

NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:
Mrs S Say

14a The Square
North Tawton
EX20 2EP
Tel 01837 880121

You are hereby summoned to the Ordinary Meeting of North Tawton Town Council to be held at the Council Offices on: **TUESDAY 1st AUGUST 2017 at 7.30 pm.**

Dated this 26th July 2017

Temporary Clerk of the Council

AGENDA

Open Forum

An opportunity for the Electors and others to address the Town Council.

The Council encourages the use of an Open forum. This will allow Members of the Public to address the Town Council. Time will be limited to two minutes per person unless the Chairman rules otherwise. If research is needed members of the public are asked to indicate what is needed in advance to the clerk otherwise – if appropriate - an item will be placed on a future agenda. A brief note will be made of any discussion at this point. Please note that Councillors are not obliged to give their opinion or answer questions.

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interest** - Councillors are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Clerk in the first instance.

3. **Minutes of the Previous Meetings**

- 3.1 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 4th July 2017 at 7.30 pm (copy previously circulated).

4. **Updates - Please keep your update to a maximum of 5 minutes**

- 4.1 Chairman to update the Council on various issues.
 - 4.1.1 A News Release was received from West Devon Borough Council on 26 July 2017, advising that WDBC Members have agreed to go to public consultation on a proposal to create a single council with South Hams District Council. SHDC are due to similarly consider going to consultation at their meeting on 27 July. (If the consultation proposal goes ahead, please note that Dil Lord from WDBC will be holding a consultation event at the NTTC offices on Wednesday 13 September from 1000 – 1230.)
 - 4.1.2 The Council's contractor has been instructed to cut back overgrown brambles in the Park as soon as possible. The contractor has already been instructed to cut back and prune the area of shrubbery to the rear of houses in High Street, which will be undertaken in the autumn.
 - 4.1.3 During the routine safety inspections of the Cemetery, the Council's contractor identified potential problems with leaning headstones and a cross. A notice in the Roundabout has not brought forward any interested member of the public, and therefore the stones and cross in question are due to be laid flat for safety reasons.

- 4.2 Cllr Ms J Trehwitt to update Members on the NT Neighbourhood Plan.
- 4.3 Cllr Mrs C Burrow to update Members on the Section 106 Monitoring Group.
- 4.4 Cllr S Whiteley and Cllr I Macleod to Report on the Denbrook Community Fund.
- 4.5 Updates from WDBC Ward Member Cllr Mrs L Watts.

5. **Ongoing issues**

'Action Log' attached at **Annex A**.

6. **Footpath No 1 – Letherans Lane to Yeo Farm**

To consider appropriate action following a complaint received regarding the banks either side of the footpath from Letherans Lane to Yeo Farm.

7. **Consultations/Newsletters/Invitations**

7.1 **West Devon Borough Council – consultation on taxi licensing policies**

West Devon & South Hams Councils are consulting on proposed taxi licensing policies. The aim is to harmonise policies and improve standards. Please refer to **Annex C** for a summary of the proposed changes. The Council should decide on any comments in response to the consultation.

8. **Chagford Youth Cricket Schools Programme – Funding Request (Schools include North Tawton Primary School)**

To consider a request from Chagford Youth Cricket (CYC) for a grant of £300 to support their Youth Cricket Schools Coaching Programme – coaching is offered at North Tawton, Spreyton, South Tawton and Chagford Primary Schools, as well as other training sessions, competitions, etc. Please see **Annex B** for more information, and please note the following points for consideration:

- There is no junior cricket available in North Tawton itself
- Around 15 young players from North Tawton regularly attend Friday evening CYC cricket sessions in Chagford
- 6 of these play in South Devon Cricket Squads and one has been selected for the Devon County under 11 squad
- CYC organises subsidised cricket sessions at Okehampton Leisure Centre and at Exeter University, where high level coaching is available
- CYC includes NT primary school in the schools programme it offers
- CYC have offered all young cricketers over 12 years of age the chance to join a Cricket Activators course in South Devon this summer, providing a basic coaching qualification – costs funded by CYC
- Please refer to the list of families and school children using CYC
- The total target spend for the schools and the one-to-one programme for 2017 is expected to be £2030.

