



MARK

BOVEY TRACEY TOWN COUNCIL

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

17th January 2017

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Heathfield Community Centre, Heathfield on Monday 23rd January 2017 at 7.00pm for the purpose of transacting the business as set out on the agenda below.

AGENDA

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

Prior to the commencement of the meeting Mr Kevin Dentith (Principal Engineer - DCC) will attend to present an overview of planned maintenance work affecting Station Road, Bovey Tracey.

FC.17/01. Apologies for absence:

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

FC.17/02. Minutes:

To confirm the Minutes of the Town Council meeting held on 14.11.16 (*copy enclosed).

FC.17/03. Recreation, Parks & Property (RP&P) Committee:

To receive the Report of the meeting held on 12.12.16 (*copy enclosed).

FC.17/04. Finance, Resources & General Purposes (FR&GP) Committee:

To receive the Report of the meeting held on 9.1.17, the Financial Statement dated 9.1.17 and the Accounts paid up to 6.1.17(*copies enclosed).

FC.17/05. Planning Committee:

To receive the Reports of the meetings held on 28.11.16, 12.12.16 & 9.1.17. (*copies enclosed).

FC.17/06. The Town Mayor's Interests:

To receive and note a list of functions and activities attended by the Town Mayor (*copy enclosed).

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

FC.17/07. DCC Works - Station Road, Bovey Tracey:

To consider a request (*copy enclosed) from DCC to approve:

- i) a licence agreement for the temporary use of the Old Thatched Inn site.
- ii) a wayleave agreement in relation to Mill Marsh Park.

FC.17/08. Budget & Precept 2017/18:

Following item FR&GP.17/12, Members are requested to confirm:

- i) the adoption of the draft budget for 2017/18 as previously presented.
- ii) the setting of the precept at £199,565.00 for 2017/18. The Council Tax Support Grant of £16,400.00 will be added to this.

FC.17/09. Full Council Meeting Agenda:

To consider a revised agenda format (*copy enclosed) for future meetings.

FC.17/10. Bovey Tracey Development Trust:

To consider a request from "Bovey Futures" (*copy enclosed).

FC.17/11. Honorary Representative of the Lord of the Manor - 2017/18:

To consider advertising the role of Honorary Representative of the Lord of the Manor for 2017/18 and inviting nominations for consideration.

FC.17/12. Future of Community Services - South Devon & Torbay CCG:

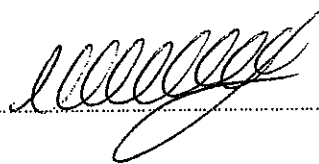
To receive feedback from a Stakeholder briefing meeting around the report recommendations that are being presented to the Governing Body on the 26th January 2017.

FC.17/13. General Conditions Applicable to all Grants Awarded by Bovey Tracey Town Council:

To consider the draft General Conditions (*copy enclosed).

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

SIGNED.....



DATE.....

16/01/2017

M WELLS
TOWN CLERK

BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 14TH NOVEMBER 2016 AT 7PM

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr S P Leigh
Cllr Ms J H Blair	Cllr Ms C O Richardson
Cllr R A Bray	Cllr C W Robillard
Cllr D K Elphick	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Rev K Hooke
PCSO P Wilson
One member of the press
Ten members of the public

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

FC.16/34. Apologies for absence:

Cllr E Kelly (Personal commitment)

**Public Participation Session:

Commenced at 7.05pm and finished at 7.25pm. (*Report attached)
One member of the public joined the meeting at 7.18pm.

FC.16/35. Minutes:

The Minutes of the Town Council meeting held on 19.9.16 (*copy previously circulated) were confirmed as a true record and were duly signed by the Town Mayor.

FC.16/36. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 17.10.16 (*copy previously circulated) was received and adopted.
Ref. RP&P. 16/81. - (South West in Bloom Award). Cllr Allen advised that following the success of the Town Council and The Cromwell Arms St. Austell Brewery may arrange a joint award ceremony.

FC.16/37. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 31.10.16, the Financial Statement dated 31.10.16 and the Accounts paid up to 28.10.16(*copies previously circulated) were received and adopted.
Ref. FR&GP.16/75 & 16/76 - Audit Reports. Cllr Gribble extended thanks to the staff for their efforts.

FC.16/38. Planning Committee:

The Reports of the meetings held on 3.10.16, 17.10.16 & 31.10.16 (*copies previously circulated) were received and adopted.

FC.16/39. The Town Mayor's Interests:

A list of functions and activities attended by the Town Mayor was circulated to all Councillors and is included in the attached Report.

***A short adjournment took place from 7.30pm to 7.50pm to allow for questions, reports and representations by members present: from the County, District and Town Councillors (Report attached).*

Five members of the public left the meeting at 7.50pm. Two members of the public re-joined the meeting at 7.55pm.

FC.16/40. Re-shaping Community Health Services in South Devon & Torbay:

Following item FR&GP.16/79, consideration was given to formulate a response to the current consultation. Deadline for submission of a response is 23rd November 2016 (*copy of draft previously circulated). Following discussion it was

Resolved:

To respond stating that the Town Council objects to the proposed closure of the hospital but is prepared to review its decision when it knows what alternative facilities will be provided to meet the healthcare needs of parishioners and where they will be located.

Mr T Wilson enquired about progress with the Traffic Management Plan. As the Public Participation section of the meeting had already taken place the Town Clerk offered to update Mr Wilson on another occasion.

The meeting closed at 8.03pm.

