



Public Document Pack

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

K. Miles
Chief Executive.

To: All Members of the Council
and Chief Officers

NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.25 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, 7TH APRIL, 2021 at 6.30 pm.**

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

Chief Executive

AGENDA

1. Virtual meetings procedure - briefing and etiquette
Chair to report.
2. Apologies for absence
3. To approve as correct records the minutes of the meetings held on 17 February 2021 and 24 February 2021 (attached) (Pages 9 - 32)
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
 - (a) To consider the following notice of motion from Councillor Mack:

“Full council notes that:

1. The electoral system used for local elections in England and Wales, First Past the Post (FPTP), is not a fair system, because it means that votes do not have equal weight and many votes are wasted. This leads to voter apathy and a feeling of disconnection from local democracy.
2. The alternative to FPTP is a system of proportional representation (PR), where votes cast for parties translates more or less directly into seats won. There are many variants of PR. The Single Transferable Vote system (STV) variant of PR is already in use for local elections in Scotland and Northern Ireland. With this system, voters rank candidates and those who receive the most backing (including second and subsequent choices) are elected to serve in multi-member wards.
3. The Welsh Assembly has just agreed legislation to allow local authorities to choose to change their voting system to the proportional Single Transferable Vote system, which is already used for local elections in Scotland and Northern Ireland.
4. The introduction of PR for local elections in Scotland has led to an increase in turnout, which was 47% at the last elections, held in 2017. In contrast, turnout for North Devon was 37% in the 2019 local District elections.
5. Barnstaple Town Council unanimously supported a move to proportional representation in North Devon on February 22nd.

Full council believes that a move to the use of proportional representation for local elections would boost turn-out, make the council more representative of the political make-up of its residents, and improve the quality of its decision-making processes, thereby benefiting all North Devon residents.

Therefore, this Council resolves to:

1. Welcome the new legislation allowing Welsh councils to choose the fairest and most appropriate voting system for their local elections.
2. Request that the Government bring forward legislation to allow local elections in England to be run by a proportionally representative voting system (PR).
3. Work with the Electoral Commission to agree upon and choose the most appropriate electoral system for North Devon.”

(b) To consider the following notice of motion from Councillor Luggar:

“North Devon Council notes with concern and alarm the number of times that environmental damage is caused to the natural environment during development despite the imposition of planning conditions on planning permissions that are meant to protect the same. Too often trees, hedgerows and important habitats are damaged or destroyed when they should be protected for the amenity benefit of the public at large and local residents in particular. North Devon council calls on

officers to ensure that planning conditions designed to achieve environmental protection and enhancement are speedily enforced, including by the service of a breach of condition notice if necessary and/or tree protection orders.”

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 33 - 36)

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. **Outside Bodies - Report of Appointees** (Pages 37 - 76)

Report by Chief Executive (attached).

14. **Report of Chair of Governance Committee** (Pages 77 - 86)

Report of Chair of Governance Committee (attached).

15. **Statutory Pay Policy** (Pages 87 - 94)

Report by Human Resources Manager (attached)

16. **Minutes of Committees**

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

(a) **Building Control Joint Committee** (Pages 95 - 98)

(i) 11 February 2021

(b) **Governance Committee** (Pages 99 - 106)

(i) 9 March 2021

(c) **Licensing and Community Safety Committee** (Pages 107 - 110)

- (i) 9 February 2021
- (d) Planning Committee (Pages 111 - 122)
 - (i) 10 February 2021
 - (ii) 10 March 2021
- (e) Strategy and Resources Committee (Pages 123 - 132)
 - (i) 1 March 2021
 - (A) Minute 272: Council Tax Discounts

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

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

26.03.21

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.

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 Virtual - Online meeting on Wednesday, 17th February, 2021 at 6.30 pm

PRESENT: Members:

Councillor Worden (Leader)

Councillors Barker, Bulled, Bushell, Cann, Chesters, Crabb, Davis, Davies, Fowler, Gubb, Henderson, Hunt, Jenkins, Knight, Lofthouse, Ley, Luggar, Mack, Mackie, Orange, Patrinos, Pearson, Phillips, Prowse, Roome, Saxby, D. Spear, L. Spear, Topham, Tucker, Walker, Yabsley and York

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer, Regeneration Manager, Senior Economic Development Officer, Senior Regeneration Officer, Estates Officer, Estates Officer and Customer and Corporate Services Manager

193. APPOINTMENT OF CHAIR

In the absence of the Chair, the Vice-Chair advised that her internet connection was intermittent and would not be able to undertake the role of Chair for this meeting. Therefore, a vote was taken to appoint a Chair. Councillor Worden moved that Councillor Prowse be Chair for this meeting, this was seconded by Councillor Yabsley.

RESOLVED that Councillor Prowse be appointed Chair for this meeting.

194. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Corporate and Community Services Officer outlined the virtual meeting etiquette and procedures and confirmed the Members, Officers and Guest in attendance.

195. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Biederman, Leaver, Lovering and Wilkinson.

196. DECLARATIONS OF INTEREST

The following declarations of interest were made:

Councillor Orange - Personal interest in the item of Future

High Street Fund, as was a member of the Barnstaple Youth House Trust in the capacity of an Outside Body appointee

Councillor York -

Personal interest in the item of Future High Street Fund, as was a Trustee of the Barnstaple Youth House Trust

197. EXCLUSION OF PUBLIC AND PRESS AND RESTRICTION OF DOCUMENTS

RESOLVED that,

- (a) 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 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 the information);
- (b) All documents and reports relating to the item be confirmed as “Not for Publication”.

198. FUTURE HIGH STREET FUND

Council considered a report by the Head of Resources and the Regeneration Manager regarding Future High Street Fund, (circulated previously).

The Regeneration Manager gave Members a presentation as follows:

- The Future High Street Fund was a Central Government scheme, administered by the Ministry of Housing Communities and Local Government (MHCLG) aimed at renewing and reshaping High Streets
- North Devon Council submitted their bid for funding in July 2020. The bid consisted of four inter-related projects; the Pannier Market/Guildhall and Former abattoir, the acquisition and rejuvenation of 36/37a Boutport Street, the access and reconfiguration of Queen Street/Bear Street car park and the pedestrianisation of (10am – 4pm) and public realm improvements to Butchers Row and Cross Street
- On Boxing day 2020 North Devon Council learned they had been awarded over £6.50 million, which equated to 69% of the amount applied for
- MHCLG awarded a further £5,000 to pay for consultants to help look at what could be achieved with the lower amount offered
- In total five options were modelled in consultation with Inner Circle Consulting

- North Devon Council had until 26th February 2021 to respond with how the bid had been adapted to account for the funding awarded or to identify where additional funding would be sourced

The Head of Resources then explained to Members the financial modelling of the five options:

- Across the five options the old abattoir site was no longer part of the model, however, the scheme would be designed so as not to preclude this development coming forwards at a later date, the improvement works to the Pannier Market in options two and three allowed for this saving and showed reduced borrowing, options four and five showed this saving as additional contingency fund for the Pannier Market
- Options two, three and four would not include the public realm improvements and would be a missed opportunity
- Option five was the preferred model despite showing a higher borrowing cost to the Council
- The improvement of the public realm would improve visitor experiences and would ensure return visits to the area which would not only benefit the town of Barnstaple but the whole of North Devon
- Looking for a quick and/or the biggest revenue gain would not be of benefit in the medium to longer term
- Any potential increased business rates income had not been included in the figures in the report
- The assets acquired would grow in value for the Council over the longer term
- The figures in the modelling had been looked at very closely and were very prudent, other teams across the authority such as the Property team and the Economic Development team had looked at the models produced by the external consultants to input their thoughts

The Head of Resources then introduced James Windsor, Inner Circle Consulting who gave a presentation on the benchmark data used for the financial modelling as follows:

- The refurbishment of Altrincham Market was completed in 2014. The project involved a transformation of their historic market into a destination for food stalls, performance artists and artisans
- It had subsequently become a popular wedding venue, private hire and entertainment venue
- An assessment of visitor behaviour undertaken in 2018 found very positive impacts on the market town within just four years
- Shop vacancy rates had dropped from 30% to just over 9% and tourist growth had increased by 28%
- Overall the national trend for visitors to UK towns was down 17% but Altrincham was bucking the trend due to their market
- The town had improved its ranking as best destination by 440 places to 37th in the country according to Harper Dennis Hobbs vitality

survey of 2021

- Frome Independent market was an award winning market which attracted over 80,000 visitors a year. Once a month, independent craftspeople, designers, makers, food producers and vintage traders in the South West take over the high street
- In Abergavenny their market is an historic market hall and old brewery. After a transformation project the town attracts in excess of 150,000 visitors a year to its various weekly markets
- Penzance, whilst not a market town, wanted to increase local residents footfall into the town centre, their transformation project had increased local resident growth by 25%
- The main theme of these different examples was one key point – ‘a curated experience with a very strong emphasis on quality, local provenance and sustainability’
- This has helped to create these towns as destinations and have all enhanced the reputations of their host towns
- The modelling for Barnstaple used three data sources; existing market footfall data, Queen Street and Bear Street car parks footfall and tourism footfall. This information was used to estimate the number of customers attending the renovated market. The model was assessed over a ten year period
- To assess estimated revenue generated at the market historical spend data of £22 spend per customer was used. In addition a control measure was used by applying a percentage of 20% of all visitors actually spending £22

The following replies were given to the questions posed by Members:

- A Benefit Cost Ratio (BCR) of two was needed to satisfy the gateway conditions for MHCLG
- Option four required a similar spend to option five but the public realm enhancements would not be possible and therefore the improvements made would not be as apparent or visible to visitors, in the longer term potentially reducing economic benefits to both the town and the council
- This project was not new it had been worked on for many years and could be seen as a foundation or building block to continue growth in Barnstaple
- It has been found that vibrant town centres require residential units and the development/retention of this at Boutport Street would deliver this
- The museum had undergone a transformation recently, the new leisure centre framework was going up and the success of big events coming to Barnstaple, such as the Tour of Britain bike race had kick started the town’s transformation
- The Town Council, local business’s, visitors and other stakeholders had all been able to give their thoughts and ideas on the future vision for Barnstaple
- The funding from MHCLG had a spend date deadline of March 2024 so this project would not be ten years in the making

- The interest rates on borrowing were at an attractive level currently and this would be fixed for the term of any borrowing made
- In the likelihood of future detrimental events happening it was hard to protect against but as in the current lockdown, due to Covid-19, the income compensation scheme offered by Central Government had been enormously helpful and would be again in the event of a similar event happening
- The intention of borrowing for this project was for regeneration purposes and not borrowing for profit so the risks involved were mitigated
- The financial modelling had been carried out using a 9% yield rate as opposed to occupancy rates
- Building insulation options and energy renewable roofing solutions would be looked at in conjunction with Heritage England, due to the listed status of the buildings, with finer detail reports brought back to Members. This would also include the refurbishment of toilet facilities at the Pannier Market
- The transformation of the Pannier market would increase revenue to the Council
- If agreed the increase to the Council's borrowing requirement (CFR) would increase from the current £17 million to around £21 million
- The visitor experience of arriving into the town by train or bus was very much an aspirational project but did not form part of this Future High Street Fund bid

It was moved by Councillor Prowse and seconded by Councillor Davies that the recommendations in the report be approved.

RESOLVED:

- (a) That options 5a and 5b be submitted to the Ministry of Housing Communities and Local Government delivering the original project as previously submitted together with additional outputs over parts of the scheme,
- (b) That the Capital Programme be varied by £10,944,000 to be funded by external grant of £6,549,000 and through external borrowing of up to £4,395,000, and;
- (c) That the authorised borrowing limit for 2021/22 onwards be increased to £26.5 million.

Chair

The meeting ended at 8.41 pm

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

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NORTH DEVON COUNCIL

Minutes of a meeting of NORTH DEVON COUNCIL held at Virtual - Online meeting on Wednesday, 24th February, 2021 at 6.30 pm

PRESENT: Members:

Councillor Biederman (Chair)

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

Officers:

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

199. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meeting procedure and etiquette to Council and attendees.

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

200. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Davis.

Councillor Yabsley advised that Councillor Barker would be late joining the meeting.

201. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13 JANUARY 2021 (ATTACHED)

RESOLVED that the minutes of the meeting held on 13 January 2021 (circulated previously) be approved as a correct record and signed by the Chair.

202. CHAIR'S ANNOUNCEMENTS

(a) Leaving the meeting early

The Chair reminded Members to advise if they had to leave the meeting early in order to assist with the taking of votes on motions.

203. 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.

204. 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

There were no questions submitted by the public and/or petitions under Part 4, Council Procedure Rules, Paragraphs 8 and 9 of the Constitution.

205. 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 received by Councillor Worden:

Councillor Worden presented his notice of motion to Council.

It was moved by Councillor Worden and seconded by Councillor Bushell "that this council resolves to:

1. To support the Rural Services Network in asking the government that the funding to rural authorities be increased to provide fairness for rural residents.
2. To lobby the government ourselves to request that the gap in funding between urban and rural be rectified as services in rural areas actually cost more to provide because of the sparsity of the population and the distances which need to be covered e.g. in collecting waste and recycling.
3. Call on the chancellor to give more clarity about future longer term funding and to remove the uncertainty surrounding New Homes Bonus and other incentive schemes.
4. Ask our officers to work with Devon County to update the map produced by the Institute of Fiscal Studies which may be used by government concerning the levelling up agenda which currently does not reflect the reality of the deprivation in many parts of North Devon."

RESOLVED that this Council:

- (i) Support the Rural Services Network in asking the government that the funding to rural authorities be increased to provide fairness for rural residents.
- (ii) Lobby the government ourselves to request that the gap in funding between urban and rural be rectified as services in rural areas actually cost more to provide because of the sparsity of the population and the distances which need to be covered e.g. in collecting waste and recycling.
- (iii) Call on the chancellor to give more clarity about future longer term funding and to remove the uncertainty surrounding New Homes Bonus and other incentive schemes.
- (iv) Ask our officers to work with Devon County to update the map produced by the Institute of Fiscal Studies which may be used by government concerning the levelling up agenda which currently does not reflect the reality of the deprivation in many parts of North Devon.”

(b) To consider the following notice of motion received by Councillor Topham

Councillor Topham presented her notice of motion to Council.

It was moved by Councillor Topham and seconded by Councillor Biederman “that Council write to the Chancellor of the Exchequer and the Secretary of State for Work and Pensions, urging them to raise Carer’s Allowance by £20 a week immediately, in line with the increase in Universal Credit, and copy in our local MP, asking for her support.”

Councillor York declared a personal interest as she was in receipt of a carer’s allowance for her disabled son.

Councillor Hunt declared a personal interest as she volunteered at the Northern Devon Foodbank.

RESOLVED that Council write to the Chancellor of the Exchequer and the Secretary of State for Work and Pensions, urging them to raise Carer’s Allowance by £20 a week immediately, in line with the increase in Universal Credit, and copy in our local MP, asking for her support.

(c) To consider the following notice of motion received by Councillor Biederman

Councillor Biederman presented his notice of motion to Council.

It was moved by Councillor Biederman and seconded by Councillor Mackie “that the notice of motion be referred to the Policy Development Committee and then on to the Strategy and Resources Committee for consideration and that the wording of the second paragraph of the notice of motion to be amended to “Despite the fantastic work done by our **team** of dedicated wardens.....”

Council noted that the Senior Corporate and Community Services Officer had received an email from Councillor Henderson giving his apologies for this meeting.

RESOLVED that the notice of motion be referred to the Policy Development Committee and then on to the Strategy and Resources Committee for consideration and that the wording of the second paragraph of the notice of motion to be amended to “Despite the fantastic work done by our **team** of dedicated wardens.....”.

(d) To consider the following notice of motion received by Councillor Leaver

Councillor Leaver advised that following the submission of her notice of motion, she had since had discussions with Councillors and Senior Officers and she proposed that the notice of motion be amended to the following:

“The Council has taken the first laudable step in setting up the Climate Action Team (CAT) following the declaration of a Climate and Ecological Emergency. The CAT assisted with and proposed the adoption of the Council’s Environmental Policy. Following adoption of that policy, further work now needs to be undertaken and one of those pieces of work is to draw up a Carbon Reduction Plan setting out what projects and initiatives need to be delivered to help the Council meet its objective of a net zero carbon operation at the earliest opportunity.

In order to progress this corporate priority, the Climate Action Team should be formally set up as a working group, included in the wide range of areas required for environmental stability, the specific task of developing and recommending a Carbon Reduction Plan, for implementation, to the Strategy and Resources Committee should be included. Officer and departmental support will be required to achieve this.

It is therefore recommended that Council resolve to ask Strategy and Resources Committee to formally constitute the CAT as a Working Group made up of 10 interested Members with an initial task of investigating what options exist for reducing and/or offsetting carbon usage, creating a Carbon Reduction Plan and reporting back to Strategy and Resources Committee within 6 months.”

It was moved by Councillor Leaver and seconded by Councillor Lofthouse that the amended notice of motion be adopted.

RESOLVED that Council ask Strategy and Resources Committee to formally constitute the CAT as a Working Group made up of 10 interested Members with an initial task of investigating what options exist for reducing and/or offsetting carbon usage, creating a Carbon Reduction Plan and reporting back to Strategy and Resources Committee within 6 months.

206. DECLARATIONS OF INTEREST

The following declaration of interest was announced:

Councillor Luggar – Item 9(a) personal interest as a Trustee of the Taw Link charity.

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

(a) To consider the following question submitted by Councillor Luggar:

“Can North Devon Council please consider being the lead on a formal bid to the Department of Transport (DfT) for funding from the Restoring our Railways project for the Taw Link. The speculative bid last year was warmly received and while not initially successful we have a very strong chance of being awarded funding to allow us to do engineering and economic feasibility studies. This will allow us to be in a position to make the full business case at a later date.”

Councillor Worden’s response “The Council has been involved with and supported this project for some time. The bid can be submitted by a community group and it is suggested that this is the more appropriate route. If the Council were to act as lead, if successful the procurement of the consultant to carry out the required work would need to be undertaken in accordance with the Council’s Contract Procedure Rules and the rules relating to public procurement. It is suggested that a bid submitted by the community group but submitted with the Council’s support would be more appropriate.”

(b) To consider the following question submitted by Councillor Walker:

“During discussions regarding moving more of the council contact services online, we as councillors were assured they would also be available offline. I have been made aware, by a ward member, that they tried to renew their parking permit recently and were told “they had to do this online and there is no other option. I queried this with the head of service and was told this was correct. In my ward, as with many in North Devon, we have an older demographic. Many have little of no computer skills, some have no interest in the internet and have no internet access. Please could we have assurance that there will be an offline method to do everything so we are not discriminating against those who are not computer literate and/or have no access to the internet?”

Councillor Worden’s response “It is the case that the Council has been expanding the range of services that can be accessed online. The benefits to both the council and the customer are clear but we are of course aware that there are a significant number of our population who are not able to, or do not wish to, access services online. In that case, Customer Services staff will try and assist any members of the public over the telephone. The online permit system is one where offline options are limited so the team will look at this further.”

208. 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 a question, the Leader advised that he would provide any updates received regarding the Tarka Line to Councillor L Spear.

209. 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 the Chair of the Governance Committee from Councillor Luggar “In 2012 a Dorset council was found to have unlawfully raised its car parking prices to make a surplus. Councils are required not to make a surplus from hiking up parking prices to support other services and income generation must be within the law. North Devon council has done extremely well in identifying savings and making Efficiencies. And if North Devon Councils Strategy and Resources Committee approve an extra 40 pence per hour on some of the coastal car parks will he agree the Governance Committee to scrutinise the decision and provide an income and expenditure sheet to account for the increase in car parking revenue?” Councillor Roome, Chair of Governance Committee response “A revised recommendation will now be put to Strategy and Resources Committee suggesting that the issue be looked at by a working group including local ward members. I am happy to take part in that group or review the findings of the group once it has met to satisfy myself that the reasoning behind any suggested change in the parking fee is correct”. In response to a supplementary question, the Head of Resources advised that the Statement of Accounts included expenditure and income for Council car parks. Any future changes to car park charges would be presented to the Strategy and Resources Committee for consideration and the report would include the financial impacts.

210. PERFORMANCE AND FINANCIAL MANAGEMENT QUARTER 3 OF 2020/21

Council considered the Performance and Financial Management report for Quarter 3 of 2020/21 to the Strategy and Resources Committee on 1 February 2021 (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 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 Strategy and Resources Committee on the Performance and Financial Management for Quarter 3 of 2020/21.

