

BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE TOWN HALL
ON MONDAY 25th JUNE 2012 AT 7PM

Present:

The Town Mayor, Cllr Mrs A M Klinkenberg*
The Deputy Town Mayor, Cllr M J Evans

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr R A Bray	Cllr M Tregoning
Cllr D K Elphick	

**County Cllr
*District Cllr

In attendance:

Rev Kevin Hooke (Chaplain to the Council)
PCSO Paul Wilson
One member of the press
8 members of the public

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The Town Mayor, Cllr Mrs Klinkenberg chaired the meeting.

FC.12/25. Apologies for absence: None.

**Public Participation Session: Commenced at 7.01pm and finished at 7.20pm
(*Report attached)

FC.12/26. Minutes:

a) Before the minutes of the Annual Town Council meeting held on 14.5.12 were confirmed, Cllr M J Evans' name was added to the list of those present at the meeting (*copy previously circulated). The minutes were then signed as a true record.

b) Before the minutes of the previous Full Council Meeting of the Town Council held on 14.5.12 were confirmed, the names of Cllrs M J Evans, Mrs A M Kerswell and Ms C O Richardson were added to the list of those present at the meeting. The minutes were then signed as a true record (*copy previously circulated). The minutes were then signed as a true record.

FC.12/27. Recreation, Parks & Property (RP&P) Committee:

Ref Item RP&P.12/42 (Notice of By-Election): It was noted that the decision made about this item had been amended at the meeting of the FR&GP committee meeting held on 11.6.12. The Report of the meeting held on 28.5.12 was then received and adopted (*copy previously circulated).

FC.12/28. Finance, Resources & General Purposes (FR&GP) Committee:

a) Ref Item FR&GP.12/38 (Polling Cards): It was noted that polling cards were to be issued for the coming by-election on 5th July 2012.

- b) Ref Item FR&GP.12/40 (**Devon Highway Verges**): County Cllr Gribble reported that TDC had now cut the verges on behalf of DCC, but because the road sweeper had not been available to clear the highway of cuttings, he had made other arrangements. He commented that the work had not been undertaken to the high standard expected and that alternative funding could be investigated.

The Report of the meeting held on 11.6.12, the Financial Statement dated 11.6.12 and the Accounts paid up to 8.6.12 were then received and adopted (**copies previously circulated*).

FC.12/29. Planning Committee:

The Reports of the meetings held on 28.5.12 and 11.6.12 were received and adopted (**copies previously circulated*).

FC.12/30. Queen's Diamond Jubilee Celebrations Committee:

Cllr Mrs Kerswell reported that the Celebrations had been a success and had not been affected by the weather. The Committee was now investigating the possibility of a stained glass window in the Parish Church.

The Reports of the meeting held on 21.5.12 & 19.6.12 were then received and adopted (**copies previously circulated*).

FC.12/31. The Town Mayor's Interests:

A list of functions and activities attended by the Town Mayor is included in the attached Report.

****A short adjournment took place from 7.30pm to 7.34pm to allow for questions, reports and representations by the County, District and Town Councillors (*report attached).**

FC.12/32. National Association of Local Councils' (NALC) Model Code of Conduct:

Consideration was given to adopting either:

a) The final version of the NALC's Model Code of Conduct for Parish and Town Councils (**copy previously circulated*) or

b) Teignbridge District Council's (TDC) Code of Conduct.

(**Information regarding both versions was available at the meeting*).

It was noted that a decision had to be reached by 1st July 2012.

Resolved:

To adopt the NALC's Model Code of Conduct.

The meeting closed at 7.40pm.

BOVEY TRACEY TOWN COUNCIL

Report of the questions, reports and representations which took place during the adjournments of the Town Council on Monday 25th June 2012.

Reports and comments from members of the public:

PCSO Paul Wilson gave his report (**circulated at the start of the meeting*).

- a) He stated that the figures for reported crimes in Bovey Tracey and Heathfield were less than those in April.
- b) He was pleased that there had been no problems during the Queen's Diamond Jubilee Celebrations.
- c) There had been 6 incidents of youth anti-social behaviour during May.
- d) He emphasised the necessity of looking after vulnerable neighbours and reporting any suspicious incidents by phoning 101.
- e) He reported that some families of Councillors had been targeted with abusive behaviour which was unacceptable. He hoped that this would be discontinued and residents of Bovey Tracey and Heathfield would treat each other with respect.

Rev Kevin Hooke reported that the Annual Summer Holiday Club for children will take place in the Scout Hall during the week beginning 23rd July 2012. There were 60 places available.

Mr Alex Walmsley asked about the Town Council's policy regarding the use of the Community land along Le Molay-Littry Way and the covenant on it.

In reply, Cllr Mrs Klinkenberg read a prepared statement regarding the Town Council's commitment to i) a public consultation with residents of the parish, ii) its endeavour to implement the outcome and iii) the fact that there are several large plots on the edges of the town which could be developed. Cllr Kelly also provided information.

Mr Don McGlivray asked whether the costly legal advice regarding the Covenant on the Community land will be discontinued for the time being and was assured that the Town Council had no plans to continue asking for legal advice at the moment.

Mr Kevin Britton asked several questions about the interpretation of the legal advice regarding the covenant on the Community land, which Cllr Kelly and the Town Clerk answered.

Mr Jim Williams stated that he was appalled by the reference made by PCSO Wilson to the abuse of Councillors' families. He asked about the planned use of the Old Thatched Inn by the Town Council.

Reports from County, District and Town Councillors:

County & District Councillor Gribble submitted a list of his commitments which included the repair of the signpost and plinth at Brimley Cross and the provision of a gap for pedestrians in the fence at Pottery Road roundabout.

District Cllr Mrs Klinkenberg thanked all those involved in the organisation of the Queen's Diamond Jubilee Celebrations and noted that the events had been well received. She reported that she had attended regular committee meetings at TDC.

Cllr Evans had attended the Jubilee Celebrations on 3rd and 4th June and the opening of the Craft Fair.

Cllr Mrs Black reported that:

- a) She had attended the Jubilee Celebrations.
- b) She had investigated the ownership of the wall on the corner of Mary Street and Furzeleigh Lane.

