

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.

26th September 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 2nd October 2017 at 7pm 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.17/62 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.17/63 Consideration of Planning Applications:

DNPA Applications listed to 25.8.17: None

TDC Applications listed to 1.9.17:

- a) 17/00101/FUL Demolition of existing two storey side extension to allow construction of a detached dwelling with an integral garage at 16 Wallfield Road for Mr Gareth Jackson, Forward Housing UK.

DNPA Applications listed to 1.9.17:

- b) 0432/17 Extension to existing stables to form hay/feed store and tack room at land at Haytor Road for Mrs S Hurn.

TDC Applications listed to 8.9.17:

- c) 17/02183/TPO Prune a number of trees of various species in woodland area W1 where overhanging property at Treetops, Newton Road for Mr Michael and Mrs Catherine Hicks.

DNPA Applications listed to 8.9.17: None

TDC Applications listed to 15.9.17:

- d) 17/02150/FUL Installation of two roof lights at 7 Moorlands Reach, Old Newton Road, Heathfield for Miss Tilly Flain.

- e) 17/02263/FUL Change of use to form cycle hub including café, bike repair, bike hire, retail and separate manufacturing unit (B1 use) (Revised scheme) at Tracey House, Newton Road for Mr G Brooke.
- f) 17/02276/LBC Reinstatement of internal door at 66-70 Fore Street for Mr & Dr Law.
- g) 17/02288/TPO Remove lowest primary limb on eastern side of one oak and crown lift two oaks by 8 metres to clear roof at 6 Fairfax Road, Heathfield Industrial Estate for Mr John Coleman.
- h) 17/02304/TPO Prune two beech trees where overhanging Road; prune one oak to clear building by removing lateral limb; crown lift one oak by 6 metres removing dead wood and prune two beech trees by 2.5 metres laterally at 2 Redwoods for Mrs Julia Mooney.

Application Withdrawn:

- i) 17/01426/FUL Installation of new car park lighting and a Devon hedge-bank at Riverside Inn, Fore Street for Co-op.

DNPA Applications listed to 15.9.17: None

TDC Applications listed to 22.9.17:

- j) 17/02080/FUL Single storey side extension at 22 Southbrook Road for Mr & Mrs Peace.
- k) 17/02118/MAJ Outline planning application for up to 30 dwellings and associated works (means of access to be determined only) at land north of Indio House, Newton Road for Kach Developments.
- l) 17/02275/FUL Widening of existing residential driveway and alterations to access at Indio House, Newton Road for Kach Developments.
- m) 17/02332/CAN Reduce height of two beech trees by 33% to clear power lines at Orchard House, East Street for Mr Anthony Bailey.

PL.17/64 Planning Decisions:

Approvals:

a) TDC:

- i) Remove ATM and replace with timber panel (faux door) to match the existing at 45 Fore Street. (N/O)
- ii) Installation of double glazed UPVC to replace timber windows at 22 Station Court. (N/O)
- iii) Crown lift one oak tree in group G4 removing four lowest secondary limbs at 100 Churchfields Drive. (Referred)
- iv) Replacement dwelling and proposed new double garage at Canrift, Brimley Road. (N/O)

b) DNPA:

- i) Erection of single storey rear extension at 16 Hawkmoor Parke. (N/O)

c) Appeal Decision:

- i) Appeal against refusal of planning permission for a single storey side extension at Mill House, Station Road (application ref. 17/00316/FUL). Appeal allowed.

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

PL.17/65 Neighbourhood Development Plan (NDP) - Working Group:

To receive and note the draft minutes (*copy enclosed) of the NDP Working Group meeting of 21st September 2017.

PL.17/66 Neighbourhood Development Plan (NDP) - Steering Group - Terms of Reference:


To consider approving the draft Terms of Reference (*copy enclosed).

PL.17/67 Street Naming - New Development on the Former Site of Tracey Vale Retirement Home:

To consider a request (*copy enclosed) for the naming of the new development on the former site of Tracey Vale Retirement Home.

PL.17/68 General Planning Matters brought forward by Councillors:
(For information only).