Bovey Tracey Town Council

Report of the questions, reports and representations which took place during the adjournments of the Town Council meeting held on Monday 14th November 2016.

Reports and comments from members of the public:

PCSO Paul Wilson circulated copies of a report detailing recorded crime figures which had taken place in Bovey Tracey and Heathfield during October. He reported that there have been recent incidents at the Recreation Ground and therefore security will be increased in the area.

Following the onset of the darker evenings, he noted that skateboarders are now gathering in the car parks due to the lack of floodlighting at the skateboard park. It is understood that the skateboarders will approach the Town Council regarding the possible installation of floodlighting at the skateboard park.

Cllr Allen referred to the recent theft of car park ticket machines. PCSO Wilson confirmed that 20 machines have been targeted in the county.

Rev Kevin Hooke:

i) Advised that Rev. Fr. Gregory Stanton of St. John's Church is retiring in January. He will be missed for the positive contribution he has made to the town.

ii) Carol Services will take place at the various Churches in the parish. The Methodist Church will hold its Carol Service at Langaller Farm.

iii) Noted that he and Rev Graham Hamilton have been appointed Chaplains at South Dartmoor Community College.

Cllr Mrs Kerswell advised that Rev Hamilton is also Chaplain to the Boys' Brigade.

Cllr Mrs Kerswell - Chairman of the Hospital League of Friends noted that she had attended various meetings regarding the future of the hospital. She referred to the questionnaires recently circulated and confirmed that the responses indicated that the parishioners do not want to lose the hospital facility. She advised that she will be delivering the questionnaires to Downing Street. Currently efforts are being made to list the hospital building as a community asset.

Cllr Robillard referred to his background in NHS management and to the recent public meeting he had arranged regarding the future of the hospital. He noted that the questionnaires had been helpful and stated that it is important that a cohesive case is put forward to secure the future of the hospital.

Ms H Pasiiecznik advised that a recent public meeting had been held regarding the setting up of a development trust for Bovey Tracey. Currently the legal structure is being considered for the formation of the Bovey Community Development Trust. The Trust would like to work with the Town Council and suggest, from their priority list, the formation of a Neighbourhood Plan and the provision of a large community building could be suitable projects. Cllr Allen confirmed the Town Council's interest and advised that the Town Clerk will respond.

Ms L Robillard Webb & Ms Kate Day made impassioned pleas to the Town Council to do all in their power to ensure the retention of the hospital facility.

Mr D McGilvray referred to the Community Centre Draft Design Brief and enquired if this is available to the public. The Town Clerk confirmed that it is available from the office or the Town Council's website.

Mr L King referred to the lack of cycle racks in the town. DCC Cllr Gribble responded and advised that he will refer the matter back to the County Council.

Reports from County, District and Town Councillors:

DCC, TDC & Town Cllr Gribble reported on various DCC matters. He advised that the public toilets in Station Road car park will be removed in January and will be replaced by temporary facilities. He had attended various meetings including the provision of a youth facility in Heathfield, health & wellbeing and HATOC. He commented on the recent Boundary Commission variation which affects his ward representation.

At TDC he had attended meetings concerning sports' organisations, the forthcoming sports' personality of the year event, play areas, strategic planning and tourism awards.

Locally he had attended a Residents' Association meeting, Carnival Committee AGM, a meeting with allotment tenants and the Remembrance Service.

District Cllr Mrs Kerswell noted that the thanksgiving service for the late Cllr Anna Klinkenberg had been a very moving occasion. She noted that she had attended a Christmas Sale in aid of Animals in Distress and the Remembrance Day service. At TDC she had attended regular meetings of the Overview & Scrutiny and Planning Committees and a Devolution Workshop. She had also found a planning tour enlightening.

Cllr Robillard advised that he has spoken to some local traders who are interested in attending a meeting regarding retaining Fairtrade Town Status. He reported to DCC Cllr Gribble the need for an additional street light on the footpath link from College to St. Paul's Close.

Cllr Tregoning reported to DCC Cllr Gribble that the drain on the highway outside the Old Cottage Tea Shop requires clearing.

Cllr Arnold advised that the Christmas Fayre and Lights Switch-on will take place on 3rd December.

Cllr Bray reported that he had attended May Day meetings, Remembrance Service, the funeral of Cllr Anna Klinkenberg and Heathfield Community Centre AGM.

Cllr Ashby reported that he had attended a Residents' Association meeting, Save Bovey Hospital meeting, a Community Hub Steering Group meeting, the funeral of Cllr Anna Klinkenberg and the Remembrance Service. He had also attended a Heritage Trust meeting and noted the enthusiasm of the committee members which results in a thriving organisation.

Cllr Leigh advised that he had attended a Hospital Consultation meeting, a TALC meeting and a meeting concerning a new Local Plan for DNPA.

Cllr Blair advised that she had attended a May Day meeting, a meeting at Bovey Tracey Primary School, the Remembrance Day service and the funeral of Cllr Anna Klinkenberg.

Cllr Ms Richardson reported that she had attended the gathering at the War Memorial on 11th November.

Cllr Elphick reported that he had attended the Heathfield Community Centre AGM and advised that he is now a trustee. He noted the enthusiasm of those involved in setting up the Bovey Community Development Trust. He advised that the Heritage Trust AGM will take place at the Phoenix Hall on 15th November.

