

BOVEY TRACEY TOWN COUNCIL HELD IN THE TOWN HALL
ON MONDAY 19th MARCH 2012 at 7pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr M J Evans
Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr E Kelly
Cllr Mrs D E M Black	Cllr M Tregoning
Cllr D K Elphick	

**County Cllr
*District Cllr

In attendance:

Rev K Hooke (Chaplain to the Council)
PCSO P Wilson
One member of the press
23 members of the public

Mr T J Westwood (Town Clerk)
Mrs E Gedge (Secretary)

The Town Mayor chaired the meeting and welcomed all those attending.

FC.12/08. Apologies for absence:

Cllr F W Holmes* (indisposed)
Cllr Mrs A J Kerswell (personal commitments)
Cllr Ms C O Richardson ((personal commitments)

****Public Participation Session:** *Commenced at 7.03pm and finished at 7.33pm when 13 members of the public left the meeting (*Report attached)*

FC.12/09. Minutes:

The minutes of the previous Full Council Meeting of the Town Council held on 23.1.12 were confirmed as a true record and duly signed by the Town Mayor, Cllr Bray (*copy previously circulated).

FC.12/10. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 20.2.12 was received and adopted (*copy previously circulated).

FC.12/11. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 5.3.12, the Financial Statement dated 5.3.12 and the Accounts paid up to 2.3.12(*copies previously circulated) were received and adopted.

FC.12/12. Planning Committee:

The Reports of the meetings held on 6.2.12, 20.2.12 and 5.3.12 were received and adopted (*copies previously circulated).

FC.12/13. Queen's Diamond Jubilee Celebrations Committee:

The Report of the meeting held on 30.1.12 was received and adopted (*copy previously circulated).

FC.12/14. The Town Mayor's Interests:

A list of functions and activities attended by the Town Mayor since the last Full Council meeting was received and adopted (*Report attached).

**A short adjournment took place from 7.03pm to 7.33pm to allow for questions, reports and representations by from the County, District and Town Councillors (*Report attached).

The meeting closed at 7.47pm.

BOVEY TRACEY TOWN COUNCIL

Report of the questions, reports and representations which took place during the adjournments of the Town Council on Monday 19th March 2012.

Reports and comments from members of the public:

PCSO Wilson distributed a summary of recorded crimes in the area for March 2012 and also reported the following:

- a) The newly appointed Police Constable for Bovey Tracey had attended the Young Citizen of the Year 2012 Award Evening on Friday 16th March 2012 and had been very impressed with the event. He thanked the Town Council and Cllr Allen for the work they had undertaken in promoting the Young Citizen's Award and for hosting the Awards Evening.
- b) Due to the amount of crime committed in the countryside, particularly thefts from farms, a "Farm Watch" is being instigated in the area and the police would appreciate the public's vigilance.
- c) Cllr Elphick expressed concern regarding speeding in Lower Cannon Road, Heathfield. PCSO Wilson explained that a survey of traffic could be undertaken to calculate traffic speed with a view to using speed cameras.

Rev Hooke (Churches Together in Bovey Tracey) reported:

- a) The Annual Good Friday Procession will leave from Heathfield in the morning and continue through the town via the Recreation Ground to Union Square.
- b) The children's Holiday Club will take place during the week 16th to 20th July 2012 and will be able to accommodate 60 children.
- c) The newly appointed Youth Worker, Robin Smith is working at the Youth Café once a week and £10,000.00 from the Anglican Youth Fund has been allocated so that a second youth worker can be appointed.
- d) 20 people had expressed an interest in supporting the Befrienders Scheme in Bovey Tracey.

Mr Paul Beecher:

- a) Thanked the Town Council for the Young Citizen's Award Ceremony which was held on Friday 16th March.
- b) Asked when the Town Council is likely to hear from the Solicitors regarding the Covenant on the land in Le Molay Littry Way.
- c) Requested details regarding the Town Council's decision to purchase The Old Thatched Inn.

In reply:

- i) Cllr Kelly stated that the Solicitors were preparing a clear and understandable Statement regarding the Covenant and would contact the Town Council when it is ready.
- ii) Cllr Gribble stated that details regarding the purchase of the Old Thatched Inn would be made available.

Mr Nigel Reynolds made various comments regarding the purchase of the Old Thatched Inn and the rise in the Council Tax.

In reply Cllr Gribble stated that there was a need for better office space and car-parking, and that all details were on the Town Council's web-site.

Mr G Bowser commented on the future use of the site of the Old Thatched Inn and the land at Le Molay-Littry Way and asked about the funding of possible replacement toilets in Station Road car park.

Mr J Williams thanked the members of the Town Clerk's staff, and Cllr Gribble, for their helpful and prompt assistance when he was dealing with the recent discharge of sewage onto Moretonhampstead Road. He also made several comments regarding the purchase of the Old Thatched Inn.

Mr Ian Wellens enquired about the progress of the possible development of the Town Hall and asked for a summary of responses to the public consultation. Cllr Bray stated that the information would be supplied.

Mr Craven commented on the information contained on the Town Council's web-site and the planning restrictions in connection with the Gilpin's site at Heathfield. In reply, Cllr Mrs Klinkenberg stated that she would contact the Enforcement Officer at TDC immediately regarding the weight restrictions included in the Planning Permission granted.

Other residents were informed that:

Details of the Bovey Tracey Masterplan were on the Town Council's web-site. The Town Council had purchased the Old Thatched Inn and the loan which had been agreed was to develop the site.

Reports from County, District and Town Councillors:

County, District & Town Cllr Gribble reported the following:

As County Cllr:

- a) At the meeting of the DCC Cabinet it was agreed to increase funding for schools and road repairs in the County.
- b) 8 extra lights were to be provided in Ashburton Road which would assist residents of New Park and beyond.
- c) Unwanted signage was being removed from highway verges.

As District Cllr he had attended meetings regarding the Wray Valley Trail, the Core Strategy and Leisure and Sports facilities.

As Town Cllr he had attended various meetings and events including the unveiling of the Climbing Wall at the Scout Hut, the Presentation of the Core Strategy and the Exhibition Foundation Trust.

District Cllr Mrs Klinkenberg had been attending meetings regarding Planning Appeals, Taxi and Private Hire Regulations and the Core Strategy.

