

MARK

# BOVEY TRACEY TOWN COUNCIL



TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG  
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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

15<sup>th</sup> March 2016

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held at the Town Hall, Bovey Tracey on Monday 21<sup>st</sup> March 2016 at 7.00pm for the purpose of transacting the business as set out on the agenda below.

## AGENDA

*Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.*

### FC.16/09. Apologies for absence:

*\*\*Public Participation Session: To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or of those minutes being considered at this meeting and representations by the Community Police Officer and Chaplain to the Town Council (Maximum of 20 minutes).*

### FC.16/10. Minutes:

To confirm the Minutes of the Town Council meeting held on 25.1.16 (\*copy enclosed).

### FC.16/11. Recreation, Parks & Property (RP&P) Committee:

To receive the Report of the meeting held on 22.2.16 (\*copy enclosed).

### FC.16/12. Finance, Resources & General Purposes (FR&GP) Committee:

To receive the Report of the meeting held on 7.3.16, the Financial Statement dated 7.3.16 and the Accounts paid up to 4.3.16(\*copies enclosed).

### FC.16/13. Planning Committee:

To receive the Reports of the meetings held on 8.2.15, 22.2.16 & 7.3.16 (\*copies enclosed).

### FC.16/14. The Town Mayor's Interests:

To receive a list of functions and activities attended by the Town Mayor.

*\*\*A short adjournment will take place to allow for questions, reports and representations by members present: from the County, District and Town Councillors (maximum 20 minutes).*

FC.16/15. The General Power of Competence:

Noting that the Council no longer has the General Power of Competence, Members are requested to consider a report (*\*copy enclosed*) from the Town Clerk and confirm that the Council is entitled to exercise the General Power of Competence because it meets the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions).

*\*Copies of any correspondence circulated to Councillors with this agenda, which will be considered at this meeting.*

SIGNED .....



DATE .....

*14/03/16*

M WELLS  
TOWN CLERK

BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE COMMUNITY CENTRE, HEATHFIELD  
ON MONDAY 25<sup>TH</sup> JANUARY 2016 AT 7pm

Present:

The Deputy Town Mayor, Cllr A Allen

|                      |                           |
|----------------------|---------------------------|
| Cllr R J Ashby       | Cllr Mrs A J Kerswell*    |
| Cllr Ms J H Blair    | Cllr Mrs A M Klinkenberg* |
| Cllr R A Bray        | Cllr S P Leigh            |
| Cllr D K Elphick     | Cllr Ms C O Richardson    |
| Cllr G J Gribble*/** | Cllr C W Robillard        |
| Cllr E Kelly         | Cllr M Tregoning          |

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk  
Rev K Hooke - Chaplain to the Council  
PCSO Paul Wilson  
Two members of the press  
Two members of the public

*The Deputy Town Mayor, Cllr Allen, invited the Reverend Hooke to lead prayers, for those who wished to take part, before the meeting opened.*

The meeting was chaired by the Deputy Town Mayor, Cllr Allen.

**FC.16/01. Apologies for absence:**

Cllr U Arnold (Holiday)

**\*\*Public Participation Session:**

Commenced at 7.02pm and finished at 7.10pm. (\*Report attached)

**FC.16/02. Minutes:**

The Minutes of the Town Council meeting held on 16.11.15 (\*copy previously circulated) were confirmed as a true record and were duly signed by the Deputy Town Mayor.

**FC.16/03. Recreation, Parks & Property (RP&P) Committee:**

The Report of the meeting held on 14.12.15 (\*copy previously circulated) was received and adopted.  
Ref. RP&P. 15/77. Cllr Allen noted that the resurfacing work at St John's Lane car park has been completed and he congratulated DCC on the good work.

**FC.16/04. Finance, Resources & General Purposes (FR&GP) Committee:**

The Report of the meeting held on 11.1.16, the Financial Statement dated 11.1.16 and the Accounts paid up to 8.1.16(\*copies previously circulated) were received and adopted.

**FC.16/05. Planning Committee:**

The Reports of the meetings held on 30.11.15, 14.12.15 & 11.1.16 (\*copies previously circulated) were received and adopted.

FC.16/06. The Town Mayor's Interests:

A list of attended functions and activities attended by the Town Mayor to follow.

*\*\*A short adjournment took place from 7.15pm to 7.30pm to allow for questions, reports and representations by members present: from the County, District and Town Councillors (\*Report attached).*

FC.16/07. Budget & Precept 2016/17:

Following item FR&GP.16/05, Members considered confirming:

- i) The adoption of the suggested budget for 2016/17 as previously presented.
- ii) The setting of the precept at £192,650.00 for 2016/17. The Council Tax Support Grant of £16,650.00 will be added to this.

Resolved:

To adopt the Budget and Precept for 2016/17, as set out above.

FC.16/08 Town Hall:

Following item EM.15/07 and preceding items (*\*summary previously circulated*) which informs the proposed conditions of sale, consisting of three key documents:

- i) The sale contract on the part of the Council in favour of Dartmoor Whisky Distillery Ltd (*\*copy previously circulated*).
- ii) Model form of 999 year lease which the purchaser company will enter into (*\*copy previously circulated*).
- iii) Law Society form of Business Lease constituting the lease back in favour of Bovey Tracey Town Council in connection with its continuing office/council chamber/storage accommodation (*\*copy previously circulated*).

Members considered authorising the Town Mayor and Town Clerk to sign the above documents in readiness for a simultaneous exchange and completion of contracts.

Following clarification it was

Resolved:

To authorise the Town Mayor and the Town Clerk to sign the documents relating to the sale of the Town Hall.

It was noted that the annual Town Council photograph will be taken in the Council Chamber on Monday 8<sup>th</sup> February 2016 at 6.30pm.

The meeting closed at 7.45pm.

### Bovey Tracey Town Council

Report of the questions, reports and representations which took place during the adjournments of the Town council meeting held on Monday 25<sup>th</sup> January 2016.

#### Reports and comments from members of the public:

PCSO Paul Wilson circulated copies of a report detailing crime figures which had taken place in Bovey Tracey and Heathfield during December and early January. He noted that some local motorists are using Coombe Lane as a "rat run" whilst the B3344 is closed at Bradley Bends.

#### Rev. Kevin Hooke:

- a) Advised that Lenten Lunches will be held at the Methodist Church on Thursdays, commencing on 18<sup>th</sup> February.
- b) The Good Friday procession will take place on 25<sup>th</sup> March, starting in Heathfield at 9am.
- c) Teignbridge Council for Voluntary Services has enquired if Bovey Community Care would be prepared to extend its services to a wider area.

Mr P Beecher (Residents' Association) advised that he had attended the Challabrook Consultation event. He noted that although the Consultation closes on 22<sup>nd</sup> February arrangements have been made for the Residents' Association to forward a letter following its meeting on 23<sup>rd</sup> February.

