £95.00, or, for such an absence overnight in London or an annual conference of the Local Government Association or such other association of bodies as the Secretary of State may designate, £125.00. The cost for overnight accommodation above these limits will not be reimbursed but the Councillor is entitled to pay the difference.

All claims should be backed up with receipts.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Motion on Notice – Emergency services

Report summary:

The constitution provides that members of Council may submit written notice of motions for debate at Council. A motion must be signed by the proposer and seconder and at least 3 members and submitted not later than 10 clear days before the date of the meeting.

Motions must be about matters for which the council has a responsibility, or which affect East Devon District Council and will be listed on the agenda in the order in which notice received.

Motions for which notice has been given will be listed on the agenda in the order in which notice was received unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Motion on Notice – Fire Rescue Services is debated and determined by Council.

Reason for recommendation:

The constitution makes provision for motions on notice to be debated and decided by Council.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

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

The impact is low as this report is dealing with the submission of motions on notice. Any work undertaken following the consideration of the motion on notice would be subject to an equalities impact assessment being undertaken.

Climate change Low Impact

Risk: Low Risk; A risk assessment would need to be completed on any works or further investigations resulting from the motions of notice.

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

Motion 1: Emergency services

Proposed by: Cllr Stuart Hughes

Seconded by: Cllr Colin Brown

Motion signed by: Cllrs Aurora Bailey, Brian Bailey, Iain Chubb, Mike Goodman, Jenny Brown

For nearly three decades, trained firefighters have worked alongside ambulance services to provide critical, lifesaving assistance to patients experiencing medical emergencies. Their swift intervention has saved countless lives, ensuring communities receive prompt professional care when ambulance crews are delayed or unavailable.

This Council:

1. Recognizes the vital role fire service co-responders have played in supporting emergency medical incidents, especially in isolated areas.
2. Acknowledges widespread concerns from fire stations, emergency personnel, and residents regarding the impact of this decision on community safety.
3. Calls on SWAST and Devon & Somerset Fire and Rescue Service to reconsider this phase-out and explore alternative solutions that preserve co-responders' role alongside Community First Responders.
4. Requests that the Chief Fire Officer and SWAST leadership provide a full assessment of how this change will affect response times and public safety.
5. Urges the relevant authorities to engage with councils and local communities to ensure transparency and accountability in future emergency response planning.

Resolution:

This Council formally requests a review of the decision and will write to SWAST, Devon &

Somerset Fire and Rescue Service, and Cornwall Fire and Rescue Service, seeking clarity on how emergency response standards will be maintained following the removal of fire service co-responders.

Financial implications:

To be confirmed, subject to the outcome of the consideration on the Motion on Notice.

Legal implications:

The motions on notice have been submitted in accordance with the Part 4 of the Council's Constitution – Rules of Procedure 10.1 Notice: Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Motion on Notice – Inclusion of care homes and hotel accommodation in flood risk assessments

Report summary:

The constitution provides that members of Council may submit written notice of motions for debate at Council. A motion must be signed by the proposer and seconder and at least 3 members and submitted not later than 10 clear days before the date of the meeting.

Motions must be about matters for which the council has a responsibility, or which affect East Devon District Council and will be listed on the agenda in the order in which notice received.

Motions for which notice has been given will be listed on the agenda in the order in which notice was received unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Motion on Notice – inclusion of care homes and hotel accommodation in flood risk assessments is debated and determined by Council.

Reason for recommendation:

The constitution makes provision for motions on notice to be debated and decided by Council.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

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

The impact is low as this report is dealing with the submission of motions on notice. Any work undertaken following the consideration of the motion on notice would be subject to an equalities impact assessment being undertaken.

Climate change Low Impact

Risk: Low Risk; A risk assessment would need to be completed on any works or further investigations resulting from the motions of notice.

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

Motion 2: Inclusion of care homes and hotel accommodation in flood risk assessments.

Proposed by Cllr Stuart Hughes

Seconded by Cllr Geoff Jung

Motion signed by: Cllrs Aurora Bailey, Brian Bailey, Iain Chubb, Mike Goodman, Jenny Brown, Colin Brown, Paul Hayward, Yehudi Levine, Tim Dumper, Del Haggerty, Bethany Collins, Charlotte Fitzgerald, Matt Hall, Anne Hall, Olly Davey, Paula Fernley, Marcus Hartnell, Joe Whibley

As part of East Devon's work on Coastal Protection Schemes, care homes housing a significant number of vulnerable residents, plus important hotel accommodation are assessed as commercial properties. Unfortunately the current flood risk assessment models' classification means only individual dwellings count towards substantial grant funding yet care homes and hotel accommodation are classed as commercial properties and are subject to far less beneficial funding.

