



# 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. March 2019

To Members of the Recreation, Parks & Property Committee

Cllrs Ms Blair (Ex Officio), Allen, Arnold, Bray, Elphick, Kelly & Robillard.

Cc All other members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the Recreation, Parks & Property (RP&P) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 1<sup>st</sup> April 2019 at 7pm for the purpose of transacting the business as set out below.

## AGENDA

Interest 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.

### RP&P.19/16 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.

### RP&P.19/17 Minutes:

To agree as a correct record and approve the minutes of the meeting of 18<sup>th</sup> February 2019 (\*copy enclosed).

### RP&P.19/18 Britain in Bloom - South West:

- i) To note that Mill Marsh Park received a four star award in the "Best Park" category for 2018.
- ii) To consider entering Mill Marsh Park in the 2019 awards.

### RP&P.19/19 Community Centre:

To receive and note the previous draft minutes of the Community Centre Steering Group meeting on 7<sup>th</sup> February 2019 (\*copy enclosed).

### RP&P.19/20 Community Centre Development - Phase 1 - Workshop/Garage Facility:

To receive delegated authority from Full Council to award the works subject to:

- i) Approval of the workshop specification (\*copy enclosed).
- ii) Approval of the provisional sum estimate (\*copy enclosed).
- iii) Consideration of a recommendation from the Council's architects to appoint the Council's preferred contractors (currently engaged under a pre-construction agreement) to undertake the works.
- iv) Authorise the Town Clerk in conjunction with the Committee Chairman to sign contract documentation.
- v) Note the proposed project timescales (\*copy enclosed).

vi) Report back to Full Council on the award of the works and final contract sum.

RP&P.19/21 Town Hall Garage - Request to Vacate:

To consider a request on behalf of Dartmoor Whisky Distillery (\*copy enclosed) for early vacation by the Town Council of the Town Hall garage bay.

RP&P.19/22 Regeneration Committee:

To receive and note the previous draft minutes of the Regeneration Committee meeting of 27<sup>th</sup> February 2019 (\*copy enclosed).

RP&P.19/23 Hedge (Bordering St John's Lane Car Park & Mill Marsh Park):

To consider a request on behalf of Funlands Funfair (\*copy enclosed) to improve access for large vehicles.

RP&P.19/24 Bovey Tracey Heritage Trust (BTHT):

To consider an "in principle" request (\*copy enclosed) from the Treasurer on behalf of BTHT.

RP&P.19/25 Asset Register - Annual Review:

To consider an annual review of the inventory of land and assets including buildings and office equipment (\*copy enclosed).

RP&P.19/26 Voluntary First Registration of Recreation Ground:

To note that Land Registry has now completed the registration (\*copy enclosed).

RP&P.19/27 Matters brought forward by the Town Clerk & Councillors: (for information)

RP&P.19/28 Exclusion of the Public including the Press:

To give consideration to resolve the following:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item RP&P.19/29 Brimley Field, Bovey Tracey

RP&P.19/29 Brimley Field:

Following item RP&P.19/15, to receive revised "Heads of Terms" (\*copy enclosed) and valuation report (\*copy to be circulated). The Town Clerk will provide an update at the meeting.

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

SIGNED .....

DATE 26/03/19 .....

M WELLS  
TOWN CLERK

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
MONDAY 18<sup>TH</sup> FEBRUARY 2019 AT 7.00PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr Allen  
Cllr U Arnold  
Cllr R A Bray

Cllr E Kelly  
Cllr C W Robillard

In attendance:

Cllr R J Ashby  
Cllr M J Evans  
Cllr G J Gribble\*\*/\*  
Cllr Mrs A J Kerswell\*  
Cllr S P Leigh  
Mr M Wells - Town Clerk  
Mrs L Warren  
Five members of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Kelly

Interest declared: None

RP&P.19/01 Apologies for Absence: None

\*\*Public Participation:

Mr Tom Wilson (Committee member of the Neighbourhood Development Plan Steering Group) referred to a response from TDC's Neighbourhood Planning Officer following the first draft of some policies for the NDP. Mr Wilson requested the Town Council to provide a clear position statement regarding the use of the covenanted land on Le Molay-Littry Way for the building of a new primary school.

RP&P.19/02 Minutes:

The minutes of the meeting of 10<sup>th</sup> December 2018 (*\*copy previously circulated*) were confirmed as a correct record.

RP&P.19/03 Bovey Tracey Carnival Activities - Mill Marsh Park:

Members considered a request from the Carnival Committee secretary to use Mill Marsh Park on 27<sup>th</sup> July (Picnic in the Park) and 4<sup>th</sup> August (Sunday Funday).

Resolved:

To grant the request.

RP&P.19/04 Funlands Funfair - Mill Marsh Park:

Members considered a request from Funlands Funfair to bring their fair to Mill Marsh Park to coincide with Bovey Tracey Carnival from 21<sup>st</sup> July to 4<sup>th</sup> August 2019 (operating 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> July and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> August). Funlands Funfair wish to stay on the park for a further one week (non-operational) following Carnival Week for a suggested fee of £100.00.

Resolved:

To grant the request.

RP&P.19/05 Community Centre Development - Site of The Old Thatched Inn:

Members considered revised plans (*\*copy previously circulated*). The Town Clerk outlined the amendments. Following discussion it was

Resolved:

To recommend to Full Council approval of the revised plans.

RP&P.19/06 Erosion - Mill Marsh Park:

Members noted correspondence on behalf of the Environment Agency (*\*copy previously circulated*) advising that a section of erosion is getting worse. The Town Clerk provided an update.

Members considered:

- i) the partial removal of an overhanging tree
- ii) Possible soft engineering techniques.

Resolved:

- i) To undertake the partial removal of the tree to protect the root ball.
- ii) To request the Town Clerk to enquire about the costs of suitable engineering techniques and also to establish if any grant funding may be available.

To further consider the item at the next Committee meeting.

RP&P.19/07 Regeneration Committee:

i) Members received and noted the previous draft minutes of the Regeneration Committee meeting of 16<sup>th</sup> January 2019 (*\*copy previously circulated*).

ii) Cllr Arnold (Committee Chairman) provided an update around the proposed formation of a Business Association. He advised that there has been a good response from local business owners. A meeting will take place on 5<sup>th</sup> March when it is hoped that the Business Association will be formally set up.

RP&P.19/08 Community Centre Building:

Members received and noted the previous draft minutes of the Community Centre Steering Group meeting of 7<sup>th</sup> February 2019 (*\*copy previously circulated*). Cllr Allen provided an update.

RP&P.19/09 Highways Verges - Grass Cutting 2019/20:

Members considered the following quotations to undertake the cutting of the parish verges.

Quotation A	£400.00 per cut
Quotation B	£469.00 per cut

Resolved:

To accept Quotation A in the sum of £400.00 per cut.

RP&P.19/10 Football Pavilion - Recreation Ground:

Members considered a request on behalf of Bovey Tracey Football Club (BTFC) to sublet the Recreation Ground pavilion (*\*"Inspire Interventions" previously circulated*). Following discussion it was

Resolved:

To refer to Full Council for further consideration. To request the Town Clerk to seek further information regarding leasing arrangements.

RP&P.19/11 Bovey Tracey Swimming Pool Trust - Opening Day Celebration:

Members considered a request on behalf of Bovey Tracey Swimming Pool Trust (BTSPT) to use an area of the Recreation Ground as part of the pool opening day on Saturday 13<sup>th</sup> April 2019 (*\*copy previously circulated*).

Resolved:

To grant the request.

RP&P.19/12 Neighbourhood Development Plan (NDP) - Referred Correspondence:

Members received and considered correspondence from TDC's Neighbourhood Planning Officer, referred by the NDP Steering Group (*\*copy previously circulated*). Cllr Kelly provided an update regarding communications between the NDP Steering Group and TDC's Neighbourhood Planning Officer. Cllr Ms Blair clarified the comment on the foot of the Services and Facilities Working Group Draft Policies (*copy previously circulated*). Members made favourable comments regarding support for future education needs. Following discussion it was

Resolved:

To request the Town Clerk, in conjunction with Committee Members, to produce a Draft Position Statement to be considered by Full Council on 18<sup>th</sup> March 2019.

