



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, 15TH JANUARY, 2025 at 6.30 pm.**

A handwritten signature in black ink, appearing to read 'K. Miles', is written in a cursive style.

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 20 November 2024 (attached) (Pages 11 - 30)
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

Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called. A declaration of interest under the Code of Conduct will be a Disclosable

Pecuniary Interest, an Other Registrable Interest or a Non-Registrable Interest. If the item directly relates to your interest you must declare the interest and leave the room for the item, save in the case of Other Registrable Interests or Non-Registrable Interests where you may first speak on the item as a member of the public if provision has been made for the public to speak. If the matter does not directly relate to your interest but still affects it then you must consider whether you are affected to a greater extent than most people and whether a reasonable person would consider your judgement to be clouded, if you are then you must leave the room for the item (although you may speak as a member of the public if provision has been made for the public to speak) or, if you are not, then you can declare the interest but still take part).

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. **North Devon+**  
Presentation by Louise Adam (Programme Delivery Manager), Fiona Henderson (Clean Maritime and Green Energy Officer) and Sarah Colquhoun (Agricultural Business Advisor)
11. **Report of the Leader of the Council** (Pages 31 - 32)  
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. **Lead Members reports**
  - (a) Lead Member for Waste and Recycling (Pages 33 - 34)  
Report by Lead Member for Waste and Recycling (attached).
  - (b) Lead Member for Regeneration, Economic Development and Planning (Pages 35 - 38)  
Report by Lead Member for Regeneration, Economic Development and Planning (attached).
14. **Pannier Market Public Spaces Protection Order** (Pages 39 - 62)  
Report by Place Manager (Town Centres) (attached)

15. **Council Tax Base 2025/26** (Pages 63 - 66)  
Report by Director of Resources and Deputy Chief Executive (attached).
  
16. **North Devon Council (Off Street Parking Places) Order 2025** (Pages 67 - 174)  
Report by Parking Manager to the Strategy and Resources Committee on 6 January 2025 (attached).
  - (a) Report of the Policy Development Committee  
To receive the report of the Policy Development Committee held on 13 January 2025 (to follow).
  
  - (b) Report of meeting of the Strategy and Resources Committee  
To receive the report of the Strategy and Resources Committee held on 6 January 2025 (to follow).
  
17. **Proposed Committee Timetable of meetings for 2025 to 2026** (Pages 175 - 188)  
Report by Senior Corporate and Community Services Officer (attached).
  
18. **Amendment to Annexe 2 to Part 3 Constitution** (Pages 189 - 192)  
Report by Senior Solicitor and Monitoring Officer (attached)
  
19. **Outside body appointments**
  - (a) Devon Housing Task Force/Devon and Torbay Housing Advisory Group  
To consider the appointment of a Member to the Devon Housing Task Force/Devon and Torbay Housing Advisory Group for the life of Council and that attendance at meetings be an approved duty.  
  
It is RECOMMENDED that Councillor Bell, Lead Member for Housing be appointed to the Devon Housing Task Force/Devon and Torbay Housing Advisory Group for the life of Council and that attendance at meetings be an approved duty.
  
  - (b) Devon and Torbay Combined Authority Scrutiny Committee  
To consider the appointment of a Member to the Devon and Torbay Combined Authority Scrutiny Committee for the life of Council and that attendance at meetings be an approved duty.  
  
It is RECOMMENDED that Councillor Clayton, Leader of the Council be appointed to the Devon and Torbay Combined Authority Scrutiny Committee for the life of Council and that attendance at meetings be an approved duty.

## 20. Minutes of Committees

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

- (a) Governance Committee (Pages 193 - 202)
  - (i) 12 November 2024
    - a. Minute 128: Government Consultation – Enabling Remote Attendance and Proxy Voting at Council meetings
    - b. Minute 132: Letter of Representation (NOTE: This recommendation was adopted by Council at its meeting on 20 November 2024)
  - (ii) 7 January 2025 (to follow)
    - a. Review of Chief Officer Salary Levels
- (b) Harbour Board (Pages 203 - 210)
  - (i) 5 November 2024
- (c) Licensing and Community Safety Committee
  - (i) 10 December 2024 (to follow)
- (d) Planning Committee (Pages 211 - 226)
  - (i) 6 November 2024
  - (ii) 4 December 2024
- (e) Policy Development Committee (Pages 227 - 232)
  - (i) 12 December 2024
- (f) Strategy and Resources Committee (Pages 233 - 244)
  - (i) 2 December 2024
    - a. Minute 88 (c): Approval and Release of S106 Public Open Space Funds – Tarka Leisure Centre, Barnstaple
  - (ii) 6 January 2025 (to follow)
    - a. Council Tax Reduction Scheme
    - b. Council Tax Discounts and Premiums
    - c. Approval and Release of S106 Public Open Space Funds – Croyde and South Molton
    - d. Review of the North Devon Council (Off-Street Parking Places) Order 2025

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

Nil.

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

7.01.25

## **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.

