

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.

11th September 2018

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held at the Baptist Church, Hind Street, Bovey Tracey on **Monday 17th September 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.18/51 **Apologies for absence**
To receive apologies for inability to attend.
- FC.18/52 **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.18/53 **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 2.7.18 (*copy enclosed).
- The meeting will go out of session*
- FC.18/54 **Report of the Chaplain to the Council**
To receive the report from the Chaplain to the Council
- FC.18/55 **Report of the Police**
To receive the Police Report

FC.18/56 **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.18/57 **County, District and Town Councillor Reports**
To receive reports from County, District and Town Ward Members

FC.18/58 **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 – Devon Association of Local Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllrs Evans & Leigh – TALC
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Allen – Bovey Tracey Information Centre Trust
Cllr Leigh – Police & Crime Commissioner Council Advocate Scheme

The meeting will go back into session

FC.18/59 **Recreation, Parks & Property (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 16.7.18 (**draft copy enclosed*).

FC.18/60 **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 3.9.18 (**draft copy enclosed*) and to consider the following recommendations:

ii) To **approve** the payment and receipt transactions between 10th June and 10th August 2018 (**copy enclosed*). (FR&GP.18/58)

iii) To **receive** a deferred item (FR&GP.18/59) for Full Council to **consider** appropriate application(s) to submit to the Communities Together Fund (**copy of criteria enclosed*).

iv) To **consider** a recommendation to adopt the Draft Grant Applications Policy (FR&GP.18/66) (**copy enclosed*).

v) To **receive** a deferred item (FR&GP.18/52) to **consider** creating individual Councillor e-mail addresses.

vi) To **receive** a deferred item (FR&GP.18/70) to **consider** accepting the grant of £82,880.00 (**copy of terms enclosed*) and if accepted to determine delegated signatories.

FC.18/61 **Planning Committee:**
i) To receive and adopt the minutes of the meetings held on 16.7.18 (**copy enclosed*) & 3.9.18 (**draft copy enclosed*).

FC.18/62 **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements (**copy enclosed*).

- FC.18/63 **Devon Association of Local Councils (DALC) AGM Conference & Exhibition 2018:**
To **note** the Town Clerk's attendance at the DALC AGM, Conference and Exhibition on 3rd October 2018 at Exter Racecourse and **consider** any additional attendance (**copy of programme enclosed*).
- FC.18/64 **Bovey Parish Neighbourhood Plan:**
To receive a progress update at the meeting.
- FC.18/65 **Community Centre Development:**
To receive a progress update at the meeting.

SIGNED.......... DATE 11/09/18.....

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 AT THE BAPTIST CHURCH, BOVEY TRACEY
ON MONDAY 2ND JULY 2018 AT 7.00PM**

Present:

The Town Mayor, Cllr Ms J H Blair
The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen	Cllr E Kelly
Cllr U Arnold	Cllr Mrs A J Kerswell*
Cllr R J Ashby	Cllr M Tregoning
Cllr R A Bray	
Cllr D K Elphick	

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Rev K Hooke – Chaplain to the Council
One member of the press
PCSO Paul Wilson
Five members of the public

The Town Mayor, Cllr Ms Blair, 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 Ms Blair

FC.18/34 Apologies for absence

Cllr M J Evans (Leave)
Cllr S P Leigh (Leave)
Cllr Ms C O Richardson (Personal commitment)
Cllr C W Robillard (Leave)
District Cllr Mrs S Morgan (Attending another meeting)

FC.18/35 Declarations of Interest and Requests for Dispensations

No interests declared.

FC.18/36 Minutes

The minutes of the annual Town Council meeting held on 8.5.18 (**copy previously circulated*) were confirmed as a true record and were signed by the Town Mayor.

The meeting went out of session

FC.18/37 Report of the Chaplain to the Council

Rev Hooke, Chaplain to the Council, advised on the Churches representation at The Nourish Festival in September and noted that the children's Holiday Club will take place on 22nd – 24th October 2018.

FC.18/38 **Report of the Police**

PCSO Wilson circulated a copy of the recorded crime figures for June and noted that 36 recorded crimes had taken place in the parish with a further 52 incidents recorded. He referred to instances of camp fires in Bullands Field and he stressed the importance of residents reporting any fires to the Fire Brigade or Police as there may be a risk of the fire escalating. He stated that he was pleased that the Town Council has joined the Police Crime Commissioner Council Advocate Scheme.

FC.18/39 **Questions and Statements by the Public**

In accordance with Standing Order 3F, the Town Mayor invited Members of the Public present to ask questions or make statements.

Mr P Beecher:

- i) referred to the pension settlement for Ms N Bulbeck (former TDC Chief Executive) and asked if the Town Council could make any further enquiries. The Town Mayor confirmed that this issue is not within the powers and duties of the Town Council.
- ii) stated that the Contemporary Craft Festival had been a successful event and thanked the Town Council for its involvement. On behalf of local residents, he noted the financial benefits to the town that the Festival provides.

Mr L Calder (Neighbourhood Watch) noted an increase in low priority crime. He reported that in the Mannings Meadow/ Rendells Meadow area there have been incidents of stone throwing at properties, people knocking on windows and doors and then running away. Elderly people, in particular, will be feeling threatened by this.

One member of the public joined the meeting at 7.08pm.

FC.18/40 **County, District and Town Councillor Reports**

DCC, TDC and Town Cllr Gribble reported that he had attended regular DCC meetings. He noted that priority is given to repairing potholes occurring on the A & B road networks. He noted the TDC consultation meetings regarding the Local Plan are taking place. Locally he had attended various meetings and events including New Park AGM. He noted that Mr Terry Westwood (former Town Clerk) and his wife had recently visited Bovey Tracey.

TDC Cllr Mrs Kerswell advised that she has been elected Chairman of Teignbridge District Council. She noted that at the Overview & Scrutiny Committee meeting a presentation had been made on health and wellbeing schemes and indoor and outdoor pursuits run by TDC. Locally she had attended New Park AGM, a meeting regarding affordable and self build housing and Moorland Community Care AGM. She advised that she will be referring to the Overview & Scrutiny Committee concerns about new legislation for park homes.

Two members of the public left the meeting at 7.15pm.

Cllr Bray advised that he together with Cllr Ashby had appraised the Local Plan Issues Consultation review. He had attended Regeneration and Community Centre meetings.

Cllr Ashby attended Planning Committee and Community Centre meetings and a session to complete the TDC Local Plan review.

Cllr Allen attended a Community Centre meeting and a Devon Highways meeting regarding the Newton Road cycle crossing. He attended, as an observer, a Regeneration Committee meeting where traffic flow discussions were interesting. He met with Ms Nicola Wilson regarding the Plastic Free Bovey Project. He had also attended TDC Local Plan review issues consultation.

Cllr Kelly attended regular Town Council meetings, Neighbourhood Development Plan and Regeneration Committee meetings.

Cllr Elphick reported that Heathfield Community Centre and the Heritage Trust are progressing well. He had attended a meeting with Mr John Fewings (DCC Neighbourhood Highways Manager) regarding the cycle crossing in Newton Road.

Cllr Ms Blair (Town Mayor) attended regular Council meetings and meetings in her capacity as Ex-officio.

The Town Mayor invited questions to County/District Councillors:

i) Cllr Kelly reported that remedial road work is required at the junction of Battle Road and Newton Road. DCC Cllr Gribble confirmed that all pothole work will be carried out in a priority order.

ii) Cllr Kelly referred to TDC Cllr Mrs Kerswell's previous update regarding the legislation for park homes. Cllr Mrs Kerswell confirmed that she will further progress the park homes legislation concerns at a future Overview & Scrutiny Committee meeting.

FC.18/41

Reports of any outside bodies

Cllr Gribble (DALC Larger Councils) advised that he had attended a recent meeting. The format and content of future DALC conferences was discussed amongst other updates being provided.

Cllr Gribble (Teignbridge Rural Aid Committee) advised that he had recently undertaken site visits with TDC Cllr Amanda Ford. He noted that funding decisions will be made in July.

Cllrs Evans & Leigh (TALC) No report available as representatives absent.

Cllrs Ashby & Elphick (Bovey Tracey Heritage Trust) Cllr Ashby reported that the season is well underway. A visit to Kelly Mine will take place later in the month. He noted that 2019 will see the 60th anniversary of the closure of the Moretonhampstead passenger rail line. It is hoped to arrange a commemoration event in conjunction with Buckfast Steam Railway.