9. **NTTC Website & Neighbourhood Plan Webpages**

- The NT Neighbourhood Plan is now at the stage where tenders are being sought for design & printing, including an up to date webpage.
- Members will recall that the Council had already agreed that the NTTC website needs to be updated, including making it accessible via smartphones/tablets. The Council should consider coordinating the re-design of the NTTC website with the pages necessary for the advertising and consultation of the NP. There is an opportunity to develop a much improved website, with a clearer local identity.
- It is suggested that a Working Group be formed to progress this issue without delay.
- It is recommended that the Town Clerk and the Temporary Town Clerk be part of the Working Group.
- It is further recommended that the Working Group consider the work done by Cllr M Kennedy on proposals for the new NTTC website when deciding the way forward.

10. **Gain Homes Section 106 Arts Money**

10.1 Further to an item in The Roundabout, the Council has now received some suggestions and enquiries from members of the public. Further information is being sought from WDBC as to what type of art installations would be considered acceptable within the relevant policy. With reference to the suggestion relating to the railings around the Memorial Park, it is evident that more clarification is needed before residents can make an informed response.

10.2 In response to a query to WDBC Development Management, the following advice was received from Senior Planning Officer Ms A Henderson-Smith:

- Whilst neither the policy nor the S106 are overly prescriptive, public art does need to fall within the remit of art.
 - It does not all need to be spent on one single installation/project.
 - Whatever it is spent on will need to be in the publicly accessible public realm now and in perpetuity.
 - It also cannot aid anyone commercially.
 - Once the money is with WDBC, applications can be made, with a bid, and WDBC will then consider if it qualifies. If there are several applications WDBC will have to decide between them.
 - Something with local significance and possibly including local crafts may be a possibility.
 - Longevity of an installation may also be of benefit.
 - Public art may simply consist of art installations, or alternatively bespoke items which both serve a purpose whilst also being art or reflecting heritage in an area - like the Roman links in NT for example.
- 10.3 Ms Henderson-Smith further advised that once the NTTC has one or more proposals, advise her accordingly and she will obtain information as to whether early costings are needed, and how to actually apply.
- 10.4 It is suggested that the Council consider forming a Working Group to progress this issue.

11. **West Devon Borough Council Development Management Briefing Paper June 2017**

To note the Briefing Paper sent by WDBC DM, which outlines how DM works, and specifically note the measures put in place to enable Parish Councils to contact DM regarding current planning applications and suspected planning breaches. Please refer to **Annex D**, part of which has also been circulated to members via email to make the relevant links available.

12. **Proposed works to cut back overgrowth at edge of pavement between the mini-roundabout and De Bathe Cross.**

Members will recall that these works had been agreed and a quotation accepted from one of the Council's contractors. To summarise the subsequent events and the current situation, it is now clear that the amount of earth to be moved would require machinery, which would involve closing the pavement, installing traffic control, etc. The contractor has proposed the following solution:

- From the mini-roundabout to the entrance to Batheway Fields – use hedgecutter to cut back the vegetation at the junction of the hedge base and the pavement, then use spades/shovels to cut back the earth as much as possible without needing machinery to move it, the earth will be thrown up onto the top of the bank.
- From the entrance to Batheway to De Bathe Cross, undertake similar works, but not cutting back quite so tightly with the spade, the earth again will go on top of the bank.
- The contractors could undertake weedkilling the pavement at the same time, there would be little additional labour cost, mainly the cost of the chemicals. (The Clerk will be asking DCC Highways if the weedkilling can be undertaken by them, but bearing in mind their budget constraints this could be uncertain).

If the works are undertaken the Council does still have the option of applying for financial help from the Highway Community Enhancement Fund; typically this may cover 50% of the costs. The Council should consider whether the contractor's proposal would be sufficient to achieve enough extra width to the pavement, and whether to ask the contractor to submit a revised quotation accordingly.

between Council Meetings; see also North Tawton Town Council Standing Orders Paragraph 15 vii & viii as revised on 1 November 2016, which provides for the Finance, Planning or Estates Committees to either put in hand Works, or authorise Individual Payments for any essential or urgent or emergency services up to a maximum value of £2500.

