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

K. Miles
Chief Executive.

POLICY DEVELOPMENT COMMITTEE

A meeting of the Policy Development Committee will be held in the Barum Room - Brynsworthy on **THURSDAY, 16TH MAY, 2024 at 6.30 pm.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. For meetings held at Brynsworthy only, you can join the meeting virtually via Microsoft Teams. There are also limited spaces to attend the meeting in person. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting. Taking part in meetings (northdevon.gov.uk)

Members of the Policy Development Councillor L. Spear (Chair) Committee.

Councillors Bishop, Bulled, Bushell, Clayton, Jones, P Leaver, Patrinos, Turton, Wilson, Worden and Williams.

AGENDA

1. Apologies.
2. To approve as a correct record the minutes of the meeting held on 11th April 2024 (attached). (Pages 5 - 8).
3. Items brought forward which in the opinion of the Chair should be considered by the meeting as a matter of urgency.
4. 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).

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

PART 'A'

INTERNAL ITEMS

6. **Material Recovery Facility Improvement Works.**

Head of Environmental Enhancement and Service Manager (Refuse and Recycling) to report.

7. **Planning applications: Consultation process with stakeholders from water companies.**

Service Manager together with the Head of Developer Services and Technical Performance, South West Water (SWW) to report regarding to the consultation process undertaken with water companies in relation to developments and the capacity of existing infrastructure.

NOTE: The Head of Place, Property and Regeneration together with officers from the Planning Policy team and the Lead Member for Regeneration, Economic Development and Planning have also been invited to attend the meeting.

8. **Work programme 2024/25.**

- (a) Dates and times of future meetings. Request from Councillor Jones to potentially amend the dates of the scheduled meetings for 2024/25. (Pages 9 - 10)

Chair to report. Options paper (attached).

- (b) Work programme for 2024/25 (attached). (Pages 11 - 14)

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

8.05.24



North Devon Council protocol on recording/filming at Council meetings

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

The rules that the Council will apply are:

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

Notes for guidance:

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

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

North Devon Council offices at Brynsworthy, the full address is:
Brynsworthy Environment Centre (BEC), Roundswell,
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please dial 8253 for Corporate and Community Services.

All public meetings held at Brynsworthy Environment Centre are held on the ground floor and are accessible through the main entrance to the building or via a ramp located adjacent to the main entrance



NORTH DEVON COUNCIL

Minutes of a meeting of Policy Development Committee held at Barum Room - Brynsworthy on Thursday, 11th April, 2024 at 6.30 pm.

PRESENT: Members:

Councillor L. Spear (Chair).

Councillors Bulled, Bushell, Clayton, Jones, P Leaver, Williams, Wilson and Worden.

Officers:

Head of Governance.

Also Present in person:

Councillor Maddocks.

1. APOLOGIES

Apologies for absence were received from Councillors Bishop, Patrinos and Turton.

2. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 29TH FEBRUARY 2024 AND 7TH MARCH 2024 (ATTACHED).

RESOLVED, that the minutes of the special meeting held on held on 29th February 2024 and the minutes of the meeting held on 7th March 2024 (circulated previously) be approved as a correct record and signed by the Chair.

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

The Chair addressed the Committee regarding the response received from the North Devon MP regarding the long term funding for Street Marshalls, which had been circulated to all members of the Committee via email.

RESOLVED, that the response together with the content of the letter be noted.

4. DECLARATIONS OF INTEREST.

There were no declarations of interest announced.

5. ACTIONS AND OUTCOMES FROM THE SPECIAL MEETING OF THE COMMITTEE HELD ON 29TH FEBRUARY 2024.

The Committee considered and discussed the actions and outcomes from the special meeting held on 29th February 2024 and agreed in principal at the meeting held on 7th March 2024, which were detailed on page 27 of the agenda.

In response to a statement made by a Member of the Committee that Members from Torridge District Council had not been invited to attend the special meeting on 29th February 2024. The Clerk and the Chair both confirmed that this was not the case and that an email had been sent to the Democratic Services team at Torridge District Council and that their Clerk advised that she would forward the invitation on to the members of the Committee.