Mr P Barker referred to the lack of dog waste bins in Accommodation Lane. Cllr Gribble agreed to request an additional bin.

#### Reports from County, District and Town Councillors:

DCC, TDC & Town Cllr Gribble reported on various DCC matters. He noted that he had attended meetings regarding the Devolution Deal and budget setting. He advised that the Town and Parish Fund (Elector Fund) will continue. He reported that Bovey Tracey Primary School Cleaning Team, Jon and Emma Moore, have won the Outstanding Achievement Cleaning Award and Overall Winners of Pride of Devon Norse 2015. He had attended regular TDC meetings, TALC meeting and a Larger Local Councils meeting.

District Cllr Mrs Kerswell advised that she had attended regular meetings at TDC. She referred to the Challabrook Consultation and expressed concerns regarding the risk of flooding on the site and the possible location of a retail outlet. The Town Clerk advised that the proposed Challabrook development would be considered by the Town Council at the Planning Committee meeting on 8<sup>th</sup> February 2016.

District Cllr Mrs Klinkenberg also expressed concerns regarding flood run off issues relating to the development proposals at Challabrook. She noted that boundary changes were again being considered at TDC due to the population increase.

Cllr Elphick reported that he had attended a recent meeting regarding the installation of a defibrillator at the Cricket Club. He also noted that it is necessary to identify a suitable location for a defibrillator in Heathfield.

#### Cllr Kelly:

- a) Referred to the traffic and pedestrian lights sequence at Drumbridges and considered it was unsatisfactory. Cllr Gribble agreed to progress the matter.
- b) Noted the possible retail outlet referred to in the Challabrook Consultation and considered that the Town Council should give consideration to the community land.
- c) Advised that he had discussed with Cllr Gribble the possibility of providing a secure route for Heathfield residents to reach Accommodation Lane.

Cllr Leigh advised that he had attended all regular Town Council meetings and a recent TALC meeting.

**Cllr Ms Blair:**

- a) Advised that she had attended all regular Town Council meetings and Young Citizens of the Year Award meetings.
- b) Reported that she had taken part in the protest walk regarding the closure of the B3344 at Bradley Bends.
- c) Advised that she had attended the Challabrook Consultation event and noted the possible flooding risk, housing allocation and development timescales.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 8<sup>TH</sup> FEBRUARY 2016 AT 7.00pm.

Present:

The Town Mayor, Cllr U Arnold  
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby  
Cllr Ms J H Blair  
Cllr R A Bray  
Cllr D K Elphick  
Cllr G J Gribble\*\*/\*  
Cllr E Kelly

Cllr Mrs A J Kerswell\*  
Cllr Mrs A M Klinkenberg\*  
Cllr S P Leigh  
Cllr Ms C O Richardson  
Cllr C W Robillard

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk  
Mrs L Warren  
Five members of the public

The meeting was chaired by Cllr Ashby.

*Cllr Ms Richardson declared an interest in PL.16/07d. Cllr Gribble declared an interest in PL.16/07b, d & e. Cllr Leigh declared an interest in PL.16/07e.*

PL.16/06     Apologies for absence:

Cllr M Tregoning (Unwell)

*Cllr C W Robillard joined the meeting at 7.03pm.*

\*\*Public Participation:

Mr Marsh spoke in support of his application for a part change of use of ground floor from a tea room and antique showroom to a children's nursery at Courtenay House, 76 Fore Street (application no. 15/03513/COU).

Mr P Beecher (Residents' Association) advised that Mr G Langworthy, promoter of the proposed Challabrook development, will be present at the Residents' Association meeting being held at the Methodist Church Hall on 23<sup>rd</sup> February.

Mr R Brothwood referred to the Bradley Bends development and the muddy state of Le Molay-Littry Way. He noted that it is a requirement of the planning permission that a vehicle wheel wash is available on site. He also stated that there is a discrepancy concerning the road closure and the information set out on the traffic order.

PL.16/07     Consideration of Planning Applications:

DNPA Applications listed to 18.12.15 & 25.12.15: None



TDC Applications listed to 8.1.16:

- a) 15/03517/MAJ Land north of Bovey Road NGR 282703 78114 Bradley Road - Variation of condition 2 on planning permission 14/02221/MAJ to allow change of house types for Devonshire Homes.  
Observations: The Town Council does not support this application as it considers that the planning permission 12/03015/MAJ was granted for the design of the houses in that application. The Town Council therefore objects to any changes to the design of the properties as the developer was aware of the design when the company purchased the site.
- b) 16/00003/TPO Felling of four trees and pruning of several trees at 4 Brimley Halt for Dr S Vosper.  
Observations: Referred to TDC's arboriculturist.
- c) 16/00047/FUL Detached garage at 35 Sharps Crest, Heathfield for Mr S Mosam.  
Observations: No objection.

DNPA Applications listed to 8.1.16: None

TDC Applications listed to 15.1.16: None

DNPA Applications listed to 15.1.16: None

*Cllr Ms Richardson left the Council Chamber at 7.30pm.*

TDC Applications listed to 22.1.16:

- d) 15/03513/COU Part change of use of ground floor from a tea room and antique showroom to a children's nursery (Use Class D1) at Courtenay House, 76 Fore Street for Mr Marsh.  
Observations: No objection.

*Three members of the public left and Cllr Ms Richardson returned to the Council Chamber at 7.45pm.*

- e) 16/00061/FUL Agricultural building to use as a fodder store and animal shelter and extension to existing general purpose agricultural building to provide additional storage at Moorwood for Mr M & Mrs J Bayles.  
Observations: No objection.

Provisional Tree Preservation Order (Noted)

- f) E2/08/58 Lowerdown Pottery, Lowerdown Cross Bungalow, Chapple Road - The District of Teignbridge (Lowerdown Pottery), Tree Preservation Order 2016

DNPA Applications listed to 22.1.16:

- g) 0036/16 Installation of mobile telecommunications and ancillary involving the erection of a 12m high telegraph pole with eight consumer antennas and four backhaul radio antennas and 450m of trenching power source at Lower Elsford Farm for Airband Community Internet Ltd.  
Observations: No objection.



TDC Applications listed to 29.1.16:

- h) 15/03433/FUL Remove existing ATM, replace with door and reposition ATM at 45 Fore Street for The Royal Bank of Scotland.  
Observations: No objection.
- i) 15/03434/ADV Illuminated ATM at 45 Fore Street for The Royal Bank of Scotland.  
Observations: No objection.
- j) 16/00244/CLDE Certificate of Lawfulness for existing use of ground floor as dwelling at 1-2 Town Hall Place for Mr P Bradford.  
Observations: No objection.

