

BOVEY TRACEY TOWN COUNCIL

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

15th January 2018

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Heathfield Community Centre, Heathfield on **Monday 22nd January 2018 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

Please Note:

Under 'The Openness of Local Government Bodies Regulations 2014' this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded within the minutes of the meeting.

There will be a period of prayer at 6.55pm prior to the meeting to which all are invited.

AGENDA

- FC.18/01 **Apologies for absence**
To receive apologies for inability to attend.
- FC.18/02 **Declarations of Interest and Requests for Dispensations**
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- FC.18/03 **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 13.11.17 (*copy enclosed*).
- The meeting will go out of session*
- FC.18/04 **Report of the Chaplain to the Council**
To receive the report from the Chaplain to the Council
- FC.18/05 **Report of the Police**
To receive the Police Report

FC.18/06 **Questions and Statements by the Public**
In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.

FC.18/07 **County, District and Town Councillor Reports**
To receive reports from County, District and Town Ward Members

FC.18/08 **Reports of any outside bodies**
To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – DALC Larger Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllr Leigh – TALC
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Blair, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Robillard – Bovey Tracey Information Centre Trust

The meeting will go back into session

FC.18/09 **Recreation, Parks & Property (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 11.12.17 (**copy enclosed*) and to consider the following recommendation from the RP&P Committee.
ii) To authorise the Town Mayor and Town Clerk to sign the lease for the Football Club and surrounding patio area at the Recreation Ground on behalf of the Council.

FC.18/10 **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 8.1.18 (**copy enclosed*) and to consider the following recommendations from the FR&GP Committee:
ii) To approve the payment and receipt transactions between 30th October and 31st December 2017 (**copy enclosed*).
iii) To adopt the draft budget for 2018/19 (**copy enclosed*).
iv) To approve the setting of the precept at £205,990.00 for 2018/19. The Council Tax Support Grant of £14,760.00 will be added to this.
v) To approve exercising an "Option to Tax" on the land and subsequent building at the site of the Old Thatched Inn.
vi) To delegate to the Town Clerk the authority to sign the relevant HMRC forms, to correspond on this matter with HMRC and to determine the precise effective date of the Option to Tax and VAT registration.
vii) To approve the election of Members to the Council's Standing Committees as follows:

Finance, Resources
& General Purposes
Cllr Ms Blair (Ex Officio)
Cllr Allen
Cllr Evans
Cllr Gribble
Cllr Leigh
Cllr Ms Richardson
Cllr Robillard

Recreation, Parks
& Property
Cllr Mrs Kerswell (Ex Officio)
Cllr Allen
Cllr Arnold
Cllr Bray
Cllr Elphick
Cllr Kelly
Cllr Robillard

Planning
Cllr Mrs Kerswell (Ex Officio)
Cllr Ms Blair
Cllr Arnold
Cllr Ashby
Cllr Bray
Cllr Evans
Cllr Kelly

viii) To confirm the revised Terms of Reference (incorporating the proposed amendment) for the three Standing Committees as previously circulated.

- FC.18/11 **Planning Committee:**
To receive and adopt the minutes of the meetings held on 27.11.17, 11.12.17 & 8.1.18 (*copies enclosed).
- FC.18/12 **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements (*copy enclosed).
- FC.18/13 **Honorary Representative of the Lord of the Manor 2018/19:**
To consider advertising the role of Honorary Representative of the Lord of the Manor for 2018/19 inviting nominations for consideration.
- FC.18/14 **Nominations – Royal Garden Party – 5th June 2018:**
Her Majesty will be hosting a Royal Garden Party on 5th June 2018. Devon ALC has been invited to nominate four individuals (plus their guests) to attend, selected at random by Devon ALC following the nomination closing date of Wednesday 31st January 2018. Members are therefore requested to consider a nomination from Bovey Tracey Town Council.
- FC.18/15 **Peregrine Mears Architects – Amended Appointment:**
To consider a revised fee proposal (*copy enclosed).
- FC.18/16 **Neighbourhood Development Plan (NDP) Steering Group:**
To receive a verbal update at the meeting.
- FC.18/17 **Programme of Meetings for the Remainder of 2017/18:**
To consider the current meeting schedule in light of the recent Committee Structure review (*copy enclosed).

SIGNED.......... DATE. 15/01/18.....

M WELLS
TOWN CLERK

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

Reminder for Members:

- You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is, as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer').
- If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE BAPTIST CHURCH, BOVEY TRACEY
ON MONDAY 13TH NOVEMBER 2017 AT 7.00PM.**

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

| | |
|----------------|----------------------|
| Cllr A Allen | Cllr G J Gribble**/* |
| Cllr U Arnold | Cllr E Kelly |
| Cllr R J Ashby | Cllr C W Robillard |
| Cllr R A Bray | Cllr M Tregoning |
| Cllr M J Evans | |

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
District Cllr Mrs S Morgan
Rev K Hooke – Chaplain to the Council
PCSO P Wilson
Two members of the public

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

The meeting was chaired by the Town Mayor, Cllr Mrs Kerswell.

Cllrs Arnold & Robillard joined the meeting at 7.01pm.

FC.17/62. Apologies for absence

Cllr D K Elphick (Personal commitment)
Cllr S P Leigh (Leave)
Cllr Ms C O Richardson (Personal commitment)

FC.17/63. Declarations of Interest and Requests for Dispensations

No interests declared

Cllr Kelly & one member of the public joined the meeting at 7.03pm.

FC.17/64. Minutes

The minutes of the Town Council meeting held on 18.9.17 (*copy previously circulated*) were confirmed as a true record.

The meeting went out of session

FC.17/65. Report of the Chaplain to the Council

Rev Hooke, Chaplain to the Council:

i) noted that the Civic Carol Service will take place at PPT Church on Monday 18th December. He advised that other church services will be publicised in a Christmas leaflet.

ii) advised that he together with Rev Hamilton and Rev Fenton provide a chaplaincy at South Dartmoor Community College. He wished to publically record thanks to the College for allowing the ministers to provide this service.

FC.17/66. Report of the Police

PCSO Wilson circulated a copy of the recorded crime figures for October 2017. He advised that a census carried out in September in relation to reports of speeding on the A382 had recorded 653 vehicles – 297 were within the speed limit.

FC.17/67. Questions and Statements by the Public

Mr L Calder referred to the recent edition of the Quality Update newsletter and noted the dog survey relating to the potential ban of dogs in the Recreation Ground. He noted that Teignbridge District Council do not wish to add any new “ban” areas to its order and he enquired how this would affect the current proposal. The Town Clerk agreed to reply to Mr Calder.

FC.17/68. County, District and Town Councillor Reports

DCC, TDC and Town Cllr Gribble reported that he had attended all regular DCC & TDC meetings. He noted that travellers are causing problems in some areas. Locally he had dealt with highway and speeding concern enquiries and restrictive lines/parking enquiries. He attended the Remembrance Service.

TDC Cllr Mrs Morgan reported that she had attended Overview & Scrutiny meetings and meetings of Bovey Futures. She advised that the Devon Guild is seeking a trustee with accountancy background.

She had requested that the Indio planning application is taken to TDC Planning Committee. She considers that due to the size of the proposed development, the application needs to be discussed at committee.

She noted that the town no longer has a lollipop person. She advised that anyone interested in taking on the role, which is fully funded, should contact her.

TDC Cllr Mrs Kerswell reported that she had attended all regular meetings. She advised that TDC is looking for an independent Standards Committee member to be sourced from a neighbouring local authority in accordance with TDC’s constitution. She also noted that TDC is introducing a new programme “One Teignbridge”. Staff with tablets will be available in the foyer to assist people with enquiries and accessing services online.

She noted that TDC’s planning agenda for November does not include the Indio or Challabrook applications.

Cllr Allen had attended, with Cllr Leigh, a recent TALC meeting where a highways infrastructure officer had provided a useful update and Mr P Shears (TDC) had updated members on the Greater Exeter Plan.

He had also attended Community Centre Steering Group meetings and the Armistice and Remembrance Day services.

Cllr Bray had attended Committee Structure and Community Centre Steering Group meetings and the Remembrance service.

Cllr Arnold had attended the Remembrance Service and noted the excellent attendance. He advised that there will be a good variety of stalls at the Christmas Fayre on 2nd December and all are welcome to attend.

Cllr Ms Blair had attended the Neighbourhood Development Plan (NDP) session held at the library. There had been a good response from parishioners interested in joining the Steering Group. A follow up session will take place later this month. Cllr Blair had also attended the Remembrance Day service and noted the excellent gathering of all ages paying their respects.

Cllr Kelly had attended the NDP session at the library, two meetings with Bovey Futures, Green Man Festival meeting and the Armistice Day gathering.

Cllr Ashby had attended a Community Centre Steering Group meeting. He noted that the plans are scheduled for submission to TDC for consideration. He had attended that Remembrance Day service.

Cllr Robillard advised that the Fairtrade Certificate has been received and is now framed. He is looking for a suitable location to display it. He reported that he is working with Cllr Evans to arrange a further meeting to progress the re-establishment of the Twinning Association link.

FC.17/69. Reports of any outside bodies

Cllr Gribble (DALC Larger Councils) advised that the next meeting is on 16th November. Unfortunately he and the Town Clerk are unable to attend due to their attendance at a Highways Conference.

Cllr Gribble (Teignbridge Rural Aid Committee) noted that funding had been awarded for a speed control device on Le Molay-Littry Way. Further information is awaited from DCC before the device can be purchased. He advised the Rural Aid AGM will take place on 4th April 2018.

Cllr Allen (TALC) advised that the next meeting will take place on 30th November. He noted that those interested in affordable housing should attend. He also noted that Cllr John Hart, Leader of DCC, will be attending.

Cllr Ashby (Bovey Tracey Heritage Trust) advised that he had attended a recent meeting. He noted that there is a full schedule of meetings planned.

Cllr Mrs Kerswell (Bovey Tracey Exhibition Foundation Trust) advised that there had been no recent meetings.

Cllr Robillard (Bovey Tracey Information Centre Trust) advised that there had been no recent meetings.

The meeting returned to session

FC.17/70. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 16.10.17 (**copy previously circulated*) was received and adopted.

FC.17/71. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 30.10.17, the Financial Statement dated 30.10.17 and the Accounts paid up to 27.10.17 (**copies previously circulated*) were received and adopted.

FC.17/72. Planning Committee:

The Reports of the meetings held on 2.10.17, 16.10.17 & 30.10.17 (**copies previously circulated*) were received and adopted.

FC.17/73. The Town Mayor's Interests:

A copy of the Town Mayor's engagements/announcements (*copy previously circulated*) was noted.