RP&P.19/13 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Robillard advised that a Fairtrade event will take place at Wildmoor on 22<sup>nd</sup> February at 5.40pm.

*Five members of the public left the meeting at 7.50pm.*

RP&P.19/14 Exclusion of the Public including the Press:

The following was resolved:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item RP&P.19/15 Brimley Field, Bovey Tracey

RP&P.19/15 Brimley Field:

Members received "Heads of Terms" (*\*copy previously circulated*) and considered further action as appropriate. Following discussion it was

Resolved:

To request the Town Clerk to:

- i) investigate the matters raised in relation to the draft overage provision and option agreement timeframe
- ii) obtain an independent valuation.
- iii) discuss with the Council's appointed agent possible communication with adjoining landowners.

The meeting closed at 8.05pm

**BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING**  
**HELD IN THE COUNCIL CHAMBER ON THURSDAY 7<sup>TH</sup> FEBRUARY 2019 AT 9.00AM**

**Present:**

Cllr Ms Jan Blair (Town Mayor)  
Cllr Tony Allen  
Cllr Robert Ashby  
Cllr Rob Bray

Mr Peter Hall  
Mr Mark Wells – Town Clerk  
Mr Paul Cooper (Peregrine Mears Architects)

*Cllr Tony Allen chaired the meeting in the absence of Cllr Eoghan Kelly.*

**1. Apologies for absence:**

Cllr Eoghan Kelly  
Miss Erica Steer – Bovey Tracey Information Centre Trust  
Mrs Jackie Paxman – Bovey Tracey Library

**2. Minutes of Previous Meeting**

The minutes of the meeting held on 27/11/18 were agreed by those present as an accurate record of discussion.

**3. Archaeological Survey**

Mark explained that the survey has now been completed. The County Archaeologist visited site during the works and confirmed his agreement to the methodology and work undertaken. Paul has chased a copy of the formal report. Mark explained that informal feedback confirmed that no significant finds were unearthed. A copy of the report will be obtained to discharge the relevant planning condition.

**4. Revised Plans & Contractor Estimates**

Paul presented Value Engineered (VE) revised drawings (Options 5, 6, 7 & 8). Mark explained the issues with VE Options 5 & 6 regarding the lack of a separate entrance to the Public Toilets out-of-hours from the centre operation. This has been separately discussed with Erica and revised in Options 7 & 8. Paul highlighted the revisions in VE Options 7 & 8.

VE drawing Option 2 previously considered was 384 sqm's. Devon Contractors have suggested saving 30 sqm's of floorspace to produce significant cost savings. VE drawing Option 8 equates to 346 sqm's. Basing the possible savings on £2,500 per sqm, this should generate significant savings from the previous tender estimate to further reduce the overage. The proposed figures previously discussed already accounted for changing to a mono pitch roof.

Paul highlighted that with the increased soft landscaping areas and the revised drawings which show a reduced footprint and consequently reduced water capacity run-off requires less attenuation tank capacity. Paul and Jason (Devon Contractors) are reasonably confident therefore that the attenuation tanks can now all be accommodated on site without the need to locate any in the car park. This however requires formal confirmation from potential tank suppliers.

Paul confirmed that Devon Contractors/Randall Simmonds are not in a position to release the revised estimate for a further few days, due to a number of reasons. The revised estimates have been through 3 or 4 cycles of value engineering and is very much a conservative approach, which will be subject to formal retendering once the revised technical drawings have been prepared.

Following discussion, it was resolved to support progressing revised VE option 8 and present this to Councillors for approval, subject to the revised estimate being received favourably.

Paul will prepare the revised technical drawings w/c 11<sup>th</sup> Feb and forward to Devon Contractors to undertake the formal retendering, prior to issuing their stage 2 tender submission prior to 1<sup>st</sup> March 2019. This will then receive consideration by the Town Council's Finance, Resources & General Purposes Committee.

**5. Use of Materials**

Paul confirmed that stone would be used on the lower level elevations. Suggested stone is 'Yennadon'. Recommended by Teignbridge Conservation/Planning Officers, although Steering Group members questioned the existing use within the Parish area. Peter asked if render had been suggested to the Planners? Paul confirmed that the Planners are willing to consider a mix of render and stone. Paul highlighted that as this is a civic building, Teignbridge would like to see the use of stone (similar to the church etc). Mark agreed to chase a response from the Conservation Officer. Paul agreed to circulate images of the proposed stone.

Following discussions, the Steering Group recommended the possible use of aluminium roof in favour of eternit slate. This could then be used for the vertical high-level cladding, framed windows and fascias/downpipes. Paul to discuss with Planners.

**6. Project Plan/Timescales**

Tony highlighted the need to refer to Council to approve as the last Full Council meeting will take place in March, prior to the newly elected Council taking office. Paul confirmed the timescales (previously covered in section 4) will achieve these deadlines. If approved, with the lead in appointment time of the Contractors and the planning permission revisions, work could start on site towards the end of April.

**7. Agenda Items for next meeting**

None raised.

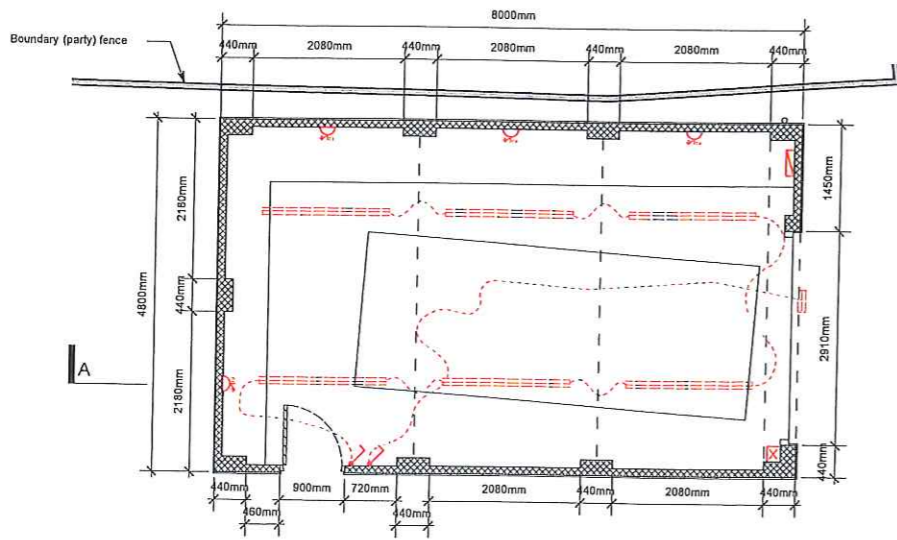
**8. AOB**

Mark enquired as to works discussed relating to the Party wall. Paul confirmed that there is no proposed need for over ground attenuation tanks behind the building. A heavy load weight would require work to the wall. This is not necessary.

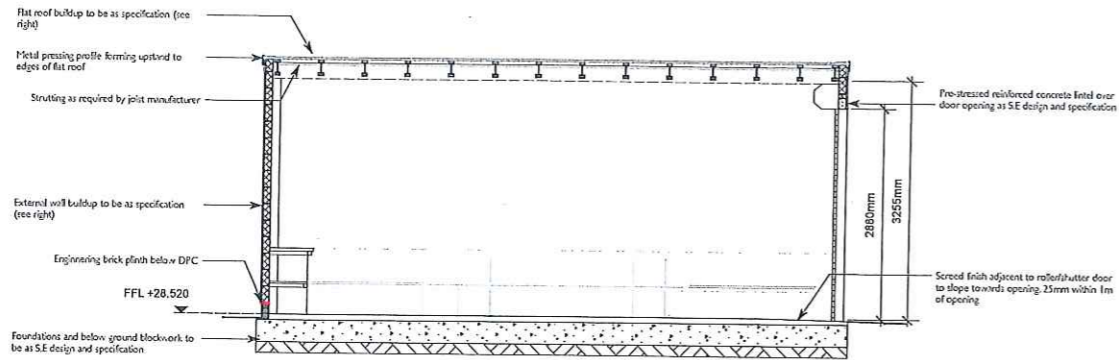
Peter enquired as to the progress with the workshop. Paul confirmed that costs were awaited from the Contractor. Design had been issued and the proposed materials were block and render. Mark confirmed these costs were not currently included within the tender submission.

