

BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE TOWN HALL
ON MONDAY 12TH NOVEMBER 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 E Kelly
Cllr R J Ashby	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	

**County Cllr
*District Cllr

In attendance:

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

Mr T J Westwood - Town Clerk
Mrs L M Warren

** Cllrs Evans, Elphick, Leigh and Gribble declared a personal interest in agenda item FC.12/49.

Cllr Mrs Klinkenberg proposed the following:

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of items brought forward under Standing Order 16 due to two items relating to confidential matters regarding the Town Council staff and a matter relating to the declaration of interests by Members, these items should be considered in the absence of the public and press.

Resolved:

Agreed.

FC.12/42. Apologies for absence:

Cllr Mrs A J Kerswell (due to a bereavement).

**Public Participation Session:

*Commenced at 7.05pm and finished at 7.15pm (*Report attached).*

FC.12/43. Minutes:

The minutes of the previous Full Council Meeting held on 17.9.12 were confirmed as a true record and duly signed by the Town Mayor, Cllr Mrs Klinkenberg (*copy previously circulated).

FC.12/44. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 15.10.12 was received and adopted (*copy previously circulated).

FC.12/45. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 29.10.12, the Financial Statement dated 29.10.12 and the Accounts paid up to 26.10.12 were received and adopted (*copies previously circulated).

FC.12/46. Planning Committee:

The Reports of the meetings held on 1.10.12, 15.10.12 & 29.10.12 were received and adopted (*copies previously circulated).

FC.12/47. Young Citizen Award 2013 Working Party:

It was noted that the Chairman is now Cllr Evans.
The Report of the meeting held on 10.10.12 was then received and adopted (*copy previously circulated).

FC.12/48. The Town Mayor's Interests:

A list of functions and activities attended by the Town Mayor was presented for inclusion in the attached Report.

***A short adjournment took place from 7.20pm to 7.25pm to allow for questions, reports and representations by County, District and Town Councillors (*Report attached).*

FC.12/49. Planning Application 12/03015/MAJ - Bradley Road:

Ref. minute no. PL12/76(e) - Consideration was given to submitting a written request to Teignbridge District Council (TDC) to prepare a Section 106 Agreement if TDC have a mind to approve the application. The Section 106 Agreement to include financial contributions for the following community facilities:
General improvements to parks and open spaces.
Multi-use games area.
Active recreation.
Indoor recreation.
Financial contribution directly related to other community facilities which could be affected by this development, if approved, i.e. Youth Café, Phoenix Hall, Information Centre.
Improvements to the highway access from the A38 at the Chudleigh Knighton junction to provide improved access to the proposed employment area within the proposed development.

Resolved:

To forward a request to TDC for a Section 106 Agreement to be prepared, if TDC has a mind to approve the application, to include the above mentioned items.

FC.12/50. Young Citizen of the Year Award 2013:

It was noted that Cllr Mrs Black has relinquished her position on this Committee and Cllr Leigh has agreed to take Cllr Mrs Black's place. Cllr Evans thanked Cllr Mrs Black for her work and welcomed Cllr Leigh to the Committee.

FC.12/51. For Information: Noted.

20.11.12 - Bovey Tracey Heritage Trust AGM - 7.30pm - Phoenix Hall.
7.12.12 - Christmas Lights Switch On - 6.00pm - Union Square.
17.12.12 - Carol Service - 7.30pm - PPT Church.
The Town Clerk distributed to Members a copy of TDC Local Plan 2013-2033 Proposed Submission (Publication) Representation Form. It was

noted that consideration will be given to the Local Plan at the Planning Committee meeting on 26.11.12.

All members of the Police, Press and public left the meeting at 7.30pm.

Under Standing Order 16 the following items were brought forward as confidential business:

FC.12/52. Staffing Arrangements:

Mr Westwood, the Town Clerk, thanked the Councillors for the consideration and understanding extended to him during his personal difficulties.

He explained the current staffing arrangements at the Town Council office following the retirement of Mrs Gedge. It was noted that due to the lack of facilities and current employment legislation the Town Council has been advised that it is inappropriate to advertise for staff at present. Councillors suggested options that could be considered to acquire additional administrative support if necessary.

FC.12/53. Planning Application 12/03015/MAJ - Bradley Road:

Consideration was given to letter received from the applicant of planning application 12/03015/MAJ. Prior to providing a reply regarding the matters raised in the letter the Town Clerk advised that, on behalf of the Town Council, he will seek the advice of the Devon Association of Local Councils and the Monitoring Officer at TDC.

The meeting closed at 7.58pm.

BOVEY TRACEY TOWN COUNCIL

Report of the questions, reports and representations which took place during the adjournments of the Town Council meeting on Monday 12th November 2012.

Reports and comments from members of the public:

PCSO Paul Wilson gave his report stating that:

- a) 16 crimes had been recorded recently; 4 incidents involved young people.
- b) He referred to the vandalism which had occurred at the Cemetery.

Rev. Kevin Hooke reported that:

- a) Fr. Tom Dawson had been appointed to take over at St. John's Church in the spring of next year.
- b) Fr. James Flynn is now the priest at the Holy Spirit Church.
- c) Paul Field will be taking part in concert at the Baptist Church on 24.11.12. The concert is being staged to discourage the trafficking movement.
- d) The Carol Service will be held at PPT church on 17.12.12.

Mr John Savage thanked the Town Council for negotiating the removal of the Bradley Road site from the Local Plan.

Mr Paul Beecher thanked the Town Council for arranging the Consultation Event on 13.10.12. He enquired if a similar event would be held regarding the re-development of the Old Thatched Inn site and the future of the Town Hall. The Town Clerk advised that the Old Thatched Inn Advisory Committee is currently involved with the preparation of a scheme. When the plans are available a Consultation Event will be arranged, probably in January 2013.

Mr P Ogley referred to the Bradley Road planning application and enquired about the Town Council's observations and Section 106 Agreement. The Town Clerk explained that it was usual to request a Section 106 Agreement for any development exceeding six properties.

Mr C Uzzell stated his objections to the Bradley Road planning application.

Mr I Brina referred to a forthcoming planning application and enquired when it would be considered by the Town Council.

Reports from County, District and Town Councillors:

DCC, TDC and Town Cllr Gribble had attended various meetings including the following:

Devon Playing Fields Association, Wray Valley Trail, Dartmoor National Park Authority and Devon and Somerset Fire Service.

He also reported that the manhole covers in Newton Road were now level with the road surface.

