

To all Members of Honiton Town Council

A meeting of **Honiton Town Council** to which you are summoned, will be held at The Beehive, Dowell Street, Honiton on **Monday 10th March 2025 commencing at 7.00pm** to transact the following business.

This meeting will be a physical face to face meeting, which can also be viewed via Zoom. Please see details below to download Zoom, however this is not guaranteed.

Join Zoom Meeting:

<https://us06web.zoom.us/j/83335418667?pwd=U8w8IN5cUARtamfyl9uQz1zz2XnJZY.1>

Meeting ID: 833 3541 8667

Passcode: 489622

Stephen Hill
Stephen Hill
Town Clerk

Date: 5th March 2025

AGENDA

If members of the public make a representation to the meeting or simply attend, they will be deemed to have consented to being audio recorded. Voting will also take place by a show of hands and the Clerk will indicate that the votes have been counted.

1. Apologies for Absence

To **RECEIVE** apologies and **RESOLVE** to approve any reasons for absence.

2. Declarations of Interests

To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. Dispensations

To **NOTE** applications for and grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4. Public Question Time for items on the agenda

Questions relating to items on the agenda may be asked at the meeting, at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing. Members of the public will be allowed to speak at the beginning of the meeting in the usual way. To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.

5. Reports from District and County Councillors

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.

6. Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Council is asked to **NOTE** any report/s from Town Councillors with Special Responsibilities and/or on Outside Bodies.

7. Correspondence: 6th February 2025 – 5th March 2025

Council is asked to **NOTE** that there have been four matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council (copies are available at the Council offices).

1. [Update on Honiton Community College Post-16 provision](#)
2. [Libraries Unlimited – Annual Impact Report 23-24](#)
3. English Devolution White Paper - [Email from Tracy Hendren](#) and [Joint Statement](#).
4. DCC Leader: [Leader's Response to Local Government Reorganisation Statutory Invitation](#).

8. Minutes of the Full Council Meetings held on 27th January 2025 and 10th February 2025

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meetings held on [27th January 2025](#) and [10th February 2025](#) as published and circulated with this Agenda.

9. Minutes of Previous Meetings

Council is asked to **NOTE** the minutes of the:

- a. Planning Committees [11th February 2025](#) and [25th February 2025](#);
- b. Strategy Committee [12th February 2025](#);
- c. Town Management Committee [3rd February 2025](#); and
- d. Green & Open spaces Committee [24th February 2025](#).

10. Notification of Resignations

Council is asked to **NOTE** the resignations received from three Town Councillors.

11. [Membership of Committees and Working Groups](#)

Council is asked to **RESOLVE**:

- a. Membership of each Committee and Working Group and Members with Special Responsibilities and/or on Outside Bodies; and
- b. Councillor signatory for monthly Payment Schedules.

12. Market Stall

Council is asked to **RESOLVE** to approve that the Town Council provides a Market stall each week for local charities and community organisations to use free of charge to promote their services.

13. [Market handbook](#)

Following review by the Market Working Group, Council is asked to **RESOLVE** to approve the revised Market Handbook 2025.

14. King Street Public Convenience Transfer Final Documents

Council is asked to **NOTE** EDDC's [Proposal](#) and [Operational Fact Sheet](#) and **RESOLVE**:

- a. two Councillors to witness signing of execution of transfer of the King Street PC; and
- b. approve the [Service Level Agreement](#) (with EDDC) for its operation from 1 April 2025.

15. Judges for Annual Awards

Following consideration by Strategy Committee, Council is asked to **RESOLVE** 3 Councillors to judge the Council's Annual Awards.

16. [Mayor's Robes](#)

Council is asked to **RESOLVE**:

1. that Council supports the Chairman to be "styled" as Mayor (LGA s245); and
2. if so, to Delegate to the Town Clerk (in consultation with the Chairman) that any Chairman who chooses to be styled as Mayor be presentable when attending events representing the Council, with a cost ceiling £2,500 (not budgeted 25/26).

17. [Banner at Beehive](#)

Council is asked to **RESOLVE** to approve the installation of a banner at the Beehive car park, advertising the Beehive café.

18. Council Surgeries

Council is asked to **RESOLVE** to approve the arrangements for Council surgeries on Thursday 10 April 25 and Saturday 9 August 25 as defined by Strategy Committee 12 February 25.

19. [Project Progress](#)

Following Full Council's 9th December 2024 approval of Project Implementation Plan (PIPs) (Agenda item 16) and consideration by each Committee of its Projects' progress, Council is asked to **NOTE** progress with each Project and **RESOLVE** to approve any associated [Project Decisions](#).

20. [Heads of Terms: Beehive Lease](#)

Council is asked to **RESOLVE** to approve that draft [Heads of Terms](#) for a new Lease of the Beehive.

21. Consultation

Council is asked to **RESOLVE** to Delegate to the Town Clerk to respond to consultation on behalf of the Council (in consultation with all Councillors):

- a. East Devon National Landscape Management Plan 2025-2030

22. East Devon Local Plan Consultation – Regulation 19

Following Recommendations from Planning Committee (Minutes and Agenda) 25 February 2025, Council is asked to **RESOLVE** its responses to the Regulation 19 Local Plan consultation: as Recommended from [Planning Committee](#), Object to Allocation of Honi12 (already agreed to Object: Full Council 10 February 2025) and Honi18.

23. Devon Local Government Re-organisation (LGR)

Council is asked to **RESOLVE** Councillor/s to attend an on-line briefing meeting with EDDC, Tuesday 18 March 2025, 6:30pm.

24. [Accounts](#)

Council is asked to **RESOLVE** to approve the schedule of accounts for February 2025 payments.

25. Exempt Business

Council is asked to **RESOLVE** that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for items of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

26. Underwriting of Honiton Community Complex (HCC) Costs

Council to **RECEIVE** an update from Councillors on Review Meeting and Chairman of the Review Meeting or HTC's nominated HCC Director and is asked to **RESOLVE** to approve payment of financial support of HCC's net operating loss December 2024.

27. Underwriting Agreement with Honiton Community Complex (HCC)

Council is asked to **RESOLVE** to approve the revised Underwriting Agreement: Honiton Community Complex and Honiton Town Council: April 2025 – September 2025.

28. To close the meeting

Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.

- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote, and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded.

Copies of this document are available in large print on request.

COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT www.honiton.gov.uk
OR VIA THE TOWN COUNCIL OFFICE.