



# BOVEY TRACEY TOWN COUNCIL

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

5<sup>th</sup> December 2016

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 12<sup>th</sup> December 2016 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.

### Public Participation:

Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman.

### Previous Minutes:

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

### RP&P.16/82 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.16/83 Consideration of minutes of previous meeting held on 17.10.16:

### RP&P.16/84 Accounts:

To receive and approve the Financial Accounts paid up to 9.12.16  
(\*copies to be circulated at the meeting).

### RP&P.16/85 Highway Grass Cutting 2017/18:

To consider an appropriate response to correspondence received from Devon County Council (\*copy enclosed) in relation to Highway Grass Cutting for 2017/18.

### RP&P.16/86 Young Citizen of the Year Award 2017:

To consider running the Young Citizen of the Year Award for 2017 as per the format for 2016. If agreed, to appoint a lead Councillor for the process. The nomination process to be announced in January with a closing date for nominations of Tuesday 28<sup>th</sup> February 2017.

RP&P.16/87 Town Centre Noticeboard:

To consider an appropriate style of noticeboard and suitable location for installation.

RP&P.16/88 Nourish Festival - Request for Parking - Mill Marsh Park:

To consider a request for permission to use Mill Marsh Park for parking for the Nourish Festival on Saturday 2<sup>nd</sup> September 2017.

RP&P.16/89 Monterey Cypress (Cypressus Macrocarpa) - Recreation Ground:

To note the Tree Condition Assessment report (\*copy enclosed) provided by an alternative tree specialist, as resolved following item RP&P.16/80.

RP&P.16/90 Community Centre Steering Group:

To note the minutes of meeting of 3.11.16 and 22.11.16 (\*copies enclosed).

RP&P.16/91 Traffic Management Plan - Bovey Tracey:

To provide an update following the consultation exercise which closed in September 2016.

RP&P.16/92 Allotments - Furzeleigh Lane:

The Town Clerk will provide an update following a meeting held on 11<sup>th</sup> November with allotment tenants.

RP&P.16/93 Christmas & New Year Arrangements:

To note that the office will close at 2.00pm on 23<sup>rd</sup> December 2016 and will re-open on 3<sup>rd</sup> January 2017. The Town Clerk will be available to deal with any urgent matters that arise during the closed period.

RP&P.16/94 Devon County Council (Control of Waiting) Amendment Order:

To note the proposed Control of Waiting amendment order for Town Hall Place (\*copy enclosed).

RP&P.16/95 Bovey Tracey Community Hospital -Community Right to Bid (CRTB):

To note correspondence received from Teignbridge District Council (\*copy enclosed) notifying that a CRTB nomination has been received to list Bovey Tracey Community Hospital as an asset of Community Value. Members are requested to consider commenting on this nomination. Deadline for response is 4pm on 19<sup>th</sup> December 2016.

RP&P.16/96 Community Centre - Update:

The Town Clerk will provide updates following Steering Group meetings in relation to:

- i) Draft Business Plan
- ii) Evaluation process of tenders for architectural services.

RP&P.16/97 Devon Air Ambulance - Night Operations- Call for Landing Sites:

To consider a request (\*copy enclosed) from a resident/Devon Air Ambulance for potential night landing sites within the parish.

RP&P.16/98 Matters brought forward by the Town Clerk & Councillors: (\*for information)

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

SIGNED .....

M WELLS  
TOWN CLERK

DATE .....

06/12/16



# BOVEY TRACEY TOWN COUNCIL

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

5<sup>th</sup> December 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 12<sup>th</sup> December 2016 at 8pm approx. (following the RP&P Committee Meeting) for the purpose of transacting the business as set out on the agenda below.

## AGENDA

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

### Previous Minutes:

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

PL.16/82 Apologies for absence:

### \*\*Public Participation:

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

PL.16/83 Consideration of Planning Applications:

DNPA Applications listed to 18.11.16: None

TDC Applications listed to 25.11.16: None

DNPA Applications listed to 25.11.16: None

TDC Applications listed to 2.12.16:

- a) 16/03033/OUT Outline - Dwelling in garden (all matters reserved for future consideration) at Brookfield House, Challabrook Lane for Mr & Mrs M Cox.
- b) 16/03034/FUL Single storey extension to eastern elevation at Mill House, Station Road for Moorgate Veterinary Surgeons.
- c) 16/03170/FUL Two storey extension to rear and side and new porch to front elevation at Minnewater, Newton Road for Mr & Mrs Tweedie.

PL.16/84 Planning Decisions:

### Approvals:

- a) TDC:
  - i) Extension to provide improved changing rooms, toilet facilities and storage at Bovey Tracey Cricket Club, Recreation Ground. (N/O)
- b) Split Decision:
  - i) Refused - Felling of trees identified as T27, T28, T29 and T33. Consent granted to undertake the proposed pruning of trees described within the submitted tree condition survey at Heathfield Units, Battle Road, Heathfield. (Referred)

- c) DNPA:  
i) Installation of external wall insulation to all elevations, East Bungalow, Langaller Lane. (N/O)

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

PL.16/85 General Planning Matters brought forward by Councillors:  
(\*For information only).

SIGNED .....  
M WELLS  
TOWN CLERK

DATE 06/12/16 .....

BOVEY TRACEY TOWN COUNCIL

C/O MARK WELLS, TOWN CLERK  
TOWN HALL PLACE  
BOVEY TRACEY  
DEVON  
TQ13 9EG

County Hall  
Topsham Road  
Exeter  
EX2 4QD

Email: [steven.wheeler@devon.gov.uk](mailto:steven.wheeler@devon.gov.uk)  
Tel: 01392 382215

Date: **14<sup>th</sup> November 2016**

Dear Mr Wells,

**HIGHWAY GRASS CUTTING 2017/2018**

Thank you for your successful delivery of this season's County Council urban grass cutting service.

During the season the authority has dedicated a large resource to updating our records of urban grass visibility and non visibility areas.

In parallel to this the authority has recently procured and awarded a new highways term maintenance contract, which will have an impact on the rates we will be applying to maintenance activities for the 2017/18 season and beyond. Please see News centre article below:

<https://www.devonnewscentre.info/cabinet-agrees-new-highways-maintenance-contract/>

Due to work still being required on the updating of our records, and heavy resource now required to de-mobilise our previous contractor, and mobilise a new one, the authority has taken the decision to award you the same allocation that was provided for this season.

