

For Signing.

# BOVEY TRACEY TOWN COUNCIL

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

29<sup>th</sup> October 2013

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Town Hall, Bovey Tracey on Monday 4<sup>th</sup> November 2013 at 7.00pm for the purpose of transacting the business as set out on the agenda below.

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## AGENDA

*Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.*

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FC.13/48. Apologies for absence:

**\*\*Public Participation Session:** To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or of those minutes being considered at this meeting and representations by the Community Police Officer and Chaplain to the Town Council (Maximum of 20 minutes).

FC.13/49. Minutes:

To confirm the Minutes of the previous Full Council Meeting held on 23.9.13 (\*copy enclosed).

FC.13/50. Recreation, Parks & Property (RP&P) Committee:

To receive the Report of the meeting held on 7.10.13 (\*copy enclosed).

FC.13/51. Finance, Resources & General Purposes (FR&GP) Committee:

To receive the Report of the meeting held on 21.10.13, the Financial Statement dated 21.10.13 and the Accounts paid up to 18.10.13(\*copies enclosed).

FC.13/52. Planning Committee:

To receive the Reports of the meetings held on 7.10.13 & 21.10.13 (\*copies enclosed).

FC.13/53. The Town Mayor's Interests:

To receive a list of functions and activities attended by the Town Mayor.

*\*\*A short adjournment will take place to allow for questions, reports and representations by members present: from the County, District and Town Councillors (maximum 20 minutes).*

FC.13/54. Changes to Public Toilets in Teignbridge:

To consider an appropriate response to Teignbridge District Council's (TDC) letter (*\*full information on the proposals enclosed*) advising of the planned changes to public toilets in the locality at Mary Street Car Park and the Recreation Ground.

FC.13/55. Consultation on the Mobile Library Service:

Devon County Council (DCC) is undertaking a public consultation on the mobile library service (*\*full information on the library service enclosed*). The main effect on the service in Bovey Tracey is that DCC propose to reduce the frequency of mobile library visits from fortnightly to every four weeks in order to make significant financial savings. Members are requested to consider an appropriate response to this consultation.

FC.13/56. Highway Safety Awareness Training:

Devon County Council (DCC) is holding a series of training workshops (*\*copy of letter enclosed*) to provide a basic understanding of the safety obligations of volunteers wishing to undertake any activity in the vicinity of the highway. Any Member wishing to attend one of the workshops please inform the Town Clerk.

FC.13/57. Twitter Trial:

Members are requested to consider a three month trial of operating a Twitter account. Twitter is an online social networking and micro-blogging service that enables users to send and read tweets which are text messages limited to 140 characters. Registered users can read and post tweets but unregistered users can only read them. The advantage of operating a twitter account is that anyone can follow the activities of the Town Council and it provides a further platform to inform a wider audience of its activities. There is no membership fee to create a Twitter account.

FC.13/58. Devon Wildlife Trust (DWT):

Ref. min. no. FR&GP.13/61. The deadline for the submission of the application to the Heritage Lottery Fund for the Countywide Greater Horseshoe Bat Project (*\*information previously circulated*) is 15.11.13. Members are requested to agree to providing an "in principle" letter of support for the application.

Mr Burgess, Conservation Officer for DWT, will be attending the Planning Committee meeting on 18.11.13. Mr Burgess has informed the Town Clerk that this project would not hinder any future developments in the parish and may even assist planning applications by providing up

to date data on bat numbers etc. Currently there is a lack of information regarding data of this nature.