District Cllr Mrs Klinkenberg had attended Development Control, Overview and Scrutiny and Regulatory and Appeals meetings at TDC and chaired the meetings of the Old Thatched Inn Advisory Committee. She noted that the Remembrance Day Service was well attended.

Cllr Allen had attended the Consultation Event on 13.10.12 and extended thanks to Mrs Lesley Smith of DALC for her attendance. He noted that the consultation questionnaires were now being analysed and it was hoped a report would be available before Christmas.

Cllr Evans had attended a Civic Reception at Stover School, Civic Service and Reception at Newton Abbot, Remembrance Day Service.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 26th NOVEMBER 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:

Mr T J Westwood - Town Clerk
Mrs L M Warren
Mr T Baker

The meeting was chaired by Cllr Evans.

Prior to the commencement of the meeting the Town Clerk advised that following variations made to the Code of Conduct it will be necessary to amend the Councillors' Declaration of Interests procedure. It was noted that the new procedures will be implemented early next year.

Cllr Evans welcomed Mr T Baker of Strategic Land Partnerships.

PL.12/79. Apologies for absence: None.

PL.12/80. Consideration of Planning Applications:

TDC Applications listed to 26.10.12:

- a) 12/03189/FUL Two storey extension to north-west elevation, provision of enlarged raised terrace and raising of adjacent fencing along south-east boundary (extension of time limit application to replace permission 09/02831/FUL) at 53 Churchfields Drive for Mr & Mrs Goodhew.
Observations: No objections.
- b) 12/03221/FUL Timber building for pottery studio/workshop at the Edgemoor Hotel, Lowerdown for Mr S Crow.
Observations: No objections.

DNPA Applications listed to 26.10.12:

- c) Withdrawn Application: Noted.
0263/12 Installation of a bridge over the River Bovey and upgrade of existing track at Pullabrook Wood for the Woodland Trust.

TDC Applications listed to 2.11.12:

- d) 12/03085/FUL Raising of roof height to create full first floor level of living accommodation at Rest Harrow, Thorn Cross for Mr L Brina.
***Cllr Gribble declared a personal interest.**
Observations: No objections.
- e) 12/03121/FUL Three industrial units at Unit 7, King Charles Business Park, Heathfield for Mr M Chambers.
Observations: No objections.

Withdrawn Applications: Noted.

- f) 12/02489/OUT Single Storey dwelling with garage (all matters reserved) at Moorview, Old Newton Road, Heathfield for Mr E O'Keeffe. Noted.
- g) 12/02777/COU Change of use and conversion of hotel to eight dwellings at Coombe Cross Hotel, Coombe Lane for Ms A Walker.

DNPA Applications listed to 2.11.12: None for BT.

TDC Applications listed to 9.11.12:

- h) 12/03309/FUL Demolition of existing stable block and construction of a new stable block (extension of time limit application to replace permission 09/03509/FUL) at land at NGR 280887 78068 to west of Blenheim Terrace for Mrs E Lewis.
Observations: No objections.

DNPA Applications listed to 9.11.12:

- i) 0578/12 Erection of two signs for Ullacombe Farm Shop on Haytor Road for Mr & Mrs M Pilkington.
Observations: No objections.

TDC Applications listed to 16.11.12:

- j) 12/03402/OUT Single storey dwelling with garage (all matters reserved) at Moorview, Old Newton Road for Mr E O'Keeffe.
Observations: The Town Council does not support this application because:

- i) The proposed development would be cramped, overdeveloped and unsympathetic with the character of the site and surroundings.
ii) The proposed private amenity space around the proposed property would create an unacceptable impact on the living conditions of future occupiers and those occupying surrounding properties by way of overlooking and lack of privacy.

DCC Application:

- k) MD/PRE/0614/2012 Request for scoping opinion. Planning application for the development of consented mineral reserves in respect of Chudleigh Knighton and Clay Lane ball clay sites, Chudleigh Knighton. It was noted that this is a pre-planning enquiry. It was agreed that the Town Clerk will consider the details and respond accordingly.

PL.12/81 Planning Decisions: Noted.

- a) Approvals:

TDC:

- i) Single storey rear extension at 78 Lower Cannon Road, Heathfield. (N/O)
ii) Erection of two storey stable, store for fodder and machinery at land and agricultural buildings known as Wyches Oak. (N/O)
iii) Alterations to front garden to provide additional parking at Pineholm, High Close. (N/O)
iv) Telecommunication pole at land adjacent to 27 Brimley Vale. (N/O)
v) Pruning of two trees at Devon House, Devon House Drive. (N/O)

DNPA:

- i) Change of use of holiday accommodation to ancillary accommodation at Shaptor Farm. (N/O)

- b) Refusals: None

- c) Appeal Decision - Appeal Dismissed:

- i) Alterations to garage to provide additional living accommodation at 2 Cavalry Drive, Heathfield. (N/O)

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

PL.12/82

The Old Thatched Inn Advisory Committee (OTIAC)- Application for De-listing:

Members considered a proposal from the OTIAC for the Town Council to make an application to English Heritage to de-list the building as the building has lost all its architectural and historic interest and should be demolished. Currently, with the assistance of the OTIAC, the Town Council is in the process of preparing plans for a community building on the site.

Resolved:

To make an application to English Heritage to de-list the Old Thatched Inn.

PL.12/83

The Old Thatched Inn Advisory Committee (OTIAC)- Appointment of a CDM Co-ordinator:

a) Members considered a proposal from the OTIAC for the Town Council to appoint a CDM Co-ordinator. As the project to construct a new community building on the site progresses, the Town Council is legally required to appoint a Construction, Design and Management Co-ordinator (CDM). The main duties of a CDM Co-ordinator under the Construction (Design & Management) Regulations 2007 are to:

- i) Integrate health and safety into the project management infrastructure right from the start of the project.
 - ii) Identify potential risks as early as possible so they can be alleviated.
 - iii) Identify the efficient use of health and safety resources.
 - iv) Minimise unnecessary bureaucracy.
- A CDM Co-ordinator must be appointed on all projects lasting more than 30 days.

b) If Members agree to the appointment of a CDM Co-ordinator, the Town Council has received an initial quotation from Health & Safety Associates (**copy of quotation previously circulated*) based on a re-build cost of £475K. The company is one of the leading CDM Co-ordinator specialists in the construction industry. Members are requested to consider appointing this company as the CDM Co-ordinator for this project and further to instruct the Town Clerk to obtain an updated quotation based on a build cost of £750K.

Resolved:

- a) In principle to appointment a CDM Co-ordinator.
- b) To obtain a further two quotations to be considered with the quotation from Health & Safety Associates.