SIGNED
M WELLS
TOWN CLERK



DATE

26/09/17

NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP
HELD IN THE COUNCIL CHAMBER ON THURSDAY 21ST SEPTEMBER 2017 AT 6.30PM

Present:

Cllr Mrs Jan Blair (Chair)
Cllr Eoghan Kelly
Cllr Steven Leigh
Mr Martin Parkes (Devon Communities Together)

1. **Apologies for absence:**

Cllr Martyn Evans

The meeting was chaired by Cllr Mrs Blair.

2. **Minutes from Previous Meeting**

These were not available at the meeting to consider. To be approved at the next meeting.

3. **Support - Devon Communities Together**

Mr Parkes described a variety of services available from Devon Communities Together. Some of these services were free and some were not. Currently there is Government Funding available up to £9,000 and the deadline for applications is 31st December 2017, with awarded grant funding to be spent by 31st March 2018. There is a one-month delay between application and receipt of monies.

4. **Terms of Reference**

The group undertook a brief review of progress with the Terms of Reference. Cllr Jan Blair will meet with the Town Clerk to review the Terms of Reference for consideration before issuing to Council for approval.

5. **Grant Funding Application**

The group inspected the grant application form and discussed what further information was required in order to submit an application. A follow-up meeting will be held to consider this in more detail.

6. **Neighbourhood Plan – Project Planner**

The group discussed and made a start with a Project Plan, noting the next steps. Further work is required on this.

The group considered effective methods to recruit and form a steering group, to include Councillors and Residents.

7. **Actions**

- i) To approve the previous minutes at the next meeting.

- ii) Cllr Jan Blair to meet with the Town Clerk to review the Terms of Reference.
- iii) A follow-up meeting to be arranged to consider the grant funding application in more detail.

8. **AOB**

It was agreed to re-name the group as 'the Neighbourhood Development Plan Working Group', as the adjective 'steering' is usually reserved for the combined Councillor/Resident group that will be formed to create the Neighbourhood Plan.

9. **Date of Next Meeting**

Provisionally arranged for Monday 25th September 2017.

DRAFT

Bovey Tracey Neighbourhood Development Plan – Steering Group

Terms of Reference

BACKGROUND

Bovey Tracey Town Council (“BTTC”) has resolved to prepare a Neighbourhood Development Plan (“NDP”) under powers given in the Localism Act and BTTC is the Qualifying body. Broadly, the NDP is a document setting out policies that the local planning authority has to take into account when determining planning applications in the parish. These policies cannot conflict with the policies in the Teignbridge Local Plan, any other policies laid down by the Local Planning Authority, or any policies laid down by Central Government. It cannot be used to block development that is consistent with the policies and land use allocation in the Local Plan. It does enable BTTC to propose alternative sites, to record its preferences in terms of design and materials, community facilities, provision of open space and similar matters. The NDP process involves consultation with the public, scrutiny by an inspector, and a referendum before it comes into force. Once in force, the policies in the NDP will carry more weight than the observations that BTTC makes on a case by case basis at present when it is asked to comment on planning applications.

1. Purpose

- a. The main purpose of the Bovey Tracey Neighbourhood Development Plan Steering Group is to oversee the preparation of the Neighbourhood Plan for the Bovey Tracey Parish in order that these will then progress to independent Examination and improve the likelihood of the plan being supported at a community referendum and ultimately adopted by Teignbridge District Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Bovey Tracey & Heathfield. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Development Plan for Bovey Tracey;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Town Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Bovey Tracey Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- Agree, subject to ratification by the Town Council, a final submission version of the Bovey Tracey Neighbourhood Development Plan;

Bovey Tracey Neighbourhood Development Plan – Steering Group

Terms of Reference

4. Membership

- a. The constitution of the Steering Group shall be four Members of the Council; the Mayor or Deputy Mayor as ex officio members; and up to eight members of the community who are not also Members of the Council. Effort will be made to seek representation from under-represented sections of the community.
- b. Membership of the Steering Group will be open to the public indefinitely.
- c. The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Chairman of the Steering Group shall be chosen from the Members of the Council serving on the Steering Group and the Vice Chairman of the Steering Group shall be chosen from the members of the community serving on the Steering Group.

