



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

12th June 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 19th June 2017 at 7pm for the purpose of transacting the business as set out 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.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

FR&GP.17/59 Election of Chairman of the Finance, Resources & General Purposes Committee 2017/18:

FR&GP.17/60 Election of Vice-Chairman of the Finance, Resources & General Purposes Committee 2017/18:

FR&GP.17/61 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

FR&GP.17/62 Consideration of minutes of previous FR&GP Committee meeting held on 24.4.17:

FR&GP.17/63 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 19.6.17 (*copies to be circulated at the meeting).

FR&GP.17/64 Appointment of Sub-Committees:

To appoint Members to the following Sub-Committees of the Town Council:

- i) Communications Sub-Group - (Current Members: Cllrs Arnold, Kelly, Leigh, Robillard plus the Town Mayor)
- ii) Young Citizen of the Year - (Current Members: Cllrs Blair, Bray, Elphick plus the Town Mayor)
- iii) Personnel Sub-Committee - (Current Members: Cllrs Elphick, Kelly, Leigh plus the Deputy Town Mayor)

1v) Appeals Committee - (Current Members: Chairmen of FR&GP & Planning Committees plus the Town Mayor)

FR&GP.17/65 Green Man Spring Festival:

Item brought forward by Cllr Allen, to consider the event wrap-up report (*copy enclosed).

FR&GP.17/66 Treasury and Investment Policy:

To consider a recommendation to Full Council to adopt the draft Treasury and Investment Policy (*copy enclosed), to be available on the Town Council's website and which will form part of the Town Council's Procedures and Policies.

FR&GP.17/67 Quantified Tree Risk Assessments:

As part of the budget setting process for 2017/18, it was agreed that the Council should be more pro-active in assessing any risks associated with trees under the Council's land ownership. Members are therefore requested to consider the following quotations to undertake quantified tree risk assessments.

Quotation 1: £1,750.00 plus VAT

Quotation 2: £1,595.00 plus VAT

Quotation 3: £1,176.00 plus VAT

Quotation 4: £ 845.00 plus VAT

FR&GP.17/68 Christmas Carol Concert - Monday 18th December 2017 (Provisional):

Item brought forward by the Town Mayor to review arrangements for the Civic Service.

FR&GP.17/69 Review of Current Committee Structure:

To receive a report (*copy enclosed) from the Town Clerk and consider the recommendations to Full Council as specified within the report.

FR&GP.17/70 Internal Audit Report - Year End 31st March 2017:

To consider the recommendations and subsequent actions required from the audit report (*copy enclosed) previously presented to Full Council on 8th May (Item AM.17/17).

FR&GP.17/71 Merchant Navy Day - 3rd September 2017:

To consider correspondence (*copy enclosed) regarding the flying of the Red Ensign on Merchant Navy Day.

FR&GP.17/72 Fairtrade Renewal:

Item brought forward by Cllr Robillard, to consider the Fairtrade Renewal and Fairtrade Town Action Plan (*copy enclosed).

FR&GP.17/73 Remembrance Service - Sunday 12th November 2017:

To consider a review of the arrangements for this year's Remembrance Service following a change to proceedings for 2016.

FR&GP.17/74 Matters brought forward by Councillors: (for information only).

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

SIGNED
M WELLS
TOWN CLERK

DATE 13/06/17

Paper(s) follow for:

Item FR&GP.17/65

Event Wrap-Up Report

Title: Green Man Spring Festival

Concept: A 'Celebrate' event to bring together the communities of Heathfield and Bovey Tracey

Date: Saturday 29th April 2017

Location: Bovey Tracey Town

Facilitators: Cllr Tony Allen
Cllr Rob Bray
Cllr Mrs Jan Blair
Cllr Eoghan Kelly
Mark Wells
Hayley Smith
Malcolm Quick
Chris Merry
Rick Allen

Collaborators/Sponsors: Complete Estate Agency
Bovey Matters
Woolcombe Beer Watts

Goals:

The goals of the event were to provide an open and welcoming event that pro-actively brought the communities of Heathfield and Bovey Tracey together, whilst increasing footfall in the Town Centre for local businesses and small traders following the previous long road closure at Bradley Bends which adversely affected so many of them. The event incorporated Morris Dancing which has taken place in Bovey Tracey on earlier occasions.

