

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.

5th November 2019

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Heathfield Community Centre, Cannon Road, Heathfield on **Monday 11th November 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.19/75. **Apologies for absence**
To receive apologies for inability to attend.
- FC.19/76. **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.19/77. **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 16.9.19 (*copy enclosed).
- FC.19/78. **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 environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

The meeting will go out of session


- FC.19/79. **Report of the Mayor's Chaplain**
To receive a report from the Mayor's Chaplain.
- FC.19/80. **Report of the Police**
To receive the Police Report.
- FC.19/81. **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: it is helpful for 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.19/82. **County, District and Town Councillor Reports**
To receive any reports on matters affecting the parish.
- FC.19/83. **Representation on Outside Bodies:**
To receive verbal reports from Members representing the Town Council on outside bodies, where appropriate.

The meeting will go back into session

- FC.19/84. **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.19/85. **Recreation, Parks & Property Committee (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 14.10.19 (**draft copy enclosed*).
- FC.19/86. **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 28.10.19 (**draft copy enclosed*).
ii) To consider a recommendation to adopt new National Association of Local Council's (NALC) financial regulations (**copy previously circulated*) (FR&GP.19/70)
- FC.19/87. **Planning Committee:**
i) To receive and adopt the minutes of the meetings held on 30.9.19, 14.10.19 (**copies enclosed*) & 28.10.19 (**draft copy enclosed*).
ii) Pedestrian safety – Station Road crossing to Riverside Co-op: To consider a recommendation to accept a draft proposed scheme (**copy previously circulated*) and to commission a Stage 1 Safety Audit. (PL.19/103)
- FC.19/88. **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements (**copy enclosed*).
- FC.19/89. **Fairtrade Town Status:**
To seek nominations for a Town Council representative (**copy of action plan enclosed*).
- FC.19/90. **Climate Emergency:**
To receive and consider any updates or actions in relation to the Climate Emergency Declaration.

FC.19/91. Neighbourhood Development Plan:
To receive and consider any updates or actions in relation to the Bovey Parish Neighbourhood Plan.

FC.19/92. Community Awards:
To receive and consider a report outlining the proposed awards (*copy enclosed).

SIGNED.......... DATE.....05/11/19.....

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 16TH SEPTEMBER 2019 AT 7.00PM**

Present:

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

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

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Rev M Godbeer
One member of the press
14 members of the public

The Town Mayor, Cllr Gribble, invited the new Baptist Church minister, Reverend Mark Godbeer, to lead prayers for those who wished to take part before the meeting opened.

Prior to the commencement of the meeting Cllr Allen referred to the recent premature death of Toby Wright and advised that a Go Fund page has been set up to raise funds for his family.

Cllr Gribble advised that an audio recording of the meeting was being made for minute taking purposes. Following the completion of the minutes the recording will be deleted.

FC.19/53. Apologies for absence:

Cllr U Arnold – Personal commitment
District Cllr S Morgan – Personal commitment
Reverend K Hooke
PCSO P Wilson

FC.19/54. Declarations of Interest and Requests for Dispensations:

None

FC.19/55. Minutes:

The minutes of the Town Council meeting held on 1.7.19 (*copy previously circulated) were confirmed as a true record and were duly signed by the Town Mayor.

FC.19/56. Standing Item – Climate Emergency:

Members noted 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 went out of session

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

No report available.

FC.19/58. Report of the Police:

A copy of the Neighbourhood Police report for the period 1st July to 16th September 2019 was circulated.

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

Mr P Beecher (Residents' Association):

i) Thanked Cllr Gribble for his assistance in trying to resolve the problem of speeding traffic on Le Molay-Littry Way. He noted that following meetings and speed investigations the Highway Authority is not going to take any action regarding this matter.

ii) With reference to the proposed diversion of Footpath 8, west of Blenheim Terrace, he considered that the footpath should be preserved.

iii) Referred to a planning application regarding proposed increased distribution activity at a commercial vehicle repair site. He advised that a number of residents in the area wish to ensure that their views are taken into account before any decision is made.

The Town Clerk provided an update on the following items raised at the Full Council Meeting held on 1st July 2019:

Monitoring of parking in TDC's car parks and advised that there are no free 20 minute time slots in the car parks.

National Trust land near Bonds Meadow – it is hoped that an update will be available at the next Full Council meeting.

Proposed governance restructure at South Dartmoor Community College – a letter was sent to the principal expressing concerns. A response was received which has been circulated to Councillors and is available for members of the public. Cllr Brooke also referred to serious concerns at South Dartmoor Community College and noted that there has been a fall in intake. However, there has been progress and the Multi Academy Trust will takeover in the new year. It is positive to note that the College will be undertaking a consultation over a two week period with parents and the wider community.

Grounds maintenance of areas in Rendells Meadows – following unsuccessful enquiries to TDC and DCC the Town Council has arranged for its grounds maintenance contractor to cut the areas. Funding will be sourced from Cllr Gribble's TDC Community Fund.

Road surface at Brimley Vale – following enquiries it was noted that the developer is responsible for repairing the road surface and it has been requested that DCC corresponds with them.

On street electric vehicle charging points – TDC's Environmental Control Team is introducing a new policy which includes pledges for action.

Graffiti – The Town Clerk referred to PCSO Wilson's report which advised that two suspects have been identified.

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

DCC, TDC & Town Cllr Gribble noted that he had been involved in various meetings and site visits. He advised that TDC's Enforcement Officer is progressing matters with the owner of an unkempt property in De Tracey Park where the fence is in a potentially dangerous state.

TDC Cllr Kerswell noted that she had attended various meetings and events. She also provided an update on the De Tracey Park property.

Cllr Brooke advised that the "Life on the Verge" Working Group has identified four areas for planting and it is hoped that, subject to funding, planting will be undertaken during the coming months.

Cllr Allen noted that he had attended the Teignbridge Community Climate Change meeting and various Council related meetings. He had also met with a parishioner concerning a water leak in Fore Street.

Cllr J Arnold also noted that the planting of wildflowers on the verges was progressing. He commented on the success of the Nourish Festival.

Cllr Bradshaw noted that he had attended various meetings and had chaired two Neighbourhood Development Plan meetings.

Cllr Cole extended thanks to the members of Brimley WI for their contribution to Bovey Tracey in Bloom.

Cllr Elphick had attended a recent Heritage Trust meeting and noted that more volunteers are required. He noted the new arrangements with the Heathfield youth facility and advised that any support would be appreciated.

Cllr Fletcher noted that she had chaired the Finance, Resources and General Purposes Committee meeting and had been involved on climate emergency and community centre matters.

Cllr Kelly, due to work commitments, had only been able to attend a few meetings.

Cllr Light referred to the new arrangements with the Heathfield youth facility. He advised that the local Beaver Group had disbanded. Fortunately members have been able to join other groups. He noted the progress of the planting of wildflowers.

Cllr Mills advised that he had been involved in climate emergency matters pertaining to the Community Centre.

Cllr Morgan-West advised that she had attended a Repair Café meeting at TDC.

One member of the public joined the meeting.

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

Devon Association of Local Councils – No matters reported

Teignbridge Association of Local Councils – No matters reported

Teignbridge Rural Aid Committee – Cllr Gribble noted that an application made by the Town Council had not been approved as it was advised that funding was available from another source. Unfortunately this was not the case.

Bovey Tracey Heritage Trust – Cllr Elphick referred to his earlier report.

Bovey Tracey Exhibition Foundation Trust – Cllr Cole advised that a meeting will take place on 24th September.

Bovey Tracey Information Centre Trust – Cllr Allen advised that the former Information Centre building will be removed on 17th September. He noted that Ms J Blair has become a trustee.

Police & Crime Commissioner Council Advocate Scheme – No matters reported

Plastic Free Bovey – Cllr Allen advised that Ms N Wilson, the current co-ordinator, is considering resigning from the position. He noted that a community clean-up event is being held on 20th October with two check points in the town and one at Heathfield. Cllrs Allen and Light will be assisting.

Teignbridge Dementia Action Alliance – No matters reported

Business for Bovey – No matters reported.

The meeting returned to session

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

Following reference to:

- i) Speeding on Le Molay-Littry Way. It was noted that this has been considered by the Highways Authority.
- ii) Proposed footpath diversion at Challabrook. It was noted that the Planning Committee had objected to the proposal. The matter may be passed to the Secretary of State.
- iii) An application for change of use for a commercial property in Pottery Road. It was noted that this will be considered by the Planning Committee on 30th September.

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

- i) The minutes of the meeting held on 15.7.19 (**draft copy previously circulated*) were received and adopted.
- ii) Members received and noted the feedback following the neighbouring landowners consultation (**copy previously circulated*). (RP&P.19/43)

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

- i) The minutes of the meeting held on 2.9.19 (**draft copy previously circulated*) were received and adopted.
- ii) Members considered a recommendation to approve the Stage II tender (**copy previously circulated*) in accordance with budget Option 2 (**copy previously circulated*) for the Community Centre development. (FR&GP19/60)

Cllr Fletcher referred to the de-carbonising of the building and suggested that further enquiries should be made to support this. She proposed that that following the receipt of relevant details these should be referred to the Recreation, Parks and Property Committee for consideration.

