

NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:  
Mrs Sarah Say

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EX20 2EP  
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Minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on  
**TUESDAY 5 SEPTEMBER 2017** at **7.30 pm.**

Present: Cllr R Aplin  
Cllr M Fisher  
Cllr I MacLeod  
Cllr Ms J Trehwitt  
Cllr Mrs K Tizard  
Mrs S Say – Temporary Town Clerk

Cllr Mrs C Burrow  
Cllr K Hodge  
Cllr Miss B Rice  
Cllr S Whiteley (Chairman)  
Cllr M Kennedy

5 Members of the Public were present

**Open Forum** Nothing was raised.

**1. Apologies for Absence**

A letter to the Chairman was received from Cllr Mrs A Ponsford, advising of her resignation from the Council with immediate effect, for personal reasons.

Cllr I Palmer was not present.

**2. Declarations of Interest**

2.1 Cllr Miss B Rice declared an interest in agenda item 14.1 Application No. 1203/17/OPA, and agenda item 14.2 Application no. 1484/17/OPA, as a member of the North Tawton Environmental Trust.

**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 1 August 2017 at 7.30 pm. The minutes were duly approved and signed.
- 3.2 To approve and sign the minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 22 August 2017 at 7.30 pm. The minutes were duly approved and signed.
- 3.3 To approve and sign the notes of the Estate Committee's Site Inspection of The Cemetery on Monday 14 August 2017. The notes were duly approved and signed.
- 3.4 To approve and sign the notes of the Town Council's Site Inspection carried out on Friday 1<sup>st</sup> September 2017. The notes were duly approved and signed.

**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 – An email has been received from Ruth Harvey thanking the Council for their proposed grant towards Chagford Youth Cricket – noted.
- 4.1.2 - The revised hours of work of the Town Clerks were noted.
- 4.1.3 – Additional item – invitation to the DALC AGM, Conference, and Exhibition, which will take place on Tuesday 10 October at Exeter Racecourse. This is an opportunity to hear and discuss key Local Government issues. The cost is £25.00 per person. Please advise the Clerk if you wish to attend, each council can send up to 2 members, plus clerks.
- 4.2 Cllr Ms J Trehwitt advised that the NTNP Group are still waiting for a revised quotation in respect of the proposed plan document.
- 4.3 Cllr Ms J Trehwitt reported that the WDBC Affordable Housing Officer, Mrs Alex Rehaag, has advised that Rentplus are delivering part of the affordable housing allocation at

Bathway Fields (Wain Homes). 6 properties have already been allocated by affordable housing - 3 to applicants with a North Tawton connection, 3 with a West Devon connection. Of the 11 properties taken on by Rentplus, 5 have now been allocated, 4 of which have a North Tawton connection and 1 with a West Devon connection. There are still 6 to be allocated by Rentplus. Alex Rehaag is very happy with this progress.

4.4 Cllr S Whiteley and Cllr I Macleod to Report on the Denbrook Community Fund – please refer to Item 6 of the minutes.

4.5 Updates from WDBC Ward Member Cllr Mrs L Watts. Cllr Watts reported that the main issue at West Devon at the moment is the One Council proposal for a formal merging with South Hams District Council. It was confirmed that a public consultation session will be held at the Council offices on Monday 11 September, and that WDBC Councillors Louise Watts and Lois Samuel will be in attendance, to give advice and information to members of the public. Cllr Watts also mentioned the false information reference WDBC finances which has been circulating on social media – News Releases have been issued providing the correct information. Cllr Watts also wished to put on record her support for the North Tawton Football Club in their bid to purchase the land on which the club operates.

5. **Ongoing issues – Action Log**

- 30 mp hour signs – this issue is now closed.
- NTTC use of the Scribe accounting system – now fully operational and working well for the Council.
- Benches at De Bathe Cross and Fore Street – due to be installed on the morning of Wednesday 6 September.
- Pavement between mini roundabout and entrance to Bathway Fields – contractors are reluctant to take on the work of improving the pavement surface due to issues with TPOs. The matter is still being pursued.
- Lighting adjacent to Bathway Fields – the Clerk was requested to pursue this issue with reference to the provisions set out in the Section 106 agreement.

6. **Denbrook Community Fund Committee**

A meeting of the committee is due to take place on Thursday 7 September 2017, to agree the criteria for grants and to progress the application process. A report will be made to the Council at their October meeting.

7. **Consultations/Newsletters/Invitations**

7.1 **Consultation on the proposal for One Council for West Devon and South Hams**

- The public consultation process on this proposal has now been launched.
- Dil Lord of WDBC has provisionally booked use of the NTTC Office on Monday 11th September from 1000 – 1230 for a public consultation event in North Tawton.
- There is a dedicated website and online survey, and every household will receive a card telling them how to find more information on the proposal. Links will be provided via the NTTC website.
- West Devon and South Hams are formally consulting with Parish and Town Councils, as well as other organisations, local MPs, etc. Responses to two specific questions (as below) are required by midnight on Sunday 8 October 2017.