The Town Mayor's Engagements:

22.5.12 Photocall at Devon Guild as Craft Fair Sponsors
26.5.12 Induction of new minister at Baptist Church
3.6.12 Jubilee Street Party
4.6.12 Diamond Jubilee Church Service
14.6.12 Craft Fair Preview
16.6.12 Marche de France

PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 9th JULY 2012 at 7pm

Present:

The Town Mayor, Cllr Mrs A M Klinkenberg*
The Deputy Town Mayor, Cllr M J Evans

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

3 members of the public (one of whom arrived at 7.25pm)
Mrs L M Warren - Secretary
Mrs E Gedge - Secretary

The Town Mayor chaired the first part of the meeting and welcomed the newly elected Councillor, Cllr Steven Leigh who confirmed that he had signed the Declaration of Acceptance of Office as Town Councillor.

Cllr Evans chaired the remainder of the meeting and reminded Councillors that the new Registers of Interests must be completed by 23rd July 2012.

*Cllr Tregoning declared a prejudicial interest in Item PL.12/56 (i)

*Cllr Gribble declared a personal interest in Items PL.12/49, PL.12/56 (a,b,c,d,e)

PL.12/48 Apologies for absence:

The Town Clerk, Mr T J Westwood (due to family illness)

PL.12/49 Wray Valley Trail:

Consideration was given to the initial draft Heads of Term Agreement for the section of the Wray Valley Trail through Mill Marsh Park as proposed by Devon County Council. (*A copy of the draft agreement and a scheme plan previously circulated).

After considerable discussion it was

Resolved:

To accept the initial draft Heads of Term Agreement as proposed.

PL.12/50 Bovey Tracey Draft Community Masterplan:

- a) Consideration was given to the adoption of the Bovey Tracey Draft Community Masterplan (*copy previously circulated).

It was noted that this will include amendments (already submitted) relating to the options for sites allocated for future housing development in Teignbridge District Council's (TDC) Core Strategy Consultation.

- b) Consideration was given to the inclusion of the addendum (copy previously circulated) with reference to the importance of a police and fire presence in Bovey Tracey.

After clarification and comment it was

Resolved

With reference to a): To adopt the Bovey Tracey Community Masterplan including the amendments relating to sites within the parish which are allocated for future housing development as outlined above

With reference to b): To include the addendum as outlined above.

PL.12/51

Neighbourhood Plan:

Consideration was given as to whether in principle the Bovey Tracey Community Masterplan (subject to its being adopted) should become a Neighbourhood Plan.

It was noted that:

- a) Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.
- b) Neighbourhood Plans can be used as additional policies of local plans, such as the Bovey Tracey Masterplan, which affect their own communities and would take precedence once adopted.
- c) Neighbourhood Plans should be seen as a tool for getting the right types of development within a community and not as a way to refuse development or undermine the local District Council plans for the area.

(*An outline flow diagram of the Neighbourhood Plan process previously circulated for information).

- d) The Town Clerk would need to investigate:
 - i) The process needed to produce a Neighbourhood Plan in relation to undertaking a community consultation.
 - ii) The examination of the Neighbourhood Plan by an Independent Examiner.
 - iii) The public process required to adopt the plan.

Resolved:

To agree in principle to progress the matter and instruct the Clerk accordingly.

PL.12/52

Consultation - Land Adjacent to Le Molay-Littry Way (Community Land):

Ref minute no:FR&GP.12/30 - Consideration was given to the following two quotations received (*copies previously circulated) to undertake the consultation on the possible future use of the Community Land adjacent to Le Molay-Littry Way.

- a) The Community Council of Devon £6,600.00 + VAT
(+ Printing, photocopying, postage charged at cost)

It was noted that the printed questionnaires for 3,800 households will also be available on-line.

- b) Teignbridge District Council £8,635.00 (paper survey)
£1,611.00 (on-line survey)
(+ Cost of 3 local events -Staff, Display & Venues TBC)

Resolved:

To accept the quotation from the Community Council of Devon (power to spend under Local Gvt Act 1972 s141)

PL.12/53 The Old Thatched Inn:

Consideration was given to matters relating to Minute no: OT.12/06 - "The Next Stage" taken from the draft minutes of the initial meeting of The Old Thatched Inn Advisory Committee which took place on 19th June 2012 (**Draft minutes of the meeting previously circulated*).

It was noted that:

a) The minute referred to the preparation of a possible further scheme (Option 2) in addition to Option 1 - rebuilding The Old Thatched Inn to the same design prior to the fire, including the retention of the three stone walls.

b) The preparation of a second plan would provide the opportunity to consider the merits of the two options in relation to size, location, building costs and future maintenance costs.

*(*Outline plans and initial concept designs of the two options were previously circulated).*

After considerable discussion it was

Resolved:

- i) A second scheme be designed (Option 2) which will take into consideration the demolition of structures and clearance of the site to allow for a complete new build.
- ii) To consider introducing an Option 3, to allow for unforeseen circumstances arising in the future.

PL.12/54 Contemporary Craft Festival 2013:

Consideration was given to a request from the organisers of the Contemporary Craft Festival to use Mill Marsh Park and Bulland's Field from 7th to 9th June 2013 in order to hold the event again. The actual dates when the two open spaces will be needed will be from 1st to 12th June 2013.

Resolved:

To defer the decision until the next Recreation, Parks & Property (RP&P) Committee meeting on 23rd July 2012

Under Standing Order 16 the following item was brought forward as Urgent Business:

PL.12/55 Historic Car Rally - Mill Marsh Park:

Consideration was given to a request from Cllr Allen that the planned booking of Mill Marsh Park on 14/15 July 2012 by the organisers of the Historic Vehicle Rally should not be allowed to take place. This was due to the very wet weather causing the ground to be waterlogged and unsuitable for vehicles.

Resolved:

To regretfully notify the organisers immediately that the Town Council cannot allow the event to take place in Mill Marsh Park due to the wet conditions.

PL.12/56 Consideration of Planning Applications:

Consultation received from Devon County Council (DCC):

- a) 12/01942/DCR3 Consultation from DCC under Town and Country Planning General Regulations 1992 for provision of route for pedestrians and cyclists as part of the Wray Valley Trail at Mill Marsh Park for DCC. Observations: No objections.

DNPA Applications listed to 8.6.12: None for BT.

TDC Applications listed to 8.6.12:

- b) **12/01779/VAR** Variation of Condition 2 on planning permission 09/01254/COU to allow retention of portable cabins and continuation of use until 31st July 2015 at land at the junction of Cannon Road and Battle Road, Heathfield Industrial Estate for Bovey Tracey Town Council.
Observations: Noted.