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|----------------------------|--|
| 18 th September | Full Council Meeting |
| 25 th September | Committee Structure Meeting with DALC County Secretary |
| 2 nd October | Meeting with TDC's Head of Paid Services |
| 4 th October | Reception – South West in Bloom |
| 22 nd October | Civic Service, Chudleigh Town Council |
| 23 rd October | South West in Bloom Results – Publicity Photo |
| 26 th October | Community Centre Steering Group |
| 29 th October | Newton Abbot Civic Service |
| 30 th October | Publicity Photo Launch of Poppy Appeal & local support from Coombes & Sons |
| 2 nd November | Signature Homes Anniversary Event |
| 11 th November | Animals in Distress Coffee Morning |
| 11 th November | Remembrance |
| 12 th November | Remembrance Service & Wreath Laying |

The Town Mayor advised:

- i) The Christmas Lights will be switched on at the Christmas Fayre on 2nd December.
- ii) The Carol Service will take place on 18th December at PPT Church.
- iii) A leaving event for Mr Ken Daniels (Scout Leader) will be held at the Scout HQ on 25th November.

FC.17/74. Risk Management Strategy:

Consideration was given to a recommendation from the Finance, Resources & General Purposes Committee to adopt a Risk Management Strategy (**copy previously circulated*).

Resolved:

To adopt the Risk Management Strategy.

FC.17/75. Committee Structure Review:

Consideration was given to the recommendations as highlighted within the report (**copy previously circulated*). The Town Clerk summarised the current position and referred to the previous meetings of the Review Group and with Ms L Smith (DALC County Secretary). The Town Clerk reiterated the important advice from NALC in that a Committee cannot consist of Full Council.

Cllr Allen enquired how nominations for Committees will be handled. The Town Clerk suggested seeking 1st, 2nd and 3rd priority places on the three main standing committees prior to the next Full Council meeting in order to try and ensure at least a first choice Committee is accommodated for each Councillor.

Resolved:

To approve the recommendations as set out in the report.

FC.17/76. Child Protection Policy:

Consideration was given to a recommendation from the Personnel Committee to adopt a Child Protection Policy (**copy previously circulated*). If agreed to consider the need for a Deputy Designated Person. Cllr Kelly highlighted the importance of having a policy in place and that all Councillors should familiarise themselves with it.

Resolved:

To adopted the policy as set out above.

There were no volunteers to take on the role of a Deputy Designated Person. It was noted that this role was not mandatory. It was further noted that "Councillor" should be added to paragraph 3 of page 1.

FC.17/77. Complaints Procedure:

Consideration was given to a recommendation from the Personnel Committee to adopt a revised Complaints Procedure (**copy previously circulated*).

Resolved:

To adopt the policy.

FC.17/78. Safeguarding Adults Policy:

Consideration was given to a recommendation from the Personnel Committee to adopt a Safeguarding Adults Policy (**copy previously circulated*). Cllr Kelly highlighted an incident where a parishioner raised concern to a Councillor.

Resolved

To adopt the policy.

FC.17/79. Neighbourhood Development Plan (NDP) – Steering Group:

Members considered the following:

- i) A recommendation from the Planning Committee to appoint Cllrs Arnold, Evans, Kelly and Leigh in addition to Cllr Ms Blair (Ex-officio) to represent the Town Council on the NDP Steering Group.
 - ii) To delegate authority to the appointed Councillor representatives to select the remaining membership of the Steering Group.
 - iii) To seek nomination/s and appoint the first Chairman of the Steering Group from the Councillor representatives.
- Volunteers were sought and Cllr Kelly volunteered. There were no other volunteers.

Resolved:

- i) To appoint Cllrs Arnold, Evans, Kelly and Leigh in addition to Cllr Ms Blair (Ex Officio) to represent the Town Council on the NDP Steering Group.
- ii) To delegate authority to the appointed Councillor representatives to select the remaining membership of the Steering Group.
- iii) To appoint Cllr Kelly as Chairman of the Steering Group.

FC.17/80. **Community Centre Development – Site of The Old Thatched Inn:**

Following a meeting of the Community Centre Steering Group on 26th October 2017, Members:

- i) noted the revised design submitted for planning permission (**copy previously circulated*).
- ii) considered a recommendation from the Community Centre Steering Group to progress a two stage tender process (**outline project plan previously circulated*).

Resolved:

To progress a two stage tender process as set out in (ii) above.

The meeting closed at 7.45pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 27TH NOVEMBER 2017 AT 7.00pm

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

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| Cllr A Allen | Cllr G J Gribble**/* |
| Cllr U Arnold | Cllr E Kelly |
| Cllr R J Ashby | Cllr S P Leigh |
| Cllr R A Bray | Cllr M Tregoning |
| Cllr D K Elphick | |
| Cllr M J Evans | |

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Evans

PL.17/80 Apologies for absence:

Cllr Ms C O Richardson (Personal commitment)
Cllr C W Robillard (Work commitment)

**Public Participation: No members of the public present

PL.17/81 Consideration of Planning Applications:

DNPA Applications listed to 20.10.17: None

TDC Applications listed to 27.10.17:

- a) 17/02576/FUL Double garage at Edgemoor, Avenue Road for Mr & Mrs L Downes.
Observations: No objection.

DNPA Applications listed to 27.10.17: None

TDC Applications listed to 3.11.17: None

DNPA Applications listed to 3.11.17: None

TDC Applications listed to 10.11.17: None

DNPA Applications listed to 10.11.17:

Appeal:

- b) W/17/3178662 Refusal of Full Planning Permission for construction of agricultural dwelling with garage at Higher Elsford. Appellant: Mr A West. Noted.

TDC Applications listed to 17.11.17:

Appeal:

- c) 17/00061/REF Appeal against the refusal of Planning Permission
17/00403/FUL - Dwelling at The Stables, Tappers Barn. Appellant: Mr Rob Sokolowski. Noted.

Cllr Bray noted an amendment to v) Brimley Road

Approvals:

a) TDC:

- i) Installation of two roof lights at 7 Moorlands Reach, Old Newton Road (N/O)
- ii) Prune two beech trees where overhanging road; prune one oak to clear building by removing lateral limb; crown lift one oak by 6m removing dead wood and prune two beech trees by 2.5m laterally at 2 Redwoods. (Referred)
- iii) Variation of condition 2 on planning permission 16/01212/FUL (raising roof of outbuilding to create additional living accommodation and ground works) to allow changes to roof and walls at 10 Town Hall Place. (N/O)
- iv) Outline application for demolition of office and garage, conversion of existing barn to a single dwelling house and up to three additional dwellings (all matters reserved). (N/O with provisos; insufficient information to comment on amendment)
- v) Fell, prune and coppice a number of trees in area A2 as detailed in submitted tree report and plan at Blenheim, Brimley Road. (Referred)
- vi) 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. (N/O)
- vii) Reinstatement of internal door at 66-70 Fore Street. (N/O)
- viii) Install garage door on existing car port at 22 Station Court. (N/O)

b) Exemption works to trees covered by Tree Preservation Order:

- i) Fell one ash tree (numbered 371) at Grey Gables, Coombe Cross.

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

PL.17/83 Neighbourhood Development Plan (NDP) Steering Group:

The minutes of the last meeting of the Working Party, held on 23rd November 2017, were circulated at the meeting.

Cllr Ms Blair gave a verbal update. She advised that the next meeting is scheduled for 30th November when Council Members of the Steering Group will meet with volunteers who have expressed an interest in joining the Group. It was noted that there has been around 25 expressions of interest. It is hoped that the first meeting of the fully formed Steering Group will take place next month.

Cllr Evans thanked Cllr Ms Blair for all her work to date. He stated that Cllr Blair's guidance and persistence has progressed the Council to where it is today. This was echoed by all Members.

PL.17/84 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Mrs Kerswell expressed concern that several businesses in the town are closing.

Cllr Elphick noted that this is happening nationally as the younger generation shop on-line.

Cllr Kelly stated that the Regeneration Committee is working to tackle this. He noted that there is relative protection via the Local Plan as only a small percentage of shops can be converted to residential therefore protecting commercial business.

Cllr Mrs Kerswell advised that Cllr Ms Richardson, Co-ordinator of the Christmas Lights, was delighted to have received a donation of £150.00 towards the lights from the Carnival Committee.

Cllr Kelly advised that the new development in Hind Street appears to be substantial. The Town Clerk agreed to check with TDC regarding approval for the developer to remove part of the fence and to have a compound in Mary Street Car Park.

Cllr Allen referred to the proposed new Committee structure and considered that Members of the Planning Committee will require a greater understanding of planning regulations and local issues.

Cllr Ashby considered that if the Planning Committee is to be regulated this will make for a more meaningful meeting and training for Members will be required. Cllr Evans confirmed that a training budget is being requested for 2018/19.

Cllr Allen suggested that it would be useful to think ahead regarding obtaining allocated parking at Station Road Car Park for the new Community Centre development.

Cllr Evans advised that, as resolved previously, a name has been put forward for the Tracey Vale development and has been accepted by TDC. The name is "Sadlers Green". Anyone wishing to know the history of the name can speak with Cllr Evans.

Cllr Kelly requested an item concerning street naming be placed on the agenda for the next meeting.

The meeting closed at 7.15pm.

RECREATION, PARKS & PROPERTY COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 11TH DECEMBER 2017 AT 7pm.

Present:

The Deputy Town Mayor, Cllr Ms J H Blair

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|----------------------|------------------------|
| Cllr A Allen | Cllr E Kelly |
| Cllr R J Ashby | Cllr S P Leigh |
| Cllr D K Elphick | Cllr Ms C O Richardson |
| Cllr M J Evans | Cllr C W Robillard |
| Cllr G J Gribble**/* | Cllr M Tregoning |

**County Cllr

*District Cllr

In attendance:

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

The meeting was chaired by Cllr Kelly

*Cllr Gribble declared an interest in RP&P.17/17, 17/81, 17/85, 17/86, 17/88, 17/89.
Cllr Leigh declared an interest in RP&P.17/81.*

RP&P.17/77 Apologies for Absence:

Cllr U Arnold (Leave)
Cllr R A Bray (Leave)
Cllr Mrs A J Kerswell* (Attending a civic function)

**Public Participation:

Mr L Calder referred to item RP&P.17/80 (Dog Control Measures - Recreation Ground) and noted that the survey results had opposed a total ban of dogs at the Recreation Ground. He stated that he hoped the Town Council would adhere to the wishes of the majority and allow dogs on leads to continue to be exercised in the Recreation Ground.

RP&P.17/78 Consideration of minutes of previous meeting held on 16.10.17: Noted.

RP&P.17/79 Bovey Tracey Lawn Tennis Club (BTLT) - Lease:

Members noted a breach of lease terms by encroachment from the demised premises in relation to the erection of a cover on the rear court. The Town Clerk provided an update and explained that the rear court cover had been moved to minimise overshadowing of the bowling green. Councillors considered that this was acceptable. The Town Clerk advised that title deeds are being obtained before further action being considered at a future meeting.

