

BOVEY TRACEY TOWN COUNCIL

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

27th February 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 6th March 2017 at 7pm for the purpose of transacting the business as set out below.

AGENDA

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

Previous Minutes:

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

Prior to the commencement of the meeting Mr J Midgely (Chairman of Bovey Tracey Youth Action) will be present to update Members on the group's current financial position.

FR&GP.17/19 Apologies for absence:

**Public Participation:

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

FR&GP.17/20 Consideration of minutes of previous FR&GP Committee meeting held on 9.1.17:

FR&GP.17/21 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 3.3.17 (*copies to be circulated at the meeting).

FR&GP.17/22 Fees & Charges 2017/18:

To consider a review of the current fees and charges (*copy enclosed).

FR&GP.17/23 Grant - Bovey Tracey Youth Action:

To consider a review of the current grant (£7500 p.a.).

FR&GP.17/24 Investing in Devon Grant:

To note that an additional £10,000.00 has been awarded to the Community Centre Development following an application to DCC.

FR&GP.17/25 Capital Budget:

To consider the following virements from the Town Council's operational business account to the capital account earmarked for capital costs in relation to the Community Centre development.

£40,000.00 (2016/17 PSWL advance contribution)
£10,000.00 (Investing in Devon grant)

FR&GP.17/26 Repairs/Maintenance - Heathfield Youth Cabins:

To consider the following quotations for internal repairs and maintenance work following vandalism:

Quotation A: £1,750+VAT
Quotation B: £1,560+VAT
Quotation C: £3,050+VAT

FR&GP.17/27 Proposed Reduction in Police Community Support Officers (PCSOs):

Following the recent announcement from Devon and Cornwall Constabulary that PCSOs are likely to be reduced by half (360 to 180) Members are requested to consider action as appropriate.

FR&GP.17/28 Dartmoor Demon:

To note that the Dartmoor Demon cycle ride will take place on Saturday 29th April, passing through Bovey Tracey.

FR&GP.17/29 Provision of Services Agreement for the Cleaning of Public Toilets at the Recreation Ground:

The current service agreement for the cleaning and provision of consumables for the public toilets at the Recreation Ground is due to expire on 31st March 2017.

To note that due to the proposed increase in charges from the Contractor, alternative quotations will be sourced. The current contractor will continue to service this site for the interim period.

FR&GP.17/30 Summer Watering - Hanging Basket & Troughs - 2017:

To consider the following quotations for the watering of the town's hanging baskets and troughs between 1st week in June to 30th September 2017.

Quotation A: £9,600+VAT
Quotation B: £11,148.43+VAT
Quotation C: £6,000+VAT

FR&GP.17/31 Elector Fund - 2016/17:

To note that applications for the following Elector Fund grants were successful:

£2,210.00 - Hire of temporary toilet facilities (Station Road).
£2,560.00 - Play area improvements (Mill Marsh Park)
£1,750.00 - Heathfield Youth Facility (Repairs/maintenance)

FR&GP.17/32 Meeting Schedule 2017/18:

To consider adopting the proposed meeting schedule (*copy enclosed) for all the meetings of the Town Council for the period from 8th May 2017.

FR&GP.17/33 Electronic Delivery of Meeting Summons:

The Local Government (Electronic Communications) (England) order 2015 allows for the delivery of Summons to Council meetings to be delivered

by email subject to the consent of individual Councillors. Members are therefore requested to consider adopting this practice. If adopted, a consent form (*copy enclosed) must be completed and submitted to the Town Clerk for those wishing to change from the current delivery method.

FR&GP.17/34 Fairtrade Status Renewal:

To receive an update from Cllr Robillard and to consider passing the following resolution in respect of Bovey Tracey's renewal status as a Fairtrade town:

Bovey Tracey Town Council supports a strategy to facilitate the promotion and purchase of products with the Fairtrade mark and will:

- *Contribute to the efforts to increase sales of products with the Fairtrade mark.
- *Offer Fairtrade marked food and drinks where possible and make them available for internal meetings.
- *Seek to encourage local retailers to provide Fairtrade marked options for customers.
- *Support the local Steering Group in its endeavours to increase awareness of Fairtrade among people and businesses.
- *Support the initiative in the media when opportunities arise.