5. Decision Making

- a. The Steering Group has full delegated authority from the Town Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Town Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Town Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Town Council's position given in all communications associated with the project.
- c. Each member of the Steering Group (including the Chairman and Vice Chairman of the Steering Group) has one vote. The Steering Group Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

6. Meetings

- a. Steering Group meetings should be held at least once a month, unless there is no urgent business to transact.
- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Town Council website.
- c. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Town Council (via the Town Clerk) in a timely fashion. Minutes shall be made publicly available on the Town Council website.
- d. At least 7 clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- e. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 6 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.
- f. Six members including two serving town councillors shall be a quorum.

Bovey Tracey Neighbourhood Development Plan – Steering Group

Terms of Reference

7. Working Groups

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Development Plan related work.
- b. Each working group should have a lead person from the Steering Group.
- c. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

- a. All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- b. The Steering Group will notify the Town Council, advising them of any planned expenditure before it is incurred.
- c. Where expert advice is sought, no liability to pay for that advice shall be incurred unless and until adequate funding is secured.
- d. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Development Plan related work.

9. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct, including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Steering Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy, and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least (two-thirds) of the current membership at a Steering Group Meeting and with the approval of the Town Council.

11. Dissolution

- a. It is expected that the Steering Group will be required for eighteen months, the estimated time necessary to produce the Neighbourhood Development Plan.
- b. The Steering Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the town council, consider its services are no longer required.
- c. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Bovey Tracey Parish.

Bovey Tracey Town Council

From: Tracy Barkley (TDC) <donotuseTDC1@strata.solutions>
Sent: 14 September 2017 15:54
To: 'info@boveytracey.gov.uk'
Subject: New Development on the former site of Tracey Vale Retirement Home
Attachments: Numbered Plan excluding no 13.pdf

Dear Mr Wells,

I have received an application to name and number the above new development formerly known as Tracey Vale Retirement Home and I would like to consult the Town Council regarding the street names.

The developer has proposed a suggested name of '**Buttercup Meadows**' for the development of 10 residential dwellings

Please see attached plan for details of the road layout.

Under our policy, the Town Council has up to 21 days in which to respond. Could you therefore get back to me by **5th October** 2017. Please could you let me know if there is any difficulty in meeting this deadline.