Cllrs Ashby, Bray & Kerswell (Bovey Tracey Exhibition Foundation Trust) No meetings have taken place.

Cllr Allen (Bovey Tracey Information Centre Trust) advised that he will attend his first meeting this week and will then decide if he will take up the role.

Cllr Leigh (Police & Crime Commissioner Council Advocate Scheme) No report available as Cllr Leigh absent.

The meeting returned to session

FC.18/42 Election of Sub-Committees:

Members considered the appointment of Members for 2018/19 to the following Sub-Committee (deferred from 8th May 2018): Appeals Committee
It was noted that previously the Committee Chairmen together with the Town Mayor made up this group. Cllr Evans (Chair of Planning Committee) has agreed to be nominated in his absence.

Resolved:

To appoint Cllrs Allen and Evans together Ms Blair (Town Mayor) to the Appeals Committee.

FC.18/43 Recreation, Parks & Property (RP&P) Committee:

i) The minutes of the meeting held on 4.6.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following Committee recommendations/deferred matters.

ii) Referred item (RP&P.18/32) for Full Council to consider a request for the creation of a mobile catering concession at Mill Marsh Park (**copy previously circulated*).
Following discussion it was

Resolved

To decline the request.

iii) Members considered:

- a) Supporting the Bovey Tracey Plastic Free Community Project (RP&P.18/37).
- b) Commit to reducing the use of single-use plastic.
- c) To nominate Cllr Allen as representative on the Campaign.

Resolved

- a) To support the Bovey Tracey Plastic Free Community Project.
- b) Commit to reducing the use of single-use plastic.
- c) To appoint Cllr Allen as Town Council representative on the Campaign.

FC.18/44 Finance, Resources & General Purposes (FR&GP) Committee:

i) The minutes of the meeting held on 18.6.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following recommendations:

ii) To approve the payment and receipt transactions between 1st April and 10th June 2018 (**copy previously circulated*). (FR&GP.18/45)

Resolved:

To approve the payment and receipt transactions between 1st April and 10th June 2018.

iii) To consider making an application to the Secretary of State for borrowing approval (**report previously circulated*) for a Public Sector Work Loan to contribute towards capital costs for the Community Centre development . (FR&GP.18/50)

Resolved:

To make an application to the Secretary of State for borrowing approval for a Public Sector Work Loan as set out above.

iv) To receive a referred item (FR&GP.18/52) for Full Council to consider a briefing paper from Cllr Evans (**copy previously circulated*).

Resolved:

In the absence of Cllr Evans, this item was deferred for consideration at the next Full Council meeting.

FC.18/45

Planning Committee:

The minutes of the meetings held on 21.5.18, 4.6.18 (**copies previously circulated*) & 18.6.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following deferred matters.

ii) To receive a referred item (PL.18/57) for Full Council to consider a request to start a Community Land Trust (**copy previously circulated*).
Following discussion it was

Resolved:

To support in principle a request proposing the formation of a Community Land Trust.

iii) To receive a referred item (PL.18/58) for Full Council to consider the draft response to the Settlement Boundary & Local Plan Review Issues Consultation (**copy previously circulated*).

Cllr Kelly thanked Cllrs Ashby and Bray for preparing the response. Cllr Ashby thanked the Town Clerk for his input.

Resolved:

To accept the document as the Town Council's formal response to the Settlement Boundary & Local Plan Review Issues Consultation. It was noted that any further comments should be referred to the Town Clerk, which if he is happy to accept, should form part of the Council's response.

FC.18/46

The Town Mayor's Interests:

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

23 rd May	Twining Meeting – Dolphin Hotel, Bovey Tracey
7 th June	Contemporary Craft Festival Preview – Mill Marsh Park, Bovey Tracey
25 th June	Raising of the Union Flag for Armed Forces Week – Forde House, Newton Abbot

26th June Area Guide Launch – Edgemoor Hotel, Bovey Tracey
29th June Senior School Speech Day & Prize Giving – Stover School, Newton Abbot

FC.18/47 Merchant Navy Day – 3rd September 2018:

Members considered participating in Merchant Navy Day on 3rd September 2018 by flying the Red Ensign flag on the Town Hall.

Resolved:

To fly the Red Ensign flag on 3rd September 2018.

FC.18/48 Bovey Parish Neighbourhood Plan:

Cllr Kelly provided a progress update at the meeting.

FC.18/49 Lloyds Bank – Branch Closure – Bovey Tracey:

A copy of the Bank's response had previously been circulated. It was noted that the Bank has adhered to the requirements of the access to banking protocol. Following discussion it was reluctantly

Resolved:

As there appears to be nothing further the Town Council can do, to no longer progress the matter.

FC.18/50 Green Man Festival - 2019:

Members considered:

- i) running the Festival again in 2019, and if so,
 - ii) appointing a lead Councillor/event group to organise the event.
- Following discussion it was

Resolved:

- i) To run the Festival in 2019.
- ii) To appoint Cllr Kelly as lead Councillor to organise the event.

The meeting closed at 8.10pm.

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.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16TH JULY 2018 AT 6.30PM.

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold
Cllr R J Ashby
Cllr M J Evans
Cllr E Kelly
Cllr Mrs A J Kerswell*

In attendance:

Cllr G J Gribble**/*
Mr M Wells - Town Clerk
Mrs L M Warren
Two members of the press

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

Interests: The Town Council declared an interest, as landowner, in item PL.18/62c.
Cllr Evans declared an interest in item PL.18/62e as the applicant is known to him.

PL.18/60 Apologies for absence:

Cllr R A Bray (Leave)

**Public Participation: None

PL.18/61 Minutes:

The minutes of the meeting of 18th June 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.18/62 Consideration of Planning Applications:

DNPA Applications listed to 8.6.18: None

TDC Applications listed to 15.6.18:

- a) 18/00062/FUL Single storey front and rear extensions, overcladding of roof and addition of insulation and render to outside walls at Garden Cottage, Brimley Road.
It was noted that the application had been determined - see Planning Decisions PL.18/63.

- b) 18/01008/LBC Replacing the relevant flat entrance doors with approved fire doors in Devon House Flats 7, 8, 9, 10, 14, 15, 16, 17, 18, 19, 20, 27, 28 and 31 at Devon House, Devon House Drive.
Observations: No objection.

DNPA Applications listed to 15.6.18: None

TDC Applications listed to 22.6.18:

- c) 18/01214/FUL Proposed flood lighting column to enable Devon Air Ambulance night landing at Recreation Ground, Newton Road.
Observations: Application noted.

- d) Application Withdrawn: (Noted)
18/00255/FUL Demolition of attached garage and single storey addition and construction of single storey extension and second storey at The Vicarage, Coombe Cross.

DNPA Applications listed to 22.6.18: None

Cllr Elphick entered the Council Chamber at 6.42pm.

TDC Applications listed to 29.6.18:

- e) 18/01127/FUL Change of use from former bank to community kitchen hub and ancillary accommodation including kitchen, food preparation and storage areas. In addition, change of use of first floor from former bank office to 2 bedroomed flat at 45 Fore Street.
Observations: No objection.
- f) 18/01318/LBC Removal of existing bitumastic felt covering on the front portico of the house and replace with lead covering at Dartmoor National Park Authority, Parke.
Observations: No objection.

Cllr Allen entered the Council Chamber at 6.48pm.

DNPA Applications listed to 29.6.18: None

TDC Applications listed to 6.7.18:

- g) 18/01362/TPO Fell one maple in area A9 at 56 Moorland Gate, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.
- h) 18/01393/TPO Crown reduce one oak tree by 2-3m and remove epicormic growth at 77 Churchfields Drive.
Observations: Referred to TDC's Arboricultural Officer

PL.18/63 Planning Decisions: Noted.