Cllr Allen (Town Mayor) referred to the sad loss of Cllr Anna Klinkenberg and stated that she had been an honourable, honest and good Councillor. He advised

that he had attended various meetings including the Residents' Association meeting, Community Centre meeting, meetings regarding the proposed community event in April 2017, including a meeting with representatives from Bovey Tracey Primary School. He noted that a meeting is due to take place with representatives from St Catherine's Primary School regarding their participation in the community event. He had also attended a TALC meeting, the Carnival Committee AGM, a meeting regarding the Christmas Lights, the public meeting regarding setting up a Community Development Trust, Hospital Consultation meeting and a meeting concerning the flag project. At the Remembrance Day Service he had been presented, on behalf of the Town, with a book, entitled "Smitten Down Yet Not Destroyed" which the Heritage Trust has published.

Mr M Wells (Town Clerk) advised that the next Council Meeting will take place on 23rd January 2017 at Heathfield Community Centre. The casual vacancy on the Town Council will be filled by a by-election which, if contested, will be held on 15th December 2016.

The Town Mayor's Engagements:

22.9.16	Presentation to Bovey Tracey Activities Trust of Rural Aid award.
28.10.16	Thanksgiving service for the late Cllr Mrs Anna Klinkenberg.
5.11.16	Attendance at Animals in Distress Christmas Sale at Methodist Hall.
13.11.16	Remembrance Services at Parish Church and War Memorial.



PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 28TH NOVEMBER 2016 AT 7PM

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr E Kelly
Cllr Ms J H Blair	Cllr S P Leigh
Cllr R A Bray	
Cllr D K Elphick	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Ms Blair

Cllr Gribble declared an interest in PL.16/77 a, b & d.

PL.16/76 Apologies for absence:

Cllr Ms C O Richardson (Unwell)
Cllr M Tregoning (Unwell)

It was noted that Cllr Robillard was absent and had not forwarded his apologies. The Town Clerk was requested to write to Cllr Robillard explaining that Standing Orders must be observed and apologies must be rendered in advance of a meeting.

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

PL.16/77 Consideration of Planning Applications:

DNPA Applications listed to 21.10.16:

- a) 0576/16 Replacement caravan/mobile home at Ullacombe Farm for Maddox Street Ltd.
Observations: No objection.
- b) 0572/16 Use of building its curtilage and associated access as workshops (B2) and storage/distribution (B8) with access at all hours of the day at The Apple Sheds for Mr K Allerfeldt.
Observations: No objection.

TDC Applications listed to 28.10.16:

- c) 16/02889/TPO Remove low branches and remove dead wood from two oaks, reduce low branches and remove dead wood from one oak and remove dead wood from three oaks. Fell one silver birch and remove low branches from one silver birch. Fell three Scots pine and reduce height and remove dead wood from one Scots pine. Pollard two crack willows to 4 metres in height at Heathfield Units, Battle Road, Heathfield for Mr R Anderson.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 28.10.16: None

TDC Applications listed to 4.11.16: None

DNPA Applications listed to 4.11.16: None

TDC Applications listed to 11.11.16:

- d) 16/02212/ADV Non-illuminated wall mounted advertisement at Town Hall Garage, Fore Street for Mr Scott Sibley.
Observations: The Town Council does not support the application proposals as it considers that advertisements should conform with advertising regulations.
- e) 16/02635/CLDE Certificate of Lawfulness for use as an independent unit of accommodation at Edgemoor Cottage, Avenue Road for Mr & Mrs L Downes.
Observations: No objection
- f) 16/02992/TPO Fell two silver birch (trees 40 and 41 on the accompanying plan) at Heathfield Units, Battle Road, Heathfield for Ms T Mitchell-Bennett.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 11.11.16: None

TDC Applications listed to 18.11.16:

- g) 16/03057/FUL External elevation alterations, new covered external walkway and a new external bin store compound at 7 Battle Road, Heathfield Industrial Estate for Little & Cull Ltd.
Observations: No objection.

PL.16/78 Planning Decisions: Noted.

Approvals:

a) TDC:

- i) Single storey rear extension at 8 Symons Close. (N/O)
ii) Fell one oak tree at 12 Drake Road. (Referred)
iii) Retrospective planning application relating to engineering works, involving moving earth and remodelling the site to accommodate self build plots at land at Bradley Road. (Unable to reach a decision due to insufficient information)
iv) Single storey rear extension to provide additional office accommodation at the Old Mill House, Millwood. (N/O)

b) DNPA:

- i) Change of use of building to a butchers' shop including external works and lean-to (retrospective) at Ullacombe Farm. (N/O)

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

PL.16/79 Land off Brimley Vale, Bovey Tracey:

Members noted correspondence received on 10th November 2016 from Luscombe Maye (**copy previously circulated*).

PL.16/80 Bovey Tracey Tennis Club - Facilities Upgrade:

Consideration was given to a request from the Chairman of Bovey Tracey Tennis Club (**copy previously circulated*) to provide a letter of support for this project for potential funding providers.

Resolved:

To request the Town Clerk to prepare a letter of funding support, to be approved by the Communications Group, before forwarding to the Chairman of the Tennis Club.

PL.16/81 General Planning Matters brought forward by Councillors:
(**For information only*).

Cllr Kelly referred to a development site in Pottery Road and advised that residents considered that the buildings are too close to the boundary. It was suggested that the residents should contact the Planning Enforcement Officer at TDC.

The meeting closed at 7.30pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 12TH DECEMBER 2016 AT 7PM

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

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

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L M Warren
One member of the public

The meeting was chaired by Cllr Kelly

Cllr Gribble declared an interest in RP&P.16/85, 16/94 & 16/96.

