



## Public Document Pack

North Devon Council  
Brynsworthy Environment Centre  
Barnstaple  
North Devon EX31 3NP

K. Miles  
Chief Executive.

To: All Members of the Council  
and Chief Officers

**NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.20 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND**

### **COUNCIL MEETING**

**YOU ARE HEREBY SUMMONED** to attend a meeting of **NORTH DEVON COUNCIL** to be held in the Crematorium Meeting Room - North Devon Crematorium on **WEDNESDAY, 6TH APRIL, 2022 at 6.30 pm.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](http://northdevon.gov.uk))

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

**Chief Executive**

### **AGENDA**

16. Outside Bodies - Report of Appointees (Pages 9 - 10)  
Report by Head of Governance (attached).

**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

29.03.22

## **GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL**

### Part 4, Council Procedure Rules of the Constitution

#### **The basics**

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

#### **The rules of Question Time**

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of a committee when that item is being received or under consideration by the Council.



### **North Devon Council protocol on recording/filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

#### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is:  
Brynsworthy Environment Centre (BEC), Roundswell,  
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please sign in using the Track and Trace App and follow the signage and instructions in order to access the Meeting Rooms. Alternatively, dial 8253 for Corporate and Community Services if you have any problems.





This page is intentionally left blank



## **BTCM annual report**

It has been another extremely busy year for Town Centre Management as we continue to deal with the impact of the pandemic and undertake activities to support the vitality and viability of the town centre.

### **The partnership:**

- Due to the restrictions and ongoing uncertainties, the partnership has met virtually on an ad hoc basis.
- Through the virtual briefings/ consultations the partnership has played a key role in the development of the Future High Street Fund projects, Barnstaple branding, use of the Welcome Back Fund and overall Barnstaple vision.
- As well as the ad hoc meetings, regular contact with the partnership has been maintained through regular email newsletters and one to one business visits. Whilst the official membership of the partnership has remained unchanged the relationships made with a wider group of businesses has grown significantly this year.
- The partnership does require a review as some members have left and there are many new businesses in the town centre. The partnership is an opportunity for town centre businesses to meet with the various authorities / agencies to discuss current issues, have their voice heard, receive updates, make plans and work collaboratively together as we continue to recover from the pandemic. There is also a need to ensure that the partnership is delivering actions that are important to businesses. This review will take place in the first quarter of the next financial year.

### **Business support:**

- Much of the work this year has been around business support; getting the messages out in a timely manner to businesses regarding both the Covid restrictions and the various grants that were available to them.
- The closed Facebook group for members has been a useful tool to get these messages out and for businesses to talk to and support each other.
- The support put in place using the Re-opening High Streets Fund / Welcome Back Fund with measures such as signage, Place Makers and events were all well received by the partnership.

### **Anti-social behaviour / Street scene:**

- One of the key issues for the partnership over the year has been the perceived rise in anti-social behaviour, homelessness and begging in the town centre. The partnership has had many debates on the subject and whilst understanding the complex nature of these issues traders do have concerns that members of the public often feel unsafe. The partnership has worked closely with the Police to ensure that traders know how to report issues and what work is being done to address them. This work is ongoing with a Street Marshal scheme currently in place.

# Agenda Item 16

- The street scene also continues to be area of concern for many traders and again discussions and projects are ongoing with partners such as Barnstaple Town Council and Barnstaple in Bloom as well as internal NDC services.

## **Events:**

- Events are a big part of the work carried out as they are proven to increase footfall, dwell time and hopefully spend. Although last year was difficult with the restrictions in place BTCM did put on a packed Christmas programme throughout December designed to increase footfall throughout the month rather than on one day.

It has been a difficult couple of years for the town centre and the long-term impact of the pandemic is starting to become clearer. However, it is also an exciting time for Barnstaple with a huge amount of investment coming into the town centre. The partnership will continue to give local businesses a platform to debate issues that are important to them, share ideas and input into strategic projects to ensure the town remains vibrant, economically prosperous and an exciting and enjoyable place in which to live work or visit.