Date of next meeting – TBC

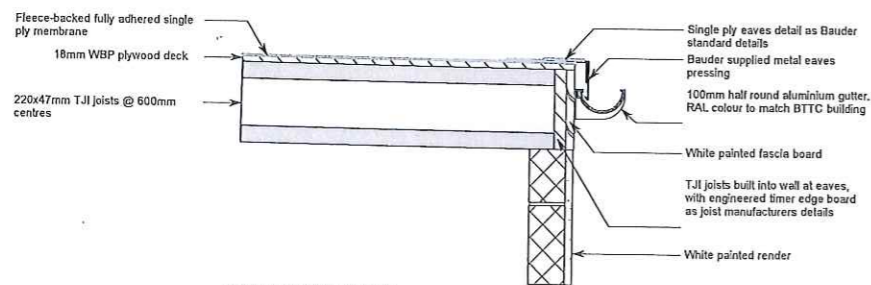
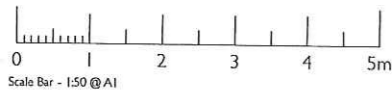
Mtg closed: 10.35am



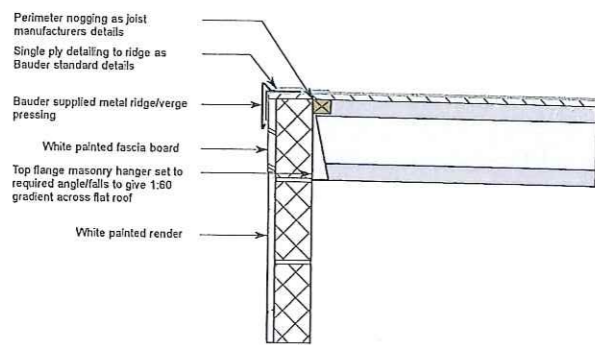
GA PLAN



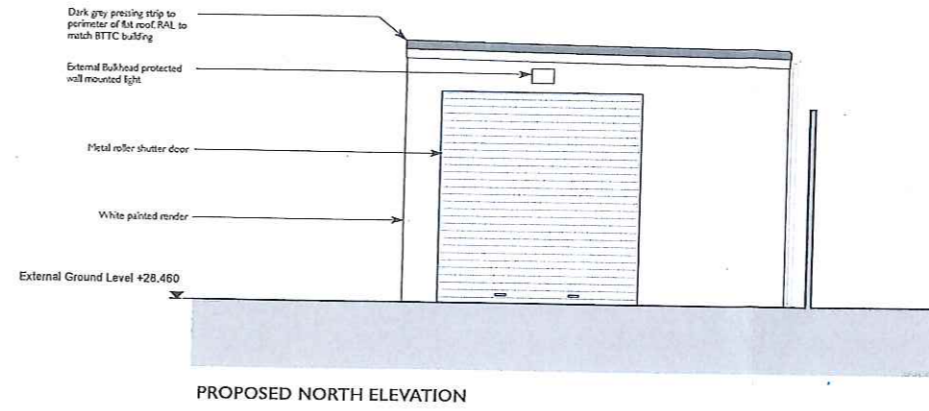
GA SECTION A-A



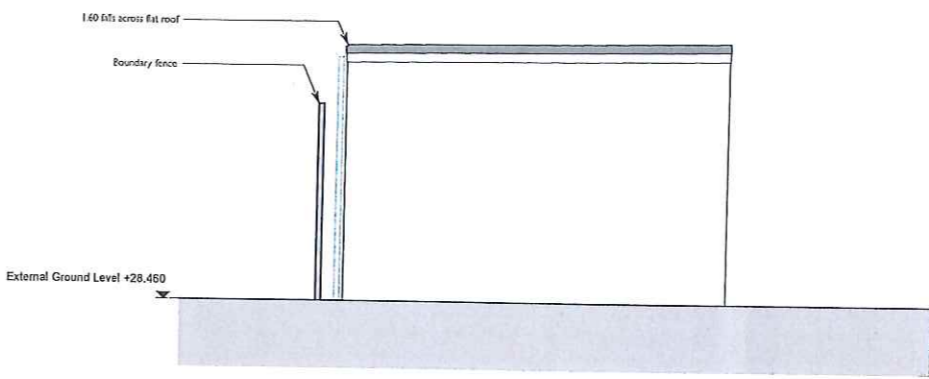
EAVES DETAIL (1:10)



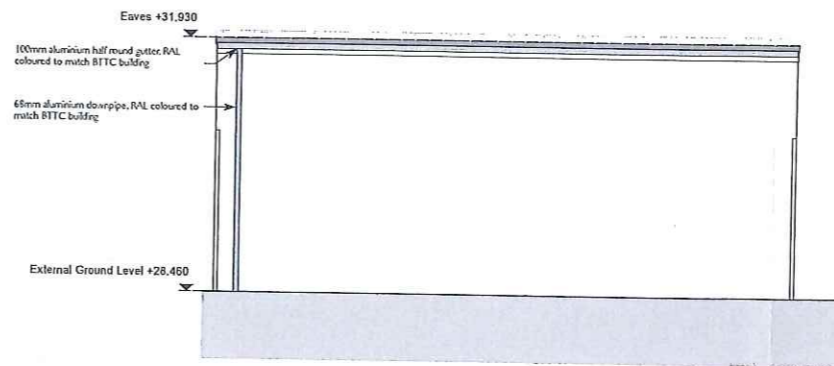
RIDGE DETAIL (1:10)



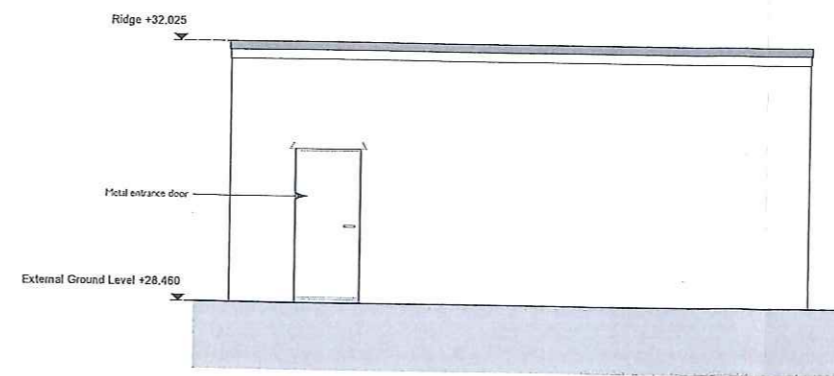
PROPOSED NORTH ELEVATION



PROPOSED SOUTH ELEVATION



PROPOSED EAST ELEVATION



PROPOSED WEST ELEVATION

Note: This drawing is protected under copyright and may not be reproduced in whole or in part without the Architects' consent.

Peregrine Mears Architects Ltd accept no responsibility for works on site unless appointed to provide full architect's services under the RIBA Conditions of Engagement. Any discrepancies must be reported to the Architects before work commences.

This is a CONSTRUCTION drawing only.

Do not scale from this drawing.

1:50

**Specification:**

**Footings/Slab:**  
To KB2 design and specification.

**Walls:**  
3.5N medium density blockwork to contractor's choice, finished with sand/cement render externally to receive white painted finish. Blockwork to be left facing internally with white painted finish. Plans to be formed as indicated on the plans. Blockwork below ground to be as KB2 specification.

