



# Public Document Pack

## Barnstaple Town Council

Barum House, The Square, Barnstaple EX32 8LS

Telephone: 01271 373311

Email: [admin@barnstapletowncouncil.gov.uk](mailto:admin@barnstapletowncouncil.gov.uk)

Web: <https://barnstapletowncouncil.gov.uk>

Mr Robert Ward, Town Clerk

**A Pre-meeting for Committee Chairs will be held at 6.30pm in the Dodderidge Room.**

You are hereby summoned to attend the **BARNSTAPLE TOWN COUNCIL MEETING** on **Monday 24th July 2023 at 7.00 pm** in **The Guildhall, Butchers Row, Barnstaple** for the transaction of the undermentioned business.

### Questions by the public

There will be a period for questions by the public at a time to be determined by the Chairman. Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

### Recording, photographs and filming

In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Mr Robert Ward  
Town Clerk  
Tuesday 18 July 2023

### AGENDA

1. **To receive and approve apologies for absence.**  
All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.
2. **To receive any dispensations and disclosable pecuniary or other interests.**
3. **To approve as a correct record the minutes of the Town Council Meeting held on 19th June 2023 (Pages 3 - 8)**
4. **Mayor's Announcements.**
5. **To receive a report (if any) from Devon & Cornwall Constabulary**
6. **To receive reports (if any) from Devon County and North Devon District Councillors.**
7. **To receive and adopt the minutes of committees and the resolutions contained therein as shown below, and to consider any questions on reports contained in the minutes of committees, asked by members of the Council in accordance Standing Order 24:**
  - a. **Community Development Committee, 1st June 2023 (Pages 9 - 11)**

- b. Staffing Committee, 12th June 2023 (Pages 12 - 13)
  - c. Finance & General Purposes Committee, 12th June 2023 (Pages 14 - 16)
  - d. Planning & Transportation Committee, 15th June 2023 (Pages 17 - 19)
  - e. Environment Committee, 10th July 2023 (Pages 20 - 22)
- 8. To receive and adopt the minutes of the Rock Park Trust Committee of 10th July 2023 (Pages 23 - 24)**
- 9. To consider the appointment of a representative to Age Concern Barnstaple and North Devon**
- 10. To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**
- 11. Great Western Railway consultation on the proposed closure of Ticket Offices (Pages 25 - 26)**
- To consider and approve a letter of response to the consultation on the proposed closure of station ticket offices from Barnstaple Town Council (draft letter attached).
- The consultation closes on Wednesday 26<sup>th</sup> July.
- 12. Town Council Vision and Strategy**
- To appoint a working group to consider and develop a Barnstaple Town Council vision and Strategic Plan.
- 13. Town Clerk's Report**

BARNSTAPLE TOWN COUNCIL  
Minutes of the Town Council Meeting  
Monday 19th June 2023 at 7.00 pm  
The Shambles, Guildhall Arches, High St, Barnstaple

Present: Councillors:

Cllrs V Monk, V Elkins, J Phillips, M Lovering, L York, P Leaver, J Coates, J Orange, I Williams, L Dawson, G Kennedy, D Clayton, J Challis, C Brown, K Stevenson, C Horrell, K York and M Pullen

Also in attendance:

R Ward, Town Clerk  
Insp A Wills, Devon & Cornwall Police  
Insp J Lester, Devon & Cornwall Police  
Cllr I Roome, Devon County Council

Members of the Public:0

Apologies for absence:

Cllrs J Hunt, A Shah, S Jusef, T Clarkson, G Marchewka and Fowler

**20 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved. (NC)

**21 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Phillips, M Lovering, L York, P Leaver, J Orange, D Clayton & K Stevenson as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**22 Minutes of the last meeting**

**RESOLVED:** That the minutes of the Town Council Meeting held on 15<sup>th</sup> May 2023 are approved as a correct record and be signed by the Chairperson.

**23 Mayor's Announcements.**

The Mayor reported on the follow invents that she had attended:

- Taw U3A Coronation Tea.
- Private viewing of the Eco Structure Gardens.
- Shillings Day with Deputy Mayor and Senior Beadle.
- Northam Mayor Introduction.
- Bideford Mayor Choosing.
- Petroc College 70<sup>th</sup> Birthday Celebration.
- Vintage Citroen Car Club Event.
- The opening of Dingles Coffee Bar on Gammon Walk.

Upcoming events:

- The Armed Forces Day event in Rock Park Saturday 24<sup>th</sup> June.
- Repair Café at St John’s Community Centre 8<sup>th</sup> July
- Park Yoga in Rock Park Sundays 9.30am
- The funeral of Andy Shiner on 3<sup>rd</sup> July.