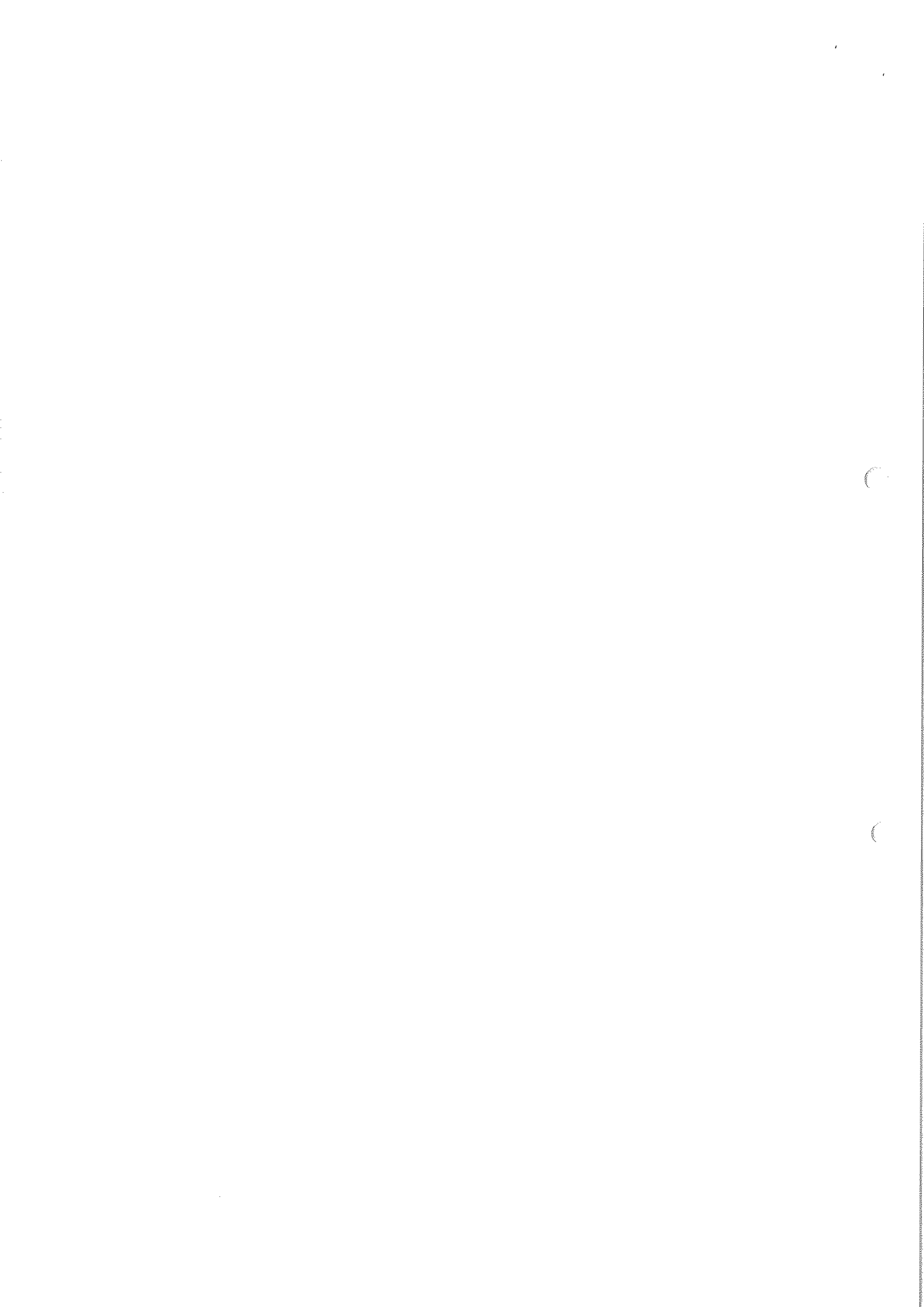
FC.13/59. Bovey Tracey Football Club (BTFC) :

Members are requested to consider BTFC's request for the Town Council to act as the applicant for its forthcoming planning application, to Teignbridge District Council, to extend the changing facilities at Mill Marsh Park. By the Town Council acting as the applicant, this will mean only half the relevant planning application fee will be payable by BTFC.

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

SIGNED..... F. J. Westwood ..... DATE 29/10/13 .....

F J WESTWOOD  
TOWN CLERK



BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE TOWN HALL  
ON MONDAY 23<sup>rd</sup> SEPTEMBER 2013 at 7.00pm.

**Present:**

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E Kelly.

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

\*\*County Cllr  
\*District Cllr

**In attendance:**

Mr T J Westwood - Town Clerk  
Rev. Kevin Hooke - Chaplain to the Council  
PC L Wills  
Two members of the public

The meeting was chaired by the Town Mayor, Cllr Evans.

**FC.13/38. Apologies for absence:**

Cllr R J Ashby (Holiday)  
Cllr Ms C O Richardson (Holiday)  
Cllr M Tregoning (Unwell)  
PCSO P Wilson

**\*\*Public Participation Session:**

Commenced at 7.02pm and finished at 7.10pm (\*Report attached).

**FC.13/39. Minutes:**

The Minutes of the previous Full Council Meeting held on 1.7.13 (*\*copy previously circulated*) were confirmed as a true record and duly signed by

**FC.13/40. Recreation, Parks & Property (RP&P) Committee:**

The Report of the meeting held on 15.7.13 was received and adopted (*\*copy previously circulated*).

**FC.13/41. Finance, Resources & General Purposes (FR&GP) Committee:**

The Report of the meeting held on 2.9.13, the Financial Statement dated 2.9.13 and the Accounts paid up to 30.8.13 were received and adopted (*\*copies previously circulated*).

**FC.13/42. Planning Committee:**

The Reports of the meetings held on 15.7.13 & 2.9.13 were received and adopted (*\*copies previously circulated*).

 4/11/13

FC.13/43. Recess Report 2013:

The Report of the business considered during the Recess Period - July & August 2013 was received and adopted (*\*copy previously circulated*).

FC.13/44. The Town Mayor's Interests:

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

**\*\*A short adjournment took place from 7.15pm to 7.22pm to allow for questions, reports and representations by members present: from the County, District and Town Councillors (\*Report attached).**

FC.13/45. Annual Return For The Year Ended 31.3.13 - External Auditor's Report:

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

A matter not affecting the Audit Commission's opinion was their recommendation that the Town Council's Standing Orders and Financial Regulations should be reviewed and updated. It was noted that this action will be undertaken by 31.3.14.

Thanks were extended to the staff for their efforts.

FC.13/46. Bovey Tracey Skate Park:

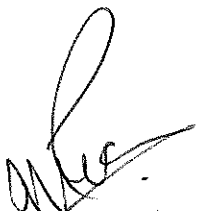
A verbal update on the progress of this project was given by the Town Clerk.

It was noted that on 28<sup>th</sup> September from 11.00am to 2.00pm a Sponsored Skate Event and Fun Day will be held at Grey Cars Yard, 6/7 Daneheath Business Park, Heathfield. All Councillors are invited to attend.

FC.13/47. Moor Than Meets The Eye - Landscape Partnership - Community Workshop:

It was noted that Councillors are invited to a free Community Workshop (*\*details previously circulated*) to be held at King George V Community and Sports Centre, Moretonhampstead on Saturday 28<sup>th</sup> September. No Member wished to attend.