RP&P.16/82 Apologies for Absence: None.

**Public Participation: No comments.

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

RP&P.16/84 Accounts:

The Financial Accounts paid up to 9.12.16 (**copies circulated at the meeting*) were received and approved.

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

Consideration was given to an appropriate response to correspondence received from Devon County Council (**copy previously circulated*) in relation to Highway Grass Cutting for 2017/18. The Town Clerk provided an update on cost implication verge and visibility splay grass cutting. Following discussion it was

Resolved:

To accept the allocation of £1285.00 for the 2017/18 season and to continue with the existing contractor arrangements.

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

Consideration was given to 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 28th February 2017.

Resolved:

To proceed with the Young Citizen of the Year Award for 2017 and to appoint Cllr Ms Blair to lead the process.

RP&P.16/87 Town Centre Noticeboard:

Consideration was given to an appropriate style of noticeboard and suitable location for installation. The Town Clerk advised that Rural Aid has granted

£1500.00 towards the provision of a noticeboard. A discussion took place regarding suitable locations. It was suggested that a local tradesperson may be able to make a noticeboard at a competitive price. It was also noted that there is a noticeboard on the wall at WBW Solicitors in Union Square which may be suitable, subject to negotiations with WBW.

Resolved:

To accept the offer of the Town Clerk and Cllr Kelly to explore the suggestions and report back to the Committee.

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

Consideration was given to a request for permission to use Mill Marsh Park for parking for the Nourish Festival on Saturday 2nd September 2017.

Resolved:

To grant the request.

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

Members noted the Tree Condition Assessment report (**copy previously circulated*) provided by an alternative tree specialist, as resolved following item RP&P.16/80.

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

Members noted the minutes of meeting of 3.11.16 and 22.11.16 (**copies previously circulated*). Information omitted from the minutes of the meeting of 3.11.16 will be forwarded to Members.

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

The Town Clerk provided an update following the consultation exercise which closed in September 2016. He advised that 80% of those that completed questionnaires were in favour of a one-way system in principle. DCC Highway Officers, County Cllr Gribble and the Bus Company will further discuss the options.

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

The Town Clerk provided an update following a meeting held on 11th November with allotment tenants. He advised that in excess of 20 tenants had attended the meeting. Tenants were generally supportive of the formation of an Allotment Association which would have an agreed level of devolved powers to deal with various issues. A further meeting will take place on 14th December.

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

Members noted that the office will close at 2.00pm on 23rd December 2016 and will re-open on 3rd 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:

Members noted the proposed Control of Waiting amendment order for Town Hall Place (**copy previously circulated*). It was noted that the current parking space is for one hour not 30 minutes as indicated on DCC's plan. Following discussion it was

Resolved:

To request County Cllr Gribble to inform DCC Highways that the Town Council supports the removal of the "Police Vehicle Only" restriction but requests that both parking spaces are available for one hour.

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

Members noted correspondence received from Teignbridge District Council (**copy previously circulated*) notifying that a CRTB nomination has been received to list Bovey Tracey Community Hospital as an asset of Community Value.

Members considered commenting on this nomination. Deadline for response is 4pm on 19th December 2016.

Resolved:

To support the nomination.

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

The Town Clerk provided 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:

Consideration was given to a request (**copy previously circulated*) from a resident/Devon Air Ambulance for potential night landing sites within the parish.

Resolved:

To invite Toby Russell, DAAT Community Helipads Development Officer, to the parish to inspect and comment on the available areas.

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

Cllr Ms Richardson extended thanks to the Carnival Committee for helping to arrange the Christmas Lights Event. The Town Clerk advised that he has written thanking members of the Carnival Committee.

Cllr Allen thanked Cllr Ms Richardson for co-ordinating the Christmas Lights Event.

Cllr Robillard advised that he has arranged a meeting regarding retaining Fairtrade Town Status to take place in the Council Chamber at 5pm on 10 January 2017.

Cllr Kelly:

- i) Referred to parking space widths and suggested that TDC could be requested to consider providing wider spaces in Station Road Car Park.
- ii) Noted that young people were unable to use the skate park during the winter evenings due to the lack of lighting. He advised that some young parishioners may be in contact with the Town Council regarding this matter.
- iii) Congratulated Cllr Mrs Kerswell on taking the petition to retain the Hospital to Downing Street.

Mr Wells (Town Clerk):

- i) Advised that Mill Marsh Park will be judged for a Parks Award on 22 December.
- ii) From 3 January 2017 changes will be implemented to the bus timetables for the X38 & 39 services.

Cllr Kelly referred to the local funding of a Police Officer in the parish and suggested that Councillors may like to consider this and advise him of their thoughts.

The meeting closed at 7.50pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 12TH DECEMBER 2016 AT 7.51pm

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

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

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L M Warren

The meeting was chaired by Cllr Tregoning.

Cllr Arnold declared an interest in PL.16/83b. Cllr Gribble declared an interest in PL.16/83a.

PL.16/82 Apologies for absence: None.

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

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. Observations: The Town Council noted that the Arboricultural Officer does not support the application as the site is constrained by a number of protected trees. The Town Council supports the Arboricultural Officer's request for a tree constraint plan indicating the available area for development.

Cllr Arnold left the Council Chamber at 7.54pm and returned at 7.59pm.

- b) 16/03034/FUL Single storey extension to eastern elevation at Mill House, Station Road for Moorgate Veterinary Surgeons. Observations: No objection.

