



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon, Wed, & Fri.

10th September 2019

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Baptist Church, Hind Street, Bovey Tracey on **Monday 16th September 2019 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

Please Note:

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

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

The Town Mayor will invite the Reverend Kevin Hooke to lead prayers for those who wish to take part before the meeting is opened.

AGENDA

- FC.19/53. **Apologies for absence**
To receive apologies for inability to attend.
- FC.19/54. **Declarations of Interest and Requests for Dispensations**
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- FC.19/55. **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 1.7.19 (*copy enclosed).
- FC.19/56. **Standing Item – Climate Emergency:**
To note the Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

The meeting will go out of session

FC.19/57. Report of the Mayor's Chaplain

To receive a report from the Mayor's Chaplain.

FC.19/58. Report of the Police

To receive the Police Report.

FC.19/59. Questions and Statements by the Public

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

FC.19/60. County, District and Town Councillor Reports

To receive reports from County, District and Town Ward Members.

FC.19/61. Reports of any Outside Bodies:

i) To receive reports of meetings of any outside bodies including those of which the Member is the Council's nominated representative:

Cllr Gribble	-	Devon Association of Local Councils
All Members	-	Teignbridge Association of Local Councils
Cllr Gribble	-	Teignbridge Rural Aid Committee
Cllrs U Arnold & Elphick	-	Bovey Tracey Heritage Trust
Cllrs Cole, Kerswell & Mills	-	Bovey Tracey Exhibition Foundation Trust
Cllr Allen	-	Bovey Tracey Information Centre Trust
Cllr Morgan-West	-	Police & Crime Commissioner Council Advocate Scheme
Cllr Allen	-	Plastic Free Bovey
Cllr Morgan-West	-	Teignbridge Dementia Action Alliance
Cllr U Arnold	-	Business for Bovey

The meeting will go back into session

FC.19/62. Business Raised by the Public:

To resolve to refer any business raised by the public in public discussion and any other matters or items of information from Councillors, to the appropriate Committee or to resolve to agree on any other action.

FC.19/63. Recreation, Parks & Property Committee (RP&P) Committee:

i) To receive and adopt the minutes of the meeting held on 15.7.19 (*draft copy enclosed).

ii) To receive and note the feedback following the neighbouring landowners consultation (*copy enclosed). (RP&P.19/43)

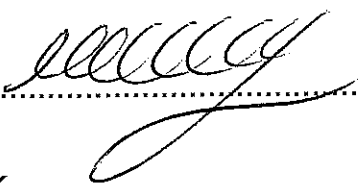
FC.19/64. Finance, Resources & General Purposes (FR&GP) Committee:

i) To receive and adopt the minutes of the meeting held on 2.9.19 (*draft copy enclosed).

ii) To consider a recommendation to approve the Stage II tender (*copy previously circulated) in accordance with budget Option 2 (*copy enclosed) for the Community Centre development. (FR&GP19/60)

iii) To consider a recommendation to extend the current Public Sector Works Loan borrowing approval for 12 months.

- FC.19/65. **Planning Committee:**
i) To **receive and adopt** the minutes of the meetings held on 15.7.19 (**copy enclosed*) & 2.9.19 & recess report (**draft copy enclosed*).
- FC.19/66. **Annual Meeting – Deferred Item:**
To **consider** a Committee recommendation to **approve** the Option Agreement Draft Heads of Terms for Brimley Field (**copy previously circulated*). (AM.19/15 iii)
- FC.19/67. **The Town Mayor’s Interests:**
To **receive and note** the Town Mayor’s engagements/announcements (**copy enclosed*).
- FC.19/68. **Operation London Bridge:**
To **consider** adopting the draft protocol (**copy enclosed*) to be put in place on the announcement of the death of the Sovereign or member of the Royal Family.
- FC.19/69. **Climate Emergency:**
To **receive and consider** any updates or actions in relation to the Climate Emergency Declaration.
- FC.19/70. **Neighbourhood Development Plan:**
To **receive and consider** any updates or actions in relation to the Bovey Parish Neighbourhood Plan.
- FC.19/71. **Strategic Plan – Town Council:**
To **consider** the development of a Strategic Plan (**report enclosed*).
- FC.19/72. **Communications Strategy:**
Item brought forward by Cllr Morgan-West to **consider** forming a Working Group (**copy draft Terms of Reference enclosed*) to develop a Communications Strategy for the Council.
- FC.19/73. **Community Events:**
To **consider** Council involvement in forthcoming parish events (**report enclosed*).
- FC.19/74. **Community Awards:**
To **consider** the continuation of existing awards and the introduction of further awards (**report enclosed*).

SIGNED.......... DATE.....*10/09/19*.....

M WELLS
TOWN CLERK

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

Reminder for Members:

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

**BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE BAPTIST CHURCH,
BOVEY TRACEY ON MONDAY 1ST JULY 2019 AT 7.00PM.**

Present:

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

Cllr A Allen	Cllr D Fletcher
Cllr J Arnold	Cllr A J Kerswell*
Cllr U Arnold	Cllr S Light
Cllr S Brooke	Cllr O Mills
Cllr J Cole	Cllr K Morgan-West
Cllr D K Elphick	

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Rev K Hooke – Chaplain to the Town Mayor
District Cllr S Morgan
One member of the press
26 members of the public

The Town Mayor, Cllr Gribble, invited the Reverend Kevin Hooke to lead prayers for those who wish to take part before the meeting is opened.

FC.19/37. Apologies for absence:

Cllr R Bradshaw – Leave
Cllr E Kelly – Leave
PCSO P Wilson - Leave

FC.19/38. Declarations of Interest and Requests for Dispensations: None

FC.19/39. Minutes:

Cllr Allen referred to AM19/10 (Reports of outside bodies) – Plastic Free Bovey. He queried if the name of the organiser was correct. No further clarification was forthcoming.

The minutes of the annual Town Council meeting held on 13.5.19 (**copy previously circulated*) were then confirmed as a true record and were duly signed by the Town Mayor.

The meeting went out of session

FC.19/40. Report of the Mayor's Chaplain:

- i) Cllr Gribble confirmed that Rev Hooke will continue as the Town Mayor's appointed Chaplain.
- ii) Rev Hooke advised that an open air service will take place at the Methodist Church on Sunday 7th July at 6.30pm.

FC.19/41. Report of the Police:

A copy of the Neighbourhood Police report for the period May to 30th June 2019 was circulated to Councillors. Cllr Kerswell referred to the increase in graffiti around the town and requested that the Police are notified.

FC.19/42. Questions and Statements by the Public:

Mr P Barker referred to the monitoring of parking in TDC's car parks. He considered that the 20 minute time slots are not closely monitored. It was agreed to report this to TDC.

Mrs C King spoke in support of the Town Council considering declaring a climate emergency. She reported on the previous achievements of Bovey Climate Action Group and noted that the town had been awarded the South West Green Energy Award 2008.

Mr A Shadrake also spoke in support of declaring a climate emergency.

Mrs S Morgan referred to the National Trust land near Bonds Meadow identified for development. She advised that local residents wish to purchase the land and are forming a chargeable incorporated organisation to progress this. If successful, the land will be retained as a wildlife sanctuary. Any assistance/advice would be much appreciated.

Mrs S Brooks & Mrs H Smith referred to the proposed governance restructure at South Dartmoor Community College. They expressed their concerns and requested support from the Town Council.

Mr P Beecher (Residents' Association) thanked all those involved in arranging the Contemporary Craft Festival. He noted the success of the event and the resulting increase in visitors to the town.

Mr L Calder reported that grassed areas in Rendells Meadow require cutting and requested that the appropriate authorities are advised.

Mr D Mcgilvray noted the excellent tarmac resurfacing work carried out in East Street and thanked all those involved.

Mrs A Green reported that the road surface in Brimley Vale is in a poor state of repair. Cllr Gribble agreed to progress the matter.

A member of the public referred to climate change and enquired about on street charging points. Cllr U Arnold provided an update.

Ms M Critchlow-Bunce referred to the proposals for Brimley Field. Cllr Allen provided an update.

FC.19/43. County, District and Town Councillor Reports

DCC, TDC & Town Cllr Gribble reported that travellers have now left the gravel store at Liverton. He noted that he had been involved in various meetings and site visits.

TDC Cllr Morgan advised that she sits on the Overview and Scrutiny Committee and is Chair of the Audit Scrutiny Committee. She is also a member of the Dartmoor National

Park Authority and advised that climate change will be considered at a meeting on 26th July.

TDC Cllr Kerswell advised that she is on the Regulatory and Appeals Committee and Planning Committee.

Cllr Brooke noted that she had attended a Stover Country Park Advisory Board meeting. She advised that run-off from the A38 has caused damage and refurbishment work is in progress. It is an ambitious project. If funding can be secured the area will be much improved and available for all to enjoy.

Cllr Allen noted that he had spent some time outside of the usual Committee Meetings, discussing various Council issues with some of the new Council Members.

Cllr J Arnold noted that he had attended regular meetings.

Cllr Light advised that the bus shelters on Battle Road had been vandalised. He noted that a meeting will take place on 3rd July with representatives of the Heathfield Youth Group and Youth Genesis.

Cllr Mills noted that he had been involved with climate emergency and Brimley Field matters.

The meeting returned to session

FC.19/44. Business Raised by the Public:

Following reference to:

- i) parking monitoring in the TDC car parks it was resolved to refer this to TDC.
- ii) grass cutting in Rendells Meadow it was resolved to refer this to the appropriate authorities.

FC.19/45. Annual Meeting – Deferred Items:

The Town Clerk provided an update and noted that the Neighbourhood Development Plan Steering Group will meet on 4th July. He suggested that the Section 106/Cil Sub Committee could amalgamate with the FR&GP Committee.

Members considered the following items:

- i) AM.19/13 – Election of Sub Committees/Task & Steering Groups.

Resolved:

To make the following appointments:

- a) Neighbourhood Development Plan Steering Group: Cllrs Bradshaw, J Arnold, U Arnold, E Kelly, Morgan-West plus the Deputy Town Mayor.
- b) Personnel Sub Committee: Cllrs Elphick, Kelly, Kerswell plus the Deputy Town Mayor.
- c) Section 106/CiL – Disband and amalgamate with FR&GP Committee.

d) Regeneration Committee: Cllrs Allen, U Arnold, Bradshaw, Elphick, Kelly plus the Deputy Town Mayor.

e) Community Centre Steering Group: Cllrs Allen, J Arnold, Cole, Elphick, Kelly plus the Deputy Town Mayor.

f) Communications Sub-Group: Cllrs Allen, U Arnold, Bradshaw, Kelly, Morgan-West plus the Deputy Town Mayor.

g) Appeals Committee: Cllrs Allen, Fletcher, Kelly and the Town Mayor.

Appointment of Chairman of the Neighbourhood Development Plan Steering Group (NDPSG):

Cllr Mills proposed Cllr Bradshaw, in his absence, as Chairman of the NDPSG for 2019/20. The nomination was seconded by Cllr Brooke. It was noted that Cllr Bradshaw had accepted nomination.

Cllr Arnold proposed Cllr Kelly, in his absence, as Chairman of the NDPSG for 2019/20. The nomination was seconded by Cllr Allen. It was noted that Cllr Kelly had accepted nomination.

A vote took place and Cllr Bradshaw was elected to serve as Chairman of the NDPSG for 2019/20.

ii) AM.19/14 – Representatives on outside bodies.

Councillors were appointed to the following:

a) Devon Association of Local Councils (DALC) – Cllr Gribble

b) Teignbridge Association of Local Council (TALC) – Open to all Members

c) Teignbridge Rural Aid Committee – Cllr Gribble

d) Bovey Tracey Heritage Trust – Cllrs U Arnold & Elphick

e) Bovey Tracey Exhibition Foundation Trust – Cllrs Cole, Kerswell & Mills

f) Bovey Tracey Information Centre Trust – Cllr Allen

g) Police & Crime Commissioner Council Advocate Scheme – Cllr Morgan-West

h) Plastic Free Bovey – Cllr Allen

i) Teignbridge Dementia Action Alliance – Cllr Morgan-West

j) Business for Bovey – Cllr U Arnold

Cllr Brooke requested that Council representation be considered for youth and school groups. It was agreed that this would be placed on a future agenda.

iii) AM.19/15 iii) – Committee recommendation to approve the Option Agreement Draft Heads of Terms for Brimley Field*. (**Copy previously circulated*)
Cllr Allen provided an update. A discussion took place.

Cllr Cole requested a recorded vote.

Resolved:

To make an amendment to the recommendation to allow consultation with neighbouring property and landowners. To refer the item to the Recreation, Parks & Property Committee for further consideration of undertaking the consultation.

Supported by: Cllrs Gribble, Allen, J Arnold, U Arnold, Brooke, Cole, Elphick, Fletcher, Kerswell, Light, Mills and Morgan-West.

iv) AM.19/17. - Draft Traffic Management Plan*. (**Copy previously circulated*)
The draft Traffic Management Plan was displayed. Cllr U Arnold provided an update. Following consideration and discussion it was

Resolved:

To approve the draft Traffic Management Plan and submit to the County Council. Cllr U Arnold noted that any trial of the proposals would seek the views of the public.

FC.19/46. Recreation, Parks & Property Committee (RP&P) Committee:

i) The minutes of the meeting held on 3.6.19 (**draft copy previously circulated*) were received and adopted.

FC.19/47. Finance, Resources & General Purposes (FR&GP) Committee:

i) The minutes of the meeting held on 17.6.19 (**draft copy previously circulated*) were received and adopted.

FC.19/48. Planning Committee:

i) The minutes of the meetings held on 20.5.19, 3.6.19 (**copies previously circulated*) & 17.6.19* (**draft copy previously circulated*) were received and adopted.

FC.19/49. The Town Mayor's Interests:

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

14 th May	Contemporary Craft Festival Photocall	Devon Guild Craftsmen
6 th June	Contemporary Craft Festival Preview Evening/Opening	Mill Marsh Park
20 th June	Stover Country Park Advisory Board (Attended by the Deputy Town Mayor)	Stover Country Park
23 rd June	D Day 75 – Sadler Green Commemoration	Sadler Green
24 th June	Raising of the Armed Forces Flag	Old Forde House Newton Abbot
28 th June	Stover Senior & Preparatory School School Speech Day & Prize Giving (Attended by the Deputy Town Mayor)	Stover School

Cllr Brooke, Deputy Town Mayor, also noted that she had attended a celebratory concert given by the New Century Singers and that thanks should be given to the Musical Director, Wyn Turner, for his commitment to the town over the last 20 years.

FC.19/50. Merchant Navy Day – 3rd September 2019:

Members considered participating in Merchant Navy Day on 3rd September 2019 by flying the Red Ensign flag at the Town Hall.

Resolved:

To fly the Red Ensign Flag at the Town Hall on 3rd September 2019.

FC.19/51. South Dartmoor Community College - Proposed Re-structuring:

Item brought forward by Cllr Brooke to consider issuing draft correspondence (**copy previously circulated*). Cllr Brooke updated Members. Following discussion it was

Resolved:

- i) To send the drafted letter to the Executive Principal/CEO.
- ii) To write to Mel Stride MP seeking his assistance.
- iii) To advise the parents present at the meeting of the action and offer assistance by providing a link to parents to provide ongoing support.

FC.19/52. Climate Emergency:

Members considered a report from Cllrs Fletcher and Mills (**copy previously circulated*). Cllr Mills thanked Mrs King and Mr Shadrake for their encouraging comments.

Following discussion it was

Resolved:

- i) To declare a Climate Emergency – this will help to raise the profile of this vital issue and secure external support and funding.
- ii) Pledge to do whatever is in its power, working with residents, to make Bovey Tracey and Heathfield carbon neutral by 2025, taking into account both production and consumption emissions.
- iii) Initiate and support an environment working group comprised of Councillors, residents and interested parties to investigate possible local responses, make recommendations for actions to the Council and facilitate their implementation.
- iv) Call on Devon County Council, Teignbridge District Council and Westminster to provide the powers and resources required to make the 2025 target.
- v) Work with Devon County Council, Teignbridge District Council, neighbouring town and parish councils, government departments and other organisations to determine, implement and deliver actions to limit global heating to less than 1.5 degrees Celsius above pre-industrial levels.
- vi) Review each of its proposed decisions to assess how they contribute to achieving the target and adapt them to do so wherever possible.
- vii) Add Climate Emergency to all relevant Council and committee agendas.
- viii) Invite the Neighbourhood Development Plan working group to consider how the Plan might be drafted to best address the Climate Emergency.
- ix) Will, within six months and at regular intervals thereafter, review progress and update actions to address this emergency.
- x) Will investigate all possible sources of external funding and match funding to support this commitment.

xi) To set up a working party comprising Cllrs Allen, J Arnold, Fletcher, Mills and Morgan-West.

Cllr Allen advised that he will attend a public meeting regarding Climate Emergency Action taking place at Coombeshead Community College, Newton Abbot on 4th July.

The meeting closed at 8.22pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 15TH JULY 2019 AT 6.30PM**

Present:

Cllr U Arnold
Cllr R Bradshaw

Cllr S Brooke
Cllr S Light

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr W Wells – Town Clerk
One member of the press
Three members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Bradshaw

Interests declared: None

PL.19/65 Apologies for absence:

Cllr J Arnold – Leave
Cllr E Kelly – Business commitment
Cllr A J Kerswell – Personal commitment

****Public Participation:**

Mr P Beecher (Residents' Association) advised that he and other local residents had recently met with County Cllr Gribble regarding road safety issues on Le Molay-Littry Way.

PL.19/66 Minutes:

The minutes of the meeting of 17th June 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.19/67 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

Cllr Morgan-West joined the meeting at 6.40pm.

PL.19/68 Consideration of Planning Applications:

DNPA Applications listed to 7.6.19:

- a) **0265/19 & 0266/19 (LBC)** Replacement rear extension and erection of garden studio/home office at Byways, Lower Brimley.
Observations: The Town Council:
i) does not support the proposed rear extension as it considers it is not in keeping with the Listed Building.
ii) raised no objection to the proposed garden studio/home office.