During their discussions, the Committee raised the following:

- Members of the Committee expressed their disappointment that there were no planning officers from North Devon Council in attendance at the briefing to members from South West Water (SWW) on 1st March 2024 at Caddsdow Business Support Centre, Bideford.
- A suggestion was made by a member of the Committee with regards to the actions and approach that should be taken regarding the outcomes of the special meeting:
 - Focus on water catchment area management.
 - Look at offsetting processes to address problems further upstream.
 - Challenge why there was nothing in the Councils planning policies with regards to water runoff, which meant that the Council was unable to reinforce.
 - Request that the Service Manager for the Planning department listen to the recording of the special meeting held on 29th February 2024 together with the minutes and come up with some actions that the Committee could realistically address.
 - Explore the ecological side of the planning process and utilising nature to clean the water i.e. reed beds and willow trees.
 - Understand why soakaways were identified on planning applications but were not being installed as part of the build project.
 - Explore how much influence the planning officers had with regard to surface run off, soakaways and permeable surfacing.
 - Acknowledged the shortage of enforcement officers nationally.
 - Agreed that Planning/Building Control should work together more closely.
- The SWW embargo on developers connecting to existing sewage networks meant that septic tanks were installed as part of planning applications for new builds. However, when the existing system was upgraded, those properties were linked to the existing system.
- There were things that we could do as a Council to strengthen our local plan.
- When allocating development land as part of the emerging local plan, planners will often look at an area and identify potential sites where

developers might build and often conclude that the existing sewage system had capacity. However, in reality that was not always the case.

- Lobby the government to change the planning process.
- Acknowledged the requirement for changes to the sequential test for sewage and how it was applied, as currently the Councils was restricted by national policy.
- Acknowledged that sewage management needed to be dealt with further up the chain of national legislation. There was a requirement to look at the bigger picture and only then could the Council put forward a comprehensive case.
- Acknowledged that the problem wasn't sewage but rather surface water and if that could be reduced there would be improvements made the sewage issues.
- Georgeham Parish Council was working in collaboration with Parkdean holiday park in Croyde to potentially purchase a water quality testing machine, which could be loaned out to other areas.
- The training that was previously provided by the Westcountry Rivers Trust in Braunton had been really positive. However, owing to the departure from the company of the officer responsible for arranging the training and the distribution of the testing kits; some of the testers had still not received their testing kits.
- Councillor Jones advised that he was happy to deliver the training in his own time provided that the financial side for the purchase of the testing kits was covered by SWW.
- The water quality testing database was managed by the Westcountry Rivers trust and they also had a map of where they wanted testing to take place.

RESOLVED:

- a) That the water quality group meet informally via Microsoft Teams to discuss the next steps and provide feedback to the Committee;
- b) That Councillor Jones liaise with the relevant Members at TDC and for the Clerk to the Committee to approach their equivalent from TDC to see how they wish to progress jointly regarding water quality;
- c) That Councillor Jones to approach SWW to follow up on their promise of financial contribution towards water quality testing kits;
- d) That the Clerk to the Committee email the Harbour Master to ascertain which type of water quality testing kit she had and what she had used it to test;
- e) That the Clerk to the Committee seek clarification as to whether or not the Westcountry Rivers Trust were eligible to apply for a CCG for the purchase of water quality testing kits;
- f) That the Communications team be requested to regularly promote the work of the Westcountry Rivers trust together with the work of the Citizens Science Project through its various social media channels;

- g) That the issues and actions that were identified by the panel of experts at the special meeting of the Committee be emailed to the Service Manager together with a request that she read through the minutes of the special meeting to determine the main points that the Council could take forward and identify any areas for challenge where the Council was restricted by national policy;
- h) That the recording of the briefing held on 1st March 2024 to be sent to members of the Committee; and
- i) That the date of a further special meeting be delayed until such a time that the Committee was in a position to move forward with a plan of action.

6. WORK PROGRAMME 2024/25.

The Committee considered the work programme 2024/25 (circulated previously).

The Clerk to the Committee advised that a provisional date of Thursday 23rd May 2024 had been agreed to hold a special meeting of the Committee to discuss agriculture. She added the date would be confirmed as soon as the final organisation had confirmed their panel member.

