



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

K. Miles  
Chief Executive.

To: All Members of the Council  
and Chief Officers

**NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.25 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND**

### **COUNCIL MEETING**

**YOU ARE HEREBY SUMMONED** to attend a meeting of **NORTH DEVON COUNCIL** to be held in the G107, 1st Floor, South West Institute Development Building, Petroc, Barnstaple - Petroc College on **WEDNESDAY, 22ND NOVEMBER, 2023 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. Apologies for absence
2. To approve as correct records of the minutes of the meetings held on 4 October 2023 (attached) (Pages 11 - 18)  

(NOTE: The minutes of the Council meeting held on 19 July 2023 were approved as a correct record at the last meeting of Council on 4 October 2023. Since the approval of these minutes, Council note that Councillors Denton, Norman, Milton, Orange and Quinn were also in attendance at the meeting of Council on 19 July 2023).
3. Chair's announcements
4. Business brought forward by or with the consent of the Chair
5. 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
6. To consider motions of which notice has been submitted by Members in accordance with Part 4, Council Procedure Rules, Paragraph 11 of the

Constitution

7. 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).**

8. Chair's replies to any questions to Council by Members submitted under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution

9. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

**PART A**

10. **NHS Update**

(a) NHS Changing Context and Working in Partnership. Presentation by Katherine Allen, Director of Strategy, Royal Devon University Healthcare, NHS Foundation Trust.

(b) New Hospitals Programme, timelines and Update. Presentation by Zahara Hyde, Director of Estates and Facilities and Director of the Our Future Hospital Programme, Royal Devon University Healthcare, NHS Foundation Trust.

11. **Report of the Leader of the Council** (Pages 19 - 20)

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. **Local Plan Review - to agree a way forward** (Pages 21 - 28)

Report by Head of Place, Property and Regeneration (attached).

14. **Performance and Financial Management Q2 2023-24** (Pages 29 - 84)

Report by Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 6 November 2023 (attached).

(a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 16 November 2023 (to follow).

(b) Report of meeting of the Strategy and Resources Committee (Pages 85 - 86)

To receive the report of the Strategy and Resources Committee held on 6

November 2023 (attached).

15. **Mid Year Treasury Management Report 2023/24** (Pages 87 - 100)

Report by Head of Governance to the Strategy and Resources Committee on 6 November 2023 (attached).

(a) Report of the Policy Development Committee

To receive the report of the Policy Development Committee held on 16 November 2023 (to follow).

(b) Report of meeting of the Strategy and Resources Committee (Pages 101 - 102)

To receive the report of the Strategy and Resources Committee held on 6 November 2023 (attached).

16. **Scheme of Members Allowances 2023/24, 2024/25 and 2025/26** (Pages 103 - 130)

Report by Chief Executive (attached).

17. **Proposed Dissolution of Heart of South West Joint Committee** (Pages 131 - 134)

Report by Chief Executive (attached).

18. **Lead Member for Waste and Recycling**

To consider the appointment of a Lead Member for Waste and Recycling to replace Councillor David Knight.

It is RECOMMENDED that Councillor Julie Hunt be appointed as Lead Member for Waste and Recycling to replace Councillor David Knight.

19. **Appointments to Committees 2023/24**

To consider and approve changes to appointments of Members to the following Committees for 2023/24.

(a) Joint Planning Policy Committee

To consider the appointment of Councillor Helen Walker to replace Councillor David Knight on the Joint Planning Policy Committee for 2023/24.

(b) Policy Development Committee

To consider the appointment of Councillor Peter Leaver to replace Councillor David Knight on the Policy Development Committee for 2023/24.

- (c) Strategy and Resources Committee  
To consider the appointment of Councillor Caroline Leaver to replace Councillor Peter Leaver on the Strategy and Resources Committee for 2023/24.

## 20. 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 135 - 140)
  - (i) 26 October 2023
- (b) Governance Committee (Pages 141 - 150)
  - (i) 25 September 2023
- (c) Harbour Board (Pages 151 - 158)
  - (i) 7 November 2023 (NOTE: There was a typographical error in minute 22 and it should state “RESOLVED” rather than “RECOMMENDED”. The minutes will be amended at the next Harbour Board meeting on 6 February 2024)
- (d) Joint Planning Policy Committee (Pages 159 - 164)
  - (i) 13 October 2023
- (e) Licensing and Community Safety Committee (Pages 165 - 168)
  - (i) 12 September 2023
- (f) Planning Committee (Pages 169 - 182)
  - (i) 5 October 2023
  - (ii) 8 November 2023 (x 2 meetings)
- (g) Policy Development Committee
  - (i) 16 November 2023 (to follow)
- (h) Strategy and Resources Committee (Pages 183 - 196)
  - (i) 6 November 2023
    - a. Minute 54: Approval and Release of S106 Public Open Space Funds – Chittlehamholt
    - b. Minute 55: Licensing Act Policy Review

## **PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

14.11.23

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

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

#### **The basics**

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

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

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

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

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

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

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

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

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

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



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

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed is respected.

The rules that the Council will apply are:

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

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

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

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



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

The following page shows a location plan of Petroc.

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

### **Parking**

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

### **Cycle Racks**

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

### **Bus Routes**

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

### **Fire evacuation procedures**

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