**Roof:**  
Bauder Thermofol U15 FB PVC or similar fleece backed single ply membrane, fully adhered back to 18mm WBP plywood substrate with a suitable adhesive. Fly deck fixed back to flat roof joists, joists to be 220 x 47mm TJI's or similar approved @ 600mm centres, with noggins/strutting as required by manufacturer. Joists to be installed to form a 1:60 pitch to the West elevation.

**Doors:**  
Pedestrian access door to be an aluminium framed solid door (for robustness) to contractor's choice.

Vehicle door to be a manually operated steel or aluminium (whichever is more cost effective) roller shutter door, with internal winding handle.

**Lighting:**  
Internal - 6no weatherproof (IP65) LED 1.2m batten lights with single switch adjacent to pedestrian door.

**External:**  
1 no weatherproof (IP44) LED security light and PIR over vehicular entrance (to also cover adjacent bin store). Single internal switch adjacent to pedestrian door.

**Small Powers:**  
Double switched sockets as indicated on the attached plan from distribution board to comply with current electrical regulations.

**Water and drainage:**  
No water supply or foul drainage is required. The building and bin store will not require hose down and drainage.

Surface water will be collected in a 100mm half round aluminium gutter to the west elevation, with 65mm aluminium downpipe connecting into the new surface water drainage system.

PROJECT TITLE  
Bovey Tracey Community Centre  
Station Road  
Bovey Tracey  
for: Bovey Tracey Town Council

DRAWING TITLE  
GA Workshop Drawings

RIBA  
Chartered Practice

SCALE  
1:50 @ A1

DRAWN BY  
JG

DATE  
25.02.2019

DRAWN BY

Peregrine Mears  
Chartered Architects

THE OLD BALLOFF  
PATER LANE  
BARNSTAPLE  
EX11 1EP

THE DENNE  
SOUTHFOUR  
GORE  
EX11 2JL

TEL: 01392 307777  
TEL: 01392 207213

1690A\_T\_1001

None



BOVEY TRACEY COMMUNITY CENTRE - STATION ROAD

PROPOSED G A WORKSHOP

Base

Break up existing paving	39 m2	8.00	312.00
Excavate to reduce level	15 m3	7.50	120.00
Cart away off site	16 m3	43.00	688.00
Compact surface of excavation	39 m2	1.20	46.80
150mm thick bed of hardcore, sand bladed	39 m2	17.95	700.05
250mm thick bed of concrete Grade C32/40	39 m2	42.50	1,657.50
A393 fabric reinforcement	78 m2	8.40	655.20
Small load charge	1 Item	50.00	50.00
Power float / trowel finish and surface hardener	39 m2	6.00	234.00
D.p.m.	39 m2	1.80	70.20
Perimeter formwork	26 m	32.00	832.00

Walls

1/2B wall in engineering bricks	5 m2	75.50	377.50
140mm concrete blockwork, pointed one side	79 m2	54.50	4,305.50
Extra for attached pier	16 m2	58.50	936.00
Precast concrete lintel, 3300mm long	1 nr	32.65	32.65
D p c	4 m2	10.80	43.20
Render finish	79 m2	24.00	1,896.00
Angle bead	15 m	4.80	72.00
Bellcast bead	23 m	6.50	149.50
Masonry paint finish	79 m2	7.00	553.00

Roof

220 x 47 joists	67 m	12.96	868.32
lateral restraint strap	6 nr	12.65	75.90
18mm WBP plywood boarding	39 m2	19.80	772.20
Perimeter fascia and eaves	26 m	15.00	390.00
Painting to eaves	26 m	6.50	169.00
Single ply membrane including perimeter dressings	39 m2	90.00	3,510.00
Aluminium rainwater gutter	8 m	40.50	324.00
Stop end	2 nr	21.00	42.00
Outlet	1 nr	26.00	26.00
Aluminium downpipe	4 m	36.80	147.20
Shoe	1 nr	31.00	31.00

Doors

Single fire exit door, 900 x 2100mm	1 nr	1,100.00	1,100.00
Roller shutter door, 2910 x 2100mm	1 nr	2,900.00	2,900.00

Electrical

Weatherproof LED security light and PIR over door, 4nr double power sockets, distribution board and supply - Provisional Sum	1 Item	1,500.00	1,500.00
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Drainage

To be agreed - Provisional Sum Leave localised outfall if accepted.	1 Item	250.00	250.00
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25836.72

Prelims, profit and overheads 20% 5167.34

Total 31004.05

Clarifications

1. Final services and drainage connections to main buildings not included
2. No foul connections.
3. Excludes Binstore.
4. No water supply.
5. No FFE

1690  
 Bovey Tracey Community Centre  
 New Community Centre, including Library, Information Centre, Town Council Chambers  
 18<sup>th</sup> March 2019

Project Programme - To start on site

Task Description	Week commencing	11/03/19	18/03/19	25/03/19	01/04/19	08/04/19	15/04/19	22/04/19	29/04/19	06/05/19	13/05/19	20/05/19	27/05/19	03/06/19	10/06/19	17/06/19	24/06/19	01/07/19	08/07/19	15/07/19	22/07/19	29/07/19	05/08/19	12/08/19	19/08/19	26/08/19	02/09/19	09/09/19	16/09/19	
<b>Workshop</b>																														
Tender price for the Workshop				1																										
Address planning condition issue				2	3																									
Recreation, Parks and Property Committee Mt'g																														
Preparation and signing of Contract																														
Lead-in Period/ mobilisation							4																							
Construction																														
<b>Main Contract</b>																														
Design Team redesign to final VE option			7																											
Revised planning application & conditions						8																								
Contractor's pricing											9																			
Approval of Contractor's cost, approval to proceed												10																		
Full Council Meeting													11																	
Lead-in period/ mobilisation																														
Construction Phase																														

NOTES

- 1 Submit information to planners for the Maintenance Workshop (method to enable commencement to be agreed with the Planning Officer)
- 2 Agenda for Town Council Recreation, Parks and Property Committee Meeting issued
- 3 Town Council Recreation, Parks and Property Committee Meeting, 01/04/19
- 4 Lead-in time determined by the long lead-in item (roller shutter door)
- 5 Start on Site for Maintenance Workshop - 06/05/19
- 6 Completion of Maintenance Workshop - week commencing 10/06/19
- 7 Design commence revisions to drawings and specifications for revised proposals
- 8 Submission of Section 73 application for Revised design and 'discharge' of planning conditions
- 9 Submission of revised Tender - 06/05/19
- 10 OS tender report
- 11 Full Council Meeting - 13/05/19
- 12 Start on Site for Main Contract - 17/06/19. This is subject to receiving planning approval within the timeframe indicated

18 FEB 2019

# DARTMOOR — WHISKY —

Mr Mark Wells  
Town Clerk  
Bovey Tracey Town Council  
The Old Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG



15<sup>th</sup> February 2019

Dear Mark

Re: Request to vacate garage 2

**The Old Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG**

As you know, we are desperate for you to vacate the second garage at the earliest opportunity.

We are fully aware of your right under the heads of terms agreement to remain there until 25<sup>th</sup> January 2021, paying rent.

You advised us that you would be in a clearer position following district council meetings in January. We understand that the outcome is that you believe you may be able to vacate the space on 1<sup>st</sup> May at the earliest.

Whilst we appreciate your willingness to consider our request, the process is too slow to avoid damaging our business.

We recognise it is not the councils direct concern, but we ask members to fully understand the adverse impact your time scale is having on our project development, and we have endeavoured to explain this below:

1. The garage will become our gin rectification, bottling and filtration plant.

To enable this we have to get the premises re furnished, and the still installed before we can obtain HMRC licenses.

2. Once this has been done we have to install filtration equipment, and bottling equipment.

To achieve the above, the challenges are considerable, and the work will take us time.

