

BOVEY TRACEY TOWN COUNCIL

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

29th August 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 Baptist Church Hall, Hind Street, Bovey Tracey on Monday 4th September 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.

FR&GP.17/75 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.17/76 Consideration of minutes of previous FR&GP Committee meeting held on 19.6.17:

FR&GP.17/77 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 4.9.17 (*copies to be circulated at the meeting).

FR&GP.17/78 Elector Fund 2017/18:

Teignbridge District Council's Elector Fund for 2017/18 opened for applications in August 2017 and consists of £1.10 per elector (£6,527.40).

Applications must be submitted by 4.00pm on 29th September 2017 (Round 1) or by 4.00pm on 3rd February 2018 (Round 2). Members are therefore requested to consider a preferred application for which to apply (*criteria enclosed for information).

FR&GP.17/79 Traffic Regulation Order (TRO) - St John's Lane:

To receive an update from the Town Clerk, following item RP&P.16/57 and consider any subsequent action as appropriate.

To note the Town Clerk's attendance at the DALC AGM, Conference & Exhibition on 10th October at Exeter Racecourse (*copy of programme enclosed) and consider any additional attendance.

FR&GP.17/81 Community Infrastructure Levy (CIL) Annual Report 2016/17:

To note the content of the CIL Annual Financial Report 2016/17 (*copy enclosed) and to approve the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended)

FR&GP.17/82 Risk Assessment of Financial & Non-Financial Internal Controls:

To consider the updated Risk Assessment of Financial & Non-Financial Internal Controls - September 2017 (*copy enclosed). This represents the Town Council's Internal Control Document.

FR&GP.17/83 Rural Aid 2017/18:

To note that the application for Rural Aid Funding of £3,000.00 towards the speed reduction project for Le Molay-Littry Way was successful and quotations for the purchase of a solar panel radar speed warning sign are currently being obtained.

FR&GP.17/84 Purchase of RBS Rialtas Suite (Alpha) Financial Management Software:

In light of the recommendation within the Internal Auditor's report and following investigations by the Town Clerk into suitable accounting software packages, Members are requested to consider a quotation (*copy enclosed) from RBS Rialtas for the purchase of its Alpha Financial Management Software.

FR&GP.17/85 Capital Budget:

To consider the following virement 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 (2017/18 Public Sector Work Loan advance contribution)

FR&GP.17/86 Fairtrade Town Status - Bovey Tracey:

To note that the application submitted to the Fairtrade Foundation for renewing Fairtrade Town Status has been successful.

FR&GP.17/87 Removal of Black Poplar - Mill Marsh Park:

To note that during the summer recess period quotations were sought for the urgent removal of a black poplar tree in Mill Marsh Park at a cost of £950.00+VAT.

Quotation a) - £ 950.00+VAT

Quotation b) - £1,000.00+VAT

Quotation c) - £1,075.00+VAT

FR&GP.17/88 Matters brought forward by Councillors: (for information only).

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

SIGNED 
M WELLS
TOWN CLERK

DATE 29/08/17.....

Teignbridge District Council Elector Fund 2017/18 Terms of Reference

This is discretionary fund, which is reviewed on an annual basis, its continuation subject to Devon County Council & Teignbridge District Councils ability to make funds available.

Basis of the scheme

Each parish council can bid for an amount of £1.10 per elector.

- 1 The fund is available for Town and Parish Councils involving their communities to try to solve local issues. Projects should be likely to achieve the promotion or improvement of, economic, social or environmental well being of the area.
- 2 The Fund will prioritise new and innovative projects. Applicants are strongly encouraged to seek matched funding to help maximise project benefits. This can be financial or in-kind support.
- 3 Applications should be for projects that address local priorities and meet identified needs of the local community.
- 4 The applicant must be a town or parish council. Registered charities, voluntary/community organisations, social enterprises and faith groups may apply but must do so via a town or parish council.
5. Claims for payment of £5,000 and above will be required to be backed up with the relevant invoices.
6. Larger projects may require a mentor to help oversee delivery of the project.
7. Funding must not directly benefit any individual or private business and can only be used for the purposes specified in the application.

If the grant meets the criteria, an e-mail will be sent to the clerk and County and District Ward Councillors, stating that TDC is minded to make a grant. Provided there is no adverse comment from County and District Ward Councillors, the grant will be paid.

Requests for payment of grants higher than £5k will be paid on receipt of invoices.

Decision making: has been delegated to the Democratic Services Manager, but can also be made by the Executive if necessary.

Monitoring:

Parish Clerks undertake to use the grant for the purposes in the applications. There is also a requirement to provide the Council with a statement of how the grant has benefitted the community if one is requested.

Publicity and transparency:

A spreadsheet of grants awarded is published on the TDC elector fund web page <http://www.teignbridge.gov.uk/electorfund>

Details of the grant will be publicised by way of Teignbridge website, via the Teignbridge Associations of Local Councils (TALC) and the Teignbridge Community

Voluntary Service, the Members newsletter, a media press release, in an annual e-mail to Parish & Town Councils.

Further details:

The scheme details and application form is available on the Council's website at [Elector Fund](#)

AGM, Conference and Exhibition 2017


10th October, Exeter Racecourse, Kennford EX6 7XS



DALC

Devon Association
of Local Councils

Programme for the day

9.30am	Registration, exhibition and refreshments	<i>Best Mate Room</i>
10.00am	AGM	<i>Denman</i>
10.30am	Exhibition and refreshments	<i>Best Mate Room</i>
10.45am	A word from our sponsor Paul Coles, SW Regional Partnerships Director	 <i>Denman</i>
11.00am	Speaker Dr Johnathan Owen, National Association of Local Councils	<i>Denman</i>
11.45am	Speaker Lesley Hughes, Ivybridge Town Council and Karen Highfield	<i>Denman</i>
12.00pm	Workshop A: Finance with Derek Kemp	<i>Denham</i>
	Workshop B: Planning with Martin Parkes	<i>Haldon</i>
	Workshop C: Quality with Katie Fielding	<i>Tavy</i>
	Workshop D: Health with Andy Robinson	<i>Kenn</i>
1.00pm	Lunch and exhibition	<i>Best Mate Room</i>
2.00pm	Speaker Alison Hernandez, Devon and Cornwall Police	<i>Denman</i>
2.45pm	Workshop E: Finance with Derek Kemp	<i>Denham</i>
	Workshop F: Local Economy with Sue Rose	<i>Haldon</i>
	Workshop G: Heritage with TBC	<i>Tavy</i>
2.45pm	Workshop H: Renewable Energy with Jo Day	<i>Kenn</i>
3.45pm	Closing remarks	<i>Denman</i>
4.00pm	End	

Name of Local Council:

Community Infrastructure Levy (CIL) Annual Report

Financial Year:

Total CIL retained from previous years: (A)

Expenditure this financial year of CIL retained from previous years

Item of expenditure (please describe)	Expenditure amount
	-

Total (Calculates automatically if figures input electronically). (B)

Total CIL Received this financial year (C)

Expenditure of CIL which was received this financial year

Item of expenditure (please describe)	Expenditure amount
	-

Total (Calculates automatically if figures input electronically). (D)

Notices Received Under Regulation 59E

The charging authority (Teignbridge District Council) may serve a notice on the local council requiring it to repay some or all CIL receipts, if not spent within 5 years or if applied otherwise than in accordance with regulations.

Value of CIL receipts subject to notices served in the financial year: (E)

Value of CIL receipts subject to notices which has been repaid to the charging authority during the financial year: (F)

Value of CIL receipts subject to notices which have not been paid to the charging authority: (G)

Current financial year CIL receipts retained at year end: (H)
(H = C minus D). Calculates automatically if figures input electronically.

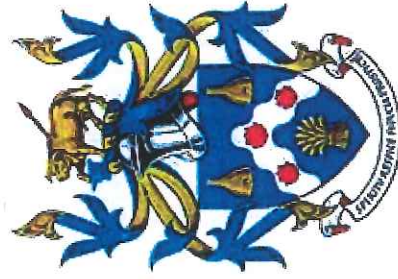
CIL receipts from previous years retained at year end: (I)
(I = A minus B). Calculates automatically if figures input electronically.

Total value of CIL receipts retained at year end: (J)
(J = H plus I minus F). Calculates automatically if figures input electronically.

A copy of this report must be published either on the local council's website, or on that of the charging authority (Teignbridge District Council) if the local council does not have a website.

A copy of this report must be sent to Teignbridge District Council no later than 31st December following the reported year, unless it is published on the website of Teignbridge District Council.

Bovey Tracey Town Council



Risk Assessment of Financial and Non-Financial Internal Controls September 2017

Document Overview

Purpose

This document is designed to ensure the Town Council meets its requirements to:

- Maintain an adequate system of internal control including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances
- Carry out an assessment of risks facing the Council and demonstrate how these are managed
- Maintain an adequate and effective system of internal audit of the Council's accounting records and control systems and review their effectiveness

How to use this document

This document should be used to understand the internal governance controls of the various types of identified risks together with potential for improvements, any actions identified to mitigate risks and/or improve internal controls.

Background

Bovey Tracey Town Council is committed to improving, wherever possible, its service to the Town. As part of this commitment the Council has performed an assessment of its governance procedures identifying areas where it believes improvements can be made and risks mitigated or eliminated.

Scope

This document covers the following:

- 1. Governance
- 2. Financial Controls & External Audit Governance

No.	Internal Controls	Risks Identified/Potential for Improvements/ Current Procedure	Action Required
1	Governance		
1.1	Standing Orders		
1.1.1	Standing Orders have been adopted setting out the Council's constitution and procedures. They are reviewed at least every four years.	Last review date 25/04/16	None
1.1.2	Committee terms of reference are reviewed at least every four years.	Terms of Reference approved for: Planning – 07/09/15 RP&P – 19/10/15	All committee Terms of Reference to be reviewed as part of any change to the existing committee structure.
1.2	Management Strategies		
1.2.2	A Corporate Strategy is produced and reviewed annually.	Forward Planning session took place on 16/05/16.	Outcomes following the session are still being progressed.
1.2.3	Committees have identified and adopted key objectives.		See 1.2.2

1.3	Financial Regulations		
1.3.1	The Town Clerk is the appointed Responsible Financial Officer, with duties detailed in the Financial Regulations.		None
1.3.2	Financial Regulations have been adopted which set out procedures. They are reviewed at least every four years.	Financial Regulations (in line with NALC's Model Regulations) were reviewed and approved on 20/03/17.	Light touch review to be undertaken again in March 2018
1.3.3	Grant application terms and conditions have been adopted and are reviewed bi-annually.	Adopted by Full Council on 23/01/17	None
1.4	Freedom of Information		
1.4.1	The Council has adopted the revised Model Publication Scheme at Full Council.	Adopted March 2015	None
1.5	Complaints Procedure		
1.5.1	The Council has a complaints procedure.		For review (Oct 17)
1.6	Measures to prevent fraud and corruption		
1.6.1	The Council has adopted the NALC Model Code of Conduct	Adopted 25/06/12	For review (Nov 17)
1.6.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option	All received	None
1.6.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the Town Council and Teignbridge District Council's Monitoring Officer.	All received. Reminders needed for these to be updated regularly.	For review (Sept 17)
1.6.4	There is an agenda item for Councillor Declaration of Interests on Committee and Full Council agendas.		None
1.7	Insurable Risks		

1.7.1	Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from the negligence of the Council.	Following a review in November 2015, a 3-year term has been agreed via WPS Insurance Brokers & Risk Services with AVIVA. Current Public Liability cover is £10 million, which is minimum cover required for local authorities.	None
1.8	Employment Controls		
1.8.1	Town Clerk and 3 others are only employees. Contracts to be reviewed and amended if necessary by Personnel Committee.	Two contracts are now in line with NJC Green Book terms.	None
1.8.2	Standing Orders and Job Descriptions outline Town Clerk's role, which includes that of the Responsible Financial Officer.	Current – Town Clerk's Job Description produced in 2014.	None
1.9	Insurable Risks		
1.9.1	Employers Liability insurance (this is the only insurance the Town Council is required to hold through legislation). Employers Liability covers the legal liability of the Town Council for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment, held in the sum of £10 million.	Insured.	None
1.10	External Audit Annual Governance Statement Requirements		
1.10.1	Statement of accounts formally approved by Council following recommendation by Financial,	Statement of accounts considered at each Finance,	None