Approvals:

a) TDC:

- i) Re-opening of former upstairs doorway at 66-70 Fore Street. (N/O)
ii) Change of use from sui generis to office/light industrial (use Class B1) with an ancillary retail trade counter at St Margarets House, Station Road. (N/O)
iii) Two storey side and single storey rear extensions at 34 Kiln Close. (N/O)
iv) Single storey front and rear extensions, overcladding of roof and addition of insulation and render to outside walls at Garden Cottage, Brimley Road.
v) Variation of condition 2 on planning permission 16/01720/FUL to vary internal floor plan and elevation and include a new sunroom extension to the east elevation at Rosemount, Hind Street. (O)

Refusals:

b) TDC:

- i) First floor rear extension at 5 Heathfield Terrace, Newton Road. (N/O)

c) DNPA:

- i) Alterations and change of use of former threshing barn and linhay into two tourism units ancillary to Bullaton Farmhouse, Bullaton Farm. (Unable to reach a majority decision)

d) Tree Preservation Order:

E2/84/01 The District of Teignbridge (Network Rail) Tree Preservation Order 2018. Variation Order states that only the parishes of Newton Abbot and Kingskerswell are affected.

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

PL.18/64 Recess Arrangements for Summer 2018:

Members noted that the summer recess period will take place between Monday 23rd July and Friday 31st August 2018. Planning applications received during the recess will be circulated by email and available for inspection and comment at the Town Council office.

PL.18/65 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Mrs Kerswell:

- i) reported on the site meeting at the Challbrook site and advised that TDC's Arboricultural Officer has been requested to place a Tree Preservation Order on all trees on the site.
- ii) advised that TDC Planning Committee had approved the variations to the approved plans at Rosemount, Hind Street.

Cllr Ms Blair advised that she had attended the Challabrook site meeting and noted that an area will be allocated as a Suitable Alternative Natural Green Space (SANGS).

Cllr Arnold enquired on progress with the Community Centre. The Town Clerk provided an update.

Four members of the public entered the Council Chamber at 6.55pm.

Cllr Evans reported on the Challabrook site meeting and explained the proposed highway and road safety arrangements.

The meeting closed at 7pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16TH JULY 2018 AT 7.02PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr A Allen
Cllr U Arnold
Cllr D K Elphick
Cllr E Kelly

In attendance:

Cllr G J Gribble**/*
Cllr Mrs A J Kerswell*
Mr M Wells - Town Clerk
Mrs L Warren
Two members of the press
Four members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

Interest to be declared: None

RP&P.18/40 Apologies for Absence:

Cllr R A Bray (Leave)
Cllr C W Robillard (Attending a family funeral)

**Public Participation:

Mrs Ann Power spoke expressing her concerns about the Monterey Cypress tree at the Recreation Ground which is near her property.

Mr Graham Lear, Vice-Chairman of the Swimming Pool Association:

- i) Also expressed concern about the Monterey Cypress tree. He advised that cracks are appearing in the wall surrounding the pool. He advised that debris from the tree collects in the pool and consequently the Association has purchased a pool cleaning machine.
- ii) Referred to young people kicking balls at the Swimming Pool boundary fence which is an ongoing problem.

RP&P.18/41 Minutes:

The minutes of the meeting of 4th June 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.18/42 Nourish Festival - Saturday 1st September 2018:

Members considered a request for the use of Bullands Field on Saturday 1st September 2018 for parking by Festival traders.

Resolved:

To grant the request on the understanding that any necessary re-instatement of the ground will be undertaken.

RP&P.18/43 Quantified Tree Risk Assessment (QTRA) - Monterey Cypress (Recreation Ground):

Members noted that the previous QTRA was undertaken on 25th October 2016 and considered commissioning a re-assessment.

Resolved:

To commission a re-assessment of the tree, to be undertaken by an alternative quantified tree risk assessor.

RP&P.18/44 Swimming Pool Boundary Fence - Recreation Ground:

Members discussed issues raised by the Swimming Pool Association in relation to persistent damage to their boundary fence caused by young people kicking balls. Following discussion, it was agreed that Cllrs Kelly, Elphick, the Town Clerk and representatives from the Swimming Pool Association will meet on site to further discuss potential options to mitigate the issue.

Two members of the public left the meeting at 7.23pm.

RP&P.18/45 Contemporary Craft Festival 2019:

Members considered a request, from the Director of the Contemporary Craft Festival, for the use of Mill Marsh Park from 31st May to 11th June 2019 and Bullands Field from 5th to 10th June 2019. The proposed dates for the Craft Festival are 7th - 9th June 2019.

Resolved:

To grant the request subject to any necessary re-instatement of the ground being undertaken following the event. To discuss with the Director the opportunity of any local business involvement with the event.

RP&P.18/46 Annual Play Area Inspections - Mill Marsh Park & Recreation Ground:

Members noted a copy of the reports (**copies previously circulated*) following inspections on 25th June 2018 and noted the risk levels and recommended actions.

RP&P.18/47 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Arnold referred to the TDC car parks in the town and considered that enquiries could be made regarding the possibility of the Town Council taking over the control of the car parks. It was agreed to make this an agenda item for further discussion.

Cllr Allen:

- i) Referred to planning applications received during the recess and clarified that all Councillors can give their views.
- ii) Reported that a tree in the vicinity of the Co-op at The Riverside is suffering from ash dieback. The Town Clerk agreed to report this to TDC's Arboricultural Officer.
- iii) Advised that he attended an Information Centre meeting as a Council representative. He noted that de-commissioning plans for the current Information Centre were not very clear.
- iv) Thanked TDC Councillors for their representation at the Indio development site meeting.

Mr Wells (Town Clerk) advised that the trough has been repaired. He noted that the South West in Bloom judging will take place on 17th July.

Cllr Kelly:

- i) Advised that Bovey Paradiso has received a grant and work will shortly re-commence on the King of Prussia.
- ii) Referred to the many signs outside the Co-op at The Riverside. The Town Clerk agreed to follow this up with the agents.

Members of the public and press left the meeting at 7.45pm.

RP&P.18/48 Exclusion of the Public, including the Press:

The following was resolved:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description 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 RP&P.18/49: Brimley Field, Bovey Tracey

RP&P.18/49 Brimley Field, Bovey Tracey:

Members noted a report from the Council's appointed agent (**copy previously circulated*) and considered further action as appropriate. Following discussion it was

Resolved:

To instruct the Council's agent to continue negotiations as concluded within the report. To also enquire about the option to retain a particular section of land.

The meeting closed at 7.50pm

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 3RD SEPTEMBER 2018 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold
Cllr R J Ashby
Cllr R A Bray

Cllr M J Evans
Cllr E Kelly
Cllr Mrs A J Kerswell*

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr M Wells - Town Clerk
Mrs L Warren
Three members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

Interests: None.

**Public Participation:

Miss A Beale, the applicant for application 18/01453/FUL - café at Public Conveniences, Mary Street Car Park, spoke supporting the application. She outlined the proposals and then answered questions raised by Councillors.

Mr P Beecher thanked the Town Council for its assistance and encouragement of all the local community events that take place in the Town.

PL.18/67 Minutes:

The minutes of the meeting of 16th July 2018 (*copy previously circulated) were confirmed as a correct record and were approved.

PL.18/68 Consideration of Planning Applications:

DNPA Applications listed to : None

TDC Applications listed to 10.8.18 :

- a) 18/01453/FUL Change of use from Sui Generis to A3 (Restaurant/Café) and A5 (Hot Food Takeaway) including new takeaway hatch at Public Conveniences, Mary Street Car Park.
Observations: No objection.

One member of the public left the meeting at 6.45pm.

- b) 18/01454/ADV Painted wall advertisements and wall-mounted board sign at Public Conveniences, Mary Street Car Park.
Observations: The Town Council was unable to make an observation on the submitted information and requested specific details of the painted wall advertisements, signs and colour scheme.

TDC Applications listed to 17.8.18: None

Cllrs Leigh and Tregoning entered the Council Chamber at 6.55pm

DNPA Applications listed to 17.8.18:

- c) 0437/18 Erection of implement store and greenhouse at Chapple Farm.
Observations: No objection.

- d) **0440/18** Alterations and extension to existing dwelling at Huntersgate, Colehayes.
Observations: No objection.

TDC Applications listed to 24.8.18:

- e) **18/01675/FUL** Single storey side extension at 2 Staddons View.
Observations: No objection.

PL.18/69 Planning Decisions: Noted.

