Agenda for Council
Wednesday, 15th July, 2026, 6.00 pm

To: All elected Members of the Council; Honorary Aldermen

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

DX 48808 HONITON

Tel: 01404 515616

www.eastdevon.gov.uk

Venue: Council Chamber, Blackdown House, Honiton

Contact: Andrew Melhuish, Democratic Services Manager;
email andrew.melhuish@eastdevon.gov.uk 01395 517541
(or group number 01395 517546)
Issued Tuesday 7 July 2026

This meeting is being recorded for subsequent publication on the Council's website and will be streamed live to the East Devon District Council YouTube channel

Dear Sir/Madam

Meeting of the Council of the District of East Devon on Wednesday, 15th July, 2026 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

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 5 - 43)

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 Chairman and Leader**

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

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

8 **To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5** (Pages 44 - 48)

9 **Reports from the Cabinet and the Council's Committees and questions on those reports** (Pages 49 - 141)

10 **Local Development Scheme** (Pages 142 - 152)

11 **Recommendations from Independent Remuneration Panel** (Pages 153 - 184)

12 **Recommendation from Cabinet - 9 July 2026: Financial Outturn Report 2025/2026** (Pages 185 - 200)

13 **Appointment of temporary Chair for the Housing Overview & Scrutiny Committee** (Pages 201 - 205)

14 **Standards Committee - Annual Report 2025/2026** (Pages 206 - 209)

15 **Motion on Notice Carbon Monoxide Detectors in Vehicles - A Call for National Action** (Pages 210 - 212)

Proposed by: Councillor Stuart Hughes
Seconded by: Councillor Colin Brown
Supported by: Councillors Helen Parr, Brian Bailey, Jenny Brown, John O'Leary and Iain Chubb.

Council notes:

• A recent national news report highlighted a serious incident in which a vehicle struck a pothole, causing damage to the exhaust system. This resulted in dangerous levels of carbon monoxide (CO) entering the vehicle — recorded at 180 parts per million, a level that can cause loss of consciousness and death.
• The occupants survived only because a carbon monoxide detector was fitted inside the vehicle, alerting them in time to stop and exit safely.
• Carbon monoxide is a colourless, odourless, lethal gas, and vehicle occupants have no natural warning when exhaust systems fail or become compromised — whether through pothole damage, corrosion, or manufacturing faults.
• CO detectors are inexpensive, widely available, and already mandatory in many domestic settings due to their proven ability to save lives.

Council believes:

• The rise in pothole-related vehicle damage increases the risk of exhaust leaks and CO ingress, particularly in older vehicles.
• There is currently no requirement for carbon monoxide detection in vehicles, despite the clear and preventable danger.
• A simple, low-cost detector could prevent fatalities and should be considered as essential as smoke alarms in homes.

Council therefore resolves to write to:

• The Secretary of State for Transport,
• The Driver and Vehicle Standards Agency (DVSA), and
• The Local Government Association (LGA)

calling for:

1. Carbon monoxide detectors to be made mandatory in all new vehicles sold in the UK.
2. A requirement for CO detectors to be fitted to existing vehicles at the point of MOT, in the same way that other safety-critical items are checked or required.
3. A review of national vehicle safety regulations to ensure that CO detection becomes a standard, life-saving measure across the entire fleet.
4. Engagement with motoring organisations, manufacturers, and safety bodies to develop practical guidance and timelines for implementation.

Council further requests that this Motion be shared with Devon local authorities and Devon MPs, encouraging a coordinated Devon-wide approach to reducing preventable deaths from carbon monoxide exposure in vehicles and supporting wider national consideration of the issue.

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 15 April 2026

Attendance list at end of document
The meeting started at 6.00 pm and ended at 7.45 pm

108 Apologies

Apologies for absence are set out at the end of the minutes.

109 Declarations of interest

There were no declarations of interest.

110 Minutes of the previous meeting

The minutes of the meeting held on 25 February 2026 were confirmed as a correct record.

111 Public speaking

Three members of the public had registered to speak.

Agenda Item 9 – Reports from the Cabinet and the Council's Committees and questions on those reports.

Speaker 1: Mr John Hamill
Mr Hamill addressed the council regarding his concerns about the draft local plan and the Exmo_20 site allocation. The speaker raised the following key points:

- Habitats Regulation Assessment: The speaker argued that technical work, specifically regarding pollution mitigation for 700 proposed houses and increased vehicle traffic (2,536 daily journeys), should have been completed before the site was formally allocated.
- Lack of Mitigation Strategy: The speaker expressed frustration that the current report lacked a definitive mitigation strategy, suggesting only vague ideas like encouraging electric vehicles or changing farming practices.
- Accountability and Scrutiny: The speaker voiced concerns that if technical details were released at the last minute, neither the public nor elected councillors would have sufficient time to understand or challenge them, potentially leaving the responsibility of finding deficiencies solely to a government-appointed inspector.

Mr Hamill concluded by urging the council not to endorse the plan "at any cost," calling for a strategy that properly considered the countryside, local communities, and the environment and that the plan should be fit for purpose.

Speaker 2: Mr Nigel Humphrey
Mr Humphrey made the following statement:
This council will be asked very soon to approve the new Draft Local Plan.

I would like to highlight that for over 6 months now, I have been asking the SPC to prove that they were actively seeking to engage with, and listening to the public, unfortunately with no success.

So, who do they listen to?

Obviously, the planning officers and the developers as

- No changes can be made to the Draft Local Plan in case they are classed as "significant". But they do not even know what would be classed as significant.

- We still do not have an agreed HRA, or Air Quality Mitigation report. But we can continue on the premise that these will be produced soon and will provide the required results. What if they do not? They have not been satisfactory so far, so why would they be in a few months? Will the public be given the opportunity to comment on these documents?

- Developers say that they can overcome any obstacles, everyone will walk and cycle, access is not an issue, proximity to protected natural landscapes is not a problem, they have their own reports to prove it, etc

Why listen to them, but not us? Time is limited, but examples being

- This plan includes sites that failed HELAA. Which should not have been in Reg 18, never mind available for allocation in Reg 19. This is according to your own Site Selection Methodology processes, procedures and documentation.

- The fact that these sites failed HELAA, was not even mentioned whilst these sites were being allocated, nor any justification provided.

- 34 new sites created 6 days before the Reg 18 consultation. Yet these sites were never discussed/agreed by the SPC and are not even mentioned in the key evidence documents in Reg 18.

- The Spatial Strategy being unrealistic. Exmouth may be the largest town in East Devon. But why must it take the highest level of growth? We should be asking - Can it take the highest level of growth? Instead of just assuming that it can!! Exmouth's unique location, and the fact that there are only two access routes in and out of the area, which are already running at, if not beyond, their capacity. Cannot and should not be ignored.

With regards to site Exmo_20 itself:

- Over 2600 objections to Exmo_20 from the public. Which accounts for approximately 40% of the total Reg 19 comments. Which are effectively being ignored.

- The development identified as Exmo_20, was rejected for inclusion in the current Local Plan as it was not suitable, sustainable or viable. Nothing has improved over the last 10 years or so. Except that more issues have been identified.

Finally, we have been told to "Have our say". We have had our say, this full council has the opportunity to prove that you are listening to us. Seriously reconsider the plan and Exmo_20 before it is too late, please do not let the public down.

In response to the statement the Vice Chair of Council made the following statement on behalf of the Council:

The Council has been very proactive in engaging with the community over production of the Local Plan. We have undertaken a total of 5 major public consultations on the Local Plan since the start of 2021 culminating in the second Reg 19 consultation which ended in January. Each of these consultations have been well publicised and in total generated tens of thousands of comments that have informed production of the plan.

All decisions on the Local Plan have been made in public sessions of our Strategic Planning Committee which has considered the Local Plan and its supporting evidence at over 60 public meetings including public speaking. All reasonable options for site allocation have been openly considered by the committee and government guidance on plan production has been followed.

The issue of whether to allocate Exmo_020 has been considered by the Committee on several occasions and on each the views expressed through consultation and by the public speakers at the meetings have been fully considered but the committee has resolved to allocate the site. That is not because views have been ignored, nor that the Committee were not sympathetic with the views expressed but simply that having carefully considered the plan as a whole it was decided that Exmo_020 should be allocated.

Strategic Planning Committee will receive a further update on Local Plan work including the Habitat Regulations Assessment and Air Quality Mitigation work when they next meet on 5th May where the work programme for the plan will be reviewed. Ultimately the plan will be examined in public by a government appointed inspector and those who maintain an objection to the plan will have an opportunity to be heard.

Speaker 3: Mr Thomas Shillitoe asked the following question: Why does this authority believes it can pick which UK laws to follow, for example your editing of recorded evidence and disregard of the Derbyshire Principle, which protects the public's right of freedom of speech to publicly criticise a Local Authority?

In response to the question the Monitoring Officer said may I reassure you that the minutes and recording still include the concerns raised about the steps taken by the Council. The redactions were entirely in accordance with our duty to prevent reputational harm to individuals and to protect the legal interests of this Council.

The Director of Place became aware of comments made during the public speaking session of the Strategic Planning Committee meeting on the afternoon of the 3rd March. Subsequently the Director of Place highlighted his concerns about the nature of some of the comments that were made in relation to officers, with myself as Monitoring Officer. The footage was therefore removed from YouTube to enable me to review the footage. I subsequently reviewed the footage and authorised making redactions in line with our duty of care to staff and to protect the legal interests of this council. We did not redact the concerns raised by the public about the Council itself and the decisions it has or was taking. We redacted personal comments made about officers. The recording was re-uploaded on the evening of the 13th March. Subsequently a statement was added to the description section on the 17th March to explain that the recording had been edited, highlighting the relevant sections and the reason for why this was necessary.

We also encouraged those raising the concerns during the meeting to do so through our complaints procedures and where a complaint was not forthcoming, we took it upon ourselves to treat their comments during the meeting as a formal complaint, so that the matters raised could be investigated.

The Council is permitted in UK law to protect its staff from reputational harm and the Council from libel claims. At no stage has the Council sought to prevent any public speakers from criticising the authority itself and indeed the Council welcomes feedback from the public, provided those comments do not make personal attacks on individuals.

The Chair of Council thanked the three public speakers for their attendance at the meeting and the points raised.

112 Matters of urgency

There were no matters of urgency.

113 Announcements from the Chairman and Leader

There were no announcements from the Leader of Council or the Chair of Council.

114 Confidential/exempt item(s)

There were no items of confidential/exempt business conducted at the meeting.

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

The following Questions on Notice had been submitted and the responses to those questions were submitted to Council.

Question	Question from	Question	Response
1	Cllr Stuart Hughes	**Question to Portfolio Holder for Finance** **Annual Car Parking Permit Renewals and Lack of Reminder Notices** A Sidmouth resident, (aged 86), recently renewed their annual car parking permit but received no reminder from the council prior to its expiry on 17 March. They were subsequently informed that EDDC no longer issues renewal reminders and that the process is now entirely computer-based. The resident is concerned that, had they received a penalty during the period of unintentional lapse, it would have caused them significant financial hardship. They also highlight that many	**Response from Portfolio Holder for Finance** Most of our car parking permit interactions are digital, with permit holders managing their account online, and receiving reminders of their permit expiry by email. We do also provide a phone service for those who do not have access to the internet and prefer to buy their permit by speaking with one of our call centre team. For those who buy a permit over the phone and do not have access to an online account, written courtesy reminders of permit expiry are sent out via post. Following a recent digital upgrade in February, there

		older residents in Sidmouth do not use computers and have not been informed that reminders have been discontinued. Can the Portfolio Holder outline the rationale for ending reminder notices, what assessment has been made of the impact on non-digital residents, and whether the council will review this policy to ensure that older and digitally-excluded residents are not unfairly disadvantaged?	was a short period of disruption to some parking services, which affected the permit reminder function amongst other services. I am pleased to confirm that this temporary issue has been resolved, and we will continue to send out postal reminders to those who do not have access to our online services. We apologise for any inconvenience to customers who were affected during this short period, and we would ask that customers contact our parking team directly should they have any questions regarding their permit.
2	Cllr Mike Goodman	**Question to Leader of Council** At the full council on February 26th a motion proposed by the Leader and agreed by this council asked the Leader to a. Urgently review the value and efficiency of its existing outsourced highway maintenance contract, b. Urgently reconsider its decision to continue with "business as usual" at the earliest possible opportunity, inviting genuine consultation with partner authorities and communities through that process. This was to be a letter to Devon County Council can the Leader confirm what the answers were and what progress has been made on the state of our roads.	**Response from Leader of Council** The motion was did not involve a letter being written from EDDC to DCC. It stated: At Council on 26 February 2025 Council in respect of the Motion on Highways resolved: That Council: 1. Asks that the Leader call on Devon County Council to: a. Urgently review the value and efficiency of its existing outsourced highway maintenance contract, b. Urgently reconsider its decision to continue with "business as usual" at the earliest possible opportunity, inviting genuine consultation with partner authorities and communities through that process; 2. Requests that the Portfolio Holder for Strategic Planning: a. Invite the relevant Director

			at Devon County Council to attend a discussion with East Devon District Councillors to air concerns regarding Highways' input into the planning process, and to raise these concerns with the relevant Devon County Council Scrutiny Committee following that meeting, b. Invite relevant Devon Highways officers to provide a briefing for East Devon District Councillors and Town & Parish Councillors regarding how they assess planning applications and provide consultation responses, and c. Following the requested briefing session, to invite East Devon District Council's Development Management team to consult with members regarding how the information provided in Devon Highways' responses to consultation requests could be improved to provide additional reassurance to Members and the public; and 3. Recommends that East Devon District Council's Scrutiny Committee consider undertaking an investigation of these issues in support of and in addition to the above measures. As far as I am aware this work has not yet been discussed at Cllr Goodman's Scrutiny committee
3	Cllr Mike Goodman	**Question to Leader of Council** At the full Council meeting on the 25th of February having asked a question on potholes the Leader replied to my supplementary question of how many road schemes had been delayed or stopped in Devon	**Response from Leader of Council** As Cllr Goodman knows this is a matter for the County Council. This remains the case.

		and he suggested that I write to the Portfolio Holder for Highways at Devon County Council. On the 26th February I took his advice and emailed the Portfolio Holder and copied him in. Despite several follow up emails I have not had a reply to this question which directly relates to the motion by the Leader in 2025. Would the Leader confirm that the only way I will receive a reply is via a freedom of information request.	
4	Cllr Mike Goodman	**Question to Leader of Council** At the full council on the 25th of February I asked if the Leader in proposing to write to the secretary of state asking for LGR to be postponed and not to happen in 2027 was he aware of the effect this would have on services in East Devon. This council were not given an answer could I ask him again. A simple answer was he aware or not.	**Response from Leader of Council** • I answered this question fully as is recorded in the minutes • Since then through parliamentary statements from the Sec of State, and published correspondence in the FT from the "cathedral cities", the risk that for Devon the enlarged Exeter proposal will be chosen in July is existential, leaving the majority of East Devon residents in a non-viable "Rural & Coastal" devised by Labour Exeter and Plymouth. • The Sec of State has also stated he is minded to take the powers of the boundaries commission unto himself. Many perceive this as reckless, akin to the cancellation and uncancellation of local elections in Exeter As Cllr Goodman will know, many other councils in England have joined Norfolk in questioning the entire project, including Sussex and Kent. All

			three are in the "Devo Priority" cohort running a year ahead of us. The likelihood of legal challenge and consequentially delay is high as of today. If there is to be a delay, it will be up to government to make financial provision for services.
5	Cllr Mike Goodman	**Question to Leader of Council** When the Leader wrote to the Secretary of State requesting postponing the election what was the answer from the Secretary of State.	**Response from Leader of Council** No letter has been sent from Devon councils yet as the context following recent announcements from the Sec of State and challenges arising is evolving weekly.
6	Cllr Mike Goodman	**Question to Leader of Council** Is the Leader of Council aware of the devastating affect the implementation of a tourist tax as had on Scotland and the damage a similar tax if introduced in East Devon would have on tourism trade and other business in East Devon. Is the Leader of Council aware of the devastating affect the implementation of a tourist tax as had on Scotland and the damage a similar tax if introduced in East Devon would have on tourism trade and other business in East Devon.	**Response from Leader of Council** A "tourism tax" has not to the best of my knowledge been discussed at either EDDC or DCC.
7	Cllr Mike Goodman	**Question to Leader of Council** In late 2025 the government allowed councils to introduce a tourist tax, Cornwall Council are actively considering introducing a tourist tax. Will the Leader and the administration agree with me that no such tax should be imposed in East Devon.	**Response from Leader of Council** As above, this is not being considered. If any suggestion came forward, it would be a matter for the new unitaries or a possible Strategic Mayoral Authority. Cllr Goodman's personal view against is noted.

Follow up questions:

Question 1:
Councillor Stuart Hughes thanked the Portfolio Holder for their response and did not raise a follow up question.

Question 2:

Councillor Mike Goodman asked the Leader of Council to confirm what activity had been undertaken since the matter raised in the original motion on notice. In response the Leader of Council referred Councillor Goodman to the response contained in Question 2.

Question 3:
Councillor Mike Goodman confirmed that a Freedom of Information request had been made to Devon County Council.

Question 4:
Councillor Mike Goodman asked for clarification on whether the Leader was aware that delaying LGR would necessitate service reductions in East Devon. The Leader of Council referred Councillor Goodman to the response already given to the question on notice.

Question 5:
Councillor Mike Goodman did not raise a follow up question.

Question 6:
Councillor Mike Goodman asked what the impacts on East Devon would be from a tourism tax. The Leader of Council referred Councillor Goodman to the response already given on notice.

Question 7:
Councillor Mike Goodman raised concerns from businesses on the impact of a tourist tax. The Leader of Council confirmed that a tourism tax was not under consideration in East Devon.

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

The minutes from the following meetings were noted:

- Cabinet – 4 March and 1 April 2026
- Licensing and Enforcement Committee – 11 February 2026
- Planning Committee – 24 February and 24 March 2026
- Strategic Planning Committee – 3 March 2026
- Scrutiny Committee – 5 February 2026
- Overview Committee – 26 March 2026
- Audit & Governance Committee – 19 March 2026
- Placemaking in Exmouth Town& Seafront Group – 17 March 2026

There were no called minutes.

RESOLVED: That Council notes the minutes of the meetings set out above.

117 Recommendation from Strata Joint Executive Committee - Strata Business Plan 2026/2027

The Council received a report from the Strata Joint Executive Committee relating to the Strata Business Plan for 2026/2027.

The Council acknowledged that Strata had embarked on ambitious plans to set a blueprint for the future of modern councils. The work set out in the business plan laid the foundation for future reorganisation ensuring that their technology remained scalable and forward thinking in light of LGR.

Council supported the Strata Business Plan and Councillor Paul Arnott proposed the recommendation and having been seconded by Councillor Yehudi Levine was carried by a majority show of hands.

RESOLVED: That the Strata Business Plan for 2026/2027 is approved.

118 Recommendation from Constitution Working Group - Part 2: Delegated Powers of Committees

The Portfolio Holder for Communications and Democracy and Chair of the Constitution Working Group presented a report setting out a number of proposed changes to the Delegated Powers of Committees (Part 2).

Council noted that the changes included:

General
Member(s) changed to Councillor(s) and terminology changed i.e. He/she/him/her changed to they/them.

1.1.5 Cabinet
Clarified that Cabinet may take decisions including those referred by Portfolio Holders or officers, replacing previous wording restricting decisions to “non-delegated” matters. Deletion of historical text that limited key decisions solely to Cabinet.

1.1.11 Terms of Reference Clarified
(d) To determine key decisions unless delegated to Portfolio Holders or Officers.

1.1.12 Leaders’s Scheme of Delegation to Portfolio Holders
Delete (i) as this is not required. Renumber (i – vi).

1.1.12 Leader’s Scheme of Delegation to Portfolio Holders – General Delegations to all Portfolio Holders
c) Tender acceptance threshold increased to £200,000, based on best value rather than lowest tender. Updated delegations for leases, licences, asset disposals and covenants, with financial thresholds increased up to £200,000 and responsibilities shifted to the Director of Place.

1.1.16 Specific Delegations to the Portfolio Holder for Finance
b) Delete – authority to accept the recommendations of the Independent Remuneration Panel as this is a function for full Council (Part 4 Council Procedure Rules).
c) Delete – authority to agree the establishment of an Interview Panel as this is a function for full Council.

1.1.17 Portfolio Teams
New wording to give more flexibility for setting up informal teams by Portfolio Holders.

1.2 Overview and Scrutiny Committees
Existing Terms of Reference for Overview Committee, Scrutiny Committee and Housing Review Board deleted and replaced by a new section (a separate agenda item sets out the details of the proposed new terms of reference – Article 7).

1.5 Licensing and Enforcement Committee
New restriction on membership – only one councillor from the same household.

1.6 Standards Committee Membership:
Membership number should be 7 councillors, plus 2 non-voting Town/Parish Councillor representatives and 2 non-voting Independent Persons and 2 non-voting independent representatives.

1.6.4 Terms of Reference – Standards Committee
New responsibility added:
(d) Advise on the content of documents relating to ethical governance and receive regular updates on declarations of interest and the declaring of gifs and hospitality.

1.6.12 Assessment Sub Committee
Terms of Reference updated wording to clarify roles e.g., Assessment Sub-Committee now explicitly considers complaints rather than only investigation reports). Clearer rules on substitutes, membership eligibility, and alignment with officer employment procedures

1.8 Planning Committee
The Chair and Vice Chair shall not be elected to the same ward.
New restriction on membership – only one councillor from the same household.
No more than 4 serving members of Cabinet are eligible to serve and no member of Cabinet shall be the Chair of Vice Chair of the Planning Committee.

1.11 Panels and Forums
Clarifies when Cabinet members may or not participate.

1.12 Joint Bodies
Updated list of Joint Bodies to reflect current joint bodies.

The Council thanked the Constitution Working Group and officers for their work in submitting this document to Council.

Councillor Sarah Jackson proposed the recommendation and having been seconded by Councillor Mike Goodman was carried by a majority show of hands.

RESOLVED:

1. That Council approves the Terms of Reference and delegated powers of committee Part 2 to be included in the Council's Constitution.
2. That Council delegates authority to the Monitoring Officer in consultation with the Portfolio Holder for Communications and Democracy to make any minor drafting changes to the Terms of Reference prior to publication on the Council's website.

119 Recommendation from Constitution Working Group - LATCo Terms of Reference

The Portfolio Holder for Communications and Democracy and Chair of the Constitution Working Group presented a report setting out the Terms of Reference of the LATCo Shareholder Committee (SHC).

Council noted that the SHC had been established to carry our necessary functions of the Council in its capacity as owner of the company EdenServ (East Devon Environmental

Services Limited) to deliver waste and recycling services on behalf of East Devon District Council.

Council noted that the Terms of Reference covered the following areas:

- Membership of the LATCo SHC;
- Meeting frequency;
- Reserves (substitute members);
- Quorum;
- Competency;
- Functions of the LATCo SHC.

Council welcomed the Terms of Reference which ensured the Council's interests as the owner of the company were met, including providing strategic oversight and assurance to the Cabinet that the company was compliant with the Constitution, rules and procedures, its corporate objectives and achieving best value and being fit for purpose.

Councillor Sarah Jackson proposed the recommendations and having been seconded by Councillor Chris Burhop were unanimously carried.

RESOLVED:

1. That Council approves the LATCo Shareholder Committee Terms of Reference to be included in the Council's Constitution.
2. That delegated authority is granted to the Monitoring Officer in consultation with the Portfolio Holder for Communications and Democracy to make any minor drafting changes to the Terms of Reference prior to publication on the Council's website.

120 Recommendation from Constitution Working Group - Overview and Scrutiny Committees Terms of Reference

The Portfolio Holder for Communications and Democracy and Chair of the Constitution Working Group presented a report setting out proposed changes to the Terms of Reference for the three overview and scrutiny committees.

Council noted that the changes included:

Membership of committees
Proposed that all committees have 15 seats. Currently each committee has a different number of seats.

Frequency of meetings
The frequency of meetings for Scrutiny Committee 6 meetings per year, Overview Committee and Housing Overview & Scrutiny Committee to meet 4 times per year (further meetings can be called where required).

Quorum of meetings
5 councillors (no change to existing).

Restrictions on membership
That Cabinet members cannot be a member of a committee, this is in line with the current wording in the Constitution.

Restrictions on Chair/Vice Chair

The Chair and Vice Chair may be any councillor of the committee.
The Chair of the Scrutiny Committee cannot be from the ruling group.

Housing Review Board
Rename to Housing Overview & Scrutiny Committee
The details around the non-councillor membership remain unchanged i.e. tenant representatives.

Overview and Scrutiny functions
The wording in the proposed Terms of Reference remain unchanged from the current Constitution.

Role of the Overview and Scrutiny Committees
The role of the Housing Overview & Scrutiny Committee has been amended to cover all aspects of the landlord and housing management functions.

Role of the Overview Committee
The role of the Overview Committee has been amended to provide greater clarity to the role and function of the committee.

Role of the Scrutiny Committee
The role of the Scrutiny Committee has been amended to provide greater clarity to the role and function of the committee.

Excluded Matters
New section added setting out what the overview and scrutiny committees are not able to review due to legislative requirements, i.e. planning matters.

Council welcomed the proposed changes which followed recommendations from the Centre for Governance and Scrutiny included in the Scrutiny Improvement Plan that the current structure of the three committees is maintained but that work takes place to ensure that they operate in a complementary manner.

Councillor Sarah Jackson proposed the recommendations and having been seconded by Councillor John Loudoun were unanimously carried.

RESOLVED:
1. That Council approves the Terms of Reference of the Overview and Scrutiny Committees (Article 7 and Part 2) to be included in the Council's Constitution.
2. That delegated authority is granted to the Monitoring Officer in consultation with the Portfolio Holder for Communications and Democracy to make any minor drafting changes to the Terms of Reference prior to publication on the Council's website.

121 Motion on Notice - Protection of Terrestrial Television Access

Motion 1: Protection of Terrestrial Television Access

Proposed by: Councillor Stuart Hughes
Seconded by: Councillor Colin Brown

Supported by: Councillors Mike Goodman, Jenny Brown, Iain Chubb, Helen Parr, Ben Ingham and Brian Bailey

This Council notes:

- Ongoing national discussions regarding the potential future switch-off of terrestrial television services in the UK.
- That a significant number of residents in East Devon — particularly older people, those on low incomes, and those in rural areas — rely on terrestrial TV as their primary means of accessing news, public information, and entertainment.
- That many households do not have access to reliable, affordable broadband and would face financial or practical barriers in transitioning to internet-based television services.

This Council believes:

- That access to public service broadcasting is a vital public good.
- That any transition away from terrestrial TV must not disadvantage vulnerable residents or deepen digital exclusion.
- That Government must ensure universal, affordable alternatives are in place before any switch-off is considered.

This Council resolves to:

1. Write to the Secretary of State for Culture, Media and Sport expressing this Council's concerns and requesting clarity on the Government's long-term plans for terrestrial TV.
2. Urge the Government to guarantee that no switch-off will occur until reliable, affordable broadband and suitable equipment are available to all households.
3. Request that Government commits to fully funded support for residents who would face financial or practical barriers in transitioning to digital-only services.
4. Share this motion with East Devon's Members of Parliament, inviting their support and asking them to raise the issue in Parliament.

The Council considered a Motion on Notice - Protection of Terrestrial Television Access.

In speaking to the motion Councillor Hughes councillors to support the motion urging the government to ensure residents of East Devon were not disadvantaged by a potential switch off of terrestrial television.

Councillor Paul Hayward proposed an amendment to refer the matter to the Overview Committee to gather evidence to support what was being requested in the motion on notice, Councillor Peter Faithfull seconded the amendment and having put to the vote the amendment was lost.

The substantive motion having been put and seconded was carried by a majority show of hands.

RESOLVED:

That the Council:

1. Writes to the Secretary of State for Culture, Media and Sport expressing this Council's concerns and requesting clarity on the Government's long-term plans for terrestrial TV.
2. Urges the Government to guarantee the principle that no switch-off will occur until reliable, affordable broadband and suitable equipment are available to all households.
3. Requests that Government commits to fully funded support for residents who would face financial or practical barriers in transitioning to digital-only services.
4. Shares this motion with East Devon's Members of Parliament, inviting their support and asking them to raise the issue in Parliament.

Attendance List

Councillors present:

P Arnott
B Bailey
J Bailey
I Barlow
K Blakey
K Bloxham
C Brown
J Brown
A Bruce
C Burhop
S Chamberlain
M Chapman
B Collins
R Collins
O Davey
T Dumper
P Faithfull
C Fitzgerald
S Gazzard
M Goodman
M Hartnell
S Hawkins
P Hayward
J Heath
N Hookway
M Howe
S Hughes
B Ingham
S Jackson
R Jefferies
V Johns
G Jung
F King
Y Levine
J Loudoun
D Mackinder
M Martin
T McCollum
J O'Leary
H Parr
E Rylance
S Westerman
E Wragg

Officers in attendance:
Simon Davey, Director of Finance
Melanie Wellman, Director of Governance (Monitoring Officer)

Councillor apologies:
A Bailey
V Bonetta
P Fernley
A Hall
M Hall
D Ledger
C Nicholas
T Olive
H Riddell
M Rixson
S Smith
J Whibley
D Wilson

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Annual Council held at Council Chamber, Blackdown House, Honiton on 13 May 2026

Attendance list at end of document
The meeting started at 6.00 pm and ended at 7.33 pm

1 Election of Chair of the Council for the ensuing year

Councillor Charlotte Fitzgerald, Vice Chair of Council, invited nominations for the election of Chair of Council, to serve until the Annual General Meeting of East Devon District Council until May 2027.

Councillor Paul Arnott proposed, which was duly seconded by Councillor Paul Hayward, that Councillor Eleanor Rylance be elected as Chair of Council to serve until the next Annual General Meeting in May 2027.

Councillor Roy Collins, proposed, which was duly seconded by Councillor Brian Bailey, that Councillor Stuart Hughes be elected as Chair of Council to serve until the next Annual General Meeting in May 2027.

Councillors Eleanor Rylance and Stuart Hughes left the room during the vote on this item.

Having been put to the vote the motion to appoint Councillor Eleanor Rylance as Chair of Council was carried by a majority show of hands.

RESOLVED: That Councillor Eleanor Rylance is appointed as the Chair of Council for East Devon District Council until the Annual General Meeting of East Devon District Council until May 2027.

The Chair of Council then read the formal Declaration of Acceptance of Office: “I Councillor Eleanor Rylance having been elected to the Office of Chair of East Devon District Council declare that I take that Office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe East Devon District Council’s local code as to the conduct which is expected of members of East Devon District Council.

The declaration of acceptance of office was signed in the presence of the Chief Executive.

2 Appointment of Vice Chair of the Council for the ensuing year

The Chair of Council invited nominations for the election of Vice Chair of Council, to serve until the Annual Council Meeting of East Devon District Council until May 2027.

Councillor Charlotte Fitzgerald proposed, which was duly seconded by Councillor Sarah Jackson, that Councillor Bethany Collins be elected as Vice Chair of Council to serve until the next Annual Council Meeting in May 2027.

Councillor Bethany Collins left the room during the vote on this item.

Having been put to the vote the motion was carried by a majority show of hands.

RESOLVED: That Councillor Bethany Collins is appointed as the Vice Chair of Council for East Devon District Council until the Annual General Meeting of East Devon District Council until May 2027.

The Vice Chair then read the formal Declaration of Acceptance of Office: “I Councillor Bethany Collins having been elected to the Office of Vice Chair of East Devon District Council declare that I take that Office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe East Devon District Council’s local code as to the conduct which is expected of members of East Devon District Council.

The declaration of acceptance of office was signed in the presence of the Chief Executive.

3 Minutes of the previous Annual Council meeting

The minutes of the Annual Council meeting held on 14 May 2025 were approved as a correct record and signed by the Chair of Council.

4 Apologies

A list of apologies is set out at the end of these minutes.

5 Declarations of interest

None.

6 Announcements from the Chair

The Chair of Council confirmed that Cllr Cherry Nicholas Ward Councillor for Exmouth Brixington had resigned. The Chair on behalf of the Council thanked Cllr Nicholas for their services to EDDC.

The Chair of Council welcomed the Managing Director of EdenServ, James Carpenter, the local authority trading company that had been set up to provide waste and recycling services across East Devon. The Managing Director gave a short update on the company and their forthcoming work.

7 Election of Leader of the Council for the ensuing year

The Chair of Council invited nominations for the election of Leader of Council to serve until the Annual General Meeting of East Devon District Council in May 2027.

Councillor Eileen Wragg proposed, which was duly seconded by Councillor Fabian King that Councillor Paul Arnott is elected as Leader of Council to serve until the next Annual General Meeting in May 2027.

Having been put to the vote the motion to appoint Councillor Paul Arnott was carried by a majority show of hands.

RESOLVED: That Councillor Paul Arnott is elected as the Leader of Council for East Devon District Council until the Annual General Meeting of East Devon District Council in May 2027.

8 Leader's appointment of the Deputy Leader of the Council

The Leader of Council confirmed that Councillor John Loudoun is appointed as the Deputy Leader of Council for East Devon District Council until the Annual General Meeting of East Devon District Council in May 2027.

9 Leader's appointment to Cabinet

The Leader of Council confirmed the appointment of Portfolio Holders and Assistant Portfolio Holders:

Portfolio Holder Responsibility	Councillor
Assets and Economy	Paul Hayward
Communications and Democracy	Sarah Jackson
Council, Corporate Co-ordination and External Engagement	John Loudoun
Culture, Leisure, Sport and Tourism	Nick Hookway
Environment – Nature and Climate	Richard Jefferies
Environment – Operations	Geoff Jung
Finance	Sam Hawkins
Place, Infrastructure and Strategic Planning	Todd Olive
Sustainable Homes and Communities	Dan Ledger

Assistant Portfolio Holder Responsibility	Councillor
Culture, Leisure, Sport and Tourism	Matt Hall
Environment – Nature and Climate	Marianne Rixson
Environment – Operations	Paula Fernley

10 Council Constitution, Committee Appointments 2026/2027 including Fourms, Working Groups, Panels and Outside Bodies

The Council received a report setting out the Council's Constitution including the proposed allocation and appointment of councillors for seats on the Council’s committees, the appointment of Chairs and Vice Chairs of committees, appointments to panels, forums and joint bodies, the appointment of councillors to outside bodies, the appointment of Councillor Champions and the calendar of meetings for 2026/2027.

Recommendation 1: Council Constitution 2026/2027

Councillor noted that the Constitution contained an amendment to the Terms of Reference for the EdenServ (LATCo) Shareholder Committee, to include the Deputy Leader in the membership of the committee along with the Director of Place and provision for the appointment of a Chair and Vice Chair at the first meeting of the Shareholder Committee of each civic year.

Councillors welcomed the proposed changes to the Constitution.

The recommendation was moved by Councillor John Loudoun and seconded by Councillor Geoff Jung and having been put to the vote was carried by a majority show of hands.

RESOLVED: That the Council's Constitution for 2026/2027 is approved.

Recommendation 2: Political Balance of the Council and allocation of committee places 2026/2027

The Council noted the political balance and entitlement to seats for committees where political proportionality rules applied, namely:

Political Group	Number of Councillors	Entitlement to committee places	Overall entitlement
Democratic Alliance Group	31	61	52.5%
Conservative Group	13	25	22%
The Independent Group	10	20	17%
Cranbrook Voice Group	3	6	5.1%
Independent Councillor Group	3	4	3.4%
No political group	1	0	1.7%
Totals	60	116	100%

The recommendation was moved by Councillor Sarah Jackson and seconded by Councillor Todd Olive and having been put to the vote was carried by a majority show of hands.

RESOLVED: That Council notes the political balance of the Council and agrees the proposed allocation of committee places for 2026/2027.

Recommendation 3: Terms of Reference, size and quorum arrangements for all committees

The Council received details of the Terms of Reference, size and quorum arrangements for all committees as set out in the Constitution.

The recommendation was moved by Councillor Tim Dumper and having been seconded by Councillor Yehudi Levine was carried by a majority show of hands.

RESOLVED: That the Terms of Reference, size and quorum arrangements for all committees as set out in the Council's Constitution is approved.

Recommendation 4: Appointment of Chairs, Vice Chairs, members and co-opted members to the Council's committees and panels, forums and joint bodies

The Council received details of the appointment of Chairs, Vice Chairs, members and co-opted members to the Council's committees and panels, forums and joint bodies as set out in the appointment schedule.

The Council noted that the appointment schedule had been subject to consultation with the appropriate Group Leaders and nominations had been submitted from each group.

The recommendation was moved by Councillor John Loudoun and having been seconded by Councillor Joe Whibley was carried by a majority show of hands.

RESOLVED: That Council approves the appointment of Chairs, Vice Chairs, members and co-opted members to the Council's committees, panels, forums and joint bodies.

Chairs and Vice Chairs

Committee	**Chair Councillor**	**Vice Chair Councillor**
Council	Eleanor Rylance	Bethany Collins
Audit & Governance	Chris Burhop	Olly Davey
Housing Overview & Scrutiny	Sarah Chamberlain	Simon Smith
Licensing & Enforcement	Joe Whibley	Kim Bloxham
Overview	Anne Hall	Tim Dumper
Personnel	Eleanor Rylance	John Loudoun
Planning Committee	Eileen Wragg	Steve Hunt
Scrutiny Committee	Vicky Johns	Duncan Mackinder
Standards Committee	Eleanor Rylance	John Loudoun
Strategic Planning	Todd Olive	Mike Howe

Schedule of Committee Appointments

Audit and Governance Committee (10 seats)
(Democratic Alliance Group 5, Conservative 2, Independent Group 2 and Independent Councillor Group 1)
Quorum 3
Co-opted non-voting Independent Member who shall be suitably qualified to support elected representatives in scrutinising local authority finances.

Councillor	**Group**
Chair: Chris Burhop	Democratic Alliance Group
Vice Chair: Olly Davey	Democratic Alliance Group
Fabian King	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Charlotte Fitzgerald	Democratic Alliance Group
Mike Goodman	Conservative
Colin Brown	Conservative
Ian Barlow	Independent Group
	Independent Group
Roy Collins	Independent Councillor Group
Robert Ward	Independent Member (co-opted non-voting)

Housing Overview & Scrutiny Committee (8 seats)
(Democratic Alliance Group 4, Conservative 2, Independent Group 1 and Independent Councillor Group 1)
Quorum 5
5 tenant and leaseholder representatives; and 2 independent community representatives. The non-councillor members will be co-opted members and shall have the right to vote. The Chair and Vice Chair may be any member of the committee.