Cllr Robillard left the Council Chamber at 7.59pm.

- 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. Observations: No objection.

PL.16/84 Planning Decisions: Noted.

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 - 0.

PL.16/85

General Planning Matters brought forward by Councillors:
(*For information only).

Cllr Allen reminded Councillors that the Carol Service will take place on Monday 19th December at PPT Church commencing at 7.30pm.

The meeting closed at 8.02pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 9TH JANUARY 2017 AT 7PM.

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr E Kelly
Cllr Ms J H Blair	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr C W Robillard
Cllr M J Evans	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

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

Prior to the commencement of the meeting, the Town Mayor, Cllr Allen, welcomed Cllr Evans following his election to the Town Council

The meeting was chaired by Cllr Gribble.

Cllr Gribble declared an interest in FR&GP.17/07 & 17/16. Mr Wells (Town Clerk) declared an interest in FR&GP.17/18.

FR&GP.17/01 Acceptance of Office:

A Declaration of Acceptance of Office had been received from Cllr Evans following the election held on 15th December 2016.

FR&GP.17/02 Apologies for absence: None

****Public Participation:**

Mr L Calder referred to the recent addition to the no 39 bus service journeys and requested that the Town Council advertise this.

FR&GP.17/03 Consideration of minutes of previous FR&GP Committee meeting held on 31.10.16:

Ref. FR&GP.16/83 Risk Assessment of Financial & Non-Financial Internal Controls. The Town Clerk confirmed that the public liability requirement is £5million. The Town Council has cover of £10million.

FR&GP.17/04 Accounts & Financial Statement:

The Accounts & Financial Statement dated 9.1.17 (**copies circulated at the meeting*) were received. Following clarification of an account and noting a 20p error in the listing of the PHS Group invoice, the Financial Statement was adopted and the accounts were approved for payment.

FR&GP.17/05 Elector Fund 2016/17:

Following item FR&GP.16/61, where a decision to apply was deferred, Members considered project nominations for the Elector Fund for 2016/17. It was noted that the deadline for application - 4.00pm on 3rd February 2017.
The Town Clerk outlined the criteria requirement and it was noted that the maximum application is £6500.00

Cllr Kelly suggested applying for funding to provide illumination or a reflective surface in Accommodation Lane. Cllr Gribble considered that DCC may provide some lighting as part of the Wray Valley Trail scheme and he agreed to pursue this with DCC. A discussion took place and it was

Resolved:

To apply for funding for the following (amounts stated are approximate):

£2000.00 towards the provision of temporary public toilets in Station Road Car Park.

£2000.00 towards repairs at Heathfield Youth facility.

£2500.00 towards repairs and improvements undertaken at Mill Marsh Park play area.

FR&GP.17/06 Grant - Bovey Community Care:

Consideration was given to a request from the Treasurer on behalf of Bovey Community Care (**copy previously circulated*) for continuation of grant funding.

Following discussion it was

Resolved:

To continue to provide grant funding.

FR&GP.17/07 Grant - Bovey Tracey Youth Café:

In 2009 an agreement was prepared which commits the Town Council to an annual grant to the Youth Café. The current grant is £7500.00 per annum, paid on submission of a monthly invoice. Members considered a review of the existing arrangement.

Following discussion it was

Resolved:

To continue with the current payment arrangement for the time being and to invite the Chairman of Bovey Tracey Youth Action to the next FR&GP Committee meeting to provide a financial review.

FR&GP.17/08 Review of the Town Council's Financial Regulations:

It was noted that the Council's Financial Regulations were last reviewed and adopted in August/September 2015 (respectively) by the appointed Working Party following the release of the new Model Financial Regulations, published by NALC in October 2014. Consideration was given to forming a Working Party to undertake a further review.

Resolved:

To form a Working Party comprising Cllrs Gribble, Kelly and Leigh.

FR&GP.17/09 VAT Advice - Community Centre:

Consideration was given to obtaining professional advice on the options to minimise the VAT implications of this project. The Town Clerk advised that a National Association of Local Councils (NALC) VAT Advisor will provide the services for a fee of £900.00. Following discussion it was

Resolved:

To undertake the services of the VAT Advisor as set out above.

FR&GP.17/10 Internal Audit:

Item FR&GP.16/35 (April 2016) resolved to renew the existing agreement for internal audit services with South & West Internal Audit (Mr Ken Abraham). Due to ill health, Mr Abraham is no longer well enough to work.

Members considered the following quotations for the appointment of internal audit services:

Quotation 1: £840.00 (Annual fee - 2 audit days cover p.a.)
Quotation 2: £770.00 (Annual fee - 2 audit days cover p.a.)
Quotation 3: Requested, but not received.

Resolved:

To accept Quotation 2 in the sum of £770.00 (*Power to spend: LGA 1972 s141).

FR&GP.17/11 Dispensation for Councillors in Respect of the Budget Process:

In accordance with the provision of the Localism Act 2011 in relation to the setting of Bovey Tracey Town Council's precept, Members approved and signed the dispensation request to allow all Town Councillors to participate in setting the 2017/18 precept.

FR&GP.17/12 Budget & Precept 2017/18:

Consideration was given to recommending to Full Council the following:

- i) the adoption of the draft budget for 2017/18 (*copy previously circulated).
- ii) setting the precept figure at £199,565.00 (*copy previously circulated).