RP&P.17/80 Dog Control Measures - Recreation Ground:

Consideration was given to a summary of the consultation results (*copy previously circulated). Following discussion it was

Resolved:

To allow dogs to continue to be exercised in the Recreation Ground providing they are on leads. To progress the request for inclusion in any TDC Public Space Protection Order (PSPO) to this effect. If this is not adhered to, a ban of dogs would be considered.

RP&P.17/81 Lease - Football Club & Surrounding Patio Area - Recreation Ground:

i) Consideration was given to a draft lease (**copy previously circulated*) which will surrender the implied equitable tenancy.

Resolved:

To accept the draft lease.

ii) Consideration was given to a recommendation to Full Council authorising the Town Mayor and Town Clerk to sign the lease on behalf of the Council.

Resolved:

To recommend to Full Council authorisation for the Town Mayor and Town Clerk to sign the lease.

RP&P.17/82 Use of Bullands Field - Devon Sharks:

Consideration was given to a request from Devon Sharks RLFC to extend the period of use of Bullands Field.

Resolved:

To renew the agreement for the Devon Sharks RLFC to extend the period of use of Bullands Field.

RP&P.17/83 Christmas & New Year Arrangements:

Members noted that the office will close at 1.00pm on 22nd December 2017 and will re-open on 2nd January 2018. The Town Clerk will be available to deal with any urgent matters that may arise during the closed period.

RP&P.17/84 Young Citizen of the Year Award 2018:

Consideration was given to holding the Young Citizen of the Year Award for 2018 (as per the format for 2017). If agreed, to appoint a lead Councillor to undertake the process.

Resolved:

To hold a Young Citizen of the Year Award 2018 and to appoint Cllr Ms Blair to undertake the process.

RP&P.17/85 Highways Grass Cutting - 2018/19:

Consideration was given to a response to correspondence from Devon County Council (**copy circulated at the meeting*) in relation to highway verge grass cutting for 2018/19. Members noted the increase in allocation.

Resolved:

To thank DCC and confirm the Town Council's acceptance to continue with the procurement and delivery of urban grass cutting within the parish.

RP&P.17/86 Bovey Tracey Lawn Tennis Club (BTLT) - Sponsorship Boards:

Consideration was given to a request from BTLT to erect sponsorship boards (**copy plan previously circulated*). A discussion took place.

Resolved:

To arrange a meeting with Cllr Kelly, the Town Clerk and representatives of BTLT to discuss the matter.

RP&P.17/87 Community Centre Building:

Members noted the previous minutes of the Community Centre Steering Group meeting held on 26.10.17 (**copy previously circulated*). It was noted that Cllr Mrs Kerswell had attended the meeting. The Town Clerk confirmed that further information is awaited from the Architects before submitting a capital contribution request to TDC. He advised that a funding application to the Greater Dartmoor Leaf Programme should be submitted shortly.

Two members of the public joined the meeting at 7.37pm.

RP&P.17/88 Teignbridge District Council's (TDC) Litter Prevention Campaign:

Members noted campaign information and sample signs (**copy previously circulated*) and considered appropriate locations for the display of campaign materials. It was agreed that the signs should be displayed in the Pottery Road and roundabout area, skate park, recreation ground areas, shops, car parks and noticeboards.

RP&P.17/89 Primary School Provision:

Members noted correspondence from Devon County Council (**copy previously circulated*) and considered any further action. A discussion took place.

Resolved:

To acknowledge the letter, confirming that the Town Council look forward to continued co-operation whilst examining the suggested levels of Community Infrastructure Levy (CIL) being inadequate to deliver additional places arising from development. It was noted that a further meeting will be scheduled in January with TDC officers to discuss the CIL element.

Two members of the public joined the meeting at 7.50pm.

RP&P.17/90 Cemetery - Coombe Lane, Bovey Tracey:

Consideration was given to a request from the owners of Coombe Park, Coombe Lane, Bovey Tracey to demolish and rebuild a small corner section of the Cemetery boundary wall to improve access for development. A discussion took place.

Resolved:

To decline the request.

RP&P.17/91 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Ms Richardson thanked Cllr Kerswell, the Town Clerk and all those who assisted and attended the Christmas Lights Switch-On Event on 2nd December.

Cllr Robillard advised that a Twinning Association meeting had taken place on 8th December. A further meeting is planned for January and an event will be arranged to take place in March.

Cllr Ms Blair advised that some TDC car parks allow 30 minutes free parking and she enquired if this could be introduced here. It was noted that TDC Cllr Mrs Morgan was progressing this. The Town Clerk will contact Cllr Mrs Morgan for an update.

Cllr Allen advised that Cllr Mrs Kerswell together with the Chairman of Hennock Parish Council had attended a joint event at Chudleigh Knighton Heath for the opening ceremony of the WW2 interpretation board. A photograph and article had appeared in the local press. He suggested that a joint press release could be made.

Cllr Kelly advised that a meeting of the Neighbourhood Development Plan Steering Group will take place on 14th December.

The meeting closed at 8pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 11TH DECEMBER 2017 AT 8.05pm

Present:

The Deputy Town Mayor, Cllr Ms J H Blair

| | |
|----------------------|--------------------|
| Cllr A Allen | Cllr E Kelly |
| Cllr R J Ashby | Cllr S P Leigh |
| Cllr D K Elphick | Cllr C W Robillard |
| Cllr M J Evans | Cllr M Tregoning |
| Cllr G J Gribble**/* | |

**County Cllr
*District Cllr

In attendance:

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

The meeting was chaired by Cllr Evans.

Cllr Gribble declared an interest in PL.17/86c & d.

PL.17/85 Apologies for absence:

Cllr Arnold (Leave)
Cllr R A Bray (Leave)
Cllr Mrs A J Kerswell* (Attending a civic function)
Cllr Ms C O Richardson (Personal commitment)

**Public Participation:

Mr Bob Weighton spoke in support of application no. 17/02742/FUL - use of land for 9 gypsy and traveller pitches at Newton Road. He outlined the proposals and stated that he considered the site is on the rural urban fringe with good access to the motorway and local facilities.

Ms Elizabeth Isaacs, Chairman of Teignbridge Gypsy and Traveller Forum, also spoke supporting the application. She stated that the application has the full support of the Forum. She advised that there is a waiting list for romany traveller pitches.

PL.17/86 Consideration of Planning Applications:

DNPA Applications listed to 17.11.17: None

TDC Applications listed to 24.11.17:

a) 17/02751/FUL New community hub building in the Lower Car Park, Station Road for Mr M Wells, Bovey Tracey Town Council.
Observations: Noted.

b) 17/02836/TPO Fell one tree in front garden at 20 Forbes Close, Heathfield for Miss Hatch.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 24.11.17: None

TDC Applications listed to 1.12.17:

c) 17/02593/FUL Retention of building and change of use from B8 to mixed use Classes B1, B2, B8 and Sui Generis (display and selling of vehicles) at Unit 9, Station Park, Haytor View for Damian Pope.

Observations: The Town Council does not support this application and wishes to highlight the operator's non-compliance with working hours set out previously. The Town Council requests that this application is referred to TDC's Planning Committee for determination.

- d) 17/02742/FUL Use of land for 9 gypsy and traveller pitches with associated access road and new vehicular entrance at land at NGR 282207 76324 Newton Road for Mrs L Stoneman.

Observations: No objection.

- e) 17/02761/FUL Single storey side extension forming utility and w.c. at Rothlyn, Bradley Road for Mr Robert Colliety.

Observations: No objection.

PL.17/87 Planning Decisions: Noted

Approvals:

- a) TDC:

- i) Replacement noticeboard at Town Hall, Town Hall Place. (Noted)
ii) New community noticeboard at Fountain Court, Fore Street. (Noted)

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

PL.17/88 Neighbourhood Development Plan (NDP) Steering Group:

Cllr Kelly provided a verbal update. He explained that Town Council Members of the Steering Group had met and selected eight members of the community to join the Group. A meeting will take place on 14th December. The Town Clerk agreed to circulate the names of the community members to all Councillors.

PL.17/89 Street Naming:

Item brought forward by Cllr Kelly. Following a previous suggestion to use names of those listed on the Town's War Memorial for street naming some concerns had been raised. It was agreed that names from the War Memorial would still be a priority option for consideration but, if this was not suitable, alternative options would be considered.

PL.17/90 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Kelly referred to developers using parking spaces at Mary Street Car Park as a compound for building works taking place in Hind Street. He noted that more spaces are being used.

Cllr Evans advised the application for The Paddock, Southbrook Lane will be considered at TDC Planning Committee on 19th December.

The meeting closed at 8.40pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 8TH JANUARY 2018 AT 7PM.

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

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

**County Cllr
*District Cllr

In attendance:

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

The meeting was chaired by Cllr Gribble

Cllr Gribble declared an interest in FR&GP.18/11 & FR&GP.18/12. Mr Wells (Town Clerk) advised that he would withdraw from the meeting when item FR&GP.18/20 was considered.

FR&GP.18/01 Apologies for absence: None

**Public Participation:

Mr P Beecher (Residents' Association) wished Councillors a Happy New Year and thanked them for all they do for the local community. He also extended thanks to Cllr Gribble and the Town Clerk for their efforts in securing a vehicle activated sign to be located on Le Molay-Littry Way.

Mr G Smart also referred to the provision of the vehicle activated sign and thanked the Town Council for its assistance.

FR&GP.18/02 Consideration of minutes of previous FR&GP Committee meeting held on 30.10.17:
Noted.

FR&GP.18/03 Accounts & Financial Statement:

Members received and approved payment and receipt transactions between 30th October and 31st December 2017 (**copy previously circulated*) and noted the bank balances as below:

| | | |
|----------------------------|-------------|----------------------------|
| General Account: | £ 17,026.08 | (Statement dated 22.12.17) |
| Business Bank Instant A/C: | £241,967.42 | (Statement dated 4.12.17) |
| Business Bank Instant A/C: | £350,233.74 | (Statement dated 4.12.17) |

FR&GP.18/04 Legal Advice Service:

Consideration was given to renewing the current agreement for a further 12 month period. A discussion took place.

Resolved:

To renew the agreement at an annual cost of £1800.00 (approx.).
(*Power to spend: LGA 1972 s141)

FR&GP.18/05 Dispensation for Councillors in respect of the Budget Process:

In accordance with the provision of the Localism Act 2011 in relation to the setting of Bovey Tracey Town Council's precept, Members signed and approved the dispensation request to allow all Town Councillors to participate in setting the 2018/19 precept.

FR&GP.18/06 Budget & Precept 2018/19:

To agree a recommendation to Full Council following consideration of the following:

- i) The draft budget for 2018/19 (**copy previously circulated*)
- ii) Setting the precept figure at £205,990.00.

Resolved:

To recommend to Full Council the adoption of the draft budget for 2018/19 and the precept figure of £205,990.00.