Councillor	**Group**
Chair: Sarah Chamberlain	Democratic Alliance Group
Vice Chair: Simon Smith	Democratic Alliance Group
Chris Burhop	Democratic Alliance Group
Tim Dumper	Democratic Alliance Group
Mike Goodman	Conservative
Helen Parr	Conservative
Melanie Martin	Independent Group
Roy Collins	Independent Councillor Group
Sid Forde	Tenant Representative
Rosemary Dale	Tenant Representative
Rachel Browne	Tenant Representative
Rob Robinson	Tenant Representative
Wang Tian	Independent Community Representative
Sarah Clarke	Independent Community Representative

Licensing and Enforcement Committee (15 seats)
(Democratic Alliance Group 8, Conservative 3, Independent Group 3 and Cranbrook Voice 1)
Quorum 4
Serving members of Cabinet are not eligible for appointment to this committee. There shall be no more than one Councillor from the same household appointed to this Committee.

Councillor	**Group**
Chair: Joe Whibley	Democratic Alliance Group
Vice Chair: Kim Bloxham	Cranbrook Voice
Tim Dumper	Democratic Alliance Group
Steve Gazzard	Democratic Alliance Group
Marianne Rixson	Democratic Alliance Group
Susan Westerman	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Olly Davey	Democratic Alliance Group
Dan Wilson	Democratic Alliance Group
John O’Leary	Conservative
Maddy Chapman	Conservative
Brian Bailey	Conservative
Ian Barlow	Independent Group
Violet Bonetta	Independent Group
John Heath	Independent Group

Overview Committee (15 seats)
(Democratic Alliance Group 8, Conservative 3, Independent Group 2, Cranbrook Voice 1 and Independent Councillor Group 1)
Quorum 5

Council shall appoint the Chair and Vice Chair. The Chair and Vice Chair may be any member of the committee.

Councillor	**Group**
Chair: Anne Hall	Democratic Alliance Group
Vice Chair: Tim Dumper	Democratic Alliance Group
Dan Wilson	Democratic Alliance Group
Bethany Collins	Democratic Alliance Group
Steve Hunt	Democratic Alliance Group
Matt Hall	Democratic Alliance Group
Duncan Mackinder	Democratic Alliance Group
Olly Davey	Democratic Alliance Group
Jenny Brown	Conservative
Brian Bailey	Conservative
	Conservative
John Heath	Independent Group
Aurora Bailey	Independent Group
Kim Bloxham	Cranbrook Voice
Roy Collins	Independent Councillor Group

Personnel Committee (15 seats)
(Democratic Alliance Group 8, Conservative 3, Independent Group 3 and Cranbrook Voice 1)
Quorum 4
The Leader, Deputy Leader and Portfolio Holder with Human Resources responsibilities shall be members. There shall be substitute members for each political group of the Council entitled to a seat to ensure flexibility in case of any conflict of interest and to ensure political balance and that the Sub Committees can be constituted.

Councillor	**Group**
Chair: Eleanor Rylance	Democratic Alliance Group
Vice Chair: John Loudoun	Democratic Alliance Group
Paul Arnott	Democratic Alliance Group
Tim Dumper	Democratic Alliance Group
Susan Westerman	Democratic Alliance Group
Eileen Wragg	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Steve Hunt	Democratic Alliance Group
Brian Bailey	Conservative
Jenny Brown	Conservative
Maddy Chapman	Conservative
John Heath	Independent Group
Violet Bonetta	Independent Group
Aurora Bailey	Independent Group
Kevin Blakey	Cranbrook Voice
Substitutes	
Sarah Jackson	Democratic Alliance Group
Todd Olive	Democratic Alliance Group
	Conservative
	Independent Group
Sam Hawkins	Cranbrook Voice

Interviewing (Chief Officers) Sub Committee
Membership: 7 Councillors drawn from the membership of the Personnel Committee which shall include at least one member of the Cabinet (subject to the rules relating to

political balance / proportionality). Substitute members can be used when necessary. Quorum: 7

Investigating and Disciplinary Sub Committee.

Membership: 5 Councillors drawn from the membership of the Personnel Committee (subject to the rules relating to political balance / proportionality) none of whom shall have sat on any Grievance Sub Committee relating to the same matter and which shall include at least one member of the Cabinet (which may not be the Leader). Substitute members can be used when necessary. Quorum: 5

Employment Appeals Sub Committee.

Membership: 5 Councillors drawn from the membership of the Personnel Committee (subject to the rules relating to political balance / proportionality) none of whom shall have sat on any Investigating and Disciplinary Committee relating to the same matter and which shall include at least one member of the Cabinet (which may not be the Leader). Substitute members can be used when necessary. Quorum: 5

Grievance Sub Committee.

Membership: 5 Councillors drawn from the membership of the Personnel Committee (subject to the rules relating to political balance / proportionality). Quorum: 3

Planning Committee (16 seats)
(Democratic Alliance Group 8, Conservative 4, Independent Group 3 and Cranbrook Voice 1)
Quorum 4

The Chair and Vice Chair shall not be elected from the same Ward and no more than 4 serving members of Cabinet are eligible for appointment to this committee and serving members of Cabinet shall not be the Chair or Vice Chair of the Planning Committee. There shall be no more than one Councillor from the same household appointed to this Committee.

Councillor	**Group**
Chair: Eileen Wragg	Democratic Alliance Group
Vice Chair: Steve Hunt	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Bethany Collins	Democratic Alliance Group
Sarah Chamberlain	Democratic Alliance Group
Steve Gazzard	Democratic Alliance Group
Olly Davey	Democratic Alliance Group
Simon Smith	Democratic Alliance Group
Colin Brown	Conservative
Maddy Chapman	Conservative
Stuart Hughes	Conservative
Brian Bailey	Conservative
Ian Barlow	Independent Group
Mike Howe	Independent Group
John Heath	Independent Group
Kim Bloxham	Cranbrook Voice

Scrutiny Committee (15 seats)
(Democratic Alliance Group 8, Conservative 3, Independent Group 3 and Cranbrook Voice Group 1)
Quorum 5

Council shall appoint the Chair and Vice Chair. The Chair should not be any member of the ruling group. The Chair and Vice Chair may be any member of the committee.

Councillor	**Group**
Chair: Vicky Johns	Independent Group

Vice Chair: Duncan Mackinder	Democratic Alliance Group
Fran McElhone	Democratic Alliance Group
Dan Wilson	Democratic Alliance Group
Paula Fernley	Democratic Alliance Group
Anne Hall	Democratic Alliance Group
Joe Whibley	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Steve Hunt	Democratic Alliance Group
Mike Goodman	Conservative
Henry Riddell	Conservative
Jenny Brown	Conservative
Ian Barlow	Independent Group
Alasdair Bruce	Independent Group
Kevin Blakey	Cranbrook Voice Group

Standards Committee (7 seats)
(Democratic Alliance Group 4, Conservative 2 and Independent Group 1)
Quorum 4
The Chair of Council will be the Chair. 3 non-voting Town & Parish Councillor representatives, 2 Independent Persons and 2 non-voting independent members. There shall be substitute members for each political group of the Council entitled to a seat to ensure flexibility in case of any conflict of interest and to ensure political balance.

Councillor	**Group**
Chair: Eleanor Rylance	Democratic Alliance Group
Vice Chair: John Loudoun	Democratic Alliance Group
Tim Dumper	Democratic Alliance Group
Eileen Wragg	Democratic Alliance Group
Stuart Hughes	Conservative
Iain Chubb	Conservative
Jess Bailey	Independent Group
Substitutes	
Yehudi Levine	Democratic Alliance Group
Todd Olive	Democratic Alliance Group
Colin Brown	Conservative
Alasdair Bruce	Independent Group
Steve Jupp	Independent Representative (non voting)
Philip Wilde	Independent Representative (non voting)
Chris Lockyer	Town & Parish Councillor representative (non voting)
Francis Pullman	Town & Parish Councillor representative (non voting)
Serena Sexton	Town & Parish Councillor representative (non voting)
Martin Goscomb	Independent Person
Patrick Coulter	Independent Person

Strategic Planning Committee (15 seats)
(Democratic Alliance Group 8, Conservative 3 and Independent Group 2, Cranbrook Voice 1 and Independent Councillor Group 1)
Quorum 5

No more than 4 may be from the Cabinet. The Chair is the Portfolio Holder for Place, Infrastructure and Strategic Planning.

Councillor	**Group**
Chair: Todd Olive	Democratic Alliance Group
Vice Chair: Mike Howe	Independent Group
Paul Hayward	Democratic Alliance Group
Dan Ledger	Democratic Alliance Group
Olly Davey	Democratic Alliance Group
Yehudi Levine	Democratic Alliance Group
Paula Fernley	Democratic Alliance Group
Charlotte Fitzgerald	Democratic Alliance Group
Geoff Jung	Democratic Alliance Group
Ben Ingham	Conservative
Brian Bailey	Conservative
Colin Brown	Conservative
Jess Bailey	Independent Group
Kevin Blakey	Cranbook Voice
Peter Faithfull	Independent Councillor Group

Schedule of Panels, Forums and Joint Bodies:

1. **Asset Management Forum**

Cabinet members (PFH Economy & Assets, PFH Finance, PFH Place, Infrastructure & Strategic Planning, (PFH Environment - Operations) 4 and one ex officio councillor (Leader of Council).

Chair – Portfolio Holder Economy & Assets

	Councillor	**Composition**
	Chair Paul Hayward	Portfolio Holder Economy & Assets
	Sam Hawkins	Portfolio Holder Finance
	Todd Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
	Geoff Jung	Portfolio Holder Environment - Operations
	Leader of Council	Ex-officio councillor

2. **Budget Setting and Capital Allocations Panel**

The Cabinet, Assistant Portfolio Holders, councillors 5

Chair – Portfolio Holder Finance

	Councillor	**Composition**
a)	**Chair: Sam Hawkins**	Portfolio Holder Finance
b)	Paul Arnott	Leader of Council
c)	Geoff Jung	Portfolio Holder Environment - Operations
d)	Richard Jefferies	Portfolio Holder Environment – Nature & Climate
e)	Sarah Jackson	Portfolio Holder Communications and

		Democracy
f)	John Loudoun	Portfolio Holder Council, Corporate Co-ordination & External Engagement
g)	Nick Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
h)	Paul Hayward	Portfolio Holder Economy & Assets
i)	Todd Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
j)	Dan Ledger	Portfolio Holder Sustainable Homes and Communities
k)	Matt Hall	Assistant Portfolio Holder Leisure, Sport and Tourism
l)	Paula Fernley	Assistant Portfolio Holder Environment - Operations
m)	Marianne Rixson	Assistant Portfolio Holder Environment – Nature & Climate
n)	Chris Burhop	Councillor
o)	Charlotte Fitzgerald	Councillor
p)	Fran McElhone	Councillor
q)	Mike Goodman	Councillor
r)	Ian Barlow	Councillor

3. Community Grant Panel

Cabinet member (PFH Finance) 1 and councillors 6

Chair – Portfolio Holder Finance

	Councillor	Composition
a)	**Chair Sam Hawkins**	Portfolio Holder Finance
b)	John Loudoun	Councillor
c)	Sarah Jackson	Councillor
d)	Simon Smith	Councillor
e)	Stuart Hughes	Councillor
f)	Helen Parr	Councillor
g)	Jess Bailey	Councillor

4. Community Infrastructure Levy Working Group

Cabinet members 3 (PFH Place, Infrastructure & Strategic Planning, Sustainable Homes & Communities & PFH Economy & Assets), Vice Chair of Strategic Planning Committee, Chair and Vice Chair of Planning Committee, Councillors 4

Chair – Portfolio Holder Strategic Planning

	Councillor	Composition
a)	**Chair Todd Olive**	Portfolio Holder Place, Infrastructure & Strategic Planning
b)	Dan Ledger	Portfolio Holder Sustainable Homes & Communities
c)	Paul Hayward	Portfolio Holder Economy & Assets

d)	Mike Howe	Vice Chair Strategic Planning Committee
e)	Eileen Wragg	Chair Planning Committee
f)	Steve Hunt	Vice Chair Planning Committee
g)	Kevin Blakey	Councillor
h)	Chris Burhop	Councillor
i)	Mike Goodman	Councillor
j)	Ian Barlow	Councillor

5. Constitution Working Group

Cabinet member 1 (PFH Communications & Democracy), Democratic Alliance Group 3, Conservative 2, Independent Group 1, Cranbrook Voice 1 and Independent Councillor Group 1)

Chair – PFH Communications & Democracy

	Councillor	**Composition**
a)	**Chair Sarah Jackson**	Portfolio Holder Communications & Democracy
b)	John Loudoun	Councillor (Democratic Alliance Group)
c)	Tim Dumper	Councillor (Democratic Alliance Group)
d)	Steve Hunt	Councillor (Democratic Alliance Group)
e)	Jenny Brown	Councillor (Conservative Group)
f)	Mike Goodman	Councillor (Conservative Group)
g)	Mike Howe	Councillor (Independent Group
h)	Kim Bloxham	Councillor (Cranbrook Voice)
i)	Peter Faithfull	Councillor (Independent Councillor Group)

6. Leisure Strategy Delivery Forum

Cabinet members 5 (Leader of Council, PFH Finance, PFH Council, Corporate Coordination & External Engagement), PFH Economy & Assets, PFH Culture, Leisure, Sport & Tourism), Councillors 5

Chair: Portfolio Holder Finance

	Councillor	**Composition**
a)	**Chair Sam Hawkins**	Portfolio Holder Finance
b)	Paul Arnott	Leader of Council
c)	John Loudoun	Portfolio Holder Council, Corporate Co ordination & External Engagement
d)	Paul Hayward	Portfolio Holder Economy and Assets
e)	Nick Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
f)	Geoff Jung	Councillor
g)	Fabian King	Councillor
h)	Simon Smith	Councillor
i)	Mike Goodman	Councillor
j)	Kim Bloxham	Councillor

7. Member Development Working Party

Cabinet members 3 (PFH Communications & Democracy, PFH Council, Corporate Co ordination & External Engagement, Leader of Council), Member Champion for Mental Health, councillors 5

Chair – Portfolio Holder Communications and Democracy

	Councillor	Composition
a)	**Chair Sarah Jackson**	Portfolio Holder Communications and Democracy
b)	Paul Arnott	Leader of Council
c)	John Loudoun	Portfolio Holder Council, Corporate Co ordination & External Engagement
d)	Susan Westerman	Member Champion for Mental Health
e)	Geoff Jung	Councillor
f)	Tim Dumper	Councillor
g)	Yehudi Levine	Councillor
h)	Ben Ingham	Councillor
i)	John Heath	Councillor

8. EdenServ (Local Authority Trading Company) Shareholder Committee (sub-committee of Cabinet)

5 Cabinet Members including the Leader of the Council, Deputy Leader, Cabinet Member with Portfolio Responsibility for Environment Operations, the Cabinet Member with Portfolio Responsibility for Finance, and 1 other Cabinet Member.

Chair: Portfolio Holder for Environment – Operations

Reserves: Members of the Shareholder Committee may appoint reserve members from within the Cabinet, including substituting membership with the relevant Cabinet portfolio lead for the company activities being considered.

	Councillor	Composition
a)	**Chair: John Loudoun**	Deputy Leader (Cabinet member)
b)	Paul Arnott	Leader of Council
c)	Sam Hawkins	Portfolio Holder Finance
d)	Geoff Jung	Portfolio Holder Environment – Operations
e)	Todd Olive	Cabinet member

9. Local Plan Member Working Group

Leader of Council, Chair and Vice Chair of Strategic Planning Committee, councillors 4 (members of the Strategic Planning Committee) – to refer appointment of members on the working group to Strategic Planning Committee.

Chair – Chair of Strategic Planning Committee

	Councillor	Composition
a)	**Chair Todd Olive**	Chair – Strategic Planning Committee
b)	Paul Arnott	Leader of Council
c)	Mike Howe	Vice Chair Strategic Planning Committee
d)		Councillor

e)		Councillor
f)		Councillor
g)		Councillor

Joint Bodies

1. Arts and Culture Forum

Cabinet member 1 (PFH Tourism, Sport, Leisure & Culture), Assistant Portfolio Holder 1 (Culture, Leisure, Sport & Tourism), councillors 3 (1 is Member Champion Arts & Culture) and town representatives 7 (A district or town councillor representing each of the towns of Axminster, Budleigh Salterton, Cranbrook, Exmouth, Honiton, Ottery St Mary, Seaton and Sidmouth)

Chair – Member Champion (Arts & Culture)

	Councillor	**Composition**
a)	**Chair: Olly Davey**	Member Champion Arts & Culture
b)	Nick Hookway	Portfolio Holder Tourism, Sport, Leisure and Culture
c)	Matt Hall	Assistant Portfolio Holder Tourism, Sport, Leisure and Culture
d)	Peter Faithfull	Councillor
e)	Vicky Johns	Councillor
f)	Sarah Jackson	Councillor
g)	Jack Price	Axminster representative
h)	Richard Doorbarr	Budleigh Salterton representative
i)	Claire Morrison	Cranbrook
j)	Steve Gazzard	Exmouth representative
k)	Jenny Brown	Honiton representative
l)	Vicky Johns	Ottery St Mary representative
m)	Amrik Singh	Seaton representative
n)	Ian Barlow	Sidmouth representative

2. East Devon Highways and Traffic Orders Committee

Councillors 3

	Councillor	**Composition**
a)	Chris Burhop	Councillor
b)	Tim Dumper	Councillor
c)	Stuart Hughes	Councillor

County Committees

3. Cranbrook Placemaking Group

Cabinet member 1 (PFH Place, Infrastructure & Strategic Planning) and ward members 3

Chair: Portfolio Holder Place, Infrastructure & Strategic Planning

	Councillor	Composition
a)	**Chair:** Todd Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
b)	Kim Bloxham	Councillor (Cranbrook Ward)
c)	Kevin Blakey	Councillor (Cranbrook Ward)
d)	Sam Hawkins	Councillor (Cranbrook Ward)

4. East Devon Gypsy & Traveller Forum

Cabinet member 1 (PFH Sustainable Homes & Communities), ward councillor 1 and councillor 1

	Councillor	Composition
a)	Dan Ledger	Portfolio Holder Sustainable Homes and Communities
b)	Kim Bloxham	Councillor (Cranbrook Ward)
c)	Paul Hayward	Councillor

5. East and Mid Devon Community Safety Partnership

Councillor 1

	Councillor	Composition
a)	Dan Wilson	Councillor

6. Exeter and East Devon Enterprise Zone Board

Cabinet member 1 (Leader of Council)

	Councillor	Composition
a)	Paul Arnott	Leader of Council

7. Exmouth Beach Management Plan Steering Group

Cabinet members 3 (PFH Environment - Operations, PFH Environment – Nature & Climate, PFH Tourism, Sport, Leisure & Culture), Assistant Portfolio Holder (APFH Environment - Operations), Exmouth Ward members 7

Chair – Portfolio Holder Environment - Operations

	Councillor	Composition
a)	**Chair Geoff Jung**	Portfolio Holder Environment - Operations
b)	Richard Jefferies	Portfolio Holder Environment – Nature & Climate
c)	Nick Hookway	Portfolio Holder Tourism, Sport, Leisure and Culture
d)	Paula Fernley	Assistant Portfolio Holder Environment - Operations
e)	Aurora Bailey	Councillor (Exmouth Brixington Ward)
f)	Fran McElhone	Councillor (Exmouth Halsdon Ward)
g)	Anne Hall	Councillor (Exmouth Littleham Ward)
h)	Brian Bailey	Councillor (Exmouth Littileham Ward)

i)	Olly Davey	Councillor (Exmouth Town Ward)
j)	Eileen Wragg	Councillor (Exmouth Town Ward)
k)	Steve Gazzard	Councillor (Exmouth Withycombe Raleigh Ward)

8. Placemaking in Exmouth Town and Seafront Group

Cabinet members 3 (PFH Economy & Assets, PFH Place, Infrastructure & Strategic Planning & Leader of Council) and Exmouth Ward members 7

	Councillor	**Composition**
a)	**Chair Nick Hookway**	Councillor (Exmouth Littleham Ward)
b)	Vice Chair Paul Arnott	Leader of Council
c)	Paul Hayward	Portfolio Holder Economy and Assets
d)	Todd Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
e)	Aurora Bailey	Councillor (Exmouth Brixington Ward)
f)	Tim Dumper	Councillor (Exmouth Halsdon Ward)
g)	Anne Hall	Councillor (Exmouth Littileham Ward)
h)	Olly Davey	Councillor (Exmouth Town Ward)
i)	Eileen Wragg	Councillor (Exmouth Town Ward)
j)	Steve Gazzard	Councillor (Exmouth Withycombe Raleigh Ward)

9. Lower Exe Mooring Authority Management Committee

Councillors 2 plus substitute

	Councillor	**Composition**
a)	Geoff Jung	Councillor
b)	Nick Hookway	Councillor
c)	Substitute member Richard Jefferies	Councillor

10. Recycling and Waste Partnership Board

Cabinet members 2 (PFH Environment - Operations, PFH Environment – Nature & Climate), Assistant Portfolio Holder 2 (APFH Environment – Operations and APFH Environment – Nature & Climate) and councillors 2

Chair – Portfolio Holder Environment Operations

	Councillor	**Composition**
a)	**Chair Geoff Jung**	Portfolio Holder Environment - Operations
b)	Richard Jefferies	Portfolio Holder Environment – Nature & Climate
c)	Paula Fernley	Assistant Portfolio Holder Environment - Operations
d)	Marianne Rixson	Assistant Portfolio Holder Environment – Nature & Climate
e)	Todd Olive	Councillor
f)	Mike Goodman	Councillor

11. Seaton Beach Management Steering Group

Cabinet members 2 (PFH Environment - Operations, PFH Environment – Nature & Climate), Assistant Portfolio Holder 2 (APFH Environment – Operations & APFH Environment – Nature & Climate) and Seaton ward members 3. Also includes representatives from Bournemouth, Christchurch Poole Council (Project management), Contractor, Seaton Town Council, Seaton Town Improvement Team, Chamber of Commerce, Axmouth Parish Council, Axe Yacht Club, Sea Anglers, West Seaton Residents Association, East Devon Fishermans Association, Seaton Beach Hut owners, Parkrun, Jurassic Coast, AONB and National Trust.

Chair – Portfolio Holder Environment - Operations

	Councillor	Composition
a)	**Chair Geoff Jung**	Portfolio Holder Environment - Operations
b)	Richard Jefferies	Portfolio Holder Environment – Nature & Climate
c)	Paula Fernley	Assistant Portfolio Holder Environment - Operations
d)	Marianne Rixson	Assistant Portfolio Holder Environment – Nature & Climate
e)	Dan Ledger	Councillor (Seaton ward)
f)	Steve Hunt	Councillor (Seaton ward)
g)	Marcus Hartnell	Councillor (Seaton ward)

12. Sidmouth Beach Management Plan Steering Group

Cabinet members 2 (PFH Environment - Operations, PFH Environment – Nature & Climate), Assistant Portfolio Holder 2 (APFH Environment – Operations & APFH Environment – Nature & Climate) and Sidmouth ward members 4

Chair – Portfolio Holder Environment - Operations

	Councillor	Composition
a)	**Chair Geoff Jung**	Portfolio Holder Environment - Operations
b)	Richard Jefferies	Portfolio Holder Environment – Nature & Climate
c)	Paula Fernley	Assistant Portfolio Holder Environment - Operations
d)	Marianne Rixson	Assistant Portfolio Holder Environment – Nature & Climate
e)	Sophie Richards	Councillor (Sidmouth Town Ward)
f)	Ian Barlow	Councillor (Sidmouth Town Ward)
g)	John Loudoun	Councillor (Sidmouth Rural Ward)
h)	Stuart Hughes	Councillor (Sidmouth Sidford Ward)

13. South East Devon Habitat Regulations Executive Committee

Cabinet member 1 (PFH Environment - Operations) and substitute member – Vice Chair of Strategic Planning Committee

	Councillor	Composition

a)	Geoff Jung	Portfolio Holder Environment - Operations
b)	Substitute member Mike Howe	Vice Chair Strategic Planning Committee

14. STRATA Joint Executive Committee (EDDC, Exeter City Council and Teignbridge District Council)

Leader of Council and Chief Executive (substitute member Portfolio Holder Council, Corporate Co ordination & External Engagement)

	Councillor	**Composition**
a)	Paul Arnott	Leader of Council
b)	Substitute member John Loudoun	Portfolio Holder Council, Corporate Co ordination & External Engagement
c)	**Chief Executive**	Chief Executive

15. STRATA Joint Scrutiny Committee (EDDC, Exeter City Council and Teignbridge District Council)

Councillors 3 (substitute councillors 3)

	Councillor	**Composition**
a)	Susan Westerman	Councillor
b)	Yehudi Levine	Councillor
c)	Todd Olive	Councillor
d)	Substitute member Duncan Mackinder	Councillor
e)	Substitute member Geoff Jung	Councillor
f)	Substitute member Fabian King	Councillor

16. Team Devon Joint Committee

Leader of Council and substitute member (Deputy Leader)

	Councillor	**Composition**
a)	Paul Arnott	Leader of Council
b)	Substitute member John Loudoun	Deputy Leader of Council

17. United Project Executive Committee

Two councillors from East Devon District Council (Leader of Council and Portfolio Holder for Place, Infrastructure and Strategic Planning) and 2 councillors from Devon County Council.

Associate Members: Homes England; Department for Transport; Ministry of Housing, Communities & Local Government; Devon and Torbay Combined County Authority (non-voting).

Quorum: 1 from each authority

	Councillor	**Composition**
a)		Devon County Council
b)		Devon County Council
c)	Paul Arnott	East Devon District Council
d)	Todd Olive	East Devon District Council
	Associate Member	

e)		Homes England
f)		Department for Transport
g)		Ministry of Housing, Communities & Local Government
h)		Devon and Torbay Combined County Authority

Recommendation 5: Agrees to delegate authority to the Monitoring Officer, in consultation with the appropriate group leader to make in year changes to committee and panels, forums and joint bodies (excluding the appointment of Chairs and Vice Chairs) in accordance with the allocation of places to political groups by the Council and the wishes of the relevant political group leader.

The Chair moved the recommendation that was carried by a majority show of hands.

RESOLVED: That Council agrees to delegate authority to the Monitoring Officer, in consultation with the appropriate group leader to make in year changes to committee and panels, forums and joint bodies (excluding the appointment of Chairs and Vice Chairs) in accordance with the allocation of places to political groups by the Council and the wishes of the relevant political group leader.

Recommendation 6: Appointment of councillors to outside bodies

The Council received details of the appointments to be made to outside bodies for 2026/2027.

The Chair moved the recommendation which was carried by a majority show of hands.

RESOLVED: That Council approves the appointment of councillors to outside bodies as follows:

	Name of Outside Body	**Appointments 2026/2027 Councillor**	**Portfolio Holder/Lead reporting link**
	Blackdown Hills National Landscape Partnership Management Group	Yehudi Levine	Environment – Nature and Climate
	Devon Rail Forum	Tim Dumper	Economy and Assets
	Devon and Torbay Combined Authority Board	Leader of Council	Leader of Council
	Devon Authorities Strategic Waste Committee	Portfolio Holder: Environment – Operations Substitute: Assistant Portfolio Holder Environment – Operations	Environment – Operations
	SPACE	Simon Smith	Sustainable Homes and Communities

	East Devon National Landscapes Partnership Management Group	Richard Jefferies Marianne Rixson	Environment – Nature and Climate
	East Devon Citizens' Advice	Yehudi Levine Simon Smith	Sustainable Homes and Communities
	East Devon Transport, Research and Information Project Working Party/Management Group	Simon Smith	Sustainable Homes and Communities
	Action East Devon	Yehudi Levine Simon Smith	Sustainable Homes and Communities
	Exe Estuary Management Group	Geoff Jung Substitute: Nick Hookway	Environment – Operations
	Exeter International Airport Consultative Group	Portfolio Holder: Economy and Assets	Economy and Assets/Environment – Operations
	Queens Drive Exmouth Community Interest Company	Councillor Representatives: Nick Hookway Anne Hall	Finance/Economy and Assets/Place, Infrastructure and Strategic Planning
	Local Government Association General Assembly	Leader * Substitute Deputy Leader *Leader is SW representative on District Councillor Network Executive	Council
	Local Government Association Annual Rural Assembly	Leader (with vote) Deputy Leader (who can vote in the absence of the Leader)	Council
	PATROLJAC – Parking & Traffic Regulations Outside London Adjudication Joint Committee	Tim Dumper	Place, Infrastructure and Strategic Planning
	Police and Crime Panel – Devon and Cornwall	John Loudoun Substitute Paul Arnott	Council
	SWAP (South West Audit Partnership Ltd)	Chair Audit & Governance Committee (Shareholder)	Finance

		Section 151 Officer (Director)	
	South West Energy & Environment Group	Portfolio Holder for Environment – Nature and Climate Assistant Portfolio Holder for Environment – Operations	Environment – Nature and Climate Environment – Operations
	South West Councils – including Employers' Panel	Leader of Council Deputy: Portfolio Holder Council, Corporate Co-ordination and External Engagement	Council
	SPARSE – Rural Special Interest Group	Leader of Council Substitute Portfolio Holder Economy and Assets	Council
	Sport England Local Delivery Partnership Oversight Group	Portfolio Holder Economy and Assets	Economy and Assets Tourism, Sports, Leisure and Culture
	Woodbury, Exmouth, Budleigh Health and Wellbeing Alliance	Charlotte Fitzgerald	Tourism, Sports, Leisure and Culture Sustainable Homes and Communities

Recommendation 7: Appointment of Councillor Champions for 2026/2027

The Chair moved the recommendation which was carried by a majority show of hands.

RESOLVED: That Council approve the appointment of Councillor Champions for 2026/2027 as follows:

Councillor Champion Role	Councillor
Armed Forces Covenant	Vicky Johns
Arts and Culture	Olly Davey
Mental Health	Susan Westerman
Safeguarding	Joe Whibley
Sports and Leisure	Simon Smith
Equality, Inclusion and Diversity	Fran McElhone

Recommendation 8: Agrees to delegate authority to the Monitoring Office, in consultation with the appropriate group leader to make in year changes to outside bodes in accordance with the wishes of the relevant political group leader.

The Chair moved the recommendation which was carried by a majority show of hands.

RESOLVED: That Council agrees to delegate authority to the Monitoring Office, in consultation with the appropriate group leader to make in year changes to outside bodes in accordance with the wishes of the relevant political group leader.

Recommendation 9: Calendar of Meetings for 2026/2027

The Council received details of the calendar of meetings for 2026/2027.

The Chair moved the recommendation which was carried by a majority show of hands.

RESOLVED: That Council approve the calendar of meetings for 2026/2027.

11 Annual Report of Leader of Council (Regulation 19)

The Leader of Council submitted a report containing particulars of all key decisions taken as urgent duding the course of the year which are required to be reported under regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Council noted that there was 1 urgent item under those regulations

Council noted the report.

RESOLVED: That the report is noted.

12 Annual Report - Scrutiny Committee 2025/2026

The Chair of the Scrutiny Committee, Councillor Mike Goodman, presented a report setting out the work of the Scrutiny Committee during the civic year 2025/2026.

RESOLVED: That the Scrutiny Committee Annual Report for 2025/2026 is noted.

13 Annual Report - Overview Committee 2025/2026

The Chair of the Overview Committee, Councillor Anne Hall, presented the Annual Report setting out the work of the Overview Committee during the civic year 2025/2027.

Council noted the report.

RESOLVED: That the Overview Committee Annual Report for 2025/2026 is noted.

14 Annual Report - Housing Review Board 2025/2026

The Vice Chair of the Housing Review Board, Councillor Simon Smith, presented the Annual Report setting out the work of the Housing Review Board Committee during the civic year 2025/2027.

Council noted the report.

RESOLVED: That the Housing Review Board Annual Report for 2025/2026 is noted.

15 Annual Report - Audit & Governance Committee 2025/2026

The Chair of the Audit & Governance Committee, Councillor Chris Burhop, presented the Annual Report setting out the work of the Audit & Governance Committee during the civic year 2025/2027.

Council noted the report.

RESOLVED: That the Audit & Governance Committee Annual Report for 2025/2026 is noted.

16 Councillor Champions Annual Report 2026/2027

The Council received a report form the Councillor Champions during the 2025/2026 civic year.

Council noted the reports.

RESOLVED: That the Councillor Champion reports for 2025/2026 is noted.

Attendance List

Councillors present:

F McElhone	C Burhop	P Hayward
S Hunt	B Bailey	K Bloxham
A Bailey	A Hall	S Hawkins
F King	J O'Leary	E Wragg
C Fitzgerald	M Hall	G Jung
D Mackinder	R Collins	C Brown
T Olive	S Jackson	M Chapman
S Westerman	P Arnott	I Chubb
P Fernley	K Blakey	P Faithfull
R Jefferies	N Hookway	S Gazzard
M Martin	O Davey	B Ingham
I Barlow	J Whibley	H Parr
M Goodman	V Johns	M Rixson
Y Levine	D Ledger	E Rylance
B Collins	J Loudoun	S Hughes
D Wilson	J Bailey	

Officers in attendance:
Melanie Wellman, Director of Governance (Monitoring Officer)
Tracy Hendren, Chief Executive
Simon Davey, Director of Finance
Catrin Stark, Director of Housing and Health
Andrew Wood, Director of Place
Chloe Woodman, Assistant Director - Communications, Digital Services and Engagement

Councillor apologies:

S Smith
J Heath
H Riddell
V Bonetta
A Bruce
J Brown
S Chamberlain
T McCollum
M Hartnell
M Howe

Chairman .... Date: ....

Report to: Council

Date of Meeting 15 July 2026

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 I 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 six 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.

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

Question	Question from	Question	Response
1	Cllr Peter Faithfull	**Portfolio Holder for Place, Infrastructure & Strategic Planning/Homes & Communities** Can the portfolio holder please explain to me, in detail, how the off-site funds for affordable housing is supposed to be used in relation to the number of houses stated on planning applications.	**Portfolio Holder for Place, Infrastructure & Strategic Planning/Homes & Communities** A written response will be provided.
2	Cllr Peter Faitfull	**Portfolio Holder for Council, Corporate Co-ordination and External Engagement & Communications & Democracy** To the Chair - with all the development across our district and the substantial increase in the numbers of electors, along with the expected increase in workloads placed on town and parish councils, when will we have a review of the number of councillors on town and parish councils?	**Response from Portfolio Holder for Council, Corporate Co-ordination and External Engagement & Communications & Democracy** A written response will be provided.
3	Cllr Mike Goodman	**Portfolio Holder for Place, Infrastructure & Strategic Planning** Enforcement remains a key issue for many of our residents. Can the portfolio holder confirm the average number of days it takes to investigate enforcement issues and resolve complaints. Comparing this to five years ago.	**Response from Portfolio Holder for Place, Infrastructure & Strategic Planning** A written response will be provided.
4	Cllr Mike Goodman	Cabinet agreed with the Overview that toilets would be a priority to transfer to Town and Parish councils wishing to take on toilets in their area and the transfer would include a dowry. Can the Portfolio Holder give Council an update on progress.	**Response from Portfolio Holder for Assets & Economy** Cabinet resolved in February for a focussed programme of Community Asset Transfers to include public toilets along with a proportional amount of residual capital funding. Delivering this

			was subject to securing additional service capacity and a budget was secured to support this. Subsequently March Overview Committee supported this approach. Continuing staffing pressures across StreetScene and Estates teams has impacted on ability to bring this project forward. Officers are aware of the importance of this programme of asset transfers and through the established Portfolio Holder Working Group will be proposing a way forward for a focussed and phased programme deliverable within the resources available and this will then be shared with those Parish and Town Councils.
5	Cllr Mike Goodman	**Portfolio Holder Council, Corporate Co-ordination & External Engagement** AI is being extensively being used by businesses and Councils, what plans have the Council to use AI to assist EDDC.	**Response from Portfolio Holder Council, Corporate Co-ordination & External Engagement** The Council has adopted Microsoft's AI engine, Co-Pilot. Co-Pilot is available to all staff at EDDC with a Microsoft 365 account. The majority of staff have the free/basic version. 67 members of staff have paid licenses which offer more in terms of AI usage and ability. Those officers have the facility/ opportunity/ capacity to use AI for research, to assist in writing reports and documents, preparing presentations, summarising information, summarising survey outcomes etc. With any AI, it is important that the results are carefully reviewed by our officers for accuracy. In addition, a number of our 3rd party systems utilise AI tools within their products. Co-Pilot training is also available to staff. The Council has also adopted AI usage and Co-Pilot policies.

			The Council embraces the use of AI technology due to the value it can bring to the organisation and are monitoring developments in AI in terms of potential efficiency and service improvements
6	Cllr Mike Goodman	**Portfolio Holder for Finance and Council, Corporate Co-ordination and External Engagement** On the 30th June at the Personal Committee meeting members were informed that the total salary cost had increased from £10.2m in 2019 to just under £17m in 2025/26. Although some of these costs are outside the control of the Council it represents a 60% increase at a time when finances are challenging, would the portfolio explain this increase.	**Response from Portfolio Holder for Finance and Council, Corporate Co-ordination and External Engagement** The table presented to the Personal Committee is the actual direct salary costs paid in that year. A comparison and explanation have been prepared based on salaries paid in 2019 /20 compared with the position in 2025/26. The increase between these years is £6.7m; the main cost drivers and variations between the years are set out below:

The comparison made in the table is actual direct salary costs. A comparison and explanation has been prepared based on 2025/26 to 2019/20	
	£m
Increase between 2019/20 and 2025/26 is £6.7m; main cost drivers and variation between the years.	
Annual Local Government Pay Award, based on average % increase applied to 2019/20 base	2.6
Additional Resources in corporate capacity (Legal, IT, Comms, HR, ELT Support, Projects & Programmes) & additional director. Some of these costs met through savings in other areas and specific approval for resource through Council approval.	1.1
Teams transferred from Housing Revenue Account into General Fund with approriate recharges made back where required - Accounting Amendment no overall impact.	0.9
Additional Resources in StreetScene areas	0.9
Additional resources in Planning (Development Management & Policy) - some of this met through higher income	0.6
2022 PWC pay benchmark review - 85% of staff received additional grade increase and 98% were given additional future pay increments. This was initial cost but would have effect on future years	0.5
Countryside - Habitat & Nutrient Mitigation Externally Funded	0.4

Agenda Item 9

Report to: Council

Date of Meeting 15 July 2026

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 9 April 2026 and 6 July 2026.