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

PL.12/84

Public Conveniences at The Old Thatched Inn Development:

The Town Clerk reported that Mr Long of TDC Property Services had advised that the design layout would include three unisex toilets with baby changing facilities plus a toilet for the disabled. It was considered that this provision was adequate.

PL.12/85

Grimspound Border Morris Dancers:

Consideration was given to a letter from the Grimspound Border Morris Dancers requesting the opportunity to meet with the Town Council to discuss holding a "May Fayre" for 2013 in the town.

Resolved:

To invite representatives to attend the full Council Meeting to be held at Heathfield Community Centre on 21 January 2013.

PL.12/86

Community Path:

The Town Clerk advised that work is due to commence on 3 December and it was necessary for the access licence to be signed on behalf of the Town Council.

Resolved:

To nominate the Town Mayor, Cllr Mrs Klinkenberg to sign the access licence on behalf of the Town Council.

PL.12/87

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

Cllr Mrs Kerswell reported:

- i) that a parishioner had enquired if the area around the Old Thatched Inn could be tidied up.
- ii) that water was running down Furzeleigh Lane and she understood that this was due to a blocked manhole further up the Lane.
- iii) that she had attended a meeting together with Cllr Gribble regarding the future of the hospital. She advised that a public NHS board meeting will held on 28.11.12 where a proposal will be considered to close the hospital to in-patients.

Cllr Gribble advised that he has arranged for Councillors and the Chairman of the League of Friends to meet with Mel Stride MP in the Council Chamber on 30.11.12 at 12 noon to discuss the issues relating to the hospital. It was agreed to invite a representative of the local medical practice to attend the meeting.

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of this item regarding the emerging TDC Local Plan, this item should be considered in the absence of the public and press

PL.12/88

Teignbridge District Council's Emerging Local Plan:

Mr T Baker of Strategic Land Partnerships gave a short presentation regarding possible future development and the emerging TDC Local Plan.

Cllr Evans thanked Mr Baker for attending the meeting and he then left the Council Chamber at 8.12pm.

Further discussions took place regarding the number of homes included in the Local Plan.

The meeting closed at 8.15pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 10th DECEMBER 2012 AT 7.00pm

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 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

**County Cllr
* District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs L M Warren

The meeting was chaired by Cllr Allen.

RP&P.12/69 Apologies for Absence:

Cllr D K Elphick (unwell)
Cllr M Tregoning (unwell)

Prior to the commencement of the meeting the Town Clerk referred to the Code of Conduct and explained the variations regarding the declaration of interests.

Cllr Gribble declared a pecuniary interest in Agenda item RP&P.12/77.

RP&P.12/70 Consideration of minutes of previous meeting held on 15.10.12:

Ref. Item RP&P.12/68 (Councillors' Training Update). It was noted that this will take place on 28.1.13 in the Council Chamber at 7pm.

RP&P.12/71 Accounts:

The Financial Accounts paid up to 7.12.12 were received and approved (*copies circulated at the meeting).

RP&P.12/72 Football Goals - Mill Marsh Park:

Consideration was given to replacing the set of permanently fixed football goals in Mill Marsh Park. It was noted that the previous set was removed for Health and Safety reasons as the bases of both posts were deteriorating due to rust. A replacement set of goals will cost in the region of £400.00+VAT.

Resolved:

To purchase a replacement set of goals. (Power to spend Public Health Act 1875 s164).

RP&P.12/73 Bovey Tracey Cricket Club (BTCC):

Consideration was given two requests from BTCC (*copy of e-mails previously circulated):

- i) To undertake ground works to the area of the Recreation Ground used mainly for car parking.
- ii) Clarification on who is responsible for the maintenance of the drains located at the front of the Cricket Pavilion. It was noted that the drains were installed in March 2003 at the request of BTCC at a cost of

£1300.00+VAT. The cost of the installation was shared equally between BTTC and the Town Council.

Resolved:

- i) To decline the request.
 - ii) The Town Clerk will arrange to have drains checked. It was noted that any necessary works to the drains would be at the expense of BTCC.
- * Cllr Gribble reported that a cement mixer has been left in the vicinity to the Pavilion for some time.

RP&P.12/74 Bovey Tracey Hospital:

Cllr Allen thanked Cllr Gribble for arranging the meeting on 1.12.12 with Mel Stride MP, representatives of the Hospital League of Friends, Riverside Surgery and Members of the Town Council regarding the proposed closure to in-patients at the Hospital. Cllr Allen gave a report of the meeting and it was noted that Torbay and S Devon Health and Care Trust is now undertaking a public consultation until 13.2.13 regarding the proposal. It was unclear if members of the public were able to respond or only stakeholders.

Cllr Evans left the Council Chamber at 7.35pm and returned at 7.38pm.

Following discussions it was

Resolved:

To make further enquiries of the Torbay and S Devon Health Care Trust to clarify the consultation process.

RP&P.12/75 Community Land Consultation:

*(*Copies of the results and report of the recent consultation, undertaken by the Community Council of Devon, on the community land had been previously circulated.)*

Consideration was given to the next stage in response to the results of the consultation and to further consider placing the report on the Town Council's website - www.boveytracey.gov.uk

Resolved:

- i) To await the results of the hydrographical survey before giving further consideration to the matter.
- ii) To place the report on the Town Council's website and arrange a press release.

RP&P.12/76 Bovey Tracey - Teignbridge Towns & Village Project:

*(*Copies of the report produced by LHC on behalf of TDC had been previously circulated.)* It was noted that the report provides initial concept design proposals for the various locations in Bovey Tracey in relation to improving the public realm following consultation with the Town Council, local businesses and parishioners during the past six months. It was noted that the next stage could be to consider formally adopting either all or some of the suggested concept design proposals and to incorporate these into the current Bovey Tracey Masterplan.

It was agreed to allow Members sufficient time to study the report before further considering the matter in February 2013.

RP&P.12/77 Plan Teignbridge:

*Cllr Gribble left the Council Chamber at 7.53pm.

*Cllr Leigh declared a personal interest.

Following the previous circulation of copies of the TDC Local Plan 2013-2033 Proposed Submission (Publication) Representation Form, Members

considered appropriate responses to the proposed policies relating to the parish. The responses are to be submitted to TDC by 19.12.12
After consideration it was

Resolved:

To support the following policies:

S19 Bovey Tracey, BT1 Dean Park, BT2A North of Indio House, BT2B Coal yard site, BT2C Old Newton Road, BT2D Abbey Road Primary School site, BT3 Challabrook, BT4 Land off Le Molay-Littry Way, BT5 Town Centre, BT6 Heathfield.