The allocation for the 2017/18 season will therefore be: **£1285.**

As you are aware the authority's policy is to only maintain visibility areas, which must be maintained as a minimum within this allocation. Please find enclosed some updated maps that represent the ongoing work in this area.

I would greatly appreciate if you can confirm no later than the **12<sup>th</sup> December 2016** that you are happy to continue with the procurement and delivery of urban grass cutting within your area. Following this confirmation an agreement will be issued for you to sign, which will then trigger the issuing of an order, which you will be able to invoice against.

If you have any issues in meeting this date please contact me using the details above. If no contact is made before this date the delivery of the service will be reverted back to the new contractor.

Yours sincerely

Steve Wheeler



Assistant Highway Asset Technician

Textphone: 0845 155 1020

[www.devon.gov.uk](http://www.devon.gov.uk)





Aran Kimberlee  
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## Tree Condition Assessment

Prepared for

**Bovey Tracey Town Council**  
**Town Hall**  
**Town Hall Place**  
**Bovey Tracey**  
**Devon**  
**TQ13 9EG**

Prepared by

**A.C. Kimberlee BSc (Hons) Arboriculture, M Arbor A, PTI.**

**31<sup>st</sup> October 2016**

**Version: 1**



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<b>Client:</b>	Mark Wells – Bovey Tracey Town Council	<b>Ref:</b>	AK/ 166/311016
<b>Location:</b>	Recreational Fields, Newton Road, Bovey Tracey.		
<b>Date of site Inspections:</b>	25 <sup>th</sup> October 2016		
<b>Survey Inspector(s):</b>	Aran Kimberlee BSc (Hons) Arboriculture M Arbor A, PTI.		
<b>Report Author:</b>	Aran Kimberlee BSc (Hons) Arboriculture M Arbor A, PTI.		
<b>Signature:</b>		<b>Date:</b>	31 <sup>st</sup> October 2016

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The statements made in this report do not take account of extreme climate, vandalism or accident, whether physical, chemical or fire. The author cannot therefore accept any liability in these factors, nor where prescribed work is carried out in an incorrect and/or unprofessional manner in accordance with current good practice. The authority of this report ceases at any stated time limit within it, or if none is stated after two years from the date of the survey or when site conditions change, or pruning or other works unspecified in the report are carried out to, or affecting, the subject tree(s), whichever is sooner.

## **1.0 Instruction and Purpose of Report**

- 1.1 I have been verbally instructed by Mr Mark Wells of Bovey Tracey Town Council to carry out a tree safety inspection of a mature Monterey Cypress growing in the Recreational Field at Newton Road in Bovey Tracey.
- 1.2 The purpose of my inspection was to assess the structural integrity of the tree on-site and the level of risk the tree might pose to persons and property and to give appropriate recommendations, if any, for management of the tree. If significant defects are observed in relation to targets then the risk of harm will be assessed using the Quantified Tree Risk Assessment (QTRA) system. The method of which is detailed below in section 5.0 of this report.
- 1.3 In addition, give appropriate recommendations, if any, for management of the tree in report format.

## **2.0 Report Methodology & Limitations**

- 2.1 I carried out the inspection on the 25<sup>th</sup> October 2016. The weather was fine and the visibility good.
- 2.2 The inspection process consisted of a general ground based visual assessment only. Any cavities or areas of decay that are accessible from ground level may have been probed with a thin metal instrument to assess the significance and extent of any decay. A nylon sounding hammer may also have been used to help detect the presence of any internal decay in the main trunk and/ or larger stems. Binoculars may have been used in order to assist inspection of the upper canopy. Where a further more detailed inspection is required this will be indicated within the recommendations.
- 2.3 The assessment consisted of an above ground inspection only and soil type has not been ascertained on site. Therefore, this report makes no reference to the possible effects of tree roots and shrinkable soils, and any possible effects on building foundations or underground services.
- 2.4 Unless otherwise specified in the recommendations, this report is valid for 18 months from the date of site inspection. The condition of trees can change due to the effects of pests and disease or following severe weather conditions or other abiotic factors. The report is valid only for typical weather conditions. Healthy trees or parts of healthy trees may fail in unusually high or unpredictable winds or violent storms and, as the consequences of such weather phenomena are unforeseeable, the author of this report cannot be held liable for any such failures.
- 2.5 The conclusions of this report will remain valid for 18 months from the date of the inspection, but any alteration or deletion from this report will invalidate it as a whole.
- 2.8 The tree on site has not been tagged. A map showing the location of the tree has been included in appendix 2 of this report.

### **3.0 Site Details**

- 3.1 The Recreational Field is a large public green space with an outdoor Swimming Pool, tennis courts and other leisure facilities situated on Newton Road on the south western side of the Bovey Tracey.
- 3.2 The site has a number of mature trees growing on the boundaries of the green space with a very large Monterey Cypress at the northern end of the site.
- 3.3 Soil type on-site has not been ascertained.
- 3.4 No checks have been carried out to ascertain any legal protection such as Tree Preservation Orders or Conservation Areas that might cover the site.

### **4.0 Condition of Tree**

- 4.1 The Monterey Cypress which has been inspected for this report is a very large post mature specimen. The tree has a large open crown and a huge trunk with large splaying buttresses. The tree is located at the north eastern corner of the recreational fields and growing within a few metres of a public outdoor swimming pool and Newton Road.



Photograph 1:T1 Monterey Cypress growing next to a swimming pool and Newton Road.

- 4.2 The tree is post mature and appears to have low vigour. The large open crown has almost all of the live foliage at the extremities of the branches. The tree has previously had a number of larger branches removed from the lower crown particularly on the western aspect where branches may have been encroaching on the swimming pool.
- 4.3 The trunk of the tree is very large (2140 mm diameter at breast height) and exhibits good reactive growth and fluted buttresses. There was no evidence of cracking, splitting or decay at the base of the tree at the time of inspection.
- 4.4 The tree has minor Coryneum Canker (*Seiridium cardinal*) on some branches within the crown but this is not a significant defect and damage from the fungus is very low.



Photograph 2: T1 showing very large trunk with fluted trunk and buttress formation.

- 4.5 There is an included union on the central leader at approximately 8 m from ground level. However, the included union only appears to be on the eastern side of the trunk, there appears to be no recent movement and the lower crown which has grown upright supports the central leader.
- 4.6 The tree has a number of dead branches in the crown which are a low risk to persons and property and offer support to the live branches.

