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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 6.25 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 G107, 1st Floor, South West Institute Development Building, Petroc, Barnstaple - Petroc College on **WEDNESDAY, 21ST FEBRUARY, 2024 at 6.30 pm.**

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

Chief Executive

AGENDA

14. Fees and Charges 2024-25

Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 5 February 2024 (attached).

(b) Report of the Policy Development Committee (Pages 7 - 10)

To receive the report of the Policy Development Committee held on 12 February 2024 (attached).

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

13.02.24

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. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed 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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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.

Room G107 is located on the first floor of the South West Institute Development building at Petroc, Old Sticklepath Hill, Barnstaple, Devon EX31 2BQ. A lift is available to the first floor.

The following page shows a location plan of Petroc.

G Block on the plan indicates the South West Institute Development building.

Parking

Point 5 on the plan indicates the short stay car park which is located adjacent to the South West Institute Development building which is free to park after 5.00 p.m.

Cycle Racks

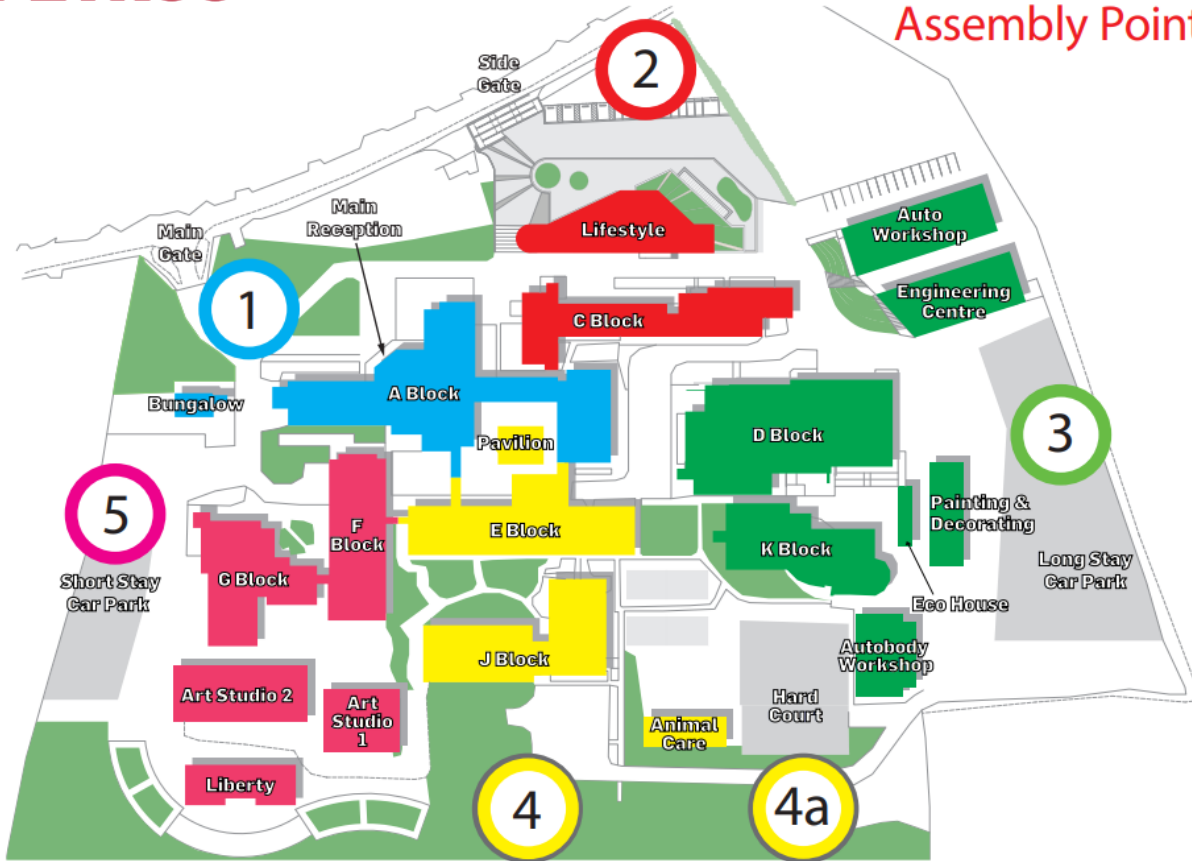
Covered cycle racks are located on the grassed area opposite Petroc's main reception, before the Lifestyle building.

Bus Routes

Stops in **Sticklepath Hill** (East bound) bus service 310
Wrey Arms (West bound) bus services 5B, 21, 21A, 21C, 62C, 322, 386, 646, 815, 821, 903, 921
([Sticklepath, Barnstaple – Bus Times](#))

Fire evacuation procedures

Fire evacuation procedures - Upon hearing a constant 2-tone alarm, please leave the building via your nearest marked fire exit and make your way to the nearest assembly point which is the short stay car park (Point 5 on the map). Lifts are not to be used. Please do not take time to pick up personal belongings and leave the building promptly.