Cllr Allen:

- i) Thanked everyone for their comments about the Young Citizen Award Presentation Evening. He noted that there are some fantastic young people living in Bovey Tracey and it was good to give them a higher profile in the town.
- ii) Read out a letter sent to the Clerk from the Swimming Pool Association congratulating all the young people nominated and stating it was good to recognise volunteers in this way.
- iii) Reported that he had received complaints about the speed of traffic through Bovey Tracey and suggested a consultation could be instigated regarding a 20mph speed limit.

Cllr Elphick reported:

- i) The number of bookings for the Community Centre in Heathfield was at an acceptable level, but more volunteers were needed to help.
- ii) More volunteers were also needed at week-ends in the Information Centre.
- iii) The Business Association was discussing ways of attracting new businesses to Bovey Tracey.

Cllr Mrs Black had attended various meetings including the Community Path Exhibition and the Young Citizen Award Evening.

The Town Mayor's Engagements:

Core Strategy Exhibition Methodist Church Hall
Bovey Tracey Youth Awards Evening
Bovey Tracey Business Association Meeting
Wray Valley Trail Exhibition
Fair Trade: Schools' Conference Presentation

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 2ND APRIL 2012 at 7.00pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning
Cllr M J Evans	

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs L M Warren - Secretary

Three members of the public

The meeting was chaired by Cllr Evans.

Cllr Evans opened the meeting and introduced Mr N Mountford and Mr G Coish, members of the Cricket Club and architect, Mr M Kingdon. A short presentation took place where the proposed development of the Cricket Pavilion was outlined and the plans were viewed. Cllr Evans thanked Mr Mountford, Mr Coish and Mr Kingdon for attending the meeting and they then left the Council Chamber.

PL.12/22. Apologies for absence:

Cllr F W Holmes* (unwell)

PL.12/23. Consideration of Planning Applications:

DNPA Applications listed to 24.2.12: None for Bovey Tracey

TDC Applications listed to 2.3.12:

- a) 12/00010/FUL Two storey extension and a conservatory at Lowerdown Cross, Chapple Road for Mr I Biles.
Observations: No objections.
- b) 12/00367/FUL Porch extension on eastern elevation at 44 Five Acres for Mr Wilson.
Observations: No objections.
- c) 12/00609/FUL Single storey extension to front elevation including chimney at 17 Ashburton Road for Mr Kemble.
Cllr Gribble declared a personal interest.
Observations: No objections.
- d) 12/00741/CON Demolition of existing single storey and two storey rear extensions and erection of new single storey rear extension with roof terrace at The Paper Shop, 6 Station Road for Mr & Mrs M Gwinnutt.
Cllr Gribble declared a personal interest.
Observations: No objections.

DNPA Applications listed to 2.3.12:

- e) 0124/12 Change of use of agricultural barn to mixed agricultural and equestrian, plus open sided lean-to extension for storage of agricultural fodder and machinery at Shaptor Farm for Mr R Taylor.
Observations: No objections.

TDC Applications listed to 9.3.12:

- f) **12/00516/ADV** Non-illuminated freestanding sign at Brimley Grange, Brimley Lane for Leander Developments Ltd.
Observations: The Town Council does not support this application as it considers that as the sign is already in situ the application should have been made prior to the sign being erected.
- g) **12/00740/FUL** Solar panels on top of detached garage at 30 Haytor View, Heathfield for Mr K Gautrey.
Observations: No objections.

DNPA Applications listed to 16.3.12:

- h) **0145/12 (Full) & 0146/12 (Listed Building Consent)** Demolition of existing single and two-storey additions (forming existing holiday let) and alteration, repair and conversion of redundant barn to holiday accommodation at Shewte Farm for Mrs J Henderson.
Observations: No objections.

TDC Applications listed to 16.3.12:

- i) **12/00799/FUL** Retention of solar panels at Heltor Ltd, Heltor Business Park, Old Newton Road, Heathfield for Mr C Kingdom.
Observations: No objections.

DNPA Applications listed to 23.3.12: None

TDC Applications listed to 23.3.12:

- j) **12/00494/FUL** Porch, conservatory and kitchen extension at 42 Five Acres for Mr Smith.
Observations: No objections.
- k) **12/00877/FUL** First floor extension over and to the rear of existing garage including roof light to rear at 47 De Tracey Park for Mr E Chamberlain.
Observations: No objections.

DNPA Applications listed to 30.3.12:

- l) **0150/12** Renewal of extant permission to convert games room to holiday cottage and extension to swimming pool building to form new games room at Lower Elsford Farm for Mr M Kavanagh.
Observations: No objections.

PL.12/24. Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Change of use from storage to bus, coach & staff parking at Heathfield for Alansway Coaches, (N/O)
ii) Erection of single storey rear extension with roof terrace at 6 Station Road (N/O)

DNPA:

- iii) Alteration to carport to create linked annex accommodation at Old Leat, Whisselwell Close (N/O)
iv) Erection of lean-to on side of barn at Northcombe + Listed Building Consent (N/O)
v) TPO - Felling of tree at 18 Hawkmoor Park (N/O)

b) Refusals:

TDC:

vii) Conversion of garage to living accommodation at at 43 Musket Road (N/O)

c) Appeal decision:

viii) Appeal allowed for a garage conversion at 70 Prince Rupert Way for Ms J Li (N/O)

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

PL.12/25. Rural Aid Application 2012:

Consideration was given to an appropriate project in order to apply to the Rural Aid programme for 2012 for funding of up to £5000.00. It was noted that the closing date for applications is 5.4.2012. After discussion it was

Resolved:

To submit an application for funding towards the provision of a skate-board park. It was further agreed that Councillors would meet in Mill Marsh Park at 6.30pm on Monday 16th April 2012, prior to the RP&P meeting, to consider a possible location for a skate-board park.

PL.12/26. Representative of the Lord of the Manor of Bovey Tracey:

Copies of the nomination form for 2012 were distributed to members. The nomination for the award will be considered at the Recreation, Parks and Property (RP&P) Committee meeting on 16.4.12.

PL.12/27. General Planning Matters brought forward by Councillors: (*For information only).

Cllr Gribble reported that the family of the late Bryan Cowell were hoping to place a memorial seat on the area by the trough in East Street which Mr Cowell had enhanced in conjunction with Devon County Council. Cllr Gribble advised that the seat currently situated on the area would be re-located to the other side of the trough.