- 4.9 I recommend that the works detailed in Section 6 below are sufficient to discharge any duty of care that is owed to persons or property. The risk associated with unpredictable limb loss due to factors such as summer branch drop cannot be quantified. Should these trees lose additional, relatively healthy and structurally sound limbs within the period covered by this report, I advise that these trees would then require re-assessment as soon as possible after the event.

## **5.0 Tree Risk Assessment**

- 5.1 The Quantified Tree Risk Assessment (QTRA) system applies established and accepted risk management principles to tree safety management. Firstly, the targets (persons and property) upon which trees could fail are assessed and quantified, thus enabling tree managers to determine whether or not and to what degree of rigour a survey or inspection of the trees is required. Where necessary, the tree or branch is then considered in terms of both impact potential (size) and the probability of failure. Values derived from the assessment of these three components (target, impact potential and probability of failure) are combined to calculate the probability of significant harm occurring.
- 5.2 The system moves the management of tree safety away from labelling trees as either “safe” or “unsafe”, thereby requiring definitive statements of tree safety from either tree surveyors or tree managers. Instead, QTRA quantifies the risk of significant harm from tree failure in a way which enables tree managers to balance safety with tree value and operate to a predetermined limit of reasonable or acceptable risk.
- 5.3 The QTRA system also require an allocated target range; mapping of land use by road classification; estimated levels of pedestrian occupation; and estimated structure values. Whilst surveying I only saw a brief glimpse of site usage on the site and therefore, I advise that my target appraisal is considered against the knowledge of site managers or users.
- 5.4 The target ranges can vary from each site. The ones used during the risk assessment are as follows:
- Target 2: Estimated pedestrian usage 72-8 per hour; property repair or replacement cost £150000 – £15000 and/or 4700 – 480 vehicles per day at 30 mph.
- 5.5 Should Mr Wells consider this estimate to be inaccurate he should report back to Dartforest Tree Works so that the risk assessment can be refined.



## 5.6 QTRA Advisory Thresholds

Thresholds	Description	Action
1/1 to 1/1000	<b>Unacceptable</b> Risks will not ordinarily be tolerated	<ul style="list-style-type: none"> <li>Control the risk</li> </ul>
1/1000 to 1/10 000	<b>Unacceptable</b> (Where imposed on others) Risks will not ordinarily be tolerated	<ul style="list-style-type: none"> <li>Control the risk</li> <li>Review the risk</li> </ul>
	<b>Tolerable</b> (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	<ul style="list-style-type: none"> <li>Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value</li> <li>Review the risk</li> </ul>
1/10 000 to 1 000 000	<b>Tolerable</b> (Where imposed on others) Risks are tolerable if as low as reasonably possible (ALARP)	<ul style="list-style-type: none"> <li>Assess costs and benefits of risk control</li> <li>Control the risk only where a significant benefit might be achieved at reasonable cost</li> <li>Review the risk</li> </ul>
1/1 000 000 or less	<b>Broadly Acceptable</b> Risk is already as low as reasonably possible (ALARP)	<ul style="list-style-type: none"> <li>No action currently required</li> <li>Review the risk</li> </ul>

Source: Quantified Tree Risk Assessment User Manual V5.1.3

- 5.7 The risk of harm from the Monterey Cypress has been calculated at 1/1 000 000 or less which is within the Broadly Acceptable threshold (Risk is already as low as reasonably possible ALARP).

## 6.0 Recommendations

Tree No.	Species	Observations	Recommendations	Work Priority
T1	Monterey Cypress – <i>Cupressus macrocarpa</i>	<ul style="list-style-type: none"> <li>• Large open grown specimen.</li> <li>• Low vigour with minor dieback throughout extremities of crown, caused by Coryneum Canker.</li> <li>• Small diameter deadwood throughout central part of crown.</li> <li>• Multiple pruning wounds on lower branches, stems and main trunk from previous crown raising operations.</li> <li>• Good reactive fluted growth at main stem.</li> <li>• Included union at approximately 8 metres on eastern side of central leader.</li> <li>• No evidence of unions or stems with significant defects.</li> </ul>	<ul style="list-style-type: none"> <li>• No works required.</li> </ul>	N/A

6.1 I have not recommended any tree works. The tree should be re-assessed within 18 months from the date of this report.

6.2 In the event of any new defects, concerns or the occurrence of seasonal fungal fruiting bodies on the tree, Dartforest Tree Works Limited should be contacted as soon as possible in order to re-assess the tree/s and update this report.

End AK/166/311016

## 7.0 Bibliography

**British Standards Institution (2010)** British Standard Recommendations for Tree Work - BS 3998:2010

**Fay N, Dowson D, Helliwell R (2005)** Tree Surveys: A guide to good practice Guidance Note No. 7 Arboricultural Association

**Lonsdale D. (1999)** Principles of Tree Hazard Assessment and Management TSO

**Matheny N. P. and Clark J. R. 1994** A photographic guide to the evaluation of hazard trees in urban areas, Second Ed. International Society of Arboriculture

**Mattheck C. and Breloer H. 1994** The Body Language of Trees: A handbook for failure analysis TSO

**Matteck C and Bethge K 1998** The Structural Optimization of Trees Springer-Verlag, Naturwissenschaften

**Mitchell A (1974)** Collins field Guide Trees of Britain and Northern Europe Harper Collins Publishers

**QTRA Tree Safety Management (2014)** Quantified Tree Risk Assessment User Manual Version 5



## Appendix 1: Individual Tree Risk Survey

Ref:	Species	Height (m)	Spread (m)	Age Class	Stem dia. (mm)	Condition Comments	Recommendations	QTRA Risk Rating	Informed by Risk Rating		Est. Man Hours
									Work Priority	Inspection Frequency	
T1	Monterey Cypress – Cupressus macrocarpa	23	25	5	2140	<ul style="list-style-type: none"> <li>Large open grown specimen.</li> <li>Low vigour with minor dieback throughout extremities of crown, caused by Coryneum Canker.</li> <li>Small diameter deadwood throughout central part of crown.</li> <li>Multiple pruning wounds on lower branches, stems and main trunk from previous crown raising operations.</li> <li>Good reactive fluted growth at main stem.</li> <li>Included union at approximately 8 metres on eastern side of central leader.</li> <li>No evidence of unions or stems with significant defects.</li> </ul>	<ul style="list-style-type: none"> <li>No works required.</li> </ul>	>1k	N/A	4	N/A

### KEY- HEADINGS & ABBREVIATIONS

REF: TREE REFERENCE NO.