Cllr Gribble thanked Mr Wells (Town Clerk) and Cllr Leigh for their assistance in producing the budget and precept figures for 2018/19.

FR&GP.18/07 VAT - Community Centre Development:

Members noted a report and options for VAT recovery on the Community Centre development (**copy previously circulated*) and considered recommendations to Full Council:

- i) in principle, to exercise an "Option to Tax" on the land and subsequent building at the site of the Old Thatched Inn.
- ii) to delegate to the Town Clerk the authority to sign the relevant HMRC forms, to correspond on this matter with HMRC and to determine the precise effective date of the Option to Tax.

Resolved:

To recommend to Full Council the recommendations as set out in i) and ii) above.

FR&GP.18/08 Elector Fund 2017/18:

Consideration was given to project nominations (**information previously circulated*) for applications to the Elector Fund for 2017/18. It was noted that the deadline for application is 4.00pm on 3rd February 2018.

Resolved:

To apply for funding for the following:

- £900.00 - Town Centre CCTV upgrade.
- £900.00 - Litter Bins
- £2000.00 - Moorland Community Care
- £1000.00 - Neighbourhood Plan
- £2000.00 - Relocation of Bovey Tracey Information Centre

FR&GP.18/09 Notification of External Auditor Appointment 2017/18 - 2021/22:

Members noted that under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a body specified to appoint local auditors". Bovey Tracey Town Council opted-in to the central procurement process and therefore PKF Littlejohn LLP is the appointed

external auditor for the Town Council's Annual Governance & Accountability Returns for the period 2017/18 - 2021/22.

FR&GP.18/10 Community Centre Development - Appointment of Design Team:

Consideration was given to quotations for the appointment of the Design Team (**copy circulated at the meeting*) for the following services:

Structural & Civil Engineers (incl. drainage)
Mechanical/Electrical/Sustainability
Landscape Architect

Resolved:

To accept the following quotations:

Structural & Civil Engineers (incl. drainage) - Quotation C: £14,750 + VAT + travel expenses.

Mechanical/Electrical/Sustainability - Quotation C: £21,730 + VAT.

Landscape Architect - Quotation A: £5,040 + VAT + travel expenses

FR&GP.18/11 Vehicle Activated Sign (VAS) - Le Molay-Littry Way:

Consideration was given to the following quotations for the purchase and installation of a VAS:

Quotation A: £2,625.00+VAT (670mm x 430mm with 300mm roundel)
(includes 2 x 4wk batteries, charger & delivery)

Quotation B: £2,595.00+VAT (650mm x 450mm with 300mm roundel)
(includes 2 x 6wk batteries charger & delivery)

Quotation C: £2,571.26+VAT (1300mm x 600mm with 450mm roundel)
(includes 2 x 4wk batteries, charger & delivery)

Resolved:

To accept quotation C in the sum of £2,571.26+VAT.

Two members of the public joined the meeting at 7.40pm.

FR&GP.18/12 Highway Grass Cutting - 2018/19:

Consideration was given to the following quotations for highway grass cutting 2018/19:

| | <u>No of Cuts</u> | <u>Visibility Areas</u> (per cut) | <u>Visibility & Non-Visibility</u> (per cut) | <u>Total</u> |
|--------------|-------------------|--------------------------------------|---|--------------|
| Quotation A: | 4 | £516.00 | | £2,064.00 |
| | 4 | | £903.00 | £3,612.00 |
| Quotation B: | 4 | £214.40 | | £ 861.60 |
| | 4 | | £437.40 | £1,749.60 |
| Quotation C: | 4 | £300.00 | | £1,200.00 |
| | 4 | | £400.00 | £1,600.00 |

Resolved:

i) To accept a tender price which includes visibility and non-visibility areas.

ii) Therefore, to accept Quotation C in the sum of £400.00 per cut.

iii) To maximise the number of cuts in accordance with the budget provision.

FR&GP.18/13 Committee Structure Review - Appointment of Committees:

Members received and reviewed the nominations (**information circulated at the meeting*).

Resolved:

To appoint the following Members to the Committees:

- i) Finance, Resources & General Purposes Committee: Cllrs Ms Blair (Ex Officio), Allen, Evans, Gribble, Leigh, Ms Richardson & Robillard.
- ii) Recreation, Parks & Property Committee: Cllrs Mrs Kerswell (Ex Officio), Allen, Arnold, Bray, Elphick, Kelly & Robillard
- iii) Planning Committee: Cllrs Mrs Kerswell (Ex Officio), Ms Blair, Arnold, Ashby, Bray, Evans & Kelly.

Two members of the public joined the meeting at 7.55pm.

FR&GP.18/14 Committee - Terms of Reference:

Consideration was given to the amended "terms of reference" for the Standing Committees (**copy previously circulated*) in light of the Committee Structure Review. It was noted that the membership sections for the Finance, Resources & General Purposes Committee, Planning Committee & Recreation, Parks & Property Committee should read "elected by the Council".

Resolved:

To recommend to Full Council acceptance of the Committee Terms of Reference, incorporating the highlighted amendment.

FR&GP.18/15 Highway Maintenance Community Enhancement Fund (HMCEF):

Members noted that a grant of £560.00 has been awarded following an application to the HMCEF for the purchase of a high-powered leaf blower for clearing pathways. This will be owned by the Town Council and made available to loan to neighbouring parishes.

FR&GP.18/16 Matters brought forward by Councillors: (*for information only*).

Cllr Evans reported that the fencing panels in the vicinity of Pottery Road roundabout have still not been replaced. Cllr Gribble agreed to follow this up.

Mr Wells (Town Clerk) advised that Heathfield Community Centre AGM will take place at the Centre on 15th January at 7pm.

Members of the public and press left the meeting at 8pm.

FR&GP.18/17 Exclusion of the Public, including the Press:

Members resolved the following:

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

Item FR&GP.18/18: Probationary Period - Grounds Maintenance Operative.
Item FR&GP.18/19: Grounds Maintenance Operative - Contract of
Employment.
Item FR&GP.18/20: Salary - Town Clerk.

FR&GP.18/18 Probationary Period - Grounds Maintenance Operative:

Consideration was given to a recommendation from the Personnel Committee (**information previously circulated*).

Resolved:

Following a satisfactory probationary period to confirm the appointment of a Grounds Maintenance Operative as per the report.

FR&GP.18/19 Grounds Maintenance Operative - Contract of Employment/Salary:

Consideration was given to a recommendation from the Personnel Committee (**information previously circulated*).

Resolved:

- i) To vary employment terms and conditions as per the report.
- ii) To progress the salary to an NJC salary point as per the report.

Following a reference to living wage pay rates, it was agreed to refer this matter to the Personnel Committee for further discussion.

FR&GP.18/20 Salary - Town Clerk:

Consideration was given to a recommendation from the Personnel Committee (**information previously circulated*).

Resolved:

To progress to the salary point as set out in the report.

It was further agreed to write to TDC, who manage the Town Council's payroll, highlighting the oversight in not progressing the annual incremental increase.

The meeting closed at 8.08pm.

List of Payments made between 30/10/2017 and 31/12/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 30/10/2017 | Bovey Tracey Youth Action | 228 | 625.00 | | Grant |
| 30/10/2017 | Devon Contract Waste Ltd | 229 | 17.62 | | Waste collection |
| 30/10/2017 | IAC Audit & Consultancy Ltd | 230 | 462.00 | | Audit services |
| 30/10/2017 | Lee Parmenter Contractors Ltd | 231 | 1,104.00 | | Grounds maintenance |
| 30/10/2017 | PVM Supplies Ltd | 232 | 133.49 | | Goods |
| 30/10/2017 | S W Water Ltd | 233 | 42.52 | | Supply |
| 30/10/2017 | Rhino Play Ltd | 234 | 172.80 | | Repairs |
| 30/10/2017 | J P C Bairstow | 236 | 270.00 | | Treework |
| 30/10/2017 | 1st Office Equipment Ltd | 237 | 477.88 | | Copier charge |
| 30/10/2017 | Clare Beresford | 238 | 50.00 | | Cleaning |
| 30/10/2017 | Devon Communities Together | 239 | 911.25 | | Community Consultation - Hub |
| 30/10/2017 | Teignbridge District Council | 240 | 1,741.34 | | Payroll Serv & Payroll balance |
| 30/10/2017 | KJT Group Ltd | 235 | 1,693.44 | | Verge cutting |
| 01/11/2017 | Pulse8Communications | DD | 22.00 | | XL Broadband |
| 01/11/2017 | Aviva | DD | 605.56 | | Insurance Premium |
| 03/11/2017 | Nick Brock | 241 | 699.00 | | 2 Graves - Lewis & Penny |
| 03/11/2017 | Teignbridge District Council | 242 | 2,050.00 | | Half Year Rates |
| 07/11/2017 | South West Water Ltd | 243 | 201.69 | | South West Water Ltd |
| 07/11/2017 | Grant Thornton UK LLP | 244 | 720.00 | | Grant Thornton UK LLP |
| 07/11/2017 | Teignbridge District Council | 245 | 5,300.00 | | Payroll - November |
| 07/11/2017 | Arnolds | 246 | 13.88 | | Various Goods |
| 07/11/2017 | Devon Contract Waste | 247 | 15.60 | | Devon Contract Waste |
| 07/11/2017 | Mole Valley Farmers | 248 | 39.46 | | Oil & Batteries |
| 07/11/2017 | Specialist Hygiene Services Lt | 249 | 283.64 | | Public Toilets Cleaning-Oct 17 |
| 07/11/2017 | Mant Leisure | 250 | 534.00 | | Repairs to Cone Climber |
| 07/11/2017 | Newton Abbot Security Trust Lt | 251 | 500.00 | | CCTV Monitoring Contract |
| 08/11/2017 | UK Fuels Ltd | DD | 124.27 | | Fuel |
| 15/11/2017 | EDF Energy | DD | 58.14 | | CCTV |
| 16/11/2017 | EDF Energy | DD | 58.77 | | CCTV |
| 17/11/2017 | Teignbridge District Council | 252 | 1,347.50 | | Planning Fee - Community Hub |
| 17/11/2017 | BHGS Hayle | 253 | 130.20 | | Hose Trolley & Hose |
| 17/11/2017 | PHS Group | 254 | 246.48 | | Offensive Waste Collections |
| 17/11/2017 | Devon Matters | 255 | 523.00 | | Design & Print QU Newsletter |
| 17/11/2017 | Moorland Community Care Group | 256 | 750.00 | | Second part of agreed grant |
| 17/11/2017 | Mark Rowe & Son Sweeper Hire | 257 | 504.00 | | Mark Rowe & Son Sweeper Hire |
| 17/11/2017 | Total Event Hire Ltd | 258 | 35.28 | | 8oz Glasses - Hire |
| 20/11/2017 | British Gas Electric Supply | DD | 99.84 | | Electricity Supply |
| 20/11/2017 | British Gas | DD | 22.33 | | Electricity Supply |
| 21/11/2017 | Nick Brock | 259 | 325.00 | | Re-open grave of Harris |
| 21/11/2017 | Mole Valley Farmers | 260 | 5.99 | | Posts & mix |
| 21/11/2017 | Bovey Tracey Youth Cafe | 261 | 625.00 | | Nov 17 Grant Contribution |
| 21/11/2017 | Peregrine Mears Architects Ltd | 262 | 7,530.00 | | Phase 3 - Fees & Expenses |
| 21/11/2017 | Devon Contract Waste | 263 | 18.62 | | Trade Waste Collection |