Resources:

A budget of £7,150 was allocated as a result of a grant issued by the 'Celebrate' Programme of the Big Lottery. The current forecast is that all event related expenditure is well within budget.

A total of 20 meetings were held by the organising committee prior to the event. The Committee could have benefitted from some additional volunteers on the day.

Attendance:

The event was generally well attended, although there are no figures recorded as to how many people attended the event. About 30 stall holders/traders and local organisations attended the event. On the day, there were some stall holders that did not turn-up. The Bovey Community Choir had to pull out late on due to a serious car accident. There were 11 Morris Dancing sides, 4 school choirs/bands performing, children maypole dancers, and 4 local music group performances with 3 bands, 2 story tellers, and a marbles competition. The Farmers Market traded on the same day.

The central performance area was well attended throughout the day, particularly because of families coming to see their children perform. The top and bottom performance areas were reasonably well attended due to continuous Morris dancing in both; however, the Library area did not receive as much footfall, although it is understood that the traders still did reasonably well.

Results:

Having performances from colleagues at the Heathfield Community Centre helped to provide the link with the Community of Heathfield, however it was unfortunate that St Catherine's School were unable to attend to strengthen those links.

The weather helped to increase attendance at this event, however holding the event in April is a risk as to the forecast being favourable, with limited options for successfully planning in the event of wet weather.

Reactions:

The feedback from businesses has been extremely positive, with them benefitting from the increased footfall and associated sales.

Feedback from the general public has been extremely positive, hoping to see this become established as an annual event in Bovey Tracey.

Participants who took part on stage were well received and valued the opportunity to show off their performances to a wider audience.

Comments were received that the flow of stalls between Union Square and the Library area could be better laid out to ensure a natural trail leading to the library car park.

Comments were also received in relation to cold spots between stall holders up the higher end of Fore Street. It has been suggested that a charge/deposit payment could be implemented in order to incentivise stall holders to turn-up.

Local organisations valued such an event being put on and to be given the opportunity to market themselves at no cost.

The following is a summary of feedback from the key event organisers:

What was successful:

- Road Closure Process/Good prior notification to those affected
- Street Sweeping
- Stage Location
- Use of hay bales as seating (although more needed)

- Budget Management
- Good mix of activities (Morris Dancing and School Performances)
- Logo/Branding
- Something going on all day
- Green Man making and mingling with visitors
- Morris Dancing rotation
- The opportunity for local organisations to promote their services

What was less successful

- Positioning of stalls left cold spots
- No demarcation of top and bottom performance areas in Fore Street
- End of day clear up
- Main stage timetabling (evening band performances to be slotted in earlier in day)
- Planning of final timetable was too late
- The organising committee was too large
- Library Car park area under-utilised

What could be done better?

- Pitch numbers could be issued to stall holders in advance
- Event Management on the day (split shifts assigned – Clearer designation of roles)
- Review use of library car park for stalls
- Central toilet facilities to be provided
- Demarcation of lower town and higher town performance areas
- Firmer commitment from participants
- Improved scheduling of performances
- Introduce formal feedback mechanism and thank-you system in place for participants
- Overall Event Manager needed
- Better signage
- More children's activities to keep people at the event (crafts etc.)
- Earlier recruitment of volunteers

Recommendations:

Members are requested:

- i) To agree dissolution of the current event facilitation group
- ii) To consider whether in principle the event should happen again
- iii) If the event is to be organised again, to establish whether a volunteer(s) from the Council is prepared to take the lead in establishing the second event and forming a supporting committee
- iv) If no volunteer is forthcoming, to consider whether the council should investigate the option of seeking an external organiser and funding.

Paper(s) follow for:

Item FR&GP.17/66



Treasury & Investment Policy

1. Policy Background

- 1.1 Bovey Tracey Town Council's treasury and investment policy and its associated strategy are conducted in accordance with:
- i) The Local Government Act 2003 (the Act) and supporting regulations.
 - ii) The Government and Accountability in England and Wales, A Practitioners Guide. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - iii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for the Town Council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. Easily accessible accounts are classed as accounts which do not require more than 90 days' notice to access the funds. These are only used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for Town Councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Bovey Tracey Town Council where the sums involved exceed £500,000, the guidance is mandatory.