Resolved:

To approve the Stage II tender in accordance with budget Option 2 for the Community Centre development. To refer details relating to de-carbonising the building to the Recreation, Parks and Property Committee for consideration at the meeting on 14th October.

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

Resolved:

To extend the current Public Sector Works Loan borrowing approval for 12 months.

FC.19/65. Planning Committee:

i) The minutes of the meetings held on 15.7.19 (**copy previously circulated*) & 2.9.19 & recess report (**draft copy previously circulated*) were received and adopted.

FC.19/66. Annual Meeting – Deferred Item:

Members considered a Committee recommendation to approve the Option Agreement Draft Heads of Terms for Brimley Field (**copy previously circulated*). (AM.19/15 iii)
Cllr Allen provided a summary.

Resolved:

To approve the Option Agreement Draft Heads of Terms for Brimley Field.

FC.19/67. The Town Mayor's Interests:

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

7 th July	Tennis Club Pavilion Official Opening	Bovey Tracey Tennis Club Recreation Ground
16 th July	South West In Bloom Judging Tour	Heritage Centre St John's Lane
3 rd August	Carnival Procession	Various
11 th August	Dawlish Carnival Opening Ceremony	The Lawn Dawlish
17 th August	Bovey Garden Club Annual Show & Awards	Parke View Bovey Tracey
26 th August	New Park Community Fete & Summer Show	New Park Bovey Tracey
31 st August	Nourish Festival	Fore Street Bovey Tracey
3 rd Sept	Merchant Navy Day Raising of Red Ensign	Old Forde House Newton Abbot

The Town Mayor, Cllr Gribble, thanked the Deputy Town Mayor, Cllr Brooke for standing-in for him on occasions.

FC.19/68. Operation London Bridge:

Members considered adopting the draft protocol (**copy previously circulated*) to be put in place on the announcement of the death of the Sovereign or member of the Royal Family. The Town Clerk provided an update

Resolved:

To adopt the draft protocol as set out above.

FC.19/69. Climate Emergency:

Cllr Fletcher provided an update in relation to the Climate Emergency Declaration. She noted some gaps where additional volunteers are sought. Cycling facilities and cycle storage can be improved. Householders and businesses should be encouraged to switch to green tariffs to increase energy efficiency. She noted the potential implementation of repair shops. It is planned to hold future community events.

FC.19/70. Neighbourhood Development Plan:

Cllr Bradshaw provided an update. He explained the principals of the plan and thanked Cllr Kelly who had been the founder Chairman of the group. Cllr Bradshaw outlined the timescales for the production of the plan and stated that it is hoped that the plan will be implemented at the end of August 2020.

FC.19/71. Strategic Plan – Town Council:

Members considered the development of a Strategic Plan (**report previously circulated*). Cllr Brooke provided an update.

Resolved:

- i) To progress the development of a Strategic Plan covering the period of the current term of office.
- ii) To appoint the Town Mayor (Ex Officio), Deputy Town Mayor, Committee Chairmen and Vice-Chairman to a Strategic Plan working group to lead the development of the plan.

FC.19/72. Communications Strategy:

Item brought forward by Cllr Morgan-West. Members considered forming a Working Group (**copy draft Terms of Reference previously circulated*) to develop a Communications Strategy for the Council. Council Morgan-West provided an update.

Resolved:

- i) To progress the development of a draft Communications Strategy.
- ii) To form a working group comprising Cllrs Brooke (Ex Officio), U Arnold, Allen, Bradshaw, Kelly and Morgan West.

FC.19/73. Community Events:

Members considered Council involvement in forthcoming parish events (**report previously circulated*). The Town Clerk provided an update.

Resolved:

- i) To continue joint responsibility for arrangements for: Remembrance Day Service, Christmas Lights Switch-On and the Civic Carols by Candlelight Service.
- ii) To continue to arrange the Green Man Festival having overall responsibility for the arrangements. To appoint Cllr Kelly to lead assisted by Cllr Brooke.
- iii) To host a Civic Service at the Parish Church on Sunday 10th May 2020 to mark the 75th anniversary of the VE Day Celebrations.

FC.19/74.

Community Awards:

Members considered the continuation of existing awards and the introduction of further awards (**report previously circulated*). Cllr Allen provided a summary. Cllr Fletcher raised concerns that the Honorary Representative of the Lord of the Manor title could be discriminative. A discussion took place regarding the introduction of further awards.

Resolved:

- i) To approve the existing schemes. To further discuss the **title** of the Honorary Representative of the Lord of the Manor.
- ii) To introduce the following further awards:
 - Volunteer or Voluntary Group of the Year
 - Business of the Year
 - Environmental Champion Award
 - Good Neighbour of the Year
- iii) To nominate the following Councillors to formulate the draft criteria and process:
 - Volunteer or Voluntary Group of the Year – Cllr Allen
 - Business of the Year – Cllr U Arnold
 - Environmental Champion Award – Cllrs Fletcher and Mills
 - Good Neighbour of the Year – Cllr Cole

Cllr Gribble advised that the next Full Council meeting on 11th November 2019 will take place at Heathfield Community Centre.

The meeting closed at 8.34pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 30TH SEPTEMBER 2019 AT 6.30PM**

Present:

Cllr U Arnold Cllr E Kelly
Cllr S Brooke Cllr S Light

In attendance:

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

**County Cllr

*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared: None

PL.19/82 Apologies for absence:

Cllr J Arnold - Leave
Cllr R Bradshaw – Leave
Cllr A J Kerswell - Leave

****Public Participation:**

Mr C Towell referred to application 19/01532/FUL (change of use at Brian Harris Ltd, Pottery Road). He stated his objection to the proposal and noted his reasons which included highway issues, operating hours and disturbance to bats and other wildlife.

Mr J Bannister also noted his objection to application 19/01532/FUL and advised that he has forwarded his comments to the TDC Planning Officer.

Mr L Calder thanked Cllr Gribble and the Town Clerk for arranging the grass cutting of two areas in Rendells Meadow.

Mr D Brand referred to application 19/01532/FUL and stated that he has contacted TDC regarding road safety. He also expressed his concerns regarding noise levels.

PL.19/83 Minutes:

The minutes of the meeting of 2nd September 2019 (**copy previously circulated*) were confirmed as correct and were approved.

PL.19/84 Standing Item – Climate Emergency:

Members noted the Council Declaration 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.

PL.19/85 **Consideration of Planning Applications:**

DNPA Applications listed to 23.8.19: None

TDC Applications listed to 30.8.19: None

DNPA Applications listed to 30.8.19: None

TDC Applications listed to 6.9.19:

- a) **19/01532/FUL** Change of use from commercial vehicle repairers to use Classes B1, B2 & B8 with ancillary Sui Generis use for electric moped/motorcycle test facilities with wholesale distribution at Brian Harris Ltd, Pottery Road.
Observations: The Town Council objects to the application on the grounds of highway safety, increased traffic generation, noise disturbance and air pollution. Also concerns were expressed regarding the proposed increase in working hours.
- b) **19/01721/TPO** Fell one black pine, one Monterey pine and one oak and crown reduce southern stem of one eucalyptus by 3m in Area A1 at Devon House, Devon House Drive.
Observations: Referred to TDC's Arboricultural Officer.
- c) **19/01717/DCC** Consultation from Devon County Council on County Matter application for new profiled metal clad portal frame building for de-watering/treatment plant (DCC ref. RH/DCC/4145/2019) at K J Howard Civil Engineering, King Charles Business Park, Old Newton Road, Heathfield.
Observations: No objection.

DNPA Applications listed to 6.9.19: None

TDC Applications listed to 13.9.19: None

DNPA Applications listed to 13.9.19: None

TDC Applications listed to 20.9.19:

- d) **19/01786/TPO** Reduce height of six oak trees by 10m and prune overhanging branches at land to the rear of 1, 2 & 3 St Catherines Cottages, Brow Hill, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.
- e) **19/01826/TPO** Reduce height of four conifers by half and prune where overhanging neighbouring garden at 10 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.

PL.19/86 **Planning Decisions:** Noted

a) Approvals:

TDC:

- i) Single storey side extension at 5 Heathfield Close. (N/O)
ii) Fell one Monterey cypress on safety grounds at Hilary House, Ashburton Road. (N/C)
iii) Prune one oak tree in Group G5 to clear building at 25 Becket Road. (Ref'd)
iv) Change of use from retail (use Class C3) including replacement fenestration details and replacement single storey rear roof at 65A Fore Street. (O)
v) Certificate of existing lawfulness to demonstrate implementation of planning consent 14/02262/FUL at Willowray, Mary Street. (No observations made)
vi) Mixed species trees – reduce lateral growth and crown lift to 3m above ground level where overhanging gardens at land to rear of 20 Holmes Road, Heathfield. (N/C)
vii) Reduce height of one hazel tree to approx.. 3m and laterally where overhanging neighbouring property at Cross Cottage, Mary Street. (N/C)

b) Refusals: None

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

PL.19/87 Wildflower Verges:

Cllr U Arnold provided an update in relation to the "Life on the Verge" project. He noted that four sites have been identified and quotations for the preparation of the ground have been requested. An article in the local press has generated interest from the local community.