	Resources and General Purposes Committee.	Resources and General Purposes Committee (6 meetings per year).	
1.10.2	Council only does things it has legal powers to do and works within appropriate standards and codes of practices which could have significant effect on the ability of the Council to conduct its business or its finances.	Full Council approved the adoption of the General Power of Competence in March 2016.	None
1.10.3	Notices of audit are displayed to the public at the Town Council Office and on the website, to allow electors to inspect accounts as required by the Accounts and Audit Regulations.	Notices posted at Town Council offices and on website 05/06/17. The process will be repeated in April/May 2018.	None
1.10.4	Financial and other risks are considered and dealt with using this document as a basis for action. New issues are dealt with during the year as necessary.	No procedure currently for Risk Assessing new project proposals.	Accounts published for inspection between 6 th June & 17 th July 2017. Develop procedure for Risk Assessing new project proposals.
1.10.5	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance, Resources and General Purposes Committee.	The Internal/External Auditors report is tabled for Members consideration on receipt.	None
1.10.6	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed.		None
2	Financial Controls		
2.1	Proper Bookkeeping		
2.1.1	A Cashbook is maintained via manual records	Look at feasibility of changing to	Accounting software

	at present and stored in the safe.	software system.	researched over the 2017 summer recess period and a recommendation tabled for consideration by members in Sept 2017
2.1.2	The cash book is balanced against bank statements to ensure arithmetically correct on a monthly basis.		None
2.2	Payment Controls		
2.2.1	A list of cheque payments are prepared for each Finance, Resources and General Purposes committee and associated invoices are available for inspection at the meeting. The Councillors discuss and approve these payments. A list of accounts paid is also produced for the following Recreation, Parks and Property committee covering the period between both meetings. Cheques are signed by any 3 (of the approved signatories list) and the stubs initialled. Cheques are also signed by the Town Clerk and Responsible Financial Officer. Approval of accounts for payment is recorded in minutes.		None
2.2.2	VAT payments are made on proper VAT tax invoices showing registration numbers. A separate column is kept in the cashbook to detail the VAT element. Quarterly reclaims are		None

	made.		
2.2.3	S137 payments are shown in a separate column in the Cashbook. The calculation of the formula level is noted in the Statement of Accounts.		None
2.3	Budgetary Controls		
2.3.1	The Council sets a budget in January each year following recommendations from the Town Clerk and Chairman/Deputy Chairman of Finance, Resources & General Purposes Committee. This is then considered/approved by Full Council.		None
2.3.2	Town Clerk/RFO provides a half-yearly income and expenditure position statement to the Finance, Resources and General Purposes Committee.	An update is reported twice yearly as a minimum.	None
2.4	Income Controls		
2.4.1	All income is maintained in a single cashbook.		None
2.4.2	Teignbridge District Council issues a remittance advice which confirms the precept that is paid directly into the Council's deposit bank a/c.		None
2.5	Petty Cash Procedures		
2.5.1	No Petty Cash is held.		None
2.6	Payroll Controls		
2.6.1	The Town Clerk is eligible to be paid expenses for any official mileage.	No expenses are claimed	None
2.6.2	PAYE/NIC is paid monthly to the Inland	Managed by Teignbridge District	The Town Clerk is

	Revenue.	Council's Payroll Services	investigating the requirement for the Town Council to have a separate PAYE scheme code.
2.6.3	Superannuation payments are made monthly via Teignbridge District Council Payroll Services in accordance with current rates.	Managed by Teignbridge District Council's Payroll Services	None
2.7	Councillor/Mayor's Expenses		
2.7.1	A sum is included in the precept for Mayor's allowance.		None
2.7.2	Expenses for travel paid in line with NALC.		None
2.8	Asset Controls		
2.8.1	An asset register is held, with insurance valuations updated annually.	Following the 2015/16 Annual Return process, external auditors recommended changing insured values to either purchase costs or proxy costs. The Town Clerk has resubmitted the listing for the 2016/17 Annual Return Process as advised by the Internal Auditor	None
2.8.2	Cash balances are held in a deposit account for ease of access. Town Council accounts require 3 Councillor signatories in addition to the Town Clerk's		None

	signature.		
2.9	Asset Controls – Insurable Risks		
2.9.1	The Town Clerk & Responsible Financial Officer to effect all insurance following an Annual Risk Assessment.		None
2.9.2	Annual Risk Assessments reviewed and updated in respect of assets.	Last Risk Management Review undertaken on 07/02/17 with WPS Insurance Services.	None
2.9.3	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate.	Actions have been carried out as highlighted Last review July 2016 in-line with Insurance Renewals and Annual Return process	For review (Oct 17)
2.9.4	Assets covered by material damage and All Risks Cover.	Included	None
2.9.5	Insurance provider reviewed from time to time for competitive pricing.	Procurement exercise undertaken in November 2015.	None
2.10	Bank Reconciliation		
2.10.1	The three bank accounts are reconciled by the Town Clerk and Responsible Financial Officer.		None
2.10.2	Monthly bank reconciliations are undertaken by the Town Clerk and Responsible Financial Officer on the bank statements.		None
2.10.3	Any adjustments for interest, bank charges or unpaid cheques etc are noted in the Cashbook, if they occur.		None
2.11	Year End Procedures		
2.11.1	Accounts are prepared on an Income and		None

	Expenditure basis.		
2.11.2	Full cross checking of the Cashbook is agreed prior to preparation of the final accounts.		None
2.11.3	An audit trail is provided by recording invoices, categorising payments in the budget/precept, cashbook and final accounts.		None



QUOTATION

Prepared for Bovey Tracey Town Council

Dated 25th July 2017

1a. Purchase of Rialtas Suite Alpha Financial Management Software

Purchase Installation of the following:

Alpha Financial Management Software	£ 295
Initial set up of software at your premises and training	£ 225*
Purchase of Software	£ 520
1 st Year Annual Support and Maintenance Single User Licence	£ 116
Total Costs 1st Year for Purchase of Software	£ 636

*plus 45p per mile mileage

1b. Ongoing costs

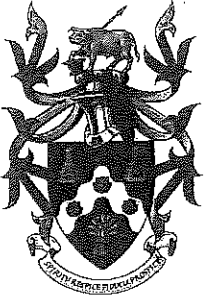
Annual Support and Maintenance Multi 5 User Licence	£160per annum
or	
Annual Support and Maintenance Single User Licence	£116per annum

All of the above prices are subject to VAT at the standard rate.

Valid for 90 days

Rialtas Business Solutions Ltd.
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB
Company Number: 6361949 - Vat Registration Number: 920950827

Tel: 01793 731296 - Fax: 01793 731938 - Web: www.rbssoftware.co.uk



BOVEY TRACEY TOWN COUNCIL

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

29th August 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held at the Baptist Church Hall, Hind Street, Bovey Tracey on Monday 4th September 2017 at 8pm (approx.) following the Finance, Resources & General Purposes 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) 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.17/55 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.17/56 Dispensation for Councillors in Respect of Item PL.17/57a:

In accordance with the provision of the Localism Act 2011 in relation to the submission of observations from Bovey Tracey Town Council to the District Council, Members are formally requested to consider the approval of a dispensation request to enable all Town Councillors to speak and vote as a consultee for the remaining duration of this Council on the basis that:

i) Without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of that business;

and

ii) granting the dispensation is in the interests of the people living in the authority's area.

PL.17/57 Consideration of Planning Applications:

TDC Applications listed to 18.8.17:

- a) 17/01821/MAJ Detailed application for initial phase of residential development of 156 dwellings including access, associated infrastructure and landscaping; outline application for 12 self-build housing plots and employment use site (B1/B2/B8) at land at NGR 280887 78068 to west of Monks Way for Mr Guy Langworthy, Rule 5 Land Ltd.
- b) 17/01934/FUL Retention of use of building as a dwelling at The Paddocks, Southbrook Lane for Mrs J Lovett.

DNPA Applications listed to 18.8.17:

- c) 0410/17 Replacement of existing 400mm diameter culvert through the dam structure with a concrete box culvert and associated upstream and downstream retaining walls at lane at Yarner Wood for Natural England.

TDC Applications listed to 25.8.17:

- d) 17/01975/FUL Covered tennis court structure at the Recreation Ground for Mr M Wells, Bovey Tracey Town Council.

PL.17/58

Planning Decisions:

Approvals:

- a) TDC:

- i) Change of use of premises from Class A4 (public house) to Class D1 (Day Nursery) with gardens and parking facilities at Unit 2, Former Riverside Hotel. (N/O)
- ii) Demolition of existing front and rear elements and erection of front and rear extensions to include new integral garage with storage over and remodelling of main roof at Moorland View, Bradley Road. (N/O)
- iii) Installation of air to air heat pumps at 2 Becket Road. (N/O)
- iv) 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. (O)
- v) Extension to garage at The Pynes, 5a Ashburton Road. (N/O)
- vi) Prune one Scots pine where overhanging into garden at 11 Drum Way, Heathfield. (Referred)
- vii) Sand school and associated earth works at Coombe Park, Coombe Lane. (N/O)
- viii) Crown lift to 5m from base and crown reduce by 2-3m laterally on southern side one ash; remove two limbs overhanging annexe and to clear BT line one tree and reduce group of holly and bay trees by 5m in height at Cross Cottage, Mary Street. (Referred)
- ix) Prune beech and oak trees in area A4 to boundary, to clear buildings by 2m at land adjacent to Unit 25, Cross Grange Trading Estate, Heathfield. (Referred)
- xi) Single storey extension to rear elevation at 20 Naseby Drive, Heathfield. (N/O with proviso)
- xii) Variation of condition 2 of application 15/03049/FUL (alterations and change of use to whisky distillery with visitors' centre, craft workshops, bistro and wine bar) to allow alteration to design of glass entry tower. (Noted)
- xiii) Revised glass entrance structure and minor alterations to fenestration (associated Listed Building Consent reference 15/03050/LBC). (Noted)
- xiv) Dormer window to side (north west) elevation at Two Beeches, Lowerdown. (N/O)
- xv) Prune boundary trees (various species, primarily beech) in area A4 by approximately 2m provide clearance from crane machinery at Unit 4, Roundhead Road Mr Lewis.

- b) Appeal Decision:

DNPA:

- i) Refusal to issue a Certificate of Lawfulness. 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. Appeal dismissed. (N/O)

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

PL.17/59

Neighbourhood Plan Steering Group:

To receive a verbal update at the meeting.

PL.17/60

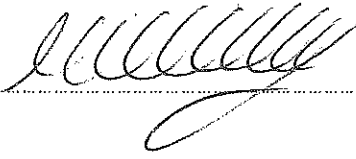
Community Centre Design & Consultation Report:

To receive the Community Consultation report (*copy to follow), discuss consequential revisions to the plans (*copy enclosed) prior to recommending to Full Council a preferred plan for submission.

PL.17/61

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

SIGNED
M WELLS
TOWN CLERK



DATE 29/08/17



Public Consultation Review

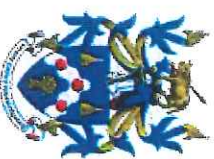
Update for Steering Group Meeting 22/08/17
following public consultation events

Proposed Community Hub

Including Information Centre,

Library and Town Council Chamber

For Bovey Tracey Town Council



August 2017



1.0 Initial Summary from the Public Consultation

150 people visited the exhibition

A further 96 people visited the online exhibition

84 feedback forms were received

In response to the question 'On the whole, do you broadly support the proposals for the centre design as presented in the exhibition?'