PL.16/08 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Change of use from ancillary building to separate dwelling with single storey extension to north elevation (revised application) at Brookfield House, Challabrook Lane. (N/O)
- ii) Porch to south west elevation at 11 Lakeside Close, New Park. (N/O)
- iii) First and ground floor extensions on north east elevations at 63 Drum Way, Heathfield. (N/O)
- iv) Felling of one beech tree at Brookfield House, Challabrook Lane. (Exempt)
- v) Alterations & change of use to whisky distillery with visitors centre, craft workshops, bistro and wine bar at Town Hall, Town Hall Place. (Application noted)
- vi) Replace window with patio doors to rear at 1 Templer Place. (N/O)
- vii) Single storey extension to the front to include verandah. (N/O)

b) DNPA:

- i) Variation of condition 1 to permission ref. 0493/09 relating to farm shop to allow for extended opening hours at Ullacombe Farm Shop, Haytor Road. (N/O)
- ii) Provision of public access to former reservoir including paths, observation hide and surfacing of existing car park at Trendlebere Reservoir, Manaton Road. (N/O)

*The Town Council's submitted observations: (No objections- N/O; Objections- 0)*

PL.16/09 Notice of intention to stop paper consultations with Parish/Town Councils:

Members noted the contents of the letter (*\*copy previously circulated*) from Teignbridge District Council's Planning Support Manager.

PL.16/10 HM Queen's 90<sup>th</sup> Birthday Celebrations:

Members considered an invitation (*\*copy previously circulated*) from the Chairman of the National Association

of Local Councils to take part in the celebrations scheduled for 21<sup>st</sup> April 2016.

Resolved:

To take part in the celebrations by lighting a beacon and possibly sounding the siren on the 21<sup>st</sup> April 2016 - details to be arranged.

PL.16/11 Challabrook (BT3) - Development Framework Plan:

Consideration was given to an appropriate response to the Development Framework Plan (*\*copy previously circulated*). The deadline for submissions is 12noon on Monday 22<sup>nd</sup> February 2016. Following discussion it was

Resolved:

A draft response will be prepared by Cllr Ashby and the Town Clerk which will be circulated to Councillors for their comments.

PL.16/12 Williams Gate Development:

*Item brought forward by Cllr Leigh.* Consideration was given to appropriate action in relation to the issues surrounding the Williams Gate Development. Following a lengthy discussion it was

Resolved:

To contact Bovis Homes Ltd and invite a representative to attend a meeting to discuss the various issues.

PL.16/13 General Planning Matters brought forward by Councillors:  
(\*For information only).

Mr Wells (Town Clerk) advised that a prohibition order of HGVs over 7.5t is proposed for School Lane, from its junction with Old Newton Road north eastwards to its junction with the road known as road past South West Water

Cllr Robillard:

- i) Noted the need for a pedestrian crossing in Station Road adjacent to The Brookside. Cllr Gribble advised that DCC is not supportive of a crossing at this location.
- ii) Advised that motorists using the Library Car Park some times drive over the pavement to exit the car park, causing a danger to pedestrians. Cllr Gribble confirmed that he is aware of the situation but confirmed that it is not a high priority with DCC.

Cllr Mrs Kerswell enquired if a date has been set for the Mayor's Dinner. Cllr Arnold advised that arrangements were in hand.

The meeting closed at 8.56pm.



RECREATION, PARKS & PROPERTY COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 22<sup>ND</sup> FEBRUARY 2016 AT 7.00PM

Present:

The Town Mayor, Cllr U Arnold  
The Deputy Town Mayor, Cllr A Allen

|                      |                           |
|----------------------|---------------------------|
| Cllr R J Ashby       | Cllr Mrs A J Kerswell*    |
| Cllr R A Bray        | Cllr Mrs A M Klinkenberg* |
| Cllr D K Elphick     | Cllr S P Leigh            |
| Cllr G J Gribble*/** | Cllr C W Robillard        |
| Cllr E Kelly         | Cllr M Tregoning          |

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk  
Mrs L Warren

RP&P.16/01 Apologies for Absence:

Cllr Ms J H Blair (Personal commitment)  
Cllr Ms C O Richardson (Personal commitment)

\*\*Public Participation: No members of the public were present.

RP&P.16/02 Consideration of minutes of previous meeting held on 14.12.15:

*Ref. RP&P.15/74 Fitness Class-Mill Marsh Park:* The Town Clerk provided clarification regarding the arrangements.

RP&P.16/03 Accounts:

The Financial Accounts paid up to 19.2.16 (*\*copies circulated at the meeting*) were received and approved.

RP&P.16/04 Snow Warden & Community Self Help:

Devon County Council has published information for town and parish councils on its Snow Warden and Community Self Help Scheme (*\*copy previously circulated*). The Town Clerk advised that the local DCC Highways Officer considered the scheme is more appropriate for villages. Salt/grit bins are located in the parish and Members considered this should provide adequate assistance.

RP&P.16/05 South West in Bloom Competition 2016:

Consideration was given to entering Bovey Tracey Town into the Pennant Category of the South West in Bloom 2016 Competition and if approved, nominating a lead Councillor to prepare and submit an application and judging route in conjunction with the Town Clerk.

Resolved:

To enter the Pennant Category of the South West in Bloom 2016 and to appoint Cllr Tregoning as lead Councillor.

RP&P.16/06 Fly a Flag for the Commonwealth - 14<sup>th</sup> March 2016:

Consideration was given to an invitation from Bruno Peak LVO OBE OPR (Commonwealth Pageantmaster) to take part in the Fly a Flag for the Commonwealth Celebrations by flying the Commonwealth Flag from the Town Hall on Monday 14<sup>th</sup> March 2016.

Resolved:

To fly the Commonwealth Flag from the Town Hall this year and in subsequent years.

RP&P.16/07 Historic Vehicle Rally, Mill Marsh Park:

Consideration was given to a request from the Historic Transport Club to hold the 38<sup>th</sup> Historic Vehicle Rally in Mill Marsh Park on the weekend of 16<sup>th</sup> and 17<sup>th</sup> July 2016.

Resolved:

To grant the request to hold the event providing there are no adverse weather conditions.

RP&P.16/08 Funlands Funfair, Mill Marsh Park:

Consideration was given to a request from Funlands Funfair to bring their funfair to Mill Marsh Park to coincide with Bovey Tracey Carnival from 30<sup>th</sup> July to 7<sup>th</sup> August 2016. Funlands Funfair wish to remain in the Park for one week (non operational) following Carnival Week for a suggested fee of £100.00.

Resolved:

To grant the request.

RP&P.16/09 Defibrillator - Telephone Kiosk, Town Hall Place:

Following item RP&P.15/76, the Town Clerk provided an update of costs for Members to consider the potential relocation of the existing defibrillator from Town Hall Garage to the telephone kiosk adjacent to the Town Hall. It was noted that the cost will be approximately £680.00 and Bovey Tracey Hospital League of Friends has offered to cover the cost.