Cllr Allen enquired about the timescale for the traffic management consultation for the town centre.

The meeting closed at 7.50pm.

RECREATION, PARKS & PROPERTY (RP&P) COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 16th APRIL 2012 at 7pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerwell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr D K Elphick	

**County Cllr
*District Cllr

In attendance:

Mr T Westwood - Town Clerk
Mrs E Gedge - Secretary
One member of the public

The meeting was chaired by Cllr Elphick who stated that several Councillors and the Town Clerk had attended a site meeting in Mill Marsh Park to view various options for recreational facilities there.

RP&P.12/15 Apologies for Absence:

Cllr M Evans (attending another meeting)
Cllr F W Holmes* (It was noted that the Town Clerk will write to Cllr Holmes to ascertain his situation as he has not attended a Town Council meeting since 24.10.11.)
Cllr M Tregoning (unwell)

RP&P.12/16 Consideration of minutes of previous meeting held on 20.2.12:

Ref:RP&P.12/07 (Asbestos Survey - The Old Thatched Inn). It was noted that English Heritage seems to favour the retention of 3 walls. The Town Clerk agreed to circulate a copy of the report prepared by TDC with regard to re-building options to Councillors. The Asbestos Survey also noted that there was minimal asbestos residue.

RP&P.12/17 Accounts:

The Financial Accounts paid up to 13.4.12 were received and approved (**copies circulated at the meeting*).

RP&P.12/18 Recreation Ground - Dogs on Leads:

Consideration was given to whether to continue on a permanent basis the current requirement for dogs to be kept on a lead by their owners if being exercised at the Recreation Ground.

It was noted that if this requirement is agreed to, it would be necessary to provide four metal signs informing visitors to the Recreation Ground of the need to keep dogs on a lead. These would cost approximately £60.00+VAT per sign including fixings.
After discussion it was

Resolved:

a) To continue the current requirement for dogs to be kept on leads when being exercised in the Recreation Ground.

b) To purchase four metal signs with appropriate wording for the approximate cost of £240.00+VAT (power to spend under Local Gvt Act 1972 s139)

RP&P.12/19 The Cemetery:

Consideration was given to a quotation from K M Courtier for essential works at the Cemetery. (*copies previously circulated)

Entrance Gate Works £420.25+VAT

It was noted that the work would include repairs to the broken concrete and ground rails for the two gates. It was also noted that under 11.1.B of the Town Council's Financial Regulations, as the cost of these works is under £500.00, there is no requirement to invite tenders.

Resolved:

To accept the quotation as outlined (power to spend under Open Spaces Act 1906 ss9&10)

RP&P.12/20 Bovey Tracey Bowling Club (BTBC):

Consideration was given to an appropriate response to a letter received by the Town Council (*copy previously circulated) in relation to BTBC's concerns regarding cricket balls landing on the Bowling Green.

The following points were noted:

- i) It is the responsibility of Bovey Tracey Cricket Club to address any insurance claims for injury or damage to BTBC's property.
- ii) The chain link fence is not in the ownership of the Town Council.
- iii) Permission would have to be obtained from the Town Council, and a possible planning application submitted, if the Bowls Club wished to raise the height of the fence.

Resolved:

To instruct the Town Clerk to write to The Bowls Club outlining the points made above. Cllr Elphick will advise the Cricket Club to remind their members of their responsibilities when playing or practicing.

RP&P.12/21 Memorial Bench - Cemetery:

Consideration was given to a request from Mrs Lekis (*copy of letter previously circulated) to relocate an existing Memorial Bench placed in the Cemetery by the family of Arthur and Beatrice Reynolds, by turning the bench to face Mrs Lekis's late husband's grave.
*Cllr Gribble declared a personal interest.

The following information was noted:

i) Currently, the existing memorial benches in the Cemetery cannot be re-located for a third party's interest, as the family purchasing the bench requested this position on application (FR&GP.09/76).

ii) Mr D Aggett, a member of the family, has been contacted by the Town Clerk and has been made aware of the request. He has confirmed that he would like the bench to remain in its current position.

iii) Regretfully on this occasion the Town Council cannot re-locate another existing seat/bench to the area of the Cemetery suggested by Mrs Lekis as there is insufficient space.
After discussion it was

Resolved:

To instruct the Town Clerk to write to Mrs Lekis stating that regretfully the Town Council is unable to grant her request.

At 7.22pm one member of the public left the meeting.

RP&P.12/22 Grass Cutting:

Consideration was given to a request from Mrs Lambell (**copy of letter previously circulated*) to reduce the number of occasions when the grass is cut at the Town Council's many sites.

It was noted that:

- i) The majority of the sites maintained by the Town Council are classed as "high amenity use" and are used by many residents and sports organisations for recreational purposes.
- ii) The only suitable possible site to consider is the bank along Le Molay-Littry Way.
- iii) The roadside verges throughout the parish are owned by Devon County Council and the decision has already been made to reduce the number of cuts during the year.

After discussion it was

Resolved:

Not to consent to the request. The majority of the sites are classed as high amenity use and require a regular grass cutting regime. The Town Clerk was instructed to inform Mrs Lambell of the decision.

RP&P.12/23 Bovey Tracey Cricket Club (BTCC) - Cricket Pavilion & Lease:

Following the presentation on 4.4.12 by representatives of BTCC with reference to their plans to up-grade the Cricket Pavilion at the Recreation Ground, consideration was given to a request from BTCC (**copy of letter previously circulated*) to consider the following points:

- i) The extension of the Cricket Pavilion as outlined in the information sheet circulated on 4.4.12.
- ii) To extend the current lease to BTCC for the Pavilion for a further 15 years, in order to assist BTCC in applying for grants for the work.

*It was noted that:

- a) All costs associated with the preparation of an amended lease would be met by BTCC.
- b) Most grant bodies require a minimum period for a lease to be 25 years.
- c) BTCC currently has 17 years remaining on the existing lease.

iii) If the Town Council is in agreement with the above proposals, to consider acting as the applicant (as the landowner) when BTCC submits its planning application

*It was noted that this would mean that the BTCC would only need to pay half the planning application fee due.

*Cllrs Elphick & Gribble declared a personal interest.