FR&GP.17/35 S106 - Wray Valley Trail:

To consider a request from Teignbridge District Council to approve a spend of £10,000.00 from the S106 Open Space contributions as partnership funding to extend a section of the Wray Valley Trail to better serve the parish of Bovey Tracey and to note the current S106 levels (*copy enclosed).

FR&GP.17/36 NHS - Acute Services Review:

To note correspondence (*copy enclosed) received from the NHS in Devon in relation to work on a five-year health and care services plan (Sustainability and Transformation Plan) and consider any action as appropriate.

FR&GP.17/37 Fly a Flag for the Commonwealth - 13th March 2017:

To consider an invitation from Bruno Peak (Commonwealth Pageantmaster) to take part in the "Fly a Flag for the Commonwealth" Celebrations, by flying the Commonwealth Flag from the Town Hall on Monday 13th March 2017.

FR&GP.17/38 Matters brought forward by Councillors: (for information only).

FR&GP.17/39 Exclusion of the Public, including the Press:

To give consideration to adopting the following resolution:

That in view of the confidential nature of the business about to be transacted and pursuant to the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, as amended, the public and press be temporarily excluded from the meeting for the following item:

Item FR&GP.17/40 - Grounds Maintenance Operative

FR&GP.17/40 Grounds Maintenance Operative:

To note a letter of resignation (*copy enclosed) and to receive an update on the current recruitment process.

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

SIGNED

DATE

28/02/17



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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

28th February 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 6th March 2017 at 8pm approx. (following FR&GP 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:

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PL.17/14 Apologies for absence:

**Public Participation:

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

PL.17/15 Consideration of Planning Applications:

DNPA Applications listed to 10.2.17: None

TDC Applications listed to 17.2.17:

- a) 17/00167/FUL Erection of timber framed combined stable block and outbuilding including formation of access track at field on Manaton Road for Mrs J Brand.
- b) 17/00407/TPO Crown lift to main forks one oak (941 on submitted plan) and crown reduce by 3-4m one oak (942 on submitted plan) at Units 1-3, Blue Water House for Mr C P Simons.
- c) 17/00420/TPO Crown lift four beech trees to give 2m vertical clearance from roof and fell two Scots pine at land at rear of Greywalls, Newton Road for Charteroak Estates Ltd.

DNPA Applications listed to 17.2.17:

- d) 0271/14 Amended scheme for a single storey extension, first floor extension over garage, two-storey side/rear extension, new detached garage and extended gravel drive (resubmission of 0168/14 at Linghaven for Mr R Smith.
- e) 0088/17 Variation of condition 4 of 0271/14 to allow the use of plain tiles at Linghaven for Mr R Smith.

TDC Applications listed to 24.2.17:

- f) 17/00369/FUL Erection of a detached dwelling at 17 Heathfield Close for Mr G Moore, Bramley Homes (SW) Ltd.
- g) 17/00391/FUL New detached double garage at Laurels End, Avenue Road for Mrs S Langmead.
- h) 17/00489/VAR Variation of condition 2 on planning permission 12/01779/VAR to allow the use of the site and portable cabins for a further three years for youth facilities at land at Cannon Road/Battle Road, Heathfield Industrial Estate for Bovey Tracey Town Council.

PL.17/16 Planning Decisions:

Approvals:

- a) TDC: None
- b) DNPA:
 - i) Reduce crown by 3m on 1-2 Sycamore at 5 St Lukes, Hawkmoor. (Referred)
 - ii) Fell 1-3 Sycamore at 1 Hawkmoor Parke. (Referred)

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

PL.17/17 General Planning Matters brought forward by Councillors:
(For information only).