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 Councils Constitution.

Officer: Andrew Melhuish (Democratic Services Manager) – 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:

Cabinet – 6 May, and 3 June 2026

EdenServ LATCo Shareholder Committee – 25 June 2026

Housing Overview & Scrutiny Committee – 30 April 2026

Licensing and Enforcement Committee – 8 April 2026

Licensing and Enforcement Sub Committee – 6 May and 10 June 2026

Standards Committee – 9 April and 2 July 2026

Planning Committee – 21 April, 12 May and 9 June 2026

Strategic Planning Committee – 5 May 2026

Overview Committee – 28 May 2026

Personnel Committee – 30 June 2026

Placemaking in Exmouth Town& Seafront Group – 16 June 2026

Cranbrook Placemaking Group – 8 June 2026

Community Grant Panel – 15 April 2026

Leisure Strategy Delivery Forum – 28 April and 23 June 2026

Arts & Culture Forum – 29 April 2026

Asset Management Forum – 15 June 2026

Financial implications:

None.

Legal implications:

None.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 6 May 2026

Attendance list at end of document
The meeting started at 6.00 pm and ended at 7.30 pm

194 Minutes of the previous meeting

The minutes of the previous meeting from Cabinet held on 1 April 2026 were agreed.

195 Declarations of interest

Min 199: Cllr Nick Hookway declared an ANRI as a Devon County Councillor and Exmouth Town Councillor.

Min 199: Cllr Steve Gazzard declared an ANRI as an Exmouth Town Councillor.

Min 206: Cllr Steve Gazzard declared an ANRI as an Exmouth Town Councillor.

196 Public speaking

There were no public speakers.

197 Matters of urgency

There were none.

198 Confidential/exempt item(s)

There were two confidential items recorded at minutes 210 and 211.

199 Minutes of Placemaking in Exmouth Town and Seafront Group held on 17 March 2026

Members noted the minutes of Placemaking in Exmouth Town and Seafront Group held on 17 March 2026.

200 Minutes of Overview Committee 26 March 2026

Members noted the minutes of Overview Committee held on 26 March 2026.

201 Minutes of Scrutiny Committee held on 2 April 2026

Members noted the minutes of Scrutiny Committee held on 2 April 2026.

202 Minutes of the meeting of Community Grant Panel held on 15 April 2026

Members noted the minutes and recommendation of Community Grant Panel held on 15 April 2026.

Minute 16 - Community Grant Funding Awards 2025/26

RESOLVED that Cabinet:

Make the following change to the Community Grant Fund policy:
That applications which meet the policy criteria, but Members are unable to approve due to funding limits, can be rolled over to the next grant window.

203 Minutes of Recycling and Waste Partnership Board held on 22 April 2026

Members noted the minutes of Recycling and Waste Partnership Board held on 22 April 2026.

204 Economic Development Strategy - Year 3 Priorities

Good progress had been made against the Economic Development Strategy's (EDS) five policy areas since the last update to Cabinet in April 2025. The Strategy made a clear commitment to keeping track of progress and reviewing the policy priorities on an annual basis. Officers had undertaken this review and proposed changes to the EDS priorities for the third year of the Strategy. The report provided an update on the current composition of the Economic Development team as it adjusted to the new funding landscape.

The Portfolio Holder for Assets and Economy wished to thank Tom Winters and his team for their hard work, saying that despite financial challenges the news was positive.

RESOLVED that Cabinet:

1. Notes the progress made in the latest six-months of the 2024-29 Economic Development Strategy.
2. Endorse the proposed amendments to the EDS priorities for the third year of the Strategy and note the indicative workplan for July'25 - July'26

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 ensures that the EDS remained relevant and avoided becoming outdated.

205 Local Government Reorganisation: Implementation Planning

The report updated Cabinet on implementation planning for Local Government Reorganisation (LGR) and the move away from the current two-tier county/district arrangements. Following the publication of the English Devolution White Paper (December 2024), Devon councils submitted proposals for unitary local government (November 2025) and subsequently responded to MHCLG's consultation on the five structural options (March 2026). A Secretary of State decision was expected in respect of the preferred option during July 2026.

To enable implementation to proceed based on this decision, Parliament would be asked to approve a Structural Changes Order (SCO). The SCO must set key legal foundations including a vesting day, creation of unitary areas and councils, abolition and winding-up of predecessor authorities, transitional vehicles and arrangements for future elections. Current Councils would be invited to submit views on the SCO.

The report explained the role of a Section 24 Direction, which was likely shortly after an SCO comes into force. This would restrict significant transactions without consent, including land disposals over £100,000, capital contracts over £1 million, revenue contracts over £100,000, and major reserve decisions. Consent was typically delegated to the Shadow Executive/new council arrangements, often supported by general consents to enable business as usual.

Transition is planned through to vesting day in April 2028, with phases culminating in inaugural elections (May 2027) and operation of a Shadow Council. Preparatory work was currently being progressed, focusing on consistent data collection and housekeeping activities, while building internal capacity and participating in joint governance forums.

RESOLVED that Cabinet:

1. Note the current position in relation to proposals for Local Government Reorganisation
2. Delegates continuing authority to the Chief Executive in consultation with the Portfolio Holder for Council, Corporate and External Engagement to provide input to the development of the Structural Change Order in conjunction with the other District and Borough Councils, and to make such arrangements that are necessary so as to support successful transition through to Vesting Day.
3. Receives a further report once the Secretary of State’s decision is known.

REASON:
To ensure that Cabinet was aware of the current position in relation to Local Government Reorganisation. To support implementation planning and a successful transition to future Council structures.

206 Playpark Renewal 2026 - Contract above £100k

The report sought delegated authority to award the 2026 Playpark Renewals contract to a supplier successfully procured via the EDDC electronic procurement service, with a value of over £100k.

RESOLVED that Cabinet:
Grant delegated authority to the Assistant Director of StreetScene in consultation with the Portfolio Holder Environment Operations and Portfolio Holder Finance, to award the contract to the preferred supplier.

REASON:
To enable the Assistant Director to award the contract to the preferred supplier following completion of the tender exercise. The delegation would allow the contract to be entered without a further cabinet paper, to ensure programme targets are met.

207 Crisis and Resilience Fund 2026/27

The report highlighted the good position EDDC was in to deliver the Crisis and Resilience Fund (CaRF). The need now was to focus on developing the policy to allow to build on the work already undertaken to date, which was why delegated authority was being sought. The new CaRF policy aligned with the Devon Districts approach of test and learn. Whilst the policy was being developed, EDDC would make use of its cost of-living hardship funds to continue to support households in financial difficulty. This included support for those low-income households struggling to afford heating oil making sure no households are negatively affected.

Members thanked Sharon Church and her team for their hard work in getting the grants out to the people who needed it the most. The Deputy Leader highlighted that EDDC were chosen by the DWP as one of the 10 Local Authorities across England and Wales to undertake research into how Housing Support Fund was delivered locally to help inform the Government's CaRF scheme.

RESOLVED that Cabinet:
Grant delegated authority to the Assistant Director for Revenues, Benefits and Customer Service to design, implement and update a policy for the Crisis and Resilience Fund, that aligns with the Devon District Council Approach and DWP guidance, in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Sustainable Homes and Communities.

REASON:
As this was a new fund the recommendation was being made to avoid any further delay in delivery of the scheme. Taking this agile approach would allow the council to adapt its approach when required, through the learning with the voluntary sector, enabling to achieve the best possible outcomes for residents.

208 New Towns Programme Consultation Response

The report summarised the Government consultation on the New Towns Programme. The proposals did not include Marlcombe within the shortlisted sites and this was a topic covered extensively in the proposed responses including the weight that seemed to have been given to a high level Strategic Environmental Assessment (SEA) that had been carried out for the programme. The report presented brief responses to the questions raised by the consultation on behalf of EDDC for Members to consider for submission as the Council's response to the consultation.

RESOLVED that Cabinet:
Note the content of the consultation and agree the responses to each consultation question included in this report for submission as the Council's response.

REASON:
To ensure that members were aware of the consultation and had the opportunity to comment on the proposals.

209 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).

210 Clyst Meadows Country Park, Broadclyst - Purchase of Additional Land

The recommendations as set out in the exempt report were agreed.

211 Cranbox Modular Space Delivery in Cranbrook Town Centre

The recommendations as set out in the exempt report were agreed.

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
S Jackson	Portfolio Holder Communications and Democracy
G Jung	Portfolio Holder Environment - Operations
D Ledger	Portfolio Holder Sustainable Homes & Communities
J Loudoun	Deputy Leader & Portfolio Holder Corporate, Council & External Engagement
R Jefferies	Portfolio Holder Environment - Nature & Climate

Cabinet apologies:

T Olive	Portfolio Holder Place, Infrastructure & Strategic Planning

Also present (for some or all the meeting)
Councillor Ian Barlow
Councillor Kevin Blakey
Councillor Kim Bloxham
Councillor Roy Collins
Councillor Peter Faithfull
Councillor Steve Gazzard
Councillor Mike Goodman

Also present:
Officers:
Melanie Wellman, Director of Governance (Monitoring Officer)
Amanda Coombes, Democratic Services Officer
Tim Child, Assistant Director Place, Assets & Leisure
Sharon Church, Benefits Manager
Simon Davey, Director of Finance
Libby Jarrett, Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance
Tom Winters, Interim Economic Development Manager
Andrew Wood, Director of Place
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Paul Osborne, Green Infrastructure Project Officer
Frances Wadsley, Project Manager, Planning, Growth, Development & Prosperity

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 3 June 2026

Attendance list at end of document
The meeting started at 6.04 pm and ended at 7.10 pm

1 Minutes of the previous meeting

The minutes of the previous meeting from Cabinet held on 6 May 2026 were agreed.

2 Declarations of interest

Min 9. Sidmouth Connaught Cliffs Emergency works, request for additional in year funding up to £500k.
Councillor Ian Barlow, Affects Non-registerable Interest, Is a Sidmouth Town Councillor.

Min 13. Dangerous structure - Axminster.
Councillor Paul Hayward, Affects Non-registerable Interest, had been lobbied.

Min 13. Dangerous structure - Axminster.
Councillor Sarah Jackson, Affects Non-registerable Interest, had been lobbied.

3 Public speaking

Mrs Sandra Ward had submitted a question to Cabinet. She said she had received the written response to her question but that she had not yet had time to read it and consider any supplementary question that she may have. She also thanked the Council for considering their position on the PSPO in light of her correspondence.

4 Matters of urgency

There were none.

5 Confidential/exempt item(s)

There are five items which officers recommend should be dealt with in this way recorded at minutes 9, 11, 12 and 13.

6 Minutes of Housing Review Board held on 30 April 2026

Members noted the minutes and recommendation of Housing Review Board held on 30 April 2026.

Minute 111 Housing Review Board annual report 2025-26
That Cabinet and Council note the work that the Housing Review Board has undertaken during the 2025-26 civic year.

7 Minutes of Arts and Culture Forum held on 29 April 2026

Members noted the minutes of Arts and Culture Forum held on 29 April 2026.

8 Minutes of Leisure Strategy Delivery Forum held on 28 April 2026

Members noted the minutes of Leisure Strategy Delivery Forum held on 28 April 2026.

9 Sidmouth Connaught Cliffs Emergency works, request for additional in year funding up to £500k

The report highlighted that following annual cliff inspections, the cobblestone cliff retaining wall supporting a walkway within Connaught Gardens was found to have moved since last year's inspection. This had forced the closure of the undercliff path/millennium walkway due to safety concerns. Following investigations and optioneering by designers and contractors due to the constraints the available options were estimated to be more than the available remaining budget. Therefore, in year spend was required to fix the wall to enable the undercliff/millennium walkway to open.

Since the publishing of the agenda Option 4.3 to spray concrete the wall had been withdrawn due to subcontractors' safety concerns.

In light of that the Chair proposed that a Working Group be established by the Portfolio Holder Environment – Operations with Sidmouth Town Council and EDDC representatives to review the issue and give consideration to how the situation can best be progressed, with a view to revisiting the matter in the Autumn and making financial provision for the works in the 2027/28 budget for works to commence in Spring 2027 and be completed in time for the 2027 summer season.

Cllr Ian Barlow asked that the wall be taken down now and made safe so people could enjoy the beach and the sea while ongoing discussions took place for a permanent solution. The potential for additional disruption to Connaught Gardens and increased costs associated with this approach was highlighted.

Officers requested the ability to investigate the possibility and cost effectiveness of providing a crash deck or gallery structure to enable the path to open for the summer, and the Chair confirmed that this could be authorised by the Portfolio Holder Environment - Operations under his delegated powers.

The Chair agreed in the absence of the Portfolio Holder Environment - Operations for the Council to investigate providing a crash deck or gallery to enable the path to open for the summer.

RESOLVED that Cabinet;

1. Delegate authority to the Portfolio Holder Environment – Operations in consultation with the Director of Place, to create a working group with EDDC and Sidmouth Town Council.

2. That a further report be brought to the 7th October Cabinet, with a view to budgeting for 2027/28 and commencing in April 2027 in time for the summer of 2027 and to provide an update on progress of the working group.

3. That the outcomes of the working group are brought into consideration for the budget for 2027/28.

4. That increased security and CCTV be agreed for site and public safety.

REASON:

To ensure that options for repair can be explored with key partners to ensure that the most effective solution was found to enable the reopening of the walkway.

10 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).

11 Recycling and Waste Contract

The recommendations as set out in the exempt report were agreed.

12 Housing Contract & Procurement Approvals

The recommendations as set out in the exempt report were agreed.

13 Dangerous structure - Axminster

The recommendations as set out in the exempt report were agreed.

Attendance List

Present:
Portfolio Holders

P Arnott	Leader of the Council
S Hawkins	Portfolio Holder Finance
P Hayward	Portfolio Holder Assets and Economy
S Jackson	Portfolio Holder Communications and Democracy
T Olive	Portfolio Holder Place, Infrastructure & Strategic Planning
R Jefferies	Portfolio Holder Environment - Nature & Climate

Cabinet apologies:

N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
G Jung	Portfolio Holder Environment - Operations
D Ledger	Portfolio Holder Sustainable Homes & Communities
J Loudoun	Deputy Leader & Portfolio Holder Corporate, Council & External Engagement

Also present (for some or all the meeting)
Councillor Ian Barlow
Councillor Roy Collins
Councillor Peter Faithfull

Also present:
Officers:
James Docherty, Assistant Director Governance & Legal
Mark Barrow, Interim Director Place
Amanda Coombes, Democratic Services Officer
Tom Buxton-Smith, Engineering Projects Manager
Nathan Muggeridge, Corporate Lead for Housing Property and Assets
Simon Davey, Director of Finance
Ed Freeman, Assistant Director Planning Strategy and Development Services
Tracy Hendren, Chief Executive
Andrew Wood, Director of Place
Andrew King, Assistant Director for Housing (Regulated Services)
Catrin Stark, Director of Housing and Health

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of EdenServ (LATCo) Shareholder Committee held at Council Chamber, Blackdown House, Heathpark Industrial Estate, Honiton EX14 1EJ on 25 June 2026

Attendance list at end of document
The meeting started at 5.30 pm and ended at 7.06 pm

1 Minutes of the previous meeting

The minutes of the meeting held on 4 February 2026 were confirmed as a true record.

2 Apologies

Apologies received from Councillor Paul Arnott.

3 Declarations of interest

There were none.

4 Public speaking

No members of the public had registered to speak.

5 Matters of urgency

There were no matters of urgency.

6 Confidential/exempt item(s)

There were 5 items of confidential/exempt business.

7 Appointment of Chair

The Democratic Services Manager invited nomination(s) for the Chair of the EdenServ LATCo Shareholder Committee.

Councillor John Loudoun was proposed by Councillor Todd Olive and seconded by Councillor Geoff Jung.

There were no other nominations and having been put to the vote Councillor John Loudoun was duly elected at the Chair of the EdenServ LATCo Shareholder Committee until the first meeting on the Shareholder Committee of the new civic year in 2027.

(Councillor John Loudoun left the room during the vote.)

RESOLVED: That Councillor John Loudoun is appointed as the Chair of the EdenServ LATCo Shareholder Committee until the first meeting of the new civic year in 2027.

8 Appointment of Vice Chair

The Chair invited nominations for the position of Vice Chair of the EdenServ LATCo Shareholder Committee.

Councillor Paul Arnott was proposed by Councillor Todd Olive and seconded by Councillor Geoff Jung. There were no other nominations and having been put to the vote Councillor Paul Arnott was duly appointed.

RESOLVED: That Councillor Paul Arnott is appointed as the Vice Chair of the EdenServ LATCo Shareholder Committee until the first meeting of the new civic year in 2027.

9 Local Government Act 1972 - Exclusion of the 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.

Having been duly proposed and seconded the LATCo Shareholder Committee

RESOLVED: That the press and public were excluded from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A of the Local Government Act 1972.

10 Non-Executive Director recruitment/appointments

The EdenServ LATCo Shareholder Committee (SHC) received a report seeking the appointment of a Chair and Non-Executive Directors to the EdenServe Company Board.

The SHC noted that a comprehensive and competitive recruitment process had been undertaken to establish the Company’s first independent Board.

The SHC supported the appointments recognising that they represented a critical step in establishing robust governance arrangements ahead of full operational delivery.

RESOLVED: That the EdenServ LATCo Shareholder Committee:

1. Notes the recruitment process undertaken, including the scale of market engagement, volume of applications and strength of the candidate field;
2. Approves the appointment of the recommended Chair and three Non-Executive Directors to the EdenServ Board, as set out in Appendix B (Confidential) and endorsed through the recruitment process;
3. Delegates authority to the Monitoring Officer in consultation with the Chief Executive, Chair of the Shareholder Committee and EdenServ Managing Director to amend the Articles of Association and Shareholder Agreement to enable the appointment of the fourth Non-Executive Director including any associated amendments and subject to those amendments, to appoint a fourth Non-Executive Director as outlined in Appendix B (Confidential).

4. Authorises the Company to formally issue appointments to the preferred candidates and to register the appointments at Company's House.

REASON FOR RECOMMENDATION:
To ensure that EdenServ has a fully constituted, independent and appropriately skilled Board in place consistent with the governance framework approved by Cabinet and the SHC; good practice for Local Authority Trading Company governance; and the need for effective oversight, challenge and decision-making as the Company moved into operational delivery.

11 Project delivery and mobilisation progress update

The EdenServ LATCo Shareholder Committee (SHC) received a verbal update on project delivery and mobilisation progress.

The SHC noted:

- Overall programme status;
- Working towards safe lawful mobilisation;
- Workstream overview and RAG rating;
- Go-live date was September 2026;
- Budget implications.

RESOLVED: To note the update.

12 Receive minutes of company board meeting held on 9 February 2026

The EdenServ LATCo Shareholder Committee (SHC) received the minutes of the meeting of the board of directors of East Devon Environmental Services Limited held on 9 February 2026.

The SHC noted the minutes.

RESOLVED: That the minutes of East Devon Environmental Services Limited held on 9 February 2026 are noted.

13 Fleet maintenance contract award

The EdenServ LATCo Shareholder Committee (SHC) received a report seeking approval to award a contract for the provision of fleet maintenance services including a request for delegated authority to procure and award contracts for the supply of vehicle fuel and personal protective equipment.

The SHC supported the recommendations set out in the exempt report.

RESOLVED:
That the EdenServ LATCo Shareholder Committee:

1. Approve EdenServ's recommendation to appoint the company named in the exempt report to provide fleet maintenance services to the Company.
2. Agrees to delegate authority to the Managing Director, in consultation with the Chair of the Shareholder Committee, to procure and award contracts and to enter into agreements for the supply of vehicle fuel and personal protective equipment.

REASON FOR RECOMMENDATION:
To ensure EdenServ has access to a safe, reliable and legally compliant fleet, supported by appropriate arrangements for maintenance, fuel supply and personal protective equipment necessary for the delivery of its services.

14 Equal Pay update

The EdenServ LATCo Shareholder Committee (SHC) received a report (exempt) on equal pay.

The SHC noted the update.

RESOLVED: That the report on equal pay is noted.

Attendance List

Councillors present:
S Hawkins
G Jung
J Loudoun
T Olive

Councillors also present (for some or all the meeting)
I Barlow
R Collins

Officers in attendance:
Andrew Hancock, Assistant Director StreetScene
Tracy Hendren, Chief Executive
David Robertson, Project Manager Recycling and Waste
Kathryn Tebbey, Contracts & Procurement Lawyer
James Carpenter, Managing Director EdenServ Ltd
Simon Davey, Section 151 Officer – virtual
Melanie Wellman, Monitoring Officer – virtual
Andrew Melhuish, Democratic Services Manager

Councillor apologies:
P Arnott

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Housing Review Board held at Council Chamber, Blackdown House, Honiton, EX14 1EJ on 30 April 2026

Attendance list at end of document
The meeting started at 10.00 am and ended at 12.02 pm

100 Minutes of the previous meeting

The minutes of the meeting held on 22 January 2026 were agreed.

101 Apologies

In the absence of the Chair who had given her apologies, the Vice Chair Simon Smith was in the Chair and it was agreed that Councillor Chris Burhop would act as Vice Chair for the meeting.

102 Declarations of interest

Declarations of interest.
Councillor Aurora Bailey, Affects Non-registerable Interest, EDDC housing tenant.

Declarations of interest.
Councillor Brian Bailey, Affects Non-registerable Interest, EDDC housing tenant.

Declarations of interest.
Councillor Steve Gazzard, Affects Non-registerable Interest, EDDC housing tenant.

103 Public speaking

There was no public speaking.

104 Matters of urgency

There were none.

105 Confidential/exempt item(s)

There were no confidential/exempt items.

106 Forward plan

The Assistant Director – Housing Regulated Services presented the forward plan and advised members that the forward plan acted as a reminder of agenda items to come forward to future meetings. Meeting dates for the forthcoming civic year had been populated on the forward plan.

The Board noted that the forward plan had been derived from previous meetings and requests, as well as the housing service plan. Service Managers were currently reviewing realistic time frames against each topic. The Assistant Director explained that a couple of the policies that had been due to be presented to the Board that day had been delayed due to the consultation process.

Members were reminded that they could add further reports and topics for discussion to the next forward plan by either informing the Assistant Director or the Democratic Services Officer.

In response to a question about the review and replacement of Home Safeguard equipment within housing stock, officers advised that an update would be brought to a future Board meeting.

RESOLVED: to note the Housing Review Board forward plan.

107 Finance report

The accountant's report gave the Housing Review Board an initial draft summary of the Council's overall financial position for 2025/26 for the Housing Revenue Account (HRA) and associated capital programmes. A final report would be presented to the HRB, Cabinet and Council and any material differences to the figures would be highlighted and explained.

Current monitoring indicated that:

- The Housing Revenue Account balance was projected to be below budget with a considerable capital contribution to revenue in year.
- The HRA budget strategy followed the sustainability plan which required the restoration of the HRA balance to £3.1m in £250k annual increments. This was set to be achieved, with the estimated surplus on account at £1.9m. A revenue contribution to capital would be made to reduce the annual borrowing requirement and the resultant interest burden on revenue in each year going forward.
- Capital in the housing workstreams was significantly below budget expectations resulting in a large amount of slippage into 2026/27.

The accountant explained that the budget was set on the sustainability plan as at the time the results of the stock condition survey and subsequent asset management plan were not available.

The revenue and capital split across the property & asset related work streams had been reviewed in year and virements were made, primarily moving budget and expenditure from revenue and into capital, with a relatively immaterial amount of budget reducing supplementary estimates. Training was being undertaken with the team on what was deemed as revenue and capital. The accountant explained to the Board that council accounting was different to commercial accounting.

Members sought reassurance that the service was now fully staffed and the capacity was there to spend the capital budget going forward. The Director – Housing & Health confirmed that management positions were in place but more surveyors were needed and a structure was being put to ELT to resource this effectively. Asset management was critical to the capital budget and it was felt that it was preferable to carry money forward to the next financial year as opposed to spending it for the sake of it. The Council now had to borrow when it spent on capital so it was being more cautious when it came to spending and borrowing.

RESOLVED: that the initial variances identified in the revenue and capital monitoring process be noted.

108 Housing complaints - performance report 2025-26 (Q4)

The Housing Performance Lead's report provided the Board with details on housing related complaints performance, and details of the ongoing complaints improvement action plan and the breakdown of departments complaints were related to. The Board noted that there had been clear improvement in response times during quarter 4, with both stage one and two complaints falling into target timescales. This followed the recruitment and induction of several surveyor employees and the imbedding of new practices during quarters 3 and 4.

The Board noted the theme for escalation of complaints to stage two during quarter 4:
1. Lack of works being completed at stage one.
2. Requests for an increase in compensation.
3. Dissatisfaction with responses for requests for upgrades to kitchens, bathrooms and windows.

In order to remedy this trend in escalations to stage two complaints, during Q4, a new process was implemented where following a surveyor visit to assess repairs, the customer was issued with a written report within three days outlining what works would be completed and the surveyor would follow the repairs through to post inspection of the works. In addition, a new compensation framework had been developed to ensure compensation was consistent, fair and in line with Housing Ombudsman guidance.

The Housing Performance Lead explained to the Board that a newly created customer complaints survey was due to be presented to the Tenant Scrutiny Panel for their feedback on the questions and tone of language, before being sent for ELT approval. In addition to the survey a tracker had also been created which would support the monitoring of customer satisfaction, monitoring areas for improvement and those the service was doing well in. This would also be presented to the Scrutiny Panel for their feedback and suggestions.

The Housing Performance Lead's report also detailed Housing Ombudsman complaints in 2025/26 and explained that due to high demand and increased caseloads, the Ombudsman was dealing with significant backlogs. As a result of this, many of the cases that were currently being determined related back to complaints originating in 2023. Therefore, the themes and issues currently being determined were historical and, in many cases, had already been identified and addressed in the time that had passed. It was noted that during 2025/26 43 Ombudsman cases were received. During 2025/26 the total compensation awarded by the Housing Ombudsman was £10,790. Of the cases determined in 2025/26:
- 2 counts of severe maladministration.
- 10 counts of maladministration.
- 6 counts of service failure.
- 2 counts of no maladministration.

The themes of these cases were contained in the report as well as an explanation of actions taken following a Housing Ombudsman determination.

The Housing Performance Lead's report also outlined several complex cases that were being dealt with. Finally, the report stated that 13 compliments had been recorded during quarter 4.

A request was made for a graphical trend of complaints so that the Board could chart progress. Comparative and benchmarking data would be presented to the Board in future.

RESOLVED: that the Housing Review Board note the content of the report outlining the quarter 4 performance for housing related complaints.

109 Tenancy services - performance report 2025-26 (Q4)

The Housing Review Board were presented with key performance indicators (KPIs) for quarter 4 of 2025/26 for tenancy services. The Tenancy Services Manager (Regulated Services) gave a presentation which summarised performance actions being taken to improve performance in rentals, estate management and sheltered housing functions within tenancy services.

100.43% of rent was collected in quarter 4, above the target of 98%. The rental collection figure was over 100% as rent was also collected for former tenancies, therefore counting towards income for that period. Rent arrears as a percentage of annual rent debt was 1.17%, the target was 2.38%. The rentals team demonstrated high performance with low tenant rent arrears and were within the top 25% of landlords nationally and the Tenancy Services Manager congratulated the Rental Manager and her team.

There were 38 open Anti Social Behaviour (ASB) cases that the estates team were currently dealing with, with 11 reported in quarter 4. This involvement could range from monitoring cases through to preparing court paperwork to commence legal proceedings. Although eviction was a last resort, there had been 5 evictions in quarter 4; two were for rent arrears, two for trespass and one eviction from temporary accommodation.

100% of estate inspections had been completed in the six-month cycle.

Tenancy visits were a joint objective for the Estate Management and Sheltered Housing. The purpose of the visits was to not only offer support to the tenant but to also identify any tenancy management issues, wellbeing/safeguarding concerns, and issues of disrepair. Any changes to the tenant’s situation were recorded on EDDC systems. 27.44% of general purpose tenancies were visited in 2025/26. This was below the target of 33% but two officers had been absent for a quarter of the year. The Tenancy Services Manager reported that 95.4% of sheltered tenancies had been visited in 2025/26. The remaining 4.6% sheltered tenancies had not been visited due to those opting out of support, access issues and tenants being in respite care.

18 new tenant visits had been completed within target (95%), with 0 new tenant visits currently outstanding. Tenant visits within the first 10 weeks of tenancy start date was set so that any issues with the tenant could be addressed at an early stage and would enable tenancy sustainment and identify social housing fraud.

The Tenancy Services Manager outlined the work of the Communities Team, which included:

- Getting to know you survey.
- Roaming hubs.
- Community hubs.
- Resident Connect Festival.

It was noted that there had been nine households (sheltered and general needs) decanted to temporary accommodation, primarily due to the condition of their property. Six EDDC properties were being used as decant accommodation, thereby reducing the need to use costly temporary accommodation. Feedback from the tenants that had been decanted was positive.

The Director – Housing and Health thanked the Tenancy Services Manager and his team for the incredible service turnaround and commended the team for all their hard work.

RESOLVED: that the housing performance report – tenancy services quarter 4 (2025/26) is noted.

110 Property & Assets performance report 2025-26 (Q4)

The Corporate Lead for Property and Assets report outlined the property and assets element of the housing service's performance through quarter 4 of 2025/26. The report covered the repairs, compliance and planned works functions within property and assets. Regular performance reporting to the Housing Review Board ensured that oversight was maintained and enabled timely scrutiny and challenge, as expected under the Regulator of Social Housing's Consumer Standards.

Tenant satisfaction measures in repairs in maintenance continued to increase as a result of the repairs improvement plan and its delivery.

There was focus on customer engagement with work continuing with the Repairs and Maintenance Scrutiny Group, meet the contractor events, repairs updates to the Complaints Scrutiny Group, tenant engagement with new kitchen designs and a mapping workshop to consider the repairs customer journey.

Another area of focus had been on building capability for the surveyor capacity. This involved:

- Patched based working so that maintenance surveyors had operational areas.
- Fully equipping the surveyors to properly identify issues in properties.
- Coaching and training, internally and externally.
- Issuing survey summary reports to customers to help tenants understand what was going on, why the works were taking place and when they could expect that to happen.

Good progress continued to be made in the introduction of the performance framework across property and assets. The framework would provide consistent and robust performance reporting to the Regulator for Social Housing and other stakeholders, while clearly defining accountability for the delivery of the property and asset service areas. As the framework became embedded as business as usual, it was anticipated that additional improvement opportunities would be identified and addressed.

Areas where the service was experiencing challenges were:

- Disrepair cases.
- Property and asset related complaints.
- Voids performance.
- A slight improvement in the percentage of repairs completed within target. A winter plan would be put in place for 2026/27 to deal with increased demand.

In terms of void performance the void lifecycle process was mapped out and a new classification framework established. The status of all 170 vacant properties at that time were reviewed and categorised. There had also been a review of resources in terms of void surveying roles, planned works capability and asset planner capability. The Corporate Lead for Property and Assets outlined future actions to the Board.

Internal compliance audits had taken place and actions were already being delivered. Compliance was strong, with most areas consistently achieving 100% or improving compared to the previous month's position. Electrical compliance continued to improve with a focus on obtaining access to non-compliant properties. The deterioration in gas compliance was due to delays with the supplier not booking in the tests on time. The issue had been raised with the supplier and was being resolved as per the contract. There were new compliance contracts for fire, radon and electrical, with contracts being developed for legionella and fire risk assessments. The application of the performance framework had increased compliance assurance. An internal promotion had strengthened the compliance function, with further recruitment underway for compliance and repairs administrator roles. All other positions within property and assets were currently filled.

The Corporate Lead Property and Assets reported that the demand for adaptations was increasing, with a diverse range of requests; more for minor works rather than major works. It was noted that the Council had to self-fund adaptations and requests were likely to increase further with Awaab's law. Awaab's law was coming out in a phased approach with tough timeframes.

The Corporate Lead Property and Assets explained that planned works took time. The planned works team had over 30 live projects at varying stages and examples of these were shown to the Board. Consideration was being given to the recruitment of an additional Planned Works Surveyor to process the increasing number of referrals into the programme of works.

In response to a question about kitchen and bathroom replacements the Corporate Lead Property and Assets replied that in terms of kitchen replacements there had been 81 undertaken in 2024/25, and three in 2025/26. He gave context to this in terms of the contract which was not continued with and resources used to resolve this. 100 kitchen replacements were planned for 2026/27. The bathroom replacement and decarbonisation programmes demonstrated a similar theme. Planned works figures would be provided in future reports but did not always reflect the responsive repairs and the overall picture. The Director – Housing and Health reported that the turnaround in the programme was incredible and that it was not a quick process.

A request was made for ward members to be notified of void properties in their area. Officers explained that this was not practical operationally. Challenges already existed in the void process and officers did not want to complicate the administrative process anymore. Members asked for a simplified report relating to voids. The Board were advised that a lunchtime learning session on voids and the disposals was planned for May. It was acknowledged that long term voids had an impact on the figures and the team were congratulated on a transformational job over the last 12 months.

RESOLVED: that the housing performance report – property and assets, quarter 4 2025/26 is noted.

111 Housing Review Board annual report 2025-26

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 2025-26 civic year.

Attendance List

Board members present:
Sid Forde, Tenant
Wang Tian, Independent Community Representative
Councillor Christopher Burhop
Councillor Melanie Martin
Councillor Simon Smith (Vice-Chair)
Sara Clarke, Independent Community Representative
Rob Robinson, Tenants
Councillor Tim Dumper
Councillor Helen Parr
Councillor Roy Collins
Councillor Mike Goodman

Councillors also present (for some or all the meeting)
A Bailey
B Bailey
P Arnott
I Barlow
S Gazzard
D Ledger
S Westerman

Officers in attendance:
Alethea Thompson, Democratic Services Officer
Darren Hicks, Tenancy Services Manager (Regulated Services)
Andrew King, Assistant Director for Housing (Regulated Services)
Nathan Muggeridge, Corporate Lead for Housing Property and Assets
Liam Reading, Assistant Director - Housing Programmes, Investment and Development
Giles Salter, Solicitor
Catrin Stark, Director of Housing and Health
Tanya Traylen, Housing Performance Lead

Councillor apologies:
Rosemary Dale, Tenant
Rachel Browne, Tenant
Councillor Sarah Chamberlain
Tracy Hendren, Chief Executive

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Committee held at Council Chamber, Blackdown House, Honiton on 8 April 2026

Attendance list at end of document
The meeting started at 10.02 am and ended at 10.46 am

38 Minutes of the previous meeting

The minutes of the previous meeting held on 11 February 2026 were agreed and signed as a true record.

39 Declarations of interest

There were no declarations of interest.

40 Public Speaking

There were no public speakers.

41 Matters of urgency

There were no matters of urgency.

42 Confidential/exempt item(s)

There were no confidential or exempt items.

43 Committee Update - Licensing Act 2003, Gambling Act 2005, Taxi & Private Hire Licensing & General Licensing

The Licensing Manager introduced the report which provided an update on the activities of the Licensing Service under the Licensing Act 2003, Gambling Act 2005, Taxi and Private Hire Licensing and General Licensing including Street Trading and Pavement Licensing.

Discussion and responses to questions included the following points:

- Explaining the duty of care to patrons by licensed premises in relation to gambling addiction. All licensed premises inspected are compliant in that they have proven the measures they have in place for the duty of care.
- Explaining that premises licences are in place until they are surrendered or cancelled by the licence holder.
- Consideration of the taxi fare rates will be explored further through a report to the next scheduled committee meeting, where the report will take account of the price index for fuel as well as other factors for the overall tariff. A request was made for comparison detail with the tariff of other authorities in Devon.
- The role of the Safety Advisory Group was explained for the consideration of events, covering a wide range of bodies including the Police and County Highways; Licensing was only one part of that if the event included an application for either the sale of alcohol or regulated entertainment.

- There was still no clear indication of how the delivery of services from the licensing team would look under local government reorganisation.

The update report was noted.

Attendance List

Councillors present:
B Bailey
I Barlow
K Bloxham (Vice-Chair)
M Chapman
T Dumper
S Gazzard
Y Levine
J Whibley (Chair)

Councillors also present (for some or all the meeting)
R Collins

Officers in attendance:
Debbie Meakin, Democratic Services Officer
Phillippa Norsworthy, Licensing Manager
Emily Westlake, Licensing Officer

Councillor apologies:
V Bonetta
C Nicholas
M Rixson
S Westerman

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Sub Committee held at Council Chamber, Blackdown House, Honiton on 6 May 2026

Attendance list at end of document
The meeting started at 9.05 am and ended at 10.10 am

29 Minutes of the previous meeting

The minutes of the previous meeting held on 28 January 2026 were agreed as a true record.

30 Declarations of interest

There were no declarations of interest.

31 Matters of urgency

There were no matters of urgency.

32 Confidential/exempt items

There were no confidential or exempt items.

33 Application for the grant of a Premises Licence under the Licensing Act 2003 to permit licensable activities at the RevFest event at Dunkeswell

The meeting was a hearing under the Licensing Act 2003.

The Chair introduced the members of the Sub Committee and the officers present.

The Sub-Committee's Legal Advisor, Giles Salter, outlined the procedure for the meeting.

The Sub Committee considered the application for the grant of a time limited premises licence at Dunkeswell Raceway Ltd for a one-day event known as RevFest on Saturday 29 August 2026.

The applicant, present and entitled to make representations, was Mr Peter Jeanes. Mr Jeanes was accompanied by Laura Podilchuk (Event Manager, Kept Events) and Simon Jarman (Facilities Manager / Health and Safety Manager, Dunkeswell Raceway).

None of the interested parties wished to add anything to their written representations.

The Licensing Manager summarised the application as set out in the report and stated that the applicant had advised that the security firm they intended to use was 'Red Elephant', this being a change from a previous company.

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

The applicant made the case for the application and highlighted the following points:

- The RevFest event was intended to celebrate 60 years of karting at the circuit, and the organisers were committed to delivering a well-managed and respectful event for the community.
- The event was planned carefully with concerns in mind including traffic, noise, safety and the overall impact on the community.
- The applicant would be attending the Safety Advisory Group to address potential risks and ensure that all licensing objectives were covered.
- Ms Podilchuk outlined the measures set out in the Event Management Plan, Noise Management Plan and Traffic Management Plan to mitigate the concerns of residents and agencies.
- The Raceway had previously hosted events with up to 1,500 attendees and had done so safely and responsibly.
- Events such as RevFest allowed people to be creative, express themselves and socialise, helping to reduce tension, anxiety and stress.