TDC Applications listed to 14.6.19:

- b) **19/01161/TPO** In area identified as G1 on submitted plan: reduce one goat willow back to stump; remove to near ground level 10 pine trees, 12 birch trees, two goat willow trees and one dead cherry. Prune one beech up to 3m to clear building, remove to near ground level two beech trees and remove three limbs from one beech tree back to main stem at Unit 4, Roundhead Road, Heathfield Industrial Estate, Heathfield.
Observations: The Town Council does not support the removal of this significant amount of trees.

DNPA Applications listed to 14.6.19: None

TDC Applications listed to 21.6.19:

- c) **19/00722/FUL** Raising of roof on existing garage to provide ancillary accommodation at 20 Pottery Road.
Observations: The Town Council does not support this application as it is concerned with the proposed roof height (overlooking).

Cllr Elphick joined the meeting at 6.50pm.

DNPA Applications listed to 21.6.19: None

TDC Applications listed to 28.6.19: None

DNPA Applications listed to 28.6.19: None

TDC Applications listed to 5.7.19:

- d) **19/01259/FUL** Change of use of former Gospel Hall to dwelling at Gospel Hall, Mary Street.
Observations: No objection.
- e) **19/01281/TPO** Reduce canopy on west side of one oak tree by 2.5m at 7 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.

PL.19/69 Planning Decisions: Noted

a) Approvals:

TDC:

- i) Fell one silver birch at 37 Mary Street. (Ref'd)
ii) Fell one dead chestnut (T4) at Newton Lodge, Thorn Cross. (N/C)
iii) Crown reduce one hornbeam by approx.. 2.5m to previous pruning points at 2 Redwoods. (N/C)
iv) Reduce lower branches of one oak in Group G3 by approx.. 30% where overhanging at 85 Churchfields Drive. (Ref'd)
v) Crown reduce three beech trees by 50% at 8 Fairfield Close. (Ref'd)

DNPA:

- i) Rear single storey kitchen extension replacing existing extension; garage conversion and enlargement of existing windows to living room and bedroom on rear elevation at Tor Reach, 10 Hawkmoor Parke. (N/O)

The Town Council's submitted observations: No objections – N/O. Objection – O. Referred – Ref'd. Not consulted – N/C.

PL.19/70 Street Naming – BT 3 Challabrook:

Members considered a request (**copy previously circulated*) to suggest the street names for the BT3 Challabrook development. Following discussion it was

Resolved:

To use the names of those listed on the town's war memorial who lost their lives in WW2.

PL.19/71 Recess Arrangements for Summer Recess 2019:

Members agreed that planning applications received during the recess will be circulated by email and available for inspection and comment at the Town Council office.

Cllr Cole joined the meeting at 6.58pm.

PL.19/72 General Planning Matters brought forward by Councillors:
(For information only).

Cllr U Arnold referred to the access to the Riverside Co-op store. He advised that the NDP Traffic Group has prepared a proposal to be tabled for consideration at the next meeting.

The meeting closed at 7.15pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 15TH JULY 2019 AT 7.17PM

Present:

Cllr A Allen
Cllr S Brooke
Cllr J Cole

Cllr D K Elphick
Cllr S Light
Cllr K Morgan-West

In attendance:

Cllr G J Gribble**/*
Mr M Wells – Town Clerk
One member of the press
Three members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Allen.

Interests declared: None

RP&P.19/40 Apologies for Absence:

Cllr J Arnold - Leave

****Public Participation:** None

RP&P.19/41 Minutes:

The Town Clerk provided an update re. item RP&P.19/35. Cllr Cole provided an update re. item RP&P.19/36.

The minutes of the meeting of 3rd June 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.19/42 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

Cllr Allen also noted:

- i) that he had attended Teignbridge Emergency Action Group meeting which was excellent.
- ii) that Cllrs Fletcher and Mills are holding an informal meeting of the Environment Work Group at Café 360 on 16th July at 7.00pm.
- iii) that Dartmoor National Park Authority is holding a meeting on 26th July at 9.30am to consider declaring a climate emergency.

RP&P.19/43 Brimley Field - Consultation:

Members considered a deferred item from Full Council (AM.19/15 iii) to allow consultation with neighbouring property and landowners. Following discussion it was

Resolved:

To organise a meeting at Wickham Hall during the summer recess, inviting residents of Challabrook Lane, Brimley Park and Brimley Vale, to update them on the current situation and invite comment/feedback.

RP&P.19/44 Bovey Tracey Cemetery – Coombe Lane:

The Town Clerk provided an update on current capacity levels for cremation and burial plots. Following discussion it was

Resolved:

To invite a spokesperson to a future Committee Meeting who has experience in setting up natural burial site(s).

RP&P.19/45 Dartmoor Way – Re-launch:

Members considered a request from the re-launch Project Manager (**copy previously circulated*).

Resolved:

To approve the request to install waymarkers in the locations identified.

RP&P.19/46 Mill Marsh Park:

Item brought forward by Cllr Cole to discuss a wider review of Mill Marsh Park (MMP) and consider action as appropriate. Following discussion it was

Resolved:

That Cllr Cole lead the formation of an advisory Working Group to seek views from as wide a range of park users/key stakeholders as possible (focussing on MMP initially) to ascertain if current facilities meet the needs/identify gaps/improvements. A future report to be brought back to the Committee.

RP&P.19/47 Contemporary Craft Festival 2020:

Members considered a request from the Director of the Contemporary Craft Festival for the use of Mill Marsh Park from 6th to 16th June 2020 and Bullands Field from 10th to 15th June 2020. The proposed dates of the Craft Festival are 12th – 14th June 2020.

Resolved:

- i) To approve the request, subject to agreeing to an appropriate clause/bond payment for any reinstatement works (if necessary) following the event.
- ii) To request that the event organiser considers organising the event in as environmentally friendly manner as feasible.

RP&P.19/48 Nourish Festival – Saturday 29th August or Saturday 5th September 2020:

Members considered a request for the use of Bullands Field and Mill Marsh Park on either Saturday 29th August or Saturday 5th September 2020 for parking for festival traders (Bullands) and festival visitors (Mill Marsh Park).

Resolved:

- i) To approve the request, subject to confirming the date.
- ii) To request that the Town Council have a stall at the 2019 and 2020 events.

RP&P.19/49 Devon Sharks 2nd Annual Juniors Event:

Members considered a request (**copy previously circulated*) to hold a juniors rugby league tournament at Bullands Field on 17th August from 10am to 7pm.

Resolved:

To approve the request with the proviso that no inflatable attractions are used.

RP&P.19/50 Station Road Car Park – Draft Lease:

Members considered the draft lease (**copy previously circulated*). The Town Clerk updated Members on the content of the lease.

Resolved:

To approve the draft lease.

RP&P.19/51 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Morgan-West suggested creating an award system for volunteer contributions (e.g. individuals and groups) to the town.

Cllr Light noted that he has reported to the Town Clerk various maintenance issues with street furniture and drains in the Heathfield area.

Cllr Morgan-West highlighted concerns that Brimley Post Office will close on 31st August 2019. It was suggested that a letter of thanks be sent to the current operators.

Cllr Allen reported:

- i) that a Royal Mail post box in the town has graffiti on it.
- ii) that a second-hand book shop has opened in Fore Street.

The meeting closed at 8.17pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 2ND SEPTEMBER 2019 AT 6.30PM**

Present:

Cllr J Arnold Cllr A J Kerswell*
Cllr S Brooke Cllr S Light

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Two members of the public

**County Cllr

*District Cllr

As the Chairman and Vice-Chairman of the Committee were absent it was agreed that Cllr Brooke would chair the meeting.

Interests declared: Cllr Brooke, as a nearby property owner, declared an interest in 19/00708/PROW (footpath – land to west of Blenheim Terrace).

PL.19/73 Apologies for absence:

Cllr U Arnold – Leave
Cllr R Bradshaw – Leave
Cllr E Kelly - Leave

****Public Participation:** Cllr Brooke advised that Mr S Wilmore has contacted the Clerk regarding the proposed change of use from retail to residential at 65a Fore Street. It was noted that this application will be considered by TDC on 3rd September. District Cllr Kerswell will represent the views of the Town Council at the meeting.

PL.19/74 Minutes:

The minutes of the meeting of 15th July 2019 (**copy previously circulated*) were considered. Ref. PL.19/72 (access to Riverside Co-op store) in the absence of Cllr U Arnold, it was requested that the proposal be available for consideration at the next meeting. The minutes of the meeting of 15th July 2019 were then confirmed as a correct record and were approved.

PL.19/75 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

PL.19/76 Consideration of Planning Applications:

DNPA Applications listed to 2.8.19: None

TDC Applications listed to 9.8.19:

- a) **19/01212/FUL** Alterations to provide parking bay at 7 Centenary Way.
Observations: No objection.

DNPA Applications listed to 9.8.19:

- b) **0333/19** Menage with timber and rail fencing (retrospective) at land at Templer Way, Haytor Road.
Observations: No objection.

TDC Applications listed to 16.8.19:

- c) **19/01471/FUL** Removal of existing cement fibre roof to replace with new metal composite roof with integral insulation at 22 Fairfax Road, Heathfield Industrial Estate, Heathfield.
Observations: No objection.
- d) **19/01486/FUL** Remove and rebuild approximately 13 metres of the southern wall, works to northern wall of the church yard and renew existing path east to west at Church of St John the Evangelist, Ashburton Road.
Observations: No objection.
- e) **19/01499/LBC** Conversion of former public house into art centre with art gallery, artists' studios, cinema/theatre and café/bar, including demolition of outbuildings at The King of Prussia, 83 Fore Street.
Observations: No objection.

Cllr Elphick joined the meeting at 6.40pm.

DNPA Applications listed to 16.8.19:

- f) **0365/19** Erection of single storey extension at 7 Hawkmoor Cottages.
Observations: No objection.

TDC Applications listed to 23.8.19:

- g) **19/00137/MAJ** Hybrid planning application comprising a full application for 64 dwellings, together with access, landscaping, open space and associated infrastructure and an outline application for 3 self/custom build plots with all matters reserved except for access at land at Moretonhampstead Road, Monks Way.
**It was agreed to circulate the previous observations to all other Councillors for their consideration. If additions/changes are highlighted these would be further discussed.
Observations: To remain consistent with the previous comments issued on 4.3.19.
- h) **19/01474/FUL** Change of use from B8 (storage or distribution) to B2 (general industrial) at Unit 2, Roundhead Road, Heathfield Industrial Estate, Heathfield.
Observations: No objection.
- i) **19/01651/FUL** Single storey rear/side extension at 11 Storrs Close.
Observations: No objection.
- j) **19/00708/PROW** Stopping up of a section of the Public Right of Way, known as Bovey Tracey Footpath 8, and creation of new alternative section of footpath under Section 257 of the Town and Country Planning Act 1990 at land to west of Blenheim Terrace.
Observations: The Town Council does not support this proposal. Concern was expressed as the proposed route is not fully accessible (steps) and the available non step route is less scenic. Further concern was also expressed regarding the proposed relocation of the cross.
**It was noted that the Town Council will seek clarification around the connecting pedestrian route between the site and the town.

PL.19/77 Planning Decisions: Noted

a) Approvals:

TDC:

- i) Fell one alder at 22 Kiln Close. (Ref'd)

- ii) Prune trees to clear overhead wires at land at NGR 283075 76441, School Lane, Heathfield. (N/C)
- iii) Raising of roof on existing garage to provide ancillary accommodation at 20 Pottery Road. (O)
- iv) Reduce canopy on west side of one oak tree by 2.5m at Hilary, Ashburton Road. (Ref'd)
- v) Change of use of former Gospel Hall to dwelling at Gospel Hall, Mary Street. (N/O)
- vi) Variation of condition 2 on planning permission 18/01986/FUL (permanent dwelling for rural worker) to amend design to replace the tanked rear wall with a conventional external wall separated from the new bank retaining wall at Moorwood, Gypsy Corner. (N/O)

DNPA:

- i) Replacement rear extension and erection of garden studio/home office at Byways, Lower Brimley. (O – rear extension; N/O – garden studio/home office)

b) Refusals: None

c) Split Decision:

- i) Refusal: The felling of 10 pine trees and 12 birch trees.

Approval: The pruning of one beechtree to allow a 2m clearance from adjacent building. The felling of goat willows and removal of one birch tree and two dead willow trees at Unit 4, Roundhead Road, Heathfield Industrial Estate. (O)

The Town Council's submitted observations: No objections – N/O. Objection – O. Referred – Ref'd. Not consulted – N/C.

PL.19/78 Recess Report:

Members received and noted the report and observations made on planning applications considered during the recess period (**copy previously circulated*).

PL.19/79 Dartmoor Local Plan – Final Draft Consultation:

Members considered attendance (no more than two delegates) at: Parish Council Workshop – Local Plan & Development Management - Meeting Room, Parke, Bovey Tracey – Tuesday 17th September, 2pm – 4pm. It was agreed that Mr Wells (Town Clerk) will attend. Any Councillor wishing to attend to contact the Town Clerk.

PL.19/80 Greater Exeter Urban Capacity Study:

Members received and noted correspondence (**copy previously circulated*).

PL.19/81 General Planning Matters brought forward by Councillors:

(For information only).

Cllr Brooke commented favourably on the recent Brimley Field consultation meeting and thanked the Town Clerk for arranging this.

Cllr Kerswell referred to development land at Bradley Bends and noted the recent lack of activity on the site.

The meeting closed at 6.59pm.

REPORT OF PLANNING APPLICATIONS CONSIDERED DURING THE RECESS PERIOD - JULY/AUGUST 2019

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

R.19/01 Consideration of Planning Applications:

DNPA Applications listed to 5.7.19: None.

TDC Applications listed to 12.7.19:

a) 19/01262/FUL Demolition of attached garage and construction of single storey extension to front and single storey extension to rear at The Vicarage, Coombe Cross.

Observations: No objection.

b) 19/01362/TPO Prune one oak tree in Group 5 to clear building at 25 Becket Road.

Observations: Referred to TDC's Arboricultural Officer.

DNPA Application listed to 12.7.19: None.

TDC Applications listed to 19.7.19:

c) 19/00912/FUL First floor flat to rear and creation of dementia friendly sensory garden and community area at 45 Fore Street.

Observations: No objection in principle although concerns were expressed regarding the impact of additional parking in the area.

d) 19/01342/FUL Construction and operation of an urban reserve 2.5MW gas fired power plant and associated equipment at Sabre Power Station Park, Haytor View, Heathfield.

Observations: Objection as the proposals appear to contradict the Town, County and District Councils' climate change policies.

DNPA Application listed to 19.7.19: None

TDC Applications listed to 26.7.19:

e) 19/01437/CLDE Certificate of existing lawfulness to demonstrate implementation of planning consent 14/02262/FUL at Willowray, Mary Street.

Observations: No observations made.

DNPA Applications listed to 26.7.19: None

TDC Applications listed to 2.8.19: None

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 2ND SEPTEMBER AT 7.05PM

Present:

Cllr A Allen	Cllr D Fletcher
Cllr S Brooke	Cllr G J Gribble**/*
Cllr D K Elphick	Cllr O Mills

In attendance:

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

**County Cllr

*District Cllr

The meeting was chaired by Cllr Fletcher

FR&GP.19/49 Apologies for absence:

Cllr R Bradshaw - Leave

****Public Participation:**

Mr P Beecher (Residents' Association) noted that parishioners are keen to see the construction of the Community Centre progress.

FR&GP.19/50 Minutes:

Cllr Allen referred to FR&GP.19/48 (awards) and enquired when this may be further considered. The Town Clerk agreed to include an item on the Full Council meeting agenda for 16th September 2019.
The minutes of the meeting of 17th June 2019 (**copy previously circulated*) were then confirmed as a correct record and were approved.

FR&GP.19/51 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

FR&GP.19/52 Accounts & Financial Statement:

Members received and approved:

- i) payment and receipt transactions between 1st June 2019 and 23rd August 2019 (**copy previously circulated*).
- ii) bank reconciliation between 1st June 2019 and 23rd August 2019 (**copy previously circulated*).
- iii) and noted the bank balances as below:

General Account:	£ 5,596.06	(as at 23.8.19)
Business Bank Instant A/C:	£114,748.13	(as at 23.8.19)
Business Bank Instant A/C:	£390,547.75	(as at 23.8.19)
Business Bank Instant A/C:	£ 22,540.54	(as at 23.8.19)

FR&GP.19/53 Document/File Sharing:

Members considered the trial use of Dropbox for secure and efficient file sharing. The Town Clerk provided an update. Following discussion it was

Resolved:

To trial the use of Dropbox for six months and provide appropriate training for those Councillors that request it as part of the trial.

FR&GP.19/54 Insurance:

Members undertook the annual review of the Town Council's insurance cover (**report previously circulated*). It was noted that WPS Insurance Brokers have recommended the inclusion of crime and cyber cover premium.

Resolved:

To approve the current insurance cover and the addition of crime and cyber cover.

FR&GP.19/55 Community Infrastructure Levy (CiL) Annual Report 2018/19:

Members noted the content of the CiL Annual Financial Report 2018/19 (**copy enclosed*) and approved the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

FR&GP.19/56 Rural Aid 2019/20:

Members noted that the application for Rural Aid funding of £5,000.00 towards associated costs with the production of the Neighbourhood Development Plan was unsuccessful.

FR&GP.19/57 Christmas Lights Display 2019:

Members considered the following quotations for the town's display for 2019. All quotes include hire of lights, installation and removal costs:

Quotation A: £8,345.00

Quotation B: £5,860.00

Quotation C: £7,860.28

Resolved:

To accept Quotation B in the sum of £5,860.00. It was noted that it may be necessary to undertake stress testing of the current fixtures and fittings and this could involve additional cost.

FR&GP.19/58 Annual Return for the Year Ending 31st March 2019:

Members noted the outcome of the 2018/19 External Audit undertaken by PKF Littlejohn LLP (**copy previously circulated*). The Town Clerk advised that the certificate and copy of the accounts are on the Town Council's website.

FR&GP.19/59 Exclusion of the Public, including the Press:

Members resolved the following:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is

in discussing this item in private session (part II) for the following confidential/exempt items.