DNPA Applications listed to 15.6.12: None for BT.

TDC Applications listed to 15.6.12:

- c) **12/01571/FUL** Enlarge existing garage including garden room over (revised scheme) - retrospective application at 19 Pottery Road for Mr J Lilley.
Observations: The Town Council does not support this application for the following reasons:
The proposed extension:
i) Will overlook neighbouring properties resulting in a loss of privacy.
ii) Will result in the overdevelopment of the site.

It was noted that if officers of the District Council are minded to approve the application, Cllr Mrs Klinkenberg will request that a) it is considered by the Development Control Committee and b) a site meeting takes place.

- d) **12/01823/TPO** Pruning of three chestnut trees at Devon House, Devon House Drive for Mr E Parry.
Observations: No objections providing the application is supported by the arboriculturist at TDC.
- e) **12/01863/COU** Change of use of former paddock to use as domestic curtilage, ground profiling and erection of an ancillary building at Nirod, Furzeleigh Lane for Mr M Snow.
Observations: The Town Council does not support this application for the following reasons:
i) The application would introduce development into open countryside.
ii) The proposal is outside the Town Development Boundary
iii) There would be extra traffic movement on a very narrow lane.
- f) **12/01872/TPO** Felling of two trees at Rowans, Brimley Grange, Brimley Road for Mr R Slape.
Observations: The Town Council does not support this application as it objects to the loss of two mature trees .

Application with Amended Description:

- g) **12/01575/MAJ** Outline - Mixed use commercial (B1) and residential development (C3). All matters reserved other than layout at RMS Motors, Pottery Road for Mrs J Penny.
Observations: Noted.

DNPA Applications listed to 22.6.12: None for BT.

TDC Applications listed to 22.6.12:

- h) **12/01919/MAJ** Outline application for office block and ten industrial units (approval sought for access) at site opposite Templar House, King Charles Business Park, Heathfield for Hymec Group.
Observations: No objections.

- i) 12/01921/OUT Outline application for demolition of bungalow and erection of 2 dwellings (all matters reserved) at Cherill, Avenue Road for Mr & Mrs M Durnford.
**Having declared a prejudicial interest, Cllr Tregoning left the meeting at 7.55pm and returned at 7.57pm.*
Observations: No objections.
- j) 12/01995/FUL Single storey conservatory, kitchen and utility extensions, and new dormer windows at Ashwell, East Street for Mr A Pearce.
Observations: No objections.
- k) 12/02000/CAN Pruning of one eucalyptus tree at The Old Manse, Mary Street for Ms J Merrilees.
Observations: The Town Council agreed to support the decision of the arboriculturist at TDC.

DNPA Applications listed to 29.6.12:

- l) 0145/12 & 0146/12 (LBC) Amended plans: Demolition of existing single and two-storey additions (forming existing holiday let) and alteration, repair and conversion of redundant barn to holiday accommodation at Shewte Farm for Mrs J Henderson.
Observations: No objections.

TDC Applications listed to 29.6.12:

- m) 12/02039/CON Demolition of former Fritt Shop and part former Steam Shop at RMS Motors, Pottery Road for Mrs J Penny.
Observations: The Town Council does not support this application because the site is within the town's Conservation Area.
- n) 12/02080/TPO Pruning of 6 trees at 11 Rendells Meadow for Mr P Short:
T1: Ash - to coppice
T2: Hawthorn - to reduce by 50%
T3: 1 Oak - to reduce lowest primary to upright growth point
T4-T6: 3 Oaks - to reduce to 6m approx in height
Observations: Town Council agreed to support the decision of the arboriculturist at TDC.

Consultation Received from Devon County Council (DCC):

- o) DCC/3406/2012 Replacement of existing aluminium sash windows with new at Bovey Tracey Primary School, Abbey Road for DCC.
Observations: No objections.

PL.12/57 Planning Decisions:

- a) Approvals: Noted.
TDC:
i) Replace existing extension, garage & wall with pitched roof & side & rear extension (extension of time limit) at 11 Heathfield Close (N/O)
ii) 2 door canopies at Heathfield House, Ashburton Road (N/O)
iii) Single storey front extension at 18 St Peters Close (N/O in principle with reservations)
- DNPA:
i) Roofing of existing agricultural building (216sqm) to house livestock at Forder Farm (N/O)
ii) Single storey kitchen extension to house and extension to outbuilding for private office use at Holne Brake, Manaton Road (N/O)
- b) Refusal: Noted.
DNPA:
i) Addition of 3 stables & lean-to at land at Templar Way, Haytor Road (N/O)

The Town Council's submitted observations (No objections- N/O: Objections- O)

General Planning Matters brought forward by Councillors:

- a) **Cllr Mrs Klinkenberg** informed Councillors that applications for:
 - i) 50 acres of solar panels at Tedburn St Mary had been refused
 - ii) 650 dwellings at Heale, Newton Abbot had been approved.
- b) **Cllr Arnold** reported that he had received a complaint from neighbours regarding the construction of terrace at the rear of De Tracey's. Cllr Mrs Klinkenberg agreed to contact Mr Steve Hobbs at TDC.
- c) **Cllr Kelly** commented on a letter published in the Mid Devon Advertiser regarding the Community Land on Le Molay-Littry Way.
- d) **Cllr Allen** also commented on the letter, forcefully condemning it.
- e) **Mrs Warren** reported that a complaint had been received in the office regarding the siting of the portable toilet in the Cemetery. Councillors agreed that it should be moved to a less prominent position.

The meeting closed at 8.25pm.

RECREATION, PARKS & PROPERTY (RP&P) COMMITTEE HELD IN THE TOWN HALL
ON MONDAY 23rd JULY 2012 at 7pm

Present:

The Town Mayor, Mrs A M Klinkenberg*

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr E Kelly
Cllr R J Ashby	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary
One member of the public

The meeting was chaired by Cllr Allen.

Cllr Gribble declared a personal interest in Items RP&P.12/46, RP&P.12/48 & RP&P.12/51

RP&P.12/44 Apologies for Absence:

Cllr M J Evans (attending another meeting)

Cllr Leigh expressed his willingness to serve on all committees of the Town Council.

RP&P.12/45 Consideration of minutes of previous meeting held on 28.5.12:

With reference to Item RP&P.12/37 (toilet facilities at Cemetery) it was noted that a suitable portable toilet has been hired on a temporary basis and is now sited in a suitable location in the Cemetery (*power to spend under Public Health Act 1875 s164).