*Cllr Gribble returned to the Council Chamber at 8.15pm.

RP&P.12/78 Christmas and New Year Arrangements:

It was noted that the office will close at 12.30pm on 21.12.12 and re-open at 9.00am on 2.1.13. The Town Clerk will be available to deal with any burial enquiries for a short time on 24, 27, 28 & 31.12.12.

RP&P.12/79 Matters brought forward by the Town Clerk & Councillors: (*for information)

Cllr Allen reported that:

- i) work had commenced on the Wray Valley Trail.
- ii) the clearing up undertaken by TDC following the floods had been good.

Cllr Gribble confirmed that a drop-in event, arranged by the Environment Agency and DCC for residents affected by the floods, will be held at the Methodist Church Hall on 12.12.12 between 1pm and 7pm.

Mr T J Westwood (Town Clerk) reported that:

- i) The retaining stones in the riverbank at Mill Marsh Park will need to be replaced in the summer.
- ii) The children's play area in Mill Marsh Park is closed as the floods have damaged the safety surface. It was noted the insurance company and contractors are inspecting the damage.
- iii) Tree work, part of the Wray Valley Trail project, was progressing.
- iv) Reminded Councillors of the Carol Service on 17.12.12.

The meeting closed at 8.20pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 10th DECEMBER 2012 AT 8.22pm.

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 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

**County Cllr
* District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs L M Warren

The meeting was chaired by Cllr Evans.

PL.12/89 Apologies for absence:

Cllr D K Elphick (unwell)
Cllr M Tregoning (unwell)

PL.12/90. Consideration of Planning Applications:

DNPA Applications listed to 16.11.12:

- a) **0594/12** Erection of first floor extension, internal alterations to create additional living accommodation, granny annex, bee keeping facilities and home office at Forder Cottage, Shewte Cross for Ms S Harle & Mr & Mrs N Mountford.
Observations: No objections.

TDC Applications listed to 23.11.12:

- b) **12/03468/FUL** Demolish existing garage and replace with two storey extension including balcony and single storey on south elevation at 9 Langaller Close for Mr & Mrs Mitchell.
Observations: No Objections.

DNPA Applications listed to 23.11.12: None for BT.

TDC Applications listed to 30.11.12:

- c) **12/03580/TPO** Pruning of one tree at land adjacent to 55 Priory for Mrs N Barker.
Observations: No objections providing the TDC arboriculturist supports the application.

DNPA Applications listed to 30.11.12: None for BT.

PL.12/91 Planning Decisions: Noted.

- a) Approvals:

TDC:

- i) Extension on south elevation to provide ground and first floor accommodation and rear conservatory at Lyndhurst, 3 Coombe Close. (N/O)

- ii) Demolition of former Fritt Shop and part former Steam Shop at RMS Motors, Pottery Road. (O)
- iii) Retention of 450 square metres of mezzanine floorspace to display/retail purposes. (N/O)
- iv) Outline - Mixed use commercial (B1) and residential development (C3) (approval sought for layout) at RMS Motors, Pottery Road. (O)

DNPA:

- i) Composting of green waste for on-farm use at Bullaton Farm. (N/O)

DCC:

- i) Change of use from storage and distribution to metal recycling facility at Unit 1 & 2, Station Park, School Road, Heathfield. (O)

- b) Refusals: None

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

PL.12/92 General Planning Matters brought forward by Councillors: (*For information only).

Cllrs Ashby and Mrs Kerswell reported that they had attended the site inspection at Bradley Bends.

The meeting closed at 8.28pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 7TH JANUARY 2013 AT 7PM.

Present:

The Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen	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 Ms C O Richardson
Cllr D K Elphick	Cllr M Tregoning
Cllr G J Gribble**	

**County Cllr

* District Cllr

In attendance:

Mr T J Westwood - Town Clerk.

Two members of the public

The meeting was chaired by Cllr Gribble.

Cllr Gribble opened the meeting and introduced three representatives of Torbay and S Devon Health and Care NHS Trust who updated Members on the current public consultation process regarding the options for care in Bovey Tracey. (*A copy of the consultation leaflet had previously been circulated.)

During the presentation another member of public entered the Council Chamber at 7.30pm.

The representatives of the NHS Trust left the meeting at 7.40pm.

FR&GP.13/01 Apologies for absence:

Cllr U Arnold (holiday)
Cllr M J Evans (holiday)

FR&GP.13/02 Consideration of minutes of previous FR&GP Committee meeting held on 29.10.12: None.

FR&GP.13/03 Accounts & Financial Statement:

The Financial Statement dated 7.1.13 was received and the accounts were approved for payment (*copies circulated at the meeting).

Mr Westwood, Town Clerk, left the Council Chamber at 7.38pm and returned at 7.43pm to undertake further photocopying.

FR&GP.13/04 Dispensation for Councillors in Respect of the Budget Process:

Consideration was given to the recommendation in respect of the precept setting process - agenda item FR&GP 13/05 and to formally approve the dispensation request for all Town Councillors to participate in the precept process for the financial year 2013/14. (*Background information and a sample dispensation request form previously circulated on 20.12.12). Dispensation request forms for Councillors to sign were circulated.

Resolved:

To formally approve the dispensation request to allow Town Councillors to participate in the precept process for the financial year 2013/14. All members present duly signed their dispensation request forms and returned them to the Town Clerk.

FR&GP.13/05 Budget & Precept for 2013/14:

Consideration was given to the following:

- i) Adopting the suggested budget for 2013/14 (**copy previously circulated*).
- ii) Setting the precept figure for 2013/14 at £188,855.00 (**details previously circulated*). The Town Clerk provided an update of the implications of the newly introduced Council Tax Support Scheme.

Resolved:

- i) To agree to the suggested budget for 2013/14 as presented.
- ii) To set a precept of £188,855.00

FR&GP.13/06 Cemetery - Grave Digging Fees for 2013:

Consideration was given to adopting the revised fees, to take effect from 1.2.13, based on a 2% increase (rounded up) for the digging and preparation of graves by Mr N Brock, the Town Council's appointed gravedigger.

The current fees are:

£320 per new double depth grave	revised fee £327.
£280 per new single depth grave	revised fee £286.
£280 to open an existing double grave	revised fee £286.

Resolved:

To agree to the revised fees as set out above to take effect from 1.2.13.