PL.19/88 Local Plan Consultation – Dartmoor National Park:

Members noted correspondence (**copy previously circulated*). The Town Clerk provided an update following his attendance at a Local Plan workshop.

PL.19/89 Electric Vehicle (EV) Charging Points:

Item brought forward by Cllr U Arnold. (**Copy of "The Plug In Revolution" previously circulated*). Cllr U Arnold referred to a recent TDC consultation. Following discussion, it was agreed to reply supporting the proposed pledges and offering to work in partnership on the delivery of an EV charging point at Station Road car park, if trial sites were being sought.

PL.19/90 General Planning Matters brought forward by Councillors:
(*For information only*).

Cllr Arnold:

- i) referred to pedestrian safety issues for crossing Station Road from the Riverside Co-op entrance and requested that this is placed on a future agenda.
- ii) noted an email from a resident of Newton Road expressing concerns regarding speeding motorists. DCC Cllr Gribble advised that DCC, although aware of this issue, do not consider it a priority.

Cllr Kelly:

- i) referred to the speed issue awareness campaign undertaken by DNPA and requested DCC Cllr Gribble to enquire on the effectiveness of this.
- ii) referred to the conversion of the Mary Street public toilets to a café and enquired on progress. The Town Clerk agreed to make enquiries.

The meeting closed at 7.05pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 14TH OCTOBER 2019 AT 6.30PM

Present:

Cllr J Arnold
Cllr S Brooke

Cllr A J Kerswell*
Cllr S Light

In attendance:

Cllr A Allen
Cllr G J Gribble**
Mr M Wells – Town Clerk
One member of the press

**County Cllr

*District Cllr

In the absence of the Committee Chair and Vice Chair, Cllr Brooke was elected to chair the meeting.

Interests declared: None

PL.19/91 Apologies for absence:

Cllr U Arnold – Leave
Cllr R Bradshaw – Leave
Cllr E Kelly – Work commitment

****Public Participation:** None

PL.19/92 Minutes:

The minutes of the meeting of 30th September 2019 (**copy previously circulated*) were considered.

Ref. PL.19/90 i) (speeding – Newton Road) it was noted that this was a matter for DCC to progress.

ii) The Town Clerk confirmed an email had been sent to the applicant converting the Mary Street toilets, however no reply has been received to date.

The minutes of the meeting of 30th September 2019 were then confirmed as a correct record and were approved.

PL.19/93 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.19/94 Consideration of Planning Applications:

DNPA Applications listed to 20.9.19:

- a) **0436/19** Change of use from redundant barn to holiday let at Plumley Barn, Forder Lane.
Observations: No objection.

TDC Applications listed to 27.9.19:

- b) **19/01876/DEM** Part demolition of former British Ceramic Tile (BCT) demolition areas to include: spray dryer; goods-in and mill area; processing; shop; storage and mezzanine bay;

external plant/enclosures and half bay of warehouse subject to end user at BCT Limited, Old Newton Road, Heathfield.

Observations: No objection.

DNPA Applications listed to 27.9.19: None

TDC Applications listed to 4.10.19:

- c) **19/01835/FUL** Construction of first floor rear extension over existing parking area at 8 Cannon Road, Heathfield.
Observations: No objection in principle. Members noted the implementation of a travel policy which is commendable. Parking in Cannon Road is already an issue and the Town Council would like to ensure this situation is not exacerbated.

PL.19/95 Planning Decisions: Noted

a) Approvals:

TDC:

- i) Prune one oak tree where overhanging, to clear building at play area adjacent to 17 Naseby Drive, Heathfield. (N/C)
- ii) Alterations to provide parking bay at 7 Centenary Way. (N/O)
- iii) Removal of existing cement fibre roof to replace with new metal composite roof with integral insulation at 22 Fairfax Road, Heathfield Industrial Estate. (N/O)

DNPA:

- i) Menage with timber and rail fencing (retrospective) at land at Templar Way, Haytor Road. (N/O)
- ii) Erection of single storey extension at 7 Hawkmoor Cottages. (N/O)

b) Refusals: None

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

PL.19/96 Pedestrian Safety – Station Road Crossing to Riverside Co-op:

Item brought forward by Cllr U Arnold. Item deferred to the next meeting.

PL.19/97 General Planning Matters brought forward by Councillors:

(For information only).

Cllr Brooke:

- i) advised that a donation towards the wildflower borders had been received from a member of the public. Work is due to commence shortly.
- ii) requested a regular verbal update at future meetings on Community Centre progress.

Mr Wells (Town Clerk) noted the commencement date for the building of the Community Centre.

The meeting closed at 6.50pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 14TH OCTOBER 2019 AT 7PM

Present:

Cllr A Allen	Cllr D K Elphick
Cllr J Arnold	Cllr S Brooke
Cllr J Cole	Cllr S Light
Cllr K Morgan-West	

In attendance:

Cllr G J Gribble**/*
Cllr A J Kerswell*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
One member of the press

**County Cllr

*District Cllr

The meeting was chaired by Cllr Allen

Interests declared: None

RP&P.19/52 Apologies for Absence: None

****Public Participation:** None

RP&P.19/53 Minutes:

The Town Clerk provided an update re. item RP&P.19/44. Cllr Cole provided an update re. item RP&P.19/46. Ref. item RP&P.19/47 Cllr Brooke enquired if a stronger policy should be in place to ensure that events taking place on Town Council owned land/premises are environmentally sustainable. The Environment Group will discuss this and report back. The minutes of the meeting of 15th July 2019 (**copy previously circulated*) were confirmed as a true record and were approved.

RP&P.19/54 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.

RP&P.19/55 Community Centre – Air Source Heat Pump (ASHP):

Members received a deferred item (FC.19/64ii) to consider the installation of an ASHP system for the Community Centre (**information previously circulated*). A discussion took place regarding the merits of an ASHP system, timescales and funding.

Resolved:

To commit to the installation of an ASHP system, subject to appropriate funding being identified and relevant permissions are in place.

RP&P.19/56 Playing Field – Little Bovey, Heathfield :

Members considered a request on behalf of the Greater Horseshoe School (**copy previously circulated*) to use the playing field on Little Bovey Lane, Heathfield. The Town Clerk advised

that DCC is responsible for the field. There is a licence agreement in place allowing restrictive use of the field and the opportunity for the Town Council to hire the area to other organisations.

Resolved:

To support the request for the use of the field, as a trial arrangement, to July 2020 for sport and wildflower planting. To contact the School to enquire on a rental fee they could offer. If the arrangement progresses, the School will need to indemnify the Town Council and undertake the grounds maintenance.

RP&P.19/57 Recreation Ground – Boundary Wall:

Members noted damage caused to the boundary wall (**copy images previously circulated*) and considered further action as appropriate. The Town Clerk provided an update.

Resolved:

To accept a quotation in the sum of £690.00 for the repair of the wall.

RP&P.19/58 Tennis Club- Recreation Ground:

Members noted tree works to be undertaken in the vicinity of the Tennis Club and considered a 50% financial contribution towards these works. The Town Clerk provided an update and noted that the lease stated that the cost of maintenance work is to be shared between the Club and the Town Council.

Resolved:

To progress with the tree works at a cost of £480.00, to be shared by the Club and the Town Council.

RP&P.19/59 Use of Recreation Ground/Mill Marsh Park – Fun Run:

Members considered a request (**copy previously circulated*) on behalf of Bovey Tracey Lifesaving Club to hold a Santa Dash Fun Run on Sunday 22nd December 2019.

Resolved:

To grant permission.

RP&P.19/60 Tree Planting:

Item brought forward by Cllr Brooke to discuss the feasibility of tree planting on Council owned land (**copy of report previously circulated*). Cllr Brooke outlined the report and advised that an assessment of the Asset Register Plan would assist in determining if any Council owned land would be suitable for tree planting. She noted that the Director of Conservation for Devon Wildlife Trust and the Corporate Tree Officer for DCC have indicated they would be willing to assist and provide feedback. She also advised that Cllr Fletcher, Chair of Bovey Tracey and Heathfield Climate Action Group, is willing to lead the project.

Resolved:

To undertake a review of the Asset Plan and request expert evaluation of potential sites, prior to reporting back to the Committee.

RP&P.19/61 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Allen advised that the town has been awarded gold and overall category winner in the Town/City Pennant (South) of the Britain in Bloom 2019 competition.