RP&P.12/46 Accounts:

The Financial Accounts paid up to 20.7.12 were received and approved (*copies circulated at the meeting).

RP&P.12/47 Mill Marsh Park:

Consideration was given to the current state of the ground in Mill Marsh Park with particular reference to the forthcoming events arranged to take place in the Park in the next two weeks.

The following points were noted:

- i) The Historic Car Rally had not taken place due to the damage done to the surface in the wet weather, by vehicles from a previous event. However, the ground is drying out and the damage is now minimal.
- ii) The three skips in Mill Marsh Park and the one in Bullands Field can now be removed.
- iii) In future it will be essential for all skips to be placed on a hard surface if possible.
- iv) The Carnival "Picnic in the Park" has taken place. It was a well organised event and all litter was removed.
- v) It would be advantageous to agree with hirers where equipment etc is to be placed in future.

Resolved:

- a) To allow planned events to take place while the weather is dry.
- b) To instruct Cllr Allen and the Town Clerk to monitor the situation during the summer.

RP&P.12/48 Contemporary Craft Festival:

Further consideration was given to a request from the organisers of the Contemporary Craft Festival to use Mill Marsh Park and Bullands Field from 7th to 9th June 2013 in order to hold the event next year.

It was noted that:

- i) The actual date when the two open spaces will be required will be from 1st to 12th June 2013.
 - ii) Areas of the park are yet to recover from the last event.
- After discussion it was

Resolved:

- a) To allow the event to take place in 2013 subject to the usual conditions.
- b) To liaise with the organisers in order to stress the necessity of repairing the park once the event is finished, by levelling and re-seeding.

RP&P.12/49 Bank and Adjacent Water Course at Bullands Field:

Consideration was given to a request from Savills on behalf of Mrs P G Jones and others (**copy of letter & basic plan previously circulated*) enquiring if the Town Council would be interested in acquiring the freehold interest in the wooded bank which currently borders Bullands Field as well as the old watercourse.
After discussion it was

Resolved:

To decline the offer.

RP&P.12/50 Communications Group:

Cllr Kelly gave an update from the Communications Group and Mr Westwood thanked the members of the group for their help and expertise.
It was noted that a short written report will be circulated prior to the next meeting.

RP&P.12/51 Old Thatched Inn Advisory Committee (OTIAC):

Cllr Mrs Klinkenberg gave an update following the recent meeting of the Committee on 16th July 2012.
It was noted that Chris Long (architect at TDC) has requested a more definite brief regarding size and requirements in order to provide two designs for public consultation. The committee is meeting again on 25th July 2012 to discuss the matter further.

RP&P.12/52 Recess Arrangements:

Arrangements for the summer recess were considered. It was

Resolved:

To note that:

- a) The recess period will take place between Monday 30th July and Monday 27th August 2012.
- b) The staff will arrange to open the Town Council's Office each morning or at least between 10.30am and 12.30pm on Mondays, Wednesday and Fridays.

- c) Planning applications received during the recess will be available for inspection in the Town Council office w/c 6.8.12 & 20.8.12.
- d) Chairmen and Vice-Chairmen are particularly requested to inspect and comment on planning applications. Other Members are also welcome to inspect and comment.

Under Standing Order 16, the following two items were brought forward as Urgent Business:

RP&P.12/53 Request for access across Town Council land:

Consideration was given to a request from Mrs Manley, Bradley Road to use the Town Council land at Rendell's Meadow so that a crane can access her property.

After clarification it was

Resolved:

To defer a decision until Cllr Mrs Klinkenberg has verified any relevant planning permission.

RP&P.12/54 Community Land - Le Molay-Littry Way:

Consideration was given to a letter from Mr Venn of "Inoxgroup" requesting a meeting to discuss the possibility of the company either promoting the land for development or purchasing it.

After discussion it was

Resolved:

To instruct the Clerk to draft a reply, after consultation with the District Council's solicitor regarding the actual wording of the reply, to inform the company that the land is not for sale.

RP&P.12/55 Matters brought forward by the Town Clerk & Councillors:

- a) Mr Westwood invited all Councillors to Mrs Liz Westwood's book launch which is to be held in the Heritage Centre on 4th August 2012 at 11am.
- b) Cllr Elphick reported that:
- i) A traffic light in Cannon Road is not working.
 - ii) There is a huge pothole in Old Newton Road which is in need of urgent repair due to the danger it poses to traffic.
- c) Cllr Mrs Kerswell reported that:
- i) Vehicles are parking in front of the barrier between Mill Marsh Park and the car-park beside the Scout Hall on Wednesday mornings.
 - ii) A resident of Storrs Close had complained that only the grass of the football pitch in Bullands Field had been cut. It was noted that the surrounding grass is being cut every three weeks.

All Councillors were reminded to return their Registers of Interests.

The meeting closed at 7.45pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 23rd JULY 2012 at 7.45pm

Present:

The Town Mayor, Cllr Mrs A M Klinkenberg*

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

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The meeting was chaired by Cllr Ashby

*Cllrs Bray, Gribble & Klinkenberg declared a personal interest in Item PL.12/60 (e).

PL.12/59 Apologies for absence:

Cllr M J Evans (attending another meeting)
Cllr Ms C O Richardson

PL.12/60 Consideration of Planning Applications:

TDC Applications listed to 29.6.12:

- a) **12/01998/FUL** Single storey rear extension at 89 Churchfields Drive for Mrs P Towle.
Observations: No objections.

TDC Applications listed to 6.7.12:

- b) **12/02155/TPO** Felling of five trees, pruning of ten trees at Unit 1, Lower Mill for Mr M Wills.
Observations: No objections providing the application is supported by the arboriculturist at TDC.

DNPA Applications listed to 6.7.12: None for BT.

TDC Applications listed to 13.7.12:

- c) **12/02207/FUL** Retention of decking at 16 St Pauls Close for Mr D Rowe
Observations: No objections.
- d) **12/02177/FUL** Extension of garage to front at 46 Kiln Close for Dr D Smith
Observations: No objections.

DNPA Applications listed to 13.7.12: None for BT.

TDC Applications listed to 20.7.12:

- e) **12/01736/FUL** External alterations to side elevation to create new window and door at Town Hall Garage, Fore Street for J P Sibley & Son.
Observations: No objections.