Yes - 63.1%

(53 individuals)

No - 8.3%

(7 individuals)

Agree with some - 27.4%

(23 individuals)

Undecided - 1.2%

(1 individual)

2.0 Feedback and Response

2.1 Feedback and Response on the Plan

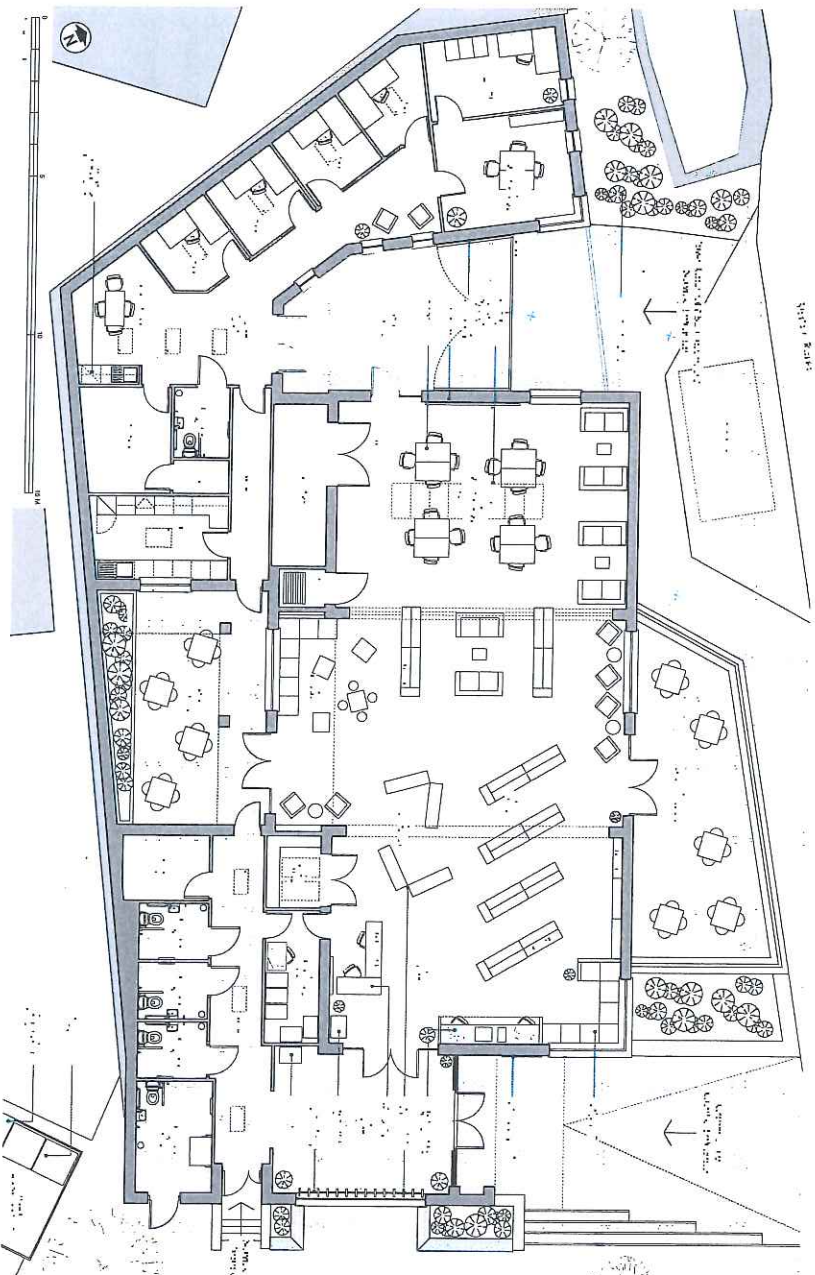
The building plan was generally well received across all responses, whether generally for or against the proposals.

A few responses queried why the building isn't two storey. Owing to the location and proximity of neighbouring dwellings, the scale is considered appropriate for the development. At the public consultation, PMA spoke with the neighbour immediately to the west and another from the opposite side of Station, and both were supportive of the scale and appearance of the building.

Other suggested changes were relatively minor and generally relate to the brief, so will be guided by the Steering Group on whether amendments to the plans should be made. The comments are:

- are there enough toilets?
- is one outside toilet sufficient?
- do the toilets need to be unisex?
- is there enough storage for all the furniture?
- could there be additional furniture for community groups?
- is the kitchen large enough?

Comments were also received regarding the Business Hub offices and whether these could be open plan. Though supportive comments were also received for the offices as shown. Our suggested response is to include glazed side lights to the office doors so users do not feel isolated, but still have the option to close blinds for privacy if required.



FOOT PRINT AREA: 537m²

2.0 Feedback and Response

2.2 Feedback on sustainability

A number of queries were raised regarding the sustainability of the building, in particular -

- could we include photovoltaic (PV) panels?
- could we include rainwater harvesting?
- why doesn't the building have a green roof?
- could the building have solar thermal (hot water) panels?
- will the building use ground source heat pumps?
- couldn't the building make use of carbon neutral materials?

2.3 Response on sustainability

Sustainability is a factor which has been considered from the outset. The PMA approach is not to add visible micro-generation and renewables (PV, solar thermal, heat pumps etc.) to offset energy use, but instead to concentrate efforts on passive means to minimise energy usage (improved thermal performance and airtightness, low energy lighting, low energy heating and ventilation systems, low energy and water use appliances).

With limited budgets, the finance is better focussed on the building fabric which is hard to retrospectively improve. Renewable technologies are developing rapidly and many can easily be retrofitted if they are considered as part of the design, for example flat or south facing roof slopes to receive solar PV or solar thermal.

In this respect, the plans are shown with thicker than normal walls to accommodate better than Building Regulations insulation thicknesses and the flat roofed area is to the south of the site to avoid overshadowing.

Rainwater harvesting has not been considered at this stage owing to potential problems with the flood plain location and ongoing running and maintenance costs generally.

We the proposed building located in a flood plain, there are likely to be issues with having a rainwater harvest tank located below ground. Below ground systems rely on pumps which require regular maintenance which can be a burden. There are some above ground systems for rainwater harvesting, but some have suffered significant failures. As such, we do not consider this to be a viable option on this site.

Regarding carbon neutral materials, this is generally down to detailed design, for example insulation specification, internal wall types. The building has been conceived as a timber framed building, so with the right insulations and finishes will have a low carbon footprint. This will be monitored during detailed design development.

This will be covered in the Design and Access Statement which will accompany the planning application.

2.0 Feedback and Response

2.4 Feedback on Materials and Building Form

From the comments made at the public consultation events, the appearance of the building created the biggest divide in opinion. This was reflected in the feedback received.

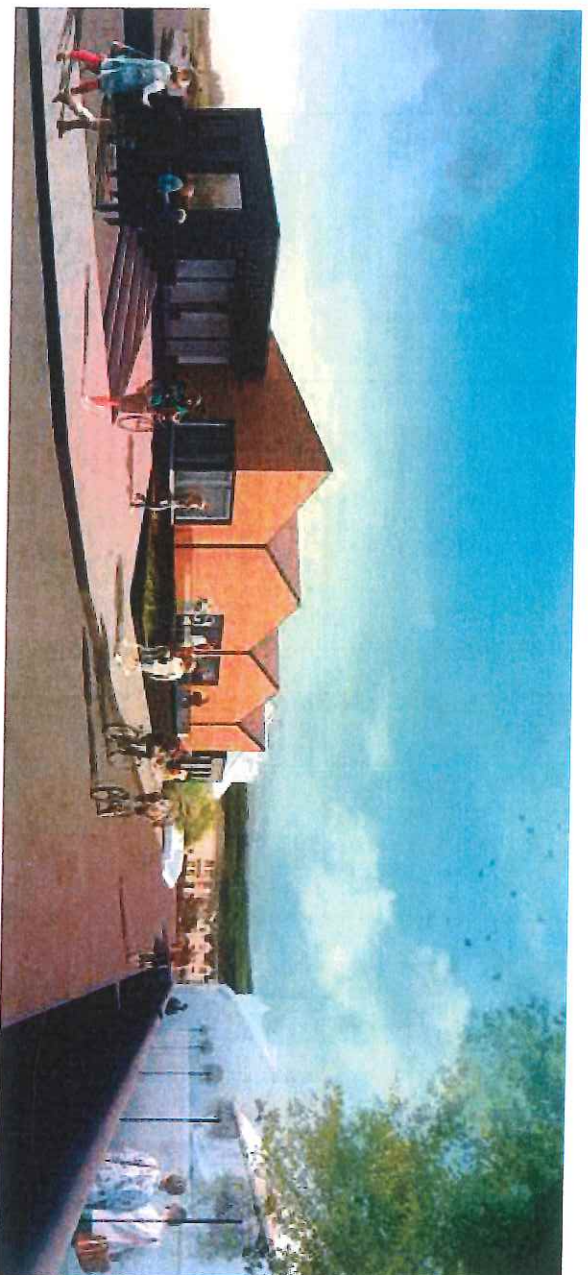
Views of the building differed significantly, with 10 individuals expressing strong approval of the overall look, form and materials, to 40% of respondents raising concerns about the appearance to varying degrees, ranging from those uncertain about the use of brick and style of the building, to those which consider the building 'hideous, stark, ugly' etc.

From the observations and comments made, the main issues relating to the appearance are -

- too industrial looking/ too modern
- not enough glazing to the front of the building
- don't like the use of brick, particularly the red brick

2.5 Response on Building Form

While the form of the building has drawn out strong opinion, both in support and against, most of the comments received refer to the use of brick and the lack of window openings, so we stand by the design of the form of the building, which has developed to suit both the street scape, context and the internal arrangement and flexibility.



2.0 Feedback and Response

2.6 Response on Materials

During design development we considered many options for materials and finishes. Consideration was given to the immediate setting, the vernacular within Bovey Tracey, the Teignbridge Draft Urban Design Guide, material costs, durability and maintenance.

The red brick for the main hall was selected given the existing use on the High Street in Bovey Tracey, the connection with potteries and for its handmade, crafted quality.

The clay roof tiles, although not generally used in Bovey Tracey other than for ridge tiles, were selected to compliment the chosen brick. The clay also relates back to the pottery heritage synonymous with Bovey Tracey.

Given the feedback, we have revisited the material selection and have developed alternative elevation treatments for consideration.