**24 Report from Devon & Cornwall Constabulary.**

Inspector A Wills had presented a written report in advance of the meeting giving details of incident data from the last month relative to the same period the previous year.

Councillors thanked Insp Wills for his report and asked questions about:

- The current E-Scooter trial.
- Outcomes from Operation Loki the month of intensive policing focusing on ASB in the Town Centre.
- Enforcement of 20mph speed limits if more were to be implemented in residential areas.
- Concerns re the way some people cycle in the High St when it’s busy.
- The use of Queen Street Car Park at night by “boy racers”.
- People street drinking within the town centre.

Cllr V Monk left the meeting at this point.

**25 To receive reports from Devon County and North Devon District Councillors.**

Devon County Council

Cllr I Roome

- Yeo Valley School has achieved a Good rating after its latest assessment.
- The new Traffic Order for Maiden Street will be implemented soon and the bollards installed.
- The Link Centres report to DCC members expected in July.

**26 To receive and adopt the minutes of committees and the resolutions contained therein as shown below, and to consider any questions on reports contained in the minutes of committees, asked by members of the Council in accordance Standing Order 24:**

The minutes and resolutions of the following committee meetings were received and considered and it was resolved to adopt them en-bloc (NC)

Committee	Date
Planning & Transportation	18 <sup>th</sup> May 2023

**27 To appoint Councillor representatives to statutory or standing committees of the Town Council.**

RESOLVED: To note that Cllr V Monk has requested to stand down from the Planning & Transportation Committee (NC)

**28 To confirm the current representatives to outside bodies, and to fill any vacancies.**

RESOLVED: To approve the appointment of the following Councillors to represent the Town Council on outside bodies (NC).

<b>Representatives to Outside Bodies 2023-24</b>	
<b>Outside Body</b>	<b>Approved Representative(s)</b>
Barnstaple Almshouses	Town Mayor (ex-officio) Cllr V Elkins Cllr L Dawson
Pilton United Charities	Cllr V Elkins Cllr J Phillips
Barnstaple Bridge Trust	Town Mayor (ex-officio) Cllr J Hunt Cllr C Horrell Cllr M Fowler
North Devon Athenaeum	Town Mayor (ex-officio) Cllr M Fowler
Devon Association of Local Councils (DALC)	County Committee – Cllr J Phillips Larger Councils – Cllr L York
North Devon Archaeological	Cllr L Dawson
Taw & Torridge Estuary Forum	Cllr M Fowler
Tarka Rail Association	Cllr C Brown
Tarka Line Forum	Cllr C Brown
Town Centre Management	Cllr G Marchewka
Davie Trust	Cllr J Coates Cllr J Orange
North Devon Voluntary Services	Cllr L York
Pilton House Trust	Cllr J Hunt Cllr J Orange

Museum of North Devon Community Panel	Town Mayor (ex officio)
Plastic Free Barnstaple Steering Committee	Cllr T Clarkson
One Barnstaple	Cllr J Hunt
North Devon Councillor Advocate scheme	Vacant
Barnstaple Twinning Association	Cllr G Kennedy
Rural Market Town Group	Cllr P Leaver
Barnstaple in Bloom	Cllr D Clayton

**29 To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**

None received.

**30 To receive and consider the Year-end Internal Audit Report 7th June 2023.**

The Internal Audit Report was received and noted (NC).

**31 Annual Governance and Accountability Return 2022-23 - Annual Governance Statement**

The requirements of the statement were considered, and it was:

RESOLVED: The Barnstaple Town Council has reviewed its system of internal control in the year ended 31st March 2023 and considered any findings; (NC) and

RESOLVED: That Barnstaple Town Council approves the Annual Governance Statement for the year ended 31st March 2023 as shown at Section 1 of the Annual Governance & Accountability Return. (NC)

**32 Annual Governance and Accountability Return 2022-23 - Accounting Statements and Submission Draft**

The accounting statements were considered, It was:

RESOLVED: That Barnstaple Town Council has considered the accounting statements for the year ended 31st March 2023 as shown at Section 2 of the Annual Governance & Accountability Return; (NC) and

RESOLVED: That Barnstaple Town Council approves the accounting statements for the year ended 31st March 2023 as shown at Section 2 of the Annual Governance & Accountability Return: (NC) and

RESOLVED: That Barnstaple Town Council authorises the Chairperson to sign the accounting statements for the year ended 31st March 2023 as shown at Section 2 of the Annual Governance & Accountability Return; (NC) and

RESOLVED: That Barnstaple Town Council approves the Annual

Page 26

33

### **Barnstaple Bus Station Building and Public Toilets**

The Town Clerk explained to Councillors that discussions have been taking place with North Devon District Council officers about a potential Asset Transfer to the Town Council of the Bus Station building, that was closed three years ago by NDDC.