Resolved:

To progress with the relocation of the defibrillator and accept the generous offer of the League of Friends to meet the cost.

RP&P.16/10 The Old School Playing Field, Heathfield:

Following item RP&P.15/62, the Town Clerk provided an update. It was noted that funding sources are being explored to cover the cost of a possible feasibility study.

RP&P.16/11 Community Hub Building:

The previous minutes of the Community Hub Steering Group meetings of 26<sup>th</sup> January and 9<sup>th</sup> February 2016 were noted.

RP&P.16/12 The Local Government Boundary Commission - Electoral Review:

The final recommendations on the new electoral arrangements for Devon County Council (*\*copy of summary previously circulated*) were noted.

RP&P.16/13 Lantern Walk & Wild Woodland Picnic, Mill Marsh Park:

Consideration was given to a request from Moor Than Meets The Eye Landscape Partnership to use Mill Marsh Park as a meeting point for the following two events:

River of Life - Wild Woodland Picnic - Tuesday 16<sup>th</sup> August 2016  
River of Life - Lantern Walk - Saturday 15<sup>th</sup> October 2016



Resolved:

To grant the request.

RP&P.16/14 Public Toilets - Station Road:

A discussion took place regarding the potential removal of the Station Road public toilets ahead of the provision of the proposed new Community Hub Building, enabling Devon County Council and the Environment Agency to undertake the cycle way and flood alleviation works in one single phase. Members considered an in principle response, subject to no financial implications for the Town Council at this stage, whilst negotiations continue between these organisations and Teignbridge District Council. Following discussion it was

Resolved:

To delegate authority to Cllr Gribble and Mr Wells (Town Clerk) to continue negotiations with TDC and if necessary request a budget carry forward from the Environment Agency.

RP&P.16/15 Dartmoor Pony Heritage Trust, Mill Marsh Park:

Consideration was given to a request from the Dartmoor Pony Heritage Trust to lead ponies through Mill Marsh Park from Parke when attending local events to raise the profile of the Dartmoor Pony Heritage Trust.

Resolved:

To grant the request.

RP&P.16/16 May Day Celebrations:

The Town Clerk provided an update and advised that a local resident is keen to arrange a Morris Dancing Celebration outside the Cromwell Arms on Sunday 1<sup>st</sup> May. A discussion took place regarding the possibility of the primary school children being able to do maypole dancing.

RP&P.16/17 Matters brought forward by the Town Clerk & Councillors: (\*for information)

Cllr Mrs Kerswell handed out details to Councillors advising that Bovey Tracey Heritage Trust is publishing a book entitled "Honouring our Debt" which will include tributes to the casualties of both World Wars. It was agreed that information regarding the book will be placed on the Town Council's website and social media pages.

Cllr Gribble advised that Mr Fernley Holmes, a former District and Town Councillor, is now residing in a care home in Teignmouth.

Cllr Kelly:

i) Reported that trucks leaving the Bovis Homes development at Bradley Bends are speeding along Le Molay-Littry Way.

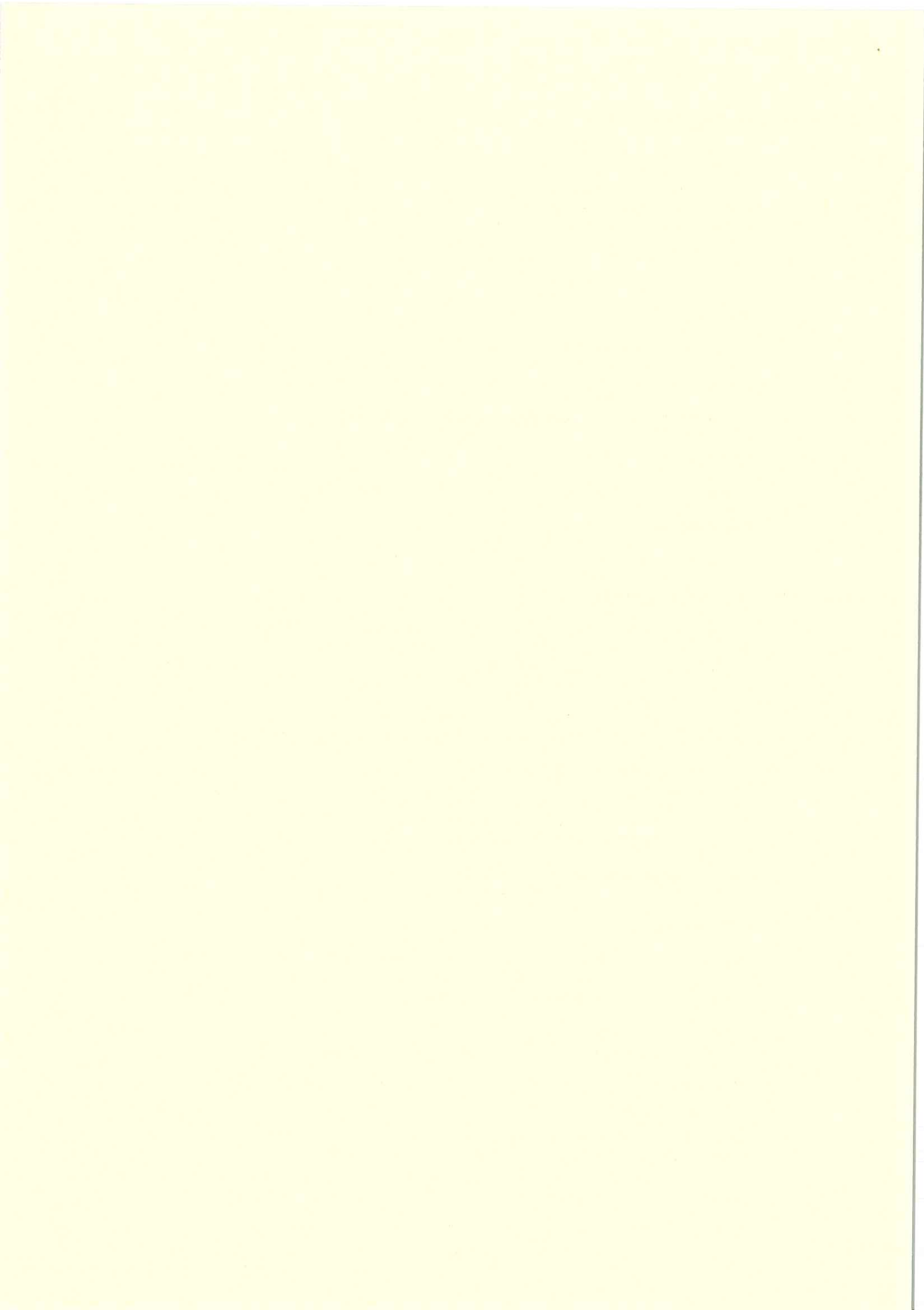
ii) Advised that he considered the traffic lights and signage at Drumbridges Roundabout was incorrect.