Item FR&GP.19/60: Community Centre Development – Stage II Tender.

Two members of the public left the meeting.

FR&GP.19/60 Community Centre Development – Stage II Tender:

Members considered the Tender Report (**confidential copy previously circulated*). The Town Clerk provided an update and circulated copies of two draft budget options he had prepared. Following discussion it was

Resolved:

To recommend to Full Council acceptance of the tender supported by budget Option 2.

FR&GP.19/61 Public Sector Works Loan Board:

Members considered a recommendation to Full Council requesting an extension of time to the current borrowing approval.

Resolved:

To recommend to Full Council a request for an extension of time for the current borrowing approval.

FR&GP.19/62 Matters brought forward by Councillors: (*for information only*). None.

The meeting closed at 8pm.

Current Account

Payments made between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/06/2019	Mrs B Fletcher	759	48.00			4190	200	48.00	Cleaning
03/06/2019	Specialist Hygiene Services Lt	760	283.64		47.27	4360	300	236.37	Cleaning public toilets
03/06/2019	Teignbridge District Council	761	2,353.31			4000	150	2,353.31	Additional payroll
03/06/2019	Rathbone Partnership Ltd	762	2,688.00		448.00	4250	250	2,240.00	Landscape scheme
03/06/2019	Mr M Wells	763	10.20			4540	500	10.20	Reimbursement block plan
03/06/2019	Mole Valley Farmers	764	44.88		7.48	4540	500	37.40	Goods
03/06/2019	Arnolds	765	55.09		9.18	4540	500	45.91	Goods
03/06/2019	Caroline Shezall	766	15.00			4470	350	15.00	Refund GM Fest
03/06/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
03/06/2019	Premium Credit Ltd	DD	299.83			4190	200	299.83	Insurance
05/06/2019	UK Fuels	DD	63.53		10.59	4540	500	52.94	Fuel
10/06/2019	British Gas	DD	436.72		20.79	4190	200	415.93	Electricity - office
11/06/2019	Boyces at Manstree	767	3,954.72		659.12	4440	350	3,295.60	Plants & hanging baskets
11/06/2019	E Bowden & Sons	768	52.50		8.75	4540	500	43.75	Repairs
11/06/2019	N Brock	769	385.00			4500	400	385.00	Gravedigging
11/06/2019	Teignbridge District Council	770	5,300.00			4000	150	5,300.00	Payroll
11/06/2019	Devon Countryside Landscapes	771	888.00		148.00	4500	400	160.00	Grass cutting
						4540	500	580.00	Grass cutting
11/06/2019	Devon Contract Waste Ltd	772	44.42		7.40	4540	500	37.02	Waste collection
11/06/2019	Mr B Reynolds	773	50.00			4300	300	50.00	Ref'd allotment deposit
11/06/2019	PHS Group	774	246.48		41.08	4540	500	205.40	Waste collection
11/06/2019	Mr M Wells	775	99.85			4190	200	99.85	Reimbursement monitors etc
11/06/2019	IAC Audit & Consultancy Ltd	776	462.00		77.00	4190	200	385.00	Internal audit service
11/06/2019	Teign Geeks Ltd	777	225.00			4540	500	225.00	CCTV repair - skate park
11/06/2019	KB2 Consulting Engineers Ltd	778	4,200.00		700.00	4250	250	3,500.00	Structural engineering service
11/06/2019	Teignbridge District Council	779	56.10		9.35	4470	350	46.75	Provision of event bins
11/06/2019	Mrs Dawn Davies	780	15.00			4470	350	15.00	G M Festival refund
14/06/2019	British Gas	DD	26.82		1.27	4500	400	25.55	Electricity - cemetery
17/06/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply CCTV cameras
21/06/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
27/06/2019	British Gas	DD	25.68		1.22	4360	300	24.46	Electricity - public toilets
28/06/2019	Elite Group	DD	63.64		10.60	4190	200	53.04	Telecom
01/07/2019	Fenland Leisure Products Ltd	-781	-73.20		-12.20	4540	500	-61.00	Goods
Subtotal Carried Forward:			22,397.37	0.00	2,205.43			20,191.94	

Nominal Ledger Analysis

date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
1/07/2019	Fenland Leisure Products Ltd	781	73.20		12.20	4540	500	61.00	Goods
1/07/2019	Fenland Leisure Products Ltd	781	175.20		29.20	4540	500	146.00	Goods
1/07/2019	Mole Valley Farmers	782	66.98		11.16	4540	500	55.82	Goods
1/07/2019	Viking	783	77.11		6.75	4190	200	70.36	Goods
1/07/2019	Property Maintenance Services	784	1,030.80		171.80	4540	500	859.00	Repairs - Rec. Grd. wall
1/07/2019	Devon Countryside Landscapes	785	1,056.00		176.00	4500	400	160.00	Full grass cut
						4300	300	60.00	Full grass cut
						4540	500	660.00	Full grass cut
1/07/2019	Katherine Collett	786	331.00			4470	350	331.00	GM Festival
1/07/2019	1st BT Scout Group	787	84.00			4540	500	84.00	Broadband CCTV Skate Park
1/07/2019	Teignbridge DC via Post Office	788	2,430.67			4000	150	2,430.67	Payroll
1/07/2019	Teignbridge DC via Post Office	788	-2,430.67			4000	150	-2,430.67	Payroll
1/07/2019	Specialist Hygiene Services Lt	789	556.87		92.81	4360	300	464.06	Cleaning toilets
1/07/2019	Devon Contract Waste	790	37.49		6.25	4540	500	31.24	Coleection
1/07/2019	Bayside Graphics Ltd	791	42.00		7.00	4190	200	35.00	Goods
1/07/2019	Smith Consult Ltd	792	5,220.00		870.00	4250	250	4,350.00	Redesign fee
1/07/2019	Pulse8broadband	DD	22.00		3.67	4190	200	18.33	Broadband
1/07/2019	Premium Credit	DD	299.83			4190	200	299.83	Insurance
1/07/2019	Mrs B Fletcher	793	48.00			4190	200	48.00	Cleaning
1/07/2019	Mole Valley Farmers Ltd	794	82.52			4540	500	82.52	Mole Valley Farmers Ltd
1/07/2019	Teignbridge DC via Post Office	795	5,300.00			4000	150	5,300.00	Payroll
1/07/2019	Teignbridge DC via Post Office	795	-5,300.00			4000	150	-5,300.00	Payroll
1/07/2019	Devon Countryside Landscapes	796	888.00		148.00	4500	400	160.00	Grass cutting
						4540	500	580.00	Grass cutting
1/07/2019	Devon Contract Waste Ltd	797	44.02		7.34	4540	500	36.68	Waste collection
1/07/2019	Firewatch SW Ltd	798	450.00		75.00	4710	700	375.00	Fire risk assessment
1/07/2019	Michelle Shergold	799	15.00			4470	350	15.00	GM Fest refund
1/07/2019	Peregrine Mears Architects Ltd	800	10,500.00	1,750.00		4250	250	8,750.00	Community Centre
1/07/2019	UK Fuels Ltd	DD	117.25		19.54	4540	500	97.71	Fuel
1/07/2019	EDF Energy	DD	19.19		0.91	4190	200	18.28	Supply CCTV cameras
1/07/2019	Teignbridge District Council	801	2,430.67			4000	150	2,430.67	Payroll
1/07/2019	Teignbridge District Council	802	5,300.00			4000	150	5,300.00	Payroll
1/07/2019	Specialist Hygiene Services Lt	803	556.87		92.81	4360	300	464.06	Cleaning public toilets
1/07/2019	Tindle Newspapers Devon Ltd	804	43.20		7.20	4190	200	36.00	Display advert
1/07/2019	Marketing Solutions	805	530.00			4190	200	530.00	Newsletter - print & deliver
1/07/2019	Moorland Community Care Group	806	1,500.00			4610	600	1,500.00	Grant
Subtotal Carried Forward:			53,994.57	0.00	5,693.07			48,301.50	

Current Account

Payments made between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/07/2019	Ms C Spain	807	50.00			4300	300	50.00	Refund allotment deposit
22/07/2019	S W Water Ltd	808	19.13			4300	300	19.13	Supply - allotments
22/07/2019	Play Inspection Co Ltd	809	180.00		30.00	4540	500	150.00	Annual inspections
22/07/2019	1st Office Equipment Ltd	810	770.51		128.42	4190	200	642.09	Copier charge
22/07/2019	Devon Countryside Landscapes	811	552.00		92.00	4540	500	460.00	Grass cutting
22/07/2019	PHS Group	812	246.48		41.08	4540	500	205.40	Waste collection
22/07/2019	S W Water Business	813	167.52			4360	300	167.52	Supply - Public toilets
22/07/2019	Sound & Visual Systems Ltd	814	841.20		140.20	4190	200	701.00	Maintenance/emerg service
22/07/2019	Arnolds	815	40.57		6.76	4540	500	33.81	Goods
22/07/2019	S W Water Business	816	25.01			4500	400	25.01	Supply - cemetery
22/07/2019	PVM Supplies	817	22.27		3.71	4540	500	18.56	Goods
22/07/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
22/07/2019	Elitetele.com	DD	62.23		10.37	4190	200	51.86	Telecom
26/07/2019	British Gas	D/D	23.66		1.12	4360	300	22.54	Electricity supply
01/08/2019	Pulse8broadband	DD	22.00		3.67	4190	200	18.33	Broadband
01/08/2019	Premium Credit Ltd	DD	299.83			4190	200	299.83	Insurance
07/08/2019	Mrs B Fletcher	818	48.00			4190	200	48.00	Cleaning
07/08/2019	Mr N Brock	819	470.00			4500	400	470.00	Gravedigging
07/08/2019	Viking	820	40.49		6.75	4190	200	33.74	Goods
07/08/2019	Lisa Robillard Webb	821	86.25			4910	350	86.25	Admin services NDF
07/08/2019	Teignbridge District Council	822	64.80		10.80	4190	200	54.00	Payroll services
07/08/2019	Teignbridge District Council	823	2,817.47			4000	150	2,817.47	Payroll
07/08/2019	Mr M Wells	824	86.40			4190	200	86.40	Reimbursement - badges
07/08/2019	Teign Geeks Ltd	825	83.50			4540	500	83.50	CCTV repairs
07/08/2019	Devon Countryside Landscapes	826	888.00		148.00	4500	400	160.00	Grass cutting
						4540	500	580.00	Grass cutting
07/08/2019	Dartmoor Whisky Distillery	827	1,398.46			4190	200	1,398.46	Quarter rent & water charge
07/08/2019	UK Fuels Ltd	DD	59.95		9.99	4540	500	49.96	Fuel
15/08/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Electricity CCTV
21/08/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
22/08/2019	British Gas	DD	230.34		10.96	4190	200	219.38	Electricity - Town Hall
23/08/2019	British Gas	DD	25.97		1.23	4360	300	24.74	Electricity public toilets
Total Payments:			63,707.35	0.00	6,350.92			57,356.43	

Lloyds Deposit - 00711234

Payments made between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
1/06/2019	Current Account	Transfer	15,000.00				200	15,000.00	Transfer
1/07/2019	Current Account	Virement	15,000.00				200	15,000.00	Virement
9/07/2019	Current Account	Transfer	15,000.00				200	15,000.00	Virement
Total Payments:			45,000.00	0.00	0.00			45,000.00	

Current Account

Receipts received between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 03/06/2019	360.00						
BACS	Angel Home Care	360.00			1900	100	360.00	Hire Council Chamber
394	Banked: 11/06/2019	404.00						
0570	Co-operative Funeral Services	342.00			1400	400	342.00	Ashes interment
0571	Mr S Cox	62.00			1400	400	62.00	Additional Inscription
	Banked: 11/06/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Transfer
395	Banked: 20/06/2019	586.00						
39	Mrs E Parkinson	75.00			4300	300	75.00	Allot - Half yr rent &
0572	F Christophers & Sons	409.00			4500	400	409.00	Ashes interment
0573	Miss E Bowden	102.00			4500	400	102.00	Memorial
BACS	Banked: 20/06/2019	30.00						
BACS	Angel Care	30.00		5.00	4440	350	25.00	BT in Bloom
BACS	Banked: 20/06/2019	81.00						
BACS	Angel Care	81.00		13.50	1900	100	67.50	Hire Council Chamber
BACS	Banked: 20/06/2019	-30.00						
BACS	Angel Care	-30.00		-5.00	4440	350	-25.00	BT in Bloom
BACS	Banked: 20/06/2019	30.00						
BACS	Angel Care	30.00		5.00	1120	100	25.00	BT in Bloom
BACS	Banked: 21/06/2019	60.00						
BACS	Loughtons	60.00		10.00	1120	100	50.00	BT in Bloom
BACS	Banked: 24/06/2019	90.00						
BACS	Clare's Preserves	90.00		15.00	1120	100	75.00	BT in Bloom
BACS	Banked: 24/06/2019	30.00						
BACS	Clive Parker Opticians	30.00		5.00	1120	100	25.00	BT in Bloom
BACS	Banked: 24/06/2019	30.00						
BACS	Hairwaves	30.00		5.00	1120	100	25.00	BT in Bloom
BACS	Banked: 24/06/2019	60.00						
BACS	One plus One Accts	60.00		10.00	1120	100	50.00	BT in Bloom
BACS	Banked: 25/06/2019	90.00						
BACS	Thomas' of Bovey	90.00		15.00	1120	100	75.00	BT in Bloom
BACS	Banked: 25/06/2019	60.00						
BACS	Bovey Handloom Weavers	60.00		10.00	1120	100	50.00	BT in Bloom
BACS	Banked: 27/06/2019	60.00						
BACS	Home Naturally	60.00		10.00	1120	100	50.00	BT in Bloom
	Banked: 01/07/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
Subtotal Carried Forward:		31,941.00	0.00	98.50			31,842.50	

Current Account

Receipts received between 01/06/2019 and 23/08/2019

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 01/07/2019	90.00					
	BACS Bradleys Estate Agents	90.00		15.00	1120	100	75.00 BT in Bloom
	BACS Banked: 01/07/2019	30.00					
	BACS Chamberlains	30.00		5.00	1120	100	25.00 BT in Bloom
	BACS Banked: 02/07/2019	60.00					
	BACS Mare & Foal Sanctuary	60.00		10.00	1120	100	50.00 BT in Bloom
	BACS Banked: 03/07/2019	30.00					
	BACS Wildmoor	30.00		5.00	1120	100	25.00 BT in Bloom
	396 Banked: 04/07/2019	952.00					
	40 Mr H Van Der Pas	90.00		15.00	1120	100	75.00 BT in Bloom
	41 1st BT Scouts	10.00			1900	100	10.00 Annual rent
	43 Cafe 64	60.00		10.00	1120	100	50.00 BT in Bloom
	42 Inner Light Coffee Shop	60.00		10.00	1120	100	50.00 BT in Bloom
	44 BDF Fresh Produce Ltd	150.00		25.00	1120	100	125.00 BT in Bloom
	0574 Arnold Funeral Service Ltd	342.00			1400	400	342.00 Ashes interment
	45 Mrs A Cutts	60.00		10.00	1120	100	50.00 BT in Bloom
	46 Mr T White	180.00		30.00	1120	100	150.00 BT in Bloom
	BACS Banked: 05/07/2019	60.00					
	BACS Complete Estate Agents	60.00		10.00	1120	100	50.00 BT in Bloom
	BACS Banked: 09/07/2019	60.00					
	BACS Arnolds	60.00		10.00	1120	100	50.00 BT in Bloom
	Banked: 09/07/2019	15,000.00					
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00 Virement
	BACS Banked: 10/07/2019	30.00					
	BACS Daisy Chain	30.00		5.00	1120	100	25.00 BT in Bloom
	BACS Banked: 12/07/2019	30.00					
	BACS Glentworht Insurance Co	30.00		5.00	1120	100	25.00 BT in Bloom
	BACS Banked: 12/07/2019	60.00					
	BACS New Image Salon	60.00		10.00	1120	100	50.00 BT in Bloom
	BACS Banked: 15/07/2019	60.00					
	BACS Devon Guild Ltd	60.00		10.00	1120	100	50.00 BT in Bloom
	397 Banked: 16/07/2019	1,442.37					
	47 Rosie Sanders	90.00		15.00	1120	100	75.00 BT in Bloom
	0575 Ms H L Stainer	1,264.00			1400	400	1,264.00 Purchase of grave
	48 Coombes & Sons	30.00		5.00	1120	100	25.00 BT in Bloom
	49 BT Heritage Trust	58.37			1900	100	58.37 Telecom service
	BACS Banked: 19/07/2019	30.00					
	BACS Rowcroft House	30.00		5.00	1120	100	25.00 BT in Bloom
Subtotal Carried Forward:		49,875.37	0.00	308.50			49,566.87

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Bovey Tracey Town Council

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Cashbook 1

User: LINDA

Current Account

Receipts received between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
398	Banked: 23/07/2019	112.15						
50	BT Information Centre	73.02			1900	100	73.02	Telecom service
51	A Matthews	39.13			1110	100	39.13	Collecting tin
399	Banked: 23/07/2019	1,299.00						
0576	Coombes & Sons	1,299.00			1400	400	1,299.00	Burial & purchase grave
0577	Banked: 26/07/2019	1,264.00						
0577	Mrs A M True	1,264.00			1400	400	1,264.00	Purchase grave
BACS	Banked: 19/08/2019	60.00						
BACS	O Whiteway-Wilkinson	60.00			1200	100	60.00	Allotment rent & deposit
401	Banked: 20/08/2019	206.69						
52	Cheese Shed Ltd	30.00		5.00	1120	100	25.00	BT in Bloom
53	B T Heritage Trust	76.69			1900	100	76.69	Insurance premium
54	Funlands Funfair	100.00			1900	100	100.00	Use of Mill Marsh Park
BACS	Banked: 20/08/2019	60.00						
BACS	Woods Palmer Radclyffe	60.00		10.00	1120	100	50.00	BT in Bloom
BACS	Banked: 21/08/2019	30.00						
BACS	Spin a Yarn	30.00		5.00	1120	100	25.00	BT in Bloom
Total Receipts:		52,907.21	0.00	328.50			52,578.71	