To ensure a comprehensive and a more accurate assessment, the Council urge the Government, through Defra & the Environment Agency, to formally classify both care homes and hotels as dwellings in calculations for flood defence funding and coastal protection schemes. This adjustment would better reflect community vulnerability, improve resource allocation, and strengthen long-term resilience planning for East Devon and beyond.

Therefore the Council calls on Defra and the Environment Agency to review this oversight and incorporate care homes and hotels as a distinct category in future flood risk strategies.

Financial implications:

To be confirmed, subject to the outcome of the consideration on the Motion on Notice.

Legal implications:

The motions on notice have been submitted in accordance with the Part 4 of the Council's Constitution – Rules of Procedure 10.1 Notice: Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Motion on Notice – Communication Workers Union – design and positioning of letterboxes

Report summary:

The constitution provides that members of Council may submit written notice of motions for debate at Council. A motion must be signed by the proposer and seconder and at least 3 members and submitted not later than 10 clear days before the date of the meeting.

Motions must be about matters for which the council has a responsibility, or which affect East Devon District Council and will be listed on the agenda in the order in which notice received.

Motions for which notice has been given will be listed on the agenda in the order in which notice was received unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Motion on Notice – Support for the work of the Communication Workers Union in relation to the design and positioning of letterboxes is debated and determined by Council.

Reason for recommendation:

The constitution makes provision for motions on notice to be debated and decided by Council.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

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

The impact is low as this report is dealing with the submission of motions on notice. Any work undertaken following the consideration of the motion on notice would be subject to an equalities impact assessment being undertaken.

Climate change Low Impact

Risk: Low Risk; A risk assessment would need to be completed on any works or further investigations resulting from the motions of notice.

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

Motion 3:

Proposed by Cllr Peter Faithfull

Seconded by Cllr John Heath

Motion supported by: Cllrs Bethany Collins, Jenny Brown, Geoff Jung, Chris Burhop

This Council will actively support the work of the Communication Workers Union in relation to the design and positioning of letterboxes.

As a planning authority we are in a unique position to influence the fitting of letterboxes to reduce the risk of harm to our postal and delivery workers. The CWU have, for a long time, been campaigning for a ban on low-level letterboxes. The two main causes of injury in relation to low-level letterboxes are back injuries and dog bites. I therefore request that this council work in a number of ways to support the campaign of the CWU.

1. That we actively discourage low-level letterboxes on new build homes.
2. We actively promote discouraging low-level letterboxes on replacement doors.
3. That we will show our support of the CWU campaign to our two Members of Parliament.

Along with the main campaign about low-level letterboxes, we will discourage the use of poor designed letterboxes that can often include sharp edges and overly powerful springs, that can often cause minor injuries in the form of cuts and bruises.

Financial implications:

To be confirmed, subject to the outcome of the consideration on the Motion on Notice.

Legal implications:

The motions on notice have been submitted in accordance with the Part 4 of the Council's Constitution – Rules of Procedure 10.1 Notice: Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting.



Report to: **Council**

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Motion on Notice – Newton Poppleford Settlement Boundary

Report summary:

The constitution provides that members of Council may submit written notice of motions for debate at Council. A motion must be signed by the proposer and seconder and at least 3 members and submitted not later than 10 clear days before the date of the meeting.

Motions must be about matters for which the council has a responsibility, or which affect East Devon District Council and will be listed on the agenda in the order in which notice received.

Motions for which notice has been given will be listed on the agenda in the order in which notice was received unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Motion on Notice –Newton Poppleford settlement boundary is debated and determined by Council.

Reason for recommendation:

The constitution makes provision for motions on notice to be debated and decided by Council.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

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

The impact is low as this report is dealing with the submission of motions on notice. Any work undertaken following the consideration of the motion on notice would be subject to an equalities impact assessment being undertaken.

Climate change Low Impact

Risk: Low Risk; A risk assessment would need to be completed on any works or further investigations resulting from the motions of notice.

