# Ashburton Town Council

**MINUTES OF THE FULL TOWN COUNCIL HELD ON Tuesday 27th September 2022 at 7.30pm in The Town Hall**

**Present:** Cllr. Vogel (Chair)
Cllrs. Baker, Bovey, Crook, Distin, Giles, Major, Nutley, & Siddle

**In attendance:** The Clerk and Deputy Clerk, The Portreeve, The Master Bailiff & Chair of the Chamber of Trade.

**127/22 Apologies.**
The Clerk noted Cllrs. Hogbin and Pickvance both had prior engagements and Cllr. Pugh was unwell. Cllr Nutley proposed to accept these apologies, seconded by Cllr Siddle.
All in favour.
It was noted that Cllr. Cox also sent his apologies.

**128/22 Declarations of interest**.
Cllr. Nutley noted he abstains on voting due to his membership of both the DNPA and Teignbridge Planning committees.
Cllr. Vogel abstains from voting decisions within the DNPA and comments only if asked his opinion. Cllr. Vogel also declared his positions as of Chair of Ashburton Community Land Trust (ACLT); South Devon Rural Housing Association (SDRHA) Board Member; Community Led Homes Accredited Advisor and an ACT Member.
Cllr. Baker declared her position as a Board Member of South Devon Rural Housing Association (SDRHA).
Cllr. Siddle declared his membership of the Ashburton and South Dartmoor Business Network.

**129/22 Public comments/statements**.
Statement presented by The Portreeve (see Appendix 1) requesting clarity of roles and co-ordination for the forthcoming coronation celebrations.
Cllr. Vogel proposed a formal slot be made for The Portreeve to speak at Full Council.
Cllr. Vogel also proposed discussions for a joint meeting with Portreeve and Court Members and key organisations in town to prepare for King Charles III Coronation. be placed on the next Full Council agenda

**130/22 To receive the minutes of the previous meeting on 12th July 2022**
Cllr. Vogel noted Full Council Minutes from July had been circulated.
Cllr. Siddle proposed the minutes be accepted a true and accurate record, seconded by Cllr. Major. All in favour.
Matters arising:
**111/22** Stagecoach performance issues. The Clerk reported the initial response from Devon Bus Services was that the services were not funded by them so were

not able to intervene. However, since then Devon County have commissioned a review on all their bus services, so the information has been passed on for inclusion.

**114/22** Recreation Store Lease. The Clerk reported TDC Estates had confirmed receipt of the email, but no formal response had been received.

**115/22** Cleder Place. As portfolio holder, Cllr. Nutley confirmed the asset transfer was progressing, but not taking on the play park may be a stumbling block. Cllr. Nutley reported costings for taking on the play park with Cleder were awaited. Cllr. Vogel noted the Clerk's office is evaluating the costs and responsibilities. He mentioned he had previously gained RoPSA certification, probably since expired, which he would be happy to update. He suggested other councillors and the forthcoming Town Ranger might also undertake the training for this qualification. Cllr. Nutley suggested, should the transfer come about, he would request prior to transfer that TDC undertake a full overview of current safety and maintenance.

**131/22 Chair's report**

Cllr. Vogel outlined the officiated events in his report (Appendix 2)

**132/22 Invited Speaker: Update on StreetDraw24**

A post event review will be timetabled for the November Full Council

**133/22 Housing Needs Assessment.**

Cllr. Vogel chairs Planning and Sustainability working group
DNP Local Plan has been accepted and they are now working on an affordable supplementary housing document to cover all types of housing arrangement.

Before an application is validated, the developer now must provide a viability study if 45% affordable allocation is not met. They must also consult with parish and residents.
Good community engagement is being reviewed again in November 2022
Kenwyn site offsite contribution is being reviewed and the planning application will not be signed off until S106 is signed off. The final offsite contribution figure will be agreed before Homes England grant can be issued.

It was previously agreed that until Luce's Mead is fully allocated, a HNA could not be undertaken. Cllr. Nutley explained due to the 300:1 oversubscription, it was agreed in this instance a Housing Needs Assessment can be undertaken prior to final allocation.