14.4 Accounting Software

To receive a report from the Town Clerk.

15. Questions/Comments from members of the public

The meeting shall be suspended prior to Parish Matters to allow members of the public to comment/ask a question on any **AGENDA ITEM ONLY – PLEASE QUOTE AGENDA ITEM NUMBER**. Time is limited to 2 minutes per person, up to a maximum of 3 persons, unless the Chairman rules otherwise. A brief record of any points made will be included in the minutes of that meeting.

16. Parish Matters

No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.

17. Date of next meeting

The next Ordinary Meeting of the Town Council shall be Tuesday 5th September 2017.

PART II

EXEMPT REPORTS:

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

- 1 The Council to consider tenders for repairs to the roof of the Chapel of Rest.
- 2 The Council to discuss proposed works to the footpath below the mini-roundabout, where the pavement is compromised by tree roots.
- 3 The Council to consider a request from a local resident relating to land in the ownership of the Council.
- 4 The Council to consider proposals in relation to the publication of the North Tawton Neighbourhood Plan, and associated website proposals.
- 5 The Council to be updated as to the North Tawton Street Sweeping Contract, and propose appropriate actions.

ACTION LOG – AS AT 26 July 2017

Minute Number	Detail	Action Taken	Target Date/ Completion Date
4.6 12/7 AND 18.2 12/7	30 mph signs – Bathway Fields	<ul style="list-style-type: none"> Devon County Council (Road from Moor View to de Bathe Cross (C472), North Tawton) (Restricted Road) Order 2017. This was made on 17 July comes into force 31 July to make road from Moor View to de Bathe Cross (C472) in North Tawton a RESTRICTED ROAD (30MPH LIMIT) from 42 metres south of Moor View south for 176 metres. 	Ongoing
5 12/7	North Tawton Directory being reprinted.		Ongoing
6a 12/7	Improvements to Memorial Park	Consultation process ongoing.	Ongoing
10 12/7	Felling of trees adj. Webbs Orchard – trees have TPOs.	29.3.17 – no update received, but it is still on the enforcement list.	Ongoing
14 12/7	Street sweeping.	28.6.17 – Further email sent to Planning Enforcement asking for update.	Ongoing
26.1 6/9/16	Public footpath across Memorial Park – surface breaking up and dangerous.	<ul style="list-style-type: none"> To be discussed in Part II As confirmed at the council meeting on 2.5.17, DCC footpaths officer has confirmed that the path is due to be repaired soon. The council agreed a suggestion as to on-site disposal of waste soil, and DCC were advised accordingly. <ul style="list-style-type: none"> Further to agreement to charge from £50 - £100 per bin for one advertisement, depending on location of bin, this initiative to be progressed. The most urgent works have been completed, the contractor has advised that there remains some work to 3 or 4 lime trees in the cemetery. See item on main agenda for August. Please refer to main agenda item. Email reply sent to complainant as agreed. A planning application has now been submitted for a variation to take into account changes to the original plans. Please refer to main agenda item. 	Ongoing
4/10/16	Sponsorship of litterbins		Ongoing
4/3/17 Part II	Tree Survey Report		Ongoing
4/3/17 Part II	Online accounting system		Ongoing
4/3/17 Part II	NTTC Website		Ongoing
4/4/17 10	Bathway Fields – change of planned road surface		Ongoing
4/4/17	Section 106 Bathway Fields – 50% Arts contribution		Ongoing