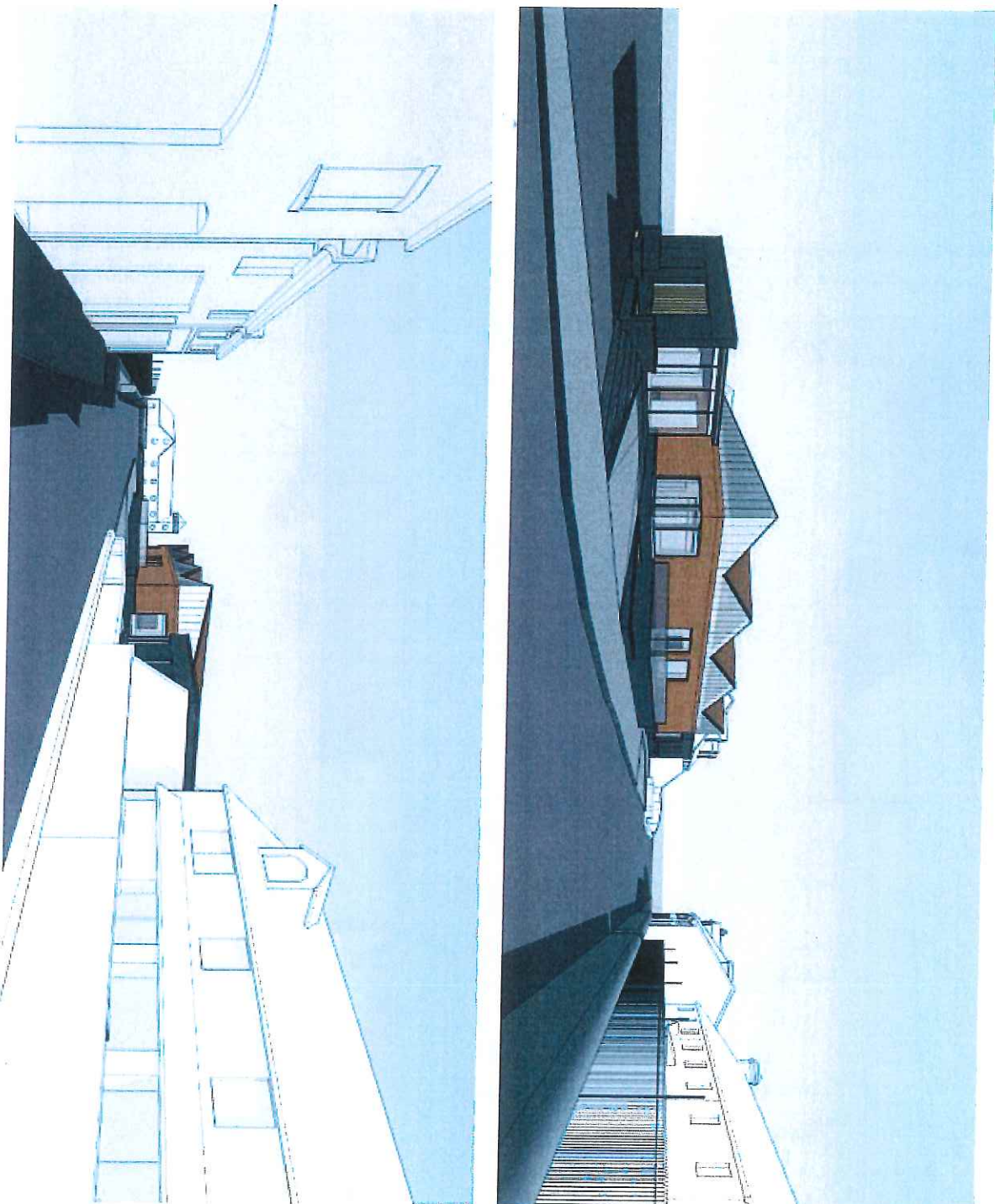
2.7 Response on Fenestration

A large number of comments made reference to the amount of glazing to the street elevation. In conjunction with the study of alternative material treatment for the elevations, we have developed alternative options to increase the amount of glazing to Station Road.

Building / Material Choice	Positives	Negatives	Our Recommendation
Father Cladding to Facade	<ul style="list-style-type: none"> • Natural looking material • Can weather to blend in • Provides variation in facade 	<ul style="list-style-type: none"> • Considered not the most appropriate material choice by the conservation officer • Not as widespread cladding choice • Theoretical heavy or not respectful • Can be painted black • Requires more maintenance 	<ul style="list-style-type: none"> • Timber to be discounted for not being a certain look, metallic checker and maintenance cost
Render finish to 1st floor	<ul style="list-style-type: none"> • Cheaper materials and installation cost • Consistent finish across facade • A contemporary material choice with the vicinity • Can be finished in a variety of colours • References the historic materials on the site 	<ul style="list-style-type: none"> • Some facing elevation could cause finish to deteriorate quickly with heavy rain, dampness and pollution • Light colour will look offy, quieter • A material finish typically associated with residential properties not a civic building • Light pastel shades more common for civic 	<ul style="list-style-type: none"> • Render considered to complement site in terms of the adjacent but the preferred option due to consistency of finish
Dormer Window	<ul style="list-style-type: none"> • Appropriate and contextual building material within Bovey and South Devon • Appropriate for type of building and character to Dormer 	<ul style="list-style-type: none"> • Expensive material choice to finish building in • Probably outside of budget 	<ul style="list-style-type: none"> • Ceilingshed less expensive to include in material palette
Brickwork	<ul style="list-style-type: none"> • References the historic materials on the site • Generally found in different larger towns, especially those that have good access to water stations • Red / Orangey tint generally used for rural locations • Contrasting brick bands and decoration in cream primarily special decorative bricks used to support designs • Sliding courses commonly used - often set 3 • Bricks often laid in Pennine, English garden wall and thicket bands 	<ul style="list-style-type: none"> • Association with the pottery not considered relevant by some in the wider community • More expensive 	<ul style="list-style-type: none"> • Brick is present within the area, on Station Road and further up the High Street. • It is generally finished with decoration to windows and stringer throughout the facade. • Brick is still considered the appropriate material due to its historic character and longevity, rather than mortar
Clay Tiles	<ul style="list-style-type: none"> • References the potteries and local craft • Often used for ridge lines in stone roofs 	<ul style="list-style-type: none"> • Clay occasionally found on roofs in the area • Can be with areas of white 	<ul style="list-style-type: none"> • Considered due to contextual uses and references to heritage • In addition to brickwork (which is not ideal) to the extent of ridge lines
Masonry Stone	<ul style="list-style-type: none"> • Intends to be decorative and carry on the traditional roofing material in the region 	<ul style="list-style-type: none"> • Limited use across the district (not generally an important way for better protection 	<ul style="list-style-type: none"> • Stone was originally considered for roof, but design development began to favour a more - natural contribution to the main hall (as per previous design discussions and presentation) • Stone is still a viable option for a roofing material, we have also considered hung stone to the facade

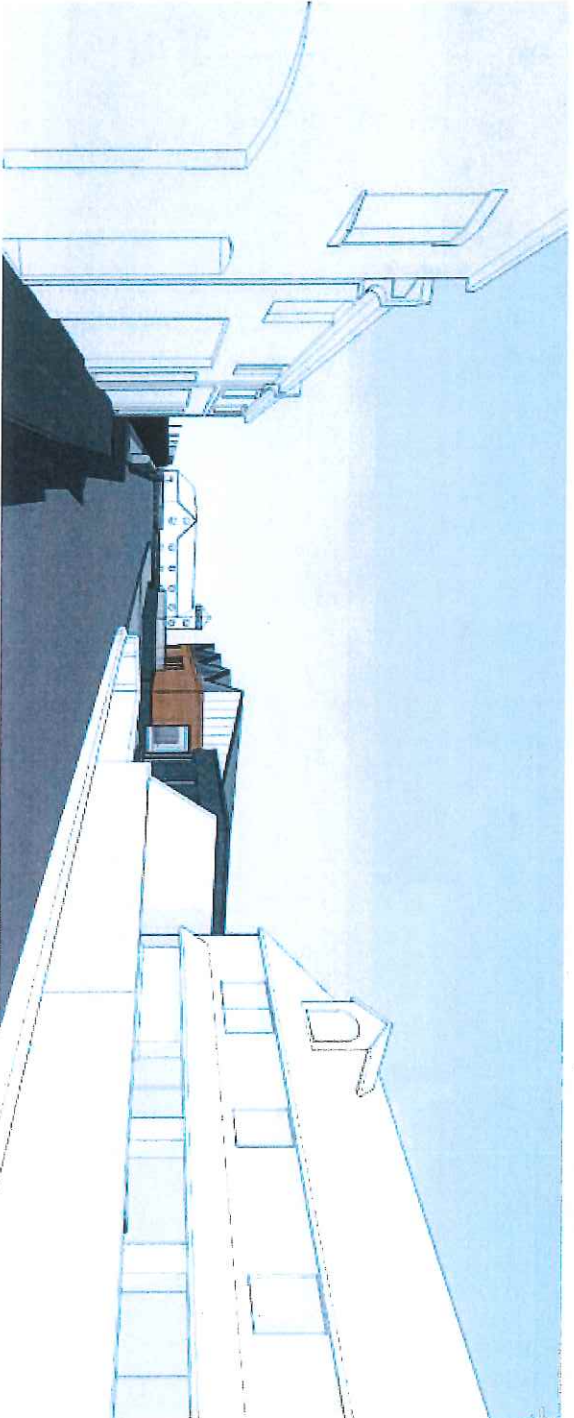
3.0 Development Options

3.1 Option 1



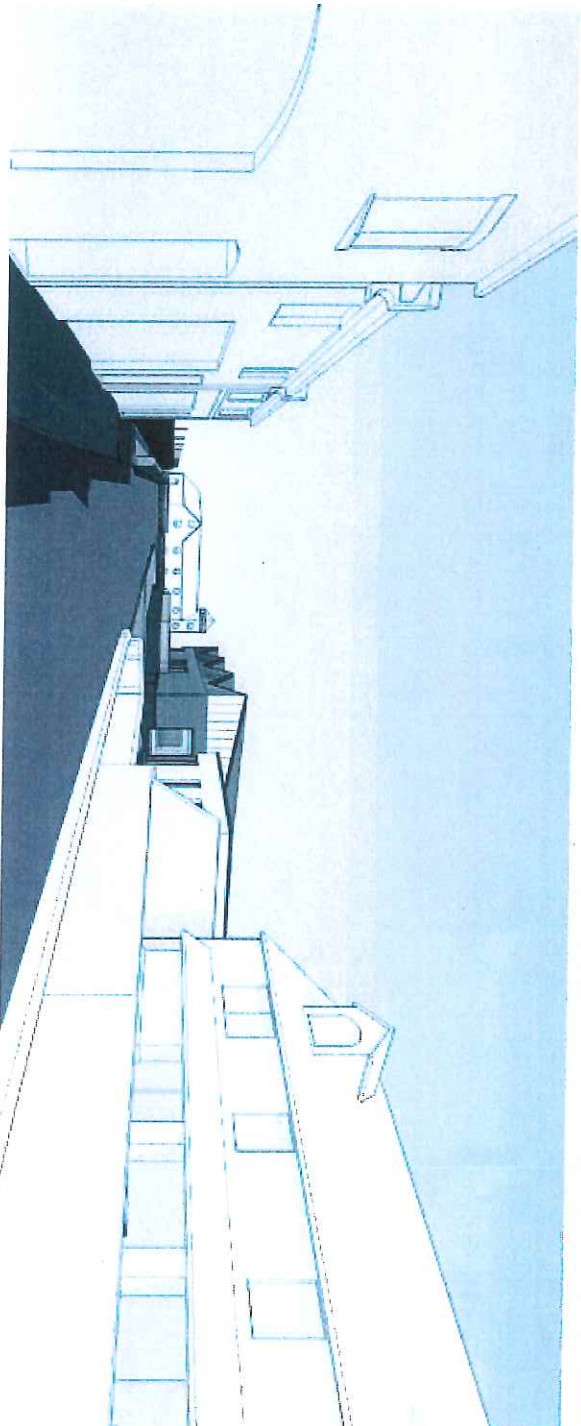
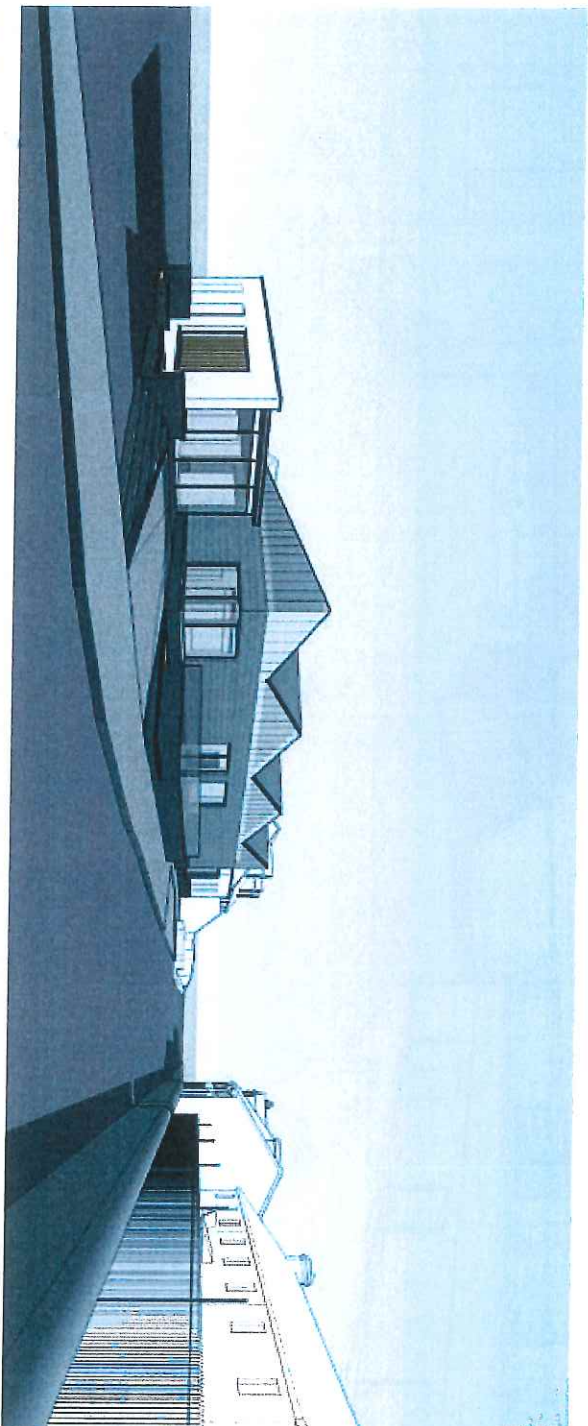
3.0 Development Options