Cllr. Vogel proposed an application for a full Housing Needs Assessment be drafted by himself, Cllr. Baker and Cllr. Nutley ahead of the Development and Management committee in Jan 2023. He suggested the policy document is brought back to Full Council. Once agreed, this would be submitted to DNPA and Teignbridge.
Cllr. Distin seconded this proposal. All in favour.

**134/22 Police Report**

The Clerk highlighted the police crime figures circulated from PC Dudley. He noted Cllr. Vogel attended an online meeting with the Office of the Police and Crime Commissioner (OPPC) last month. The Clerk to attend another tomorrow on his behalf.

Following these meetings, the Clerk reported increased policing presence and visits by the PCSO from Bovey Tracey.
Cllr. Vogel has also requested input from the new Youth Engagement Officer when appointed to this South Devon basic command unit.

**135/22 Finance Chair's report (Cllr. Distin)**

Cllr. Distin noted the Extraordinary Finance minutes had been circulated. As there were no matters arising, he proposed the minutes be adopted, seconded by Cllr. Crook. All in favour.
Cllr. Distin noted the Finance meeting minutes had been circulated. Cllr. Distin proposed they be adopted, –seconded by Cllr. Major. All in favour.
Matters arising: The Clerk noted the kitchen quotes are to be presented at the September Finance.
Cllr. Siddle agreed to review the accounts ahead of the next Finance meeting.

**136/22 Planning Committee Chair's report (Cllr. Baker)**

Cllr. Baker confirmed the minutes from 27th July 2022 had been circulated and proposed they be accepted as true and accurate, seconded by Cllr. Siddle. All in favour. No matters arising
There were no planning applications for discussion due to the installation of the new website. Cllr. Baker noted training for the new planning website would be given once installed as all comments would now be done online.
Cllr. Vogel outlined the approval for the planning application for electrical vehicle charging installation at Salmon's Leap, previously approved by ATC.

**137/22 General Purposes Committee Chair's Report (Cllr. Crook).**

Cllr. Crook noted that the minutes of the last had been circulated. Cllr. Nutley proposed to accept the minutes, seconded by Cllr. Baker.
**55/22GP** Town Tidy - Cllr. Nutley highlighted hedging near to Home Park had now been cut by Teign Housing following his letter but noted that fence paneling is damaged. Cllr. Nutley has discussed this with the area rep, so it now should be addressed. He also noted the entrance to Cooks Close has also been cut back.
The Clerk has also raised overgrowth at the BT exchange which is now being reviewed by Devon Highways.
Cllr. Vogel asked if we had been notified of the community service volunteers working near to the Ashburton Cookery School. The Clerk noted we were not informed, but the area had been registered by someone online. Cllr. Vogel suggested we feedback regarding the supervision, as residents had to walk into the road to pass the area.

**138/22 Bulliver's Way Maintenance issues (The Clerk).**

The Clerk noted. Following the removal of tree, the fencing and gate needs repair.
He noted concerns re providing new fencing before the road is repaired. The edge of the road is in disrepair due to the parking and cars driving close to the fence.
The Clerk raised the idea of placing big boulders instead of replacing the fence which may get knocked down again as they drive close by. To be discussed further at October Finance once costs have been established.
Cllr. Distin asked The Clerk who clarified ownership of the fence and the land behind it. Devon Highways are responsible for maintenance of the road.
Cllr. Vogel highlighted that this area could be included within the proposed Exeter-Ivybridge Cycle network, so funding may be available if this goes ahead.

**139/22 Information Centre Committee Chair's Report (Cllr. Bovey).**

Minutes circulated today. No matters arising. Cllr Crook proposed to accept the minutes, seconded by Cllr. Siddle. All in favour

Cllr. Bovey outlined her report (Appendix 3) noting a busy time with a steady increase in visitors and locals.

Cllr. Bovey noted at the recent committee meeting, she had been voted in as Chair with Cllr. Giles as Deputy. Alan Lambourne was voted in as volunteer coordinator.

The Book of Condolence has been transferred from St Andrew's Church until the end of September for any remaining people who wish to sign.

The info centre hopes to trial a rota for Saturday afternoon opening.

**140/22 Teignbridge District Council Report**

Cllr. Nutley outlined the Future High Street fund upgrade to Queens St, and the cinema. He also noted The Den was now open and recommended Councillors visit.