Time is running out for us. Our whisky is scheduled to be bottled from 4<sup>th</sup> February 2020, 11 months away.

We need sufficient time to get all this done, to learn how to use the equipment, and conduct the processes efficiently.

We also need to maximise our revenue opportunities to continue financing this project and revenue from gin sales will greatly help.

Dartmoor Whisky Distillery Ltd  
England 9440491  
VAT Reg 224 1854 25  
BACS Payments  
Account No 15867188  
Sort Code 54 10 39

Therefore surely you can see that your current time scale is going to significantly hinder us.

We find it very difficult to understand why you have not been more helpful, and already vacated the space.

We have told you that all equipment stored in the garage can be stored in the old police station unit.

We would also require you to park the vehicle elsewhere, and to have some flexibility about where and how you plant up the flower boxes for next season.

These are really not insurmountable challenges.

You will also benefit from a significant reduction in your rent, saving tax payers money.

At the current rate of progress, we can foresee that it is highly likely that you will wish to remain in the areas you currently occupy as council office, council chamber, and storage sheds beyond January 2021.

You can be assured that we will extend every courtesy and flexibility to facilitate your needs when that situation arises, if we receive the same from yourselves.

Please do the same for us now. We need access from 31<sup>st</sup> March, and we look forward to your prompt response.

Yours sincerely



Simon Crow

On behalf of Dartmoor Whisky Distillery

Dartmoor Whisky Distillery Ltd  
England 9440491  
VAT Reg 224 1854 25  
BACS Payments  
Account No 15867188  
Sort Code 54 10 39

# DARTMOOR — WHISKY —



Mr Mark Wells  
Town Clerk  
Bovey Tracey Town Council  
The Old Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG

1<sup>st</sup> March 2019

Dear Mark

Re: Request to vacate garage 2

**The Old Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG**

Thank you for your email of 28<sup>th</sup> February advising us that your committee chairman has agreed to table our request for consideration at their next committee meeting (1<sup>st</sup> April).

Please can we formally request that we receive notification of the outcome of this meeting on Tuesday 2<sup>nd</sup> April?

We will need to know a committed access date and we need that date to be a matter of days – not weeks following the meeting.

It is essential to our business that we progress our gin production, filtration and bottling. If we cannot obtain commitment from the council to vacate garage 2 within a matter of weeks we will be left with no alternative but to progress a temporary alternative positioning of our equipment.

The consequence to us will be additional costs. The consequence to the council is that the temporary solution will result in us requiring you to relocate the CCTV equipment. This equipment will be turned off immediately on 2<sup>nd</sup> April if the outcome requires us to progress our alternative temporary solution.

On a positive note, please report to the meeting that if you do vacate garage 2 within our necessitated timescale we will reduce your annual rent by £1000 – from £5400 to £4400, and this will be back dated to 1<sup>st</sup> February 2019. This reduction exceeds the rental proportion that garage 2 warrants.

We do hope that the clarity of our position is received with understanding and not offence.

We cannot emphasize enough how critical this is to the protection of our project.

As was seen at Teignbridge Civic function at the beginning of February, we all share in the pride of our whisky distillery in our town.

Yours sincerely,

  
  
Simon Crow and Greg Millar  
On behalf of Dartmoor Whisky Distillery

Dartmoor Whisky Distillery Ltd  
England 9440491  
VAT Reg 224 1854 25  
BACS Payments  
Account No 15867188  
Sort Code 54 10 39

REGENERATION COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON  
WEDNESDAY 27<sup>TH</sup> FEBRUARY 2019 @ 5.30PM

**Present:**

Cllr Ms J Blair (Ex officio) (JB)  
Cllr U Arnold (UA)  
Cllr M Evans (ME)  
Cllr R Bray (RB)  
Cllr S Leigh (SL)  
Mrs T Stone - Devon Guild (TS)  
Mr J Clevett - Wildmoor Deli (JC)

**Also Present:**

Mark Wells (BTTC - Town Clerk) (MW)

*The meeting was chaired by Cllr Arnold.*

**1. Welcome and Apologies**

Cllr Arnold welcomed everyone.

Apologies received for: Cllr E Kelly (EK)  
Mr M Lacey - Dartmoor (ML)  
Martin Iles (MI)

**2. Minutes of Previous Meeting**

The minutes of the previous meeting were discussed and it was agreed by those present that they were a correct record.

**3. Health Check Data Reports**

UA referred to concerns raised by EK at the last meeting regarding the quality of the data. UA referred further to a meeting with Mr N Blaney (Economy Manager at Teignbridge DC) where Neil confirmed that the data is not very reliable data, however acts as a snapshot for what could be made available for those requiring it. It was agreed to defer the item for a future agenda when EK is present.

**4. Revised plan presented**

UA presented the revised plan following recommendations put forward at the previous meeting.

SL raised the potential for visibility issues on the corner of Mary Street when inconsiderate parking takes place on the double yellow lines opposite Arnolds.

UA believes that the tweaks undertaken now better reflects an appropriate flow of traffic. ME suggested that moving the give way sign down the road made sense and by keeping the proposed location is confusing.

ME highlighted that the proposed give-way outside town hall (Fore Street) forces vehicles travelling away from town to slow down.

TS highlighted that the additional extra pedestrian (e.g. pavement) areas around the town hall can only be positive.

JB highlighted logistical concerns with the proposed parking bays behind the Town Hall - how might these be safely accessed on and off the highway? May be better as loading bay?

*Jeremy Clevett joined the meeting at 5.43pm.*

It was proposed, seconded and agreed by those present that the revisions should be adopted as shown on the SK4 plan circulated at the meeting. MW will notify Horizon Engineering and request a complete copy of the TMP. Once received, MW will circulate to all Regeneration committee members for perusal prior to submitting to Full Council for consideration.

5. **Town Website Data Reports**

MW circulated copies of the google analytics report for the Discover Bovey Tracey website. JC referred to the bounce rate (eg the percentage of visitors that come to view the website and leaves). TS highlighted that the session duration is not bad.

Generally positive comments were noted around how user friendly the site was and RB confirmed its used widely by the Information Centre to respond to enquiries. JC confirmed that currently there are 18 establishments advertising under accommodation providers which was good to see.

It was agreed to raise the profile of the website with the forthcoming Business Association when formed to generate more business listings.

JC highlighted that the time spent viewing the site from individual users was also good.

6. **High Street Fund**

UA circulated copies of the High Street Fund prospectus. UA referred to a conversation earlier today with Neil Blaney who confirmed that only one bid per authority could be submitted and TDC were potentially bidding for funding towards the Alexandra Cinema development (Newton Abbot). In addition, it was clear from the criteria that only Principle Authorities could apply. Neil advised that data needs to be gathered to demonstrate the effect a project could have and referred to Exeter who undertake quarterly surveys with shoppers to obtain trends. Devon Guild and Wildmoor currently record and monitor daily footfall.

7. **Agenda items for next meeting**

SL raised a suggestion of the planting of a specimen tree in the centre of Bovey Tracey to create a central focal point. UA confirmed that the Traffic Management Plan addresses the need for enhancements to the public realm in the centre of Bovey Tracey, which changes to the traffic flow will facilitate. (Agenda Item)

TS raised general marketing of the town more broadly, suggesting better town centre maps and other leaflets. SL suggested that Bovey Tracey needed branding with a particular destination focus (such as Ashburton/Food). JC commented that Totnes and Ashburton provide you with an image, so should Bovey Tracey. JC added Craft and Cycling is the draw. SL suggested this could primarily be raised by the forthcoming business association? (Agenda Item)

Mtg closed: 6.15pm.

No: 1035

# FUNLANDS FUNFAIR

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Dean: 07971 [REDACTED]  
Tara-Jayne: 07753 [REDACTED]  
Charles: 07849 [REDACTED]  
Email: tjscandyshop@gmail.com  
25-2-19

Dear Mark.