SIGNED
M WELLS
TOWN CLERK

DATE 28/02/17

Bovey Tracey Town Council

Fees & Charges - Review (2017/2018)

- Section 1 - Cemetery Fees (Parts 1 - 5)
- Section 2 - Allotment Fees
- Section 3 - Christmas Lights
- Section 4 - Town Centre Baskets/Boxes
- Section 5 - Gravedigger Fees

Section 1 - Cemetery Fees

PART 1 - INTERMENTS

1. For the interment in a grave for which no exclusive right of burial or exclusive grant of burial has been granted:
 - (a) A stillborn or a child whose age did not exceed FIVE years at the time of death. No charge
 - (b) A child whose age at the time of death did exceed FIVE years but did not exceed TWELVE years. £240.00 (£480)
 - (c) A person whose age at the time of death exceeded TWELVE years.
 - Single - 4ft. (1.22m) £542.00 (£1084)
(Depth)
 - Double - 6ft. (1.83m) £641.00 (£1282)
(Depth)
 - Treble - 8ft. (2.44m) £765.00 (£1530)
(Depth)
2. For any interment in a walled grave in respect of which an exclusive right of burial has been granted. A quotation will be given
3. For any interment of cremated remains. £164.00 (£328)

**PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES
(PURCHASE)**

1. For the right of burial for a period not exceeding 100 years.
 - (a) In an earthen grave 8 feet by 3 feet £608.00 (£1216)
 - (b) In an earthen grave 8 feet by 6 feet £1209.00 (£2418)
2. For exclusive right of burial in a child's grave not exceeding 3ft 6" by 1ft 6" £228.00 (£456)
3. Cremation Plot £228.00 (£456)

PART 3 - WALLED GRAVES

1. For the right to construct and for the exclusive right of burial for a period not exceeding 100 years.
 - (a) In a grave 8 feet by 4 feet £863.00 (£1726)
 - (b) In a grave 8 feet by 8 feet. £1732.00 (£3464)

THE FEES INDICATED FOR PARTS 2 AND 3 INCLUDE THE DEED OF GRANT

PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

1. For the right to erect or place on a grave for which exclusive right of burial has been granted.
 - (a) A headstone or cross not exceeding 4 feet in height or 2 feet 6" in width incorporating or not a vase. £189.00 (£378)
 - (b) A granite, marble or other stone constructed vase alternative to a memorial. £62.00 (£124)
 - (c) A tablet on any grave where a memorial existed before 1st April 1976. £92.00 (£184)
 - (d) A kerb-set, (including headstone) size not to exceed 8" in height, 2.160m (7'1") in length and 0.940m (3'1") wide £245.00 (£490)
 - (e) A kerb-set as an addition to an existing headstone. £129.00 (£258)

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|----|--|---------|--------|
| 2. | For the right to place on a child's grave for which the exclusive right of burial has been granted, a headstone, cross or similar not exceeding 3 feet in height and 1 foot 3" in width incorporating or not a vase. | £95.00 | (£190) |
| 3. | A tablet or vase-tablet on a cremation plot or a small headstone. | £102.00 | (£204) |
| 4. | Additional inscription after the first. | £62.00 | (£124) |

PART 5

Search Fee	£28.00	(£56)
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Section 2 - Allotment Fees

Allotment Plot Rental (Older Plots)	£20.00 per annum
Allotment Plots Rental (Newer Plots)	£50.00 per annum
Allotment Deposits	£50.00

Section 3 - Christmas Lights

Supply and fit Christmas Tree	£40.00
Business Contribution towards Town Centre Lights	£30.00

Section 4 - Town Centre Baskets/Boxes

Purchase of a serviced basket/box	£22.00
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Section 5 - Gravedigger Fees

Preparation of a Single Depth Plot	£317.00
Re-opening a Plot	£317.00
Preparation of a Double Depth	£365.00