AGE RANGE: 1 = YOUNG, 2 = SEMI MATURE, 3 = EARLY MATURE, 4 = MATURE, 5 = POST MATURE

CROWN SPREAD: MEASURED OR ESTIMATED DIAMETER OF CROWN AT THE WIDEST POINT

STEM DIA: STEM DIAMETER MEASURED AT A HEIGHT OF APPROXIMATELY 1.3 METRES

VITALITY: A MEASURE OF PHYSIOLOGICAL CONDITION.

1= GOOD, 2 = MODERATE, 3 = POOR, 4 = MORIBUND, 5= DEAD,

QTRA RISK RATING: RISK OF SIGNIFICANT HARM, 1,000 = RISK INDEX 20 = RISK OF SIGNIFICANT HARM 1 IN 20,000

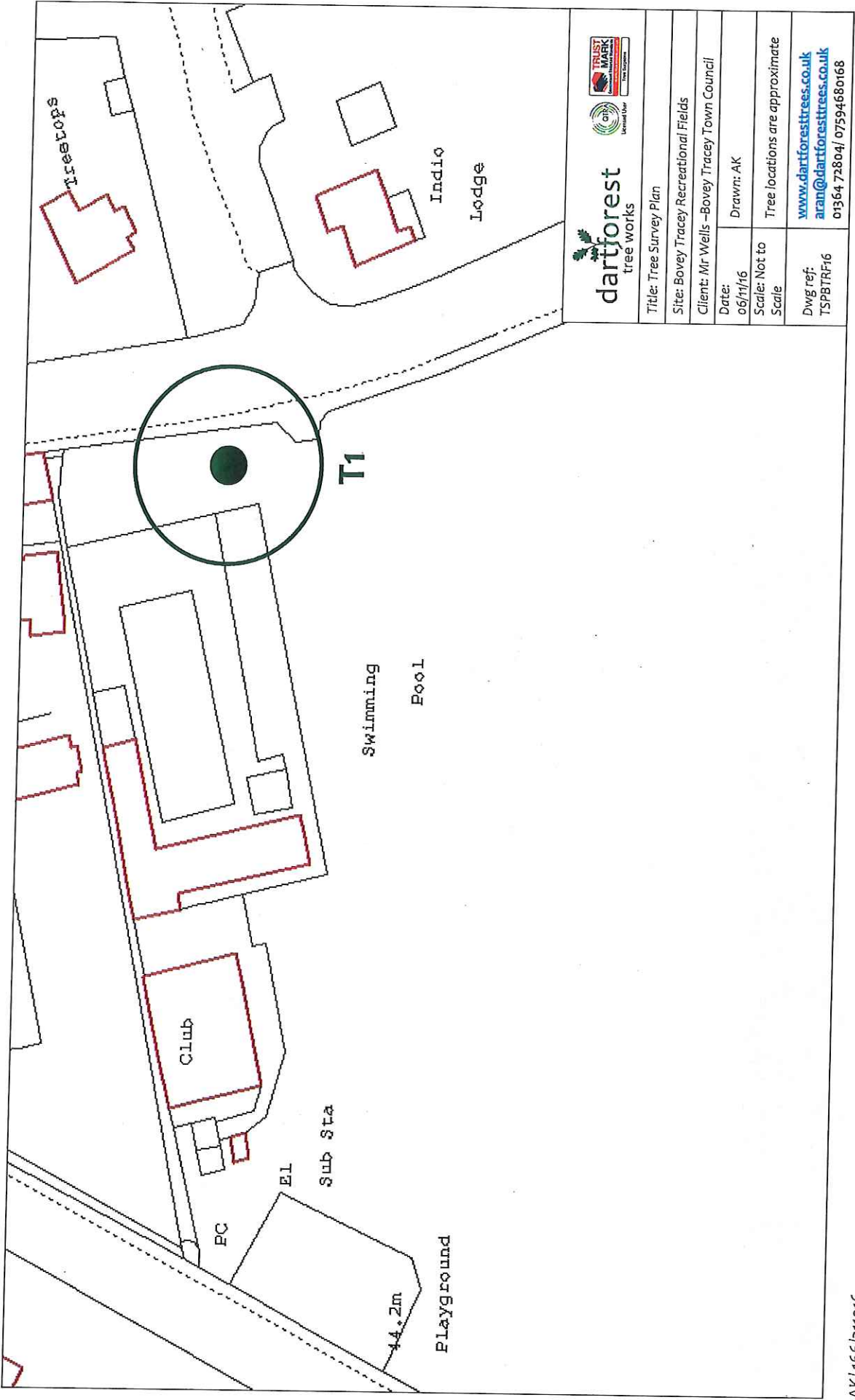
WORK PRIORITY: 1= WORKS REQUIRED URGENTLY TO MAKE A TREE SAFE. 2= WORKS REQUIRED WITHIN 30 DAYS. 3= WORKS REQUIRED WITHIN 90 DAYS. 4= WORKS REQUIRED AS PART OF SCHEDULED MAINTENANCE, IDEALLY WITHIN 12 MONTHS.

INSPECTION FREQUENCY: 5= WORKS REQUIRED ARE OF THE LOWEST PRIORITY AND MAY BE DONE IF BUDGET ALLOWS. 6. NO WORKS ARE REQUIRED OR NO TARGET EXISTS OR IS EXCLUDED

1= CARRY OUT A DETAILED INSPECTION OF THE AERIAL PARTS AND/OR WITH THE USE OF DECAY DETECTION EQUIPMENT AS SOON AS CAN BE ARRANGED. 2=6 MONTHS INSPECTION 3=12 MONTHS INSPECTION 4=18 MONTH INSPECTION 5=3 YEAR INSPECTION 6= 5 YEAR INSPECTION. 7= NO TARGET EXISTS OR IS EXCLUDED.