It was moved by Councillor Worden and seconded by Councillor Biederman “that minute 251 (f) of the Strategy and Resources Committee held on 1 February 2021 regarding the Performance and Financial Management for Quarter 3 of 2020/21 be adopted.”

RESOLVED that minute 251 (f) of the Strategy and Resources Committee held on 1 February 2021 regarding the Performance and Financial Management for Quarter 3 of 2020/21 be adopted.

211. REVIEW OF CHARGES AND FEES FOR 2021/22

Council considered the Review of Charges and Fees for 2021/22 report to the Strategy and Resources Committee on 1 February 2021 (circulated previously).

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

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

The Head of Resources advised that there was a typographical error on page 107 and that the fee for 3 tables should be “£13” and not “£17” as detailed in the appendix H. It was recommended that all fees were increased by 2% including the Pannier Market. As part of the Future High Street Fund, the Council would be investing in making improvements to the Pannier Market. After the first national lockdown last year, the Chief Executive had taken an urgent decision to reduce fees for the Pannier Market for a period of time and could take a further urgent decision if required in the future.

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

Councillor Fowler, Chair of the Harbour Board presented the report of the meeting of the Harbour Board held on 17 November 2020 (circulated previously).

(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 2021/22 (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 2021/22.

It was moved by Councillor Worden and seconded by

Councillor Patrinos “that minute 252 of the Strategy and Resources Committee held on 1 February 2021 regarding the Review of Charges and Fees for 2021/22 be adopted.”

An amendment was moved by Councillor York and seconded by Councillor Luggar “that minute 252 of the Strategy and Resources Committee held on 1 February 2021 regarding the Review of Charges and Fees for 2021/22 be adopted with the exception of Pannier Market fees and that these fees be frozen.”

The Head of Resources advised that if the Pannier Market fees were frozen, these fees would not include the one and three bays as the base fees for 2020/21 did not include these. A full bay would increase from £32.60 to £33. If the fees were frozen at the current temporary charge level, there would be a 20% reduction in income and funding would need to be sought from elsewhere to balance the budget. If a temporary reduction in fees for the pannier market were considered appropriate, then the Chief Executive could take a further urgent decision. A number of the Pannier Market traders had been successful in obtaining business grants administered by the Council.

The Chief Executive advised that he had taken an urgent decision following the first national lockdown when non-essential shops started to re-open in order to support the Pannier Market traders. There were no triggers for an urgent decision to be taken in the future. The views of the traders and the Town Centre Manager would be taken into account and consultation would take place with Ward Members to ensure it was a reasonable decision to take prior to any future urgent decisions being taken.

Councillor York (as mover of the amendment) and Councillor Luggar (as seconder of the amendment) agreed to withdraw the amendment.

RESOLVED that minute 252 of the Strategy and Resources Committee held on 1 February 2021 regarding the Review of Charges and Fees for 2021/22 be adopted.

212. REVENUE BUDGET 2021/22, CAPITAL PROGRAMME AND MEDIUM TERM FINANCIAL STRATEGY 2021-2025

Council received a presentation by the Head of Resources regarding the Revenue Budget 2021/22, Capital Programme and Medium Term Financial Strategy 2021-2025 (circulated previously).

The Head of Resources highlighted the following:

- Government settlement December 2020. The 2021-22 settlement of £3.3m was the same level as 2020-21. The Fair Funding Review had been delayed by a further year until April 2022. The New Homes Bonus in-year allocation had been allocated for 2021/22 only. There were no legacy payments on the 2021/22 allocation and the Government was intending to consult on future of the housing incentive during 2021/22. The Rural Services Delivery Grant matched the 2020/21 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 Council would receive a lower tier services grant and Covid 19 support grant as one off payments. The Council would receive 75% reimbursement on sales, fees and charges losses for the period April to June 2021.
- Core Spending Power for England. This had increased by 4.5% overall; however 87% of this increase came from Council Tax compared to 56% in 2020/21.
- Urban/rural funding differences. Analysis by the Rural Services Network indicated that local authorities serving predominately urban areas receive
- “higher” level of central funding compared to those in rural areas: paying over £96 per head more in Council Tax (in rural Devon £138 per head more); receive £107 (61%) per head less from Settlement Funding Assessment (rural Devon, £120 less); receive £28 per head of Social Care Grant, compared to £32 per head in urban areas (rural Devon, £28); and receive over £112 (42%) per head less in Government Funding Spending Power, excluding Council Tax (rural Devon, £113).
- Core Spending Power - included a new (one off) Lower-Tier Services Grant 2021-22. Without this grant, six of eight Devon districts would be faced with reduction in Core Spending Power.
- Total Core Spending Power per head of population 2021/22.
- Outside of urban and rural differences, there were four points of common concern: concentration of cuts in public spending on local government; over reliance on Council Tax in general (assumption that areas with higher Council Tax could continue to sustain increases); time limited payments from incentive scheme as core funding (e.g. New Homes Bonus); and allocation of lower tier services grant on a one off basis.
- The Medium Term Financial Strategy (MTFS) (2020-2024) model had been refreshed in October 2020 based upon: increased recent pay award (2.75%) continuing for medium term; borrowing costs and Capital Programme reprofiled; assumed Covid 19 impact on sales, fees and charges income continuing into 2021-22; and Government fair funding review delayed 12 months to 2022-23; collection fund deficit (Council Tax and Business Rates) spread over next 3 years. A £2m funding gap was projected for 2021/22 in advance of the financial settlement announced on 17 December 2020.
- New Homes Bonus provisional level of funding of £1,354,430 for 2021/22. The level of funding 2020/21 was £1,836,820. The Medium Term Financial Plan assumed £815,000, therefore, there was an additional £539,000 compared to the MTFS.

- New Homes Bonus 2022/23. The forecast level of funding to 2022/23. For 2022-23 the projected New Homes Bonus income was £434,860 which was a potential reduction of over £0.920m funding on current level. There was uncertainty regarding future funding and design of a new scheme for 2022/23.
- Business Rates Retention and forecast levels of income for 2021/22 year.
- Local Government Finance funding reforms which included: Spending review for the period up to 2022/23; a review of relative needs and resources; Business Rates Retention pilots; Business Rates baseline reset; Fair Funding review; and New Homes Bonus review. Reforms to Local Government funding would change the level of resources available and have an impact on the revenue budget. It was anticipated that indicative allocations would be announced in Autumn 2021.
- Council Tax levels for current 2020/21 Band D properties had been increased by £5 (equivalent of 2.73%). Rural councils could increase Council Tax by up to 2% or £5 (whichever was higher). By increasing the level by £5 for 2021/22 would increase NDC's proportion of Council Tax for Band D properties from £188.35 to £193.35 (increase of 2.65%).
- Strategic Grants (appendix B) – the Medium Term Financial Plan had originally supported in principle the planned reductions to strategic grants in line with percentage reductions in Government funding to the local authority.
- However, the Government settlement was slightly better than forecast and therefore it was recommended that there be no reduction for 2021/22.
- Original £2m projected funding gap and how this was broken down.
- Draft Revenue Budget 2021/22 (Appendix A) showed a balanced budget and assumed: £5 increase on Band D Council Tax (as in previous years); fees and charges uplift by 2% and Garden Waste subscription increase from £36 to £40 as originally planned in the Medium Term Financial Plan; no reductions to Strategic Grants, Climate Environment or Councillor Grants. The risks were the ongoing impact of Covid 19 on the revenue budget.
- Reserves (Appendix C). General fund balance forecast level at 31 March 2022 was £1.161m (8.5% of net budget). The recommended level was 5%10%. Earmarked reserves forecast level at 31 March 2022 was £4.048m. In compliance with Local Government Act 2003, the Chief Financial Officer assured members of the robustness of the estimates and the adequacy of the proposed financial reserves.
- Medium Term Financial Strategy 2021-2025 had now been refreshed. The funding gap originally faced for 2021-22 had now moved to 2022-23. Fundamental to bridging future year budget gaps would be the delivery of actions following the recent adoption of the Commercialisation Strategy. It had been based on a number of assumptions about the future which included: Fair Funding Review – planned for 2022-23 (assumed - £0.916m reduction); New Homes Bonus Review – planned for 2022-23 (assumed -£0.919m reduction for 2022-23 and further -£0.435m reduction for 2023-24); Uncertainty of not having a multi-year settlement. Paragraph 5.1.5.7 provided further detail on the budget gap and paragraph 5.1.5.13 provided further detail on what had not been included yet. Appendix D detailed the modelled financial projections.
- Capital Programme for 2020/21 to 2022/23. Investment plans for 2020-21 to 2022-23 totalled £31.420m. One business case for capital funding had been

submitted for new ICT software for the Waste and Recycling team and the cost to the Council was £35,000.

- Draft Capital Programme (Appendix E). The total programme for 2020-21 to 2022-23 was £31.455m which would be recommended to Council on 24 February 2021 for approval.
- Ilfracombe Watersports Centre – the approved Capital Programme for 2021/22 included £2.9m for the project which was funded by Coastal Communities Fund (£1.4m) and Getting Building Fund (£1.5m). Tenders had now been submitted for the project. A further £130,000 funding had been secured from Sport England and a funding request of £170,000 was required from the Council to increase the Capital Programme to £3.2m for the project. The project needed to commence by April 2021 to comply with the planning conditions. Therefore it was recommended that there be an additional recommendation stating “and the Capital Programme 2021-22 be further varied by £300,000 for the Water Sports Centre, Ilfracombe project, funded by external grant and NDC funding”
- How the total Capital Programme 2020-21 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 13 January 2021 approved the Council Tax base; the budget and capital programme had been recommended for approval by the Strategy and Resources Committee on 1 February 2021 and Policy Development Committee on 11 February 2021; Council on 24 February 2021 to consider the approval of the budget and capital programme and setting of Council Tax.

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

- The projected borrowing need would change following the decision made by Extraordinary Council on 17 February 2021 in relation to the Future High Street Fund.
- Owners of holiday lets could apply to the Valuation Office to change from residential Council Tax to Business Rates. This process was heavily scrutinised by the Valuation Office and certain criteria had to be met. He would confirm the numbers of holiday lets that had been assessed for the payment of Council Tax and Business rates and advise Members accordingly.

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

Councillor Spear, Chair of the Policy Development Committee presented the Committee’s report on the Revenue Budget 2021/22, Capital Programme and Medium Term Financial Strategy 2021-25 (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 2021/22, Capital Programme and Medium Term Financial

Strategy 2021-25 (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 Prowse and seconded by Councillor Worden “that the recommendation in minute 253 (f) to (i) of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the Revenue Budget 2021/22, Capital Programme and Medium Term Financial Strategy 2021-25 be adopted subject to the Capital Programme 2021-22 be further varied by £300,000 for the Water Sports Centre, Ilfracombe project, funded by external grant and NDC funding”.

Voting on the motion:

Voting for the motion:

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

Voting against the motion:

None.

Abstained from voting on the motion:

None

Totals: 38 For, 0 Against and 0 Abstained

The motion was carried.

RESOLVED that the recommendation in minute 253 (f) to (i) of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the Revenue Budget 2021/22, Capital Programme and Medium Term Financial Strategy 2021-25 be adopted subject to the Capital Programme 2021-22 be further varied by £300,000 for the Water Sports Centre, Ilfracombe project, funded by external grant and NDC funding.

213. TREASURY MANAGEMENT STRATEGY STATEMENT 2021/22

Council considered a report by the Head of Resources (circulated previously) regarding the Treasury Management Strategy Statement for 2021/22.

The Head of Resources highlighted the following:

- The over-riding strategy for the Council's management of funds was Security, Liquidity and then Yield (return). Three reports were produced each year for Council to approve on Prudential Indicators and Treasury Management Strategy; mid-year report and an annual report.
- Section 5.1 capital expenditure – the table detailed approved capital spend as per the previous report on the budget and capital programme, how this was financed in the lower table and therefore the 'net financing need for each year'.
- The Council's borrowing need (CFR) was outlined in the table on page 218. The increase to £17m from £6m (movement of £11m) took into account the borrowing for the new construction of the Leisure Centre.
- The Minimum Revenue Provision (MRP) set out the repayment of debt on both internal and external borrowing from revenue budget. The Medium Term Financial Strategy showed the impact of borrowing costs on the revenue budget.
- Paragraph 5.3 – the table showed the level of core funds and cash available for external investments, together with the Council's under borrowed position which enables the Council to internally borrow for the purposes of capital funding.
- There was a high level of external investment of spare cash in 2020-21 due to cash flow of additional government monies for business grants, up-front payment of grants to the Council and covid-19 grants provided to the Council.
- The current borrowing position was detailed in section 6.1. External borrowing this current year was only £500,000 at present. Net investments were higher this year due to all the grants cash that the Council were investing short term to gain minimal return until spent out.
- The level of borrowing would increase in 2021-22 as detailed in the table on page 222. Additional borrowing £14m would be required during the year to cover the treasury need for increased Capital Financing Requirement which was in line with the Council's financial plans. Under borrowing was funded from internal borrowing from cash reserves. The Council complied with this prudential indicator in the current financial year and it was not envisaged there would be difficulties for the future.
- The Operational Boundary (limit beyond which external debt was not expected to exceed) was set at £16million for 2021-22 to 2023-24 year.
- The Authorised limit (control on maximum level of borrowing) had been increased following Extraordinary Council on 17 February 2021 in relation to the Future High Street Fund from £22million in the current year to £26.5m from 2021-22 year.
- The table in paragraph 6.3 outlined projected interest rates from the Council's treasury advisors which outlined projections on investment interest and projections on borrowing loans from the Public Works Loan Board.
- The Council was currently maintaining an under-borrowed position. This strategy was prudent as investment returns were very low and counterparty risk

was still an issue that needs to be considered. The graph shown on page 226 set out the current borrowing strategy for the next ten years.

- The guidance from the Government and CIPFA placed a high priority on the management of risk. The Council had adopted a prudent approach to managing risk and defined its risk appetite in section 7, in terms of creditworthy counterparties, lending limits, credit ratings of which the criteria was largely unchanged from last year. The Council worked closely with its treasury advisors and received daily updates on any changes.

(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 2021/22 (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 Treasury Management Strategy Statement 2021/22 (circulated previously).

It was moved by Councillor Worden and seconded by Councillor Biederman "that the recommendation in minute 254 of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the Treasury Management Strategy Statement 2021/22 be adopted."

RESOLVED that the recommendation in minute 254 of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the Treasury Management Strategy Statement 2021/22 be adopted.

214. 10 YEAR CAPITAL STRATEGY 2021-2031

Council received a presentation by the Head of Resources regarding the 10 Year Capital Strategy 2021-2031 (circulated previously).

The Head of Resources highlighted the following:

- The Capital Strategy was reviewed annually by Full Council prior to each financial year. The Strategy set out the 'governance arrangements' for capital projects coming forwards as detailed in section 4.3.
- All capital projects required a business case, reviewing options, risks and associated costs. Project Appraisal Group (PAG) comprised of the; Chief Executive, Business Information Systems Manager, Head of Resources and Accountancy Manager who would then meet to score the proposed project.

- In addition to the original approval of the project, a separate approval would also be sought from the Committee and then Full Council to release the capital funds three to six months before the project was due to start.
- Medium Term (2021-2025) as set out in the table in paragraph 4.4 set out the impact of capital financing need, impact this had on the annual borrowing cost and then the overall Medium Term Financial Strategy budget gap, including the additional borrowing.
- For 2022/23 current projections showed a medium term financial strategy budget gap of £2.3m increasing to £2.9m in 2024/25.
- The Council would look to become more entrepreneurial in how it delivered services to generate extra income and reduce costs in line with the commercialisation strategy. The Council would also have to review a number of options for bridging the budget gap and any such financial benefits these may produce; these would be subject to further reports being presented to Members.
- The estimated Capital Financing Requirement (CFR) for March 2021 was £5.76m which increased to its peak in March 2025 at £18.79m. The capital financing figures would increase further by up to £4.4m in light of the funding for the Future High Street Fund project approved by Council on 17 February 2021. This substantial increase in CFR reflected the £38m capital programme over the medium term including the new Leisure Centre.
- The Council would receive an annual management fee in relation to the running of the new Leisure Centre to help offset an element of the borrowing costs.
- Longer Term (2025-2031) as set in the table in paragraph 4.5. The Council had identified two main areas of capital expenditure within the long term forecast which are necessary to maintain business as normal i.e. the vehicle replacement programme, as the works and recycling fleet have an eight year life cycle; and the on-going maintenance of our ICT infrastructure. Projected investment was required in these two areas. The longer term model then builds this investment into the spend plans and extends the Medium Term Financial Strategy position up until 2031. The CFR was generally on a downward trend from £17.17m in 2025/26 to £14.28m by 2030/31. External borrowing over the longer term remained at a high level, £12m and above, again assuming the under-borrowed position remained prudent and sustainable.
- As a result of the high borrowing, the annual borrowing cost would continue to put pressure on the Council's revenue budget each year. The projected cost of borrowing was £1.57m in 2025/26 increasing to £1.64m in 2030/31.
- For 2025/26 current projections showed a medium term financial strategy budget gap of £3.1m increasing to £3.2m in 2030/31. The medium term budget gap was projected to improve slightly following the Future High Street Fund forecast revenue budget return to the Council as outlined at the Extraordinary Council meeting on 17 February 2021.
- Whilst the medium and long term capital strategy sets out the financial context under which future capital expenditure decisions should be considered, it would not prevent the Council pursuing aspirational projects such as the proposed review of Seven Brethren, Barnstaple and the Future High Streets project.

- The long term outlook for the Council's financial standing strongly supported the need for the Council to become more efficient and commercially minded across all areas of the organisation to generate additional income for the revenue budget. In line with the Council's corporate priorities, a new Commercialisation Strategy had been adopted. This set out the parameters and options for income generation and net revenue gains.

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

- If the Council repaid its borrowing earlier, then there would be a higher impact in earlier years on the revenue budget. The revenue budget included annual borrowing costs and if borrowing was repaid earlier additional revenue would need to be sought. There was a need to match borrowing to revenue streams over the asset life. The Council could only borrow to finance capital projects and could not borrow to bridge the revenue budget gap.

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

Councillor Spear, Chair of the Policy Development Committee presented the Committee's report on the 10 Year Capital Strategy 2021 to 2031 (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 2021 to 2031 (circulated previously).

It was moved by Councillor Worden and seconded by Councillor Roome "that the recommendation in minute 255 of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the 10 Year Capital Strategy 2021 to 2031 be adopted."

RESOLVED that the recommendation in minute 255 of the meeting of the Strategy and Resources Committee held on 1 February 2021 in relation to the 10 Year Capital Strategy 2021 to 2031 be adopted.

215. COUNCIL TAX RESOLUTIONS 2021/22

Council considered a report by the Head of Resources (circulated previously) regarding the Council Tax Resolutions 2021/22.

The Head of Resources advised that since publication of the agenda, Devon County Council had met on 18 February 2021, Devon and Somerset Fire and Rescue Authority had met on 19 February 2021 and Devon and Cornwall Police and Crime Commissioner had met on 5 February 2021 and approved the precepting levels as outlined in paragraph 4.3 of the report.

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 Worden and seconded by Councillor Hunt “that the formal Council Tax Resolutions for 2021/22 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, Hunt, Jenkins, Knight, Leaver, Ley, Lofthouse, Lovering, Luggar, Mack, Mackie, Orange, Patrinos, Pearson, Phillips, Prowse, Roome, Saxby, D. Spear, L. Spear, Topham, Topps, Tucker, Turton, Walker, Wilkinson, Worden, Yabsley and York.

Voting against the motion:

None

Abstained from voting:

None

Totals: 38 For, 0 Against and 0 Abstained.

The motion was therefore carried.

RESOLVED that the formal Council Tax Resolutions for 2021/22 as set out in Appendix A of the report be approved.

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

Council noted the report by the Lead Member for Climate change (circulated previously).

Council noted that the agenda item for future meetings would be amended to “Report of Lead Member for Climate Change”.

