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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 Virtual - Online meeting on **WEDNESDAY, 22ND JULY, 2020 at 6.30 pm.**

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a faint, light-colored background.

Chief Executive

AGENDA

1. Virtual meetings procedure - briefing and etiquette
Chair to report.
2. Apologies for absence
3. To approve as a correct record the minutes of the meeting held on 26 February 2020 (attached) (Pages 9 - 26)
4. Chair's announcements
5. Business brought forward by or with the consent of the Chair
6. Replies to any questions submitted by the Public and/or to receive Petitions under Part 4, Council Procedures Rules, Paragraphs 8 and 9 of the Constitution
7. To consider motions of which notice has been submitted by Members in accordance with Part 4, Council Procedure Rules, Paragraph 11 of the Constitution
8. Declarations of Interest

(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).

9. Chair's replies to any questions to Council by Members submitted under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution
10. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART A

11. **Report of the Leader of the Council** (Pages 27 - 30)
Report by Leader of the Council (attached).
12. **Questions by Members**
Questions to the Leader or the Chair of a Committee submitted under Part 4, Council Procedure Rules, paragraph 10.4 of the Constitution.
13. **Devon County Council/North Devon Council response to the Climate Declaration**
Lead Member for Climate Change to report.
14. **Statutory Pay Policy 2020** (Pages 31 - 44)
Report by Human Resources Manager (attached).
15. **Outside bodies**
 - (a) **Outside Bodies - Report of Appointees** (Pages 45 - 82)
Report by Council appointed representatives (attached).
 - (b) **Devon Audit Partnership: Partnership Committee**
To consider the appointment of two Councillors to the Devon Audit Partnership Partnership Committee for the life of Council (NOTE: Councillors appointed must be a member of the Governance Committee and it is recommended that the Chair and Vice-Chair be appointed).
 - (c) **Trustees of Pilton Charities**
It is RECOMMENDED that Mr Allan Cameron be appointed to the Trustees of Pilton Charities for the life of Council.

(NOTE: Mr Cameron has been previously appointed by the Council since 2011 and has served as the Council's representative since that time. Appointees must be a resident of Pilton)

- (d) Arts Destination South Molton
To consider the appointment of one Councillor to the Arts Destination South Molton for the life of Council.

16. **Report by Chair of Governance Committee** (Pages 83 - 86)

Report by Chair of Governance Committee (attached)

17. **Minutes of Committees**

Council is recommended to note the schedule of Committee minutes and approve recommendations as listed below:

- (a) Governance Committee (Pages 87 - 102)
 - (i) 10 March 2020
 - (ii) 9 June 2020
- (b) Planning Committee (Pages 103 - 118)
 - (i) 12 February 2020
 - (ii) 11 March 2020
 - (iii) 10 June 2020
- (c) Strategy and Resources Committee (Pages 119 - 154)
 - (i) 2 March 2020
 - (i) Minute 115 (c): Approval and Release of Section 106 Funds, Kings Nympton
 - (ii) Minute 118 (b): Acquisition of Corporate Property
 - (ii) 4 May 2020
 - (i) Minute 124 (c): Approval and Release of Section 106 Public Open Space Funds – Chulmleigh and Heasley Mill
 - (ii) Minute 125: Approval and Release of Section 106 Funds, South Molton
 - (iii) 1 June 2020
 - (i) Minute 139: Devon Home Choice and Local Lettings Policies
 - (iv) 6 July 2020
 - (i) Minute 151: Approval and Release of Section 106 Conservation Area Fund for Fremington Quay Wall Repair Project Phase 1

(ii) Minute 152: Approval and Release of Section 106 Public Open Space Fund – Kings Nympton

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

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

14.07.20

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 and a reminder will be issued at the commencement of virtual meetings.
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. In a virtual meeting the public will be excluded from the meeting while in Part B.
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. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
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**.

Meeting Etiquette Reminder for Members

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

Virtual attendance by members of the public

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or memberservices@northdevon.gov.uk by 12pm on the Monday preceding the meeting.

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NORTH DEVON COUNCIL

Minutes of a meeting of NORTH DEVON COUNCIL held at Barum Room - Brynsworthy on Wednesday, 26th February, 2020 at 6.00 pm

PRESENT: Members:

Councillor Biederman (Chair)

Councillors Barker, Bushell, Campbell, Cann, Chesters, Crabb, Davis, Davies, Fowler, Gubb, Henderson, Hunt, Jenkins, Knight, Lane, Leaver, Lovering, Lofthouse, Ley, Luggar, Mack, Mackie, Patrinos, Pearson, Prowse, Roome, D. Spear, L. Spear, Topham, Topps, Tucker, Turton, Walker, Wilkinson, Worden, Yabsley and York

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer and Ilfracombe Harbour Master

103. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bulled, Orange, Phillips and Saxby.

104. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15TH JANUARY 2020 (ATTACHED)

RESOLVED that the minutes of the meeting held on 15th January 2020 (circulated previously) be approved as a correct record and signed by the Chair.

105. CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Local Government Association Corporate Peer Challenge Team to the meeting.

106. BUSINESS BROUGHT FORWARD BY OR WITH THE CONSENT OF THE CHAIR

There were no items of business brought forward by or with the consent of the Chair.

107. REPLIES TO ANY QUESTIONS SUBMITTED BY THE PUBLIC AND/OR TO RECEIVE PETITIONS UNDER PART 4, COUNCIL PROCEDURES RULES, PARAGRAPHS 8 AND 9 OF THE CONSTITUTION

(a) Funding for South Molton Swimming Pool

Kilmeny MacBride presented a petition to Council containing 1132 valid signatures stating “We the undersigned petition the Council to reinstate funding for South Molton Swimming Pool in order to at least restore previous opening hours for public swimming” and addressed Council.

Councillor Worden advised that consideration of the petition could be referred to the Strategy and Resources Committee. However the Council needed to receive 1610’s business plan prior to consideration by the Committee and therefore suggested that it be considered by the Committee at its meeting on 6th April 2020. A meeting with officers was also due to take place in the next couple of weeks to discuss options for alternative sources of funding.

It was moved by Councillor Worden and seconded by Councillor Yabsley “that the petition be referred to the meeting of the Strategy and Resources Committee on 6th April 2020 for consideration”.

RESOLVED that the petition be referred to the meeting of the Strategy and Resources Committee on 6th April 2020 for consideration.

108. TO CONSIDER MOTIONS OF WHICH NOTICE HAS BEEN SUBMITTED BY MEMBERS IN ACCORDANCE WITH PART 4, COUNCIL PROCEDURE RULES, PARAGRAPH 11 OF THE CONSTITUTION

(a) To consider the following notice of motion from Councillor Knight

Councillor Davis declared a personal and prejudicial interest and left the room during the consideration thereof as Devon County Council’s Lead Member for Infrastructure.

Councillor Biederman declared a personal interest as a Member of Devon County Council.

Councillor Knight presented his notice of motion to Council excluding (iii).

It was moved by Councillor Knight and seconded by Councillor Lofthouse that:

- I. “An immediate meeting with all parties concerned regarding the routing of the construction traffic, to try and resolve the issues that have been highlighted.
- II. The County Council and planning department to provide a new realistic time scale for the works to be completed.

- III. The County Council to consider urgent action at the next HATOC meeting to expedite changes to the bus gate.
- IV. The County Council to evaluate the proposal of a slip lane (marked in red) out of the bottom of Old Torrington Road, to aid the traffic trying to leave the area. (diagram/map attached)
- V. The Council in conjunction with the County Council, need to formulate an action plan suggesting ways to deliver the highway infrastructure improvements that are already detailed in the local plan.”

Councillor Yabsley declared a personal interest as the Chair of Devon County Council North Devon Highways and Traffic Orders Committee.

RESOLVED that:

- (i) An immediate meeting with all parties concerned regarding the routing of the construction traffic, to try and resolve the issues that have been highlighted;
- (ii) The County Council and planning department to provide a new realistic time scale for the works to be completed;
- (iii) The County Council to consider urgent action at the next HATOC meeting to expedite changes to the bus gate;
- (iv) The County Council to evaluate the proposal of a slip lane (marked in red on the plan) out of the bottom of Old Torrington Road, to aid the traffic trying to leave the area;
- (v) The Council in conjunction with the County Council, need to formulate an action plan suggesting ways to deliver the highway infrastructure improvements that are already detailed in the local plan.

109. DECLARATIONS OF INTEREST

The following declarations of interest were announced:

- | | |
|----------------------|---|
| Councillor Biederman | Item 6: Personal interest as a Member of Devon County Council. |
| Councillor Davis | Item 6: Personal and prejudicial interest as Devon County Council Lead Member for Infrastructure. |
| Councillor Knight | Item 6: Personal interest as lived in Old Torrington Road and Member of Devon County Council Highways and Traffic Orders Committee. |
| Councillor York | Item 13 (a): Personal interest as attended meetings of the Traders Committee in her own |

capacity.

110. CHAIR'S REPLIES TO ANY QUESTIONS TO COUNCIL BY MEMBERS SUBMITTED UNDER PART 4, COUNCIL PROCEDURES RULES, PARAGRAPH 10 OF THE CONSTITUTION

There were no questions submitted to Council by Members under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution.

111. REPORT OF THE LEADER OF THE COUNCIL

Council noted a report by the Leader of the Council (circulated previously) regarding work that had been undertaken since the last Council meeting.

In response to questions, the Leader advised that progress was being made on the Vanguard review of the Waste and Recycling service. A number of improvements were required. A number of minor improvements were currently in the process of being implemented. A report would be brought to Council in due course on the outcomes of the review. The Head of Service had also recently resigned. The Leader was pleased that Ilfracombe Ward Members were actively being involved in the process for securing a solution for the location of the Watersports Centre in Ilfracombe.

112. QUESTIONS BY MEMBERS

The following questions were submitted in advance of the meeting and responses provided by the Leader were circulated separately:

- (a) Question to Councillor Worden from Councillor Andrea Davis “This meeting is being held in a location not accessible by public transport, the majority of other meetings open to the public are also at this location. This Council last year, Signed a Climate Change Declaration....can the Leader of the Council outline the steps being taken to make these meetings accessible by public transport, not only would this reduce carbon emissions but also would make the meetings accessible to residents who do not have access to a motor car.” Councillor Worden’s response “Thank you Cllr Davis for your question. It is unfortunate that Brynsworthy is not well served by public transport and as I have said for some time I would like to make the meetings more accessible to the public. This has been recognised by the council which runs a mini bus service for officers to encourage people to use means other than private vehicles. We have also had discussions with DCC over cycle routes and footpaths but have not been able to move this forward. There is a bus - Bus routes 71 and 72 stop at the bus stop at the end of the lane to Brynsworthy Environment Centre. The bus travels from Barnstaple and stops at 9.54, 13.04 and 16.04. The bus travels in the opposite

direction (i.e. from Torrington to Barnstaple) and stops at 13.18, 14.18 and 17.30. The reason why the Council moved from the Civic Centre must also be borne in mind. By moving to BEC we saved around £300k per year which was necessary because with around 40% being cut by the government from our total income to continue at the Civic Centre was unaffordable. We would like to explore what else we can do, with our partners at DCC, in the future to encourage more bus routes to access this area and to perhaps encourage the extension of the cycle route over the A39 at Roundswell so that it serves the offices. As you know we already hold our planning meetings at Barnstaple Rugby Club because of the number of people who wish to attend.” In response to a supplementary question, Councillor Worden advised that the Council would be exploring other methods for communicating with the public and to make Council meetings more accessible to the public.

- (b) Question to Councillor Worden from Cllr Paul Henderson “Can the Leader confirm that Commercial Waste collection customers have not been invoiced for their collections for a period of time and what action is being taken to rectify this situation.” Councillor Worden’s response “Thank you Cllr. Henderson, this was a concern. The invoicing to some businesses had fallen behind schedule and it has taken some time to get all customer arrangements and associated delivery tickets collated to ensure that the invoices are a true reflection of the services customers have received. Invoicing has now been brought up to date in November 2019 and all customers affected have now received their customer accounts. Improved controls have been put in place to ensure this does not materialise again. Moving forwards we plan to carry out a full review of our Commercial Waste business; we will be liaising with customers to ensure that the service matches their expectations as we want this to be an efficient service that we can be proud of.”
- (c) Question to Councillor Worden from Councillor Jeremy Yabsley “How many outstanding Planning Enforcement issues has this Council open on its books at present and how many are being determined within the guideline time scale?.....Does the Enforcement Service have sufficient capacity to deliver this requirement.” Councillor Worden’s response “Thank you Cllr Yabsley for your question. The planning enforcement function currently has just over 600 open cases which is too many and apologies for the long answer but you will see that we are working to improve the situation. The caseload has steadily risen over the last 4 years, mainly due to periods of under capacity. In March 2018 the team lost 2 officers, leaving just the team leader. Although both posts were filled neither candidate had any planning or investigative experience so needed extensive support and training. This again impacted on the outstanding work which has been rising since 2018 - 462 new investigations were raised in 2018 and 539 in 2019. One of the new recruits left the team in 2019 after not settling to the work. An internal candidate was

appointed and started with the team September 2019 and inherited a large backlog. Similarly, the other team member has a large inherited backlog which impacts on the team's ability to respond to new demands. When the team has had reduced numbers, the caseload has risen and even with the team at full strength it will take two years to get the number of outstanding cases to a manageable 200. Unfortunately, the detailed reports for how many are being determined within the guideline time scale are not yet available from the new IT system, however, the team acknowledges that timescales, as published in our compliance and monitoring plan, have not been met. On a more positive note the team are now dealing with new requests in a timely manner and complaints to feedback have dropped off. It is worth highlighting that the planning enforcement function in this Council is delivered differently than in some others. Rather than the function being delivered by a single team, the enforcement team registers new enforcement cases, carries out the initial investigation, and then passes the case onto a planning officer for their view on the planning merits of the case. The case then goes back to the enforcement team for pursuing the action agreed with the planning officer. Legal services are also involved in the drafting of enforcement notices and prosecutions, should the case reach that stage. I highlight these dependencies because capacity in these teams has a direct impact on the delivery of the enforcement service and both have had their own challenges over recent years. In response to our current situation the team is undertaking a process review. The enforcement team have led the way in using the new planning software as a case management tool and are on the verge of a paperless environment system, subject to mobile working. The team are also looking to rebrand the service and review approaches to compliance and monitoring. A leaflet is being produced to better inform the public of what the team does. It is intended to publish monthly bulletins to inform the public on common planning issues that result in enforcement investigations with the aim of educating and thereby reducing workload. The enforcement officers have begun to draft decision instructions to speed up the process and relieve some of the pressure from the planning officers and the team leader has been drafting enforcement notices without reference to legal services, with their agreement. The team has been at the forefront of developing joint and closer working with colleagues in other services such as council tax, housing and environmental health and has been chosen to be part of a pilot collaboration as part of the transformation work. The team leader has been trained as a Financial Intelligence Officer under the Proceeds of Crime Act. The new team member is authorised under the Community Safety Accreditation Scheme and the other two team members are in the process of achieving the same. Drones are being considered corporately as an additional tool to assist in the work. All of these activities and measures are designed to improve our communication and interaction with the public and professionalise the team."

The Chief Executive advised that a summary of the rules for question time as contained in the Constitution would be circulated to all Members.

113. PERFORMANCE AND FINANCIAL MANAGEMENT QUARTER 3 OF 2019/20

Council considered the Performance and Financial Management report for Quarter 3 of 2019/20 to the Strategy and Resources Committee on 3 February 2020 (circulated previously).

(a) **Report of the Policy Development Committee**

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the Performance and Financial Management for Quarter 3 of 2019/20 (circulated previously).

In response to a question in relation to paragraph 4.1.3 of the report, the Head of Resources confirmed that the target included within the budget for salary vacancy savings had been exceeded.

(b) **Report of meeting of the Strategy and Resources Committee**

Councillor Worden, Chair of the Strategy and Resources Committee reported the recommendations of the Strategy and Resources Committee on the Performance and Financial Management for Quarter 3 of 2019/20 (circulated previously).

It was moved by Councillor Worden and seconded by Councillor D. Spear that "minute 93 (f) of the meeting of the Strategy and Resources Committee on 3 February 2020 be adopted".

RESOLVED that minute 93 (f) of the meeting of the Strategy and Resources Committee on 3 February 2020 be adopted.

114. REVIEW OF CHARGES AND FEES FOR SERVICES 2020/21

Council considered the Review of Charges and Fees for Services 2020/21 to the Strategy and Resources Committee on 3 February 2020 (circulated previously).

In response to questions, the Head of Resources advised that the Building Control fees had been considered by the Building Control Joint Committee and it was not recommended that the fees be increased as it was important that the service remained competitive.

Councillor Lane declared a personal interest as a builder.

(a) **Pannier Market Traders Committee consultation response**

Council considered the Pannier Market Traders Committee consultation response (circulated previously).

The Head of Resources advised that it was recommended that the 3% increase in Pannier Market fees (£5,000) be earmarked to be spent on the Pannier Market. The Council had committed to spend £0.5m to repair the roof to ensure that the market remained vibrant and to enable other types of events to be held there. The project had been included within the capital programme and would be delivered during 2020/21. The Barnstaple Vision work had also identified the Pannier Market as an important asset and it was anticipated that the Market would form part of the High Streets Fund bid.

Councillor York declared a personal interest as attended meetings of the Traders Committee in her own capacity.

In response to questions, the Head of Resources advised that it was proposed that the additional £5,000 income would be earmarked for planned maintenance, however this could be changed and ringfenced for an alternative use such as the refurbishment of the existing traders toilets. The savings achieved following the closure of the pannier market overnight was not available at the meeting, however the information could be forwarded to Members. The traders toilets were not open to the public. The provision of public toilets in the market would be the subject of a separate decision.

It was moved by Councillor York and seconded by Councillor Davis "that minute 94 of the meeting of the Strategy and Resources Committee held on 3 February 2020 be adopted subject to the additional £5,000 received from the increase in Pannier Market fees being earmarked and spent on the refurbishment of the existing traders toilets at the Pannier Market".

(b) **Report of meeting of Harbour Board**

Councillor Fowler, Chair of the Harbour Board presented the Board's report of the meeting held on 4 February 2020 (circulated previously).

Councillor Fowler declared a personal interest as a boat owner and trustee of the Yacht Club.

(c) **Report of the Policy Development Committee**

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the Review of Charges and Fees for 2020/21 (circulated previously).

(d) **Report of meeting of the Strategy and Resources Committee**

Councillor Worden, Chair of the Strategy and Resources Committee reported the recommendations of the Strategy and Resources Committee on the Review of Charges and Fees for Services 2020/21 (circulated previously).

Councillor Worden confirmed that he would take on board Councillor York's proposal in his motion. It was moved by Councillor Worden and seconded by Councillor D Spear "that minute 94 of the meeting of the Strategy and Resources Committee held on 3 February 2020 be adopted subject to the additional £5,000 received from the increase in Pannier Market fees being earmarked and spent on the refurbishment of the existing traders toilets at the Pannier Market".

RESOLVED that minute 94 of the meeting of the Strategy and Resources Committee held on 3 February 2020 be adopted subject to the additional £5,000 received from the increase in Pannier Market fees being earmarked and spent on the refurbishment of the existing traders toilets at the Pannier Market.

115. REVENUE BUDGET 2020/21, CAPITAL PROGRAMME AND MEDIUM TERM FINANCIAL STRATEGY 2020-2024

Council received a presentation by the Head of Resources regarding the Revenue Budget 2020/21, Capital Programme and Medium Term Financial Strategy 2020/24 and highlighted the following:

- Government settlement December 2019. The confirmed 2020-21 settlement (included the Rural Services Delivery Grant) was £3.317m. In cash terms this was £48,000 more than 2019/20 (1.5% increase) in line with last year. The Fair Funding Review had been delayed by one year until April 2021. The New Homes Bonus in-year allocation had been allocated for 2020/21 only. There were no legacy payments on the 2020/21 allocation. The Government was intending to consult on the future of housing incentive in Spring 2020 to move towards a new, targeted approach. The Rural Services Delivery Grant matched the 2019/20 level. Council Tax levels for District Councils could be increased by up to 2% or £5 whichever was higher. The referendum in relation to Council Tax levels for Town and Parish Councils had been deferred.
- The reduction in Government funding for 2012/13 to 2020/21. Funding had reduced from £28.1bn to £18.5bn (34%) to 2019/20. There were potential significant changes to core funding from the Government from 2021/22 onwards and the Council needed to put plans in place to become more commercial and improve efficiencies across the whole Council.
- Medium Term Financial Plan (2019-23) approved by Council in February 2019 was based on a number of financial assumptions about the future which included: funding from Central Government, retained Business Rates income and future

Council Tax levels, cost pressures and saving plans, and contributions to and from reserves (e.g. vehicle replacement). The forecast budget gap as at this time last year from 2021/22 onwards was outlined.

- New Homes Bonus changes introduced in 2017 and potential changes for 2021/22 year onwards.
- New Homes Bonus provisional level of funding to 2020/21. The level of funding for 2019/20 was £1,445,670. The Medium Term Financial Plan assumed £1.446m, therefore there was an additional £391,000. It was recommended that £250,000 be placed into a reserve for transformation and delivery of the corporate plan. For 2021/22 the projected income was £814,531, therefore was a potential reduction of over £1m funding on the current level. For 2022/23 the projected income was £434,860, therefore was a potential reduction of over £1.4m funding on the current level. There was uncertainty around future funding and design of the new scheme for 2021/22.
- The 2020/21 Business Rate retention forecast income was £1.986m. The 2020/21 draft budget (above baseline funding) included £1.658m income. Reform of Local Government funding from 2021/22 onwards.
- Local Government Finance funding reforms which included: Spending Review for the period 2021/22; a review of relative needs and resources; Business Rates retention pilots; Business Rates baseline reset; Fair Funding review; New Homes Bonus review; reforms to Local Government funding would change the level of resources available and impact on the revenue budget; indicative allocations would be announced in Autumn 2020.
- Council Tax levels for 2019/20 Band D properties had been increased by £5.33 (equivalent to 2.99%). For 2020/21 Rural Councils could increase levels by up to 2% or £5 (whichever higher). By increasing the level by £5 for 2020/21 would increase NDC's proportion of Council Tax for Band D properties from £183.35 to £188.35 (increase of 2.73%). Devon County Council could increase its proportion of Council Tax by up to 2% and an additional 2% for Adult Social care.
- Strategic Grants (Appendix B) – it had been recommended that the level of strategic grants not be reduced. The Medium Term Financial Plan supported the principle of a planned reduction for 2020/21 of around 9%, however the Government finance settlement had been slightly better than forecast, therefore no reduction was recommended for 2020/21.
- Draft Revenue Budget 2020/21 which included: cost pressures and savings; options to balance the budget and how it would be funded. Business rates retention and New Homes Bonus were both at risk of change for 2021/22 year onward.
- Draft Revenue Budget 2020/21 (Appendix A) showed a balanced budget and assumed:
 - o 2.73% (£5.00) increase in Council Tax (each 1% equated to circa £63,000).
 - o Strategic Grants have not been reduced as originally planned.
 - o Parish Grants removed following report and decision made by Strategy and Resources Committee on 4 November 2019 and replaced with new Climate and Environment Grants scheme for smaller Parish Councils outlined in January 2020.

- Additional one-off core Government funding placed into a Transformation Reserve to deliver the Corporate Plan.
- Reserves (Appendix C). General fund balance forecast level at 31 March 2021 was £1.161m (8.7% of net budget). The recommended level was between 5-10%. Earmarked reserves forecast level at 31 March 2021 was £3.336m. In compliance with the Local Government Act 2003, the Chief Financial Officer assured the Committee of the robustness of the estimates and the adequacy of the proposed financial reserves.
- Medium Term Financial Strategy 2020-24 was based on a number of financial assumption about the future which included: funding from Central Government; retained Business Rates income and future Council Tax levels; cost pressures and savings plans; and contributions to and from reserves (e.g. vehicle replacement). Paragraph 5.1.5.6 outlined the assumption on loss of core funding and New Homes Bonus. Paragraphs 5.1.5.8 and 5.1.5.11 in the report provided further detail on the budget gap and what was not included. Appendix D detailed the modelled financial projections.
- Capital Programme for 2019/20 to 2022/23. Investment plans for 2019/20 to 2021/22 totalled £31.276m. 5 business cases for capital funding had been submitted. The cost to the Council was £1.936m. The Project Appraisal Group had scored all of the business cases as “high”. The Watersports Centre potential funding bid had not been included and would be presented to a future Committee. Business cases had been submitted for the following projects:
 - o Online consultation software system
 - o ICT projects 22-23
 - o Vehicle replacement
 - o Boyton House re-furbishment
 - o Disabled Facility Grants
- The projects would be funded by earmarked reserves (£0.553m) and the borrowing need would increase by £1.383m.
- Future year borrowing costs had been included in the Medium Term Financial Plan. The borrowing costs would increase to £1.278m by 2023-24 (an increase of £0.578m). Borrowing costs increase would be offset by the Leisure Centre maintenance savings and new Leisure Centre contract revenue subsidy income (£0.496m). Without any further capital receipts in addition to the amount that had been forecast already, it was estimated that borrowing costs could increase to £1.480m in 2029-30 due to additional future year vehicle and ICT replacements.
- Draft Capital Programme (Appendix E). The total Capital Programme 2019-20 to 2022-23 was £34.191m which would be recommended to Council for approval on 26 February 2020.
- How the total Capital Programme 2019-20 to 2022-23 would be funded.
- Projected underlying need to borrow in accordance with the 10 year Capital Strategy.
- Risks identified that could affect financial plans.
- Timeline – Council at its meeting on 15 January 2020 approved the Council Tax base; the budget and capital programme had been considered by the Strategy and Resources Committee on 3 February 2020 and Policy Development Committee on 13 February 2020; Council on 26 February 2020 to consider the approval of the budget and capital programme and setting of Council Tax.