Resolved:

- a) To support BTCC's plans to extend the Cricket Pavilion.
- b) To extend the lease to BTCC for a further 15 years.
- c) To act as the applicant when BTCC submits its planning application.

RP&P.12/24 Bovey Tracey Cricket Club (BTCC) - Minor Counties Knock-Out Competition:

Consideration was given to a request from BTCC to host a match between Devon CCC & Bedfordshire CCC at the Recreation Ground as part of the Minor Counties Knock Out Competition 2012.

*Cllr Gribble declared a personal interest.

It was noted that:

- i) The match would take place on Monday 7th May 2012
- ii) BTCC has confirmed the old wicket covers currently awaiting collection are to be transported to Tavistock Cricket Club and will be removed from the area of the Recreation Ground adjacent to the entrance by 14/4/12.
- iii) BTCC has also confirmed that when the covers are removed, their grounds-man will cut the grass where the covers have been located.

Resolved:

To agree to the request.

RP&P.12/25 Skate Park:

Following the site visit to Mill Marsh Park on 16.4.12, consideration was given to the following items:

**It was noted that:

The "Bovey Tracey Draft Community Masterplan" and Teignbridge District Council's "Core Strategy Preferred Option for Bovey Tracey" have identified that there is a need for the provision of skate park facilities in both Bovey Tracey and Heathfield.

- i) Members were requested to state whether they agree that there is a need for these facilities.

*It was also noted that there is no land currently available under the Town Council's ownership in Heathfield to progress a project of this nature.

- ii) If item (i) received agreement, consideration would be given as to whether Mill Marsh Park was a suitable location in Bovey Tracey for a facility of this nature.

- iii) If item (ii) received agreement, members were requested to consider commencing appropriate consultations with young people of both Bovey Tracey and Heathfield to determine the exact requirement of a successful skate park.

- iv) If item (iii) received agreement, the Town Clerk would be requested to investigate possible funding bodies to provide the capital required for a facility of this nature - dependent upon the type of equipment required.

The Clerk and Councillors also made the following points during the discussion:

- a) Cllrs Elphick and Gribble with the Clerk were willing to investigate the possibility of a suitable site in Heathfield.

- b) There were three possible areas within Mill Marsh Park: by the Scout Hall, alongside the play area or by the children's small goal mouth. The probable access would be over the bridge from Station Road and because of the problem of noise, the facility would have to be sited at least 50m from a residential area.

- c) The approximate cost of installing a skate park would be £55,000 - £60,000 and the young people in the parish should be encouraged to raise some of the money.

d) A petition has been presented to the Town Council with 150 signatures. Any consultation will take place over a 6 month period and would involve young people from the Youth Café and schools etc.

Resolved:

e) With reference to (i) it was agreed that there is a need for a skate park in Bovey Tracey.

f) With reference to (ii) To site the facility in Mill Marsh Park.

g) With reference to (iii) to commence appropriate consultations with the young people for Bovey Tracey and Heathfield

h) With reference to (iv) to authorise the Clerk to investigate possible funding bodies.

RP&P.12/26 Mill Marsh Park:

Consideration was given to a request from the Macmillan Cancer Fund-raising Committee to hold a fete in Mill Marsh Park on Saturday 4th August 2012.

It was noted that the Carnival Procession will take place at 6pm on that day.

Resolved:

To agree to the request subject to the usual conditions.

RP&P.12/27 Pottery Road Roundabout:

Cllr Mrs Kerswell stated that, in her opinion, Pottery Road roundabout, which belongs to DCC and is situated at the entrance to the town, needed re-furbishing. After discussion it was

Resolved:

That Cllr Mrs Kerswell, County & District Cllr Gribble and the Clerk will meet Highway Officials and the proprietor of Pottery Road Garage, who currently sponsors the roundabout, to consider appropriate options.

RP&P.12/28 Matters brought forward by the Town Clerk & Councillors:

- a) Cllr Gribble noted that the beautiful display of flowers in the park opposite Newton Abbot Station was funded by TDC using the Council Tax contributed from all parishes in Teignbridge.
- b) Cllr Bray reminded Councillors of the details of the Mayor's Dinner.
- c) Cllr Ms Richardson reported that the pot-holes in the car park outside the Scout Hall are becoming deeper and are a hazard for those using the Scout Hall particularly in the dark. It was noted that the car park will be re-instated when the Wray Valley Trail is constructed.
- d) Cllr Allen requested information regarding the container at the Old Thatched Inn site. He was given permission to write items about the Young Citizen's Award for the Devon Association of Local Council's Annual Report.
- e) Cllr Elphick asked about the feasibility and desirability for the Town Council to take over the running of the local car parks. It was noted that the Town Council would first need to be approached by TDC.

The meeting closed at 8.03pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16th APRIL 2012 at 8.04pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr D K Elphick	

**County Cllr
*District Cllr

In attendance:

Mr T Westwood - Town Clerk
Mrs E Gedge - Secretary
One member of the public

The meeting was chaired by Cllr Mrs Klinkenberg.

PL.12/28 Apologies for absence:

Cllr M J Evans (attending another meeting)
Cllr F W Holmes*
Cllr M Tregoning (unwell)

PL.12/29 Consideration of Planning Applications:

DNPA Applications listed to 30.3.12:

- a) 0171/12 Change of use of forestry land to provide outdoor learning area and use of existing shed for storage at Beulah Eucalyptus Plantation, Chapple Road, Brimley for Miss S Daniels.
Observations: No objections.

TDC Applications listed 30.3.12:

- b) 12/00990/LBC Repairs and re-thatching of roof, replace windows, openings in walls for ventilation and flue for wood-burning oven/stove at Brook Cottage, 3 Southbrook Lane for Mr McCoy & Dr Duong.
Observations: No objections.

DNPA Applications listed to 6.4.12: None for BT.

TDC Applications listed to 6.4.12:

- c) 12/00813/FUL Loft conversion to include 3 roof-lights to front, one roof-light to rear and recessed balcony at 11A Town Hall Place for Mr C Eames. The Town Clerk read out a letter from Mrs Blair, who lives at 11B Town Hall Place expressing her objections to the application.
Observations: The Town Council does not support this application for the following reasons:
i) The proposed balcony and window at the rear would seriously compromise the privacy of the neighbour's garden.
ii) The proposed changes to the front elevation would compromise the appearance of the cottage which would affect the setting of the adjacent listed buildings.