Cllr Elphick reported that dogs are being allowed to run free in the Recreation Ground. The Town Clerk agreed to contact TDC's Legal Team to enquire on the procedure for applying to be part of the principal authority's Public Space Protection Order.

Cllr J Arnold left the meeting at 8pm.

Cllr Light advised that the community clean-up event is taking place on Sunday 20th October and any assistance would be welcomed.

Cllr Cole provided an update on progress with the Christmas Lights Switch-on and Street Fayre.

Cllr Allen thanked Cllrs Brooke, J Arnold, U Arnold and Kerswell for progressing the Life on the Verge project.

The meeting closed at 8.12pm

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 28TH OCTOBER 2019 AT 6.30PM**

Present:

Cllr U Arnold Cllr S Brooke
Cllr R Bradshaw Cllr A J Kerswell*

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
One member of the press

**County Cllr

*District Cllr

The meeting was chaired by Cllr Bradshaw

Interests to be declared: None

PL.19/98 Apologies for absence:

Cllr J Arnold – Work commitment
Cllr E Kelly – Work commitment
Cllr S Light – Work commitment

****Public Participation:** None

PL.19/99 Minutes:

The minutes of the meeting of 14th October 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.19/100 Standing Item – Climate Emergency:

Members noted the Council Declaration 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.

PL.19/101 Consideration of Planning Applications:

DNPA Applications listed to 4.10.19: None

TDC Applications listed to 11.10.19:

- a) **19/01867/FUL** Single storey rear extension and replacement front first floor windows, painted signage, rendering works and replacement canopy at 1 Station Road.
Observations: No objection.

DNPA Applications listed to 11.10.19: None

TDC Applications listed to 18.10.19:

- b) **19/01990/FUL** Dormer window with Juliet balcony to replace roof window at 11 Heathfield House.
Observations: The Town Council did not support this application on design grounds and it considered the proposal is not in keeping with the surrounding area.

Cllr Elphick joined the meeting at 6.40pm.

- c) Withdrawn application – Noted
18/01111/FUL Retention of existing hardstanding and two new polytunnels at Bovey Heath Farm, Newton Road.

PL.19/102 Planning Decisions:

a) Approvals: None

b) Refusals: None

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

PL.19/103 Pedestrian Safety – Station Road Crossing to Riverside Co-op:

Item brought forward by Cllr U Arnold (PL.19/66 deferred) (**copy previously circulated*).

The Town Clerk provided an update on funding sources and safety audit requirements. Cllr U Arnold explained the proposal. It was noted that the Residents' Association, nearby residents and Business for Bovey members are supportive of the proposal.

Resolved:

To support the proposal and recommend its acceptance to Full Council. To progress the provision of a stage 1 safety audit. Cllr U Arnold agreed to discuss possible funding assistance for the safety audit.

PL.19/104 Teignbridge Planning Committee – Scheme of Delegation to include Parish Call In:

Members noted a re-draft of the Teignbridge Planning Scheme of Delegation (**copy previously circulated*). The Town Clerk provided an update and highlighted that Town/Parish Councils can now call in an application for consideration by committee. It was noted that the scheme will be trialled for six months.

PL.19/105 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Bradshaw advised that he together with Cllr Brooke and the Town Clerk had attended a Planning Workshop at TDC. He provided an update of the event.

Cllr U Arnold:

i) referred to the commencement of the construction of the Community Centre and enquired on progress with the possible installation of electric vehicle charging points. The Town Clerk agreed to follow this up with TDC.

ii) referred to the planned closure of Monks Way for several weeks and highlighted the traffic problems this will cause. The Town Clerk advised that it is possible that the road works will be undertaken under traffic control. The Town Clerk agreed to make further enquiries.

Cllr Fletcher joined the meeting at 6.58pm.

Cllr Kerswell:

- i) advised that she had received a report of slow-worms being collected at the Dean Park site. This has been referred to the TDC Planning Officer for confirmation that it is part of an ecological survey.
- ii) advised that whilst on a recent holiday abroad she noted charity containers on the streets for the collection of milk bottle tops. She considered this could be adopted in the town. It was agreed to refer this to the Climate Action Group.

The meeting closed at 7.08pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 28TH OCTOBER 2019 AT 7.10PM

Present:

Cllr A Allen
Cllr R Bradshaw
Cllr S Brooke

Cllr D K Elphick
Cllr D Fletcher
Cllr G J Gribble**/*

In attendance:

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

The meeting was chaired by Cllr Fletcher

Interests Declared: None

FR&GP.19/63 Apologies for absence:

Cllr O Mills - Unwell

****Public Participation:** None

FR&GP.19/64 Minutes:

The minutes of the meeting of 2nd September 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.19/65 Standing Item – Climate Emergency:

Members noted the Council Declaration 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.

FR&GP.19/66 Accounts & Financial Statement:

Members received and approved:

i) payment and receipt transactions between 24th August 2019 and 18th October 2019 (**copy previously circulated*).

ii) bank reconciliation between 24th August 2019 and 18th October 2019 (**copy previously circulated*).

iii) and noted the bank balances as below:

General Account:	£ 18,654.27	(as at 18.10.19)
Business Bank Instant A/C:	£186,182.88	(as at 18.10.19)
Business Bank Instant A/C:	£ 390,580.38	(as at 18.10.19)
Business Bank Instant A/C:	£ 22,542.43	(as at 18.10.19)

The Town Clerk responded to enquiries raised by Councillors. It was noted that Cllrs Brooke and Bradshaw would like further detailed understanding regarding the Council's budget.

FR&GP.19/67 Budget Monitoring – Position Statement:

Members noted the Town Council's half yearly budget monitoring statement as at 18th October 2019 (**copy previously circulated*). Councillors requested a quarterly budget monitoring statement in the future.

FR&GP.19/68 Budget Planning 2020/21 – Preliminary Discussion:

Members considered any additional areas of expenditure for consideration as part of the budget preparation process for 2020/21. A discussion took place regarding various items of expenditure and funding sources. It was agreed that for the time being the setting of the budget will continue under the current process, summarised as follows:

Oct 19 - Finance Committee preliminary discussion

Nov 19 – Community newsletter seeking input to budget

Dec 19 – Draft option(s) prepared by Town Clerk, Chair & Vice-Chair of Finance

Jan 20 – Finance Committee to consider budget/precept setting

Jan/Feb 20 – Full Council to consider budget/precept setting

Feb 20 – Precept request issued to Teignbridge District Council

FR&GP.19/69 Council Assets – Utility Providers:

Item brought forward by Cllr Mills to consider information relating to Green Energy providers (**copy previously circulated*). The Town Clerk provided an update and noted that the current contracts are due for renewal in November 2019 and March 2020. A discussion took place.

Resolved:

To transfer to a two year contract with Ecotricity when the current contracts expire, saving approx. 5% whilst achieving a Renewable Energy Guarantee of Origin certificate

FR&GP.19/70 Financial Regulations:

Members considered the adoption of new National Association of Local Council's (NALC) financial regulations (**copy previously circulated*). The Town Clerk explained the amendments.

Resolved:

To recommend to Full Council approval of the document.

FR&GP.19/71 Banking/Bank Mandate:

Members considered the Town Clerk's report (**copy previously circulated*). The Town Clerk clarified the current banking arrangements and noted the delay in setting up online payment control.

Resolved:

To approve the continuation of the current banking signatories until online payment control is complete and payments are made electronically.

FR&GP.19/72 Matters brought forward by Councillors: *(for information only)*.

Cllr Bradshaw, on behalf of Bovey Paradiso, requested a letter of support from the Town Council to support applications for grants. The Town Clerk confirmed the Town Council had previously resolved the issue of a letter. The Town Clerk agreed to re-send the letter.

The meeting closed at 7.50pm.