2. Definitions

- 2.1 Investments – All investments of more than 12 months in duration.
- 2.2 Treasury – All cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

The overriding policy objectives are:

- To invest prudently to ensure the security of the principal sums.
- To maintain liquidity in the portfolio to meet the council's spending plans.
- To mitigate risk.
- To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1 Bovey Tracey Town Council will not hold funds other than in bank accounts, building society accounts or bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares.
- 4.3 Investments are treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 4.4 The total proceeds of disposal of an investment should always be recorded as income in the financial year of the disposal.
- 4.5 Where the proceeds of disposal of investments or other assets purchased as capital expenditure exceed £10,000 and are capital receipts, Councils must have regard to and apply the statutory restrictions placed on such receipts.

5. Treasury Policy

- 5.1 Bovey Tracey Town Council will hold all its funds as cash deposits in banks accounts or bonds.
- 5.2 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by Full Council.
- 5.3 Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.
- 5.4 A procedure for making a deposit can be found in Appendix A

Appendix A

Procedure for Deposits

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of Full Council is sought if the deposit is with a financial institution not currently used by the council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for council members to sign in accordance with the financial regulations.
4. The RFO actions the deposit/transfer of funds.
5. The transfer/deposit is reported to the council.
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the Council (in accordance with the Council's Financial Regulations).
2. Transfers between banks will follow normal payment procedure as detailed in the Financial Regulations.
3. Details of all transfers to be provided to the council with the monthly finance report.

Paper(s) follow for:

Item FR&GP.17/69

Bovey Tracey Town Council

Finance, Resources & General Purposes

Date: 19th June 2017
Subject: Review of Committee Structure
Report by: Town Clerk

1.0 Purpose of the Report

- 1.1 For members to consider proposed changes to the committee structure of Bovey Tracey Town Council to streamline the function of the Council and to align resources more economically. This report will address the issues raised at the Forward Planning Session held with members in May 2016 where it was recommended by the County Secretary for DALC, that the current committee membership should not continue indefinitely in its current format.

2.0 Background and Proposed Changes

- 2.1 There are steadily increasing responsibilities expected of Town/Parish Councils, as both County & District Council's continue to devolve responsibilities to Town/Parish Councils. This requires the Town Council to review and formalise the way this is addressed at the local level. The finite number of Councillors, 14 including Town Mayor, means there is a consequent need to share the workload as equally as possible, reflecting the interest and experience of individual Councillors.

The current structure has evolved over the years and it is anticipated that with responsibilities continuing to be devolved from central and local government to Town/Parish Councils, there will be an increasing need for these tasks to be shared. The standing committees structure provides a proved model to cope with this increasing workload, but there is a need to reconsider existing memberships, without altering the present ethos.

- 2.2 The development and eventual implementation of the current Neighbourhood Plan will also raise the profile of the Town Council and community expectations. This will contribute to an additional need to review how the Council is operating.
- 2.3 This report reviews how the Town Council is currently working and proposes how the Town Council should operate in the future. In some respects, this is simply the need to adjust or formalise the current structure.
- 2.4 Good Governance is vital to Councils who have a responsibility to ensure that decision-making is as transparent and effective as it can be and by reviewing the structure this will help to tighten up existing processes and to

implement a 'fit for purpose' model of the committee structure of the Council.

2.5 Following the Forward Planning Session in 2016, a working group formed and have met on 2 previous occasions to consider improvements to the current structure.

2.6 The initial suggested improvements are summarised as follows:

i) **Recreation Parks & Property Committee (RP&P)**

To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)

ii) **Finance, Resources & General Purposes Committee (FR&GP)**

To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)

iii) **Planning Committee**

To reduce the current membership from 14 Councillors to 6 Councillors appointed on an annual basis at the Annual Meeting of the Town Council and replaced at other times as required, plus the Mayor or Deputy Mayor (total 7)

iv) **Committee Substitutes**

To consider introducing the appointment of substitute members (e.g. each committee to have a further two members of the Council as substitute members who will stand in place of members who have to declare an interest or members who give apologies for absence).

v) **Programme of Meetings**

To agree a revised Programme of Meetings noting a change to the start time for meetings of the Planning Committee (Appendix A).