Minute Number	Detail	Action Taken	Target Date/ Completion Date
4/4/17 15.1 6/12/16 13	Clock tower replacement lighting	<ul style="list-style-type: none"> A quotation was received and approved by the Council at the Extraordinary Meeting on 30.5.17. The contractor has been advised accordingly. 	Ongoing
	Replacement benches at De Bathe Cross and bottom of Fore Street, plus replacement of litter bin adjacent clock tower	<ul style="list-style-type: none"> The previously agreed replacement benches have been delivered to The Barton. Arrangements are in place for removal of the old benches and putting in place of new benches, in due course. The new litter bin has been fixed into place. 	Ongoing
	Footpath from mini roundabout to De Bathe Cross – cutting back overgrowth to edge of path	<ul style="list-style-type: none"> Please refer to main agenda item. 	Ongoing.
4/7/17 4.3	Parish Council planning training	<ul style="list-style-type: none"> The Clerk has again contacted Mr P Whymer at WDDBC to ask for an update on the training provision. 	Ongoing
4/7/17 4.4	Denbrook Fund Constitution	<ul style="list-style-type: none"> The clerk has advised the fund administrator of the Council's resolution to accept the proposed constitution. 	Closed
4/7/17 9	Road from Greenhill Cross to Taw Bridge	<ul style="list-style-type: none"> The Clerk has contacted DCC Highways to complain about the poor condition of this section of road. 	Closed
4/7/17	Blocked drains	<ul style="list-style-type: none"> The Clerk has asked the Parish Lengthsman to rod the drains opposite Stockwell House, Fore Street, and also outside the Vets. 	Ongoing

Aug. agenda

Chagford Youth Cricket
c/o "Heylands"
Mill Street
Chagford
Devon
TQ13 8AR

28th April, 2017
rocon17@yahoo.co.uk

Ms Sarah Say
Parish Clerk,
North Tawton Parish Council
By email

Dear Sarah

REQUEST FOR A GRANT TO SUPPORT CHAGFORD YOUTH CRICKET SCHOOLS PROGRAMME

Further to our communication of last year, we would like to submit an application for a grant of £300 to support Chagford Youth Cricket's Schools Coaching programme.

Our cricket club provides children with the opportunity to develop the full range of skills involved in playing cricket through professional coaching. We offer coaching in North Tawton, Spreyton, South Tawton and Chagford primary schools, for teachers and pupils, as well as regular training sessions at the cricket club in the summer, and indoors during the winter. The club organises two West Devon-wide interschool cricket cup competitions, and several of its youth sides compete successfully around the county against other clubs, and in the South Devon Youth Cricket League.

The club has gradually grown its membership and we now have over 100 junior players registered and the inter-schools competitions involved well over 300 children in 2016. We are set-up as a non-profit making organisation and if there are any surpluses they will be re-invested in the club for the next season. No match fees are charged for junior cricket matches and we have a club kit bag to ensure that no junior player is unable to participate for want of resources. Parent volunteers help to prepare the pitch, umpire and score matches, provide admin support and cater for match teas and refreshments.

We are already seeing the first fruits of our community programme as we see some of our Colts develop into fine young cricketers, representing their District and County with distinction. Furthermore, some of the older players have progressed to the senior side and, in turn, volunteer their time to help with junior coaching.

This funding application is to provide some professional coaching support to augment the qualified volunteers from Chagford Youth Cricket who carry out the coaching in the schools and to provide tailored one-to-one sessions for some of the pupils on an extra-curricular basis, at Chagford cricket nets. Our total target spend for the schools and one-to-one programmes for the 2017 season is expected to be £2,030 and we are requesting a grant of £300 towards this budget.

Thank you in advance for your favourable consideration of our request.

Yours sincerely,

Ray O'Connell
Treasurer
Chagford Youth Cricket

Staddon Farm
North Tawton
Devon EX20 2BX

To: North Tawton Town Council

Dear Councillors

Funding Request by Chagford Youth Cricket

I am writing in support of the funding application made to the Town Council by Chagford Youth Cricket (CYC).

We have lived in North Tawton for 18 years and have personal experience of the excellent opportunities CYC offers to children and teenagers from this Parish. My own children, now aged 15yrs, 13yrs and 11yrs have benefited (and continue to benefit) hugely from this and I would like to ask the Town Council to support CYC so it can continue to make similar opportunities available to others.

Our children were first introduced to cricket at the weekly coaching and after school cricket sessions organised by CYC at North Tawton County Primary School.