The meeting closed at 7.27pm.

  
4/11/13

BOVEY TRACEY TOWN COUNCIL

Report of the questions, reports and representations which took place during the adjournments of the Town Council meeting held on Monday 23<sup>rd</sup> September 2013.

Reports and comments from members of the public:

PC Wills gave his report (*\*circulated at the start of the meeting*) stating that:

- a) 20 crimes had been recorded during the summer period.
- b) There were also 7 reported incidents of anti social behaviour.
- c) To date no one had been apprehended for damaging the trees in Mill Marsh Park on Carnival Night.

Mr J Williams reported a matter concerning traffic congestion in Mary Street on Sunday 22<sup>nd</sup> September. Cllr Gribble agreed to investigate.

Reports from County, District and Town Councillors:

DCC, TDC and Town Cllr Gribble reported on various issues concerning highways, youth facility at Heathfield, Tour of Britain Cycle Race, Wray Valley Trail, proposed closure of public toilets, CCTV and minor vandalism at the Heritage Centre.

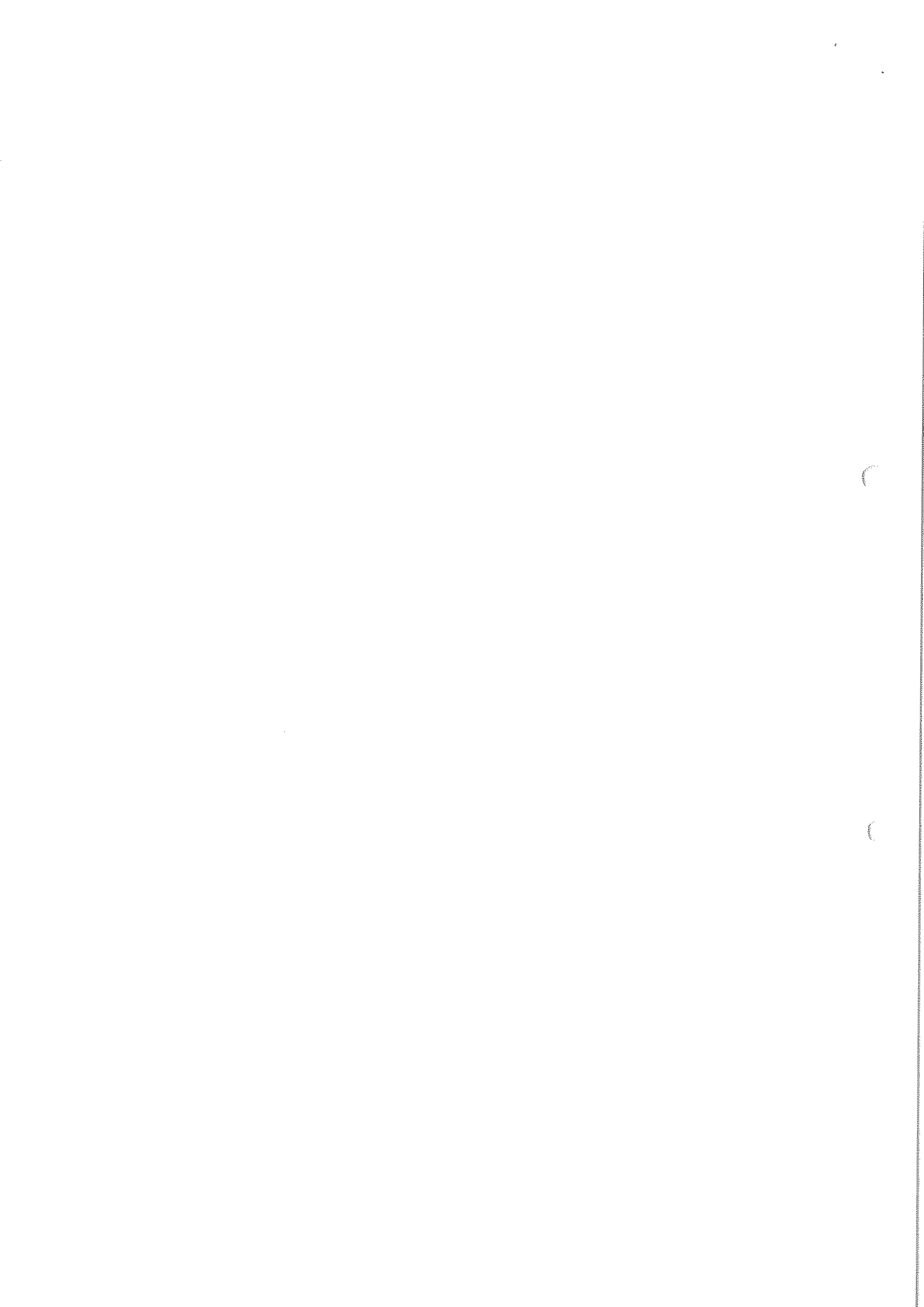
District Cllr Mrs Klinkenberg reported that she had attended regular meetings. She considered that the Tour of Britain Cycle Race had been well represented.

Cllr Allen referred to the proposed closure of public toilets and the withdrawal of CCTV monitoring and considered these would have a major negative impact on the town.

Cllr Mrs Kerswell advised that the stained glass window commemorating the Queen's Diamond Jubilee was now installed at PPT Church.