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 10/06/2019	4,250.00						
BACS	Devon County Council	4,250.00			1100	100	4,250.00	Grant
Interest	Banked: 10/06/2019	6.72						
Interest	Lloyds Bank	6.72			1090	100	6.72	Interest
Interest	Banked: 09/07/2019	5.34						
Interest	Lloyds Bank	5.34			1090	100	5.34	Interest
BGC	Banked: 26/07/2019	5,098.62						
BGC	HMRC	5,098.62			105		5,098.62	VAT Refund
Interest	Banked: 09/08/2019	4.76						
Interest	Lloyds Bank	4.76			1090	100	4.76	Interest
Total Receipts:		9,365.44	0.00	0.00			9,365.44	

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Bovey Tracey Town Council

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Cashbook 3

User: LINDA

Lloyds Deposit - 07214996

Receipts received between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 10/06/2019		17.12						
Interest Lloyds Bank		17.12			1090	100	17.12	Interest
Interest Banked: 09/07/2019		15.51						
Interest Lloyds Bank		15.51			1090	100	15.51	Interest
Interest Banked: 09/08/2019		16.58						
Interest Lloyds Bank		16.58			1090	100	16.58	Interest
Total Receipts:		49.21	0.00	0.00			49.21	

Lloyds Deposit (Cil) -66934760

Receipts received between 01/06/2019 and 23/08/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 10/06/2019		0.99						
Interest Lloyds Bank		0.99			1090	100	0.99	Interest
Interest Banked: 09/07/2019		0.90						
Interest Lloyds Bank		0.90			1090	100	0.90	Interest
Interest Banked: 09/08/2019		0.96						
Interest Lloyds Bank		0.96			1090	100	0.96	Interest
Total Receipts:		2.85	0.00	0.00			2.85	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 23 August 2019

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	23/08/2019 Current Account	5,596.06	
2	23/08/2019 Bus Bank Instant	114,748.13	
3	23/08/2019 Lloyds Deposit 07214996	390,547.75	
4	23/08/2019 Lloyds CiL account	22,540.54	
			533,432.48
 <u>Unpresented Payments</u>			
1	26/11/2018 571	17.96	
1	16/05/2019 725	15.00	
1	01/07/2019 787	84.00	
1	08/07/2019 799	15.00	
1	07/08/2019 819	470.00	
1	07/08/2019 824	86.40	
1	07/08/2019 827	1,398.46	
			2,086.82
			<hr/> 531,345.66
 <u>Receipts not on Bank Statement</u>			
0	23/08/2019 All Receipts Cleared	0.00	
			0.00
			<hr/> 531,345.66
 <u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Current Account		3,509.24
2	Lloyds Deposit - 00711234		114,748.13
3	Lloyds Deposit - 07214996		390,547.75
4	Lloyds Deposit (CiL) 66934760		22,540.54
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		<hr/> 531,345.66 <hr/>

Brimley Field Residents' Consultation Responses

Invitations delivered to residents of: Brimley Vale
Brimley Park
Challabrook Lane

i) Does your property adjoin the land known as Brimley Field?

Yes: 7 No: 5

ii) Would going ahead with the sale as per the proposal present any issues for you?

Responses:

- Opportunity for Town Council to secure a proper road to the field and the land can be used for allotments. Will need to be included in developers plans before side field is built on.
 - Would like attention paid to a potentially increased security risk to the back of property – is there a stipend for this? Would like where possible legal agreement/confirmation for the land use as allotments i.e. the agreed use of land B legally binding on the developer.
 - Leave for wildlife. Sufficient development already taking place.
 - None - providing extra traffic is only for that plot via Brimley Vale. Any damage to the road surface into our cul-de-sac is made good on completion of the project.
 - Yes. Allotments good community facility. Do not want any more building plots and would like to retain some green space.
 - Acceptable providing no building access is granted through Brimley Vale for self builds.
- No: Copies of two detailed responses attached.

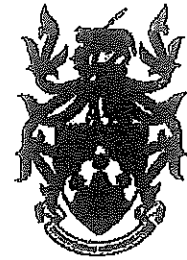
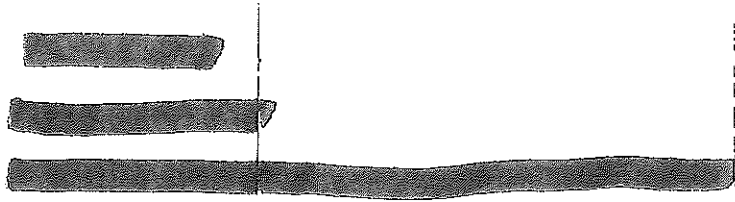
iii) Any other comments:

Responses:

- If sale proceeds the funds will benefit the town.
 - Suggestion that purchase money be earmarked for purchase or development of community green space elsewhere in the town. Increase purchase price by any means possible.
 - Noted a telephone conversation with the Town Clerk clarifying that the plot will remain in a cul-de-sac.
 - Would welcome the provision of allotments. Consider Brimley residents should have first offer.
 - If sale proceeds maximise space for allotments and safeguard for future.
 - Ensure bat corridor is protected.
 - Queried the need for further development as local people cannot afford to Purchase. Also noted the lack of school places and expressed concern regarding the infrastructure.
 - Noted that schools, surgery and hospitals cannot cope with additional residents.
 - Would like to see a day centre and nursing home for the elderly in the town. If land is sold, covenants/restrictions on retaining the allotment land need to be strong. Allotment sizes could be smaller and sheds allowed.
 - The actions of the Town Council in the early 1980's have left the current Council in an invidious position with only compromised options remaining. Assuming that enforceable conditions can be agreed, which address and protect the concerns of the residents, the Council should proceed with the sale as this will allow some of the Council's and residents' objectives to be achieved, whilst protecting the interests of those living close by.
 - On the basis of the currently available information, as the current long-term agricultural lease on the field, allied with the dearth of usable access renders the field almost worthless, the Council has no choice but take this 'once in a lifetime' opportunity to realise the value in this asset for the benefit of Bovey Tracey and its residents as a whole.
- Copies of two detailed responses attached.

Would you like to be notified of the Town Council's decision around the disposal of the land?

Yes: 11 No: 1



i) Does your property adjoin the land known as Brimley Field?

Yes

ii) Would going ahead with the sale as per the proposal present any issues for you? if so, what?

Yes – please see the text below:

The implementation of the conditions on the current Challabrook development planning permission is detailed in LEMP_Challrbook_Rule5Land@DH_May_2019 V12 which can be accessed via the Teignbridge District Council's Planning Department website. This confirms that before the second phase of development can start, the developer is required 'Before works begin, the dark landscape corridor along the Bovey Pottery Leat' [see page 19 of the above document]. Please note the following extracts quoted from the LEMP text; my comments are interpolated in the italic text.

- a) 'The corridor will be at least 15m wide at its narrowest point and has light levels within it from the adjacent new build of no greater than 0.5 lux.'
- b) 'Variability in the width of the corridor along Pottery Leat will be provided. The width of the corridor will be as wide as is practicable reflecting the fact that the existing fields are irregular in width. In order words, the corridor may have bulges along it which may act as further foraging opportunities for bats.'
- c) 'No buildings will be constructed within 25m of the edge of the Leat. This is achieved by maintaining a 15m buffer plus a minimum distance of 10m between the properties and the hedgerow.' *This is amplified by an illustrative sketch in the LEMP on page 19 showing the distances between the various points and also the minimum 1.5m height of the proposed new hedge bank, on top of which the new hedge is to be planted.*
- d) 'Figure 4. Bat Corridors and Buffers' and 'Figure 5. Location of the new composite Greater Horseshoe bat roost', *clearly show the proposed self-build element of the development as lying to the east, downslope from the required dark landscape corridor.*

Please note that whilst there has been no opportunity to directly measure the width of the field in question, reference to a scaled Google Earth Pro image [see attached] suggests that the width of the irregular field is less than 25m at its narrowest point. This appears to imply that the current planning conditions may require the developer to grub up the longstanding existing hedge bank, as well as all, or some, of the five or more existing trees growing the bank, and then replace the whole with a new hedge bank on a line overlapping parts of the existing old hedge bank.

Ecological common sense would suggest that the retention of the existing eastern hedge bank and its trees would offer a more sound and cost-effective solution. As (b) above acknowledges that there is bound to be variability in the width of the corridor owing to the irregularity of the width of the existing fields, a little flexibility in the implementation of the conditions might be advisable, allowing the utilisation of the existing field boundary in preference to its destruction and replacement.

I understand that the District Council has already applied Tree Preservation Orders to the main trees across the Challabrook Development. At the time of writing, it is unclear whether these TPOs include the trees in the eastern boundary of the corridor; it is possible that they may have been omitted if the Town Council, rather than the owners of Challabrook Farm, owns the hedge in question. Urgent confirmation of ownership of the hedge in question is required to resolve this.

The consultative meeting on Monday 19th August 2019 was primarily called to allow the expression of views about the use and sale of the Town Council's land abutting the Challabrook Development, potentially allowing for provision of three self-build properties and allotments on the land. Whilst the proposed allotments are clearly shown at the southern end of the required dark landscape corridor in the LEMP figures 4 and 5 referred to above, the currently planning conditions only show 'SELF BUILD PLOTS' to the east of the dark landscape corridor.

Given the existing planning requirement of the dark landscape corridor and the associated restrictions noted above, consideration of the three self-build plots discussed at the meeting appears to contradict the existing planning consent as, if allowed, they would completely compromise the required dark landscape corridor. It should also be born in mind that, owing to the Bovey Pottery Leat running across the slope at the top of the site, where it is the western boundary of the dark landscape corridor, the land to the east, down slope from the Pottery Leat, is boggy through much of the year being naturally watered by the Leat, making it unsuited for residential development purposes.

When The Coach House [formerly known as Pottery Leat Cottage] was purchased, this was undertaken on the basis of the evolving detailed planning proposal for the Challabrook site and anticipated that development in close proximity to the Bovey Pottery Leat was unlikely, which was confirmed when detailed planning permission was granted, with the dark landscape corridor requirement noted above.

iii) Any other comments:

The actions of the Town Council in the early 1980s, as explained during the consultation, have left the current Council in an invidious position with only compromised options remaining. Assuming that enforceable conditions can be agreed with the developer/purchaser which address and protect the concerns of the residents living in close proximity to the Challabrook development, the Council should proceed with the sale as this will allow some of the Council's and residents' objectives to be achieved, whilst protecting the interests of those living close to the development.

On the basis of the currently available information, as the current long-term agricultural lease on the field allied with the dearth of usable access renders the field almost worthless, the Council has no choice but take this 'once in a life time' opportunity to realise the value in this asset for the benefit of Bovey Tracey and its residents as a whole.

Would you like to be notified of the Town Council's decision around the potential disposal of the land?

Yes

Please return your completed form prior to **31st August 2019** to:

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

Surveys undertaken in August 2014 found no evidence of badger setts within or immediately adjoining the development area. However, a re-survey of the site in March 2018 found a disused sett entrance on the main east west hedgerow on site (shown in Figure 2). The sett entrance was not found within the development boundary of Phase 1 of the development. In addition, due to the presence of water bodies either side of the hedgerow, any tunnels would need to exist within hedgerows, as sub terranean tunnels would flood regularly, if not permanently. As hedgerows are being retained with a green space buffer either side, badger setts will not be impacted. Therefore, even if badgers re-occupy the sett, no significant impacts to badger populations are predicted as a result of the first stage of the proposed development and no pre-construction mitigation measures are required. If, in the highly unlikely event, that new active setts are found that might be impacted by the development, works must cease in the immediate vicinity and ecological advice urgently sought.

It will be necessary to conduct a fresh ecological appraisal of the areas planned for Phase 2 of this development.

General Bat Mitigation/Enhancement

Thirty two properties on site will include Schwegler 1FR Bat Tubes as indicated on the Protected Species Provision Site Plan. These should primarily be included within buildings along habitat features outlined in the Phase 2 Bat Survey report (conducted by PLANeco in 2014) as having value for bat species. Bat tubes should be built into southern or western aspects of properties. The location of the bat tubes will be included on all construction drawings.

No trees with the potential to support roosting will be directly affected by the development. In the event that unforeseen works to trees with potential to support roosting bats were required, these trees would be subject to further inspection by a licensed bat ecologist. Depending on the nature of the works, trees would be subject to further dusk emergence / dawn re-entry survey. In the event that the presence of roosting bats was confirmed, a Natural England bat mitigation licence would be obtained prior to works on the affected tree, and all works / mitigation measures undertaken in accordance with the method statement that accompanied the licence.

An external lighting strategy has been developed to ensure that the retained and created green corridors are outside of the 1 lux contour from street lights, with the majority outside of the 0.1 lux corridor, except where lighting for highway safety is unavoidable. The Buffer Zones and the Bat Corridors shown in Figure 4 below are all below 0.5 lux measured at the edge of the 5m buffer zone at 2.0m in the vertical plane. The potential ecological impacts of lighting will be minimised through consideration of column height, bulb characteristic, light direction, use of fore/rear shields and use of timers / motion sensors, as appropriate. In order to minimise the impact on bats from street lighting, the street lights to be provided on site will be fitted with LED's of 3000 Kelvin, which are at the warmer part of the spectrum and more "Bat friendly" than LED's that are higher in the Kelvin range. They will also be programmed with an automatic dimming profile that will reduce their power to 75% at 21.30 hrs and again to 50% at Midnight.



Revision 2 of the Lighting Report (Hydrock, 2018) identified a small number of areas within the development site where further lighting mitigation is necessary, as listed below (see Masterplan in Appendix 2 for plot locations):

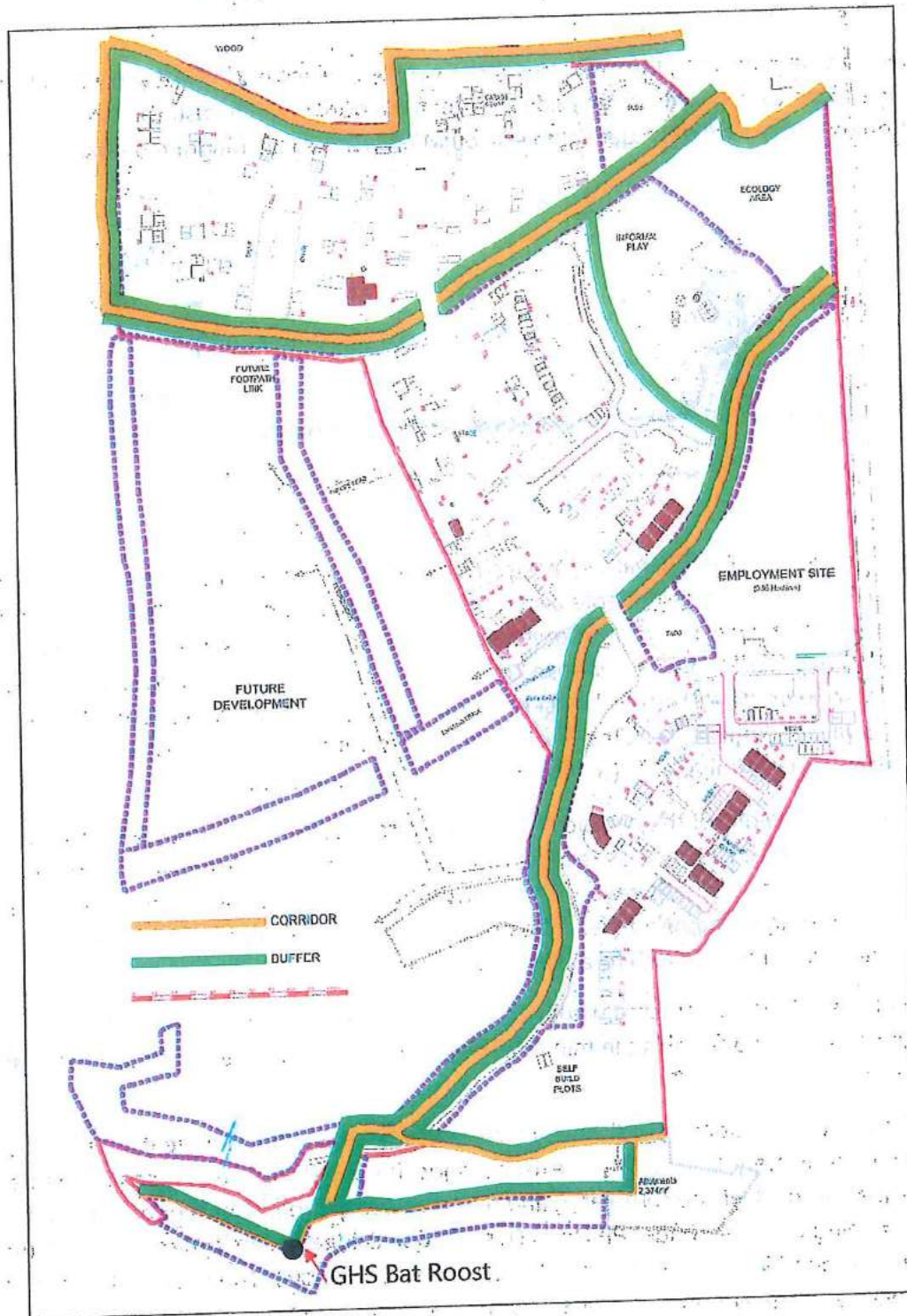
- Measuring surfaces A6/A7/A8 in front of Plots 41 and 42 - additional planting will be provided in front and behind of a close-boarded fence. The fence itself will be 2m high and surmounted on a minimum 200mm high earth bund thus creating a buffer which shields the corridor. As the planting matures the effect will be even greater. The street lighting here will also have a spill shield added.
- Measuring surface B4 (south) in front of Plot 42 – street lighting here will have a spill shield added and be buffered by the provision of a 2m high fence/barrier as above.
- Measuring surfaces B6/B7 (south) in front of Plots 76-79 - additional planting will be provided in front and behind of a close-boarded fence. The fence itself will be 2m high and surmounted on a minimum 200mm high earth bund thus creating a buffer which shields the corridor. As the planting matures the effect will be even greater.
- Measuring surface B9 (south) in front of 79 – street lighting here will have a spill shield and the luminaire will be relocated in front of Plot 80. Planting and the use of fencing as before will help guide the bats under the culverts, rather than over the road crossing, although the provision of trees which are at least 5m above the height of the road surface will also guide bats high above vehicles at this crossing point, should bats prefer the higher option.