- d) 12/01005/FUL Retrospective application for solar panels at PBS Building, Dainton Business Park, Heathfield Industrial Estate for Dainton Group Services.

It was noted that several businesses in Heathfield were applying for retrospective planning permission.

Observations: No objections.

- e) 12/01051/FUL Conversion of existing integral garage to bedroom. Construction of ground floor side extension to form new garage with utility room at 43 Musket Road, Heathfield for Ms E Ford.

*Cllr Elphick declared a personal interest.

Observations: No objections.

DNPA Applications listed to 13.4.12:

- f) 0197/12 Renewal of extant permission ref 0098/09, change of use of stables to games room and guest accommodation, ancillary to main house at Little Farthings, Lower Brimley for Mr J Hoare.

*Cllr Bray declared a personal interest.

Observations: No objections.

PL.12/30 Planning Decisions: Noted

- a) Approvals - TDC:

i) Single storey extension & decking at 17 Storrs Close (N/O)

ii) Extension etc at Lowerdown Cross, Chapple Rd (N/O)

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

It was agreed that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the following item (due to the need to discuss matters pertaining to nominating a parishioner) the item be considered in the absence of the public and press. One member of the public then left the meeting at 8.23pm.

PL.12/31 Nomination for the Representative of the Lord of the Manor of Bovey Tracey

Consideration was given to the nomination received (**previously circulated at the Planning Committee meeting on 4/4/12*) for the appointment of the Representative of the Lord of the Manor of Bovey Tracey for 2012/13.

Resolved:

To appoint Mrs Helen Mann.

PL.12/32 Covenant Governing Land in Le Molay-Littry Way:

The Town Clerk reported that he had received a reply from the Teignbridge District Council and Michelmore's, regarding the wording (in draft form) of the Covenant governing the land in the Town Councils ownership on Le Molay-Littry Way. Further clarification had been requested and the definitive wording should arrive in the Town Clerk's office this week. After discussion it was

Resolved:

To instruct the Town Clerk to:

i) Publish the wording of the Covenant and the accompanying letter from the Solicitor on the Town Council's web-site as soon as they are available.

ii) State on the web-site and on notice boards a) that copies will be available in the Clerk's office b) Any arising queries or comments to be forwarded to the Town Council and these will be passed on to the Town Council's Communications Group for consideration.

- iii) Notify all Councillors individually.
- iv) Send a copy to the Mid Devon Advertiser for publication.
- v) Place an item on the agenda of the FR&GP committee meeting for discussion of this matter in order to decide the consultation process.

PL.12/33

General Planning Matters brought forward by Councillors:

- a) **Cllr Mrs Klinkenberg** reported that the Planning Committee at TDC had granted permission for the proposed development at land south of Drumbridges Roundabout.
- b) **Cllr Allen** enquired about the timing of the consultation process regarding improvements to the town centre.

The meeting closed at 8.33pm.

FINANCE, RESOURCES AND GENERAL PURPOSES (FR&GP) COMMITTEE
HELD IN THE COUNCIL CHAMBER ON MONDAY 30TH APRIL 2012 at 7pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr A J Kerswell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning
Cllr M J Evans	

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

One member of the press
32 members of the public

Cllr Gribble chaired the meeting, welcomed everyone and thanked members of the public for their interest. He reminded all those present that they would not be able to take part in any discussion as this is only possible at a Full Council meeting. He also explained that he was going to take Agenda Item FR&GP.12/30 at the beginning of the meeting.

FR&GP.12/30 Covenant - Le Molay Littry Way:

It was noted that the Town Council had received the report relating to the legalities surrounding the covenant on the land adjacent to Le Molay-Littry Way (**copy previously circulated*).

Consideration was given to the outcomes of the report and a timetable for a full public consultation with particular reference to the future possible uses for this land.

Cllr Gribble outlined the options for discussion.

- i) To do nothing.
- ii) To consult with every household in Bovey Tracey and Heathfield via a postal questionnaire asking for opinions as to the future use of the land.
- iii) To hold an open exhibition at various venues throughout the parish as part of the consultation process.

**It was noted that the scale of the consultation will require an appropriate qualified and experienced company to undertake the consultation period on behalf of the Town Council.

The following points were raised:

- a) The Town Clerk would have to invite tenders from companies able to carry out a consultation, and the cost would be born by the Town Council.
- b) Parishioners should decide on the future use of the land.
- c) Town Councillors should be involved before any consultation process is finalised.
- d) If the land were to be sold the purchaser would bear the cost of negating the covenant.

Cllr Gribble suggested that there could be significant income for Bovey Tracey and Heathfield depending on the outcome of the consultation, the proceeds of which could go towards funding community based projects.

At 7.08pm the meeting was interrupted by a member of the public.

Resolved:

- i) To delay any decisions on the future use of the land until a full consultation with parishioners has been undertaken.
- ii) To consult with every household as outlined in (ii) above.
- iii) To appoint a sub-group consisting of members of the Communications Group, Cllr Gribble, the Town Mayor to help the Clerk with procedures.
- iv) To invite tenders from suitably qualified and experienced companies which have the skills to conduct a Full Consultation with a view to holding it in the Autumn 2012.

Cllr Gribble then invited Cllr Kelly to speak. Cllr Kelly complained that, although a detailed time-line regarding the debate around the land in Le Molay-Littry Way had been outlined for members of the public, he felt the Mid-Devon Advertiser consistently reported this in an unfair and unbalanced way, repeating inaccurate statements. It was agreed to send a letter to the MDA outlining these concerns.

FR&GP.12/27 Apologies for absence: None.

The meeting was interrupted by members of the public at 7.12pm and 21 people left at 7.17pm

FR&GP.12/28 Consideration of minutes of previous FR&GP Committee meeting held on 5.3.12:

Ref item no:FR&GP.12/16 (meeting schedule). It was agreed to hold the November Full Council meeting in Heathfield if the Community Centre is available.

Ref item no:FR&GP.12/20 (Young Citizen's Award). Cllr Allen was thanked for the work he has done organising the event.

FR&GP.12/29 Accounts & Financial Statement:

The Financial Statement dated 30.4.12 was received and adopted. The accounts were approved for payment (*copies circulated at the meeting*)

FR&GP.12/31 Superfast Broadband for Bovey Tracey:

Consideration was given to officially supporting the campaign for Superfast Broadband for Devon & Cornwall.