3.0 Implications

3.1 With the reduction in number of Councillors, any member of the Council may continue to attend and speak at the 3 standing committee meetings (E.g. FR&GP, RP&P and Planning), but voting rights are restricted to those committee members and these may only be appointed by the Full Council.

3.2 Members who are not elected to serve on a particular committee will continue to receive a copy of the full agenda for each meeting, without supporting correspondence, however these documents will be available to download online or on request from the Town Clerk.

3.3 If approved, revised Terms of Reference for each committee will be produced in line with the new structure which will require approval from Full Council.

4.0 Implementation & Review

- 4.1 If approved, committee membership will be considered and appointed at Full Council on 3rd July, along with revised Committee Terms of Reference and a revised Programme of Meetings.
- 4.2 The new structure will commence at its first meeting following summer recess on 4th September 2017.
- 4.3 A review period will be scheduled following a 6-month period of operating under the revised scheme (or sooner if required).

5.0 Recommendation

- 5.1 That members agree to present to Full Council for approval the proposed recommendations to the committee structure of Bovey Tracey Town Council as laid out in 2.6 (i-v).

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS
FOR 2017/2018

Council Meeting Starting Time: 7:00 pm	Planning Committee Starting time: 6:00 pm	Planning Committee Starting time: 6:00 pm Recreation, Parks & Property Committee Starting Time: 7.00pm	Planning Committee Starting time: 6:00 pm Finance, Resources & General Purposes Committee. Starting Time: 7.00pm
			4 th September 2017
18 th September 2017	2 nd October 2017	16 th October 2017	30 th October 2017
13 th November 2017	27 th November 2017	11 th December 2017	8 th January 2018
22 nd January 2018 Heathfield Community Centre	5 th February 2018	19 th February 2018	5 th March 2018
19 th March 2018		9 th April 2018	23 rd April 2018
Tuesday 8 th May 2018 Annual Meeting			

The Annual Town Meeting will be held on Wednesday 28th March 2018.

Normally all meetings will be held on Monday evenings in the Council Chamber except for the meetings of Full Council which will be held at either the Phoenix Hall (St John's Lane) or Heathfield Community Centre. Additional meetings may be arranged in the summer recess to deal with planning and any urgent Town Council business.

Bank & Public Holidays 2017/18

29th May 2017
28th August 2017
25th & 26th December 2017
1st January 2018
30th March & 2nd April 2018 – Easter
7th May 2018

Paper(s) follow for:

Item FR&GP.17/70

Bovey Tracey Town Council
Year End Internal Audit Report 2017



Audit visit date	Priority	Observation	Recommendation	Status	Comments
25 Apr 2017	H	It was not possible during the audit visit to reconcile the balance due on the VAT control account, as stated in the year end accounts, with the VAT recoverable as calculated by the finance officer during the visit. It was noted that the current practice is for VAT returns to be computed from individual invoices and it has not been practice to ensure that the amounts claimed agree to the Council's books of accounts. An exercise to compare the accounts balance to a claim indicated that there is a difference between these two values of approximately £1,200. It is likely, due to the existing practices, that this difference has arisen over a number of years	The Council should amend the method of preparing the VAT claim. The Claim should be computed from the Council's cash book and the amount claimed should be reconciled to the balance stated as due from the Cash Book. Due to the apparent significant difference between the accounts and the VAT claims the Council may need to post a significant adjustment in its accounts during the 2017-18 financial year.	Pending	The VAT reclaim process has been amended as per the recommendation to computer/reconcile quarterly reclaims with VAT expenditure recorded within the cash book. It is unclear if the final vat claim of £1,407.25 (submitted following the audit) has been accounted for by the auditor? Further clarification will be sought from the auditor during their return visit, undertaking the interim audit which is scheduled to take place in September/October 2017.
	H	The Council pays an Annual Allowance to the Mayor, at present this allowance has not been paid subject to PAYE	All lump sum members allowances, including any paid to a Chair or Mayor, must be paid subject to PAYE.	Pending	A 'New Starters' form will be completed by each serving Mayor and submitted to Teignbridge DC to include the serving Mayor on the PAYE Payroll scheme for a temporary 12-month period. The scheme will continue to pay the Mayoral allowance in 2 equal instalments.
	H	The Council has accumulated significant balances over the last few years, this is due to a requirement to fund the construction of a new facility. The Council's bank balances will now exceed £500,000 above which level is a requirement to have an investment policy in place.	The Council should establish an investment policy (an example of a policy has been provided to the Town Clerk)	Pending	The Council's Finance, Resources & General Purposes Committee will consider recommending to Full Council the adoption of an Investment Policy at its meeting of 19 th June 2017.
	M	The Council pays its employees using payroll services from Teignbridge. It was not possible during the audit visit to establish that the Council was complying with HMRC requirements, it was unclear whether the Council has its own P A Y E scheme in operation	The Council should confirm whether it has its own PAYE scheme. The Council should obtain sign in details for HMRC online in order that it can check and verify PAYE balances	Pending	Teignbridge District Council administers the Town Council's payroll under the District Council's PAYE Scheme Code (as they do for a number of other Town/Parish Council's). The Town Clerk is currently seeking written assurances from HMRC that this is satisfactory and that there is no requirement for a dedicated PAYE scheme code for the Town Council.
	M	The Council maintains its account using a manual cashbook, which is uncommon for a council of this size. The cash book is well maintained and it was possible to agree the balances to bank statements and prior year Annual Return, however, this relies to a great extent on the skills of the person maintaining the accounts	The Council should consider the introduction of a computerised accounting system	Pending	The Town Clerk will investigate appropriate accounting software systems and this will be the subject of a report at a future meeting of the Finance, Resources & General Purposes Committee.