The Town Mayor's Engagements:

18.7.13	Business meeting.
26.8.13	New Park Fete.
20.9.13	Licensing of Priest at St John the Evangelist Church.





RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 7<sup>TH</sup> OCTOBER 2013 at 7pm.

Present:

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E Kelly

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

In attendance:

Mr T J Westwood - Town Clerk  
Mrs L M Warren

Cllr S Barker (TDC)  
Ms S Edwards (TDC)

The meeting was opened by the Town Mayor, Cllr Evans who introduced Cllr Stuart Barker, Portfolio Holder for Assets & Resources, and Ms Sue Edwards, Environment Standards Manager at Teignbridge District Council (TDC).

Cllr Barker explained the current car parking strategy in the District and advised that funds raised from car park charges go towards other services i.e street cleaning. He noted that car parking in TDC area was cheaper than many other areas. A new permit had been introduced allowing users to park in any TDC car park up to 10.00am and after 4.00pm daily at a cost of £30.00 per annum.

Ms Edwards referred to on-street parking and explained the enforcement procedure.

Cllr Barker and Ms Edwards then answered questions raised by Councillors.

*Cllrs Gribble and Mrs Kerswell left the meeting at 7.25pm.*

Cllr Evans thanked Cllr Barker and Ms Edwards for attending the meeting. They then left the Council Chamber at 7.30pm.

The remainder of the meeting was chaired by Cllr Allen.

**RP&P.13/55 Apologies for Absence:**

Cllr Mrs D E M Black (Unwell)  
Cllr G J Gribble\*\* (Attending another meeting)  
Cllr Mrs A J Kerswell (Attending another meeting)  
Cllr Ms C O Richardson (Personal commitments)

**RP&P.13/56 Consideration of minutes of previous meeting held on 15.7.13:** Noted.

**RP&P.13/57 Accounts:**

The Financial Accounts paid up to 4.10.13 were received and approved  
(\*copies circulated at the meeting).

**RP&P.13/58 Valuation of the Town Hall and Community Land:**

The current valuations (\*copies of the relevant sections of the valuation report previously circulated) of the Town Hall and the Community Land were noted. (Ref. min no. RP&P.13/34)

It was agreed that the Surveyor should be contacted to ensure that it was appropriate to place the information on the Town Council's website.

RP&P.13/59 May Day Celebrations 2014:

Item brought forward by Cllr Kelly (*\*copy of e-mail enclosed*). This item was deferred for consideration at the Finance, Resources and General Purposes (FR&GP) Committee meeting on 21.10.13.

RP&P.13/60 Business Request - Mill Marsh Park:

Consideration was given to a request (*\*copy of letter previously circulated*) from Miss Crowe to advertise her pet portrait painting business in Mill Marsh Park. Following discussion it was

Resolved:

To decline the request as the Town Council does not permit commercial activities, unless linked with an organised charitable event, in Mill Marsh Park.

RP&P.13/61 Bovey Tracey Football Club (BTFC):

Consideration was given to a request from BTFC (*\*copy of e-mail previously circulated*) to install a mini soccer pitch (60m x 40m) at the Recreation Ground as has previously been permitted.

Resolved:

To grant the request.

RP&P.13/62 Memorial Bench - Mill Marsh Park:

Consideration was given to a request (*\*copy of e-mail previously circulated*) from Mr Kennedy to position a memorial bench in Mill Marsh Park in memory of Mr Kennedy's mother, Mrs P Kennedy.

Resolved:

To grant the request. The location of the bench to be confirmed following confirmation of the siting of the proposed skate park.

RP&P.13/63 Mill Marsh Park Play Area:

Consideration was given to the following:

i) Due to lack of use and following consultation with the users of the play area, consideration was given to removing a section of Trim Trail and replacing with a more suitable item, a Clatterbridge (*\*details previously circulated*).

ii) Relocating two existing units and installing a Cantilever Swing (*\*details previously circulated*). The addition of this unit will enhance the equipment provided which is Disability Discrimination Act compliant. It was noted that the cost of this upgrade can be met from S106 Agreements. The total cost for the work (*\*copy of quotations previously circulated*) is:

Mant Leisure	£21,907.00+VAT
Redlynch Leisure	£23,583.00+VAT

Resolved:

To approve the items i) & ii) as set out above and accept the quotation from Mant Leisure at a cost of £21,907.00+VAT (*\*Power to spend: Public Health Act 1865 s.4*).

RP&P.13/64 Bank Works - Mill Marsh Park:

It was noted that the works to strengthen the river bank in Mill Marsh Park are now completed. The total cost of the works is £11,387.50+VAT (ref. min. no. FC.13/36). The Town Council secured a grant of £5000.00 from the



Rural Aid Fund towards the cost of the works. Members considered paying the balance of £6387.50 via S106 Agreements.

Resolved:

To meet the outstanding balance of £6387.50 via S106 Agreements.

RP&P.13/65 Town Centre Improvements:

Following two meetings of the Regeneration Committee (RC) a proposal has come forward for Members to consider creating a public space in Fore Street. Members considered in principle, subject to detail matters, the creation of a dedicated open space in the Jubilee Trough area of Union Square (*\*artist impression previously circulated*).

Resolved:

To support the proposal, in principle, to create a public open space as set out above.

RP&P.13/66 Bovey Tracey Players (BTP):

Consideration was given to two requests from the BTP:

- i) To install a "stand-alone" 12'x7' wooden sound booth on a section of the balcony in the Town Hall to facilitate communications during performances.
- ii) To install two hooks on the exterior wall of the Town Hall, opposite East Street, to facilitate placing a banner advertising performances of the BTP. This banner will only be in place two weeks prior to and during a performance.