FR&GP.13/07 Bovey Tracey Activities Trust (BTAT):

Ref. minute no FR&GP.12/07. Consideration was given to extending BTAT's permission for the use of Mill Marsh Park car park on Wednesday mornings for a further 12 month period to 31.1.14. The current agreement (**copy previously circulated*) is due to terminate on 31.1.13.

Resolved:

To agree to renew the agreement with BTAT as outlined above.

FR&GP.13/08 Teignbridge Community Infrastructure Levy - Consultation on the Preliminary Draft Charging Schedule:

The Government has introduced a mechanism to allow Local Authorities to charge a levy on new development to provide for the infrastructure needs that arise from new development. The Community Infrastructure Levy (CIL) can

be charged on all new development in an area and is based on floor space.

In order to charge CIL on new development Teignbridge District Council (TDC) has to assess the economic viability of development and identify infrastructure requirements for the area. Having published this evidence the TDC has now created a Preliminary Draft Charging Schedule which sets out the proposed rates of CIL for different development on a £ per square metre basis, identifies relevant charging zones and sets out proposed instalment policies for payment (**copy of the Charging Schedule for retail and residential uses previously circulated*).

Teignbridge District Council (TDC) is now inviting representations on the Preliminary Draft Charging Schedule from the Town Council by 25th January 2013. It was noted that the full document can be viewed at www.teignbridge.gov.uk/cil. Consideration was given to appropriate responses to be forwarded to TDC.

Resolved:

To forward to TDC the following observations:

It is noted the proposed CIL rate for new houses in Bovey Tracey is £300 per sq. metre. This does seem to be a high charge in comparison to Mid Devon District Council (proposed £113 per square metre) and a charge that any prospective developer will have to pass onto purchasers. This charge, coupled with S106 Agreements, including a percentage provision for affordable homes required as part of a development, may well deter developers from building in Bovey Tracey on the sites allocated within the Teignbridge Draft Local Plan and choose areas of the District which attract a lower CIL rate. The high CIL rate for this parish may also deter those seeking to purchase a new affordable home on those proposed developments. CIL is a tax on development and the concern is that small scale housing development may not be viable in this parish.

The Town Council has serious concerns over the proposal to divert income generated from the CIL to anywhere in the district, rather than restricting at least a percentage of the income raised to be used in the parish where the development is to take place. Therefore the Town Council recommends that a percentage, to be agreed, of CIL should be returned to the parish where the development takes place.

FR&GP.13/09 Bovey Tracey Football Club (BTFC)

An invitation has been received BTFC, to consider nominating a Town Councillor to attend a meeting of BTFC on Monday 14th January 2013 (time and venue TBC). BTFC are trying to raise funds to create another grass pitch at the Western Counties Ground. The project is fully supported by the Devon FA. This will entail BTFC applying for funding from various bodies. For that application to have any merit, as well as the full backing of the Devon FA, it is also essential for BTFC to

have local authority backing. The meeting will include members of BTFC, plus representatives of the Devon FA, and is being called, so BTFC can structure their proposal. Cllr Gribble has been invited to the meeting in his capacity at a Teignbridge and Devon County Councillor.

Resolved:

To nominate Cllr Allen

FR&GP.13/10 Training Evening:

Ref. min. no. RP&P 12/68. It was noted that a Training Evening for Councillors will be held on 28th January 2013 at 7.00pm in the Council Chamber. Cllrs Allen and Mrs Kerswell offered their apologies.

FR&GP.13/11 Matters brought forward by Councillors: (*for information only).

Cllr Kerswell commented on the Christmas lights and Carol Service.

Cllr Allen reported that he had attended the recent meeting regarding flood prevention, organised by DCC and commented that it had been an informative event.

The meeting closed at 8.18pm.

**BOVEY TRACEY TOWN COUNCIL
BUDGETED INCOME & EXPENDITURE &
PROPOSED PRECEPT 2013/2014**

2013/2014:

Total Budgeted Expenditure 2013/2014	£	
Total Budgeted Income (deduct)		215,055
Indicative Council Tax Support Scheme (CTSS) Grant (deduct)		26,200
Bovey Tracey Town Council CTSS subsidy		16,550
		2,020

£170,285

To maintain the current level of services provided by the Town Council (please refer to attached Budget Forecast for 20013/14), it will require an operating precepted income of £148,855.00 for 2013/2014, plus an additional £40,000 to provide sufficient capital towards the provision of a new building on the Old Thatched Inn site.

Proposed Precept 2013/2014: £170,285 Based on 2659.1 Band D Properties*

Precept 2012/2013	£188,855	£64.04 per Band D property
Precept 2011/2012	£148,855	£50.32 per D Band property
Precept 2010/2011	£148,855	£50.33 per D Band property

Precept figure for 2013/2014 for a Band D property £64.04 – No increase

Current Annual Cost per Property for 2012/13:

Band Rates for 2013/14 taking into account the revised housing tax base, the CTSS Grant & BTTC subsidy to maintain the current Band Rates for all properties.

	2012/13 Band Rates HTB 2949.2	Adjusted Precept Total for 2013/14 Based on HTB of 2659.1 Band D Properties with CTS of £16,550	Annual Increase for 2013/14 Property without subsidy	Adjusted Precept Total with a subsidy of £2020 from BTTC & Band rates for 2013/14
Precept Figure	£188,855	£172,305	£172,305	£170,285
Band A (6/9 Band D)	42.66	43.20	0.54	42.66
Band B (7/9 Band D)	49.77	50.40	0.63	49.77
Band C (8/9 Band D)	56.88	57.60	0.72	56.88
Band D (9/9 Band D)	64.04	64.80	0.76	64.04
Band E (11/9 Band D)	78.21	79.20	0.99	78.21
Band F (13/9 Band D)	92.43	93.60	1.17	92.43
Band G (15/9 Band D)	106.65	108.00	1.35	106.65
Band H (18/9 Band D)	127.98	129.60	1.62	127.98

HTB: House Tax Base CTSS: Council Tax Support Scheme BTTC: Bovey Tracey Town Council

* The calculation of the precept figure is based on the estimated number of Band D properties for 2013/14 – 2659.1. The number of equivalent Band D properties for 2012/13 was 2949.2, a reduction of 290.1 due to the introduction of the new council tax support scheme