Resolved:

To recommend to Full Council the adoption of the draft budget for 2017/18 and the precept figure of £199,565.00. (£16,400.00 Council Tax Support Grant to be added to this figure)

On behalf of the Town Council, Cllr Gribble thanked Mr Wells (Town Clerk) for his work in producing the budget and precept figures for 2017/18.

FR&GP.17/13 Legal Advice Service:

Consideration was given to renewing the existing agreement for a further 12month period. It was noted that the current arrangement expires on 1st February 2017.

Resolved:

To renew the agreement at an annual cost of £1500.00 (*Power to spend: LGA 1972 s141).

FR&GP.17/14 Matters brought forward by Councillors: (for information only).

Cllr Mrs Kerswell advised that a vehicle has been parked at Dunley Cross for over a week. The Town Clerk confirmed that this has been reported to TDC.

Cllr Robillard advised that a meeting regarding the retention of the Town's Fairtrade Status will take place in the Council Chamber on 10th January at 5pm.

FR&GP.17/15 Exclusion of the Public, including the Press:

The following was resolved:

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

Item FR&GP.17/16 - Appointment of Architects for the Community Centre
Item FR&GP.17/17 - Recruitment - Grounds Maintenance Operative
Item FR&GP.17/18 - Salary Increases 2017/18

Members of the press and public left the Council Chamber at 7.51pm.

FR&GP.17/16 Appointment of Architects for the Community Centre:

Consideration was given to awarding the contract for design services following competitive tender and a review of all submissions received (**copy previously circulated*).

Cllr Ashby provided an update on the selection process undertaken and recommended Peregrine Mears Architects to undertake the project.

Resolved:

To appoint Peregrine Mears Architects to undertake the architectural services for the provision of a Community Centre.

Cllr Bray expressed his appreciation to Mr Peter Hall for his assistance. On behalf of the Town Council, Cllr Gribble thanked the Community Centre Steering Group for their efforts.

FR&GP.17/17 Recruitment - Grounds Maintenance Operative:

Consideration was given to a recommendation from the Personnel Committee to approve the recruitment of a replacement operative following the retirement of Mr R Hubbard at the end of March 2017, as per the draft job description and person specification (**copies previously circulated*).

Resolved:

To approve the recruitment of a Grounds Maintenance Operative.

Mr Wells and Mrs Warren left the Council Chamber at 8.05pm. Mr Wells returned to the Council Chamber at 8.10pm.

FR&GP.17/18 Salary Increases - 2017/18:

Members had received notification from the National Joint Council for Local Government Services (**copy previously circulated*) that the National Pay Award for Local Government Staff is 1% from April 2017 (2 year deal agreed for 2016/17 (1%) and 2017/18 (1%)). Consideration was given to a recommendation from the Personnel Committee to approve the increase in line with the National Pay Award.

Resolved:

To approve the increase as set out above.

The meeting closed at 8.12pm.

BOVEY TRACEY TOWN COUNCIL
BUDGETED INCOME & EXPENDITURE &
INDICATIVE PRECEPT FIGURE FOR 2017/2018

2017/2018:

Total Budgeted Expenditure 2017/2018	£	238,565*	
Total Budgeted Income (deduct)		22,600	(please refer to the attached budget for 2017/18)
		215,965	

**Proposed Precept
2017/2018:**

	£199,565		
Precept 2016/2017:	£192,650		£68.55 per Band D property
Precept 2015/2016:	£186,450		£67.53 per Band D property
Precept 2014/2015:	£172,165		£63.94 per Band D property
Precept 2013/2014:	£188,855		£64.04 per Band D property
Precept 2012/2013:	£188,855		£64.04 per Band D property
Precept 2011/2012:	£148,855		£50.32 per Band D property

**£69.91 per Band D property **
(1.98% increase) *****

The increase in the Band D rate relates to the changes highlighted in red on the attached Income/Expenditure spreadsheet.

* The Council Tax Support Grant (CTSG) has been agreed at £16,400 for 2017/18 (a reduction of £250.00 from 2016/17)

** The calculation of the precept figure is based on the number of Band D properties for 2017/18 – 2854.60. An increase from 2810.20 in 2016/17.

*** Proposal compares to a 1.98% increase per Band D Property (Under 3p per week, which equates to £1.36 per year)

Proposed Budget 2017/18 (Income)

Income	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Precept	170285.00	170285.00	172165.00	172165.00	186450.00	186450.00	192650.00
Council Tax Support Grant (CRSG)	16550.00	16660.00	16690.00	16690.00	16600.00	16600.00	16650.00
GRSS Subsidy	2020.00	2020.00	0.00	0.00	0.00	0.00	0.00
Interest	100.00	82.00	100.00	93.32	100.00	128.28	100.00
Allocments & Brimley Field	1800.00	2210.00	2000.00	2250.00	2000.00	2550.00	2000.00
Town Hall Lettings	4000.00	5497.00	4000.00	5789.10	4800.00	4851.90	0.00
Burial Fees	12000.00	15666.00	12000.00	12696.00	12000.00	16441.39	12000.00
Other Income	3500.00	5726.00	3500.00	7646.43	3500.00	17598.89	3700.00
PA & Other Grants	1000.00	18918.00	1000.00	21835.00	1000.00	65680.00	1000.00
Christmas Lights	2000.00	2148.00	2000.00	1703.00	2000.00	1901.49	2000.00
Brahan in Bloom	1800.00	2000.00	1800.00	2260.00	1800.00	2060.00	1800.00
SI06 Receipt/ CIL Contributions		56956.00	0.00	59265.19	0.00	21893.42	0.00
Flag Project						510.00	0.00
Sale of Town Hall		20795.00				92328.00	0.00
Insurance Claim							0.00
Total	215055.00	318963.00	215255.00	302393.04	230250.00	428993.37	231900.00