Paper(s) follow for:

Item FR&GP.17/72

Aim	Objectives/previous achievements	How we will achieve our aim	Timescale	Who will action this
Goal 1 : Council	CURRENT FAIR TRADE TOWN TO PASS RESOLUTION TO CONTINUE SUPPORT FOR FAIR TRADE.	PROMOTE FAIR TRADE IN PUBLICATIONS AND WEBSITE AND USE PARTNER PRODUCTS.	ON - GOING	TOWN COUNCIL. CR.
Goal 2: Shops and Cafes	12 LOCAL BUSINESSES HAVE FLAGGED UP AND OTHERS USING WITH LETTER AND APPLICATION	LOCAL BUSINESSES APPLIED TO BECOME A FAIR TRADE TRADER - CONTINUE TO APPROACH NEW BUSINESSES	ON - GOING FAIR TRADE EVENING WHEN	USA REGISTERED
Goal 3: Community Organisations	4 LOCAL CHURCHES 2 LOCAL PRIMARY SCHOOLS PLUS OTHER COMM. GROUPS.	ENCOURAGE ORGANISATIONS TO USE FAIR TRADE PRODUCTS, PLUS WORKSHOPS	ONLINE MEETINGS IN FEB/MARCH 17	CR
Goal 4: Media	PRESS RELEASES IN LOCAL PAPERS - FAIR TRADE NEWS IN BI-MONTHLY COMMUNITY MAGAZINE	QUARTERLY NEWSLETTER STARTS JULY 17	ON - GOING	CR
Goal 5: Steering Group	3 MEETINGS WERE NEXT PLANNED FOR JULY, THEN QUARTERLY MEETINGS. AGEN THAT.	TAKING PART IN WORKING ESTIMATE IN SEP AND AUGEN MAIN REVIEW IN 2018	QUARTERLY MEETINGS.	CR

Steering group members

Name	Position/responsibility within group	Other links/responsibilities
DUNCAN DOUGLAS	CO-ORDINATOR	TOWN COUNCIL.
JENNY THORN	BOARD COMM MEMBER	BOVENY BAPTIST CHURCH.
REV. GRAHAM HAMILTON	COMM MEMBER	PPT CHURCH
COLIN COOPER	COMM. MEMBER	TRAIID CHURCH AVENT
LISA ROBLAND WEBB	TRADE CO-ORDINATOR	TRADE CO-ORDINATOR C. D.L.P.
KAY RUMFORD	COMM MEMBER	METHODIST CHURCH



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

12th June 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the **Planning Committee** which will be held in the Council Chamber, Town Hall, Bovey Tracey on **Monday 19th June 2017 at 8pm (approx.)** following the Finance, Resources & General Purposes Committee meeting 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.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

PL.17/43 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

PL.17/44 Consideration of Planning Applications:

DNPA Applications listed to 26.5.17: None

TDC Applications listed to 2.6.17:

- a) 17/01293/FUL Single storey utility/workshop extension and conversion of garage at 14A Wallfield Road for Mr & Mrs I Humphrey

Appeal: (To note)

- b) 17/00023/CAS Appeal against refusal of Advertisement Consent No. 16/02212/ADV - non-illuminated wall mounted advertisement at Town Hall Garage, Fore Street.