Resolved:

To grant the requests i) & ii) as set out above.

Under Standing Order 16 the following item was brought forward as urgent business:

RP&P.13/67 Removal of Dais in Council Chamber:

Consideration was given to removing the dais in the Council Chamber.

Resolved:

To remove the dais and replace with carpet.

RP&P.13/68 Matters brought forward by the Town Clerk & Councillors: (\*for information)

Mr Westwood (Town Clerk) advised that the Skate Board Event, previously postponed due to inclement weather, will now take place in the Methodist Church Car Park on 9.11.13.

Cllr Tregoning advised that parishioners are offering to contribute towards the purchase of replacement trees for Mill Marsh Park.

Cllrs Elphick & Mrs Klinkenberg referred to the provision of additional on-street parking.

Cllr Allen enquired about the preparation of a letter regarding localism.

The meeting closed at 8.03pm.



PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 7<sup>TH</sup> October 2013 at 8.05pm.

Present:

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E Kelly

Cllr A Allen  
Cllr U Arnold  
Cllr R J Ashby  
Cllr R A Bray

Cllr D K Elphick  
Cllr Mrs A M Klinkenberg\*  
Cllr S P Leigh  
Cllr M Tregoning

\*\*County Cllr  
\*District Cllr

In attendance:

Mr T J Westwood - Town Clerk  
Mrs L M Warren

The meeting was chaired by Cllr Ashby.

**PL.13/52      Apologies for absence:**

Cllr Mrs D E M Black (Unwell)  
Cllr G J Gribble\*\*/\* (Attending another meeting)  
Cllr Mrs A J Kerswell (Attending another meeting)  
Cllr Ms C O Richardson (Personal commitments)

**PL.13/53      Consideration of Planning Applications:**

TDC Applications listed to 23.8.13:

- a) **13/02495/TPO** Felling of trees at land at A382 for Mr D Stock, Highways Agency.  
Observations: It was noted that the application had been approved by TDC. The Councillors expressed their concern that approval had been granted whilst the application was still within the consultation period.

TDC Applications listed to 30.8.13: None.

DNPA Applications listed to 30.8.13: None.

TDC Applications listed to 6.9.13:

- b) Application withdrawn: Noted.  
**13/02277/TPO** Pruning of beech tree at Lodge 7, Indio Lake, Newton Road for Mr T O'Neill.

DNPA Applications listed to 6.9.13: None.

TDC Applications listed to 13.9.13:

- c) **13/02722/TPO** Pruning of three trees at 45 Musket Road, Heathfield for Mr S Peralta.  
Observations: No objection providing the proposal meets with the approval of TDC's arboriculturist.

DNPA Applications listed to 13.9.13: None.

TDC Applications listed to 20.9.13:

- d) **13/02750/CAN** Pruning of trees at 7 Fairfield Close for Mr J Cole.



Observations: No objection providing the proposal meets with the approval of TDC's arboriculturist.

DNPA Applications listed to 20.9.13:

0497/13 Block off existing field access and create one in new location at field at Hawkmoor for Mr B Crout.

Observations: No objection.

TDC Applications listed to 27.9.13:

e) 13/02795/MAJ Continuation of existing use without compliance with planning condition 2 of 05/02433/VAR and 12/03005/FUL and condition 3 of 07/05226/FUL (restricting company name) at Prestige Furniture Ltd, Battle Road Heathfield for Mr R Ash.

Observations: No objection.

f) 13/02827/CAN Pruning of three trees and felling of two trees at Ashwell, East Street for Mr A Pearce.

Observations: No objection providing the proposal meets with the approval of TDC's arboriculturist.

PL.13/54 Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Raising of the roof to provide first floor accommodation at Coppice, Lowerdown. (N/O)
- ii) Outline application for mixed use development at land at Ilford Park, Stover. (N/O)
- iii) Pruning of six trees at 22 Churchfields Drive. (N/O)
- iv) Open fronted pony shed to include workshop, storage area, pony pens and outdoor learning centre, pony field shelter with associated groundworks and paths at Dartmoor Pony Heritage Trust, Parke. (N/O)
- v) Felling of three trees at 6 Fairfield Close. (N/O)
- vi) Felling of trees at land south of Forbes Close, Heathfield.
- vii) Erection of steel framed industrial building (two units) and creation of new vehicular access at The Courtyard, Sabre Close, Heathfield. (N/O)
- viii) Pruning of one oak tree at 19 Naseby Drive, Heathfield. (N/O)

b) Refusals:

TDC:

- i) Felling of fifteen trees at land NGR 281420 77614 Newton Road. (N/O with provisos)

Appeal Dismissed:

- i) Land at Southbrook Lane. (TDC Enforcement Notice).

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

PL.13/55 General Planning Matters brought forward by Councillors:  
(\*For information only).

Cllr Allen reported that the phone box at the Town Hall required refurbishing.

The meeting closed at 8.19pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 21<sup>st</sup>OCTOBER 2013 at 7pm

Present:

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E Kelly

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

\*\*County Cllr  
\*District Cllr

In attendance:

Mr T J Westwood - Town Clerk  
Mrs L M Warren

The meeting was chaired by Cllr Gribble

FR&GP.13/54 Apologies for absence: None

FR&GP.13/55 Consideration of minutes of previous FR&GP Committee meeting held on 2.9.13: Noted

FR&GP.13/56 Accounts & Financial Statement:

The Financial Statement dated 21.10.13 (*\*copies circulated at the meeting*) was received and adopted. The accounts were approved for payment.