Agreement with the LPA will be obtained for the final lighting design.

The planting plans include plant species that have a known value to night-flying insects, which will act as a food source for bats.

Figure 4. Bat Corridors and Buffers.

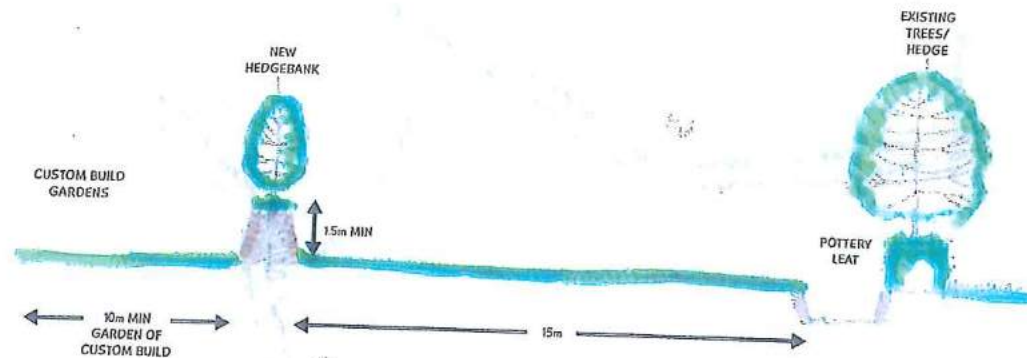
The corridors highlighted here can be correlated with the greatest concentrations of bat activity.



Greater Horseshoe Bat Mitigation/Enhancement

Before works begin, the dark landscape corridor along Bovey Pottery Leat in the south of the site will be established (Location given in [Section 7](#)). This corridor will be at least 15m wide at its narrowest point and has light levels within it from adjacent new build of no greater than 0.5 lux.

A hedgerow will run along the inner toe of this corridor, which must be at least 15m from the edge of the Leat, in order to provide a buffer from both physical disturbance and light spill from proposed adjacent detached self-build properties (see diagram below).



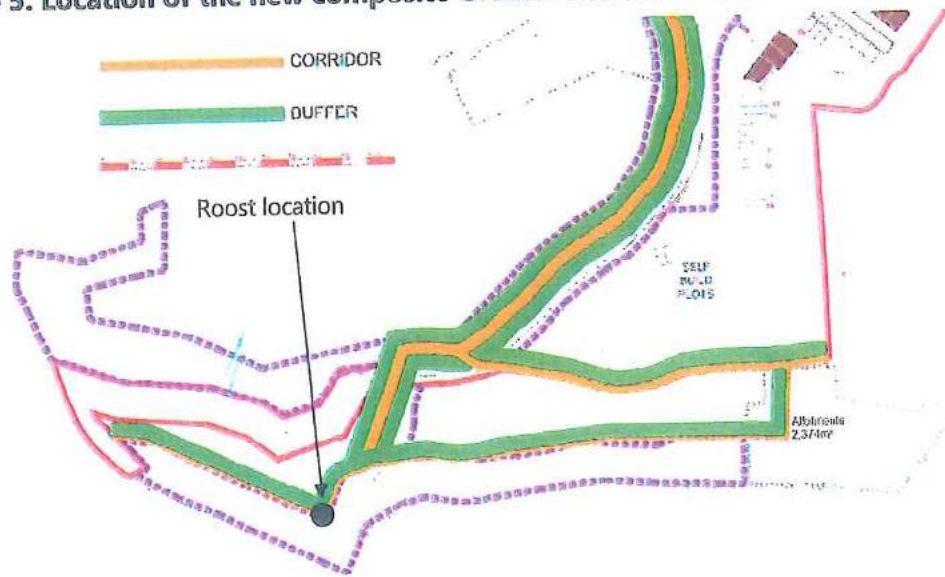
All new hedgerows planted will be species-rich, with native species of local provenance used. Species to include field maple (*Acer campestre*), hazel (*Corylus avellana*), hawthorn (*Crataegus monogyna*), holly (*Ilex aquifolium*), crab apple (*Malus sylvestris*), wild cherry (*Prunus avium*), blackthorn (*P. spinosa*), dog-rose (*Rosa canina* agg.) and guelder-rose (*Viburnum opulus*). The plants will be set in double staggered rows with 500mm between rows, and with 300mm centres. They will be supported with bamboo canes and protected with 600mm high spiral guards (see Appendix 2 for further details).

Variability in the width of the corridor along the Pottery Leat will be provided. The width of the corridor will be as wide as is practicable reflecting the fact that the existing fields are irregular in width. In other words, the corridor may have bulges along it which may act as further foraging opportunities for bats. These areas will be planted with low growing shrubs and fruiting trees/shrub to attract insect prey.

No buildings will be constructed within 25m of the edge of the Leat. This is achieved by maintaining a 15m buffer plus the minimum distance of 10m between properties and the hedgerow.

The Pottery Leat Mitigation will take place in the Phase 2 development of this site. Currently, the Pottery Leat is within existing agricultural usage. The composite Greater Horseshoe bat roost will be completed and ready for occupation by bats prior to the 100th dwelling being occupied under Phase 1. This location is ideal, as it sits directly within the flight route identified by Greenbridge Ltd (see Figure 5 below). The roost will orientate east / west and the entrance will face south. This will ensure that no artificial lighting is directed towards the entrance (details of the construction of this roost are given in [Appendix 1](#)). Roosting boxes for other bat species will also be placed within the roost.

Figure 5. Location of the new composite Greater Horseshoe bat roost.



The roost will orientate east-west and the entrance will face south. This will ensure no artificial lighting is directed toward the entrance.

This land will remain as agricultural land, however it has been agreed that the roost described within this document will be constructed and available for occupation by bats prior to the occupation of the 100th dwelling of the Phase 1 development.

Nesting bird Mitigation/Enhancement

A third of all properties on site will include Schwegler Bird Boxes. A mixture of Schwegler type 24,26 and 1SP brick nest boxes will be installed within the new buildings to provide nesting opportunities for a range of species. These will be built into north or east facing aspects to reduce the risk of chicks overheating. These bird nest brick will be indicated on future construction drawings to identify the buildings that are best suited for birds.

All trees and shrubs will be removed between October and February inclusive; outside of the bird nesting season. Ecological Supervision will be required, due to mitigation for dormice.

Dormouse Mitigation/Enhancement

Although Dormouse Surveys did not find the presence of dormice, the site is connected to a known dormouse area and so precautionary measures will be taken. All vegetation removal/trimming will take place under supervision by a licenced ecologist to ensure no adverse impact to dormice which may be on site. Fencing along natural greenspace areas will protect dormice from impacts during the construction phase.

Invertebrate Mitigation/Enhancement

A third of all properties on site will include Bee Bricks. These will be built into the south facing aspect of properties. These bee bricks will be included on future construction drawings to identify the buildings they are best sited upon.

Dark Landscape corridor

Legend
A.S.A.P.



50 m



27 AUG 2019

Name: .. [REDACTED] ..
Email: .. [REDACTED] ..
Address: .. [REDACTED] ..
[REDACTED] ..



i) Does your property adjoin the land known as Brimley Field?

Yes No

ii) Would going ahead with the sale as per the proposal present any issues for you? if so, what?

PLEASE SEE ATTACHED LETTER

iii) Any other comments:

PLEASE SEE ATTACHED LETTER

Would you like to be notified of the Town Council's decision around the potential disposal of the land?

Yes No

Please return your completed form prior to **31st August 2019** to:

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

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

23rd August 2019

Re. Brimley Field – Residents consultation

Dear Sir or Madam,

Thank you for providing the opportunity for residents in the area to provide feedback to the council relating to the proposed sale of the land known as 'Brimley Field'.

My property borders the Pottery leat and the field in question.

It is apparent that given the poor deal the council previously struck with the farmer at Challabrook Farm the land is essentially worthless and without meaningful public access in perpetuity. As a result the offer from Rule Five is a unique opportunity for the council to extract some financial value from this land and generate some funds from a development that is clearly unpopular with existing residents of Bovey Tracey.

The residents of Brimley are already paying a high price in terms of disruption and uncertainty as a result of the BT3 development as well as other recent developments such as Tracey Vale and Brimley Grange. It is imperative that if the council wish to profit from this land they uphold their duty to the residents in the area to ensure the sale results in sympathetic and sensitive development which enhances the locality and does not further detract from the amenity and pleasure enjoyed by local residents. Such development would take into account the following:

1. The full Challabrook/BT3 development is contingent on the developer meeting the agreed environmental protections. One of these conditions is the creation of a dark sky corridor for bats that runs along the Pottery Leat. Brimley Field is a crucial part of this dark sky infrastructure. I want the council to publicly commit, and make it a condition of sale, that any development will protect the 'no build' within 25m of the leat rule in perpetuity.
2. Demand a sympathetic development of the site that respects the privacy of existing neighbours. No more than 3 properties on Brimley Field. Minimise height of new properties to replicate existing two storey buildings. Respect dark sky agreement on Southern aspect with low emission lighting.
3. Use the opportunity presented by the sale, and the leverage it provides, to enhance the environmental protections on site. The council should make a condition of sale the protection of the existing, mature, hedgerow and mature trees that border Brimley Field.
4. Whilst noting that Bovey Tracey Town Council do not determine local planning you can create covenants that protect local residents by ensuring that environmental and design standards are mandated rather than requested.
5. All access (excluding blue lights) to be made via the proposed entrance on Monks Way
6. Make clear what the upside will be for the residents of Brimley and whole town of Bovey Tracey as a result of this sale. What are the options afforded by this cash injection?

The town council made a poor decision in the early 1980's in the way it structured the tenancy agreement with Challabrook Farm. That decision now has significant ramifications almost 40 years later. Please make sure that future residents in 40 years' time do not take such a dim view of the council's actions in 2019.

[REDACTED]
[REDACTED]

Surveys undertaken in August 2014 found no evidence of badger setts within or immediately adjoining the development area. However, a re-survey of the site in March 2018 found a disused sett entrance on the main east west hedgerow on site (shown in Figure 2). The sett entrance was not found within the development boundary of Phase 1 of the development. In addition, due to the presence of water bodies either side of the hedgerow, any tunnels would need to exist within hedgerows, as sub terranean tunnels would flood regularly, if not permanently. As hedgerows are being retained with a green space buffer either side, badger setts will not be impacted. Therefore, even if badgers re-occupy the sett, no significant impacts to badger populations are predicted as a result of the first stage of the proposed development and no pre-construction mitigation measures are required. If, in the highly unlikely event, that new active setts are found that might be impacted by the development, works must cease in the immediate vicinity and ecological advice urgently sought.

It will be necessary to conduct a fresh ecological appraisal of the areas planned for Phase 2 of this development.

General Bat Mitigation/Enhancement

Thirty two properties on site will include Schwegler 1FR Bat Tubes as indicated on the Protected Species Provision Site Plan. These should primarily be included within buildings along habitat features outlined in the Phase 2 Bat Survey report (conducted by PLANeco in 2014) as having value for bat species. Bat tubes should be built into southern or western aspects of properties. The location of the bat tubes will be included on all construction drawings.

No trees with the potential to support roosting will be directly affected by the development. In the event that unforeseen works to trees with potential to support roosting bats were required, these trees would be subject to further inspection by a licensed bat ecologist. Depending on the nature of the works, trees would be subject to further dusk emergence / dawn re-entry survey. In the event that the presence of roosting bats was confirmed, a Natural England bat mitigation licence would be obtained prior to works on the affected tree, and all works / mitigation measures undertaken in accordance with the method statement that accompanied the licence.

An external lighting strategy has been developed to ensure that the retained and created green corridors are outside of the 1 lux contour from street lights, with the majority outside of the 0.1 lux corridor, except where lighting for highway safety is unavoidable. The Buffer Zones and the Bat Corridors shown in Figure 4 below are all below 0.5 lux measured at the edge of the 5m buffer zone at 2.0m in the vertical plane. The potential ecological impacts of lighting will be minimised through consideration of column height, bulb characteristic, light direction, use of fore/rear shields and use of timers / motion sensors, as appropriate. In order to minimise the impact on bats from street lighting, the street lights to be provided on site will be fitted with LED's of 3000 Kelvin, which are at the warmer part of the spectrum and more "Bat friendly" than LED's that are higher in the Kelvin range. They will also be programmed with an automatic dimming profile that will reduce their power to 75% at 21.30 hrs and again to 50% at Midnight.



Revision 2 of the Lighting Report (Hydrock, 2018) identified a small number of areas within the development site where further lighting mitigation is necessary, as listed below (see Masterplan in Appendix 2 for plot locations):

- Measuring surfaces A6/A7/A8 in front of Plots 41 and 42 - additional planting will be provided in front and behind of a close-boarded fence. The fence itself will be 2m high and surmounted on a minimum 200mm high earth bund thus creating a buffer which shields the corridor. As the planting matures the effect will be even greater. The street lighting here will also have a spill shield added.
- Measuring surface B4 (south) in front of Plot 42 - street lighting here will have a spill shield added and be buffered by the provision of a 2m high fence/barrier as above.
- Measuring surfaces B6/B7 (south) in front of Plots 76-79 - additional planting will be provided in front and behind of a close-boarded fence. The fence itself will be 2m high and surmounted on a minimum 200mm high earth bund thus creating a buffer which shields the corridor. As the planting matures the effect will be even greater.
- Measuring surface B9 (south) in front of 79 - street lighting here will have a spill shield and the luminaire will be relocated in front of Plot 80. Planting and the use of fencing as before will help guide the bats under the culverts, rather than over the road crossing, although the provision of trees which are at least 5m above the height of the road surface will also guide bats high above vehicles at this crossing point, should bats prefer the higher option.

Agreement with the LPA will be obtained for the final lighting design.

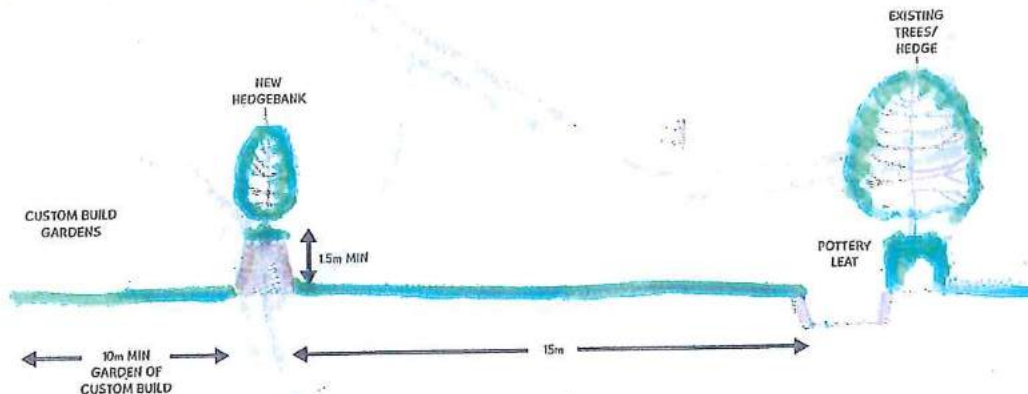
The planting plans include plant species that have a known value to night-flying insects, which will act as a food source for bats.



Greater Horseshoe Bat Mitigation/Enhancement

Before works begin, the dark landscape corridor along Bovey Pottery Leat in the south of the site will be established (Location given in [Section 7](#)). This corridor will be at least 15m wide at its narrowest point and has light levels within it from adjacent new build of no greater than 0.5 lux.

A hedgerow will run along the inner toe of this corridor, which must be at least 15m from the edge of the Leat, in order to provide a buffer from both physical disturbance and light spill from proposed adjacent detached self-build properties (see diagram below).



All new hedgerows planted will be species-rich, with native species of local provenance used. Species to include field maple (*Acer campestre*), hazel (*Corylus avellana*), hawthorn (*Crataegus monogyna*), holly (*Ilex aquifolium*), crab apple (*Malus sylvestris*), wild cherry (*Prunus avium*), blackthorn (*P. spinosa*), dog-rose (*Rosa canina* agg.) and guelder-rose (*Viburnum opulus*). The plants will be set in double staggered rows with 500mm between rows, and with 300mm centres. They will be supported with bamboo canes and protected with 600mm high spiral guards (see Appendix 2 for further details).

Variability in the width of the corridor along the Pottery Leat will be provided. The width of the corridor will be as wide as is practicable reflecting the fact that the existing fields are irregular in width. In other words, the corridor may have bulges along it which may act as further foraging opportunities for bats. These areas will be planted with low growing shrubs and fruiting trees/shrub to attract insect prey.

No buildings will be constructed within 25m of the edge of the Leat. This is achieved by maintaining a 15m buffer plus the minimum distance of 10m between properties and the hedgerow.

The Pottery Leat Mitigation will take place in the Phase 2 development of this site. Currently, the Pottery Leat is within existing agricultural usage. The composite Greater Horseshoe bat roost will be completed and ready for occupation by bats prior to the 100th dwelling being occupied under Phase 1. This location is ideal, as it sits directly within the flight route identified by Greenbridge Ltd (see Figure 5 below). The roost will orientate east / west and the entrance will face south. This will ensure that no artificial lighting is directed towards the entrance (details of the construction of this roost are given in [Appendix 1](#)). Roosting boxes for other bat species will also be placed within the roost.

Figure 4. Bat Corridors and Buffers.

The corridors highlighted here can be correlated with the greatest concentrations of bat activity.