217. MINUTES OF COMMITTEES

(a) **Governance Committee**

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

follows:

- (i) 12 January 2021
- (b) **Harbour Board**
RESOLVED that the following minutes of the Harbour Board (circulated previously) be noted and adopted as follows:
 - (i) 2 February 2021
- (c) **Planning Committee**
RESOLVED that the following minutes of the Planning Committee (circulated previously) be noted and adopted as follows:
 - (i) 13 January 2021
 - (ii) 20 January 2021
- (d) **Policy Development Committee**
RESOLVED that the following minutes of the Policy Development Committee (circulated previously) be noted and adopted as follows:
 - (i) 7 January 2021
 - (ii) 11 February 2021 (circulated separately)
- (e) **Strategy and Resources Committee**
RESOLVED that the following minutes of the Strategy and Resources Committee (circulated previously) be noted and adopted as follows:
 - (i) 1 February 2021

(A) Minute 261(b): Oxford Park Play Area, Ilfracombe

Chair

The meeting ended at 9.20 pm

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

NORTH DEVON COUNCIL

COUNCIL: 7 APRIL 2021

LEADER'S REPORT

Since my last report in February I for one have been fortunate enough to have had my first Covid vaccination and I am sure that this is the case with many of our members too. I was most impressed with the organisation and efficiency of the team working at the Leisure Centre and would like to put on record my thanks to all who are involved. It would be good if there were centres in Ilfracombe, Lynton and South Molton as well but hopefully this will be arranged in the future. Fortunately at the time of writing we have not had any more coronavirus cases amongst the staff and we continue to take as many precautions as we can to ensure their safety. As you will be aware staff who are able to do so are still working from home. Although cases in our area are currently low it is important to encourage everyone to keep to the restrictions, social distancing etc especially as we expect an influx of tourists this year as we don't want a sudden spike in infections in North Devon. We are currently discussing with other Districts in Devon a road map out of the pandemic encouraging people to buy local and support our High Streets.

The work of our Housing Department isn't always brought to members' attention but the team has been doing a tremendous amount during the pandemic to help residents who are homeless or are facing housing issues. For example, during the twelve months from April 2020 to March 2021 over 1600 approaches were made to the Housing Department by residents in North Devon resulting in relief action being taken in around 650 cases. Around two thirds of these requests for help came from those who are single with the remainder being from couples or families with children. Over a third requested advice only, another third concerned prevention from being homeless with well over a quarter requiring relief actions. The main issues facing our housing team during the pandemic included an increase in the complexity of applicants, a lack of move on accommodation, high rental costs, increased landlord/agent requirements, change of use of rented properties, staff changes and the pause on evictions/warrants. During this time 157 individuals or families were placed in properties with North Devon Homes and 241 were given temporary accommodation. Although we have some properties there are issues including the lack of self-contained accommodation, the high use of spot purchased accommodation, the high support needs of residents and the increased demand. In the private rented sector there is a lack of affordable properties and it is getting harder to be accepted by many landlords or their agents.

There are, however, many positives including some of the projects being worked on by an enthusiastic and hard working team of officers. Support is being given from other

internal services, there is good joint working with external partners and we are participating in a complex care leaver support pilot scheme which will include mental health, the probation service and the drug and alcohol support team. Much work has been done with getting the homeless off the streets during the pandemic which has been quite a challenge but there has been success in getting many permanent places. The challenges are huge and we are extremely fortunate in having such a dedicated team of officers who are working extremely hard during these challenging times.

You may remember that at the January Full Council I brought a motion to ask the government to extend virtual meetings beyond May. We have received a response from Rt Hon Robert Jenrick to say that this is going to be difficult because it requires primary legislation and fitting it into the parliamentary timetable is going to be practically impossible. However, he did say that the government will be taking evidence from local authorities as they are not certain what councils think about the possibility of extending the current arrangements. The District Council Network is campaigning to continue to allow the flexibility of holding virtual meetings and I would encourage members to discuss it at your parish council meetings. The more letters of support that we can send to Westminster requesting to be legally allowed to continue to hold virtual meetings, the better the chances that our lobbying will be successful. Certainly attendance at many meetings such as the South West Council and the Heart of the South West has greatly increased since we have had virtual meetings. In the meantime we have to start considering how we can hold face to face meetings if virtual meetings are no longer allowed. Obviously it will be impossible to hold Full Council meetings at BEC and social distance.

You will be aware that officers and myself were shocked and disappointed that North Devon was put in the lowest category regarding the levelling up fund. This was amplified by the news that Torridge, with whom we work closely, was in the top category. Since then Cllr Malcolm Prowse, senior officers and myself have met with our M.P. to discuss possible projects and a way forward. At the time of writing final guidance has not been issued but it appears that the theme for bidding for money for projects has to be linked to transport. At a recent webinar with Rt. Hon Robert Jenrick in answer to a question posed by our chief executive he stated that a bid from North Devon (as we are in category 3) would need to be outstanding to be successful. So we have been issued with a challenge but whatever projects we are able to draw up will undoubtedly be eligible for a bid for other future types of funds, as and when they become available. In the meantime we await the government response to the updated version of the Future High Street fund and thanks go to the team who have worked so hard during the consultation and finalisation of the scheme.

Finally, it was heartening to listen into the recent Policy Development Committee meeting with representatives of the farming community. Although I missed the first part

Agenda Item 11

as I was attending the South West Council Leaders meeting what I heard was a great deal of positivity concerning how the agricultural community is coping with the current challenges. With so many changes taking place such as Brexit, farm payments linked to the environment, new regulations regarding imports and exports and the effects of the pandemic farmers have to be resilient and respond to the new circumstances. That isn't always an easy thing to do.

David Worden

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North Devon Council

Report to: Council

Report Date: 7 April 2021

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 16 May 2019, all appointees to Outside Bodies are required to report back to Council at appropriate intervals, usually annually.

5. RESOURCE IMPLICATIONS

5.1. There are no resource implications

6. EQUALITIES ASSESSMENT

6.1. There are not any equalities implications anticipated as a result of this report.

7. CONSTITUTIONAL CONTEXT

7.1. Part 4 Council Procedure Rules, Paragraph 1.2.7

7.2. Council function

8. STATEMENT OF CONFIDENTIALITY

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



9. BACKGROUND PAPERS

- 9.1. The following background papers were used in the preparation of this report:
Report to Council on 16 May 2019. (The background papers are available for inspection and kept by the author of the report).

10. STATEMENT OF INTERNAL ADVICE

- 10.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Councillors appointed to Outside Bodies.

Agenda Item 13

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	1 + Vacancy	No.	Topps and VACANCY
Barnstaple Youth House Association	1	No.	Orange
Braunton Marsh Internal Drainage Board	3	Yes.	Chesters, Crabb and Wilkinson
The Bridge Trust	2	No.	Biederman and Prowse
Chulmleigh Town Hall Committee	1	No.	Davies
Citizen's Advice Bureau (Torridge, North Devon, Mid Devon and Bude)	1	To be tabled.	Walker
Combe Martin Business Association	1	No meetings held this year.	Gubb
Campaign for the Protection of Rural England (CPRE)	1	Yes.	Luggar
Devon and Cornwall Police Crime Panel	1	No.	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	Yes.	Mack

Agenda Item 13

Appendix A

Outside Body	Number of Representative(s)	Report Received	(Name of Member)
Devon Waste Reduction and Recycling Committee	1	Yes.	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	Response received. Does not believe this outside body requires an NDC Representative anymore.	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	Not been invited to any meetings.	York
North Devon Biosphere	1	Response received but no report provided.	D. Spear
Northern Devon Growth Board	1	No.	Prowse

Agenda Item 13

Appendix A

Outside Body	Number of Representative(s)	Report Received	(Name of Member)
North Devon Highways and Transport Orders Committee	3	Response received but no report provided.	Cann, Knight and D. Spear
North Devon Locality Committee	2	Response received but no report provided.	
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	Yes.	Mr Cameron.
Woolacombe and Morteheo Tourism Association	1	Yes.	Wilkinson

OUTSIDE BODY: **BRAUNTON MARSH INTERNAL DRAINAGE BOARD**

REPORT BY: **Councillor Malcolm Wilkinson**

1 ACTIVITY

This year I have attended 3 of the 4 virtual meetings.

2 PURPOSE

Braunton Marsh is a collection of separate pastures that has been used in this way since the enclosure of the Marsh in 1811.

It is managed by Braunton Marsh Drainage Board and is one of the few remaining marshes to be operated by an independent Drainage Board.

3 ACHIEVEMENT

On-going management

4 THE FUTURE

Once again, there are threats of erosion. Horsey Island, which is in the ownership of Devon Wildlife Trust, is in particular danger.

5 OTHER

I am a representative of the District Council on this board. It is chaired by Councillor Jasmine Chesters and clerked by Sue Squire who both keep me well informed of developments

OUTSIDE BODY: **CAMPAIGN FOR THE PROTECTION OF RURAL ENGLAND**

REPORT BY: **Councillor David Luggar**

Devon CPRE continues to focus on the charity's founding objective, to oppose inappropriate development in rural areas. Devon CPRE has led the way by commissioning two expert reports in the past three years demonstrating that, even according to its own data, the government has overstated the housing requirement for Devon, and for the nation as a whole, by some 80% in its current targets.

In North Devon, since the Burwood decision on the housing land supply, the charity has been focused on working to assist the LPA in maintaining the integrity of its policies and resisting opportunistic development; including obtaining wide publicity for the fact that North Devon, in common with almost all Devon LPAs, has significantly over-delivered against housing need over the past five years.

Devon CPRE employs expert planning and communications consultants to support members, including many councillors, in planning issues. Devon CPRE is the 7th largest CPRE branch in the country, and one of the fastest-growing. Its annual Schools Art Competition and Best Devon Churchyard Award continue to grow in popularity

If you care about Devon's countryside and you are not already a member of Devon CPRE, please consider joining us and adding your voice to the thousands of others. You can make a difference to Devon's countryside by becoming a member. <http://www.cpredevon.org.uk/membership/>

OUTSIDE BODY: **DEVON AUTHORITIES STRATEGIC WASTE
COMMITTEE**

REPORT BY: **Councillor NETTI PEARSON**

1 ACTIVITY

1.1 The committee met once in October via Zoom.

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 aiming to reduce avoidable waste and promote a circular economy.

3 ACHIEVEMENTS

3.1 A draft Resource and Waste Management Strategy for Devon and Torbay is out for public consultation (ends 14th April). This has been written to reflect the aims and changes in national waste policy in the Government Strategy published in 2018.

3.2 In 2019/20 Devon remained one of the highest performing Waste Disposal Authorities in England achieving its highest ever recycling rate of 56.6% with North Devon showing the greatest annual increase, achieving a rate of 49.5%. The highest recycling rate was in East Devon at 60.5%.

4 THE FUTURE

4.1 Key objectives remain to minimise avoidable waste; to maximise the value of the resources we use; to tailor operations to reduce Devon's waste carbon footprint.

4.2 One of the strengths of Devon is its commitment to partnership working. Unifying the service across Devon should have positive outcomes for our residents.

4.3 The council should continue with appointments to this committee.

OUTSIDE BODY: DISTRICT COUNCIL ASSEMBLY

REPORT BY: Councillor DAVID WORDEN

1 ACTIVITY

- 1.1 The District Council Assembly normally meets in the Spring and Autumn. Last year the Spring Assembly was cancelled because of Covid but two meetings were held in the Autumn. Another meeting is due next week and again I plan to attend. I also attend the monthly District Council Network meetings and I don't remember missing any of them.

2 PURPOSE

- 2.1 The District Council Assembly and the District Council Network enables the Leaders and Chief Executive Officers to lobby government ministers and receive information about what the government is planning.
- 2.2 An example of what it does is seen from the agenda for next week (at the time of writing) - There will be an item of DCN business, followed by discussions with **Liz Peace CBE**, Adviser on Property, Politics and the Built Environment, and former Chief Executive, British Property Federation, and an update and discussion on the Restart Grants and wider support to business, with **Tony Bray**, Deputy Director, Cities and Growth Unit, Department for Business, Energy and Industrial Strategy.

3 ACHIEVEMENTS

- 3.1 Lobbying has taken place of Government on issues like Local Government finance and expenditure in the pandemic, allowing virtual meetings to continue after May, Local Government elections etc.

4 THE FUTURE

- 4.1 It isn't always successful in its campaigns but provides a voice for District Councils and the opportunity to question Government ministers.
- 4.2 It would not be a good thing to withdraw from this organisation as it provides an opportunity to receive important information and make our views known to Government.

OUTSIDE BODY: DEVON DISTRICTS FORUM

REPORT BY: Councillor DAVID WORDEN

ACTIVITY

The Devon District Forum meets quarterly and I believe that I have attended all that have been held since the last AGM.

PURPOSE

The Devon District Forum gives the Leaders of the eight District Councils in Devon the opportunity of meeting and discussing issues of mutual concern.

North Devon's involvement enables us to discuss issues which are part of our priority areas such as the environment, financial security etc

ACHIEVEMENTS

The Forum has enabled the Devon Districts to lobby both Devon County and the Government on various issues. It also enables us to work together collaboratively to our mutual benefit as part of what has become known as Team Devon.

THE FUTURE

This is a useful forum as it enables the Districts to share good practice and look for solutions to problems. It has been particularly useful during the pandemic to share experiences etc.

It is a very useful forum for us to continue attending.

OTHER

This year it is particularly useful as I chair the meetings and North Devon has the responsibility for setting the agendas.

Outside Body: Devon Rail Forum
Report By: Councillor Mack

Activity

Devon Rail Forum has met twice in the last year, in July 2020 and March 2021. I missed July's meeting, but I attended in March.

Purpose

An informal body to examine and discuss current developments and future plans and aspirations relating to all aspects of railways in Devon. Improving rail service can help protect the environment as we get modal shift away from private cars. Greater rail connectivity helps plan for North Devon's

Future.

Achievements

No accomplishments can be directly attributed to the forum as it is a place to discuss achievements and issues with other organisations.

The future

It is a useful opportunity to hear from and question rail operators and transport authorities.

Only 1 Councillor invited per District.

Outside Body: Exmoor National Park

Report By: Councillor Ley

Exmoor National Park, have continued with meetings virtually, similar to NDC. As an authority in its own right, their Agenda items have continued as before with the same emphasis, on Conserving, Enhancement and Economic wellbeing of its residents.

Change could be imminent, dependant on whether the Glover report into how National Parks operate, is implemented. Plus whether or not proposed Government grants aimed at wildlife recovery and carbon footprint reduction, become a reality.

**Outside Body:
Report By:**

**LGA Coastal Issues Special Interest Group
Councillor Malcolm Wilkinson**

Activity

The group meets 4 times a year. This year, because of Covid Restrictions, the meetings have all been virtual. I have been able to attend all 4 meetings and 3 sub-committee meetings concerned with Bathing Water Quality. At my suggestion the group is now considering a hybrid approach for future meetings with 2 being virtual and 2 being face to face. This will result in financial savings for all councils, reduce carbon emissions from travel and encourage attendance.

There are over currently 70 member authorities in the group representing the coastline around England. Recently Torridge District Council joined the group and is represented by Claire Hodson, the deputy leader.

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.

Achievements

Although all meetings have been virtual, a considerable amount of work has been undertaken this year. As previously mentioned, I have been an active part of the Bathing Water Quality sub-group and have been able to work alongside the excellent Combe Martin Action Group, relaying information and contacts gleaned from meeting with the Environment Agency. This year has also seen the formation of 2 local committees. The Northern Devon Coastal & Taw/Torridge Estuary Working Group is a joint sub committee working with Torridge DC to try and address the very real problem of coastal erosion and it's effect upon our shorelines and estuaries. This links with the conservation work being undertaken at Horsey Island. The other North Devon Council/North Devon Homes sub-committee concentrates on the regeneration/protection of rural coastal communities. I was also delighted that NDC has now signed up to the Coastal Concordat. I thank Andrew Austen and his team for all of their hard work on this submission.

THE FUTURE

There are several initiatives that will I will be working on over the coming year:

NATIONAL SURFING RESERVE

Last month I organised and chaired a meeting to consider the designation of North Devon as the first National Surfing Reserve. It was attended by Mark Kentell and Dominie Dunbrook from NDC alongside Kevin Cook and Adam from the British Surf Museum. The potential benefits to North Devon are enormous, particularly in the fields of conservation and tourism.

SHORELINE MANAGEMENT PLAN

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

THE CELEBRATION OF THE ENGLISH COAST

This national initiative was understandably put on hold for 2021 but there are plans afoot to “celebrate” next year. Watch this space!

OTHERS

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, Morteheo & 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: **NORTHERN DEVON AREAS OF OUTSTANDING
NATURAL BEAUTY**

REPORT BY: **Councillor Malcolm Wilkinson**

ACTIVITY

This year I have attended 4 virtual meetings. Many different organisations from Northern Devon are represented on this committee.

PURPOSE

The intention of the organisation is to protect and enhance our beautiful area of Northern Devon, paying particular attention to conservation, enhancement and the threat of climate change,

ACHIEVEMENT

2020 saw a big increase in opportunist planning applications within the AONB area and Dave Edgcombe and his planning committee have been really busy formulating their responses as a consultee.

The burial of overhead cables in Woolacombe, Morteheo and Croyde has also been hugely successful. There is now a local initiative in Morteheo to continue the operation. Once again, Dave Edgecombe must be complimented on securing a total nearly £1.5m to achieve this.

THE FUTURE

I am still frustrated at the failure to remedy the beach access problem at Rockham Bay. I am delighted that DCC are now undertaking a survey of the problem but am still concerned that there doesn't seem to be the finances in place to replace the stairs.

OTHER

I am a representative of the District Council on this committee and am delighted with both the continuing

OUTSIDE BODY: NORTH DEVON +

REPORT BY: Councillor DAVID WORDEN

ACTIVITY

The North Devon + board usually meets once a month and occasionally more often. I don't recall missing any of the meetings but I might have missed one.

PURPOSE

Its purpose is to aid the economy of Northern Devon.

Helping the business community of North Devon and Torridge is an important role of the Council.

ACHIEVEMENTS

The pandemic has impacted the work of North Devon + during the last year but good progress is being made concerning researching the need for a DMO for tourism. North Devon + has also helped throughout the pandemic with the delivery of the grant applications for businesses.

THE FUTURE

North Devon + could prove to be extremely important in helping the recovery and long term development of tourism in Northern Devon and other aspects of economic recovery for our area.

It is important in my opinion that the Council continues to have a representative on the North Devon + board.

OUTSIDE BODY: ONE ILFRACOMBE

REPORT BY: Councillor GEOFF FOWLER

1. Activity

1.1 The Board of Directors usually meet quarterly but due to Covid has been reduced this year.

2. Purpose

2.1 Promote and enhance all social aspects of our community locally and to work with like minded communities in and around North Devon.

2.2 One Ilfracombe works closely with NDC and One Northern Devon in helping to achieve in the above.

3 Achievements

3.1 Although some activities have been curtailed this year due to the pandemic a lot of focus has been on health. Hospital car services, prescriptions, mental health, social prescribing and isolation, debt/benefit problems and working closely with local doctors. Also One Ilf' staff have continued their support with all the new "Ones" that have sprung up in and around North Devon.

4 The Future

4.1 The ethos of this type of organisation will be very much part of the future for our communities.

4.2 It is important NDC stay very much a part of the One Ilfracombe Board of Directors.

Outside Body: Safer North Devon community safety partnership board
Report By: Councillor Leaver

Activity

The Board met twice in 2021, and I attended both meetings. The Chair of the Partnership also brought a report to a meeting of an external Overview and Scrutiny meeting North Devon Council and Torrington Council in November 2020, which I also attended.

Purpose

The North Devon & Torrington Community Safety Partnership is a statutory body set up under sections 5-7 of the Crime and Disorder Act 1998. It is made up of representatives from several agencies involved with crime, disorder and community safety. There is a joint CSP board between North Devon and Torrington which meets on a quarterly basis. The current Chair of the board is Superintendent Toby Davies of Devon and Cornwall Police. Meetings are attended by the following agencies:

- Torrington District Council
- North Devon District Council
- Devon and Cornwall Police
- Devon and Somerset Fire and Rescue
- Police and Crime Commissioner representative
- DCC Public health
- Together (drug and alcohol support services)
- Leasar (domestic and sexual violence support services)
- Probation services
- TTVS/NDVS (voluntary services)
- North Devon Healthcare Trust
- Elected members from TDC, ND and DCC

The current priorities of the CSP are:

Priority one: protecting the vulnerable

The broadest of our priorities focuses on crimes that often affect the most vulnerable in our society, for example: child sexual exploitation, modern slavery or radicalisation. With each we are fundamentally concerned with the impact on our communities.