Date: 21/12/2017

Bovey Tracey Town Council

Page 2

Time: 12:23

Current Account

List of Payments made between 30/10/2017 and 31/12/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 21/11/2017 | Glasdon UK Ltd | 264 | 209.36 | | Replacement Met Dog Waste Bin |
| 21/11/2017 | EE Phone | DD | 33.44 | | Monthly Plan Charges |
| 30/11/2017 | Elitetele.com | DD | 53.94 | | SSDC Pub Sector F/work Ageemen |
| 01/12/2017 | S W Water Ltd | 125 | 443.96 | | Supply |
| 07/12/2017 | Nick Brock | 265 | 325.00 | | Re-open grave - Hows |
| 07/12/2017 | C Beresford | 266 | 40.00 | | Office cleaning - Nov 2017 |
| 07/12/2017 | Arnolds | 267 | 21.68 | | Various goods |
| 07/12/2017 | Mole Valley Farmers | 268 | 48.91 | | Goods - telesopic lopper & saw |
| 07/12/2017 | 1010 Media Ltd | 269 | 600.00 | | Anual hosting & support |
| 07/12/2017 | Devon Contract Waste | 270 | 15.60 | | Trade Waste Collection |
| 07/12/2017 | Specialist Hygiene Services Lt | 271 | 283.64 | | Toilet Cleaning Rec Ground |
| 07/12/2017 | Bovey Court Garage | 272 | 289.48 | | Van service and MOT |
| 07/12/2017 | Teignbridge District Council | 273 | 1,781.65 | | Additional Payroll |
| 07/12/2017 | Viking | 274 | 56.13 | | Stationery |
| 07/12/2017 | Devon & Cornwall Newspapers | 275 | 30.00 | | Devon & Cornwall Newspapers |
| 07/12/2017 | Association of Local Council C | 276 | 30.00 | | Membership Application |
| 07/12/2017 | Society of Local Council Clerk | 277 | 258.00 | | Annual Subscription |
| 07/12/2017 | The Post Office Ltd | 278 | 240.00 | | Vehicle Tax - WG53 DYA |
| 07/12/2017 | PHS Group | 279 | 308.10 | | Offensive Waste Collections |
| 12/12/2017 | Teignbridge District Council | 280 | 5,300.00 | | Payroll |
| 18/12/2017 | Torbay Display | 281 | 7,128.00 | | To supply & Install Lights |
| 18/12/2017 | Equiptest | 282 | 460.80 | | Portable Appliance Testing |
| 19/12/2017 | KJT Group Ltd | 235 | 1,693.44 | | Verge cutting |
| 19/12/2017 | KJT Group Ltd | 235 | -1,693.44 | | KJT Group Ltd |
| Total Payments | | | 49,048.28 | | |

Current Account

Receipts received between 30/10/2017 and 31/12/2017

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|-----------------------------|-----------------|-----------|-------|------|--------|----------|-------------------------|
| 344 | Banked: 30/10/2017 | 3,387.00 | | | | | | |
| 0494 | Parkers Funeral Directors | 1,857.00 | | | 1400 | 400 | 1,857.00 | Burial A Penny |
| 6 | Coombes & Sons | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 7 | BDF | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 8 | Copper Kettle | 70.00 | | | 1110 | 100 | 70.00 | Christmas Light & Tree |
| 9 | Moorgate Vet Grp | 70.00 | | | 1110 | 100 | 70.00 | Christmas Lights & Tree |
| 10 | Dartmoor Garage | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 11 | Quality Dental Care | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 12 | Serendipity | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0495 | Forsey & Son | 784.00 | | | 1400 | 400 | 784.00 | Ashes M O'Neill |
| 0496 | Forsey & Son | 456.00 | | | 1400 | 400 | 456.00 | Cremation plot C McEwan |
| BACS | Banked: 01/11/2017 | 40.00 | | | | | | |
| BACS | Ashtons Complete | 40.00 | | | 1110 | 100 | 40.00 | Christmas lights |
| BACS | Banked: 02/11/2017 | 30.00 | | | | | | |
| BACS | Chamberlains | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 06/11/2017 | 30.00 | | | | | | |
| BACS | Clive Parker Opticians | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 345 | Banked: 10/11/2017 | 998.00 | | | | | | |
| 13 | Mare & Foal Sanctuary | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 14 | Courtenay House | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 15 | A Matthews | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 16 | Devon Guild | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 17 | Cheese Shed | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0497 | A Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase plot |
| 18 | Hairwaves | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 19 | Daisy Chain | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 20 | Angel Home Care | 70.00 | | | 1110 | 100 | 70.00 | Christmas Lights & Tree |
| 21 | Inner Light Coffee Shop | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 22 | BT & Chud Medical Practice | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 23 | Dolly Tub Launderette | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| BACS | Banked: 13/11/2017 | 70.00 | | | | | | |
| BACS | Bradleys | 70.00 | | | 1110 | 100 | 70.00 | Christmas lights & tree |
| 346 | Banked: 17/11/2017 | 900.00 | | | | | | |
| 0498 | Coombes & Sons | 542.00 | | | 1400 | 400 | 542.00 | Burial D Harris |
| 24 | Handloom Weavers | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 25 | Moor & Tor | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 26 | Jolly Roger | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 27 | Westcountry Family Butchers | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0499 | J Thomas | 228.00 | | | 1400 | 400 | 228.00 | Purchase cremation plot |
| 347 | Banked: 21/11/2017 | 788.00 | | | | | | |
| 28 | Carnival Comm | 150.00 | | | 1110 | 100 | 150.00 | Christmas Lights |
| 0497 | A Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase plot |
| 29 | L Pawson | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| Subtotal Carried Forward: | | 6,243.00 | 0.00 | 0.00 | | | 6,243.00 | |

Current Account

Receipts received between 30/10/2017 and 31/12/2017

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------|------------------------|-----------------|-------------|-------------|------|--------|-----------------|------------------------|
| 348 | Banked: 27/11/2017 | 1,184.00 | | | | | | |
| 348 | P Hobbs | 50.00 | | | 1120 | 100 | 50.00 | BT in Bloom |
| 31 | Spice Bazaar | 50.00 | | | 1110 | 100 | 50.00 | Christmas Lights |
| 0500 | Coombes & Sons | 1,084.00 | | | 1400 | 400 | 1,084.00 | Burial B Hows |
| 349 | Banked: 07/12/2017 | 750.00 | | | | | | |
| 0497 | A B Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase of plot |
| 0501 | William & Triggs | 102.00 | | | 1400 | 400 | 102.00 | Tablet - A Coish |
| 32 | Mr R Clark | 20.00 | | | 1200 | 100 | 20.00 | Allot 19B Annual rent |
| 33 | Mr B Phillips | 20.00 | | | 1200 | 100 | 20.00 | Allot 23 Annual rent |
| 350 | Banked: 15/12/2017 | 280.00 | | | | | | |
| 34 | Mr S Williams | 50.00 | | | 1200 | 100 | 50.00 | Allot 40 Annual rent |
| 35 | Mr W Sanders | 30.00 | | | 1200 | 100 | 30.00 | Allot 6 Annual rent |
| 36 | Mrs S Watson | 20.00 | | | 1200 | 100 | 20.00 | Allot 11A Annual rent |
| 37 | Ms E Steer | 30.00 | | | 1200 | 100 | 30.00 | Allot 16 Annual rent |
| 38 | Mr R Freeman | 20.00 | | | 1200 | 100 | 20.00 | Allot 30 Annual rent |
| 39 | Mrs D Hamilton | 50.00 | | | 1200 | 100 | 50.00 | Allot 45 Annual rent |
| 40 | Mr & Mrs D Gates | 20.00 | | | 1200 | 100 | 20.00 | Allot 15B Annual rent |
| 41 | Ms S Hewitt | 20.00 | | | 1200 | 100 | 20.00 | Allot 9A Annual rent |
| 42 | Miss N Wilson | 20.00 | | | 1200 | 100 | 20.00 | Allot 13B Annual rent |
| 43 | Mr N Hutchings | 20.00 | | | 1200 | 100 | 20.00 | Allot 5A Annual rent |
| 351 | Banked: 21/12/2017 | 130.00 | | | | | | |
| 44 | Mr D Heath | 30.00 | | | 1200 | 100 | 30.00 | Allot 3 Annual rent |
| 45 | Mr T & Mrs D Scurfield | 40.00 | | | 1200 | 100 | 40.00 | Allots 28A & 32 Annual |
| 46 | Mrs E Moseley | 20.00 | | | 1200 | 100 | 20.00 | Allot 19A Annual rent |
| 47 | Mrs R Hewings | 20.00 | | | 1200 | 100 | 20.00 | Allot 27 Annual rent |
| 48 | Mr M Harvey | 20.00 | | | 1200 | 100 | 20.00 | Allot 26 Annual rent |
| Total Receipts: | | 8,587.00 | 0.00 | 0.00 | | | 8,587.00 | |

BOVEY TRACEY TOWN COUNCIL
BUDGETED INCOME & EXPENDITURE &
INDICATIVE PRECEPT FIGURE FOR 2018/2019

2018/2019:

| | | | |
|--------------------------------------|---|---------------|--|
| Total Budgeted Expenditure 2018/2019 | £ | 246,150 | |
| Total Budgeted Income (deduct) | | <u>25,400</u> | |
| | | 220,750 | |
| Council Tax Support Grant (deduct) | | 14,760 * | |
| | | 205,990 | |

(please refer to the attached budget for 2018/19)

Proposed Precept 2018/2019: £205,990 **£70.43 per Band D property ** (0.74% increase) *****

| | | |
|--------------------|----------|----------------------------|
| Precept 2017/2018: | £199,565 | £69.91 per Band D property |
| Precept 2016/2017: | £192,650 | £68.55 per Band D property |
| Precept 2015/2016: | £186,450 | £67.53 per Band D property |
| Precept 2014/2015: | £172,165 | £63.94 per Band D property |
| Precept 2013/2014: | £188,855 | £64.04 per Band D property |
| Precept 2012/2013: | £188,855 | £64.04 per Band D property |
| Precept 2011/2012: | £148,855 | £50.32 per Band D property |