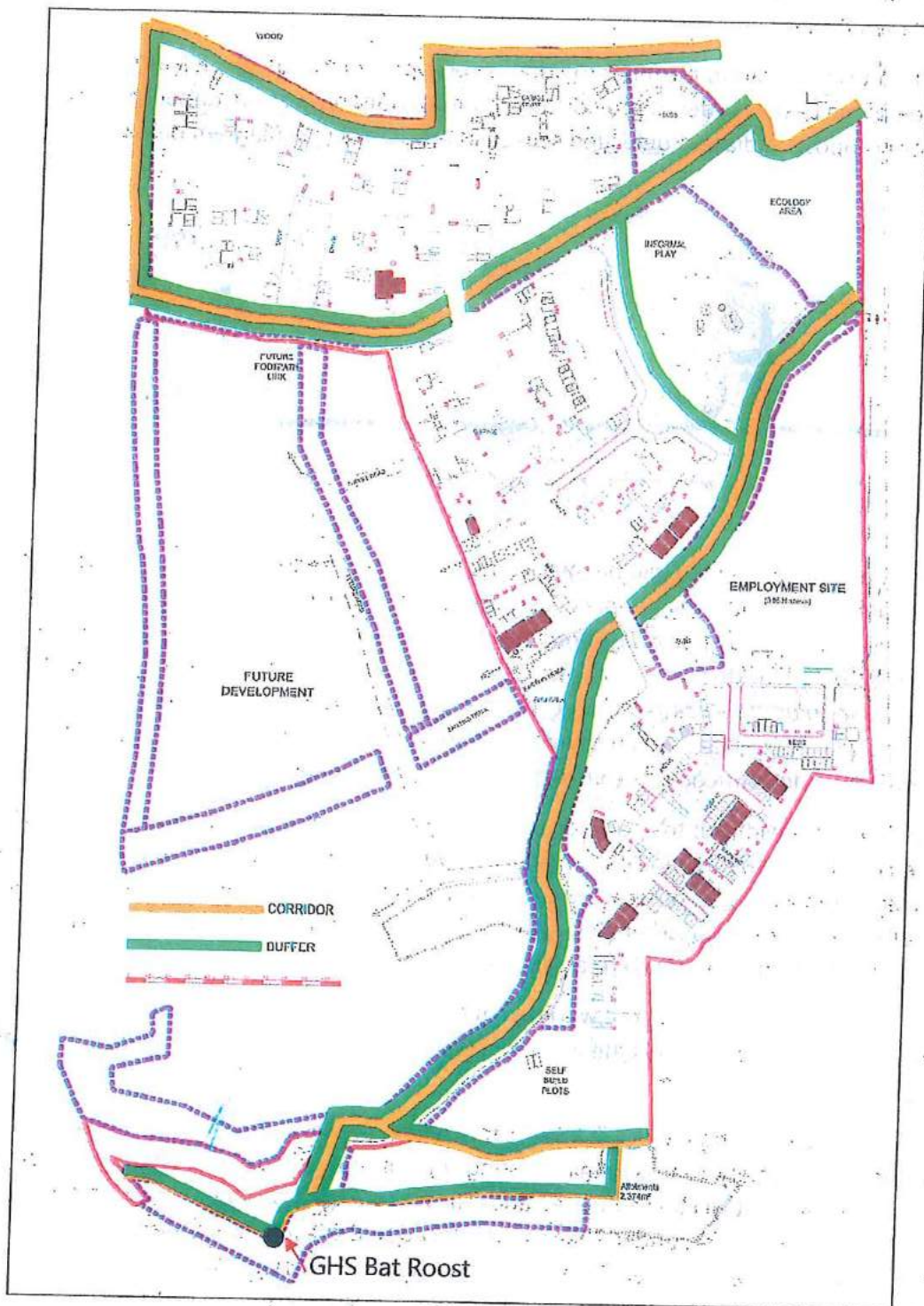
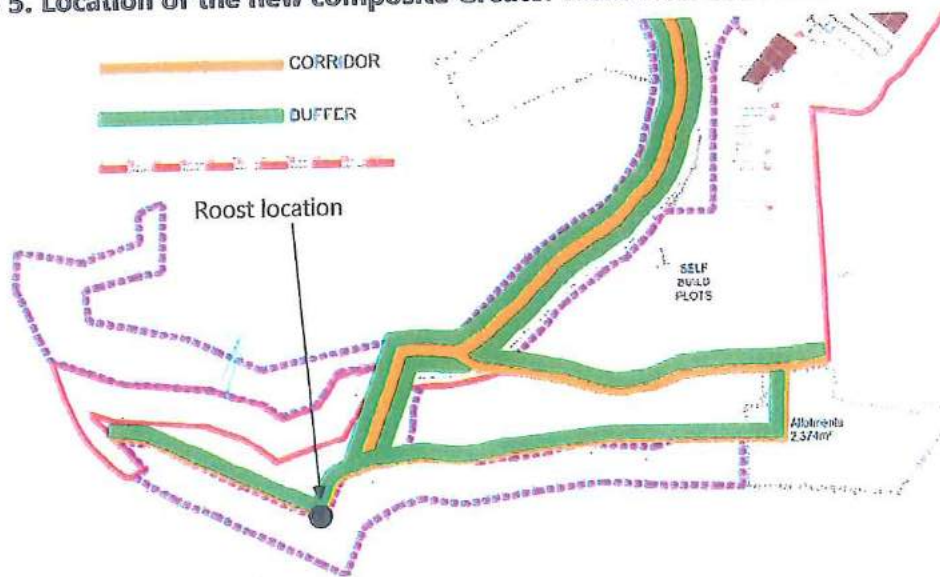


Figure 5. Location of the new composite Greater Horseshoe bat roost.



The roost will orientate east-west and the entrance will face south. This will ensure no artificial lighting is directed toward the entrance.

This land will remain as agricultural land, however it has been agreed that the roost described within this document will be constructed and available for occupation by bats prior to the occupation of the 100th dwelling of the Phase 1 development.

Nesting bird Mitigation/Enhancement

A third of all properties on site will include Schwegler Bird Boxes. A mixture of Schwegler type 24,26 and 1SP brick nest boxes will be installed within the new buildings to provide nesting opportunities for a range of species. These will be built into north or east facing aspects to reduce the risk of chicks overheating. These bird nest brick will be indicated on future construction drawings to identify the buildings that are best suited for birds.

All trees and shrubs will be removed between October and February inclusive; outside of the bird nesting season. Ecological Supervision will be required, due to mitigation for dormice.

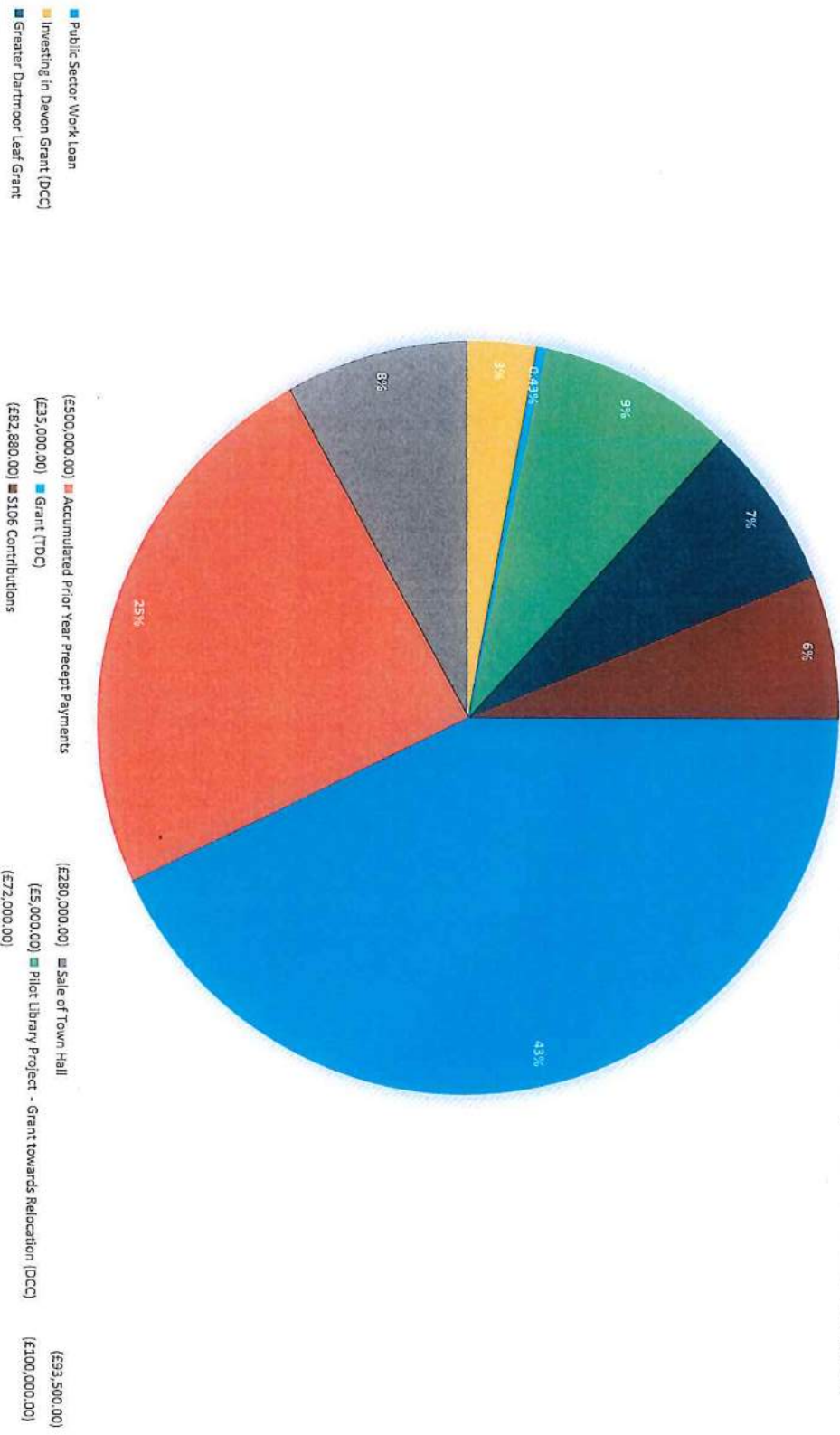
Dormouse Mitigation/Enhancement

Although Dormouse Surveys did not find the presence of dormice, the site is connected to a known dormouse area and so precautionary measures will be taken. All vegetation removal/trimming will take place under supervision by a licenced ecologist to ensure no adverse impact to dormice which may be on site. Fencing along natural greenspace areas will protect dormice from impacts during the construction phase.

Invertebrate Mitigation/Enhancement

A third of all properties on site will include Bee Bricks. These will be built into the south facing aspect of properties. These bee bricks will be included on future construction drawings to identify the buildings they are best sited upon.

Community Centre Development - Draft Budget (Option 2 = £22,487.28 under budget)



TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 2ND JULY 2019 – 16TH SEPTEMBER 2019

DATE & TIME	EVENT	VENUE	ATTENDED BY
Sunday 7 th July	Tennis Club Pavilion Official Opening	Bovey Tracey Tennis Club Recreation Ground Bovey Tracey	Mayor
Tuesday 16 th July	South West in Bloom Judging Tour	Heritage Centre St John's Lane Bovey Tracey	Mayor
Saturday 3 rd August	Bovey Tracey Carnival Procession	Various	Mayor
Sunday 11 th August	Dawlish Celebrates Carnival Opening Ceremony	Marquee The Lawn Dawlish	Mayor
Saturday 17 th August	Bovey Garden Club Annual Show and Awards	Parke View Bovey Tracey	Mayor
Monday 26 th August	New Park Community Association Fete & Summer Show	New Park Bovey Tracey	Mayor
Saturday 31 st August	Nourish Festival	Fore Street Bovey Tracey	Mayor
Tuesday 3 rd September	Merchant Navy Day Raising of Red Ensign Flag	Old Forde House Brunel Road Newton Abbot	Mayor



Bovey Tracey Town Council

Protocol following the Death of the Sovereign, a Senior National Figure or Local Holder of High Office

This protocol sets out the action to be taken in the event of the death of the Sovereign and on the death of other members of the Royal Family, or Senior National Figure (please refer to Appendix 8).

The Flag Protocol can also be applied on the death of a Senior National Figure, the serving Member of Parliament for the constituency of which Bovey forms a part, or a serving Member of the Council (please refer to Appendix 6).

Her Majesty Elizabeth the Second, by the Grace of God, of the United Kingdom of Great Britain and Northern Ireland, and of her other Realms and Territories,
Queen, Head of the Commonwealth, Defender of the Faith.

H.R.H. The Duke of Edinburgh	The Prime Minister
H.R.H. The Prince of Wales	Former Prime Minister
H.R.H. The Duchess of Cornwall	Serving Member of Parliament
H.R.H. The Duke of Cambridge	A Member of the Council
H.R.H. The Duchess of Cambridge	
H.R.H. Prince George of Cambridge	
H.R.H. Princess Charlotte of Cambridge	
H.R.H. Prince Louis of Cambridge	
H.R.H. Prince Henry (Harry) of Wales	
H.R.H. Princess Henry of Wales	
H.R.H. The Duke of York	
H.R.H. The Earl of Wessex	
H.R.H. The Princess Royal	
H.R.H. The Countess of Wessex	
H.R.H. The Duke of Gloucester	
H.R.H. The Duchess of Gloucester	
H.R.H. The Duke of Kent	
H.R.H. Prince Michael of Kent	
H.R.H. Princess Michael of Kent	
H.R.H. Princess Alexandra	

The above list is subject to special commands from the Sovereign in each case.

The Queen will be given a State Funeral.

The Duke of Edinburgh and The Prince of Wales will be given a Ceremonial Royal Funeral.

The Duchess of Cornwall, The Duke of Cambridge, The Duchess of Cambridge, Prince George of Cambridge, Princess Charlotte of Cambridge, Prince Louis of Cambridge, Prince Henry (Harry) of Wales, The Duke of York, The Earl of Wessex, The Princess Royal, The Countess of Wessex, The Duke of Gloucester, The Duchess of Gloucester, The Duke of Kent, Prince Michael of Kent, Princess Michael of Kent and Princess Alexandra will be given Non-Ceremonial Royal Funerals.

As the names suggest, the distinctions rest with the level of ceremonial involved (for example, in a State Funeral the coffin is carried on a gun carriage pulled by men and women of the Armed Forces. In a Ceremonial Royal Funeral, the gun carriage is drawn by horses).

All elements of these Guidance Notes come into operation on the death of The Sovereign (including the provision made for the Proclamation). Appendix 10 suggests an approach to be applied on the death of those who will be accorded a Ceremonial Royal Funeral.

It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack.

Contact details for all those with responsibilities under this protocol are set out below (councillors contact details as per internal documents):

The Mayor: Cllr George Gribble
The Deputy Mayor: Cllr Sheila Brooke

Town Clerk: Mr Mark Wells
Office: 01626 834217
Mobile: 07772 844445

Grounds Maintenance Officers: Mr Roger Rance
Mr Peter Stanyon

On the death of the Sovereign, a senior member of the Royal Family, or Senior National Figure, any requests for clarification or questions about local arrangements can be referred to either:

Paul Millward Chair chair@naco.uk.com

Jim Babbington Vice-Chair

vicechair@naco.uk.com 020 7361 2430 / 0794 11 56 818

or the County's Lieutenancy Office (Lieuten@devon.gov.uk)

Office: 01392 383204/382286

This protocol was agreed by the Town Clerk on: _____

Signed: _____

This protocol was ratified by the Chairman of the Council on: _____

Signed: _____

This document to be reviewed May 2020.

ACTION IMMEDIATELY

Upon the formal announcement from Buckingham Palace/Downing Street of the death of the Sovereign or Senior National Figure

	Implemented by	
Union Flag to be lowered to half-mast (on formal announcement from Buckingham Palace and instruction from the Town Clerk)	Grounds Maintenance Officer	see Appendix 1 and 6
Formal letter of Condolence to be prepared, approved by the Town Clerk and signed by the Mayor of Bovey Tracey. To be sent to the New Sovereign's Private Secretary asking that condolences of the Council and people of Bovey Tracey be passed to the new Sovereign and his/her family.	Town Clerk or in his absence the Assistant to the Town Clerk	See Appendix 2
In the case of the death of a member of the Royal Family, a letter to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family.	Town Clerk / Assistant to the Town Clerk	See Appendix 3

<p>A message through all forms of media by the Mayor of Bovey Tracey to:</p>		
<p>Express the sadness of the Council and people of the Town at the news of the death and conveying condolences on behalf of the people of Bovey Tracey Parish and saying if planned events are being cancelled. The statement to appear on the home page of the website. Social media posts to be put on the corporate Twitter account and Facebook page (where applicable)</p>	<p>Upload all relevant information to BTTTC website with link to Palace/Royal website.</p>	
<p>Announce arrangements for the local District Proclamation (either on D+2 after that of the County, or on D+3) where it will be read, by whom and how the public can be present. (An opportunity to explain the history of Proclamations and why we still make Proclamations today?)</p>	<p>Town Clerk</p>	
<p>On the death of any other significant person, the Chairman to decide whether an e-Book of Condolence should be opened on the Council's website.</p>	<p>Town Clerk</p>	
<p>Announce arrangements for the Book of Condolence and e-condolence on Royal website. Refer to the royal.gov.uk website</p>	<p>Town Clerk</p>	
<p>Announce that flowers may be laid in the Courtenay Memorial Garden at the parish church (open area with Cross below the Churchyard) for the laying of flowers and details when the Mayor will be laying flowers. The area may be near the spot from which the Proclamation will be.</p>	<p>Town Clerk</p>	
<p>Announce that Condolence Books are available in the Lady Chapel of the Church of St Peter, Paul & Thomas of Canterbury</p>	<p>Town Clerk</p>	
<p>Announce flags to be flown at half-mast as per this protocol and detailed in Appendix 1</p>	<p>Town Clerk/ Assistant to the Town Clerk</p>	
<p>Church Service – There will be a Civic service at 11am on the first possible Sunday after the announcement. Announce details of time and place. The digital images available can also be used in Orders of Service, but only as</p>	<p>Rev Graham Hamilton</p>	

long as they are within the Order of Service and not as separate print.

Mike O'Keefe

Custodian of the Official Royal Image Library
of HM The Queen and HRH The Duke of Edinburgh

www.royalimages.co.uk

Images from the above can be used on the Council's website and within the Order of Service for an arranged Church Service (not as a separate print)

Website Guidance

Many local authorities will be replacing their website home page on the death of The Sovereign and some have a "ghost" of that page prepared already.