Priority two: sexual violence and domestic abuse

A multi-agency approach to sexual violence and domestic abuse allows the victim to be at the heart of the service. DSVAs are commissioned locally and operate important provisions such as support and advice services, court located independent domestic violence advisors (IDVAs) and places of safety.

Priority three: substance misuse

Utilising a partnership approach to identify, support and tackle alcohol and drug related issues within our communities. We work with specialist drug and alcohol services (both commissioned and voluntary) which in turn work with both service users and their families in a range of ways to reduce harm and support recovery.

Priority four: emerging threats

To allow the CSP to respond quickly and effectively to new concerns, we review emerging issues in our communities and where necessary, will set up a specialist group from within our partners to work on a specific problem. Any of our partners can bring matters to the board for consideration and action.

2.2 Our CSP is represented on the Safer Devon Partnership Executive Management Group through our Chair. Some statutory functions of the CSP are delivered at regional level, such as the production of a Crime and Disorder Strategic Assessment, regional reoffending strategy development, and the management of Domestic Homicide Reviews. At a local level, the role of the board consists of setting and monitoring local priorities, overseeing the allocation of CSP funding by both authorities and maintaining an overview of issues affecting community safety in both districts.

Achievements

3.1 The Community Safety Partnership has been very active since our last report to the Scrutiny and we have faced many local challenges over a range of issues. Obviously 2020 has been dominated by COVID-19 which has given rise to additional challenges which has been met through the valuable contributions of the partnership. The following gives an outline of activities carried out:

3.2 Up until March 2020 we were still delivering regular bespoke “bite sized training programmes” which were delivered covering a range of topics of interest and were well attended by both front-line partnership staff and by members. Topics covered to date include Cyber Safety & Scams, exploitation - modern slavery, 2019/20 update on County Lines, Prevent / Radicalisation, and suicide intervention. We are now developing a virtual platform so we can continue to deliver a 2021 programme of sessions. Invites for this training are publicised in the members briefing and attendance by members is very much welcomed.

3.3 A suicide intervention tool kit has now been fully developed and is available to all front-line staff. All awareness raising and training for officers and managers has now been rolled out.

3.4 Even though we continue to be affected by national restrictions as a result of our fight against COVID-19 Organised Crime Groups still find ways to adapt to these fast-changing restrictions and County Lines has still been a significant issue in both areas. We continue to promote the sharing of vital intelligence with our policing colleagues through the Devon & Cornwall Police’s Partner Agency Information Sharing Form. In this regard North Devon & Torridge Community Safety Partnership continues to be the top partnership

for all intelligence submissions to the Police's Force Intelligence Unit which evidences how well we promote community safety as a partnership. The Partnership have also funded the purchase of overt CCTV cameras that are now being used to protect the most vulnerable within our community from "County Lines" & "Cuckooing"

3.5 The Partnership's involvement at the North Devon Crime and Disorder Sub Committee – the last meeting was held on 31st October 2019 and the Minutes of that meeting can be found here

<https://democracy.northdevon.gov.uk/ieListDocuments.aspx?CId=138&MId=1181> Topics covered included homelessness, alcohol misuse, sexual violence & domestic abuse, and road safety.

3.6 Programmes funded by the CSP – Street Marshals Scheme (up until March 2020 as all night clubs closed due to COVID-19 Regulations), CCTV Cameras re County Lines disruption and detection, mediation services, crime prevention engagement tools, Call blockers – scams, delivery of a Trauma Informed Conference to partners, and support programmes to support victims of sexual violence and domestic abuse.

3.7 CSP representation on the Devon Suicide Prevention Strategic Group

3.8 CSP representation on the Devon Anti-Slavery Partnership (DASP) and the Migrant Workers Action Group (MigWag). Involvement in partnership action against local businesses implicated in modern slavery practices across both districts.

3.9 CSP representation on both the Devon and Torbay Prevent Partnership and the Prevent and Education group.

3.10 Safeguarding those in our community by Promoting Devon & Somerset Fire and Rescue's Home Fire Safety Visit Programme.

3.11 Road safety has always been recognised as an 'emerging threat' in Torridge and North Devon and we are pleased that our partnership is now represented at the "Northern Devon Road Safety Forum" and regular meetings are held to discuss local issues. In addition, the CSP and OPCC are now fully supporting Devon & Cornwall Police's 'Operation Snap' in Northern Devon – this is allowing the public to upload dash cam footage of road traffic offences so that the police can take positive enforcement action.

3.12 In January 2020 our CSP delivered an amazing "Trauma Informed Conference" to over 150 delegates from a variety of agencies including, police, education, fire, NHS - Mental Health Teams, district council front line staff and members. The conference had 3 key speakers and they covered a range of trauma related aspects including:

3.13 *Looking at what Trauma is and how people are affected by it (e.g. psychological impact, brain development etc). How people are affected*

physically by sustained exposure to trauma and how that may affect them and their presentation.

3.14 We then covered HOPE. HEAL. RECOVER. Tackling Trauma Together. This looks at our response and how our actions can help/hinder a person, the hurdles we can experience and what we can do to help those people affected.

3.15 After looking at what Trauma is and how we can help a practical look at a charity that has invested in Trauma informed care and how that changes how they work, the areas in which they are working in and the successes they have had.

3.16 During the summer of 2020 North Devon & Torridge Community Safety Partnership was successful in securing a bid with the OPCC to deliver a “Safer Summer Scheme” In Torridge, the scheme funded high visibility patrols in Bideford, Westward Ho!, Croyde and Woolacombe by SIA approved staff who actively engaged and supported the public in the prevention of anti-social behaviour related incidents and COVID related advice and guidance.

3.17 In October 2020 the partnership also secured a bid with the OPCC to deliver a “Safer Towns Scheme” in Torridge and North Devon. This has meant we have secured outreach help for those who are homeless / street attached within Bideford. The bid also enabled us to commission DYS Space from our local Bideford Youth Centre to deliver a programme of youth engagement within Bideford. In North Devon, the fund has been used to buy pay points which will enable to public to easily donate to local homelessness charities

3.18 The partnership has a statutory duty under the Anti-Social Behaviour Crime & Policing Act 2014 to investigate all Community Triggers within its district. The Community Trigger is a process for problem solving and finding solutions for any victim of anti-social behaviour, as well as providing a mechanism for multi-agency accountability which cannot be achieved through single agency involvement. Since our last report Torridge District Council have received 4 Community Trigger activations, however all 4 did not meet our local threshold for full evaluation and therefore each victim was contacted and offered alternative help and advice with the issues they reported.

3.19 Since December 2019 our partnership continues to work closely with Devon Children & Family Partnership in the joint delivery of an Adolescent Safety Framework Programme. This programme will support children, young people, families and professionals across all partnerships to meet risks identified outside of the family environment that place young people at risk or compromise their safety. This includes risks caused by peer groups, exploitation, locations and persons of concern.

3.20 This pathway is designed to maximise the participation of the young person to focus on how the situation can be made safer with all agencies working together. There are also meeting formats for concerns regarding peer groups, Neighbourhood (Location) and School Context conferences. These

will be facilitated by independent Safeguarding Chairs, Community Safety Partnership Chairs, Headteachers or Designated Safeguarding Leads respectively.

3.21 The partnership in conjunction with our Police Partnership Team have recently developed an Anti-Social Behaviour Steering Group that will be focussing on engagement, educating, and supporting those in our community who are street attached. This will focus on the behaviour of those individuals and assess the impacts of that behaviour on the public and local businesses. The group meet monthly and it is intended that this will involve local members and business representatives affected by anti-social behaviour within the community.

3.22 We continue to receive funding to our CSP from the Office of the Police and Crime Commissioner, for which we are very grateful - this funding is vital to supporting the work of the CSP. The 20-21 Spending Intentions Plan, approved by the OPCC, is appended to this report.

The future

4.1 Crime statistics and emerging threats are reviewed at every CSP meeting the most recent meeting having just been held in October 2020. In terms of local crime, there has been a clear reduction in reported crime across all crime types however this has been down to COVID-19. It is worth noting that this is a national trend and not just isolated here in Devon & Cornwall. However, Northern Devon still remains one of the lowest crime areas in the country.

4.2 The Partnership is a statutory board, as is the Council's representation.
Other

5.1 The strength of the Partnership lies in the relationships between the partners, and the shared commitment to address crime and community safety. The impact of Trauma Informed practice has been dramatic, as is demonstrated by the impact of the High Flow work undertaken to change the lives of a small number of people with highly complex and challenging life histories and circumstances. Reducing crime and maintaining community safety impacts on the lives of all residents in northern Devon in a positive way, and the effectiveness of the Partnership is demonstrated by the very low crime figures here.

OUTSIDE BODY: **WOOLACOMBE & MORTEHOE TOURISM ASSOCIATION**

REPORT BY: **Councillor Malcolm Wilkinson**

ACTIVITY

This group meets approximately 5 times a year. I attended 4 virtual meetings in 2020/2021

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.

ACHIEVEMENT

This TIC, unlike many others in North Devon, is flourishing with a strong membership. Recognition has been made of the changing face of advertising and the rapidly increasing use of the website compared to the guide. A new website has been developed which will be launched within the next few weeks. It has links to many local organisations and businesses. The TIC manager also produces a monthly guide to activities in and around North Devon.

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. Planning permission was granted and we are currently awaiting delivery of a wooden storage shed for these very popular amenities.

THE FUTURE

There is a very real problem with overnight camping and illegal parking in Woolacombe. The Parish Council and the Tourist Association is working very closely with DCC to formulate a solution.

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

OTHER

I am a representative of the District Council on this committee and although I take part in discussion and debate

OUTSIDE BODY: PILTON UNITED CHARITY

REPORT BY: Mr Allan Cameron

Activity: The General Committee meets quarterly. In 2020, the summer committee meeting was not held, while the September and December meetings were Zoom meetings. Four management meetings were held as usual. On a personal level, I am Chair of the welfare sub-committee and attend meetings that occur whenever licenses and tenancies become available, and have a role in property inspections. With other trustees, I have been involved in the social events arranged for residents.

Purpose: The Charity provides affordable housing and, within the almshouses, subsidised housing to people with strong connections to the Pilton area who show need. The housing of people in difficult financial circumstances (receiving benefits) or with age-related difficulties and other problems clearly benefits the Council where this allows a dignified life and continued independence thanks to subsidised maintenance payments. A non-resident, part-time warden liaises with the Trustees: at present, the role of the warden is rather that of caretaker or scheme manager, contactable by residents for emergencies in particular but at other times as well, for advice and signposting.

Achievements: The Charity strives to ensure that almshouse residents keep their independence for as long as is possible. As accommodation becomes available, the more senior residents may be moved to more appropriate flats for their age. As things become difficult for residents, the Charity has been fortunate so far to have been able to liaise (through the families) with Pilton House Care Home. A quarterly newsletter allows the Charity to inform residents of the changes occurring in health and social care; how to be assessed for support; and how to contact agencies. During the Covid restrictions, residents have been contacted by the phone by 'visiting trustees'. They have been put in touch with the Council support teams and local support groups when necessary.

The future: The Charity continues to invest for the future through a continuous programme of modernisation as properties become void. In 2020, the Charity once again spent more on repairs (roofing and chimneys) than it received in income and drew on reserves. (Figures still to be confirmed.) An exciting refurbishment is 37, Pilton Street where, working with the Conservation officer, the Charity is conserving 16th Century plaster ceilings. The Charity has refurbished two almshouses and two additional rented buildings in its determination to preserve the Pilton heritage while updating accommodation. By renovating houses in Pilton Street that are not almshouses and letting these to younger families at affordable yet more commercial rates, the Trustees are still able to subsidise the rents charged to the residents of almshouses while also helping families (through tenancies) that are not necessarily in receipt of benefits. At the same time, the Committee has reluctantly recognised the need to increase Weekly

Maintenance Contributions, to increase incomings. In 2020, the Charity has appointed two residents and one tenant.

In the present difficult times, it seems to me the Charity continues to play a small but significant role in the housing of people in need in the local area. Contact with North Devon Council (through the Pilton District Councillors and Barnstaple Town Councillors) is valuable when reviewing policies and the refurbishment of listed buildings in particular and also at other times, when residents raise issues. I believe it is appropriate that the Council continues to make appointments to the Charity given its significant investment in Pilton.

Other: It is high time I stand down as the District Council representative (put forward to the Charity by Brian Greenslade and Mair Manuel in 2007) and shall do so at the end of the life of this Council. I shall inform the present Councillors so that they can consider in good time whether or not the Council continue the relationship.



NORTH DEVON COUNCIL

REPORT TO:	FULL COUNCIL
Date:	7th APRIL 2021
OUTSIDE BODY:	GO NORTH DEVON
REPORT BY:	COUNCILLOR LOUISA YORK

1 ACTIVITY

1.1 Go North Devon (GND) meets on a bi-monthly basis and I have been able to attend all the 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 is attached at the end of this report.

This year I have had the opportunity to attend all Trustee meetings virtually via Zoom, including the AGM. 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.

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.

“Whilst the past year has changed many things, one thing remains the same – our commitment to providing services that support local people and visitors to remain active, independent and mobile. Each journey to the supermarket or trip out on a scooter makes a positive change – an opportunity to see friends or family, feel part of the community, to access services, retain a sense of freedom or to just get out of the house. This is all made possible by our committed team of volunteers and staff who work so very hard. Thank you all very much!

Go North Devon had its fair share of challenges during 2020 and not least with Covid-19. Understandably, uptake of our services has dropped this year compared to last year and despite the brief respite from lockdown during the summer months many of our clients continued to shield or still had concerns about venturing out despite our Covid-19 safety protocols. This has impacted on our ability to earn income through fares, fees, traditional fundraising activities, donations and the sale of secondhand books and bric a brac whilst our overheads have remained the same. We have continued to fundraise behind the scenes as it has been our aim to maintain our capacity in order to be available for those who will need a little extra help in 2021 to remain active, independent and mobile - once normality resumes!

In October we were very pleased to finally take delivery of our new Ring & Ride minibus and it has been encouraging to know that the Ring & Ride service has the support of so many people including its passengers, local people and businesses in addition to local and national charitable trusts, all of whom have shown true determination in helping us to keep the service running whilst raising the additional funds needed for the new minibus.

Whilst our usual attendance at local community events had been curtailed this year, we have continued to promote our services on social media, *The Voice Radio*, the *North Devon Journal* and the *North Devon Gazette*.

Sharon Lynch

4 THE FUTURE

4.1 The services offer a lifeline to their users. Although the pandemic has undoubtedly affected the demand, the services are there to help those who need it.

I have proffered the idea that the Future High Streets Fund developments could offer the opportunity to provide a Shopmobility satellite service for people entering the town from Queen Street!

4.2 I would say “yes”. It would always be useful to have more ideas to help Go North Devon be able to achieve more.



Annual Report 2020



INDEX

	Page
Organisational Details	3
Chairman's Report	6
Manager's Report	7
Who We Help	8
Shopmobility	9
Ring & Ride	10
Cancer Care Car	10
Donors, Sponsors and Supporters	10

This document was produced by Sharon Lynch (Manager) 24th February 2021

Go North Devon Limited is a Registered Society under the Co-operative and Community Benefit Societies Act 2014.

Company No: IP27719R

(Charitable Status)

REGISTERED OFFICE:

The Shopmobility Centre
Albert Lane
Barnstaple
North Devon
EX32 8RL @ GoNorthDevon

@GoNorthDevon

CONTACT: 01271 – 328866

www.gonorthdevon.co.uk
sharon.lynch@btconnect.com



AUDITORS:

Azets
The Custom House
The Strand
Barnstaple
Devon
EX31 1EU

BANKERS:

Nat West Bank
High Street
Barnstaple
Devon
EX31 1DA

MANAGEMENT BOARD:

David Netherway- Chairman
George Kempton – Vice-Chair
Sam McKibbin - Secretary
Brian Holme
Rob Malek
Sharon Lynch
Kate Johnston (NDC)
Karen Rose (DCC)
Louisa York (BTC)

OPENING HOURS:

Monday to Friday
9.15am to 4.00pm
(closed Bank Holidays)

AFFILIATED TO:

National Federation of Shopmobility.
The Community Transport Association.

5 CHAIRMAN'S REPORT

What a year it has been. Go North Devon has been on the front line, adapting the way we deliver our services to ensure we have operated our services throughout the pandemic in a safe and Covid secure way. The safety of clients, passengers and team members has been our top priority.

The huge, long running and changing challenge was met with dedication and hard work by the whole Go North Devon team. Our drivers have been magnificent, continuing to provide transport for our elderly, frail passengers and vulnerable cancer patients.

Inevitably with restrictions on activities, closed shops and schools and the disruption to medical services the numbers of clients who were able to use our services were well down last year as you will see in the report.

We have kept in touch with our clients throughout the pandemic and know that, as soon as it is safe to do so, they are looking forward to getting out again. We look forward to welcoming them back together with others who find themselves in need of the help Go North Devon can provide.

Not knowing how things will develop with the pandemic, how long the restrictions may stay in place, and what the future needs will be, together with the long and unresolved proposed changes to the Community Transport regulatory framework, has made it impossible to firmly plan the way forward at present. Nevertheless, we know that Go North Devon has great local support and needs to be there for our community.

One way we are planning to change is by moving our charitable status from a Registered Society to a Registered Charity. It is a change other community transport groups have made and which we believe will enable us to access grants from some larger trust funders from which our present status precludes us applying.

I cannot finish without a huge thank you to all our supporters in the community of North Devon and those we work with, our business supporters and sponsors, funders and grant giving bodies, North Devon Cancer Care Centre Trust, North Devon Council and Barnstaple Town Council. A special thank you is owed to Devon County Council and their Community Transport team who have supported us throughout the year with advice on complex and national challenges on the legislative front to S.19 permits.

David Netherway

6 MANAGER'S REPORT

Whilst the past year has changed many things, one thing remains the same – our commitment to providing services that support local people and visitors to remain active, independent and mobile. Each journey to the supermarket or trip out on a scooter makes a positive change – an opportunity to see friends or family, feel part of the community, to access services, retain a sense of freedom or to just get out of the house. This is all made possible by our committed team of volunteers and staff who work so very hard. Thank you all very much!

Go North Devon had its fair share of challenges during 2020 and not least with Covid-19. Understandably, uptake of our services has dropped this year compared to last year and despite the brief respite from lockdown during the summer months many of our clients continued to shield or still had concerns about venturing out despite our Covid-19 safety protocols. This has impacted on our ability to earn income through fares, fees, traditional fundraising activities, donations and the sale of second hand books and bric a brac whilst our overheads have remained the same. We have continued to fundraise behind the scenes as it has been our aim to maintain our capacity in order to be available for those who will need a little extra help in 2021 to remain active, independent and mobile - once normality resumes!

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Whilst our usual attendance at local community events had been curtailed this year we have continued to promote our services on social media, the Voice Radio, the North Devon Journal and the North Devon Gazette.

Sharon Lynch

7 WHO WE HELP

Those members of society who require a little extra help to carry out daily tasks that many of us take for granted, e.g. shopping, social events, or health care appointments:

Those who are frail or have poor mobility

Those with ill health

Those with disabilities (physical or sensory)

7.1 The best thing about Ring & Ride is.....

The company and Terry!

It's the best thing I've done – getting on the bus and meeting everyone was so good. I had lost my son, and then just after I lost my husband, then two months on, I lost my youngest sister. Making myself go on was my lifesaver. I love it! and everyone who travels on it. I think they all feel the same way.

I did not know how to get shopping in or how to carry it. I was so lost! I was told to go on the bus so I'm really happy now. I didn't know about the Ring & Ride it's an absolute Godsend! Thank you so much!

Lyn – Yelland

Getting my independence back was life changing.

Sandra – Bickington

It is such a help and necessity for us as we have no other bus coming to the village and Terry is so helpful to everyone. We wish the bus came weekly, but very grateful and thankful for every fortnight.

Andrey & Eileen – Stoke Rivers

It is a friendly, reliable and affordable service.

Celia – Barnstaple

8 SHOPMOBILITY

Shopmobility offers the use of scooters, manual and powered wheelchairs to those with reduced mobility to enable them to access all the facilities in Barnstaple town centre. We provide the only Shopmobility service in North Devon. Many of our clients are local residents and a high percentage of them use our equipment on a regular weekly or fortnightly basis. The remaining users are visitors who can only take holidays where such a scheme exists.