DNPA Applications listed to 2.6.17: None

TDC Applications listed to 9.6.17:

- c) 17/01271/FUL & 17/01272/LBC Single storey rear extension to replace existing external covered area at 48 East Street for Miss J Eliot & Mr R Bennett.
- d) 17/01202/AGR Agricultural fodder and implement store at School Lane - land at NGR 283220 76658 for Ms Paula Holbrook.

PL.17/45 Planning Decisions:

Approvals:

a) TDC:

- i) Erection of a timber framed stable block including formation of an access track at field on Manaton Road. (O)
- ii) Replacement rear extension including raised patio and extension to existing rear garage at 14 Langaller Close. (N/O)

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

PL.17/46 Neighbourhood Plan Steering Group:

To receive a verbal update at the meeting.

PL.17/47 Dartmoor National Park Local Plan - Settlement Profile Questionnaire:

To receive correspondence (*copy enclosed) from the Forward Planning Manager at Dartmoor National Park Authority and consider further action as required. Note: There is no Draft Settlement Profile available for Bovey Tracey.

PL.17/48 General Planning Matters brought forward by Councillors:

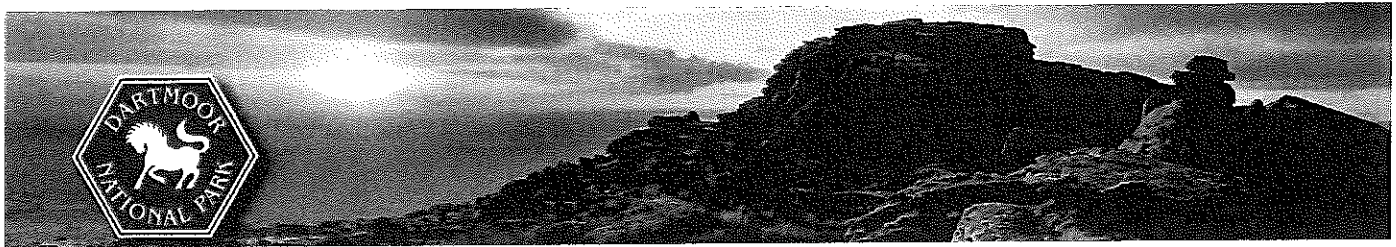
(For information only).

SIGNED
M WELLS
TOWN CLERK

DATE 13/06/17

Paper(s) follow for:

Item PL.17/47



Dartmoor National Park Authority, Parke, Bovey Tracey, Newton Abbot, Devon TQ13 9JQ. T: 01626 832093 E: hq@dartmoor.gov.uk

All Dartmoor Town/Parish Councils

Direct line: 01626 831066

6 June 2017

Dear Parish/Town Council Chair,

Local Plan Review

Further to our letter of 19th May 2017, we would now like to ask Parish and Town Councils for their views on specific issues for the new local plan.

Over the last few weeks we have prepared settlement profiles for each settlement within the National Park. Included in these profiles are population and housing statistics, an overview of services, facilities, sports pitches, play space and employment land as well as strategic planning policies and constraints affecting each settlement.

This consultation has two aims:

1. Confirm the information we hold for each settlement is correct
2. Receive your views on whether strategic policy currently allows the right type and amount of development in each settlement

We also hope the settlement profiles will be of interest and support Councils in their future work. We will publish a final version of these profiles, which incorporates your comments, in the autumn.

The settlement profiles are available to download on the 'Background evidence and research' section of our new website. Please download the settlement profiles relevant to your area by follow the link below and clicking on the 'Towns, Villages and Development Sites' section in the drop down menu.