Approvals:

- a) TDC:

- i) Single storey rear extension and provision of pitched roof over flat roofed garage at Tor View, 16 Coombe Close. (N/O)
- ii) New steel building for storage at Unit 2, Cavalier Road, Heathfield Industrial Estate. (N/O)
- iii) Crown lift one oak (T1) to 5m above ground, removing secondary and tertiary limbs only and crown reduce on SW side by up to 4m to clear building at 1 Badgers Way.
- iv) Replacing the relevant flat entrance doors with approved fire doors in Devon House flats 7, 8, 9, 10, 14, 15, 16, 17, 18, 19, 20, 27, 28 and 31 at Devon House, Devon House Drive. (N/O)
- v) Replacement oil tank at Church of St Peter, St Paul & St Thomas of Canterbury, Bradley Road. (N/O)
- vi) First floor extension to existing offices and new entrance feature at Amy House, Cavalier Road, Heathfield. (N/O)
- vii) Crown reduce one maple by 30% at 15 Lakeside Close, New Park.
- viii) Retention of building and change of use from B8 to mixed use classes B1, B2, B8 and Sui Generis (display and selling of vehicles). (O)
- ix) Maintenance pruning as specified in submitted report at 18 St Peters Close.
- x) Fell one maple in area A9 at 56 Moorland Gate, Heathfield. (Ref'd.)
- xi) Removal of existing bitumastic felt covering on the front portico of the house and replace with lead covering at Dartmoor National Park Authority, Parke. (N/O)
- xii) Reduce hazel trees to hedge height at 22 East Street.

- b) DNPA:

- i) Additional bay to existing barn and field shelter at Chapple Farm, Chapple Road. (Permitted Development)

Split Decision:

- c) TDC:

Refuse - Crown reduce by 3m. Approve - The removal of epicormic growth. Proposal - crown reduce one oak tree by 2-3m and remove epicormic growth at 77 Churchfields Drive. (Ref'd.)

Refusals:

- d) TDC:

- i) Erection of three single storey dwellings, demolition of existing double garage to Woodlea and replacement with single garage to form access at land rear of Bramley, Pottery Road. (N/O)

- e) DNPA: None

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

PL.18/70 Recess Report:

The report of the observations made on planning applications considered during the Recess Period - July & August 2018 (*copy previously circulated) was received and noted.

Cllr Robillard entered the Council Chamber at 7.02pm

PL.18/71 Planning Site Inspections - Attendance of Parish & Town Council Representatives:

Members received the report of the TDC Portfolio Holder for Housing & Planning (**copy previously circulated*) and considered making representation.
Following discussion it was

Resolved:

To respond stressing that the Town Council considers that local Councillors should continue to attend site inspections. It was agreed that the Town Clerk will draft a response and circulate to Councillors for approval.

PL.18/72 Public Consultation - Draft NA3 Wolborough Development Framework:

Members noted the public consultation taking place until 28th September 2018 on the Draft NA3 Wolborough Development Framework. A public-drop session takes place on 6th September (2pm-8pm) at Buckland Athletic F.C.

PL.18/73 General Planning Matters brought forward by Councillors:
(*For information only*).

Cllr Kelly referred to the congestion caused by road works in Station Road. The Town Clerk agreed to report this to the DCC Highways Officer.

Cllr Ms Blair noted that a hedge at the Bradley Bends development has been removed and enquired if permission had been granted for this. The Town Clerk agreed to make further enquiries.

The meeting closed at 7.10pm.

REPORT OF PLANNING APPLICATIONS CONSIDERED DURING THE RECESS PERIOD - JULY/AUGUST 2018

Members of the Planning Committee viewed planning applications during the recess in order to make relevant comments. The following report gives details of action taken.

R.18/01 Consideration of Planning Applications:

DNPA Applications listed to 6.7.18: None.

TDC Applications listed to 13.7.18:

- a) 18/01414/FUL Two storey extension to form annexe at Oak Tree Farm.
Observations: No objection.

DNPA Application listed to 13.7.18: None.

TDC Applications listed to 20.7.18:

- b) 18/01407/FUL Two storey rear extension at La Rosta, Brimley Road.
Observations: No objection.
- c) 18/01467/FUL Annexe building at 30 Kiln Close.
Observations: The Town Council does not support this application and agrees with the Arboricultural Officer's report. Concerns were also raised regarding the proposed siting of the annexe .
- d) 18/01452/FUL Construction of extension to main warehouse and new external freezer at 7 Battle Road, Heathfield Industrial Estate, Heathfield.
Observations: No objection in principle subject to Environmental Control raising no concerns and providing alternative adequate parking arrangements can be provided to mitigate current on-street parking issues in the vicinity.
- e) 18/01493/FUL Light industrial/Storage building with first floor office at Beech Tree Depot, St Johns Lane.
Observations: No objection.
***Cllr Evans & Cllr Arnold declared personal interests.*
- Appeal Noted.
- f) 18/0003/REF Appeal against the refusal of planning application - Retention of use of building as a dwelling at The Paddocks, Southbrook Lane.

DNPA Application listed to 20.7.18: None

TDC Applications listed to 27.7.18:

- g) 18/01461/FUL Change of use of former Gospel Hall to two dwellings at Gospel Hall, Mary Street.
Observations: No objection.
- h) 18/01479/FUL New flat over existing and the creation of two new flats in a detached block at 45 Fore Street.
Observations: The Town Council does not support the proposed development of the two new flats in a detached block as it considers it is overdevelopment of the site. Concerns are also expressed regarding the lack of parking facilities.
***Cllr Evans declared a personal interest.*

DNPA Applications listed to 27.7.18: None

TDC Applications listed to 3.8.18:

- i) 18/01560/FUL Two storey office extension at 8 Cannon Road, Heathfield Industrial Estate.
Observations: No objection.

Withdrawn Application: Noted.

- j) 18/00681/OUT Dwelling with garage (outline, all matters reserved) at 1 Ashburton Road.

DNPA Applications listed to 3.8.18: None

TDC Applications listed to 10.8.18:

- k) 18/01111/FUL Agricultural barn, two polytunnels and proposed new site access at Bovey Heath Farm, Newton Road.
Observations: The Town Council does not support this application on the grounds of the unsatisfactory access.
- l) 18/01486/FUL Two storey side extension and single storey front extension at 41 Kiln Close.
Observations: No objection.
- m) 18/01537/FUL Renewal of existing frontage in hardwood frames with rounded glazing bars and double glazed safety glass at 9 Fore Street.
Observations: No objection.
- n) 18/01553/VAR Variation of condition 2 on permission 17/00635/NPA to change internal layout at Daffodils.
Observations: No objection.
Cllr Evans declared a personal interest.
- o) 18/01644/TPO Crown reduce five oak trees in Area A9 by 25% shortening branches which overhang buildings at 23 Naseby Drive, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 10.8.18: None

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 3RD SEPTEMBER 2018 AT 7.12PM.

Present:

The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen
Cllr M J Evans
Cllr S P Leigh
Cllr C W Robillard
Cllr M Tregoning

In attendance:

Cllr Mrs A J Kerswell*
Mr M Wells - Town Clerk
Mrs L Warren
Two members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Leigh

Interests Declared: None.

FR&GP.18/56 Apologies for absence: None.

**Public Participation:

Mr P Beecher thanked the Town Council for its involvement and encouragement of all the community events that take place in the town.

FR&GP.18/57 Minutes:

The minutes of the meeting of 18th June 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.18/58 Accounts & Financial Statement:

Members received and approved the payment and receipt transactions between 10th June 2018 and 10th August 2018 (**copy previously circulated*) and noted the bank balances as below:

General Account:	£ 9,694.02 (Statement dated 20.8.18)
Business Bank Instant A/C:	£201,412.06 (Statement dated 1.8.18)
Business Bank Instant A/C:	£350,349.87 (Statement dated 1.8.18)

FR&GP.18/59 Communities Together Fund:

Members noted that Teignbridge District Council's Communities Together Fund for 2018/19 opens for applications on 1st November 2018 and consists of £1.10 per elector (6181 electors). Consideration was given to potential applications for which to apply (**criteria previously circulated*).

Following discussion it was

Resolved:

To refer the item to Full Council.

Cllr Mrs Kerswell left the Council Chamber at 7.20pm.

FR&GP.18/60 Community Infrastructure Levy (CiL) Annual Report 2017/18:

Members noted the content of the CiL Annual Financial Report 2017/18 (**copy previously circulated*) and approved the publication of the

report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

FR&GP.18/61 Risk Assessment of Financial and Non Financial Internal Controls:

Members considered the updated Risk Assessment of Financial and Non-Financial Internal Controls - September 2018 (**copy previously circulated*). It was noted that this represents the Town Council's Internal Control document.