Budget 2017/18

199565.00
 16400.00
 0.00
 100.00
 2000.00
 0.00
 12000.00
 3700.00
 1000.00
 2000.00
 1800.00
 0.00
 0.00
 0.00
 0.00
238565.00

Proposed Budget 2017/18 (Expenditure)

Expenditure	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Allotments	1200.00	692.00	1200.00	4968.10	1200.00	1442.97	1200.00
Town Hall	9000.00	7387.00	9000.00	9545.76	9000.00	9137.59	9000.00
Cemetery	13000.00	10159.00	13000.00	9785.17	13000.00	7732.38	13000.00
Britain in Bloom	3500.00	4454.00	4000.00	6499.81	4000.00	3612.56	4000.00
Basket/Trough Watering	0.00	0.00	0.00	0.00	0.00	0.00	4000.00
Bus Shelters	500.00	0.00	500.00	0.00	500.00	0.00	5500.00
Recreation Grounds	16000.00	99043.00	16000.00	140809.78	16000.00	60419.32	500.00
Establishment Expenses	25000.00	23585.00	25000.00	28228.14	25000.00	26497.23	16000.00
Wages, N.I. & Pensions	66000.00	65771.00	66000.00	72091.81	84850.00	80040.52	26000.00
Replacement Photocopier	0.00	6640.00	0.00	0.00	0.00	0.00	80850.00
Pottery Leat	200.00	0.00	200.00	200.00	200.00	200.00	0.00
Christmas Lights	5000.00	6188.00	5000.00	6595.00	5000.00	6505.00	200.00
Election	6000.00	0.00	6000.00	0.00	6000.00	4230.65	5300.00
Contingency	5000.00	0.00	15005.00	0.00	5000.00	0.00	6000.00
Information Centre	750.00	0.00	750.00	0.00	750.00	0.00	5000.00
Parish Paths Partnership	100.00	0.00	100.00	65.00	100.00	23.70	750.00
Heatfield Youth Project	2000.00	796.00	2000.00	838.83	2000.00	140.96	100.00
BTYA	5000.00	6788.00	7500.00	7500.00	7500.00	7500.00	2000.00
The Old Thatched Inn	40000.00	20755.00	40000.00	0.00	40000.00	0.00	7500.00
Regeneration Project	0.00	0.00	2500.00	0.00	0.00	0.00	40000.00
Bovey Community Care	0.00	0.00	1500.00	1500.00	2500.00	5000.00	2500.00
Heritage Centre & Trail	0.00	3117.00	0.00	1500.00	1500.00	1500.00	1500.00
Diamond Jubilee (window)	0.00	3905.00	0.00	2822.00	0.00	465.00	0.00
Mayfair (TDC Grant)	0.00	1000.00	0.00	0.00	0.00	0.00	0.00
Legal Advice Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants/P3	0.00	495.00	0.00	1004.00	0.00	1500.00	1500.00
Flag Project	0.00	0.00	0.00	7871.32	2000.00	3930.13	0.00
Tree related Works	0.00	0.00	0.00	5267.67	5000.00	5507.21	3500.00
Recreation Ground Toilets	198250.00	260785.00	215235.00	305592.39	231100.00	225460.22	5000.00
Total							231900.00
							238565.00

Budget 2017/18

1200.00

9000.00

13000.00

4000.00

5500.00

500.00

16000.00

26000.00

82515.00

0.00

200.00

5300.00

6000.00

5000.00

750.00

100.00

2000.00

7500.00

40000.00

2500.00

1500.00

0.00

0.00

0.00

1500.00

0.00

0.00

3500.00

5000.00

238565.00

Accounts paid up to 9th December 2016

		£
31.10.16	1 st Office Equipment Ltd	318.91
"	Devon County Council	150.00
"	Grant Thornton UK LLP	1200.00
"	KJT Group Ltd	1306.20
"	N Brock	317.00
"	S W Ground Maintenance Ltd	972.00
"	C Beresford	45.00
14.11.16	PHS Group	246.48
"	Viking	44.36
"	Torbay Display	3000.00
"	Dartforest Tree Works Ltd	252.00
"	Arnolds	14.18
"	EDF Energy Customers plc	84.06
"	Teignbridge District Council	115.52
"	G J Stanton	50.00
"	Mrs A Barker	50.00
"	Devon Matters	523.00
"	Alan Lewis	524.00
24.11.16	Devon & Cornwall Newspapers Ltd	30.00
"	PVM Supplies Ltd	66.74
"	Society of Local Council Clerks	250.00
"	Association of Local Council Clerks	10.00
"	Lisa Robillard Webb	200.00
"	TRBL Poppy Appeal	18.50
"	S W Water Ltd	20.93
5.12.16	WPS Ltd	15.00
		<u>9823.88</u>

Payroll

6571.53

Direct Debits

1.11.16	Aviva	580.70
1.11.16	Pulse8broadband	22.00
9.11.16	UK Fuels Ltd	117.59
16.11.16	British Gas	104.06
21.11.16	EE Phone	32.20
25.11.16	British Gas	23.19
28.11.16	Elitetele.com	55.34
1.12.16	Aviva	580.70
"	Pulse8broadband	22.00
7.12.16	UK Fuels Ltd	63.03
		<u>1600.81</u>