- f) **12/02222/FUL** Alterations to existing garage to form first floor for use as store at 8 Fairfield Close for Mr T Andrews.
Observations: The Town Council does not support this application as it considers the proposed extension will result in overdevelopment of the site.
It was noted that if officers of the District Council are minded to approve the application, Cllr Mrs Klinkenberg will request a) it is considered by the Development Control Committee and b) a site meeting takes place.

DNPA Applications listed to 20.7.12:

- g) **0405/12** Agricultural building for storage of tools and equipment (50sqm) at land at Higher Elsford for Mr M A Crescens.
Observations: No objections.

PL.12/61 Planning Decisions: Noted.

- a) Approvals:

TDC:

- i) Extension & alterations at Cherryfield, Bradley Road (O)
ii) Change from office to tearoom at Parke (N/O)

- b) Refusal:

TDC:

- i) Change from garage to living accommodation at 2 Cavalry Drive (N/O)

The Town Council's submitted observations (No objections- N/O: Objections- O)

PL.12/62 General Planning Matters brought forward by Councillors:

Cllr Gribble reported that he had attended the consultation held at Heathfield regarding the planned improvements at Drumbridges Roundabout. It was noted that only the Heathfield councillors were notified of the consultation in time to attend and not all members of the Town Council.

The meeting closed at 8.15pm.

FINANCE, RESOURCES AND GENERAL PURPOSES (FR&GP) COMMITTEE
HELD IN THE COUNCIL CHAMBER ON MONDAY 3rd SEPTEMBER 2012 at 7pm

Present:

The Town Mayor, Cllr Mrs Klinkenberg*
The Deputy Town Mayor, Cllr M J Evans

Cllr A Allen	Cllr E Kelly
Cllr U Arnold	Cllr Mrs A J Kerswell
Cllr Mrs D E M Black	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning
Cllr G J Gribble**/*	

In attendance:

Mrs L M Warren - Secretary
Mrs E Gedge - Secretary
Two members of the public

Cllr Gribble chaired the meeting.

FR&GP.12/43 Apologies for absence:

Cllr R J Ashby (on holiday)
Mr T J Westwood - Town Clerk (due to family illness)

FR&GP.12/44 Consideration of minutes of previous FR&GP Committee meeting held on 11.6.12:

Ref minute FR&GP.12/39 (Diamond Jubilee stained glass window). Cllr Mrs Kerswell reported that she was waiting for the decision of the Church Authorities.

FR&GP.12/45 Accounts & Financial Statement:

- i) Ref the account from SWW addressed to K M Courtier, it was noted that previous work had been carried out on behalf of the Town Council.
- ii) Ref the account from Bovey Tracey Youth Action, it was noted that the Town Council was supporting the Youth Café financially.

The Financial Statement dated 3.9.12 was received and the accounts were approved for payment (*copies circulated at the meeting*).

FR&GP.12/46 Annual Return for the year ended 31.3.12 - External Auditor's Report:

It was noted that:

"On the basis of our review, in our opinion (the Audit Commission) the information contained in the Annual Return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

Cllr Gribble complimented the staff to behalf of Town Council for the work which had been done recording and presenting the accounts for the External Auditor.

FR&GP.12/47 Old Thatched Inn Advisory Committee (OTIAC):

An update was received from the OTIAC following its recent meetings.

It was noted that a plan (Option 5) to demolish the existing structures and replace them with a new single storey building to accommodate the Bovey Tracey Information Centre, a community space, Town Council Office and external public toilets will be considered by the committee on 5th September 2012 and recommendations will be put forward for the Town Council to consider following that meeting.

Consequently, Cllr Mrs Klinkenberg needs to receive any suggested amendment to the plans by that date.

**The following information was previously circulated:*

- a) Concept plans for Option 5.
- b) Cost comparisons of a rebuild of the Old Thatched Inn against a new-build.
- c) A copy of a letter from the Environment Agency agreeing in principle to this proposal of a re-aligned building set back from the highway and the restoration of the culverted "main river" leat to an open feature.

FR&GP.12/48 Staff Matters:

It was noted with regret that Mrs Gedge has formally notified the Town Council of her wish to retire from her position with effect from Wednesday 26th September 2012 (ref minute no:PL.12/15).

FR&GP.12/49 Young Citizen of the Year Award 2012/13:

Consideration was given to a request that the Working Group responsible for organising this award last year would repeat the process for 2012/13.

It was noted that the current Councillors who are members of this sub-committee are Cllrs Allen, Mrs Black, Evans and Kelly.

Cllr Allen had produced a briefing note outlining the responsibilities of the Working Group (**circulated at the meeting*).

Resolved:

To appoint Cllrs Allen, Mrs Black, Evans and Kelly to serve on the Working Group which will organise the Award for 2012/13.

FR&GP.12/50 Devon Association of Local Councils (DALC) Annual Conference:

Consideration was given to nominating Members who are interested in attending the DALC Annual Conference on Saturday 6th October 2012 at Westpoint, Exeter (**details previously circulated*).

Resolved:

To nominate Cllr Kelly to attend for a cost of £20 (**power to spend under Local Gvt Act 1972 s144*).

FR&GP.12/51 Local Plan - Development Plan Document 2013-2033 Draft Submission:

Cllrs Mrs Klinkenberg and Gribble provided Members with an update on the revisions contained in the Draft Local Development Plan relating to Bovey Tracey following the Core Strategy Consultation in March 2012 (**a detailed plan circulated prior to the meeting*).

FR&GP.12/52 Matters brought forward by Councillors:

- a) Mr Westwood provided copies of the Cricket Club Lease for Councillors to study which were circulated at the end of the meeting.
- b) Cllr Allen reported on the progress of the Public Consultation regarding the Town Council's land on Le Molay-Littry Way.
It was noted that:
 - i) The Community Council of Devon (CCD) had received all public submissions
 - ii) A time-line for 2012/13 would be produced.
 - iii) A public event will be held in the Methodist Church Hall in the morning of Saturday 13th October 2012 so that members of the public can express their views.
 - iv) The Draft Questionnaire for distribution to all households in the parish is being finalised.
 - v) The Communications Group will be meeting Mrs Lesley Smith (DDC), again in the near future.

The meeting closed at 7.39pm.