Current Account

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/08/2019	Elitegroup	DD	74.61		12.43	4190	200	62.18	Telecom service
29/08/2019	Newton Abbot Security Trust	828	500.00			4190	200	500.00	CCTV monitoring May-July
29/08/2019	Teignbridge District Council	829	5,300.00			4000	150	5,300.00	Teignbridge District Council
29/08/2019	BT Youth Action	830	2,500.00			4600	600	2,500.00	Funding- May-Aug
29/08/2019	PHS Group	831	246.48		41.08	4540	500	205.40	Waste collection
29/08/2019	Susan E Langford	832	15.00			4470	350	15.00	Refund GM Fest pitch
29/08/2019	Teignbridge District Council	833	4,191.21			4190	200	4,191.21	Election expenses
29/08/2019	PKF Littlejohn LLP	834	720.00		120.00	4190	200	600.00	Annual return review
29/08/2019	Mole Valley Farmers Ltd	835	45.36		7.56	4540	500	37.80	Goods
29/08/2019	Devon Countryside Landscapes	836	1,296.00		216.00	4360	300	60.00	Grass cutting
						4500	400	160.00	Grass cutting
						4540	500	860.00	Grass cutting
29/08/2019	S West Grounds Maintenance	837	2,700.00		450.00	4540	500	2,250.00	Verge cutting & weed spraying
29/08/2019	Devon Contract Waste Ltd	838	94.94		15.82	4540	500	79.12	Waste collection
29/08/2019	PCM	839	45.00			4500	400	45.00	Eradicate wasps nest
29/08/2019	Aaron Printers Ltd	840	62.16		10.36	4190	200	51.80	Goods
29/08/2019	Tozers LLP	841	1,488.60		240.60	4250	250	1,248.00	Lease Station Rd Car Park
02/09/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
02/09/2019	Premium Credit	DD	299.83			4190	200	299.83	Insurance
04/09/2019	UK Fuels Ltd	DD	164.30		27.38	4540	500	136.92	Fuel
06/09/2019	British Gas	D/D	14.84		0.70	4360	300	14.14	Electricity supply
06/09/2019	British Gas	DD	24.65		1.17	4190	200	23.48	Electricity supply - office
10/09/2019	British Gas	DD	348.18		58.03	4710	700	290.15	Electricity supply - H'field
12/09/2019	Mrs B Fletcher	842	48.00			4190	200	48.00	Cleaning
12/09/2019	S W Water Ltd	843	10.70			4710	700	10.70	Supply - H'field Youth Facilit
12/09/2019	Mole Valley Farmers	844	53.96		8.99	4540	500	44.97	Goods
12/09/2019	Teignbridge District Council	845	5,300.00			4000	150	5,300.00	Payroll
12/09/2019	Specialist Hygiene Services Lt	846	556.87		92.81	4360	300	464.06	Cleaning public toilets
12/09/2019	Viking	847	104.86		7.31	4190	200	97.55	Goods
12/09/2019	Devon Contract Waste Ltd	848	37.90		6.32	4540	500	31.58	Waste collection
12/09/2019	Teignbridge District Council	849	3,067.47			4000	150	3,067.47	Payroll
12/09/2019	C & J Eames	850	50.00			4300	300	50.00	Refund allotment deposit
12/09/2019	St John's PCC	851	30.00			4190	200	30.00	Hire of hall
Subtotal Carried Forward:			29,412.92	0.00	1,320.23			28,092.69	

Current Account

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
2/09/2019	Devon Countryside Landscapes	852	1,392.00		232.00	4500	400	160.00	Grass cutting
						4540	500	1,000.00	Grass cutting
2/09/2019	Tindle Newspapers Devon Ltd	853	120.00		20.00	4190	200	100.00	Display advert
2/09/2019	PHS Group	854	312.18		52.03	4540	500	260.15	Waste collection
6/09/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply - CCTV
6/09/2019	British Gas	DD	27.03		1.28	4500	400	25.75	Electricity supply - cemetery
3/09/2019	EEPhone	DD	35.58		5.93	4190	200	29.65	Plan charge
0/09/2019	Devon Countryside Landscapes	855	1,200.00		200.00	4300	300	60.00	Grounds maintenance
						4500	400	160.00	Grounds maintenance
						4540	500	780.00	Grounds maintenance
0/09/2019	Teignbridge District Council	856	2,817.47			4000	150	2,817.47	Payroll
0/09/2019	Mr M Wells	857	175.87			4190	200	175.87	Reimbursemt Dropbox, Office
0/09/2019	Elite Group	DD	58.99		9.83	4190	200	49.16	Telecom
1/10/2019	Adrian Evans	858	91.20			5000	350	91.20	Rimbursement - printing
1/10/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
1/10/2019	Premium Credit Ltd	DD	299.83			4190	200	299.83	Insurance
3/10/2019	British Gas	DD	35.13		1.67	4360	300	33.46	Electricity - public toilets
7/10/2019	Mrs B Fletcher	859	48.00			4190	200	48.00	Cleaning
7/10/2019	Mr E Willis	860	150.00			4710	700	150.00	Electrical test
7/10/2019	Lisa Robillard Webb	861	97.50			4910	350	97.50	Admin - NDP
7/10/2019	Daniel Curtis	862	180.00			4500	400	180.00	Repair - cemetery
7/10/2019	Rialtas Business Solutions Ltd	863	202.80		33.80	4190	200	169.00	Annual support
7/10/2019	Arnolds	864	36.66		6.11	4540	500	30.55	Goods
7/10/2019	Devon Contract Waste	865	35.04		5.84	4540	500	29.20	Collection
7/10/2019	C R Willcocks & Co Ltd	866	112.52		18.76	4540	500	93.76	Goods
7/10/2019	Specialist Hygiene Services Lt	867	299.20		49.86	4360	300	249.34	Cleaning public toilets
0/10/2019	UK Fuels Ltd	DD	79.47		13.25	4540	500	66.22	Fuel
0/10/2019	Specialist Hygiene Services Lt	868	299.20		49.86	4360	300	249.34	Cleaning - public toilets
0/10/2019	Devon Countryside Landscapes	869	48.00		8.00	4540	500	40.00	Grass cutting
0/10/2019	Teignbridge District Council	870	5,300.00			4000	150	5,300.00	Payroll
0/10/2019	PHS Group	871	246.48		41.08	4540	500	205.40	Waste collection
0/10/2019	Teignbridge District Council	872	2,402.00			4190	200	1,094.00	Half year rates
						4540	500	226.00	Half year rates
						4500	400	1,082.00	Half year rates
Subtotal Carried Forward:			45,556.65	0.00	2,074.13			43,482.52	

Current Account

Payments made between 24/08/2019 and 18/10/2019

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>
15/10/2019	EDF Energy	DD	19.19		0.91	4190	200	18.28	Electricity supply - CCTV

Total Payments: 45,575.84 0.00 2,075.04 43,500.80

Current Account

Receipts received between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 27/08/2019	390.00						
BACS	Dolphin Hotel	390.00		65.00	1120	100	325.00	BT in Bloom
	Banked: 29/08/2019	30,000.00						
Transfer	Lloyds Deposit - 00711234	30,000.00			210		30,000.00	Virement
402	Banked: 03/09/2019	429.00						
55	Bovey Library Action Support	60.00		10.00	1120	100	50.00	BT in Bloom
56	The Bell Inn	180.00		30.00	1120	100	150.00	BT in Bloom
0578	Execs. G Gill dec'd	189.00			1400	400	189.00	Headstone
403	Banked: 12/09/2019	214.50						
0579	Mrs L Penfold	62.00			1400	400	62.00	Additional inscription
57	Courtenay House	30.00		5.00	1120	100	25.00	BT in Bloom
58	Miss S Cleave	60.00		10.00	1120	100	50.00	BT in Bloom
59	Mr P Manning	62.50			1200	100	62.50	Allotment rent & deposit
404	Banked: 17/09/2019	642.00						
0580	Mr J Little	632.00			1400	400	632.00	Purchase burial plot
60	Heritage Trust	10.00			1900	100	10.00	Rent
	Banked: 01/10/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
405	Banked: 01/10/2019	60.00						
61	Gilletts Spar	60.00			1120	100	60.00	BT in Bloom
BACS	Banked: 03/10/2019	3,060.00						
BACS	M Belton (Penfold)	3,060.00			1400	400	3,060.00	Purchase burial plots
406	Banked: 08/10/2019	1,189.00						
62	Miss G R Huddy	1,000.00			1600	100	1,000.00	Life on the Verge project
0581	C & E Gibson	189.00			1400	400	189.00	Headstone
407	Banked: 17/10/2019	431.00						
63	Tesco Express	60.00			1120	100	60.00	BT in Bloom
64	H Mann & Son	200.00			1200	100	200.00	Rent - Brimley Field
0582	Mr P Horrell	171.00			1400	400	171.00	Ashes interment
Total Receipts:		51,415.50	0.00	120.00			51,295.50	

Date: 18/10/2019

Bovey Tracey Town Council

Page 1

Time: 11:02

Cashbook 2

User: LINDA

Lloyds Deposit - 00711234

Payments made between 24/08/2019 and 18/10/2019

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>
29/08/2019	Current Account	Transfer	30,000.00				200	30,000.00	Virement
01/10/2019	Current Account	Transfer	15,000.00				200	15,000.00	Virement
Total Payments:			45,000.00	0.00	0.00			45,000.00	

Lloyds Deposit - 00711234

Receipts received between 24/08/2019 and 18/10/2019

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: 09/09/2019		4.38						
Interest Lloyds Bank		4.38			1090	100	4.38	Interest
BACS Banked: 27/09/2019		116,425.00						
BACS Teignbridge DC		116,425.00			1076	100	116,425.00	Half yr Precept
Interest Banked: 09/10/2019		5.37						
Interest Lloyds Bank		5.37			1090	100	5.37	Interest
Total Receipts:		116,434.75	0.00	0.00			116,434.75	