They went on to play in the schools' tournaments CYC organised and, with no other junior cricket available in North Tawton itself, began (with several of their friends) attending CYC's Friday night youth cricket sessions in Chagford. They have now been going to these regularly for 6 years - a much looked forward to weekly outing, which not only gives the children a chance to practice and play cricket, but also to meet and socialise with children from other local towns and villages.

CYC also organises and offers players highly subsidised cricket coaching at Okehampton Leisure Centre and at Exeter University, where they are able to make use of the University's excellent facilities and high level coaching. Largely as a result of this and with CYC's continued encouragement, several North Tawton children have been selected for South Devon cricket squads for their age and now play cricket for South Devon; some are also occasional junior members of Chagford's adult teams, both of which give them a wonderful focus and sporting outlet during the school summer holidays.

Our eldest son plans to volunteer at CYC this summer and CYC have offered to help him gain some coaching qualifications which I am sure he will be able to use in the long term, to help and encourage other children.

I understand that currently around 15 children from North Tawton attend the CYC Friday evening practice sessions. 6 of these also play in South Devon cricket squads and one has been selected for the Devon County U11 squad.

With no cricket on offer in North Tawton (the practice nets that were set up for a time at the Rugby Club and then the football field, have been removed from both), I hope the Town Council will be able to support CYC so it can continue to offer cricketing opportunities to the town's children that they would not otherwise have.

I know that many local families as well as my own, enjoy the facilities offered by CYC. Names of those who have confirmed their support for CYC are listed overleaf.

CYC also continues to include North Tawton Primary School in the schools programme it offers and by supporting CYC, the Town Council can help ensure this carries on and that the town's younger children also get the opportunity to try cricket at a young age.

I very much hope you can support the funding request

Yours Faithfully

Ruth Harvey

Residents of North Tawton who use and support Chagford Youth Cricket

Barnes family (Mr & Mrs Peter Barnes):

Keira Barnes
Elliot Barnes
Sam Barnes

Harvey family (Mr & Mrs Nigel Harvey):

Benedict Harvey
Gus Harvey
Archie Harvey

Martin family (Mr & Mrs Martin):

Jacob Martin

Sampson family (Mr & Mrs Andrew Sampson):

Joseph Sampson
Lauren Sampson

King family (Mr & Mrs Andrew King):

Cobie King
Tyler King

Matthews family (Mr & Mrs John Matthews):

James Matthews
Molly Matthews
Lily Matthews
Fran Matthews

Jenkinson family (Mrs Caroline Jenkinson):

Matthew Jenkinson

Westlake family (Mr & Mrs Darren Westlake):

Matthew Westlake

McKenna Smith family (Mr & Mrs Kevin McKenna Smith):

Ben McKenna Smith (seniors)

Through NT school:

James Dunn

Joseph Dunn

Cameron Watt

Harry Bolt-Stevens

Ethan Franks

Ewan Buxton

Archie Cleveland

Proposed changes to
WDBC + SHDC taxi
licensing policy.