Typically, the "ghost" page includes an image of the deceased with dates of birth and death. It then carries a few words to record that it was with the greatest sadness that the Council learnt of the death of X

Beneath that is a link to the Council's usual website and that is followed by a series of further links through which people can find details of the ways in which the Council is marking the death as detailed above.

1010 Media

On the death of the Sovereign until and including the day of the funeral of the Sovereign, the Chains of office will not be worn by the Mayor or Deputy Mayor, and instead badges of office will be worn on black neck ribbons.	Mayor and Deputy Mayor	

**NATIONAL PROCLAMATION DAY (D+1)
the day following the death of the Sovereign or Senior National Figure**

ACTION	Implemented by	
<p>At 0900 hrs: A Book of Condolence will be opened the first working day after the death, at the Lady chapel of the Parish Church from 0900hrs to 1800hrs Monday to Friday and will remain open until 1800 hrs on the day following the funeral. (Day+ 11) (Applicable also for the Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall).</p> <p>First signatures: The Mayor of Bovey Tracey, Deputy Mayor of Bovey Tracey, Town Clerk.</p>	<p>Authorised by the Town Clerk with assistance from Assistant to the Town Clerk.</p> <p>Front page of Book overseen by Town Clerk</p> <p>When the Book of Condolence has been closed, to arrange for binding and where the final bound version is to be lodged.</p>	<p>Reference to the Royal website for online Condolence Book</p> <p>Condolence books available in Lady chapel of the Parish Church</p>
<p>Condolence books to be provided to Town Councils</p>	<p>Teignbridge District Council to Bovey Tracey Town Council</p>	<p>See sample Appendix 4</p> <p>See Appendix 9 for photo display</p>

<p>At 1100 hrs Union Flag to be raised to the mast head (top) - National Proclamation - until 1300hrs on D+2</p>	<p>Grounds Maintenance Officer</p>	<p>See Appendix 1</p>
<p>For other members of the Royal Family identified in the list above, flags will continue to be flown at half-mast until 08.00 on the day following the funeral. For all others identified in the list flags will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume until the day of the funeral when they will again fly at half-mast.</p>		

<p>LOCAL PROCLAMATION DAY (D+2) Two days following the death of the Sovereign or Senior National Figure</p>	
<p>At 12.30hrs Formal County Proclamation by the High Sheriff. Flag at full mast.</p>	<p>Town Hall See Appendix 5</p>
<p>At 1300hrs Union Flag to be returned to half mast Until 0800hrs of the day after the Sovereign's funeral (D+ 11)</p>	<p>Grounds Maintenance Officer See Appendix 1 and 6</p>
<p>At a time after the County Proclamation (not before 13.00hr and not before Formal County Proclamation) or on D+3 District Proclamation. (Circulated by the County Lieutenancy Office).</p> <p>Flag at full mast for the local proclamation and returned to half-mast following the local proclamation.</p> <p>District Proclamation to be displayed on Town Council website</p>	<p>The Lord-Lieutenant/ D.L./Representative DL to offer words of introduction before the Proclamation is read.</p> <p>Grounds Maintenance Officer</p> <p>Town Clerk</p>

SUBSEQUENT DAYS (D+3 – D+11/12)	
<p>D+10 State Funeral (D+11 if D+10 is a Sunday)</p> <p>At 0900hrs - announcement of a two-minute silence will be observed at the Council Offices at 1100hrs for those who wish to show their respect.</p> <p>The Public Observing of the Silence to be publicised. Public to be advised by all forms of media and item on the Council's website informing of arrangements.</p> <p>Action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>
<p>At 1100hrs – 2 minute silence to be observed at the Council Offices for those who wish to show their respect.</p> <p>(See Appendix 5 for guest list)</p> <p>It is now recognised that following the death of The Sovereign it is likely that many people will watch the funeral service on television or on big screens where they are available locally. That will seriously limit the number of people wishing to gather in a public place simply to mark the Silence. That may well also be the position for any Silence marking the death of those receiving a Ceremonial Royal Funeral.</p>	<p>Town Mayor</p>
<p>D+11 (or D+12 if D+10 is a Sunday) After 0800hrs Lower Union Flag</p>	<p>Grounds Maintenance Officer</p>

CIVIC EVENTS DURING THE PERIOD OF MOURNING AND DRESS CODE	
Action required	Implemented by

Civic Duties and Council/Committees meetings

To review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.

Any Civic events could be cancelled as a mark of respect or that they begin with a period of silence. Rather than ask "do we cancel," ask "Is it really necessary and appropriate for this event to go ahead?"

Other annual Flag Days

Should it happen that between the day of death and the funeral there is a period when the Council is scheduled to fly the Commonwealth flag, the Merchant Navy flag or the Armed Forces flag, the Council may choose to let those days pass un-marked, deciding instead to continue to fly the Union flag at half-mast as a symbol of National mourning. It would be inconsistent to celebrate the Commonwealth, the Armed Forces or the Merchant Fleet by flying their flags at half-mast, but it would be inappropriate to fly them at full mast during a period of mourning. It is better therefore not to fly them at all.

Elections

So far as General Elections are concerned it is possible that political parties would suspend campaigning and if Polling Day fell between D and D+8 it is conceivable that people would still cast their votes, but at the end of the day it is a political and legal decision. Returning Officers will need to understand what mechanisms, if any, exist for stopping the election process once it has started.

In most weeks of the year there is a by-election taking place for local authorities and again Returning Officers will need to give thought to how the death of a senior member of the Royal Family would have an impact on this.

Civic Chains

On the death of the Sovereign until and including the day of the funeral of the Sovereign, the Chains of office will not be worn by the Mayor or Deputy Mayor, and instead badges of office will be worn on black neck ribbons.

The Mayor,
Deputy Mayor in
discussion with
the Town Clerk

APPENDIX 1

Flag Flying

- **Immediately** following a formal announcement from Buckingham Palace or Downing Street, and on receiving an instruction from the Town Clerk, replace the current flag with the **Union flag** and lower the flag to half mast.
- **On National Proclamation Day (D+1) - Applicable only following the death of the Sovereign** (the day following the death of the Sovereign (D+1), when the new Sovereign is proclaimed). At 11.00hrs the Union Flag shall be raised to full mast and flown throughout the day at full mast, returning to half mast at 13.00hrs the following day. (D+2 - Local Proclamation day).
- **Local Proclamation Day (D+2) - Applicable only following the death of the Sovereign** Flags to be returned to half mast at 13.00hrs. (The High Sheriff of Devon will make the formal proclamation at 12.30hrs. The Local Proclamation will be after the County Proclamation (not to be made before) or on D+3). Flags to be raised to full mast for the local proclamation and then returned to half mast.
- **On subsequent days.** For those identified in the list above, the flag will continue to be flown at half mast until 08.00hrs on the day following the funeral. The funeral of the Sovereign will take place 10 days after the day of death (D+10, or D11 if D10 is a Sunday). For other senior members of the Royal Family the funeral will take place 8 days after the day of death.

ACTION Flag Flying

Action required	Implemented by	Other Notes
Immediately upon the announcement of the death of the Sovereign or Senior National Figure and at the request of the Town Clerk or his representative, flags will be lowered to half mast.	At the Council Offices by the Grounds Maintenance Officer Flag pole on the Town Hall	See Appendix 1 and 6

<p>Applicable only following the death of the Sovereign:</p> <p>On National Proclamation Day D+1 <i>(the day following the death of the Sovereign, when the new Sovereign is proclaimed)</i> flags will - at 11.00 hrs- be raised to full mast and flown throughout the day at full mast.</p> <p>Local Proclamation Day (D+2) On the day following Proclamation Day flags will be returned to half mast at 13.00 hrs. The High Sheriff of Devon will make the formal County proclamation at 12.30hrs. At a time afterwards or on D+3 the District Proclamation will be announced (but not before the County Proclamation).</p> <p>Flag at full mast for the local proclamation and returned to half-mast following the local proclamation.</p>	<p>At the Council Offices by the Grounds Maintenance Officer.</p> <p>At the Council Offices by the Grounds Maintenance Officer</p>	
<p>On Subsequent Days: Following the death of the Sovereign or other members of the Royal Family identified in the list above, flags will continue to be flown at half mast until 08.00 hrs on the day following the funeral.</p> <p>For all others identified in the list above flags will fly at half-mast on the day of the announcement of the death until 08:00hrs on the day following the funeral.</p>	<p>At the Council Offices by the Town Clerk</p> <p>Town Clerk</p>	<p>The funeral of the Sovereign will take place 10 days (or D+11 if D10 is a Sunday) after the day of death. For other senior members of the Royal Family the funeral will take place 8 days after the day of death.</p>

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org). But bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

APPENDIX 2

Draft Letter of Condolence from the Mayor of Bovey Tracey

??

The Private Secretary to His Majesty The King
Buckingham Palace
London SW1A 1AA

Dear Sir

It is with great sadness that I heard of the death of Her Majesty Queen Elizabeth the Second, who was much loved and admired across the Country and the wider Commonwealth for her grace and unfailing kindness to those she met in the course of her public duties. The Queen's contribution to and dedication in the service of the country, throughout her life, was and will continue to be an example to us all.

On behalf of the people of Bovey Tracey Town Council, I would ask, therefore, that you convey to His Majesty the King, (insert Regal name) and The King's family, our deepest sympathies at this sad time.

Yours faithfully

Councillor _____
Mayor – Bovey Tracey Town Council

Guidance on the Statement to be issued by the Mayor on the announcement of the death of the Sovereign, a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It might go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

Reference could also be made to an area for the laying of flowers. This may be in the grounds of the Parish Church and the Mayor and Deputy Mayor may choose to begin this gesture by laying their own flowers at the end of or soon after the local District Proclamation has been read.

When a decision has been taken on the Civic Head's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

Reference should be made to any locally organised Church Service.

Front page of Condolence Book

IN MEMORY OF

Her Majesty Elizabeth the Second, by the Grace of God,
of the United Kingdom of Great Britain and Northern Ireland,
and of her other Realms and Territories,
Queen, Head of the Commonwealth, Defender of the Faith

21 April 1926 - _____ 20 _____

The people of Bovey hereunder express their deepest sympathies and condolences
at the passing of Her Majesty, The Queen.

Councillor _____
Mayor of Bovey Tracey Town Council

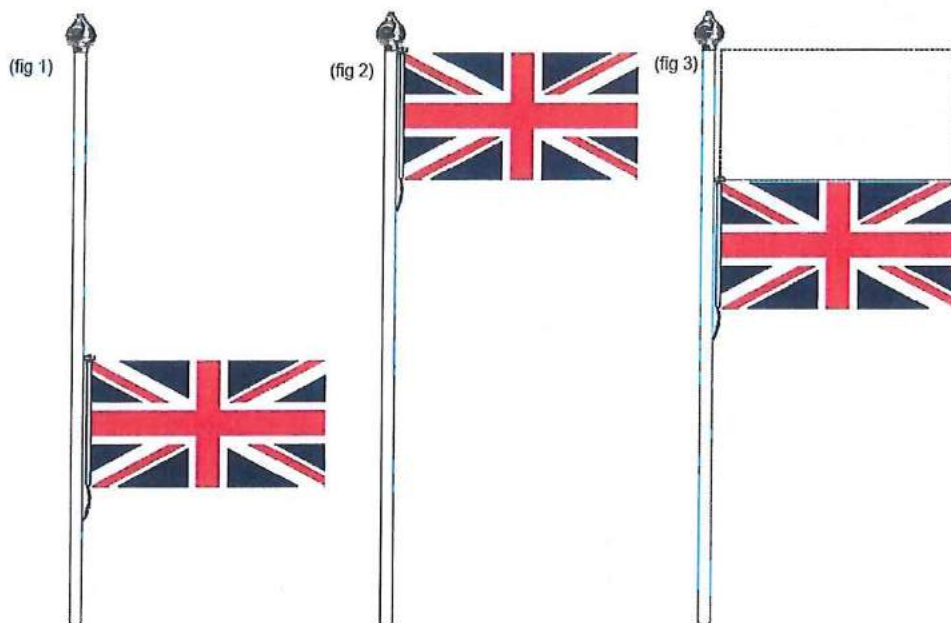
Mr Mark Wells _____
Town Clerk – Bovey Tracey Town Council

Dependant on local circumstances it is suggested that Books of Condolence should
be closed at the end of the day following the day of the funeral (i.e. if the funeral
falls on a Thursday, Books should close at 1800hrs on the Friday).

Such Books of Condolence are essentially a local record of the sentiments expressed
by local people on the death of a national figure. As such, they should form part of
the Authority's archive, so that future generations are able easily to gain access to
them and find out the way in which national events were marked in the area. It is
simply not feasible for every Book from all such sad occasions to form part of the
Royal Archives. However, in any letter of condolence from the Mayor, reference
should be made to the Book of Condolence and its existence in the local archives
which then ensures that when that letter goes in to the Royal Archives it acts as an
effective cross reference.

Flying flags at half mast

'Half Mast' does not mean literally half way down the flag pole. The flag should be lowered the depth of the flag, e.g. If the flag is 6ft x 3ft (fig 2) it should be lowered 3ft (fig 3). There is a strict discipline for hoisting and lowering the flag on such occasions. The flag should be slowly and reverently hoisted aloft (fig 1) to its full extremity (fig 2) before slowly being lowered to the correct depth of the flag 'half mast" position (fig 3). When taking the flag down it should again be hoisted to the top of the pole then reverently lowered to the ground.



Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all.



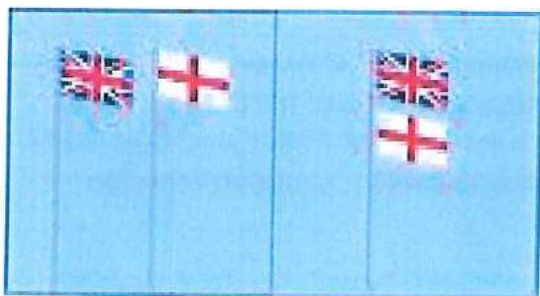
The Modern Union Flag



This Flag is Upside Down!

Double-Flagging

Sometimes it may be desired to display two flags when only one flagpole is available. As long as both flags are British this is possible. The senior flag should fly at the top, with a gap of about 30cm (12"), assuming there is enough vertical space on the pole. For example, the Union Flag can be flown over the flag of England, Scotland or Wales (as shown), or over a county, city or house flag. When flags are at half-mast the lower flag must be removed.



List of current suppliers

Pictures of the Royal Family - Downloadable images of the Royal Family are available at www.royal.gov.uk. That site also gives details of companies from which a wider range of photographs can be purchased.

Framed pictures of HM The Queen and HRH The Duke of Edinburgh are available in Committee Services.

Book of Condolences - Paper with a black border and wide left hand margin, hole-punched to fit in a loose leaf binder is available from Barnard and Westwood, 23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com This company can also bind the loose leaf pages when the book is closed.

Also https://www.shawfuneralproducts.co.uk/books_of_condolence.cfm

Condolence Books for OFH and books for all Town Councils plus paper is available in Committee Services.

Black arm bands can be purchased from:

Vanessa Treasure Designs,
01782 626829
Staffordshire, v.treasure@btconnect.com
ST5 8PA www.vanessatreasure.co.uk

Available in Committee Services.

Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer

Black ties can be purchased from:

Ties Planet
John Lewis, Marks & Spencer or other similar Department Stores.

Available in Committee Services.

Table cloths can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Framed photographs can be purchased from:

But remember to contact Mike O'Keefe before ordering so that you can get your NACO discount

Mike O'Keefe (mike@royalimages.co.uk)
Custodian of the Official Royal Image Library of

H.M. The Queen and H.R.H. The Duke of Edinburgh.

Framed pictures of HM The Queen and HRH The Duke of Edinburgh are available in Committee Services.

Black edged paper hole-punched to fit in a loose-leaf binder can be purchased from:
Barnard and Westwood,
23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com
This company can also bind the loose-leaf pages when the book is closed.

APPENDIX 7

The guidance on this protocol advises that the provision of a Condolence Book is applicable as indicated below.

	Condolence Book	Flag Protocol Union Flag
Her Majesty, The Queen	Yes	Yes
H.R.H. The Duke of Edinburgh	Yes	Yes
H.R.H. The Prince of Wales	Yes	Yes
H.R.H. The Duchess of Cornwall	Yes	Yes
H.R.H. The Duke of Cambridge	No	Yes
H.R.H. The Duchess of Cambridge	No	Yes
H.R.H. Prince George of Cambridge	No	Yes
H.R.H. Princess Charlotte of Cambridge	No	Yes
H.R.H. Prince Henry (Harry) of Wales	No	Yes
H.R.H. The Duke of York	No	Yes
H.R.H. The Earl of Wessex	No	Yes
H.R.H. The Princess Royal	No	Yes
H.R.H. The Countess of Wessex	No	Yes

The above list is subject to special commands from the Sovereign in each case.

	Condolence Book	Flag Protocol
The Prime Minister	No	Yes Union Flag
Deputy Prime Minister	No	Yes Union Flag
Former Prime Minister	No	Yes Union Flag
Serving MP's for constituencies of which Teignbridge forms a part	No	Yes DTC flag
A serving Member of the Council	No	Yes DTC flag

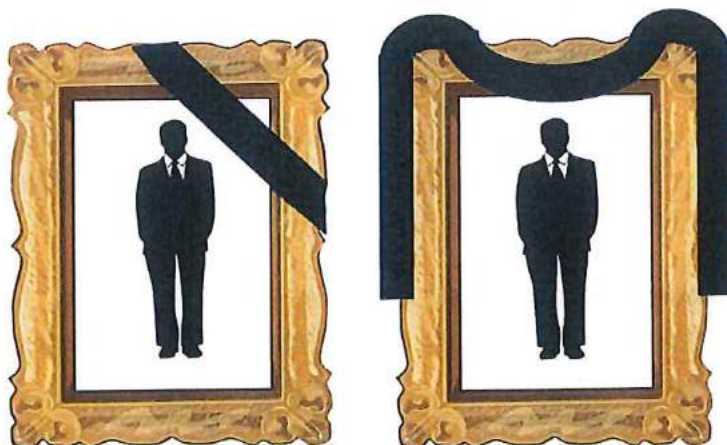
APPENDIX 8

Official framed photographs of The Queen and The Duke of Edinburgh are available in the Council Offices. Michael O'Keefe, mike@royalimages.co.uk is Custodian of the Official Royal Image Library. Photos/images are also available for The Prince of Wales and The Princess Royal through Mike.