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

- * The Council Tax Support Grant (CTSG) has been reduced to £14,760 for 2018/19 (a reduction of £1,640 from 2017/18)
- ** The calculation of the precept figure is based on the number of Band D properties for 2018/19 – 2924.60. An increase (70) from 2854.60 in 2017/18.
- *** Proposal compares to a 0.74% increase per Band D Property (Around 1p per week, which equates to £0.52 per year)

Proposed Budget 2018/19 (Income)

| | Income | Budget 2013/14 | Actual 2013/14 | Budget 2014/15 | Actual 2014/15 | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 |
|--|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Precept | 170285.00 | 170285.00 | 172165.00 | 172165.00 | 186450.00 | 186450.00 | 192650.00 | 192650.00 | 199565.00 |
| | Council Tax Support Grant (CTSG) | 16550.00 | 16660.00 | 16690.00 | 16690.00 | 16600.00 | 16600.00 | 16650.00 | 16650.00 | 16400.00 |
| | CTSG Subsidy | 2020.00 | 2020.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Interest | 100.00 | 82.00 | 100.00 | 93.32 | 100.00 | 128.28 | 100.00 | 231.47 | 100.00 |
| | Allowments & Brimley Field | 1800.00 | 2210.00 | 2000.00 | 2250.00 | 2000.00 | 2550.00 | 2000.00 | 2255.00 | 2000.00 |
| | Town Hall Lettings | 4000.00 | 5497.00 | 4000.00 | 5789.10 | 4800.00 | 4851.90 | 0.00 | 0.00 | 0.00 |
| | Burial Fees | 12000.00 | 15666.00 | 12000.00 | 12696.00 | 12000.00 | 16441.39 | 12000.00 | 20889.00 | 12000.00 |
| | Other Income | 3500.00 | 5726.00 | 3500.00 | 7646.43 | 3500.00 | 65680.00 | 3700.00 | 2671.78 | 3700.00 |
| | PA & Other Grants | 1000.00 | 18918.00 | 1000.00 | 21835.00 | 1000.00 | 1901.49 | 1000.00 | 41881.93 | 1000.00 |
| | Christmas Lights | 2000.00 | 2148.00 | 2000.00 | 1703.00 | 2000.00 | 2060.00 | 1800.00 | 1598.72 | 2000.00 |
| | Britain In Bloom | 1800.00 | 2000.00 | 1800.00 | 2260.00 | 1800.00 | 21893.42 | 1800.00 | 2830.00 | 1800.00 |
| | S106 Refere/Cll Contributions | | 56956.00 | 0.00 | 59265.19 | 0.00 | 510.00 | 0.00 | 3117.02 | 0.00 |
| | Flag Project | | | | | | 92328.00 | 0.00 | 45.00 | 0.00 |
| | Sale of Town Hall | | 20795.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Insurance Claim | | 318963.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 215055.00 | 318963.00 | 215255.00 | 302393.04 | 230250.00 | 428993.37 | 231900.00 | 284519.92 | 238565.00 |

Budget 2018/19

205,990.00
 14,780.00
 0.00
 100.00
 2,000.00
 0.00
 15,800.00
 3,700.00
 1,000.00
 1,800.00
 0.00
 0.00
 0.00
 246,150.00

Proposed Budget 2018/19 (Expenditure)

| Expenditure | Budget 2013/14 | Actual 2013/14 | Budget 2014/15 | Actual 2014/15 | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Allotments | 1200.00 | 692.00 | 1200.00 | 4968.10 | 1200.00 | 1442.97 | 1200.00 | 1424.14 | 1200.00 |
| Town Hall | 9000.00 | 7387.00 | 9000.00 | 9545.76 | 9000.00 | 9137.59 | 9000.00 | Inc in Est.Ch. | 9000.00 |
| Cemetery | 13000.00 | 10159.00 | 13000.00 | 9785.17 | 13000.00 | 7732.38 | 13000.00 | 7550.04 | 13000.00 |
| Britain in Bloom | 3500.00 | 4464.00 | 4000.00 | 6499.81 | 4000.00 | 3612.56 | 4000.00 | 4615.01 | 4000.00 |
| Basket/Trough Watering | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4000.00 | 3240.00 | 5500.00 |
| Bus Shelters | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 |
| Recreation Grounds | 16000.00 | 99043.00 | 16000.00 | 140809.78 | 16000.00 | 60419.32 | 16000.00 | 13407.12 | 16000.00 |
| Establishment Expenses | 25000.00 | 23585.00 | 25000.00 | 28228.14 | 25000.00 | 26497.23 | 26000.00 | 29026.59 | 26000.00 |
| Wages, N.I. & Pensions | 66000.00 | 65771.00 | 66000.00 | 72091.81 | 84850.00 | 80040.52 | 80850.00 | 78683.80 | 82515.00 |
| Replacement Photocopier | 0.00 | 6640.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pottery Leat | 200.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| Christmas Lights | 5000.00 | 6188.00 | 5000.00 | 6595.00 | 5000.00 | 6505.00 | 5300.00 | 6550.00 | 5300.00 |
| Election | 6000.00 | 0.00 | 6000.00 | 0.00 | 6000.00 | 4230.65 | 6000.00 | 2221.72 | 6000.00 |
| Contingency | 5000.00 | 0.00 | 15005.00 | 0.00 | 5000.00 | 0.00 | 5000.00 | 0.00 | 5000.00 |
| Information Centre | 750.00 | 0.00 | 750.00 | 0.00 | 750.00 | 0.00 | 750.00 | 0.00 | 750.00 |
| Parish Paths Partnership | 100.00 | 0.00 | 100.00 | 65.00 | 100.00 | 23.70 | 100.00 | 0.00 | 100.00 |
| Heathfield Youth Project | 2000.00 | 796.00 | 2000.00 | 898.83 | 2000.00 | 140.96 | 2000.00 | 286.21 | 2000.00 |
| BTYA | 5000.00 | 6788.00 | 7500.00 | 7500.00 | 7500.00 | 7500.00 | 7500.00 | 6875.00 | 7500.00 |
| The Old Thatched Inn | 40000.00 | 20755.00 | 40000.00 | 0.00 | 40000.00 | 0.00 | 40000.00 | 8886.00 | 40000.00 |
| Regeneration Project | 0.00 | 0.00 | 2500.00 | 0.00 | 2500.00 | 5000.00 | 2500.00 | 5385.49 | 2500.00 |
| Bovey Community Care | 0.00 | 0.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 |
| Heritage Centre & Trail | 0.00 | 3117.00 | 0.00 | 2822.00 | 0.00 | 465.00 | 0.00 | 1754.12 | 0.00 |
| Diamond Jubilee (Window) | 0.00 | 3905.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mayfair (TDC Grant) | 0.00 | 1000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Legal Advice Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants/P3 | 0.00 | 495.00 | 0.00 | 1004.00 | 0.00 | 1500.00 | 1500.00 | 3000.00 | 1500.00 |
| Flag Project | 0.00 | 0.00 | 0.00 | 7871.32 | 2000.00 | 3930.13 | 0.00 | 1185.47 | 0.00 |
| Trees related Works | | | | | | | | | |
| Recreation Ground Toilets | 0.00 | 0.00 | 0.00 | 5267.67 | 5000.00 | 5507.21 | 5000.00 | 3826.76 | 5000.00 |
| Verges | | | | | | | | | |
| Software | | | | | | | | 1344.00 | 5000.00 |
| Training Budget | | | | | | | | 658.99 | |
| Temp Toilet Hire - Station Road | | | | | | | | 0.00 | |
| Green Man Festival | | | | | | | | 921.00 | |
| Total | 198250.00 | 260785.00 | 215355.00 | 305592.39 | 231100.00 | 225460.22 | 231900.00 | 184041.46 | 238666.00 |

Budget 2018/19

1,200.00
9,000.00
13,000.00
4,000.00
4,000.00
500.00
16,000.00
26,000.00
82,515.00
0.00
200.00
5,300.00
6,000.00
5,000.00
750.00
100.00
2,000.00
7,500.00
40,000.00
2,500.00
1,500.00
0.00
0.00
0.00
3,500.00
5,000.00
1,000.00
500.00
800.00
2,000.00
1,000.00
246,150.00

Present:

The Town Mayor, Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

| | |
|------------------|----------------------|
| Cllr A Allen | Cllr G J Gribble**/* |
| Cllr U Arnold | Cllr E Kelly |
| Cllr R J Ashby | Cllr S P Leigh |
| Cllr R A Bray | Cllr M Tregoning |
| Cllr D K Elphick | |
| Cllr M J Evans | |

**County Cllr
*District Cllr

In attendance:

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

The meeting was chaired by Cllr Evans

Cllr Gribble declared an interest in PL.18/05. Cllr Arnold declared an interest in PL.18/02b.

PL.18/01 Apologies for absence:

Cllr Ms C O Richardson (Personal commitment)
Cllr C W Robillard (Unwell)

**Public Participation:

Mr T Pearce spoke in support of application nos.17/02927/FUL & 17/02928/LBC (conversion & extension of the former King of Prussia into arts centre, cinema/theatre and café/bar). He stated that currently 420 contributors have invested/donated to this community project.

Mr C Greenwell spoke in support of application no. 17/02976/FUL (extensions, additional roof lights, balcony and widening of existing access at Hermitage, Bradley Road). He advised that the proposals would upgrade and modernise the property and the widening of the access will allow a safer entry to the property.

PL.18/02 Consideration of Planning Applications:

DNPA Applications listed to 1.12.17: None

TDC Applications listed to 8.12.17:

- a) 17/02890/FUL Demolition of existing conservatory and erection of single storey rear extension at 12 The Oaks for Mr & Mrs Bishop.
Observations: Noted as the application has been approved by TDC.
- b) 17/02927/FUL & 17/02928/LBC Conversion and extension of former public house into arts centre with art gallery, artists' studios, cinema/theatre and café/bar including demolition of outbuildings at The King of Prussia, 83 Fore Street for Bovey Tracey Paradiso Arts Ltd.
Observations: No objection.

DNPA Applications listed to 8.12.17: None

TDC Applications listed to 15.12.17:

- c) 17/02976/FUL Single storey extension to front to replace existing structures to provide garage and utility area with a new porch and side extension. Extension to roof to include additional roof lights and provision of balcony on rear elevation. Widening of existing access at Hermitage, Bradley Road for Mr & Mrs Greenwell.
Observations: No objection.

DNPA Applications listed to 15.12.17: None

TDC Applications listed to 22.12.17:

- d) 17/02966/FUL Addition of two windows into bedrooms at first floor level on the south elevation at Swallow Barn for Dr Jonathan Evans.
Observations: No objection.