Income	Budget 2011/12	Actual 2011/12	Budget 2012/13	Inc. to 31.12.12	Budget 2013/14
Precept	148855.00	148855.00	188855.00	188855.00	170285.00
Council Tax Support Scheme (CTSS)	0.00	0.00	0.00	0.00	16550.00
CTSS Subsidy	0.00	0.00	0.00	0.00	2020.00
Interest	400.00	839.91	400.00	22.00	100.00
Allotments	1800.00	2130.00	1800.00	650.00	1800.00
Town Hall Lettings	4000.00	5967.00	4000.00	4379.00	4000.00
Burial Fees	12000.00	26527.00	12000.00	15543.00	12000.00
Other income	3500.00	5106.77	3500.00	4582.00	3500.00
Cemetery Grant (TDC)	4185.00	0.00	0.00	0.00	0.00
P3 & Other Grants	6000.00	5287.50	1000.00	0.00	1000.00
Christmas Lights	2250.00	1924.00	3000.00	989.00	2000.00
Britain in Bloom	1800.00	1980.00	1800.00	1780.00	1800.00
Half Marathon - 2012 (cancelled)	0.00	2941.00	3000.00	270.00	0.00
Diamond Jubilee - 2012	0.00	893.40	0.00	3823.00	0.00
Heritage Centre	0.00	0.00	0.00	2885.00	0.00
Total	184790.00	202451.58	219355.00	223778.00	215055.00
Expenditure	Budget 2011/12	Actual 2011/12	Budget 2012/13	Exp. To 31.12.12	Budget 2013/14
Allotments	500.00	1684.58	1200.00	1117.00	1200.00
Town Hall	9000.00	6160.92	9000.00	5696.00	9000.00
Cemetery1	10000.00	11943.32	13000.00	9845.00	13000.00
Britain in Bloom	2500.00	3633.75	3000.00	3867.00	3500.00
Bus Shelters	500.00	0.00	500.00	0.00	500.00
Recreation Grounds	16000.00	91769.67	16000.00	15361.00	16000.00
Establishment Expenses	20000.00	33181.64	25000.00	18746.00	25000.00
Wages, N.I. & Pensions	87000.00	68964.35	66000.00	48999.00	66000.00
Pottery Leat	200.00	0.00	200.00	120.00	200.00
Grants Paid (inc S137 grants)	2000.00	0.00	0.00	0.00	0.00
Christmas Lights	2700.00	6555.10	4000.00	4800.00	5000.00
Election	4500.00	0.00	4000.00	5838.00	6000.00
Contingency	5000.00	0.00	5000.00	0.00	5000.00
Tourism	2500.00	0.00	500.00	549.00	750.00
Parish Paths Partnership	100.00	0.00	100.00	0.00	100.00
Diamond Jubilee Celebrations	0.00	0.00	5000.00	7267.00	0.00
Half Marathon - 2012	0.00	2049.90	0.00	357.00	0.00
Heathfield Youth Project	2000.00	0.00	2000.00	872.00	2000.00
BTYA	15000.00	10391.12	5000.00	3749.00	5000.00
The Old Thatched Inn	0.00	98992.08	40000.00	9343.00	40000.00
Heritage Centre	0.00	0.00	0.00	2885.00	0.00
CTSS Deficit	0.00	0.00	0.00	0.00	2020.00
Total	179500.00	335326.43	199500.00	139411.00	200270.00

Accounts paid up to 7.12.12

		£
29.10.12	N Brock	320.00
"	Ecotricity	16.46
"	R W Hubbard	10.98
"	Mole Valley Farmers Ltd	40.50
"	WPS Insurance Brokers	10.00
"	Teignbridge District Council	1824.00
"	Devon & Cornwall Newspapers Ltd	30.00
"	Event Hire Solutions	18.00
9.11.12	Arnolds	76.61
"	EDF Energy 1 Ltd	77.86
"	P J Bevans	249.50
"	S W Water Ltd	413.70
"	Scott Gleed	100.00
"	Bovey Tracey Youth Action	416.66
"	Mole Valley Farmers Ltd	54.81
"	Centre Line Surveys	462.00
"	Castles of Dawlish	27.54
"	E Bowden & Sons	61.02
"	B T Methodist Church	42.05
"	PHS All Clear	430.56
"	RBL Poppy Appeal	18.00
22.11.12	N Brock	320.00
"	Mole Valley Farmers Ltd	39.42
"	K J Thulborn Ltd	1046.90
"	EDF Energy Customers plc	148.95
"	PCC of Bovey Tracey	199.00
"	1 st Office Equipment Ltd	317.48
3.12.12	Robin Ray Ltd	25.00
"	B T Youth Action	416.66
"	S W Water Ltd	6.24
"	Devon Assoc. Local Councils	24.00
"	SLCC – CiLCA Management	20.00
"	Mant Leisure	44.40
"	S Electric Gas	378.30
"	Devon & Cornwall Newspapers Ltd	30.00
"	SLCC	<u>181.00</u>
		<u>7897.60</u>

Direct Debits

29.10.12	CanNetworks	47.61
1.11.12	Pulse8Broadband	22.00
1.11.12	Aviva	459.34
2.11.12	Ecotricity	75.89
2.11.12	Ecotricity	136.23
5.11.12	Orange Payt.	35.92
7.11.12	UK Fuels Ltd	71.90
28.11.12	CanNetworks	52.90
3.12.12	Pulse8broadband	22.00
"	Aviva	484.40
5.12.12	Orange Payt.	35.92
"	UK Fuels Ltd	<u>148.60</u>
		<u>1592.71</u>

Wages/Salaries5300.00

Accounts paid up to 4.1.13

		£
10.12.12	Dartmoor Heathers & Gardens	1614.60
"	K J Thulborn Ltd	473.40
"	PHS All Clear	399.36
"	S W Water Ltd	0.55
"	Post Office Ltd	215.00
"	Arnolds	<u>33.28</u>
		<u>2736.19</u>

Direct Debits

28.12.12	CanNetworks	48.75
2.1.13	Pulse8Broadband	22.00
"	Aviva	484.40
"	Ing Lease	<u>1164.00</u>
		<u>1719.15</u>

Wages/Salaries

5300.00

Financial Statement 7.1.13Accounts to be paid

	£
Max Bayles Professional Tree Care Ltd	420.00
Bovey Court Garage	192.56
Bovey Tracey Youth Action	416.66
Castles of Dawlish	27.54
Community Council of Devon	5957.08
M I Davey	250.00
Mole Valley Farmers Ltd	10.08
S D Building Services	1088.88
S W Water Ltd	0.50
Teignbridge District Council	5300.00
" " "	300.00
" " "	2491.20
Torbay Display	4800.00
T J Westwood	<u>146.90</u>
	<u>21401.40</u>

Balance in General Account:	26688.22
Account to be paid:	<u>21401.40</u>
	5286.82
Business Instant Access Account:	<u>119616.56</u>
	<u>124903.38</u>

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 7th JANUARY 2013 AT 8.20PM

Present:

The Town Mayor, Cllr Mrs A M Klinkenberg*

Cllr A Allen
Cllr R J Ashby
Cllr Mrs D E M Black
Cllr R A Bray
Cllr D K Elphick
Cllr G J Gribble**

Cllr E E Kelly
Cllr Mrs A J Kerswell
Cllr S P Leigh
Cllr Ms C O Richardson
Cllr M Tregoning

**County Cllr
* District Cllr

In attendance:

Mr T J Westwood - Town Clerk

Three members of the public.