Re conversation about putting  
a fence in Mill Marsh Park to  
make the access easier  
for bringing the fair rides in.

As I said this would be of  
no expense to the council as  
we would do all the work and  
removal of bushes ourselves.  
It would also make the access  
easier for any other events  
that go on in the Park.

Hope this is all ok.

Yours

Dean Bailey.





14 FEB 2019



# BOVEY TRACEY HERITAGE TRUST

Registered charity no. 1063070



Bovey Tracey Heritage Centre, The Old Railway Station, St. John's Lane, Bovey Tracey,  
Newton Abbot, Devon. TQ13 9GP

Website [www.devonmuseums.net/bovey](http://www.devonmuseums.net/bovey).

Email [Bovey@devonmuseums.net](mailto:Bovey@devonmuseums.net)

12th February 2019

Dear Madam Mayor and Town Councillors,

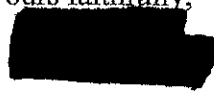
## Bovey Tracey Heritage Trust

Because of ever-increasing problems with lack of storage facilities and exhibition space, I am writing on behalf of my co-Trustees to enquire whether you could approve in principle to a building being constructed on the same site and to a similar design as that proposed by the Town Council some years ago. This could then be used for the storage of various artefacts (some of which are currently stored in my garage), to provide additional exhibition space and for meetings, not only for members of the Heritage Trust but also for other local community groups.

If you can approve such a scheme would it also be possible to provide some assistance, both from a practical point of view and financially, particularly with regard to the process of obtaining the necessary planning consent.

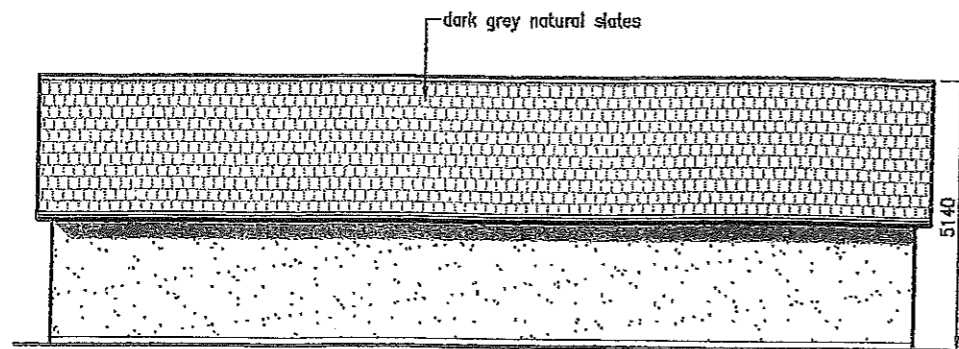
I look forward to receiving your response in due course.

Yours faithfully,

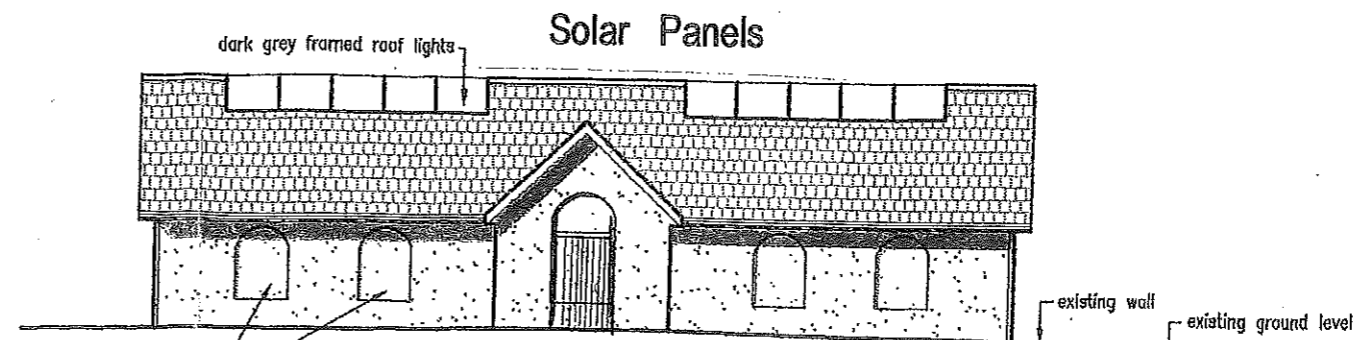
  
M.S. Lang  
(Treasurer)

Bovey Tracey Town Council  
Town Hall  
Bovey Tracey  
Newton Abbot  
Devon  
TQ13 9EG