Council thanked the Head of Resources and his team for their work in producing a balanced budget for 2020/21.

In response to questions, the Head of Resources advised the following:

- The overall budget for the Chairman of the Council had decreased by £10.
- A review of the relative needs and resources would form part of the Government's Fair Funding review. A review of Business rates retention and New Homes Bonus would be included within the Fair Funding Review. It had been assumed that the Council would receive less funding from the Government in the future.
- Employees and associated costs within the budget had been reallocated from the Ilfracombe and South Molton Community Offices to the core Corporate Communications team. There had been no reduction in the number of employees.
- The increase in budget for the Senior Management Team was due to an inflationary increase and in central recharges and other costs. There had been no increase in the number of employees.
- Car park income had increased by approximately £50,000. Car parks expenditure had increased slightly due to the increase in costs for supplies, machine costs and maintenance.
- Corporate Communications costs had increased as a result of staff transferring from the South Molton and Ilfracombe Community offices. There was not an increase in costs overall for Corporate Communications.
- The overspend of £80,000 within the Waste and Recycling Service was as a result of the decrease in the value of recyclable materials and the inefficiencies of the Trade Waste service. A review of the Trade Waste service was in the process of being undertaken with the aim to make the service more efficient, optimise rounds to increase capacity to generate more income and improve customer satisfaction. Reports would be brought forward for consideration in due course.
- Planning fees were set nationally. The number of larger planning applications received had decreased, which had resulted in a reduction in income.
- The forecast reduction of costs from the CCTV service was a result of the planned creation of a CCTV hub during 2020/21 which would change how the service was delivered and reduce costs. The Town Centre Manager had presented a report to the Strategy and Resources Committee in September 2019. Once the timeline had been determined, Members would be informed.
- The timing of any future borrowing was dependent on how the authority managed its treasury activity and due to current low interest rates and reduced returns on investments it was prudent for the Council to 'internally borrow' and use these monies to fund the Capital Programme.

The Chief Executive advised that a briefing for Members would be arranged prior to the next meeting of Council on 1st April 2020 to provide an update on the progress of delivery of the Council's corporate priorities.

(a) **Report of the Policy Development Committee**

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the Revenue Budget 2020/21, Capital Programme and Medium Term Financial Strategy 2020-24 (circulated previously).

(b) **Report of meeting of the Strategy and Resources Committee**

Councillor Worden reported the recommendations of the Strategy and Resources Committee on the Revenue Budget 2020/21, Capital Programme and Medium Term Financial Strategy 2020-24 (circulated previously).

Council noted that in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which came into force on 25 February 2014 and that the Constitution, Council was required to take a recorded vote when setting its budget and Council Tax.

It was moved by Councillor Worden and seconded by Councillor Prowse "that the recommendation in minute 95 (f) to (i) of the meeting of the Strategy and Resources Committee held on 3 February 2020 in relation to the Revenue Budget 2020/21, Capital Programme and Medium Term Financial Strategy 2020-24 be adopted".

Voting on the motion:

Voting for the motion:

Councillors Barker, Biederman, Bushell, Campbell, Cann, Chesters, Crabb, Davies, Fowler, Gubb, Henderson, Hunt, Jenkins, Knight, Lane, Leaver, Ley, Lofthouse, Lovering, Luggar, Mack, Mackie, Prowse, Roome, D. Spear, L. Spear, Topham, Topps, Tucker, Turton, Walker, Wilkinson, Worden, Yabsley and York.

Voting against the motion:

None.

Voting against the motion:

None.

Totals: 35 For, 0 Against and 0 Abstained.

The motion was carried.

RESOLVED that the recommendation in minute 95 (f) to (i) of

the meeting of the Strategy and Resources Committee held on 3 February 2020 in relation to the Revenue Budget 2020/21, Capital Programme and Medium Term Financial Strategy 2020-24 be adopted.

116. TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21

Council considered the Treasury Management Strategy Statement 2020/21 report to the Strategy and Resources Committee on 3 February 2020 (circulated previously).

(a) **Report of the Policy Development Committee**

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the Treasury Management Strategy Statement 2020/21 (circulated previously).

(b) **Report of meeting of the Strategy and Resources Committee**

Councillor Worden, Chair of the Strategy and Resources Committee reported the recommendations of the Committee on the Treasury Management Strategy Statement 2020/21 (circulated previously).

It was moved by Councillor Worden and seconded by Councillor Roome that "minute 99 of the Strategy and Resources Committee held on 3 February 2020 in relation to the Treasury Management Strategy Statement 2020/21 be adopted".

RESOLVED that minute 99 of the Strategy and Resources Committee held on 3 February 2020 in relation to the Treasury Management Strategy Statement 2020/21 be adopted.

117. 10 YEAR CAPITAL STRATEGY 2020-2030

Council considered the 10 Year Capital Strategy 2020-2030 report to the Strategy and Resources Committee on 3 February 2020 (circulated previously).

(a) **Report of the Policy Development Committee**

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the 10 Year Capital Strategy 2020-2030 (circulated previously).

(b) **Report of meeting of the Strategy and Resources Committee**

Councillor Worden reported the recommendations of the Strategy and Resources Committee on the 10 Year Capital Strategy 2020-2030 (circulated previously).

It was moved by Councillor Worden and seconded by Councillor Prowse that “minute 100 of the Strategy and Resources Committee held on 3 February 2020 in relation to the 10 Year Capital Strategy 2020-2030 be adopted”.

RESOLVED that minute 100 of the Strategy and Resources Committee held on 3 February 2020 in relation to the 10 Year Capital Strategy 2020-2030 be adopted.

118. COUNCIL TAX RESOLUTIONS 2020/21

Council considered a report by the Head of Resources (circulated previously) regarding the Council Tax Resolution 2020/21.

The Head of Resources advised that since publication of the agenda, Devon County Council had met on 20 February 2020 and approved a Council Tax increase of 3.99% (included 2% for adult social care services) and Devon and Somerset Fire and Rescue Authority had met on 18 February 2020 and approved a Council Tax increase of 1.99%.

Council noted that in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which came into force on 25 February 2014 and the Constitution, Council was required to take a recorded vote when setting its budget and Council Tax.

It was moved by Councillor Henderson and seconded by Councillor Lane “that the formal Council Tax Resolutions for 2020/21 as set out in Appendix A of the report be approved.”

Voting on the motion

Voting for the motion:

Councillors Barker, Biederman, Bushell, Campbell, Cann, Chesters, Crabb, Davies, Fowler, Gubb, Henderson, Hunt, Jenkins, Knight, Lane, Leaver, Ley, Lofthouse, Lovering, Luggar, Mack, Mackie, Prowse, Roome, D. Spear, L. Spear, Topham, Topps, Tucker, Turton, Walker, Wilkinson, Worden, Yabsley and York.

Voting against the motion:

None.

Abstained from voting:

None.

Totals: 35 For, 0 Against and 0 Abstained.

The motion was therefore carried.

RESOLVED that the formal Council Tax Resolutions for 2020/21 as set out in Appendix A of the report be approved.

119. PUBLIC SPACES PROTECTION ORDER IN AND AROUND ILFRACOMBE HARBOUR

Council considered a report by the Harbourmaster (circulated previously) regarding Public Spaces Protection Order in an around Ilfracombe Harbour.

It was moved by Councillor Fowler and seconded by Councillor Wilkinson “that North Devon Council makes a Public Spaces Protection Order for a period of 3 years in relation to Ilfracombe Harbour and roads adjacent to it, as per the Order attached at Appendix A”.

In response to a question regarding the previous decision made by Council, the Chief Executive advised that if the issuing of £100 penalty notices were referred to the Harbour Board for consideration, then there would be no sanction. He advised that the wording of the letters sent to all boat owners clarifying the Council’s position regarding enforcement was included within the decision made by Council at its meeting in March 2019.

The decision made by Council on 13 March 2019 was read to Council.

In response to a question, the Harbourmaster advised that no fixed penalty notices had been issued within the past year.

RESOLVED that North Devon Council makes a Public Spaces Protection Order for a period of 3 years in relation to Ilfracombe Harbour and roads adjacent to it, as per the Order attached at Appendix A.

120. DEVON COUNTY COUNCIL/NORTH DEVON COUNCIL RESPONSE TO THE CLIMATE DECLARATION

Council considered a report by the Lead Member for Climate Change (circulated previously) regarding Devon Council Council/North Devon Council’s response to the Climate Declaration.

The Lead Member for Climate Change brought Council’s attention to the Climate Week which was taking place 21-28 March 2020 and advised that a dedicated email address had been set up climate@northdevon.gov.uk.

121. APPOINTMENT OF A DEVON DISTRICT COUNCIL REPRESENTATIVE ON THE LOCAL ENTERPRISE PARTNERSHIP SCRUTINY COMMITTEE

The Chief Executive advised that the Heart of Local Enterprise Partnership had appointed a Joint Scrutiny Committee with representatives from Devon and

Somerset Local Authorities. There were currently 17 Members that sat on the Joint Committee and one vacancy for a non-Executive District representative from the Devon Districts Forum. A representative from West Devon Borough Council and East Devon District Council had been sought, however no representative had been nominated to date. It was recommended that a Member be nominated to the Devon District Forum to fill the vacancy subject to the position not being filled by a Member from West Devon Borough Council or East Devon District Council.

It was moved by Councillor Worden and seconded by Councillor Tucker “that Councillor Prowse be nominated to the Devon District Forum to fill the vacancy on the Local Enterprise Partnership Scrutiny Committee subject to the position not being filled by a Member from West Devon Borough Council or East Devon District Council”.

The Chief Executive advised that at the next Council meeting, a briefing would be provided on the strategic roles of external bodies such as the Local Enterprise Partnership and Heart of South West.

RESOLVED that Councillor Prowse be nominated to the Devon District Forum to fill the vacancy on the Local Enterprise Partnership Scrutiny Committee subject to the position not being filled by a Member from West Devon Borough Council or East Devon District Council.

122. MINUTES OF COMMITTEES

(a) **Building Control Joint Committee**

RESOLVED that the following minutes of the Building Control Joint Committee (circulated previously) be noted and adopted as follows:

(i) 23 January 2020

(b) **Governance Committee**

RESOLVED that the following minutes of the Governance Committee (circulated previously) be noted and adopted as follows:

(i) 7 January 2020

(c) **Harbour Board**

RESOLVED that the following minutes of the Harbour Board (circulated previously) be noted and adopted as follows:

(i) 4 February 2020

Minute 42: Ilfracombe Harbour – Charges Review 2020-21
(NOTE: This recommendation had been considered under minute 114 (b) on the agenda)

(d) **Licensing and Community Safety Committee**

RESOLVED that the following minutes of the Licensing and Community Safety Committee (circulated previously) be noted and adopted as follows:

(i) 14 January 2020

(e) **Policy Development Committee**

RESOLVED that the following minutes of the Policy Development (circulated previously) be noted and adopted as follows:

(i) 9 January 2020

(ii) 13 February 2020

(f) **Strategy and Resources Committee**

RESOLVED that the following minutes of the Strategy and Resources Committee (circulated previously) be noted and adopted as follows:

(i) 6 January 2020

(i) Minute 86 (c): Approval and Release of Section 106 Space Funds – Instow and Braunton

(ii) 3 February 2020

(i) Minute 98 (d): Approval and Release of Section 106 Space Funds – Berrynarbor.

(ii) Minute 101: Council Tax Discounts

Chair

The meeting ended at 8.41 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of Council.

NORTH DEVON COUNCIL

COUNCIL: 22 JULY 2020

LEADER'S REPORT

It seems an age since the last Full Council meeting and so much has happened as the Council has reacted to the complex challenges of the Coronavirus pandemic. We live in unprecedented times. To begin with Malcolm Prowse and I were attending daily Senior Management Team meetings in order to keep up updated with reports from government or agency virtual meetings and any new information which was coming out each day.

These meetings have gradually been reduced recently as the operational side of the council was put in place to facilitate the new circumstances we are now working within. The Council developed a process for redeploying staff from across the organisation into critical frontline services in order to improve resilience. Examples include personnel being redeployed into customer services, the finance team and waste and recycling team to maintain our front line services. This has proved effective with, for example, the waste and recycling team and those issuing business grants having received many plaudits from the public. Although many services have continued of necessity to operate from BEC and Lynton House, 260 staff have been working from home thanks to the hard work of the ICT team and only a small number of staff were furloughed where services were stopped altogether such as car parks, museum and the pannier market.

When lockdown was announced we changed the way we provide services moving away from face to face customer contact to appointment only (and only in emergencies). The most notable changes have been to customer contact services, with the majority of services now being provided by telephone, video conferencing and via the Council website. Our Communications team have been very active in updating our Covid 19 advice on our website and social media and in issuing press statements. The local and national press have been very interested in what is happening in North Devon with many senior management members, councillors including myself being interviewed on a regular basis.

The Head of Resources and the finance team have been extremely busy paying out grants to small businesses in North Devon. We have now paid out around £42 million to 3700 businesses in grants. The finance team are continuing to pro-actively make direct contact with the eligible businesses who have not yet applied (at the time of writing about 200) to direct them onto the website to submit a form. The separate discretionary grant scheme is being administered by our Economic Development team (total fund of £2.3million available) and went live early June; to date the council have awarded 214 grants worth £1.3million from this fund. We worked with the other District Councils in Devon to draw up the criteria for administering these grants which are designed primarily to help those businesses who missed out on the original grant scheme. Hopefully these grants will help many of our small businesses survive. Alongside paying

out grants, the Revenues and Benefits team provided business rates relief through the expanded retail hospitality and leisure discount which saw £20.5million relief going to 1,174 businesses. These businesses were all re-billed with no business rates to pay for 2020-21 year.

We have endeavoured to support the most vulnerable in North Devon by coordinating the community hub on our website, financially supporting the North Devon Foodbanks, delivering food parcels (carried out mainly by our car park wardens who volunteered to do this task), phoning and making contact with everyone in North Devon on the government's 'shielded' list (those with specific medical conditions which put them most at risk) and with others who contacted the Council to request help. For example, we have worked with other organisations such as the County Council, One Northern Devon and Encompass to provide help where needed. Councillors provided part of their community grants to help organisations involved in helping the most vulnerable and the Council Tax Hardship Fund awarded £560,000 to 3,715 council tax payers to provide an additional £150 reduction off council tax bills for those in receipt of council tax support.

Throughout the Council has continued to meet its statutory requirements with regards to homelessness and the provision of emergency housing support. The Housing and Homelessness teams maintained a presence in Lynton House throughout to provide this service, with the virus leading to increased numbers of people requiring emergency accommodation. The demand continues to increase as more people find themselves without sufficient income to pay for their current accommodation and while others struggle with relationship stresses not helped by the coronavirus lockdown. This is going to be a financial challenge for the council as we try to accommodate those who would otherwise be on the streets.

Throughout the pandemic we have been having a large number of meetings with government ministers, the District Council Network, Devon Team (District Council leaders and the County Council), the HotSW, the LEP and the Greater South West Council leaders, the Local Resilience Forum and the M.P. etc. Through these meetings we have been able to raise our concerns about the tourist industry and influx of tourists, the progress of Brexit negotiations, the viability of leisure centres and our theatres, the often confusing government messages and guidelines etc. Our Chief Executive has been taking a leading role in areas such as the problem of homelessness at the Devon meetings and nationally and in the Great South West regarding leisure facilities. As leader I have written to our M.P. about the concern over leaving the EU without a trade agreement and to Robert Jenrick regarding the need for new builds to incorporate technologies to help prevent global warming. I have also spoken direct to Simon Clarke regarding the challenges facing the economy of North Devon and our concerns about the financial needs of this council. Indeed we along with other council leaders have raised the issue of council finances at every opportunity. By the end of July we estimated that NDC will have lost £3,129,556 in income and forecast additional costs of £591,660 because of Covid 19. The government has given us £1,018,008 leaving us with a shortfall of around £2,703,208. The latest round of promises from the government

will assist towards filling this gap but exactly how much we will receive has not been confirmed at the time of writing and will still leave us with a considerable hole in our budget moving forwards. It is likely, therefore, that we will need to produce a short and medium term new budget in the autumn.

We have re-introduced charging in all NDC car parks, and initially we did so with no cash payment facilities to reduce the spread of Covid. We promoted the RingGo service heavily, absorbing the 20p charge previously paid for by customers and took away the £3.30 minimum payment for card payments so debit or credit cards could be used for shorter stays where we have card-enabled machines. It's fair to say we had a few teething problems going cashless and we needed to reverse that decision but we are exploring some other ways people who really struggle to go cashless may do so more easily in the future. At the same time we want to review our whole charging system.

With all the challenges, responsibilities and extra meetings it has inevitably disrupted our programme of transforming the council and moving forward with our corporate plan. As was stated at the recent briefing concerning the draft copy of the peer review we now need to review where we are and assess the implications of where we aspire to be. So the Head of Place has been working with partners on a recovery plan with a theme of stronger, fairer and greener. Incorporated within this is a vision of where we wish to be by 2030. This proposal should be thoroughly examined not only by the Council but also by North Devon Futures, North Devon Plus and other partners and we need to find capacity to implement what we agree. It will give us the opportunity of re-examining our corporate priorities, consulting the public and probably redesigning our staffing structure to ensure we have the capacity to deliver on the above.

Already we have submitted to the LEP a number of projects which we hope will be successful in attracting additional funding. These include the Watersports Centre at Ilfracombe, Westacott HIF, Ilfracombe HIF, EA Flood Management, Barnstaple plus new projects such as Ilfracombe Urban Renewal, Digital Biosphere, Smarter Carbon, New Road and Cycle Link to Larkbear. In addition at the end of the month we will be submitting to government our bid for the High Street Fund for Barnstaple.

Now that we are in the recovery stage we are consulting with those who have been working from home during the pandemic to ascertain whether this will become the norm or whether returning to the office full or part time offers the best way forwards. Thanks are due to the staff who have coped with the change in circumstances and to those who have put the necessary safety measures in place for those who will be returning to our offices. At some point we will need to consider whether we continue with all our council meetings via Teams or when it is safe to do so, have some of them face to face. The customer services and IT teams have made what twelve months ago may have been seen as impracticable become a reality.

As you will be aware there were some issues with people flocking to the beach during the glorious weather of the bank holiday. This caused problems because many facilities

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were not open. Our Lead Member for coastal communities chaired a webinar with our officers and many tourist businesses to find out the issues they are particularly concerned about in our hospitality industry. Now with most of the facilities open again we can expect a continual influx of tourists for the next few months. With the pubs and restaurants and other facilities being reopened there is always the fear that we could have a spike in infections of Covid 19. Consequently I have asked Phil Norrey and the County Council to put on a webinar so members are aware of the steps which are planned to be taken if this does occur. We have been fortunate in having had a relatively low number of cases but we have many senior and vulnerable citizens so it is important to take as many safety precautions as possible.

Finally I would like to put on record that I have seen how incredibly hard the senior management team has been working and I would like to thank them and indeed all our staff on behalf of all of us on ensuring that we have continued to provide services throughout these challenging times.

David Worden

11th July 2020

Statutory Pay Policy

NORTH DEVON COUNCIL

REPORT TO: COUNCIL

TOPIC Statutory Pay Policy 2020

DATE 22nd July 2020

Report By: HR Manager

1. INTRODUCTION

- 1.1 This report details the Council's Statutory Pay Policy, which under Section 38 of the Localism Act 2011 must be agreed annually by Full Council.

2. RECOMMENDATIONS

- 2.1 That the report, its Appendix and Annex thereto, be approved.

3. REASONS FOR RECOMMENDATIONS

- 3.1 There is a statutory requirement for Full Council to agree a Statutory Pay Policy each year.

4. REPORT

- 4.1 The attached draft Statutory Pay Policy Statement sets out the background to this matter and details the Council's policy which, subject to the agreement of members, will be published on the Council's web site.
- 4.2 The Annex to the draft Statutory Pay Policy Statement details the remuneration arrangements of the Chief Officers concerned.

5. COST IMPLICATIONS

- 5.1 There are no changes proposed to existing remuneration arrangements and therefore no immediate resource implications. Failure to publish a Statutory Pay Policy would leave the Council open to challenge and the opportunity costs associated with dealing with enquiries for information which would otherwise be available online.

6. EQUALITY AND HUMAN RIGHTS

- 6.1 Please refer to paragraph 7.1 of the attached Statutory Pay Policy Statement.

Statutory Pay Policy

7. CONSTITUTIONAL CONTEXT

Article and paragraph	Appendix & paragraph	Referred or delegated power?	A key decision?	In the Forward Plan?
Article 4	Part 2 Para 4.5.18	Delegated		

8. STATEMENT OF INTERNAL ADVICE

- 8.1 I have shared this report with Senior Management Team.
- 8.2 Financial Services have provided the figures for Annex A to the Statutory Pay Policy Statement.

9. STATEMENT OF CONFIDENTIALITY

- 9.1 There is no reason for this report to remain confidential.

10. BACKGROUND PAPERS

- 10.1 Localism Act 2011.
- 10.2 2019 report to Council by Human Resources Manager, Statutory Pay Policy Statement & Annex thereto.

Author: Nikki Gordon

Date: 9th July 2020

Statutory Pay Policy

North Devon Council

Pay Policy Statement for Chief Officers - 2020

1 Purpose and scope of the Policy

- 1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a statutory Pay Policy Statement for 2012/13 and for each financial year after that.
- 1.2 In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.
- 1.3 This Pay Policy Statement applies specifically to chief officers (a term which includes both statutory and non-statutory chief officers) and addresses the legal requirement to set out how the policy for agreement of chief officer remuneration differs to that of other Council employees. For the purposes of this Statement this includes:
 - **Head of Paid Service (the Chief Executive Officer)**
 - **Heads of Service including Section 151 Officer responsibilities and Monitoring Officer responsibilities**
- 1.4 The Hutton Report outlined that the most appropriate metric for pay dispersion is the multiple of chief executive to median earnings. Tracking this multiple will ensure public service organisations are accountable for the relationship between the pay of their executives and the wider workforce. Through this pay policy statement North Devon Council will track this multiple annually and will also publish the following information (please see Annex A) :
 - the level and elements of remuneration for each chief officer;
 - the remuneration of the lowest paid employees;
 - the relationship between the remuneration of its chief officers and other officers;
 - other specific aspects of chief officer remuneration.

2 Terms Explained

Spot salaries – these are salaries which are a specific sum and are not related to a grade with increasing levels of pay.

Pay multiple – this is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the Head of Paid Service compared to median earnings and the lowest paid in the organisation.

Job Evaluation Scheme – North Devon Council uses the Inbucon scheme. It is a systematic process for defining the relative worth or value of jobs. It provides an objective basis for determining a rational pay structure.

3 Specific Policy Areas

- 3.1 The Joint Negotiating Committee has previously emphasised that ‘it is good governance that local authorities can demonstrate that decisions on pay and reward packages for chief executives and chief officers have been made in an open and accountable way.’
- 3.2 Salaries below Head of Paid Service are subject to North Devon Council’s Job Evaluation Scheme.
- 3.3 The salary of the Head of Paid Service is a ‘spot salary’ and this has been and will continue to be agreed through an accountable and transparent process. Salary levels will be consistent with similar organisations which aim to pay according to median salaries. There will be due regard to balance the need to ensure value for money but enable North Devon Council to recruit and retain high quality chief officers in the context of national, regional and local labour markets.
- 3.4 In determining the remuneration package for appointments to Head of Paid Service, the Governance Committee will take independent pay advice from South West Regional Services or similar. The Governance Committee will then make recommendations which will be subject to the approval of Full Council.
- 3.5 The Governance Committee may recommend to Full Council changes to the remuneration package following any review. Any changes to the remuneration packages will be subject to Full Council approval.
- 3.6 Full Council will need to approve severance packages of £100,000 or more.
- 3.7 Salary increases in relation to cost of living will be made in line with National Joint Council recommendations.
- 3.8 At present, there are no additional payments made to senior officers which specifically relate to performance such as performance bonuses; neither is there an element of pay which can be enhanced for performance.

- 3.9 Any termination payments to chief officers on ceasing office will comply with North Devon Council's Redundancy and Early Retirement Policies.
- 3.10 Additional payments are made by Central Government to officers carrying out additional duties at elections. These payments are not within the scope of this policy.
- 3.11 Through this policy the pay multiple of the Head of Paid Service will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the Head of Paid Service be greater than 10, this will be reported by the Leader of the Council to Full Council for consideration.
- 3.12 Because of the specific structure within the Council, the Head of Paid Service manages a number of functions, and so the salary levels of only the Head of Paid Service and the Heads of Service are included in the Pay Policy Statement as an example. The Senior Solicitor is also included as he is the Monitoring Officer and this is a statutory position.

4 Outcomes

- 4.1 In introducing this policy North Devon Council will ensure that the process for setting pay at a senior level is transparent. This policy will be reviewed annually to track the relationship of chief officer pay with the rest of the workforce.

5 Who is responsible for delivery?

- 5.1 The HR Manager is responsible for the delivery of this policy.

6 Performance Monitoring

- 6.1 Annual monitoring of this policy will take place in February/March.