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

Motion 4: Newton Poppleford Settlement Boundary

Proposed by Cllr Chris Burhop

Seconded by Cllr Paul Hayward

Motion supported by: Cllrs Stuart Hughes, Colin Brown, Yehudi Levine, Ben Ingham, Ian Barlow, Jess Bailey

At the Strategic Planning Committee (SPC) meeting of 22nd November 2024 when settlement boundaries were discussed, the SPC minutes record the following in relation to Newton Poppleford's proposed settlement boundary;

"Newton Poppleford – raising the issue of consistency, concern was raised on the proposed Settlement Boundary in that the area described as excluded in stage 2 on the map should be included. Road safety concerns were also raised. A proposal to support the report recommendation failed. Therefore, a proposal to have the settlement boundary as the area shown as Stage 2 with the inclusion of area adjacent to Exmouth Road was supported."

Recommendation (f) of that minute went on to state "Newton Poppleford – that the Settlement Boundary be drawn as including Stage 2 plus area adjacent to Exmouth Road, with the exact boundary to be drawn by officers for delegated approval by the Assistant Director and the Chair of Strategic Planning Committee."

Whilst the thought process given at the time of expanding the settlement boundary to "make the settlement boundary more even over the geographical area of the village" was on the face of it understandable, the discussion, which excluded the District Councillor for the village, ignored the fact that all of the village's amenities are located to the Eastern end of the village, which is why historically the settlement boundary was set to expand only to include the two proposed development sites Newt 04 and Newt 05 to the East of Exmouth Road, per officers' recommendation.

The revised boundary, attached as a file to this motion, was presented at the subsequent SPC on 11th December at which I spoke in respect of the errors in the thoughts about expanding the settlement boundary to the West of Exmouth Road, namely that the lack of footpath provision makes expansion on the Western side of Exmouth Road inaccessible. This debate is covered in pages 6 & 7 of the minutes (minute 249). They record that “During discussions some members concurred that unless the footpath was installed the western side of the village would be unsafe and there was nothing to confirm at this stage that the footpath would happen. It was suggested that a condition could be imposed to ensure that no development could take place until there was a suitable footpath”.

However legal advice obtained at that meeting confirmed that no decision taken by a committee of the council could be moved within 6 months of the original decision unless the motion to amend is signed by 15 or more councillors. In other words errors identified in any council condition need 25% of the council to sign up to an amendment at full council in order to be corrected. I resolved to draw up such a motion to propose a correction.

Subsequent to the meeting I was told by the Chair of the SPC that, as the plans had now been submitted for Regulation 19 consultation, then again they could not be amended until the consultation ended. I have requested that the proposed amendment be included in the agenda of the Strategic Planning Committee of 8th July however the published agenda did not include this proposal.

I therefore submit the following motion to full council;

Motion

The settlement boundary for Newton Poppleford submitted in the Regulation 19 Consultation in the Draft Local Plan contained a material error and should now be amended per the proposed map, being officers' original recommendation.

Financial implications:

To be confirmed, subject to the outcome of the consideration on the Motion on Notice.

Legal implications:

The motions on notice have been submitted in accordance with the Part 4 of the Council's Constitution – Rules of Procedure 10.1 Notice: Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting.

Report to: Council

Date of Meeting 16 July 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Planning Committee – Vice Chair of Committee

Report summary:

This report sets out a request from the Democratic Alliance Group to change their nomination to the position of Vice Chair on the Planning Committee from Councillor Sarah Chamberlain to Councillor Eileen Wragg.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

1. That Council approve the appointment of Councillor Eileen Wragg as Vice Chair of the Planning Committee.

Reason for recommendation:

Council is responsible to deal with any requests to make changes to the positions of Chair and Vice Chair of committees following notification from the Democratic Alliance Group.

Officer: Andrew Melhuish, Democratic Services Manager (andrew.melhuish@eastdevon.gov.uk)

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

Financial implications:

A Special Responsibility Allowance is payable to the Vice Chair of Planning Committee and this can be met from within existing budgets.

Legal implications:

Decision taken is in accordance with the Council's Constitution and Scheme of Delegation.

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; .

Links to background information None

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 to: Council

Date of Meeting 16 July 2025

Heading/Title: Appointment of Independent Person to serve on the Housing Review Board

Cabinet Member(s): Corporate, Council Co-ordination and External Engagement

Director/Assistant Director: Director for Governance

Author and Directorate: Andrew Melhuish (Governance Directorate)

Contact Details andrew.melhuish@eastdevon.gov.uk

Key decision No

If a Key Decision has it appeared on Forward Plan No

Document classification: Part A Public Document

Exemption applied: None

1. Background

- 1.1 This report sets out details of the recruitment process for the appointment of and Independent Person to serve on the Housing Review Board. The appointments aim to ensure that the voices of tenants are heard and considered in the board's decision-making processes.
- 1.2 The Housing Review Board is one of the Overview and Scrutiny Committees and will consider matters relating to the Council's landlord and housing management functions. The Board will advise the Council's Cabinet on housing policy and operational practice, where this affects the Council's tenants and leaseholders. The Board will keep under review the housing stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock.