3.2 Option 2



3.0 Development Options

3.3 Option 3



3.0 Development Options

3.4 Option 4



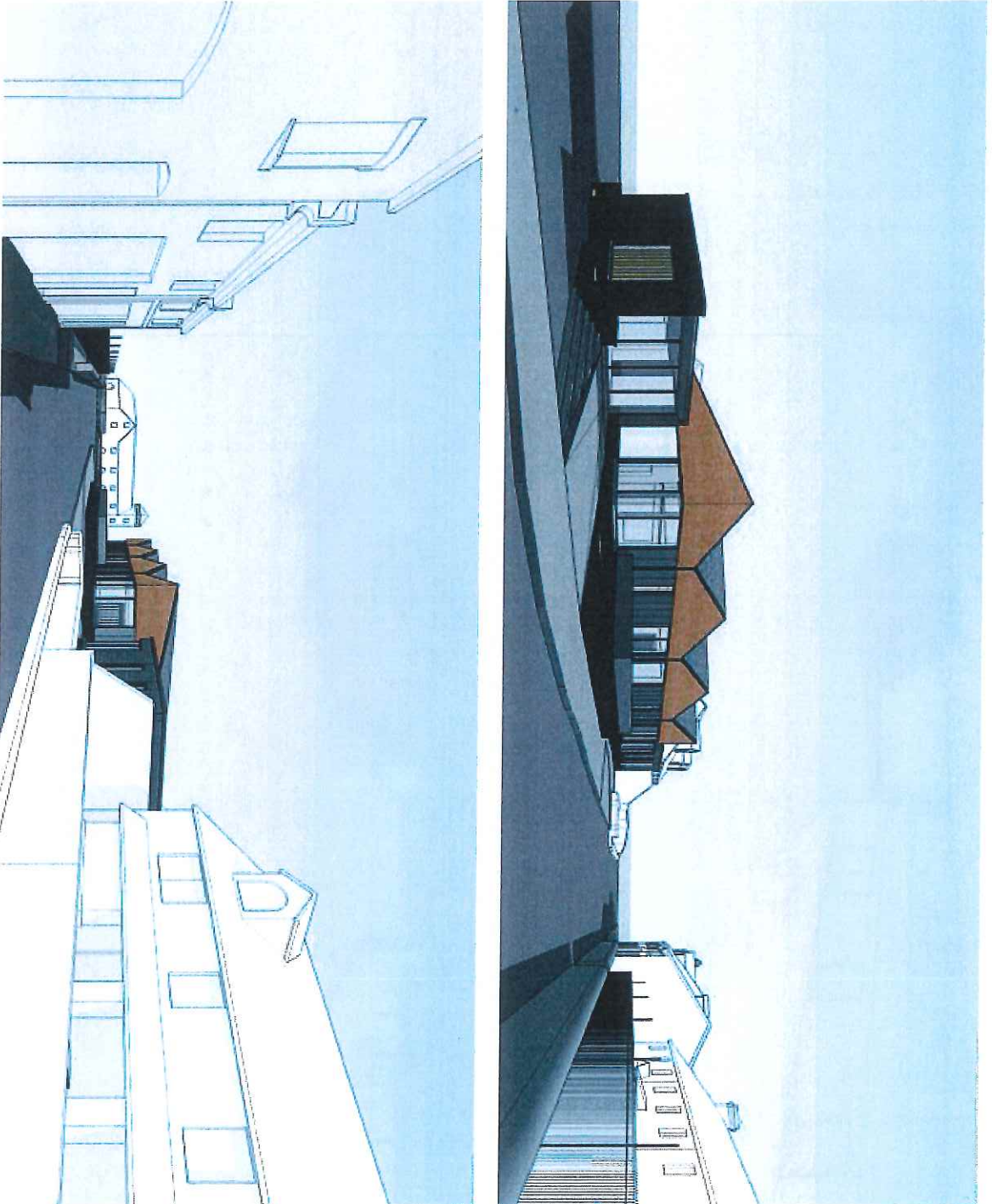
3.0 Development Options

3.5 Option 5



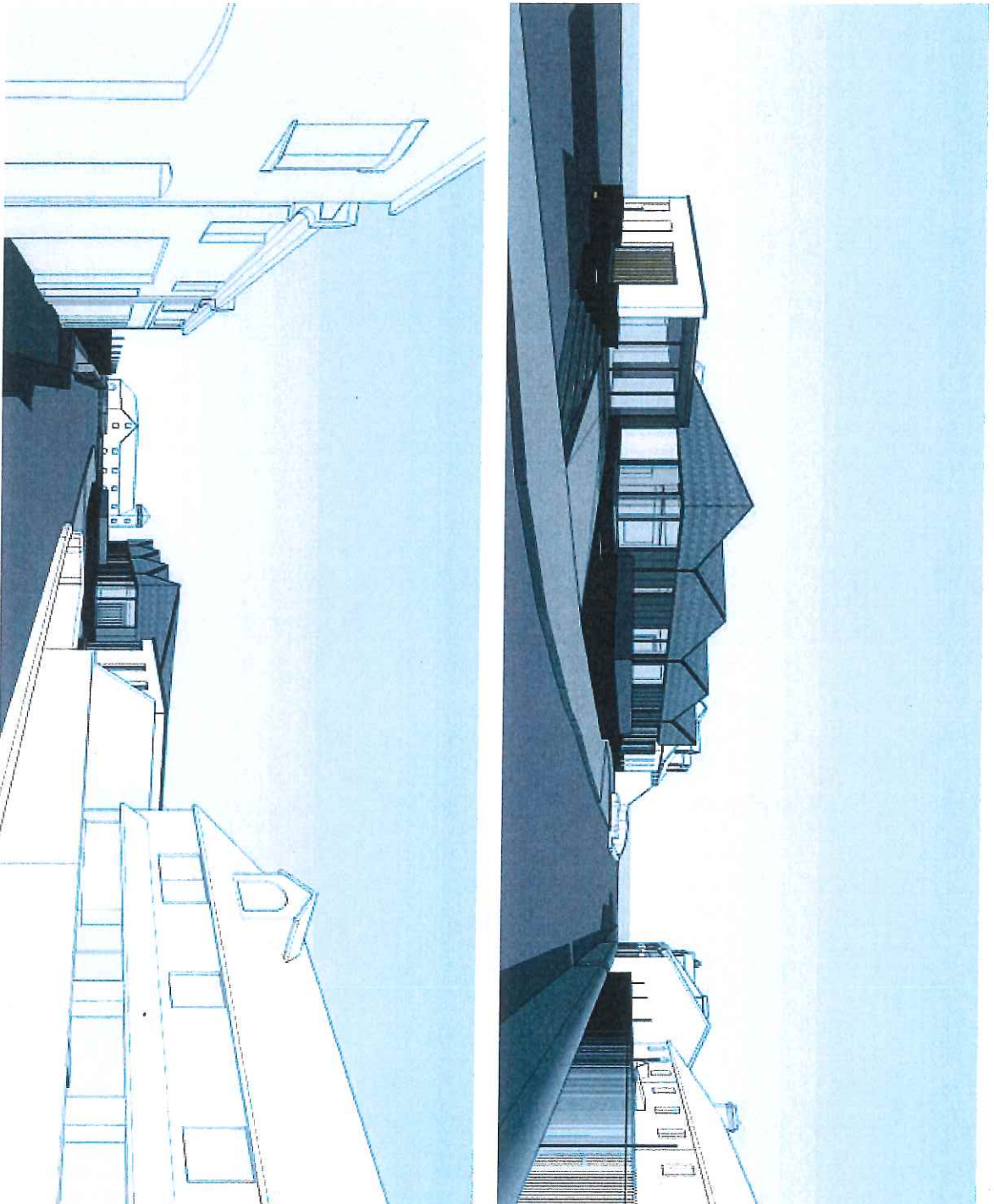
3.0 Development Options

3.6 Option 6



3.0 Development Options

3.7 Option 7



Bovey Tracey Community Centre Design - Community Feedback Report

August 2017

Dawn Eckhart

Telephone: 01392 248919 x7170 Email:

dawn@devoncommunities.org.uk

www.devoncommunities.org.uk

Catalyst, Devon Communities Together,
First Floor, 3&4 Cranmere Court, Lustleigh Close Matford
Business Park, Exeter. EX2 8PW

Devon Communities Together is the operating name for Community Council of Devon, a

registered charity (no. 1074047), company registered in England and Wales (no.3694095) registered office as above. VAT registered (no. 942 0496 27).



Contents

1. Introduction	1
Catalyst and Devon Communities Together	1
Methodology	1
2. Questionnaire responses	4
Question 1 asked participants if on the whole they broadly support the proposals for the Centre Design as presented in the exhibition	4
Question 2 asked participants to submit explanatory comments if they think that something is wrong with, or has been missed out from the exhibition proposal.....	5
Re: The 45% of participants that stated that on the whole they support the proposals as presented in the exhibition:.....	5
Re: The 27% of participants that stated that they agree with only some elements of the proposals as presented	6
Re: The 28% of participants who stated that they do not support the proposals as presented	8

**THIS DOCUMENT IS AVAILABLE IN LARGE PRINT
FORMAT UPON REQUEST.**

**PLEASE PHONE 01392 248919 TO REQUEST A
COPY.**

1. Introduction

Bovey Tracey Town Council, Devon County Council, Libraries Unlimited, the Information Centre Trust, and Teignbridge District Council are working in partnership to create a new Community Centre on the site of the Old Thatched Inn at the southern entry to the town.

To help inform the development plans for the new Centre a process of community consultation and stakeholder engagement was commissioned from Devon Communities Together during the spring and summer of 2016. The community needs, aspirations and ideas expressed in this engagement process were incorporated into a Design Brief which was used to invite expressions of interest from local architectural practices. As a result of this process the architectural firm Peregrine Mears Architects Ltd were appointed in spring 2017. The architects have been working with the Centre Steering Group and statutory agencies to develop initial design proposals for the building. These initial design proposals were presented for public review and comment at an exhibition in Bovey Tracey Library for a two week period at the end of July 2017. The aims of inviting this public feedback was twofold: Firstly, to show the public how their input during the consultation and engagement process has helped to shape the building design, and secondly to help the Town Council, the Centre Steering Group and the architects to ensure that the final plans for the Centre have the support of and reflect the views from the community as far as practicable prior to submitting the proposals for full planning permission in the autumn of 2017. This report presents the feedback received from members of the public during the Design exhibition.

Catalyst and Devon Communities Together

Catalyst is the in-house consultancy service provided by Devon Communities Together (DCT).¹ Catalyst has been supporting the Bovey Tracey Centre Steering Group throughout the development process and was given the remit of helping to plan, facilitate and report on the public exhibition and the feedback received.

Methodology

The exhibition composed by the architects consisted of a set of large canvasses setting out: the technical requirements and constraints of the site, the community and stakeholder requirements, aerial plans, side elevation plans and artist's impressions of how the internal space and external features could look. They also provided a 3D model of the proposed building. To accompany the exhibition short questionnaire forms were provided for members of the public to fill in and drop in a post box beside the exhibition. The exhibition canvasses and feedback forms were also provided on line via the Town Council's website and Facebook page. Posters were distributed around the town and on-line to promote the exhibition, along with an article in the Town Council's community newsletter "Quality Update" (distributed to 3,000 household) and a press release.