Cllr Ashby advised that he, together with Cllr Elphick, had attended a recent Heritage Trust meeting.

Cllr Allen noted that there may be a reduction in TDC Councillor representation.

Mr Wells (Town Clerk) advised that he had arranged a press release regarding the defibrillator and CPR training events.

The meeting closed at 7.55pm.





PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 22<sup>ND</sup> FEBRUARY 2016 AT 7.54pm.

Present:

The Town Mayor, Cllr U Arnold  
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby  
Cllr R A Bray  
Cllr D K Elphick  
Cllr G J Gribble\*/\*\*  
Cllr E Kelly

Cllr Mrs A J Kerswell\*  
Cllr Mrs A M Klinkenberg\*  
Cllr S P Leigh  
Cllr C W Robillard  
Cllr M Tregoning

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk  
Mrs L Warren

The meeting was chaired by Cllr Ashby.

*Cllr Gribble declared an interest in PL.16/15(d).*

PL.16/14     Apologies for absence:

Cllr Ms J H Blair (Personal commitment)  
Cllr Ms C O Richardson (Personal commitment)

\*\*Public Participation: No members of the public were present.

PL.16/15     Consideration of Planning Applications:

DNPA Applications listed to 29.1.16:

- a)     0056/16 Create new entrance to field (close off existing entrance) and construct timber loading area plus track to woodland at field near Hawkmoor Cottages for Mr J Lupton.  
Application deferred - awaiting further information.

TDC Applications listed to 5.2.16:

- b)     16/00270/CAN Demolition of a brick outbuilding and demolition of a block and render vertical extension to a stone boundary wall (stone lower wall to remain intact) at Moorlands, Bradley Road for Mr M Iles.  
Application withdrawn - w/e 12.2.16

- c)     Provisional Tree Preservation Order: (Noted)  
E2/08/59 Sunnybank, Devon House Drive - Two oak trees.

- d)     Appeal: (Noted)  
16/00003/REF Appeal against refusal of Planning Permission No 15/02795/OUT - Outline planning application for the principle of one dwelling (approval sought for access at Rosemount, Hind Street. Appellant: Mr L Downes.

DNPA Applications listed to 5.2.16: None

TDC Applications listed to 12.2.16:

- e) 16/00139/FUL Extension to and above existing single storey garage to rear of property to create garden room studio and office space for home working with associated raised decking at 26 Pottery Road for Mr R Smith.  
Observations: No objection in principle providing the proposed extension remains ancillary to the main dwelling.
- f) 16/00355/FUL Replacement dwelling with integral garage at Coombe Park, Coombe Lane for Mr & Mrs Selbie.  
Observations: No objection.
- g) 16/00423/TPO Group 1 comprising holly, macrocarpa, thorn and rhododendron, reduce to 2m. T1, bay, coppice. T2, sycamore, fell to favour adjacent oak tree. T3 and T4, laburnum, fell to favour adjacent oak tree. T5, holly, fell.  
Group 2, holly and hazel understory beyond lawn edge, coppice. Remove epicormic growth on oaks on edge of lawn; cyclic management every 2 years. Group 4, leylandii, inappropriate species, fell to favour natural regeneration.  
T7, tulip, crown lift to height of 7m, to favour adjacent cupressus and improve daylight to rear of house.  
T8 - T11, willows, collapsed in pond, re-coppice.  
Location - Hilary House, Ashburton Road for Mr Nigel Morgan.  
Observations: Referred to TDC's arboriculturist.
- h) 16/00449/OUT Outline - dwelling in garden (all matters reserved for future consideration) at Woodlands, Brow Hill, Heathfield for Mr A Olley.  
Observations: The Town Council does not support this application as it considers the proposal would result in over development of the site and could create highway safety issues.
- Withdrawn Application: (Noted)
- i) 16/00270/CAN Demolition of a brick outbuilding and demolition of a block and render vertical extension to a stone boundary wall (stone lower wall to remain intact) at Moorlands, Bradley Road for Mr M Iles.

PL.16/16 Planning Decisions: None.

PL.16/17 Heathfield Post Office, 1 Battle Road, Heathfield - Proposed Move to New Premises & Branch Modernisation:

Members noted the correspondence (*\*copy previously circulated*) received from the Regional Network Manager on behalf of the Post Office Ltd advising of the proposed move of the Post Office to Gilletts Spar, 2-3 Battle Road, Heathfield. Any consultation response should recognise the positive outcome that a Post Office service will be continuing.



PL.16/18 General Planning Matters brought forward by Councillors:  
(\*For information only).

Cllr Allen advised on progress relating to the provision of a post box in the centre of town.

Mr Wells (Town Clerk) advised that the planning application relating to Moor View Primary School, Heathfield will be considered at TDC's Planning Committee meeting on 8<sup>th</sup> March 2016.

The Chairman resolved:

*That the press and public be excluded from the meeting for the following item because there may be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972.*

## Part II

PL.16/19 Land off Brimley Vale, Bovey Tracey:

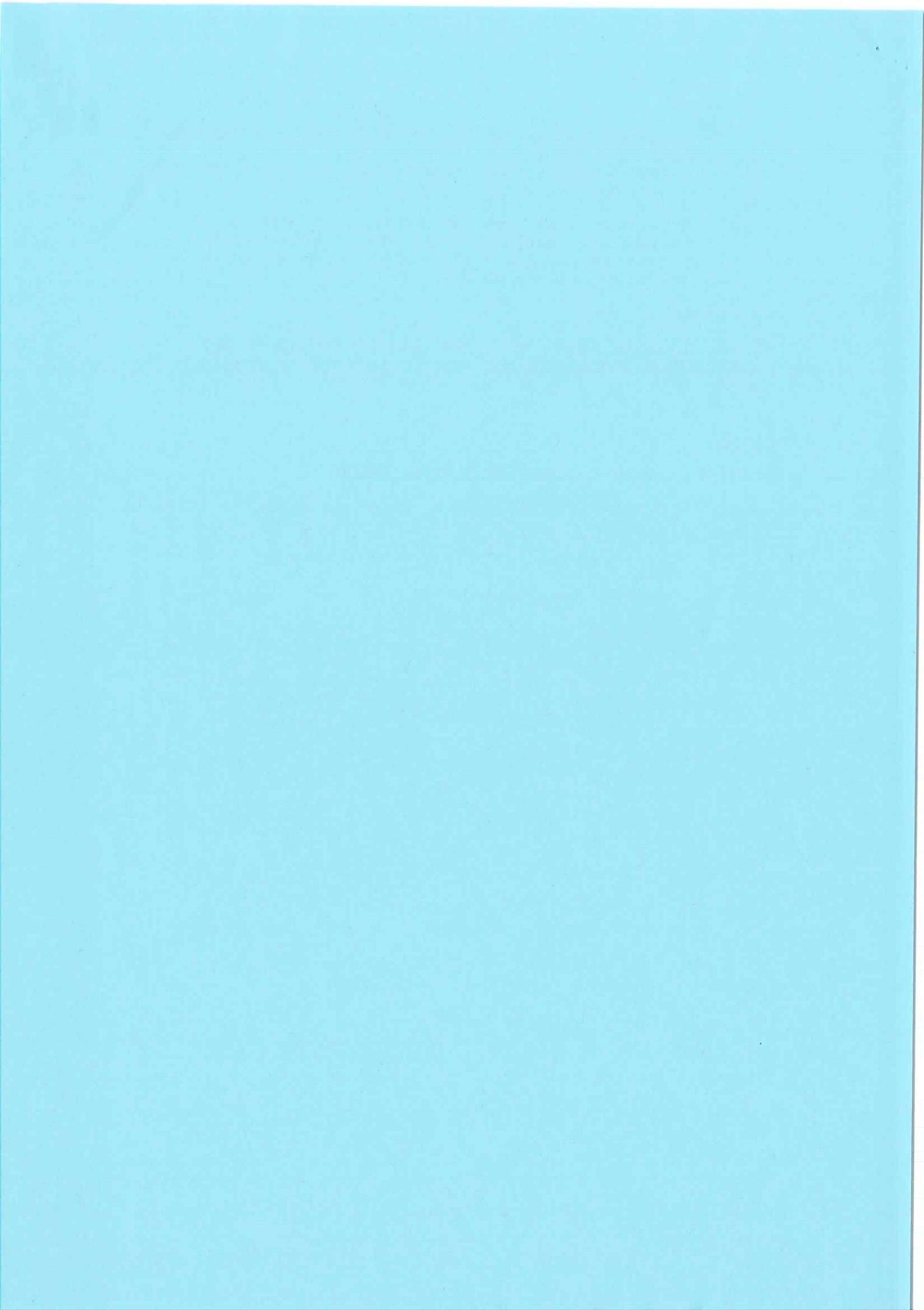
Members noted the contents of the correspondence (\*copy previously circulated) from the agent appointed to provide initial observations in relation to the land and considered any further action as recommended within the report.

Following discussion it was

### Resolved:

To contact Savills and enquire if they would be prepared to provide advice regarding the land and, if interested, to invite a representative to attend a meeting with Councillors on Monday 7<sup>th</sup> March 2016.

The meeting closed at 8.40pm.



FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 7<sup>TH</sup> MARCH 2016 AT 7PM.

Present:

The Town Mayor, Cllr U Arnold  
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby  
Cllr Ms J H Blair  
Cllr R A Bray  
Cllr D K Elphick  
Cllr G J Gribble\*\*/\*  
Cllr E Kelly

Cllr Mrs A J Kerswell\*  
Cllr Mrs A M Klinkenberg\*  
Cllr S P Leigh  
Cllr Ms C O Richardson  
Cllr M Tregoning

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Gribble

*Cllr Gribble declared an interest in FR&GP.16/20, 16/21, 16/25, 16/27 & 16/28.*

FR&GP.16/15 Apologies for absence:

Cllr C W Robillard (Personal commitment)

\*\*Public Participation: No members of the public were present.

FR&GP.16/16 Consideration of minutes of previous FR&GP Committee meeting held on 11.1.16:  
Noted.

FR&GP.16/17 Accounts & Financial Statement:

The Accounts & Financial Statement dated 7.3.16 (*\*copies circulated at the meeting*) were received. The Financial Statement was adopted and the accounts were approved for payment.

FR&GP.16/18 Cemetery Fees 2016/17:

Consideration was given to amending the cemetery fees for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 (*\*copy of proposed fees previously circulated*).

Resolved:

To increase Part 1 (interments), Part 2 (purchase of earthen graves) and Part 3 (purchase of walled graves) of the cemetery fees by 2% with effect from 1<sup>st</sup> April 2016.

FR&GP.16/19 Cemetery - Grave Digging Fees for 2016/17:

Consideration was given to adopting the revised fees, to take effect from 1<sup>st</sup> April 2016 based on a 3% increase for the preparation and backfilling of graves by Mr N Brock, the Town Council's appointed grave digger.

The revised fees are:

|                  |         |                        |
|------------------|---------|------------------------|
| Single depth:    | £317.00 | (Current fee: £307.50) |
| Double depth:    | £365.00 | (Current fee: £354.00) |
| Re-opened grave: | £317.00 | (Current fee: £307.50) |

Resolved:

To adopt the revised grave digging fees, as set out above, with effect from 1<sup>st</sup> April 2016.



FR&GP.16/20 Community Hub Building - Budget:

Following receipt of various funds towards the Community Hub Building, consideration was given to authorising the Town Clerk to earmark the following amounts and transfer into the Town Council's Business Bank Instant Account:

£120,000.00 (Budgeted Precept Contributions 2013/14, 2014/15 & 2015/16)  
£100,000.00 (Capital receipt following sale of Town Hall)  
£ 35,000.00 (Investing in Devon Grant)  
£ 5,000.00 (TDC contribution towards Architects' fees)

Resolved:

To transfer the funds, as set out above, to the Town Council's Business Bank Instant Account.

FR&GP.16/21 Elector Fund - 2015/16:

It was noted that applications for the following Elector Fund Grants were successful:

£5,000.00 (Town website)  
£1,500.00 (Bovey Community Care grant)

FR&GP.16/22 Summer Watering - Hanging Baskets & Troughs - 2016:

Consideration was given to the following quotations for the watering of the town's hanging baskets and troughs between the first week of June to 30<sup>th</sup> September 2016.

Quotation A: £ 6,038.62+VAT  
Quotation B: £22,440.00+VAT  
Quotation C: £ 3,240.00+VAT

Resolved :

To accept Quotation C in the sum of £3,240.00+VAT (*Power to spend LGA 1972 s141*).

FR&GP.16/23 Provision of Services Agreement for the Cleaning of Public Toilets at the Recreation Ground, Bovey Tracey:

The current service agreement for the cleaning and provision of consumables for the public toilets at the Recreation Ground is due to expire on 31<sup>st</sup> March 2016.

Consideration was given to extending the current agreement for a further 12 months at an increased rate from £7.00 to £7.50 per day (inclusive of all consumables).

Resolved:

To extend the current agreement for a further 12 months at an increased rate from £7.00 to £7.50 per day (inclusive of all consumables).

FR&GP.16/24 Meeting Schedule 2016/17:

Consideration was given to adopting the proposed meeting schedule (*\*copy previously circulated*) for all the meetings of the Town Council for the period from 9<sup>th</sup> May 2016.