The service was suspended from March until 6th July due to the pandemic. Since March we have been without our usual volunteer team who support this service as many of them are considered clinically vulnerable due to their own health conditions. However, we still needed to provide a safety net for people who struggle to walk around and since July have been providing a slightly reduced service on an appointment system to ensure our clients can still get their “essential” shopping or attend healthcare appointments. However, usage has understandably dropped as many of our clients have concerns about venturing out despite our Covid-19 safety protocols and this has impacted on our income.



The Team at Go were overwhelmed by how much their “Shopmobility family” had missed the service and the team at the Shopmobility Centre during the first lockdown.

Janet Cort who is a regular user of Shopmobility said she was “so relieved just to be able to get into town and meet up with people after spending so much time in lockdown.” She told us the social distancing measures implemented in the town and shops “were well planned out and easy to follow on

a mobility scooter.”

Key Achievements:

- 318 Daily Loans -
- 85 Long Term Hires
- 15 Volunteer Sighted Guide Duties

Compared to uptake of service in 2019

- 63 %
- 77%
- 44%

In December we were pleased to support the NHS Vaccination Centre with the loan of 3 manual wheelchairs.

9 RING & RIDE

Ring and Ride provides a door to door wheelchair accessible minibus service, enabling clients who are frail, have a mobility problem or a disability (physical or sensory) with an opportunity to go shopping at either an out of town supermarket or to Barnstaple town centre.

Due to the pandemic the service did not operate between 24th March and the 7th September. We kept in close contact with our clients all of whom had their own individual support networks ensuring their shopping and health needs were met during this period. We introduced robust Covid secure protocols for safe travel but we still find many of our clients have lost confidence or continue to shield.

Key Achievements:

- 984 Return passenger Journeys including 10 non-transferable wheelchair users. **This is down by 60% on the previous year.**
- 17 Clients accessed the Shopmobility service through the Ring & Ride scheme. **This is down by 45% on the previous year.**
- 7,204 Annual Ring & Ride mileage. **This is down by 49 % on the previous year.**
- 1,110 Return Passenger journeys taking pupils to Bishops Tawton CP and Park School. **This is down by 49.54 % on the previous year.**
- 4,751 Annual school contract mileage. **This is down by 35% on the previous year.**



10 CANCER CARE CAR

We have continued to work in partnership with the North Devon Cancer Care Centre Trust as we have for the past 23 years and provide a door to door service for cancer patients who need to get to North Devon District Hospital (NDDH) and other local hospitals for cancer related appointments or chemotherapy treatment and who would otherwise struggle to get there.

Throughout the pandemic we have continued to provide this service providing a safety net for those in the “shielding” category who would have been disadvantaged without it. Special thanks must go to our dedicated drivers John and Norman who have both worked tirelessly throughout the year including during lockdown and often under challenging circumstances. The safety of our drivers and passengers has always been paramount and this is reflected through our service protocols and the enhanced cleaning regime of the car.

To maintain social distancing we have had to operate with reduced passenger numbers throughout the year and this has meant uptake of the service has dropped by 38% on the previous year. Admittedly, there were fewer requests for transport early on during lockdown as it took some time for the NHS to reinstate cancer treatments and services to pre Covid levels.

The passengers we carry have life limiting conditions and for many it was a great relief to know they could get to hospital without the worry of trying to find suitable, safe or affordable door to door transport. Indeed they could concentrate on their health needs and not worry about transport.



Key Achievements:

395 Return passenger journeys of these 342 passengers went to North Devon District Hospital, 22 went to Torrington Hospital with 2 going to Bideford Hospital and a further 28 appointments were met at other North Devon clinics.

18,923 Miles were travelled to provide this service.

“THANK YOU” TO ALL DONORS, SPONSORS AND SUPPORTERS 2020

We are always delighted to work with new and existing sponsors who help us to protect our services for local people who need a little extra support to retain their independence with everyday tasks like shopping, collecting a prescription or attending healthcare appointments.

Our running costs for the year ending 31st December 2020 were £175,038 and our income was

£232,520, with an additional £2,909 of earned interest, giving a surplus for the financial year of £60,391. However, included within this is £49,440 which represents the Net Book Value after 3 months depreciation of our new minibus.

Thank you again to all those businesses and individuals who have supported us by providing goods, services or expertise “in kind”, it is very much appreciated.

Azets	Malek H. A & Partners (Wimpy)
A F S Fire & Security	M&E Alarms Ltd
A M Care Ltd	National Lottery Community Fund
Barnstaple Town Council	North Devon Cancer Care Centre Trust
Barum Court Residents	North Devon Council
Bernard Sunley Charitable Foundation	North Devon Gazette
Brend Hotels	North Devon Homes Ltd
Cardon M	North Devon Journal
Chamberlain E. In memory of	Rotary Club of South Molton
Chapple M	Shiner A Mr
Chapple T	Sir John & Lady Heathcoat Amory
Chittlehampton Parish Council	Slade S
Claire Milne Trust	Slee Blackwell Solicitors
Clevera	South Molton Masonic Charity
Cloth Workers Foundation	St Johns Garden Centre
Devon Community Foundation	Taw Ford
Devon County Council	Taylor A
Dezart G	TJH Auto Ltd
Fremington Parish Council	The Norman Family Charitable Trust
Friends & Clients of Go North Devon	Thomas Mr & Mrs
Fullabrook CIC	T J Auto Ltd
Howdens	The Voice
James Electrics Contracting	Yates R
Joyce Mr & Mrs	
Knibbs Mr & Mrs A	

NORTH DEVON COUNCIL

REPORT TO:	FULL COUNCIL
Date:	7th APRIL 2021
OUTSIDE BODY:	ONE BARNSTAPLE
REPORT BY:	COUNCILLOR LOUISA YORK

1 ACTIVITY

1.1 One Barnstaple meetings are held monthly, and I have been attending since its inception, firstly as a Barnstaple Town Councillor and now for NDC. Some meetings were cancelled at the start of the COVID-19 pandemic and I have been able to attend around two thirds of those that have taken place virtually. Meetings are chaired by Dr Simon Jones and the work is co-ordinated by Community Developer Ella McCann. The group also benefits from having secretarial support.

2 PURPOSE

2.1 One Barnstaple 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.

The 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 One Barnstaple has played, and is playing, a pivotal role along with the Facebook Group *Barnstaple Coronavirus Support Network* in response to the COVID-19 pandemic. Ensuring access to continuation of matching volunteers to requests for assistance. Use of Flow approach to support community members with multiple complexities. The team have been hugely supported by Barnstaple Town Council, who worked tirelessly to aid residents in help with access to medication, shopping, voluntary services and other urgent assistance.

One Barnstaple Priorities and Projects



Covid Response – Barnstaple Town Council have provided superb support through the year. Continuation of matching volunteers to requests for assistance. Use of Flow approach to support community members with multiple complexities.

Volunteers – More people have signed up to offer their time to Covid Response and other volunteering activities.

Volunteer Management Platform - Agreement from Barnstaple Town Council to sign the 'Groop Contract' and receive the funds for the 12-month pilot from DCC to enable design of a system to begin in January 2021.

Supporting community members – Through collaboration from a number of professionals working on Covid Response with CDP's Community Connector Lindsay Derbyshire and volunteers, there have been positive improvements to care provision for an individual who has often struggled to "fit / fit in with the system".

Home from Hospital – Working closely with SWD they have been able to provide a package of support for an individual on discharge from hospital through combining projects – in 1 day!

Home from Hospital / Connecting Communities – Discussion and exploration between EM and SWD is enabling them to work collaboratively with existing community resource and national initiatives whilst reducing duplication and working in line with FLOW principals. This is all with the aim of supporting individuals referred through the Multi Service Volunteer Coordinator by NDDH and NHS teams.

Devon Population Health Management Development Programme – PCN Action Learning – Continued to be involved in the discussions informing the development of FLOW for the PCN use.

Grow Share Cook - connecting with a Public Health Professional / Nutritionist in Wales to discuss their research around Grow Share Cook, their approach and findings to enable shared learning and resources.

Community Hub – Meeting held with a couple prospective partners to establish more detail on requirements, look at options in terms of feasibility and funding. A Community Members Survey and a Community Groups/Services Survey have now been shared publicly via social media to gather evidence of what our community wants from a Community Hub as well as what their partners and potential new partners may want and need.

Making Every Adult Matter – Being genuinely proud and overwhelmed to see the progress made in 12-18 months all come together in a meeting arranged by Claire Fisher of Encompass and Amanda Sheriff of MEAM where professionals from multiple services explored the Changing Futures Funding as a team.

Making Connections – A real variety of people have been put in contact with each other through conversations and queries – being able to link people up to work together and look at opportunities, gain understanding of other people's situations and make changes to attitudes/processes accordingly. (i.e. Bystander Training, Trauma and Military, Town Cllr and Community Member, NDC hearing a narrative about a community member, referrals to CDP and Age UK.)

Positive Feedback – They have received positive feedback from NDC about their involvement and willingness to support during the floods which occurred in Barnstaple. This demonstrated the benefits of partnership working and having volunteers resources available to support response teams.

4 THE FUTURE

4.1 One Barnstaple is woven into many areas of community activity and is a very proactive body for bringing forward new projects to support social and health inequalities.

KEY PRIORITIES

Covid response – continue to coordinate volunteers and manage incoming requests for assistance

Home from Hospital – continue to support recruitment and delivery

One Barnstaple Community Hub Initiative – analyse survey results and schedule Virtual Community Hub sessions with Partners

One Barnstaple Volunteer Bank – continue work on model and frameworks along with funding bids

Grow Share cook – Secure funding and begin development work

Community Fridge – Secure venue for fridge (Community Hub)

Remain connected – continue to nurture relationships and be responsive to evolving themes

ISSUES OF CONCERN / RISKS

Approaching end of contract for CD on 31st March 2021.

Home from Hospital - What happens at the end of March 2021?

SUPPORT REQUIRED TO OVERCOME BARRIERS.

One Barnstaple domain name to become “host” for One Barnstaple email addresses

4.2 I believe ALL Barnstaple-based Councillors should be actively involving themselves in the activities and initiatives of One Barnstaple.

North Devon Council Governance Committee

Date: March 2021

Half Yearly Report of the Chair of Governance Committee

Since Sept 2020 three Governance Committee meetings have gone ahead, albeit online.

The Audit Committee resolved in May 2014 that the Chair of the 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 2020.

Business Continuity

In September 2020 the Committee considered a report on Business Continuity from the Graduate Emergency Planning Officer.

Along with updates from the Public Protection Planning Manager, the Committee were advised:

- The Cabinet Office had produced guidance in line with ISO 22301:2019 Security and resilience – Business Continuity Management Systems. The proposal to refresh the current plans was deemed good-practice under this guidance.
- Success would be measured against the reduction in impact or improvement of the Authority's response when disruptions occur.
- The Head of Place advised the Committee that there were three major changes within Planning proposed within the White Paper which was currently out for consultation.
- The Business Information Systems Manager provided the Committee with an update in terms of the ICT systems in place

A further update was provided in January 2021:

- The Authority was developing a program to assimilate Business Continuity into normal business procedure and to review this to address cultural change.
- Over the past nine months the Authority had taken large strides to ensure continual review was part of daily work within teams.
- The preparation for Britain's exit from the European Union ('Brexit' / 'D-20') had assisted with that as plans had been developed for both an imminent 'Brexit' and a 'No-deal' 'Brexit'. Issues such as the possibility of fuel shortages had been considered. All services had added this to their resumption plans.
- A Corporate Resumption plan was being developed which would highlight which services and systems would be a priority to be operational on day one following an incident.

- Consultation with Managers would be carried out soon; with the resulting plans to be presented to the Senior Management Team (SMT).
- Business Continuity Best Practice – guidance 2018 was being followed.

Annual Governance Statement

In September 2020 the Annual Governance Statement was considered and approved to be passed to Council for consideration.

Update on Governance Arrangements

- In January 2021 the Chief Executive provided an update on Governance arrangements. He confirmed that
- This update had been brought to the Committee in order to review the changes made to the Governance arrangements.
- In December 2020 the Chief Executive had written to the Members for their opinions. Five of the Members had responded. The Chief Executive felt that the Members may have misunderstood the questions as some answers were in relation to the holding of remote meetings etc.
- In conclusion, the Chief Executive felt there was a general contentment with the arrangements in place and that no major changes were required.
- The Peer Review had suggested work could be done in the development of the Lead Member roles.
- Virtual meetings had been welcomed by those who also worked (*alongside being Members) and those with mobility issues.
- At Full Council a motion was being put forward to lobby the Government to allow the holding of virtual meetings to continue past the current cut-off date in May 2021. Many other Authorities were looking to do the same.

Recommendations to update the Member Code of Conduct

In September 2020 the Recommendations to update the Member Code of Conduct report was considered and approved to be passed to Council for consideration.

The Senior Solicitor and Monitoring Officer advised the Committee that the Committee on Standards in Public Life had issued a letter to Local Authorities in July 2020 which included 15 recommendations for 'best practice; which would represent a benchmark for ethical practice. A visit from the Committee was expected in the autumn to check on progress

Statement of Accounts

The Statement of Accounts was approved in September 2020

Business Grant Schemes

In September 2020 the Committee received an update on the Business Grant Schemes.

The Head of Resources advised of the following in relation to the Small Business Grant and Retail, Hospitality and Leisure Grant Scheme:

- The grant was announced on 11 March 2020 by the Chancellor in his Budget speech. Detailed guidance was issued by MHCLG (Central Government) on 25 March, with the hope that payments would start to be made by early April. This guidance had changed by the following week. On 25 March 2020 Civica the Software Company used by the Council announced work on their grant module and associated form. The Council's Communications team planned and updated messages on Website for businesses and automatic phone messages with updated information throughout.
- 1 April 2020 £51million funding was paid to NDC. This was the largest allocation and number of eligible businesses in Devon, including the unitary Councils.
- 6 April 2020 the online form was transferred to NDC for testing and that went 'Live' 9 April 2020. This was only 2 weeks after guidance received by MHCLG.
- The NDC online form was automatically integrated to the back office system.
- Assurance was gained which confirmed there was a competent online integrated process that carried out substantial checks (which a manual form would not have performed) and mitigated and reduced the risk of any fraudulent applications being paid. Many Revenues and Benefits Staff worked all Easter Weekend including the bank holidays plus the following weekend to deal with the initial surge of applications.
- On 9 April 2020 the first payments were made (same day as go-live).
- By 17 April 2020 almost 30% had been paid out (£12million in the first week)
- By 30 April 2020 (three weeks from go-live) 65% had been paid out (£29million) to 2500 businesses.
- As of 8th September, £43million had been paid to 3775 businesses (96% of those eligible). 163 eligible businesses did not apply even though the Council tried numerous times to write, contact, persuade etc. Grants had been awarded to 3775 of the 3802 applications so far.
- Monthly assurance returns were made to MHCLG, outlining that risk assessments had been carried out.
- In addition; Government announced "Discretionary Business Grant" scheme – to the value of 5% of the above main grant scheme (£2.25million); the Council ran this through our Economic Development team as they had close links to local

businesses and especially those that had fallen outside the scope of the original grant scheme.

- The Discretionary Business Grant scheme was launched on 1 June 2020, using a Devon-wide set criteria and online application form, payments were made within first week. Scheme was now closed and team were processing the last tranche of applications; having fully allocated the £2.25million fund.
- Lobbying had taken place via the Member of Parliament to try to retain all/some of the residual funds (of £4,164,750 which was the amount unclaimed from the Small Business Grant and Retail, Hospitality and Leisure Grant scheme within North Devon) to further the discretionary scheme and support more local businesses that need the financial assistance.
- In addition, expanded retail discounts had been applied to 1100 Non Domestic Rates accounts: further adding to the workload.
- Overall financial assistance to support North Devon businesses of over £65million through the pandemic.
- The Head of Resources added that, bearing in mind the context of what he had outlined overall, the speed and pressure from Government to 'support businesses' quickly; he could not be prouder of the team for what they had delivered under exceptional circumstances.

Compensation Payments Made Under Delegated Powers

In September 2020 the Committee was advised that there had been three compensation payments made over the six month period from January to June 2020. These totalled £3926.

Letter of Representation

The Letter was presented to the Committee in a special meeting in October, in advance of the Full Council meeting on 7th October 2020. The Letter was required as part of the final process for the approval of the Statement of Accounts for 2019/20.

Audit Recommendation Tracker

The Committee was advised in September that:

- There were ten live recommendations.
- Two recommendations had been completed since the last meeting of the Committee.
- One recommendation for which a time extension was being requested.
- Recommendation 17 SRR 08 required an extension to allow for delays in the implementation of the automated process due to the pandemic. Progress had reached 85% and could confidently be completed by the extension date requested.

- There were no outstanding Audit Recommendations

The Committee was advised in November that:

- No recommendations had been completed since the last meeting of the Committee.
- There were three recommendations for which time extensions were being requested.
- There were no outstanding recommendations.

The Committee was advised in January 2021 that:

- Five recommendations had been completed since the last meeting of the Committee.
- There were four recommendations for which time extensions were being requested. Of these, one was in relation to Violence and Aggression markers. A new system had been created using the CRM (Customer Relation Management) system. This would be installed shortly. Other outstanding items were related to a recent audit and therefore time was required to implement those.
- There were no outstanding recommendations.

Corporate Risk Register

The Corporate Risk Register was presented to the Committee in October 2020

The Head of Resources advised the Committee that each item on the Corporate Risk Register had been re-evaluated following the Covid 19 outbreak. During the pandemic the Authority had worked alongside all Devon Local Authorities and local voluntary organisations. This work would continue.

External and Internal Audit

Internal Audit Progress Report 2020/21

The Committee was advised by DAP of the following in relation to the Internal Audit Progress Report:

- The Head of Internal Audit's opinion was of "Substantial Assurance" on the adequacy and effectiveness of the internal control framework
- Covid19 had impacted the way the Internal Audit work had been done. It was looking to perform the vast majority of the work remotely.

- The Head of Devon Audit Partnership (DAP) advised that there had been changes to staffing at DAP with a new Manager starting in October

In November the following was advised:

- Progress had been slow over the past year due to the pandemic.
- The delivery of the signed plan was delayed as resources were redirected to Covid-19 works. The auditors would be speaking to the Head of Resources in the next couple of weeks to get any remaining audits scheduled.
- ANA refers to the Audit Needs Assessment. It was hoped that the LA's software would pick up the scoring from the Risk Register to give an overall context.

In January 2021 the following was advised:

- An opinion of Reasonable Assurance had been given for 2020/21.
- Six audits had been completed.
- Risk Management Review had not been included but had also achieved 'Reasonable assurance'
- All of those complete to date had been at a level of Reasonable Assurance, with one (Income collection) reaching 'Substantial'.
- An updated Assurance map would be presented to the Committee in March 2021.
- As a result of Covid-19 it had been agreed to defer some non-core audits into 2021/22.
- During December 2020 two audits were taken forward to provide assurance on safe working operations during the pandemic. Risk assessments were ongoing, and a staff survey had recently been issued. The assurance opinion was to be confirmed.
- The bulk of the revised audit plan was expected to be completed by the financial year end.
- Work had started on the plan for 2021/22. This would include any works not completed during the 2020/21 plan.
- The plans had been adjusted across all partners as the lockdowns had occurred.
- A new approach was being considered for 2021/22 which was more flexible as priorities and risks changed.
- Works on Cyber Security would commence in February 2021. The Government had identified Ransomware as a particular concern.
- The Chief Executive advised that audits such as Climate change, Cyber Security, and Covid security were especially relevant at present and would add value to the Authority's operations. The ability to target audits as required was welcomed. The experience and advice of the Auditors was beneficial.

Informing the Audit Risk Assessment 2019-2020

The External Auditor confirmed the report set out the questions asked of the Authority. It was a standard suite of questions covering law, fraud, accounting estimates. Historically the Auditors had contacted the Head of Resources as section 151 officer and the Chair of the Governance Committee. For this report the Senior Management Team and the Committee Members had also been consulted.