PL.18/03 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Extension to form first floor and rear extension for sun room at September Cottage, Lowerdown. (N/O)
- ii) Double garage at Edgemoor, Avenue Road. (N/O)
- iii) Works to existing chimneys, new flat roof to two storey extension on north elevation, infilling of side passageway, alterations to fenestration and other minor external alterations at Bell House, East Street. (N/O)
- iv) Single storey side extension forming utility and WC at Rothlyn, Bradley Road. (N/O)

Refusals:

- b) i) Retention of use of building as a dwelling at The Paddocks, Southbrook Lane. (O)

c) Exemption works to trees covered by a Tree Preservation Order:

- i) Fell two diseased oak trees at land at Little Woodland, Old Newton Road.
- ii) Remove one diseased beech which has collapsed across a road at Shewte Cross.

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

PL.18/04 Neighbourhood Development Plan (NDP) Steering Group:

Cllr Kelly (Chair of the Group) provided an update. He advised that the first meeting had taken place and a further meeting will be held on 11th January.

Two members of the public left the meeting at 8.22pm.

PL.18/05 New Housing & the Greater Exeter Strategic Plan (GESP) Seminar:

Members noted an invitation (**copy previously circulated*) to attend a seminar on the 19th January 2018.

PL.18/06 General Planning Matters brought forward by Councillors:

(For information only).

Cllr Ashby:

- i) referred to TDC granting a planning approval for an extension at 12 The Oaks before receiving observations from the Town Council. He suggested a letter should be written to TDC highlighting the Town Council's disappointment.
- ii) advised that two advertisement signs have been erected in a field entrance on the B3344 near Bradley Bends. Cllr Gribble agreed to report the matter to DCC and the Town Clerk will contact TDC's Planning Enforcement Officer.

Cllr Kelly

i) enquired if a decision has been received for an appeal of a retrospective application at The Stables, Tappers Barn. The Town Clerk offered to contact TDC.

ii) referred to the proposed Challabrook development and enquired if a current statement may be available. The Town Clerk offered to contact TDC's Senior Planning Officer (Major Projects Team).

The meeting closed at 8.31pm.

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 13th November 2017 – 22nd JANUARY 2018

| DATE & TIME | EVENT | VENUE | ATTENDED BY |
|---|---|---|-------------|
| Sunday 19 th November | Civic Service | Dawlish | Mayor |
| Saturday 2 nd December 4.00pm | Bovey Tracey Christmas Lights Switch-on | Fore Street Bovey Tracey | Mayor |
| Thursday 7 th December | Rowcroft Carol Service | PPT Church Bovey Tracey | Mayor |
| Saturday 9 th December | Official Opening of WW2 Interpretation Board | Dunley Cross Chudleigh Knighton | Mayor |
| Monday 11 th December | Civic Carol Service | Kingsteignton Parish Hall | Mayor |
| Thursday 14 th December | Civic Carol Service | Teignmouth | Mayor |
| Sunday 17 th December | Rowcroft Carol Service | Buckfast Abbey | Mayor |
| Monday 18 th December | Civic Carol Service | PPT Church Bovey Tracey | Mayor |
| Wednesday 20 th December | Christmas Party Bovey Tracey Activities Trust | Phoenix Hall St Johns Lane Bovey Tracey | Mayor |
| Thursday 21 st December | Bovey Tracey & Heathfield Christmas Lights Judging | Bovey Tracey & Heathfield | Mayor |
| Monday 25 th December | Christmas Day Visit Tracey House | Tracey House Retirement Home Bovey Tracey | Mayor |

NEW COMMUNITY HUB BUILDING

at

STATION ROAD, BOVEY TRACEY

for

BOVEY TRACEY TOWN COUNCIL

SUMMARY OF PROPOSED FEES & EXPENSES
(Revision A Dec.2017)

FOR ARCHITECTS SERVICES




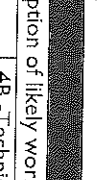
PEREGRINE MEARS ARCHITECTS Ltd.

SUMMARY OF PROPOSED FEES AND EXPENSES – ARCHITECT / LEAD DESIGNER / PRINCIPLE DESIGNER

CLIENT: Bovey Tracey Town Council **PROJECT:** New Community Hub Building at Station Road, Bovey Tracey.

REF: 1690 REV A **DATE:** Dec. 2017

RIBA WORK STAGE (Please refer to detailed description of likely work at each stage on following pages)

| Project Element | 1 – Preparation & Brief COMPLETE | 2 – Sketch Design COMPLETE | 3 – Developed Design (Full Planning) COMPLETE | 4A – Technical Design (Building Regulations) | 4B - Technical Design (Production Information) | 4C - Technical Design (Tender Action) | Stage 5 – Construction | Stage 6 & 7 – Handover / In Use | Total |
|---|----------------------------------|----------------------------|---|--|--|---------------------------------------|------------------------|---------------------------------|----------------------------|
| NEW COMMUNITY HUB BUILDING | £850 | £3500 | £7900 | £7250 | £11600 | £2400 | £15600 | £2100 | £51,200 (5.5% of £927k) |
| <p align="center">  WORK STAGES COMPLETED & PAID FOR TO DATE  </p> <p align="center">  WORK STAGES REMAINING & YET TO BE INVOICED  </p> | | | | | | | | | |
| <p>Note: Net total for all services remaining is £38950 (£51200 less £12250 paid to date)</p> | | | | | | | | | |

| DESCRIPTION OF LIKELY WORK AT EACH STAGE (Grey text indicates work completed at date of this proposal) | | | NOTES |
|--|----------|---|-------|
| RIBA WORK STAGE | ITEM No. | DESCRIPTION | |
| 0- Appraisal | 0.1 | Consider client's requirements in principle | |
| PRELIMINARY WORK - COMPLETE | | | |
| 1 – Preparation & Brief | | | |
| | 1.1 | Meet clients to carry out preliminary stakeholder engagement exercise | |
| | 1.2 | Agree appointment & agree initial design brief with clients –room areas / capacity / functionality / flexibility of desired spaces | |
| | 1.3 | Visit site to carry out photographic survey of affected areas of existing buildings, site and surrounding context. | |
| | 1.4 | Liaise with client to obtain topographical survey of existing site (including external outlines of all buildings and adjacent structures) to obtain physical information of site e.g. levels, gradient, existing structures, trees and other features. Import topographical survey data into CAD software | |
| | 1.5 | Liaise with Ecologist / client to obtain Preliminary Ecological Appraisal of existing site (information about protected species). If this suggests the presence of bats or other protected species, liaise with Ecologist regarding possible further survey work | |
| | 1.6 | Liaise with geotechnical consultant / engineer to obtain desktop geotechnical study for site to obtain information on ground contamination / subsoil characteristics / known underground features that could impact on design and development of project | |
| SKETCH DESIGN WORK - COMPLETE | | | |
| 2 – Sketch Design | | | |
| | 2.1 | Assess information provided by client and prepare list of design tasks to be achieved | |
| | 2.2 | Check local & national planning policies & identify key constraints | |
| | 2.3 | Identify local architectural vernacular and other likely design influences | |
| | 2.4 | Carry out design research into building type including finding precedent studies / examples and lessons to be learned | |
| | 2.5 | Make preliminary enquiries with client / Utility Companies regarding existing mains services to identify any resulting constraints | |
| | 2.6 | Asses constraints / opportunities of design brief, existing site & planning requirements including aspect, prospect, affect on surrounding buildings, daylight, overlooking & amenity issues and prepare diagrams to show how these have been considered | |
| | 2.7 | Carry out preliminary design exercise and produce design sketches, notes etc., to explore potential development options | |
| | 2.8 | Allow for further meeting with clients to refine design brief & discuss design ideas | |
| | 2.9 | Prepare sketch drawings to illustrate design concept(s) consisting of: <ul style="list-style-type: none"> - Sketch floor plans @ 1:100 - 3D sketch internal and external views (artist impressions) - Sketch site plan @ 1:200 | |
| | 2.10 | Write Design Opportunities and Constraints document setting out feasibility issues and concept design proposals and advantages / disadvantages of each development option | |
| | 2.11 | Present / discuss initial design proposals to client organisation | |
| | 2.12 | Hold initial stakeholder engagement sessions with local community groups & record feedback | |
| | 2.13 | Meet clients to assess feedback from stakeholder engagement sessions and agree any changes to brief that may be required | |
| DEVELOPED DESIGN WORK (UP TO FULL PLANNING APPLICATION) - COMPLETE | | | |
| 3 – Developed Design | | | |
| | 3.1 | Prepare 1:1250 scale location plan to identify site using OS data | |
| | 3.2 | Submit written pre application enquiry to local planning authority to set out sketch design / principle of approach to scheme. | |
| | 3.3 | Allow for initial consultation / meeting with local planning authority to agree principle of proposed development and prepare the way for a formal planning application | |
| | 3.4 | Assess feedback from planning authority / liaise with clients and amend brief if needed | |
| | 3.5 | Develop design proposals to explore & refine design solution including producing further design studies, notes and sketches as required. | |

| | |
|---|---|
| DESIGN | <p>3.6 Build 3D computer models and prepare CAD drawings of building comprising: Block Plan @ 1:500 Floor Plans at each level @ 1:50 or 1:100 Roof Plan @ 1:50 or 1:100 Sections @ 1:50 or 1:100 External Elevations @ 1:50 or 1:100 Site layout Plan @ 1:200 Site Sections @ 1:100</p> <p>3.7 Build physical card / timber model of proposed building @ 1:200 scale or greater</p> <p>3.8 Produce 3D CAD visualisation images for illustrative purposes</p> <p>3.9 Present / discuss developed design proposals and model to clients</p> <p>3.10 Allow for revising brief and amending proposals if required</p> <p>3.11 Hold public exhibition to developed design proposals to local community, (including putting together display boards to illustrate proposals) record feedback</p> <p>3.12 Allow for further meeting and correspondence with planning authority to discuss detail of scheme prior to formal application</p> <p>3.13 Allow for further adjustments to design proposals following planning feedback</p> <p>3.14 Present amended scheme to Steering Group</p> <p>3.15 Write Design & Access statement setting out proposed design approach in relation to brief, size and planning policy</p> <p>3.16 Liaise with Quantity Surveyor to obtain preliminary budget cost estimate & allow for adjustments to design proposals</p> <p>3.17 Complete Wildlife Trigger List required for planning application</p> <p>3.18 Present final scheme to BTTC for sign off for planning application</p> <p>3.19 Prepare and submit full planning application to local authority</p> <p>3.20 Monitor planning application and allow for negotiation with local authority planning department during application period</p> |
| <p>TECHNICAL DESIGN WORK FOR BUILDING REGULATIONS APPLICATION</p> <p>4A – Technical Design</p> | <p>4.1 Develop design proposals to include technical / construction aspects. Develop general arrangement drawings / CAD model prepared to include general technical information, notes, hatching, dimensions etc., to function as basic working drawings</p> <p>4.2 Research and write 'Construction Notes' document sufficient to describe methods of construction and means of compliance with building regulations. (Broken down into building elements and different parts of the Regulations).</p> <p>4.3 Liaise with structural engineer regarding design / calculations of structural elements and incorporate into proposals</p> <p>4.4 Liaise with manufacturers / suppliers of specialist items and incorporate into proposals</p> <p>4.5 Liaise with Energy Assessor to obtain SAP / SBEM calculations to model thermal performance of building as proposed</p> <p>4.6 Liaise with other external consultants as may be required, e.g. M & E Engineer, Flood Risk & Drainage, Landscape Architect and other specialist designers and incorporate their input into design proposals</p> <p>4.7 Hold design team meetings (monthly) to co-ordinate input of other consultants and record resulting changes / variations to design</p> <p>4.8 Produce additional large scale detail drawings of main construction elements of building fabric (roofs, walls, floors)</p> <p>4.9 Produce demolition plans showing structural elements of existing buildings to be removed</p> <p>4.10 Produce elemental U value calculations for main construction elements of building fabric (roofs, external walls, exposed floors)</p> <p>4.11 Send technical design proposals to client & allow for amending information</p> <p>4.12 Prepare and submit application to local authority / approved inspector for plans approval under the building regulations</p> <p>4.13 Monitor progress of application and deal with queries raised by building control / approved inspector</p> |