<http://dm16.nationalparks.gov.uk/living-and-working/planning/planning-policy/background-evidence>



Please be aware this link takes you to our new website. The website is still in development, but is due to go live very soon. When the website goes live the web address will change and we will send you an updated link so that you can continue to access the profiles.

Once you have downloaded the settlement profiles relevant to your area we would appreciate if you could **complete the questionnaire attached to this email and return it to us by no later than 15 September 2017.**

Bill Hitchins Chairman **Kevin Bishop PhD** Chief Executive (National Park Officer)

The purposes of the Dartmoor National Park Authority are to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park; and to promote opportunities for the understanding and enjoyment of the area's special qualities. In pursuing these purposes the Authority has a duty to seek to foster the economic and social well-being of the local community.

www.dartmoor.gov.uk

 [@dartmoornpa](https://twitter.com/dartmoornpa)
 [enjoy dartmoor](https://www.facebook.com/dartmoornpa)

We hope that you will take this opportunity to respond to the short number of questions on behalf of your community, and therefore help us to ensure that the decisions we make are based upon your local knowledge and views.

We would also like to take this opportunity to remind you of the workshop at Parke on **Monday 12 June at 2pm**. This short workshop links with the consultation, and will be based around Dartmoor's settlements, their sustainability, and how we decide where are appropriate places for change and growth. The deadline for registering has passed, but we will still have a small number of places of available. If you are interested in attending please could you confirm attendance ASAP to forwardplanning@dartmoor.gov.uk.

If you have any questions about the consultation or the workshop please contact me, Alex Gandy or Chloe Nielsen.

Yours sincerely

Dan Janota

Dan Janota
Forward Planning Manager
djanota@dartmoor.gov.uk



DARTMOOR LOCAL PLAN

guiding planning applications in Dartmoor National Park

Settlement Profiles - Consultation with Parish and Town Councils

As you will know, we are currently reviewing the Local Plan for the National Park. We know that you will often comment on planning applications in your Parish. The decisions on those applications are based on the policies in the local plan, so we believe it is important that you also give us your views on how this works in your area, as we review the local plan.

We have compiled Settlement Profiles for each of the settlements in the National Park. These profiles include evidence and data to inform the policies of the new local plan, particularly the type of development allowed in each settlement and the provision of public open space (sports pitches, play space etc.). In the future they could provide background information for decisions on applications. We are consulting Parish and Town Councils on drafts of these profiles to ensure the accuracy of the information shown. We would also like your views on how we use this information to decide what type and amount of development should happen in the National Park, and where.

Please could you look carefully through the settlement profiles relevant to your Parish and answer the questions below.

Please complete and return this questionnaire by 15 September 2017 at the latest.

Please return the completed questionnaire:

By email: forwardplanning@dartmoor.gov.uk

Or by post: Forward Planning
Parke, Bovey Tracey, Newton Abbot
Devon, TQ13 9JQ

If you have any queries, please contact us on **01626 832093**.

1. Is the information shown accurate?

- a. **MAP 2: Are all play spaces, sport pitches and other open space areas with public access shown on map 2?**
-

b. MAP 3: Are all significant areas of employment land shown on map 3? (Local Centres only)

c. MAP 3: Are all key local facilities and services shown on map 3? (for Rural Settlements services are shown in a table on page 8)

d. Can you identify any other inaccuracies?

2. PAGE 4: With reference to the list on page 4, are you aware of any additional infrastructure which you believe is needed in your parish? (this might be, for example, a footpath or cycle path, public car park, children's play space)

3. PAGE 5: Thinking about the key policies of the current local plan. Do you believe they allow the right type and amount of development in your settlement considering its size, services, facilities, and other planning considerations (Map 1)?

4. In the current Local Plan the Local Centres have settlement boundaries, the Rural Settlements do not. Do you believe your settlement should have a settlement boundary? Please tell us why?

5. Do you have any other comments?

Thank you for taking the time to complete this questionnaire.

Remember you can keep up to date with the Local Plan review at www.dartmoor.gov.uk/localplan and, by following us:

- [Twitter@DartmoorPlan](https://twitter.com/DartmoorPlan)
- [Facebook/DartmoorPlan](https://www.facebook.com/DartmoorPlan)