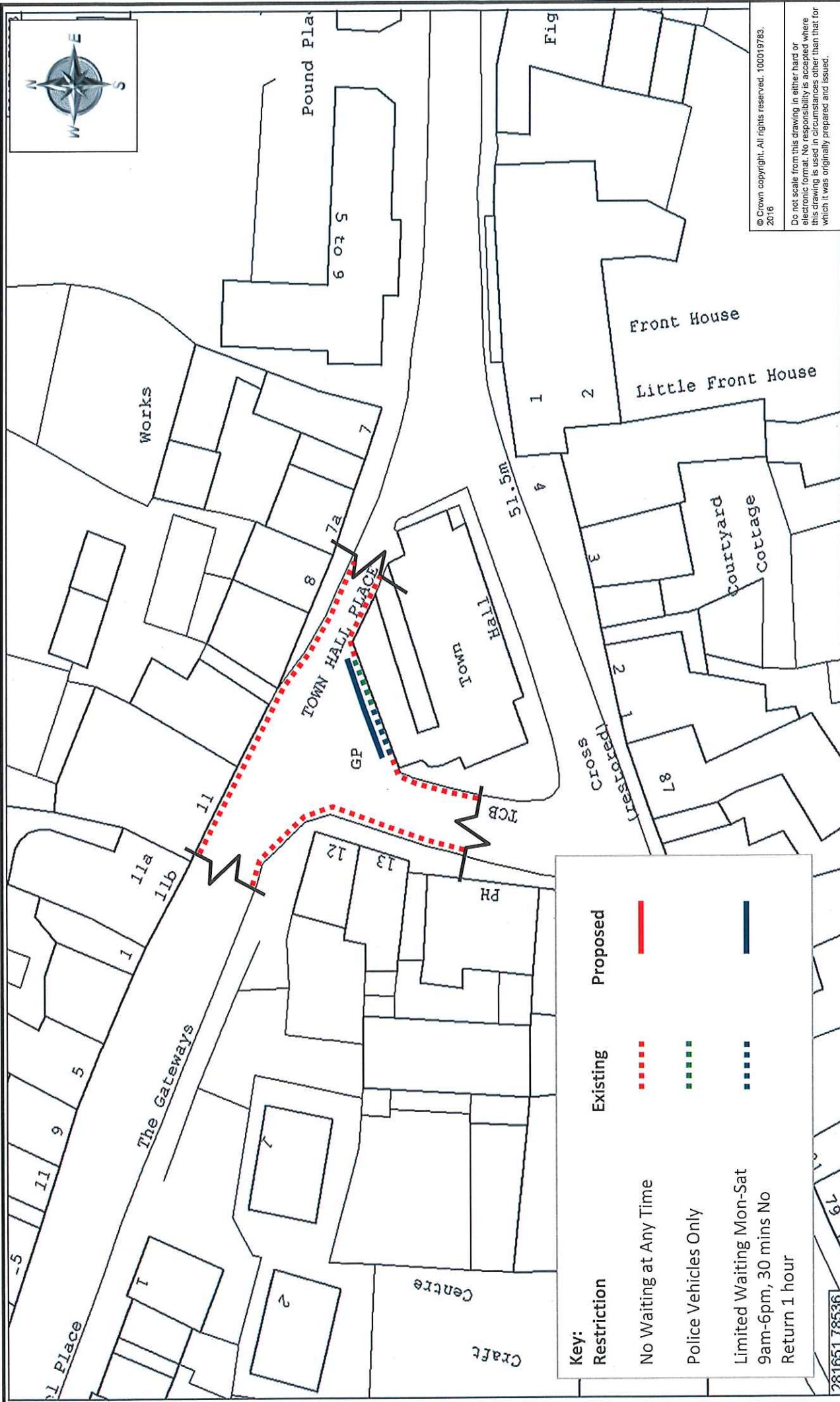
ESTIMATED MAN HOURS: ESTIMATED TIME REQUIRED TO COMPLETE TASK, EXCLUDING TRAVEL TIME AND DISPOSAL OF ARISING

Appendix 2: Site Map and Tree Location



AK/166/311016

Dartforest Tree Works is the trading name of Dartforest Tree Works Ltd.  
Registered Office: 2 Bridge Farm Offices, Harberton, Totnes, Devon, TQ9 7PP. Registered Company Number: 9378748



**Key:**

<b>Restriction</b>	<b>Existing</b>	<b>Proposed</b>
No Waiting at Any Time	Red dotted line	Red solid line
Police Vehicles Only	Green dotted line	Green solid line
Limited Waiting Mon-Sat 9am-6pm, 30 mins No Return 1 hour	Blue dotted line	Blue solid line

281651.78536

David Whittom  
Head of Capital Development,  
Highways & Waste  
TRAFFIC MANAGEMENT TEAM  
DEVON HIGHWAYS  
LUCOMBE HOUSE  
COUNTY HALL  
EXETER  
EX2 4QD  
Telephone 0345 155 1004

**SCHEME**

Town Hall Place, Bovey Tracey

**DRAWING**

Proposed Waiting Restrictions

<b>drawn by</b>	<b>scale</b>	
LJC	NTS	
<b>date</b>	<b>O.S.Ref</b>	
01-Sep-2016		
<b>drawing number</b>		
ENV5551-015		



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2016

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Please Ask For: David Kiernan  
Tel: 01626 215758  
Email: david.kiernan@teignbridge.gov.uk  
My Ref: DK/SpatialPlanning/CRTB

18<sup>th</sup> November 2016

Mr Mark Wells  
Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey  
Devon  
TQ13 9EG

Dear Mr M Wells

### Community Right to Bid – Notification of Nomination

I am writing to inform you as the relevant Town Council that the District Council received a Community Right to Bid (CRTB) nomination on 16<sup>th</sup> November 2016 requesting that the Bovey Tracey Community Hospital, Furzeleigh Lane, Bovey Tracey, Devon, TQ13 9HJ be listed as an asset of community value. Please find attached a plan identifying the boundary of the asset.

Consideration of the nomination and a decision on whether it should be listed or not as an asset of community value will be made before 21<sup>st</sup> December 2016. If you would like to comment on this nomination please do so in writing before 4pm on 19<sup>th</sup> December 2016.

Further information on the Community Right to Bid Process is available on the Council's website [www.teignbridge.gov.uk/righttobid](http://www.teignbridge.gov.uk/righttobid)

If you have any questions in the interim please contact me.