The exhibition was presented in the Library from Thursday the 27th July to Thursday the 10th of August. Initial sessions were staffed by members of the Steering Group and the architects team to aid discussion and answer queries. This proved to be very popular and helpers were engaged in constant dialogue throughout the "staffed" session.

¹ www.devoncommunities.org.uk

Public Exhibition - Bovey Tracey Community Centre – Design Stage

Bovey Tracey Town Council is inviting local residents to view and comment on initial plans of its vision for the new Community Centre

Exhibitions at Bovey Tracey Library:
Thursday 27th July from 12 noon to 7.00 pm
Saturday 29th July from 10.00 am – 12 noon
Tuesday 1st August from 4.00 pm – 6.00 pm



**Contact: Mark Wells, Town Clerk (01626 834217) or
info@boveytracey.gov.uk for further information**

Copy of poster to promote the exhibition which was distributed around the town – when posted on the Town Facebook page it received 306 Likes.



Public Engagement for Bovey Tracey Community Centre

A week-long public exhibition will take place at Bovey Tracey Library from 27th July through to 5th August 2017 to enable residents to comment on the initial design plans for the new Community Centre being built on the Old Thatched Inn site. Your comments will help to shape the future design and layout of the centre which includes the Library, Information Centre, Public Toilets, Town Council Offices and a multi functioning community meeting space. Plans will be on display at the Library from 12 noon on 27th July and will be available to view during library opening hours.

If, however you wish to speak with a member of the Community Centre Steering group, there will be three separate sessions where group representatives and/or the appointed architects will be on-hand to answer questions. These sessions are scheduled to take place on:

- Thursday 27th July from 12noon to 7.00pm
- Saturday 29th July from 10.00am – 12noon
- Tuesday 1st August from 4.00pm to 5.00pm



We want to ensure that the community voice is heard and build a centre that people will want to use. We hope that a multi-use community centre will be able to provide a wide range of services and public facilities all under one roof.



A Bovey Tracey Town Council partnership project, working with Bovey Tracey Information Centre, Teignbridge District Council and Libraries Unlimited

See how we're getting on with our Community Centre

at www.facebook.com/BoveyTraceyCommunityHub/

or visit www.boveytracey.gov.uk/Community-Centre-Building/Town-Council/

Copy of Quality Update newsletter distributed to 3000 homes in the parish

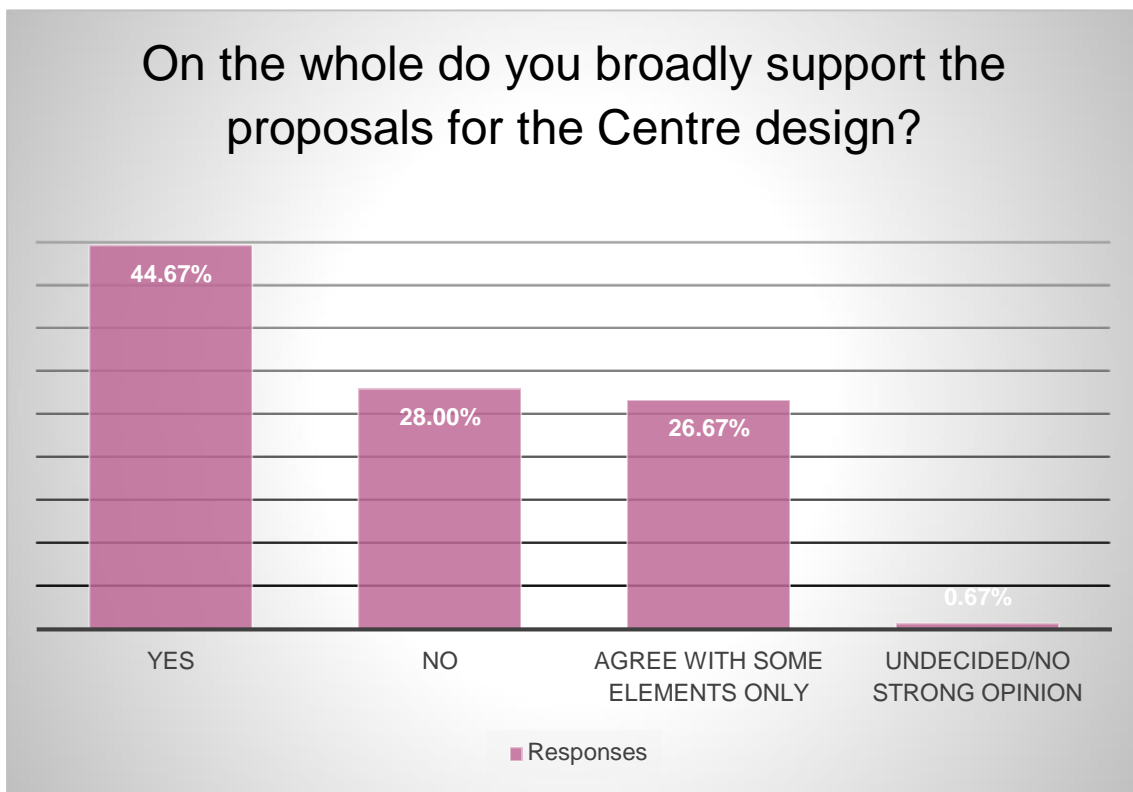
2. Questionnaire responses

The exhibition was available to view on a drop-in basis with some people attending for the specific purpose of viewing the exhibition and others who were using the library and took the opportunity of viewing it whilst there. Hence it was difficult to keep account of the exact number of people who viewed the exhibition, but we estimate that around 200 people participated.

The on-line copy of the exhibition was also visited by 96 people according to Google Analytics. The invitation to the exhibition which was posted on the Town Council’s Facebook page received 306 Likes.

A total of 145 feedback forms were completed at the library and a further 5 submitted on line.

Question 1 asked participants if on the whole they broadly support the proposals for the Centre Design as presented in the exhibition.



A total of 150 participants answered this question, of which 44% (67 individuals) stated that on the whole they broadly support the proposals presented. A further 27% (40 people) stated that they agree with some aspects only, and 28% (42 people) stated that they do not support the current design proposals. Only one participants indicated that they were undecided or had no strong opinion.

Question 2 asked participants to submit explanatory comments if they think that something is wrong with, or has been missed out from the exhibition proposal

Re: The 45% of participants that stated that on the whole they support the proposals as presented in the exhibition:

80% of them (54 individuals) went on to provide comments to elaborate on their position. The common themes that can be identified from the comments received are described in order of frequency below:

- ❖ At least 18 commentators expressed concerns about the materials and style of the front elevation of the building. The main objection was for the use of red bricks rather than more natural cladding suggestions including: natural stone, coloured rendering, wood cladding and more feature windows. Several people stated that the style is too industrial and incongruous in this area of the town. (This aspect of the feedback was replicated and elaborated on in the section below).
- ❖ At least 15 commentators expressed strong approval for the overall look of the building design with particular reference to its' "contemporary" style, "zig-zag" roof and ceramic cladding.
- ❖ At least 15 comments referred to the need to make the building as eco-friendly as possible with suggestions including installation of PV, rain-water collection and charge-points for electric cars in the car-park.
- ❖ Several people expressed concerns about the internal lay-out of spaces in particular the apparent need to move a lot of furniture and potential conflicts between different user groups in the same space.
- ❖ Several people raised concerns about the kitchen provision; the fact that it appears to be too small to be equipped for external caterers to use and provide for large functions and also, that it needs a serving hatch into the main events space. This was recognised as a particularly important issue in terms of attracting future income streams.
- ❖ Concerns were raised about the roof and windows: The latter being a lack of windows particularly in the front elevation for external aesthetics. Comments on the roof included: "looks expensive", "gullies will be difficult to maintain" and "where will the flag pole go"
- ❖ A few people highlighted the importance of good storage provision to accommodate as many user groups from the community as possible and allow flexibility of function. A couple of people suggested that this would be a better use of space than the courtyard proposal.

- ❖ Other commentators focussed on specific internal features needed to make the multipurpose function work well, including: acoustics and lighting rigging infrastructure for live performances; flooring suitable for dancing and ballet/keep fit classes; and adequate staffing for the visitor information zone, the checking of toilets and managing the external bookings.
- ❖ Several commentators offered quite technical and detailed design ideas all of which will be included in the Appendix document to this report.

Some typical quotes from these local residents:

"Good to see something Tangible happening!"

"Where are the solar panels and/or other energy efficiency measures? Surely this is an invest-to-save measure for such a building and sends a positive message to the community."

"People who work from home and want to use the space do so in order to socialise a bit/ meet other people rather than continue working alone, so single office spaces, will not be attractive - better to have office with multiple desks."

"Best wishes to having full planning permission soon, then onwards to having this good facility ASAP!"

"I think this has been very well thought through and will be great for our town. Thank you to our councillors, officers and consultants for putting such effort into this project"

Re: The 27% of participants that stated that they agree with only some elements of the proposals as presented.

100% of them (40 individuals) provided explanatory comments as to their position. The common themes that can be identified from the comments received are described in order of frequency below:

- ❖ At least 74% of comments expressed concerns about the style and materials used for the front elevation (Station Rd façade) of the building. Some of these comments were very strongly worded - probably illustrative of the depth of concern and dislike felt - using terms such as: stark, hideous, ugly, horrific and a blot on the landscape. The proposal was frequently referred to as being factory or warehouse like in style and incongruous with the historic and domestic vernacular of its immediate surroundings (references to the Craft Guild and the GP surgery as good examples to follow) and to the connection with Dartmoor and rural hinterland. Most people referred to the "red brick" finish as being the main issue they are unhappy with. Several comments referred to the "potteries" as not being a suitable historic

reference to emulate for this specific location and function. By way of improvements several people suggested the use of more “natural” materials and colours and to stone cladding or rendering as being more appropriate. A couple of people suggested that use of different coloured bricks and patterning could help improve the visual impact.

- ❖ Over 50% of comments referred to the internal lay-out and functionality in a positive light. A couple of people did question whether a mezzanine or 2nd floor could be added to ease the pressure on internal accommodation.
- ❖ Several people expressed concerns about the roof and window proposals. In terms of the former, concerns referred to the flat roof sections and valleys of the front roof and the difficulties/costs of maintenance of such. A few comments suggested the need for more glass and larger windows particularly on the front elevation.
- ❖ Several people raised the issue and importance of how eco-friendly the building will be with common suggestions being: the use of solar and ground-source energy production; use of carbon-neutral materials; rain water collection for flushing and greening the outside.
- ❖ Disabled access in particular in relation to the toilets was raised by a few participants. Commentators referred to the importance of good practice in relation to meeting the needs of people with physical, sensory and mental health conditions. A lot of constructive suggestions were offered including: the use of colour contrasts for key internal features, providing consistent lighting without glare and internal signage and way-marking. Several people suggested that more than one toilet should be fully accessible and open “out of hours” from the car-park.

Some typical quotes from these local residents:

“Good interior use of space but why not have 2 storeys?”

“The building should reflect Dartmoor in some way i.e. some polished granite for outside seating.”

“Parking for pushchairs, disability scooters - is this possible?”

“What is wrong with using softer natural materials as has been done with the architects’ example at RHS Rosemoor”

“ No steps should be used internally and every entrance/exit should have sloped access to the outside”

Re: The 28% of participants who stated that they do not support the proposals as presented

100% of them (42 individuals) provided explanatory comments as to their position. The common themes that can be identified from their comments received are described in order of frequency below:

- ❖ All but one commentator referred to their dislike of the external design: Their comments very much replicated those reported above. Their criticisms were usually with regard to the front elevation (Station Rd façade) and their opinion that the red brick cladding is not in keeping with the locality and the style and dimensions of the frontage present an industrial / warehouse visual impression.
- ❖ A few of these commentators do compliment the internal design but suggest that it would be a lost opportunity not to include a 2nd floor to better accommodate all the community needs.
- ❖ Other comments reflected those already listed above – particularly the need for more out of hours' toilet access and the need to incorporate renewable energy sources now rather than in retrospect (costlier)

Typical quotes from these local residents:

"Toilets: Only one toilet available out of hours - this is inadequate in a tourist town"

"There will be many demands for space but much of this is fresh air."