Accounts paid up to 20.7.12

		£
11.6.12	Castles of Dawlish	27.54
"	Devon Contract Waste Ltd	861.24
"	Total Event Hire Ltd	872.28
"	R V Rance	26.99
"	K M Courtier Ltd	504.30
"	PHS All Clear Ltd	299.52
14.6.12	Refund of Half Marathon entry fees	270.00
19.6.12	K Gautrey	120.00
"	N Brock	630.00
"	Boyces at Manstree	975.60
"	EDF Energy Customers plc	545.56
"	S W Water Ltd	2.51
"	Teignbridge District Council	298.20
26.6.12	Sound & Visual Systems Ltd	402.54
"	Firewatch SW Ltd	355.06
"	P Horrell	87.50
"	Mole Valley Farmers Ltd	23.50
"	Bovey Tracey Youth Action	416.66
"	South West Highways Ltd	325.14
"	Devon Contract Waste Ltd	16.80
2.7.12	N Brock	280.00
"	Devon & Cornwall Newspapers Ltd	144.00
"	Mrs A J Kerswell	5.18
"	Elizabeth Westwood (Traidcraft)	61.50
17.7.12	PHS All Clear Ltd	230.88
"	S W Water Ltd	16.19
"	Teignbridge District Council	323.03
"	Civil Solutions Ltd	33.59
"	Sound & Visual Systems Ltd	672.00
"	E Bowden & Sons	10.80
"	K J Thulborn Contractors & Engineers Ltd	2309.31
"	Robin Ray Ltd	50.00
"	Castles of Dawlish	42.72
"	Miss E Evans	50.00
		<u>11290.14</u>

Wages/Salaries5419.24Direct Debits

28.6.12	Can Networks Ltd	51.67
2.7.12	Pulse8Broadband	22.00
"	Aviva	457.92
"	Ing Lease (UK) Ltd	1164.00
4.7.12	UK Fuels Ltd	60.35
5.7.12	Orange Payt.	34.82
		<u>1790.76</u>

Accounts paid up to 31.8.12

		£
24.7.12	Teignbridge District Council	94.50
"	Event Hire Solutions	126.00
"	Mant Leisure	576.00
"	Firewatch SW Ltd	342.16
"	Ecotricity	10.71
1.8.12	S W Water Ltd	101.43
"	Devon & Cornwall Newspapers Ltd	500.00
"	Jeffery's	50.00
"	Shaw & Sons Ltd	333.60
"	Event Hire Solutions	86.40
9.8.12	Teignbridge District Council	170.00
"	S W Water Ltd	24.07
"	N Brock	880.00
"	E Bowden & Sons	28.99
"	PHS All Clear	492.96
"	SPS Marketing Ltd	658.80
"	Devon & Cornwall Newspapers Ltd	36.00
"	EDF Energy 1 Ltd	77.90
"	Arnolds	93.57
"	Teignbridge District Council	250.95
"	Bovey Tracey Youth Action	416.66
"	K J Thulborn Contractors & Engineers Ltd	1914.72
20.8.12	Dartmoor Heathers & Gardens	1857.00
"	EDF Energy Customers plc	70.91
"	Teignbridge District Council	2241.60
"	R W Hubbard	36.25
"	John Margetts	<u>180.00</u>
		<u>11651.18</u>

Wages/Salaries

5380.40

Direct Debits

27.7.12	Can Networks	56.37
30.7.12	Ecotricity	115.53
"	Ecotricity	69.48
1.8.12	Aviva	457.92
"	Pulse8Broadband	22.00
6.8.12	Orange Payt.	36.02
8.8.12	UK Fuels Ltd	165.83
28.8.12	Can Networks	<u>53.20</u>
		<u>976.35</u>

PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 3rd SEPTEMBER 2012 at 7.42pm

Present:

The Town Mayor, Cllr Mrs Klinkenberg*
The Deputy Town Mayor, Cllr M J Evans

Cllr A Allen	Cllr E Kelly
Cllr U Arnold	Cllr S P Leigh
Cllr Mrs D E M Black	Cllr Ms C O Richardson
Cllr R A Bray	Cllr M Tregoning
Cllr D K Elphick	
Cllr G J Gribble**/*	

**County Cllr
District Cllr

In attendance:

Mrs L M Warren - Secretary
Mrs E Gedge - Secretary

The meeting was chaired by Cllr Evans.

*The following Councillors declared a personal interest:

Cllr Bray - Agenda item PL.12/64(a)
Cllr Mrs Klinkenberg - Agenda item PL.12/64(a)
Cllr Kelly - Agenda item PL.12/64(e)

PL.12/63 Apologies for absence:

Cllr R J Ashby (on holiday)
Cllr Mrs A J Kerswell
The Town Clerk, Mr T J Westwood (due to family illness)

PL.12/64 Consideration of Planning Applications:

TDC Applications listed to 17.8.12:

- a) 12/02250/LBC Internal alterations to facilitate separation of the commercial business from the dwelling house to include reinstatement of previous openings and blocking up of existing openings on side elevation at 82 Fore Street for J P Sibley & Son.
Observations: No objections.
- b) 12/02550/TPO Felling of one poplar tree at 49 Prince Rupert Way, Heathfield for Mr Hardwick.
Observations: No objections providing the arboriculturist at TDC supports the application.

DNPA Applications listed to 17.8.12:

- c) 0463/12 Change of use of holiday accommodation to ancillary accommodation at Shaptor Farm for Mrs E Sanders-Dundas.
Observations: No objections.

TDC Applications listed to 24.8.12:

- d) 12/02622/FUL Change of use of former paddock to use as domestic curtilage to include engineering works to re-profile the land at "Nirod", Furzeleigh Lane for Mr M Snow.
Observations: The Town Council does not support this application because the site is in open countryside and should remain as such.

- e) **12/02505/FUL** Subdivide dwelling to form two dwellings - one unit to be used for holiday lets at Little Bovey Farm for Mr D Curtis.
Observations: No objections.
- f) **12/02631/TPO** Pruning of one oak tree at 22 Churchfields Drive for Mr A Thomas.
Observations: No objections providing the arboriculturist at TDC supports the application.

DNPA Application listed to 24.8.12:

- g) **0468/12** Composting of green waste for on-farm use at Bullaton Farm for Devon Waste Management Ltd.
Cllr Evans explained various points in relation to the application which caused considerable discussion.
Observations: The Town Council does not support the application for the following reasons:
 - i) There would be an increase in traffic movement along a very narrow and steep lane which would cause congestion and danger.
 - ii) The road surface is unsuitable for heavy traffic.