Responses to questions from the Sub Committee included the following points:

- The RevFest event was for a maximum of 3,000 people and overnight camping was available since it was anticipated that some people who had driven would want to have a drink.
- On the suggestion of Environmental Health, noise levels would be measured at the nearest house and not in the centre of the circuit.
- An expert would be on site for the duration of the event to monitor and control noise levels, and they were confident that noise would be below 65dB for the whole day.
- The applicant was keen to ensure the success of the event and was not willing to consider a break in the loud music at a point between midday and 11pm, since this did not typically occur at festivals and there was a risk of losing people who would not understand why the music had stopped.
- Due to capacity, it was not possible to safely hold the event indoors.
- The applicant and SIA security staff would be on site overnight to keep everyone safe and to ensure campers did not create a noise nuisance.
- RevFest would be the applicant’s first event with music and for this reason, they had been careful to have the right people in place to ensure and safe and enjoyable experience.
- If successful, organisers would consider running the same event annually given that it was good for the Raceway, the community and would bring tourism to the area.
- Ticket purchasers would be informed of the correct route to and from the event by email and on the website.
- Local residents would be provided with Mr Jeanes’ telephone number and the main officer number for queries or concerns on the day of the event.
- It was intended to stop supplying alcohol by 11.00pm and to ensure everyone had left by midnight.

For the purpose of the licence, the Legal Advisor sought to clarify the time at which it was intended to terminate licensable activities. Following discussion, the applicant confirmed that it would be acceptable to them that music should stop at 11.00pm, supply of alcohol at 11.30pm and the premises would shut down at midnight.

In summary, the applicant stated that they were on site all week, every week, and were always happy to have local residents come and speak with them directly.

The Chair thanked everyone for attending and advised that the decision would be notified in writing to all parties within five working days.

Attendance List

Councillors present:
I Barlow (Vice-Chair)
K Bloxham (Chair)
T Dumper

Councillors also present (for some or all the meeting)
S Gazzard

Officers in attendance:
Sarah James, Democratic Services Officer
Phillippa Norsworthy, Licensing Manager
Giles Salter, Solicitor
Emily Westlake, Licensing Officer

Councillor apologies:

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Licensing and Enforcement Sub Committee held at Council Chamber, Blackdown House, Honiton on 10 June 2026

Attendance list at end of document
The meeting started at 2.03 pm and ended at 4.48 pm

1 Minutes of the previous meeting

The minutes of the previous meeting held on 6 May 2026 were agreed as a true record.

2 Declarations of interest

Minute 7. Application for the grant of a premises licence under the Licensing Act 2003 for a trailer bar situated on the paved area at the eastern end of Queen's Drive near Orcombe Point in Exmouth.
Councillor Olly Davey, Affects Non-registerable Interest, Member of Exmouth Town Council but does not sit on the Exmouth Town Council Planning Committee.

Minute 7. Application for the grant of a premises licence under the Licensing Act 2003 for a trailer bar situated on the paved area at the eastern end of Queen's Drive near Orcombe Point in Exmouth.
Councillor Steve Gazzard, Affects Non-registerable Interest, Member of Exmouth Town Council but does not sit on the Exmouth Town Council Planning Committee.

3 Matters of urgency

There were no matters of urgency.

4 Confidential/exempt items

There were no confidential or exempt items.

5 Application for the grant of a premises licence under the Licensing Act 2003 at The Loft Bar & Grill, 11A Church Street, Exmouth, EX8 1PE

The meeting was a hearing under the Licensing Act 2003.

The Chair introduced the members of the Sub Committee and the officers present.

The Sub Committee's Legal Advisor, Giles Salter, outlined the procedure for the meeting.

The Sub Committee considered the application for the grant of a premises licence at The Loft Bar and Grill, 11A Church Street, Exmouth, EX8 1PE.

The applicant, present and entitled to make representations, was Miss Kerry Roach. Miss Roach was represented by Kate Waddams, Solicitor, supported by Faye Dunn, Paralegal, both from Vine Orchards Solicitors.

The interested person, present and entitled to make representations, was Mr Thomas Gordon.

The Licensing Manager summarised the application and raised that there had been claims that other representations had been sent in respect of this application. However, after checking on more than one occasion with the post room and other departments across the council, Licensing Officers had not located any other letters of representation sent before 14 May 2026, this being the last date for representations to be received in respect of this application.

Responses to questions for the Licensing Manager from Councillors included the following points:

- The Licensing Manager clarified how the timings in the previous premises licence differed from those in the current application.
- The applicant had reached an agreed position with Environmental Health where there would be no persons to be admitted to the rooftop terrace on any occasion, and this agreed condition would go on the Premises Licence, if granted.
- The Licensing Manager clarified the CCTV conditions set out in previous licence.

Responses to questions for the Licensing Manager from the interested person included the following points:

- Licensing Officers were not informed of any non-compliance with CCTV conditions under the previous licence, and this was left to police investigation.

There were no questions for the Licensing Manager from the applicant’s representative..

The applicant’s representative made the case for the application and highlighted the following points:

- The applicant’s late father had been the leaseholder for 11 years and the lease had been inherited by the applicant on his passing, with 9 years remaining on it.
- The permitted use of the premises was as a wine bar licensed for sale of alcohol, food and refreshment to the public. The premises must be used for permitted use only and the applicant would lose her livelihood if the licence was not granted.
- The applicant’s father had held a premises licence, but the applicant had thought that the licence was in her name. As soon as she became aware that this was not the case and the licence had lapsed, she immediately closed and applied for a licence.
- It was not the case that windows were left open for extended periods, and noise levels were not excessive. Music stopped at midnight and there had been no live music since June 2025.
- The interested party had claimed that he had had to adjust the opening hours of his business due to lack of sleep caused by noise levels from the premises; however, the premises had operated reduced hours since the pandemic, opening only weekends and bank holidays, and Mr Gordon’s shop was not open on those days.
- There had been no evidence of drug use or antisocial behaviour at the premises, and there had been no police callouts. Random police inspections had revealed no illegal substances or non-compliance at the premises.
- The roof terrace was not accessible to the public.
- Six CCTV cameras had been in operation during opening hours. The premises did not need door staff but when hired for private functions, organisers were required to provide their own door staff.
- The premises was fitted with smoke alarms, heat alarms, carbon monoxide detectors and fire extinguishers in compliance with fire regulations. Outstanding issues relating to the roof and glazing were the responsibility of the freeholder.
- The premises had been a licensed bar for over 40 years and there were 2 other licensed venues in the immediate area. Many of the claims made in representations were conflating issues that had or may have occurred at the other licensed venues, and many

were based on the nature of the premises some years ago, before the applicant's time, or were hypothetical.

Responses to questions from the Sub Committee included the following points:

- Due to low income and customer base, the premises had been opening from 7pm to midnight on Fridays and Saturdays only; however, the applicant was now requesting to open throughout the week.
- The applicant would like the option to open up the second floor as a restaurant in the future.
- If the second floor was opened up, the applicant would put an alarm and signage on the door to the rooftop terrace to highlight that it was out of bounds and to alert staff should anyone open the door.
- When the CCTV system was found by police to not be operational, it had not been working for six weeks.
- The applicant had now purchased a new CCTV system with a larger hard drive.
- Currently there was no CCTV on the second floor but the applicant would put a camera in place in the event that this area was opened to the public.
- The applicant had held a personal licence for more than 21 years.
- All actions specified by the fire service had been completed. The applicant had also purchased fire-resistant upholstery, emergency lighting on the stairwells and exit lighting.
- The second floor was currently used as an arts and craft studio for the applicant's personal use only, and the door to the second floor was kept locked.
- There were fire doors on the other side of the building which were kept closed but unlocked, as they were the fire exit from upstairs. The applicant confirmed that this door could be alarmed, if required.
- There was soundproofing in the building over the windows on the street, which was also to stop lights from shining into neighbouring homes

In response to a question from the Sub Committee, the Licensing Manager confirmed that officers had not received any complaints of antisocial behaviour at the premises, and Environmental Health had not given any indication that they had concerns due to noise complaints.

Responses to questions from the interested party included the following points:

- The Council's Licensing Officers had brought to the applicant's attention in December 2025 that as her father, who was the premises licence holder, had died, the premises licence had lapsed.
- The applicant outlined the personal impact of her father's death and explained that she had been under the misunderstanding that the licence was in her name since the Council had always dealt with her and not with her father.

The interested person made their case and highlighted the following objections to the application:

- The rooftop terrace was accessible to the public through the staircase that was the fire exit, and if the doors to this staircase were alarmed then this would stop anyone from using it to access the roof.
- The off licence was mainly to allow drinking on the rooftop terrace. It would therefore be advisable to not grant an off licence, to reinforce the condition that the rooftop terrace was not to be used.
- There was a long a consistent history of nuisance from the premises including under Miss Roach's control; however, it had proved difficult to gain evidence to combat non-compliance with conditions.
- Exit from the premises was onto a narrow pavement causing customers to step out into the road, creating a hazard to themselves and car drivers.
- Since the smoking ban, car drivers had had to slow down or stop due to smokers congregating and blocking the road. Smokers were also disturbing for the 7 residences

directly opposite and constituted a new nuisance since the previous premises licence was originally applied for.
- If there was a condition for an SIA door supervisor at all opening times, they could stop customers from exiting when a car was coming, and could direct smokers around the corner where they would not cause nuisance.
- The Edwardian sash windows were not double glazed or sound glazed and the insulation over two of the windows was ineffective. The other licensed premise in the vicinity had live music but was double glazed and did not create the same nuisance.
- If CCTV with extended hard drive was required to operate 24 hours everywhere on the premises, this would enable statutory bodies to see what happened outside of the times that the venue was open for licensable activities.

In response to questions from the Sub Committee, the interested person made the following points:
- There was one door which was the only entrance and exit for the public normally, and this led out to a narrow pavement of approximately 24 inches, and then onto the road. Whilst a light traffic area, the street was the main route around the pedestrian precinct.
- There had been a history of items, including tables and chairs, being stored on the rooftop terrace despite a condition on the licence that it was not to be used for any purpose at all.

There were no questions for the interested person from the applicant's representative.

In response to a question from the legal advisor, the Licensing Manager stated that the conditions on the previous licence were quite extensive. The Sub Committee was then provided with a printed copy of the licence, for reference.

In summary, the applicant's representative stated that the applicant was willing to work with Licensing to achieve a position that was acceptable to all.

The Chair thanked everyone for attending and advised that the decision would be notified in writing to all parties within five working days.

6 Application for the grant of a premises licence under the Licensing Act 2003 for a trailer bar situated on the paved area at the eastern end of Queen's Drive near Orcombe Point in Exmouth

The meeting was a hearing under the Licensing Act 2003.

The Chair introduced the members of the Sub Committee and the officers present.

The Sub Committee's Legal Advisor, Giles Salter, outlined the procedure for the meeting.

The Sub Committee considered the application for the grant of a premises licence for a trailer bar situated on the paved area at the eastern end of Queen's Drive near Orcombe Point in Exmouth.

The applicant, present and entitled to make representations, was Mr Oliver Bainbridge.

The interested parties, present and entitled to make representations, were Cllr Graham Deasy, Cllr Brian Bailey, Cllr Nick Hookway, Mrs Ava Wood and Mrs Dierdre Mackness.

The Licensing Officer summarised the application as set out in the report.

Responses to questions for the Licensing Officer from Councillors included the following points:

- There was no record of any complaints from the previous two occasions that licenses had been granted for the trailer bar at this location.
- There was no condition offered in relation to two members of the staff being on duty during licensable hours.
- The applicant had reached an agreed position with the police on the previous application. The police had not given any specific reason but had requested conditions, which were agreed to.
- The police responded almost every time to consultation, and Licensing Officers had not received any representation from them on this application.

Responses to questions for the Licensing Officer from the interested persons included the following points:

- Applications in previous years were for Saturday 3rd and Sunday 4th June, and for Saturdays and Sundays between 12th August and 3 September 2023, 12.00pm to 7.00pm.
- Anything offered in section 18 of the application form would form conditions on the licence. The applicant would be bound to adhere to those conditions and they would be enforceable by the Licensing Authority.

There were no questions for the Licensing Officer from the Applicant.

The applicant made the case for the application and highlighted the following points:

- The applicant ran a brewery and three pubs on the Exe estuary, and had also run numerous events in Exmouth and knew the area very well.
- There had been lots of objections to events, which the applicant had always listened to and acted upon appropriately, and none of the statutory authorities had ever come back with any negatives about his events or businesses in any way.
- The applicant employed thirty local people in business, many of them young people who went on to build their careers in hospitality.
- The beer was expensive, high quality craft beer which tended to be interesting and nuanced, and differentiated from what was sold at the off licence further along the seafront.
- The applicant knew Orcombe Point well, often walking in that area and he understood the concerns around the site. He observed that antisocial behaviour had escalated since the introduction of a ban on campervans staying overnight, their presence having previously mitigated and balanced the misbehaviour.
- It was the applicant's view, from his experience, that putting licensees in such locations was part of the solution rather than the problem, given the legal framework in which they had to conduct themselves. It meant that they could help to enforce rules and improve the environment and general behaviour at a location, and have ownership over the space, ensuring it was a nicer and safer place to be.

Responses to questions from the Sub Committee included the following points:

- The intention was to relocate staff to operate from the trailer bar in the event of good weather when people were flocking to the beach and the applicant's pub in town was deserted. The initiative had to be financially viable and applying for 60 days meant that the applicant could make last minute decisions to put the trailer bar on site, dependent on the weather.
- The trailer would be removed from the site every day when trading had finished.
- Prices for the craft beer would start at £11.00 per litre, compared with approximately £5.00 for 2 litres at a supermarket.
- The beer would be sold in biodegradable plastic glasses, which the applicant's contractor could dispose of properly. Water and soft drinks would be sold in cans.

- A Ring recording device would be in place at the trailer, with a cloud-based recording facility.
- The application was not to be judged by the lack of toilet provision at Orcombe Point. Toilets were not the applicant's responsibility and the situation was not made worse by the temporary presence of the trailer bar.

The interested persons put questions to the applicant. Questions and the responses included the following points:

- The applicant was a licensee of 30 years and had a lot of experience in dealing with challenging behaviour, and had found that there was a way of approaching people which worked and a way that did not work. The applicant would appropriately intervene with a view to addressing low level antisocial behaviour and would call the police in the event of illegal activity.
- The applicant would not be at the trailer bar all the time but there would always be staff who he had trained and had his trust in dealing with situations which might arise.
- The trailer bar would most likely attract people who had a good reason to be at Orcombe Point and who were friendly, gentle, and interested in buying local and supporting local businesses.
- The applicant had asked to bring in all conditions from the previous application into the current application.
- Bins would be provided for the plastic containers to be taken back to the pub to be recycled by the contractor, and staff would carry out a 50m litter sweep.

The interested persons made their case which included the following points:

- It would be difficult at short notice for authorities to put in place appropriate measures that may be required to prevent crime and disorder.
- The location for the trailer bar was a designated Public Spaces Protection Order area; this, and the proposed application, did not reconcile.
- The trailer bar could increase crowding at that end of the beach, potentially compromising public safety as it was not clear that Exmouth had the resources locally to cope with that.
- The location had an established history of public nuisance and was in close proximity to a residential area. The Town Council had been asked to put up CCTV to try to prevent issues in that area, and the Town Council's Planning Committee remained to be convinced that the presence of the applicant and his staff would reduce the risk of public nuisance occurring.
- The location was a family friendly area at a quieter end of town and the presence of available alcohol would send out the wrong message to a generation of children.
- People who had been drinking were at higher risk of harm from entering the water, and it was questioned whether the applicant had sought advice from organisations involved in water safety.
- The lack of drinking and eating establishments at Orcombe Point were part of what made that end of the beach special and a welcome change from the hustle and bustle elsewhere.
- The trailer bar would be an inappropriate use of the area for a number of reasons including parking issues, lack of toilet provision, and the open-ended nature of the application which had the potential to exacerbate antisocial behaviour.
- The specific days that the trailer bar was to be operational needed to be specified as a condition of the licence in order to give residents and authorities certainty.
- The previous two applications were for sale of alcohol up to 7.00pm and the current application sought to extend that time to 9.00pm, which was problematic.
- It was suggested that there should be no music either outside or from inside of the trailer.
- It would be appropriate to reduce the number of days the trailer bar could be operational so that area did not acquire a status as a destination where alcohol was served consistently.

The applicant responded that the first application he had put in was for a different location; the Council's Beach Safety Officer had had a conversation with the applicant at that time about water safety, and had had no concerns.

In response to questions from the Sub Committee, the interested persons advised:

- The Town Council currently had no plans to put CCTV in the area.
- There was no bar at the location when disorder occurred on the beach and seafront during the pandemic.

There were no questions for the independent persons from the applicant.

The applicant delivered his closing statement and stated that he was a resident himself and understood how local residents felt. His intention was for people to be made aware through his social media notifications when the bar was going to be on site. He reiterated that none of the statutory authorities had offered any objection or comments at all and there was very little evidence regarding the impact that the bar had. The bar has been at Orcombe Point before with no issues but it was a changing environment and he hoped that the sub committee could take a view that by the nature of the way the licence was granted, the situation would be regularly reviewed and there would be options to bring some evidence in future years. In the past, the applicant has not seen a financial return from the trailer bar and he was keen to explore what the conditions were to make this work, with decisions based on evidence and facts.

The Chair thanked everyone for attending and advised that the Sub Committee's decision would be notified to all within five working days.

Attendance List

Councillors present:
I Barlow
K Bloxham (Chair)
O Davey (Vice-Chair)

Councillors also present (for some or all the meeting)
S Gazzard

Officers in attendance:
Sarah James, Democratic Services Officer
Phillippa Norsworthy, Licensing Manager
Giles Salter, Solicitor
Emily Westlake, Licensing Officer
Zoe Jones, Licensing Officer

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Standards Committee held at Council Chamber, Blackdown House, Honiton on 9 April 2026

Attendance list at end of document
The meeting started at 10.02 am and ended at 10.59 am

22 Minutes of the previous meeting

The minutes of the previous meeting held on the 20th November 2025 were agreed as a correct record.

23 Declarations of interest

None.

24 Public speaking

None.

25 Matters of urgency

None.

26 Confidential/exempt item(s)

None.

27 Standards Committee Annual Report March 2026

The report set out the work undertaken by the Standards Committee and supporting team for the 2025/26 civic term.

This included the work on Code of Conduct complaints during 2025. A total of eight complaints were received, relating to both District and Town/Parish Councillors. Following initial assessment, one complaint was rejected as outside jurisdiction, two were resolved informally through training, and no complaints were referred for investigation. The Committee noted a continued year-on-year reduction in the number of complaints and investigations, reflecting early intervention and effective case management by the Monitoring Officer and team.

It also set out the response to Government consultation on proposed changes to the Standards regime. The proposed changes will require a change in legislation and further details are pending.

Dispensations were also granted to dual-hatted Council councillors and those who work for another local authority in Devon, to permit them to speak and vote on any local government reorganisation matter before the authority.

Comments from the committee included:

- Clarity on some complaints having more than one code of conduct breach included in the complaint;
- Helpful and clear report to present the work of the committee to a wider audience;
- Question if feedback was sought from complainants on how they found the process; in response, whilst some feedback was provided, there was no prescriptive way to obtain that. The Monitoring Officer agreed to review the use of a feedback form as utilised by other authorities to help further evaluate the process;
- Entering into discussion with complainants helped to explain fully the process and possible outcomes;
- Overall a positive move on complaints from previous years due to improvements made;
- Concern over pending changes in legislation on bringing back suspensions – in response, the expectation was that there would be safeguards (such as a right of appeal) but the government response was still pending;
- Suggestion to highlight sections 4 and 7 of the report in presenting the report to full Council.

RESOLVED that

1. The Annual Report, outlining the work undertaken by the Standards Committee for the civic term 2025/26, be agreed to be presented to Council, with any subsequent additions from the meeting of the committee to be included;
2. Delegated authority to be granted to the Monitoring Officer in conjunction with the Chair and Vice Chair to make any changes required by the Committee.

28 Code of conduct complaints update

The report covered the period of 2025 along with the number of complaints received since the committee last met in November 2025.

The number of complaints received per year had been decreasing steadily since 2022 with a total of 7 complaints accepted, with 5 as no further action and the remaining two reaching informal resolution.

The committee were updated on the complaints received between November 2025 and March 2026. Three of those complaints since publication of the report had now been rejected due to the complaints not meeting the criteria for demonstrating breach(s) of the code of conduct.

Discussion included:

- Care on succession planning for staff resource for dealing with complaints to keep the time taken to process the complaint to an efficient period. In response, more staff resource was available now following the appointment of the Assistant Director – Legal & Governance (Deputy Monitoring Officer).
- The higher level in complaints relating to District Councillors for 2025 may have been impacted by the County Council Elections.
- Data splitting out the complaint being a member of the public or a councillor would help give the committee more insight and a request was made for this to be included in future reports.
- Complaints are not in the public domain unless the complaint had reached the point where a Standards Hearing had reached an outcome and published their findings.

- The ongoing work to interact with complainants, in explaining the process and possible outcomes, was welcomed.

RESOLVED that the Code of Conduct complaints update be noted.

29 Standards work programme update

The committee reviewed the work programme that set out work already undertaken alongside work planned. The work planned had been completed, apart from the consideration of changes to procedures for Officer declaration of personal interests.

Comments on this work included that there was a balance to be struck between the resource in undertaking this review, and the pending work under local government reorganisation whereby the procedure would be reviewed anyway for the purpose of use under the new authority.

Suggestions were also made for more clarity on emerging best practice being brought to the committee outside of the work on case scenarios for learning exercises for committee members; and clarity sought on when training for the Member/Officer protocol and the Gifts and Hospitality protocol would take place. Member training had already taken place at the end of 2025, with staff training planned now that more resources were available to the team for delivery.

RESOLVED that the work programme be noted.

Attendance List

Councillors present:
E Rylance (Chair)
S Hughes
J Loudoun
T Dumper
J Bailey
I Chubb

Independent Persons
P Coulter
M Goscomb

Independent Representatives
K Bryant
S Jupp
P Wilde

Town and Parish Representatives
S Sexton
C Lockyear
F Pullman

Councillors also present (for some or all the meeting)
R Collins

Officers in attendance:
James Docherty, Assistant Director Governance & Legal
Melanie Wellman, Director of Governance (Monitoring Officer)
Debbie Meakin, Democratic Services Officer

Councillor apologies:
J Whibley

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Standards Committee held at Council Chamber, Blackdown House, Honiton on 2 July 2026

Attendance list at end of document
The meeting started at 10.05 am and ended at 11.03 am

1 Minutes of the previous meeting

The minutes of the meeting held on the 9th April 2026 were confirmed as a correct record, subject to an amendment on minute 29 Standards work programme update.

The original part of the paragraph of minute 29 reads:
Suggestions were also made for more clarity on emerging best practice being brought to the committee outside of the work on case scenarios for learning exercises for committee members;

It is now replaced as:
A proposal for the inclusion of emerging best practice on the work programme was made, in order for any emerging best practice identified by the Monitoring Officer to be brought to the committee in public session for debate and recommendation of implementation by the Committee. This proposal was agreed.

2 Declarations of interest

None.

3 Public speaking

None.

4 Matters of urgency

None.

5 Confidential/exempt item(s)

None.

6 Standards update

The Deputy Monitoring Officer presented an update report to the committee.

Changes to the requirements for the disclosure of home address on Councillor register of interest form.
In line with Section 32A of the Localism Act 2011 (as inserted by Section 65 of the *English Devolution and Community Empowerment Act 2026*), there is now a clear requirement that a councillor's home address must not be disclosed on the authority's public register of interests unless the councillor has expressly requested otherwise.

This means that:

- The home address will not be published on the public register as a matter of course; and
- Each councillor now has the option to opt in should they wish their home address details to remain publicly available.

The change applies only to the councillor's home address. They are still required to declare and include in their register of interests any other land or property in which they have an interest within the authority's area (or as otherwise required by their local Code of Conduct), and these details will continue to be published on the register as normal.

The committee were informed about progress to meet the requirements, with the default option being to redact the home address until instruction to opt in had been provided. The change in legislation came into force on the 29 June 2026. All District Councillor register of interest forms has been updated; and nine town/parish councils were due to be completed in the coming days of the 66 in the district area.

Comments and discussion included:

- An update to the generic register of interest form for town and parish councils would be sent out to cover this change; as would the instructions to District Councillors who updated their form online (with a further reminder sent of how to update their form).

Training of Town/Parish Councillors in relation to the Code of Conduct
The Deputy Monitoring Officer reported that training continued, with the next session scheduled for 21 July 2026 online in the evening, to allow as many parish and town councillors as possible to attend. The invite had been sent to the town and parish clerks, as a record of individual councillor email addresses was not stored and would be difficult to maintain.

RESOLVED that the Standards update be noted.

7 Code of Conduct complaints update

The Committee noted the Code of Conduct complaints update for April to June 2026, covering 13 recorded complaint references and two recorded enquiries.

- Most complaints related to Town/Parish matters or Councillors, with all recorded complainants being members of the public.
- The main recurring allegation was failure to treat others with respect and/or bringing the role or authority into disrepute.
- Other allegations included failure to declare interests, misuse of position, bullying, harassment and social media-related conduct.
- Several complaints were rejected at Stage 1; where decisions were recorded, a number resulted in no further action.
- Stage 1 and Stage 2 timescales were not met in several cases, with reasons including change of personnel, volume of documentation, delayed councillor responses, additional information being awaited from complainants and workload pressures.
- In one case concerning declaration of interests, the issue had already been rectified, and the councillor was reminded of their duties.
- Several cases noted, on inspection, that the complaint was not related to the councillor's role and therefore did not progress further under the Code.

- Two Code of Conduct enquiries were recorded in June 2026: one anticipated to progress to a complaint, and one where advice was given on the distinction between conduct in a private capacity and conduct in an official capacity.

Comments and discussion included:

- Recognition of the circumstances that had impacted on timescales not being met but urging action to be sought to prevent the deadlines being missed. Setting the baseline from the point of all relevant information being received would improve the performance statistics; and the committee were informed that a current open vacancy would be filled that month, with maternity leave ending for another relevant role in September;
- Nearing elections for town and parishes in May 2027 may also see an increase in complaints as had been evidenced in previous years.

RESOLVED that the Code of Conduct complaints update be noted.

8 Work programme

The work programme set out work already undertaken, with planned work for October 2026 covering review of the Code of Conduct, review of the procedure for Officer declaration, and an update on gifts and hospitality received by Councillors and officers.

Comments and suggestion included:

- Clarification that the review of the Code of Conduct would likely be a light touch review due to the proximity of local government reorganisation, with the result of the review put to the Committee for consideration;
- That the promotion of ethical standards by the Chair engaging with political leaders could be reported verbally back to the Committee twice a year;
- To include an update from the Monitoring Officer at least annually that the Register of Interests was accurate and up to date;
- Query about including in published agendas, the declaration of interests slow chart. An example from BCP authority was shown. In response, the Deputy Monitoring Officer would consider what steps could be taken to remind District Councillors of the flow chart as a reminder of what action they should take if they have an interest to declare.
- Query about monitoring of the whistleblowing policy. This was confirmed as falling to the remit of the Audit & Governance Committee.

RESOLVED that the work programme be noted.

Attendance List

Councillors present:

S Hughes
J Loudoun (Chair)
T Dumper
J Bailey
C Brown

Independent Persons:

M Goscomb

Independent Representatives
K Bryant
S Jupp
P Wilde

Town and Parish Representatives
S Sexton
C Lockyear
F Pullman

Councillors also present (for some or all the meeting)
R Collins

Officers in attendance:
James Docherty, Assistant Director Governance & Legal
Debbie Meakin, Democratic Services Officer

Apologies:
Cllr Iain Chubb
Cllr E Rylance
Cllr E Wragg
Patrick Coulter, Independent Person

Chairman .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 21 April 2026

Attendance list at end of document

The meeting started at 10.03 am and ended at 2.30 pm. The meeting was adjourned for lunch at 12.45pm and reconvened at 1.30pm.

97 Minutes of the previous meeting

The minutes of the previous meeting held on 24 March 2026 were agreed as a true record.

98 Declarations of interest

102. 25/1856/FUL (Minor) BUDLEIGH & RALEIGH
In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution, Councillor Olly Davey, advised he had been copied into email correspondence relating to this application.

105. 26/0261/LBC (Other) HONITON ST MICHAELS.
Councillor Colin Brown, Disclosable Pecuniary Interest, The owner of the property to which the planning application relates.

105. 26/0261/LBC (Other) HONITON ST MICHAELS.
Councillor Stuart Hughes, Affects and prejudicial Non-registerable Interest, Closely connected to the applicant.

105. 26/0261/LBC (Other) HONITON ST MICHAELS.
Councillor Yehudi Levine, Affects and prejudicial Non-registerable Interest, Closely connected to the applicant.

<u>Non-Committee Members</u>
102. 25/1856/FUL (Minor) BUDLEIGH & RALEIGH
In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution, Councillor Charlotte FitzGerald, advised lobbying in respect of this application.

99 Matters of urgency

There were none.

100 Confidential/exempt item(s)

There were none.

101 Planning appeal statistics

The Committee noted the planning appeals statistics report and received a brief post-publication update on a dismissed appeal dealt by public inquiry in relation to planning application 25/0128/FUL for 30 EV charging points, 2 HGV filling station points and battery farm at Greendale Business Park.

102 **25/1856/FUL (Minor) BUDLEIGH & RALEIGH**

Applicant:
Mr Hugh McCormick.

Location:
10 Marine Parade, Budleigh Salterton, EX9 6NS.

Proposal:
Redevelopment of the site to provide 4 maisonette dwellings, with associated parking and landscaping (revised scheme to planning application 24/1832/FUL).

RECOMMENDED:
That the Council advises the Planning Inspectorate that the Council recommend that the appeal is allowed, subject to one additional recommended condition to agree a water conservation strategy to include the provision of water butts with a capacity of 110 litres per dwelling.

103 **24/2057/VAR (Other) EXMOUTH LITTLEHAM**

Applicant:
Mr David Crocker.

Location:
Chestnuts, 65 Salterton Road, Exmouth, EX8 2EJ.

Proposal:
Variation of Condition 2 (approved plans) of planning permission 23/0538/FUL (construction of ground floor and first floor extensions to create an additional 10 HMO bedrooms, creation of a new vehicular access onto Salterton Road and provision of parking to the front of the site) and Condition 10 (parking layout) to allow the removal of east elevation chimney and alteration to approved windows on eastern elevation, the addition of ensuites at first floor, change to material finishes, repositioning of bike and bin store, change to parking layout and retention of disability ramp, retention of front west wing roof and inclusion of 2 roof lights.

RESOLVED:
Approved with conditions in accordance with officer recommendation.

104 **26/0103/PIP (Other) CLYST VALLEY**

Applicant:
Mr & Mrs Mark & Anita Lavis.

Location:
Mayfield, Lower Lane, Ebford, EX3 0QT.

Proposal:
Permission in principle for the erection of 1 dwelling.

RESOLVED:
1. The Appropriate Assessment be adopted.
2. Permission in principle be approved in accordance with officer recommendation.

105 **26/0261/LBC (Other) HONITON ST MICHAELS**

Applicant:
Colin & Jenny Brown & Wheatley-Brown.

Location:
Burwood, Exeter Road, Honiton, EX14 1AL.

Proposal:
Retention of remedial works carried out to roof; including the removal, storage and reinstallation of all existing slates; supplementation of 200 like for like slates; installation of breathable membrane; replacement of battens and nails and releading of failed flashing.

Councillors Brown, Hughes and Levine all left the meeting during the consideration of this item and did not take part in the vote.

RESOLVED:
Approved with conditions in accordance with officer recommendation.

106 **26/0128/FUL (Other) HONITON ST MICHAELS**

Applicant:
Ms Denise Fowle.

Location:
7 Eureka Terrace, Honiton, EX14 1DZ.

Proposal:
Retrospective application for the raising of ground level of the upper front garden, partial excavation of front garden with retaining walls and installation of lift to enable disabled access to the property.

RESOLVED:
Approved with conditions as per officer recommendation.

107 **25/2454/OUT (Other) YARTY**

Applicant:
James Regnard (Concept 360)

Location:
Land opposite Ridgeway Inn, Smallridge.

Proposal:
Outline planning permission for 5 dwellings, all matters reserved apart from access.

RESOLVED:
1. The Appropriate Assessment be adopted.

2. Approved with conditions in accordance with officer recommendation, subject to a S106 agreement to secure biodiversity net gain and nutrient mitigation measures.

Attendance List

Councillors present:
I Barlow
K Bloxham
C Brown
B Collins
O Davey (Chair)
J Heath
S Hughes
S Hunt
Y Levine
S Smith
E Wragg (Vice-Chair)

Councillors also present (for some or all the meeting)
R Collins
C Fitzgerald
N Hookway
D Mackinder

Officers in attendance:
Andrew Digby, Senior Planning Officer
Wendy Harris, Democratic Services Officer
Jill Himsworth, Senior Planning Officer
Damian Hunter, Planning Solicitor
Callum Moir, Planning Officer
Wendy Ormsby, Development Manager

Councillor apologies:
B Bailey
S Chamberlain
S Gazzard
M Howe

Chairman .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 12 May 2026

Attendance list at end of document
The meeting started at 10.00 am and ended at 5.55 pm. The meeting was adjourned for lunch at 1.55pm and reconvened at 2.30pm.

108 Minutes of the previous meeting

The minutes of the previous meeting held on 21 April 2026 were agreed as a true record.

109 Declarations of interest

113. 25/1150/MFUL (Major) BROADCLYST
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 lobbying in respect of this application.

117. 25/2468/MOUT (Major) 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, the Chair, Councillor Olly Davey, on behalf of the Committee, advised lobbying in respect of this application.

118. 25/0356/MOUT (Major) SIDMOUTH SIDFORD
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 lobbying in respect of this application. Councillors Bailey, Barlow, Gazzard and Howe advised that they had also received a telephone call from the agent in respect of this application.

Non-Committee Member
115. 25/2502/FUL (Minor) BUDLEIGH & RALEIGH.
Councillor Charlotte FitzGerald, Affects Non-registerable Interest, Known to the architect via their daughter's school.

115. 25/2502/FUL (Minor) BUDLEIGH & RALEIGH.
In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution Councillor Charlotte FitzGerald advised lobbying in respect of this application.

110 Matters of urgency

There were none.

111 Confidential/exempt item(s)

There were none.

112 Planning appeal statistics

The Committee noted the planning appeals statistics report and received an update on an appeal that had been decided relating to Greendale Business Park, planning application 25/0128/FUL. The Inspector had dismissed the appeal on public health mitigation reasons as the applicant had failed to demonstrate its fire and water management. In addition the Inspector concluded that the development would not have access to adequate services.

The Committee also received a brief post publication update on a dismissed appeal relating to planning application 25/0509/MOUT for up to 85 dwellings on land at Ottery Road, Feniton.

113 **25/1150/MFUL (Major) BROADCLYST**

Applicant:
Mr Jamie Gleeson (Broadclyst Energy Storage Ltd.)

Location:
Land to the south-west of Exeter Substation, Exeter.

Proposal:
The construction and operation of a battery energy storage system (BESS), including access tracks and access works; earthworks; landscaping; associated infrastructure; substation and an underground cable connection route.

RESOLVED:
Approved with conditions in accordance with officer recommendation subject to:
1. An amendment to Condition 10 to change reference to 'developer' to operator and/or land owner'.
2. Additional condition to restrict the total number of battery units on the site to 108.

The exact wording of the above conditions was delegated to officers.

114 **25/0086/MFUL (Major) BUDLEIGH & RALEIGH**

Applicant:
Wain Homes (SW) Ltd.

Location:
Land to the west of Barn Lane, Budleigh Salterton.

Proposal:
Construction of 35 dwellings (including open market and affordable), access and associated landscaping, open space and SUDS drainage.

RESOLVED:
1. The Appropriate Assessment be adopted.
2. Approved with conditions in accordance with officer recommendation subject to the completion of Section 106 obligations to secure affordable housing provision (including off-site financial contribution), open space and SUDS provision and maintenance and habitat mitigation contribution) and subject to:
   (i) Additional condition to require the submission and agreement of a water conservation strategy which shall include, where practicable, the provision of water butts with a capacity of 110 litres per bedroom.

(ii) Additional condition to secure provision of footpaths within the southern section of the site that meets the east and west site boundaries, delivered prior to occupation of the 30th dwelling.

(iii) Amendments to Condition 7 as suggested by the agent to allow the flexibility in delivery of ecological mitigation in phases.

(iv) Additional Heads of Terms to be added to the Section 106 instruction to secure the delivery of the off-site footpath link to be built to an adoptable standard along the B3178 to link the footpath in front of Evans Fields, prior to occupation of the first dwelling.

(v) Revised plans to be submitted where necessary to ensure they are all consistently showing the internal footpath links to the east and west site boundaries.

The exact wording of the above conditions was delegated to officers.

115 25/2502/FUL (Minor) BUDLEIGH & RALEIGH

Applicant:
Clinton Devon Estates.

Location:
Redundant barn adjacent to Burnthouse Cottage, Northmostown, Sidmouth.

Proposal:
Conversion of existing barn to create new dwelling including rear single storey extension.

RESOLVED:
Deferred for a site visit to enable Members to consider the potential heritage harm and to allow the appropriate ecology assessment to be undertaken.

The Committee requested that the Conservation Officer should also attend the site visit if possible.

116 25/2531/FUL (Minor) TALE VALE

Applicant:
Mrs Susie Carter.

Location:
Blacksmiths Arms, Plymtree, EX15 2JU.

Proposal:
Change of use and associated works to a detached storage outbuilding and adjoining former stables, including alterations, partial demolition and partial rebuilding to form a single dwelling.

RESOLVED:
Approved with conditions in accordance with officer recommendation.

117 25/2468/MOUT (Major) OTTERY ST MARY

Applicant:
Landra Developments Ltd.

Location:
Land adjacent to Gerway Nurseries, Gerway Close, Ottery St Mary.