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS FOR 2017/2018

Council Meeting	Planning Committee	Recreation, Parks & Property Committee	Finance, Resources & General Purposes Committee.
Starting time: 7:00 p.m.	Starting time: 7:00 p.m.	Starting Time: 7.00pm Planning Committee Starting Time: 8:00p.m.*	Starting Time: 7.00pm Planning Committee Starting time: 8:00 p.m.*
8th May 2017 Annual Meeting	22nd May 2017	5th June 2017	19th June 2017
3rd July 2017		17th July 2017	4th September 2017
18th September 2017	2nd October 2017	16th October 2017	30th October 2017
13th November 2017	27th November 2017	11th December 2017	8th January 2018
22nd January 2018 Heathfield Community Centre	5th February 2018	19th February 2018	5th March 2018
19th March 2018		9th April 2018	23rd April 2018
Tuesday 8th May 2018 Annual Meeting			

- Planning Meetings will commence at approximately 8.00pm, dependent upon the business under discussion at the previous meeting.

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

Normally all other meetings will be held on Monday evenings in the Council Chamber except where otherwise stated. Additional meetings may be arranged in the summer recess to deal with planning and any urgent Town Council business.

Bank & Public Holidays 2017/18

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

Acute services review



An opportunity to discuss decision-making criteria in any future proposals

The NHS in Devon is working on a five-year plan for health and care services. This is known as the Sustainability and Transformation Plan (STP).

We are holding a series of events across Devon to discuss the first stage of this work - a review of our acute services. There are no specific proposals for service change at this stage.

We want to talk to people about the criteria we use, and listen to your views and experiences, ahead of the launch of any proposals, likely to be in summer 2017.

This review may affect services at our four acute and district hospitals in Devon:

- **Derriford Hospital (Plymouth)**
- **North Devon District Hospital (Barnstaple)**
- **Royal Devon and Exeter Hospital**
- **Torbay Hospital**

Register now to guarantee your place at one of our discussion events

South	Tuesday 14 March	18:30 - 20:30	Civic Hall, High Street, Totnes , TQ9 5SF
	Tuesday 21 March	10:00 - 12:00	The Avenue Methodist and URC Church, The Avenue, Newton Abbot , TQ12 2BY
	Friday 24 March	14:30 - 16:30	Preston Baptist Church, Old Torquay Road, Paignton , TQ3 2RB

Please register to guarantee your place

Call 01392 267 642 or email d-ccg.CorporateServices@nhs.net

Where there is sufficient demand, further meetings will be organised

Wider Devon Sustainability and Transformation Plan

Acute Services Review Stakeholder Briefing: Issue 1

February 2017

Introduction

Devon's Acute Services Review (ASR) was announced on 4 November 2016, when the final draft of the five-year Wider-Devon Sustainability and Transformation Plan was published. The detailed case for change is set out on the websites of [NEW Devon CCG](#) and [South Devon and Torbay CCG](#)

