

CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 16 OCTOBER 2025

Present:

Councillors Bullivant, Clarence, Dawson, Steemson and J Taylor
Camilla de Bernhardt Lane – CfGS (Chair)

Apologies:

Councillors Daws, Palethorpe, Sanders and Thorne

Officers in Attendance:

Trish Corns, Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

21. NOTES

The notes of the meeting held on 25 September were received and agreed.

In relation to note 17 *Guidance for Planning Section 8e of the Constitution* the increase in the display of site notices from 21 to 28 days would be cross referenced and amended at Section 6 Officers Delegated Authority for the Head of Development Management.

The working group agreed that the overall scheme of delegation was operational and did not need to be reviewed by the group.

22. CONSTITUTION REVIEW WORKING GROUP TERMS OF REFERENCE

The working group referred to note 15 of the last meeting. The suggested rewording of the *Ways of Working* was accepted and the Terms of Reference for the group agreed.

23. GUIDANCE FOR PLANNING (SECTION 8E OF THE CONSTITUTION)

An amended Section 8e was circulated with the agenda which incorporated agreed amendments from the previous meeting. Following further consideration, it was agreed that:

1. The agenda updated Section 8e be accepted subject to the following amendments:

- The heading for Section 5 be renamed *Discussions Relating Planning Applications*.
 - Paragraph 8.11 be amended to read *Whilst on individual site visits, Councillors must maintain impartiality*
 - Paragraph 11.1 be amended to read: *Where any breach of this Code constitutes misconduct by a Councillor, then it is to be dealt with in accordance with the Council's Code of Conduct procedures* ([Section 10 of the Constitution](#)).
2. The further amended Section 8e be referred to Council for approval.

24. SITE VISITS GUIDANCE/PROTOCOL

Further to discussions on site inspection procedure at the last meeting, consideration was given to legal advised regarding non-committee members speaking at site inspections and to a revised procedure with options for consideration on non-committee ward members speaking.

It was agreed:

1. The circulated site inspection procedure be amended to make reference to the following:
 - General salutations amongst attendees would be included in the procedures.
 - Non-committee ward members be permitted to speak at site inspections.
 - Members of adjacent wards to be invited to site inspections.
 - One Parish/Town Council representative and other Teignbridge Members to be invited as observers only.
 - Any contravention of the procedure or incidents to be reported to Democratic Services and the Head of Development Management as soon as is practicable.
 - The applicant/agent if on site for access or health and safety reasons shall communicate only with the Democratic Services representative or Planning Officer, other than vital health and safety information and general situations.
2. The amended procedure be referred to Council for approval.

25. PETITIONS PROCESS

Consideration was given to the circulated draft petitions process and template.

It was agreed:

1. the following amendments be made to the circulated procedure:
 - The word *ideally* be added to paragraph 3 so that it reads:

Petitions must include a clear and brief paragraph about the subject matter and ideally what action the Council is being asked to take.

- Paragraph 6 be amended by replacing *Managing Director* with *Monitoring Officer*.
2. The circulated template and amended procedure be referred to Council for approval.

26. ROLE PROFILES

Deferred to the next meeting.

27. NEXT MEETING

Thursday 6 November 2025 2-4pm

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