Proposal:
Outline application (with all matters reserved except for access from Sidmouth Road) for the demolition of a farm building and the erection of up to 140 residential dwellings (Class C3) with associated infrastructure and engineering works including landscaping, open space, surface water drainage and internal roads/footpaths/cycleways.

RESOLVED:
Refused contrary to officer recommendation for the following broad reasons:

1. Having regard to the extension of residential development to the west of the draft allocated site the development will have an adverse impact on the rural character of the area contrary to Strategy 46 and Policy D1 of the East Devon Local Plan 2013 to 2031, East Devon District Council emerging Local Plan 2020 to 2042, National Planning Policy Framework and Neighbourhood Plan.
2. The development will result in the loss of best and most versatile agricultural land and it has not been demonstrated that there is an overriding need for the development the benefits of which would justify the loss. As such the development is contrary to Policy EN13 of the East Devon Local Plan 2013 to 2031.
3. The development is located outside of the built-up area of Ottery St Mary, within the countryside. This significant development of 140 houses is contrary to the spatial strategy of the East Devon Local Plan and emerging East Devon Local Plan which seeks to focus development in East Devon’s West End with development in towns such as Ottery St Mary focused and limited to that required to meet local needs and to maintain the vibrancy of the town. As such the development is contrary to Strategies 1, 2 and 7 of the East Devon Local Plan 2013 to 2031, East Devon District Council emerging Local Plan 2020 to 2042, the National Planning Policy Framework and the Neighbourhood Plan.
4. And reasons for refusal to reflect the fact that in the absence of a legal mechanism to secure the matters set out in the Section 106 Heads of Terms, the impacts of the development cannot be fully mitigated nor deemed to be policy compliant.

   The exact wording of the reasons for refusal was delegated to officers.

118 **25/0356/MOUT (Major) SIDMOUTH SIDFORD**

Applicant:
Mr P Aubery (Tavistock Green Ltd.)

Location:
Land east of Burscombe Lane, Sidford, Sidmouth, EX10 9SG.

Proposal:
Residential development for up to 15 dwellings (outline application seeking approval of details of access only).

RESOLVED:

1. The Appropriate Assessment be adopted.

2. Approved with conditions in accordance with officer recommendation subject to completion of Section 106 obligations to secure affordable housing provision (including off-site financial contribution), open space and SUDS provision and maintenance and habitat mitigation contribution) and subject to:
   (i) An additional condition to secure provision of the pedestrian footpath link to join the existing footpath to the south prior to occupation of the first dwelling.

Attendance List

Councillors present:
B Bailey
I Barlow
C Brown
B Collins
O Davey (Chair)
S Gazzard
J Heath
M Howe
S Hughes
S Hunt
Y Levine
S Smith
E Wragg (Vice-Chair)

Councillors also present (for some or all the meeting)
J Bailey
R Collins
P Faithfull
P Fernley
C Fitzgerald
V Johns

Officers in attendance:
Nigel Barrett, Senior Planning Officer
Wendy Harris, Democratic Services Officer
Damian Hunter, Planning Solicitor
Wendy Ormsby, Development Manager
Jamie Quinton, Senior Planning Officer
Gareth Stephenson, Principal Planning Officer

Councillor apologies:
K Bloxham
S Chamberlain

Chairman ………………………………………………… Date: ……………………………………………

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Planning Committee held at Council Chamber, Blackdown House, Honiton on 9 June 2026

Attendance list at end of document
The meeting started at 10.05 am and ended at 1.35 pm

1 Minutes of the previous meeting

The minutes of the previous meeting held on 12 May 2026 were agreed as a true record.

2 Declarations of interest

125. 25/1259/MFUL (Major) HONITON ST MICHAELS.
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 Eileen Wragg, on behalf of the Committee advised lobbying in respect of this application.

Non-Committee Member
125. 25/1259/MFUL (Major) HONITON ST MICHAELS.
In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution, Councillor Roy Collins advised lobbying in respect of this application.

3 Matters of urgency

There were none.

4 Confidential/exempt item(s)

There were none.

5 Planning appeal statistics

The Committee noted the planning appeals statistics report and received updates on five determined appeals.

Four appeals were allowed:

25/0180/OUT – land south of Knights Lane, All Saints. Outline application for a self-build dwelling and associated works. While some landscape harm was identified, greater weight was given to the lack of a five-year housing land supply.

25/0057/OUT – land adjoining West Hayes, Eastfield, West Hill. Outline application for nine dwellings, including four affordable and associated parking. The appeal arose due to non-determination within the required timeframe. Although there were identified impacts on trees and biodiversity, the Inspector considered the site sustainably located despite being outside the built-up area boundary. An application for full award of costs against the Council was refused.

25/1588/FUL – Coombe Dairy Annexe, Exe View Road, Lympstone. Use as an unrestricted dwelling. Despite concerns about the location, significant weight was given to the to the lack of a five-year housing land supply.

25/0649/CPL – Bridewell Cottage, Hawkchurch. Certificate of lawfulness for proposed repairs. The Inspector found that, based on the evidence and specific circumstances, planning permission was not required.

One appeal was dismissed:
25/0509/MOUT – land at Ottery Road, Feniton. Application for 85 dwellings, a community eco-hut and associated infrastructure with vehicular access. The Inspector concluded the proposal would result in significant landscape harm and gave weight to the Council's strategic approach to the scale of development in Feniton.

In response to a question regarding the status of the adopted Local Plan compared to the emerging Local Plan, the Planning Solicitor advised that increasing weight would be given to the emerging Local Plan as it progresses through its stages; however, at present, it carried little or no weight.

6 25/2502/FUL (Minor) BUDLEIGH & RALEIGH

Councillors Brian Bailey, Kim Bloxham, Colin Brown, Steve Gazzard, Simon Smith did not attend the site visit and did not participate in discussions or vote for this application.

Applicant:
Clinton Devon Estates.

Location:
Redundant barn adjacent to Burnthouse Cottage, Northmostown, Sidmouth.

Proposal:
Conversion of existing barn to create new dwelling including rear single storey extension.

A recorded vote was taken.
Councillors Wragg, Hunt and Davey voted in favour.
Councillors Barlow and Hughes voted against.
No abstentions.

RESOLVED:
Refused in accordance with officer recommendation, subject to the removal of Reason 4 (ecology) from the reasons for refusal, as set out in the amended recommendation.

7 25/1259/MFUL (Major) HONITON ST MICHAELS

Applicant:
Frontier Estates (Mal Care) Limited.

Location:
Former Mill Water School, Honiton Bottom Road, Honiton.

Proposal:

Construction of a care home (within Class C2) with access, car parking, cycle parking, refuse storage, landscaping, boundary treatments, tree works including works to T15 (pedunculate oak) protected by a Tree Preservation Order (19/0073/TPO G1) and other associated works.

RESOLVED:
Approved with conditions in accordance with officer recommendation, subject to completion of the Section 106 Agreement and subject to the following additional/amended conditions:

- CEMP condition to be amended to require details of timings for construction traffic moving to and from the site to take place outside of Littletown Primary School drop off and pick up times, to be agreed and adhered to.

- Prior to installation of any air source heat pumps within the site a technical statement shall be submitted to the Local Planning Authority to demonstrate whether noise mitigation measures are required. If required, the noise mitigation measures shall be provided prior to the air source heat pumps being brought into use and the measures shall be retained and maintained for the lifetime of the development

Reason: In the interest of amenity in accordance with Policy D1 of the East Devon Local plan, 2013 to 2031

8 25/2444/FUL (Minor) COLY VALLEY

Applicant:
Mr J Reed.

Location:
Land south-east of Townsend Plantation, Southleigh, Colyton.

Proposal:
Retrospective application for an earth lined slurry lagoon.

RESOLVED:
Approved with conditions in accordance with officer recommendation.

Attendance List

Councillors present:
E Wragg (Chair)
S Hunt (Vice-Chair)
B Bailey
I Barlow
K Bloxham
C Brown
O Davey
S Gazzard
S Hughes
S Smith

Councillors also present (for some or all the meeting)
P Arnott
R Collins

Officers in attendance:
Wendy Harris, Democratic Services Officer
Andrew Digby, Senior Planning Officer
Damian Hunter, Planning Solicitor
Wendy Ormsby, Development Manager
Jack Richards, Planning Assistant
Sarah Leete-Groves, Conservation Officer

Councillor apologies:
S Chamberlain
M Chapman
B Collins
M Howe
Y Levine

Chairman .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Strategic Planning Committee held at Council Chamber, Blackdown House, Honiton on 5 May 2026

Attendance list at end of document
The meeting started at 10.00 am and ended at 12.15 pm.

In the absence of the Chair, Councillor Todd Olive, the Vice Chair, Councillor Mike Howe chaired the meeting and the Committee agreed to Councillor Jess Bailey being Vice Chair for this meeting.

55 Minutes of the previous meeting

The minutes of the previous meeting were deferred to allow consideration of the corrected statement from public speaker Thomas Shillitoe.

56 Declarations of interest

60. East Devon Local Plan – Progress Update Report.
In accordance with the Code of Good Practice for Councillors and Officers dealing with planning matters as set out in the Constitution, Councillors Brian Bailey, Charlotte FitzGerald, Geoff Jung and Dan Ledger, advised lobbying in relation to Exmo_20.

60. East Devon Local Plan - Progress Update Report.
Councillor Jessica Bailey, Affects Non-registerable Interest, Devon County Councillor - Otter Valley Division.

60. East Devon Local Plan - Progress Update Report.
Councillor Paul Hayward, Affects Non-registerable Interest, Devon County Councillor - Axminster Division.

61. Heritage Strategy 2024-2042.
Councillor Jessica Bailey, Affects Non-registerable Interest, Devon County Councillor - Otter Valley Division.

61. Heritage Strategy 2024-2042.
Councillor Paul Hayward, Affects Non-registerable Interest, Devon County Councillor - Axminster Division.

62. Self-Build and Custom House-Building Update and Monitoring Report for 2024 - 2025.
Councillor Jessica Bailey, Affects Non-registerable Interest, Devon County Councillor - Otter Valley Division.

62. Self-Build and Custom House-Building Update and Monitoring Report for 2024 - 2025.
Councillor Paul Hayward, Affects Non-registerable Interest, Devon County Councillor - Axminster Division.

57 Public speaking

Nigel Humphrey addressed the Committee in relation to the draft Local Plan, reminding Members that, despite over 60 meetings and public discussions, the inconsistencies surrounding site allocation Exmo_20, remained unresolved. In particular, he highlighted the ongoing issue of the proposed restriction on development within 400 metres of the Pebblebed Heaths

He stated that residents are now being advised to raise their concerns at the Planning Inspector's hearing, and that this would be followed by further representations being required at the planning application stage. Mr Humphrey also referred to a Freedom of Information request which revealed that Devon County Council had provided East Devon District Council with forecasts of vehicle flows on roads around the Pebblebed Heaths. These forecasts indicated a daily increase of over 2,500 vehicles on the B3179, and he suggested the majority of the increase was attributed to Exmo_20, based on the assumption that the primary access would be from this road. Mr Humprhey urged the Committee to reconsider its decision to include Exmo_20 in the draft Local Plan.

Nicola Wright addressed the Committee regarding the proposed development at Hayle Farm, which is accessed via the busy A35 trunk road and is located close to the listed Copper Castle and toll gates. She raised concerns that the development would have a harmful environmental impact, permanently damaging a valued landscape.

Ms Wright explained that the site lies on a steep slope, with a stream below flowing into the River Otter, which she stated has dangerously high bacteria levels. She noted that sections of the river have been classified by the Environment Agency as having poor ecological status, with elevated phosphate levels. She also referred to an article in the *Herald Express* reporting that councillors had unanimously blocked new housing developments until sewage concerns were resolved and the capacity of existing infrastructure had been assessed.

Ms Wright urged the Council to give careful consideration to any development on this site and the potential impact on Honiton, its residents, and its wildlife.

John Hamill addressed the Committee regarding the extended timeframe for completion of the draft Local Plan, which he described as both an opportunity and a risk. He noted that while it allowed additional time to finalise the essential supporting documents, he warned that the delay could encourage opportunistic development, referring to reports of residents near the Exmo_20 site being approached by a developer.

Mr Hamill urged the Committee to comply with the Gunning principles, which set the legal standards for fair and lawful public consultation, particularly the requirement that consultation responses be given conscientious consideration before decisions are made. He highlighted that nearly 2,800 comments were submitted in relation to Exmo_20, raising significant legal, environmental, and deliverability concerns, but stated these had been reduced by AI into generic bullet points.

He further referred to the 8 key pieces of outstanding work, including fundamental assessments, and emphasised that these must be completed and properly consulted on. Mr Hamill concluded by urging the Committee to insist on a third consultation in order to meet legal obligations and to act in the interests of residents, the environment, and future generations.

Philip Parsons addressed the Committee regarding the draft Local Plan and highlighted a legal change made in December 2023 to Section 85 of the Countryside and Rights of Way Act 2000, which places a duty on public authorities to conserve and enhance the natural beauty of National Landscapes which he argued must be demonstrably met and open to scrutiny.

He raised serious concerns about proposed housing allocation at Sidm_34a/Sidm_34b (now Sidm_34) which lies wholly within the National Landscape. He noted that the Council had previously unanimously rejected Sidm_34b due to the harm it would cause on the landscape, but subsequently expanded the site at the developer's request, on the basis that a larger, less dense scheme would reduce visual impact.

Mr Parsons argued that this approach contradicted the Council's own policies and that no exceptional circumstances had been demonstrated to justify major development within a nationally protected landscape. He further stated that there is now an opportunity to correct this error by removing Sidm_34 concluding that doing so would support legal compliance with the Levelling Up and Regeneration Act 2023 and better align with the East Devon National Landscape Management Plan.

Thomas Shillitoe referred to the meeting held on 3 March and thanked the Monitoring Officer for acknowledging errors relating to the deletion of parts of the YouTube recording. He expressed concern that responses from two Regulation 19 consultations continued to be disregarded, contrary to the Planning Inspector's guidance and stated that the Council should be undertaking a rigorous assessment of the plan to ensure it is both sound and legally compliant.

He drew attention to the absence of an agreed air quality mitigation strategy, arguing that mitigation could not be lawfully completed until all required assessments had been completed. He also urged the Council to reconsider the proposed housing numbers, highlighting recent significant reductions in standard method calculations and the increasing level of housing headroom, which he stated indicated that the Council were allocating more land than necessary.

Finally, he questioned whether the Council was fulfilling its duties as the competent authority under the Conservation of Habitats and Species Regulation 2017, highlighting site Exmo_20 as an example which he said undermines the viability of the plan. He concluded by calling on councillors to remove such sites in order to improve the soundness and deliverability of the Local Plan.

Margaret Evans spoke in relation to Honi_18 which adjoins the National Landscape with open views towards Dumpdon Hill. She stated that the late site allocation proposal was introduced at the Strategic Planning Committee meeting on 29 October 2025 which in her opinion limited the opportunity for proper scrutiny and resulted in its inclusion in the draft Local Plan which she considered an inconsistent decision-making approach.

Mrs Evans also referred to the Water Cycle Study and how the sewage treatment capacity was already under significant strain stating that the study advised against additional housing until capacity and phosphate levels were resolved and sought confirmation that the Council would adhere to these conclusions. She concluded that the proposal was being progressed without sufficient consideration of environmental impacts, infrastructure capacity or landscape harm.

Liz Lees representing Sidford residents raised serious concerns about the Green Wedge Policy and National Landscape Policy that were being overridden to allow development on site allocation Sidm_06a. Approving this development would set a dangerous precedent for further proposals such as Sidm_06b and would cause irreversible harm to the countryside. She referred to the erosion of the physical and visual separation between Sidford and Sidbury, leading to urban sprawl and would also result in harm to local heritage and biodiversity as the site lies close to Sidbury Castle, a scheduled monument and Brook Farm, a Grade II listed longhouse. For these reasons, she urged the Committee to reconsider these site allocations as they were unsound and legally non-compliant and for them to be removed from the draft Local Plan to protect the unique character of this area for future generations.

In response the Assistant Director – Planning Strategy and Development Services acknowledged the concerns raised in relation to a number of site allocations. He confirmed that these issues had been considered throughout the Local Plan process via meetings, consultations and published feedback reports. However, he advised that at this stage of the process any objections must be addressed through the examination, as the Plan cannot be materially amended without undertaking a further consultation exercise. He also advised that officers were using the extended timeframe to complete the remaining evidence gathering and assessment work as detailed in the report.

In response to the questions raised, the Assistant Director – Planning Strategy and Development Services provided the following advice:

Habitat Regulations Assessment – Work is ongoing with the Council's consultants to resolve outstanding issues and ensure the Local Plan is legally compliant. At this stage, there is no intention to undertake further public consultations as part of the Plan process.

National Landscapes – Speakers were invited to refer to the topic paper available on the Council's website entitled 'Major Developments in National Landscapes'.

Honi_18 – In relation to concerns regarding sewage capacity, it was advised that the Plan includes measures to prevent development coming forward in areas with limited sewage infrastructure until sufficient capacity is available. Ongoing discussions are taking place with South West Water to support the delivery of additional capacity where required.

58 Matters of urgency

There were none.

59 Confidential/exempt item(s)

There were none.

60 East Devon Local Plan - Progress Update Report

The Assistant Director – Planning Strategy and Development Services presented a progress update on the East Devon Local Plan. Members were advised that, although approval for submission to examination had originally been anticipated at this meeting, this could not be achieved to a number of outstanding supporting documents. In light of the transitional arrangements within the current plan-making system, it was therefore proposed that submission of the Plan be deferred until later in the year. Members were further informed that work is continuing with the Council's consultants to resolve the outstanding issues relating to evidence and assessment documentation.

The Committee noted that the report included feedback from the second stage of the Regulation 19 consultation. Paragraph 3 provided summaries of the key findings, which largely reflected comments received at earlier stages of the consultation.

The Committee also noted a number of minor amendments required to the feedback report, including the correction of typographical errors, an amendment to the AI declaration on page 11 to reflect the correct consultation period of February to April 2026, and a correction to the appendix header, which incorrectly referred to Stage 1 Consultation rather than Stage 2. These updates will be made prior to publication on the Council's website.

In response to a comment made by a public speaker, the Assistant Director – Planning Strategy and Development Services clarified, for the public record, that while AI had been used to assist in summarising consultation responses, all responses had been read and considered by officers in full.

On-going evidence and assessment work included:

- Transport work around West End and Marlcombe
- Marlcombe viability testing
- Playing pitch and outdoor sports strategy
- Air quality impact at the Pebblebed Heaths
- River Axe nutrient mitigation strategy
- Water Cycle Study
- Habitat Regulations Assessment

Questions and points raised included:

- It was suggested that the Plan would be likely to exclude local people due to the unaffordability of housing in East Devon.
- Non-Committee Member Councillor Roy Collins questioned the democratic progress relating to site allocation Honi_18 expressing concern that the public and town council had not been given an adequate opportunity to fully engage in consultation and consideration of the allocation.
- A Member requested that consideration be given to returning to a monthly meeting cycle suggesting that more frequent meetings with more manageable agendas would improve oversight and help members better track progress.
- Could officers advise when the viability work will be available in relation to the road network at Marlcombe? In response it was advised that further work is ongoing in relation to Marlcombe and is currently in draft stage, with officers reviewing the consultants work and when finalised will be published on the Council's website. It was confirmed that the main parties involved are the Council, Devon County Council and National Highways with each organisation supported by its own consultant teams.
- A Member responded to earlier comments regarding incomers and housing, noting that properties purchased by newcomers had been willingly sold by existing residents and that land purchased for housing had likewise been sold by landowners. While acknowledging strong local opposition to new housing across many communities, the Member emphasised that the Committee had spent several years working to produce a Local Plan that met national planning requirements and expressed confidence that officers would not bring forward a plan that was not legally compliant. It was requested that where public speakers raise accusations that the Plan is flawed, Members be provided with a clear written summary setting out the issue raised, the Council's response and the associated legal position. This, it was suggested, would provide Members with greater assurance that all statutory requirements had been met as the Plan progresses through each stage. In response the Assistant Director – Planning Strategy and Development Services sought the Committee's views on whether a frequently asked questions (FAQ) report should be brought to the next meeting.

- It was noted that there has been a significant amount of misinformation in the press and social media regarding housing numbers for East Devon and clarification was requested for the Committee. It was explained that the housing requirement calculated under the standard method changes annually. Members were advised that overall housing number is influenced by changes to the affordability ratio, level of headroom and the need to mitigate risks at examination. It was noted that greater headroom is now being included than originally anticipated to help address potential future increases in housing need. The Assistant Director – Planning Strategy and Development Services offered to bring forward a further report setting out the housing number calculation, rationale and implications in greater clarity should Members wish.
- Clarification was requested as to whether the Council is required to assist in meeting housing shortfalls in other local authority areas.
- Clarification was sought as to whether the Council is required to continue progressing the Local Plan in light of the proposed unitary reorganisation. It was advised that as the Council did not have a five-year housing land supply and an up-to-date Local Plan there was an acute need to continue regardless of the proposed unitary reorganisation.
- Concerns were raised regarding changes to the classification of individual settlements. It was suggested that many of these concerns may arise from developers being dissatisfied with limitations on increasing housing numbers in certain service villages. Clarification was sought on the reasons for changes to the village classification at each stage of the Plan’s development.
- Reference was made to the uncertainty over whether the Council should adhere to national housing targets. Concern was expressed that many new homes would remain unaffordable, with a high proportion expected to be priced above £400,000, and that this did not align with evidence of local housing need.
- Concern was expressed regarding comments from the Environment Agency, which indicated that deficiencies in the Water Cycle Study could affect the soundness of the Plan. Clarification was sought on whether officers were confident that these issues could be resolved. In response the Assistant Director – Planning Strategy and Development Services acknowledged the concerns and advised that a meeting with the Environment Agency had been arranged to fully understand and seek to resolve the issues raised.
- Reference was made to the representations from NHS Devon Integrated Care Board, which stated that primary care infrastructure requirements were not adequately reflected in the Infrastructure Delivery Plan. Clarification was requested as to whether this work could be progressed and completed with the available timeframe. In response the Assistant Director – Planning Strategy and Development Services advised that he was trying to set up a meeting with healthcare providers to address these concerns.
- Reference was made to the policy wording for accessible and adaptable housing for older people and concern was expressed as to whether it was sufficiently robust to withstand challenges from developers citing commercial viability as a reason for not delivering such provision.
- It was noted that the affordability ratio had been reduced from 9.88 in the previous year to 9.52. Clarification was sought on this impact. The Assistant Director – Planning Strategy and Development Services confirmed that it would have a relatively small impact and highlighted such changes could be reversed in future years, making it risky to rely on short-term reductions when determining site allocations.
- Reference was made to the significant increase in vehicle movements associated with Exmo_20, particularly traffic passing through the Pebblebed Heaths.

Concern was expressed as to whether the allocation remained acceptable if air quality standards could not be met. In response the Assistant Director – Planning Strategy and Development Services advised that a large number of allocations within the Plan have implications for air quality and that officers are therefore considering the cumulative impacts of the overall strategy. Work is ongoing to explore potential mitigation measures, and it was confirmed that, following a forthcoming meeting with the consultant team, a further update report would be brought to Committee as the matter progresses.

Councillor Geoff Jung proposed the two recommendations, together with an additional recommendation that officers bring forward a frequently asked questions (FAQ) report to the next meeting. It was proposed that the FAQ cover wider issues frequently raised, including legal compliance with the Habitat Regulations Assessment, housing numbers, the Water Cycle Study and investments by South West Water. The proposal was seconded by Councillor Paula Fernley.

RESOLVED:
1. That the contents of the report to specifically include the intent to bring a further report to this Committee, later in 2026, recommending the submission of the Plan for Examination be noted.
2. That the consultation feedback report on the second stage of Regulation 19 consultation be noted.
3. That a frequently asked questions (FAQ) report be brought to the next meeting covering wider issues frequently raised, including legal compliance with the Habitat Regulations Assessment, housing numbers, the Water Cycle Study and investments by South West Water.

61 Heritage Strategy 2024-2042

The Committee received a report on the consultation feedback on the Heritage Strategy undertaken between 28 November 2025 and 26 January 2026, noting that the amendments arising from the consultation were set out in Appendix A with a tracked-changes version included at Appendix B.

The updates included minor factual and grammatical corrections, revised case studies and data, and additional clarity on heritage-related organisations, legislation and guidance. It was noted that the Strategy provides a comprehensive overview of East Devon's heritage, identifying key issues and opportunities, and supports the heritage policies of the emerging Local Plan.

Comments included:
- Portfolio Holder Culture, Leisure, Sport and Tourism, Councillor Nick Hookway, expressed strong support for the Heritage Strategy, with particular emphasis on the sections relating to the World Heritage Site. He highlighted that the site is a significant attraction that has historically been under-promoted and stressed the importance of recognising the site's vulnerability to climate change and coastal erosion. He emphasised the important role the Strategy plays in protecting the World Heritage Site, providing reassurance to the public, and local businesses and urged the Committee to support the recommendations.
- Disappointment was expressed regarding the limited reference to agricultural heritage within the Strategy.
- It was noted that the Norman Lockyear Observatory was not recognised as a heritage asset.

- Some Members commented positively on the report, noting it was both helpful and informative.
- It was highlighted that there is often limited understanding among owners and tradespeople about the legal responsibilities associated with listed buildings. Concern was expressed that unauthorised works can cause irreversible harm and asked what further steps the Council could take to better educate prospective purchasers and owners of listed buildings about their duties and obligations. In response the Chair commented that solicitors should be responsible for explaining the obligations at the point of purchase but acknowledged in practice this may not be sufficiently communicated and suggested that engaging with conveyancing solicitors could be an effective way to improve understanding and education among prospective purchasers of listed buildings.
- A Member requested that Axminster be included in the list of towns in East Devon that have a designated Conservation Area.

RESOLVED:
1. That the updated second Heritage Strategy (2024 – 2042) be adopted in support of the Council's duty towards the historic environment.
2. The Committee noted that the Heritage Strategy supports the Local Plan as evidence for policies.
3. That it be noted the Strategy should be taken into account as a guide for our Cultural, Tourism and Planning functions, amongst others.

62 Self-Build and Custom House-Building Update and Monitoring Report for 2024 - 2025

The Committee noted that the Custom and Self-Build (CSB) monitoring figures were last considered by the Strategic Planning Committee in February 2025, at which time officers outlined a revised methodology for counting CSB plots following legislative changes introduced in early 2024. Under the new approach, only plots with clear evidence of custom or self-build delivery are counted.

The latest monitoring shows that the Council continues to meet its statutory obligations to provide sufficient CSB plots to match demand on the register. A total of 18 plots were delivered in 2024–25, an increase from 15 plots in 2023–24. However, this modest increase remains consistent with a longer-term trend of lower CSB delivery. It was noted that, in light of strong national policy support for custom and self-build housing, further action may be required to increase the supply of CSB opportunities.

A question was raised as to whether the existence of the register was widely known to the public. In response the Assistant Director – Planning Strategy and Development Services advised that all local authorities in the country are required to maintain a self-build register and that anyone researching self-build opportunities would therefore expect such a register to be in place. A simple google search will find the register on the Council's website.

RESOLVED:
1. That the draft monitoring report for use in planning decisions (both planning policy and development management) be endorsed and its publication be agreed on the Council's website.
2. The Committee noted that the latest monitoring period (31/10/24 – 30/10/25) 8 individuals were added to the self-build register (6 to part 1 and 2 to part 2)

generating a need to permission 6 plots suitable for self-build between 31/10/25 – 30/10/28.

3. The Committee noted that the demand for self-build plots indicated on the register should be taken into account in our planning, housing, regeneration and estate functions.

Attendance List

Councillors present:
B Bailey
J Bailey
K Blakey
P Faithfull
P Fernley
C Fitzgerald
P Hayward
M Howe (Vice-Chair)
G Jung
D Ledger
Y Levine
H Parr

Councillors also present (for some or all the meeting)
A Bailey
R Collins
N Hookway

Officers in attendance:
Ed Freeman, Assistant Director Planning Strategy and Development Services
Wendy Harris, Democratic Services Officer
Damian Hunter, Planning Solicitor

Councillor apologies:
O Davey
B Ingham
T Olive

Chairman .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Overview Committee held at Council Chamber, Blackdown House, Honiton on 28 May 2026

Attendance list at end of document
The meeting started at 6.06 pm and ended at 7.05 pm

1 Minutes of the previous meeting

The minutes of the previous meeting held on 26 March 2026 were agreed as a true and accurate record.

2 Declarations of interest

There were none.

3 Public Speaking

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

4 Matters of urgency

There were no matters of urgency.

5 Confidential/exempt item(s)

There were no confidential/exempt items.

6 Jurassic Coast World Heritage Site arrangements

The Chair welcomed Mr Sam Scriven, World Heritage Site Principal Officer (Dorset Council) to the meeting. Mr Scriven presented this report which detailed the governance and management arrangements for the World Heritage Site (WHS).

It was reported that since the Jurassic Coast Trust closed in January 2025, responsibility for managing the WHS had returned to Dorset Council and Devon County Council, with good progress made on re-establishing governance, drafting a new management plan, recruiting a new World Heritage Officer, and developing a new website. Ongoing conservation and stakeholder work had also continued successfully, including the innovative Jurassic Coast Flood and Coastal Erosion Risk Management (FCERM) Mitigation Study, while 2026's 25th anniversary celebrations were helping to engage communities and partners through a wide range of events and new outreach activity.

The Portfolio Holder for Leisure, Sport, Culture and Tourism commented on the importance of the WHS to East Devon, attracting tourism and generating business in the district.

Discussion and clarification included the following points:

- At present, the costs are apportioned on a two-thirds basis to Dorset Council and one-third to Devon County Council, reflecting the geographical distribution of the site, with approximately two-thirds located in Dorset and one-third in Devon.

- The WHS does not have statutory protection in its own right, and protection relies on existing legislation for National Landscapes and Sites of Special Scientific Interest.
- The new iteration of the Management Plan is the first test of the new management system that is in place.
- Landslides and rockslides are hazards which need to be carefully managed given their implications for infrastructure and loss of land. At the same time, the dynamic process of coastal erosion is what makes the coastline so special since it is continually refreshing itself, and the coastline's natural beauty has value in its own right and for the economy, drawing people to the area.
- Communities are encouraged to take ownership of the WHS as an asset which can be utilised in a way that is sustainable. The geological processes are robust and not as sensitive to impact from tourism as wildlife sites, but visitor pressures and litter etc can ruin the visitor experience.
- 2026 is the 25th anniversary of the WHS and the whole year is being treated as the anniversary year. Ideas are encouraged for events that people want to link with the celebration.
- Webpages about the WHS are hosted by the Dorset Coast Forum whilst the WHS's official website is under construction.
- World Heritage UK does a lot of work to research the benefits of world heritage and to lobby government, representing all WHSs in the UK. There is also an all-party parliamentary group for World Heritage. Additionally, Natural England is working with the UK National Commission for UNESCO, which is doing a lot of work to gather together the different UNESCO sites including WHSs, geoparks, biospheres and Cities of Culture, all of which Devon has and which helps to get the UNESCO brand better recognised by government.
- EDDC promotes the WHS through its Cultural Tourism Map.

The Committee noted the report and were supportive of the work of the Jurassic Coast team in East Devon.

The Chair thanked Mr Scriven for his very informative presentation and contribution to the meeting.

7 e-Petition Scheme - verbal update

The Democratic Services Officer read out a briefing note prepared by the Democratic Services Manager which provided an update on the implementation of the Council's online petition scheme.

Members asked that communications were put out to highlight that the e-petition platform was now available on the Council's website for public use.

8 Work programme 2026-2027

The Committee received and noted the work programme 2026 – 2027.

Attendance List

Councillors present:

A Bailey
B Bailey
K Bloxham
R Collins
T Dumper (Vice-Chair)

A Hall (Chair)
M Hall
D Mackinder
D Wilson

Councillors also present (for some or all the meeting)
I Barlow
N Hookway

Officers in attendance:
Simon Davey, Director of Finance
James Docherty, Assistant Director Governance & Legal
Sarah James, Democratic Services Officer

Councillor apologies:
J Brown
B Collins
O Davey
J Heath
S Hunt

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Personnel Committee held at Council Chamber, Blackdown House, Honiton on 30 June 2026

Attendance list at end of document
The meeting started at Time Not Specified and ended at Time Not Specified

1 Minutes of the previous meeting

The minutes of the previous meeting held on the 31st March 2026 were agreed.

2 Declarations of interest

3 Public speaking

4 Matters of urgency

5 Confidential/exempt item(s)

6 Annual People Data

7 HR Update

8 Probation Policy

9 Health and Safety update

Attendance List

Councillors present:

Councillors also present (for some or all the meeting)

Officers in attendance:

Councillor apologies:
P Arnott

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Placemaking in Exmouth Town and Seafront Group held at Online on 16 June 2026

Attendance list at end of document
The meeting started at 10.05 am and ended at 10.41 am

1 MInutes of the previous meeting held on 17 March 2026

The minutes of the previous meeting held on 17 March 2026 were approved as a true and accurate record.

2 Declarations of interest

Minute 6. Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference.
Councillor Aurora Bailey, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 6. Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference.
Councillor Nick Hookway, Affects Non-registerable Interest, Member of Devon County Council for Exmouth and Budleigh Coastal, and also a member of Exmouth Town Council.

Minute 6. Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference.
Councillor Olly Davey, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 6. Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference.
Councillor Tim Dumper, Affects Non-registerable Interest, Member of Exmouth Town Council.

3 Public speaking

The Democratic Services Officer read out a statement from Mrs Ann Membery. Mrs Membery raised concerns about inconsiderate and illegal parking on the seafront, inadequate signage, insufficient public transport, and the need for affordable all-weather attractions on the seafront for all generations to enjoy. Mrs Membery also asked for information on the future of Harbour View Café.

The Chair recognised there were serious issues with illegal parking on the seafront, and he had raised the matter with Devon County Council (DCC) enforcement officers. He stated that the Exmouth Placemaking Plan included exploring a park and ride scheme from Digby & Sowton, in partnership with DCC. The Chair added that efforts were ongoing to attract further investment to the seafront and the fun park site, but details remained commercially sensitive, and there were no current plans for development at Harbour View Café.

Members shared Mrs Membery's frustration at the delays in delivering new signage, and the Chair stated that he would raise the issue again with DCC Highways officers and explore funding options.

4 Matters of urgency

There were no matters of urgency.

5 Confidential/exempt items

There were no confidential or exempt items.

6 Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference

The Place and Prosperity Officer presented this report which set out the reviewed Terms of Reference for the Placemaking in Exmouth Town and Seafront (PETS) Group, for consideration. The key change involved adding Devon County Council (DCC) representatives to the membership.

In discussion, members considered the rationale for bringing representatives of DCC onto the membership of the PETS Group. It was noted that all decisions regarding signage on highways must be considered by the Highways and Traffic Orders Committee (HATOC) and having a DCC representative to advocate on behalf of the PETS Group at HATOC would be highly beneficial in improving the prospects of proposals being approved.

Members were supportive of the changes to the terms of reference including the addition of Devon County Council representatives as members.

RECOMMENDED to Cabinet:

- The new Terms of Reference for the Placemaking in Exmouth Town and Seafront Group under the review clause set out in the paper of the 23rd January 2024.
- That the Council write on behalf of the Leader to invite nominees from Devon County Council to sit on the group.

Attendance List

Councillors present:

A Bailey
O Davey (Vice-Chair)
T Dumper
N Hookway (Chair)
G Deasy (Exmouth Town Council)

Councillors also present (for some or all the meeting)

I Barlow
R Collins
P Faithfull

Officers in attendance:

Marie Ainsworth, Place & Prosperity Officer
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Sarah James, Democratic Services Officer

Also in attendance:
Lisa Bowman, Exmouth Town Clerk
Mark Devin, Exmouth Deputy Town Clerk

Councillor apologies:
P Arnott
D Conduit (Exmouth Town Council)
T Olive

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cranbrook Placemaking Group held at Conference Room, Younghayes Centre, Cranbrook on 8 June 2026

Attendance list at end of document
The meeting started at 9.30 am and ended at 12.30 pm

1 Minutes of the previous meeting

The minutes of the previous meeting held on 2 February 2026 were agreed as a true record.

2 Declarations of Interest

There were no declarations of interest.

3 Public speaking

There were no members of the public present.

4 Matters of urgency

There were no matters of urgency.

5 Confidential/exempt items

There was one item of confidential/exempt information, minute number 14 refers.

6 Discussion with the Cranbrook New Community Partners

The Cranbrook New Community Partners (the Consortium) provided responses to strategic matters raised by Members:

- Construction of Ingrams road to the northern boundary (as per condition)
  The Corporate Lead – New Communities reiterated that the road is required by condition to extend to the northern boundary before first use. The current construction stops short of this point. The Consortium confirmed that the work will then be available. Estimated completion in July (subject to agreement with the consortium).

- Update on marketing of phase 2 retail land
  The Consortium updated included:
  - The land continues to be marketed by the appointed commercial agent.
  - No offers received to date.
  - Marketing sign vandalised and not yet replaced.
  - Agent advise guide price remains reasonable.
  - Market conditions remain challenging.
  - Historic vacant units in the town centre have discouraged investor confidence.

  The Group queried whether guide the price should be reviewed and sought assurance that agents remain proactive and requested clarity on feedback that the scheme design may not suit potential purchasers; the Consortium maintained the agents are actively marketing.

The Director of Place reminded the Consortium that EDDC had previously submitted an offer for the retail land, which was declined. It was noted that EDDC has the option to submit a further expression of interest.

- Town Centre Parcels – MLR uplift works
  The Group requested an updated programme for the MLR uplift works, noting their importance for public accessibility and future town centre development.

  The Consortium update:
  - Current traffic and school make immediate works impractical.
  - All utilities require diversion; quotes are being sought.
  - Section 38 amendment may still be required.
  - A more detailed programme should be available within the next few weeks.

  The Corporate Lead – New Communities emphasised the need for realistic timescales due to repeated slippage in previous commitments and highlighted the need to coordinate with crossing points, public accessiblility works and future development.

- Site Safety and Contractor Parking
  Recent press coverage highlighted unsafe parking near the school.

  The Consortium update:
  - On-site parking now available for contractors.
  - Regular external health and safety inspections taking place.

  The Group welcomed the improvements and requested continued monitoring given cumulative construction activity.