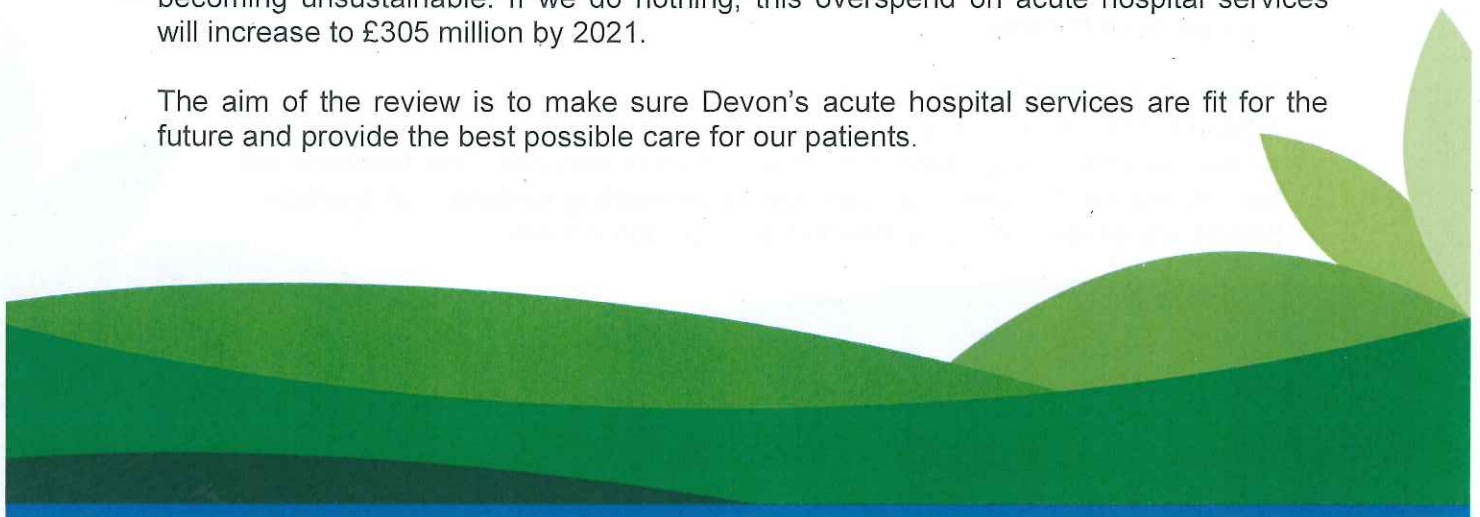
This Plan sets out why we need to transform health and care services across Devon. It has seven main priorities, one of which is to secure clinically and financially sustainable acute hospital services across Devon.

Acute services are currently provided for the people of Devon by our four major hospitals (in Barnstaple, Exeter, Plymouth and Torbay). The review will have three parts:

1. Examine the gaps in our current acute services and/or whether we are fully meeting the national clinical standards to achieve 'best care for Devon'.
2. Identify those acute services that are vulnerable because of workforce shortages, or other challenges and which are at risk of becoming unsustainable in the near future.
3. Engage our staff, stakeholders and the public on what they consider to be most important about the acute services within the Review and the criteria for decision-making

Across Devon, staff are working hard to deliver a good standard of care to patients. But we know we are not consistently delivering care in line with national best practice and we are doing this at too high a cost: Devon's hospitals are currently spending £50 million more per year than they receive in funding. A large proportion of this overspend is on agency and locum clinical staff, which is a good indicator that services are becoming unsustainable. If we do nothing, this overspend on acute hospital services will increase to £305 million by 2021.

The aim of the review is to make sure Devon's acute hospital services are fit for the future and provide the best possible care for our patients.



Because this is such an important issue for Devon, it will rightly involve months of collaboration, discussion and planning within, between and outside of our hospitals to come up with proposals to ensure we achieve our shared goal of sustainable acute and specialist service provision across Devon.

Which acute services are being reviewed?

High priority acute services

- Stroke services, including hyper-acute and stroke rehabilitation (clinician workshops taking place between December 2016 and March 2017)
- Maternity and paediatrics (clinician workshops taking place between January 2017 and March 2017)
- Urgent and emergency care. (clinician workshops taking place between January 2017 and March 2017)

The workshops provide a forum where clinicians from across Devon representing each of these services meet to discuss the current service standards, the best practice service standards (national clinical guidelines) and any issues affecting the quality and sustainability of the existing services. Each of the three reviews will include a number of patient representatives (recruited by Healthwatch) who have lived experience of the service being reviewed. This will ensure that the patient perspective informs the discussions of the group.

Vulnerable acute services

In parallel, work is underway to discuss a range of vulnerable services that may require collaboration and different ways of working across our hospitals and clinical teams.