2. Recommendations/Decision

- 2.1 That Council appoints Wang Tian to serve as an Independent Person on the Housing Review Board until 30 April 2029.

3. Reasons for Recommendations/Decision

- 3.1 To meet the requirements of the Council's Constitution for the appointment of representatives on the Housing Review Board.
- 3.2 All appointments are subject to Council approval and non-councillor Board members will serve for a maximum of eight years, subject to annual reappointment by the Council, with the objective that every four years one quarter of the non-councillor members will stand down.

4. Options

- 4.1 To consider the recommendation from the interview panel to appoint Wang Tain as an Independent Person on the Housing Review Board.

5. Relevance to Council Plan/priorities

Set out how report links to the Council Plan/priorities:

- ☒ A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- ☐ A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- ☐ A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- ☒ A well-managed, financially secure and continuously improving council that delivers quality services

6. Financial Comments/Implications

- 6.1 An allowance is claimable to each Independent Person and can be met from within existing budgets.

7. Legal Comments/Implications

- 7.1 The legal issues are dealt with in the body of the report. The proposals set out in this report comply with the Council's Constitution.

8. Risk Implications

Activity/ plant/ materials etc	List significant hazards	People at risk	Assessment of Risk			Existing controls e.g. Safety procedures	What further action Is required to control/mitigate the risk?
			*Impact 1-4	*Likeli hood 1-4	Risk Score		
Appointm ent of and independ ent represent ative on the HRB	None.	None.	1	1	2	Advertisemen t and job role	None.

*Impact – Major = 4 Serious = 3 Significant = 2 Minor = 1

*Likelihood – Very Likely = 4 Likely = 3 Unlikely = 2 Remote = 1

9. Equality Implications (Public Sector Equality Duty)

- 9.1 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

Scope (<i>Provide an overview, including objectives and desired outcomes</i>)	To appoint an independent person to the Housing Review Board
Evidence gathered and engagement (<i>List stakeholders consulted and relevant processes, policies, and data sources</i>)	Interview of candidate undertaken by Assistant Director of Housing (Regulated Services) Communities Team Manager and Democratic Services Officer
Relevance assessment findings (<i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i>)	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <p> <input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc. </p> <p>If no, explain why: Vacancy available to all residents of East Devon.</p>

Relevance ranking	<input type="checkbox"/> High – Very relevant to protected characteristics <input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
Key findings and impacts	
Conclusion drawn (<i>i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	No negative impact by appointing and independent person to serve on the HRB. Advert was open to all residents of East Devon to apply.
Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	None.
Signed off by	Andrew Melhuish

10. HR and Workforce Implications

- 10.1 A recruitment process for the selection of an independent person was conducted, including advertising the vacancy through the Council's Volunteer page on the website.
- 10.2 Applications were reviewed by the Chair of the Housing Review Board and officers and a shortlist of candidates was created.
- 10.3 Following an interview of the candidate by the Chair of the Board, Assistant Director for Housing (Regulated Services), Communities Team Manager and Democratic Services Officer one candidate was selected for their suitability to serve on the Housing Review Board.

11. Community Safety Implications (Crime and Disorder)

- 11.1 Please confirm if there are any Community Safety Implications. No

12. Climate Change Implications

- 12.1 Please confirm if there are any Climate Change implications. No

13. Health & Safety and Health & Wellbeing Implications

- 13.1 There are no Health and Safety and Health and Wellbeing implications arising from the recommendations in this report.
- 13.2 There are no safeguarding issues that may arise from the recommendations in the report.

14. Procurement and Social Value implications

- 14.1 There are no Procurement and Social Value implications arising from this report.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 There are no land and buildings/asset management implications arising from the recommendations in this report..

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 There are no recommendations from the Overview and Scrutiny committees.

17. Digital and Data

17.1 There are no digital and data implications arising from the recommendations set out in this report.

18. Consultation and Engagement

18.1 The vacancy for an independent person was advertised on the Council's Volunteer web page inviting applications to be submitted.

19. Communications

19.1 There are no communications implications, once the appointment has been confirmed the details of the independent person will be included on the Council's website.

20. Next Steps

20.1 To update the Council's website to confirm the appointment and to ensure that the appointed candidate undertakes any relevant training and development.

21. Appendices

21.1 None.

22. Background Papers

22.1 None.

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

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