- Communications with residents
  Cranbrook Ward Member, Councillor Kim Bloxham advised that a commitment was previously made to provide monthly construction newsletters to schools and residents. Draft newsletters received from Persimmon and Taylor Wimpey has raised concerns that the current drafts would generate more questions than answers as no dates have been provided. The Group sought agreement that a combined newsletter was preferred to provide clear messaging with accurate timings.

  The Group discussed various disruptions that were causing a number of complaints to the town council and it was suggested strongly for joint communications, coordinated via Brookbanks as the Town Council was the first point of contact by residents complaining about development work which the Communications Officer was responding to on behalf of the developers. It was agreed that a joint meeting be set up to discuss a joint approach to communications.

- Unfinished highways causing safety concerns
  Significant concern was raised about long-term unfinished roads, raised ironworks and unsafe pedestrian environments. The Consortium acknowledged that the ironworks should not be raised years in advance and that historic delays in Section 104 (drainage) approvals with South West Water have created a backlog.

- Badger Way – footpaths and safety issues
  Current temporary arrangements are unsafe for wheelchairs, prams and pedestrians and the Town Council requested a proper temporary footpath, clear signage and a timeline for re-opening.

  The Consortium agreed to review this urgently.

- Court Royal Crossings
  Concerns were raised regarding the lack of safe crossing points to Morrisons, and it was suggested that the Consortium collectively consider whether a formal crossing point is required.

- Bus stop issues on MLR
  This ongoing issue, which has been raised previously on several occasions, relates to the use of rubber mats at temporary bus stops to cover muddy verges. It was highlighted that these are not suitable for people with disabilities, and a request was made for proper hardstanding to be provided.

- Flooding and drainage issues at Stone Barton
  An on-site meeting was held following the flooding that affected Taylor Wimpey homes early this year. A further meeting was missed by the Taylor Wimpey representative without apology. It was noted that work continues to explore a solution to this issue.

- Public Open Space (POS) Maintenance
  Multiple POS areas not being maintained by developers prior to handover to the Town Council resulting in complaints from residents. The Town Council requested that the Consortium ensure landscapers maintain all POS within their ownership and to address specific areas previously reported which are still unresolved.

- Adoption of roads
  Residents increasingly frustrated by years-long delays.

  The Consortium explained that due to the delay in Section 104 agreements this has stalled the Section 38 road adoptions.

  EDDC requested:
  A clear update at the next meeting
  A realistic adoption programme

The Consortium raised the following issues:

- Outstanding planning conditions on town centre parcels and struggling to get interest from registered providers for the affordable housing.
  EDDC advised that this is being discussed with the Housing Team and officers will continue to engage over this matter.

7 Education Briefing Note

The Group received an update on education provision in Cranbrook, covering early years, primary, secondary and SEND.

It was noted that pupil number remain high, but for September 2026 all Cranbrook children who applied for a school place within Cranbrook secured a place with no need for bulge classes. Expansion works are progressing, including additional capacity at Rockbeare Primary School and improved kitchen facilities at Cranbrook Education Campus.

There is an identified shortfall in year-round early years and childcare provision, although this will be partly addressed by a new nursery opening in Cranbrook in September 2026, alongside additional provision near Exeter Airport.

Plans for future provision include:

- A new 630-place primary school at Cobdens (target opening September 2028, subject to funding).
- A further 420-place primary school in a future expansion area.
- Phased expansion of Cranbrook Education Campus secondary provision to at least 1,200 places.

In relation to SEND provision, delays to the DfE's free school programme which was due to deliver the planned SEND school in Cranbrook were noted. Devon County Council has instead accepted capital funding to deliver additional SEND education provision more immediately to address existing demand and is prioritising increased capacity within mainstream school settings across Devon.

In line with the recently published Every Child Achieving and Thriving White Paper DCC was taking a regional approach to SEND provision with a strong emphasis on supporting children within mainstream schools through a three tiered approach:

- Inclusion and support bases (early intervention)
- SEND specialist units (special school places within a mainstream setting). All options are being explored with Exmouth and Honiton currently furthest progressed for East Devon.
- Special schools (higher level of need)

Key challenges highlighted included high pupil yields, limited ability to forward fund infrastructure and Section 106 delivery constraints linked to housing growth.

Next steps include progressing new school designs, expanding secondary provision, improving early years access and continuing to develop inclusive SEND provision within mainstream settings.

The Chair expressed disappointment that, although funding had been identified for a SEND school in Cranbrook through DfE's free school programme, Devon County Council had opted to take capital funding instead of progressing the school. He asked what the alternative plans were for SEND provision in Cranbrook, as well as for the use of the land originally identified for the school.

Clarification was sought regarding fair access places. It was explained that these apply when families move into the area during the school year, at which point schools are required to admit a specified number of children in line with the School Admissions Code.

Concern was raised regarding the potential impact of Rockbeare Primary School no longer accepting pupils from Cranbrook from September, following indication from the Head. It was explained that any change to admissions arrangements would require a formal consultation, and any concerns regarding the admission of local children should be raised directly with the school's admission authority.

8 Cranbrook Town Centre Projects

Members noted progress on a number of Cranbrook Town Centre projects including land assembly, master planning, the leisure and health campus and cranbox.

Updates included:

- Progress on land transfers to enable key developments, including the Extra Care facility (under construction) and future town centre uses.
- Advancement of plans for a leisure and wellbeing centre, with design work nearing completion, a second public consultation underway and a planning application due to be submitted in June 2026.
- Slower progress on the Integrated Neighbourhood Health Centre, pending confirmation of revenue funding.
- Continued development of the town centre masterplan, aligned with wider growth proposals including Marlcombe.
- Progress on the Cranbox project with planning approval secured and construction expected to begin in summer 2026, subject to land transfer completion.

It was noted that, once current transfers are complete, the Council will hold all remaining undeveloped non-residential town centre land.

9 Cranbrook, Marlcombe and the wider growth corridor

The Group received a verbal update and the opportunity to ask questions on the development programme for Marlcombe, the expansions areas and Enterprise Zone sites.

It was noted that a Joint Project Executive Group has been established, with membership including Councillor Paul Arnott and Councillor Todd Olive from East Devon District Council, alongside two Devon County Councillors. The first meeting of the Interim Growth Board, an advisory board that will report to the Project Executive Group, will take place on 6 July.

The officer group is progressing work to understand the various project streams and how these will be taken forward, which will in turn inform the structure, membership and hosting arrangements for the future shared delivery team.

The Council is developing a business case to seek forward funding for key Cranbrook infrastructure, including Category 4 projects, education and health and leisure facilities.

10 Implementation Plan

The Group received an updated Implementation Plan setting out the programme of projects for delivery, now including all Category 4 projects.

A query was raised regarding what steps the Town Council would need to take to identify how the funding gap for the Tillhouse project could be addressed. The Corporate Lead for Placemaking and Major Projects advised that the Council had begun reviewing options to bring forward land parcels and welcomed further discussions with the Town Council.

A query was raised regarding the Fire Service and whether they require a Fire Station in Cranbrook.

RESOLVED:
That the Implementation Plan be noted.

11 Community Governance Review

The Group received an update on the Community Governance Review. A further consultation was undertaken earlier this year, and feedback indicated that some residents did not support the proposed changes to the parish boundaries. It was noted that the response rate was low, with some objections relating to development concerns.

RESOLVED:
That the update on the Community Governance Review be noted.

12 Forward Plan

The Group received and noted the current forward plan.

RESOLVED:
That the forward plan be noted.

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

RESOLVED:
That the press and public be excluded from the meeting 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).

14 District Heating - decarbonisation and Energy Services Company for the expansion areas.

The Group received a verbal update on the district heating project for the expansion areas. It was noted that proposals are progressing in a policy-compliant manner and, as they are currently at the procurement stage, the matter is being considered under Part B.

RESOLVED:
That the update on options for district heating within the expansion areas be noted.

Attendance List

Officers in attendance:
K Blakey (EDDC)
K Bloxham (EDDC)
T Olive (EDDC)
H Gent (DCC)
V Wright (CTC)

Cranbrook New Community Partners present:
Powell Brown, Project Manager for Brookbanks

Richard Harrison, Land and Planning Director for Taylor Wimpey
Damon Buckle, Technical Director at Persimmon Homes SW

Officers in attendance:
Thea Billeter, Corporate Lead - New Communities, EDDC
Naomi Harnett, Corporate Lead – Placemaking & Major Projects, EDDC
Wendy Harris, Democratic Services Officer, EDDC
Nicola Wilson, Principal Planning Officer, DCC
Andrew Wood, Director of Place, EDDC
Alexandra Robinson, Clerk to Cranbrook Town Council

Councillor apologies:
S Hawkins

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Community Grant Panel held at Tale Room, Blackdown House, Honiton on 15 April 2026

Attendance list at end of document
The meeting started at 5.30 pm and ended at 5.42 pm

11 Minutes of the previous meeting held on 30 March 2026

The minutes of the previous meeting were confirmed as a correct record.

12 Declarations of Interest

None.

13 Public Speaking

None.

14 Matters of Urgency

None.

15 Confidential or exempt items

None.

16 Community Grant Funding Awards 2025/26

Following adjournment of the meeting held on the 30 March 2026, the Panel considered an update on the report from the Benefits and Financial Resilience Manager on funding for the following remaining applications.

Building	Total Amount of Funding Required	Amount of Funding Requested from EDDC	Difference in funding in place	Panel decision
Northleigh Parish Hall	£2,290.49	£2,000	Yes	Defer for further information
1st Beer Scout Group	£5,849.56	£4,428.17	Yes	Defer for further information
Offwell Recreation Ground and Village Hall	£3,875	£2,712	Yes	Defer for further information
Musbury Village Hall	£1,816	£1,816	Not required	Defer for further information
Gittisham Parish Hall	£2,835.81	£2,835.81	Not	Defer for

			Required	further information
Awliscombe Parish Hall	£2,720.50	£2,720.50	Not Required	Defer for further information

The Panel were in support of the community buildings applications but the total number of applications meant that the fund was over-subscribed. The Panel were also aware of the increase in costs for materials and works over time, and how delaying a decision by a long period may adversely affect the applicants.

Members of the Panel debated recommending a change to the policy that permits applications that would normally be awarded but can't be due to the funding limits in place for the Community buildings, to be rolled over to the next funding window without having to reapply. Members also agreed that clear, positive communication should be sent to the six applicants to provide reassurance. Accordingly, the following recommendation was agreed, set out below:

Recommendation to Cabinet:

To make the following change to the Community Grant Fund policy
- Applications that meet the policy criteria, but Members are unable to approve due to funding limits, can be rolled over to the next grant window.

Subject to Cabinet approving the above recommendation the 6 Community building fund applications deferred for a decision will be carried forward to the next grant window.

Attendance List

Councillors present:
S Hawkins (Chair)
J Bailey
S Hughes
J Loudoun
H Parr
S Jackson
S Smith

Councillors also present (for some or all the meeting)

Officers in attendance:
Sharon Church, Benefits Manager
Wendy Harris, Democratic Services Officer

Councillor apologies:

Chairman .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Leisure Strategy Delivery Forum held at Online on 28 April 2026

Attendance list at end of document
The meeting started at 6.30 pm and ended at 7.47 pm

40 Minutes of the previous meeting held on 13 January 2026

The minutes of the previous meeting held on 13 January 2026 were noted as a true and accurate record.

41 Declarations of interest

There were no declarations of interest.

42 Public Speaking

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

43 Matters of urgency

There were no matters of urgency.

44 Confidential/exempt item(s)

There was one confidential/exempt item (minute 48 refers).

45 LED Facilities and Activities report April 2026

The LED Chief Operating Officer presented this report which provided an update on recent activities. He highlighted recent refurbishments, the launch of the Health Key programme, a tree and kelp planting initiative, and preparations for the LTA Tennis Centre Roadshow.

Discussion and clarification included the following points:

- The introduction of the Health Key programme helped LED to compete against private sector operators who were growing their reach.
- It was challenging for LED to compete given that some of the private operators could focus on a particular demographic and do very well at it. In contrast, LED were trying to be something for everyone, providing the support that people needed, remaining affordable and ensuring they had the best quality instructors and were up to date with latest trends.
- Some members were disappointed that the Council had not been consulted on the tree and kelp planting initiative and expressed that it would not have supported a policy of planting trees abroad. The LED Chief Operating Officer responded that there was a variant in the price per unit depending on where in the world a tree was planted and LED could not have delivered the initiative had all trees needed to be planted in the UK.
- Other members expressed that it was not appropriate for the Council to micromanage its contract with LED and whilst it did not absolutely align with the East Devon Tree Policy, the tree and kelp planting initiative was imaginative and had captured the imagination of the customers.

- LED would be engaging with ten schools in and around Exmouth in early June as part of the LTA Tennis Roadshow within the schools (during the week) leading to an Open Weekend at the Tennis Centre. The aim was for over 500 children to take part; however, some Members were disappointed that schools elsewhere in the district were not involved.

The Forum noted the report.

46 LED KPI Dashboard January - March 2026

The Forum received and noted key details of the performance of LED Community Leisure for January – March 2026.

47 Cranbrook Leisure Centre update

The Leisure Manager presented this report which provided an update on the progress with the Cranbrook Leisure and Wellbeing Centre detailing progress through RIBA Stage 3, results of public consultation, funding status and collaboration with Devon County Council (DCC) and NHS.

The Leisure Manager explained that the public consultation closed on 4th March 2026. The survey received 874 individual responses and 979 contributions overall. People who filled in anonymously were not recorded as respondents but were recorded as contributions.

Headline figures from the early feedback were as follows:

- 82.8% of respondents aged 25 – 54;
- 69.7% female / 28.4% male / 1.3% prefer not to say / 0.3% non-binary;
- 92.4% of respondents said they were ‘very likely’ or ‘quite likely’ to use the centre;
- 65.8% of people would walk, cycle or scoot to the centre;
- Strong desire to see trees and planting within the site;
- Strong support for a café and play facilities;
- Individual and family cubicles and private showers requested for the changing areas;
- 78.7% Cranbrook residents.

A second public consultation event was planned for late spring of 2026 to feed back on the responses received and changes considered / made.

Discussion and clarification included the following points:

- It was reported that the project was currently on schedule.
- Partnership and collaboration with DCC and NHS were important but there were risks around alignment of the work of all agencies involved which needed to be carefully managed; however, the overall prize outweighed the risk.
- It was intended to get the business plan, planning application and costs together by December 2026. The business case, when produced, would give more information about how the funding gap would be managed.

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

The meeting went into private session.

48 Leisure Project Update

The Leisure Manager presented this update report.

Members discussed the content at length and asked direct questions.

The report was noted.

Attendance List

Councillors present:
P Arnott
K Bloxham
M Goodman
S Hawkins (Chair)
P Hayward
N Hookway
G Jung
J Loudoun

Councillors also present (for some or all the meeting)
I Barlow
P Faithfull
M Hall
S Jackson

Officers in attendance:
Mike O'Mahony, Senior Leisure Officer
Tim Child, Assistant Director Place, Assets & Leisure
Sarah James, Democratic Services Officer
Andrew Wood, Director of Place

Councillor apologies:
F King
S Smith

Representatives of LED Community Leisure in attendance:
Andrew Dare, LED
Richard Purchase, Chairman of LED Board
Olly Swayne, LED Chief Executive
Matthew Wright, LED Chief Operating Officer

Chair: .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of CommitteeName held at MeetingLocation on MeetingDate

Attendance list at end of document
The meeting started at MeetingActualStartTime and ended at MeetingActualFinishTime

Attendance List

Councillors present:
MembersUsrTyp(C)PresentAttendcommentShortRolesRows

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

Officers in attendance:
OfficerInattendanceAttendcommentTitleRows

Councillor apologies:
MembersUsrTyp(C)ApologiesAttendcommentShortRows

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Arts and Culture Forum held at Onllne via Teams on 29 April 2026

Attendance list at end of document
The meeting started at 10.00 am and ended at 11.15 am

10 Public speaking

There were no members of the public registered to speak.

11 Minutes of the previous meeting

The minutes of the meeting held on 26 November 2025 were agreed.

12 Declarations of interest

4. Declarations of interest.
Councillor Ian Barlow, Affects Non-registerable Interest, Member of the Sidmouth School of Arts which had previously received a grant. Member of Sidmouth Town Council..

4. Declarations of interest.
Councillor Olly Davey, Affects Non-registerable Interest, Member of Exmouth Town Council.

4. Declarations of interest.
Councillor Vicky Johns, Affects Non-registerable Interest, Arts administor for South West Academy of Fine and Applied Arts..

13 East Devon Cultural Strategy

The Cultural Producer introduced herself and explained that she led on the delivery of the East Devon cultural strategy. She had recently delivered the fourth year of the UK Shared Prosperity Funded Cultural Programme (SPF), exceeding all targets. There had been 11 Creative East Devon funded projects as well as financial support provided to Screen Devon and Villages in Action.

Progress reports from Screen Devon, Villages in Action and Museums Development South West were included in the agenda papers and the Cultural Producer highlighted some key areas to note. Overall these organisations had evidenced that they laid strong foundations for future growth and it was hoped that EDDC could continue to support them. Whilst there was no more UK SPF funding going forward, there was a modest internal cultural budget to continue delivery on the strategy.

The Cultural Producer outlined:

- Creative East Devon Fund 2026 highlights – the fund had been oversubscribed and was highly competitive. Lots of positive feedback had been received.
- ACED network meeting – 37 people attended the last meeting at The Beehive, and a Festivals Champion had recently been recruited.
- ACED Volunteer of the Year – this would be awarded at the next ACED event on 3 June at Kennaway House. Nominations were open until 7 May 2026.

- Update on map at railway stations – thanks to EDDC's partnership with South Western Railways and the Devon and Cornwall Rail Partnership a fantastic promotional opportunity had been secured to display the Cultural Tourism Map poster across various train stations on the Waterloo line from Exeter to London.

The Cultural Producer informed those present that both Exmouth and Sidmouth had submitted expressions of interest in the UK Town of Culture competition. A lot of hard work had gone into this new Department for Culture, Media and Sport competition. It was inspired by the success of the flagship UK City of Culture, which was a proven model for cultural placemaking. The competition aimed to spotlight the cultural contribution of towns of different sizes. The winning town would be awarded £3 million to deliver a cultural programme in 2028 and the other two finalists would receive £250,000 each to deliver elements of their bid. If either Exmouth or Sidmouth passed the expression of interest stage they would receive £60,000 to help deliver a full bid. It was suggested that if either of the towns were shortlisted that the Arts and Culture Forum considered a contribution of match funding from EDDC.

Members of Sidmouth and Exmouth Town Councils thanked the Cultural Producer and her team for all the help they had given the towns in submitting expressions of interest in the UK Town of Culture Competition.

14 Screen Devon

The Forum noted the Screen Devon UK Shared Prosperity Fund report and project summary to date, which had been included in the agenda papers.

15 Villages in Action

The Forum noted the annual report from Villages in Action, which had been included with the agenda papers.

16 Museum Development South West

The Forum noted the annual report from Museum Development South West, which had been included with the agenda papers.

17 East Devon Festival Fund

The Senior Economic Development Officer updated the Forum on the cultural tourism agenda. The East Devon Festival Fund had a good strong link to both the cultural and tourism strategies. Funding had been secured from an internal budget and was aimed at supporting existing established festivals to promote their activities outside of the district, in order to encourage more visits, overnight stays and tourism to the area. The initial budget was £10,000 but it was hoped to increase this in the future. Applicants could apply for grants of £500-£2,000 for external promotion of festivals.

The Senior Economic Development Officer also updated the Forum on the partnership with South Western Railways and the Devon and Cornwall Rail Partnership to display 62 promotional posters during April showcasing the Cultural Tourism map in key locations on the rail network, including Waterloo station, to pitch East Devon as a cultural destination. She hoped that this could be repeated in the future. The Forum agreed that this was an excellent opportunity to promote cultural activities in the area whilst encouraging sustainable travel.

The Forum congratulated the Senior Economic Development Officer and welcomed the East Devon Festivals Fund. It was agreed that festivals had a positive impact on the local economy and could be a huge economic boost to the whole area.

18 Sidmouth Folk Festival

The Chair introduced and welcomed Tash Daley, Artistic Co-Director of the Sidmouth Folk Festival to the meeting. Tash was also the new ACED Festival Champion.

It was noted that Sidmouth Folk Festival would be held from 31 July – 7 August 2026 and had been running since 1955. It championed traditions from across the UK and internationally. An important part of the Festival was working with grass-roots emerging artists, sustaining and promoting regional traditional artists, as well as showcasing traditions from across the world. The Festival was an immersive, inclusive, multi-generational experience with over 80 events. It was worth £7.3million to the area, with around 175,000 people visits across the week.

The focus for 2026 was accessibility and communication. There were many free offerings, but not everyone was aware of this. There were also discount tickets for local people. The Sidmouth Folk Festival was very much community led with volunteer directors. This year there was a pre-festival concert and a Sidmouth in London event, showcasing Sidmouth and East Devon as a destination for both artists and tourists.

The Forum agreed that the Sidmouth Folk Festival was an excellent event. The Artistic Co-Director was thanked for being the ACED Festivals Champion and for her detailed update to the Forum. It was acknowledged that the Folk Festival was huge for the whole area, with extended stays and visits. There were many strong creative offerings in East Devon linking in with tourism and hospitality.

19 Manor Pavilion Theatre

The Manor Pavilion Theatre Manager gave the Forum an update on the recent refurbishment of the Manor Pavilion auditorium. The theatre was closed during January and February 2026 to enable the auditorium to be redecorated, a new carpet laid and the seating replaced. A great deal of thought and research had gone into the redecoration. The 277 seats had been specially made for the venue, providing greater leg room and the first few rows fully adaptable. It was noted that the theatre had last been refurbished 38 years ago. The Theatre Manager was very proud of the achievement and had worked closely with Property Services. All involved had worked hard, achieved the refurbishment on time and underbudget.

The Manor Pavilion Theatre had been very busy since reopening and feedback on the refurbishment had been fantastic. Forward bookings were going well into 2028. An interesting mix of 12 plays had been announced for the summer season, with tickets going on sale on 12 May 2026. The theatre was expected to be very busy over the season ahead.

The Theatre Manager welcomed members of the Forum to visit the Theatre and advised that a video of the auditorium refit was available on Facebook. In turn the Manager was thanked and congratulated along with Property Services for the fantastic renovation. The Manor Pavilion Theatre was an asset to East Devon, not just to Sidmouth.

20 EDDC events

The East Devon Events Officer introduced herself as one of two members of the EDDC events team. She outlined the work of the team during 2025/26, which included:

- 180 events held on Streetscene land and car parks.
- 48 events in August 2025.
- 85 events in Exmouth.
- 385 days of events, an increase from 311 in 2024/25.
- 40 cancellations for various reasons, often weather related.
- 5 weddings held in Connaught Gardens in 2025 and 6 (maximum capacity) booked for 2026 and 2027.
- Fitness licenses were processed for East Devon land and open water swimming, predominantly in Exmouth.
- 10 filming permissions were granted in East Devon in 2025/26.
- Administration of the Safety Advisory Group which covered any event in East Devon, not necessarily on Council land.

The Events Officer advised the Forum that 2026/27 was on track to deliver a similar year. 112 events were currently booked for the forthcoming year, with more applications being received and many repeat bookings.

It was noted that the events were a good source of income for the Council. The financial impact across the district was not currently monitored as it was complex and expensive to capture and measure the data, but it was possible to do so through the South West Visitor Economy Hub. It was reported that the Exmouth Beach Management Plan indicated that the activities on Exmouth seafront amounted to £800m per year

The Events Officer and her colleague were thanked for their hard work.

It was suggested that in order to protect all the fantastic work the cultural and tourism teams were doing, that a document be produced establishing all the achievements, strategies and data. This could be used to persuade the new interim LGR authority to advocate to continue the excellent work.

Attendance List

EDDC Councillors present:

O Davey
N Hookway
V Johns
I Barlow
S Gazzard
P Faithfull
S Jackson

Town Representatives

R Doorbar, Budleigh Salterton Town Council
S Gazzard, Exmouth Town Council

I Barlow, Sidmouth Town Council

Officers in attendance:
Graham Whitlock, Theatre and Arts Centre Manager (Manor Pavilion Theatre)
Gemma Girvan, Gallery Manager and Curator
Alethea Thompson, Democratic Services Officer
Caitlin Davey, Events Officer
Sarah Elghady, Cultural Producer
Chloe Woodman, Assistant Director - Communications, Digital Services and Engagement
Geri Panteva, Senior Economic Development Officer

Also Present
P Arnott
R Collins

Tash Daley, Artistic Co-Director, Sidmouth Folk Festival
Jess Magill, Arts Manager, Exmouth Town Council

Apologies:
P Fernley
J Rowland, Seaton Town Council

Chair .... Date: ....

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held at online on 15 June 2026

Attendance list at end of document
The meeting started at 9.32 am and ended at 10.06 am

27 Notes from the previous meeting held on 19 January 2026

The minutes from the previous meeting were confirmed as a correct record.

28 Declarations of interest

None.

29 Public speaking

None.

30 Matters of urgency

None.

31 Confidential/exempt item(s)

None.

32 Estates Team Update

The Estates team update covered the period of Jan – May 2026.
The updated included:

- Successful re-let of unit at Riverside Workshops in Seaton progressing, and pending re-let of unit at Millwey Rise Workshops, Axminster. Marketing had just commenced to fill a vacant unit at Manstone Workshops, Sidmouth.
- Business Centre's let for two offices, including the largest office has completed and marketing continues for other offices. The site now has full fibre internet capability. A need for electronic vehicle charging points has been identified and quotes for the work are being sought. Funding has been secured for an installation of solar panels, with the project currently out to tender. The Forum will be updated once that project progresses.
- The Old Toll House, Sidmouth has been granted authority for disposal and the property is expected to be marketed in late June.

Questions included:

- Request for update reports to include data on rental income, and capital receipts, as had previously been published in the update report at the last meeting of the Forum.
- Confirmation that work continued on reviewing sites where opportunities for building additional small units existed, in order to meet continued demand.
- Garage review was linked to the Housing Revenue Account assets; whereby the Housing Team had to review the condition and business case for any conversion to a unit, balanced with the impact on residents.

RESOLVED that the Estates Team update be noted.

33 Buildings and Facilities Management Team Activity Update

Quarter4 of 2025/26 and Quarter 1 of 2026/27 Forward Programme was presented in the report by the Buildings and Facilities Management Team. The report included a dashboard that gave an overview of the compliance tasks, outlining that 70.22% were compliant, 23.26% were listed under the warning category, and 6.52% were classed as overdue. This was still below the KPI threshold of 10% overdue.
Works were listed in detail against the statutory compliance inspections and planned maintenance activities across the estate.
Quarter 4 had 372 reactive maintenance cases (of which 47.17% relate to LED operated assets). 61.56% of these cases were dealt with by the in-house maintenance team.
The status of capital projects was also set out in the report.

Questions included:

- No update detailed on Community Asset Transfers pending, in particular the progress on Phase 2 of the toilet transfers. The Chair advised that communication had been sent to the towns involved in this phase. In response to a request for a Portfolio Holder Group meeting on the issue, the Chair agreed to make contact with officers to secure an update for that group.
- Clarify was sought on the for the capital funding agreed against LED related assets in the longer term under the new authority. The Chair confirmed that until a decision was provided on LGR and the shape that the new authority would take, it was not possible to provide clarity at this stage. Work still had to be undertaken while the Council was still in existence. The Chair agreed to seek discussion with relevant officers on this question raised by Cllr Goodman.

RESOLVED to note the update report and progress by the Team.

34 Placemaking & Major Projects Team Update

The Forum were provided with an update on project progress since the last update in January 2026 from the Placemaking and Major Projects team.

- Cloakham Lawn, Axmister procurement exercises has now identified a preferred option for the site, which includes recommendations from EDDC planning officers. The report included an overview of the site layout for employment use. Quotations from architects and other professional consultants have been obtained in preparation for undertaking an outline planning application. This application work will be commissioned once a date for Vistry Homes vacating the site has been confirmed.
- A commercial agent has been appointed for the sale of the site on Harepath Road, Seaton. A sale contract is currently being drafted following a conditional offer for the site.
- Red nook valuation for the site at Hayne Lane, Honiton has been competed and a meeting arranged with the Combe Estate to review both parties' valuations and provide the basis for negotiations to agree a purchase price.

RESOLVED that the update be noted.

Attendance List

Councillors present:
P Hayward (Chair)
S Hawkins
T Olive
P Arnott

Councillors also present (for some or all the meeting)
I Barlow
R Collins
P Faithfull
M Goodman
M Hall
N Hookway

Officers in attendance:
Kirstie Butler, Estates Surveyor
Andrew Champion, Development Delivery Project Manager
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Debbie Meakin, Democratic Services Officer
James Docherty, Assistant Director Governance & Legal

Councillor apologies:
G Jung

Chair .... Date: ....

Report to: Council

Date of Meeting 15th July 2026

Heading/Title: Local Development Scheme

Cabinet Member(s): Cllr Todd Olive

Director/Assistant Director: Andrew Wood/Ed Freeman

Author and Directorate: Ed Freeman – Place Directorate

Contact Details: ed.freeman@eastdevon.gov.uk, **Tel: 01395 517519**

Key decision No

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

Document classification: Part A Public Document

Exemption applied: None

1. Background

1.1 Local plans need to be produced in accordance with and to a timescale set out in a document called a Local Development Scheme (LDS). Looking back to the previous published timescales there will be a small delay in the submission of the East Devon local plan for Examination and this has required a minor change to dates in the LDS, the existing one can be viewed at: east-devon-lds-october-2025.pdf.

1.2 The new proposed LDS text forms Appendix 1 to this report. It has been necessary to change the LDS as the Submission of the local plan in (late) Spring 2026 has not been possible. The intent now is that submission will be in October 2026. With a slightly later submission date other plan making dates have been correspondingly pushed back. We would now expect adoption to be in 2028, with adoption potentially being by a successor authority (or authorities) to East Devon District Council.

1.3 The new proposed LDS will be considered by Strategic Planning Committee on 14th July 2026 where it is hoped that they will recommend adoption of the LDS to Council. Due to the limited time between the Strategic Planning Committee meeting and Council it is not possible to present the minutes of Strategic Planning Committee to Council until a later date. This separate report is included in the agenda so that the new LDS can be considered sufficiently in advance of Members being asked to consider submission of the

Local Plan later in the year. Members will be verbally updated on the debate at Strategic Planning Committee.

2. Recommendations/Decision

2.1 That Council adopt and publish the proposed new East Devon Local Development Scheme.

3. Reasons for Recommendations/Decision

3.1 To ensure that Members are aware of changes to the timetable for local plan production.

3.2 To comply with legislative requirements to have a published up to date Local Development Scheme.

4. Options

4.1 The only alternative option is to not adopt the proposed Local Development Scheme and propose a different timetable for Local Plan production. There are some limited alternatives to the proposed timeline for plan production. It is not feasible to submit the plan earlier than envisaged in the LDS as the workstreams referred to in this report will not be completed in time to achieve this. It is possible to submit the plan for examination later than envisaged but the transitional arrangements that we are working to require submission by the end of the year. Extending the timetable beyond the end of the year would involve revisiting much of the plan and incorporating the housing requirement under the new standard method for calculating housing needs which gives a markedly higher figure involving allocating thousands of additional homes in a revised plan. This is not considered to be an acceptable option.

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

Indicate how the recommendations/decision contributes to the delivery of the Council Plan and its priorities

6. Financial Comments/Implications

6.1 There are no direct financial implications identified within the report. (AB-22/06/2026)

7. Legal Comments/Implications

7.1 There are no direct legal implications identified within the report. (DH-25/06/2026)

8. Risk Implications

Please complete the risk table – further guidance available on the Intranet

8.1 Set out a short description (narrative) of the Risks that may arise if the proposed decision and related work is not taken.

8.2 Include details of the Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks.

8.3 The risk section should also include the risks for all the options considered.

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	*Likelihood 1-4	Risk Score		
LDS not being updated or meeting legal requirements	Local plan production being delayed or the plan failing to meet legal tests and not being able to be adopted.	Anyone with an interest in planning matters in East Devon	3	1	3	Careful consideration to ensure we are compliant with legal requirements.	On-going checking and review of meeting legal requirements in all aspects of local plan making.

Local Plan production being delayed beyond the timescales set out in the LDS	Plan submission being delayed beyond the end of this year and falling outside of the transitional arrangements in the NPPF 2024.	All residents and visitors to East Devon	4	4	12	Production is at an advanced stage such that the plan can be submitted by the end of the year.	Continue to produce the plan in accordance with the timetable set out in the proposed LDS.

*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 (*Provide an overview, including objectives and desired outcomes)*	**New Local Development Scheme**
Evidence gathered and engagement (*List stakeholders consulted and relevant processes, policies, and data sources)*	No specific evidence has been gathered to refresh the LDS.
Relevance assessment findings *(If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information)*	A full EIA is required: Yes ☐ No ☒ If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes ☐ Age ☐ Pregnancy and maternity ☐ Disability ☐ Sexual orientation ☐ Race ☐ Gender reassignment ☐ Sex ☐ Marriage or Civil Partnership ☐ Religion or Belief ☐ Armed Forces ☐ Other, e.g. carers, care leavers, low income, rurality/isolation, etc. If no, explain why: The LDS does not, in its own right, have identified potential equalities impacts. The local plan has been sibject to EIA – for the latest iteration see: csd-008-rev-2nd-reg-19-eqia.pdf

Relevance ranking	☐ High – Very relevant to protected characteristics ☐ Medium – Somewhat relevant to protected characteristics ☒ Low – Not relevant to protected characteristics
Key findings and impacts	None
Conclusion drawn *(i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers)*	None
Actions (*Proposed actions to mitigate negative impacts on identified groups)*	None
Signed off by	Ed Freeman

10. HR and Workforce Implications

10.1 No work force implications are identified

11. Community Safety Implications (Crime and Disorder)

11.1 No community safety implications are identified

12. Climate Change Implications

12.1 The LDS, in its own right, is not identified as have climate change implications. Though the local plan itself has potential impacts and offer scope for mitigation. The local plan is supported by a sustainability appraisal that addresses climate matters, for the most recent draft see: eastdevon.gov.uk/media/muvfjubo/csd-003-rev-2nd-reg-19-lp-sa-report-nov-2025.pdf

13. Health & Safety and Health & Wellbeing Implications

13.1 No Health & Safety implications and no Health & Wellbeing Implications are at this stage identified.

14. Procurement and Social Value implications

14.1 No procurement and Social Value implications impliations are identified, at this stage.

Further guidance is provided at the end of the report.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 No issues or implications are identified.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 No advice or comment has been sought from these committees.

17. Digital and Data

17.1 No digital and data implications have been identified.

18. Consultation and Engagement

18.1 In drawing up recommendations no consultation or engagement has taken place on the LDS. The local plan has, however, been subject to extensive consultation.

19. Communications

19.1 No PR of comms implications have been identified.

20. Next Steps

20.1 To adopt and publish the new Local Development Scheme and progress work on the Local Plan in accordance with it.

21. Appendices

21.1 Appendix 1 – New Local Development Scheme

22. Background Papers

22.1 Background papers, of relevance, are shown with web links in the report.

Proposed Report Sign Off process

Please make sure you have obtained the relevant sign off and the date completed before submitting your report to Democratic Services.

	Officer Name	Date requested	Date Completed
Legal & Governance	Monitoring Officer or Deputy Monitoring Officer		Required
Finance	Section 151 Officer or Deputy S151 Officer		Required
Communications	communications@eastdevon.go.uk		If applicable
Digital and Data	digital@eastdevon.gov.uk		If applicable
Engagement	engagement@eastdevon.gov.uk		If applicable
HR	HR Lead		If applicable
Chief Executive	Chief Executive		If applicable
Director	Relevant Director		Required
Assistant Director(s)	Relevant Assistant Director(s)		Required
Cabinet Lead Member(s)	Relevant Lead Member (s)		Required

Executive Leadership Team	ELT	Insert date approved by ELT	Required
Strategic Leadership Team	SLT		If applicable

Appendix 1 – the new LDS

This Appendix sets out the text of the proposed new LDS only. In final published form graphics and paragraph numbers will be added and text formatted to make a visually attractive document. In this respect it will look like the existing LDS. Only very minor text changes have been made to text of the currently published version and to assist readers in respect to noting changes made text proposed for deletion is shown with a ~~strike through~~ and new text to be added is shown as **bold red and underlined**.

East Devon Local Development Scheme – ~~October 2025~~ **July 2026**

The work programme for planning policy production in East Devon

Contact details

Planning Policy Team

East Devon District Council

Blackdown House, Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

Phone: 01395 516551

Email: planningpolicy@eastdevon.gov.uk

http://eastdevon.gov.uk/planning/planning-policy/

To request this information in an

alternative format or language

please phone 01395 516551 or

email csc@eastdevon.gov.uk

Contents

1 Introduction

1.1 This East Devon District Council Local Development Scheme (LDS) sets out a programme and timetable for production of future planning policy documents by the Council.

1.2 East Devon District Council has resolved that this new LDS should take effect from ~~15 October 2025~~ **date to be inserted once agreed**. This LDS covers the time period from Summer ~~2024~~ 2026 through to ~~2027~~ **2028**, it is envisaged however that it will be revised and superseded before this end date.

2 The stages in Development Plan Document preparation

2.1 Development Plan Documents (DPDs) sit at the top of the hierarchy of District Council planning policy documents, on adoption they form part of what is defined as the Development Plan. The term 'local plan' is often used interchangeably with DPD and the Council has an adopted plan (which is a DPD) called the 'East Devon Local Plan'.

2.2 DPDs are of fundamental importance in respect of informing prospective developers of the types of development and locations for development that are likely to be appropriate and they are the key policy documents used in determining planning applications. DPDs also inform communities, infrastructure and service providers and other council and wider service providers of development proposals. There are specific legally defined procedural steps that need to be complied with by the Council in order to produce a DPD, some of these are referred to in this LDS, however for a more complete picture see: The Town and

Country Planning (Local Planning) (England) Regulations 2012 (as amended), noting that future changes may be made: http://www.legislation.gov.uk/uksi/2012/767/contents

2.3 In this LDS we set out dates for undertaking key stages in production of any DPD. The stages we report on are summarised below:

• Issues Consultation – this is the starting point where comments on general issues and plan scope are sought. At this stage of plan making potential options and alternatives for development may be identified.

• Draft plan – this is where a draft version of the plan or some other consultation document or documents are produced and feedback is sought.