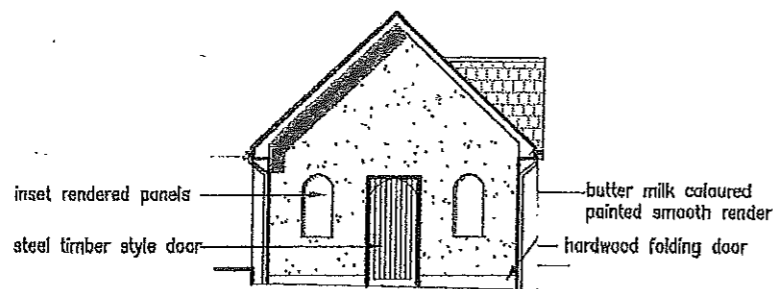
# Revised Draft



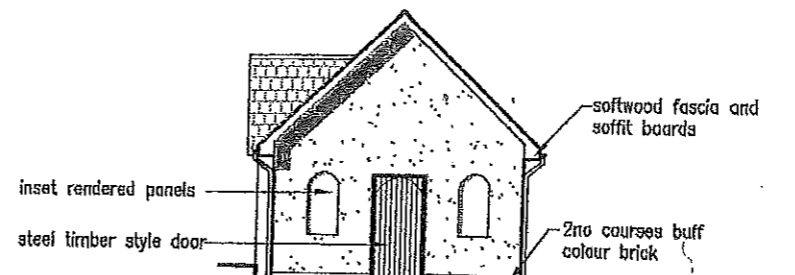
east elevation



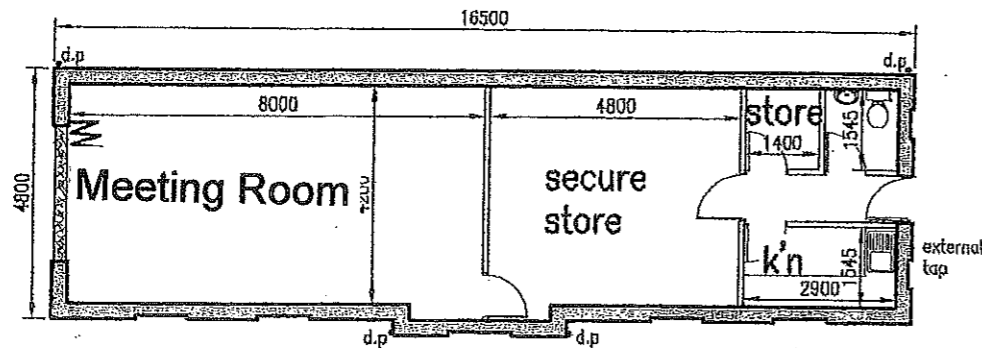
west elevation



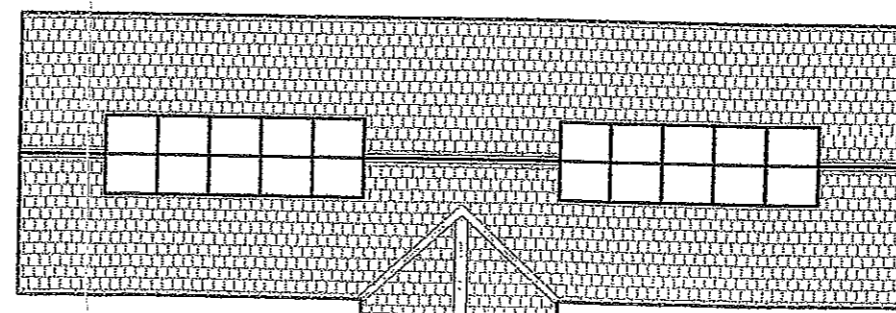
north elevation



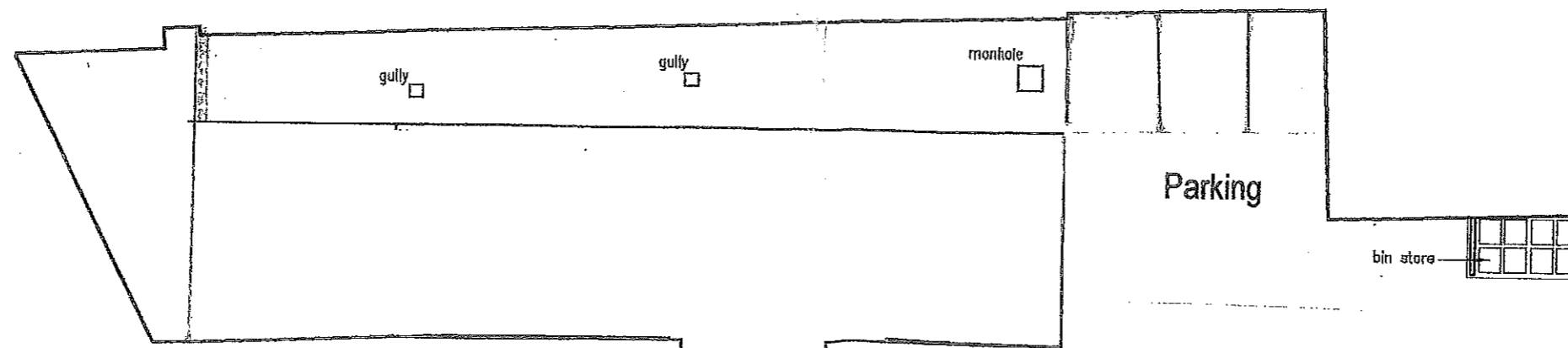
south elevation



proposed plan



roof plan



proposed site plan

Alterations for B.T.H.T. B E Brett.

**Teignbridge**  
DISTRICT COUNCIL  
South Devon  
NEIL BACLOW BEng (Hons) CEng M.I.C.E.  
HEAD OF DESIGN & PROPERTY SERVICES  
Teignbridge District Council  
Ford House  
Newton Abbot Tel: (01826) 215856  
TQ12 4XX  
email: property@teignbridge.gov.uk

All dimensions are in millimetres unless stated otherwise and only fixed dimensions are to be worked from. Discrepancies should be reported immediately to the relevant person before proceeding.  
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REVISIONS			
Rev.	Date	By	Details

Scheme Title:  
**New Garage/Workshop  
St Johns Lane B.Trabey**

Dwg. Title:  
**Plans and Elevations**

CAD File Ref:  
SI No.      Scheme No.      Dwg. No.      Rev.  
                         1289              01             

SCALE  
1:100

Drawn by:      /approved      Date  
TW    Mar 10

# BOVEY TRACEY TOWN COUNCIL - ASSET REGISTER - MARCH 2019

This register contains listings for items of £250 and above. The exception to this is land, which the Council is advised to value in the Asset Register as a 'Community Asset' at £1 for each plot. The methods of valuation used below are:  
P=Proxy A = Actual

Category	Description	Date Acquired	Method of valuation	Purchase Price	Actual sum insured (eg includes replacement/ installation costs circa +20%)	Figure filed in Annual Return	Location	Comments	2016/17 Restated	Additions	2017/18	Additions	2018/19
Buildings	Town Hall		P	£ 800.00	£ 112,241.00	£ 1.00	Town Hall Place	Leasehold disposed on 26th January 2016. Contingency cover for reinstatement if leaseholder cover fails.					
	Old Station Building	2000	P		£ 107,079.00	£ 105,606.00	Heritage Centre, St Johns Lane		£ 105,606.00		£105,606.00		£105,606.00
	Cemetery Outbuildings	Pre 2014	P		£ 11,850.00	£ 11,149.00	Coombe Lane		£ 11,149.00		£11,149.00		£11,149.00
	Roundabout Sculpture	Pre 2014	P		£ 25,141.00	£ 23,655.00	Station Road Roundabout		£ 23,655.00		£23,655.00		£23,655.00
	War Memorial	Pre 2014	P		£ 22,032.00	£ 20,730.00	Town Hall Place		£ 20,730.00		£20,730.00		£20,730.00
	2 Port-a-cabin	Pre 2014	P		£ 17,410.00	£ 16,380.00	Sparkworld Land, Heathfield		£ 16,380.00		£16,380.00		£16,380.00
	GWR Brake Van	Pre 2014	A	£ 8,500.00	£ 14,739.00	£ 13,868.00	Heritage Centre, St Johns Lane		£ 13,868.00		£13,868.00		£13,868.00
	K6 Telephone Kiosk (x3)	Various	P	£ 1.00	£ 8,341.50	£ 5,180.00	Various		£ 5,180.00		£5,180.00		£5,180.00
	Public Conveniences	Pre 2014	P	£ 1.00	£ 53,275.00	£ 50,795.00	Recreation Ground	Box opposite Old School in Heathfield added in 2017	£ 50,795.00	£5,180.00	£5,182.00		£5,182.00
Outside Equipment	Street Furniture & Fixings (including 6 bus shelters and Granite Trough)	Various	P		£ 84,509.00	£ 79,512.00	Around Parish (Bus Shelters = New Park x 2, Brimley x 1, Heathfield x 2 & Coombe Cross x 1)	Added 2018 - Night Time Landing Floodlight (E2735.32), 2 x Litter Bins (E313.82)					
	Walls, Gates & Fences	Various	P		0.00	0.00	Around Parish	Added 2018 - New gates x 2 (Rec Ground & Bullands)					
	Play Ground Equipment and Surfaces	Various	P		£ 238,412.00	£ 222,359.00	Mill Marsh Park & Recreation Ground		£ 222,359.00		£222,359.00		£222,359.00
	Outdoor Gym Equipment	Pre 2014	A	£ 19,220	£ 23,618.00	£ 22,000.00	Mill Marsh Park, Bovey Tracey		£ 22,000.00		£22,000.00		£22,000.00
	Heritage Trail Mosaics (x10)	Pre 2014	A	£ 3,000	£ 3,189.00	£ 3,013.00	Around Parish		£ 3,013.00		£3,013.00		£3,013.00
	Skate Park	2014	A	£ 91,024.40	£ 126,982.00	£ 91,024.00	Mill Marsh Park, Bovey Tracey		£ 91,024.00		£91,024.00		£91,024.00
	Machinery/Plant/Tools & all other contents including photocopier	Various	P		£ 37,358.00	£ 21,599.00	Town Hall/Cemetery		£ 21,599.00		£21,599.00		£21,599.00
	Long Handed Stihl Hedge Trimmer HL94 LE	Jul-05	A	£500.00	£500.00	£500.00	Groundsman Store, Town Hall	Added 2017		£500.00	£500.00		£500.00
	Amberol Reservoir Hanging Baskets (x30)	Apr-18	A	£803.13	£803.13	£803.13	Groundsman Store, Town Hall	Added 2018					
Miscellaneous	Civic Regalia		P		£ 10,986.00	£ 10,636.00	Town Mayor & Deputy Town Mayor	2 x mayoral Chains, 1 x Deputy Mayoral Chains, 1 x Mayor Consul Chain, 1 x Lord of the Manor					
	Bovey Tracey Coat of Arms	1999/2000	A	£ 9,815.00	£ 10,138.00	£ 9,815.00	Council Chamber, Town Hall		£ 10,636.00		£10,636.00		£10,636.00
	CCTV Equipment	2003/2004	A	£ 11,255.00	£ 22,964.00	£ 22,233.00	Town Clerk's Office, Town Hall		£ 9,815.00		£9,815.00		£9,815.00
	Community Notice Boards x 2	2018	A	£1,722.58	£1,722.58	£1,722.58	Town Hall and Fountain Court	Added 2018 - Grant funded.		£1,722.58	£1,722.58		£1,722.58
	Vehicle Activated Speed Warning Sign + 2 batteries	2018	A	£2,571.26	£2,571.26	£2,571.26	Le Molay-Littry Way	Added 2018 - Grant funded.	£1,722.58	£2,571.26	£2,571.26		£2,571.26
Contents	Town Hall	Various	P			£ 35,997.00	Town Hall, Town Hall Place						
	Bofa Embroidery	Pre 2014	P		£ 3,296.00	£ 3,191.00	Council Chamber, Town Hall						
	Dell Inspiron 13 5000 Series Laptop	Jul-05	A	£650.00	£650.00	£650.00	Town Council Office, Town Hall	Added 2017	£ 3,191.00		£3,191.00		£3,191.00
Land	Recreation Ground	Pre 2014	P		£ 1.00	£ -	Newton Road, Bovey Tracey						
	Mill Marsh Park	Pre 2014	P		£ 1.00	£ -	Station Road, Bovey Tracey		£ 1.00		£1.00		£1.00
	Bullands Field	Pre 2014	P		£ 1.00	£ -	Monks Way, Bovey Tracey		£ 1.00		£1.00		£1.00
	Cross Park Allotments	Pre 2014	P		£ 1.00	£ -	Furzeleigh Lane, Bovey Tracey		£ 1.00		£1.00		£1.00
	Indio Road	Pre 2014	P		£ 1.00	£ -	Bovey Tracey		£ 1.00		£1.00		£1.00
	Covenanted Land	Pre 2014	P		£ 1.00	£ -	South of Le Molay Littry Way		£ 1.00		£1.00		£1.00
	Cemetery	Pre 2014	P		£ 1.00	£ -	Coombe Lane, Bovey Tracey		£ 1.00		£1.00		£1.00
	Open Space	Pre 2014	P		£ 1.00	£ -	Rendells Meadow, Bovey Tracey		£ 1.00		£1.00		£1.00
	Roadside Devon Bank	Pre 2014	P		£ 1.00	£ -	Le Molay Littry Way		£ 1.00		£1.00		£1.00
	Open Space	Pre 2014	P		£ 1.00	£ -	The Oaks, Bovey Tracey		£ 1.00		£1.00		£1.00
	Staddons Orchard	Pre 2014	P		£ 1.00	£ -	Furzeleigh Lane, Bovey Tracey		£ 1.00		£1.00		£1.00
	Brimley Field	Pre 2014	P		£ 1.00	£ -	Brimley Vale, Bovey Tracey		£ 1.00		£1.00		£1.00
	Land retained around War Memorial/Town Hall	Pre 2014	P		£ 1.00	£ -	Around War Memorial/Town Hall		£ 1.00		£1.00		£1.00
	Old Thatched Inn	2010	A	£ 95,000.00			Station Road, Bovey Tracey		£ 95,000.00		£95,000.00		£95,000.00
	Open Space	Pre 2014	P		£ 1.00	£ -	Adjacent to St Catherines School, Hethfield		£ 1.00		£1.00		£1.00
	Street Furniture - Horse Trough					£ 1.00					£1.00		£1.00
	Bus Sheleters (6 No.s)	£ 14,084.67	6			£ 84,508.02					£84,508.02		£84,508.02