7 Equality Impact Considerations

- 7.1 The principles of equal pay are integral to this policy. 'Equal work' is defined as:

- like work where the woman and the man are doing the same job; or
- work rated as equivalent where the two jobs are different but have been evaluated by the employer's job evaluation scheme (JES) at the same level/grade; or
- work of equal value where the jobs are again different but an argument is made that both jobs should be regarded as being of equal value or worth.

8 **Related Legislation, Guidance and Policies**

- Equal Pay Act
- Equality Act 2010
- Localism Act 2011
- Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- Local Government Pension Scheme (Administration) Regulations 2008
- Local Government Pension Scheme Regulations 2013
- Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014
- Accounts and Audit (Amendment)(Regulations) 2011
- Code of Practice on Data Transparency 29.9.2011
- Hutton Review of Fair Pay in the Public Sector
- Department of Communities and Local Government Guidelines
- Local Government Association Guidelines
- Redundancy and Redeployment Policy
- Early Retirement Policy
- Pension Discretions Policy
- Pay Policy
- Expenses Policy
- Nationally Agreed Subsistence Rates

Annex A

1. The levels and elements of remuneration for each chief officer are :

Post Title	Remuneration	Allowances
Head of Paid Service	£91,800 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Head of Service x 3	£52,009 - £56,928 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Senior Solicitor and Monitoring Officer (not Chief Officer)	£41,675 - £50,365 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage

2. The full time remuneration of the lowest paid employee (not including Apprentices):

Post Title	Remuneration	Allowances
CCTV Control Room Operator	£18,065 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage

3. The multiplier of the remuneration of the chief officer and other officers based upon taxable earnings :

Post Title	Total Remuneration
Annual median pay of all employees	£21,589 p.a.
Pay multiple of Head of Paid Service to median	4.25
Pay multiple of Head of Paid Service to lowest paid full time employee (Not including Apprentices)	5.08
Annual mean pay of all employees	£22,765 p.a.

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North Devon Council

Pay Policy Statement for Chief Officers - 2020

1 Purpose and scope of the Policy

1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a statutory Pay Policy Statement for 2012/13 and for each financial year after that.

1.2 In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

1.3 This Pay Policy Statement applies specifically to chief officers (a term which includes both statutory and non-statutory chief officers) and addresses the legal requirement to set out how the policy for agreement of chief officer remuneration differs to that of other Council employees. For the purposes of this Statement this includes:

- **Head of Paid Service (the Chief Executive Officer)**
- **Heads of Service including Section 151 Officer responsibilities and Monitoring Officer responsibilities**

1.4 The Hutton Report outlined that the most appropriate metric for pay dispersion is the multiple of chief executive to median earnings. Tracking this multiple will ensure public service organisations are accountable for the relationship between the pay of their executives and the wider workforce. Through this pay policy statement North Devon Council will track this multiple annually and will also publish the following information (please see Annex A) :

- the level and elements of remuneration for each chief officer;
- the remuneration of the lowest paid employees;
- the relationship between the remuneration of its chief officers and other officers;
- other specific aspects of chief officer remuneration.

2 Terms Explained

Spot salaries – these are salaries which are a specific sum and are not related to a grade with increasing levels of pay.

Pay multiple – this is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the Head of Paid Service compared to median earnings and the lowest paid in the organisation.

Job Evaluation Scheme – North Devon Council uses the Inbucon scheme. It is a systematic process for defining the relative worth or value of jobs. It provides an objective basis for determining a rational pay structure.

3 Specific Policy Areas

- 3.1 The Joint Negotiating Committee has previously emphasised that ‘it is good governance that local authorities can demonstrate that decisions on pay and reward packages for chief executives and chief officers have been made in an open and accountable way.’
- 3.2 Salaries below Head of Paid Service are subject to North Devon Council’s Job Evaluation Scheme.
- 3.3 The salary of the Head of Paid Service is a ‘spot salary’ and this has been and will continue to be agreed through an accountable and transparent process. Salary levels will be consistent with similar organisations which aim to pay according to median salaries. There will be due regard to balance the need to ensure value for money but enable North Devon Council to recruit and retain high quality chief officers in the context of national, regional and local labour markets.
- 3.4 In determining the remuneration package for appointments to Head of Paid Service, the Governance Committee will take independent pay advice from South West Regional Services or similar. The Governance Committee will then make recommendations which will be subject to the approval of Full Council.
- 3.5 The Governance Committee may recommend to Full Council changes to the remuneration package following any review. Any changes to the remuneration packages will be subject to Full Council approval.
- 3.6 Full Council will need to approve severance packages of £100,000 or more.
- 3.7 Salary increases in relation to cost of living will be made in line with National Joint Council recommendations.
- 3.8 At present, there are no additional payments made to senior officers which specifically relate to performance such as performance bonuses; neither is there an element of pay which can be enhanced for performance.

- 3.9 Any termination payments to chief officers on ceasing office will comply with North Devon Council's Redundancy and Early Retirement Policies.
- 3.10 Additional payments are made by Central Government to officers carrying out additional duties at elections. These payments are not within the scope of this policy.
- 3.11 Through this policy the pay multiple of the Head of Paid Service will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the Head of Paid Service be greater than 10, this will be reported by the Leader of the Council to Full Council for consideration.
- 3.12 Because of the specific structure within the Council, the Head of Paid Service manages a number of functions, and so the salary levels of only the Head of Paid Service and the Heads of Service are included in the Pay Policy Statement as an example. The Senior Solicitor is also included as he is the Monitoring Officer and this is a statutory position.

4 Outcomes

- 4.1 In introducing this policy North Devon Council will ensure that the process for setting pay at a senior level is transparent. This policy will be reviewed annually to track the relationship of chief officer pay with the rest of the workforce.

5 Who is responsible for delivery?

- 5.1 The HR Manager is responsible for the delivery of this policy.

6 Performance Monitoring

- 6.1 Annual monitoring of this policy will take place in February/March.

7 Equality Impact Considerations

- 7.1 The principles of equal pay are integral to this policy. 'Equal work' is defined as:

- like work where the woman and the man are doing the same job; or
- work rated as equivalent where the two jobs are different but have been evaluated by the employer's job evaluation scheme (JES) at the same level/grade; or
- work of equal value where the jobs are again different but an argument is made that both jobs should be regarded as being of equal value or worth.

8 **Related Legislation, Guidance and Policies**

- Equal Pay Act
- Equality Act 2010
- Localism Act 2011
- Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- Local Government Pension Scheme (Administration) Regulations 2008
- Local Government Pension Scheme Regulations 2013
- Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014
- Accounts and Audit (Amendment)(Regulations) 2011
- Code of Practice on Data Transparency 29.9.2011
- Hutton Review of Fair Pay in the Public Sector
- Department of Communities and Local Government Guidelines
- Local Government Association Guidelines
- Redundancy and Redeployment Policy
- Early Retirement Policy
- Pension Discretions Policy
- Pay Policy
- Expenses Policy
- Nationally Agreed Subsistence Rates

Annex A

1. The levels and elements of remuneration for each chief officer are :

Post Title	Remuneration	Allowances
Head of Paid Service	£91,800 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Head of Service x 3	£52,009 - £56,928 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Senior Solicitor and Monitoring Officer (not Chief Officer)	£41,675 - £50,365 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage

2. The full time remuneration of the lowest paid employee (not including Apprentices):

Post Title	Remuneration	Allowances
CCTV Control Room Operator	£18,065 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage

3. The multiplier of the remuneration of the chief officer and other officers based upon taxable earnings :

Post Title	Total Remuneration
Annual median pay of all employees	£21,589 p.a.
Pay multiple of Head of Paid Service to median	4.25
Pay multiple of Head of Paid Service to lowest paid full time employee (Not including Apprentices)	5.08
Annual mean pay of all employees	£22,765 p.a.

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Open

NORTH DEVON COUNCIL

REPORT TO: COUNCIL
DATE: 22ND JULY 2020
TOPIC: OUTSIDE BODIES – REPORT OF APPOINTEES
REPORT BY: CHIEF EXECUTIVE

1 INTRODUCTION

1.1 The purpose of this report is to receive reports from appointees to Outside Bodies to improve the Council’s knowledge of and communications with outside bodies.

2 RECOMMENDATIONS

2.1 To note the reports from appointees to Outside Bodies.

3 REASONS FOR RECOMMENDATIONS

3.1 To improve the Council's knowledge of and communications with outside bodies by requiring reports from appointees.

4 REPORT

4.1 In accordance with the report presented to Annual Council meeting on 16th May 2020, all appointees to Outside Bodies are required to report back to Council at appropriate intervals, usually annually.

4.2 Reports from appointees have been received and are attached as an appendix to this report.

5 CONSTITUTIONAL CONTEXT

Part or Appendix and paragraph	Referred or Delegated power?
Council Procedure Rules Part 4, Para 1.2.7	Delegated

7. STATEMENT OF CONFIDENTIALITY

7.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

8. BACKGROUND PAPERS

8.1 The following background papers were used in the preparation of this report: ○ Report to Council on 16th May 2019.

The background papers are available for inspection and kept by the author of the report.

9 STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and officers.

Author: Ken Miles/Bev Triggs Date: 14/07/20

Reference: 2020.07.22 Outside Bodies report

Agenda Item 15a

Appendix A

Outside Body	Number of Representative(s)	Report Received	(Name of Member)
Barnstaple and District Chamber of Commerce	1	To be tabled.	Hunt
Barnstaple Town Centre Management	2	Yes.	Topps and Leaver
Barnstaple Youth House Association	1	No.	Orange
Braunton Marsh Internal Drainage Board	3	Yes.	Chesters, Crabb and Wilkinson
The Bridge Trust	2	Meeting on the 10 th March was cancelled.	Biederman and Prowse
Chulmleigh Town Hall Committee	1	Yes.	Davies
Citizen's Advice Bureau (Torridge, North Devon, Mid Devon and Bude)	1	Yes.	Walker
Combe Martin Business Association	1	Yes	Gubb
Campaign for the Protection of Rural England (CPRE)	1	No.	Luggar
Devon and Cornwall Police Crime Panel	1	Yes.	Biederman
Devon Districts Forum	2 (1 Member and 1 Officer)	Yes.	Worden (and Head of Paid Service)
Devon Rail Forum (formerly Devon and Exeter Rail Project Working Party)	1	No.	Mack

Agenda Item 15a

Appendix A

Outside Body	Number of Representative(s)	Report Received	(Name of Member)
Devon Waste Reduction and Recycling Committee	1	Yes. (Strategic waste committee)	Pearson
District Council's Network Assembly	1	Yes.	Worden (Substitute, Prowse)
Exmoor National Park Authority	2	Yes.	Patrinos and Ley
Go North Devon	1	Yes.	York
Ifracombe and District Tourism Association	1	Yes.	Fowler
Local Government Association (General Assembly)	1	No.	Bushell
Local Government Association Coastal Special Interest Group	2	Yes.	Leaver and Wilkinson
North Devon Against Domestic Abuse	1	No.	Orange
Northern Devon Areas of Outstanding Natural Beauty	1	Yes.	Wilkinson
North Devon Athenaeum	1	No meeting information has been passed on to Cllr York since appointment .	York
North Devon Biosphere	1	Yes.	D. Spear
Northern Devon Growth Board	1	Not met this year.	Prowse
North Devon County Locality Committee	2	Yes.	Knight, D.Spear
North Devon Highways and Transport Orders Committee	3	Yes.	Cann, Knight and D. Spear

Agenda Item 15a

Appendix A

Outside Body	Number of Representative(s)	Report Received	(Name of Member)
North Devon +	2	Yes.	Prowse and Worden
North Devon Voluntary Services	1	To be tabled.	Hunt
One Barnstaple	1	Yes.	York
One Ilfracombe	1	Yes	Fowler
Safer North Devon Community Safety Partnership Board	1	Yes.	Leaver
South West Provincial Council for Local Authority Services	1	No.	Yabsley
Trustees of Pilton Charities	1	No.	To be confirmed.
Woolacombe and Morteohoe Tourism Association	1	Yes.	Wilkinson

BTCM annual report 2019

It has been another extremely busy year for Town Centre Management undertaking activities to support the vitality and viability of the town centre. As always we are extremely grateful to all the local businesses that support TCM or sponsor individual events.

Events:

- Events are a big part of the work carried out as are proven to increase footfall, dwell time and hopefully spend. This year BTCM, in partnership with NDC, organised the inaugural Urban Sports Festival which brought the whole community together and offered inclusive activities for all ages. The North Devon FOODfest was once again a huge success and continues to grow in popularity.
- This year the partnership made the decision to move the annual Christmas Light Switch On event into the town centre and to a Thursday evening. The rationale behind this decision was to encourage people to spend more time in town and to support the first of the late night shopping evenings. Many traders reported that footfall and spend were up significantly so this will be repeated again this year.
- Other events BTCM have organised or supported include The Easter Bunny Trail, Elf Trail, Fiver Fest, Connect and Create, Barum Sunday Markets, Love your Local Market and Carnival.

Key issues:

- 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 is being done by all partners to address the issues. The partnership was pleased to be involved in and support the Spare Change / Real Change campaign.

Strategic work

The partnership has been heavily involved in the work to create a vision for Barnstaple has ensured that all town centre businesses had the opportunity to input into the consultation. The Future High Streets Fund is a fantastic opportunity to secure significant capital funding to implement transformative change and make Barnstaple attractive, appealing and fit for purpose. The Partnership fully supports the bid. The partnership also welcomes the newly established Barnstaple Regeneration Board and will be a key stakeholder in that group.

It has already been a turbulent start to 2019 for the town centre and the vacancy rate is on rise as consumer habits change and traditional retail declines. There is no doubt we are experiencing a period of change and are noticing a rise in

more experience-based businesses in the town centre as these are things you can't buy online. BTCM will continue to monitor the vacancy rates and footfall and give local businesses them a platform to debate issues that are important to them and share ideas on how to ensure the town remains vibrant, economically prosperous and an exciting and enjoyable place in which to live work or visit.

OUTSIDE BODY: BRAUNTON MARSH INTERNAL DRAINAGE BOARD

REPORT BY:

COUNCILLOR MALCOLM WILKINSON

1 ACTIVITY

I have just been appointed to this Outside Body and have therefore attended just one meeting. At this meeting repairs to the great sluice were discussed and I was able to furnish the board with names of suitable contractors who were also employed for repairs on Ilfracombe Harbour.

2 PURPOSE

See Chairmans report

3 ACHIEVEMENTS

See Chairmans report

4 THE FUTURE

See Chairmans report

5 OTHER

When convenient I am going on a tour of the marsh to gain knowledge of the area and the responsibilities of the board.

OUTSIDE BODY: BRAUNTON MARSH INTERNAL DRAINAGE BOARD

REPORT BY: COUNCILLOR MALCOLM CHESTERS

It consists of Farmers, people with special interest in the Marshes and three North Deon Councillors.

We meet bi-monthly as well as an annual AGM

The Board has special responsibility in the Water Levels in the channels (Rhynes) so that the cattle grazing there has fresh clear water at all times. We have a BAP, Biodiversity Action Plan, in place and will shortly start to put a Water Management Plan together

Over the last two years we have replaced the Great Sluice, a listed building. We continuously keep plant invasion under control, particularly Japanese Knot weed. We protect wild life, and encourage more to come to our area, particularly Barn Owls by hiding nesting boxes in barns and lincays. We have some 120000 cars passing along the Toll Road to reach the beach or just walk and enjoy the peace and quiet of the Marshes.

The Marsh Drainage Board makes sure that all work goes on throughout the year

We work with the EA, Marsh Inspectors and we have had help from the Somerset Consortium.

When one thinks that the channels were dug out without any mechanical help nearly two hundred years ago it is an area that must be cherished and looked after. It is a very special place.

CAB report

The Citizens Advice Bureau provides a valuable service to North Devon Residents who find themselves in need of various forms of help. These include:

- Benefits
- Debt
- Relationship and Family
- Employment
- Housing

59% of clients are female and 41% are male. 8% have a disability, 47% have a long term health condition and 47% have neither.

They have dealt with 6289 individual issues in the 6 months until September and seen 3425 clients. This has seen a gain in £1.7 million of extra income gained by clients.

The new “Help to Claim” service for Universal Credit this year has been funded by the DWP and has been extremely busy, being run from Job Centre Plus offices. Anyone who has ongoing issues is being referred into the general service.

As well as face to face advice they maintain an excellent website with links to ways to get help on a variety of subjects. The latest ones include

- Blue Badges
- Halloween Costumes
- Energy
- Parcel Delivery
- Settled Status as the UK leaves the EU
- Coronavirus advice for employers and employees
- Tickets for Events and Coronavirus

They are also involved or run a variety of projects including

- Macmillan- 2 members of staff advising those affected by cancer and other life limiting conditions
- Charging for care- a Devon County Council funded project making sure people are charged correctly for care
- Face 2 Face- Debt advice
- Quids 4 Special Kids- providing benefit advice to parents of children with extra need
- Health watch
- Pension Wise
- Barnstaple and South Molton Memory Cafes
- Heat Well for Less
- Tribunal support

This is a vital organisation that needs to remain in the heart of our community and I am very pleased that we as a council were able to maintain funding at the same rate for the year 2020/21.

OUTSIDE BODY: CHULMLEIGH TOWN HALL COMMITTEE

REPORT BY: COUNCILLOR KEVIN DAVIES

1 ACTIVITY

1.1 The committee met on Saturday 6th July 2019 for the Annual General Meeting which I attended and was elected as the Health & Safety Officer. I was invited to become a Trustee but after consideration declined. A General Meeting was also held on Saturday 30th November 2019 which I was unable to attend and therefore sent my apologies. A further General Meeting was scheduled for Saturday 15th February 2020 but was postponed due to the ill health of the Secretary/ Vice-Chair.

2 PURPOSE

2.1 The Committee are responsible for the general management and control of the Trust Premises being the Town Hall. The Committee make and alter the Rules and Regulations for the conduct of its business and for the summoning and conduct of its meetings and in particular with reference to: the terms and conditions upon which the Trust Premises may be used; the appointment of an Auditor, Treasurer and officers and their terms of office; the engagement and dismissal of such paid officers and servants for the Trust Premises and the number of members who shall form a quorum at its meetings.

The Town Hall is held upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreation rooms, library lectures, classed recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Chulmleigh and its immediate vicinity without distinction of sex or of political, religious or other opinions.

2.2 The Town Hall is a publically accessible 'hub venue' in the centre of Chulmleigh. It hosts and promotes numerous activities including for education, social engagement and leisure & fitness. I am in no doubt that the body engages and furthers the interests, quality of life, well-being and development of the community. Involvement with the body aligns with the councils priority areas.

3 ACHIEVEMENTS

3.1 The Town Hall continues to attract a myriad of users and groups from all sectors of the community. These include the following: Whist Drive, Two Bridge Clubs, Chawleigh WI, Soup Lunches, Chulmleigh Floral Art, Sunday Lunch Club (for the elderly and lonely), Jubilee meeting, Art Group Chulmleigh and Ashreigney, Line Dancing, Keep Fit, Hula Hooping, Slimming World, Cameo Ladies Group and Parish Council Meetings.

Coffee Mornings are held on Saturdays. These are available to and run by local groups, clubs and charities. These include: Chulmleigh and Chawleigh Churches, local sports clubs (tennis, table tennis, football, cricket, badminton, bowls etc), other clubs (Pre-School, Cubs, Scouts etc), Garden Society, Chulmleigh Recreation Association, Chulmleigh Old Fair and North Devon Hospice.

Various seasonal events are held in particular for Christmas and The Chulmleigh Old Fair.

3.2 There has been an increase in usage and revenue. The Chulmleigh Town Hall Committee is financially sound with a balance of funds in excess of £26k.

4 THE FUTURE

4.1 The body is effective in trying to meet its aims.

4.2 At this time I do not see that it is necessary for the council to make a further appointment to the body.

5 OTHER

5.1 The Committee is taking reasonable steps to sensitise and inform users regarding up to date Coronavirus advice and precautions. The facility remains open at the time of writing this report.

5.2 In 2019 the Committee changed electricity supplier to a lower rate with the assistance of Utility Aid. An energy audit is being carried out shortly by Gates Green Solutions Ltd the aims of which are to establish the current energy and carbon baseline and to make recommendations for improvements. These may include fabric improvements and renewable energies.

5.3 The Committee now supply paper bags for the sale of any loose produce at all Coffee Mornings, these replace plastic bags that were previously used.

OUTSIDE BODIES REPORT: COMBE MARTIN BUSINESS ASSOCIATION

REPORT FROM CLLR YVETTE GUBB

What we have achieved so far – March 2019-January 2020

1. got the webcam repositioned and working. Placed on the visitcombemartin.com website homepage. Several local businesses have added it to their own website.
2. Designed and produced a full colour A3 folded to 1/3 A4 leaflet promoting the village in the surrounding areas, in TIC's, supermarkets, attractions and suchlike. 10,000 distributed.
3. Designed and produced a full colour map leaflet, in matching design to the village leaflet, A3 folded to A5, including supporting advertising from local shops and businesses. 10,000 being distributed (free of charge to members) to the village businesses, including a branded display dispenser.
4. Renewed the display cabinet at the Visitor Information Point at the Museum and added the accommodation members list to it so they are displayed all the time.
5. Doubled the membership numbers from when we took over, and they are still growing.
6. Attended Visit Devon and Visit Exmoor meetings, getting the village back on their radar and renewing useful contacts.
7. Representing the CMBA on the Combe Martin Water Watch Group (CMWWG) meetings.
8. Had discussions with ENPA and the Information Point about how to work closer together to benefit the economy of the village.
9. Updated our entries on both the Visit Devon and Visit Exmoor websites.
10. Promoted the village in the Exmoor Magazine, with a circulation of 5000 across the UK and many going abroad to lovers of this area. 1500 subscribers, 4500 circulation, 15,000-20,000 readership. Large social media presence. 2 insertions during 2019 and Spring 2020 booked.
11. Added a new entry in the UK Travel website, promoting the village. Added a banner advert on their home page www.uktravelandtourism.com
12. Created a new Facebook page and keeping it up to date with village and tourism news.
13. Regularly updating the website and checking the SEO. The site has good search engine positions for most searches related to the village.
14. Attracted funding towards our marketing efforts from the Coastal Community Project and the CM Community Shop. The Parish Council gave funding later in the year.
15. Working more closely with the Parish Council, the Coastal Community Team, the Combe Martin Water Watch Group and the Information Point.
16. Investigating marketing ideas to promote the village. Looking for a unique selling points (USP) to attract more visitors.
17. Investigated having a bespoke video being made for the village website to help SEO rankings. Put on hold as quite expensive. Revisit it in 2020. Possible need for additional funding towards the cost.
18. Re-erected the sign opposite the wildlife park to point visitors down to the village.

19. Added a Dark Skies Reserve page with video to our website as this is a growing marketplace.
20. Created an online form on our website to make it easy to join the association using online payment. You can also download the membership form for those who dislike using online payments.
21. Tried to get the Exmoor Visitor 2020 to add a Town Guide page on the village, supported by local advertising. Unfortunately, the businesses in the village chose not to support it so it has not happened.
22. Promoted the village in the Visit Devon Guide 2020, with editorial.
23. Promoted the village in the GB Holidays and Breaks 2020 brochure sent out with all the 'Life' magazines printed by Archant, 47,000 print-run. This includes extra photos and 200-word editorial.
24. Taking an important role in CMWWG meetings, trying to stop our beach becoming de-designated at the end of 2021. This could have a devastating affect on the village economy, businesses and even on the house prices in the village.
25. Helped CMWWG with marketing and their presentation at their public meeting. Combe Martin Composters gave funds towards the flyers and roller banner.
26. Visited two new self-catering and glamping businesses to give advice before they open for business.
27. Attending the Fresh Start Fair in the village to promote the association.
28. Attending the North Devon Marketing Bureau AGM to keep Combe Martin in the front of their minds and gain marketing ideas and opportunities.

OUTSIDE BODY: POLICE AND CRIME PANEL

REPORT BY: COUNCILLOR FRANK BIEDERMAN

2019/20 was my first year as North Devon District Council representative on the The Police and Crime Panel.

I thought it might be helpful for you to understand the roll, it can

- * review the draft police and crime plan and make suggestions about it
 - * receive and scrutinise the PCC's annual report
 - * review the PCC's plan for the proposed precept (the council tax that will be used to fund the police service) veto (i.e. reject) the proposed precept
 - * review who the PCC is suggesting to be the Chief Constable veto the proposed Chief Constable
 - * review who the PCC is suggesting to be their chief executive, chief finance officer and any deputy police and crime commissioner that they seek to appoint
- The Police and Crime Panel can also receive and record complaints made against the PCC.

Meetings are held quarterly in Plymouth, but like all meetings, they are now being done virtually. As it is my first year on the panel and one meeting being cancelled, it's been mainly learning how it works. All panel meetings are webcast live and are available to watch back, via the website link below.

I have regularly caught up with Superintendent Toby Davis to get a grip on any challenges, issues here in North Devon. Particularly regards the police station move to Severn Bretheran and Roundswell.

The Commissioners intention plan for 20/21, performance plan, police performance, grants can be found at <https://www.devonandcornwall-pcc.gov.uk/about-us/police-and-crime-panel/> this forms the bulk of our work.

My main success of the last year is to get the panel to agree to set up task and finish group on the 101 service, as I feel it really is not working effectively. Hopefully this work will help improve the service and see changes to it.

I am happy to discuss issues that members would like me to take through the Panel, but remember the roll is to scrutinise and influence the commissioner on and against her police and crime plan, not to hold the police service to account or directly or indirectly get involved in day to day policing matters.