Accounts paid up to 6th January 2017

		£
12.12.16	C Beresford	36.00
"	British Gas	23.19
"	Mole Valley Farmers Ltd	39.13
"	1010 Media Ltd	600.00
"	Bovey Court Garage	304.15
"	Post Office	230.00
"	Torbay Display	4680.00
"	PHS Group	308.10
"	R W Hubbard (Reimbursement)	14.29
"	Devon Communities Together	9563.00
"	Bovey Tracey Youth Action	625.00
16.12.16	N Brock	317.00
"	E Bowden & Sons	67.80
"	Total Cleaning Services	<u>232.50</u>
		<u>17040.16</u>

Payroll 6571.53

Direct Debits

21.12.16	EE Phone	32.20
28.12.16	Elitetele.com	52.96
3.1.17	Aviva	580.70
"	Pulse8broadband	22.00
4.1.17	UK Fuels Ltd	<u>120.03</u>
		<u>807.89</u>

Financial Statement 9th January 2017

Accounts to be paid

	£
Equiptest Ltd	396.00
Total Cleaning Services	195.00
M Wells	130.27
Arnolds	16.12
Clare Beresford	27.00
M I Davey	280.00
Glasdon UK Ltd	340.42
Newton Abbot Security Trust	500.00
S W Water Ltd	620.88
" " " "	14.78
Total Event Hire Ltd	35.28
Teignbridge District Council	1271.53
" " " "	5300.00
PHS Group	<u>246.28</u>
	<u>9373.76</u>

Balance in General Account:	13,318.40
To be paid in:	<u>362.86</u>
	13,681.26
Accounts to be paid:	<u>9,373.76</u>
	4307.50
Business Bank Instant Account:	221,287.87
Business Bank Instant Account:	<u>260,086.07</u>
	<u>485,681.44</u>

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 9TH JANUARY 2017 AT 8.15pm

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr E Kelly
Cllr Ms J H Blair	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr C W Robillard
Cllr M J Evans	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Tregoning

PL.17/01 Apologies for absence: None

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

PL.17/02 Consideration of Planning Applications:

DNPA Applications listed to 2.12.16:

- Withdrawn Application: (Noted)
- a) 0548/16 Refurbishment and extension of existing residential dwelling at Little Cottage for Mr & Mrs T & S Harcourt-Smith.

TDC Applications listed to 9.12.16:

- b) 16/03061/MAJ Variation of conditions 5, 8 and 9 on planning permission 14/02221/MAJ to allow revision to plots 83 to 90 at land north of Bradley Road for Bovis Homes (South West) Ltd.
Observations: To remain consistent with the observations made on 6.10.14 and 6.11.14 and continue to object to the proposed changes to the layout of the site and the design of the properties.
- c) 16/03122/FUL Single storey extension to north west elevation at 3 Birchlea Close, New Park for Mr A Vizor.
Observations: No objection

DNPA Applications listed to 9.12.16: None

TDC Applications listed to 16.12.16: None

DNPA Applications listed to 16.12.16: None

TDC Applications listed to 23.12.16: None

PL.17/03 Planning Decisions: Noted

Approvals:

- a) TDC:
- i) External elevation alterations, new covered external walkway and a new external bin store compound at 7 Battle Road, Heathfield Industrial Estate (N/O)
- ii) Conversion to five flats at Blenheim, Brimley Road. (N/O but support the views of Tree Officer)

- iii) New roof including the raising of height by 210mm and replacing front and rear cladding with composite wall cladding at Unit 26, Fairfax Road, Heathfield. (N/O)
- iv) Certificate of Lawfulness for use as an independent unit of accommodation at Edgemoor Cottage, Avenue Road for Mr & Mrs L Downes. (N/O)
- v) Two storey extension to industrial building to provide additional storage, reorganisation of car parking and metal gates to service yard repositioned at 24 Old Newton Road, Heathfield. (N/O)
- vi) Approval of details for one dwelling (approval sought for appearance, landscaping, layout and scale) at land at Bradley Road. (N/O)
- vii) Variation of condition 1 on planning permission 15/00776/MAJ to allow alterations to the conversion of the mould making workshop and amendments to the parking areas at RMS Cars, Pottery Road. (N/O)

Refusals:

- b) TDC:
 - i) Fell two silver birches (trees 40 & 41) at Heathfield Units, Battle Road. (Referred)
- c) DNPA:
 - i) Replacement caravan/mobile home at land at Ullacombe Farm. (N/O)
Cllr Allen sought reasons for refusal. The Town Clerk explained that no certificate of lawful use was issued due to insufficient information.
 - ii) Use for B2 (general industrial) and B8 (storage and distribution) at land at the Apple Sheds. (N/O).

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

PL.17/04

General Planning Matters brought forward by Councillors:
(*For information only).

Mr Wells (Town Clerk) advised that the retrospective application for the sign at Town Hall Garage has been refused.

Cllr Ms Blair raised concern about the provision of affordable housing being delivered on the Bovis Homes development. Cllr Mrs Kerswell agreed to raise this matter with TDC planners.

Cllr Ashby raised concern following rumours that a property on the Williams Gate development was affected by subsidence.

Cllr Kelly highlighted issues with large lorries stopping on the main road outside the Devonshire Homes development to unload, causing safety issues. Cllr Mrs Kerswell agreed to check the conditions with TDC planners.

The meeting closed at 8.25pm.