Yours sincerely



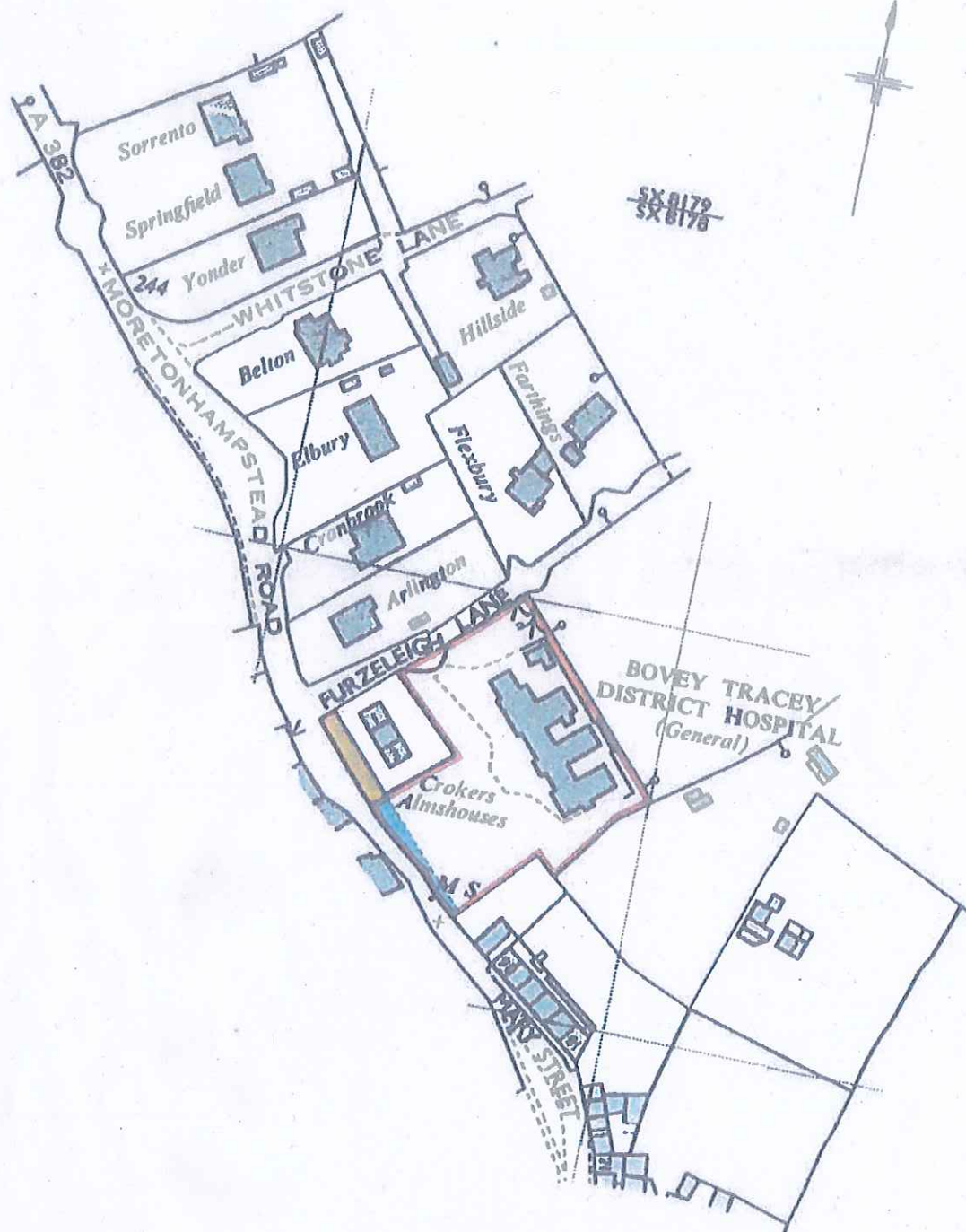
**David Kiernan**  
Neighbourhood Planning Officer, MASP, MRTPI

Teignbridge District Council, Forde House, Newton Abbot, Devon TQ12 4XX  
DX121075 Newton Abbot 5

Making a healthy and desirable place where people want to live, work and visit



H.M. LAND REGISTRY		TITLE NUMBER	
		<b>DN305671</b>	
ORDNANCE SURVEY PLAN REFERENCE	SX8178	SECTION G	Scale 1/1250 Enlarged from 1/2500
COUNTY DEVON	DISTRICT TEIGNBRIDGE	© Crown copyright 1976	







**BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING**  
**HELD IN THE COUNCIL CHAMBER ON THURSDAY 3<sup>RD</sup> NOVEMBER 2016 at 2.00pm**

**Present:**

Cllr T Allen (Town Mayor)  
Cllr R Ashby  
Ms D Eckhart – Devon Communities Together  
Mrs L Smith – Devon Communities Together  
Mrs J Paxman – Bovey Tracey Library  
Miss E Steer – Bovey Tracey Information Centre Trust  
Mr M Wells – Town Clerk

In the absence of the Steering Group Chairman, the meeting was chaired by the Town Clerk.

**1. Apologies for absence:**

Mr P Hall  
Cllr R Bray  
Cllr E Kelly

**2. Governance Arrangements & Future Management Options**

Mark provided an update as to why the meeting had been arranged and handed over to Lesley to offer further information and guidance for each of the four potential future management options as highlighted within the Business Plan:

Lesley explained that Members and stakeholders must be completely comfortable with whichever option is chosen and forewarned the group that some options are difficult to row-back from. Lesley also highlighted that it is good to think at this stage about how the centre might operate, however depending on the preferred option, can proceed via one route, yet evolve via an alternative method as circumstances and developments allow.

**Option 1 – The Town Council or a committee there-of continue to run the governance and management of the asset.**

Current VAT rules afford local Councils a threshold of £7,500 VAT which is all that can be reclaimed in any one year. The Council could 'opt to tax' the building, however there would be an accounting implication to then complete an annual VAT return. The Council could also be registered for VAT; however, this will put up prices of all services by 20%. Currently, the Council is not VAT registered.

Experiences from Ivybridge Town Council (TC) in relation to the Watermark Centre show that following a presentation of options they received from a firm of Solicitors, the Town Council agreed to run the centre under the auspices of the Town Council in order to retain control over staff recruitment etc which has enabled them to employ a good calibre of staff which is an important element of its success. Ivybridge TC did put aside a budget for sufficient start-up costs.

The downside is that it is the Town Council that is running a community building rather than 'the community'. That said, the Town Council would have Insurance, Risk Assessments and other such policies already in place.

Ivybridge TC hope to break even just next year, establishing the building in 2012.

Dawn highlighted that 8 Town/Parish Councils in Devon have retained governance and management of new community halls/buildings.

**Option 2 – Establishing a Management Committee of multi-stakeholders including representatives from the Council, tenants, staff, other public agencies and community representatives.**

Similar option to Option 1 as above, however a well-documented Terms of Reference will allow for Stakeholders to also be represented on the Management Committee. Non-Councillors on the committee would not have voting rights and care must be taken to declare interests when relative items are discussed within Council.

**Option 3 – Establishing a dedicated not-for-profit community organisation to govern and manage the asset on behalf of the Council and the Community.**

This option would be harder to row-back from once set-up. Buildings would be asset locked for the purposes of forming a CIC. Any surplus reserves made following the operation of a CIC would need to be handed over to a similar organisation if arrangements did not work.