Resolved:

To approve the updated Risk Assessment of Financial and Non-Financial Internal Controls - September 2018.

Cllr Leigh extended his appreciation to the Town Clerk for preparing the document.

FR&GP.18/62 Rural Aid 2018/19:

Members noted that the application for Rural Aid funding of £2,730.00 towards the installation of lighting for the Devon Air Ambulance landing site was successful.

FR&GP.18/63 Payment Authorisation Process:

Members considered if, in the Chairman's absence, it is necessary for the proper and timely administration of the Council's business, invoices may be initialled for payment by the Vice-Chairman.

Resolved:

That in the absence of the Chairman, invoices may be initialled for payment by the Vice-Chairman, if time critical.

FR&GP.18/64 Public Sector Work Loan - Borrowing Approval:

Members noted that the Secretary of State for the Ministry of Housing, Communities and Local Government has confirmed borrowing approval (conditional) to the amount of £500,000.00 for the construction of the Community Centre (**copy previously circulated*).

FR&GP.18/65 Traffic Management Plan - Safety Audit:

Consideration was given to a request from the Regeneration Committee to fund a Stage 1 Safety Audit of the draft Traffic Management Plan at a cost of £1,150.00.
Following discussion it was

Resolved:

To fund a Stage 1 Safety Audit at a cost of £1,150.00.

FR&GP.18/66 Grant Applications - Policy:

Members considered a recommendation to Full Council to adopt a policy for handling grant requests (**draft policy previously circulated*).
Following discussion it was

Resolved:

To recommend to Full Council the adoption of the policy.

FR&GP.18/67 Appointment of Building Control Inspectors - Community Centre:

Members noted that during the summer recess period quotations were sought for the urgent appointment of Building Control Services for the Community Centre development at a cost of £1,250.00+VAT.

Quotation A: £1,250.00+VAT
Quotation B: £6,250.00+VAT
Quotation C: £1,500.00+VAT
Quotation D: £3,520.00+VAT

FR&GP.18/68 Bovey Tracey Activities Trust (BTAT) - Request for Funding:

Consideration was given to a request for grant funding (**copy previously circulated*) from the Treasurer/Trustee of BTAT. Following discussion it was

Resolved:

To write to the Treasurer/Trustee of BTAT requesting further financial information. On receipt of this, to further consider the request at the next Finance, Resources & General Purposes Committee meeting.

FR&GP.18/69 Insurance Cover:

Members received a report (**copy previously circulated*) from the Town Clerk and considered the recommendations within the report. The Town Clerk provided an update.

Resolved:

To accept the renewal provided by Royal Sun Alliance (RSA) Insurance Group (via W.P.S. Insurance Brokers) on a 3-year term of £3,572.98 per annum.

FR&GP.18/70 Rural Development Programme for England (RDPE) 2014-2020 LEADER Grant Funding Agreement - New Community Centre Work Hub Provision:

Members considered accepting the grant of £82,880.00 (**copy of agreement terms previously circulated*) and, if accepted, to determine delegated signatories. The Town Clerk provided an update.

Resolved:

To refer the item to Full Council.

FR&GP.18/71 Community Centre Development - Budget Update:

Members received and noted a copy of the updated budget (**copy previously circulated*).

FR&GP.18/72 Matters brought forward by Councillors: (for information only).

Cllr Gribble advised that the structure on Station Road roundabout requires repair work and he is progressing this matter.

Cllr Robillard:

i) Advised that the Fairtrade Group has signed up more companies and an event will take place at The Devon Guild of Craftsmen on 18th September.

11) Noted that the Twinning Association will be arranging a meeting in November.

Cllr Allen referred to the recent vandalism which has taken place in the town and requested that a Police representative is present at the Full Council meeting to provide an update.

The meeting closed at 7.55pm.

Time: 12:17

Current Account

List of Payments made between 10/06/2018 and 10/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2018	Boyces at Manstree	440	4,242.00		Hanging baskets & plants
14/06/2018	PHS Group	441	308.10		Waste collection
14/06/2018	Moorland Community Care	442	2,000.00		Elector Fund Grant
14/06/2018	Dartmoor Whisky Distillery	443	4,376.85		Gas & water charges
14/06/2018	Teignbridge District Council	444	5,300.00		Payroll
15/06/2018	British Gas	D/D	26.35		Electricity supply - Cemetery
21/06/2018	EE Phone	D/D	34.70		Plan charge
25/06/2018	Boyces at Manstree	440	-4,242.00		Hanging baskets & plants
27/06/2018	British Gas	D/D	24.10		Electricity - public toilets
28/06/2018	Elite Group	D/D	65.95		Telecom
02/07/2018	Aviva	D/D	608.18		Insurance
02/07/2018	Pulse8Communications	D/D	22.00		Broadband
04/07/2018	UK Fuels Ltd	D/D	119.85		Fuel
05/07/2018	Clare Beresford	445	40.00		Cleaning
05/07/2018	Specialist Hygiene Services Lt	446	283.64		Cleaning
05/07/2018	Lisa Robillard Webb	447	60.00		Admin support NDP
05/07/2018	Lee Parmenter Contractors	448	1,011.00		Grounds maintenance
05/07/2018	Devon Contract Waste Ltd	449	33.22		Waste collection
05/07/2018	Rathbone Partnership Ltd	450	3,024.00		Landscape proposals
06/07/2018	Marketing Solutions	451	550.00		Newsletter
06/07/2018	Peregrine Mears Architects Ltd	453	8,526.00		Fee stage 4
06/07/2018	Teignbridge District Council	454	7,250.35		Payroll
06/07/2018	Devon Contract Waste	455	43.58		Waste collection
06/07/2018	Boyces at Manstree	456	4,242.00		Hanging baskets & plants
06/07/2018	Specialist Hygiene Services Lt	457	283.64		Cleaning
16/07/2018	Complete Weed Control	458	444.00		Weed treatment
16/07/2018	S W Water Business	459	220.42		Supply - Cemetery & Toilets
16/07/2018	Play Inspection Co Ltd	460	180.00		Annual inspection
16/07/2018	B T Youth Action	461	1,250.00		June & Jul payts.
16/07/2018	PHS Group	462	184.86		Waste collection
16/07/2018	S W Grounds Maintenance	463	1,800.00		Cemetery & verge cutting
16/07/2018	1010 Media Ltd	464	120.00		SSL certificate
16/07/2018	Lee Parmenter Contractors	465	621.00		Grounds maintenance
17/07/2018	EDF Energy	D/D	19.98		Supply CCTV
17/07/2018	EDF Energy	D/D	19.34		Supply CCTV
21/07/2018	EE Phone	D/D	34.72		Plan charge
27/07/2018	Elitegroup	D/D	63.07		Telecom
27/07/2018	British Gas	D/D	23.54		Electricity - public toilets
30/07/2018	Sound & Visual Systems Ltd	466	817.20		CCTV maintenance
30/07/2018	Devon Contract Waste	467	42.05		Waste collection
30/07/2018	Mole Valley Farmers	468	72.79		Goods
30/07/2018	S W Water Ltd	469	38.15		Supply - allotments
30/07/2018	Teignbridge District Council	470	64.80		Payroll services

List of Payments made between 10/06/2018 and 10/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2018	Civil Solutions Ltd	471	28.56		Goods
30/07/2018	Property Maintenance Services	472	948.00		Repairs to trough
30/07/2018	1st Office Equipment Ltd	473	499.68		Copier charge
30/07/2018	Lisa Robillard Webb	474	37.50		Secretarial service - NDP
30/07/2018	Lee Parmenter Contractors Ltd	475	1,011.00		Grounds maintenance
01/08/2018	Pulse8Communications	D/D	22.00		Broadband
01/08/2018	Aviva	D/D	608.18		Insurance
06/08/2018	1st BT Scout Group	452	84.00		CCTV Skate Park
07/08/2018	Clare Beresford	476	50.00		Cleaning
07/08/2018	PVM Supplies Ltd	477	169.49		Goods
07/08/2018	Newton Abbot Security Trust	478	500.00		CCTV monitoring
07/08/2018	Devon Contract Waste	479	57.89		Waste collection
07/08/2018	Devon & Cornwall Newspapers	480	36.00		Display advert
07/08/2018	Teignbridge District Council	481	2,992.09		Additional payroll
07/08/2018	Specialist Hygiene Services Lt	482	283.64		Cleaning
07/08/2018	KB2 Consulting Engineers	483	7,965.00		Engineering services
08/08/2018	UK Fuels Ltd	D/D	77.66		Fuel
Total Payments			<u>59,620.12</u>		