Each of these services has particular challenges and we cannot resolve them with the current model of service delivery. This work is ongoing and will follow a similar process to that of the high priority acute services.

How we will engage people in the Acute Services Review

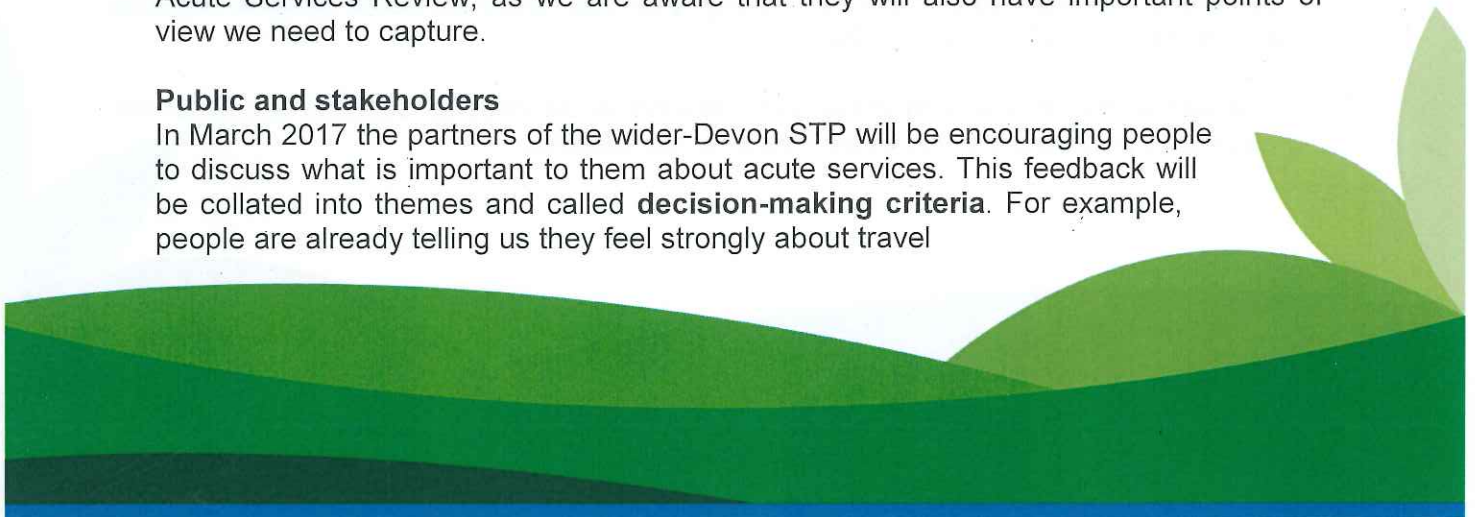
Staff

Clinical, professional and managerial representatives for stroke, maternity and urgent care are all involved in the clinical workshops outlined above.

Each organisation is also making sure that its staff are engaged and informed in the Acute Services Review, as we are aware that they will also have important points of view we need to capture.

Public and stakeholders

In March 2017 the partners of the wider-Devon STP will be encouraging people to discuss what is important to them about acute services. This feedback will be collated into themes and called **decision-making criteria**. For example, people are already telling us they feel strongly about travel



times and distances so we expect this will be an important criterion that lots of people feel should influence our plans.

These discussions will be held across Devon in a variety of formats and settings, from attending council meetings to specially organised public meetings and questionnaires.

The feedback we receive will be presented to the clinicians in each workstream to ensure that the views of our wider staff, stakeholder and public are incorporated into our planning and thinking at the earliest stages.

By summer 2017, we hope we will have had sufficient feedback from clinicians, the public, finance and workforce professionals to draw up proposals about how we make sure Devon's acute hospital stroke, maternity and urgent care services are fit for the future and provide the best possible care for our patients.

It is anticipated that these proposals may require consultation with the public and staff.