£ 774,989.97

£ 771,384.02 £10,623.84 £782,007.86 £786,360.30

2015/16 Section 9 - Annual Return - £745,401  
 2016/17 Section 9 - Annual Return - £745,401  
 2017/18 Section 9 - Annual Return - £771,384.02 + Additions £10,623.84 Total £782,007.86  
 2018/19 Section 9 - Annual Return - £782,007.86 + Additions £4,352.27 Total £786,360.30

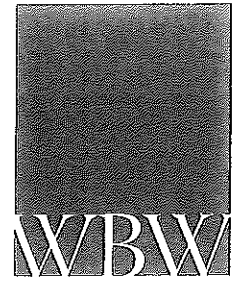
Once recorded on the asset and investments register, for the purposes of the Annual Return, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.

Most assets will be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known and a proxy cost should be substituted. A proxy cost is a value for the asset which is estimated by the council based on external advice. Councils may apply the insurance value of the asset at the time of first recording as a proxy. Whether actual or proxy cost is used, for accounting purposes the first recorded value of the asset will not change throughout its life.

In the special case where a local council receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register at cost. However, it is strongly recommended to ensure that such assets are always disclosed in Section1, Box 9 of the annual return councils should assign a nominal one pound (£1) value as a proxy for the zero cost.

15 MAR 2019

13 March 2019



SOLICITORS

Mr Mark Wells  
Bovey Tracey Town Council  
Town Hall  
Bovey Tracey  
Newton Abbot  
TQ13 9EG

Church House  
Queen Street  
Newton Abbot  
Devon  
TQ12 2QP

Our ref: TJP/B00537.0036

Direct:  
Office: 01626 202404  
Fax: 01626 202420

Dear Mark

DX 59100  
Newton Abbot

[www.wbw.co.uk](http://www.wbw.co.uk)

**Re: Voluntary First Registration of Recreation Ground, Bovey Tracey**

Solicitors with Notaries Public

I am pleased to confirm that the Land Registry have now completed the registration and I enclose a copy of the Completion of Registration herewith.

I have also enclosed a letter from the Land Registry with regard to the land coloured blue as the Land Registry are saying that this is not part of the Council's land.

I have not actually got a copy of title number DN191607. I can do so at a cost of £3.60.

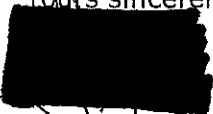
I am also enclosing with this letter my lawbill for the work in dealing with the registration which includes preparing the application, preparing a statement of truth as there were lost deeds and certifying all of the documentation.

I have enclosed a copy of the deeds that were lodged with the application and confirm that I will keep the originals in the name of Bovey Tracey Town Council together with copies of the Cricket Pavilion and the Tennis Club.

I am finalising the Swimming Pool lease and I will let you know when I am in a position to send it out to you for signature.

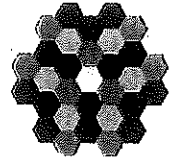
Kind regards,

Yours sincerely

  
Partner  
For and on behalf of WBW Solicitors  
[traceypearce@wbw.co.uk](mailto:traceypearce@wbw.co.uk)



HM Land Registry  
Gloucester Office



DX

Wbw Solicitors  
DX59100  
NEWTON ABBOT

Date  
6 March 2019

Your ref  
TJP/B00537.0036

Our ref  
ICAD17E

Proprietor/Applicant **Bovey Tracey Town Council**  
Title number **DN708990**  
Property **The Recreation Ground, Ashburton Road,  
Bovey Tracey, Newton Abbot (TQ13 9BY)**

Dear Sirs

The registration of the above property has now been completed. The Title Information Document and any pre-registration deeds and documents are enclosed.

Please note that we have completed the registration excluding the land shown tinted blue on the attached plan as the land is already registered.

The excluded land is registered under title DN191607.

If you would like to discuss this correspondence or require it in an alternative format please contact us, quoting our reference.

Yours faithfully

Mandy Morgan  
0300 006 1832

HM Land Registry  
Gloucester Office  
PO Box 75  
Gloucester  
GL14 9BD

DX 321601 Gloucester 33

gloucester.office  
@landregistry.gov.uk

[www.gov.uk/land-registry](http://www.gov.uk/land-registry)

# HM Land Registry Illustrative plan

Title number **DN708990**  
Ordnance Survey map reference **SX8177NW**  
Scale **1:2500**  
Administrative area **Devon: Teignbridge**



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This is the plan referred to in the accompanying letter dated 06/03/2019 Title no. DN708990



This plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.