Cllr. Nutley also recommended the new second Suitable Alternative Natural Greenspaces (SANG) site he had visited, due to open in Exminster.

Whilst Sports and Leisure facilities are still understaffed, services are now returning to near normal. Staffing issues remain within recycling teams which are impacting refuse collections. However, review of salary is underway to help attract and retain staff in these areas.

The Longstone Cross development has seen first families move in. Cllr Nutley, the Mayor, Deputy and The Clerk attended the opening ceremony and tour of the houses. All agreed the quality and build finish of the site was impressive. With so many families disappointed to miss out, it is hoped more land comes forward.

Cllr. Giles raised the issue with poor play facilities in Ashburton compared to other play parks.

Cllr. Nutley responded that all play facilities will be visited, but finances would not allow for all to be developed. He apologised and noted that play facilities elsewhere were also poor. He emphasised upgrades elsewhere have been funded by S106 funding to which we do not have access.

**141/22 Devon County Council Report**

No report received.

**142/22 Chamber of Trade update.**

The Chair presented his report (Appendix 4) highlighting the new roles and new name of the organisation, 'Ashburton and South Dartmoor Business Network'.

The Chair reviewed the paucity of trade early in the week and requested any comments or feedback from Council regarding solutions to this would be taken back to The Members.

The Chair summarised progress on their new website and the installation of smart screens to enable real-time access to the information of the website. He noted discussions with the technology group at SDDC for support

Following on from the previous 'Heat or Eat' discussions, the Members re-state their readiness to support any schemes implemented within the Town. The Ashburton Repair Café are preparing to acquire the necessary tools and equipment to recondition and test microwaves for provision to those in need.

**143/22 Councillors' reports on attendance at sub committees and meetings of other organisations.**

Cllr. Nutley updated Council regarding the replacement brown signs, outlining the email sent and response received. National Highways responded the signs would be installed as soon as possible, noting the designs were still at validation.
Cllr. Baker suggested the Chair of Ashburton and South Dartmoor Business Network write to the local newspaper outlining that after over 18 months wait, a firm date for installation is still awaited.
Cllr. Vogel counter proposed the Clerk's office draft a letter directly to the Chair of Highways England which he would sign and suggested the Chamber of Trade also sign the letter. Cllr. Giles seconded this proposal. All in favour
The Clerk requested dates be supplied of previous correspondence.

Cllr. Crook attended a meeting of the Ashburton Museum Trustees. Cllr. Vogel was very impressed with the revised displays and requested Cllr. Crook takes back our thanks to the volunteers.

**144/22 Matters raised by Councillors for information only or possible inclusion on a future agenda.**

i. Cllr. Giles requested a Christmas Lights meeting. Cllr. Major noted he was still awaiting final correspondence regarding parts of the display.
ii. Cllr Siddle asked whether there would be help with the costs of running the lights for householders. Cllr. Major noted agreement had been received that the lights will now be plugged into the streetlamps.
iii. Coronation planning– Cllr. Vogel to agree the date and venue with The Portreeve and Master Bailiff and invite relevant people to a Coronation planning meeting.

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Cllr. Vogel thanked everyone for attending and closed the meeting at 20.50

Signed_____ Date _____

**Chair**

**Summary of actions –**

| Item | Actions | By |
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| **129/22** | **Public comments/statements**<br>An agenda item be given ongoing at Full Council for updates from The Portreeve. | 13 Oct22 |
| | Discussions for a joint meeting with The Portreeve, Court Members, and key organisations in Town to prepare for the Coronation celebrations for King Charles III to be placed on the next Full Council agenda. | 13 Oct22 |
| **132/22** | **Update on StreetDraw24**<br>Speaker to be invited to the November Full Council | 8 Nov22 |
| **135/22** | **Finance Chair's report (Cllr. Distin)**<br>The kitchen quotes are to be presented at the September Finance meeting. | 28 Sept22 |
| | Cllr. Siddle to review the accounts ahead of the next Finance meeting. | 28 Sept22 |
| **143/22** | **Councillors' reports on attendance at sub committees and meetings of other organisations.**<br>The Clerk's office to prepare a draft letter regarding the brown sign to the Chair of Highways England for Cllr. Vogel and The Chair of the Chamber of Trade to sign<br>Cllr. Nutley to supply dates of previous correspondence. | |
| **144/22** | **Matters raised by Councillors for information only or possible inclusion on a future agenda.**<br>Cllr. Major to arrange Christmas lights committee meeting once final correspondence regarding parts of the display is received. | |
| | Cllr. Vogel The Portreeve and Master Bailiff to agree the date and venue with and invite relevant people to the Coronation planning meeting. | |