NORTH DEVON COUNCIL

COUNCIL: 21ST FEBRUARY 2024

MINUTE EXTRACT OF THE POLICY DEVELOPMENT COMMITTEE HELD ON 12 FEBRUARY 2024 IN RESPECT OF ITEM 14(B) ON THE COUNCIL AGENDA

31. REVIEW OF FEES AND CHARGES 2024-25

The Committee considered a report by the Director of Resources and Deputy Chief Executive (circulated previously) regarding the review of Charges and Fees for 2024/25 together with Minute Extract of Strategy and Resources on 5th February 2024.

The Finance Manager highlighted the following:

- The change in fees charged for services provided by the Council was in line with the Medium Term Financial Strategy.
- The charges for the provision of services were reviewed annually in the context of policy guidance within the Medium Term Financial Strategy, and the recommended levels of increase to produce a target income level.
- This year the guidance was to increase fees and charges by 5%, although some fees were set by statute and these would be set nationally. Other variations to the 5% increase were set out in sections 4.3 to 4.11 of the report.
- Building Control fees had been raised by an average of 6.7% and rounded to the nearest pound, this was to ensure that revenue income recouped the actual cost of providing the service and were competitive in the sector. Details of this could be seen in Appendix B of the report.
- Land Charges fees had been set to recoup the cost of providing the service, the recommended fees for the land charges service was estimated to recover all the costs and break even, as detailed at Appendix D of the report.
- There were two changes to the Environmental Health fees, as the majority of these were set by statute or set to recover costs. The introduction of a fee for “Film Classification Certificate” and variation to the “Export Health Certificate” fee to ensure the cost of providing the service is fully recovered, as detailed at Appendix E of the report.
- Pannier Market (Venue hire) – Following the recent refurbishment and new facilities within the Pannier Market the Council now offered an enhanced look and feel to the market and had varied the prices to reflect the venue offer, the revised prices were now in line with other similar venues, as detailed in Appendix H (b) Venue of the report.
- Bulky Waste Collections – To increase the fees as follows:

As detailed in Appendix I of the report:

- Up to 2 items £30.00 (30.43% increase).
- Up to 3 items £38.00 (22.58% increase).
- Up to 4 items £45.00 (18.42% increase).

- The proposed increases above brought the Council's charges in line with our neighbouring authorities.
- Garden Waste – Increase in fee of £5, this level of charge was similar to the charges made by other Devon councils and ensured the cost of providing the service was recovered by the income as seen at Appendix J of the report.
- Estates Event Licence fee – The licence for both charity and Commercial events on the Council's land had been set to recover the cost of administering the licence fee, as detailed in Appendix M of the report.
- Estates Contractors Works licence - This was a new fee for 2024-25 and was set to recover the cost of administering the new licence fee, details could be seen in Appendix N of the report.
- Modification of S106 agreements - This was a new fee for 2024-25 and was set to recover the cost of administering the new licence fee, as detailed in Appendix O of the report.
- The net revenue changes from the above charges were estimated to produce £221,000 of additional income, which had been included within the draft 2024/25 revenue budget for consideration.

Following the presentation of the Review of Fees and Charges for services for 2024/25, the Committee discussed, debated and received explanation in relation to the following:

- **Bulky Waste collections:** Concerns were raised regarding the increased risk of fly tipping that might result from increasing the fees.

In reviewing the fee for bulky waste collections, the Council had looked what other local authorities were charging for their bulky waste collections. In order to deliver an effective and fair service the Council was required to cover their costs and the exercise revealed that their fees were in sync with other Councils. The income figure for bulky waste collections formed part of the domestic waste figures. However, the Committee could be provided with a breakdown of the income generated by the bulky waste collection service should they wish.

- **Modifications to Section 106 Agreements:** They questioned the new proposed fee for modifications to Section 106 agreements for 2024/25 and challenged if it should be a blanket approach for all types and sizes of development.

The Service Manager had reviewed the level of charges as not many Councils charged for modifications to Section 106 agreements. She assessed the fees that were charged by Cornwall Council and came to the conclusion that there should be a charge set for amendments to Section 106 agreements for major planning applications of more than 10 dwellings (to be confirmed by Development Manager). This would ensure that costs were covered for both Planning officer's time and the legal fees that were involved and reflected the amount of work and officer time that went into modifications to Section 106 agreements.

- **Biodiversity Net Gain:** The increase of 10% on biodiversity net gain on applications of 30 dwellings or more and who would calculate the fees.

The Sustainability Officer and his team were responsible for calculating fees for biodiversity net gain on planning application sites of 30 dwellings or more.

RESOLVED:

- a) That the decisions and recommendations of the Strategy and Resources Committee be endorsed;
- b) That the income figure for bulky waste collections be provided together with a breakdown of the income generated by the bulky waste collection service;
- c) That a summary of fees charged for bulky waste collections for all public and private sector providers be emailed out to the Committee members prior to Full Council on 21st February 2024; and
- d) That the proposal to charge a new fee for modifications to Section 106 agreements be accepted and monitored over a 12 month period, subject to:
 - i. The Service Manager providing an overview the Committee members of the parameters used for modifications to Section 106 agreements.

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