Internal Audit Assurance Opinions – Standardisation across Public Sector

The Committee considered this report in November 2020

The Internal Auditor explained the background to the report:

- This report concerning the Assurance Opinions was used to set the scene on the additional reports provided by DAP.
- The Audit opinion itself was the Auditor's judgement and not based on any scientific calculation. Whether the opinion was 'substantial' or 'reasonable' it would be discussed with their client, in this instance; North Devon Council.
- The opinion of Reasonable Assurance was given in the majority of cases.
- Opinions were given in consultation with the Management Board at DAP, following the CIPFA standards.
- This was now the standard approach, used across the board, in order to establish a constant approach.
- The new system provided a colour-coded rating for the Assurance Mapping (Red/amber/green) to enable clearer and quicker interpretation or both an overall position, and specific areas of concern.

Internal Audit Assurance Mapping

The Committee considered this report in November 2020

The Internal Auditor explained the background to the report:

- It had been a new process to both the DAP and the Authority in the preparation and delivery of the report.
- Public Sector Insurance Standards expect the Audit map to be completed alongside the Risk Register, however, it was accepted the issues faced had prevented this. In future it was hoped that the map and register would be produced together.
- The Map was 'live' and would be amended over the financial year. It was hoped it would make identification of any hotspots on the control network easier.
- The Map/Table was set out in three sections – each line of defence; Business Operation, Financial Corporate and Governance, and Independent Assurance. The Map was specifically tailored for each Local Authority, although the base template was the same for all.

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 in September 2020:

- The report detailed the progress as at August 2020. Many post-Covid audits were taking place remotely.
- It was recognised that the Accounts had been ready ahead of the pre-arranged deadline. The extension to the end of November 2020 was for the completion of the Audit works.
- The Value for Money (VFM) conclusion focused on the risk for the health of North Devon with specific mention on how 2019-20 had delivered and the challenges faced in 2020-21 and beyond (with the loss of income due to Covid-19).

In November 2020 the following was advised:

- Now only a few items were outstanding, progress had been made and many items cleared.
- The final Letter of Representation, the Draft Accounts, and the Annual Governance Statement had all been signed.
- Still outstanding were completion of work on PPE and Investment Properties, receipt and review of the letters of assurance from the Devon County Council (DCC) Pension Fund Auditor. These were also being waiting on by other Devon Authorities. DCC were hoping to issue these by the end of November 2020.
- The Value for Money conclusion was expected to be that of 'Unqualified'
- The Housing Benefit Subsidy Claim work was ongoing.

In January 2021 the following was advised:

- The only outstanding work from 2019/20 was for the Housing Benefit certification, which would conclude the 2019/20 works.
- 55% of the audits had been signed-off by November 2020.
- Works were still being undertaken on the outstanding 17 audits. The deadline was likely to be moved to September 2021, but could be moved further due to Covid-19.
- New Value for Money (VFM) arrangements were in place. With effect from 2021 these were required to be review every five years.
- There would no longer be a binary judgement made as the auditors would be encouraged to be more explicit in responses. This was viewed as best practice.
- The "Annual Audit Letter" would be replaced with an "Auditors Annual Report". Any effect on the fees would be discussed with the PSAA.

External Audit Findings Report

The External Auditor advised of the following in October 2020:

- The Audit Findings Report set out the key findings for 2019-2020.
- The deadline for the sign-off of the accounts had been extended due to the challenges presented by the Covid-19 pandemic. The revised date for the sign-off of the accounts had been moved to the end of November.
- The report provided the Auditor's opinion and the Value for Money conclusion.

External Audit Annual Audit Letter

This report was presented to the Committee in January 2021

The Committee was advised of the following:

- The final decision had been delayed as the Auditors waited on Devon Pensions figures. That had been received and a Unqualified decision had been made on 23rd November 2020. This was ahead of their deadline.
- The Auditors were satisfied that proper Value for Money arrangements were in place
- In March 2020 an increase on the Audit Fee of £7500 had been proposed in response to the increase in work. In addition to this a further £6600 had since been proposed in response to the additional work undertaken due to Covid-19. Any proposed fees were subject to approval by Public Sector Audit Appointments Ltd (PSAA) and only if they approved them would they be charged. The increase in the fees had not been taken lightly and had been discussed with the Head of Resources.

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North Devon Council

Report to: Council:

Report Date: 7 April 2021

Topic: Statutory Pay Policy 2021

Report by: Human Resources 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. RESOURCE IMPLICATIONS

5.1. The remuneration arrangements are all contained within the existing revenue budget approved by Members of Full Council. 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. EQUALITIES ASSESSMENT

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

7. CONSTITUTIONAL CONTEXT

7.1. Part 2, Article 4, paragraph 4.5.18

7.2. Council power



8. STATEMENT OF CONFIDENTIALITY

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

9. BACKGROUND PAPERS

9.1. The following background papers were used in the preparation of this report: Localism Act 2011 and 2020 report to Council by Human Resources Manager, Statutory Pay Policy Statement and Annex thereto (The background papers are available for inspection and kept by the author of the report).

10. STATEMENT OF INTERNAL ADVICE

10.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Senior Management Team and Financial Services.

North Devon Council

Pay Policy Statement for Chief Officers - 2021

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 currently 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	£94,324 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Head of Service	£53,440 - £58,494 p.a.	Expenses when occur as set out in Expenses Policy e.g. mileage
Senior Solicitor and Monitoring Officer (not Chief Officer)	£42,821 - £51,749 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	£18,562 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	£22,183 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	£23,515 p.a.

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NORTH DEVON COUNCIL

Minutes of a meeting of Building Control Joint Committee held at Virtual - Online meeting on Thursday, 11th February, 2021 at 9.30 am

PRESENT: Representing North Devon Council:

Councillors Tucker and Yabsley

Representing Mid Devon District Council:

Councillors Chesterton (Chair) and Evans (substitute for Deed),

Officers:

Building Control Manager, Head of Planning, Economy and Regeneration (MDDC), Accountancy Services Manager (NDC), Accountancy Officer (MDDC) and Solicitor and Data Protection Officer (NDC)

52. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Corporate and Community Services Officer outlined the virtual meetings etiquette and procedure and confirmed those Members and Officers present.

53. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Deed.

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

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

55. DECLARATIONS OF INTEREST

No declarations of interest were made.

56. BUILDING CONTROL PARTNERSHIP TRADING ACCOUNT 2020-21 3RD QUARTER

The Committee considered the Building Control Partnership Trading Account 2020-21 3rd Quarter (circulated previously), by the Head of Resources.

The Accountancy Services manager (NDC), gave the Committee the following summary:

- Section one of the trading account showed the budget

- Section two showed income and recorded here was the Government compensation payment for loss of income due to Covid-19 restrictions/lockdown
- The percentage split between the two authorities was 61/39 for North Devon Council and Mid Devon District Council respectively

The Committee noted the Building Control Partnership Trading Account 2020-21 3rd Quarter.

57. BUILDING CONTROL PARTNERSHIP FORECAST TRADING ACCOUNT 2020-21 AS AT 3RD FEBRUARY 2021

The Committee considered the Building Control Partnership Forecast Trading Account 2020-21 as at 3rd February 2021 report, (circulated previously), by the Head of Resources.

The Accountancy Services Manager advised the Committee that both authorities would stand at around £1,000 deficit based on the 12 month forecast.

The Committee noted the Building Control Partnership Forecast Trading account 2020-21 as at 3rd February 2021 report.

58. KEY PERFORMANCE INDICATORS

The Committee considered the Key Performance Indicators (KPI's) report, (circulated previously), by the Building Control Manager.

The Building Control Manager gave the Committee the following updates:

- December 2020 and January 2021 had been remarkably good months for the Partnership, the number of applications received were higher than had been predicted at the last meeting, held in November, despite there being a national lockdown
- The Partnership were hitting performance requirements in terms of determining applications within a two month time period, and examination of applications within three weeks, both reported at 99%
- The market share had dropped slightly to 77%
- All areas were on target with some areas slightly higher

In response to a question from the Chair about how other Local Authority Building Control teams were performing. The Building Control Manager explained it was a very mixed situation, East Devon for example had possibly fared worse than most, whereas, Plymouth were doing really well having secured £140 million in construction applications.

The Committee noted the report and contents.

59. BUILDING CONTROL BUSINESS UPDATE

The Committee considered the Building Control Business update report, (circulated previously), by the Building Control Manager.

The Building Control Manager advised the Committee of the following updates:

- The main impact on the service was staffing issues, there was a shortage of staff due to various reasons along with the Head of Place having left North Devon Council
- The apprentice was progressing well through their degree gaining good marks
- Document B Fire Safety was under review as a result of the Grenfell review and the new document was expected in 2024
- To curb bad practices of cross border working the LABC were carrying out a review of the partnership scheme. The review might restrict the scope for cross border working, but the North and Mid Devon partnership had a good working relationship with Devonshire homes and had even won awards for their good partnership
- The Partnership had prepared to carry out enforcement proceedings against a lift company refusing to provide their full fire safety certification report. The company eventually provided the requested report which resulted in the discovery that they had wrongly sold their product as being fire safety compliant. The issue was resolved and the company reported to the LABC in an effort to ensure they did not proceed elsewhere in the country

In response to a question about how he saw things going forwards. The Building Control manager said he would struggle to make a prediction, however, currently the situation was very buoyant and there were no signs of this slowing down.

In response to a question about an influx of possible enforcement cases as a result of lockdown. The Building Control Manager advised that enforcement was a big issue. Change was coming as a result of the Grenfell enquiry. Having a Lead Enforcement Officer dedicated to preparing cases and taking them through to court would be a big culture change. The appointment of a New Homes Ombudsman would mean new home owners had a point of contact to raise issues and concerns with and this in turn would be fed-back into the Building Control process.

The Committee noted the Building Control Business update report.

60. BUILDING SAFETY BILL UPDATE

The Committee considered the Building Safety Bill update report, (circulated previously), by the Building Control Manager.

The Building Control Manager gave the following updates:

- The timetable for transition of powers to the Building Safety Regulator had now been published. This had been due to be published in October 2020

- The Local Government Association (LGA) had held a briefing on the changes due to come in
- An interim residents panel was due to be set up in March 2021
- Gateway 1 (planning) there would have to be a consultation with planning departments and building control to ensure a contractor was in place going forwards with a project
- By October 2022 a full competence committee was due to be in place. This would mean all building control staff had to be fully validated. Currently five staff were fully validated to the highest level. The level six validation was for high rise and complex buildings of which North Devon had very few

In response to a question about whether planning departments would be kept up to date with the changes. The Head of Planning, Economy and Regeneration (MDDC) advised the Committee that from April 2021 there would be a requirement for the Planning department to consult with the Building Control department. It was expected that the in scope definitions of buildings would expand to allow for a greater building safety control. The validation of competency would be focussed on the individual rather than the Team.

In response to the question of how the impact of individual competency validation might affect future recruitment of staff. The Building Control Manager responded that this could have an impact on future recruitment. He could think of no other discipline where staff were required to re-validate their ability to carry out their duties every four years. It would be tempting for an Officer validated at level six to find work elsewhere at a higher salary. It was very likely there would be shortages of staff in the future. Currently there was only one approved scheme for validation of Officers and that was through the LABC. It was not a simple process to set up a scheme and it was doubtful whether a new scheme could be set up by 2022.

61. AGENDA ITEMS FOR FUTURE MEETINGS

The Head of Planning, Economy and Regeneration advised the Committee on an area of interest that she thought members of the Committee might like to learn more about as being the need for Carbon neutral new homes. Due to the sound quality of the call causing interference with the presentation the Chair requested that the Head of Planning, Economy and Regeneration forward an email outlining her intention of a new standing item to be placed on the agenda.

Chair

The meeting ended at 10.29 am

NORTH DEVON COUNCIL

Minutes of a meeting of Governance Committee held at Virtual - Online meeting on Tuesday, 9th March, 2021 at 6.30 pm

PRESENT: Members:

Councillor Roome (Chair)

Councillors Bushell, Campbell, Jenkins, Luggar, Phillips and Walker

Officers:

Chief Executive, Senior Solicitor/Monitoring Officer and Contracts Delivery Manager

130. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Corporate and Community Services Officer advised the Committee of the etiquette and procedure for virtual meetings.

131. APOLOGIES FOR ABSENCE

NOTE: Apologies for absence were received from Councillor Lane and Councillor Topps after the commencement of the meeting.

132. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12TH JANUARY 2021

RESOLVED that the minutes of the meeting held on 12th January 2021 (circulated previously) be approved as a correct record and signed by the Chair.

133. DECLARATIONS OF INTERESTS.

There were no declarations of interest declared.

134. 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 terms had not changed. He did note that suggestions to include additional information within the Terms of Reference had been proposed by the Auditors the day prior to the Committee meeting.

The Committee discussed including additional detail within the document.

RESOLVED that the Review of the Committee's Terms of Reference be updated and brought back to a future meeting.

135. ANNUAL REVIEW OF THE COMMITTEE'S EFFECTIVENESS

The Chief Executive confirmed that only three completed surveys had been returned. It had been noted that those Members with access to only one electronic device had been unable to download and save the survey to enable completion before returning it. He advised that the Corporate and Community Services Officer, alongside the Head of Resources, would be creating an online survey which would be required to be completed by all of the Committee Members so that the report could be presented at the next Committee.

RESOLVED that the update be presented at the next Committee.

136. HALF YEARLY REPORT FROM THE CHAIR OF THE GOVERNANCE COMMITTEE

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

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

137. INTERNAL AUDIT REPORT - LEISURE CENTRE PROJECT

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

The Contracts Delivery Manager (MK) provided the Committee with an update on the actions in the audit report:

- The roles/responsibility of the internal NDC officers on the Project Team had been defined in greater detail and presented to the Strategy and Resources Committee.
- The Risk Register review process had been updated in line with the report recommendation. A Risk Register Review had been added as a standing item to the agendas for the monthly project meetings.
- Opportunity Risk had now been added to the registers and to those of the partners, eg Speller Metcalfe, Parkwood etc. The partners' Risk Registers would be shared with the Authority if required, with the removal of any commercially sensitive confidential information.
- The Communications Strategy had been updated, with more frequent Social Media and website activity; to promote the benefits of the project to the local community and stakeholders.

- Progress reports would be provided to the Strategy and Resources Committee on a quarterly basis.

In response to a question from the Committee, the Contracts Delivery Manager advised that the Environment Agency had been consulted throughout the process and the end of site where the Leisure Centre was located was at the lower end of the risk scale for that area. The risk had possibly reduced further since the project started as a result of the Flood Mitigation process.

Internal Auditor (PM) advised the Committee that it was good practice to include an audit report in the project process. The full audits were available to be viewed by Members if required. An update to the audit would be carried out on completion of the project.

The Chief Executive advised he had considered it useful to bring the report to this Committee. He noted the usefulness of approach by internal audit and its different perspective on the project. There would need to be a focus on which reports would be put forward to the Members for consideration. The starting point was the Audit Plan. This would help Members to decide which reports they wished to see. He advised that the Future High Street fund plan may be one to view.

Councillor Luggar confirmed he agreed with the approach and felt it good practice to see periodic reports, including contractor's risk registers.

The Chair noted that he would wish to see reports on any projects which could expose the Authority to risk. This was a good project for North Devon.

RESOLVED that the Internal Audit Report – Leisure Centre Project be noted.

138. INTERNAL AUDIT PLAN REPORT 2021-22

The Committee considered a report by Devon Audit Partnership regarding the Internal Audit Plan Report 2021-22 (circulated previously).

The Internal Auditor (DC) advised that:

- The Internal Audit Plan Report 2021-22 had been created as per the requirement within the Internal Audit Charter and Strategy. It was an indicative plan of the proposals for the year ahead which remained flexible. This was appropriate that the plan could change and adapt to risks.
- Over 25% of the 'Audit Plan Days' had covered Resources as the core audits (key financial systems) were covered in that team.
- Discussions had taken place with the Heads of Service to develop the plan. Consequently changes had taken place in relation to the works and processes audited.
- The additional Counter-Fraud services of the Auditors were recommended.

- The Internal Audit plan would include the following additional audits to be added for 2022/23 to 2024/25. These were 'Other Grants', Insurance, and Harbour Authority.
- Safeguarding Children and Vulnerable Adults had been added to the audits for Environment Health and Housing.
- There were no audits for 2021/22 for Operational Services as, on balance, they had not provided any high risks.
- The framework of the audits were set out in appendices 1-4 of the plan.

In response to a question from Councillor Bushell, the Chief Executive confirmed that the audit 'Legal-Councillor Grants' had been incorrectly allocated as Councillor Grants were not within the remit of the Legal team.

RESOLVED that the Internal Audit Plan 2021-22 be approved.

139. INTERNAL AUDIT CHARTER AND STRATEGY 2021-22

The Committee considered a report by Devon Audit Partnership regarding the Internal Audit Charter and Strategy 2021-22 (circulated previously).

The Internal Auditor (DC) advised that the Internal Audit Charter and Strategy 2021-22;

- Set out the work and reports for the coming year.
- Remained the same as 2020-21 with no change to the public sector charter. Only the layout of the report had altered.

RESOLVED that the Internal Audit Charter and Strategy 2021-22 be approved.

140. INTERNAL AUDIT PROGRESS REPORT

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

The Internal Auditor (PM) advised that:

- An overall level of Reasonable Assurance was expected. Of the seven audits delivered in 2020/21, all but one was 'Reasonable'. The other had an opinion of Substantial.
- Of the Audits carried out so far, the Safe Staff Operations during the Covid-19 Emergency had achieved 'Reasonable (in draft) assurance'.
- The Assurance Map (appendix 2) provided a summary of the benefit of assurance mapping, along with the Audit Plan for 2020-21.
- The Map highlighted suggested areas of weakness in red/amber.
- The Plan was progressing well, during the business time of the financial year, with the field work on Benefits and Car Parking ongoing.

- An update on Business Continuity and Cyber Security could be provided at a future meeting.

RESOLVED that the Internal Audit Progress Report be noted.

141. 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 (PB) confirmed:

- The outstanding work from 2019/20 had been on the Housing Benefit subsidy. The annual subsidy claim had now been signed off on 27th January 2021, in advance of the Department for Works and Pensions (DWP) deadline. It had been certified without amendment. Some errors had been identified and adjustments made. These were not significant nor of concern. The value of the adjustment had been very small.
- The 2019/20 audit had now been completed.
- The delivery of the 2020/21 had been a challenge due to the pandemic. This, and the delay to the Housing Benefit certification work had an impact on delivery times. It was expected that the audit plan would be complete by the end of March 2021 and would be formally presented at the next Governance Committee.
- The Value for Money work would be focussed on new criteria and risk. The three main changes were:
 - A new set of key criteria
 - More extensive reporting, and
 - The replacement of binary (qualified/unqualified) approach of VfM conclusions.
- Once the plan was issued they would be able to make a start on the draft accounts.
- The Auditors were confident that the September 2021 deadline would be met.

The External Auditor explained that the report contained the Sector update and information concerning the Revised Auditing Standard.

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

142. AUDIT RECOMMENDATION TRACKER

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

The Committee noted the following updates:

- Five recommendations had been included in table B (recommendations completed since the last meeting of the Governance Committee).
- Table C detailed one recommendation for which a time extension to 31st March 2021 was being requested.
- There were no outstanding recommendations (Table D).
- There were three recommendations in Table E (Annual Governance Statement). The report for AGS 19/20 02 would require time to enable it to be considered by the CORGI group.

In response to questions from the Committee, the Chief Executive advised;

- An update on Business Continuity would be presented to a future Governance Committee. This would cover the detail of the transferring of servers.
- The AGS covered information on complaints and details of numbers passed to the ombudsman. Compensation reports were presented to the Committee separately.
- Freedom of Information (FOI) requests were not covered by the Governance Committee but were dealt with by the Legal team. A high percentage of the FOI requests were dealt with within the statutory time frame.

RESOLVED:

- (a) that the time extension requested in the Audit Recommendation Tracker be approved; and
- (b) that the Audit Recommendation Tracker be noted.

143. WORK PROGRAMME

The Committee considered the work programme for 2020/21 and 2021/22 (circulated previously).

RESOLVED: that the work programme for 2020/21 and 2021/22 be noted.

144. 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”.

145. CORPORATE RISK REGISTER

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

The Chief Executive advised the Committee that;

- This report would be presented to Governance Committee every six months.
- The report circulated had been reviewed by the CORGI group.
- The contents tied in with the Risk Registers of each team within the Authority.
- A couple risks had increased due to the pandemic.

RESOLVED that the Corporate Risk Register be noted.