Annex C

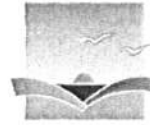
Main changes from current policy

1. All new vehicles (and all current vehicles from January 2023) should meet an N-CAP safety rating of 4 or 5 stars.
2. All vehicles must be tested either yearly (under 3 years) or twice a year (over 3 years) at an approved vehicle testing centre. The test will follow the requirements set out by the Freight Transport Association. Vehicles over 10 years will also be inspected yearly by a licensing officer.
3. Removal of vehicle age policy. As long as the vehicle meets the inspection requirements and required specifications it will be licensed regardless of age.
4. Fire extinguishers and first aid kits will now be optional, but will be recommended. Where they are available drivers will be advised to complete training prior to use.
5. Plate display and signage exemptions available for private hire vehicles where operators wish to carry out contract work.
6. Requirement for additional vehicle test when towing trailers.
7. Information about list of licensed wheelchair accessible vehicles and expectations of those on the list. Also specified expectations of all drivers in relation to disabled passengers, including the carriage of guide and assistance dogs.
8. New policy not to licence hackney carriage vehicles that are not mainly used within the area.
9. New specific requirements for wheelchair accessible vehicles and limousines/novelty vehicles.
10. Only manufacturer's tint permitted on windows, no tinted film.
11. Requirement to display window stickers inside the vehicle next to every passenger seat (where possible) with details of the licence plate number, expiry date etc and information on what to do if passengers have any concerns about the driver or the vehicle.
12. Where a vehicle licence holder does not also hold a hackney carriage and private hire driver licence, they must provide a basic disclosure and complete a declaration of convictions form.
13. The convictions policy has been updated, mainly in relation to the amount of time since a conviction before an application will usually be considered/licence granted.
14. Removal of current vehicle advertising restrictions. All advertising proposed must have approval before to make sure nothing inappropriate or offensive is displayed.
15. Policy that engines should not be kept running at taxi ranks or where vulnerable groups meet, such as schools, hospitals and care homes. Lower fees for ultra-low emission vehicles to encourage more drivers to use them.
16. New guidance for those wishing to install CCTV in their vehicles.

Development Management

Briefing Paper June 2017

Working together



South Hams
District Council



West Devon
Borough
Council

Following a number of questions from Members and Parish/Town Councils regarding the Development Management (DM) function at South Hams and West Devon, I've put together the following update which should help explain the process for managing and completing the work. I've included some background information which highlights the increase in workload during the first four months of 2017. You can use this information when dealing with direct enquiries from members of the public.

How Development Management works

The development management service sits within the Customer First group of the Councils and comprises of a number of Case Managers, Specialist Planning and Heritage Officers. The Development Management work is carried out across both South Hams District Council and West Devon Borough Council by the same team of case managers and specialists and there are not separate teams dealing with the two Councils.

Dedicated Case Managers carry out the administration and registration of all Planning applications and respond to the majority of customer enquiries. They also carry out validation for all but the most complex applications. Senior Case Managers carry a caseload and work on mainly householder applications right through to determination.

Specialist Officers are responsible for the consideration and determination of most minor, all major and listed building applications, as well as giving advice and guidance to the Case Managers. Each Specialist Officer carries a caseload and works closely with the Case Managers to enable them to be able to respond to customers and keep interested parties informed.

At present the DM Team comprise a total of 14.8 full time equivalent (FTE) determining officers and 10.8 FTE Case Managers which includes additional temporary resources. In both cases these figures are a mixture of full time and part time officers that are combined to provide a full time equivalent number of staff (FTE).

Development Management in 2017

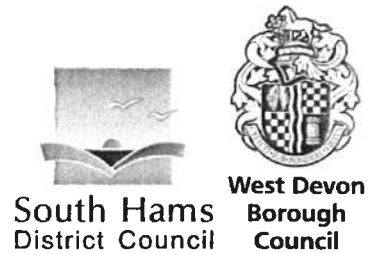
The volume of work processed is significant and has increased this year compared to 2016. The table below illustrates some of the throughput of work per month that is processed by the service. I would specifically wish to point out that we also receive a significant number of letters of representation each month in respect of planning applications, which this year has been an average of over 1100 per month. All of these applications have to be read and redacted as necessary to remove data protected information before publication on the website which is why, in some cases, letters do not appear immediately on the website.

Another key figure in the table is the level of email traffic to the DM inbox. It is inevitable that, with in excess of 2000 emails a month, there will not be an immediate response to all of those emails. As set out below we have put into place an alternative to this which will provide an improved service to customers.

Development Management

Briefing Paper June 2017

Working together



To consider the work of the service in a wider context, there are more Planning applications and other related applications (such as Listed Building Consent) submitted to the team than to any other Council in Devon and we are one of the busiest in the South West.

Task undertaken	Average number per month 2016	Average number per month 2017 (Jan-Apr)
No of documents received in paper form that have to be scanned	3060	2280
No of planning and related applications documents published on website	6052	7186
No of letters of representation received	742	1152
No of emails received to DM mailbox	2363	2199
Total No of planning applications received	267	284
No of planning portal applications received	128	142
No of enforcement cases received	49	60

Workload comparison for 12 months ending 31 March 2017.