A 10-year lease would be required to handover the building by the Town Council. Any lease arrangements over 7-years is classified as a disposal and therefore would need to comply with due protocol.

There are substantial VAT implications when creating a charity, for example any changes in the future, all VAT would need to be unravelled.

From the experience of other towns involved in similar projects, it was felt that as a lot of investment goes into the building, members did not want to let go and relinquish responsibility. In addition, the recruitment of volunteers as trustees can be very difficult. Previous experience highlighted from DCT shows that ratepayers want a service, e.g. The Council to deliver within precept contributions and not for parishioners to get involved and run facilities themselves.

Councillors on any CIC board must declare interests as appropriate.

The main benefits of CIC's include: Not for profit community organisations allow access to grants for CIO's, but access is not greatly increased from that which a Town Council could access.

A downside to a CIC is that they could run out of money and this would be less likely to happen if a Town Council were to operate it.

**Option 4 – Establishing a charity to run the Centre.**

Charitable status offers:

- Access to lots more grants (note that these grants would cover running costs however)
- Eligibility for 100% rate relief, however this new legislation might offer Town Council's this benefit in April 2017 anyway.

It was agreed that a visit to the Watermark Centre would be a useful exercise to meet with the Centre Manager, the Town Clerk (Lesley Hughes) and Lynn West (Library Supervisor). Jackie agreed to check availability and circulate to the group.

**3. Agenda Items for next meeting**

The Town Clerk invited items for discussion by the Steering Group at the next meeting. It was agreed to provide the following:

- Approve Minutes from Previous meeting
- Architect Tender Process - Update

4. **AOB**

No other items were raised.

5. **Date of next meeting**

The date of the next meeting will be 22<sup>nd</sup> November at 2.00pm.



**BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING**  
**HELD IN THE COUNCIL CHAMBER ON TUESDAY 22<sup>nd</sup> NOVEMBER 2016 at 2.00pm**

**Present:**

Cllr T Allen (Town Mayor)  
Cllr R Ashby  
Cllr R Bray  
Cllr E Kelly  
Mr P Hall  
Ms D Eckhart – Devon Communities Together  
Miss E Steer – Bovey Tracey Information Centre Trust  
Mr M Wells – Town Clerk

The meeting was chaired by Cllr Eoghan Kelly.

**1. Apologies for absence:**

Mrs J Paxman – Bovey Tracey Library

**2. Minutes of Previous Meeting**

Mark circulated copies of the Governance meeting minutes of 3<sup>rd</sup> November 2016. Erica highlighted that she could not recall a discussion around non-councillors not having voting rights within Option 2? Dawn agreed to check this with Lesley as the group felt that all members of a Management Committee should have voting rights.

**3. Feedback from Governance Session with Lesley/Dawn**

Dawn updated members of the Steering Group who were not present at the meeting, explaining that following the discussion on the 3<sup>rd</sup> November, there appears to be a shift in the groups preference for future governance arrangements from a possible CIC to the formation of a Management Committee to include stakeholders.

Following a discussion, the group agreed that subject to a proviso that non-councillors would have voting rights, then a Management Committee would be a preferred way forward and this would be highlighted as a recommendation within the Business Plan when considered by Full Council.

In addition to the above recommendation, Mark highlighted several other topics within the Draft Business Plan which should become clearer in the near future (e.g. VAT implications and confirmed budgets/contributions etc.) at which point the Draft Plan should be presented to Full Council for consideration.

Erica suggested that the presentation of the plan should include a precis of the key points for consideration. Eoghan suggested that this is circulated allowing ample time, prior to the meeting for members to read and consider.

**4. Architect Tender Process – Update**

Mark provided an outline timeframe for the current tender process:

25<sup>th</sup> October - Tender opportunity publicised via the portal  
28<sup>th</sup> November – Closing date for tender submissions  
29<sup>th</sup> November – 2<sup>nd</sup> December – Initial evaluation of tenders  
13<sup>th</sup> December – Shortlisted Architects asked to present their submissions to BTTC panel  
9<sup>th</sup> January 2017 – Recommendation made to Committee on intention to award contract

It was agreed that the panel (consisting of the Town Clerk, Architect Advisor, Independent Representative and Town Councillor(s)) would undertake the initial evaluation of all tenders received and agree a shortlist for further interview on the 13<sup>th</sup> December.

The Town Clerk to feedback by email to the Steering Group updates on tenders received and arrange a further meeting of the Steering Group in the New Year to consider the results of the tender process and make a group recommendation to Full Council on the preferred architect appointment.

#### **5. Authorise completion of Devon Communities Together work**

Mark explained that the end of year grant report has now been requested by 'Awards for All' and has been submitted. The Town Council are now required to sign off and release payment to Devon Communities Together for their work.

The draft invoice for services has come in under budget, however it is suggested that the surplus grant funding is earmarked for a further community consultation exercise early next year, feeding back on consultation responses to date and supporting the appointed architect to run a consultation event in relation to potential designs for the site.

Eoghan, on behalf of the Steering Group, thanked Dawn and colleagues for their extremely valued work on this project and collectively the Steering Group agreed that the objectives set-out in the brief had been achieved and therefore approved release of the grant payment.

#### **6. VAT Implications**

Mark explained that following the recent meeting where the future governance arrangements were discussed, a further outstanding matter that required attention was to obtain formal guidance around the potential VAT implications that surround not only the construction of the building, but the future management arrangements.

Following initial estimates from independent/Public Sector VAT advisors, Mark contacted Steve Parkinson (National VAT Advisor for the Society of Local Council Clerks). Steve has provided a fixed price quotation of £900.00 to research and prepare a formal report on the options to minimise the VAT for the project. Eoghan suggested contacting DCC to ascertain whether or not they would be able to provide the VAT guidance as DCC are financially supporting the project in conjunction with the Town Council.

The Steering Group agreed that subject to DCC not being able to offer this guidance, that a recommendation is taken forward to the next Finance, Resources and General Purposes Committee for consideration to commit £900 to commission the SLCC Advisor to provide the necessary VAT report.

**7. Partner Financial Contributions**

Mark updated the Steering Group following recent discussions with Matt in relation to the Town Council's application for a capital contribution from DCC towards a) fitting out the library and b) construction costs.