The meeting was chaired by Cllr Ashby.

Cllr Gribble declared a personal interest in PL13/02 b - applicant a family member.
Cllr Leigh declared a business connection with the applicant in PL13/02 b.

PL.13/01. Apologies for absence:

Cllr U Arnold (holiday)
Cllr M J Evans (holiday)

PL.13/02. Consideration of Planning Applications:

TDC Applications listed to 7.12.12:

- a) 12/03622/FUL Single storey extension to west elevation and conversion of existing garage at 113 Churchfields Drive for Mr & Mrs Holland.
Observations: No objections.
- b) 12/03627/FUL Extension over existing garage to form bedroom and en-suite (including Juliet balcony) and convert garage into playroom at 1 Brimley Halt for Mr & Mrs M Gribble.
Observations: No objections.
- c) Provisional Tree Preservation Order - Noted.
E2/08/53 Land surrounding Indio House.

DNPA Applications listed to 7.12.12: None for BT

TDC Applications listed to 14.12.12:

- d) 12/03688/FUL Temporary siting of 1 and 2 storey portable cabins and 4 storage compound containers at land at eastern end NGR 282195 76935 King Charles Business Park, Heathfield for Mrs L Courtier.
Observations: No objections.

DNPA Applications listed to 14.12.12: None for BT.

TDC Applications listed to 19.12.12:

- e) 12/03744/TPO Felling of one ash tree, pruning of three trees at 21 Rendells Meadow for Mr L Tomlin. Noted.

DNPA Applications listed to 21.12.12:

- g) **0654/12** Specialist cattle unit, including principal cattle building (42.6m x 9.75m) with below ground slurry store, isolation unit and covered handling facility, plus new vehicle access at land formerly part of Aller Farm for Mr S Palmer.
Observations: No objections in principle although concerns were expressed regarding the highway access.

PL.13/03 Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Raising of roof height to create full first floor level of living accommodation at Rest Harrow, Thorn Cross. (N/O)
ii) Amendment to approved application 12/01623/FUL to include an orangery to the rear and amendments to some window arrangements at Plot 1 Moorhayes, De Tracey Park. (N/O)
iii) Three industrial units at Unit 7, King Charles Business Park Heathfield. (N/O)
iv) Demolition of existing stable block and construction of a new stable block (extension of time limit application to replace permission 09/03509/FUL) at land at to west of Blenheim Terrace.

b) Refusals:

DNPA:

- i) Erect two sign for Ullacombe Farm Shop on Haytor Road. (N/O)

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

PL.13/04 General Planning Matters brought forward by Councillors: (*For information only). None.

The meeting closed at 8.50pm.

BOVEY TRACEY TOWN COUNCIL – OLD THATCHED INN ADVISORY COMMITTEE (OTIAC)
MINUTES OF THE MEETING HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 15th AUGUST 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 K Presland (Architect)
Ms E Steer (representing Devon Guild of Craftsmen & Information Centre Trust)
Mr C Long TDC

OTI.12/19 Apologies:

Mr T Westwood (Town Clerk), Mr P Hall (Architect)

OTI.12/20 Consideration of minutes of the previous meeting held on 19.6.12 & 25th July 2012

Noted

OTI.12/21 Design Brief for the Old Thatched Inn

Following the discussion from the meeting held on 25.7.12 regarding designs and budgets, Mr Long presented Option 4, a new single story building. This had been previously circulated and presented a size of development that would best meet the available budget. Mr Hall (in notes forwarded to the meeting) had suggested that this was a good starting point, an illustration of the brief forwarded to Mr Long following the previous meeting. Mr Hall forwarded a suggestion that a small working group should be formed to include Cllrs Ashby/ Mrs Kerswell, Mr Presland, Mr Hall, Ms Steer, the Town Clerk and Mr Long. This working party can then examine the layout and use of space in the proposed design. Mr Hall acknowledged that there was urgency to the project, but rather than rushing there should be a 'hurry carefully' approach. The working party will meet on 29th August 2012, reporting back to the OTIAC on 5th September 2012

Mr Long then presented an Option 4a and 4b. These were variations on the Option 4 that moved the footprint of the building closer to the road and also re-orientated the toilets. The exact footprint of the building being the same otherwise.

OTI.12/22 Building Costs

The proposed costs for the redevelopment were discussed, Mr Long indicated the two estimates presented were for Option 1 (now discounted as an option) which was to rebuild as close as possible to the original structure, and Option 4 which was based on the current brief. Mr Long indicated that these estimates are guidelines only, as the final figure would vary according to the finish that was required on the final building. Mr Presland felt that once the whole project, on cautionary advice, would be £750,000 +. Cllr Klinkenberg indicated there are possible other funding streams available in order to bring the cost to the Town Council down to the £500,000 mark.

OTI12/23 Other Related Design Matters

Discussion took place on the viability of accommodating within this building a further large meeting room for Bovey Tracey. Cllr Klinkenberg felt that large meetings could be accommodated elsewhere, especially as there are indicators that the new school will be built at some stage.

Mr Presland felt that this was a good opportunity for the Town Council to use any money that may arise from the possible sale *Old* Town Hall to offer this towards the building of a new replacement

school school with a view to providing a big assembly hall/meeting room. Mr Presland felt that there are three options that will steer the strategic direction of the development;

1. The 'Big' Design. A building that contains all that is needed now and in the immediate future. This is unrealistic as it is unaffordable.
2. The 'Small(er)' Design. The affordable option that gives what is needed but with an option to expand when needed and affordable.
3. The 'New School' option – as above, a replacement school for the existing Bovey Tracey Primary School could be incentivised to provide some of the bigger facilities that the OTI might not be able to offer. The issue here is that these rooms are used a lot by the school for various activities out of classroom time and are not necessarily fit for purpose, or at least the purpose the Town Council would need them for. Consultation on this matter would need to be undertaken with the governing body of the primary school.