"I hate to say this, but even though I was in favour of something modern, artistic and original, on looking at what is proposed I find it absolutely appalling."

The single participant who stated that they were undecided or had no strong opinion as to whether they support the proposals focussed on the issue of what name to give the building (suggested the Bovey Hub) so that it would not be confused with the larger complex planned for the Molay Littry Way site. They also suggested that the cinema proposed for the new King of Prussia project would be better accommodated in this Hub to encourage its use by young residents.

Many participants submitted quite in-depth ideas and technical suggestions, all of which will be provided to the Steering Group as a separate Appendix document for their reference and clarification.

creating change in Devon



Catalyst

Bovey Tracey Community Centre: Design Consultation - Appendices

August 2017

www.devoncommunities.org.uk

Catalyst, Devon Communities Together,
First Floor, 3&4 Cranmere Court, Lustleigh Close
Matford Business Park, Exeter. EX2 8PW

Devon Communities Together is the operating name for Community Council of Devon, a registered charity (no. 1074047), company registered in England and Wales (no.3694095) registered office as above. VAT registered (no. 942 0496 27).



Appendix 1: individual's feedback from those participants who on the whole supported the proposed design

There is too much focus on Council meeting rooms: there are other places in town where the council could meet - thus freeing up this space for more community use

It is difficult to imagine the final look of the exterior from photos of artists impressions: At the moment the worry is that in the centre of town we will have factory warehouses"

Bike racks are included in FAQs but you may also wish to include "scooter park" in the same area, otherwise scooters tend to be left where they fall

There are big objections to a single "uni-sex" out of hours' toilet accessed from the car park. There is a need for male and female accessible toilets.

The "service entrance" (by indoor accessible toilets) needs a wheelchair ramp rather than steps as shown (same for 2 above)

Indoor "accessible toilets" - are 4 toilets enough to service the entire building and functions such as public meetings and weddings with 100+ attendees?

Who will be responsible for checking/cleaning/ re-stocking loos if only a part time cleaner?

4X office cubicles: Very small! - Access for late night working? - Ventilation? - No windows? - Long term hire - no room for filing cabinet or a visitor chair? - Telephone services - switchboard operator? - Broadband access?

"Breakout room" - small table for 4, situated in a drafty corner by rear entrance with traffic in the foyer?

"Town Council Meeting Room" 14 councillors - table for 4?

Town Clerks office - where is the secretary's office?+ photocopier+ 6 filing cabinets + storage?

External courtyard (North west - Town Council end of building) Could this space be better used to provide larger more internal office space/storage? (i can't remember from the model if this space is covered - if not perhaps it should be, with doors at Station Rd end)

"Kitchen" - far too small for any kind of serious catering+ needs rear access door for caterers access - i suggest an improvement would be covering the "external courtyard" (south side) with a fixed roof (glass?) and replacing kitchen window onto courtyard with a serving hatch.

Tourist information combined with Library? - consider opening hours for both. Also, consider possible conflicts with any day-time vents in the "library space".

North Side - external terrace - could be better used if enclosed with roof and used as internal office/storage space rather than a terrace eg could provide better storage for library roll-away racks and lots of un-stackable furniture, sofas etc - as illustrated in internal impression drawing?

Main "Library hall" and "Town Council meeting room" space: Sound system + sound deck + theatre lighting and lighting console+ overhead stage lighting (does the high roof design make this difficult?)+ hearing aid loop+ Spring floor for dancing? High heel resistant? + Storage for stage and 150 chairs?+ dressing room for performers? + Mains plugs in floor and walls for "stands" for flower show, craft fair etc

Eco Friendly Building: Rain water capture for toilets+ solar panels, PV and hot water/LED lighting (theatre) + Green Roof? + Micro -hydro and water source heat pump in the Bovey River? + insulation+ under floor heating? + Smart building monitoring system|?

Fresh Air ventilation? + warm air heat exchange?

Recent "Community Centre" descriptions are misleading: The recent marketing/consultation for the "Hub" highlights the use of the building as a "community centre" and "a multi-functioning community meeting space" rather than just the 4 key services functions specified in the design brief (extract provided).

The Town Council is aware that a Bovey Futures project is well underway to address the provision of a new and much needed "Community Centre" on the community land at Molay-Littry Way. "Development of a multi-function community hall...indoor recreation complex and facilities to replace the loos of the BT Town hall and to accommodate future community growth"

Promoting this "Hub" as a "Community Centre" creates an unhelpful illusion that the new building is intended to fulfil this role with its limited space and shared facilities."

As i understand it the visible wall on the main road would be red brick with only 1 or 2 windows. I feel strongly that a brick facade would be a mistake at the entrance to the town instead of the original thatched in that had charm. Coming from the midlands i think white rendering or natural stone would be better (see Riverside surgery as an example) This is after-all what people come to see in Devon and Bovey.

A management committee would be responsible for strategic decisions but not day to day management! Some thought needs to be given to appointing a building manager/caretaker who will be responsible for locking up; security; cleaning etc lettings would need to be closely supervised by someone actually on site!

The final design of the external parts of the building appear not yet to be completed, and it would be good to see the mix of materials and colours to be used as these will influence many people's impressions of how the building fits in to the locality at this key entrance site to the town.

Only query - Hope the "red brick" colour is not going to be too harsh - it doesn't fit in with the Devon architecture. Otherwise a splendid design

It looks fabulous - please build it as soon as possible!

Have you designed in sustainable energy factors eg. PV, rainwater recycling etc.

Generally, approve of the proposals and the interesting design. A difficult (?) to accommodate a range of requirements, look forward to its completion.

"Small site building therefore building seems tight.

Combination of library and exhibition hall will be difficult to achieve i.e need to clear exhibition away when library is open.

Not sure about ventilation - is this adequate?

What about the possibility of adding an extra floor to maximise usage?

A lot of furniture - moving seems to be envisaged for this multi-use building - difficult, possibly dangerous for its users.

Feel the main elevation (Brick/ Tile hanging) needs more articulation! A lot of thought has gone into the roof, which is not fully appreciated from the road level. Not sure if it is the scale of the gables in relation to its surrounding which is the problem?

In all I think it is a good design which will benefit Bovey. Just make the main elevation more interesting!

Finally, what renewable/ energy efficient design considerations are part of this design? Please include?"

Impressed with design and layout.

Not enough storage - nowhere to do the planting that currently takes place from the Town Hall.

Where will the flag be situated?

Concern about the roof gullies - these can cause problems with water ingress. Where will flagpoles be stored?

The roof looks expensive!

I suppose the Council meeting room can be used for meetings other than the Council and for exhibitions.

Assume the kitchen is not intended as a cafe"

I like the contemporary design and use of ceramic finish. Be good to have renewable energy. Very pleased to see so many facilities in one place.

Well thought out designs with a clear story behind how you arrived at this end point. Good to see something Tangible happening!

Offices/ Possible home worker/ short term space: people who work from home and want to use the space do so in order to socialise a bit/ meet other people rather than continue working alone, so single office spaces, if designed with the idea of rentable space, will not be attractive - better to have offices with multiple desks.

Energy Generation: Where are the solar panels and/or other energy efficiency measures? Surely this is an invest-to-save measure for such a building and sends a positive message to the community.

Electric charge points for cars: given the recent Government announcement regarding moving to electric cars, I think this development should be complimented by adding electric charge points in the car park. There is a distinct lack of such facilities in Teignbridge or indeed across Devon as a whole, we should be paving the way!"

Red brick incongruous in this part of town. An alternative might be rendering (like the GP surgery) with stone detail?

Exciting! Acoustics need to be considered, if going to be used as a performing space for musical events etc.

Consideration should be given to relieving the large areas of upper level brickwork overlooking Station Road. Windows suggested by some at the consultation sessions - are probably too ""hard"" a feature; designs in the brickwork using contrasting bricks may well provide the answer.

May I remind the Council of Bovey Climate Actions long standing offer of £500 to pay for, or contribute towards the cost of the installation of sustainable energy generation means on this building. Further details from Mark Bailey (834502)

What happens to existing Tourist Information Centre whilst this is being built?

I have already filled this form out, but have some extra points to give now. I've lived here 20 years and there is nowhere in Bovey suitable for ballet Barre exercises. This is becoming increasingly popular especially among older ladies like myself. I have just spoken to the architect and now attach my mirror and barre diagram to this note.

If it is a problem, a mobile mirror and barre could maybe be an option. See the website of International Dance Supplies local. I do have a group of dancers who work with me. It would be so good if we don't have to travel to Exeter all the time!"

Renewables should be part of the design, both heating and electricity generation.

Rainwater capture

Not enough toilets! Need same provision as in old toilet block. Unisex is unwelcome and access out of home to only 1 toilet is insufficient."

I think use of the interior space is imaginative and adaptable. Obviously much consideration has gone into making the most of the available area.

But this imaginative approach is dreadful let down by the exterior street facade. The Architect said to me that they had taken the potteries as their template - but the potteries were industrial, their design purely driven by commercial and production needs.

This site is such a wonderful opportunity for the Council to create a new image for Bovey Tracey, to erect a facade that will draw people in, reflecting the charm of a small country town. This plan will present a featureless face more in keeping with an industrial unit or a car sales room.

It would take very little and no major structural amendments to alter this facade. I would suggest the top "eave" space should be wood clad with an aesthetically designed window as a feature in each bay. The lower half could then be rendered and off white (please no red brick!). I think this simple alteration would greatly enhance this important site.

I would be so delighted if you would consider my modifications - I really do feel that this is such a great opportunity for Bovey Tracey to take pride in itself."

I think you should have renewable energy source incorporated into the design.

I don't like the small office spaces for people to hire who work from home. The idea is brilliant but the design doesn't work. Single space office isolates people - it needs to be open plan with opportunity to network.

During construction use the opportunity to install electric car charging points in car park.

Large brick facade to front of building - efflorescence may ruin it.

Metal railings to terrace area out front - not glass balustrade.

I like the contemporary form of the building but I feel strongly that red brick is the wrong material for the walls.

It is not a local, vernacular material!

The same form with white render would have a more appropriate "public building" appearance, perhaps with some stone detailing."

Please soften the outer facade of red brickwork. This looks very harsh and unwelcoming. Extra windows at the front - maybe at high level would be my ideal but if this is not possible - some kind of pattern/ ornamentation within the brickwork - 2 colours perhaps would be better than it looks now.

Best wishes to having full planning permission soon, then onwards to having this good facility ASAP.

Utilising the multifunction area, where the possibility of use for live performances such as plays, are the relevant power paths (XLR, Speak on, etc) to be incorporated, to reduce the need for cabling to lighting rigs and speakers (min 4) and associated power requirements?

Also will lighting bars and speakers (min 4) be incorporated into the final design?

Also an installed dimmer rack for lights operation? (Lustleigh Village Hall is a good example of a good, well designed building.)"

It will be important to carefully detail the brickwork and a condition to clarify this should be exposed on the grant and planning permission.

I may have misinterpreted the plans, but there seems to be minimal provision for a manned information area (as there is at present) I would regard this as a retrograde step (to rely on presentation boards/ leaflets is not a good "face" for the public.)

Storage for community projects.

If events are anticipated has licensing been considered?

Has advice been sought from "outside" caterers with regard to access and provision of kitchen space and equipment?

Yes it's great to see a newly built Town Hall. Excellent idea of the zig zag roof. Taking us into the 21st Century.

Bovey needs a strong design to encourage more visitors to the town.

The (leat?) brook by Brook Close could be covered by a pavement to enable people to gain safe access to Town Hall.