• Publication – this is the plan that the Council intend to submit for examination. The plan is made available and formal objections and other responses are sought from at this stage. Anyone can comment.

• Submission – the publication plan, the evidence supporting the plan and the formal responses to the plan are submitted to the government who appoint an independent inspector to consider the soundness of the plan. The examination of a plan, carried out by a Planning Inspector, starts at plan submission.

• Examination – as part of the examination process there will typically be hearing sessions at which the Inspector will lead discussion on the contents of the plan, this helps the Inspector prepare their report.

• Adoption – the Council receive a report from the inspector and can then, assuming earlier tasks do not need to be revisited, adopt the plan.

2.4 It is stressed that the above stages are a much-simplified version of what happens in plan making, however they give an overview of plan preparation timelines. Government plan making regulations and legislation (and other guidance) should be reviewed for a complete picture of legislative processes that have to be followed.

3 The adopted East Devon Local Plan, the Villages Plan and the Cranbrook Plan

3.1 There are three existing current East Devon District Council adopted DPDs:

• The existing East Devon Local Plan, covering most policy matters across the district, was adopted on the 28 January 2016.

• An East Devon Villages Plan, adopted on 26 July 2018, has a much more narrowly defined remit of defining Built-up Area Boundaries around selected village settlements and it defines retail policy for Beer and Colyton.

• The Cranbrook Plan covers development matters at the new town and was adopted on 19 October 2022.

3.2 It should be noted that policies in local plans should be reviewed at least every five years to assess whether they need updating, and the reasons for decision should be published. A formal review of the adopted East Devon Local Plan was undertaken in 2020/21.

4 Future Development Plan Documents in East Devon

4.1 This LDS sets out that from now, through to ~~2027~~ **2028**, there will be one further DPD that will be produced by the Council, summary details with dates set against key stages, are set out below. It should be noted that the dates (year and months or season/part of year) provided are based on what we currently know or best estimates, changes over time are, however, possible.

4.2 East Devon Local Plan 2020 to 2042– the expectation is that this plan will address all Development Plan matters, alongside and in many cases in conjunction with the Cranbrook plan for matters Cranbrook, that fall to the responsibility of East Devon District Council. The following is the timetable for production:

- Issues Consultation – completed in January 2021.
- Draft plan – the first consultation was completed in January 2023 and there was further consultation in summer 2024.
- Publication – Regulation 19 consultation:
- Main – was concluded in March 2025.
- Further – projected to start in Autumn 2025.
- Submission – ~~Spring 2026~~ **Autumn 2026**.
- Examination, including Inspector's Hearings – **Examinations starts at Submission in** 2026 **hearing sessions are expected in 2027**.
- Adoption – ~~2027~~ **2028**.

4.3 The above timetable sets out two stages of Publication consultation. The first was for the full local plan. We did, however, reserve the position to undertake some plan refinement. This was specifically so for the second new community and this relates to evidence relevant to plan policy. The second round of consultation will provide scope to make potential further changes to wider elements of the plan and consult on these.

4.4 It should be noted that the intent is that the new local plan will supersede and replace in its entirety the existing local plan and also the villages Plan. The Cranbrook Plan will remain part of the Development Plan though some policies within it will be superseded by new local plan policies.

5 Other policy documents identified for production

5.1 In addition to DPDs the Council also produce a number of additional policy documents. Of greatest importance in respect of determining planning applications are Supplementary Planning Documents (SPDs). SPDs (or documents of a similar nature that may come in under future reforms to planning legislation) are intended to provide more detail on the use and implementation on policies in DPDs. Procedures for producing SPDs are set out in legislation and regulations and the Council has a protocol for SPD production, see: https://eastdevon.gov.uk/media/2443645/spd-protocol-adopted-by-spc-20-march-18.pdf

5.2 SPDs need to go through two stages of consultation but they are not subject to examination and therefore their preparation is shorter and simpler than DPDs; but they do not carry the same weight in decision making.

5.3 The Planning Policy team of the Council may also produce further guidance and advice to support and promote development and promote wider social and environmental objectives. Such guidance will not have the formal status of an SPD but we will often look to follow similar processes in production. Other services of the Council may also provide guidance documents.

6 Community Infrastructure Levy - Charging Schedule

6.1 In East Devon a financial charge, called a Community Infrastructure Levy (CIL), is placed on certain types of new development (most notably new housing) and monies raised are used to help pay for infrastructure that is needed to support development.

6.2 In order to be able to charge CIL the Council had to produce a charging schedule that is supported by financial viability assessment evidence, undertake consultation and take the work to Examination by an independent examiner. In this respect production of the CIL charging schedule follows a similar path to that for DPDs (but under separate legislation). The current charging schedule was approved in 2020 and applied from 1 February 2021. A timetable for production of a new CIL charging regime is to be established. Work is projected to start in ~~2025~~ **2026 or 2027**.

7 Neighbourhood Plans

7.1 Neighbourhood Plan are produced by local communities and in East Devon they are typically produced at the parish level, by parish / town councils. Neighbourhood Plans set out policies and proposals for development and in this respect, they are similar to DPDs and they follow reasonably similar stages in production (but under separate legislation). Once adopted (the technical term is that they are ‘made’), they also form part of the Development Plan for the District and are used alongside DPDs, SPDs and other policy documents in the determination of planning applications.

7.2 For more information on Neighbourhood Plans see:
https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/

8 Waste and minerals planning and Devon County Council work

8.1 The responsibility for waste planning and minerals planning in East Devon rests with Devon County Council; they have legal responsibility for producing plans and determining planning applications for these two matters. The County Council adopted a new Devon waste plan in 2014 and adopted a new minerals plan in 2017. For more information see:

https://www.devon.gov.uk/planning/planning-policies/minerals-and-waste-policy

8.2 The adopted waste plan and adopted minerals plan are also part of the Development Plan for East Devon.

Report to: Council

Date of Meeting 15 July 2026

Heading/Title: Independent Remuneration Panel Recommendations

Cabinet Member(s): Council Co-ordination and External Engagement (Cllr John Loudoun) and Communications and Democracy (Cllr Sarah Jackson)

Director/Assistant Director: Legal and Governance (James Docherty)

Author and Directorate: Democratic Services Manager, Legal and Governance (Andrew Melhuish)

Contact Details andrew.melhuish@eastdevon.gov.uk

Key decision No

If a Key Decision has it appeared on Forward Plan

Document classification: Part A Public Document

Exemption applied: None

1. Background

1.1 This report outlines the recommendations from the Independent Remuneration Panel following their review of the Councillor Scheme of Allowances.

1.2 The report also sets out the Panel's recommendations following their review of the Special Responsibility Allowance of the Independent Person on the Standards Committee and Independent Representatives on other committees.

1.3 The Scheme of Allowances also includes some minor drafting changes which are shown in red.

2. Recommendations/Decision

2.1 That Council approves the Councillor Scheme of Allowances (Appendix 2), subject to any minor drafting changes.

2.2 That Council agree that a Special Responsibility Allowance of £1,000 is awarded to the Independent Person(s) on the Standards Committee and that the allowance awarded to the Independent Representative(s) on committees remains unchanged at £412.80.

2.3 That Council agree that the Scheme of Allowances is updated to include the following wording: The authority shall enable its members, who are eligible, to join the Local Government Pension Scheme.

2.4 That Council agree that the Scheme of Allowances is updated to reflect the increase in the mileage allowance payable to the revised HMRC Approved Mileage Allowance rate of 55p per mile for the first 10,000 business miles, with effect from 1 April 2026 and to backdate any claims made.

3. Reasons for Recommendations/Decision

3.1 It is important that the Scheme of Allowances for councillors is regularly reviewed to ensure that it remains fit for purpose and reflects current legislation and best practice.

3.2 The Council must have regard to the Independent Remuneration Panel's recommendations when setting allowances.

4. Options

4.1 To approve the Independent Remuneration Panel recommendations to update the Scheme of Allowances, award a Special Responsibility Allowance to the Independent Person(s) on the Standards Committee, keep Independent Representative(s) allowance unchanged, to add wording allowing eligible councillors to join the Local Government Pension Scheme and update the HMRC mileage rate.

4.2 To not approve the recommendations and maintain the existing arrangements.

4.3 Option 1 is the preferred option.

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 There are two Independent Person(s) who are on the Standards Committee. If the changes are supported this will result in additional allowances of £1,587.20 that will be met within existing resources.

6.2 Based on previous mileage claims, it is estimated that backdating the increase from April to June 2026 would result in an additional cost of approximately £552.67, with an estimated ongoing budget increase of £2,210 for the 2026/27 financial year that will be met within existing resources.

7. Legal Comments/Implications

7.1 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 to report and make recommendations on Councillors Allowances.

8. Risk Implications

8.1 The IRP provides independent advice and makes recommendations to Council. All legal, financial and governance implications are addressed within this report.

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		
Councillor allowances	Challenge from councillors regarding fairness or affordability of allowances		1	2	2	IRP appointed to review allowances.	Provide supporting evidence from the IRP.

*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 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. Whilst there are no specific equalities implications arising from this report, it is important that the allowances claimable are regularly reviewed.

Scope (*Provide an overview, including objectives and desired outcomes)*	Councillor Scheme of Allowances
Evidence gathered and engagement (*List stakeholders consulted and relevant processes, policies, and data sources)*	Independent Remuneration Panel meet on a regular basis to review and assess the levels of allowances and make any proposed recommendations to Council.
Relevance assessment findings *(If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information)*	A full EIA is required: Yes ☐ No ☒

	If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes ☐ Age ☐ Pregnancy and maternity ☐ Disability ☐ Sexual orientation ☐ Race ☐ Gender reassignment ☐ Sex ☐ Marriage or Civil Partnership ☐ Religion or Belief ☐ Armed Forces ☐ Other, e.g. carers, care leavers, low income, rurality/isolation, etc. If no, explain why: The Scheme of Allowances and the allowances claimable are for all councillors and anyone appointed to the position of Independent Person or Independent Representative.
Relevance ranking	☐ High – Very relevant to protected characteristics ☐ Medium – Somewhat relevant to protected characteristics ☒ Low – Not relevant to protected characteristics
Key findings and impacts	No adverse equality impacts have been identified.
Conclusion drawn *(i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers)*	No negative impact.
Actions (*Proposed actions to mitigate negative impacts on identified groups)*	None.
Signed off by	Andrew Melhuish

10. HR and Workforce Implications

10.1 There are none.

11. Community Safety Implications (Crime and Disorder)

11.1 There are none.

12. Climate Change Implications

12.1 There are none.

13. Health & Safety and Health & Wellbeing Implications

13.1 There are no Health & Safety implications.

13.2 There are no Health & Wellbeing Implications.

14. Procurement and Social Value implications

14.1 None.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 There are none.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 None.

17. Digital and Data

17.1 There are none.

18. Consultation and Engagement

18.1 Consultation with the Standards Committee to understand the number of Code of Conduct complaints received and to assess the associated complexities of dealing with such complaints.

19. Communications

19.1 None.

20. Next Steps

20.1 The Scheme of Allowances to be updated and published on the Council's website.
20.2 To notify Payroll of the change in allowance to Independent Person(s).

21. Appendices

21.1 Appendix 1 - Report of the Independent Remuneration Panel.
21.2 Appendix 2 – Councillors Scheme of Allowances.

22. Background Papers

22.1 None.

Report of the East Devon Parish Remuneration Panel – April 2026.

The Independent Remuneration Panel is appointed by East Devon District Council and is an independent body. It's responsibility is to review the Council's Scheme of Councillors Allowances.

The Panel makes recommendations to East Devon District Council to ensure that allowances are set at the appropriate level to undertake the elected member role and sufficiently attractive to all who would wish to serve as an elected councillor.

In terms of independence, Panel members are not employees and are therefore independent of the Council. Panel members do not have a line manager in the Council and therefore are under no direction or influence from the Council in any way. Ongoing administrative support for the IRP is provided by the Council as required.

The current membership of the panel is as follows:

- Nigel Arnold – Panel Chair
- Ken Bryant – Panel Member
- Andy Cockerham – Panel Member
- Charles Summers – Panel Member

The Council seeks the advice of the Panel before making any changes or amendments to the Councillors Scheme of Allowances and should therefore take its reasoning into account before setting a new of amended Scheme of Councillors Allowance.

Part 1
Review of the East Devon Councillors Allowance Scheme

<u>Introduction</u>

The Independent Remuneration Panel met on 29 April 2026 to review the current Scheme of Allowances including the level of Basic Allowance and Special Responsibility Allowances.

The IRP carried out a full review of councillor allowances in June 2025 and felt that the current level of basic and special responsibility allowances did not require any changes and that the scheme overall was suitable, subject to some minor drafting corrections. Members of the IRP to submit changes to the Democratic Services Manager.

The Scheme of Allowances has been updated and is attached at Appendix 1.

RECOMMENDATION: That the Scheme of Allowances is approved by the Council, subject to any minor drafting changes.

Part 2

Review the Special Responsibility Allowance of the Independent Person on the Standards Committee and Independent Representatives on other committees

The IRP were advised that an Independent Person was a statutory role created by the Localism Act 2011 and that every local authority must appoint at least one IP to support its standards arrangements.

The core functions of an IP included:

- Advising the local authority on complaints – the Monitoring Officer must consult the IP before making a decision on an allegation that a councillor has breached the Code of Conduct.
- Advising councillors who are the subject of a complaint – councillors can seek views from the IP regarding allegations made against them.
- Providing an independent, impartial perspective – the IP offers a non political viewpoint to support confidence in the fairness and transparency of the standards process.
- Participating in Standards Hearings – the IP will attend hearings in an advisory capacity.
- Supporting a culture of high standards of conduct – offer guidance on ethical matters and helps promote good governance within the authority.

The IRP were advised that an Independent Representative (IR) was a different role to that of the IP.

An IR role was not defined in statute and may vary from council to council. An IR serves on a committee to provide external oversight and diversity of perspective, but without the specific statutory responsibilities of an IP. At EDDC there were IR on the Standards Committee, Audit & Governance Committee and Housing Overview & Scrutiny Committee.

The IRP received details of the workload and details of the complaints and acknowledged that the IP was involved in a greater level of work in reviewing complaints in consultation with the Monitoring Officer.

In comparison the role of an IR was required to attend committee meetings usually 4 per year and spend time reading the agenda and reports.

RECOMMENDATION: That a Special Responsibility Allowance of £1,000 be awarded to the Independent Person(s) on the Standards Committee, in recognition of the additional complexities of dealing with Code of Conduct complaints, with the allowance to be backdated to the date of appointment of the Independent Person.

In respect of the allowance awarded to the Independent Representatives the Panel recommend that this remains unchanged at £412.80.

Part 3 - Local Government Pension Scheme

Since the IRP meeting on 29 April 2026 legislation had been introduced which gave councillors the right to join the Local Government Pension Scheme and the Scheme of Allowances needs to be updated to reflect this.

The Democratic Services Manager consulted with the IRP members and it is proposed that the following wording is included in the Scheme of Councillor Allowances:

The authority shall enable its members, who are eligible, to join the Local Government Pension Scheme. For furthers information please click this link Councillors and Mayors in England :: LGPS

RECOMMENDATION:
That the Scheme of Allowances is updated to include the following wording: ***The authority shall enable its members, who are eligible, to join the Local Government Pension Scheme. For further information please click this link Councillors and Mayors in England :: LGPS***

Approved Mileage Allowance

The HMRC Approved Mileage Allowance rate has increased to 55p per mile for the first 10,000 business miles travelled. It is proposed that this increase be applied with effect from 1 April 2026 and backdated accordingly.

The increase, announced by HMRC in May 2026, is the first since 2011 and reflects the rising costs associated with operating a vehicle. Adopting the revised rate will ensure that employees and councillors are reimbursed fairly for business travel, remain aligned with HMRC guidance, and are not financially disadvantaged when using their own vehicles for official duties.

Based on previous mileage claims, it is estimated that backdating the increase from April to June 2026 would result in an additional cost of approximately £552.67, with an estimated ongoing budget increase of £2,210 for the 2026/27 financial year.

The Democratic Services Manager has consulted with the Independent Remuneration Panel who confirm their support for this proposal which would align councillors' mileage payments with those proposed for employees, ensure fair reimbursement of business travel costs and provide for the backdating of eligible claims.

RECOMMENDATION:
To increase the mileage allowance payable under the Councillors' Allowance Scheme to the revised HMRC Approved Mileage Allowance rate of 55p per mile for the first 10,000 business miles, with effect from 1 April 2026 and to update the Scheme of Allowances to reflect this.

Councillors Allowance Scheme 2026/2027

[Insert date]

[March 2026]

Contact details

Democratic Services & Scrutiny
East Devon District Council
Blackdown House, Border Road, Heathpark Industrial Estate,
Honiton, EX14 1EJ

DX 48808 Honiton

democraticservices@eastdevon.gov.uk

eastdevon.gov.uk
eastdevon

To request this information in a different format or language phone (insert number) or go to eastdevon.gov.uk/contact

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 by a councillor if a councillor wishes to ~~pursue this option~~ forgo their allowance.

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) will continue ~~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~~ successor 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 and other relevant terms of appointment. Local authorities must have regard to this advice.

3. Basic Allowance (BA)

A BA of £5,564.03 per annum has been approved for 2025/2026 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 was based on comparator data from comparable district councils from 2024/2025 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~~ fulfils 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 2025/2026.

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 Overview & Scrutiny Committee ~~Review Board~~ - Two independent community representatives and five tenant representatives who are entitled to an allowance plus expenses.

10. Standards Committee – Two Independent Representatives, and ~~one~~ two Independent Persons entitled to an allowance plus expenses. Two Town/Parish Representatives entitled to claim expenses only.

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 return journey from 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 and allowing for further discounts claimed by the use of a personal rail card.

NB – Councillors who regularly use the train for Council business may reclaim the costs of an age related Rail Card, further details on the type of Rail Cards available can be found at www.railcard.co.uk

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~~ online conferencing 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~~ passenger 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~~ members 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 it 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. **Maternity Pay and Leave**

Statutory Maternity Pay (SMP), Maternity Allowance (MA), Paternity Pay (PP), Adoption Pay and Shared Parental Pay (SPP) and Leave Entitlements.

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.

Councillors are entitled to claim statutory payments for family related absence if they meet the required statutory criteria. Time off will also apply. Councillors 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 ensue 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. Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by the Chief Executive can be sought in accordance with Section 85 of the Local Government Act 1972. A failure to do so will mean that you cease to be a Councillor of the Council.

24. **Parental Leave and Carers Allowance**

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.

25. 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.

26. Councillors shall be entitled to take 2 weeks Paternity Leave if they are the biological father or nominated carer of their partner/spouse.

27. **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.

28. 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.

29. **Compassionate Leave**

The Council recognises that there will be times when you need leave on compassionate grounds following bereavement.

East Devon District Council is committed to equality in its policy and therefore the conditions for qualification under this policy will not disadvantage any employee on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity or sexual orientation.

A dependant is someone who is an employee’s parent, wife, husband, partner, child or someone who relies the employee in a particular emergency.

Compassionate leave is given in the case of the death of a partner, close relative or someone with whom you have had a close family relationship.

- There is no qualifying period of service for eligibility.
- A partner includes a civil partner.
- The initial request for compassionate leave should be made to your Group Leader.
- You are entitled to paid leave of up to 3 working days.
- For a death involving a child under the age of 18, Parental Bereavement Leave, which cannot be taken in addition to compassionate leave, may be more beneficial.

30. Parental Bereavement Leave

All parents and primary carers (i.e. natural and adoptive parents, a parent’s partner in an enduring family relationship; and others with a caring relationship to the child, such as a ‘parent in fact’, who are defined as a person who for a continuous period of at least four weeks before the child’s death has lived with the child in the person’s home, and had day to day responsibility for the child’s care (provided they are not paid for that role, foster payments excepted)) qualify for up to up to 2 weeks’ statutory leave following the death of a child under the age of 18.

Leave must be taken in 2 blocks of one week or 1 block of 2 weeks, and is available for a period of 56 weeks from the child’s death.

There is no requirement to provide evidence of the need for parental bereavement leave.

Where leave is to start within 56 days of the child’s death, notice must be given before the day the leave is to start, or where that is not possible as soon as is reasonably practicable. If the leave is to start after that 56-day period, at least one week’s notice must be given.

When giving notice of leave, you are required to specify either verbally or in writing:

- the date of the child's death,
- the date on which you intend the leave to start, and
- whether the period of absence is for one week or two weeks

If you have 26 weeks continuous service at the end of the week preceding the week in which the child died and you meet the lower earnings threshold, you will also be entitled to be paid statutory parental bereavement pay for each of the two weeks leave.

However, in line with our paternity leave policy all qualifying councillors, regardless of length of service, will be entitled to full pay for the first week of parental bereavement leave (inclusive of any statutory pay entitlement), provided they meet the above notice requirements in writing within 28 days of the leave and provide a written declaration that they meet one of the qualifying conditions in terms of their relationship with the child.

31. **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 democraticservices@eastdevon.gov.uk who will verify your claim before submission to Payroll ~~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 deductions for income tax and 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.

32. **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.

33. 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.

34. 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.

35. Further advice concerning the payment of statutory sick pay is available from Payroll Services.

36. **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.

37. **Employee Assistance Programme (available to all councillors)**

This service will be available to all councillors and will be provided as part of our range of happy, healthy and here benefits through our Vivup portal who also provide our Lifestyle benefits.

You are able to have:

- Immediate, completely confidential, emotional support from qualified counsellors (24/7 365 days a year)
- Self-referral for 6 sessions of face-to-face, or structured virtual counselling
- support/advice on a range of issues including for example: Anxiety, Bereavement, Stress, Depression, Workplace Issues, Trauma, Relationships, Finances, Family difficulties
- In addition you have access to "Your Care": An Online Health Portal supported by Vivup–A wide offering of resources is also available and includes downloadable self-help workbooks, debt advice and more. Visit vivup.co.uk and login to access these benefits

To access the Employee counselling support and helpline services please call the free 24 hour helpline number 03303 800658 (Calls charged at local rates) or 0800 0239324 free from any standard UK landline or mobile phone.

38. **Local Government Pension Scheme**

The authority shall enable its members, who are eligible, to join the Local Government Pension Scheme. For further information please click this link Councillors and Mayors in England (insert link)

Appendix 1

Special Responsibility Allowances are as follows:

Councillor Role	**Allowance £**
Leader of Council	15,313.77
Deputy Leader of Council	5,212.84
Portfolio Holder Economy and Assets	7,309.39
Portfolio Holder Sustainable Homes and Communities	7,309.39
Portfolio Holder Tourism, Leisure, Sport and Culture	7,309.39
Portfolio Holder Democracy, Transparency and Communications	7,309.39
Portfolio Holder Environment - Operations	7,309.39
Portfolio Holder Place, Infrastructure & Strategic Planning	7,309.39
Portfolio Holder Council, Corporate Co-ordination & External Engagement	7,309.39
Portfolio Holder Environment – Nature & Climate	7,309.39
Portfolio Holder Finance	7,309.39
Assistant Portfolio Holder Tourism, Sport, Leisure & Culture	1,391.00
~~Assistant Portfolio Holder Sustainable Homes and Communities~~	~~1,391.00~~
Assistant Portfolio Holder Environment – Operations	1,391.00

Assistant Portfolio Holder Environment – Nature & Climate	1,391.00
Leader of the Opposition	5,212.84
Deputy Leader of the Opposition	2,007.70
Chair of Council	10,128.44
Vice Chair of Council	3,896.94
Chair of Audit and Governance Committee	2,605.35
Chair of Licensing and Enforcement Committee	3,620.83
Vice Chair of Licensing and Enforcement Committee	1,810.42
Chair of Planning Committee	8,016.00
Vice Chair of Planning Committee	4,016.47
Vice Chair of Strategic Planning Committee	3,620.83
Chair of Housing ~~Review Board~~ Overview & Scrutiny Committee	4,016.47
Chair of Overview Committee	4,016.47
Chair of Scrutiny Committee	4,016.47
Councillor Champions	834.61
Housing Review Board Independent Community Representative/Tenant Representative	567.60
Standards Committee Independent Representative ~~and Independent Person~~	412.80
Standards Committee Independent Person	1,000.00
Independent Remuneration Panel Independent Representative	412.80
Audit & Governance Committee Independent Person	412.80

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	**~~0.45~~55p**
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.

Thes 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 15 July 2026

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Recommendation from Cabinet – Outturn Report 2025/2026

Report summary:

This report sets out the Cabinet recommendation to Council arising from their consideration of a report on the Outturn Report for the financial year 2025/2026 at their meeting on 9 July 2026.

Note: The references in this report to Appendix 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

Approve the outturn position for 2025/2026 including the implications and proposals relating to the Balances and Reserves held by the Council.

Approve the proposed reserve transfers contained within the report and give delegated authority to the Director of Finance in consultation with the Portfolio Holder for Finance for any amendments to these transfers as any additional year end data becomes available.

Reason for recommendation:

To accord with the Council's financial regulations, the report presented the outturn position for the Council's approved budgets for the General Fund, Housing Revenue Account and Capital Expenditure. The report updated members on the overall financial position of the authority and includes recommendations to reserve transfers.

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

Report to: Cabinet

Date of Meeting 1July 2026

Heading/Title: Finance Report: Outturn 2025/26

Cabinet Member(s): Cllr Sam Hawkins

Director/Assistant Director: Simon Davey

Author and Directorate: John Symes / Finance

Contact Details john.symes@eastdevon.gov.uk

Key decision No

If a Key Decision has it appeared on Forward Plan

Document classification: Part A Public Document

Exemption applied: None

1. Background

1.1 The 2025/26 outturn report brings together the year-end position for the General Fund, Housing Revenue Account and capital programme. The tables show the impact of in-year budget movements, reserve transfers and year-end adjustments, including the agreed closure of the Transformation Fund and transfer of the uncommitted balance, together with the General Fund annual surplus, to the Medium-Term Financial Plan Reserve. This strengthens the Council's financial resilience and provides flexibility to manage future budget pressures, including costs associated with Local Government Reorganisation preparation.

1.2 The General Fund position reflects a year of continuing financial pressure, including inflationary cost increases, service demand pressures and in areas difficult recruitment market conditions. The report notes that budget movements in year were mainly driven by organisational structural changes, particularly the movement of Car Parks out of the Finance Portfolio, and by additional use of additional external project funding and contributions to earmarked reserves of unused funding in the period.

1.3 The Housing Revenue Account continues to face sector-wide pressures from constrained income, cost inflation, regulatory requirements and long-term capital investment needs. The tables show that the revenue and capital split across property and asset workstreams has been reviewed, with virements made primarily from revenue into capital to better reflect the nature of the expenditure and support delivery of the housing investment programme. The planned £0.25m transfer to the HRA balance is also confirmed.

1.4 Overall, the outturn position supports the recommendations to note the final financial position and approve the proposed reserve transfers. These actions ensure that year-end balances are appropriately allocated, support compliance with financial regulations, and maintain a prudent reserve position ahead of the Medium-Term Financial Strategy update.

1.5 **General Fund Outturn**

1.6 In the 2025/26 financial year, district councils across England faced widely recognised pressures on their General Fund budgets, including persistent funding uncertainty, high inflation driving up core costs such as staff pay and contracts, increased demand for local services, and volatile income streams requiring prudent financial management.

1.7 The table below shows the General Fund Balance movement and proposed notable reserve transfers and final balances. This shows the closing of the Transformation fund, allocating the uncommitted balance to the Medium-Term Financial Plan Reserve along with the General Fund final annual surplus. The use of balances will be revisited in preparing an update position of the Medium Term Financial Strategy which will include costs of LGR preparation and consideration of resources in key project delivery within the timeframe of Local Government Reorganistion (LGR).

Reserve	GF Balance	Transformation Fund	MTFP Reserve
Closing Balance 24/25	(4,800)	(3,317)	(3,562)
In Year Movements 25/26	(616)	1,514	0
Final Year End Transfers	616	**	(616)
Closing Balance 25/26	**(4,800)***	**(1,803)**	**(4,178)**

* The 2026/27 budget approved £0.3m reduction in the General Fund Balance to be used to meet general expenditure.

** Final sum transferred will be determined once commitments have been confirmed.

1.8 The following tables provide analysis and commentary on both the budgetary movements in year as well as the anticipated outturn against these revised budgets. The two main reasons for the budget changes are;

1.8.1 Organisation restructure – the most material impact being the transfer of Car Parks out of the Finance Portfolio.

1.8.2 Earmarked Reserves – additional use or contribution to the service's reserves as result in large part to additional external funding on significant projects and financial pressures.

2025/26 General Fund Outturn Against Budget - Portfolio Table & Commentary

Portfolio Budget - Net Expenditure	Including Capital Charges				Capital Charges			Excluding Capital Charges				NOTES
	2025/26 Outturn				25/26 Outturn			2025/26 Outturn				
	Actuals	Budget	Surp/Def	%age	Actuals	Budget	Surp/Def	Actuals	Budget	Surp/Def	%age	
Corporate Business	107,521	136,909	-29,388	-21%	*0*	*0*	*0*	107,521	136,909	-29,388	-21%	1
Corporate Services	909,215	379,282	529,933	140%	*0*	*0*	*0*	909,215	379,282	529,933	140%	2
Economy And Regenrtn Portfolio	-1,023,532	-2,586,123	1,562,591	-60%	*1,632,307*	*290,943*	*1,341,364*	-2,655,839	-2,877,066	221,227	-8%	3
Environment Portfolio	6,030,413	6,582,308	-551,895	-8%	*1,202,345*	*1,276,666*	*-74,321*	4,828,068	5,305,642	-477,574	-9%	4
Finance	2,609,358	2,593,801	15,557	1%	*0*	*0*	*0*	2,609,358	2,593,801	15,557	1%	5
Strategic Development & P'Ship	2,054,620	2,364,694	-310,074	-13%	*0*	*0*	*0*	2,054,620	2,364,694	-310,074	-13%	6
Street Scene Portfolio	17,406,928	16,267,863	1,139,065	7%	*3,631,600*	*2,575,318*	*1,056,282*	13,775,329	13,692,545	82,784	1%	7
Sustainable Homes & Communitie	1,844,553	2,222,507	-377,954	-17%	*4,898*	*45,181*	*-40,283*	1,839,655	2,177,326	-337,671	-16%	8
Portfolio Totals	29,939,078	27,961,241	1,977,837	7%	*6,471,150*	*4,188,108*	*2,283,042*	23,467,928	23,773,133	-305,205	-1%	
Reversal of Capital Charges	-6,471,150	-4,188,108	-2,283,042	55%	*-6,471,150*	*-4,188,108*	*-2,283,042*	0	0	0		
Portfolio Totals excluding Capital Charges	23,467,928	23,773,133	-305,205	-1%	***0***	***0***	***0***	23,467,928	23,773,133	-305,205	-1%	
Reversal of IAS 19 Pensions Adjustment	1,166,000	1,166,000	0	0%				1,166,000	1,166,000	0	0%	
Portfolio Totals after IAS 19	24,633,928	24,939,133	-305,205	-1%	***0***	***0***	***0***	24,633,928	24,939,133	-305,205		

Capital Charges Variations to Budget

The Capital charges, which have 0 impact on the General Fund Balance, are currently being worked through and verified against the Fixed Asset register. The amounts included within the budget above is solely an estimate of depreciation which be nature can be relatively consistent if the portfolio of assets remains the same. Other capital charges, revaluation especially is less predictable, this has been exacerbated by the new regulations to apply and index to those land and buildings assets which are not fully revalued in year.

Budget Variations

The budget for the portfolios above when compared to the Budget Book for 2025/26 looks completely different. The below table compares the value provided in the budget book with the budget currently being reported with an explanation against each line as to why the variation has occurred for the material budget movements. The below shows that the material movements are either restructures or Budget changes v Earmarked Reserves. The £1.1m reduction in pension costs has also been allocated across the portfolio to present the data as it will be in the Statement of Accounts, with both actuals and budget equal, with the reversal included within the movement in reserves statement.

Portfolio Budget - Net Expenditure	2025/26 Outturn			***Variation Explanation***
	Original	Revised	Variation	
Corporate Business	140,281	136,909	-3,372	*No material variations*
Corporate Services	255,489	379,282	123,793	*Organisational Development & IT Service's increases versus reserve plus new Governance Mgmt CC*
Economy And Regenrtn Portfolio	904,248	-2,586,123	-3,490,371	*RESTRUCTURE - £3.4m Car Parks Budget moved into Portfolio from Finance*
Environment Portfolio	6,622,456	6,582,308	-40,148	*Various budget variations v reserve included Sports Centres, Arts Dev and AONB/Countryside*
Finance	-862,223	2,593,801	3,456,024	*Car Parks plus Financial Assistance Budget increase v Reserve*
Strategic Development & P'Ship	3,760,773	2,364,694	-1,396,079	*Heat Distribution Project & New Community Delivery budget applied v Reserves - £1.6m total*
Street Scene Portfolio	16,139,104	16,267,863	128,759	*No significant variations*
Sustainable Homes & Communitie	2,643,602	2,222,507	-421,095	*Agreed carry forward of Homelessness surplus into reserve plus pensions allocation.*
Portfolio Totals	29,603,730	27,961,241	-1,642,489	

(A) ADVERSE VARIATION (F) FAVOURABLE VARIATION

Portfolio Revenue Commentary - Excluding Capital Charges

1 Corporate Business

The surplus arises from lower employment costs, primarily due to the information and complaints officer position remaining vacant within the service.

2 Corporate Services

The Council CC contains both the anticipated budgetary saving on the assumption that a 100% establishment isn't a realistic possibility of £0.45m(A) as well as the Central Government reimbursement of the National Insurance impact, which has been detrimental to all councils, with costs largely outweighing the grant income provided. The unbudgeted profit contribution from Strata of £0.3m plus establishment savings within Comms, Culture & Marketing provided a marginal offset to the this deficit.

3 Economy And Regenrtn Portfolio

The first major variance is Car park income which was below expectations (£0.4m(A)) due to reduced volumes with parking permits partially offsetting what would have been a significant deficit. There are many factors impacting smaller districts such as EDDC across the country due to tourism-driven volatility with weather & water conditions being significant factors. Ongoing cost-of-living pressures also reduce visitor numbers, plus other known lifestyle changes such as hybrid working and lower high street footfall. The marginal increase versus 24/25 is in line with National statistical trends. The second major variance is Establishment related with minor variances across the portfolio. (£0.2(F))

4 Environment Portfolio

The Climate Change service is again showing a significant surplus (£0.2m(F)) as the Support Officer role remains unfilled and is the primary driver of the saving - the net surplus on the cost centre has been added to the Climate Change pot, contributing an offsetting Earmarked reserve variance, per the agreement of councillors to retain all allocated Climate related budget. A similar sized surplus (£0.25(F), also establishment related, has been achieved within the Public Health team due to staff turnover and recruiting issues.

5 Finance

The largest variances are within the Revs & Bens cost centres, however they are not material considering the base budgets involved, the largest being an adverse variance against Supplies & Services of £0.03m(A) across the service and a New Community Grant Scheme expecting £0.03m(F) expenditure which is yet to see any costs.

6 Strategic Development & P'Ship

Throughout 24/25, planning fees were considerably lower than expectations. Fee income has picked up markedly in 25/26 as volumes have increased, combined with a few larger applications that have materialised and contributed significant sums. Income from Planning Performance Agreements (PPAs) has also contributed to the significant surplus in Development Management. These project management tools have been encouraged by Central Government and are used to agree timescales, actions and resources for handling and setting out an efficient and transparent process for large scale or more complex planning applications.

7 Street Scene Portfolio

The vast majority of the underspend in Street Scene is the result of vacant posts throughout the year as recruitment and retention has been challenging, particularly at the beginning of the financial year. This has also had the knock on effect of reduced Transport costs and spend within Supplies and Services due to the reduced capacity. The Refuse and Recycling related cost centres were continually reviewed throughout the year producing an overall adverse variance of £0.21m(A) with the overspend in the cost plus agreement partially offset by better prices and income levels from materials sales.

8 Sustainable Homes & Community

The surplus is primarily driven by the savings in Staffing costs within the Housing and General Health Group, notably the Technical Officer and Sampling Officer positions. The Homelessness Cost Centre achieved a significant surplus at the year end with emergency accommodation costs significantly lower which was agreed to be carried forward as there are plans in place to use this amount to add to the temporary accommodation owned and utilised by the council. This has therefore been included as a budget adjustment.

2025/26 General Fund Outturn Against Budget - Financing, Funding & Movements in Reserves

Portfolio Totals Carried Forward	24,633,928	24,939,133	-305,205	

Revenue Financing & Funding	2025/26 Outturn			NOTES
	Actuals	Budget	Surp/Def	
Net Interest Income	-2,501,146	-1,688,277	-812,869	9
PWLB Financing Cost	20,887	341,790	-320,903	
Principal Repayment Provision	1,084,168	1,114,427	-30,259	10
Financing Total	-1,396,091	-232,060	-1,164,031	
New Homes Bonus Grant	-685,037	-685,039	2	
Epr Grant	-921,380	-899,004	-22,376	
Rev Support Grant	-320,251	-282,188	-38,063	11
Funding Guarantee Grant	-2,097,873	-2,096,868	-1,005	
Government Grant Total	-4,024,541	-3,963,099	-61,442	
Business Rates Income incl Surplus/Deficit	-9,611,299	-9,698,064	86,765	
Business Rates - Movement in Reserves	1,323,188	1,323,192	-4	12
Council Tax Income	-11,190,182	-11,190,182	0	
Council Tax Surplus/Deficit	-217,545	-218,088	543	
Council Tax - Movement in Reserves	-246,034	-246,036	2	
CTAX & Business Rates Funding Total	-19,941,872	-20,029,178	87,306	

Movements in Reserves	2025/26 Outturn			
	Actuals	Budget	Surp/Def	
Cont to/(from) General Fund Balance	0	0	0	
Cont to/(from) Earmarked Reserves	112,067	-470,306	582,373	13
Movement in Reserves Total	112,067	-470,306	582,373	14

General Fund Outturn	-616,509	244,490	-860,999

Movements in Reserves are given in Appendix 1.

9 Net Interest Income

The 25/26 budget included the assumption that borrowing would be required for the General Fund capital program and that the temporary internal borrowing arrangements with the HRA and a third party would be externalised with PWLB. This treasury decision has not been required due to the council continuing to hold the Heat Network funds, therefore income is markedly higher than anticipated.