Mr Long indicated Option 4a allows the building to be moved closer to the road and then have the option to extend the building at the back at some point in the future – this would allow for any demand for a bigger building that may arise in the future. Mr Presland felt that what needed to be presented for consultation needed to look very good and be clear. The idea of a subgroup to look at this is a good idea.

There was a debate about offering the new premises to smaller groups who meet at various locations in Bovey Tracey in order for these locations to be able to open themselves up to larger meetings. Cllr Kelly advised caution as the income these small groups received be the bread and butter of the venues.

~~The Advisory Committee felt the physical footprint of Option 4a was good and there were different views about the single or double roof design. Mr Presland felt this would be better decided by looking at the layout and allowing that to dictate which is more practical.~~

Date of the next meeting: 5th September at 7.00pm

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

Present:

The Town Mayor, Cllr Mrs A Klinkenberg
Cllr A Allen
Cllr R Ashby
Cllr R Bray
Cllr E Kelly (*left the meeting at 7.45pm*)
Mr P Hall (Architect)
Mr K Presland (Architect)
Ms E Steer (Devon Guild of Craftsmen)
Mr C Long TDC

Apologies

Cllr Kerswell, T J Westwood – Town Clerk

OTI12/24 Consideration of minutes of the previous OTIAC meeting held on 15th August 2013

Noted

OTI12/25 OTIAC Recommendations from the meeting OTIAC held on 5th September 2013

i. Not to progress the original option of rebuilding the OTI to its previous exterior design nor to incorporate retaining the three partially remaining stone walls;

ii. To demolish the existing structure, including the three stone walls, and to replace this with a new single storey building realigned to be set back from the highway, this new building to incorporate the Town Council office, the council chamber (to be additionally used as a community space), the Bovey Tracey Information Centre, and external public conveniences. The new building would be entirely within the existing OTI site footprint.

In support of these recommendations with advice from Teignbridge District Council's (TDC) Conservation Officer, we are now in a position to indicate that English Heritage may be amenable to allowing demolition of the listed building as part of a council planning application for the above purposes, as the potential for restoring the site to its previous state is now not feasible (structurally or cost-wise). The Town Council has undertaken a number of structural surveys of the remaining structure which supports a full demolition.

The Environment Agency has also been consulted on these proposals, and has indicated its likely support in principle, suggesting the development would allow the culverted "main river" leat which runs along the front of the current building to be restored to an open feature, contributing significantly to reducing flood risk in the area.

The key reasons for the OTIAC recommending the new build option are:

- moves the building away from roadside improving the street scene when entering Bovey Tracey
- allows for restoration of the open leat along the roadside thus reducing flood risk
- avoids structural problems of rebuild as advised by TDC Conservation Officer
- removes restriction of being a listed site for future extension if required
- allows internal design to better match requirements of users
- improves daily flexibility to adjust community space to meet differing needs
- increased space for public to attend council meetings
- space at rear for possible further extension
- fully meets the space requirements as defined by the Bovey Tracey Information Centre Trustees
- allows full incorporation of public toilets within the building with access from Station Road car park
- cautionary cost estimates remain within council targets, allowing for estimated funding contributions from TDC, DCC and others
- should allow for a shorter timescale through to project completion

Approval of these recommendations will be considered at the Town Council meeting on 17th September 2012, if approved will allow the OTIAC to finalise its design work for making optimal use of space within the building, and begin the planning process.

OTI12/26 Points noted from the OTIAC meeting held on 25th September 2012

- Ref min. no. OTIAC12/25. The recommendations had been approved by the Town Council at its meeting on 17th September 2012
- A meeting with the Environment Agency and representatives of the OTIAC will be taking place on 27th September 2012
- The Town Clerk is investigating various funding options
- The exterior walls of the new building should be render rather than a stone finish to match the surrounding buildings
- Full planning permission for a demolish and rebuild will be required, not just an outline application
- The Town Clerk has the details for appointing a CDM
- Any requested responses from English Heritage are currently taking around three months
- The next meeting in November will further consider the design and materials of the building

OTI12/27 Design Proposals

Mr Long (CL) presented drawings showing possible elevations of the building and computer designed 'walk throughs' of the layout and structures of the interior of the proposed design. Plus a drawing of the building within the OTI site boundaries. Ms Steer (ES) had concerns about how displays could be placed within the Information Centre because of proposed glass walls, while being pleased with how light that part of the building would be. Action: CL and ES to hold a separate meeting to discuss requirements. It was felt that further consideration was still needed about what the rooms should be used for as well the positioning of the interior toilets, the size of the kitchen and function of the lobby area. CL agreed to revise the design to incorporate these amendments and would consult and confirm with the Town Clerk on the exact requirements for the use of the interior space in the building. Disabled access and a ramp area were discussed, and it was felt there was ample time to look at these options in more detail as planning progressed. CL agreed to circulate the amended plans by email to members for their comments.

OTI12/28 Report on the Environment Agency Meeting

Cllr Klinkenberg reported back on the meeting with the Environment Agency (EA) on 27.9.12, where the EA apologised for informing the leat could be opened up, as this had been based on old and out-of-date drawings. This removes one of the key selling points on the layout of the building.

OTI12/29 Application for the Delisting of the Building

Mr Hall (PH) proposed that an application should be made to English Heritage (EH) as soon as feasible for delisting the building. This would remove a major obstacle in the whole planning cycle. Mr P Beacham, the recently retired head of listing at EH, has agreed to assist in the application for delisting. PH was however concerned that the EH was being seriously cut back in terms of resources due to the economic situation, and this might delay things. PH also wanted to establish whether, with the building being in a Conservation Area and if special permission would be needed for demolition. CL would approach TDC's Conservation Officer about this. PH confirmed he will be meeting with the Town Clerk and CL to discuss the delisting process. The Town Clerk will be asked to commence process the application for delisting as soon as possible.

OTI12/30 Public Consultation

Cllr Ashby and others raised the issue of the proposed public consultation event, and what its scope would be. Mr Presland (KP) felt the council should revisit the original reasoning behind the OTI project, and be clear about what the building would be saying to the people of the town, and to visitors. Members were reminded that the Town Centre plan had yet to be presented, and this could and should be incorporated into our thinking. It was agreed that the earliest any public event could be held was January 2013, which ES believed was also the Town Clerk's view. This suggestion will be forwarded to the Town Council for their consideration.

OTI12/31 Design Statement

PH agreed to prepare a draft design statement for the Group's further consideration. This draft will be circulated via email for member's consideration.

Date of the next meeting: To be advised.