Current Account

Receipts received between 10/06/2018 and 10/08/2018

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
367	Banked: 11/06/2018	498.00						
0525	Mrs I Holman	336.00			1400	400	336.00	Ashes interment
106	Florcon Ltd	100.00			1120	100	100.00	4 Hanging baskets
0526	Mrs M Kelsey	62.00			1400	400	62.00	Additional inscription
BACS	Banked: 20/06/2018	100.00						
BACS	Thomas' of Bovey	100.00			1120	100	100.00	4 Hanging baskets
BACS	Banked: 20/06/2018	50.00						
BACS	Clare's Preserves	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 20/06/2018	50.00						
BACS	Home Naturally	50.00			1120	100	50.00	2 Flower boxes
BACS	Banked: 21/06/2018	25.00						
BACS	WBW	25.00			1120	100	25.00	1 Hanging basket
BACS	Banked: 21/06/2018	25.00						
BACS	Complete Estate Agents	25.00			1120	100	25.00	1 Hanging basket
368	Banked: 22/06/2018	561.80						
0527	Mrs J Steer	102.00			1400	400	102.00	Tablet
109	Coombes & Sons	25.00			1120	100	25.00	1 Hanging basket
107	Gillett Spar	50.00			1120	100	50.00	2 Hanging baskets
109	BDF	125.00			1120	100	125.00	5 Hanging baskets
110	Mrs J Carveth	25.00			1120	100	25.00	1 Hanging basket
111	Lloyds Bank	100.00			1120	100	100.00	4 Hanging baskets
112	Heritage Trust	84.80			1900	100	84.80	Telecom services
113	Sixty Four (Devon) Ltd	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 25/06/2018	25.00						
BACS	Handloom Weavers	25.00			1120	100	25.00	1 Flower box
BACS	Banked: 25/06/2018	25.00						
BACS	Wildmoor	25.00			1120	100	25.00	1 Hanging basket
BACS	Banked: 26/06/2018	50.00						
BACS	Bradleys Estate Agents	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 26/06/2018	50.00						
BACS	Arnolds	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 26/06/2018	300.00						
BACS	Dolphin Hotel	300.00			1120	100	300.00	6 Hanging baskets/boxes
BACS	Banked: 27/06/2018	25.00						
BACS	Clive Parker Opticians	25.00			1120	100	25.00	1 Flower box
BACS	Banked: 29/06/2018	50.00						
BACS	Mare & Foal Sanctuary	50.00			1120	100	50.00	2 Hanging baskets
369	Banked: 09/07/2018	1,745.78						
Subtotal Carried Forward:		3,580.58	0.00	0.00			1,834.80	

Current Account

Receipts received between 10/06/2018 and 10/08/2018

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
114	1st BT Scouts	10.00			1900	100	10.00	Rent
0528	Mr P Phare	620.00			1400	400	620.00	Purchase burial plot
0529	Miss C Molnar	204.00			1400	400	204.00	Tablet
115	Hairwaves	25.00			1120	100	25.00	1 Hanging basket
116	Cheese Shed	25.00			1120	100	25.00	1 Hnaging basket
117	BT Information Centre Trust	88.78			1900	100	88.78	Telecom service
118	Inner Light Coffee Shop	50.00			1120	100	50.00	2 Hanging baskets
119	A Matthews	25.00			1120	100	25.00	1 Hanging basket
120	Aviva	698.00			1900	100	698.00	Claim settlement
370	Banked: 16/07/2018	411.00						
121	Courtenay House	25.00			1120	100	25.00	1 Hanging basket
122	Mrs A Cutts	50.00			1120	100	50.00	2 Hanging baskets
0530	Coombes & Sons	336.00			1400	400	336.00	Ashes interment
371	Banked: 26/07/2018	746.00						
0531	Mrs S Parker	102.00			1400	400	102.00	Plaque
123	Ms R Sanders	75.00			1120	100	75.00	3 Hanging baskets/troughs
0532	Hugh Mills Gaye	168.00			1400	400	168.00	Ashes interment
0533	Mrs T Scotland	401.00			1400	400	401.00	Ashes interment
372	Banked: 30/07/2018	751.00						
0534	Mrs V Clayton	401.00			1400	400	401.00	Ashes interment
124	BT Cricket Club	350.00			1900	100	350.00	Weed control at Rec. Grd.
BACS	Banked: 02/08/2018	50.00						
BACS	New Image	50.00			1120	100	50.00	2 Hanging baskets
Total Receipts:		5,538.58	0.00	0.00			5,538.58	

Communities together Fund (CTF) 2018-19 Guidance Principles

Whilst Devon County Council (DCC) acknowledges that each District experiences different demand from applicants and have differing processes for managing the fund in place, decisions on grants from the joint fund **MUST** be made having regard to the following guidance principles:

1. The Fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.
2. Match funding is encouraged. Demonstrating match funding (which can be in the form of own fundraising and/or other funding sources secured), or equivalent benefits in kind (such as commitments of labour, time or expertise), will increase the chance of an application being approved.
3. Applicants need to demonstrate to Fund decision-makers (which includes the relevant District /DCC Members) that :
 - a. they have explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project.
 - b. the project proposal benefits more than one Town or Parish (or the equivalent in Exeter City).
4. Funded projects will clearly acknowledge, in any related publicity, the Fund Scheme as a Devon County Council and District / City Council joint initiative.
5. For openness and accountability, all funded applications and the funding allocated will be published on the respective District / City Council website; alongside the total Fund Budget for the year, any unallocated/underspent funds remaining and information on how that will be managed. Any post project evaluations conducted will be made available on request.
6. Repeat funding should not be awarded unless there is a compelling business case proving transition to sustainability.
7. As the fund exists to help identify new ideas to benefit communities, **regular activity such as grass cutting, ditch and drainage work and any other associated 'lengthsman' duties, are no longer eligible for funding.**
8. Funds should not be used to support projects that are the direct responsibility or statutory obligation of another organisation.
9. Funds cannot be used for on-going staff costs or the day to day running of a project, unless this is during a transition phase with documented evidence of how the project will become sustainable post-transition.
10. Funds cannot be allocated to benefit individuals or private/for profit enterprises.
11. Funds must not be allocated retrospectively.

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BOVEY TRACEY TOWN COUNCIL

GRANT AWARDING POLICY

Bovey Tracey Town Council Small Grants Award Policy

Bovey Tracey Town Council provides small grants of money to local community groups and charities that provide benefits to residents in the wards of Bovey & Heathfield (e.g. the Parish). A budget for small grants is set annually at the beginning of the financial year.

Priority is given to parish based organisations but the Town Council will consider grants to organisations not based in the Parish where they can show that they are directly working with, or on behalf of, Bovey & Heathfield residents.

Grant applications will **not** be considered where the applicant is:-

- not providing a service to the community in Bovey Parish.
- supporting a national or international appeal.
- requesting an award retrospectively.
- an individual (organisations may seek grants for individuals).
- a single 'for profit' business.
- a political group or promoting political beliefs.
- discriminating on the grounds of age, colour, disability, marital status, race, gender, nationality or religion.
- applying for animal welfare.

Grant applications will be considered where:-

- i) The applicant can demonstrate that a grant will be of benefit to the community of Bovey Parish
and
- ii) The applicant is a not-for-profit organisation.

Applying for a grant

- Applicants can receive only one grant in any one financial year.
- Applications must be made on the form supplied.
- Applications are to be addressed to Town Clerk and either emailed, posted or handed in at the Town Council Office.
- All grant applications must be accompanied by the latest set of annual accounts, failing this, a current statement of the organisation's funds and balances
- Applications for grants that do not comply with these guidelines will not be considered by the Committee.
- Applications will be considered by the Finance & General Purposes Committee at their regular (bi-monthly) Committee Meetings
- Applications must be submitted, at the latest, by the close of business on the Monday of the week preceding the week of the Finance & General Purposes Committee meeting.
- The applicant may attend the Committee meeting and speak in support of their application if they wish to do so.
- Grants may be made for less than the amount granted.
- The Committee's decision will be final

After award of a grant

- The grant must be used only for the purpose for which the application was made.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all press releases etc.
- Feedback is given to the Council on the use of the monies awarded.
- The money must be used within two years of award.
- Any unspent monies after this time must be returned.