Resolved:

To adopt the meeting schedule for 2016/17.



**FR&GP.16/25 St. John's Lane Car Park - Bovey Tracey Activities Trust:**

Consideration was given to an annual request from Bovey Tracey Activities Trust members to have use of up to 14 parking spaces at St John's Lane car park on Wednesday mornings up to 31<sup>st</sup> March 2017, on the understanding that certain dates may not allow this.

**Resolved:**

To grant the request for the use of St John's Lane Car Park, as set out above.

**FR&GP.16/26 Honorary Representative of the Lord of the Manor:**

Consideration was given to advertising the role of Honorary Representative of the Lord of the Manor and inviting nominations for consideration. In the event that no nominations are received by the deadline, to consider encompassing the role for 2016/17 with the role of Town Mayor.

**Resolved:**

To advertise the role of Honorary Representative of the Lord of the Manor for 2016/17. If no nominations are received to pass the role to the outgoing Town Mayor.

**FR&GP.16/27 Rural Aid 2016/17:**

Consideration was given to an appropriate scheme relevant for an application for Rural Aid funding (maximum £5000.00) in accordance with the Terms of Reference (*\*copy previously circulated*). Deadline for applications will be 6<sup>th</sup> May 2016.

**Resolved:**

To apply for funding for the provision of notice boards in the parish.

**FR&GP.16/28 Teignbridge Off Street Parking Places Order 2016:**

Teignbridge District Council (TDC) intends to make a new Off Street Parking Places Order to replace previous orders, the last of which was made in April 2014.

The regulations which set out the procedure for making a new order require that TDC consult. A notice of proposal to make the order (*\*copy previously circulated*) has recently been published in the Mid Devon Advertiser. Consideration was given to an appropriate response.

**Resolved:**

To request that free parking is made available on Bank Holidays as well as on Sundays.

**FR&GP.16/29 Matters brought forward by Councillors: (*for information only*).**

Cllr Tregoning referred to the storage of containers on a site in St John's Lane and expressed concerns regarding the compliance with regulations.

Cllr Arnold advised that the annual Mayoral Dinner will take place on 29<sup>th</sup> April 2016 at The Edgemoor Hotel.

Cllr Kelly considered that the Town Council should hold an informal meeting to discuss potential development areas in the parish.

**Cllr Allen:**

i) Enquired when DCC Leader Cllr John Hart may meet with Town Councillors. Cllr Gribble agreed to progress the arrangements.

ii) Noted that 13 nominations have been received for the Young Citizens of the Year Award. Cllr Allen was thanked for his efforts in publicising the event.

**Cllr Mrs Kerswell:**

i) Enquired about the installation of a new post box in the town centre. The Town Clerk advised that negotiations are taking place between a representative from Royal Mail and the area manager of Gillett Spar to arrange a suitable revised location.

ii) Advised that Nicola Bulbeck, Chief Executive of TDC, is willing to visit town and parish councils in the district.

The meeting closed at 7.45pm.

Accounts paid up to 19<sup>th</sup> February 2016

|         |  | £                |
|---------|--|------------------|
| 11.1.16 | C Beresford                                  | 99.00            |
| "       | N Brock                                      | 307.00           |
| "       | Bovey Tracey Youth Action                    | 625.00           |
| "       | 1010 Media Ltd                               | 2352.00          |
| "       | Total Cleaning Services                      | 210.00           |
| "       | Police & Crime Commissioner Devon & Cornwall | 553.84           |
| "       | M Wells (Reimbursement)                      | 89.26            |
| "       | Tozers LLP                                   | 351.84           |
| "       | Adam Hewitt                                  | 25.00            |
| "       | PHS Group                                    | 308.10           |
| "       | K J Thulborn Ltd                             | 361.45           |
| "       | PVM Supplies Ltd                             | 123.66           |
| "       | Viking                                       | 38.26            |
| 22.1.16 | K J Thulborn Ltd                             | 287.14           |
| "       | 1 <sup>st</sup> Office Equipment Ltd         | 95.44            |
| "       | Bridget Arnold                               | 600.00           |
| "       | Brights Ltd                                  | 101.40           |
| "       | Mrs J A Arnold                               | 50.00            |
| "       | S W Water Ltd                                | 327.49           |
| 2.2.16  | Clare Beresford                              | 103.50           |
| "       | Diversified Business Communications Ltd      | 178.80           |
| "       | 1010 Media Ltd                               | 1296.00          |
| "       | Bovey Court Garage                           | 191.87           |
| "       | Bovey Tracey Youth Action                    | 625.00           |
| 9.2.16  | Total Cleaning Services                      | 217.00           |
| "       | PHS Group                                    | 246.48           |
| "       | Bridge Civil Engineering Ltd                 | <u>6000.00</u>   |
|         |  | <u>15,764.53</u> |

Payroll13,705.38Direct Debits

|         |                           |                |
|---------|---------------------------|----------------|
| 12.1.16 | British Gas (Electricity) | 5.73           |
| 21.1.16 | EE Phone                  | 31.81          |
| 27.1.16 | British Gas (Electricity) | 190.54         |
| 28.1.16 | Elitetele.com             | 51.03          |
| 1.2.16  | Pulse8broadband           | 42.00          |
| "       | Aviva                     | 595.13         |
| 10.2.16 | UK Fuels Ltd              | 52.74          |
| 12.2.16 | British Gas (Gas)         | 915.93         |
| 16.2.16 | British Gas (Electricity) | 9.72           |
| 17.2.16 | British Gas (Electricity) | 63.67          |
| 18.2.16 | British Gas (Gas)         | 75.76          |
| 19.2.16 | British Gas (Electricity) | <u>108.99</u>  |
|         |                           | <u>2143.05</u> |

Accounts paid up to 4<sup>th</sup> March 2016

|         |                          | £              |
|---------|--------------------------|----------------|
| 23.2.16 | S W Water Ltd            | 73.04          |
| "       |                          | 748.80         |
| "       | Total Cleaning Services  | 217.00         |
| "       | EDF Energy Customers plc | 84.06          |
| "       | Bridge Arnold            | 600.00         |
| "       | R Mann Ltd               | 1797.60        |
| "       | Tozers LLP               | 1800.00        |
| "       | Land Registry            | 28.00          |
| "       | Mole Valley Farmers Ltd  | 6.78           |
| "       | Civil Solutions Ltd      | 31.50          |
| 26.2.16 | S W Water Ltd            | 12.83          |
| "       | PHS Group                | 72.00          |
| "       | WPS Ltd                  | <u>445.00</u>  |
|         |                          | <u>5916.61</u> |

Payroll

1010.82

Direct Debits

|         |               |               |
|---------|---------------|---------------|
| 26.2.16 | British Gas   | 224.42        |
| 29.2.16 | Elitetele.com | 52.36         |
| 1.3.16  | Aviva         | <u>595.13</u> |
|         |               | <u>871.91</u> |