OUTSIDE BODY: DEVON AUTHORITIES STRATEGIC WASTE COMMITTEE

REPORT BY: COUNCILLOR NETTI PEARSON

1 ACTIVITY

1.1 The committee met 3 times and I attended in October and February.

2 PURPOSE

2.1 For Members from all Devon District Councils, the County Council and Torbay Council to promote sustainable, cost-effective, and efficient service delivery through a shared approach to resource and waste management in Devon; to share resources where practicable; to ensure communities are well-informed and actively encouraged to maximise their opportunities for waste minimisation, reuse, and recycling.

2.2 This committee supports our corporate priority to focus on customer service; it also supports our priority to protect the environment by promoting the circular economy.

3 ACHIEVEMENTS

3.1 Most councils offer similar waste and recycling collections across Devon, and all councils are close to achieving the fully aligned option. The current focus is on increasing recyclable materials and improving quality, and how to reduce the carbon impact of waste services.

4 THE FUTURE

4.1 It appears to be effective in achieving its aims. It sets targets for waste reduction, carbon emissions, recycling. It monitors and reviews reprocessing locations, making recommendations where necessary. It will continue to promote the circular economy and raise consumer awareness.

4.2 The council should continue with appointments to the committee.

5 OTHER

5.1 It seems to me that working in partnership with other councils on strategies for dealing with waste and recycling and unifying the service across Devon is a rational approach which should have positive outcomes for our residents.

OUTSIDE BODY: DISTRICT COUNCIL NETWORK ASSEMBLY

REPORT BY: COUNCILLOR DAVID WORDEN

1 ACTIVITY

1.1 This normally meets about twice a year but the autumn meeting was cancelled owing to the General Election. Unfortunately I was unable to attend the February meeting owing to other meetings.

2 PURPOSE

2.1 It is an opportunity to hear what is on the Government's agenda.

2.2 The February meeting featured the Government's manifesto and the Queen's Speech, devolution and a climate change presentation

3 ACHIEVEMENTS

3.1 So far it has been a talking shop for ideas about how to transform services.

4 THE FUTURE

4.1 The Spring Assembly is due to meet on June 11th in London and the Autumn one on November 5th.

5 OTHER

5.1 Networking with the other District Councils is likely to become increasingly important in the future.

OUTSIDE BODY: DEVON DISTRICT FORUM

REPORT BY: COUNCILLOR DAVID WORDEN

1 ACTIVITY

1.1 The Devon District Forum meets every three months at Exeter. I have attended all except one meeting

2 PURPOSE

2.1 It is an opportunity for all the District Council's CEO's and Leaders to meet, network and discuss their issues.

2.2 It is interesting to learn what other councils are doing regarding the environment, climate change and commercialisation. We can learn from one another and so not have to 'reinvent the wheel'. It also gives an opportunity to form a united group to speak to the County Council which follows the District Forum.

3 ACHIEVEMENTS

3.1 Many of those who have attended are new leaders of council (elected last May) and it has enabled a sharing of ideas and an opportunity to hear what the more experienced council leaders are doing. There is always an opportunity for each member to talk about the achievements in their areas and discuss topics which are on mutual interest. For example, it has been interesting to learn about what each district is doing to combat climate change.

4 THE FUTURE

4.1 As the new members become more experienced it will have an increasing influence on shaping what is happening in Devon.

4.2 It is extremely important that we participate in this forum and form allies to press the County Council and the HotSW for the things which will benefit North Devon.

5 OTHER

5.1 Networking with the other District Councils is likely to become increasingly important in the future.

OUTSIDE BODY: GO NORTH DEVON

REPORT BY: COUNCILLOR LOUISA YORK

1 ACTIVITY

1.1 Go North Devon (GND) meets on a roughly monthly basis and I have been able to attend the last four meetings, including the AGM.

2 PURPOSE

2.1 GND is a community transport group which was established nearly 30 years ago. It has been a lifeline to many people around North Devon who are unable to get around using public transport and who may not benefit from the regular support of family and friends to transport them.

GND offers three distinct services:

- Ring & Ride – A door-to-door, wheelchair accessible minibus service which enables clients who are frail, have a mobility problem or a disability (physical or sensory) with an opportunity to go shopping at a supermarket or in Barnstaple town centre.
- Shopmobility – Provides the hire of mobility scooters, manual and powered wheelchairs for use in Barnstaple town centre.
- Cancer Care Car – Transportation to hospital appointments across Devon for cancer patients who would be unable to attend due to lack of public or private transport.

They also provide some school bus services and the Shopmobility office at Barnstaple Bus Station also has a small charity shop.

2.2 Priority Area: Corporate Plan: We plan for North Devon's future – Community cohesion. North Devon Council provides an annual strategic grant as part of a service level agreement for the Shopmobility service.

3 ACHIEVEMENTS

3.1 GND's Annual Report was recently distributed to all NDC Councillors.

This year I have had the opportunity to attend several Trustee meetings including the AGM and I have been made to feel very welcome. I have been able to suggest possible opportunities to raise funds and ways to further promote their activities on social media.

I took the opportunity to support one of their 'Choctober' fundraiser events and took some of the children I look after into town to take part in the treasure hunt. I also spent a morning in the run up to Christmas on the Ring & Ride bus around Barnstaple. It was a worthwhile experience to meet Terry, the bus driver, and to meet some of his regular passengers. The social benefits for them was clear to see and Terry was incredibly helpful to them.

Sharon Lynch, who manages GND, is incredibly dedicated and knowledgeable. She is supported by a great team of staff and Trustees. The passion to keep GND as a going concern is evident in everything they do.

4 THE FUTURE

4.1 There are some challenges currently facing GND, which are detailed in the annual report. In brief they are: funding, quality volunteer recruitment and retention, legal challenges to the community transport sector by the commercial public transport sector and a minibus which desperately needs replacing.

GND is currently completing its conversion from a limited company to a registered charity which will allow it to access better grant funding opportunities. Looking forward, the next major project is replacing the aged minibus. To date the 'Save Our Seats' minibus appeal has raised around £50,000 towards the replacement minibus. They are sourcing a model which offers the best possible value for money whilst not compromising on the customer experience.

4.2 It is useful for the Council to make a further appointment to the body.

5 OTHER

5.1 Finally, the benefit to Barnstaple's economy in keeping this valuable service going was defined by a survey of GND's customer base. They were asked what their average spend was when they visited the town. In total, it is estimated that nearly £270,000 is spent by GND customers annually!

If you, or anyone you know, can support GND in any way, please contact them directly (01271 328866) or let me know so I can pass it on.

OUTSIDE BODY: IDTA

REPORT BY: COUNCILLOR GEOFF FOWLER

1 ACTIVITY

1.1 The Association meets quarterly

2 PURPOSE

2.1 Promotes Tourism in and around the Ilfracombe Area.

2.2 Helps with the economy of North Devon.

3 ACHIEVEMENTS

3.1 Fully supports all the Seasonal/Yearly activities, publishes and distributes the "Visit Ilfracombe" brochure around the SW. Signposts enquiries, takes bookings etc.

4 THE FUTURE

4.1 The TIC runs very efficiently providing a valuable service.

4.2 The Assoc'n doesn't necessarily require an NDC presence at their meetings as now the Ilfracombe Marketing Group picks up any relevant NDC information.

5 OTHER

5.1 My suggestion would be to lapse the appointment as most of their meetings are in the middle of the day which makes them quite difficult to attend, also it is only really duplicating information already held. Obviously, they still would need continued financial support to help towards the running of the TIC.

OUTSIDE BODY: LGA COASTAL ISSUES GROUP

REPORT BY: COUNCILLOR MALCOLM WILKINSON

ACTIVITY

The group meets 4 times a year. Three of the meetings are held in London at LGA House and the AGM is hosted by one of the member councils. In 2019 I attended all three of the London meetings but not the AGM as it was held in Cumbria. There are over 70 member authorities in the group representing the coastline around England.

PURPOSE

This group's principal aim is to establish improved governance, management and community wellbeing to ensure that the UK has the best managed coast in Europe, and to identify appropriate and sustainable funding strategies to support this aim. It also works towards achieving the recognition that England's coast deserves in policy and decision making and promoting the important role of local government. As per Government and North Devon Council priorities there is now a real importance levied on the effects of climate change and the management of our coastline in this changing environment. To this effect I, along with Cllrs. Leaver and Pearson, attended a conference in Plymouth which looked at the many diverse ramifications and responses to this worldwide crisis.

ACHIEVEMENTS

Last year the House of Lords, under the lead of Lord Bassam, was requested to produce a white paper outlining the problems facing the regeneration of coastal communities. I met with Dominic Dunbrook from NDC to pen our contribution and we then attended the launch of the document in London. This is now forming a major part in the strategy to address this very real problem. The revised "On the Edge – the coastal strategy" is regarded as a groundbreaking contribution to coastal management policy. The LGA believes that the recommendations of "On the Edge" are now more relevant than ever and reinforce the importance of the Coastal issues Group.

THE FUTURE

There are several major initiatives and issues that need addressing over the next few months and I have been in discussion with both Ken Miles and David Worden regarding them:

THE GOVERNMENT 25 YEAR ENVIRONMENT PLAN & COASTAL CONCORDAT

The government recently outlined its 25 Environment Plan and there are several sections that we need to pay attention to regarding the coast.

1. Planning within flood plain issues.
2. Planning for an ageing population (most relevant in a coastal environment which attracts a greater retirement age group.
3. The Coastal Concordat (all coastal authorities should be signed up by 2020. Andrew Austin has prepared a report which will be presented to Strategy & Resources in the next few months)

SHORELINE MANAGEMENT PLAN

Our SMP has been lodged and I have requested an update on progress.

THE CELEBRATION OF THE ENGLISH COAST 2021

We are very keen to be involved in this initiative and I have talked with the relevant officers. We are hopefully awaiting a positive outcome for the second application for designation of the N.Devon Coast as a World Surfing Reserve which would lead to combining both of these items into a major event.

BATHING WATER QUALITY

Two of our designated bathing beaches received a “poor” rating for the 2019 bathing water quality tests. These are Wildersmouth in Ilfracombe and Combe Martin. There should be genuine concern about the effect upon tourism, especially at Combe Martin. 5 consecutive “poor” ratings will result in delisting. There is an excellent and very well informed action group in Combe Martin and I have been in discussion with Cllr.Gubb, the Ward Member

AFFORDABLE HOUSING IN COASTAL AREAS

An ongoing problem but there are really positive and encouraging moves at Woolcombe and Croyde with the formation of Community Land Trust groups. Watch this space!

OTHER

I have found that working with members and officers from other authorities has enabled me to gain a far greater insight into the problems experienced by our coastline and has also enabled me to have a better understanding of how to develop strategies to overcome them.

Several of the other committees that I sit on dovetail together coastal issues: The Woolacombe Tourism Association, The Braunton Marsh Drainage Board, Morteohoe & Woolacombe CLT and the Ilfracombe Harbour Board, where we are looking forward to the exciting delivery of the Water Sports Centre.

Our coastline is one of our greatest assets and we must do everything possible to retain and enhance its character as well as put in place effective and positive policies to combat the effects of climate change. I therefore urge continuation of the membership of this outside body.

OUTSIDE BODY: North Devon Highways and Traffic Orders Committee. (HATOC)

1 ACTIVITY

1.1 The body should meet four times a year. I have attended all the meetings so far, but the meeting on the 30th of March 2020 has been cancelled. Looking back through the record of meetings, there is some uncertainty if the frequency should be three or four times a year.

2 PURPOSE

2.1 What is the body trying to achieve.

Devon has eight Highway and Traffic Orders Committees (HATOC) made up of representatives from Devon County Council and each of Devon's District Councils. They are responsible for the way in which the Council delivers its responsibilities as the Highway Authority.

2.2 Does involvement with the body help the council in one of its priority areas?

Although highway projects are not one of the council's priority areas, I would have to argue that it is vitally important that the District Council continues its representation on this committee.

3 ACHIEVEMENTS.

3.1 What has the body achieved over the last year.

Through discussion and debate the committee has delivered a few projects throughout the region. Although I would have to argue that the low number of meetings is counter-productive to delivering projects swiftly and effectively. As a newcomer I have been slightly flabbergasted at the painfully slow delivery of projects in the area.

4 THE FUTURE.

4.1 Is the body reasonably effective in trying to meet its aims.

I would have to report yes, but again argue there should be more meetings.

4.2 Is it useful for the council to make further appointment to this body.

Absolutely, I think this committee is vitally important for the District Council to deliver its views regarding local highway infrastructure projects. Secondly it enables the District Council to have a conduit to make suggestions that it believes could benefit local residents' needs.

5 OTHER

The District Council should suggest that the meetings are more frequent. I think it is vitally important that we develop a closer working relationship with the county council to deliver local highway infrastructure projects more efficiently and effectively.

I would also suggest that there possibly should be one more member representing the District Council, as it seems to be a little imbalanced. It is slightly problematic and impractical for three Councillors to convey the views from all the wards the Council represents.

**Outside Bodies Report – North Devon Highways & Traffic Orders
Committee
A County Council Committee in partnership with North Devon Council**

As someone who's now returned to HATOC after a 4 year break, I am somewhat disappointed that two issues have not progressed as they should. First of all, speaking as a member representing Braunton, I am frustrated by the fact that traffic congestion issues in Braunton and the issues affecting the villages and communities alongside the A361, have not been sufficiently addressed.

Furthermore, it is quite clear that the funding for the improvements to the Link Road fall far short of resolving longstanding issues of infrastructure including the necessary schools, the problem associated with the Crematorium and the worsening of traffic congestion. The funding of the initial phase of the Link Road appears to be for strategic reasons benefitting the whole of North Devon. However, further progress of the scheme seems to be dependent on obtaining Highways 106 money.

On a more positive note, HATOC appears united in agreeing that the time of talking should come to an end and we now need clear actions and a strategy which will resolve the traffic issues, including in particular, the growing problem surrounding the Crematorium. As a result of the last meeting held, a HATOC Informal Briefing – Transport Strategy for Barnstaple – took place early this year.

For the benefit of all members I include the briefing we received from the County Council.

Regrettably, for understandable reasons, the next HATOC meeting has been postponed. However, the general feeling of my colleagues is that there should be more regular HATOC meetings.

North Devon Biosphere Reserve Partnership

Since my appointment as the Council's representative there has been only one meeting. However, I have always taken a great interest in our Biosphere, having been a previous member of the Partnership.

It is pleasing to note that since the great awakening to the perils of climate change, the Biosphere Partnership is taking a lead role in response to the Climate Emergency Declarations by our North Devon District and Devon County Councils along with the Declarations by our Towns and Parishes.

Coupled with that, the Government and North Devon Council are outlining an economic strategy, which is heightening, not only the value of North Devon's environment, its protection and enhancement, but also its value to the economy of North Devon.

Tim Jones, among others, spoke in support of placing our environment at the heart of general and economic wellbeing – and , of course, in recent months, he was a lead speaker at part of the Council's Corporate Priorities debate to develop a Green Economy, coupled with a Natural Capital Strategy e.g. a Digital Biosphere and circular economy programme.

As a follow up, the Agendas and comprehensive Minutes of Biosphere meetings are found on its website.

Also an earlier document applies: "Northern Devon Biosphere Strategy for Sustainable Development 2014-24" and also a comprehensive updated to Natural Capital Strategy for North Devon – Summary (North Devon Biosphere)

North Devon Locality (County) Committee

1 ACTIVITY

1.1 The body should meet four times a year after the HATOC meeting. Looking back at the previous meetings record, it's slightly unclear if it's supposed to be three or four times a year.

I have attended all of the HATOC meetings, but unfortunately I would have to report that this meeting always overruns and the agenda is very full. As both meetings are booked into one room that only has a two hour slot, if the first meeting over runs the locality meeting suffers as there is no time left to run the second meeting.

2 PURPOSE

2.1 what is the body trying to achieve.

Each Devon County Councillor has an allocation of £10,000 per year to enable them to respond to local needs in their divisions, supporting projects or activities that benefit the communities they represent.

There are eight Locality Committees, representing the eight district areas of Devon. All Devon County Councillors sit on these Committees. County Committees discuss specific service and community issues and projects within each district, and make recommendations to the Council's Cabinet. They encourage access by the public to the council and its services, and monitor the Council's performance in delivering local public services. They also encourage close working between Devon's County, City, District and Borough Councils.

3 ACHIEVEMENTS.

3.1 what has the body achieved over the last year. (Not able to comment)

4 THE FUTURE.

Is the body reasonably effective in trying to meet its aims. (Not able to comment)

4.1 Is it useful for the council to make further appointment to this body.

I find it extremely difficult to comment on this as we haven't had any successful meetings.

5 OTHER

In the above description of what the body is trying to achieve, the proposed encouragement of a close working relationship between the county council and district is a very good idea, but I would have to say that there seems to be a lack of evidence of this.

It would possibly be a good idea to contact the secretary Gerry Ruffalo, to gain some insight and information regarding the lack of successful meetings.

NORTH DEVON PLUS

REPORT BY: COUNCILLOR DAVID WORDEN

1 ACTIVITY

1.1 This organisation meets frequently and I have attended many of the meetings.

2 PURPOSE

2.1 This organisation supports innovation and small businesses in Northern Devon.

2.2 ND+ provides one cohesive voice representing North Devon and Torridge and the private sector. It has drawn down many EU grants to assist small businesses in Northern Devon and can be used as a sounding board for regional activity and the issues discussed feed effectively into the HotSW Local Industrial Strategy.

3 ACHIEVEMENTS

3.1 Those who attended the briefly at the Cedars a few months ago will have seen many cases studies of the businesses it has helped in the area and the number of people who have become employed as a direct result of their assistance. For example the Leader 5 programme included 82 projects sharing nearly two million in grant funding and created over 102 jobs. The RGF programme created 525 jobs and the Exmoor Hill Farmer Network has assisted many North Devon farmers.

THE FUTURE

4.1 It has been very successful in the past in attracting funds to Northern Devon, particularly from the EU. In the future there is the opportunity of providing a greater emphasis around natural capital and it could be a significant economic driver over the next five years. It needs to be responsive to emerging priorities such as the digital developments and climate change. ND+ offers an efficient way to jointly deliver projects with Torridge and may move to a CIC so that it can attract additional funding streams. It has the advantage of having an excellent bid writer.

4.2 As this is a partly a council organisation it is important that we have officers and members involved in its activities.

OUTSIDE BODY: NORTHERN DEVON AREAS OF OUTSTANDING BEAUTY

REPORT BY: COUNCILLOR MALCOLM WILKINSON

1 ACTIVITY

The board has met on 4 occasions this year and I have attended 3 of them.

2 PURPOSE

The AONB Partnership supports sustainable development for our coastal communities and the rural economy, whilst conserving wildlife, landscape and the heritage of North Devon.

This all links with my work as lead member for coastal communities and its priority for regeneration both economically and socially.

3 ACHIEVEMENTS

The AONB follows a very thorough Management Plan which covers the following topics:

- Landscape and Seascape
- Biodiversity and Geodiversity
- Historic Environment and Culture
- Environmental Quality and Climate Change
- Planning, Development and Infrastructure

Many of these headings involve working with other organisations including NDC, TDC, DCC, Devon Wildlife Trust and The National Trust.

Noteable achievements in 2019/2020 have been the burial of overhead cables in Morteheo & Woolacombe and contributions to the Plastic Free initiatives. There has also been continuing support to our own planning officers on applications for development with the designated AONB.

4 THE FUTURE

It is vital that we continue to be represented on this organisation.

5 OTHER

OUTSIDE BODY: ONE BARNSTAPLE

REPORT BY: COUNCILLOR LOUISA YORK

1 ACTIVITY

1.1 ONE BARNSTAPLE (OB) MEETINGS ARE MONTHLY AND I HAVE BEEN ATTENDING SINCE ITS INCEPTION FIRSTLY AS A BARNSTAPLE TOWN COUNCILLOR AND NOW FOR NDC. MEETINGS ARE CHAIRED BY DR SIMON JONES AND THE WORK IS CO-ORDINATED BY HANNAH MCDONALD OF ONE NORTHERN DEVON. THE GROUP NOW BENEFITS FROM HAVING SECRETARIAL SUPPORT.

2 PURPOSE

2.1 OB is a partnership of voluntary, community and public service organisations. The forum allows stakeholders to have a say in the future development of their local community.

OB's mission is to help understand the specific needs of the Barnstaple community from all perspectives, to jointly make best use of resources from all partner organisations, to tackle issues most important to Barnstaple residents, to raise awareness of services that are currently offered within the community, to identify gaps in services, and to find creative ways to fill them.

2.2 Priority Area: Corporate Plan: We plan for North Devon's future – Community cohesion.

3 ACHIEVEMENTS

3.1 OB was officially launched over three days in May 2019. The launch was the start of an engagement opportunity to survey residents and to date over 1000 responses have been received.

Top themes which have emerged:

Question 1: What is the best thing about Barnstaple?

- Shops and the Pannier Market
- Green/blue spaces
- Community and atmosphere

Question 2: What one thing would you change?

- Filling the empty shops / more variety of shops
- Cleaner streets / more recycling facilities
- Tackling the homelessness issue

Question 3: What would make Barnstaple a healthier place to live?

- More recycling and less fly-tipping
- Less air and water pollution / more plastic free
- Healthier places to eat and less unhealthy ones

OB spearheaded the introduction of Community Connectors and Social Prescribers.

Each meeting has a specific theme and relevant organisations are invited to attend.

A pilot scheme, 'The Flow Approach', was implemented as evidence shows that there is a huge system change needed to stop people 'bouncing' between services and for issues to be resolved in one place. The aim of the project is to encourage and support frontline staff to step outside of their remit and take a holistic problem-solving approach to pull in support from other agencies. 20 organisations have signed up and are trialling this approach.

Case Studies

Homelessness: Themed meeting held in September 2019 which included Encompass Southwest and the NDC Rough Sleeper Team. Issues raised included access for rough sleepers into GP services and a venue needed for winter weather provision. Funding has been secured for a GP to be based at The Freedom Centre in the near future.

Community Fridge: Themed meeting held in July 2019 which involved setting up a working group with ND Foodbank, The Library and DCC Food Waste Management. An action plan was devised to look for funding, location, volunteers and to discover what was already available within the community. A larger project is being developed to include food waste education and cookery classes. A 'Grow, Cook, Share' event is taking place on March 17th, 2020. This is an opportunity to hear from the people who set up the initiative, to see how it could benefit Barnstaple and what it will take to get started.

Friendly Bench: Social isolation is a key issue for Barnstaple. As a continuation of a Community Action Workshop led by NDVS, OB set up a working group to investigate and one idea was the addition of a Friendly Bench which has had a successful funding bid and will be sited by the Museum of Barnstaple and North Devon. The Friendly Bench will create an outdoor social space. More than just a bench, it is a mini community garden with integrated seating and sensory planting. A place where people can chat, connect and build relationships. Activities and events will be held there to develop participation and create networks.

New Leisure Centre: This facility will be able to provide many opportunities for improved health and well-being. OB hopes to find opportunities to be involved in the launch and is in talks with Parkwood Leisure, NDC, Active Devon and Sport England.

OB hosted a wellbeing event in February called 'Banish Winter Blues'. It included a selection of workshops throughout the day, around the town and a wellbeing zone providing a drop-in for people to access information about services and organisations offering support in Barnstaple.

4 THE FUTURE

4.1 The scope for OB to improve the lives of people in Barnstaple is huge and this report just scratches the surface of the issues and initiatives under discussion.

Topics which are being discussed in the coming months will be:

Wellbeing

- Alcohol and behavioural change – 'One Small Step' and 'Taking Back Control' initiatives
- Making Every Adult Matter (MEAM) – Tackling multiple disadvantage
- Childhood poverty
- Transport inc. wheelchair accessibility
- Health benefits of green and blue spaces

Safe, clean and sustainable environment

- Community Safety Partnership work inc. suicide
- Climate emergency – 'Pledge for Nature' / 'Sustainable North Devon'
- Homelessness and housing standards

- Fuel poverty

Place, economy, employment and skills

- One Barnstaple Hub

- People 'Not in Education, Employment or Training' (NEET)

4.2 It is useful for the Council to make a further appointment to the body.

3 OTHER

4.1 If you, or anyone you know, can support OB in any way, please contact them directly (HannahMcdonald@northdevon.gov.uk) or let me know so I can pass it on.

OUTSIDE BODY: ONE ILFRACOMBE

REPORT BY: COUNCILLOR GEOFF FOWLER

1 ACTIVITY

1.1 The Board meets quarterly and I have attended twice so far this year.

2 PURPOSE

2.1 To enhance the socio and economic welfare of Ilfracombe and its immediate area

2.2 One Ilf' helps NDC meet several of its social/health deprivation targets and acts as a conduit for enabling the relevant service bodies to work much closely together. This role is now being rolled out right across N. Devon.

3 ACHIEVEMENTS

3.1 Over the past year several projects such as "out of the Blue" and "Social Prescribing" have advanced to other parts of N.Devon. It has also helped set up other "Ones" including "One N. Devon"

4 THE FUTURE

4.1 The Board is well equipped with a broad spectrum of members to continue its valuable work so long as funding continues from the partners involved.

4.2 It is imperative that NDC continues to have a seat on the Board as the Council gains such benefit directly or otherwise from the projects that One Ilf undertakes.

5 OTHER

5.1 As Local Authority funding gets tighter year on year it's important that such organizations such as One Ilfracombe are continued to be supported and that NDC has an input as a member on that Board.