More information or advice

If help is needed filling in the form or further information required, please contact:-

The Town Clerk
Bovey Tracey Town Council
Town Hall
Town Hall Place
Bovey Tracey
TQ13 9EG

or email: info@boveytracey.gov.uk



BOVEY TRACEY TOWN COUNCIL
GRANT APPLICATION FORM

1. About your Organisation

Name of organisation	
Address	
Telephone number	
Registered Charity number (if applicable)	
Number of Members in organisation	
Has your organisation been in receipt of financial assistance from Bovey Tracey Town Council in the current financial year?	

2. Contact Point for this Application

Contact name	
Position within organisation	
Address for correspondence (if different from above)	

Email address	
Telephone number	

3. Costs – please provide a breakdown of the costs of the project

Item	Cost (£)	VAT (£)	Total
Total costs:			
Amount requested from Bovey Tracey Town Council to support project			

4. Extra Funding – please tell us about any other funding that you might receive for this project. Have you applied for funding in respect of this project to any other organisation? Please give details of to whom and for how much.

Organisation	Amount applied for	Outcome of application (or date when outcome will be known)

5. Grant Proposal

<p>Description of activity- <i>please provide a brief description of the activities to be funded by the proposed grant. Note: Please highlight both tangible and intangible outcomes from your proposal in order to properly understand and assess your project.</i></p>	
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Details of activity- <i>Please provide additional details in support of your application, including why the grant is needed</i>	
Please state if Planning Permission is needed? If yes has approval been obtained?	
Details of any voluntary work to be provided	
Please provide a general description of the people in Bovey or Heathfield who will benefit from this activity	
Approximately how many local residents will benefit?	

6. **Supporting Information** – a range of supporting information helps us to assess your application in detail. Please therefore enclose a copy of the following:

	Item enclosed? (please delete as appropriate)
Latest available annual report	X
Latest available statement of accounts	X
A copy of your organisations constitution	X
A copy of your organisations aims and objectives	X

If one or more of the above is omitted, please explain why

Please note that that this application and all supporting information will be available for inspection by councillors and members of the public. Applications without this information are unlikely to be considered.

7. Declaration

I believe that the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that the grant money has been spent only in accordance with the activities outlined within this application by submitting a report to the Council. The Council requires a condition of approval that the support of the Council is acknowledged in all press releases etc.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

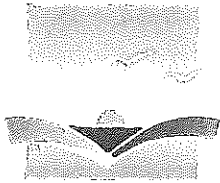
Signed:	Date:
Name (please print):	Position in organisation:

FOR OFFICE USE

Date received:

Completed forms to be returned to:-

The Town Clerk
Bovey Tracey Town Council
Town Hall Town
Town Hall Place
Bovey Tracey, TQ13 9EG
Email: info@boveytracey.gov.uk



South Hams District Council

Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE
Telephone: (01803) 861234 DX 300050 TOTNES 2
Fax: (01803) 866151

8 August 2018

Bovey Tracey Town Council
Town Hall
Town Hall Place
Bovey Tracey
TQ13 9EG

FAO: Mark Wells

Dear Mr Wells

RURAL DEVELOPMENT PROGRAMME FOR ENGLAND (RDPE) 2014 – 2020

GREATER DARTMOOR LEAF

SUB MEASURE: 7.4 Rural Services

PROJECT REFERENCE AND NAME: 107444 - Bovey Tracey Town Council – New Community Centre

Workhub Provision

SBI NUMBER: 200318143

1. I am writing on behalf of the Secretary of State for the Department for Environment, Food and Rural Affairs ("the Secretary of State") with reference to your application for grant assistance under the RDPE 2014 – 2020 ("the Application"). The Application was made by Bovey Tracey Town Council. It was received on 7 February 2018 and is for a grant to support a project to create business incubation space consisting of four individually accessible offices within the new community centre to be built at the site of the Old Thatched Inn, Station Road, Bovey Tracey, Devon, TQ13 9AW ("the Project").
2. I am pleased to inform you that the Greater Dartmoor LEAF (LAG) has approved the Application and will award a grant of £82,880 which is 80% of the Eligible Expenditure up to the maximum sum of £103,600. The grant is awarded on the terms set out in this grant funding agreement ("the Agreement"). The Agreement is made up of:
 - a. This letter and its annexes A-D (together, "the Agreement Document")
 - b. The Terms and Conditions
 - c. Guide to Managing a Successful Project
3. South Hams District Council as Accountable Body is responsible for overseeing the work of the LAG and operates under delegated authority from the Secretary of State for the Department of Environment Food and Rural Affairs, acting through the Rural Payments Agency (RPA) (the "Paying Agency"). LEADER funding is jointly provided through the European Agricultural Fund for Rural Development ("EAFRD") and by the Department of Environment Food and Rural Affairs ("DEFRA"). DEFRA acts as the Managing Authority for LEADER and is ultimately responsible for the management of the scheme.

4. The amount of the grant offered is contained within Annex B and funding will be paid in accordance with the requirements set out in this Agreement. The award will be paid from RDPE Sub Measure 7.4.
5. The following are the key dates for this Agreement:

	Key Dates	Date
a)	The Start Date , being the date on which the Agreement commences and the earliest date that expenditure incurred by you in relation to the project can be Eligible Expenditure.	8 August 2018
b)	The Completion Date , being the date by which you shall complete your project and have submitted your final claim to the Accountable Body.	31 July 2019
c)	The End Date being the date on which the Agreement comes to an end, being 5 years after the date of the final payment.	31 July 2024

6. You declared in the Application and evidenced that you are not registered for Value Added Tax ("VAT") and will therefore be claiming VAT in your grant claims.
7. The amount of the grant available and payment will be in accordance with the Expenditure Profile in Annex B. The grant is awarded as a state aid under Commission Regulation (EU) No. 651/2014 of the European Parliament and of the Council of 17 December 2013 in accordance with Article 56.
8. The principal contact for this Agreement is Linda Emmett, DR Company at the following address:

The DR Company
Higher Stockley Mead
Okehampton EX20 1FJ
(01837) 658643
linda@DRCompany.co.uk
9. In any correspondence please quote the Project Reference and Name 107444 - Bovey Tracey Town Council – New Community Centre Workhub Provision.
10. If you wish to receive funding in support of the Project and you are willing to comply with the Agreement, please sign the Acknowledgement on both the original and duplicate of this Agreement Document and return one copy to the principal contact. Please do not detach the Acknowledgement. Please ensure that you carefully read all the documents that make up this Agreement, since by signing and returning the Acknowledgement you declare that you understand and will be bound by them.
11. This Agreement offer will automatically lapse if South Hams District Council does not receive your Acknowledgement on or before the day that is 30 working days after the date of this letter.

Yours faithfully



Darren Arulvasagam

Business Development Group Manager

South Hams District Council

Signed on behalf of the Secretary of State for the Department for Environment, Food and Rural Affairs

Attachments:

Annex A – Delegated Signatories

Annex B – Eligible Expenditure and Claim Submission

Annex C – Outputs and Milestones

Annex D – Project Specific Conditions

Terms and Conditions

Guide to Managing a Successful LEADER Project

ACKNOWLEDGMENT OF GRANT FUNDING AGREEMENT

- 1 I/we acknowledge receipt of the Agreement and confirm that I/we wish to receive funding in support of the delivery of the Project, which is conditional on the terms as received.
- 2 I/we have signed this Acknowledgment in confirmation that I/we have read and understood the Agreement.
- 3 I/we have signed both copies of this Acknowledgment of the Agreement in the space indicated below and are hereby returning one copy to the principal contact at the Accountable Body.
- 4 I/we confirm that I/we are authorised to sign this Acknowledgement on behalf of the Beneficiary and to commit the Beneficiary to complying with the Agreement.

Please note: For businesses, this must be signed by one of the directors, owners or partners of the business as shown in the business accounts.

This will be the only signature accepted and will be held on file and checked with each claim for reimbursement of eligible project costs. If you wish to include additional signatures ensure that these are included at Annex A.

SIGNED by, or for and on behalf of, Bovey Tracey Town Council:

Signature:

Name:

Date:

ANNEX A - DELEGATED SIGNATORIES

If there are additional signatories who are authorised to sign grant claim forms and request variations in relation to the Project, those individuals must sign here.