Chair

The meeting ended at 8.05 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 Licensing and Community Safety Committee held at Virtual - Online meeting on Tuesday, 9th February, 2021 at 10.00 am

PRESENT: Members:

Councillor Tucker (Chair)

Councillors Biederman, Bulled, Campbell, Cann, Chesters, Gubb, Henderson, Hunt, Luggar, Mack, Orange, D. Spear, L. Spear and York

Officers:

Senior Solicitor/Monitoring Officer, Licensing Service Lead and Community Protection Officer

45. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Senior Corporate and Community Services Officer confirmed who was in attendance and outlined the virtual meeting procedure and etiquette to the Committee and attendees.

46. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

47. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13TH OCTOBER 2020

RESOLVED that the minutes of the meeting held on 13 October 2020 (circulated previously) be approved as a correct record and signed by the Chair.

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

(a) Police and Crime Panel: Update

The Chair agreed for Councillor Biederman to provide an update to the Committee regarding his attendance at the last meeting of the Police and Crime Panel.

Councillor Biederman provided an update following his attendance at the last meeting of the Police and Crime Panel which set the budget for the next financial year. He would provide a more comprehensive and written report for the next meeting of the Committee and would provide an update to the Committee on a quarterly basis.

49. DECLARATIONS OF INTERESTS

There were no declarations of interest announced.

50. PROPOSED EXTENSION TO POLICY DEROGATIONS DUE TO COVID-19

The Committee considered a report by the Public Protection Manager (circulated previously) regarding the proposed extension of existing policy derogations due to Covid-19.

The Committee noted a typographical error in paragraph 4.11 and that “1 July 2010” should read “1 July 2021”.

RESOLVED that the Strategy and Resources Committee be recommended to approve the following derogations from the current Council Hackney Carriage and Private Hire Licensing Policy:

(a) Derogation to Hackney Carriage and Private Hire Licensing Policy with respect of maximum vehicle age: The Council will if a hackney carriage or private hire licence is surrendered and provided that an application is received for a further grant of the same vehicle up until the 1st July 2021, waive the following policy requirement (Section 3.5). ‘Officers are not empowered to refuse an application for a licence. Accordingly where an application for the grant of a hackney carriage licence is made when the vehicle in question is more than 5 years old, the application must be referred to the Licensing Sub-Committee for consideration. The presumption is that licences will not be granted for vehicles over 5 years old, but each application will be considered on its own merits. Factors such as the condition of the vehicle, and the mileage will be relevant.’

(b) Derogation to Hackney Carriage and Private Hire Licensing Policy in respect of fees (Section 16.3):

If an individual wishes to surrender a licence until its expiry, due to concerns over transporting passengers etc., then re-applies, the Council allow them the pro-rata fee (according to the licence period remaining) off a future licence application (for the same licence only), if made up until the 1 July 2021.

51. PUBLIC SPACE PROTECTION ORDERS IN BARNSTAPLE AND ILFRACOMBE - UPDATE

The Committee received a presentation by the Community Safety Partnership Lead Officer regarding an update on the Public Space Protection Orders (PSPOs) in Barnstaple and Ilfracombe. He outlined the background and reasons for the new PSPOs by using powers under the Anti-Social Behaviour, Crime and Policing Act 2014; new provisions of the PSPOs in Barnstaple and Ilfracombe; PSPO areas and signage which would be in place within the next three weeks; enforcement and that the Civil Enforcement Officers would have powers to enforce the orders; and how the PSPOs would be monitored by the Anti-Social Behaviour Steering Group which would be held on a monthly basis and that Members were welcome to attend. He

advised that Members should contact him direct if they wished to attend meetings of the Group or report issues of anti-social behaviour.

The Committee requested that the presentation slides be circulated to Members of the Committee.

In response to questions regarding the use of the Police 101 telephone number, the Community Safety Partnership Lead Officer advised that members of the public could also use the email address as an alternative method of contacting the 101 service. He advised that public consultation had been undertaken which ended in February 2020. Only 18 responses had been received however over 90% were in favour of the restrictions. As there had been limited number of respondees to ensure that there was sufficient evidence base prior to implementing the PSPOs, further consultation had been undertaken with the Town Councils, local charities and organisations such as the Freedom Centre and Encompass South West. Signage was required as part of the PSPOs and enforcement would be pre Community Protection Notice. The PSPO order was for a three year period and would be reviewed at the end of this period to ascertain whether there was sufficient evidence base to extend the order beyond this period. There needed to be sufficient evidence base prior to implementing a PSPO in other areas. The Civil Enforcement Officers would be provided with appropriate training mainly by the Police. He reminded the Committee of the campaign launched at the end of 2020 of donation points that had been placed at Boston Tea Party and Green Lanes where the public could use a debit card to donate £3 which would be given directly to Encompass and the Freedom Centre.

The Chair requested that a representative of the Devon and Cornwall Police Constabulary be invited to attend a future meeting of the Committee.

52. LICENSING ACTIVITIES - UPDATE

The Service Lead Licensing Officer provided the Committee with an update on the following licensing activities:

- Recruitment of two new graduates
- Pavement licensing
- Annual licence maintenance fee
- Receipt of an application for an Adults Gaming Centre located in Bear Street, Barnstaple
- Review of the Gambling policy during the summer
- Further consultation due to take place on Taxis later in the year
- Review of a new Animal Policy due later in the year and undertake consultation
- Animal and zoo licensing was extremely busy, with inspections, complaints, enquiries and issuing licenses
- Primates – Defra would be shortly undertaking consultation on the responsibility for overseeing primates which may fall to the Local Authority
- Consultation on the Department for Transport Hackney Carriage standards had ended on 8 February 2021 and a report would be brought back to the Committee in two months time

- A pilot would commence on issuing decision notices following sub-committee hearings held regarding hackney carriage and private hire drivers detailing the reasons for the decision which would be signed off by the Chair of the sub-committee

In response to a question, the Solicitor advised that the displaying of boards on pavements could be a highways or a planning issue.

53. CRIME AND DISORDER SUB-COMMITTEE

RESOLVED that the minutes of the meeting of the Crime and Disorder Sub-Committee meeting held on 25 November 2020 (circulated previously) be adopted.

54. LICENSING AND COMMUNITY SAFETY SUB-COMMITTEES

(a) Licensing and Community Safety Sub-Committee D

RESOLVED that the minutes of the Licensing and Community Safety Sub-Committee D meeting held on 24 November 2020 (circulated previously) be approved as a correct record and signed by the Chair of the Sub-Committee.

(b) Licensing and Community Safety Sub-Committee C

RESOLVED that the minutes of the Licensing and Community Safety Sub-Committee C meeting held on 27 November 2020 (circulated previously) be approved as a correct record and signed by the Chair of the Sub-Committee.

Chair

The meeting ended at 11.34 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 Planning Committee held at Virtual - Online meeting on Wednesday, 10th February, 2021 at 10.00 am

PRESENT: Members:

Councillor Ley (Chair)

Councillors Chesters, Davies, Fowler, Gubb, Jenkins, Lane, Leaver, Luggar, Mackie, Prowse, D. Spear, L. Spear and Tucker.

Officers:

Lead Planning Officer (North), Senior Planning Officer, Planning Policy Officer, Senior Solicitor/Monitoring Officer and Business Information Systems Manager

Also Present:

Councillor Davis

144. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE.

The Chair outlined the virtual meeting procedure and etiquette to the Committee and attendees.

The Senior Corporate and Community Services Officer confirmed the names of those Councillors and Officers present and advised that members of the public were also in attendance to address the Committee or listen to proceedings.

145. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Yabsley, who appointed a substitute, Councillor Jenkins, to attend in his place.

146. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 13TH JANUARY 2021 AND 20TH JANUARY 2021.

RESOLVED that the minutes of the meetings held on 13th January 2021 and 20th January 2021 (circulated previously) be approved as correct records and signed by the Chair.

147. 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, the Committee members were invited to attend an informal briefing.

148. DECLARATION OF INTERESTS

There were no declarations of interest announced.

149. 66135: OUTLINE APPLICATION FOR ERECTION OF ONE LOCAL NEEDS DWELLING & ACCESS (SOME MATTERS RESERVED) (AMENDED PLANS) AT: BARLEYCOTT, MUDDIFORD, BARNSTAPLE, DEVON, EX31 4ES.

The Committee considered a report by the Senior Planning Officer (North) (circulated previously).

The Senior Planning Officer (North) (MB) addressed the Committee and advised that the proposed dwelling was not within a rural settlement as the location was deemed to have no community facilities in accordance with planning policy and was within open countryside and therefore the recommendation was for refusal. Although the Authority could not demonstrate a five year land supply the erection of one dwelling had little weight in contributing to the shortfall. Devon County Council remained in support of refusal for the application based on highways safety as there had been five vehicle accidents in the 500 metres around the junction which provided access to the highway.

Matt Steart (agent), Graham Townsend (supporter) and Sam Cockburn (applicant) addressed the Committee.

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

- He was aware of Court/Appeal decisions for cases in Braintree and St Giles at Torrington, but advised that the appeal differed from this application with regards to proximity to services and that this application was located in the open countryside. In relation to the St Giles appeal, the Inspector did make reference to the 5 year housing land supply in that it was much larger than one property but this one property still represented a valuable contribution.
- The definition of what constitutes as 'prescribed service' was covered in the Local Plan (part 4.15).
- The nearby facilities at Blakewell Fisheries were not deemed to be a community facility under the Local Plan. It was not a convenience store/shop and not believed to provide a service similar to that of convenience shops. Therefore it did not enable the application to be treated as within a rural settlement.

- A Biodiversity report had not yet been submitted by the applicant despite one being requested as part of the applicant process. The agent had stated that they were not at a position to be able to provide it yet.
- Future proofing of homes was considered under the Local Plan but this was in relation to home extensions and adaptations in the main. This application was for a separate dwelling and would need to be considered on its own merit.
- Nothing had changed in relation to the definition of Rural Settlements within the Local Plan since it was adopted.
- He had not been involved in a previous application for holiday lets but was aware of a barn conversion on the opposite side of the junction or further up the road but they would have been considered based on their own visibility requirements which would have been different to this application.
- The applicants were currently living in the relative's property on the site. This was an application for a separate dwelling and needed to be considered on that basis.

In response to questions from the Committee, the Highways Officer of Devon County Highways confirmed that:

- the accidents in that area consisted of two accidents within 50 metres of the junction (of which one was serious) and three within 450 metres which was quite a significant cluster. Devon County Council did not apportion blame but recorded the location, nature of the accident and if a vehicle had a defect.
- Although he had not been invited to attend the previous Committee when this application was considered, the five accidents noted had occurred between 2014 and 2019. The accidents had all occurred in close proximity to the junction.
- An opinion of 'severe' risk to visibility on a B-road by a Highways Authority should be reason enough to consider the access to not be at a safe level.
- The red line of the site boundary did not extend adequately enough to cover the necessary area to allow the provision of visibility to be safeguarded for the future. There was no guarantee that it could be obtained and secured in perpetuity.
- He could not recall the consultation process for the planning application for the three self-catering units at Blakewell Fisheries in 2018 although he would have expected there to have been some concerns raised in relation to the traffic from the site to that junction.

Councillor Tucker addressed the Committee as Ward Member.

Lead Planning Officer (BP) advised the Committee that the Officer's recommendations for refusal were set out within the report, however, if it was felt that the application was deemed to be a Local Needs Dwelling then a Section 106 would be required. A financial contribution towards Braunton Special Area of Conservation would also be required through a Section 106 or 111 contribution would be required.

The Senior Planning Officer (North) (MB) advised that the applicants would need to meet set criteria if they were to be able to occupy the dwelling under the Local

Needs requirement. One of which could be that they would be required to be employed within the Parish, which they were not.

RESOLVED (9 for, 5 against) that the application be APPROVED for the following reasons subject to the receipt of a Biodiversity report, section 106 agreement being sought for local occupancy and securing a financial contribution towards the Braunton Special Area of Conservation:

- (a) On the basis that Blakewell comprised of a cluster of dwellings which formed a rural settlement with community facility;
- (b) Was physically separated from an urban settlement;
- (c) Met the qualifying criteria in paragraph 13.131 of Policy DM24 in the Joint Local Plan and therefore did not materially conflict with relevant planning policy.

150. ADJOURNMENT OF MEETING

RESOLVED that it being 11.30 a.m. the meeting be adjourned for a five minute comfort break and reconvene at 11.35 a.m.

151. 71660: OUTLINE APPLICATION FOR UP TO 59 RESIDENTIAL UNITS AND ASSOCIATED INFRASTRUCTURE, SOME MATTERS RESERVED (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) (ADDITIONAL INFORMATION) AT LAND AT CHIVENOR CROSS, CHIVENOR, BRAUNTON EX31 4BN

The Committee considered a report by the Senior Planning Officer (North) (circulated previously).

The Senior Planning Officer (North) addressed the Committee and advised of the following:

- A Housing Needs Survey was not required although he confirmed that there was a need for affordable properties in the area. The updated figures received from the Housing Enabling Officer following the publication of the report were that the following numbers of households required housing in the surrounding area (higher than previously reported in some areas);
 - Heanton Punchardon 48,
 - Braunton 116,
 - Ashford 5,
 - Marwood 5.
- NDC and Torridge District Council (TDC) were jointly unable to demonstrate a five year housing land supply and, having looked at the High Court judgements, as requested by Members, the recommendations as set out still stood. The officers were confident that their own recommendation was correct.

- A further six representations (one of which was in support) had been received. The issues within these had been considered to have been addressed within the report.
- One of the conditions had been amended to include that a homeowner pack would be provided to all households regarding recreational impacts as a result of the development being located close to a Site of Special Scientific Interest (SSSI).
- This was an outline planning application and the sizes/mix of dwellings could be considered at the reserved matters stage.
- The Environmental Health Officer had confirmed the application was deemed to have no unacceptable effect on the air quality in Braunton and this was set out within the report.

Stephen Crowther (Vice Chair, Heanton Punchardon Parish Council) addressed the Committee.

The Senior Corporate and Community Services Officer read a letter from the Chair of the Heanton Punchardon Residents' Committee to the Committee.

Sue Prosper (Chair of Love Braunton) and Councillor Andrea Davis (Ward Member) addressed the Committee.

In response to questions from the Committee the Planning Policy Officer (MA) confirmed:

- There was a joint requirement (with TDC) to provide 861 dwellings per annum. Although there had been a 17% uplift in supply Authorities had no control over the build rate of the properties once planning permission had been granted. Therefore the National Planning Policy Framework (NPPF) took preference and a tilted balance was applied.
- It was considered that the five year housing land supply could be demonstrated, however the Inspector felt that the Authority had 4.23 years (rather than five) and sided with the appellant.
- There was a 20% buffer in addition to the 861 requirement which needed to be achieved.
- In terms of the Housing Delivery Test the Authority was over-achieving.

The Committee Members confirmed that Neighbourhood Plans were in progress for Braunton, Georgeham and Heanton Punchardon. These were at varying stages of completion. Braunton's plan was currently under consultation and funding had been sought for the final works required.

The Planning Policy Officer (MA) advised that the Heanton Punchardon Neighbourhood Plan had not progressed enough to provide substantial weight with this application.

The Chair reconfirmed that the Environmental Health Officer's report had covered the air quality at Braunton in their report.

RESOLVED (9 for, 3 against, 1 abstained) that the application be REFUSED for the following reasons;

- a) The application was contrary to planning policies ST07 and ST09 contained in the Joint Local Plan;
- b) The current shortfall in the five year housing land supply did not outweigh the planning policies;
- c) The cumulative effect of the developments between Chivenor and Braunton on Braunton's air quality and that the Council had adopted a supplementary planning document on Air Quality;
- d) The application did not demonstrate full compliance with National Design Guidance; and
- e) The proposals may be contrary to the two emerging Neighbourhood Plans.

152. APPEALS REPORT

The Committee noted a report by the Senior Planning Support Officer (circulated previously) regarding planning and enforcement appeal decisions received since those reported at the last meeting of the Committee.

It was noted that there were five appeal reports.

Chair

The meeting ended at 12.44 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 Virtual - Online meeting on Wednesday, 10th March, 2021 at 10.00 am

PRESENT: Members:

Councillor Ley (Chair)

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

Officers:

Chief Executive, Lead Planning Officer (North), Lead Planning Officer (South), Senior Solicitor/Monitoring Officer, Planning Policy Officer, Senior Planning Officer and Business Information Systems Manager

Also Present:

Councillors Pearson

153. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meeting procedure and etiquette to the Committee and attendees.

154. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chesters.

155. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2021 (ATTACHED)

RESOLVED that the minutes of the meeting held on 10th February 2021 (circulated previously) be approved as a correct record and signed by the Chair.

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

There were no items to be brought forward.

157. DECLARATION OF INTERESTS

Councillor Crabb Planning application 71532: Personal interest as the Applicant was the Chair of Ilfracombe Rugby Club.

158. 71537: PHASE A: RESERVED MATTERS APPLICATION FOR ERECTION OF 347 DWELLINGS AND ERECTION OF COMMUNITY BUILDING TOGETHER WITH ASSOCIATED WORKS (OUTLINE PLANNING PERMISSION 56675 AS AMENDED BY 70654) (AMENDED PLANS AND DOCUMENTS), LAND EAST OF OLD BARNSTAPLE ROAD, ILFRACOMBE, DEVON

The Committee considered a report by the Lead Planning Officer (North) (circulated previously).

The Lead Planning Officer (North) addressed the Committee and advised;

- The application was for the reserved matters for the erection of 347 dwellings. This was phase A of the development for which outline planning permission had been granted in 2017. That had included a Section 106 agreement. The development was for part of the southern extension- which in whole ran from the west of Old Barnstaple Road to Worth Meadow in the north.
- In 2019 the Council had entered into a funding agreement with Homes England for £6.5m. Homes England had approved an extension for the first milestone for the scheme to be approved by 31st March 2021. The Lead Planning Officer (North) read an email received from the Regeneration Manager following attendance at a recent meeting with Homes England regarding their timescales for the funding agreement:
“I have spoken with HE (Homes England). The key milestone for the HIF (Housing Infrastructure Fund) is delivery of the infrastructure by March 2023. If a deferment of a couple of months meant that the timetable could be squeezed to achieve delivery then that might be ok. A refusal would render this unachievable. HIF would fall away – I am not sure what we do about the 650k already spent”.
- The application set out how it complied with the Building for a Healthy Life Assessment.
- The consultation response to the issue of site access had not yet been provided by Devon County Council Highways following the receipt of amended plans.
- Electric vehicle charging points were situated around the site for public access.
- The drainage system strategy had been submitted but a response was still required from the Devon County Council as Lead Local Flood Authority.
- Devon County Council (DCC) had confirmed that the site for the primary school would need to be safeguarded for future delivery.

- The applicant had instructed a commercial agent in relation to the Mixed Use Hub land. Details of the siting and design would be subject to reserved matters approval.
- The location of the affordable housing shown on amended plans had been agreed and accepted by the applicant and Housing Enabling, including the provision of two 2 wheelchair accessible/user dwellings.
- A response was awaited from the Arboriculturalist in respect of landscaping and biodiversity proposals.
- The amended plans received had updated the design of the changing facilities in the community building. This building would be dual use. The latest drawings had not yet been viewed by the Parks and Leisure Officer.
- The Football and Rugby clubs were looking to jointly run the facilities.

The Corporate and Community Services Officer read statements from Nicole Stacey (agent), Graham Parkhouse (objector) and Richard Spear (objector) to the Committee.

Councillor Pearson addressed the Committee as the Ward Member for the neighbouring ward.

Councillor Crabb addressed the Committee in his capacity as Ward Member.

In response to questions from the Committee, the Lead Planning Officer (North) confirmed that:

- The total number of dwellings on the application were higher than when originally submitted as the application had been amended. There were 347 dwellings on this site, but the total remained at 750 across both the east and west sites together. This would enable lower density on the west site which was adjacent to a wildlife site.
- The electric charging points would be in public areas, not private property.
- The Design Review Panel had addressed the issues of the site which included a steeply sloping area and hilltop area. Those dwellings nearest the steep slope to the North were to be terraced, with longer gardens, which would help address this.

The Chief Executive confirmed that Homes England had set out milestones which had to be met. The first of which was 31st March 2021 by which time the reserve matters should have been agreed. It was possible the date could be moved, although he advised that the final completion date of 31st March 2023 would not be negotiable as it would risk the HIF money (£6.5m) being withdrawn.