OUTSIDE BODY: NORTH DEVON AND TORRIDGE COMMUNITY SAFETY PARTNERSHIP

REPORT BY: COUNCILLOR LEAVER

1 ACTIVITY

To represent North Devon Council on the Statutory Board of The North Devon and Torridge Community Safety Partnership

2 PURPOSE

To reduce crime, fear of crime for those who live, work and visit our area
COMMUNITY SAFETY IS A STATUTORY FUNCTION FOR DISTRICT COUNCILS.

3 ACHIEVEMENTS

The Community Safety Partnership have initiated a series of briefings to increase understanding and reporting of emerging themes. Over the last year we have presented inputs on Cyber Safety, Sexual Violence, Modern Slavery and Dangerous Drug Networks. Each of these sessions were presented by an expert in the field and were attended by over 100 people for each presentation.

In February 2020 The Community Safety Partnership held a Trauma Informed Conference attended by 175 delegates. The conference centred on Adverse Childhood Experiences, the way that these may affect someone's life, wellbeing and behaviour and how professionals can tailor their responses to helping vulnerable people.

The Community Safety Partnership took part in a joint operation with the Police and the Gang-masters and Labour Abuse Authority following suspicions of Modern Slavery at a local business.

The Street Marshals continue to operate at Fever Nightclub, Barnstaple and is 50% funded by The Community Safety Partnership. The scheme increases safety for those in the night time economy by employing doormen for an extra hour following the closure of the club.

The Partnership continues to support Northern Devon Community Mediation. The service provides a way of offering solutions acceptable to both sides of a dispute.

The Community Safety Partnership has convened the North Devon Sexual Violence and Domestic Abuse sub group. The group brings together both statutory and non-statutory partners in an effort to contribute to increasing the safety of victims and attempt to prevent incidents and offences.

A further subgroup, The North Devon and Torridge Road Safety Group, has been formed to improve following local concern stemming from fatalities on The North Devon Link Road over the past few years. A number of projects have emanated from the group including a partnership with a local haulage firm to promote safe driving on the road

4. THE FUTURE

The aforementioned briefings will continue throughout this year with mental health being the theme of the next session. A priority setting day has been scheduled for May 2020 where the partnership will set its priorities for the next year.

OUTSIDE BODY: WOOLACOMBE AND MORTEHOE TOURISM ASSOCIATION

REPORT BY: COUNCILLOR MALCOLM WILKINSON

1 ACTIVITY

This group meets approximately 5 times a year. I attended 4 meetings in 2019

2 PURPOSE

The intention of the organisation is to promote Tourism in Morteheo, Woolacombe & Croyde. This falls in line with N.Devon Council and North Devon + priorities for tourism.

3 ACHIEVEMENT

This TIC, unlike many others in North Devon, is flourishing with a strong membership and the production of an excellent website. Recognition has been made of the changing face of advertising and the rapidly increasing use of the website compared to the guide. The website is regularly updated and has links to many local organisations and businesses. The TIC manager also produces a monthly guide to activities in and around North Devon. In 2019 the centre also produced a village street map advertising local shops, restaurants and pubs. Through funding and sponsorship from the National Trust and Parkin Estates there is now a multi terrain tramper and a wide-wheeled chair available for hire from the TIC which gives the less abled tourist access to both the beach and countryside. These have both proved very popular and a planning application has been submitted for the provision of a wooden hut to garage both of these items.

4 THE FUTURE

At last weeks AGM, I highlighted the need to keep abreast of the climate change priority. This will involve increased recycling facilities, the provision of drinking water fountains and electric vehicle charging points.

It is essential that a further appointment is made in order to continue the working partnership between the council and TIC's.

5 OTHER

I am a representative of the District Council on this committee and although I take part in discussion and debate I do not have a vote.

North Devon Council Governance Committee

Date: March 2020

Half Yearly Report of the Chair of Governance Committee

Since the election in May 2019 a new committee structure of the Council was introduced. The remit of the old Audit, Personnel and Ethics Committees are now combined into the Governance Committee.

The Audit Committee resolved in May 2014 that the Chair (of the now Governance Committee) would report half yearly to Council in March and September to highlight key issues that have arisen in the previous period.

The last report was presented in September 2019. Since then the Committee had met on 5th November 2019 and 7th January 2020.

North Devon Council Agenda Items

Driver and vehicle Licensing Agency (DVLA) Audit

The Committee considered a letter from the Driver and Vehicle Licensing Agency in respect of the DVLA Audit of North Devon Council. The Head of Resources advised the Committee that the Audit had achieved a high level of compliance.

21:21 Phase 2 report

In November 2019 the Chief Executive provided the Committee with an update on the 21:21 project. He advised the Committee the project had been based on the Authority's previous corporate priorities. It had addressed the issues of improving services, customer focus, modernising processes and expanding the online services.

Business Continuity

In January 2020, the Public Protection Officer and the Emergency Planning Officer provided an update on Business Continuity. They explained the need for business continuity plans and the reasoning for the procedures in place and confirmed that a corporate calendar was being created to set out the works required and schedule plan review dates and a schedule of training and exercises. The results of the testing of the Business Continuity plans and procedures would be included within the MAZARS Internal Audit Progress report.

Asset Management Plan

In January 2020, the Head of Resources provided an update on the Asset Management Plan, confirming:

- The value of the assets, as presented within the plan, were reported within the annual accounts.
- The Asset Management Plan identified the assets and enabled them to be monitored and assessed to ensure they were being fully utilised.
- The Asset System software package which was currently used to collate this information would be upgraded in 2020.
- The information summarised in the AMP would be used to identify any assets which could be disposed of, or better utilised. The AMP was used to record and assess long term liabilities and details of maintenance.

Update on Governance Arrangements

In January 2020, the Chief Executive confirmed the following results from a recent questionnaire which had been sent to the NDC Councillors in relation to the governance arrangements currently in place:

- 11 responses had been received (of a total possible 42). This was 26%.
- Of those who responded, 6 were newly elected Councillors and 5 had been Councillors prior to the May 2019 election.
- When asked whether they felt engaged and involved in decision making, 73% had said yes, 27% no. This equated to 80% of the existing Councillors feeling involved, and 67% of the new Councillors.

He explained that he felt the responses were mainly positive but that there were a few comments which would need to be looked at in order to help anticipate further issues. There was mention of a feeling that officers were making decisions without consulting Members. Further engagement between officers, Members and Ward Members would need to be encouraged. The new model of operation had met the criteria of speeding up the processes and also, not to incur additional cost to the Local Authority. He did not feel that there would be any need to look at any further major changes to the new arrangements.

External and Internal Audit

Provision of Internal Audit Services

The Head of Resources advised the Committee that although the existing contract with MAZARS had been extended for a further year, the company were anticipating issues regarding their ability to provide the service to the North Devon Council for 2020-21 year. The recommendation was that the Council join the Devon Audit Partnership (DAP) as a partner with effect from 1st April 2020 for the provision of internal audit services. There would be a potential saving of £4,600 per annum on current costs. It was agreed to join the DAP as a partner from 1st April 2020 onwards.

Internal Audit Progress Report

The Committee was advised of the following in relation to the Internal Audit Progress Report (as at November 2019):

- There were 19 audits in the 2019/20 plan. Of these, five were in progress (an increase on the three noted in the report) and four had agreed dates set.
- There were 17 audits in the 2018/2019 plan. Of these, one was currently in draft and five others were still in progress. 11 had been completed.
- Testing of all the 2018/2019 audits had been completed.
- Audit number 16 of annexe 1 (the Crematorium) had now been completed with a Full assurance rating.
- In addition to the programmed Audits for 2019/2020 listed in Annexe 2, a further two audits had been arranged: Risk Management and Corporate Governance 18th Nov 2019 and Housing Benefits 2nd Dec 2019.

As at January 2020 the following updates were noted:

- Three of the audits which had been outstanding from the 2018/19 plan had now been issued as draft, with the others now in progress. The conclusion of the 2018/19 plan was expected in advance of the next meeting.
- The Crematorium 2018/19 report had now been issued.
- The Civil Contingencies Plan draft report had been issued.
- The management responses to the Fraud, Bribery and Ethics National Fraud Initiative audit were ready to send to the Auditors.
- Progress on the 2019/20 plan had started this week with the works on the Main Accounting System and Budgetary Control.
- All other Audits had either been started, or had dates programmed.

External Audit Progress Report and Sector Update

The External Auditor advised of the following in relation to the External Audit Progress Report and Sector Update:

- The opinion on the 2018/19 accounts was issued on 31st July 2019.
- The planning for the 2019/2020 audits would begin in December / January and a detailed audit plan would be issued.
- The interim audit would start in January 2019.
- The Value for Money work would be included in the audit plan.
- The certification of the Housing Benefit Subsidy claim was currently in progress and would be completed by the 30th November 2019 deadline. This certification work was no longer part of

the Public Sector Audit Appointments (PSAA) contract and was subject to a separate engagement letter.

Audit Recommendation Tracker

The Committee was advised in November that:

- An Outstanding recommendation in relation to risk registers which was being picked up as part of this year's service planning process.
- The recommendation on Table E could only be finalised once the final testing of the ICT Disaster Recovery Plan were completed.

NORTH DEVON COUNCIL

Minutes of a meeting of Governance Committee held at Barum Room - Brynsworthy on Tuesday, 10th March, 2020 at 6.00 pm

PRESENT: Members:

Councillor Roome (Chair)

Councillors Bushell, Henderson, Jenkins, Luggar, Phillips, Topps and Walker

Officers:

Head of Resources, (JT), Monitoring Officer and Senior Solicitor, (TB) and Head of Environmental Health and Housing, (JM)

Also Present:

Mr Peter Barber, External Auditor from Grant Thornton, and Mr David Curnow, Internal Auditor, Deputy Head of Devon Audit Partnership

55. APOLOGIES FOR ABSENCE

No apologies for absence were received.

56. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 7TH JANUARY 2020.

RESOLVED that the minutes of the meeting held on 7th January 2020 (circulated previously) be approved as a correct record and signed by the Chair.

57. DECLARATIONS OF INTERESTS.

The following declaration of interest was declared:

Councillor Walker Item 16, Table D, declared a personal interest as she has a close family member on the Housing register.

58. REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE

The Committee considered a report by the Monitoring Officer regarding the Review of the Committee's Terms of Reference (circulated previously).

The Monitoring Officer presented the report to the Committee and confirmed that this was an annual report and that the Committee's terms of reference required no change.

59. HALF YEARLY REPORT FROM THE CHAIR OF THE

GOVERNANCE COMMITTEE

The Committee considered the Half Yearly Report of the Chair of the Governance Committee (circulated previously).

RESOLVED that the report be noted and proceed to Council for consideration.

60. ANNUAL REVIEW OF THE COMMITTEE'S EFFECTIVENESS.

The Head of Resources confirmed that nine questionnaires had been sent to the Committee members in relation to the annual assessment of the effectiveness of the Governance Committee, (circulated previously).

The Committee was nine months into a new term so it was valid that there were answers of 'don't know' as a full cycle of the Committee had not yet been completed.

Five of the questionnaires had been returned and the Head of Resources gave further explanations to some of the answers given as follows:

With regards to answers given under the Establishment, Operation and Duties section, Role and Remit;

- The Governance Committee does make a formal report to Council detailing its work, on a half yearly basis
- The Committee received regular updates from Grant Thornton in relation to topical legal and regulatory issues
- There was an opportunity for members to meet, (with no Officers present), with the Head of Internal Audit and External Auditors prior to the Committee and this meeting could be reinstated if so required
- The Chief Financial Officer does assess the performance of external audit via an independent assessor.

Membership, induction and training;

- It was a statutory requirement that new Governance Committee members received an induction and appropriate training
- All training had been provided

Financial Reporting and Regulatory matters;

- A full cycle of the Committee had not yet taken place but that a review of management's letter of representation was carried out as part of the conclusion of the audit process

61. INTERNAL AUDIT PROGRESS REPORT.

The Committee considered a report by MAZARS Public Sector Internal Audit Limited regarding the Internal Audit progress report March 2020, (circulated previously).

The Head of Resources advised the Committee of the following in relation to the Internal Audit Progress report:

- The 17 audits in the 2018/19 plan were now all complete
- There were 18 audits in the 2019/20 plan, four of which would not be completed by the end of March 2020
- Two final reports had been issued on the Business Continuity 2018/19 and Treasury Management 2019/20.
- There was a robust plan moving forwards into 2020/21 under the new arrangement with Devon Audit Partnership

In response to a question the Head of Resources advised that Mazars would not be paid the full internal audit fee for 2019/20 as a proportion of the plan would not be completed.

The Deputy Head of the Devon Audit Partnership introduced himself and assured the Committee that their firm had a resilient staffing level with a wide pool of skill sets. 40 staff were available to carry out audit duties with a set number focussing on North Devon to become familiar with North Devon Council.

62. INTERNAL AUDIT PLAN 2020-21

The Committee considered a report, North Devon Council Internal Audit Plan 2020-21, (circulated previously).

The Internal Auditor, Mr Curnow, advised that the Internal Audit Plan 2020-21 was based on:

- 23 identified areas and associated Corporate risks
- National Fraud Initiative was an annual review as well as duties of the Crematorium
- A new risk added to this plan was Climate change which would be audited by means of looking at the Authority's response to climate change initiatives.
- Cyber audits could be a two to three year piece of work
- Council tax and benefits was being looked at within areas such as discounts
- The plan was likely to respond and change throughout the year

RESOLVED that the Internal Audit Plan 2020-21 be approved.

63. INTERNAL AUDIT STRATEGY.

The Committee considered a report by the Devon Audit Partnership regarding the Internal Audit Strategy, (circulated previously).

Mr Curnow of the Devon Audit Partnership gave the following update to Committee:

- The strategy set out how the audit was to be delivered
- The scope of the audit

- What the audit objectives were
- Build up an overall opinion on the framework
- Findings to be presented at the end of the year in the annual report

RESOLVED that the Internal Audit Strategy be noted.

64. INTERNAL AUDIT CHARTER.

The Committee considered a report by the Devon Audit Partnership regarding the Internal Audit Charter, (circulated previously).

Mr Curnow of the Devon Audit Partnership gave the Committee an update as follows:

- The Charter was a document setting out how the Devon Audit Partnership would deliver their audit
- It was known as their terms of reference document, setting out who reports to whom, accountability, responsibilities and their professional relationship
- There was an annual requirement for the Charter to be refreshed.

The Chair of the Committee thanked Mr Curnow for his update and welcomed working with the Devon Audit Partnership.

RESOLVED that the Internal Audit Charter be noted.

65. ORDER OF AGENDA

RESOLVED that items 14 and 15 be considered ahead of item 13.

66. EXTERNAL AUDIT PROGRESS REPORT AND SECTOR UPDATE

The Committee considered a report by Grant Thornton regarding the External Audit Progress report and Sector Update, (circulated previously).

The External Auditor, Peter Barber, highlighted the following:

- The external auditors would be visiting North Devon Council in the next month as part of the interim audit
- Last year had been the hardest year experienced in terms of meeting obligations due to changes in regulations and staff losses
- The draft accounts were due to be received in May
- The final accounts were due to be audited in July but the auditors were in dialogue with the Council early as this deadline was not going to be achieved by Grant Thornton
- Grant Thornton would be providing narrative explaining reasons for the late submission of the final audit
- The recent Brydon review related to all auditors and calls for a review of the auditing process something which Grant Thornton supported
- The Minister for Housing, Communities and Local Government had last July announced that a review of public sector audits was to be

undertaken to determine whether current audit arrangements were “fit for purpose”

- The detail and size of accounts was growing and this led to the lay person not engaging or reading documents as a 300 plus page document on some councils accounts was off putting

In response to a question about why the auditing of accounts couldn't be done using Artificial Intelligence, Mr Barber explained that the complex code of practice for Local Authorities as well as each Local Authority being different meant this could not be used.

In response to a question about what Grant Thornton were doing to recruit new staff, Mr Barber replied that the Company was doing all it could which included national recruitment adverts.

RESOLVED that the External Audit Progress Report and Sector Update be noted.

67. EXTERNAL AUDIT SCOPE AND ADDITIONAL WORK LETTER 2019/20

The Committee considered the External Audit Scope and Additional Work Letter 2019/20 from Grant Thornton, (circulated previously).

The external auditor, Mr Barber, explained the following:

- The purpose of the letter was to explain the additional works to be undertaken and costs involved with that to be charged in 2019/20
- The proposal was an uplift of fee, last year's additional fee was £4,500 and the proposal for 2019/20 was an additional fee of £7,500 over and above the scale fee which was subject to ratification and sign off

In response to a question about whether a penalty clause could be added to ensure timely delivery of works Mr Barber advised that the contract was regulated by the Public Sector Audit Appointments Limited (PSAA). North Devon Council were in a five year contract currently and Grant Thornton were attempting to discharge their duties efficiently.

The Head of Resources added that it was a difficult situation but that the cost of the fees in total was overall less than the Authority were paying three years ago.

In relation to staff shortages over the summer months it had been decided to push the planned external audit to September 2020 when a concentrated period of two-three weeks would be set aside to focus on the final accounts.

RESOLVED that the External Audit Scope and Additional Work Letter 2019/20 be noted.

68. EXTERNAL AUDIT PLAN

The Committee considered a report by Grant Thornton regarding the External Audit Plan 2019/20, (circulated previously).

The External Auditor, Mr Barber, highlighted the following:

- Pension liability was looked at in greater detail and this was a large area of work to be undertaken
- The materiality was set at £1.1- million for the Authority which equated to 2% of the prior year gross expenditure for the year. North Devon Council were considered a low risk.
- A new risk identified was International Financial Reporting Standard (IFRS) 16 Leases.

RESOLVED that the External Audit Plan for 2019/20 be noted.

69. AUDIT RECOMMENDATION TRACKER.

The Committee considered the Audit Recommendation Tracker report by the Chief Executive, (circulated previously), in respect of actions taken to address internal and external audit recommendations.

The Committee noted the following updates:

- No recommendations had been included in table B (recommendations completed since the last meeting of the Governance Committee)
- Table C detailed 3 recommendations for which time extensions were being requested. Recommendation 16 PL 03 S106 was requesting an extension to date as this software module was still being worked on. Requests, 17 RM&CG 02 and 19 CG&RM 01 were seeking extensions to 31st March 2020

Councillor Walker declared a personal interest in relation to information on Table D.

- Table D detailed 1 outstanding recommendation, 15 HN (CBL) 01, which the Head of Environmental Health and Housing confirmed had actually now been completed
- Recommendation 14 AGS 02 was reliant on other recommendations being completed

RESOLVED:

- (a) That the extensions to timescales requested in the Audit Recommendation Tracker be approved; and
- (b) That the Audit Recommendation Tracker be noted

70. WORK PROGRAMME

The Committee considered the work programme for 2019/20 (circulated previously).

RESOLVED that the work programme for 2019/20 be noted.

71. EXCLUSION OF PUBLIC AND PRESS AND RESTRICTION OF DOCUMENTS

RESOLVED:

- (a) That, under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of the Schedule 12A of the Act (as amended from time to time), namely information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (b) That, all documents and reports relating to the item be confirmed as “Not for Publication”.

72. CORPORATE RISK REGISTER

The Committee considered the Corporate Risk register, report by the Chief Executive, (circulated previously).

The Head of Resources advised the Committee that the Corporate Risk Group had updated the associated risks. Each was shown with updated notes.

There had been one risk deleted as the Local Plan had now been adopted.

There had been one new risk added in relation to pandemic influenza.

In response to questions from the Committee the Head of Environmental Health and Housing confirmed that:

- Hand sanitizers and hand washing instructions had been emailed to all staff and posters were displayed around the building
- The authority was following guidelines set out by Public Health England

RESOLVED that the Corporate Risk Register be noted.

Chair

The meeting ended at 8.25 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

Minutes of a meeting of Governance Committee held at Virtual - Online meeting on Tuesday, 9th June, 2020 at 6.30 pm

PRESENT: Members:

Councillor Roome (Chair)

Councillors Bushell, Henderson, Luggar, Phillips, Topps and Walker

Officers:

Chief Executive (KM), Head of Resources (JT), Senior Solicitor/Monitoring Officer (TB), and Corporate and Community Services Officers (AD and GT)

Also Present:

Mr R Hutchins, Internal Auditor representing Devon Audit Partnership

Mr D Curnow, Internal Auditor representing Devon Audit Partnership

Mr G Clarke, Internal Auditor representing Mazars

Mr P Barber, External Auditor representing Grant Thornton

73. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE.

The Corporate and Community Services Officer read the virtual meeting procedure notes.

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Davies, External Auditor representing Grant Thornton.

75. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10TH MARCH 2020.

RESOLVED that the minutes of the meeting held on 10th March 2020 (circulated previously) be approved as a correct record and signed by the Chair.

76. DECLARATIONS OF INTERESTS.

There were no declarations of interest made.

77. INTERNAL AUDIT PROGRESS REPORT

The Committee considered a report by the Devon Audit Partnership (circulated previously) regarding the Internal Audit Report.

Mr Hutchins introduced himself and gave a short summary of the Internal Audit Progress Report, (circulated previously), to the Committee as follows:

- All the staff of Devon Audit Partnership were employed by Devon County Council and during the Covid-19 situation staff were deployed to front line services. It was appreciated that this situation presented challenges at other Councils
- Recognised that a lot of services would be concentrating on responding to the pandemic situation but also aware that North Devon Council and the Governance committee wanted assurance that controls were working effectively
- North Devon Council had responded well to the Covid-19 situation

Mr Hutchins then handed over to his deputy Mr David Curnow who updated the Committee as follows:

- Section 3 headed as the “Internal Audit Response” gave details on the adapted response internal audit would be making to provide continued internal audit provision during a period of restrictions on normal operating activities
- The infographic showed the new approach that would be taken and how assurances would be delivered during a period of social distancing
- The assurance map had begun and this would be augmented with sample testing done online with minimal disruption to Officers
- The assurance mapping process was a well-recognised process built on the three lines of defence
- Section 3.7 headed as “Undertaking the agreed plans for 2020/21”, which had been agreed at the March 2020 meeting, would still stand but the delivery approach would be slightly different
- Flexibility would be the key and a balanced approach would be taken
- Section 4 headed “Counter Fraud”, was an area that other authorities had seen an increase of activity in, due, in part, to business grants and if North Devon Council had any concerns in this area it could be something that could be raised with internal audit
- Section 5 headed “DAP Development” highlighted that audit staff were attending risk management training as well as keeping up with key issues and processes

In response to a question on whether North Devon Council had noticed any fraud alerts around grants being processed, the Head of Resources advised that the implementation of an online application process which integrated background checks and validated to back office systems as part of the application process meant fraudulent activity would be mitigated against and that he was not aware of any such activity. The situation was monitored regularly by the team and any areas of concern would be raised with internal audit but none had come to light at present.

In response to a question about the three lines of defence and whether North Devon Council had been engaged with internal audit on what would now take priority Mr Curnow advised that those priorities identified had already been built into the plan.

RESOLVED that the Internal Audit Progress report be noted.

78. INTERNAL AUDIT ANNUAL REPORT 2019/20

The Committee considered a report by Mazars (circulated previously) regarding the Internal Audit report for 2019/20.

Mr Graeme Clarke, representing Mazars, presented the internal Audit Annual Report 2019/20 (circulated previously), to the Committee as follows:

- The purpose of the report was to give a summary on the work undertaken during the last financial year, (2019/20) and compliance with professional standards and was a basis for informing North Devon Council's financial statements
- With the work concluded this financial year alongside reports from 2018/19 Mazars felt this provided a firm basis for their opinion for 2019/20

The Chair raised the question of why the business continuity plan was showing as red on page 26 of the report to which the Head of Resources explained that this reference was to an issue rolled forward from 2018/19 where the old business continuity plan was found to be out of date. A full briefing on this matter had been subsequently presented to Members at a previous Governance Committee meeting. The new Emergency Planning Officer, had begun work last autumn (2019), updating business continuity plans.

The Chief Executive added that just prior to the lockdown, due to Covid-19, an exercise had been run looking at how we would cope with staff shortages in light of such an event. North Devon Council's services had been maintained other than the planned interruption to services such as bulky waste collections, the museum and pannier market were closed and the car parking charges had been waived.

RESOLVED that the Internal Audit Annual Report 2019/20 be noted.

79. EXTERNAL AUDIT PROGRESS REPORT AND SECTOR UPDATE

The Committee considered a report by Grant Thornton (circulated previously) regarding the External Audit Progress Report and Sector Update.

Mr Peter Barber, representing Grant Thornton, updated the Committee with the following:

- This progress report was presented at every meeting and reported on progress made against the plans for the year which had been presented to Committee at the March 2020 meeting
- Since the last Committee meeting in March 2020 testing work had

been completed

- Deadlines had been extended as a result of challenges faced due to the Covid-19 situation and North Devon Council now had until the end of August 2020 to produce its draft accounts and Grant Thornton now had until the end of November 2020 to sign them off
- After discussions with officers it was agreed the draft accounts would be produced by the end of July 2020 with Grant Thornton undertaking some virtual testing of those accounts in August prior to the main audit during September 2020
- Value for money conclusion work was underway
- The Housing Benefit audit was to begin 10th June 2020 and would involve screen sharing for virtual assessments to begin in that area
- Department of Work and Pensions had allowed an extension to the deadline for final subsidy claim to January 2021

The Chair asked if a correction to the wording on Page 43 of the report was needed and Mr Barber confirmed the wording should be amended with the addition of the word 'not' so the sentence under the conclusions and recommendations for early substantive testing should read as follows:

“Our testing to date has **not** identified any issues that we need to bring to your attention.”