Please note: Additional signatories must be a member of the Beneficiary business.

If the signatory is not included here, any claim submitted will be rejected and penalties could be imposed.

NAME

POSITION

SIGNATURE

NAME

POSITION

SIGNATURE

NAME

POSITION

SIGNATURE

I hereby declare, as signatory for this Agreement, the above additional signatories are authorised to sign claim forms and request variations in relation to this Project.

NAME

SIGNATURE

DATE

ANNEX B – ELIGIBLE EXPENDITURE AND CLAIM SUBMISSION

A grant of £82,880 which is 80% of the Eligible Expenditure up to the maximum sum of £103,600 is awarded for the project on the terms set out in this Agreement.

ELIGIBLE AND INELIGIBLE EXPENDITURE

The Eligible and Ineligible Expenditure is detailed in the tables below:

Eligible Expenditure				
Description of item	Chosen/Preferred Supplier	Eligible Expenditure £ (excl VAT)	Grant Rate %	Grant £
Business Enterprise Offices	To be determined through tendering process	103,600.00	80	82,880.00
	Total £	103,600.00	80.0%	82,880.00

Ineligible Expenditure		
Description of item	Supplier	Cost
Contingency		
	Total £	0.00

Please note: the Eligible Expenditure listed above cannot be added to, reduced or the specification altered without the prior written approval of the Accountable Body.

CLAIM SUBMISSION

Claims must be submitted electronically to the Accountable Body, with the Declaration printed out, signed and posted, along with all invoices and defrayal evidence, to the address provided to you with your claim form.

It is the responsibility of the Beneficiary to ensure that Ineligible Expenditure is not included within claims. Such Ineligible Expenditure will be removed and penalties could be applied.

The Claim Schedule is detailed below:

Claim Submission				
Claim	Claim Date	Eligible Expenditure £ (excl VAT)	Grant rate %	Grant £
Claim 1	30 November 2018	34,533.33	80%	27,626.67
Claim 2	28 February 2019	34,533.33	80%	27,626.67
Claim 3	31 July 2019	34,533.34	80%	27,626.66
TOTAL		103,600.00		82,880.00

Please note:

Grant funding is paid directly into the bank account attached to the business SBI number.

It is the responsibility of the Beneficiary to ensure a valid and active bank account for the business has been added to the SBI prior to submitting a claim. Failure to do so will result in your claim payment being delayed.

To add your bank account details you must contact the RPA helpline on 03000 200 301.

ANNEX C – OUTPUTS AND MILESTONES

RDP OUTPUTS

RDP Outputs					
	Current/ Baseline	Year 1	Year 2	Year 3	Total Project
Starting MM/YY	Apr-17	Aug-18	Aug-19	Aug-20	
Ending MM/YY	Mar-18	Jul-19	Jul-20	Jul-21	
Project Outputs	Current/ Baseline	Outputs achieved	Outputs achieved	Outputs achieved	Outputs achieved
All Priorities					
Number of Jobs Created (FTE)	0	1	0.5	0.5	2
Wage Bill change (increase or decrease, decrease should be shown as a negative figure)	87000	5850	2925	2925	£11,700
Number of businesses directly benefitting	0	4	2	2	8
Provision of Rural Services (Priority 4)					
Rural Population Benefitting		7,200	7,200	7,200	

PROJECT SPECIFIC OUTPUTS AND MILESTONES

Project Milestones	Date
Approval of contractors costs	30 August 2018
Lead in period/mobilisation	1 September 2018
Construction phase starts	30 September 2018
Handover and close-out	31 July 2019
Complete and submit to the Accountable Body an annual RDPE Post Payment Monitoring Report at end of year 2	31 July 2020
Complete and submit to the Accountable Body an annual RDPE Post Payment Monitoring Report at end of year 3	31 July 2021
Submit to the Accountable Body the latest copy of the full business accounts	31 December 2021

ANNEX D – PROJECT SPECIFIC CONDITIONS

1. The Beneficiary shall attend an inception meeting within six weeks of the Accountable Body receiving Acknowledgment of the Agreement.
2. The Beneficiary shall comply with the Publicity Requirements applicable to the Project, as outlined in the Guide to Managing a Successful LEADER Project.
3. The Beneficiary shall submit to the Accountable Body an annual Post Payment Monitoring Report at the end of each year until all outputs have been achieved.
4. The Beneficiary shall submit to the Accountable Body the latest copy of the Beneficiary's full business accounts along with the Year 3 output reporting information, by December 2021.
5. The use of other public funding specified in the Application has been assessed and is permitted for this Project. The permitted funding split for this project is as follows: 80% RDP grant; 20% other public funding from Public Works Loan Board.
6. The Project must be delivered in accordance with the planning consent from Teignbridge District Council, reference 17/02751, as detailed in the Application.
7. The Beneficiary must provide the final specification of the works described in the QS estimate for approval by the Accountable Body, along with the scoring and selection criteria, prior to issuing for tender. All documentation that is part of the tendering exercise must be made available for inspection if required.

The Beneficiary must also notify the Accountable Body in writing of the successful supplier as soon as they are appointed.

8. The beneficiary shall supply a copy of the Public Sector Works Loan Agreement, the funds of which will be used to match fund the project. This should be supplied before issue of the Grant Funding Agreement and before the project starts. This is to ensure that there will be sufficient financial resources to cover the total cost of the project.
 9. Before issue of the Grant Funding Agreement the Beneficiary shall supply details of the projected wage bill increase relating to the new roles that will be created as a result of the project activity.
 10. Before issue of the Grant Funding Agreement the Beneficiary shall provide cashflow projections (including details of the assumptions used when calculating future income and costs) for the whole Community Centre project for both the build phase and three years after completion of the building.
-

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 2nd July 2018 – 17th September 2018

DATE & TIME	EVENT	VENUE	ATTENDED BY
Thursday 12 th July	District Council Planning Site Inspection for Challabrook Application	Challabrook	Mayor
Tuesday 17 th July 10.00am	Bovey Tracey South West In Bloom Judging Tour	Heritage Centre St Johns Lane	Mayor
Thursday 19 th July	Formal opening of Mulberry House	Mulberry House Brimley Lane	Mayor
Thursday 19 th July	Contemporary Craft Fair 'Thank-you' Reception	Bovey Castle	Mayor
Tuesday 24 th July	Bovey Tracey Youth Café AGM	Bovey Tracey Youth Café Pixie Corner	Mayor
Saturday 4 th August	Bovey Tracey Carnival Judging of entries and Procession	Coombe Cross Bovey Tracey	Mayor
Sunday 5 th August	Bovey Tracey Carnival Sunday Funday	Mill Marsh Park Bovey Tracey	Mayor
Sunday 12 th August	Dawlish Carnival Opening Ceremony	The Lawn Dawlish	Mayor
Saturday 18 th August	Formal Opening of Bovey Tracey Garden Club Summer Show	Parke View Bovey Tracey	Mayor
Saturday 1 st September	Unveiling of sculpture to commemorate Canadian Forestry Corps contribution to WW1	Stover Country Park	Mayor
Sunday 9 th September	Invitation to lay a poppy for Frank Lake on the centenary of his death	Heritage Centre St Johns Lane	Mayor

Note: The Town Mayor as Ex Officio, has also attended 3 Steering Group meetings, 4 Work Group meetings and 1 Training session for the Bovey Parish Neighbourhood Development Plan.

Programme for the day

9.30am	Registration, exhibition and refreshments
10.00am	AGM
10.30am	Exhibition and refreshments
10.45am	Speaker , David Ralph, Heart of the South West LEP
11.30am	Speaker , Community healthcare with Brixham Town Council
11.45am	Speaker , Reinstating the railway with Okehampton Town Council
12.00pm	A word from our sponsors , BHIB Insurance Brokers
12.10pm	Workshop A: General Data Protection Regulations
	Workshop B: Encouraging election engagement
	Workshop C: CIL and S106
	Workshop D: Highways - working at a local level
1.10pm	Lunch and exhibition
2.00pm	Speaker , David Fursden, Lord Lieutenant
2.20pm	Workshop E: Strategic conversations - working together
	Workshop F: Gypsies and Travellers
	Workshop G: Working with Devon and Cornwall Police
	Workshop H: Social Media
3.15pm	Closing remarks including a farewell celebration for Lesley Smith
4.00pm	End