18/10/2019

Bovey Tracey Town Council

11:03

Cashbook 3

User: LINDA

Lloyds Deposit - 07214996

Receipts received between 24/08/2019 and 18/10/2019

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: 09/09/2019	16.58						
Interest	Lloyds Bank	16.58			1090	100	16.58	Interest
Interest	Banked: 09/10/2019	16.05						
Interest	Lloyds Bank	16.05			1090	100	16.05	Interest
Total Receipts:		32.63	0.00	0.00			32.63	

Lloyds Deposit (Cil) -66934760

Receipts received between 24/08/2019 and 18/10/2019

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: 09/09/2019	0.96						
Interest	Lloyds Bank	0.96			1090	100	0.96	Interest
Interest	Banked: 09/10/2019	0.93						
Interest	Lloyds Bank	0.93			1090	100	0.93	Interest
Total Receipts:		1.89	0.00	0.00			1.89	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 18 October 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

18/10/2019	Current Account	18,654.27	
18/10/2019	Bus Bank Instant	186,182.88	
18/10/2019	Lloyds Deposit 07214996	390,580.38	
01/10/2019	Lloyds CiL account	22,542.43	
			617,959.96

Unpresented Payments

9,394.41

608,565.55

Receipts not on Bank Statement

0.00

608,565.55

Closing Balance

All Cash & Bank Accounts

1	Current Account	9,259.86	
2	Lloyds Deposit - 00711234	186,182.88	
3	Lloyds Deposit - 07214996	390,580.38	
4	Lloyds Deposit (CiL) 66934760	22,542.43	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		608,565.55

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 17th SEPTEMBER – 11th NOVEMBER 2019

DATE & TIME	EVENT	VENUE	ATTENDED BY
Sunday 22 nd September	Road Name Plaque Unveiling	Centenary Way Bovey Tracey	Mayor
Sunday 6 th October	Civic Service Newton Abbot	St Pauls Church Newton Abbot	Mayor
Wednesday 23 rd October	800 th Market Charter Anniversary Celebrations (Official Opening)	Various Bovey Tracey	Mayor
Sunday 10 th November	Remembrance Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor
Monday 11 th November	Remembrance Service	Town Hall War Memorial Bovey Tracey	Mayor



**FAIRTRADE
FOUNDATION**

Template Renewal Action Plan

Fairtrade Town status must be renewed one year from the date of declaration to be maintained. The first renewal will provide a brief update on what has happened since status was first achieved alongside a two year action plan detailing what the Steering Group (and its partners) intend to achieve in the next two years. Renewals will then be required every two years, appraising how far the group has met the targets and ambitions they set in the previous renewal action plan and setting forth new plans.

This document is designed to help you put your ideas into a structured plan – please feel free to amend and change it to suit your group's needs.

The Fairtrade Foundation's Communities Campaigns team will review the Renewal Action Plan and can also check this document for you if necessary. We wish you the best of luck with your renewal plans!

Aim	Objectives/previous achievements	How we will achieve our aim	Timescale	Who will action this
Goal 1 : Council	Currently a Fairtrade Town with a resolution passed from the Town Council to continue support for Fair Trade.	Promote Fairtrade in publications and website and using Fairtrade products	Ongoing	Town Clerk & Cllr Robillard
Goal 2: Shops and Cafes	12 local businesses have signed up and others issued with formal letter and application.	Local business applies to become a Fairtrade trader – continue to regularly approach new businesses.	Ongoing Fairtrade fortnight is scheduled for March 2018.	Lisa Robillard
Goal 3: Community Organisations	4 Local Churches have committed, in addition to 2 local primary schools, plus other community groups.	Continue to encourage organisations to use Fairtrade products, including workplaces.	Original meetings held in February/March 2017	Cllr Robillard
Goal 4: Media	Press Releases in local papers – Fairtrade news in bi-monthly community magazine.	Quarterly newsletter starting in July 2017.	Ongoing	Cllr Robillard
Goal 5: Steering Group	3 meetings held. Next meeting planned for July, then quarterly meetings after that.	Taking part in Nourish Festival (local town event in Bovey Tracey) in September 2017 and also having an information stall at the Green Man Festival in Bovey Tracey in May 2018.	Quarterly meetings	Cllr Robillard

Steering group members

Name	Position/responsibility within group	Other links/responsibilities
Cllr Chris Robillard	Coordinator	Town Council
Jenny Thorn	Committee Member	Bovey Tracey Baptist Church
Rev Graham Hamilton	Committee Member	St Peter, Paul & Thomas Church, Bovey Tracey
Mr Colin Coombes	Committee Member	Trade Craft Agent
Lisa Robillard Webb	Trade Coordinator	Trade Coordinator
Kay Rumford	Committee Member	Methodist Church, Bovey Tracey

COMMUNITY AWARD SCHEMES

AGENDA ITEM No. FC. 19/92

MEETING: FULL COUNCIL

DATE: 11TH NOVEMBER 2019

REPORT BY: CLLR ALLEN

1.0 Purpose of the Report

- 1.1 To consider the proposed approach and criteria for new and existing Council awards.

2.0 Background to the Report

- 2.1 At Full Council on 16th September 2019, on a motion raised by Cllrs Allen and Morgan-West to introduce new awards categories, it was agreed to go with four new awards. These would be in addition to the two existing awards.
- 2.2 Views were expressed at the above meeting around the title of the award of "Honorary Representative of the Lord of the Manor of Bovey Tracey".
- 2.3 The objectives of having these awards is to recognise persons and organisations that go out of their way to improve life in our community and to have a means of saying a public "thank you" to them. All the awards are to be open to residents or businesses based in the parish of Bovey Tracey, which includes Brimley and Heathfield.

3.0 Proposed Approach

- 3.1 **When?** This proposal to the council for the award schemes is based around making nominations into a single operation carried out in the first quarter of each calendar year. For next year the proposal is that nominations open on 6th January and close on 2nd March 2020.
- 3.2 **By Whom?** All who live in, work in or visit our town (i.e. residents, business owners, employees, members of our local voluntary groups, tourists or customers of our businesses) can make a nomination, as long as the person or organisation being nominated lives or works here, and agrees in advance to the nomination being made. Each nomination must have a seconder. Nominations for children must be authorised by a responsible parent or guardian. This is as we do now but broadens out who can submit a nomination.
- 3.3 **Award Categories.** There will be six categories for which people and organisations can be nominated:

1. **Lifetime Voluntary Service Award (currently designated Honorary Representative of the Lord of the Manor of Bovey Tracey):** someone who has made a significant contribution to the community over an extended period (10 years or more is suggested) of time. Proposed lead councillor(s): Cllr Brooke (Deputy Mayor)
 2. **Young Citizen of the Year:** those young people who make an outstanding contribution to life for the benefit of others around them. Proposed lead councillor(s): Cllr Allen
 3. **Volunteer or Voluntary Group of the Year:** an individual or organisation who has worked tirelessly for the good of our community over the previous year. Proposed lead councillor(s): Cllr Morgan-West
 4. **Business of the Year:** A local business that has gone the extra mile for the benefit of its employees and the wider community e.g. supporting community initiatives, attracting people into the town, providing new work opportunities in the town. Proposed lead councillor(s): Cllr Ulli Arnold (subject to availability)
 5. **Good Neighbour of the Year:** someone who goes "above and beyond" to help make life easier for those around them. Proposed lead councillor(s): Cllr Cole
 6. **Environmental Champion of the Year:** A person or organisation that has made the most significant contribution to meeting the objectives of the Climate Emergency for the benefit of the town. Proposed lead councillor(s): Cllr Fletcher
- 3.4 **Nominations:** To be made using the same method already used. Nominations made anonymously will not be considered. Nominations for serving councillors will not be considered. Nominations for an award category will not be accepted from the lead councillor for that category.
 - 3.5 **How?** Nominations can be submitted by hand or post, email, or using the Town Council website. A webform will be created.
 - 3.6 **Judging panels:** These should be chaired by a designated lead councillor, who will propose members of the community who they feel are appropriate to sit on them, to include no more than one other councillor. This will also apply in the case of the "Lifetime Voluntary Service Award" (which, as the Hon Rep of the Lord of the Manor, only councillors decided upon up until now). The designation of all panels should be made known to the Town Clerk and to councillors to avoid possible conflicts of interest. No relative or close friend of any of those proposed for an award is permitted to take part in the judging process for that award. The lead councillor should manage but not vote in the judging process, unless it is to give a casting vote in the case of a tie, although a tied award may be made. This methodology has worked well before. Cllr Cole suggested a "citizen's assembly" approach to judging, and it is felt that the above methodology gives the lead councillors scope to take that into account although it is important that the number of judges per award is kept to a manageable level (say 4 to 6).