In response to a question regarding building control, Councillor P. Leaver advised that regulations were set by central government. However, he had been appointed to the Building Control Joint Committee and would mention the Committee's concerns regarding the lack of communications from the Building Control service.

RESOLVED:

- a) That the work programme be noted; and
- b) That the item in relation to transport and infrastructure be added to the meeting in March 2025 as agreed at the meeting of the Committee on 7th March 2024.

Chair

The meeting ended at 7.39 pm

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

ITEM 8: DATES AND TIMES OF FUTURE MEETINGS

To consider a request from Councillor Peter Jones to potentially amend the dates of future meetings of the Policy Development Committee for 2024/25 owing to a clash of dates and times with other commitments that he has.

From looking at the calendar of scheduled meetings for the forthcoming year for 2024/25, there are a few options that the Committee could consider:

Meeting date currently:	Option to consider changing to:
Thursday 6 th June 2024	Thursday 13 th June 2024.
Thursday 4 th July 2024	Tuesday 2 nd July 2024.
Thursday 5 th September 2024	Thursday 12 th September 2024.
Thursday 3 rd October 2024	Thursday 10 th October 2024.
Thursday 7 th November 2024	Difficult to move owing to deadlines for other Committees within the cycle.
Thursday 5 th December 2024	Thursday 12 th December 2024.
Thursday 9 th January 2025	Difficult to move owing to deadlines for other Committees within the cycle and the Christmas break.
Thursday 6 th February 2025	Thursday 13 th February 2025.
Thursday 13 th March 2025	Thursday 20 th March 2025.

The only meetings that would be **difficult to reschedule were:**

- **Thursday 7th November 2024**, which was due to deadlines for other committees within the cycle.
- **Thursday 9th January 2025**, which was due to deadlines for other committees within the cycle and the Christmas break.

Another alternative option to accommodate this request would be for the Committee to consider keeping the dates as scheduled but with perhaps an earlier start time of 5:00pm or 5:30pm. However, this might cause issues for working Members?

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Date of Publication

NORTH DEVON COUNCIL
Policy Development Work Programme
For period May 2024 – March 2025

Committee/Date	Description of Decision	Contact Officer
23rd May 2024 (Special meeting)		
	<ul style="list-style-type: none"> Special meeting of the Committee to discuss agriculture. 	
6th June 2024		
	<ul style="list-style-type: none"> Performance and Financial Management of Q4 for 2023/24 	
July 2024 - (Special meeting) On a date to be agreed		
	<ul style="list-style-type: none"> Special meeting of the Committee to be held jointly? with members of the Overview and Scrutiny Committee of Torridge District Council to discuss dentistry 	
4th July 2024		
	<ul style="list-style-type: none"> Treasury Management (Annual report) 	
5th September 2024		
	<ul style="list-style-type: none"> Performance and Financial Management of Q1 for 2024/25 	

Committee/Date	Description of Decision	Contact Officer
3rd October 2024		
October/November 2024 - (Special meeting) On a date to be agreed.		
	<ul style="list-style-type: none"> • Special meeting of the Committee to discuss GP Surgeries and Health inequality 	
7th November 2024		
	<ul style="list-style-type: none"> • Performance and Financial Management Q2 for 2024/25. 	
	<ul style="list-style-type: none"> • Treasury Management (Mid Year Report). 	
5th December 2024		
9th January 2025		
Policy Development Committee	<ul style="list-style-type: none"> • Service plans 2025/26 	
6th February 2025		
	<ul style="list-style-type: none"> • Performance and Financial Management Q3 of 2025/26 	
	<ul style="list-style-type: none"> • Review of Fees and Charges 2025-26 	
	<ul style="list-style-type: none"> • Revenue Budget 2025-26, Capital Programme and Medium Term Financial Strategy 2025-26 to 2030-31 	

Committee/Date	Description of Decision	Contact Officer
	<ul style="list-style-type: none"> Treasury Management Strategy Statement 2025/26 	
	<ul style="list-style-type: none"> 10 Year Capital Strategy 2025 to 2035 	
13th March 2025		
March 2025 (Special meeting) On a date to be agreed		
	<ul style="list-style-type: none"> Special meeting of the Committee to discuss Transport and infrastructure. 	
Potential items for future consideration by the Committee		

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