PL.12/65 Planning Decisions: Noted.

- a) Approvals:

TDC:

- i) Outline application for demolition of bungalow and erection of two dwellings (all matters reserved) at Cherill, Avenue Road (N/O).
- ii) Provision of route for pedestrians & cyclists as part of the Wray Valley Trail at Mill Marsh Park (N/O).

DNPA:

- iii) Agricultural building for storage of tools and equipment (50sqm), land at Higher Elsford (N/O).

The Town Council's submitted observations (No objections- N/O: Objections- O)

PL.12/66 General Planning Matters brought forward by Councillors:

Cllr Elphick reported that an extension had been built to a property at the junction of Musket Road and Naseby Drive, Heathfield and Cllr Evans agreed to contact TDC for details.

The meeting closed at 8.05pm.

REPORT OF COUNCIL BUSINESS CONSIDERED DURING THE RECESS PERIOD - JULY/AUGUST 2012

The Town Mayor, Deputy Town Mayor, Chairmen and Vice-Chairmen of the RP&P, FR&GP and Planning Committees were given authority at the RP&P Committee meeting held on Monday 23rd July 2012 (minute no:RP&P.12/52) to view planning applications and general correspondence during the recess in order to make relevant comments. The following report gives details of action taken.

R.12/01 Consideration of Planning Applications:

TDC Applications listed to 20.7.12:

- a) **12/02264/FUL** First floor extension above existing garage and first floor windows on south elevation at 27 The Oaks for Mr & Mrs Ogley.
Observations: No objections in principle but concern expressed over the proposed bedroom window which overlooks a neighbouring property therefore potentially causing the loss of privacy for that property.

DNPA Application listed to 20.7.12: None.

TDC Applications listed to 27.7.12:

- b) **12/02210/LBC** Installation of a wood burning stove and kitchen sink with associated drainage connecting into the existing drainage outside the nearby stables at Parke for the National Trust.
Observations: No objections.

- c) **E2/08/51** Making a provisional Tree Preservation Order (TPO) at Cannons Commercials, Fairfax Road, Heathfield.
Observations: No objections

DNPA Application listed to 27.7.12: None.

TDC Applications listed to 3.8.12:

- d) **E2/08/52** Making of provisional TPO for 6 Alder & two Pines trees at land at Cannon Commercials, Fairfax Road, Heathfield.
Observations: No objections.

DNPA Applications listed to 3.8.12: None

TDC Applications listed to 10.8.12:

- e) **12/02360/COU** Renewal of application 09/01503/COU for temporary use for 3 years of 450sqm of mezzanine floor space to display/retail purposes at Prestige Furniture, Battle Road, Heathfield for Mr R Ash.
Observations: No objections.

- f) **12/02488/FUL** Single storey extension to the rear at Moorlea, Avenue Road, for Mr Hooker.
Observations: No objections.

DNPA Applications listed to 10.8.12: None.

R.12/02. Planning Decisions: Noted

Approvals:

a) TDC:

- i) Two dwellings with detached double garages and associated access road at Moorhayes, De Tracey Park (N/O)

- ii) Variation of Condition 2 on planning permission 09/01254/COU to allow retention of portable cabins and continuation of use until 31st July 2015 at site at Cannon Road/Battle Road, Heathfield for BTTC (Noted)

iii) Replacement of existing aluminium sash windows with new providing that the opening method is traditional vertically sliding sash only, instead of the top-hinged opening units currently proposed which would be considered conspicuous and would cause harm to the historic character and appearance of the Bovey Tracey Conservation Area at Bovey Tracey Primary School, Abbey Road for DCC (N/O)

iv) Two storey extension to rear and side of existing dwelling, demolition of existing garage and erection of new garage at Home Orchard, Haytor Road (N/O)

v) Single storey conservatory, kitchen and utility extensions and new dormer windows at Ashwell, East Street (N/O)

vi) Single storey rear extension at 89 Churchfields Drive (N/O)

vii) Coppicing of one tree, pruning of five trees at verge on south side, Rendalls Meadow (N/O)

viii) Pruning of one Eucalyptus tree at The Old Manse, Mary Street (N/O)

ix) Felling of five trees, pruning of ten trees at Unit 1, Lower Mill (N/O)

b) DNPA:

i) Extensions at nos.11 & 12 Hawkmoor Cottages (N/O)

ii) Certificate of Lawful Use or Development at Beulah Chalets, Eucalyptus Plantation, Chapple Road (N/O)

iii) Demolition of existing single and two-storey additions (forming existing holiday let) and alteration, repair and conversion of redundant barn to holiday accommodation at Shewte Farm (N/O)

c) TDC - Split Decision:

Felling of two trees at Rowans, Brimley Grange, Brimley Road (O)

Permission to remove Oak tree

Refusal to remove Sycamore tree

Refusals:

d) TDC:

i) Pruning of three Chestnut trees at Devon House, Devon House Drive (N/O)

ii) Change of use of former paddock to use as domestic curtilage, ground profiling and erection of an ancillary building at Nirod, Furzeleigh Lane (O)

Appeals:

e) DNPA - Against refusal of full planning permission for the addition of three stables and lean-to storage/implement store at land at Templar Way, Haytor Road (N/O - with concern expressed regarding development in open countryside)

Town Council's submitted observation: No Objection -N/O; Objection - O.

R.12/03. Correspondence: None

BOVEY TRACEY TOWN COUNCIL – OLD THATCHED INN ADVISORY COMMITTEE
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 19TH JUNE 2012 at 7pm.

Present:

The Town Mayor, Cllr Mrs A Klinkenberg
Cllr A Allen
Cllr R Ashby
Cllr R Bray
Cllr E Kelly
Cllr Mrs A Kerswell
Mr P Hall (Architect)
Ms E Steer (representing Devon Guild of Craftsmen & Information Centre Trust)

In attendance:

Mr C Long (TDC Property Services)
Ms M Pearce (TDC Conservation Officer)
Mr T Westwood – Town Clerk
Mrs L Warren – Secretary

OTI.12/01 Appointment of Chairman:

It was agreed that the Town Mayor, Cllr Mrs Klinkenberg would Chair the Committee.

OTI.12/02 Introductions:

Introductions were made.

OTI.12/03 Apologies:

Mr K Presland.