**Appendix 1. – Public Statement**

Statement presented by The Portreeve

# Statement to the Full Council Regarding Communications and Protocol

The death of the Late Queen, set in motion plans that had been in place since the 1960's. Whilst things went well generally, due to the necessarily rushed nature of events, there was a certain amount of confusion surrounding key duties and the relevant protocols.

Ashburton's Portreeve and Bailiff were unfortunately unaware of the detail of the plans until roughly the time of the announcement, even though they had been reviewed by Councillors in 2019. This left the Portreeve, Bailiff and Court Members with the difficult task of trying to work out how to respond and participate in this significant occasion.

The Courts Leet and Baron and the offices of Portreeve and Bailiff embody 1200 years of Ashburton's history and traditions and 1200 years of our links with the monarchy which created these offices and with which it shares its origins in the Anglo-Saxon systems of government and rule. These offices are a unique historic asset to the town and will lose their significance if they are not at the forefront of Royal or historic occasions and the town will lose part of its identity.

We believe that it is therefore hugely important that we are fully prepared for and involved appropriately in the planning relating to any Royal or historic occasions such as the impending Coronation.

I would therefore like to propose that we consider a regular, joint discussion regarding plans for significant events, and the relevant protocols and also how we maintain Ashburton's unique identity - after all few (if any) other towns boast a Portreeve and a legally constituted ancient court as well as the modern Mayor and Town Council.

We would like to propose that a discussion and review of plans and protocols takes place as new office holders take over a post, in order to give them the opportunity to prepare for their role in important occasions.

## Appendix 2 - Chair's report

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| 16 July | Attended Ale Tasting and Bread Weighing |
| 20 July | Accompanied by Cllr Baker attended the Ashburton Buckfastleigh Rotary Club Artex preview at the Abbey. |
| 25 July | Accompanied by Cllr Baker attended the funeral of 'Nurse' Lodder at St Andrews Church. |
| 25 July | Attended the AGM of the League of Friends. |
| 6 August | Attended RBL Pig Racing |
| 13 Aug | Attended the opening of Pachanga |
| 14 Aug | Attended The Little Big Town Festival |
| 20 Aug | Together with Deputy Mayor attend the Ashburton Gardening Club Summer Show |
| 24 Aug | Telephone interview MDA message for GCSE Teignbridge Live Blog |
| 3 Sept | Food Festival |
| 9 Sept | Signing of Book of Condolence for Her Late Majesty |
| 12 Sept | Declaration of Proclamation for His Majesty King Charles III |
| 18 Sept | Memorial service for Her Late Majesty |
| 25 Sept | Attendance at Ashburton Dartmoor Search and Rescue open day |
| 26 Sept | Attendance at Duncan Honeywell piano concert at St Lawrence Chapel |

## Appendix 3 – Information Centre Chair's report

Ashburton Information Centre
Report for Full Council held on Tuesday 27 September 2022