Resolved:

To support the campaign.

FR&GP.12/32 Matters brought forward by Councillors:

- a) Cllr Allen reported that with reference to the Young Citizen's Award, a) an article and photographs had been posted on the Town Council's web-site, and b) he had written a short report which included photographs to be considered for inclusion in the Annual Report of the Devon Association of Local Councils(DALC).

The meeting closed at 7.30pm.

Accounts paid up to 13.4.2012

		£
5.3.12	Max Bayles Professional Tree Care Ltd	120.00
"	Bovey Tracey Youth Action	834.00
"	K M Courtier Ltd	284.15
"	Lieutenancy Fund	10.00
"	Mrs K Morris	50.00
"	Pulse8Broadband	288.00
"	P J Bevans	99.50
"	Castles of Dawlish	37.13
"	EDF Energy Customers plc	50.00
"	Sarah Ripley	330.00
"	Southern Electric	619.26
"	S W Water Ltd	11.69
"	Teignbridge District Council	149.10
"	1 st Office Equipment Ltd	197.12
"	Arnolds	10.00
"	E Bowden & Sons	19.70
"	Diamond Tool Hire	324.00
"	Mole Valley Farmers Ltd	11.94
13.3.12	The Dartmoor Gallery	108.00
"	R A Bray	250.00
"	Brimley Post Office & General Stores	108.00
"	Plants Direct (SW) Ltd	60.00
"	Max Bayles Professional Tree Care Ltd	336.00
"	Action for Market Towns	240.00
"	Devon & Cornwall Newspapers Ltd	30.00
"	S W Water Ltd	14.87
"	Environmental Services	511.50
"	PHS All Clear	299.04
"	Devon County Council	200.00
23.3.12	N Brock	1290.00
"	Plants Direct (SW) Ltd	60.00
"	Mole Valley Farmers Ltd	1.99
"	WPS Insurance	391.60
"	M I Davey	220.00
"	Devon Contract Waste Ltd	316.80
29.3.12	C Coombes	30.00
"	Robin Ray Ltd	50.00
"	Expo Management	177.60
"	Aaron Printers	21.60
"	Pulse8internet Ltd	133.20
2.4.12	Brimley Post Office & General Stores	262.00
"	Bovey Tracey Youth Action	416.66
3.4.12	Castles of Dawlish	65.30
"	Mrs J Hosford	50.00
"	PVM Supplies Ltd	327.90
		<u>9417.65</u>
<u>Direct Debits</u>		
5.3.12	Orange Payment	34.72
7.3.12	UK Fuels Ltd	152.12
30.3.12	Can Networks Ltd	56.65
2.4.12	Aviva	386.18
"	Ing Lease UK Ltd	1164.00
4.4.12	UK Fuels Ltd	81.60
5.4.12	Orange Payment	34.72
		<u>1910.00</u>
<u>Wages/Salaries</u>		<u>5421.46</u>

Accounts paid up to 27.4.12

		£
17.4.12	T J Westwood	5.31
"	Devon Assoc. of Local Councils	852.40
"	Devon Playing Fields Assoc.	36.50
"	R W Hubbard	13.41
"	K R & H E Harvey	787.20
"	PHS All Clear Ltd	393.12
"	S W Water Ltd	14.87
"	JFC Monro	271.15
"	Teignbridge District Council	300.00
"	Teignbridge District Council	1823.82
"	M S Arberry	65.00
"	M Winter	<u>89.98</u>
		<u>4652.76</u>

Direct Debits

26.4.12	Can Networks	53.60
---------	--------------	-------

Wages/Salaries

6163.33

Financial Statement 30th April.2012

Accounts to be paid

	£
Bovey Tracey Youth Action	416.66
Community Council of Devon	30.00
Diamond Tool Hire	84.00
Ecotricity	6.05
Mole Valley Farmers Ltd	13.86
" " " "	17.93
" " " "	5.64
JFC Monro	290.52
SW Water Ltd	50.51
" " " "	8.38
Teignbridge District Council	1200.00
" " " "	423.24
K J Thulborn Contractors & Engineers Ltd	<u>2072.05</u>
	<u>4618.84</u>

General Account:	6566.98
Accounts to be paid:	<u>4618.84</u>
	1948.14
Business Instant Access Account:	<u>134830.30</u>
	<u>136778.44</u>

PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 30th APRIL 2012 at 7.34pm

Present:

The Town Mayor, Cllr R A Bray
The Deputy Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning
Cllr M J Evans	

**County Cllr
*District Cllr

In attendance:

5 members of the public

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The meeting was chaired by Cllr Evans.

PL.12/34 **Apologies for absence:** None.

PL.12/35 **Consideration of Planning Applications:**

DNPA Applications listed to 13.4.12: None for BT

TDC Applications listed to 13.4.12: None for BT

DNPA Applications listed to 20.4.12: None for BT

TDC Applications listed to 20.4.12:

- a) **12/00611/FUL** Two storey extension to rear and side of existing dwelling, demolition of existing garage and erection of new garage at Home Orchard for Mr J Ferguson.
Observations: No objections.

One member of the public left the meeting at 7.36pm.

County Matter Application:

- b) **DCC/3368/2012** Change of use from B8 storage and distribution to metal recycling facility at Unit 1&2, Station Park, School Road, Heathfield for Mr D Pope.
***Cllr Gribble declared a personal interest.**

The Clerk summarised a letter of objection sent by a resident of Haytor View.

Cllr Mrs Klinkenberg gave a brief planning history of the site and a considerable discussion took place.

Observations: The Town Council does not support this application for the following reasons:

- i) School Lane is inadequate, both surface and width.
- ii) There are no weight or speed restrictions on School Lane.
- iii) The neighbouring residential properties of Haytor View would be affected by the noise caused by passing heavy lorries and that generated by the business being undertaken on the site.
- iv) The proposed application would result in unnecessary overdevelopment.

- c) **12/01293/FUL** Replacement of flat roofed rear extension, garage and screening wall with new pitched roof rear and side extension (extension of time limit application to replace permission 09/00077/FUL) at 11 Heathfield Close for Dart Valley Developments Ltd.
Observations: No objections.
- d) **12/01211** Conservatory on the north-east elevation at 53 Five Acres, New Park for Mr Platt.
Observations: No objections.