Financial Statement 7<sup>th</sup> March.2016

Accounts to be paid

|                              | £              |
|------------------------------|----------------|
| Clare Beresford              | 54.00          |
| Bim                          | 145.00         |
| N Brock                      | 307.00         |
| Arnolds                      | 23.64          |
| Bovey Tracey Youth Action    | 625.00         |
| EMS Waste Services Ltd       | 327.60         |
| Community Heartbeat Trust    | 774.00         |
| Teignbridge District Council | 5300.00        |
| Mrs M Hooper                 | 50.00          |
| Civil Solutions Ltd          | <u>28.44</u>   |
|                              | <u>7634.68</u> |

|                                |                   |
|--------------------------------|-------------------|
| General Account:               | 18,465.01         |
| Accounts to be paid:           | <u>7,634.68</u>   |
|                                | 10,830.33         |
| Business Bank Instant Account: | <u>371,292.23</u> |
|                                | <u>382,122.56</u> |



PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 7<sup>TH</sup> MARCH 2016 AT 7.50pm

Present:

The Town Mayor, Cllr U Arnold  
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby  
Cllr Ms J H Blair  
Cllr R A Bray  
Cllr D K Elphick  
Cllr G J Gribble\*\*/\*  
Cllr E Kelly

Cllr Mrs A J Kerswell\*  
Cllr Mrs A M Klinkenberg\*  
Cllr S P Leigh  
Cllr Ms C O Richardson

\*\*County Cllr  
\*District Cllr

In attendance:

Mr M Wells - Town Clerk  
13 members of the public.

The meeting was chaired by Cllr Ashby.

*Cllr Gribble declared an interest in PL.16/21 a, j & k.*

PL.16/20 Apologies for absence:

Cllr C W Robillard (Personal commitment)  
Cllr M Tregoning (Personal commitment)

\*\*Public Participation:

Thirteen members of the public were present, seven of whom expressed their concerns to Members regarding application no. 0056/16.

PL.16/21 Consideration of Planning Applications:

DNPA Applications listed to 29.1.16:

- a) 0056/16 Create new entrance to field (close off existing entrance) and construct timber loading area plus track to woodland at field near Hawkmoor Cottages for Mr J Lupton.  
Observations: The Town Council does not support this application as it considers that the proposed access will create highway safety issues due to the lack of visibility. Concerns were expressed that any working on the site will create noise, disturbance and have a visual impact on neighbouring properties.

DNPA Applications listed to 12.2.16:

- b) 0074/16 Replacement of three existing antennas with new antennas on existing replica tree monopole, including the installation of two equipment cabins at ground level at Hatherleigh Farm, Hatherleigh Lane for Arqiva Ltd.  
Observations: No objection.

TDC Applications listed to 19.2.16:

- c) 16/00128/ADV Installation of non-illuminated fascia sign at Teignbridge Business Centre, Cavalier Road, Heathfield for Ms C Cox.  
Observations: No objection.
- d) 16/00149/HPA Application for prior approval for a single storey extension extending 5.35 metres beyond the rear wall of the dwelling, maximum height 3.9 metres, height to eaves 2.9 metres at 21 Brow Hill, Heathfield for Mrs C Brooks.  
Observations: No objection.
- Application withdrawn: (Noted)
- e) Part change of use of ground floor from a tea room and antique showroom to a children's nursery (use Class D1) at Courtenay House, 76 Fore Street for Mr Marsh.
- Appeal: (Noted)
- f) 16/00010/REF Appeal against refusal of Planning Permission No 15/02171/NPA - Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GPDO for change of use of a barn from agricultural use to a dwelling including associated building works at Daffodils for Mrs E Snook.

DNPA Applications listed to 19.2.16: None

TDC Applications listed to 26.2.16:

- g) 16/00358/FUL Extension to domestic curtilage, replacement dwelling and part demolition and refurbishment of outbuilding at The Cottage, Coombe Park for Mr & Mrs Selbie.  
Observations: No objection.
- h) 16/00452/LBC Removal of internal partition wall and replacement staircase at 32 Devon House, Devon House Drive for Mr A Burrows.  
Observations: No objection.
- i) 16/00512/FUL Single storey extensions to north east and south elevations at 14 Broadpark for Mr & Mrs D Middleweek.  
Observations: No objection.
- j) 16/00518/TPO Fell a number of Monterey cypress from group G1 and fell one Monterey cypress (T2) at Blenheim, Brimley Road for Mr Justin Head.  
Observations: Referred to TDC's arboriculturist.

DNPA Applications listed to 26.2.16:

- k) 0104/16 Creation of a new access onto highway at land at Brimley Lane, Higher Brimley for Mr D Ayliffe.  
Observations: The Town Council does not support this application as it considers that the proposed access will create highway safety issues due to the lack of visibility. Also there are concerns regarding the surface water arrangements.



PL.16/22 Planning Decisions: Noted.

Approvals:

a) TDC:

- i) Two storey extension to west elevation at 16 Holmes Road, Heathfield. (N/O)
- ii) Two dwellings at Moorhayes, De Tracey Park. (N/O)
- iii) Two storey extension to east elevation and alterations to parking layout at Riverside Surgery, Le Molay-Littry Way. (N/O)

Split Decision:

- b) Refuse the felling of tree C. Refuse the pruning of trees I, J, K and L.  
Allow the felling of trees A, B and D. Allow the pruning of trees E, F, G and H. Location: 4 Brimley Halt.  
(Referred)

*The Town Council's submitted observations: No objections  
- N/O. Objection - 0.*

PL.16/23 Land off Brimley Vale, Bovey Tracey:

Following item PL.16/19, the Town Clerk provided an update. It was agreed to invite a representative from Savills to attend a meeting with Councillors on either 11<sup>th</sup> or 25<sup>th</sup> April 2016. A discussion took place regarding fees. It was considered that any charges should be capped and it was hoped that an initial meeting could be free of charge.

PL.16/24 General Planning Matters brought forward by Councillors:  
(\*For information only).

Cllr Gribble referred to the two advertising signs at Town Hall Garage. The Town Clerk highlighted the view of the Town Council.

Cllr Kelly enquired when conversion work may start at The King of Prussia. The Town Clerk advised the Planning Enforcement Officer has been contacted. It was agreed that the Town Clerk will write to Heavitree Brewery, the site owner.

Cllr Mrs Kerswell advised that the planning application relating to Moorview Primary School, Heathfield will be considered at TDC on 8<sup>th</sup> March 2016. The Town Clerk confirmed the Town Council's observations to the application.

Cllr Elphick noted that the Post Office at Heathfield is currently closed. It was noted that the closure is not related to the proposed transfer to the Spar Store.

The meeting closed at 9.15pm.