We finally held the much wanted and needed Committee Meeting on Tuesday 30th August in the Information centre.
I have been appointed as Chairman and Councillor Giles as Deputy Chairman. Also, a new position for Alan Lambourne as 'Volunteer Co-ordinator,' as he is very much in touch with the 'team' and keeps us all in order.
For Security reasons and because not all keys worked for the front door, we have purchased a new lock and keys and have distributed them to the volunteers, who have signed that they have received.
The board across the top of the front window has been taken down due to being unsafe and will be repaired and re-positioned across the front window but further down, to be more visible.
We all felt it was important to hold meetings on a more regular basis and to include all our volunteers, as their input is important as they are on the front line.
Sales have been steady, local visitors to the Centre seem to be increasing, as word has got around that we keep a good stock of maps, gifts and have been complimented on our 'friendliness' and willing to go that little bit further in finding out information.
The Book of Condolence re the death of her Majesty Queen Elizabeth 11 was transferred from the church on Tuesday and set up in the window, as to allow people to sign and will be removed by the end of the week.
Our volunteers are now able to cover most all day opening, two sessions a day 10-1 and 1-4, except for Monday/Wednesday and Saturday afternoon. We have asked the volunteers if they would consider forming a rota one Saturday every six weeks and for a trial period, I will be opening Saturday afternoons to include half term week from now to collect data to see if it's worth opening.
New stock has been purchased and has proved popular. Christmas gifts, cards, toys already for the run up to Christmas.
Halloween just around the corner, we have two ideas to promote the Centre, two competitions one for the children of course and one for the adults.
Christmas is already being discussed but still in the initial stages, but there will be a vacancy for a visit by a seasonable character

Councillor Ann Bovey
Chairman
Ashburton Information Centre

## Appendix 4 - Chamber of Trade update

ASHBURTON CHAMBER OF TRADE

Report to the Council Meeting 27th September 2022

Since the last time the Council met, no event has occurred which had greater significance than the death and subsequent funeral of Her Majesty the Queen. The Chamber members all had their own ways of recognising this occasion and I reported to them also that I had signed the Book of Condolence on their behalf; I also attended the ceremony of Proclamation of the Accession of King Charles Ill which I felt was an important occasion, managed well by the Mayor and other attendant Councillors and assistants.

The future of the Chamber as a friendly group, with monthly meetings and occasional networking breakfasts and early evening networking meetings is assured since there is a central core of loyal members who can be relied upon to attend the networking sessions and help where needed. However, the role of the Chamber is more than that and the Executive are keen to develop the benefits enjoyed by members and the facilities that they can choose to use.

The strength of the organisation and its ability to increase the facilities offered is of course dependent on our membership. Our membership manager has agreed to increase our numbers by 50 by the end of the year and this effort is now beginning to show good results. I have engaged with certain larger organisations in the Town and had a good response

We have decided to modify our name to Ashburton and South Dartmoor Business Network and will strive to extend our activities to benefit more companies in the region.

We have refreshed and renewed our contact with other member hospitality outlets, such as Furzeleigh Mill, and Dartmoor Lodge, with the intention of holding events in different places and also raising awareness that there are several locations offering meals, snacks and refreshments in the Town.

This leads me to the serious situation which many people have brought to my attention concerning the surprisingly light footfall in the Town (this was mentioned also at a Council meeting just after I started as Chair). The situation has become worse and some serious work will need to be done if Ashburton is not to become a ghost Town except for 2 or 3 days at the end of the week. If Councillors would care to brief the Mayor concerning any thoughts and opinions on this matter I am sure he will be more than willing to bring these to the Chamber meeting next week; we would certainly be pleased to hear them,

Like the Council, but maybe for different reasons we have also commissioned a new website which will be ready for testing soon. I am engaging with two organisations about installing smart screens available to visitors in the street, who will be able to see the website and collect other information, such as which hospitality outlets are open on a given day. To make this operationally interesting I have begun talks with the technology group at SDCC to see if they have the ability and the organisation which might be able to provide content for such online screens and at the same time collect data from shops etc. for real-time distribution to visitors and locals alike.

My comments regarding the coming bad weather and its effect on our neighbours in the Town and District were made clear last time. This report has been drafted in advance of today’s meeting and it may be that considered thought has been given to the matter and the Councillors will today decide to instigate some caring action for those in the Town facing the 'heat or eat' decision. As before, the Chamber Officers and its Members stand ready to try to assist when it is known what needs to be done and will always try to help.

For example, it is well known that using a microwave appliance to heat food and drinks is much more economic than other heating methods and the ARC are preparing to acquire instrumentation to be able to take in, test and re-purpose microwaves to those who would like to have one. (ARC is not however, able to provide the cookery lessons which could be very usefully offered to some who don't actually know how to use a microwave for anything more than heating up yesterday's takeaway curry!)

Nigel Ward
Chair
27.10.2022