I have a suggestion to make. In this design is there an allowance of space for computer/laptop lessons for us pensioners?

Also can space be allocated with say, three full length mirrors with bars fixed against them for ballet workouts.

The floor also to be suitable for dancing and floor exercises with mats.

There is a need in Bovey for this type of exercise especially among pensioners like me, I have found nowhere that is suitable, so far.

I think this has been very well thought through and will be great for our town.

Thank you to our councillors, officers and consultants for putting such effort into this project.

Please bear in mind the more organisations using the centre will require a lot of storage area this is often overlooked and becomes a major problem.

Looks good.

Could you put more plants and flowers around the outside or on the roof?

Are the kitchen facilities adequate for anything beyond light refreshments? e.g. a wedding?

The outside appearance of the building is very important - as mentioned should be in keeping with the nearby buildings such as the cottages and the Guild of Craftsmen.

Access to toilets should be easy from main road - at the moment although unsightly they are a very important resource - particularly for early morning runners and for park users.

Would like to see all Town Council services remain in one location, therefore suitable indoor provision for the groundsman must be included, I can see reference is already made to this on the plans.

Good to see something happening on this site. Plans are positive for securing these valuable services for the parish.

Appendix 2: individuals feedback from those participants who supported some of the proposed design

My only concern is the view approaching from the west (looking east) when the building looks like an industrial warehouse.

Primarily concerned about access and use by people with disabling conditions. Including; wheelchair access, visual and hearing impairment, mental illness, dementia and memory loss etc.

Red brick: is inappropriate for this part of town. it is a pottery town but emulating this part of its history does not fit in with the proximity of nearby stonework and rural surrounds. The view for visitors and residents from either direction of Station Rd is of a modern industrial warehouse, overbearing and out of kilter with the stone facade of the craft centre and rendered exteriors of other nearby vernacular buildings. There are other brick buildings on Station rd but they are decorated and in keeping with the character of this part of town and its age.

If the proposed design has to stay we consider that the upper window design of the rear of the building be repeated to the front as well - this would break u the stark appearance on the road frontage and produce more light inside. Some kind of hip at the end of the roof would also soften the angularity. Different coloured brick and patterning would, if necessary, help tp tie in the design.

Accessibility of toilets: only one ramped toilet is accessible from the outside EG if a minibus of 10 disabled/elderly people arrive, the need for more than one accessible toilet is necessary and quickly! Why cannot all the toilets be accessible from outside as the old public toilets used to be? it should be possible to ramp another entry to the internal toilet areas from the outside. Although not currently the case, there is a need for more than one toilet to be open at all times out of hours: Cyclists, walkers, local public and the occasional invasion of 10,000 people at public events which are increasing by the year require more 24-hour provision, not less!

Steps and Railings: need to be the correct size and height with no angled or tapered steps and railings. Edges at the sides of steps and paths leading into and around the building need raising (white cane users).

Tactile surfaces: - visually impaired leaders and warnings for entrances and steps need to be incorporated (Ref 1). there needs to be dropped and tactile kerbs on both sides of pavement nearest to the building. A tactile path provides clear direction for visually impaired people from the pavement to the entrance and toilets.

Car-parking: There needs to be a number of free spaces for disabled parking, council business, toilets and library.

Considering the overall site size we think the overall internal design has been well thought out for bits multi -use and flexibility. No steps should be used internally and every entrance/exit should have sloped access to the outside.

Library: If the library moves from its current site opposite the school, is it likely that fewer children will use it? does not look as if it will be any bigger/ - how does it compare with the current library?

Doorways: ALL should be wide enough to allow wheelchair access to every area for councillors, members of public and volunteers who need to access all areas.

Toilets: For easy identification toilet doors should be a colour contrast from all the other doors in the building.

Light and Glare; Upper windows will create light but also glare and reflection which could cause problems for VI people. Low mirrors and glass doors should not be used. Light levels should be consistent throughout as changes can cause visual confusion for some VI people.

Colour Contrast of important features: handles, doorways, light switches etc Lighting has then to be complimented by colour and tonal contrast of surfaces, fixtures and fittings to aid identification, task work and way-finding.

Signage: signage on doors should be at eye level with clear large tactile letters as well as a diagram and braille. The letter on backgrounds of higher directional signs should be colour contrasted

Internal large Space: on the plans it suggested that by moving partitions, a large inner space big enough for wedding receptions etc would be created (For how many I wonder?) That might be the case but then a kitchen appropriate for catering for such an event (preparing and presenting readymade food) or even a ""drinks only"" reception would need to be incorporated. The current kitchenette does not look to be much bigger than a large cupboard suitable for coffee making for a meeting of 12?

Kitchen Facilities; Colour contrast of switches, under lighting and handles. See size comment above

Confidentiality and sound proofing: needed for meeting rooms

hearing Loop: for meeting rooms and library.

Ref: RNIB Visibly better Cymru, designing accessible houses and buildings

I do like the idea of the Town hall, Library, Toilets and other rooms all being in the same area. i have not studied the plans in detail but find the outside design not very imaginative (it looks like a factory)

I expected a more attractive design (more in keeping with the medical centre)The inside of the medical centre seems up to date and I would agree with something along those lines.

The outside of the building should not be so starking. A white building not bright red to be in keeping!:Black and white maybe!

I have no serious objections to the internal design.

I do have very serious objections to the external appearance of the building which I consider as nothing less than a blot on the landscape

The internal design is useful and practical but the external appearance is totally out of keeping with the look of the town and its surroundings

I believe you have entirely failed the community in the design!! Why on earth would the potteries be used for inspiration - the centre of Bovey has no need to look industrial. My question is why does every new building design have to look modern and contemporary?? What is wrong with using softer natural materials as has been done with the architects example of RHS Rosemoor. I strongly believe that this is our last opportunity to bring back some beauty to Bovey - with its thatched pub it had real Devon quaintness about it - this now has been lost. I believe we can chose a more sympathetic design that comfortably fits the brief rather than going for a modern industrial look: Buildings of this sort are being shoved up in towns all over the country/world without thought. I feel very protective over this town as i believe it is losing its identity by the thoughtless building that is going on. I also feel very sorry for the neighbouring properties who have had to adapt to losing their characterful thatched neighbour and must now contemplate living next door to an industrial inspired eyesore.

I must point out - i am entirely supportive of the internal design: That appears to consider the brief very well.

Please start again with the external design!

Natural, soft, sympathetic design for a Devon town - Not an industrial site PLEASE!"

"The outside looks horrid and not in keeping with Bovey or a suitable replacement for a listed building.

The inside and facilities on offer are great. Not sure how you can marry the innards with an improved outer though

Red brick "industrial design" No potteries industry anywhere need this site and i pity the residents living near it having to look out on it. The Dolphin Hotel, the Old Thatch, the housing development where the Dartmoor Hotel was, the brook Cafe are all are all painted in pastel colours, so this new building should complement the whole area. Black brick facade? Why? Much too dreary for a town on the edge of Dartmoor which can be very grey and mizzly. High window levels - not much fun to work in.

There seems to be a disproportionate amount of space for the Council, couldn't Council meetings take place in the Library space, rather than the library borrowing the Council meeting space?

Where are the Solar Panels and Carbon Neutral materials?

Totally out of character for the town.

It could look very out of place against the beautiful building that is the Guild.

However we desperately need a public space for Bovey.

Interior design flexible and would meet many local needs.

Exterior facing the road - horrific!! Red brick emphasis may have suited the potteries but is not in keeping with the rest of the buildings in the centre of Town."

The interior seems to contain everything required - but it is difficult to picture how much space is available to library etc?

Toilets not easy to reach for visitors.

Outside does not fit with properties around - too industrial looking- would stand out, not blend in. Would prefer more stone to blend with Guild next door.

Extra cost? This would be worth while in long term - prefer roof to look more traditional, don't like the Sainsbury's look!"

Needs some free car parking for users and volunteers - more than 20 minutes!

Hire of rooms and business units needs to be very affordable so that local people can afford to use it.

How green is the building - what about solar, ground source, rain water run off etc?

Is it BREEAM?

Parking for pushchairs, disability scooters - is this possible?

Will there be a reception area? Who will run this?

The facade and building facing Station Road is ugly and still too industrial. This hall or centre (Not Hub!!) please, should look more inviting and open/ light to all not ugly stone walls in red brick. Use light coloured stone (country style we are Dartmoor not Sheffield) With some Greenery on roof and windows/ glass facing road.

Toilets: One accessible from ""outside"" is not sufficient (there may be coaches outside hall opening hours).

If possible all four could be accessed easily (not with passes) if you wish to make town friendly as all wise thinking Councils know car parks and toilets work well together.

The interior otherwise seems fine if all facilities have enough space?"

Very comprehensive provision but the Station Road aspect with Red Brick and rectangular windows (and their layout) within the gable end appearance is inelegant - it looks too much like a warehouse.

Building should be ecological i.e. solar panels included in plan not an extra and collection of rainwater for toilet flushing.

The building should reflect Dartmoor in some way i.e some polished granite for outside seating.

The building should welcome the whole community and not be a clubhouse for the Council."

Interior layout looks useful.

Exterior appearance is hideous - a red brick factory with a black extension. Totally fails to blend with surrounding buildings."

Good interior use of space but why not have 2 storeys?

The exterior does not seem to be compatible with the rest of Bovey High Street."

Think the proposed building is too modern for the town.

I don't like the roof structure - flat roofs need constant maintenance - where do Bovey Players fit in?

I thought it would be on 2 floors? The tilting roof design will allow debris to collect, leading to water leaks.

Very industrial looking facade which doesn't really fit in with surrounding buildings such as Dolphin, Guild building.

Appendix 3: individuals feedback from those participants who did not support the proposed design

I personally think the building design lends itself to a workshop on the Heathfield industrial Estate.

The choice of materials is in the high end of costings for building materials and it in no ways marries the surrounding area buildings which are nearly all render finished.

I think it will stand out like a big carbuncle and increase the burden on the council tax payers of BT for years to come

Why not in keeping with the rest of the entrance to Bovey. Looks like factory site. Mind you the other end of BT looks appalling with the new build houses and the latest development. Look lie ticky tacky all the same. Why can't the new building just have one decent roof not slate tiles

I hate to say this, but even though i was in favour of something modern, artistic and original, on looking at what is proposed I find it absolutely appalling. The first impression for tourists or visitors to this end of town is DIRE. Maybe it will be beautiful and practical inside but from the exterior it is very of putting. I would hate to be a close neighbour of this proposed building - it will blight that end of town

Aesthetically it looks good but I cannot understand why it is only single storey.

There will be many demands for space but much of this is fresh air.

It surely will be just as economical to build a 2 storey building and must give at least a further 50% of space availability.

Would you like to live in the cottages and look out at a ugly building?

We would like to be more in keeping with Devon Guild or the cottage or maybe both."

It looks too big for the site. What will be the effect on close neighbours?

How can all the different aspects fit into the building?

Will the design fit with old Bovey?

What about flooding?

Toilets: Positives: They are accessible. Negatives: Only One toilet available out of hours - this is inadequate in a tourist town. (Also, personally do not like unisex toilets, but understand this is Teignbridge policy.)

Appearance: Positive: Attractive inside and clever design BUT...Negatives: Very unattractive from fire station approach. A bit too industrial.

Renewables: Understand that the first thing to do is design it to be efficient but we should also incorporate renewables now, much cheaper than retrofitting.

One Storey: Why? Seems short sighted, we need a bigger space than just for 100 people. Two storey with Council upstairs would be better. Yes - more expensive - but we're going to end up spending even more when we have to build a bigger space AND this."

Appendix 4: individuals feedback from those participants who were undecided about the proposed design

Is it possible to call the hub the ""Bovey Hub"" (Not the Bovey Tracey Hub) to reflect the surrounding areas. I appreciate the centre is in Bovey Tracey but the centre also should be the foundation of outside (The sum of all it's parts perhaps)

Also perhaps the proposed cinema should be part of the hub (Not a former pub The King of Prussia Inn) to help encourage the youth and adults from all around?