FR&GP.13/57 Internal Audit Report 2013-14 - Interim September 2013:

It was noted that the interim internal audit for 2013-14 was undertaken on 16.9.13 (*\*copy of report previously circulated*). The Town Council's Internal Auditor, Mr K Abraham, reported that there were no issues to raise from the interim audit and all records were well ordered and comprehensive. Thanks were extended to the staff. It was also noted that care needs to be taken regarding the wording of the minute agreeing the future precept total.

FR&GP.13/58 Review of Standing Orders:

Consideration was given to appointing a Working Party, to report back to the FR&GP Committee, to review the Town Council's current Standing Orders and Financial Regulations (*\*copies of model Standing Orders Oct. 2013 previously circulated; copies of the current Financial Regulations will be provided to Members of the Working Party if required*).

At the proposed review consideration can also be given to the options on updating the current committee structure to designate the following sub-committees/advisory committees for allocation to a particular committee of the Council:

- i) Section 106 Sub-committee
- ii) Communication Group Sub-committee
- iii) Regeneration Advisory Committee
- iv) Young Citizen Award Advisory Committee
- v) The Old Thatched Inn Advisory Committee
- vi) Dementia Friendly Advisory Committee

Resolved:

To appoint a Working Party comprising Cllrs Gribble, Kelly and Leigh.



**FR&GP.13/59 United Schools Federation (USF):**

*\*Cllr Gribble declared a personal interest.*

Consideration was given to an appropriate response to the USF's proposal (*\*copy of letter previously circulated*) to have one governing body to oversee all four schools, including St. Catherine's. Following discussion it was

**Resolved:**

To reply stating that the Town Council supports the proposal in principle but expresses concern over the possible loss of autonomy for each individual school.

**FR&GP.13/60 May Day Celebration 2014:**

*Item brought forward by Cllr Kelly (Ref. min no. RP&P.13/60)*  
Cllr Kelly reported that he had met with representatives of the Morris Dancing Group who had confirmed that arrangements for the celebration were progressing. Following a further meeting with the Group, Cllr Kelly will report back to the Town Council.

**FR&GP.13/61 Devon Wildlife Trust (DWT):**

i) Consideration was given to a request (*\*copy of e-mail previously circulated*) to support their application to the Heritage Lottery Fund (HLF) for a Countrywide Greater Horseshoe Bat Project by providing an "in principle letter of support" for inclusion with the HLF application.

ii) Consideration was given to a request to develop a focal point for this project, if the funding application is successful, to be located in Mill Marsh Park.

Following discussion it was

**Resolved:**

To invite Mr Peter Burgess, Conservation Manager for DWT, to a Committee meeting to explain the project.

**FR&GP.13/62 The Old Thatched Inn (OTI):**

i) De-listing:

It was noted that English Heritage (EH) has now completed its initial assessment of the above building to consider whether it should be removed from the List of Buildings of Special Architectural or Historic Interest. The initial report (*\*copy previously circulated*) sets out the history and background information about the building proposed for de-listing, and will form the basis for EH's assessment about whether it has lost the special interest necessary to be considered for de-listing.

Consultees, including the Town Council and Teignbridge District Council, have been asked to send in their responses within 21 days from the date of the consultation letter (8<sup>th</sup> October 2013). It is important to note that EH can only consider comments on the special architectural or historic interest of a building. EH will then consider all representations made before finalising their recommendation to the Secretary of State for Culture, Media and Sport (DCMS). The decision on whether to de-list is taken by the DCMS.

ii) Re-design:

Following the principles of design set out in the Recreation, Parks & Property (RP&P) Committee meeting on 3.6.13 (*ref. min. no. RP&P.13/35*), the preliminary drawings of the re-designed community building on the OTI site were viewed at the meeting. The Town Clerk



provided a summary of the design conditions agreed with TDC's planning and conservation officers for the new building.

After discussion it was

**Resolved:**

- i) De-listing: To reply to EH noting various anomalies contained in the assessment. To contact Mel Stride MP to request his assistance.
- ii) Re-design: To accept the proposed scheme and progress the project.

**FR&GP.13/63 Photocopier:**

It was noted that the minimum period (5 years) on the existing finance lease with Ing Lease (UK) Ltd is due to expire on 1.1.14. The current quarterly payment is £970.00+VAT. The photocopier is supplied and serviced by 1<sup>st</sup> Office Equipment Ltd at a current approximate cost of £112.26 per quarter which includes all parts, toner and labour.

The Town Council considered its options regarding retaining or replacing the current machine as set out below:

- i) To retain the existing machine and to continue to pay the current finance lease payment of £970.00+VAT per quarter.
  - ii) To rent a similar new machine based on a 5 year rental of £432.51+VAT per quarter plus quarterly copier costs of approximately £112.73+VAT.
  - iii) To purchase a new machine for £6500+VAT plus quarterly copier costs of approximately £112.73+VAT.
- Copier costs, for all options, include all parts, toner and labour. The advantage of purchasing outright a new machine is the financial saving which can be made over the life of the machine (approximately seven years) as opposed to retaining the existing machine or leasing a new machine.