1 *Do you support the proposal of creating one new Council for West Devon and South Hams areas? (Please see information on [www.onecouncil.org.uk](http://www.onecouncil.org.uk))*

2 *Do you have any other comments, concerns, or alternatives to creating one new Council?*

No-one was available to attend the information session in Bridestowe. This item will be included on the Council's agenda for October, at which time responses to the above questions will be formulated to be submitted within the deadline.

7.2 **North Tawton Youth and Community Centre – Cllr Mr M Kennedy, Cllr Mr M Fisher, and Cllr Mrs K Tizard will attend the meeting at the centre at 6 pm on Wednesday 20 September 2017.**

- 7.3 Invitation from WDBC for Mayors/Chairs and Clerks to a meeting with the Leader, Deputy Leader, Executive Directors 12<sup>th</sup> September 2017, 1030 - 1230 - Cllr Mr S Whiteley, and Temporary Town Clerk Mrs S Say will attend this event at Kilworthy Park, Tavistock.**
- 7.4 Okehampton Health & Wellbeing Alliance –** Cllr Mrs K Tizard will attend this event on 25 September 2017 from 1000 – 1200 at Okehampton Town Council Chambers.
- 7.5 North Tawton War Memorial – assessment for listing as part of Historic England’s First World War Commemoration Project**  
There were no further comments in respect of this proposal. The Clerk will respond to Historic England accordingly.
- 7.6 Closure of beds at Okehampton Hospital**  
This issue was noted and discussed briefly. Cllr Mr R Aplin proposed that the Council write to the CCG expressing their concern and disappointment, this was seconded by Cllr Mr S Whiteley. 8 members voted in agreement, with 2 votes against – the proposal was therefore carried. The Clerk will write accordingly.
- 7.7 Invitation from Okehampton Town Council to Chair of NTTC**  
The Chair of the NTTC is unable to attend the Okehampton Civic Parade. The Clerk will respond to the invitation accordingly.
- 8. Orchard Court, North Tawton**  
Further to a request from the Orchard Court Management Committee in respect of the light under the archway at Orchard Court, a quotation was received for the rewiring of the light to the Council’s electricity meter. Prior to a final decision being made, the Clerk was requested to ask the Committee for more information as to the running costs of the lights in question. This matter will be brought back to the Council’s October meeting.
- 9. NALC – Legal Briefing - Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill**  
Cllr Mr M Fisher will work with the Town Clerk to progress an action plan to ensure that the Council are prepared for the introduction of this legislation. The Council will be kept up to date via Chairman’s Updates on the monthly agenda.
- 10. NTTC Estates Committee – Report on North Tawton Cemetery**
- For those Members who were unaware, the Clerk advised that it is Mr A Jelley who undertakes the regular cemetery H&S inspections, along with various other monthly inspections.
  - It was confirmed that the leaning gravestones have either been shored up and stabilised or laid flat, by the stone masons.
  - It was noted that the area around the War Memorial is of most concern, and there are shrubs and weeds which need cutting back.
  - The Clerk was requested to ask the Council’s contractor to do some weed spraying of certain areas.
  - Cllr Mr I MacLeod proposed that some members of the Estates Committee have a meeting on site with the Council’s contractor and with a tree surgeon, to accurately determine the necessary works. The proposal was seconded by Cllr Ms J Trew hitt, and 10 votes were recorded in favour; the proposal was therefore carried. The Clerk will arrange this meeting.
- 11. Fire Risk Assessment**  
Cllr Mr S Whiteley proposed that the Council obtain clarification as to which council-owned buildings should be included in the Risk Assessment, this was seconded by Cllr Mrs K Tizard, and agreed by 10 votes – the proposal was therefore carried. The Clerk will make appropriate enquiries and report back in due course.

**12. North Tawton Public Toilets – suggested box for cash donations**

There was a brief discussion and this matter was noted for reference.

**13. North Tawton Football Club**

Further to some discussion around the issue of the timescales and the funding options, it was agreed that Cllr Mr M Fisher, Cllr Mr S Whiteley, Cllr Mr I MacLeod and Cllr Mrs C Burrow will meet with the Football Club in due course. Cllr Mr I MacLeod proposed that the Council write to West Devon Borough Council to confirm the NTTC support for the Football Club's proposal to apply for Section 106 sports funding for the land currently occupied by the Club; this was seconded by Cllr Mr M Fisher and agreed by 10 votes, the proposal was therefore carried. The Clerk will write to WDBC accordingly.

**14. PLANNING MATTERS**

To consider the planning applications received from West Devon Borough Council to make recommendations.

**14.1 Application No:** 1203/17/OPA

**Proposal:** (Revised plans and information received)

Outline application with access for consideration (all other matters reserved) for up to 11 no. open market dwellings plus 2 no. assisted living units and allotments.