- 3.7 **The awards:** All the awards may receive several nominees, and all nominees will receive a framed certificate from the Town Council. The lead councillors for each award are invited to consider seeking a sponsor or sponsors for their award, as has been the case in the past with the House of Marbles offering gift vouchers for the Young Citizens. There is likely to be a requirement for a small supporting budget to purchase prizes. There may be the rare occasion when an award is not made (eg due to a lack of nominations).
- 3.8 **Publicity:** The Town Clerk and Communications Sub-Group will decide the best way to promote the award schemes in order to attract nominations and make the dates for nominations known, plus the date and venue for making the presentations. This should include the local press, selective social media, and BTTC website. Any other suggestions by councillors would be welcomed.
- 3.9 **Presenting the awards:** It is proposed that all the awards are presented by the Town Mayor at a special one-off public session, which should be the Annual Town Meeting as now, with each lead councillor saying a few words at the announcement of their award winner. The agenda for the Annual Town Meeting will need to be truncated to give sufficient time to present all the awards at the start of the meeting. It is also proposed that the winner of the Lifetime Voluntary Service Award, if they accept the title of the Hon Representative, has that position bestowed at the Town Council Annual Meeting for the ensuing year, as now. The Annual Town Meeting is Wednesday 25th March 2020. The date of the Town Council Annual Meeting is Monday 4th May.
- 3.10 **Criteria for the Awards:** These are now decided for all the awards leaving a little discretion for nominators to add their own reasons for making a nomination, which would be up to the judging panel for that award to decide whether it was valid or not.
- 3.11 **GDPR:** This is an item that other councils have mentioned in their publicity for receiving nominations because of the collection and dissemination of personal information about candidates for the awards. The council needs to consider using an appropriate form of words, which nominees can sign up to when they agree to having their name put forward.

4.0 Recommendations

- 4.1 Members are requested to consider:
- i) renaming the award of "Honorary Representative of the Lord of the Manor of Bovey Tracey" with "Lifetime Voluntary Service Award" but that the holder may be known as the Honorary Representative if they so wish
 - ii) to approve the application, nomination and award process
 - iii) Seeking confirmation or alternative nominations for lead councillor(s) for each of the awards



BOVEY TRACEY TOWN COUNCIL

LIFETIME VOLUNTARY SERVICE AWARD 2020

NOMINATION CRITERIA

THE AWARD WINNER IS ENTITLED TO TAKE THE TITLE OF "THE HONORARY REPRESENTATIVE OF THE LORD OF THE MANOR OF BOVEY TRACEY 2020"

This award is aimed at an individual who has given exemplary voluntary service to a Group or Groups in the Parish of Bovey Tracey over a period of at least 10 years. These may be youth groups, sports clubs, charities, churches, voluntary groups, local businesses, schools or local public sector organisations.

All you need to do is fill in a nomination form and explain how you think your candidate has improved the quality of life in Bovey Tracey/ Heathfield over those 10 years through their help for others in the community. The candidate must agree to being nominated.

The nominator must have a seconder for the nomination, and both must be residents of the Parish of Bovey Tracey, and not be related to the person they are nominating. Both must sign the nomination paper before submission.

The lead councillor for making this award will be the Cllr Brooke the Deputy Mayor, who will appoint a small panel from the local community to decide upon the winner. If several nominations are received the panel may decide to make more than one award. If no nominations are received, no award will be made. No serving Councillor or Council Officer may receive the award.

The award will be announced at the Annual Town Meeting on 25th March 2020, and the winning candidate may, if they so wish, take up the title of "Honorary Representative of the Lord of the Manor of Bovey Tracey". This role will commence at the Annual Meeting of the Town Council on 4th May 2020 and will run for the full council year, during which period the winner will be invited to attend various civic and local events. A framed A4 certificate is awarded to the winner and any unsuccessful candidates in recognition of their long-term service to the Parish.

Please send or hand-deliver your completed nomination forms by 2nd March 2020 to:

Bovey Tracey Town Council
Lifetime Voluntary Service 2020 Award
Town Hall Place
Bovey Tracey TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk, or email a copy of your form to the Town Council at info@boveytracey.gov.uk.

If you need help with completing a nomination or getting the form(s) to the council offices, please call us on 01626 834217 or email us at info@boveytracey.gov.uk.



BOVEY TRACEY TOWN COUNCIL

YOUNG CITIZEN OF THE YEAR 2020 AWARD

NOMINATION CRITERIA

We need your help to find young people aged 18 or under who have demonstrated their commitment to helping others and making a difference in the community either:

- Individually (including overcoming personal challenges)
- Through an individual contribution to or actively supporting a group activity
- They may have helped family or friends or other members of a wider community as a result of their own initiative or an organised activity.

Examples can include those raising money for a charity or good cause, acting as volunteers, young carers, mentors or even one-off actions of an extraordinary nature.

All you need to do is fill in the nomination form and explain how you think your young person has demonstrated their help for others in the community. We are happy to accept nominations of small groups – just fill in separate forms for individuals and submit them together. **The closing date for nominations is 2nd March 2020.**

The Town Council will draw up a panel of local representatives to carry out the judging of nominations and select a winner. At the panel's discretion, there may be more than one winner. The winner(s) will receive a small gift and all nominees will receive a framed certificate at the Annual Town Meeting on 25th March 2020.

When proposing a young person under the age of 18, you need to sign the form and you **must** obtain the Parent / Guardian's permission and signature.

Please send or hand-deliver your completed nomination forms to:

Bovey Tracey Town Council
Young Citizen 2020 Award
Town Hall Place
Bovey Tracey TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk, or email a copy of the completed forms to the Town Council at info@boveytracey.gov.uk.

If you need help with completing a nomination or getting the form(s) to the council offices, please call us on 01626 834217 or email us at info@boveytracey.gov.uk.



BOVEY TRACEY TOWN COUNCIL

VOLUNTEER OR VOLUNTARY GROUP OF THE YEAR 2020 AWARD

NOMINATION CRITERIA

The council needs your help to find a volunteer or persons involved with a voluntary organisation in Bovey Tracey or Heathfield who has or have demonstrated a high level of commitment to helping others and making a real difference in the community either:

- Through their individual contribution to a community group activity
- Through tirelessly supporting a voluntary group activity

Examples can include those acting as carers, mentors, activity organisers, charity representatives, supporting school or young people's events, or notable one-off actions of an extraordinary nature. You may also have your own ideas on this

All you need to do is fill in the nomination form and explain how you think your volunteer or voluntary group has/have demonstrated their help for others in the community, who benefits, with what positive impact. We are happy to accept nominations for a Voluntary Group, just fill in separate forms for the relevant individuals in that Group and submit them together.

You and a seconder need to sign the form and you must obtain agreement from your nominee person or group to being nominated.

The closing date for nominations is 2nd March 2020.

The Town Council will draw up a panel of local representatives to carry out the judging of nominations and select a winner. At the panel's discretion there may be more than one winner. The winner(s) will receive a small gift and all nominees will receive a framed certificate at the Annual Town Meeting on 25th March 2020.

Please send or hand-deliver your completed nomination forms to:

Bovey Tracey Town Council
Volunteer/Voluntary Group 2020 Award
Town Hall Place
Bovey Tracey TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk

Or email a copy of your form to the Town Council at info@boveytracey.gov.uk

If you need help with completing a nomination or getting the form(s) to the council offices, please call us on 01626 834217 or email us at info@boveytracey.gov.uk.



BOVEY TRACEY TOWN COUNCIL

GOOD NEIGHBOUR OF THE YEAR 2020 AWARD

NOMINATION CRITERIA

We need your help to find someone who goes or has gone out of their way to help an individual or group of people in their neighbourhood and by so doing has made a big difference to their everyday life.

Examples can include showing kindness and consideration by helping them out with work in the home or garden, taking to shops and local venues, collecting shopping and prescriptions on a regular basis, acting as a mentor in complicated or difficult situations, helping clean-up a local area, or one-off actions of an extraordinary nature. You may come up with similar suggestions of your own.

All you need to do is fill in the nomination form and explain how you think your nominee has taken an initiative and demonstrated their help for someone else who needs it in our community. However, you **must** get the agreement of your nominee and the recipient of their help to having their names put forward.

The nominator must have a seconder for the nomination, and both of you must be residents of the Parish of Bovey Tracey (which includes Heathfield). Also, if proposing a young person under the age of 18 for this category of award, you **must** obtain the Parent / Guardian's permission and signature.

A small panel of members of the community will be appointed to judge the nominations. The winner will be announced at the Annual Town Meeting on 25th March 2020. If several candidates are nominated, at the discretion of the judges there may be more than one winner. The winner(s) will receive a small gift and all nominees will receive a framed certificate. **The closing date for nominations is 2nd March 2020.**

Please send or hand-deliver your completed nomination forms to

:
Bovey Tracey Town Council
Good Neighbour 2020 Award
Town Hall Place
Bovey Tracey TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk or email your form to the Town Council office via info.boveytracey.gov.uk.