In response to further questions from the Committee, the Lead Planning Officer (North) confirmed that:

- There was a signed Section 106 agreement which included the contribution to the highways works, including proposed works to Lynton Cross and Two Potts junctions, which would be collected by DCC.
- The Community Building allocation would unlikely become a housing site as it was included in the HIF funding. This building would be started as part of the first phase.
- The level of affordable housing was set when the planning permission was granted. It was based on the viability of the whole site. There was however a review mechanism within the section 106 agreement process after a number of houses had been built and Ward Members could be consulted at that time
- He was unsure of the reasons for the delayed responses from highways and the flood authority. He believed there to be no objections in principle.
- The landscaping scheme had included provision to retain hedgerows wherever possible.
- Consultation responses were outstanding from the Local Highway Authority, Lead Local Flood Authority, Arboriculturalist and Housing Enabling the Parks, Leisure and Community Officer.
- The provision of a medical facility had been included as part of the original planning application.
- The reserved matters applications did not deal with all conditions of the original planning application, which would be submitted at a later date.
- The percentage of affordable housing (11%) was to be provided across both sites.

RESOLVED (10 for, 4 against, 0 abstained) that the application be DEFERRED for a maximum of two cycles for the following reasons;

- a) To allow time for the relevant ward Members and officers to meet to consider the scheme, design and materials, and
- b) To allow for the outstanding responses from Devon County Council Highway Authority, Lead Local Flood Authority, Arboriculturalist and Housing Enabling to be received.

159. ADJOURNMENT OF MEETING

RESOLVED that it being 11.58 a.m. the meeting be adjourned for a comfort break and reconvene at 12.05 p.m.

160. 71532: RESERVED MATTERS APPLICATION FOR USE OF LAND FOR OUTDOOR SPORTS PROVISION (USE CLASS D2) (OUTLINE PLANNING PERMISSION 62544) (AMENDED PLANS AND DOCUMENTS), LAND EAST OF OLD BARNSTAPLE ROAD, ILFRACOMBE, DEVON

The Committee considered a report by the Lead Planning Officer (North) (circulated previously).

The Lead Planning Officer (North) addressed the Committee and advised;

- The Open Space Officer had raised a number of issues with the application. The plans had now been amended to address the concerns raised.
- The plans had been amended to include new drainage proposals which the developer had initially thought were not required. The drainage plan had been included but the Devon County Council Local Flood Authority had not yet responded to the plans.
- Three storage containers had now been added to the scheme. These would be partially hidden by screening/native planting on three sides.
- The changing facilities had been amended. These were outlined to the Committee as part of planning application 71537.
- The discharge of planning condition 9 relating to management and maintenance was not part of this application and would have to be complied with separately, providing opportunity for further discussion on management issues before development takes place.
- The MUGA (Multi-use Games Area) on the plateau was an off-the-shelf provision which included the fencing.
- A response was awaited from the Arboriculturalist.
- A lighting scheme had not been proposed originally but any future proposal would be controlled by condition.
- Natural England had no objections to the scheme.

Councillor Crabb declared a personal interest as President of the Ilfracombe Rotary Club.

The Corporate and Community Services Officer read statements from Richard Spear (objector), Mike Nixon and Carol Corp (objectors) and Mike Edmunds (objector) to the Committee.

Councillor Pearson addressed the Committee as the Ward Member for the neighbouring ward.

Richard Hopson (Ilfracombe Youth Football Club Secretary) and Clem Bennellick (Manager of Ilfracombe Football Club first team) addressed the Committee.

Councillor Campbell addressed the Committee as the Ward Member.

In response to questions from the Committee, the Lead Planning Officer (North) confirmed that:

- The site had planning permission and was included as an allocation in the Local Plan.
- There were two multipurpose pitches, within a five hectare area of land with the opportunity to provide additional pitches in future. It would not be an 'all weather' surface. The pitches would be turfed.
- The MUGA would have a tarmac surface.
- The applicant was in discussion with the Football and Rugby Clubs as to their requirements for changing facilities etc. There was a condition to be discharged to set up the organisation of the future running of the new facilities and that it would need to be maintained by both clubs.

Councillor Crabb addressed the Committee as Ward Member. In response to further questions from the Committee, the Lead Planning Officer (North) confirmed that:

- There were no plans to create an ‘all weather’ surface pitch. There would be a cost implication in doing so. The clubs involved had not felt the pitch was needed to be all-weather and had appeared happy with turf. The two turf pitches were located on the western edge of the site and the MUGA and community facilities would be located between the pitches. Sport England and the Parks, Leisure and Cultural Officer were both satisfied with the proposed turfed pitches.
- The Parks, Leisure and Cultural Officer consulted directly with the football and rugby clubs.
- The Open Space Officer had been involved in discussions and negotiations on the scheme.
- Amended plans had been received and consultation responses from the Devon County Council Lead Local Flood Authority, Arboriculturalist and Parks, Leisure and Culture Officer were awaited.
- Sport England had issues in relation to the building and changing facilities, plus a mention of drainage. They had concerns over the management however this was not a concern to resolve with this application.

RESOLVED, that it being 1.00 pm the meeting continue in order for the remaining business to be transacted.

RESOLVED (unanimous) that the application be DEFERRED for a maximum of two cycles pending;

- (a) the receipt of the consultation responses from the Devon County Council Lead Flood Authority, Arboriculturalist Officer and Parks, Leisure and Culture Officer, and
- (b) to address the issues of the future management of the facility; and
- (c) to allow negotiations to take place with the applicant in relation to the surface and costings for the MUGA.

161. APPEALS REPORT

The Committee noted a report by the Senior Planning Support Officer (circulated previously) regarding planning and enforcement appeal decisions received since those reported at the last meeting of the Committee.

Chair

The meeting ended at 1.24 pm

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

NORTH DEVON COUNCIL

COUNCIL: 7 APRIL 2021

RECOMMENDATION OF THE STRATEGY AND RESOURCES COMMITTEE HELD ON 1 MARCH 2021

Minute 272: Council Tax Discounts

RECOMMENDED that Council makes the following determinations in relation to the classes of dwellings set out below for the financial year commencing 1 April 2021:

- (a) Class A and Class B Unoccupied and furnished properties Set a 0% discount, therefore levying full council tax.
- (b) Classes A and B do not include any dwelling
 - (i) Which consists of a pitch occupied by a caravan or a mooring occupied by a boat.
 - (ii) Where a qualifying person in relation to that dwelling is a qualifying person in relation to another dwelling in England, Wales or Scotland which is job related. (iii) Which for a qualifying person is job related where that person is a qualifying person in relation to another dwelling in England, Wales or Scotland.
- (c) Class C Unoccupied and substantially unfurnished properties Set a discount of 100%, for up to three months.
- (d) For the purpose of Class C, in considering whether a dwelling has been unoccupied for any period, any one period, not exceeding six weeks, during which it was occupied shall be disregarded.
- (e) Properties which have been unoccupied and substantially unfurnished for over two years, levy the empty home premium of 200% of the normal liability.
- (f) Properties which have been unoccupied and substantially unfurnished for over five years, levy the empty home premium of 300% of the normal liability.
- (g) Properties which been unoccupied and substantially unfurnished for over ten years, levy the empty home premium of 400% of the normal liability.

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NORTH DEVON COUNCIL

Minutes of a meeting of Strategy and Resources Committee held at Virtual - Online meeting on Monday, 1st March, 2021 at 10.00 am

PRESENT: Members:

Councillor Worden (Chair)

Councillors Knight, Lofthouse, Patrinos, Pearson, Prowse, L. Spear, Wilkinson and Yabsley

Officers:

Chief Executive, Head of Resources, Senior Solicitor/Monitoring Officer, Service Lead - Environmental Protection and Contracts Delivery Manager

Also Present:

Councillors Luggar, D. Spear and Tucker

262. VIRTUAL MEETING PROCEDURE - BRIEFING AND ETIQUETTE

The Chair outlined the virtual meeting procedure and etiquette to the Committee and attendees.

The Senior Corporate and Community Services Officer confirmed the Members of the Committee, Members and Officers who were present.

263. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

264. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2021 (ATTACHED).

RESOLVED that the minutes of the meeting held on 1 February 2021 (circulated previously) be approved as a correct record and signed by the Chair.

265. 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 there would be an informal meeting for Members of the Committee immediately following the conclusion of the formal meeting.

266. DECLARATIONS OF INTERESTS.

There were no declarations of interest received.

267. BATSWORTHY CROSS WINDFARM

The Committee considered a report by the Service Lead – Environmental Protection (circulated previously) regarding Batsworthy Cross Windfarm.

The Service Lead Environmental Protection highlighted the following:

- Noise compliance monitoring at six locations close to Batsworthy Cross Windfarm had confirmed compliance with the noise related planning conditions at five of these six locations. Exceedance of the noise limits in the sixth location has previously been confirmed.
- On 16th September 2020, the Council had re-issued a request to the Operator asking them to provide details of a proposed further mitigation strategy for properties in the vicinity of Birchwood House within 30 days.
- A response from the Operator was received on 8 October 2020 confirming details of an associated mitigation strategy.
- Additional information was subsequently requested from the Operator, to enable a further assessment of this strategy with further clarifications and data being received during January 2021.
- Officers' were currently in the process of reviewing the complete response. This was proving to be challenging on a technical level and were still in the process of undertaking complicated analysis of the data with the consultant and that a further update would be provided at the meeting of the Committee in April 2021.

The Chair invited Jane Faust to address the Committee.

Jane Faust addressed the Committee.

In response to the points raised by Jane Faust, the Service Lead Environmental Protection advised the following:

- The operator had submitted information in relation to the alleged reduction of the noise limits of 1.5dB to bring the site to what they believe would become compliant. This was the data that officers were currently analysing.

In response to questions from Members, the Service Lead Environmental Protection advised the following:

- The calculations of the noise limits were based on previous monitoring data. There was a need for measured data which had now been submitted and was being analysed. Once officers' had a preliminary view on the data submitted then this information would be shared with Members.
- It was anticipated that a more informed update would be provided at the next meeting of the Committee on 12 April 2021.

The Committee noted the report and that a report would be presented to the Committee on 12 April 2021.

268. TARKA LEISURE CENTRE UPDATE

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

The Contracts Delivery Manager highlighted the following:

- An internal audit of the Tarka Leisure Centre project was undertaken in December 2020 and January 2021. One of the audit recommendations was to bring regular progress reports to members at Strategy and Resources Committee meetings on a monthly basis.
- Despite COVID 19 and the subsequent restrictions and control measures imposed on construction sites, the programme is currently just one week behind schedule. The next notable milestone will be the excavation of the swimming pools.
- Parkwood Leisure have overall responsibility for managing the construction phase of the project (under the terms of the Design Build Operate and Maintain or DBOM) contract. They have direct responsibility for managing the construction contractor (Speller Metcalfe), the architect and sub-contractors.
- There was a need to consider how to manage the construction site once the Tarka Tennis centre re-opened on 12 April 2021.
- There would be some disruption to the Tarka Tennis car park and lorry car park, but this would be kept to a minimum.
- Several officers are currently overseeing the construction phase of the project on behalf of the council. Their roles on the project were summarised in Appendix A.
- The gross valuation to date for construction was £2.4m. The next spend would be for £2.3m.
- It was still planned to open the new leisure centre in April 2022.
- It was difficult to predict how well the new leisure centre would perform as the business cases had been produced pre Covid 19. The management fee paid to the council would be unaffected though as these payments are fixed.

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

- The income the Council would receive from the new Leisure Centre was over a 20 year period.
- The Council had secured funding from the National Lottery Recovery Fund which would be paid over to Parkwood Leisure.
- The Chief Executive was the Chair of the South West Leisure Group who were continuing to lobby MPs regarding stage 2 leisure recovery.
- When the leisure centre re-opened following the lockdown, it would not be fully open. Parkwood Leisure's construction contractor had incurred additional costs for cleaning and other Covid precautions as a result of the pandemic. Claims for these extra costs would be reviewed under the contract review procedures.

In response to a question, the Head of Resources advised that that the Council was protected as much as possible. The borrowing costs within the financial modelling were around 3%. Borrowing costs had reduced considerably which was financially advantageous for the Council.

The Committee noted the report.

269. PROCUREMENT OF VEHICLES

The Committee considered a report by the Chief Executive (circulated previously) regarding the procurement of vehicles.

The Chief Executive highlighted the following:

- The Council was the Waste Collection authority and as such needed to maintain a fleet of vehicles in order to collect waste and recycling and deliver it to the appropriate body. Traditionally, North Devon Council has purchased the vehicles that it needs but had recently been exploring other options.
- The Council operated a fleet of 89 vehicles and a workshop to maintain the vehicles.
- There was a rolling capital programme to replace vehicles.
- A number of councils have now moved to a model whereby vehicles were leased rather than purchased. Councils have approached this differently depending on circumstances but a project has been ongoing to explore this option to see if it would be better financially and operationally for the Council.
- Suppliers have been asked to tender for the contract to supply the Council with vehicles for the next 7 years with the option of also taking over management of the workshop and providing a full vehicle maintenance service to the Council. If that option was adopted, a number of staff would transfer to the new supplier but on the same terms and conditions as existing.
- The exercise had been conducted in conjunction with Somerset West and Taunton Council which would also be approaching this in the same way.
- The deadline for the final submission of tenders was 15 March and it was envisaged that an award will be made in early April. At this stage it was difficult to know what the financial implications would be for the Council as the deadline had not passed and the tenders had not been evaluated. There was a need to assess associated costs compared to the current method of operation.
- As part of the tender process, if a decision was taken to lease vehicles the contractor would be requested to provide spare vehicles which would provide more flexibility for the Council.
- The procurement timetable didn't allow for a report to be brought back to the Committee.

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

- As part of the procurement timetable, the deadline for tenders was 15 March 2021 and the preferred bidder would be notified of the outcome on 26 March 2021. There was not a long period between these dates to evaluate the tenders. The timescales were extremely tight and therefore if a special

meeting of the Committee were convened between these dates, there could potentially be a delay in notifying the preferred bidder. There would be no opportunity to convene a meeting of the Policy Development Committee.

- The contractor would be given flexibility to purchase electric vehicles and there would be associated costs.
- The costs requested as part of the tender process were based on the current vehicle fleet and contractors were aware that there was a need to look at other appropriate vehicle types.
- In terms of maintenance of vehicles there were a number of options which included retaining the maintenance in-house and contract back to the contractor or for the workshop to be provided by the contractor and for staff to be TUPE over to the contractor.
- The contractor would be required to provide replacement vehicles for any vehicles that broke down.
- He suggested that the recommendation be amended to also include consultation with the Group Leaders and Lead Member for Commercialisation and Resources. If Group Leaders were then not in agreement, a special meeting of the Committee could be convened. Key information could be provided to Group Leaders.

RESOLVED that the approach of leasing vehicles be agreed and that the Chief Executive be delegated power in consultation with the Lead Member, Group Leaders and the Lead Member for Commercialisation and Resources to appoint a supplier of vehicles and maintenance services, if deemed appropriate, following the completion of the procurement exercise, subject to compliance with the Council's Contract Procedure rules and that a special meeting of the Committee be convened if required.

270. 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:

- The Council was required to annually publish a Rural Settlement list in accordance with the Local Government Finance Act 1997.
- Rural Settlements were settlements with a population of less than 3,000 within the boundaries of a rural area as set out under the provision of the Housing Act 1996.
- The Rural Rate Relief Scheme helped qualifying small general stores, post offices, food shops, public houses and petrol stations. It is intended to safeguard rural communities and preserve the future of village life by supporting the service they provide to local people. To qualify for relief, properties must be situated within a designated rural settlement area of less than 3,000 people.
- Appendix A listed the qualifying Rural Settlements with a population of fewer than 3,000. This list had remained unchanged for many years.

RESOLVED that the Rural Settlement List be approved, for the purposes of Rural Rate Relief, of the rural settlements listed in Appendix A to this report.

271. BUSINESS GRANTS

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

The Head of Resources highlighted the following:

- The Government had announced a series of measures to support business impacted by Covid-19. These measures included payments of grants to businesses which have had to close due to localised or widespread national restrictions being put in place.
- Whilst the awarding of these grants was the Council's responsibility, the Department for Business, Energy and Industrial Strategy (BEIS) had set down the criteria which must be met by each business making an application for the grants as detailed in paragraph 1.2 of the report and approval was required for the approval of the schemes criteria.
- The Council had already supported businesses with the payment of £50m of business grants over the past 12 months. Further £12m had been paid to businesses since January 2021.
- The Government had announced that further funding would be available to businesses for the period mid-February to the end of March 2021 and that these would be paid automatically to businesses who had previously received the grant.

The Leader thanked the Head of Resources and his team for their hard work in processing the payment of business grants over the past 12 months.

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

- The Council had received £1.9m for the discretionary grant scheme in November 2020 and £860,000 top-up allocation in January 2021. The Council was currently in the process of administering the discretionary grants to business. No further additional restriction grant had been announced for the mid-February to the end of March 2021 period.
- To date the Council had processed the payment of just over £2m of the total £2.8m of business grants.
- The Chancellor had announced further business grants as part of his budget and details would be known shortly.

RESOLVED that the adoption of the:

(a) Local Restrictions Support Grant (Closed) Addendum with effect from 5 November 2020 as shown in Appendix A be approved;

(b) Local Restrictions Support Grant (Closed) with effect from 2 December 2020 as shown in Appendix B be approved;

(c) Christmas Support Payment for wet-led pubs as shown in Appendix C be approved;

(d) Local Restrictions Support Grant (Closed) Addendum 5 January as shown in Appendix D be approved;

(e) Closed Business Lockdown Payment as shown in Appendix E be approved.

272. COUNCIL TAX DISCOUNTS

The Committee considered a report by the Revenues and Benefits Manager (circulated previously) regarding Council Tax Discounts.

The Head of Resources advised that the proposed Council Tax Discounts relating to certain properties for the financial year commencing 1 April 2021 were unchanged from the last financial year and the same level of discounts were recommended.

RECOMMENDED that Council makes the following determinations in relation to the classes of dwellings set out below for the financial year commencing 1 April 2021:

(a) Class A and Class B Unoccupied and furnished properties
Set a 0% discount, therefore levying full council tax.

(b) Classes A and B do not include any dwelling

- (i) Which consists of a pitch occupied by a caravan or a mooring occupied by a boat.
- (ii) Where a qualifying person in relation to that dwelling is a qualifying person in relation to another dwelling in England, Wales or Scotland which is job related.
- (iii) Which for a qualifying person is job related where that person is a qualifying person in relation to another dwelling in England, Wales or Scotland.

(c) Class C Unoccupied and substantially unfurnished properties
Set a discount of 100%, for up to three months.

(d) For the purpose of Class C, in considering whether a dwelling has been unoccupied for any period, any one period, not exceeding six weeks, during which it was occupied shall be disregarded.

(e) Properties which have been unoccupied and substantially unfurnished for over two years, levy the empty home premium of 200% of the normal liability.

(f) Properties which have been unoccupied and substantially unfurnished for over five years, levy the empty home premium of 300% of the normal liability.

(g) Properties which been unoccupied and substantially unfurnished for over ten years, levy the empty home premium of 400% of the normal liability.

273. CAR PARKING CHARGES

The Committee considered a report by the Chief Executive (circulated previously) and a revised recommendation (circulated separately) regarding Car Parking Charges.

The Chief Executive highlighted the following:

- Outlined the revised recommendation (which had been circulated separately) recommending that a working group be set up following a number of posts being made on social media expressing concerns regarding the potential increase in charges.
- Car parking charges were used to manage behaviour.
- The forecast income reduction for the current financial year was £1.8m and the Council would recover around £1.2m from the Government. The forecast net loss of income to the Council was £600,000.
- Torridge District Council had recently taken a decision to increase charges for coastal car parks for the next three years. Westward Ho! car park charges had been increased to £9 all day. It was proposed that the charges for Croyde car park would increase to £4.40 for 3 hours and £6 for all day.
- Following the announcement by Government for the roadmap out of lockdown, the Council could now expect demand for car parking to increase in coastal areas.

RESOLVED that a working group involving the Leader and Deputy Leader, Councillors Lofthouse and Yabsley of Strategy and Resources Committee and interested ward members be convened to consider the issue of car parking charges with a report to come back to a future Strategy and Resources Committee.

Chair

The meeting ended at 11.16 am

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