PL.12/36 Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Change of use from B1/B2 to B8 at 6 Fairfax Road, Heathfield (N/O)
- ii) Porch at 44 Five Acres (N/O)
- iii) Extension to front incl chimney at 17 Ashburton Road (N/O)

DNPA:

- iv) Reposition one 300mm Airwave dish with ancillary works at Hatherleigh Farm, Lustleigh (N/O)

b) Refusals:

TDC

- i) Detached dwelling at Lowerdown Cross, Chapple Rd (O)

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

PL.12/37 General Planning Matters brought forward by Councillors:

- a) **Cllr Mrs Kerswell** reported that a section of the wall had been demolished along the walkway between Badgers Way and Fore Street to allow access to a building site. It was noted that this was part of the planning permission.
- b) **Cllr Evans** reported that the footpath along Ashburton Road between Pottery Road roundabout and Heathfield Close and associated road works would be constructed in September 2012.
- c) **Mr Westwood** stated that the render on Bell House had been removed and he had notified TDC of this fact because the building is listed and in a conservation area.

The meeting closed at 7.50pm

MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 12th MARCH 2012 at 7pm

Present:

Cllr Avril Kerswell - Chairman
Cllr Anna Klinkenberg

Val Brealey
Ann Gillingham
Linda Griesiell
Mike Winter

The meeting was chaired by Cllr Avril Kerswell.

DJC.12/23 Apologies:

Rev Kevin Hooke
Louise Pawson

DJC.12/24 Minutes of the meeting held on 30.1.12: Approved.

DJC.12/25 Timetable of Events:

a) Sunday 3rd June:

Tea Party	4pm
Street Entertainment	4.15pm
Bovey Tracey Primary School	6pm
Bovey Tracey Players	7pm
Joey-The-Lips	8.30pm

b) Monday 4th June:

Jubilee Church Service - PPT	4pm
Tea	5pm

c) Tuesday 5th June:

Peel of Bells - PPT

DJC.12/26 Tea Party:

a) Tables:

Mike has decided that it would be better to store 90 tables in the parking bays outside Nat West, 20 behind the War Memorial (to obviate the problem of the steps at Courtenay House) and 40 in Peter Hall's driveway (Parke View, Fore Street)

b) Banqueting roll: It was requested that red, white and blue banqueting rolls are purchased. **Action: Terry**

c) Cups of tea: The WI will find a tea urn for their tea station in Union Square. **Action: Ann & Linda**

d) Bunting: Louise will ask the men at the Fire Station if they can erect the bunting. **Action: Louise**

e) Refuse: At least one refuse bag for each table.

- DJC.12/27 Street Entertainment:
- a) This will commence at 4.15pm.
 - b) First Aid: Val will speak to Adrian Hammet and if he is unavailable she will contact the Doctors' Surgery. **Action:Val**
 - c) Hat Competition: Avril has e-mailed both primary schools and informed them of the competition for the best child's Jubilee Hat. A £10.00 book token will be the prize for i) the best boy's hat and ii) the best girl's hat.
- DJC.12/28 Raffle:
- Anna will sell tickets over the weekend. She will check the necessary selling restraints with Terry. It was decided that the price for each ticket will be £1.00. **Action:Anna**
- DJC.12/29 Church Service - Monday 4th June 2012:
- a) Avril will ask Terry to print a Service Sheet when Rev Hamilton has set the running time. **Action:Avril**
 - b) Avril will confirm with Rev Hamilton that his church ladies will definitely do the teas after the service. **Action:Avril**
- DJC.12/30 Souvenirs:
- Mike Winter will design and produce the scrolls with individual names and the Town Mayor's signature on each one. Avril has written to both schools for a list of the names of all the children of primary school age. **Action:Mike**
- DJC.12/31 Other matters:
- a) Diamond Jubilee Beacon:
It was felt that before we decide that this event cannot take place, Louise will check with the Fire Brigade to see if they can reach the top of the Church Tower. **Action:Louise**
 - b) Peel of Bells:
It was noted that the peel of bells will now take place on Tuesday 5th June.
 - c) Stained Glass Window:
Avril has written to Her Majesty's Office to request permission to use the Royal Coat of Arms. Avril will check with Rev Hamilton that he has all the permissions from the church. **Action:Avril**
- DJC.12/32 Date of next meeting: Monday 23rd April 2012 at 7pm in the Council Chamber.

BOVEY TRACEY TOWN COUNCIL - QUEEN'S DIAMOND JUBILEE CELEBRATIONS

MINUTES OF THE MEETING TO BE HELD IN THE COUNCIL CHAMBER
ON MONDAY 23rd APRIL 2012 at 7pm

Present:

Cllr Avril Kerswell - Chairman
Cllr Tina Richardson
Val Brealey
Ann Gillingham
Linda Griesiell
Rev Kevin Hooke
Louise Pawson
Mike Winter
Esme Gedge - Secretary

The meeting was chaired by Cllr Avril Kerswell.

DJC.12/33 Apologies:

Mr Terry Westwood - Town Clerk
Cllr Anna Klinkenberg

DJC.12/34 Consideration of minutes of previous meeting held on 12.3.12: Noted.

DJC.12/35 Sunday 3rd June - Tea Party:

Tables - Storage:

- i) Terry will organise the tables for the Cromwell Arms car park.
Action: Terry
- ii) Avril will contact Peter Hall regarding the storage of 60 tables in his drive.
Action: Avril
- iii) The Tables will be delivered to each storage venue on Saturday 2nd June at 8.30am. Mike has arranged for the delivery firm to meet him in Station Road car park.
- iv) The tables will be collected on Monday 4th June at 8.50am.
- v) Mike has produced a card (150 will be needed) to be left on each table asking all those present to dismantle the tables and stack them on the side of the road outside various designated venues.

b) Erecting Tables:

- i) Mike will arrive on Sunday 3rd at 9am to mark out the positions for the tables. He has estimated that it will take 3 hours to erect them.
- ii) Volunteers are needed for this job - Mike, Dave, Nigel, Val's nephews and Councillors will be asked to help.
Action: All
- iii) Val will also contact Dave Aggett.
Action: Val
- iv) The tables will be off-set down the road and will be placed on the Tesco side of the street.
- v) Chairs will then be placed on the pavement and in the road.

c) Banqueting Roll:

- i) 2x190 metres of white banqueting roll has been ordered. Avril will check whether this will be enough, and if not, to order more.
Action: Avril
- ii) The tables will be covered at 2pm and volunteers are needed.
Action: All
- iii) As the paper is white, it was agreed to decorate the tables, using ribbons and serviettes etc.
Action: Val & Louise

d) Cups of Tea:

- i) 3 x 4 gallon water urns will be delivered on Saturday 2nd and Mike will leave them with Louise at The Old Cottage Tea Rooms.
Action: Mike & Louise
- ii) Val will purchase tea, coffee and sugar for all the tea stations.
Action: Val
- iii) 2 tables will be needed for each tea urn.
- iv) The tea urns must be fixed securely (H&S). Louise has straps.