RESOLVED that the External Audit Progress report update be noted.

Mr Barber then updated the Committee on the Sector update of the External Audit Progress report as follows:

- Significant risks had been highlighted with an additional risk having been added due to the Covid-19 situation around things like volatility in the financial markets
- Challenges around the value of assets held by the Council would be considered
- The going concern assumption would be put forward early with discussions between Grant Thornton and North Devon Council
- Grant Thornton were not minded to alter the materiality figure when signing off the accounts

In response to a question on the latest situation regarding grants from Central Government being made available to local authorities and if this was a concern for auditors. Mr Barber advised that he was not aware of any extra funding being imminently available. His advice would be to continue assessing the situation and the impact of levels of funding and model the effects on budget. Financial planning would become even more prudent with the best course of action to be decided on as a result of this planning.

In response to a question on what North Devon Council were doing to obtain additional funding, the Head of Resources replied with the following:

- Monthly financial returns from all authorities were sent to Central Government so they were aware of the financial situation North Devon Council were in
- Engaged with Central Government last week around our position. The Council was not alone in this situation and that our levels of reserves, for the size of Council we were, were healthy
- The pressures faced moving forwards were the same as other authorities
- Talks with Treasury were underway with Central Government regarding future tranches of funding
- All members would be kept up to date as and when information was made available to the authority

The Chief Executive gave a further update to Committee on what steps were being taken to obtain certainty on further funding as follows:

- North Devon Council was actively lobbying Government which was being raised through the Local Government Association (LGA), the local MP as well as directly through to Central Government.
- The previous funding provided had been awarded based on the population size or per capita
- It was preferred that Central Government looked at the individual needs of the local population and its local area and based its future funding awards on that
- This message was received with sympathy by Central Government and it was hoped would be considered
- The Treasury were overloaded with requests for additional funding which was hoped wouldn't be ignored

In response to a question on levels of council tax recovery and whether recovery rates were lower as a result of the Covid-19 situation the Head of Resources gave the Committee the following response:

- April to May 2020 council tax recovery levels were similar to last year
- The Furlough scheme had meant individuals were still in receipt of an income and so currently able to pay bills
- Business grants paid out had also helped local businesses
- The real impact of people being able to afford to pay bills would hit later on as the Furlough scheme started to wind down.
- Forecasting had made allowances for the impact of a reduction in recovery rates in later months

RESOLVED that the sector update be noted.

80. AUDIT RECOMMENDATION TRACKER

The Head of Resources addressed the committee in relation to the Audit Recommendation Tracker (circulated previously), with the following:

- Table A showed progress classifications on 13 items, 15 DR, 15 HN (CBL), 16 BCM, 16 PL, 17 ITAM, 17 RM & CG, 17 CS, 17 SRR, 17 L, 17 G, 19 E&ES, 19 GDPR, and 19 CG & RM
- Table B showed recommendation 17 PO 01 as completed which had been a review of car park processes and procedures
- Table C showed six recommendations requesting target date extensions these were; 15 DR 05, 15 DR 06, 16 BCM 07 testing strategy, 17 CS 02 Network Security, 17 RM&CG 02 Service risk registers and 17 SRR 08 Information sharing
- There were two Disaster Recovery recommendations that had been on the tracker for some considerable time and had recently been put to test quite considerably under the Covid-19 pandemic
- The IT Business manager had made the request for the extension on 15 DR 05 to the end of December 2020
- The second recommendation 15 DR 06 had a request for extension to March 2021
- 16 BCM 07 testing strategy in relation to business continuity would be a large area of work with a greater threat from cyber-attacks due to the increased numbers of staff working from home remotely. The extension requested for this was to June 2022
- 17 CS 02 Network security needed work carried out in relation to the whole suite of firewalls, this work tied in with the business continuity plan and the extension being sought was to the end of December 2020
- 17 RM&CG 02 completeness of service risk registers the majority of service areas had completed before the Covid-19 situation but for those still outstanding a short extension of June 2020 was requested
- 17 SRR 08 Information sharing this was around Customer Relationship Management system and how violence and aggression markers were shared the online form needed to be built and so the requested extension was until 31st July 2020
- Table D showed there were no outstanding audit recommendations if Committee were minded to allow extensions requested
- Table E showed one outstanding annual governance recommendation 14 AGS 02 which linked in with the disaster recovery plans already mentioned

In response to a question on the requested extension date of June 2022 for testing the strategy in relation to business continuity being correct and whether it should be completed earlier the Head of Resources gave the following response:

- The requested extension date of June 2022 was correct
- Plans had been in place for a number of years but the recent Covid-19 situation had shown the need for constant evolution of plans
- Time was needed to be taken to ensure the plans were right as we still were not back to full service delivery
- Associated risks were to be picked up from testing carried out

In response to whether there was a need for a completion date on an area that was constantly evolving and changing and where a completion date seemed to be an unobtainable goal, the Chief Executive responded that it was constantly under review and in light of recent events we needed to go back over the plans and update for lessons learned over the last few months.

The Head of Resources added that this originally was picked up in 2016 when our plans were fairly light and thus the recommendations were now probably out of date. Going forwards it was anticipated that the Devon Audit Partnership would review these arrangements.

In response to a suggestion from the Chair on whether it would not be better to remove the items from the tracker and place on the work programme to be reported on every six months, the Chief Executive and Head of Resources agreed this would be a good solution.

In response to a question, the Chief Executive agreed that where a request to extend the completion date when nought percent had been completed that the appropriate officer be requested to provide an update to the Committee.

RESOLVED, that:

- (a) The internal audit recommendations 15 DR 05, 15 DR 06 and 16 BCM 07 be removed from the Audit Recommendation Tracker, and an item be placed on the Governance Committee Work Programme of Business Continuity commencing from September 2020 and again January 2021 and on a six monthly reporting basis, thereafter, and
- (b) That the relevant Senior Officer present a draft report to the Committee on Business Continuity and attend future meetings of the Committee with updates on progress
- (c) That the Audit Recommendation Tracker be noted.

81. GOVERNANCE WORK PROGRAMME 2020 - 21

The Head of Resources updated the Committee on the Governance Committee's work programme 2020-21 (circulated previously), with the following proposed changes:

- The Annual Governance statement and the Statement of Accounts would be moved to a slightly later date of July 2020 with the possibility they may need to be moved to September 2020
- The letter of representation formed part of the external audit so would be moved to the September 2020 meeting possibly later than the one already scheduled or even later to early October 2020
- The Internal Audit Charter came to the March 2020 meeting and would normally be presented ahead of the new financial year so recommended to move this from September 2020 to March 2021
- The external Audit Fee Letter was presented at the March 2020 meeting and needed to be removed from June 2020 to March 2021
- The External Audit Findings report would normally be July but this

- needed to move to September 2020 if not early October 2020
- The External Audit – Annual Audit letter followed on from the Findings Report so needed to be moved to November 2020

RESOLVED that the proposed changes to the work programme 2020-21 be noted.

Chair

The meeting ended at 7.57 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

NORTH DEVON COUNCIL

Minutes of a meeting of Planning Committee held at Barnstaple Rugby Club Main Room - Barnstaple Rugby Club on Wednesday, 12th February, 2020 at 10.00 am

PRESENT: Members:

Councillor Ley (Chair)

Councillors Chesters, Crabb, Davies, Gubb, Knight, Lane, Leaver, Mackie, Prowse, D. Spear, L. Spear, Tucker and Yabsley

Officers:

Head of Place, Lead Planning Officer (North) (BP), Senior Planning Officer (MB), Senior Planning Officer (JM) and Solicitor

Also Present:

Councillors Jenkins

51. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Fowler.

52. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 4TH OCTOBER 2019 (ATTACHED) AND 11TH DECEMBER 2019 (ATTACHED).

RESOLVED that the minutes of the meetings held on 4th October 2019 and 11th December 2019 (circulated previously) be approved as correct records and signed by the Chair.

In response to a question from the Committee, the Senior Planning Officer (JM) advised that, in relation to application 70438 (Erection of dwelling: Sunnyside House, Sunnyside Road, Woolacombe, Devon EX34 7DG) that had been approved at the meeting of 11th December 2019 the decision notice had been issued on 7th January 2020 with standard conditions. The application had been approved with a delegated issue pending a response from Historic England. The date for 21 day notification of Historic England had now expired, therefore the decision notice had been issued.

53. DECLARATION OF INTERESTS

No declarations of interest were declared.

54. 66135: OUTLINE APPLICATION FOR ERECTION OF ONE LOCAL NEEDS DWELLING AND ACCESS (SOME MATTERS RESERVED) (AMENDED PLANS): BARLEYCOTT, MUDDIFORD, BARNSTAPLE, DEVON, EX31 4ES

The Committee considered a report by the Head of Place (circulated previously).

Chris Spear (Chair of Marwood Parish Council), Graham Townsend (planning consultant), Matt Steart (agent), and Dr Sam Cockburn (applicant) addressed the Committee.

In response to questions from the Committee, the agent confirmed that:

- access to the site via the lower road had been considered. That road was privately owned and the owner had been approached but refused to give permission for its use.
- The triangular area of land at the side of the entrance to the site access (the 'top' road) was owned by the applicant's family.

In response to questions from the Committee, the Senior Planning Officer (MB) advised the Committee that:

- In relation to planning policy, and the Joint Local Development Plan (JLDP), the area of Blakewell did not form a 'cluster' and as per paragraph 4.1.6 of the plan, the dwelling was not adjoining a rural settlement and therefore the application could not be supported.
- The JLDP would allow for an extension to an existing dwelling in this location.
- The building marked on the plans to the left of the proposed dwelling was, in fact, a garden structure, rather than another dwelling.
- Blakewell was not deemed to be a rural settlement under the JLDP as it did not contain at least one prescribed service or community facility from the following list as set out in paragraph 4.15 of the JLDP: community/village hall, post office, public house, convenience shop, place of worship, sports playing field or primary school. The facilities at the nearby Blakewell Fishery, which included an onsite café, did not meet this criteria.
- A Fishing lake was not counted as a sports field.
- The number of traffic accidents that had occurred at the junction with the B3230 was unknown.

In response to a question from the Chair, the Head of Place advised that the existing policy was in place as per the JLDP which had been subject to extensive consultation prior to adoption. It had been adopted and could be reviewed in future but as yet no timetable had been set. The JLDP Working Group was currently working on a timetable for the areas of revision required within the JLDP which would be available within the next few weeks. Any such review would take approximately two years.

In response to comments made by the Committee, the Solicitor (DH) re-iterated that the lake and café at Blakewell Fishery do not constitute a prescribed service or

community facility as set out in paragraph 4.15 of the JLDP and that if the Committee sought to approve the application on the basis that they do constitute such a prescribed service or community facility then their decision would be open to challenge.

Councillor Prowse declared a personal interest as he knew some of the applicant's family.

In response to questions from the Committee, the Senior Planning Officer (MB) reconfirmed that Devon County Council (DCC) Highways had objected to the increased use of the junction on to the B3230 and the limited visibility of the junction. He also read the paragraph relating to 'rural settlements' in the Joint LDP to the Committee.

In response to a question from the Committee, the Head of Place explained that although it may be possible for a Supplementary Planning Document (SPD) to be developed by the Joint Local Development Plan Working Group to reconsider the list of prescribed services or community facilities to include in paragraph 4.15 of the JLDP, it should be noted that the Officers had an extensive work load already and that other work could take priority over the creation of the SPD.

RESOLVED (9 for, 3 against, 1 abstained) that the application be DEFERRED for a period of four months pending receipt of the following information:

- (a) confirmation of Devon County Council's highways stance on the proposal;
- (b) information regarding whether the negative impact on the landscape can be resolved;
- (c) receipt of an ecology report;
- (d) clarification of reasons why 'key workers' have been excluded from the current Local Plan;
- (e) update on the timetable for the production and adoption of a Supplementary Planning Document in relation to Rural Settlements.

55. ADJOURNMENT OF MEETING

RESOLVED that the meeting be adjourned to enable a five minutes comfort break.

RESOLVED that the meeting be reconvened to consider the remaining business.

56. 70867: APPLICATION UNDER REGULATION 3 OF THE T & C P GENERAL REGULATIONS 1992 FOR PLANNING PERMISSION AND DEMOLITION CONSENT FOR REMOVAL OF EXISTING DEFECTIVE STRUCTURE TOLL BOOTHS / TICKET KIOSKS 1-4 AND RELOCATION OF PARTS OF LOCAL INTEREST LIST TO

The Committee considered a report by the Head of Place (circulated previously).

The Senior Planning Officer (JM) advised the Committee that:

- The two applications 70867 and 70868 (both being considered at this Committee) were linked as the first application involved the removal of the existing kiosks as part of the measures to widen the harbour entrance, and the second application included the relocation of two of the kiosks.
- The kiosks were not nationally listed but thought to be of architectural note and were part of the Local List of Important Buildings.

In response from questions from the Committee, the Senior Planning Officer (JM) confirmed the two applications were linked through condition 5 to “ensure that premature demolition does not take place and that the heritage assets are adequately restored).

RESOLVED (unanimous) that the application be APPROVED as recommended by of the Head of Place, subject to the second bullet point in condition 5 being amended to read “The contract and scheme for timing of works for the relocation of the kiosk buildings”.

57. 70868: APPLICATION UNDER REGULATION 3 OF THE T & C P GENERAL REGULATIONS 1992 FOR PLANNING PERMISSION TO ERECT SIGNIFICANT HISTORIC PARTS OF TOLL BOOTHS (RE-LOCATED FROM THE QUAY) TOGETHER WITH ASSOCIATED EXTERNAL WORKS AND LANDSCAPING: EAST END OF V

The Committee considered a report by the Head of Place (circulated previously).

The Senior Planning Officer (JM) advised the Committee that:

- An additional condition had been added to the recommendation:
 - (a) Notwithstanding the provisions of Schedule 2, Part 3 and Part 4 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), the buildings hereby approved shall be used only for the sale of hot or cold food and beverages and the hire of golf clubs and for no other purpose without the further grant of planning permission. To control operations carried out within the building such that it safeguards town centre viability and vitality, neighbouring amenity and heritage interests to ensure compliance with Policies DM01, DM02, DM04, DM07 and DM19 of the North Devon and Torridge Local Plan.

The Committee Clerk, at the request of the Chair, read aloud an email from the Councillor Fowler.

In response from questions from the Committee, the Senior Planning Officer (JM) confirmed that:

- 1) She had only been made aware of the issue regarding the storage of the kiosks for an 18 month period by Ilfracombe Town Council on 11th February 2020.
- 2) The scheme was recommended for approval although it did not prevent the submission of future applications for alternative schemes which would be judged on their merits.
- 3) Historic England had requested that the kiosks be preserved and presented publicly.
- 4) The planning department were aware of the ongoing consultation in relation to the Ilfracombe Seafront Plan.
- 5) The Head of Place advised the Committee that the Ilfracombe Regeneration Board was working with Officers to enhance the Ilfracombe seafront.

RESOLVED (unanimous) that the application be APPROVED as per the recommendations of the Head of Place subject to the following additional condition: Notwithstanding the provisions of Schedule 2, Part 3 and Part 4 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), the buildings hereby approved shall be used only for the sale of hot or cold food and beverages and the hire of golf clubs and for no other purpose without the further grant of planning permission. To control operations carried out within the building such that it safeguards town centre viability and vitality, neighbouring amenity and heritage interests to ensure compliance with Policies DM01, DM02, DM04, DM07 and DM19 of the North Devon and Torridge Local Plan.

Notwithstanding the decision, the Planning Committee recognised that the Public Consultation being undertaken may find an alternative location for the toll booths.

58. 70906: LISTED BUILDING APPLICATION FOR INTERNAL AND EXTERNAL WORKS ASSOCIATED WITH FIT OUT OF A BUTCHER'S SHOP: 9 BUTCHERS ROW, BARNSTAPLE, EX31 1BW.

The Committee considered a report by the Head of Place (circulated previously).

There were no questions from the Committee.

RESOLVED (unanimous) that the application be APPROVED as recommended by the Head of Place.

Chair

The meeting ended at 12.09 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

Minutes of a meeting of Planning Committee held at Barnstaple Rugby Club Main Room - Barnstaple Rugby Club on Wednesday, 11th March, 2020 at 10.00 am

PRESENT: Members:

Councillor Ley (Chair)

Councillors Chesters, Davies, Fowler, Gubb, Knight, Mackie, Prowse, D. Spear, L. Spear, Tucker and Yabsley

Officers:

Solicitor and Lead Planning Officer (South)

Also Present:

Councillors Mack and York

59. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Crabb, Lane and Leaver.

60. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12TH FEBRUARY 2020

RESOLVED that the minutes of the meeting held on 12 February 2020 (circulated previously) be approved as a correct record and signed by the Chair.

61. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY

The Chair advised that following the conclusion of the meeting, there would be an informal discussion regarding the Committee undertaking site inspections of sites which had previously been granted planning permission.

62. DECLARATION OF INTERESTS

There were no declarations of interest announced.

63. 66122: OLIVER BUILDINGS, BARNSTAPLE, EX31 2AA

The Committee considered a report by the Head of Place (circulated previously – now appended).

The Committee noted that the incorrect year had been included on pages 22 and 23 of the report and that reference to replies received from Councillor Lofthouse should have stated 13 November **2019** and DCC Childrens Services should have stated 4 December **2019**.

The Lead Planning Officer (JW) reported the receipt of amended drawings in relation to Block 2.

Councillor Yabsley arrived at the meeting. In accordance with Part 3, Annexe 1 of the Constitution, as Councillor Yabsley had arrived during the consideration of the application he was unable to propose or second any motion or amendment or cast a vote.

The Lead Planning Officer recommended that in addition to the recommendation, that delegated authority also be granted to finalise the conditions in relation to the approval of materials to be used; to secure a window strategy for each floor to retain historical importance; inclusion of conditions as recommended by the Conservation Officer; and the amendment of the pre-commencement dates as appropriate in some of the conditions.

Alan Rennles (Barnstaple Town Council representative), Tim Street (objector), Andrew Pegg (Wessex Developer) and Joe Horner (representing the agent) addressed the Committee.

In response to questions raised about Block 1, the Lead Planning Officer advised that there was a significant amount of highway in the surrounding area and there was an opportunity for another area of public realm to be provided behind Block 1. In her opinion there was a reasonable separation distance between the bus stop and the public highway and Block 1. She referred to the consultation response received from the Planning Policy unit dated 10 January 2020 regarding the principle of Block 1 in terms of its conformity with policies in the adopted Local Plan.

In response to a question, the Lead Planning Officer advised that Barnstaple Town Council had suggested the provision of electric car charging points. She read the applicant's response as detailed on page 64 of the report.

RESOLVED (unanimous) that the application be APPROVED as recommended by the Head of Place subject to the Head of Place being delegated authority to finalise the conditions in relation to:

- (i) the approval of materials to be used;
- (ii) to secure a window strategy for each floor to retain historical importance;
- (iii) inclusion of conditions as recommended by the Conservation Officer;

- (iv) the amendment of the pre-commencement dates as appropriate in some of the conditions.

64. 66138: OLIVER BUILDINGS, BARNSTAPLE, EX31 2AA

The Committee considered a report by the Head of Place (circulated previously – now appended).

RESOLVED (unanimous) that the application the APPROVED as recommended by the Head of Place.

Chair

The meeting ended at 10.55 am

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

Minutes of a meeting of Planning Committee held at Virtual - Online meeting on Wednesday, 10th June, 2020 at 10.00 am

PRESENT: Members:

Councillor Ley (Chair)

Councillors Chesters, Crabb, Davies, Fowler, Gubb, Knight, Lane, Leaver, Mackie, Prowse, D. Spear, L. Spear, Tucker and Yabsley

Officers:

Head of Place, Solicitor, Lead Planning Officer (North), Lead Planning Officer (South), Senior Planning Officer (MB) and Senior Planning Officer (MP).

Also Present:

Councillor Mack

65. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meetings procedure and etiquette to the Committee and public in attendance.

The Senior Corporate and Community Services confirmed the names of those Councillors and officers present and advised that members of the public and press were also in attendance.

66. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

67. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11TH MARCH 2020

RESOLVED that the minutes of the meeting held on 11 March 2020 (circulated previously) be approved as a correct record and signed by the Chair.

68. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY

The Chair advised that planning appeals decisions would be included on future agenda if they were of particular interest to the Committee and would be considered at the end of the meeting.

69. DECLARATION OF INTERESTS

There were no declarations of interest announced.

70. 66135: OUTLINE APPLICATION FOR ERECTION OF ONE LOCAL NEEDS DWELLING AND ACCESS (SOME MATTERS RESERVED) (AMENDED PLANS), MARWOOD, BARLEYCOTT, MUDDIFORD, BARNSTAPLE, DEVON, EX31 4ES

The Committee considered a report by the Head of Place (circulated previously – now appended).

In response to a question, the Senior Planning Officer (MB) advised that the agent was in agreement for a time limit to not be included within deferral as he was unsure as to when the additional information would be available. He further advised that he would be in agreement for the deferral of the application being for a six month period should the Committee be minded to defer for this period of time.

RESOLVED (unanimous) that the application be DEFERRED as recommended by the Head of Place for a period of six months.

71. 70952: CONVERSION OF SHOP TO FORM ONE FLAT, COMBE MARTIN, COASTAL BOROUGH ROAD, ILFRACOMBE, DEVON, EX34 0DQ

The Committee considered a report by the Head of Place (circulated previously – now appended).

Graeme Coombs (applicant) addressed the Committee.

In response to a question in relation to paragraph 163 of the National Planning Policy Framework, the Senior Planning Officer (MP) advised that the application was for a change of use from a shop to form one flat. The residential use would be more vulnerable than its existing use with residents sleeping overnight at the property. The property was in Flood Zone 3 and a safe access and egress should be made available. The property should be flood resistant and appropriate design measures put in place to make it flood resistant. The Environment Agency had recommended the ground floor level be increased by 0.8 metre, however this design alteration could not be achieved. The property would still be at risk of flooding even with appropriate escape routes and improvements being made to the culvert.

In response to a question, the Solicitor advised that the Committee should consider the application as submitted and not speculate upon whether the ground floor of the property might be put to any other type of use.

Councillor Gubb (in her capacity as Ward Member) addressed the Committee.

In response to a question, Graeme Coombs (applicant) advised the Committee that the applicant had been in consultation with the Environment Agency since January 2019.

In response to a question, the Senior Planning Officer (MP) advised that the Environment Agency had stated that the ground floor property was not suitable for any form of residential development even including a lounge or kitchen. Therefore if the whole building was converted into a single dwelling house, even limited residential elements could not be safely located on the ground floor.

The Lead Planning Officer (North) advised that he would be concerned if the Committee considered approving the application and going against the advice of the Environment Agency.

RESOLVED (unanimous) that the application be DEFERRED for two months to allow the applicant the opportunity to undertake further negotiations with the Environment Agency regarding the objections raised.

72. 71029: CHANGE OF USE OF GROUND FLOOR FROM USE CLASS A1 (RETAIL FORMER POST OFFICE) TO USE CLASS D2 / SUL GENERIS (TANNING STUDIO) TOGETHER WITH ASSOCIATED INTERNAL AND EXTERNAL ALTERATIONS, BARNSTAPLE, 39-40 BOUTPORT STREET, BARNSTAPLE, EX31 1SA

Councillor Crabb joined the meeting.

The Committee considered a report by the Head of Place (circulated previously – now appended).

The Senior Planning Officer (MB) reported the receipt of three additional letters of representations received from Natasha Watts, C. Renyard and Tree Tops Planning which had been emailed to the Committee.

Andrew Tregay (agent) and Leanne Shurety (objector) addressed the Committee.

Councillor Mack (in his capacity as Ward Member) addressed the Committee.

In response to questions, the Senior Planning Officer (MB) advised that the Joint Local Plan paragraph 13.113 criteria (c) encouraged competition between

commercial activities but did not refer to local or national businesses. Page 49 in the report was correct in that planning should not stifle new business and competition on high streets. The applicant would need to secure a licence from the Licensing Authority.

In response to a question, the Head of Place advised that reference to the vitality and viability was in relation to the town centre as a whole and not in relation to individual businesses. The consequences of competition between businesses was outside the remit of the Local Planning Authority.

In response to further questions, the Senior Planning Officer (MB) advised that the benefits of the application were considered to outweigh the harm. The Government's proposal to drive the economy was an important factor and carried significant weight. The vitality and viability of the town centre was looked at as a whole. He was not aware of the Royal Society Public Health vitality of the town centre publication. The Committee could consider imposing a time limit if the application was approved, however the Government advised against this and there was no benefit in granting a temporary permission. If the use of the premises failed, then the owner could apply for a change of use to A1.

RESOLVED (13 for, 2 against, 0 abstained) that the application be APPROVED as recommended by the Head of Place.

73. 71459: CHANGE OF USE OF BUILDING TO AN OPERATIONAL POLICE STATION TOGETHER WITH THE ERECTION OF FOUR ANCILLARY BUILDINGS, UNIT 1B (FORMERLY BARUM AUTOPARTS), SEVEN BRETHREN BANK, BARNSTAPLE, DEVON, EX31 2AS

The Committee considered a report by the Head of Place (circulated previously – now appended).

Councillor Knight (in his capacity as Ward Member) addressed the Committee.

In response to a question, the Lead Planning Officer (South) confirmed that the permitted use of the site as a police station shall be discontinued and the site restored to its former condition on or before 30 June 2025 as detailed in condition 3 to allow the Police maximum time to find an alternative location.