10 Principal Repayment Provision

The increase in both actuals and budget versus those reported in Period 10 within Minimum Revenue Provision (MRP) is due to the inclusion of right-of-use lease assets. This has no net impact on the General Fund because it is fully reversed out through the Movement in Reserves Statement (MiRS) into the Capital Adjustment Account (CAA). A Temporary budgeted estimate for right-of-use lease assets was used.

11 Government Grants

The small variations in the Government Grant Funding is the result of the timing of the announcement of the Final Settlement information and their allocations down to the local authority level. The budget includes the provisional settlement figures as the final announcement was made on the 3rd Feb 2025.

12 Business Rates Income

The business rates income has come in materially on budget after reserve transfers have been applied. The Enterprise zone income has been ringfenced and so is not included in this income line and the movement on the collection fund from Deficit to Surplus has been covered by the release of the Business Rates Volatility reserve which is specifically for this purpose.

13 General Fund Contribution

The 24/25 budget and final accounts included a £0.5m contribution to the general fund balance. No such contribution has been included in the 25/26 budget, therefore the General fund balance is expected to remain at the 31st March 2025 level.

14 Earmarked Reserves Variations

The variation in Earmarked reserves is predominantly due to carry forward requests that were made at the year end to reserve unutilised expenditure budget or better than anticipated income levels within 25/26 for spend in future years. Carry forward requests have been signed off at director level and can be overridden by the Section 151 Officer if it is determined that the General Fund requires the surpluses.

1.9 Housing Revenue Account Outturn – 2025/26

1.10 The Housing Revenue Account (HRA) is the ring-fenced account for providing Council housing and associated services. This is shown as a separate line within Cost of Sales on the Comprehensive Income & Expenditure Statement.

1.11 2025/26 was a year of intense budget pressure for district council HRAs, shaped by policy-imposed income limits, economic headwinds, new regulatory duties, and the compounding effect of long-term capital needs. Councils responded with a mix of maximum rent rises, cost-cutting, use of reserves, borrowing, and advocacy for policy change and central Government assistance. These measures were aimed at managing immediate strains and ensuring legal compliance, but they underscore the delicate balancing act required to sustain council housing into the future. The dual mission of maintaining decent, safe, energy-efficient homes for current tenants while expanding affordable housing to meet local needs remains a central challenge for district councils.

1.12 The Revenue and Capital split across the Property & Asset related work streams has been reviewed in year and virements have been made, primarily moving budget and expenditure from Revenue and into Capital, with a relatively immaterial amount of budget reducing supplementary estimates. The below table provides a comparative of the original budget figures versus the revised amounts that are included in the HRA tables that follow, plus a summarised outturn position against them for 2025/26**.**

HRA Predicted Outturn 2025/26	In Year Budget Variation			Outturn £'000s		
	Original	Revised	Variance	4Cast	Budget	Surp/Def
Housing Revenue Account	**£'000s**	**£'000s**	**£'000s**	**£'000s**	**£'000s**	**£'000s**
INC - Rental & Other Income	-22,666	-22,666	0	-22,802	-22,666	-136
EXP - Repairs & Maintenance	7,134	6,834	-300	5,432	6,834	-1,402
EXP - Supervision & Management	9,102	8,426	-675	8,480	8,426	54
EXP - Other	1,090	1,166	76	1,213	1,166	47
EXP - Capital Charges etc.inc MIRS	2,068	2,069	1	11,702	2,069	9,633
FIN - Net Financing Requirement	3,272	3,272	0	-4,026	3,272	-7,297
HRA Balance Impact	**0**	**-899**	**-899**	**0**	**-899**	**899**
Housing Capital	**£'000s**	**£'000s**	**£'000s**	**£'000s**	**£'000s**	**£'000s**
EXP - Affordable Housing	750	750	0	1,633	750	883
EXP - Property & Asset	17,691	18,361	669	9,337	18,361	-9,023
FIN - Funding	-3,287	-3,287	0	-7,353	-3,287	-4,066
Additional Borrowing Requirement	**15,154**	**15,824**	**669**	**3,618**	**15,824**	**-12,206**

2025/26 Housing Revenue Account & Capital Programmes Outturn Against Budget - Tables

Total Revenue Summary	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Rental & Other Income	-22,801,610	-22,665,930	-135,680	
2 Revenue Expenditure	26,827,151	28,175,926	-1,348,775	
3 Financing & Movement In Reserves	-4,025,541	-6,408,951	2,383,410	
TOTAL	0	-898,955	898,955	

Brief Summary:

The 2025/26 Financial year HRA outturn shows a significantly lower than expected capital outlay, which has been carried forward into the 26/27 Property & Asset spending plans. The Property & Asset team has taken time to reach capacity, with all management roles now filled, ready to tackle the required future investment in the stock through a structured and well tendered approach, reducing the councils reliance on our primary contractor. Revenue savings have also contributed towards a significant overall surplus, through improved Void turnarounds increasing rental income, lower than expected interest charges and lower than anticipated compliance revenue expenditure demands, further improving the borrowing position with a capital contribution.

Revenue Income Category	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Gross Property Rents	-21,800,717	-21,659,900	-140,817	
2 Garage Rents	-192,653	-262,800	70,147	
3 Other Income	-808,240	-743,230	-65,010	
TOTAL	-22,801,610	-22,665,930	-135,680	1

Total Capital Summary	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Capital Expenditure in Year	10,970,605	19,110,781	-8,140,176	
2 Capital Funding Sources	-7,352,967	-3,286,870	-4,066,097	
2025/26 ADDITIONAL BORROWING REQUIREMENT	3,617,638	15,823,911	-12,206,273	
Assumed Borrowing Rate	*4.50%*	*4.50%*	*4.50%*	
Annual Additional Revenue Interest Cost	**162,794**	**712,076**	**-549,282**	

Revenue Expenditure Category	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Repairs And Maintenance - General	5,221,347	6,018,167	-796,820	2
2 Repairs And Maintenance - Special	210,882	815,700	-604,818	
3 Supervision & Management	8,479,975	8,426,405	53,570	3
4 Other Expenditure	1,213,397	1,166,225	47,173	
5 Capital Charges & Bad Debt	11,701,549	11,749,430	-47,880	
TOTAL	26,827,151	28,175,926	-1,348,775	

Capital Expenditure Category	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1a Affordable Housing - Right to Buy Funded	1,616,552	750,000	866,552	6
1b Affordable Housing - Local Authority Housing Fund	16,571	0	16,571	
2 Compliance Capital Expenditure	301,032	3,000,000	-2,698,968	
3 Planned Capital Programme	883,838	4,299,520	-3,415,682	7
4 Major Repairs	8,152,612	11,061,261	-2,908,649	
TOTAL	10,970,605	19,110,781	-8,140,176	

Financing & Movement In Reserves	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Net Interest Cost	2,649,904	3,021,608	-371,705	4
2 Capital Charges - MIRs	-11,756,993	-9,680,560	-2,076,433	
3 Contributions to Earmarked Reserves & HRA Balance	589,567	250,000	339,567	
4 Contribution to Capital Net of Other Income	4,491,981	0	4,491,981	5
TOTAL	-4,025,541	-6,408,951	2,383,410	

Capital Funding Sources	25/26 Outturn Actuals	25/26 Outturn Budget	25/26 Outturn Surp/Def	NOTES
1 Ring Fenced RTB Receipts & Capital Grants	-1,616,552	-750,000	-866,552	
2 Unringfenced Right to Buy Receipts	-1,312,199	-468,000	-844,199	
3 Major Repairs Contribution (Depreciation)	-1,879,541	-2,068,870	189,329	
4 Additional Capital Contribution from Revenue	-2,544,675	0	-2,544,675	
TOTAL	-7,352,967	-3,286,870	-4,066,097	8

2025/26 HRA & Capital Programmes Outturn Against Budget - Commentary (1)

1 Revenue Income

Dwelling income lost due to void properties was circa £0.1m lower than budget due to the continuing focus on turnaround efficiency. In addition, rental collection rates remain excellent ensuring weekly actuals track with the anticipated budgets. This surplus is partially offset by a marginal shortfall in garage rental income as their refurbishment has been deprioritised while options for the garage sites are appraised.

2 Revenue Expenditure - Repairs & Maintenance

There are three key variations forecast within the Repairs and Maintenance revenue expenditure. Compliance related spend is significantly below budget following recruitment and procurement delays. These issues are currently being addressed to enable much greater progress next financial year and compliance KPIs remain on target. A small portion of this underspend has been offset by higher than anticipated expenditure on jobs that are excluded from the PPP within the IAMC contract and on higher then expected disrepair legal costs which are notoriously difficult to predict. Going forward the Service has invested in processes and expertise to ensure spending is targeted, controlled and provides best value and outcomes for tenants

3 Revenue Expenditure - Supervision & Management

The Housing Service has been restructured and successful recruitment to key roles has taken place over the course of the year to enable effective and impactful management that is driving change. This has resulted in some overspending within the Property and Assets team which should be considered as an investment in the future of the service to provide greater value for money for tenants. Vacant posts and efficiency savings in Tenancy Services and Central Housing Management and Administration have mostly compensated for this impact.

4 Net Interest Cost

The contribution from the general fund for interest earned through Treasury investments on the HRA balances, being the reduced HRA Revenue Balance and the Capital Receipts Reserve from RTB sales, has meant a reduced annual contribution, however, the predicted significant fall in rates has not materialised which has resulted in an overall surplus. The interest burden is also significantly lower than budget as the borrowing requirement in 24/25 was much lower than initially anticipated due to reduced levels of capital spend in 24/25.

5 Revenue Contributions made in year

The interim sustainability roadmap, that was approved for the HRA while the Asset Management Strategy and long term Business plan are in development, stated that the HRA balance be restored to the original threshold of £3.1m in £0.25m instalments per annum. After this contribution the surplus on account was £2.5m, however, the Depreciation estimate (which is also a capital contribution through the major repairs reserve) was £0.2m lower than expectations. A revenue contribution to capital will be made for this amount to reduce the annual borrowing requirement and the resultant interest burden on revenue in each year going forward.

2025/26 HRA & Capital Programmes Outturn Against Budget - Commentary (2)

6 Affordable Housing Capital Expenditure

Acquisitions of new affordable housing in 2025/26 have been fully funded by a combination of Local Authority Housing Fund grant and Section 106 receipts. Five new build homes were purchased on Jasmine Walk within the Cranbrook estate and a further acquisition of a flat in Ottery St Mary is currently under consideration; this will complete in 2026/27so has not been included in the outturn. No acquisitions have been or will be made with right to buy receipts in the financial year which has no knock on implications as the council has already met the spending limit to prevent repayment of receipts under the revised regulations.

7 Capital Expenditure - Property & Assets

Although the capacity issues that drove the Capital underspend in 24/25 have now been addressed through recruitment, this has been phased throughout the year. The process of recruiting, onboarding and training of the new property and asset managers and officers has taken precedence in 25/26 in order to create a cohesive, driven team. These unavoidable delays have been exacerbated by the lengthy procurement lead times dictated by legislation, resulting in the start dates for a large number of the budgeted capital programmes and projects being rescheduled. The financial impact of this is predicted to be a significant underspend in year to be taken as slippage, to be delivered in 26/27.

8 Capital Funding - Receipts and Grants

The budgeted affordable housing right to buy receipt funding has been replaced by the availability of Section 106 receipts which are required to be spent within a set timeframe, otherwise they can be reclaimed by the contributing developer. The additional funds required to meet the £1.6m purchase price of the Cranbrook properties has been claimed through a successful application to the Local Authority Housing Fund. The remaining variance is solely due to the difficulty in predicting the income from unringfenced right to buy receipts. The volume of sales in 25/26 is expected to be the highest that the council has experienced due to the change in regulation. The significant reduction in available discounts in future years has resulted in a tidal wave of applications.

Portfolio & Service Name			25/26 Outturn £'000's		
			Actuals	Budget	Surp/Def
1 Corporate Services	Capital Comms Business System	Cap Ex	64,809	1,835,885	-1,771,076
	Capital Comms Business System	Income	0	0	0
		Net Exp	64,809	1,835,885	-1,771,076
1 Corporate Services	Capital Ict Infra And Projects	Cap Ex	76,438	935,629	-859,191
	Capital Ict Infra And Projects	Income	0	0	0
		Net Exp	76,438	935,629	-859,191
2 Community - Housing	Capital Improvements Grants	Cap Ex	570,118	1,249,620	-679,502
	Capital Improvements Grants	Income	-1,143,261	-1,138,960	-4,301
		Net Exp	-573,143	110,660	-683,803
3 Economy & Regeneration	Capital Corp Build And Securty	Cap Ex	97,627	369,368	-271,741
	Capital Corp Build And Securty	Income	0	0	0
		Net Exp	97,627	369,368	-271,741
3 Economy & Regeneration	Capital Industriall Sites	Cap Ex	62,119	93,541	-31,422
	Capital Industriall Sites	Income	0	0	0
		Net Exp	62,119	93,541	-31,422
3 Economy & Regeneration	Capital Public Halls Pavilion	Cap Ex	702,776	1,290,238	-587,462
	Capital Public Halls Pavilion	Income	0	0	0
		Net Exp	702,776	1,290,238	-587,462
3 Economy & Regeneration	Capital Regeneration Economy	Cap Ex	1,876,750	19,894,245	-18,017,495
	Capital Regeneration Economy	Income	-10,840,607	-14,915,114	4,074,508
		Net Exp	-8,963,857	4,979,131	-13,942,988
4 Environment	Capital Car Park	Cap Ex	925	491,161	-490,236
	Capital Car Park	Income	0	0	0
		Net Exp	925	491,161	-490,236
4 Environment	Capital Countryside	Cap Ex	4,980	4,180,697	-4,175,717
	Capital Countryside	Income	-4,090,000	-4,090,000	0
		Net Exp	-4,085,020	90,697	-4,175,717
4 Environment	Capital Sprts Centres And Pool	Cap Ex	148,574	684,615	-536,041
	Capital Sprts Centres And Pool	Income	-104,815	-94,756	-10,059
		Net Exp	43,759	589,859	-546,100
5 Street Scene	Capital Beaches And Foreshores	Cap Ex	2,573,305	4,604,748	-2,031,443
	Capital Beaches And Foreshores	Income	-1,864,964	-675,000	-1,189,964
		Net Exp	708,341	3,929,748	-3,221,407
5 Street Scene	Capital Cemeteries	Cap Ex	0	150,000	-150,000
	Capital Cemeteries	Income	0	0	0
		Net Exp	0	150,000	-150,000
5 Street Scene	Capital Flood Alleviation Sch	Cap Ex	1,979,657	1,392,668	586,989
	Capital Flood Alleviation Sch	Income	-691,000	-50,000	-641,000
		Net Exp	1,288,657	1,342,668	-54,011
5 Street Scene	Capital Parks And Pleasure Grn	Cap Ex	60,172	1,051,387	-991,215
	Capital Parks And Pleasure Grn	Income	0	0	0
		Net Exp	60,172	1,051,387	-991,215
5 Street Scene	Capital Play Equipment	Cap Ex	1,370,103	1,695,965	-325,862
	Capital Play Equipment	Income	-202,631	0	-202,631
		Net Exp	1,167,472	1,695,965	-528,493
5 Street Scene	Capital Public Conveniences	Cap Ex	629,630	5,113,880	-4,484,250
	Capital Public Conveniences	Income	-10,000	0	-10,000
		Net Exp	619,630	5,113,880	-4,494,250
5 Street Scene	Capital Refuse And Recycling	Cap Ex	134,497	1,423,426	-1,288,929
	Capital Refuse And Recycling	Income	0	0	0
		Net Exp	134,497	1,423,426	-1,288,929
5 Street Scene	Capital Sports Grounds	Cap Ex	0	109,200	-109,200
	Capital Sports Grounds	Income	0	0	0
		Net Exp	0	109,200	-109,200
5 Street Scene	Capital St Scene Cleansing	Cap Ex	170,171	124,002	46,169
	Capital St Scene Cleansing	Income	0	0	0
		Net Exp	170,171	124,002	46,169
5 Street Scene	Capital St Scene Grounds Maint	Cap Ex	64,649	692,928	-628,279
	Capital St Scene Grounds Maint	Income	0	0	0
		Net Exp	64,649	692,928	-628,279
6 Strategic Development	Gypsy And Traveller Sites	Cap Ex	0	500,000	-500,000
	Gypsy And Traveller Sites	Income	0	0	0
		Net Exp	0	500,000	-500,000
6 Strategic Development	Self-Build Pilot	Cap Ex	0	750,000	-750,000
	Self-Build Pilot	Income	0	0	0
		Net Exp	0	750,000	-750,000

Brief Summary:

The below table shows the total net capital outturn against budget (after grants and contributions) for 2025/26. As in prior years, unused Capital funding will be appropriately reserved, either within Capital Grants Unapplied or within bespoke Capital Earmarked Reserves, in those cases where income outweighs expenditure. Underspends or surpluses created from lower than anticipated Capital Expenditure will be carried forward, in terms of annual slippage, where the capital project remains live.

Net Capital	25/26 Outturn £'000's		
	Actuals	Budget	Surp/Def
1 Corporate Services	141,247	2,771,514	-2,630,267
2 Community - Housing	-573,143	110,660	-683,803
3 Economy & Regeneration	-8,101,334	6,732,278	-14,833,612
4 Environment	-4,040,336	1,171,717	-5,212,053
5 Street Scene	4,213,590	15,633,204	-11,419,614
6 Strategic Development	0	1,250,000	-1,250,000
TOTAL CAP EX	-8,359,976	27,669,373	-36,029,349

Capital Expenditure	25/26 Outturn £'000's		
	Actuals	Budget	Surp/Def
1 Corporate Services	141,247	2,771,514	-2,630,267
2 Community - Housing	570,118	1,249,620	-679,502
3 Economy & Regeneration	2,739,273	21,647,392	-18,908,119
4 Environment	154,479	5,356,473	-5,201,994
5 Street Scene	6,982,185	16,358,204	-9,376,019
6 Strategic Development	0	1,250,000	-1,250,000
TOTAL CAP EX	10,587,301	48,633,203	-38,045,902

Capital Income	25/26 Outturn £'000's		
	Actuals	Budget	Surp/Def
1 Corporate Services	0	0	0
2 Community - Housing	-1,143,261	-1,138,960	-4,301
3 Economy & Regeneration	-10,840,607	-14,915,114	4,074,508
4 Environment	-4,194,815	-4,184,756	-10,059
5 Street Scene	-2,768,595	-725,000	-2,043,595
6 Strategic Development	0	0	0
TOTAL CAP Income	-18,947,277	-20,963,830	2,016,553

2. Recommendations/Decision

2.1 That Cabinet considers and recommends to Council the outturn position for 2025/26 including the implications and proposals relating to the Balances and Reserves held by the Council.

2.2 That Cabinet recommend to Council the proposed reserve transfers contained within the report and give delegated authority to the Director Finance in consultation with the Finance Portfolio for any amendments to these transfers as any additional year end data becomes available.

3. Reasons for Recommendations/Decision

3.1 To accord with the Council's financial regulations, this report presents the outturn position for the Council's approved budgets for the General Fund, Housing Revenue Account and Capital Expenditure. The report updates Members on the overall financial position of the Authority and includes recommendations to reserve transfers.

4. Options

4.1 The principal option is to recommend the 2025/26 outturn position and proposed reserve transfers as set out in the report. This ensures that the Council's year-end financial position is formally noted, reserve movements are approved, and balances are positioned to support the Medium-Term Financial Strategy and future financial resilience.

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 Contained in the report.

7. Legal Comments/Implications

7.1 Any legal implications are identified in the report, and no further comment is required.

8. Risk Implications

The principal risks relate to the Council’s financial resilience, accuracy of the reported outturn position, appropriate treatment of reserves and the need to maintain effective financial control in preparing the Medium-Term Financial Strategy.

8.1 If the proposed decision is not taken, there is a risk that the 2025/26 outturn position and associated reserve transfers are not formally approved in a timely manner. This could delay the closure of the financial year, reduce clarity over available balances and weaken the Council’s ability to plan for future financial pressures, including the update of the Medium-Term Financial Strategy and preparation for Local Government Reorganisation.

8.2 If the proposed decision is taken, the residual risks are that further year-end information may require minor adjustment and that the level of reserves may need to be reviewed as part of the Medium-Term Financial Strategy. These risks will be managed through existing financial monitoring, the external audit process, officer review of final year-end data and delegated authority for the Director Finance, in consultation with the Finance Portfolio Holder, to make any necessary amendments to reserve transfers.

Activity/ decision	List significant hazards	People at risk	Assessment of Risk			Existing controls	Further action required to control/mitigate the risk
			Impact 1-4	Likelihood 1-4	Risk Score		
Approval of 2025/26 outturn and reserve transfers	Delay or non-approval could reduce financial clarity, delay year-end closure and weaken financial planning.	Council, Members, services and residents	2	2	4	Financial regulations, budget monitoring, year-end closedown, officer review and audit processes.	Continue monitoring through the MTFS update and apply delegated authority for any final reserve transfer adjustments if required.

*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)

Scope (*Provide an overview, including objectives and desired outcomes)*	**N/A**
Evidence gathered and engagement (*List stakeholders consulted and relevant processes, policies, and data sources)*	
Relevance assessment findings *(If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information)*	A full EIA is required: Yes ☐ No ☒ If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes ☐ Age ☐ Pregnancy and maternity ☐ Disability ☐ Sexual orientation ☐ Race ☐ Gender reassignment ☐ Sex ☐ Marriage or Civil Partnership ☐ Religion or Belief ☐ Armed Forces ☐ Other, e.g. carers, care leavers, low income, rurality/isolation, etc. If no, explain why:
Relevance ranking	☐ High – Very relevant to protected characteristics ☐ Medium – Somewhat relevant to protected characteristics ☐ Low – Not relevant to protected characteristics
Key findings and impacts	
Conclusion drawn *(i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers)*	
Actions (*Proposed actions to mitigate negative impacts on identified groups)*	
Signed off by	

10. HR and Workforce Implications

10.1 N/A

11. Community Safety Implications (Crime and Disorder)

11.1 N/A

12. Climate Change Implications

12.1 N/A

13. Health & Safety and Health & Wellbeing Implications

13.1 N/A

14. Procurement and Social Value implications

14.1 N/A

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 N/A

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 N/A

17. Digital and Data

17.1 N/A

18. Consultation and Engagement

18.1 N/A

19. Communications

19.1 N/A

20. Next Steps

20.1 Subject to approval of the recommendations, the final outturn position and approved reserve transfers will be reflected in the Council's accounts and supporting year-end working papers. Any further adjustments arising from additional year-end information or audit review will be considered by the Director Finance in consultation with the Finance Portfolio Holder under the delegated authority recommended in this report. Relevant approved carry-forward requests and other budget adjustments will be incorporated into the 2026/27 budget monitoring position, and the updated reserves position will inform preparation of the Medium-Term Financial Strategy. Any material issues arising will be reported back to Members through the usual budget monitoring, audit and financial reporting processes.

21. Appendices

21.1 Movement in reserves

22. Background Papers

22.1 N/A

Report to: Council

Date of Meeting 15 July 2026

Heading/Title: Appointment of Temporary Chair for the Housing Overview and Scrutiny Committee

Cabinet Member(s): Council Co-ordination and External Engagement (Cllr John Loudoun)

Director/Assistant Director: Legal & Governance (James Docherty)

Author and Directorate: Democratic Services Manager – Governance (Andrew Melhuish)

Contact Details andrew.melhuish@eastdevon.gov.uk

Key decision No

If a Key Decision has it appeared on Forward Plan

Document classification: Part A Public Document

Exemption applied: None

1. Background

1.1 This report seeks to appoint a temporary Chair for the Housing Overview and Scrutiny Committee for the duration of the absence of the substantive Chair and Vice Chair.

1.2 The Housing Overview & Scrutiny Committee is currently without its appointed Chair and Vice Chair. To ensure the effective discharge of the Committee's responsibilities it is proposed that a temporary Chair is appointed to preside over meetings and undertake the duties associated with the role until the substantive Chair and Vice Chair return.

1.3 Whilst the position of Vice Chair is also absent the Housing Overview & Scrutiny Committee can appoint to the position by passing a Motion Without Notice at its next meeting for the duration of that meeting if required.

2. Recommendations/Decision

2.1 To appoint Councillor Chris Burhop as a temporary Chair of the Housing Overview & Scrutiny Committee with immediate effect, to serve until the return of the substantive Chair.

3. Reasons for Recommendations/Decision

3.1 The Housing Overview & Scrutiny Committee plays an important role in holding housing services to account, reviewing policy development and monitoring performance of the housing function.

3.2 The appointment of a temporary Chair meets the requirements of relevant legislation and the Constitution. A political balance check has been undertaken and confirms that the proposal does not alter the membership of the Housing Overview & Scrutiny Committee, does not change the allocation of committee seats between political groups, and therefore has no effect on the Council's political proportionality arrangements.

4. Options

4.1 Option 1: Appoint a temporary Chair which enables the committee to continue its work programme effectively and that meetings can be conducted with clear leadership.

4.2 Option 2: Do nothing – this will require an appointment of Chair to be made at each meeting by way of a motion without notice but does not provide leadership of the committee.

4.3 Option 1 is the preferred option.

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 There are no direct financial implications.

7. Legal Comments/Implications

7.1 The Constitution requires that the appointment of a Chair or Vice Chair of the Housing Overview & Scrutiny Committee is reserved to Council to determine.

7.2 The appointment of a Vice Chair can be dealt with by way of a Motion Without Notice as set out in the Constitution (Council Procedure Rules Part 4: Motion Without Notice), where this is required.

7.3 The rules governing the allocation of seats on Committees and Sub-Committees to political groups are set out in the Local Government and Housing Act 1989 and regulations made thereunder including the Local

Government (Committees and Political Groups) Regulations 1990. The provisions of the 1989 Act include the requirement that, where Members of the Council are divided into political groups, then the membership of its committees and sub-committees must reflect the political balance of the Council as a whole. The political balance check confirms that this proposal relates only to the temporary appointment of a Chair from within the existing committee membership and does not create, remove or reallocate any committee seat. The proposals set out in this report therefore comply with the Council's Constitution and meet the requirements of the relevant legislation.

8. Risk Implications

8.1 There is a risk that, without the appointment of a temporary Chair, the Housing Overview & Scrutiny Committee may experience a lack of leadership during meetings and in preparation ahead of meetings, which could impact the effective delivery of its work programme. This risk is mitigated by appointing a temporary Chair in accordance with the Council's Constitution.

9. Equality Implications (Public Sector Equality Duty)

Scope (*Provide an overview, including objectives and desired outcomes)*	**Appointment of Chair for the Housing Overview & Scrutiny Committee**
Evidence gathered and engagement (*List stakeholders consulted and relevant processes, policies, and data sources)*	Consultation with Democratic Alliance Group
Relevance assessment findings *(If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information)*	A full EIA is required: Yes ☐ No ☒ If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes ☐ Age ☐ Pregnancy and maternity ☐ Disability ☐ Sexual orientation ☐ Race ☐ Gender reassignment ☐ Sex ☐ Marriage or Civil Partnership ☐ Religion or Belief ☐ Armed Forces ☐ Other, e.g. carers, care leavers, low income, rurality/isolation, etc. If no, explain why: There are no equalities implications arising directly from this report.
Relevance ranking	☐ High – Very relevant to protected characteristics ☐ Medium – Somewhat relevant to protected characteristics ☒ Low – Not relevant to protected characteristics
Key findings and impacts	There are none.

Conclusion drawn *(i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers)*	The appointment ensure the committee can continue to function effectively.
Actions (*Proposed actions to mitigate negative impacts on identified groups)*	None.
Signed off by	Andrew Melhuish

10. HR and Workforce Implications

10.1 There are none.

11. Community Safety Implications (Crime and Disorder)

11.1 There are no Community Safety Implications.

12. Climate Change Implications

12.1 There are no Climate Change Implications.

13. Health & Safety and Health & Wellbeing Implications

13.1 There are no Health & Safety implications.

13.2 There are no Health & Wellbeing Implications.

14. Procurement and Social Value implications

14.1 None.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 None.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 None.

17. Digital and Data

17.1 None.

18. Consultation and Engagement

18.1 Consultation with the Democratic Alliance Group undertaken to ensure the Housing Overview & Scrutiny Committee has arrangements in place to be effectively chaired during the current absence of the substantive Chair.

19. Communications

19.1 None.

20. Next Steps

20.1 Update the Council's website with details of this temporary arrangement and to notify the Housing Overview & Scrutiny Committee that this is in place.

21. Appendices

21.1 None.

22. Background Papers

22.1 None.

Report to: Council

Date of Meeting 15 July 2026

Document classification: Part A Public Document

Exemption applied: None

Review date for release n/a

Annual Report of the Standards Committee

Report summary:

To review the work of the Standards Committee for the civic term 2025/26 and submit the report to Council.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

1. That Council note the the Annual Report, outlining the work undertaken by the Standards Committee for the civic term 2025/26.

Reason for recommendation:

To inform Council of the work of the committee during the year.

Officer**:** Melanie Wellman, Director of Governance and Monitoring Officer

---

Portfolio(s) (check which apply)**:**
☐ Climate Action and Emergency Response
☐ Coast, Country and Environment
☒ Council and Corporate Co-ordination
☐ Communications and Democracy
☐ Economy
☐ Finance and Assets
☐ Strategic Planning
☐ Sustainable Homes and Communities
☐ Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information n/a

Link to Council Plan

Priorities (check which apply)

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

Report in full

1. The Standards Committee

1.1 The Standards Committee believes that high ethical standards are crucial in the work of any public body and that robust application is important. This summary report shows how the Committee has undertaken these tasks during the last 12 months and how it continues to contribute to and offer direction to shape the governance, culture, and ethos of the organisation.

1.2 The Standards Committee comprises of 7 elected councillors (plus one reserve); Co-opted non-voting members include 2 Independent Persons; 3 Independent Representatives and 3 Town/Parish Representatives.

1.3 Members of the Committee work together to promote the importance of high standards of behaviour and systems of governance to create a climate where complaints or problems are rare. The Chair of the Committee is held automatically by the Chair of the Council recognising the impartiality of that role. The Council has long recognised the added value brought by an independent voice on its Standards Committee, reinforced by the Co-opted membership and Independent Persons.

2. Purpose and Remit of the Committee

2.1 The Committee acts as champion of the Council's ethical standards and is responsible for promoting and maintaining high standards of conduct. The Constitution makes it clear that any member of the public may complain to the Monitoring Officer about an alleged breach of the Members' Code of Conduct. The Council has in place appropriate arrangements for dealing with complaints against Members and a mechanism to deal with allegations that Members may have breached the Code of Conduct. The Council has appointed 'Independent Persons' in line with the requirements of the Localism Act 2011. More information about the Code of Conduct and the complaints process can be found on the Council's website.

2.2 The remit of the committee includes:

(a) Advising on the discretionary elements of the Local Code of Conduct; including monitoring and updating.

(b) Advising on the implementation of the Local Code of Conduct, including the training of Members in matters of conduct and advice to Members on such issues as the treatment of Disclosable Pecuniary Interests and personal interests and more general conduct issues.

(c) To the extent allowed by law, making arrangements for Members to receive dispensations to speak on, or participate in, matters in which they have interests.

(d) Appointing such Sub Committees (including Membership thereof) as appropriate to discharge the functions.

2.3 As part of the Committees role, the training of District, Town and Parish Councillors on the Code of Conduct is an important function. A number of sessions were provided following the last elections in 2023 and further sessions took place before Christmas, in March and a session for Towns and Parishes will be offered between now and June 2026.

3. Meetings in 2025/26

3.1 The Committee met twice in 2025/26, two meetings were cancelled, one due to lack of quorum and there were no Standards Assessment Sub-Committee meetings to assess complaints or Standards Hearings Sub-Committee meetings to hear complaints. It is unfortunate that the January 2026b meeting had to be cancelled due to weather issues. All Group Leaders have been reminded of the importance of their councillors giving priority to these meetings.

4. Monitoring of complaint caseload

4.1 The committee continued to monitor at each meeting the scale and type of complaints under the Code of Conduct, in order to identify any trend or emerging issues that warranted further action or support. This reporting provides enough detail to the Committee on trend without impacting on confidential information and ensure that the Committee is open and transparent.

4.2 In 2025 the Monitoring Officer received 8 Code of Conduct complaints. Six of those related to District Councillors and 2 related to Town and Parish Councillors. 7 of those complaints alleged lack of courtesy and respect, six alleged use of position, 4 alleged bullying and harassment, 4 alleged disrepute and one alleged a failure to declare interests.

4.3 Following an initial assessment of the complaints, one was rejected at Stage 1 of the process because it related to the day to day running of a Town/Parish Council over which we have no jurisdiction. Following consultation with one of the Independent Persons, informal resolution (training) occurred in two cases and no further action was taken in the remainder. No complaints were referred for investigation.

4.4 In terms of number of complaints, the 8 in 2025 compared with 9 in 2024, 12 in 2023, 32 in 2022, 27 in 2021 and 36 in 2020. This shows a clear reduction in the number of complaints being made year on year. This is due, in part, to a reduction in the number of complaints coming forward but also is due to the work being carried out by the Monitoring Officer and their team, in trying to resolve issues before they escalate to a formal complaint.

4.5 In terms of the number of complaints being referred for investigation, there were 8 in 2020, 4 in 2021, 5 in 2022 and none in 2023, 2024 and 2025. Again, this also shows a reduction in the number of investigations needing to be undertaken.

5. Resolving complaints before they escalate presentation

5.1 A presentation on the potential ways of resolving complaints before they escalate was presented to the Committee by the Monitoring Officer in 2024/25 and to the new Co-opted Members in March 2026. The same presentation had previously been shared with DALC at their conference in 2024 and means of dissemination were discussed.

6. Response to Government consultation on changes to the Standards regime

6.1 A detailed response was compiled between the Monitoring Officer and the committee in response to the government consultation on changes to the Standards regime which included the following aspects for reform:-

- Reintroduction of suspension powers;
- Disqualification for repeat offenders;
- Right of appeal;
- National Appeals body;
- Mandatory minimum Code of Conduct;

- Interim suspension powers:-
- Empowering victims.

The Committee have since considered the Governments response to the consultation which is recommending a number of changes to the current regime including increased sanctions. These changes will require a change in legislation and further details are awaited.

7. Re-appointment of Independent Persons, Independent Representatives and Town/Parish Representatives

7.1 The Independent Representatives, Independent Persons and Town/Parish Representatives play a critical role on the Committee and their input is highly valued by the Committee. With the exception of one Independent Representative and one Parish Representative, a recruitment exercise was carried out in late 2025 to appoint 2 Parish Representatives, 2 Independent Representatives and 2 Independent Persons. Shortlisted applicants were interviewed by a Sub-Committee of the Standards Committee and appointment of the recommended candidates was submitted to and approved by Full Council in December 2025. Training of those individuals took place with the Monitoring Officer in March 2026.

8. Dispensations

8.1 Dispensations were granted to dual-hatted County councillors and to councillors who also work for another local authority in Devon, to allow them to speak and vote on any matter before the Council and / or Committee relating to local government reorganisation in Devon. This ensures that residents are not disenfranchised and those councillors can continue to play a key role in debating what is a matter of key significance for everyone residing in East Devon.

9. Looking Ahead

9.1 Looking ahead, much of the work of the Committee is demand led. However, it will continue to monitor adherence to the Council's ethical governance framework. It will also identify and support provision of regular training and refresher events for elected councillors of the Council (particularly on the importance of the Code of Conduct and high standards of ethics and probity), review policies and procedures, as well as ensuring that the Committee itself remains updated on best practice in the local authority sector.

9.2 Following the government consultation, it is hoped that changes will be made, in the near future, that will enhance the Standards regime and enable tougher sanctions to be imposed by Standards Committees in the more serious cases of breaches of the Code of Conduct and which lead to improvements in councillor performance generally.

9.3 In order to keep members of the Committee fully informed on standards issues, the Committee will receive regular updates on emerging best practice elsewhere in the country from other authorities' standards decisions and caselaw and looking forward will also look to share that best practice with Town and Parish Councils.

Financial implications:

There are no financial implications directly arising from this annual report.

Legal implications:

There are no legal implications directly arising from this annual report.

Report to: Council

Date of Meeting 15 July 2026

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Motion on Notice – Carbon Monoxide Detectors in Vehicles – A Call for National Action

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 – Carbon Monoxide Detectors in Vehicles – A Call for National Action is debated.

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:

Proposed by: Councillor Stuart Hughes
Seconded by: Councillor Colin Brown
Supported by: Councillors Helen Parr, Brian Bailey, Jenny Brown, John O'Leary and Iain Chubb.

Carbon Monoxide Detectors in Vehicles – A Call for National Action

Council notes:

• A recent national news report highlighted a serious incident in which a vehicle struck a pothole, causing damage to the exhaust system. This resulted in dangerous levels of carbon monoxide (CO) entering the vehicle — recorded at 180 parts per million, a level that can cause loss of consciousness and death.
• The occupants survived only because a carbon monoxide detector was fitted inside the vehicle, alerting them in time to stop and exit safely.
• Carbon monoxide is a colourless, odourless, lethal gas, and vehicle occupants have no natural warning when exhaust systems fail or become compromised — whether through pothole damage,

corrosion, or manufacturing faults.
• CO detectors are inexpensive, widely available, and already mandatory in many domestic settings due to their proven ability to save lives.

Council believes:

• The rise in pothole-related vehicle damage increases the risk of exhaust leaks and CO ingress, particularly in older vehicles.
• There is currently no requirement for carbon monoxide detection in vehicles, despite the clear and preventable danger.
• A simple, low-cost detector could prevent fatalities and should be considered as essential as smoke alarms in homes.

Council therefore resolves to write to:

• The Secretary of State for Transport,
• The Driver and Vehicle Standards Agency (DVSA), and
• The Local Government Association (LGA)

calling for:

1. Carbon monoxide detectors to be made mandatory in all new vehicles sold in the UK.
2. A requirement for CO detectors to be fitted to existing vehicles at the point of MOT, in the same way that other safety-critical items are checked or required.
3. A review of national vehicle safety regulations to ensure that CO detection becomes a standard, life-saving measure across the entire fleet.
4. Engagement with motoring organisations, manufacturers, and safety bodies to develop practical guidance and timelines for implementation.

Council further requests that this Motion be shared with Devon local authorities and Devon MPs, encouraging a coordinated Devon-wide approach to reducing preventable deaths from carbon monoxide exposure in vehicles and supporting wider national consideration of the issue.

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.