**Address:** Land at SX665 101, Devonshire Gardens, North Tawton, EX20 2DE

**Applicant:** Richard Parnell, Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

- Cllr Ms J Trehwitt reported that 5 Members met with Mrs A Rehaag, Affordable Housing officer at WDBC, and Mr P Baker, Planning Policy Officer at WDBC, during which they visited the site. Mrs Rehaag had wanted clarification as to what the term 'assisted living' meant in practice. Would SWW build the shell of the building, to be then taken over by another organisation? There was concern that a future developer could seek to change the terms of the outline planning permission. It was confirmed that WDBC officers have spoken direct to SWW representatives. There was a suggestion that SWW may be asked to defer the application until both the Joint Local Plan and the NT Neighbourhood Plan are completed, and agreement could then be sought as to how the proposals for the assisted living units could be achieved and delivered.
- Mrs Rehaag had further concerns as to the fact that the assisted living units effectively take the place of any affordable housing allocation for the site, and there is therefore no guarantee of affordable housing for NT residents. There was a query as to whether the NP could tighten this up. SWW had indicated community consultation, but to date they have met only with representatives of the NTTC and the NTTC NP group; they have not had any open meeting or community presentation, although it had originally been indicated that this would take place. Public consultation would give the applicants more strength in their proposal.
- There was discussion around the costs of the supported living units, this would depend on who delivers the supported living. It was noted that objections have been received from the public in relation to access and environmental issues.
- WDBC have concerns about development outside the existing settlement boundary, this could set a precedent for the opening up of the surrounding area for future development.

Cllr Mr M Fisher proposed that the Council support the application, this proposal was not seconded. Cllr Mr I MacLeod proposed a 'neutral' response; this was seconded by Cllr Mr S Whiteley. Cllr Mr K Hodge proposed that the Council do not support the application. Cllr Mr R Aplin asked what guarantee as to the ultimate delivery of assisted living units would satisfy the NTTC. It was generally agreed that there could be no satisfactory guarantee. 3 Members voted in favour of the Council not supporting the application. 7 Members voted in favour of a neutral response, with 3 against, and this proposal was therefore carried. The reasons for this proposal are the lack of guarantee that the planning application proposals are deliverable, and the issue of the supported living units taking the place of an affordable housing allocation, with the potential uncertainties this brings.

- 14.2 Application No:** 1484/17/OPA  
**Proposal:** **(Revised plans and information received)**  
Outline application with access for consideration (all other matters reserved) for up to 14 no. dwellings (including affordable housing) allotments and access.  
**Address:** The Depot at SX 665 101, Devonshire Gardens, North Tawton, EX20 2DE  
**Applicant:** Richard Parnell, Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

Cllr Mrs C Burrow proposed that the Council do not support this application. This was seconded by Cllr Mr I MacLeod. There were 9 votes in support of this proposal, with one abstention, and therefore the proposal was carried. The reasons are that the proposed application brings no benefit to North Tawton, and taking into account various objections received from local residents.

## 15. FINANCE

**15.1 Invoices.** To approve payments listed at Annex D in accordance with bank mandate (to be circulated at meeting). Cllr Mrs K Tizard proposed approval of the payments, this was seconded by Cllr Mrs C Burrow. There were 10 votes in favour and therefore the proposal was carried.

**15.2 Monthly statement** – to receive the monthly statement and to consider adoption. Make the appropriate transfers, from reserve accounts to the current account, to allow payments to be made. Cllr Mrs C Burrow proposed adoption of the monthly statement and approval of the appropriate transfers. This was seconded by Cllr Ms J Trehwhitt. There were 10 votes in favour and therefore the proposal was carried.

**The Chairman closed the meeting at this point.**

## 16. 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.

- 1 Mrs S Knott referred to concerns from the WDBC Affordable Housing Officer reference the supported living proposal, and commented that the company involved in discussions strive to be clear and transparent about the funding. Mrs Knott expressed disappointment that the Affordable Housing Officer appeared not to have researched this issue. Cllr Ms J Trehwhitt commented in response that the company in question do not appear on a list of registered providers.
- 2 Mrs C Hughes commented that the assisted living units are sometimes being referred to as 'sheltered housing' but the two provisions are quite different.
- 3 In reference to the above planning applications, a member of the public asked if the Council feel that the other 14 houses are necessary in order to achieve provision of assisted living units.
- 4 In reference to the above planning applications, Mrs C Blood commented that the Council have been very supportive of the Football Club, and it is very disappointing that no Councillor has expressed support of the NT Environmental Trust.

**The meeting re-opened at this point.**

## 17. Parish Matters

There were no items brought forward under Parish Matters.

**z\18. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 3<sup>rd</sup> October 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 Further to brief discussion, the Clerk was requested to reiterate to the enquirer that the Council do not wish to sell any of the land in question.
- 2 Discussion took place in reference Bathway Fields.
- 3 With reference to the design and printing of the NTNP, a budget ceiling was agreed.
- 4 With reference to the Street Sweeping Contract, it was agreed to contact local parishes as to who is contracted to undertake their street sweeping, with a view to a possible partnership contract. The Clerk is to investigate this and report back to the Council in due course.

The meeting closed at 9.40 pm.

DRAFT