RESOLVED (unanimous) that the application be APPROVED as recommended by the Head of Place.

Chair

The meeting ended at 12.10 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

COUNCIL: 22ND JULY 2020

RECOMMENDATIONS OF THE STRATEGY AND RESOURCES COMMITTEE
HELD ON 2ND MARCH 2020

Minute 115 (c): Approval and Release of Section 106 Funds, Kings Nympton

RECOMMENDED:

(c) That Council vary the capital programme by £10,050 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

Minute 118 (b): Acquisition of Corporate Property

RECOMMENDED:

(b) That Council vary the capital programme by up to a maximum of £250,000 and that funds be released.

RECOMMENDATIONS OF THE STRATEGY AND RESOURCES COMMITTEE
HELD ON 4TH MAY 2020

Minute 124 (c): Approval and Release of Section 106 Public Open Space Funds – Chulmleigh and Heasley Mill

RECOMMENDED:

(c) That Council vary the Capital Programme by £20,500 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects

Minute 125: Approval and Release of Section 106 Funds, South Molton

RECOMMENDED that Council vary the capital programme by £60,525.92 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

RECOMMENDATIONS OF THE STRATEGY AND RESOURCES COMMITTEE
HELD ON 1ST JUNE 2020

Minute 139: Devon Home Choice and Local Lettings Policies

RECOMMENDED that delegated authority to the Head of Environmental Health and Housing Services be approved to agree Local Lettings Policies with Registered Providers, as set out and in accordance with Devon Home Choice Policy and Procedures.

RECOMMENDATIONS OF THE STRATEGY AND RESOURCES COMMITTEE
HELD ON 6TH JULY 2020

Minute 151: Approval and Release of Section 106 Conservation Area Fund for Fremington Quay Wall Repair Project Phase 1

RECOMMENDED that Council vary the capital programme by £30,000 and that funds be released for the project.

Minute 152: Approval and Release of Section 106 Public Open Space Fund – Kings Nympton

RECOMMENDED that Council vary the capital programme by £8,304.27 and that funds be released subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor for external projects.

NORTH DEVON COUNCIL

Minutes of a meeting of Strategy and Resources Committee held at Barum Room - Brynsworthy on Monday, 2nd March, 2020 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Barker, Lane, Leaver, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer, Community Protection Officer, Contracts Delivery Manager, Parking Manager and Parks, Leisure and Culture Officer

Also Present:

Councillors Biederman, D. Spear and Tucker

106. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

107. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 3RD FEBRUARY 2020 (ATTACHED).

RESOLVED that the minutes of the meeting held on 3rd February 2020 (circulated previously) be approved as a correct record and signed by the Chair.

108. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY.

(a) Coronavirus Update

The Chief Executive provided the Committee with an update on the actions that the Council were taking in light of the Coronavirus. He advised that Senior Management Team would be receiving an update later today from the Local Resilience Forum Strategic Command Group. All Heads of Service had been requested to review their business resumption plan on the basis that some members of staff would be unable to work. The Corporate Risk Register had been reviewed and an item had been included for a pandemic. Laptops had been rolled out to a number of employees, however there was currently insufficient band width to enable all of those employees to work from home. Waste and Recycling service collection rounds would be

reviewed and prioritised if there was a reduction in staff. Councillors would be provided with updates if the situation changed.

109. DECLARATIONS OF INTERESTS.

The following declarations of interest were announced:

- | | |
|----------------------|--|
| Councillor Lane | Item 14: Personal interest as a builder and developer |
| Councillor Leaver | Item 8: Personal interest as a trustee of a charity which received Rate Relief (Encompass South West) |
| Councillor Lofthouse | Item 8: Personal interest as a trustee of the Bridge Trust and uncle to owners of a Licensed Premises in High Street (Latitude 48) |
| | Item 14: Personal interest as Trustee of the Bridge Trust |

110. EXTENSION OF ENFORCEMENT AGENCIES CONTRACT

The Committee considered a joint report by the Car Parks Manager and Revenues and Benefits Manager (circulated previously) regarding the extension of the current enforcement agents contracts for a further year until 31st March 2020.

The Car Parks Manager highlighted the following:

- The current contracts for the recovery of debts via enforcement agents ended on 31st March 2020.
- A Devon wide framework was set up to procure two providers for this contract. This procurement resulted in three suppliers being appointed which was not considered to be practical for the council. A decision was made to withdraw from this framework and consider alternative options. Due to the lateness of the above Devon procurement exercise not concluding until December 2019, there was insufficient time or resources to undertake a full procurement at this time and the existing contracts had already been extended as far as was allowed pursuant to the current wording of the contracts.

In response to questions, the Car Parks Manager advised the following:

- The Revenues and Benefits team used the contractor more and were satisfied with the contract being extended.
- The Council had made the decision to withdraw from the Devon wide framework as the splitting of the workload between three suppliers would not allow for the same coverage and effectiveness for the delivery of the service.

RESOLVED:

- (a) That the current enforcement agents contracts be extended for a further year until 31st March 2021 and that Officers undertake a procurement exercise to appoint new contracts from 1st April 2021;
- (b) That the requirement to tender in accordance with paragraph 4.3(b) of the Contract Procedure Rules in Part 4 of the Constitution be set aside in order to allow for this extension, beyond the agreed terms of the contracts as currently worded.

111. EXTENSION OF LEASES AND MANAGEMENT AGREEMENTS FOR THE LEISURE FACILITIES

The Committee considered a report by the Parks, Leisure and Culture Officer (circulated previously) regarding the extension of the current Leisure Centre contract.

The Parks, Leisure and Culture Officer highlighted the following:

- The current leases and management agreements for the three Council owned leisure facilities end at midnight on 2 May 2020.
- Parkwood Leisure have won the competitive tender to build and operate the new leisure centre which was anticipated to be open on 1 February 2022.

RESOLVED:

- (a) That the Contract Procedure Rule be waived in line with (Part 4) 4.3(b) of the constitution;
- (b) That the current Leisure Contract be extended until the end of 31 January 2022 and the Council continue to contract with Parkwood Leisure.

112. BUSINESS RATES RELIEF

Councillor Prowse declared a personal interest as a Chair of Bratton Fleming Sports Club.

The Committee considered a report by the Head of Resources (circulated previously) regarding Business Rates Relief.

The Head of Resources highlighted the following:

- On 27 January 2020 the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rate measures that will apply from 1 April 2020. The report sought approval to incorporate these new measures in our Discretionary Business Rate Relief scheme from that date. These measures included: Retail Discount, Local Newspaper Relief; and Pubs Discount.
- The existing policy for the granting of Discretionary Non-Domestic Rates Relief, as previously approved in October 2017 and amended in April 2019, had been amended to incorporate these measures announced in the Written

Ministerial Statement as detailed in Appendix A and no other changes have been made.

- The Discretionary Business Rate Relief Scheme should be cost neutral and the Government would only reimburse the local authority up to the annual limit set.

It was noted that there was a typographical error contained in paragraph 1.2 of the report and it should have stated "...with effect from 1 April 2018".

RESOLVED that revised policy for the granting of Discretionary Non-Domestic Rates Relief, to include the additional business rate measures as announced by the Financial Secretary to the Treasury as outlined in Appendix A, with effect from 1 April 2020 be adopted.

113. RURAL SETTLEMENT LIST

The Committee considered a report by the Head of Resources (circulated previously) regarding the Rural Settlement List.

The Head of Resources highlighted the following:

- To be eligible for Rural Rate Relief the business must be located in a qualifying rural settlement, which had a population of no more than 3,000 and falls wholly or partly in an area designated for the purpose of the Rural Rate Relief Scheme. The Authority was required to compile a list for the purpose of this scheme.
- The Rural Rate Relief Scheme helped qualifying small general stores, post offices, food shops, public houses and petrol stations. It was intended to safeguard rural communities and preserve the future of village life by supporting the service they provide to local people.
- The appendix to the report listed the qualifying Rural Settlements with a population of fewer than 3,000. This list remained unchanged for many years.

RESOLVED that for the purposes of Rural Rate Relief the rural settlements listed in the appendix to the report be approved.

114. PUBLIC SPACES PROTECTION ORDERS

The Committee considered a report by the Community Protection Officer (circulated previously) regarding consultation exercise to be undertaken on proposals for Public Spaces Protection Orders (PSPO).

The Community Protection Officer highlighted the following:

- The Anti-Social Behaviour Crime and Policing Act 2014 gave Local Authorities and the Police more effective powers to deal with Anti-Social Behaviour. Under this Act, the Council had additional powers available to address Anti-Social Behaviour associated with street based behaviour.

- It was proposed that six towns and villages across North Devon would have areas covered by PSPOs namely: Barnstaple, Ilfracombe, Braunton, Croyde, Woolacombe and Combe Martin.
- The proposed restriction of areas in Barnstaple and Ilfracombe would apply at all times.
- The proposed restrictions in Braunton, Croyde, Combe Martin and Woolacombe would apply between 1 April and 30 September of each year.
- The proposed restrictions detailed in paragraph 4.7 of the report.
- The results of the consultation would be presented to the Committee and then Council in October 2020 for consideration. Subject to approval, the PSPO would then be enacted.

In response to questions, the Community Protection Officer advised the following:

- The Council had been made aware of the level of concern of some aspects of the community in relation to behaviour by the Police. The proposed restrictions in Braunton, Croyde, Combe Martin and Woolacombe were for the summer months. There were not a particular problem with drinking and public urination in Braunton, however it was anticipated that the area would become busier during the summer months and it had been considered appropriate to apply the restrictions to Braunton as it was a tourist destination and was located close to the coastal towns.
- The proposed restrictions would not prevent social drinking on the beach. It would only be in cases where the Police had been contacted regarding anti-social behaviour.
- South Molton had been considered however neither the Police or Environmental Health had provided any evidence regarding anti-social behaviour.
- The Government was currently undertaking consultation on the Vagrancy Act. The term “aggressive begging” was used in relation to begging taking place when someone was vulnerable and paying for items such as a car parking ticket.
- Consultation had already taken place with the Police and local homelessness support charities. However, it was anticipated that a formal response would be received as part of the consultation process.
- The Parish and Town Councils of the identified areas would be consulted as part of the consultation process.
- The PSPO would enable police officers to deal with issues of anti-social behaviour quickly.
- An explanation of terminology used would accompany the consultation questions.
- That the consultation would also include reference to the services provided by the Council to homeless and vulnerable people.

Councillor Wilkinson requested that the issue of traders setting up stalls on pavements in coastal areas be investigated further with a view to actions that could be taken.

The Committee requested that a briefing be provided prior to a meeting of Council regarding the role of the Community Safety Partnership.

RESOLVED that the draft consultation exercise to be undertaken on the proposals identified in Paragraph 4.7, as outlined in appendix A be approved.

115. APPROVAL AND RELEASE OF SECTION 106 FUNDS, KINGS NYMPTON

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the allocation of section 106 public open space funds in Kings Nympton.

RESOLVED:

- (a) That £9,000 be allocated to Kings Nympton Parish Hall towards the refurbishment of the kitchen within the Parish Hall;
- (b) That £1,050 be allocated to Kings Nympton Parish Council towards the creation of a footpath within Kings Nympton Playing Field;

RECOMMENDED:

- (c) That Council vary the capital programme by £10,050 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

116. URGENT DECISIONS TAKEN BY THE CHIEF EXECUTIVE

(a) **Mid Devon Local Plan Review Proposed Main Modifications**

The Committee noted the urgent decision that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding the submission of a formal response to Mid Devon Local Plan Review Proposed Main Modifications.

It was noted that the template for urgent decisions taken by the Chief Executive needed to be updated.

(b) **Rough Sleeping Grant**

The Committee noted the urgent decision that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding tendering for the continuation of funding for Housing First and Housing First Accommodation via Encompass

Southwest utilising the Rough Sleeping Grant.

In response to a question, the Chief Executive advised that this urgent decision had been taken as there was a deadline to spend the first tranche of the funding awarded by the Government.

The Head of Resources advised that a schedule of projects including costs had been submitted as part of the bid for funding from the Rough Sleepers Initiative.

(c) **Rough Sleeping Grant**

The Committee noted the urgent decision that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding tendering for Outreach Navigators via the Freedom Community Alliance utilising the Rough Sleeping Grant.

(d) **Rough Sleeping Grant**

The Committee noted the urgent decision that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding tendering for a Community Psychiatric Nurse via Mental Health Services utilising the Rough Sleeping Grant.

117. EXCLUSION OF PUBLIC AND PRESS AND RESTRICTION OF DOCUMENTS

RESOLVED:

(a) That, under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to the financial or business affairs of any particular person (including the authority holding that information);

(b) That all documents and reports relating to the item be confirmed as “Not for Publication”.

118. ACQUISITION OF CORPORATE PROPERTY

The Committee considered a joint report by the Head of Place and Head of Resources (circulated previously) regarding the acquisition of corporate property.

RESOLVED:

(a) That authority be delegated to the Head of Resources to agree terms with the vendor to acquire this property;

RECOMMENDED:

- (b) That Council vary the capital programme by up to a maximum of £250,000 and that funds be released.

Chair

The meeting ended at 11.07 am

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

NORTH DEVON COUNCIL

Minutes of a meeting of Strategy and Resources Committee held at Virtual - Online meeting on Monday, 4th May, 2020 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Barker, Lane, Leaver, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer, Service Lead - Environmental Protection, Customer and Corporate Services Manager, Contracts Delivery Manager, Business Information Systems Manager, Head of Environmental Health and Housing, Head of Place and Project and Procurement Officer

Also Present:

Councillors Biederman, Davies, Gubb, Knight, Ley, Mackie, Saxby, D. Spear, Tucker, Walker and York

119. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

120. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 2ND MARCH 2020 (ATTACHED).

RESOLVED that the minutes of the meeting held on 2 March 2020 (circulated previously) be approved as a correct record and signed by the Chair.

121. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY.

(a) Selaine Saxby MP Update

Councillor Saxby in her capacity as MP for North Devon addressed the Committee. She advised the Committee that the Government was working hard to protect everyone's health and supporting businesses. The provision of grants to businesses was positive. She invited anyone to get in contact with her if they required any help.

122. DECLARATIONS OF INTERESTS

The following declarations of interest were announced:

Councillor D. Spear Item 6: Personal interest as a Braunton Parish Councillor

Councillor L. Spear Item 6: Personal interest as a Braunton Parish Councillor

123. DISPOSAL OF PUBLIC OPEN SPACE, BRAUNTON

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the disposal of public open space to Braunton Parish Council.

The Project, Procurement and Open Space Officer highlighted the following issues:

- Proposed site for adoption by Braunton Parish Council as detailed in Appendix 1. The area of land outlined in red was owned by North Devon Council. The area of land outlined in blue was currently owned by Tesco's however North Devon Council maintained the land.
- Braunton Parish Council had approached North Devon Council to request the transfer of the public open space within North Devon Council's control.
- North Devon Council had engaged with Tesco Superstores regarding the completion of the transfer of public open space.

Councillor L. Spear re-declared a personal interest in the item as the Chair of Braunton Parish Council.

In response to questions, the Project, Procurement and Open Space Officer advised that Tesco's Superstores had stopped engaging with North Devon Council approximately 12 months ago. In October 2019, North Devon Council sought Tesco's view on transferring the Public Open Space directly to Braunton Parish Council rather than NDC. This request was acknowledged and NDC were advised that they would take instruction, however no reply had been received. If Tesco's were not prepared to engage with NDC then the Council would have no other option but to stop maintaining the open space in Tesco ownership and could pay back the remaining unspent Section 106 revenue contribution.

RESOLVED:

- (a) That the placing of a statutory advertisement under section 123 of the Local Government Act 1972, for the disposal of land to Braunton Parish Council, at a nil value for the benefit of the environmental and social wellbeing of the community be approved, for:
- (i) Land known as Bats Meadow and associated open space, Braunton, and show as red on the Plan as detailed in Appendix 1;
 - (ii) Land in the ownership of Tesco, Braunton subject to a public

open space adoption by NDC, shown as blue on the plan as detailed in Appendix 1;

- (b) That the Chief Financial Officer be delegated authority to consider the responses received, and make a decision based on that consideration whether or not to proceed with and carry out that disposal.

124. APPROVAL AND RELEASE OF SECTION 106 PUBLIC OPEN SPACE FUNDS - CHULMLEIGH AND HEASLEY MILL

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the approval and release of section 106 public open space funds towards projects in Chulmleigh and Heasley Mill.

The Project, Procurement and Open Space Officer highlighted the following:

- Enhancement of the playing field car park at Chulmleigh as detailed in paragraph 4.1 of the report.
- Improvements to the car park and picnic area at Heasley Mill Village Hall as detailed in paragraph 4.2 of the report. Funding of £2,000 was required to meet the funding shortfall. The Ward Member was in support of this project.

Councillor Davies addressed the Committee as Ward Member for Chulmleigh and was in support of the project to enhance the Playing Field car park.

RESOLVED:

- (a) That £18,500 be allocated to Chulmleigh Parish Council towards the enhancement of the Playing Field car park;
- (b) That £2,000 be allocated to Heasley Mill Village Hall Management Committee towards the cost of the refurbishment of the village car park and picnic area;

RECOMMENDED:

- (c) That Council vary the Capital Programme by £20,500 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

125. APPROVAL AND RELEASE OF SECTION 106 FUNDS, SOUTH MOLTON

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the approval and release of section 106 funds towards a project within South Molton.

The Project, Procurement and Open Space Officer advised of a typographical error contained within paragraph 5.1 of the report, which should be amended to refer to planning application 60512 “land west of Nadder Lane, South Molton”.

The Project, Procurement and Open Space Officer highlighted the following:

- The Council had been working with South Molton Football Club to identify a suitable site which was available on the open market and was flat for the relocation of the club.
- The land was located near to the new Primary School at Limers Lane, South Molton.
- The relocation of the football club had been identified through the Local Plan and the North Devon Playing Pitch Strategy.

In response to questions, the Project, Procurement and Open Space Officer advised the following:

- South Molton Football Club had tried to purchase other pieces of land in the past, but had been unsuccessful as these were usually purchased very quickly and the club had missed several opportunities.
- A private buyer had put an offer on the table to the Football Club who agreed that the buyer purchase the land until such times as the Football Club had sufficient funds to purchase off of the buyer. There would be no uplift in the amount that the Football Club would pay to purchase the land from the private buyer.
- The Local Plan identified that South Molton needed a new sports hub. This was originally due to be located at the rear of the Secondary School. In terms of pitch allocation, South Molton Rugby Club had secured a new pitch at the rear of the Secondary School however the landowner would not release any further land.
- The new site was located to the south east of the new Primary School.
- Public Open Space included pitches and built recreation. The Leisure Centre was pay and play. South Molton Football Club and the running club would be the legal owners therefore any hire or usage would be managed by them.
- It would be managed through an open membership through both the Football Club and the running club. The grounds would not be open to the public. This was the same arrangements for other clubs such as rugby clubs.
- Maintenance of the pitch would cost approximately £9,000 per annum.
- A scheme for the site had been prepared but was not yet in the public domain. The planning application had not yet been considered by the Planning Committee.
- The Club was working with a conveyancing solicitor. A legal charge would be placed on the land registering the Councils interest.

In response to questions, the Chief Executive advised that public access would be considered as part of the planning permission process. The section 106 funds for this project had been specifically collected for built open space. By opening the grounds up to public access would result in the pitches being damaged. A full scheme would be submitted detailing the expenditure for the project.

RESOLVED that £60,525.92 be allocated to South Molton Football Club towards the purchase of their new site at Limers Lane, South

Molton.

RECOMMENDED that Council vary the capital programme by £60,525.92 and that funds be released, subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor, for external projects.

126. NORTH DEVON+ BREXIT FUNDING

The Committee considered a report by the Chief Executive (circulated previously) regarding the funds received from the Government to assist in preparations for Brexit.

The Chief Executive highlighted the following:

- Discussions had taken place with Torridge District Council regarding North Devon+ regarding the provision of a support package to be rolled out to businesses in Torridge and North Devon areas. Small to medium sized businesses would be targeted.
- Torridge District Council (TDC) had already agreed to contribute £30,000 to North Devon+ to deliver the Brexit package of support.
- TDC had retained some funding awarded by the Government to use for work being undertaken with the shellfish industry. North Devon Council (NDC) did not have any schemes which the Government funding could be used for.
- North Devon+ would use the existing business support networks such as the Chamber of Commerce, Federation of Small Businesses to deliver the support to local businesses.
- As there were more small to medium sized businesses located within the NDC area, North Devon+ could be requested to support more businesses in the NDC area.

In response to questions, the Chief Executive advised the following:

- The Government funds awarded to NDC was ringfenced for Brexit preparedness and could not be used for other purposes.
- Councillors would be advised of any appropriate events planned for businesses.
- Business grants were administered by NDC. North Devon+ provided general business support and had provided 10 business support packages to date.

In response to questions, the Head of Resources advised that the Government grant was awarded in three tranches of £17,500. There was a need for the support to be provided by one organisation to avoid duplication of work. There were significant higher number of businesses located in North Devon compared to Torridge District Council area.

Councillors Prowse and Worden declared personal interests as Directors of North Devon+.

RESOLVED:

- (a) That a maximum of £52,452 be provided to North Devon+ as grant funding in order for North Devon+ to deliver the Brexit support package, funded from the Provision for Brexit earmarked reserve;
- (b) That a report on the success of the programme be brought back to a later Committee;
- (c) That a letter be written to the MP for North Devon requesting that she lobby Ministers to avoid a no deal Brexit especially as our employers were reeling and closing due to Covid 19.

127. RECOVERY PHASE FOR NORTH DEVON'S LOCAL ECONOMY: UPDATE

The Committee received an update from the Head of Place regarding the recovery phase for North Devon's local economy. He outlined the work that was being undertaken with partners from the public and private sector as part of the group "North Devon Futures" which also included Torridge District Council and that a virtual meeting would be taking place this week. The Council was also working in partnership with Devon County Council and the Local Resilience Forum on the recovery process for both northern Devon and the whole of Devon. Further work was being carried out on the application to the High Street fund. The Chamber of Commerce had arranged a webinar on Friday for businesses with MPs. Officers were contacting businesses who had not already applied for a business grant to encourage them to apply. North Devon+ were receiving referrals from businesses for support. A weekly newsletter would be produced to be sent to businesses which would include the support being provided by North Devon+. The Council had recently undertaken a survey of businesses which had received 520 responses. The responses were currently being analysed. The Council was working with the Government on funding that had already been awarded to renegotiate terms and completion dates. The Council was seeking to achieve transformation through the growth agenda and was working closely with Devon County Council Local Enterprise Partnership.

The Committee requested a copy of the presentation to be forwarded to all Members for information via the Weekly Information Sheet.

The Chief Executive advised that the most important aspect was the recovery of the economy and that there was an opportunity for the Council to lead on the recovery phase. The Head of Place was in the process of preparing a draft plan which would be circulated to all Members within the next week and that an informal Council briefing would then be arranged.

128. TARKA LEISURE CENTRE

The Committee considered a report by the Contracts Delivery Manager (circulated previously) regarding the Tarka Leisure Centre.

The Contracts Delivery Manager highlighted the following:

- Construction of the new Tarka Leisure Centre was due to start in July but before works commenced a planning condition needed to be discharged.
- To discharge this condition, a statement was needed from the Council as landowner that the existing leisure centre would close prior to the new one opening. It also needed to confirm that any new use within the existing leisure centre would require a separate planning application.

In response to questions, the Contracts Delivery Manager advised the following:

- At the last project meeting with Parkwood and the builders it was confirmed the new leisure centre was still scheduled to open on 1 February 2022. This date could change following lockdown, but at present the building programme was not effected.
- A new interim contract had now been signed with Parkwood Leisure for the current leisure centre until the new leisure centre opened. The interim contract arrangements prevent the contractor from closing the existing leisure centre for any length of time before the new one opens without a very good reason. It was not in the contractor's interest to do this and it's intended the existing centre would close before the new one opens.

The Chief Executive confirmed that the current arrangements in place were clear in that the two facilities would not be open at the same time.

RESOLVED that the existing leisure centre close prior to the opening of the new leisure centre and any new use within the existing leisure centre be subject to the approval of a separate planning application.

129. NORTH DEVON COUNCIL'S PARTICIPATION IN THE UK RESETTLEMENT SCHEME FOR REFUGEES

The Committee considered a report by the Head of Environmental Health and Housing Services (circulated previously) regarding participation in the UK Resettlement Scheme for refugees.

The Head of Environmental Health and Housing advised that the Council had participated in resettlement through endorsement of Community Sponsorship and these schemes have been successful.

In response to questions, the Head of Environmental Health and Housing advised the following:

- There were no revisions to the dates contained within table in the Briefing Paper.
- The funding had not been announced for each person for the next year.

- The Council would seek to lease properties through private sector leasing. Two units would not have an adverse impact on the local housing market. Other support services needed to be commissioned.

RESOLVED:

- (a) That the Council pledges to secure two properties to accommodate new arrivals of refugee families under the local authority managed resettlement scheme in this area in 20/21;
- (b) That the Council pledges to support a further four Community Sponsorship schemes, and gives delegated authority to the Head of Service for Environmental Health and Housing, to determine applications in consultation with the Lead Member for Housing;
- (c) The Council pledges to secure up to two properties per year to accommodate refugee families under the local authority managed resettlement scheme in this area post 20/21, subject to:
 - (i) Government confirmation of the numbers of people and associated funding.
 - (ii) The Council's organisational capacity to undertake this responsibility.
- (d) That the Council's ongoing participation in the Devon Syrian Resettlement Governance partnership be approved, which was administered by Devon County Council.