Mark explained that £35,000 has now been committed towards 'fit-out' costs for the library. Furthermore, DCC's Corporate Capital Grant group met earlier in November and an officer recommendation of £100,000 capital contribution has been put forward for member approval at a meeting in February 2017.

**8. Arrangements for Watermark Centre visit**

It was agreed that those wishing to attend and that wished to share a lift would meet at the Town Hall at 8.30am on 29<sup>th</sup> November. Bob Ashby offered to drive.

**9. Agenda items for next meeting**

It was agreed that the next meeting would take place early in the new year. Items for discussion would include:

- Updates to draft Business Plan
- VAT Report
- Architect Appointment

**10. AOB**

Eoghan offered Steering Group members the opportunity to raise any other business. No other items were raised.

The date of the next meeting is to be confirmed.







## - Community Landing Sites -

*enabling the air ambulance to reach your community day and night*

The Devon Air Ambulance Trust are working hard to develop all the different elements needed for the charity to extend its service until midnight every day from November 2016. One essential part of this work is helping local communities across Devon develop their own night landing sites.

A **community landing site** is a surveyed floodlit area which will enable us to bring a life-saving service into the heart of communities when it is dark. Each landing site is *funded* and *managed* by the local community. Key points when considering potential sites in your community:

- a landing area could be located on a green, sports pitch, field, park or other open space
- it needs to be a flat area of at least 50m x 50m and could be on grass, tarmac or concrete
- the site needs pedestrian and vehicle access close by
- a nearby power source for lighting is useful although not essential
- tall trees or power lines within the site might be a hazard, however if they are on the periphery they may not cause a problem.

Communities are encouraged to consider *all* potential sites in their local area (i.e. not just those we have landed at during the day) as each site may have different pro's and con's for night landing.

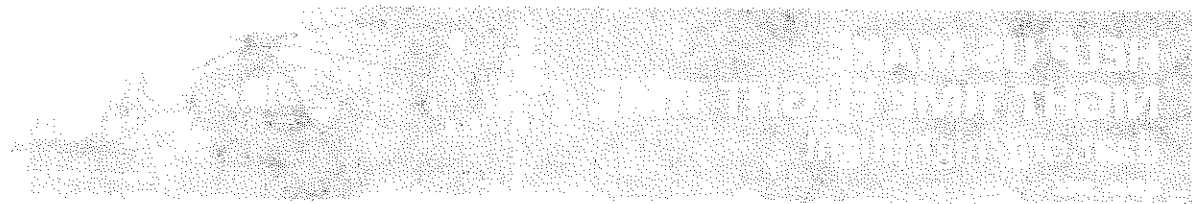
Potential sites will be formally surveyed by DAAT when we will collect info on the site characteristics, potential hazards etc. so we know what to expect when we land there (saving time needed for a site recce). At that time, we will also advise the community on lighting requirements, any site improvements (e.g. pedestrian or vehicle access) and ongoing management of the landing site.

### **Landing site lighting:**

Floodlighting is an essential component of a community landing site for both safety and practical reasons – it will illuminate the site during landing and take-off and will help when loading a patient in the aircraft or during transfer between a land / air ambulance.

A community may be able to adapt existing lighting (e.g. a sports pitch or playing field) or use the side of a building or pole to support new lighting. Where there are no existing lights or infrastructure a typical lighting system would consist of a 10m high steel column secured in a concrete base with a set of 2 LED lights. These lights could be powered by mains electricity supply (240v standard home wiring) or solar power (using two panels and a set of batteries). The cost of installing new lighting may vary greatly depending on each site – during an initial visit we will aim to provide indicative costs which will then be firmed up through quotes provided by local electrical contractors.

Each lighting system will incorporate an integral GSM switch, a unit operated by mobile phone SIM card which will enable the lights to be turned on/off remotely by the Helicopter Emergency Medical Service (HEMS) dispatch team, meaning no-one needs to be on-hand when we fly into a community.



## Community Meeting

Wednesday, 14th November 2018, 7.30pm - 9.30pm

The purpose of this meeting is to discuss the proposed changes to the Night Time Economy (NTE) strategy and to hear from you, the community, on your views and concerns.

We will be discussing the proposed changes to the NTE strategy, which aim to improve the safety and security of the NTE, and to reduce the impact of the NTE on the community.

The meeting will be held at the Devon Air Ambulance, 100, High Street, Exeter, EX1 1AA.

The meeting will be held in the main hall of the Devon Air Ambulance.

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### Addressing any concerns...

Some people in the community might be worried about the potential impact of noise or light from their landing site.

The lighting system has been designed to minimise disturbance – the lights are operated remotely and will be angled to illuminate the landing spot, not surrounding area, and will only be used when we are attending an emergency. DAAT has a mobile lighting unit which we can bring to a community to demonstrate how the lighting system works and show people what to expect.

Helicopters do make a noise during landing and take-off although for cost reasons alone the engines are switched off very quickly after landing and are started up only when the crew are ready to depart. In terms of planning requirements, if new lighting columns need to be installed, most District Councils will require planning permission so we encourage communities to seek advice from their local planning team. We can help support applications with drawings, design/ access statements etc.

### Managing a landing site:

Each community will need to put in place a system to monitor their landing site and report to DAAT on any site changes or when the site might not be available (e.g. if the area is used for an event like a fete for example). This is not arduous but means that the site is looked after properly and rubbish or other potential hazards are kept free from the landing area.

We expect the costs of running each landing to be low. For example, where LED lights are used, these cost a few pence per hour to run and in all cases lighting will only be used in an emergency. Aspects such as insurance will need to be assessed on a case by case basis and ideally would be linked to current cover at community buildings or facilities to minimise costs.

### How your community can develop its own night landing site:

- Please get in touch with Toby Russell, DAAT Community Helipads Development Officer
- If you are able to propose any sites in your community we can quickly carry out an initial screening process before advising on which site(s) would be most suitable for night landing
- The best site is then surveyed by DAAT
- We work with your community & preferred lighting supplier, MAT Electrics (based in Exeter) to get a quote for the lighting solution
- The community then knows a) which site is suitable for night-landing and b) how much it would cost to develop the lighting solution
- The community raises funds for their landing site – we can help support bid or grant applications
- The community employs MAT Electrics to install the lighting or they can use their own contractors or volunteers to carry out much of the work themselves (apart from final fix and commissioning of system)
- The landing site is completed, signed-off for use and is ready for night flying...

To start developing your community landing site please contact

Toby Russell on: [t.russell@daat.org](mailto:t.russell@daat.org) or 07943 207673