- e) Bunting:
Louise has arranged with the Fire Brigade for the bunting to be erected on Tuesday 22nd May.
- f) Refuse:
Black plastic sacks will be attached to every table and people will be encouraged to take all recyclable items home, and place everything else in the sacks.
- g) Stewarding:
i) Fluorescent jackets are available, but sashes or a steward's badge were preferred.
ii) Volunteers will be needed.
- h) Toilets:
i) The public toilets will be available but TDC will need to be contacted to check whether they will be open after 9pm. **Action Avril & Terry**
ii) Others available are at The Old Cottage Tea Rooms and The Cromwell Arms.
- i) Val's fund-raising:
Val's dance raised £260.00 for the children's street entertainment fund and is hoping to raise £1,100.00 in total. Val was thanked for the work she had done in organising the event.
- j) Street Entertainers:
Louise will pay the deposits needed for entertainers from Val's fund.

Already booked:-
Face painters,
"Hat McCool - Magic" (Sean Arberry),
Nail painting
Jewellery making
Newton Bushell Morris Men, who will give 2 demonstrations of ½ hour duration possible at either end of the tables.
Louise will contact a few more entertainers. **Action: Louise**
- k) Bovey Tracey Primary School:
Avril has contacted the Head teacher, Julie Dyer and everything is in hand. Andrew Downton is rehearsing children for their performance.
- l) Bovey Tracey Players:
i) The Players may use the stage & sound equipment, provided by "Joey the Lips", for £30.00 in cash on the day. Louise will be holding cash.
ii) Rehearsals are taking place for a 1950's Radio Show. A performance of "Radio Days" will take place at The Dolphin on Saturday 19th May at 7.30pm, £10 per ticket. This is an opportunity for Committee Members to see the show.
iii) The entertainment at the street party will last approx ¾ hour.
- m) Joey-the-Lips:
i) The location for the electricity supply for the sound system is to be finalised. Suggestions made were: from the House Agents, the hairdressers or The Cromwell Arms. **Action:?????**
ii) The landlord of the Cromwell Arms has offered to provide the members of the band with sandwiches and access to the toilets.
iii) He also needs the running times of the entertainment.
- n) Hat Competition:
i) Both Primary Schools will publicise the competition.
ii) Avril will buy the two £10 book tokens for the winning girl and boy.

- o) First Aid:
 i) 12 volunteers would be needed to work together during the event and several ideas were discussed:
 ii) To book St John's Ambulance from 4pm till 10pm through Adrian (Val's contact). It was unsure whether a donation would be requested. **Action:Val**
 iii) Contact Cllr Evans who was involved with the Dartmoor Rescue Team.
 iv) Ian Hutchinson may have the correct qualifications through his work with the defibrillators.
 v) The Swimming Pool Association would possibly employ First Aiders. **Action:Avril**
- p) Raffle:
 Anna will sell raffle tickets during the week-end. Prizes will be donated by "Angel Care" and other businesses in the town will be approached.
- q) Publicity:
 i) A letter for the parents of pupils at both primary schools will be composed by the staff using all the information available and distributed in good time.
 ii) An article will be included in the next edition of "Quality Update" **Action:Terry**
 iii) Mike will produce laminated posters for the shops and Information Centre. **Action:Mike**

DJC.12/36 Monday 4th June:

Church Service:

- i) The Order of Service should be available at the end of April. Avril will contact Rev Hamilton. **Action:Avril**
 ii) The design for the Service sheet needs to be finalised and the Town Clerk will produce them. **Action:Graham, Avril & Terry**
 iii) It was stressed that the Service is for the people of Bovey Tracey and therefore official invitations should be limited to Rev Kevin Hooke (Chaplain to the Council), Town Councillors and the Town Clerk, the Representative of the Lord of the Manor of Bovey Tracey and members of the committee.
 iv) There is a National Official Liturgy available for use.
 v) The ladies of the Church will provide tea in the Parish Rooms.

DJC.12/37 Tuesday 5th June:

- i) A Peal of Bells will be rung from the Church of St Peter, St Paul and St Thomas of Canterbury from 10am till 1pm.
 ii) Bells throughout the country will be rung during the week-end.

DJC.12/38 Souvenir Scrolls:

- i) Mike has designed and produced the Scrolls and they will be delivered to the Town Hall during the week.
 ii) It was suggested that Avril asks the Head-teachers if she can present them to the children during an assembly at the end of May. **Action:Avril**

DJC.12/39 Stained Glass Window:

- i) Avril reported that she had written to the Palace asking for permission to erect a Commemorative Stained Glass Window and had received a reply stating that HM The Queen approved the request and sent her best wishes for the project.
 ii) The PCC has given its permission.
 iii) Avril reported that Cllrs Mrs Klinkenberg, Gribble and Holmes were willing to donate a total of £2,000 from their District Council Community Fund towards the cost.

iv) Avril was meeting Andrew Johnson, the professional Stained Glass Artist who had designed and made the Millennium Window, on 9th May 2012 at the Church to discuss the design and cost. **Action:Avril & Terry**
v) It will be necessary to decide when it would be appropriate to dedicate the window.

DJC.12/40 **Jubilee Beacon:**

This had not been possible to arrange within the set time limit for registration.

DJC.12/41 **Any other matters:**

A live Band will be playing in the Cromwell Arms on Saturday 1st June. Gary will provide plastic glasses for customers who wish to take their drinks outside if this is legal.

DJC.12/42 **Date of next (final) meeting:**

Monday 21st May 2012 at 7pm in the Council Chamber. Linda tendered her apologies.