Photographs are not compulsory, and if to be added do not necessarily need to be recent photos.

On the death of the person depicted in the picture it will be appropriate to mark that in some way.

A black ribbon across the corner of the picture is one means of doing that. A black ribbon draped across the top of the picture is an alternative.



There will come a point, after the funeral, when it will be appropriate to replace or reposition the picture. In the case of Her Majesty, this is likely to be before the Coronation of The King.

However, decisions on pictures and where they hang is not something that needs to be rushed and it can be determined taking into account both the public mood and the availability of new pictures.

Black ribbon available in the Council Offices.

APPENDIX 9

Guidance Notes that should apply on the death of those who will be accorded a Ceremonial Royal Funeral. The Duke of Edinburgh and The Prince of Wales. (2018 NACO Guidance Notes - NACO's protocol offers guidance on how to mark a death. It is down to each local authority to decide for whom the protocol is implemented and to what extent. Flying of flags at half mast will always be appropriate. Other decisions, such as whether to open a Book of Condolence, or whether to mark a Silence (and how and where) will be decided locally and may take into account the individual's seniority within the Royal Family or reflect any close connections they have with an area.)

Flags to half-mast on the announcement of the death, remaining at half-mast until 08.00 on the day following the funeral (i.e. on D+9 if the funeral is on D+8).

Books of Condolence opened at all designated sites.

Organisation of local events to include laying of flowers in a designated place and organisation of a Church Service (perhaps on a Sunday between the day of death and the day of the funeral, or on the evening of the day before the funeral).

Cancellation of Existing Planned Events may be appropriate on the day of death, the eve of the funeral and the day of the funeral but take careful note of the public mood and consider whether further scaling back is necessary.

Dress Code throughout the period between and including the day of death to the day of the funeral should be black tie and / or black rosette for those who wish to wear them

Website Manager to decide whether the deaths of those receiving a Ceremonial Royal Funeral should be marked by a new website homepage or whether the existing home

page should carry a link to a page setting out details of the ways in which the death is being marked locally.

Social media response should be immediate. Key messages from the dedicated webpage are to be shared using the council's social media channels.

Photographs of the deceased that are on display should carry a black ribbon as described in the Guidance Notes.

Marking a Silence during the Ceremonial Royal Funeral. If the funeral is televised and large numbers of people are expected to be watching it at home or locally on big screens, any public ceremony simply to mark the Silence may not be appropriate

Any additional suggestions that are identified at the time of death will appear on the NACO message board following the announcement of the death.

Summary for Death of a Sovereign

Flag Flying

On the formal announcement of Death, all flags are to be lowered to half-mast until 0800hrs on the morning following the Funeral except:

Proclamation Day (D +1)

The Union Flag will be flown at the Mast-head from 1100hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation. They will continue to fly at full-mast until 1300hrs the following day, i.e., D+2. At 13.00hrs on D+2 they should be returned to half-mast. The union Flag can be raised to full mast in the vicinity of the Local Proclamation and remain at full mast for the duration of the ceremony. They should then be returned to half-mast.

Note: the Commonwealth flag, the Merchant Navy flag or the Armed Forces flag should not be flown during this time.

Books of Condolence

Books of Condolence should be opened on the first working day after the day of death. Located at the Church of St Peter, Paul & Thomas of Canterbury. One book is available. A framed photo of HM The Queen and HRH The Duke of Edinburgh available in the Church.

The Loose-leaf ring condolence Books allow for the pages to be re-ordered, so that if the Mayor, Town Clerk and others cannot be the first to sign the book, their signatures can be on the first page of the bound book.

Condolence books and paper are available for all Town Councils in Democratic Services.

Dependant on local circumstances Books of Condolence should be closed at the end of the day following the day of the funeral.

The Condolence books will form part of the Council's Archives. In any letter of condolence from the Mayor, reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

Organisation of local events during the period of Mourning

To unite communities in a collective expression of sadness.

- The reading of the Proclamation by High Sheriffs in each county will stand as the first opportunity for people to gather and this will be followed by the Proclamation reading in Boroughs, Districts and towns.
- Area at the Church of St Peter, Paul & Thomas of Canterbury grounds for people to lay flowers, which can be managed safely.

This may be near the spot from which the Proclamation is read and the Mayor may choose to begin this gesture by laying flowers at the end of or soon after the Proclamation has been read. A growing carpet of flowers within town and cities centres would provide a strong visual image and a focal point.

Areas at Towns and Parishes for the laying of flowers – the public to be advised of this.

- Church Services
- Large screens on which television coverage can be relayed to the public.

Cancellation of Existing Planned Events

The question to ask is not “do we cancel?” but rather “why is it really necessary and appropriate for this event to go ahead?”

Proclamation Day (D+1)

The Proclamation will be made at St. James's Palace at 11.00 (or 14.00 if it is a Sunday – but this is to be confirmed). The Proclamation is then “cascaded”.

Most High Sheriffs are expected to make their Reading at 12.30 on D+2.

Local Council's will make their Readings at some point after 13.30hrs on D+2 or D+3.

The Union Flag will be flown at the Mast-head from 1100hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation. They will continue to

fly at full-mast until 1300hrs the following day, i.e., D+2. At 13.00hrs on D+2 they should be returned to half-mast. The union Flag can be raised to full mast in the vicinity of the Local Proclamation and remain at full mast for the duration of the ceremony.

- The Chairman will read the proclamation.
- It will be read in the grounds of OFH or Council Chamber.
- The public will be advised via the website.
- The invitation list is set out in Appendix 5 above.
- The platform party will consist of the Chairman, Vice Chairman and Managing Director.

Suggested wording is set out in Appendix 5. However, a watch should be kept on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk).

Dress Code

Black ties, armbands and pins are available from Democratic Services.

Mayor's Civic Regalia - The Council's medallion to be worn with a black ribbon. No chain.

Timings of other events e.g. General Election

Await instruction - General Election - it is possible that political parties would suspend campaigning and if Polling Day fell between D and D+8 people would still cast their votes. Returning Officers should be prepared however to know what mechanisms, if any, exist for stopping the election process once it has started. Also impact on any by-election.

Social Media and Websites

- An image of the deceased with dates of birth and death
- A few words to record that it was with the greatest sadness that the Council learnt of the death
- A series of links through which people can find details of the ways in which the Council is marking the death as follows.
 - **Message from the Mayor** (expressing sadness, mentioning that flags on Council buildings are at half-mast and saying if planned events are being cancelled)
 - **Flowers** (details of where people can lay flowers and give details if the Chairman will be going there to lay flowers)
 - **Books of Condolence** (where they will be and hours when they will be available – also mention e-condolences and refer to the royal.gov.uk website)

- **The Proclamation** (where it will be read, by whom and how the public can be present.
- **Church Services** (this might simply be a statement that the Council will be arranging a Service, and as details of time and place are agreed that can be added in. As the Council hears of other services and ceremonies being organised elsewhere in the District these can also be added.)
- Anything else that is relevant.

Marking a Silence

On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10 or D+11 if D+10 is a Sunday).

Action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

Following the death of The Sovereign it is likely that many people will watch the funeral service on television or on big screens where they are available locally. It would therefore not be appropriate or necessary to arrange a local ceremony simply to observe the Silence.

Letters of Condolence

In the case of the Sovereign's death, a letter should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. (Appendix 2 above).

In the case of the death of a member of the Royal Family, the letter should be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family.

Photographs

Official framed photographs of The Queen and The Duke of Edinburgh are available in the Council Offices. Michael O'Keefe. mike@royalimages.co.uk Is Custodian of the Official Royal Image Library. Photos/images are also available for The Prince of Wales and The Princess Royal through Mike.

Photographs are not compulsory, and if to be added do not necessarily need to be recent photos.

STRATEGIC PLAN

AGENDA ITEM No. FC. 19/71

MEETING:	FULL COUNCIL
DATE:	16TH SEPTEMBER 2019
REPORT BY:	COUNCILLOR SHEILA BROOKE

1.0 Purpose of the Report

To consider creating a Strategic Plan for Bovey Tracey Town Council.

2.0 Introduction

A Strategic Plan is the most important policy document an organisation can have to ensure its success. It provides aims and actions which will improve the overall efficiency and success of the organisation. Setting a Strategic Plan should be one of the Council's key responsibilities.

The effectiveness of the Strategic Plan depends on agreement and investment from all the key stake holders which include: elected members, the Town Clerk/staff and the Community. Ensuring the successful delivery of the Strategic Plan is a fundamental duty of the Town Clerk and forms a key management tool for the Town Clerk to focus the Council's direction.

- 2.1** It is of benefit of the development of any plan, to align its period with the election cycle of the Council as it is essential all members are committed to delivering any subsequently adopted plan. It is also important that the plan looks further ahead than the current term of office to align with other initiatives that may take longer.

It is suggested that a Working Group is formed to progress the development of 'Bovey Town Council Strategic Plan'.

3.0 Background

An informal meeting for all members was held on 6th August 2019 to discuss a review of the Council's current committee structure and function. Eight members attended this session along with the Town Clerk. The meeting was chaired by Councillor Brooke who explained the rationale to request a review of current committee's configuration, which is to enable them to align more closely with changing emerging work streams (eg Environment and Climate

Emergency) in addition to recognising that historically committees and sub-committees have evolved over time.

The Town Clerk outlined ideas relating to developing a Council Strategy, with a vision and key objectives, which would better inform any review of the functions required from committees going forward. It was also recognised that a key strategic document would assist to better align resources more economically, making them 'fit for purpose' for the future.

All members present recognised the merits in the development of a strategy and vision, which should be considered by Full Council. Post meeting notes were circulated requesting any members who were not present to contact Councillors Brooke or Cole. To date no additional comments have been received.

There were a number of initial suggestions at the meeting related to potential priorities, which included:

- Definition/delivery of Statutory Responsibilities
- Delivery of the Community Hub Development
- Completion of the Neighbourhood Development Plan
- Priorities relating to the Climate Emergency Declaration
- Trial Traffic Management Plan

3.1 In addition to the benefits already highlighted, the creation and subsequent adoption of a Strategic Plan will fulfil award criteria if the Council were to progress from the recently achieved 'Foundation Award' of the Local Council Award Scheme to the 'Quality Award'.

4.0 A summary of the proposed process

The proposed approach to the process, which is envisaged to take 3-4 months, can be summarised as follows:

- i) An initial 'workshop' session for all Councillors and staff members. This can be facilitated either internally or by an external facilitator.
- ii) A Strategic Planning Working Group will then be formed (suggested membership to include: Council and Committee Chairs & Vice Chairs and the Town Clerk) to draft a vision statement and content Strategy, expanding on the workshop outcomes.
- iii) Consult all key stakeholders on the draft.
- iv) Revise and present to Council for consideration to adopt.

4.1 Plan Drafting

A workshop session to be scheduled for members and the Town Clerk to formulate a vision and recommend strategic plan priorities for the

organisation. Time scales for delivery should be included. The process will include review of current committee structure and function. This work needs to be undertaken in a timely fashion in order to deliver the draft plan in accordance with the agreed time frames.

4.2 Engagement

Engagement around the plan content with the Community is essential, feedback from which will be pivotal to the drafting of the Plan.

The draft plan will be shared with the public via the Town Council's website and social media. The public will be invited to provide feedback on the priorities and aims and encouraged to suggest how the council might seek to achieve aims.

4.3 Revision and Adoption

All feedback received will be reviewed by the Strategic Plan Working Group who will produce a revised draft for adoption. This will be presented to the Council in January 2020 for approval.

The final plan will include actions and time frames to guide implementation, ensuring the Council focuses on achieving its ambitions.

5.0 Recommendations

It is recommended that the Council:

- i) Approve the process for the development of a Strategic Plan covering the period of the current term of office.
- ii) Appoints a Strategic Plan working group (see Terms of Reference attached) to lead on the development of the plan.

APPENDIX A: WORKING GROUP TERMS OF REFERENCE

1. The Working Group will consist of up to 7 councillors determined by the Town Council, and the Town Clerk in an advisory capacity.
2. At the first meeting following the workshop, the working group members will appoint an elected member as Chair who will ensure the working group's members are kept informed and involved and acts as a channel to Full Council.
3. The purpose of the working group is to:
Manage the development of the Strategic Plan covering the period of the current term of office.
4. The group does not have delegated powers to make decisions on behalf of the Town Council.
5. The group reports to Full Council.
6. The group shall provide a draft plan prior to public consultation.
7. Meeting dates of the working group will be made known to the public who may attend if they wish.

COMMUNICATIONS STRATEGY

WORKING GROUP TERMS OF REFERENCE

1. The Working Group will consist of up to 6 councillors determined by the Town Council, and the Town Clerk in an advisory capacity.

Suggested membership formed by those elected on the current Communications Sub-Group: Cllrs U Arnold, Allen, Bradshaw, Kelly, Morgan-West and Brooke (Ex Officio).

2. At the first meeting, the Working Group members will appoint an elected member as Chair who will ensure the Working Group's members are kept informed and involved and acts as a channel to Full Council.

3. The purpose of the working group is to:

Develop a DRAFT Communications Strategy for the Council to consider.

4. The group does not have delegated powers to make decisions on behalf of the Town Council.
5. The group reports to Full Council.
6. Meeting dates of the Working Group will be made known to the public who may attend if they wish.

COMMUNITY EVENTS

AGENDA ITEM No. FC. 19/73

MEETING: FULL COUNCIL

DATE: 16TH SEPTEMBER 2019

REPORT BY: TOWN CLERK

1.0 Purpose of the Report

To consider Council involvement in forthcoming parish events.

2.0 Introduction

Bovey Parish hosts numerous community events and in recent years the number has increased, and it is not unusual and perhaps not surprising, that the Town Council is called upon for support at various levels of involvement.

3.0 Background

The Council currently assumes either joint responsibility or overall responsibility for the following events:

- **Remembrance Day** (jointly arranged with representatives of the Royal British Legion, Army Cadet Force and St Peter, St Paul and St Thomas of Canterbury Church)
- **Christmas Lights Switch-On** (jointly arranged with Bovey Tracey Carnival Committee, Bovey Tracey Primary School and the Council's appointed Lighting Contractors)
- **Civic Carols by Candlelight Service** (jointly arranged with the Vicar of St Peter, Paul & Thomas of Canterbury Church)
- **Green Man Festival** (overall responsibility)

3.1 Future Event Dates

Dates proposed for 2019/20 events are as follows:

- | | |
|-------------------------------------|---|
| Remembrance Day | – Sunday 10 th November 2019 |
| Christmas Lights Switch-On | – Saturday 7 th December 2019 |
| Civic Carols by Candlelight Service | – Thursday 19 th December 2019 |
| Green Man Festival | - TBC |

3.2 75th Anniversary of the VE Day Celebrations

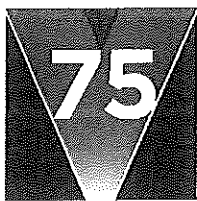
SSAFA (the Armed Forces Charity) have outlined plans for VE Day 75, organised to celebrate and commemorate the 75th Anniversary of VE Day with activities taking place between 8th – 10th May 2020 (see attached).

The vicar of St Peter, St Paul & St Thomas of Canterbury Church has enquired if the Town Council might like the Parish Church to host a civic service on Sunday 10th May 2020 to mark VE Day?

4.0 Recommendations

It is recommended that the Council:

- i) Consider continuing joint responsibility for arrangements for:
 - Remembrance Day Service (Lead: Town Clerk)
 - Christmas Lights Switch-On (Lead: Cllr Cole)
 - Civic Carols by Candlelight Service (Lead: Town Clerk)
- ii) Consider continuing to arrange the Green Man Festival, having overall responsibility for the arrangements and if approved, to appoint a volunteer Lead(s)
- iii) To consider VE day Celebrations



ssafa | the
Armed Forces
charity

VE DAY
75TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8 - 10 MAY 2020

Dear Town and Parish Clerk,

TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in VE Day 75 especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - www.veday.org as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR

COMMUNITY AWARDS

AGENDA ITEM No. FC. 19/74

MEETING:	FULL COUNCIL
DATE:	16TH SEPTEMBER 2019
JOINT REPORT BY:	COUNCILLORS TONY ALLEN & KATE MORGAN- WEST

1.0 Purpose of the Report

To consider continuing with existing community awards in addition to introducing new award categories.

2.0 Introduction & Background

The Town Council currently organises two Community Award schemes:

- i) The Honorary Representative of the Lord of the Manor, and
- ii) The Young Citizen of the Year Award

In line with the Council's aspirations of getting closer to our community in Bovey Tracey and Heathfield, and as a means of recognising the achievements of people and organisations in the community, we would like to ask councillors to consider the introduction of further awards as follows:

- 1) Volunteer or Voluntary Group of the Year
- 2) Business of the Year
- 3) Environmental Impact Award
- 4) Good Neighbour of the Year
- 5) Eco-Champion or Group of the Year

If Councillors have ideas on other award categories, or on opportunities for one-off recognition awards, could they put them forward for consideration please.

3.0 Proposed Process

Should Council decide to go ahead, detailed criteria for each of these awards would need to be developed and we would propose that a small Working Group of Councillors is set up to do that, and to help in the judging process (with the assistance of appropriate members of the public). Cllr Allen will be willing to chair the working party in order to get the new award schemes agreed and established.

4.0 Recommendations

It is recommended that the Council consider:

- i) Approving the existing schemes for the Honorary Representative of the Lord of the Manor and Young Citizen of the Year to continue on the same basis as before.
- ii) If all or a subset of the proposed awards should be established and if so,
- iii) Approving the setting up of a small working group of councillors to formulate the draft criteria and process.