ADDITIONAL TECHNICAL DESIGN WORK TO ENABLE CONSTRUCTION (PRODUCTION INFORMATION)

| 4B - Technical Design | |
|---|---|
| 4.14 | Produce assembly drawings comprising 1:20 scale typical sections through external walls at key points from roof to foundation level showing relationship of various elements |
| 4.15 | Produce large scale component details, (1:10 / 1:5) showing key junctions e.g. ridge, eaves, window and door heads, jambs, cills, thresholds, floor slabs / external walls |
| 4.16 | Produce large scale component details, (1:10 / 1:5 scale) showing party floor / wall construction to show sound and fire protection |
| 4.17 | Produce large scale component details, (1:10 / 1:5 scale) showing roof projections, parapets, balconies etc. |
| 4.18 | Produce staircase & ramp detail drawings (1:20 / 1:10 scale) showing assembly section and identifying materials |
| 4.19 | Produce door schedule (inc. drawing sheet showing 1:20 scale elevations of doors) - allow for liaising with supplier & client |
| 4.20 | Produce window schedule (inc drawing sheet showing 1:20 scale elevations of windows) - allow for liaising with supplier & client |
| 4.21 | Liaise with client and produce internal wall elevations for all rooms |
| 4.22 | Liaise with client / interior designer / suppliers and produce finishes schedule |
| 4.23 | Liaise with M & E Engineer regarding lighting design, electrical installations, layout, e.g. sockets, switches and controls |
| 4.23 | Liaise with M & E Engineer regarding plumbing and heating installations, e.g. layout (positions of boiler, heat emitters, controls etc) |
| 4.24 | Liaise with Civil Engineer & Structural Engineer regarding below ground drainage, foundations, waterproofing, (spec by engineers) |
| 4.25 | Produce detailed toilet layout plans / internal wall elevations (1:20), to show position of sanitaryware, fittings and tiling layout pattern |
| 4.26 | Produce fire strategy plan to show position of emergency exits, signage and warning / detection equipment |
| 4.27 | Liaise with client / representatives of stakeholder groups regarding layout / position of furniture and fittings |
| 4.28 | Produce 1:5 / 1:10 scale detail drawing of specialist joinery items - e.g. built in cupboards / shelving, reception counter, display units |
| 4.29 | Liaise with specialist manufacturer / supplier regarding sliding / folding partition and produce detail drawing of door compartment |
| 4.30 | Produce reflected ceiling plan (main hall only) showing setting out / tile grid |
| 4.31 | Liaise with commercial kitchen supplier regarding detailed design of catering kitchen and extraction equipment, produce larger scale (1:20) plan accordingly and coordinate with architectural and structural design information |
| 4.32 | Prepare detailed written Schedule of Works / specification document describing scope of building work, broken down into trades / elements with reference to appropriate standards - assume Builders Quantities document is produced by QS |
| 4.33 | Liaise with client and produce drawing of hard landscaping areas immediately outside buildings, (e.g. terraces / decks) |
| 4.34 | Liaise with client / landscape architect regarding soft landscaping i.e. planting |
| 4.35 | Liaise with client and produce signage layout plan / schedule |
| 4.36 | Allow for making application to local planning authority to discharge any conditions on planning approvals |
| 4.37 | Collate health and safety information required to produce Pre-Construction Health & Safety Plan |
| 4.38 | Advise on appointment of any specialist suppliers and sub-contractors |
| 4.39 | Notify HSE about the project |
| 4.40 | Hold further design team meetings to co-ordinate input of other consultants and record resulting changes / variations to design |
| 4.41 | General allowance for revising / re-issuing drawings, liaising with various consultants, one design meeting with clients / contractor |
| TENDERING & PREPARATION TO BUILD | |
| 4C - Technical Design | |
| 4.42 | Advise on procurement method (depending on procurement route chosen, undertake the following tasks) |
| 4.43 | Prepare and collate tender documents |
| 4.44 | Prepare list of building contractor(s) suitable to tender for the works |
| 4.45 | Invite tenders OR negotiate with one contractor & report to client |
| 4.46 | Agree appointment of contractor with client and rights / duties of parties |
| 4.47 | Prepare the building contract for signing |
| 4.48 | Hold pre-contract meeting with client and contractor |
| 4.49 | Provide information as required for the building contractor to commence work |

DESIGN

| CONSTRUCTION (ON SITE) | |
|---------------------------|---|
| 5 – Construction | |
| 5.1 | Administer terms of the building contract as Architect |
| 5.2 | Make regular site visits, to assess progress and quality of the works |
| 5.3 | Chair site meetings (assumed to be fortnightly) with client, main contractor, sub-contractors & consultants and distribute minutes |
| 5.4 | Issue Architect's Instructions to confirm variations / choices of items |
| 5.5 | Deal with contractor's queries and provide design information in the form of additional drawings and written information as required for construction |
| 5.6 | Review design information from specialists and co-ordinate with architectural design information |
| 5.7 | Liaise with Quantity Surveyor regarding valuations of works carried out and issue Architect's Certificates of Progress Payment at monthly intervals and provide input into QS financial reports to clients |
| 5.8 | Liaise with Energy Assessor re Air Tightness test and pre-completion sound test on completion |
| 5.9 | Visit site to carry out snagging inspection prior to completion & issue schedule of items requiring attention to contractor / clients |
| 5.10 | Liaise with contractor to make sure defects are rectified and visit site again to assess work |
| 5.11 | Issue Certificate of Practical Completion and agree handover of building to client |
| 5.12 | General allowance for admin time for work stage (meetings, phone calls, correspondence) |
| AFTER HANDOVER | |
| 6 & 7 – Handover / In Use | |
| 6.1 | Identify defects and make final inspection (12 months after practical completion). Issue Certificate of Making Good Defects or Final Certificate, (as appropriate), when contract work complete / defects rectified (if acting as Contract Administrator) |
| 6.2 | Co-ordinate settling of final account between contractor and client – go through all cost variations including omissions and additions and agree final contract sum |
| 6.3 | Give general advice on the operation and maintenance of the building – handover as built information to client |

GENERAL TERMS & CONDITIONS

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| <p><u>Time Charge Fee Hourly Rates</u></p> <p>The fees noted above are based on the following rates:</p> <p>Director £75 per hour Project Architect £65 per hour Architect £55 per hour Senior Technician £45 per hour CAD Technician £30 per hour</p> | <p><u>VAT:</u></p> <p>VAT is chargeable on all fees & expenses services at the standard rate.</p> |
| <p><u>Expenses and Disbursements</u></p> <p>Photocopying / reproduction of drawings: A4 - 10p b&w 40p CLR A3 - 25p b&w 80p CAD A2 - £1.20 b&w £2.00 CAD A1 - £2.00 b&w £3.00 CAD</p> <p>Travel – not charged</p> | <p><u>Copyright:</u></p> <p>We will own the copyright in any drawings or other documents that we produce for your project. You may copy and use these items for purposes related to your project only, subject to payment of fees and other amounts properly due.</p> <p><u>Payment Terms:</u></p> <p>Fees are invoiced monthly where the value of time spent during the month exceeds £1000. Payment is due within 14 days of invoice.</p> |
| <p><u>Other Consultants</u></p> <p>Any other consultants identified as being required, (eg. Surveyor / Town Planner / Quantity Surveyor / Structural Engineer / Civil Engineer, Building Control Approved Inspector, Fire Consultant, Services Engineer, Landscape Architect, Health & Safety Advisor, Asbestos Surveyor, Interior Designer, Commercial Kitchen Consultant, Ecologist, Geotechnical Consultant), will need to be dealt with under a separate appointment direct with the client, i.e. not as sub-consultants to Peregrine Mears Architects Ltd. PMA Ltd accept no responsibility or liability for the work of any third parties or other consultants.</p> | <p><u>Liability & Insurance:</u></p> <p>Our liability to you will expire after six years from completion of the last services or, if earlier, practical completion of the project. Our practice maintains professional indemnity insurance up to a £2,000,000 limit in respect of each and every claim, which is the maximum of our liability to you under this agreement. (This may be extended on request).</p> <p><u>Disputes:</u></p> <p>We aim to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to the attention of the Managing Director as soon as possible and we can discuss how to resolve it. If this proves unworkable we hope we would be able to settle any misunderstanding by negotiation or mediation. However nothing shall prevent us from referring any dispute to adjudication under the Scheme for Construction Contracts, (England & Wales) Regulations 1998. Should we need help in choosing an adjudicator, the nominator will be the Royal Institute of British Architects. Furthermore, you should be aware that details of approved alternative dispute resolution providers can be obtained through the Trading Standards Institute, (www.tradingstandards.uk).</p> <p>In order to give you some additional comfort, we can confirm that we are bound by the Codes of Conduct operated by both the Royal Institute of British Architects and the Architects Registration Board. (These can be seen at www.architecture.com and www.arb.org.uk).</p> |
| | <p><u>Termination:</u></p> <p>Either party may suspend performance of any or all services on 7 days notice. The Architect may suspend performance if the client defaults on payment of fees. This agreement can be superseded by mutual consent if further services are agreed.</p> |
| | <p><u>Signing the contract:</u></p> <p>If these arrangements are acceptable to you, please confirm in writing. Under the Consumer Rights Act 2015, you have 14 days from the date the contract is signed to change your mind.</p> |
| | <p><u>Commencement of Services:</u></p> <p>The effective date of this agreement will be the date on which the Agreement is signed by both parties</p> |
| | <p><u>CDM Regulations 2015</u></p> <p>It is our statutory responsibility to advise you that this project is subject to the Construction (Design & Management) Regulations 2015. Under this Act the Client is obliged to appoint a Principal Designer. Our fee includes for us to act as Principal Designer.</p> |

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS FOR 2017/2018

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

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

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

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

Bank & Public Holidays 2017/18

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