OTI.12/04 Current Planning Framework and Site History:

Ms Pearce outlined the current planning framework and the history of the site since the fire in July 2008. It was noted that English Heritage had requested that the three remaining stone walls are retained and incorporated into a proposed scheme.

OTI.12/05 Preliminary Plans:

Mr C Long (TDC Property Services) following instructions from the Town Council had prepared a scheme (option 1) incorporating the retention of the three walls. This scheme included the provision of a meeting room, offices, kitchen area, information centre, staff toilets together with public toilets located as a separate facility.

OTI.12/06 Next Stage:

A discussion took place regarding the retention of the three remaining walls and consideration was given to exploring the possibility of applying for planning permission for full demolition which would allow a complete new build. It was noted that if this option was acceptable a building could be designed that could in the future be extended.

After further discussion it was agreed that an item be placed on the Planning Committee meeting agenda for 9th July 2012 to consider the preparation of a further scheme (option 2) for a new build. Consideration could then be given to the merits of the two schemes.

The Town Clerk circulated to members of the Committee an e-mail from Mr Presland detailing some suggestions.

OTI.12/07 Date of next meeting: Monday 16th July 2012 at 7pm.

The meeting closed at 8.05pm.

BOVEY TRACEY TOWN COUNCIL – OLD THATCHED INN ADVISORY COMMITTEE
MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 16TH JULY 2012 at 7pm

Present:

The Town Mayor, Cllr Mrs A Klinkenberg
Cllr A Allen
Cllr R Ashby
Cllr R Bray
Cllr Mrs A Kerswell
Mr P Hall (Architect)
Mr K Presland (Architect)
Ms E Steer (representing Devon Guild of Craftsmen & Information Centre Trust)

In attendance:

Mr C Long (TDC Property Services)
Ms M Pearce (TDC Conservation Officer)
Mrs L Warren – Secretary

OTI.12/08 Apologies:

Mr T Westwood (Town Clerk).

OTI.12/09 Consideration of minutes of the previous meeting held on 19.6.12:

- i) Mr Presland referred to the suggestions he had forwarded to the meeting and enquired if these had been considered.
- ii) Mr Hall referred to the greater benefit of a new build and considered English Heritage would be unlikely to object to the demolition of the three walls.
- iii) A discussion took place regarding the possible re-using of the stone from the walls.

OTI.12/10 Preliminary Plans for Option 2:

Mr Long provided an update on progress to date. He displayed and explained the preliminary schemes. This included an alternative scheme for a new building situated further east in the car park which also incorporated a new town square. However due to flood risks, as detailed in a letter from the Environment Agency which was circulated at the meeting, it was considered that this was not a viable option.

Option 2: This scheme provides a two storey new building incorporating Town Council offices, meeting rooms, staff toilets, kitchen areas together with an Information Centre and public conveniences incorporated into a tower feature with a gable or faceted end on the eastern side of the building. It was noted that consideration could be given to the actual siting of this building as it could be located further east in the car park. However this would involve negotiations and possible land purchase from TDC.

A lengthy discussion took place regarding the accommodation requirements and it was agreed to arrange a further meeting to compile a design brief to be forwarded to Mr Long.

OTI.12/11 Timescale:

It was noted that following receipt of the design brief Mr Long would then incorporate the requirements in to the preliminary plans Option 1 and Option 2 for further consideration.

Ms Pearce left the meeting at 8.30pm.

OTI.12/12 Appointment of a CDM Co-ordinator:

Mr Hall explained that it was necessary for the Town Council to appoint a CDM Co-ordinator to meet the current Health and Safety regulations. Mr Hall advised that one quotation had been received by the Town Clerk but he considered further quotations should be obtained for consideration.

OTI.12/13 **Dates of next meetings:** Wednesday 25 July 2012 at 7pm to prepare a design brief.
Wednesday 15 August 2012 at 7pm.

The meeting closed at 8.40pm.

BOVEY TRACEY TOWN COUNCIL – OLD THATCHED INN ADVISORY COMMITTEE
MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 25th JULY 2012 at 7pm

Present:

The Town Mayor, Cllr Mrs A Klinkenberg
Cllr A Allen
Cllr R Ashby
Cllr R Bray
Cllr Mrs A Kerswell
Cllr E Kelly
Mr P Hall (Architect)
Mr K Presland (Architect)
Ms E Steer (representing Devon Guild of Craftsmen & Information Centre Trust)

OTL.12/14 Apologies:

Mr T Westwood (Town Clerk), Mr C Long

OTL.12/15 Consideration of minutes of the previous meeting held on 19.6.12:

Held over to the meeting on 15.8.12

OTL.12/16 Compilation of a Design Brief for the Old Thatched Inn

Mr Hall suggested the most appropriate way forward is for the Advisory Committee to produce a full design brief for Mr C Long. This design brief will provide exactly what is required to be accommodated in the building. Following lengthy discussion it was decided the following basic requirements were suggested:

Town Clerk's Office/Private meeting room: 10m²
Bovey Tracey Town Council Office: 30m²
Community Space: 150m² (second floor)
Toilets (x2): 80m² (total)
Tourist Information Centre: 40m² (to include 17m of linear wall space and 'vacuum cleaner' windows)
Storage (possibly shared and divided into locked areas for different users): 50m²
Kitchen: 10m²
This total: 370m²

Based on an approximate build cost of £2000m², this would mean a cost of £740,000 ex VAT, fees and legal costs for a two storey building.

What needed to be considered in any design was the concept of flexible space, that would allow space to be expanded (such as allowing entrance hall to be opened into a community space) as well as the option to look at future possible expansions of the building (upwards or outwards).

OTL.12/17 Other Uses

A further discussion took place to consider other possible uses of space within the building. The two main options considered included a dedicated office for the police and what consequences this would have to the building and staff. Is there a need to accommodate a badminton court?

Reference was made to the current consultation process regarding the land adjacent to the Le Molay Littry Way. Depending on the outcome of the consultation, if there was a plan to provide some form of community space on the site, this could alleviate the need for community space within the planned rebuild to be overly large at this stage.

OTI. 12/18 **Next Stage**

Members were requested to forward to Cllr Kelly any further suggestions on the use of the building and requirements for the different uses of the building. Cllr Kelly agreed to co-ordinate these responses and forward them to the Town Clerk who would in turn consult with Mr Long regarding the suggested design brief, with a view to Mr Long producing a more defined concept plan for the next meeting.

Date of the Next Meeting:

15th August 2012