If you need further advice on nominating someone or help with completing a nomination form or getting the form(s) to the council offices, please call the Town Council office on 01626 834217 or email us at info@boveytracey.gov.uk



BOVEY TRACEY TOWN COUNCIL
BUSINESS OF THE YEAR 2020 AWARD
NOMINATION CRITERIA

The council needs your suggestions in finding a business based in Bovey Tracey or Heathfield that has gone the extra mile for the benefit of its employees, customers or indeed the wider community. It may be a small trusted trader or a branch of a larger company that has made a big impression upon you, for example by:

- Providing an exceptional level of service to you or to others you know
- Supporting local initiatives or making significant contribution to a local event
- Attracting people to come to Bovey parish to shop or to do business here
- Providing new work opportunities in the parish

You may also have other reasons for making a nomination. If so, we'd like to see a nomination from you too please.

All you need to do is fill in the nomination form and explain why you think your nominated business has made a big positive impact on you. You and a seconder need to sign the form and you must obtain agreement from your named business to being nominated. **The closing date for nominations is 2nd March 2020.**

The Town Council will draw up a panel of local representatives to carry out the judging of nominations and select a winner. The winner will be announced at the Annual Town Meeting on 25th March 2020.

If several candidates are nominated, at the discretion of the panel there may be more than one winner. The winner(s) will receive a small gift and all nominees will receive a framed certificate.

Please send or hand-deliver your completed nomination forms to:

Bovey Tracey Town Council
Business of the Year 2020 Award
Town Hall Place
Bovey Tracey
TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk or email your form to the Town Council office via info.boveytracey.gov.uk.

If you need help with completing a nomination or getting the form(s) to the council offices, please call us on 01626 834217 or email us at info@boveytracey.gov.uk.



BOVEY TRACEY TOWN COUNCIL

ENVIRONMENTAL CHAMPION OF THE YEAR 2020 AWARD

NOMINATION CRITERIA

The council needs your suggestions in finding a person or group that has made a positive environmental impact in Bovey Tracey and/or Heathfield by helping reduce carbon emissions, increasing biodiversity, improving resilience to climate change, improving air quality and/or water quality.

The nominee must be able to show either demonstrable examples of the impacts of their activities, leadership in getting the environmental message across, or ability to inspire the community in activities gaining positive environmental outcomes.

Activity examples might include: setting up a repair café, reducing waste to recycling or landfill, implementing zero plastic-free policies, inspiring schools with a tree planting day, building momentum for wildflower planting in verges, turning their garden into a wildlife friendly area, growing own veg, composting food waste, working to influence local renewable energy schemes, and raising awareness via social media of what individuals can do to minimise carbon impact. If you have other reasons for making a nomination, we'd like to see a nomination from you too please.

All you need to do is fill in the nomination form and explain why you think your nominee has improved our environment in one or more of the areas indicated above. You and a seconder need to sign the form and you must obtain agreement from your nominee to being nominated for this award.

Town Cllr Fletcher will draw up a panel of local representatives from the Climate Emergency team for Bovey & Heathfield for judging nominations and select a winner. The winner will be announced at the Annual Town Meeting on 25th March 2020. If several candidates are nominated, at the discretion of the panel there may be more than one winner. The winner(s) will receive a small gift and all nominees will receive a framed certificate.

The closing date for nominations is 2nd March 2020.

Please send or hand-deliver your completed nomination forms by 2nd March 2020 to:

Bovey Tracey Town Council
Environmental Champion 2020 Award
Town Hall Place
Bovey Tracey, TQ13 9EG

You can also complete a form online via www.boveytracey.gov.uk or email your form to the Town Council office via info.boveytracey.gov.uk.

If you need help with completing a nomination or getting the form(s) to the council offices, please call us on 01626 834217 or email us at info@boveytracey.gov.uk.



Bovey Tracey Town Council

Nominations for Bovey Tracey Community Awards 2020



PEOPLE & BUSINESSES MAKING A DIFFERENCE

Bovey Tracey Town Council's Community Awards aim to acknowledge and celebrate the achievements of people and businesses in Bovey Tracey and Heathfield that might otherwise go unrecognised.

If you know such a person or small group or business, why not nominate them for this year's awards. We are particularly keen to hear about those who have overcome challenges in their own lives or been able to make a significant difference for others in our community.

All awards are open to residents, employees, businesses and members of voluntary groups based in the parish of Bovey Tracey, which includes Brimley and Heathfield.

Nominations may be submitted by residents, colleagues from work or voluntary group, visitors or customers who have a good experience in the parish.

Nominees must live or work in the parish of Bovey Tracey and must agree to being nominated. Each nomination must have a proposer and seconder. These awards will be presented at the Annual Town Meeting on 25th March 2020 which nominees' relatives and nominators may attend.

Details of the six categories of Community Award for 2020 are given overleaf. If you would like any further information about them, or a nomination form, contact Bovey Tracey Town Council on 01626 834217, or complete and submit a form online at www.boveytracey.gov.uk.

The closing date for entries is 2nd March 2020.



BOVEY TRACEY TOWN COUNCIL

THE SIX COMMUNITY AWARD CATEGORIES

1. LIFETIME VOLUNTARY SERVICE AWARD 2020

This award is for someone who has made a significant contribution to the community over an extended time period (10 years or more is suggested). The winner of this award is entitled to be designated the Honorary Representative of the Lord of the Manor of Bovey Tracey for the ensuing year.

2. YOUNG CITIZEN OF THE YEAR 2020

This award is for a young person or small group of young people between the ages of 7 and 18 who have overcome challenges in their own lives or made an outstanding contribution to life for the benefit of others around them.

3. VOLUNTEER OR VOLUNTARY GROUP OF THE YEAR 2020

This award is for an individual or local group which has worked tirelessly for the good of the community over the previous year.

4. BUSINESS OF THE YEAR 2020

This award is for a local business that has gone the extra mile for the benefit of its employees and the wider community (e.g. supporting local initiatives, attracting people into the parish, or providing new work opportunities in the parish).

5. GOOD NEIGHBOUR OF THE YEAR 2020

This award is for someone who goes "above and beyond" to help make life easier for those around them.

6. ENVIRONMENTAL CHAMPION OF THE YEAR 2020

This award is for a person or organisation that has made the most significant contribution to meeting the objectives of the Climate Emergency for the benefit of the parish.

THE NOMINATION PROCESS



1. Nominations can be submitted during the period of eight weeks from 6th January to 2nd March 2020.
2. Nominations can be made in writing or by email to the Town Clerk: (info@boveytracey.gov.uk) or by completing a form on-line via www.boveytracey.gov.uk.
3. Each nomination must have a proposer and seconder, as anonymous nominations will not be considered.
4. Nominators may not be a partner or relative of the nominee.
5. If you would like help to complete a nomination form, please ask a friend or neighbour to complete one on your behalf.
6. Nominees must agree to being nominated.
7. No serving councillor or officer is eligible for nomination.
8. Nominations for young persons under the age of 18 must have the approval of a parent or guardian.
9. Nomination forms are available from the Town Council office (Old Town Hall), SPAR/Post Office Bovey, SPAR/Post Office Heathfield, Bovey Tracey Library, Heathfield Community Centre. Copies may be printed off from the Bovey Tracey Town Council website (www.boveytracey.gov.uk).
10. There is a general nomination form for all the awards (you indicate which one you are completing) or you can request one for the specific award in which case please make sure you are requesting or using the correct one so as to be able to submit a valid nomination in good time.
11. For any queries or further information about the nomination process, please phone the council office on 01626 834217.
12. The Town Council encourages residents to take part in making nominations in all the award categories, as there are candidates out there very worthy of receiving a public "thank you" for what they are doing to make Bovey a great place in which to live and work.

BOVEY TRACEY TOWN COUNCIL

COMMUNITY AWARDS 2020 GENERAL NOMINATION FORM

DETAILS OF PERSON OR GROUP YOU ARE NOMINATING

First Name Surname.....

Address.....

Postcode..... Contact Number.....

Email address.....

N.B. The person or group named above must agree to being nominated.

For which Community Award 2020 are you nominating (please tick):

Lifetime Voluntary Service Award Young Citizen Award

Volunteer or Voluntary Group Award Business Award

Good Neighbour Award Environmental Champion Award

PERSON MAKING THE NOMINATION

First Name Surname.....

Address.....

Postcode..... Contact Number.....

Email address (if you have one)

Signature..... Date.....

SECONDER FOR THE NOMINATION

First Name Surname.....

Address.....

Postcode..... Contact Number.....

Email address.....

Signature..... Date.....



WHY ARE YOU NOMINATING THIS PERSON / INDIVIDUAL / GROUP?

Please give reasons and an outline of how the contributions in accordance with the Nomination Criteria.

Please return the completed form by 2nd March 2020 to:

BOVEY TRACEY TOWN COUNCIL

2020 COMMUNITY AWARDS

TOWN HALL PLACE,

BOVEY TRACEY

TQ13 9EG

Or complete an on-line form via www.boveytracey.gov.uk

Or email a copy of your form to the Town Council at info@boveytracey.gov.uk

If you need help with making a nomination, please phone us on 01626 834217



ADDITIONAL SPACE FOR MAKING YOUR NOMINATION IF REQUIRED

DRAFT

Please return the completed forms by 2nd March 2020