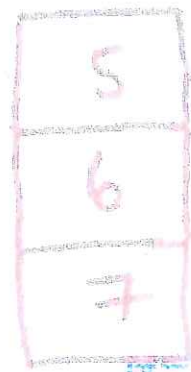
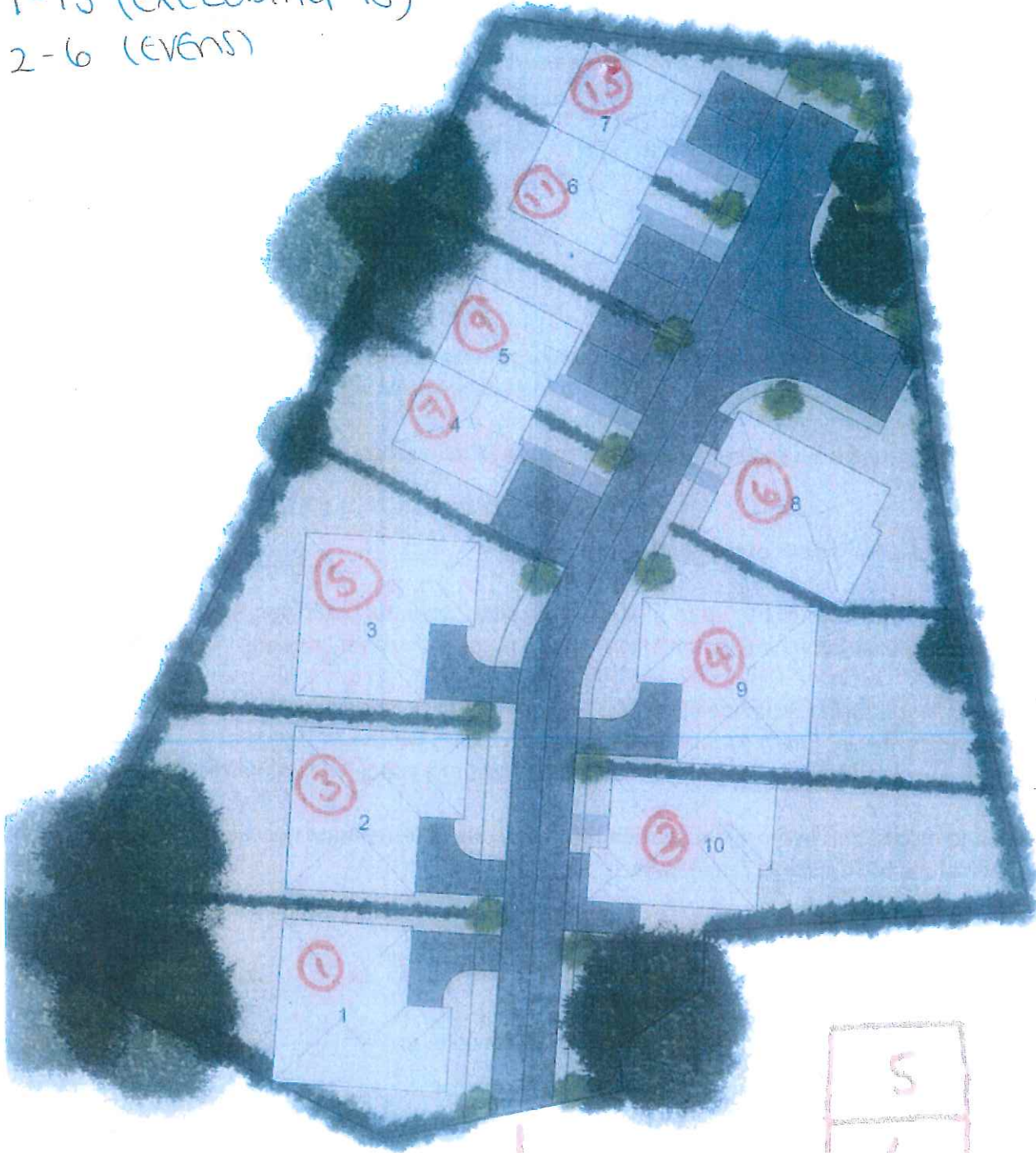
According to our policy, names should ideally reflect local history or be in some way relevant to the area. New street names must fit with our Street Naming and Numbering policy which can be found on our website: www.teignbridge.gov.uk/address (a copy of our naming conventions policy has been attached).

Should you wish to discuss this in more detail, then please call me on telephone number: 01626 215128. My working days are Monday-Thursdays 7am – 1pm.

Kind Regards

Tracy Barkley
for Street Naming and Numbering
(Monday - Friday)
Tel: 01626 215128

1-15 (EXCLUDING 13)
 2-6 (EVENS)



Plot	Type	Area (sq ft)	Habitable Area (sq ft)
1	3 Bed Bungalow	1260	1074
2	3 Bed Bungalow	1260	1074
3	3 Bed Bungalow	1260	1074
4	3 Bed Semi-Detached House	1075	1075
5	3 Bed Semi-Detached House	1075	1075
6	3 Bed Semi-Detached House	1075	1075
7	3 Bed Semi-Detached House	1070	1070
8	3 Bed Bungalow	1260	1074
9	3 Bed Bungalow	1260	1074
10	3 Bed Bungalow	1260	1074
11	3 Bed Bungalow	1260	1074
12	3 Bed Bungalow	1260	1074
13	3 Bed Bungalow	1260	1074
14	3 Bed Bungalow	1260	1074
15	3 Bed Bungalow	1260	1074

TRACEY VALE ↓

Client: Bunny Homes
 Project: Tracey Vale
 Drawing: Proposed Site Plan
 Scale: 1:200 @ A2 Drawn: EWB
 Number: 2016-25-PL-04