130. PUBLIC SPACES PROTECTION ORDERS DOG CONTROL

The Committee considered a joint report by the Environmental Protection Service Lead and Senior Solicitor (circulated previously) regarding Public Spaces Protection Orders Dog Control.

Following concerns raised by the Committee, the Chief Executive advised that if the Committee were minded to defer the consideration of the consultation proposals for one month there were still time to carry out the consultation as the existing cover did not run out until October. This would give the opportunity for further consultation to take place with Councillors. The controls also operated in other areas such as play areas and there was a need to be sensitive regarding controls on beaches. It was anticipated that this survey would receive the most responses that the Council had received.

RESOLVED that the consideration of the report be deferred for one cycle to enable the opportunity for further consultation to take place with Councillors regarding the wording of the proposed questions and that Councillors be requested to feedback to the Environmental

Protection Lead within the next two weeks.

131. URGENT DECISION TAKEN BY THE CHIEF EXECUTIVE

The Committee noted the urgent decision that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding the response to the South West Inshore and South West Offshore Marine Plan.

Chair

The meeting ended at 12.47 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

Minutes of a meeting of Strategy and Resources Committee held at Virtual - online meeting on Monday, 1st June, 2020 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Barker, Lane, Leaver, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Head of Resources, Lead Officer - Planning Policy, Senior Solicitor/Monitoring Officer, Service Lead - Environmental Protection, Head of Environmental Health and Housing, Head of Place and Project and Procurement Officer

Also Present:

Councillors Biederman, Davies, Gubb, Orange, Saxby, D. Spear and Tucker

132. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meetings procedure and etiquette to the Committee and public in attendance.

133. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

134. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 4 MAY 2020 (ATTACHED).

RESOLVED that the minutes of the meeting held on 4 May 2020 (circulated previously) be approved as a correct record and signed by the Chair.

135. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY.

(a) Council's Financial Position

The Head of Resources advised the Committee that he was required to provide Government with a monthly update financial return indicating the loss of income and identifying additional costs as a result of Covid-19. Government assumed on their

return template that Local Authorities would return to normal after July however, the Head of Resources outlined it was not expected that the levels of income would return to normal then due to the economy taking longer to recover. The latest forecast projected was a potential loss of income of around £3.4m due to a reduction in fees and charges and a forecast reduction in collection of council tax and business rates. There were additional costs in housing the homeless, employing agency staff in Waste and Recycling to ensure rounds were completed and to shield the vulnerable totalling around £600,000. The Government had provided £1.018m in support, which was not enough to compensate for the predicted shortfall of £2.9m. The Council had unallocated reserves of £1.2m which was nowhere near enough to cover the losses. If the Council used the allocated earmarked reserves, this would have an impact on the capital replacement of vehicles and improvements to ICT infrastructure and result in additional implications for the Council as there would be a need to have to borrow more funds to cover this if the reserves were not available any more. Unless the Government provided more financial support, then a Section 114 notice would need to be considered which would result in spending only on the essential services and to bridge the gap the Council may need to look at the services that could be cut back on.

Selaine Saxby MP for North Devon addressed the Committee. She advised that Robert Jenrick, Secretary of State for Housing Communities and Local Government was aware of the problem Councils face and believed support would be coming. She advised that as lockdown was being eased that where possible the Council needed to generate income such as opening car parks which showed that that the Council was doing all it could and not just asking for help. The Government would produce briefing sheets for Districts and Parish Councils on issues such as PPE for cleaning of toilets. Shops were expected to start opening on 15 June 2020. Overnight accommodation was due to restart in July and that there may be a chance that the use of second homes may be earlier, however she was pushing against this proposal. The Tourism Industry had requested three weeks notice prior to the re-opening of overnight accommodation. The “R” (reproduction number) for North Devon was currently 0.8 and was high due to Care Homes. Plymouth was higher at 0.9 due to a higher density of population. Social distancing was crucial in bringing the “R” number down. Schools were doing a fantastic job in getting children back to school.

In response to questions, the Chief Executive advised the following:

- The level of recycling had increased for the months of April and May.
- In relation to the re-opening of High Streets, the Government had issued guidance regarding the re-opening of public toilets and requirement for PPE. The Council had a role as an employer and to protect staff and members of the public. He was comfortable with the level of PPE required and the Council kept up to date with the latest Government guidance.
- Public conveniences in coastal areas had been re-opened. The Council needed to employ additional staff prior to opening further toilets.

In response to questions, the Head of Resources advised the following:

- Although the volume of collection of recyclable materials had increased, the forecast for the sale of recyclable materials income was lower than when the budget had been set due to a reduction in material prices.
- Trade waste income was lower than forecast, but it was anticipated that it would start to recover as shops and businesses start to re-open.
- Other Councils were all in the same financial position. The Government had advised that there would be further tranches of funding, however the funding granted of £1m to-date was not sufficient to cover the forecast losses. Unless there was some certainty of funding in the very near future or that the levels of income start to recover, then he would consider looking to issue the Section 114 notice by the end of July 2020.
- There was no current risk of the Council not being able to pay employees. However there was a need to address the funding shortfall and bridge the funding gap and potentially review non-essential expenditure moving forwards.

136. DECLARATIONS OF INTERESTS.

There were no declarations of interest received.

137. PUBLIC SPACES PROTECTION ORDERS DOG CONTROL

The Committee considered a joint report by Environmental Protection Lead and Senior Solicitor (circulated previously) regarding undertaking a consultation exercise on setting up Public Spaces Protection Orders relating to dog controls.

The Environmental Protection Service Lead highlighted the following:

- The Council had received sufficient evidence in relation to anti social behaviour associated with dog fouling and control.
- It was proposed that a consultation exercise be undertaken for a period of 8 weeks which contained measures to enable certain restrictions and obligations to be imposed to help correct behaviour associated with irresponsible dog ownership.
- Following consultation, the proposals would be reviewed and presented to the Committee for consideration in October 2020.

In response to questions, the Environmental Protection Service Lead advised that the Tarka Trail was included within the consultation.

In response to questions, the Chief Executive advised the following:

- The dates of the consultation period as detailed in paragraph 4.5 of the report would be confirmed.
- The first version of the consultation document had been circulated to Members in February 2020 and the responses received had been included within the report presented to the Committee on 4 May 2020. Following the meeting on 4 May 2020, a Member working group had been held which

included representatives from each political party and those Members who represented coastal areas. The outcomes of working party had been incorporated within the consultation document appended to the report.

- Concern was expressed regarding the proposal to defer consideration of the consultation document as a working party had already been held and delaying the consultation would put officers under pressure as the Council was awaiting confirmation regarding officers role in the Track and Trace system.
- In accordance with the Anti-Social Behaviour, Crime and Policing Act 2014, the Council had to provide evidence of anti-social behaviour before implementing a public space protection order. Evidence had been provided by the Council’s Environmental Protection Wardens.
- The Communications Team would be involved in publicising the consultation

In response to a question, the Head of Environmental Health and Housing advised that the impact of dog fouling on water quality was outside of the scope of a public spaces protection order.

RESOLVED that the vote be taken by a recorded vote.

RESOLVED that the Head of Service (Environmental Health and Housing) be authorised to undertake a consultation exercise using the proposals set out in Appendix A of the report subject to the following:

- (a) That reference to the significant and positive public health, social and economic benefits of dog ownership be included within the introduction of the consultation document;
- (b) That the introduction to the consultation document as detailed on page 21 of the report be amended to move the 5th paragraph “The Council wants to look closely at the need for any controls.....” to near the beginning of the introduction;
- (c) That the numbering of the question on page 28 of the report be amended from “6” to “12”;
- (d) That the length of the consultation period as detailed in schedule of dates in paragraph 4.5 of the report be confirmed and amended accordingly for either 8 or 9 weeks.

Voting for the motion:

Councillors Barker, Lane, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson, Worden and Yabsley.

Voting against the motion:

Nil.

Abstained from voting:

Councillor Leaver

Totals: 10 For, 0 Against and 1 abstained

138. DEVON DISTRICTS PROCUREMENT STRATEGY

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the adoption of the Devon Districts Procurement Strategy.

The Project, Procurement and Open Space Officer highlighted the following:

- The Devon Districts Procurement Authorities have been working collaboratively to draft the third iteration of a joint Devon Districts Procurement Strategy.
- The Strategy sought to align with the identified themes of the National Procurement Strategy as detailed in paragraph 4.4 of the report.
- The action plan in the strategy (page 47) set out the outcome and action identified for each key theme and it was the responsibility of each District Council to monitor and provide a response for each action.

In response to questions, the Project, Procurement and Open Space Officer advised the following:

- That the community and voluntary sector could be included within each action.
- The sustainable matrix used for procurement could also include climate change and carbon reduction.
- No changes had been made to the timescales for procurement and the Constitution had not been changed. The Strategy just allowed for due consideration to be given.

RESOLVED that the Devon District Procurement Strategy 2019-2022 be adopted.

139. DEVON HOME CHOICE AND LOCAL LETTINGS POLICIES

The Committee considered a report by the Senior Housing Needs Officer (circulated previously) regarding obtaining delegated authority for officers to agree Local Lettings Policies in accordance with the Devon Home Choice Policy and Procedures.

The Chief Executive advised that the Committee did not have delegated authority to take the decision as it was a permanent change to officers delegations and therefore a recommendation would need to be made to Council.

RECOMMENDED that delegated authority to the Head of Environmental Health and Housing Services be approved to agree Local Lettings Policies with Registered Providers, as set out and in accordance with Devon Home Choice Policy and Procedures.

140. GLASS COLLECTION AND RECYCLING

The Committee considered a report by the Chief Executive (circulated previously) regarding the roll out of a separate glass container receptacle across the District for glass collection.

The Chief Executive highlighted the following:

- As part of the ongoing review of processes within the Council, a review of the issues around missed collections had been undertaken. The review involved engaging with employees directly providing the service to ascertain what changes they thought could be introduced to reduce missed collections.
- One idea raised was to try to encourage the public to separate glass from plastic and tins. It was felt that this would speed up the efficiency of the rounds and would also cut down on injuries to the workforce caused by broken glass.
- A trial had recently been undertaken in Yelland prior to lockdown where two boxes had been issued for glass and one for plastic and tins. Employees had advised that this had saved time.
- Previously a trial was also undertaken using hessian sacks which was popular with the public but did not speed up rounds as they could not use the bags to push the recycling into the stillage.
- Following lockdown and the Council providing a community response, the Council had ceased receiving missed collections via the telephone.
- During the lockdown the recycling service had run well and the public had been encouraged to separate their glass using their own separate container. Approximately 10-15% of households now separated glass.
- The costs of rolling out additional boxes to the District were estimated to be £80,000 and that a 15% contingency be allowed as detailed in paragraph 4.12 of the report.

In response to questions, the Chief Executive advised the following:

- That the proposed boxes for the collection of glass materials were blue and smaller and could sit inside the existing large plastic box.
- It was difficult to quantify how much financially the Council would save, however it was anticipated that the amount of overtime claimed by employees would reduce and that the efficiency and capacity of the service would improve.
- The Council could send out communications to advise that a separate box would be provided for the collection of glass and to contact the Council if they would prefer to use their own receptacle. It would not be an opt in service.
- It was unlikely that the percentage of households currently separating glass would increase without the Council providing separate receptacles.
- There was an approximately 8 week period for the procurement of the additional boxes.
- 40,000 boxes would be procured. It was not anticipated that every household would be provided with an additional box, as some households would use

their own receptacles. This would provide spare boxes which the Council could provide to households in new housing developments and for when replacements were required.

- If the Council went out to tender to procure the additional boxes rather than the recommended route in the report, it would cost an additional 35p for each box.

In response to questions, the Head of Resources advised the following:

- The last quarterly financial monitoring report presented to the Committee highlighted that a significant amount of overtime had been paid to enable rounds to be completed. This proposed change would enable the crews to complete rounds quicker and therefore a reduction in the overtime. It would also enable the processing hall to manage the collected recycling materials quicker.
- This would create capacity for the teams to take on additional rounds for new housing developments moving forwards.
- The employment of additional employees if we had to put further rounds on would have an impact on revenue. This was an investment to save revenue costs in the long term.
- 15% contingency had been included to allow for any price increases on the boxes. The budget cost would be funded from the Strategic Contingency Reserve.

RESOLVED:

- (a) That the roll out of a separate glass container receptacle across the District and a revenue budget of £92,000 to be funded from the Strategic Contingency Reserve be approved;
- (b) That the Council's Contract Procedure rules to allow a direct award if financially beneficial be approved.

141. AIR QUALITY SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered a report by the Head of Place (circulated previously) regarding the adoption of an amended Air Quality Supplementary Planning Document (SPD).

The Lead Officer (Planning Policy) highlighted the following:

- Summary of responses received to the draft Air Quality SPD as detailed in Appendix A.
- Amended version of the SPD incorporating the proposed amendments as detailed in Appendix B.
- The main issues raised as part of the consultation as detailed in paragraph 4.4 of the report.

- The Air Quality SPD would also need to be formally adopted by Torridge District Council.

In response to a question, the Lead Officer (Planning Officer) advised that he was unable to confirm a date when Torridge District Council would consider the adoption of the SPD. However, he would confirm the date following the meeting.

The Committee noted a typographical error contained on page 84, paragraph 2.5 (2) and should have stated “Development will be supported where it does **not** result.....”.

RESOLVED that the amended Air Quality SPD as set out in Appendix B be formally adopted as a supplementary planning document and be treated as a material consideration in determining relevant planning applications subject to paragraph 2.5 (2) on page 84 being amended to “Development will be supported where it does **not** result.....” ..

142. COASTAL CONCORDAT

The Committee considered a report by the Head of Place (circulated previously) regarding the signing of a new Coastal Concordat with the Department for Environment Food and Rural Affairs (Defra).

RESOLVED that the Council signs the Coastal Concordat with Defra and that interested Members and the Lead Member for Coastal Communities be invited to future training with the relevant concordat bodies.

143. BUSINESS RATES RELIEFS, COUNCIL TAX RELIEFS AND BUSINESS GRANTS

The Committee considered a report by the Head of Resources (circulated previously) regarding the adoption of a revised policy for the granting of Discretionary Non-Domestic Rates Relief and two new policies for the administration of business grants and the Council Tax discretionary reductions.

The Head of Resources highlighted the following:

- Further measures had been announced by the Government due to the Covid 19 crisis. These included extended business reliefs, business grants and a Council Tax hardship fund.
- The revised policy for the granting of Discretionary Non-Domestic Rates Relief as detailed in Appendix 1. On 11 March the Government announced that due to the Covid 19 crisis it would increase the Business Rates Retail Discount from 50% to 100% and extend it to include the leisure and hospitality sectors. The Government also announced a Business Rates Nursery Discount. Both discounts applied for 2020/21 only. The Council awarded £20.4m and 1134 businesses had been granted 100% relief.
- The Small Business Grant and Retail, Hospitality and Leisure Grant Policy for 2020/21 as detailed in Appendix 2. The Council had received £51m to pay grants to eligible businesses. As of 29 May 2020 the Council had paid out

£37.8m. 700 (17%) of the total eligible businesses had not yet applied. This list would be circulated to Councillors to help with contacting those businesses to encourage them to apply for the grant. The Federation of Small Businesses would also be sent the list to assist with contacting these businesses to help the Council achieve paying 100% of the grant received from the Government to these eligible businesses.

- Council Tax Discretionary Reductions (Appendix 3). The Government had awarded the Council £692,000 to support economically vulnerable people by awarding £150 relief to council tax bills to claimants who currently pay a small proportion of Council Tax which was approximately 3,200 claimants. If further claims were made for Council Tax reductions, then those claimants would also receive £150 credit. The Policy also included a flood recovery framework to provide Council Tax reductions and for other cases such as individuals suffering exceptional hardship.
- The team had worked extremely hard and over weekends to ensure that the applications for grants were processed quickly.
- The separate Discretionary Grant scheme for businesses had been launched today and had been publicised on our website and using social media.

In response to a question, the Head of Resources advised that car parks managed by other organisations were not eligible for the business grants as to meet the criteria the business must have premises. Parish Councils were also not eligible to apply for the grants.

RESOLVED:

- (a) That the adoption of the revised policy for the granting of Discretionary Non-Domestic Rates Relief, to include the additional business rate measures with effect from 1 April 2020 (shown in appendices K and L of Appendix 1) be approved;
- (b) That the adoption of the policy for the granting of the Small Business Grant and Retail, Hospitality and Leisure Grant with effect from 1 April 2020 (Appendix 2) be approved;
- (c) That the adoption of the S13A (1) (c) Local Government Finance Act 1992 Policy for the administration of the Council Tax Discretionary Reductions with effect from 1 April 2020 (Appendix 3) be approved.

144. URGENT DECISIONS TAKEN BY THE CHIEF EXECUTIVE

The Committee noted the urgent decisions that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding the Hardship Relief Fund; financial assistance for Parkwood Leisure; Hackney Carriage and Private Hire MOTs and garage tests; mechanical examination for taxi and Private Hire drivers; proposed derogation to the Council's Hackney Carriage and Private Hire licensing policy 2016 concerning

maximum age of Hackney Carriage vehicles; licensing of new or replacement Hackney Carriage and Private Hire vehicles when social distancing measures due to Covid-19 are in place; badges and plates for licensed Hackney Carriage and Private Hire vehicles; refund of fees for Hackney Carriage vehicles, drivers and operators due to the impact of Covid-19; fees for temporary event notices (TENs) and car parking and public toilets.

The Chief Executive advised that the urgent decisions taken had all been in response to the Covid 19 crisis.

Chair

The meeting ended at 12.31 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

NORTH DEVON COUNCIL

Minutes of a meeting of Strategy and Resources Committee held at Virtual - Online meeting on Monday, 6th July, 2020 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Lane, Leaver, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer, Conservation Officer, Customer and Corporate Services Manager, Head of Environmental Health and Housing, Service Lead Housing Vulnerable Persons and Community Safety and Project and Procurement Officer

Also Present:

Councillors Biederman and Tucker

145. VIRTUAL MEETING PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meeting procedure and etiquette to the Committee and attendees.

146. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Barker.

147. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 1 JUNE 2020 (ATTACHED).

RESOLVED that the minutes of the meeting held on 1 June 2020 (circulated previously) be approved as a correct record and signed by the Chair.

148. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY.

The Chair advised that an informal meeting of Members would be held following the conclusion of the Committee.

149. DECLARATIONS OF INTERESTS.

There were no declarations of interest announced.

150. HOMELESSNESS UPDATE AND TEMPORARY ACCOMMODATION PODS

The Committee considered a report by the Head of Environmental Health and Housing (circulated previously) regarding an update on Homelessness and the principle of purchasing of individual units of bespoke night by night temporary accommodation for rough sleepers in the form of emergency shelter pods.

The Head of Environmental Health and Housing highlighted the following:

- On 26 March 2020, the Government had sent a letter to the Chief Executive requesting that the Council seek accommodation for all rough sleepers as a matter of urgency.
- The Government had also advised that the Council were unable to operate our winter shelter “Safe Sleep” this year.
- During the peak, the Council received 50 new presentations of homelessness per week.
- The Council were required to modify the delivery of its service in a Covid safe way and needed to also provide a range of different services including the provision of food, water and medicine.
- The procurement of accommodation pods had been identified as a potential solution for the provision of temporary accommodation.
- The Government had recently announced additional £105 million funding available from the Ministry of Housing Communities and Local Government for rough sleeper provision.
- If the Council was successful in drawing down funding from the Government, approval was sought in principle for the purchase of five shelter pods.
- Benefits of procuring shelter pods were outlined in the report and would ensure the wellbeing of extremely vulnerable individuals.

Councillor Worden expressed his appreciation to the Service Lead for Housing Vulnerable Persons and her team and the Head of Environmental Health and Housing for their work.

In response to questions, the Service Lead for Housing Vulnerable Persons and Head of Environmental Health and Housing advised the following:

- The accommodation pods had a small slimline window to allow some light. The pods were purely for sleeping purposes and would only be accessed at night.
- The revenue budget for the delivery of the homelessness service would be used to pay the £500 maintenance costs for each pod. This would also be enhanced by housing benefits.
- Positive discussions had taken place with third parties regarding the location of the pods. Council land may also be used to accommodate one or two pods.
- Once potential locations had been identified a dialogue would be held with relevant stakeholders. The specific locations of the pods would not be reported to the Committee.

- The Service Lead had been successful in drawing down funding from Central Government for rough sleepers and had set up an inter-agency team consisting of representatives from health, adult and social services. This set up was unique and was a really good way of providing a holistic core service.
- Many homeless individuals had been provided with accommodation by the Council and many had now been moved into permanent accommodation, which was a massive achievement for the team.
- The Council received 1 – 2 cases of rough sleeper per week, which showed the pressures that many people were now under.
- The demand for temporary accommodation had doubled during the course of the pandemic. Previously the Council accommodated 20 households. Due to the success in securing permanent accommodation for some households, this number had reduced to below 40.
- There was a need for the Council to provide temporary accommodation during the winter months for individuals who were street homeless. The procurement of 5 pods was considered appropriate in light of the other support that the Council provided. The unit cost for each pod was £6,000.
- It was very difficult to plan for homelessness as the Council could not predict the numbers of households that would present themselves to the Council and whether they would be individuals or families. However, there was a need to model the forecast on an increase in demand and for an increase in the supply of temporary accommodation.
- The Government had also recently announced further funding opportunity of £433 million for the provision of support accommodation and it was important that officers had capacity to submit bids for funding during this busy time.

Councillor Leaver declared a personal interest as a Trustee of Encompass.

RESOLVED:

- (a) That approval be given in principle for the purchase of the shelter pods subject to external funding being received and support regarding identifying suitable locations for them to be sited and that this will become just one of the Council's solutions to bring rough sleepers off the streets and help them to engage with all required services;
- (b) That the general update on homelessness in light of Covid-19 provided by the Head of Environmental Health and Housing be noted.

151. APPROVAL AND RELEASE OF SECTION 106 CONSERVATION AREA FUND FOR FREMINGTON QUAY WALL REPAIR PROJECT PHASE 1

The Committee considered a report by the Conservation Officer (circulated previously) regarding the allocation of Section 106 Conservation funds arising from the development of Fremington Army Camp towards the Fremington Quay Wall Repair Project Phase 1.

The Conservation Officer highlighted the following:

- When the redevelopment of Fremington Army Camp was approved in 2014, the approval was subject to a section 106 agreement contribution of £30,000 for “Conservation Area Contribution”.
- The Council received the contribution in December 2015. The contribution needed to be spent within five years of the date of receipt.
- The original intention was that the fund would be spent within the Fremington Village Conservation Area which included the Army Camp.
- The most suitable target for the money was the grade II listed walled garden and gazebo, however following discussions with the owners it had not been possible to instigate the repair work within the required timescale.
- An alternative use for the funding had been identified at Fremington Quay, which was just to the east of the Army Camp development. It was a separate Conservation Area, however the developer who made the contribution and the Parish Council have confirmed that they no objection to the slight variation.
- The Quay wall bordered the informal car parking area to the north of the café, and there was a slipway at the northern end. South of the slipway, sections of the stone facing to the Quay structure built wall have belled out and collapsed on to the beach. This had resulted in water getting in to the main wall. Repair works were urgently necessary to prevent further deterioration to the structure and keep it safe.
- This would be the first phase of the work. Further funding would be required for the next phase.

RESOLVED that £30,000 be allocated to the Fremington Quay Wall Repair Project Phase 1 to be administered by the Property and Technical Services unit.

RECOMMENDED that Council vary the capital programme by £30,000 and that funds be released for the project.

152. APPROVAL AND RELEASE OF SECTION 106 PUBLIC OPEN SPACE FUNDS - KINGS NYMPTON

The Committee considered a report by the Project, Procurement and Open Space Officer (circulated previously) regarding the allocation of section 106 public open space funds towards one project in Kings Nympton.

The Project, Procurement and Open Space Officer highlighted the following:

- The Council had recently provided section 106 public open space funds to Kings Nympton Parish Council to undertake improvement works at the playing field in Kings Nympton. These works included improvements to access to the playing field by installing a hardstanding concrete footpath.
- Kings Nympton Parish Council have in collaboration with the Friends of Kings Nympton school, the pre-school and Mother and Toddler Group to gather research on a range of play equipment that would benefit the community. As part of this community consultation a zip wire had been identified as the preferred option.

- The Parish Council had obtained quotes. The financial details were detailed in paragraph 5.1 of the report. The remaining amount would be funded by the Playing Field Committee and any overspend would be met by the Parish Council.

RESOLVED that £8,304.27 be allocated to Kings Nympton Parish Council towards the provision of play equipment at Kings Nympton Playing field.

RECOMMENDED that Council vary the capital programme by £8,304.27 and that funds be released subject to a Funding Agreement upon such terms and conditions as may be agreed by the Senior Solicitor for external projects.

153. URGENT DECISIONS TAKEN BY THE CHIEF EXECUTIVE

The Committee noted the urgent decisions that had been made by the Chief Executive in accordance with paragraph 3.48, Annexe 2, Part 3 of the Constitution (circulated previously) regarding two decisions in relation to the Barnstaple pedestrian and cycle route improvements and a decision relating to urgent works to Lynmouth Esplanade sea wall.

It was noted that Councillor Lofthouse as Ward Member had received notification on 20 May 2020 giving the options and not 19 May 2020.

Chair

The meeting ended at 10.50 am

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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