A copy of a quotation received from 1<sup>st</sup> Office Equipment Ltd had been previously circulated. It was noted that if a new photocopier is purchased outright the anticipated saving to the Town Council is in the region of £12,991.60+VAT over a five year rental agreement. Consideration was given to option (iii) - to purchase a new machine and to cancel the current finance lease.

**Resolved:**

To purchase a new photocopier at a cost of £6500+VAT (*Power to spend LGA 1972 s.111*) plus quarterly costs of approximately £112.73+VAT. To cancel the current finance lease.

**FR&GP.13/64 Regeneration Committee:**

The Minutes (*\*copy previously circulated*) of the meeting held on 1.10.13 were noted.

**Under Standing Order 16 the following item was brought forward as urgent business:**

**FR&GP.13/65 Localism:**

(*Ref. min. no. FR&GP.13/51*) A copy of a draft letter to Mel Stride MP regarding Localism was circulated at the meeting. After perusal it was

**Resolved:**

To forward the letter to Mel Stride MP.

**FR&GP.13/66 Matters brought forward by Councillors:** (*\*for information only*).

**Cllr Mrs Kerswell** reported that:

- i) The Ministry of Defence had purchased the Army Cadets' building in St. John's Lane and funding would be required for refurbishment.
- ii) The hedge in Marsh Path required cutting.
- iii) Many of the gutters in Fore Street required clearing or repairing.

**Mr Westwood (Town Clerk)** reported that:

- i) Details regarding the closure of public toilets had been received and would be considered at the Council Meeting on 4.11.13.
- ii) Details regarding CCTV monitoring were still awaited.

**Cllr Gribble** reported on the recent sale of land in Le Molay-Littry Way.

The meeting closed at 8.05pm.

Accounts paid up to 4.10.13

		£
2.9.13	S W Water Ltd	3.26
"	Torbay Council	1200.00
"	1 <sup>st</sup> Office Equipment Ltd	272.16
"	T J Westwood	79.70
"	Teignbridge District Council	307.16
"	Mole Valley Farmers Ltd	16.85
"	PVM Supplies Ltd	111.24
"	CFR Flat Roofing	192.00
"	Arnolds	21.70
"	Grant Thornton UK LLP	720.00
11.9.13	N Brock	467.00
"	PHS All Clear	180.00
"	Castles of Dawlish	63.38
"	ITech Trading & Locomotion Marketing	315.00
"	E Bowden & Sons	22.08
"	BT Youth Action	416.66
"	SW Water Ltd	14.96
18.9.13	Robin Ray Ltd	25.00
"	K M Courtier Ltd	538.32
"	M J Evans	250.00
30.9.13	Sarah Fowler	82.70
1.10.13	Devon & Cornwall Newspapers Ltd	180.00
"	Castles of Dawlish	64.79
3.10.13	PVM Supplies Ltd	61.41
"	B T Youth Action	416.66
"	Bettesworths (Torquay ) Ltd	1200.00
"	N Brock	327.00
"	Teignbridge District Council	97.34
"	Mole Valley Farmers Ltd	45.98
"	K J Thulborn Contractor & Engineers Ltd	1303.53
"	Arnolds	34.24
		<u>9030.12</u>

Wages/Salaries

5488.35

Direct Debits

2.9.13	Aviva	484.40
"	Pulse8broadband	22.00
"	Southern Electric	58.01
"	" "	122.67
4.9.13	UK Fuels Ltd	159.38
5.9.13	Orange Payment.	36.97
"	Southern Electric	16.66
25.9.13	British Gas	263.38
30.9.13	Elitetelecom	52.34
1.10.13	Pulse8broadband	22.00
2.10.13	Ing Lease (UK) Ltd	1164.00
		<u>2886.25</u>



Accounts paid up to 18.10.13

		£
7.10.13	Teignbridge District Council	300.00
"	Action for Market Towns	310.00
"	Ultim8Construction Ltd	<u>13,665.00</u>
		<u>14,275.00</u>

Wages/Salaries 5300.00

Direct Debits

7.10.13	Orange Payt.	36.97
9.10.13	UK Fuels Ltd	<u>155.87</u>
		<u>192.84</u>

Financial Statement 21<sup>st</sup> October 2013

Accounts to be paid

	£
N Brock	286.00
D K Elphick	30.00
Andrew Johnson	4686.00
S W Water Ltd	41.49
Teignbridge District Council (Rates)	187.00
" " " "	750.00
" " " "	531.00
" " " "	502.00
Firewatch SW Ltd	<u>203.70</u>
	<u>7217.19</u>
Balance in General Account:	14,979.79
To be paid in:	<u>196.00</u>
	15,175.79
Accounts to be paid:	<u>7,217.19</u>
	7,958.60
Balance in Business Instant Access Account:	<u>206,781.68</u>
	<u>214,740.28</u>

REGENERATION COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON  
TUESDAY 1<sup>ST</sup> OCTOBER 2013 at 6.00pm

Present:

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E E Kelly

Cllr A M Klinkenberg  
Cllr S Leigh

Town Clerk T J Westwood

Miss E Steer Devon Guild of Craftsmen & Bovey Tracey Information Centre  
Mrs J Eames Bovey Tracey Business Association  
Mr M Lacey Bovey Tracey Business Association

The meeting was chaired by the Deputy Town Mayor Cllr Kelly

Apologies for absence:

Cllr Bray  
Mr R Arnold Bovey Tracey Business Association

Consideration of minutes of previous meeting held on 18.7.13:

Noted

Update on Action Points:

The Town Clerk reported the following:

Discussions had taken place with Mr Tony Watson, TDC's Business Manager for Strategic Places, Economy & Assets, regarding the provision of a Town Centre Manager (TCM). Mr Watson indicated there were no financial resources available from TDC to fund this position. It was noted that if surrounding parishes were agreeable to support this initiative, an application could be made to TDC's Electors Fund. It was agreed the Town Clerk should write to the Parish Council's adjacent to Bovey Tracey in order to seek their support and to arrange a meeting with Mr Watson to discuss economic matters pertaining to Bovey Tracey

A meeting had taken place with Ms S Edwards - Environment Standards Manager for TDC regarding the concerns raised regarding car parking in Bovey Tracey. A meeting had taken place with the DCC County Councillor George Gribble and the Highway Officer responsible for Bovey Tracey, Mr S Riddell regarding highway matters:

- i. DCC agreed in principle that bespoke pedestrian directional signs could be strategically placed throughout the Town Centre. This could not be funded by DCC.
- ii. DCC have also agreed in principle, subject to reviewing the current on-street car parking provision, the design and the funding being provided, to the creation of a public space in the Jubilee Trough area of Union Square. It was agreed that the Town Clerk will place this matter on the agenda for the Town Council's consideration at the next Recreation, Parks & Property committee meeting on 7<sup>th</sup> October 2013.



- iii. There was a need to review the current provision of S106 monies allocated to Bovey Tracey in relation to determine if monies any can be allocated for a TCM's post. The Town Clerk will investigate this matter further with the appropriate officers at TDC, with Cllr Klinkenberg's assistance.
- iv. TDC have introduced two new initiatives regarding parking fees. A new annual permit available for £30.00 to enable users to park from 4.00pm to 6.00pm and from 9.00am to 10.00am and a new initiative for traders to offer to customers who spend money in their business, a discount on parking. All of the car park machines now offer a parking pay back option, with a stub ticket to be taken to any participating store to receive a discount on parking. Any business wishing to explore this further should contact TDC on 01626 215870.
- v. TDC would be supportive in principle to the open space proposal with the condition the current on-street car parking arrangements are reviewed.

#### Setting the Vision:

A wide ranging discussion took place regarding the establishing of a Town Team, utilising the information previously circulated and the PowerPoint presentation. It was agreed this process should commence in the following way:

- i. A short presentation followed by a question and answer session by Cllrs. Evans and Kelly on the progress to date of the work and proposals of the Regeneration Committee at the AGM of the Bovey Tracey Business Association on 16.10.13. Mrs Eames reported that this is now an open meeting for all businesses and not for those who are members of the Association. Mrs Eames agreed to supply the Town Clerk with a letter of invitation to the meeting by 4<sup>th</sup> October, to be distributed by hand to all the businesses located on Fore Street and Station Road during w/c 7.10.13. Those attending the AGM will have the opportunity to give feedback on the initial proposals to Cllrs. Evans and Kelly.
- ii. Attendance at the 'Marketing Your Town' event on 22.10.13.
- iii. To start to identify key influential individuals for the Town Team
- iv. The current committee will act as the initial Steering Group for the formation of the Town Team
- v. To hold a further meeting of this committee in November to consider the next stage of the formation of the Town Team, after collating the information received from i and ii above.

#### Bovey Tracey Business Association:

Mrs Eames reported that the Association currently has 40 active members.

Date of the Next Meeting: To be advised.

The meeting closed at 7.15pm

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 21<sup>ST</sup> OCTOBER 2013 at 8.07pm.

Present:

The Town Mayor, Cllr M J Evans  
The Deputy Town Mayor, Cllr E Kelly

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

\*\*County Cllr  
\*District Cllr

In attendance:

Mr T J Westwood - Town Clerk  
Mrs L M Warren

The meeting was chaired by Cllr Ashby

**PL.13/56     Apologies for absence:**

Cllr Ms C O Richardson (personal commitment)

**PL.13/57     Consideration of Planning Applications:**

DNPA Applications listed to 27.9.13: None.

TDC Applications listed to 4.10.13: None.

DNPA Applications listed to 4.10.13: None.

TDC Applications listed to 11.10.13:

- a) **13/02948/FUL** Single and two storey extensions to form additional living accommodation at 39 Ashburton Road for Mr & Mrs W Vigers.  
Observations: No objection.
- b) **13/02882/COU** Change of use from shop to ground floor flat at 29 Fore Street for Mr G B Higgin.  
Observations: The Town Council does not support this application as it would result in the loss of a retail outlet in the main street.
- c) **13/03007/LBC** Insert two doorways into walled garden at Indio House, Newton Road for Mr Tim Baker, Waddeton Park Ltd.  
Observations: The Town Council does not support this application as it considers that the proposal would have an adverse effect on a Listed Building and the application is premature in relation to the pending decision on the proposed development at Indio House - application ref. 13/02292/MAJ.



PL.13/58 Planning Decisions: Noted

a) Approvals: None

b) Refusals:

TDC:

i) Prune one oak tree, fell one oak tree at land opposite Moorland Park, Old Newton Road. (N/O with provisos)

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

PL.13/59 General Planning Matters brought forward by Councillors:  
(\*For information only).

Cllr Evans (Town Mayor) encouraged all Councillors to attend the Remembrance Day Service and the Carol Service.

Cllr Mrs Klinkenberg provided an update on the progress of the Local Plan.

The meeting closed at 8.20pm.