Next update: March 2017

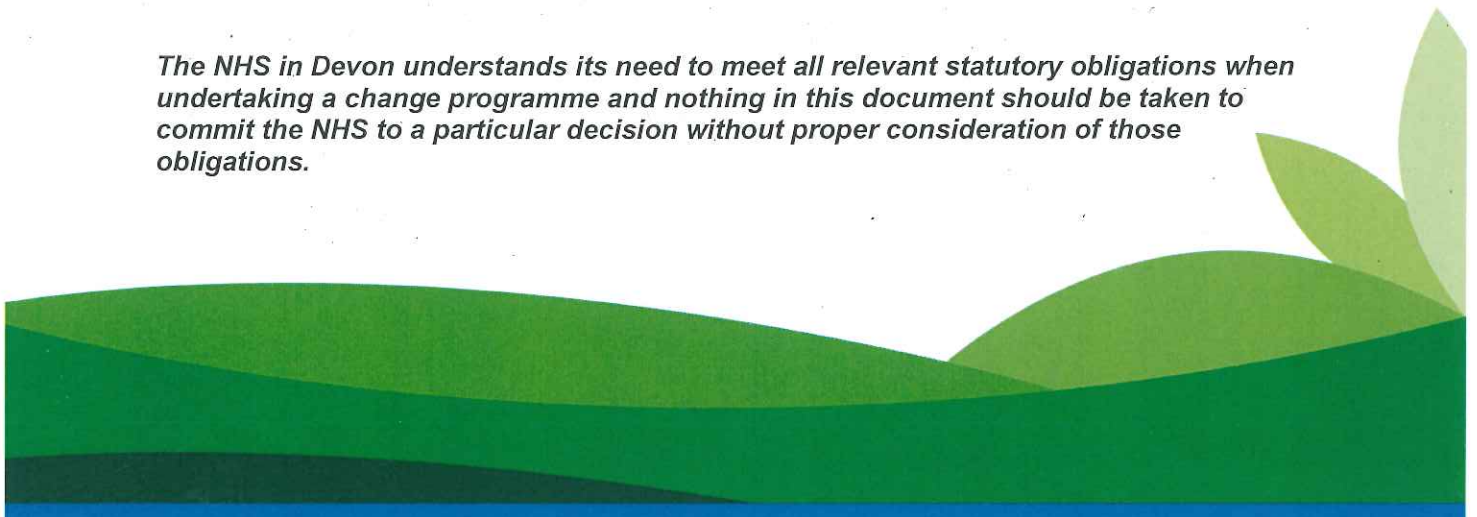
We are now able to share details of taking place across Devon to discuss the Sustainability and Transformation Plan and the Acute Services Review.

This briefing is sent to all identified stakeholders across Devon and will be cascaded through partner organisations. If you would like to receive these briefings directly please contact us and we will add you to our mailing list.

Wider-Devon STP partners

- All NHS providers in Devon
- NHS Northern, Eastern and Western Devon CCG
- NHS South Devon and Torbay CCG
- Livewell SouthWest
- Devon County Council
- Plymouth City Council
- Torbay Council
- Healthwatch (Devon, Plymouth and Torbay)
- 160 GP practices
- Virgin Care
- Care UK

The NHS in Devon understands its need to meet all relevant statutory obligations when undertaking a change programme and nothing in this document should be taken to commit the NHS to a particular decision without proper consideration of those obligations.



Active

Cardew £38,389.13 spend by 2022

Land North of Bovey Rd (12/03015) £36,078.81 spend by 2026

Open space

Cardew £91,285.70 spend by 2022

Brimley Grange £1,899.50 no spend-by date on this one.

Indoor

Parklands £6,820.85 spend by 2021

Cardew £54,999.14 spend by 2022

Land North of Bovey Rd £37,307.95 spend by 2026

MUGA & Play

Cardew £9,716.27 spend by 2022

Land North of Bovey Rd £9,557.67 spend by 2026