LPA	Applications & Pre Apps	Appeals	Enforcement Cases
SH & WD	4041	53	631
Plymouth	1895	26	380
Torridge	1779	21	218
Torbay	1677	32	287
Teignbridge	2310	56	441
North Devon	2174	44	168
Mid Devon	2311	27	122

Reporting

In addition to measuring and monitoring the statutory performance indicators, we manage the work by monitoring the average journey of applications through the process.

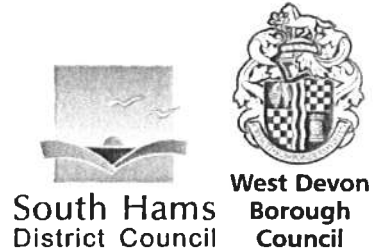
The Case Management team leader monitors the average time to meet key milestones in the life of the application, and reports to the Case Management Manager and myself. This allows us to ensure that we are responding to peaks and troughs in work as much as we can and are taking applications through validation as quickly as possible, allowing officers the required time to consider and determine applications in time.

The Specialists work is overseen by myself together with the Senior DM Specialists to ensure that most applications are processed and determined within the statutory or agreed timeframes.

Development Management

Briefing Paper June 2017

Working together



In terms of formal reporting to Members, the DM performance is reported quarterly to the relevant Overview and Scrutiny Committee and monthly to the Development Management Committees. The performance Indicators reported include:

- Major/Minor/Other performance with and without Extensions of Time agreed
- No of apps registered & comparison to previous year
- No of pre-apps received & comparison to previous year
- Current workload
- No of Applications determined
- Fee income planning apps/pre-apps & comparison to previous year
- Enforcement workload
- Appeals won/lost

What is the best way for customers to contact Development Management

The best way to contact us is by completing and submitting a form on the website:

[South Hams - Ask our planning team a question](#)

[West Devon - Ask our planning team a question](#)

The forms have been designed so that when they are completed online they will get sent to an appropriate officer who will be able to respond to your query or question. This will reduce our staff time spent filtering emails that are sent to the general DM inbox giving focus on the customer response. Our target is to deal with the enquiries submitted via a form on the website within 3 working days. However some more complex enquiries could take longer.

You can often answer questions instantly by checking the website, which is available 24/7. We are working hard to ensure that valid applications will appear online 5 working days after they are received. We aim to publish Letters of Representation within 3 working days of when they are submitted. The date for comments to be made is visible online and updates to this will be made overnight.

Parish and Town Council contact with Development Management

Later this month we will be commencing a three month trial with a number of Parish and Town Councils where all of the planning consultations will be undertaken electronically with no paper copies being sent. We would welcome any other Parish or Town Councils that would like to join this trial.

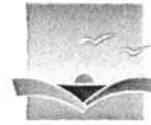
The results of the trial will be known in September and will form the basis of a consultation with all Town and Parish Councils in the autumn on how we will be notifying you of applications.

There are times when a Parish or Town Council need to contact us formally for example, to request an extension to a consultation or in response to issues that have been raised.

Development Management

Briefing Paper June 2017

Working together



South Hams
District Council



West Devon
Borough
Council

We have set up an additional page on our website specifically for Town and Parish Councils to ask a question relating to a current planning application. The “hidden” page is only for Town & Parish Council use and should not be shared to other interested parties.

The page can be found only by using the following links:

[LINKS REDACTED]

If a Parish or Town Council wish to report a suspected breach of Planning regulations, please do so via the link on the website as this ensures that we receive all the information we need to progress the matter. Please encourage members of the public to also use these links.

[West Devon - Report a suspected Planning Breach](#)

[South Hams - Report a suspected Planning Breach](#)

Finally, I have been to a number of Parish and Town Councils over the last year to provide some planning training. If there are any Parish or Town Councils that would like me to attend please contact me directly.

Pat Whymer

Community of Practice Lead – Development Management.