The closure has included the public toilets which has significantly inconvenienced bus users, both BTC and NDDC have received complaints about the loss of the toilets.

One of the reasons for the closure was due to serious anti-social behaviour in and around the toilets.

The Town Clerk asked Councillors for their thoughts and whether they approve the principal of proceeding with negotiations.

Councillors made the following points:

- Are there potential revenue streams to support the running of the building, including:
  - o A café.
  - o Charging for the toilets.
  - o Charging Stagecoach for use of the space.
  - o Bus ticket sales.
- Are there Government funds available for works to the building?
- Could the space be used to provide a “Safe Space” for vulnerable people?
- Will the Police Design out Crime service be used?
- A feasibility of the project needs to be undertaken and the Town Council needs to be prepared to walk away if the project is not deliverable.
- This needs to fit with the emerging Town Council vision and strategy.
- A building condition survey needs to be undertaken.

RESOLVED: for the Town Clerk to continue negotiations with NDDC and to undertake a condition survey of the Bus Station Building (NC)

34

### **20's Plenty for Devon Campaign**

Totnes Town Council have been contacting parish and town councils across the county to gauge support for a Devon-wide campaign to get DCC to change their default policy on the implementation of 20mph speed limits.

As part of their campaign they are providing the following information:

- There is increasing evidence that residents (and voters) want a 20mph default speed limit. They are fed up with intimidatory and anti-social driving, air and noise pollution and in particular they are concerned for their own safety and that of their families.
- There is now a considerable amount of research showing that the introduction of 20mph limits can be low cost and bring wide benefits, including fewer road casualties, less air and noise pollution, and increased walking and cycling.
- At present, Devon County Council's process for introducing 20mph limits is expensive, slow, ad-hoc and village-by-village. We are asking them to change their speed management policy to make 20mph affordable for local communities.
- Devon and Cornwall Police have indicated that they are supportive of 20mph limits. Even without their support, the evidence suggests that the imposition of 20mph limits means that drivers voluntarily reduce their speeds by up to 6 mph on faster roads.

As part of the campaign they are asking local councils to:

1. pass a motion in support of the campaign; and
2. write to Devon County Council to request they change their default policy.

RESOLVED: to express support for the campaign and to write to Devon County Council to ask them to change their default policy (NC).

Meeting closed at 8.45 pm.

Chairman.

Signed: .....

Dated: .....



## BARNSTAPLE TOWN COUNCIL

### Minutes of Community Development Committee

Thursday 1st June 2023 at 7.00 pm

The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Elkins, J Hunt, M Lovering, J Coates, I Williams, L Dawson and C Horrell

Also in attendance:

R Mahoney, Community Development Officer

L Scarrott, Heritage & Cultural Manager

S Brown, Heritage & Cultural Assistant

R Ward, Town Clerk

Members of the Public:0

Apologies for absence:

L York and K Stevenson

#### **1 Election of Chairperson**

Cllr Coates nominated Cllr Lovering. Cllr Hunt seconded. Cllr Lovering was unanimously elected.

#### **2 Election of Vice-Chairperson**

Cllr Hunt nominated Cllr Coates. Cllr Lovering seconded. Cllr Coates was unanimously elected.

#### **3 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC).

#### **4 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt and M Lovering as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

#### **5 To approve as a correct record the Minutes of the Heritage, Culture and Community Committee (as the predecessor committee) Meeting held on 13th April 2023**

Approval (6 for, 1 Abs).

#### **6 Budget Monitoring Report**

RESOLVED: To note the budget monitoring report for May 2023. Approved (NC).

#### **7 Town Council Community Grants**

It was RESOLVED: To note that this committee has the responsibility for the Town Council Community Grants. Approved (NC).

## **8 Events update / item**

It was RESOLVED: To note that a new Events Officer has been appointed. Approved, the first event will be the Fair Proclamation and she will also be responsible for the Mayor's diary (NC).

## **9 Community development update**

The Community Development Officer went over the report attached to the agenda explaining current work as well as goals the team have for future work. This enabled all councillors to have a discussion and raise points or questions.

Cllr Williams suggested that the interpretation boards at Rock Park be re-done, with potential for more boards to be added.

It was suggested that a calendar of events be sent to councillors to ensure they are aware of all events going on, not just council facilitated but wider community events. This would enable councillors to sign up to being present at more events.

Cllr Coates commended the Heritage Team for their effort in organising the Mayor Making Ceremony.

The Heritage and Cultural Manager gave an update on the team's work and goals. She discussed how successful the schools programme is and how they are building upon this and expanding the Town Council's offer to schools. She mentioned how craft events will resume, and that a willow weaving workshop has been arranged. She discussed how the Guildhall is being used more frequently and how outside organisations are also utilising the space.

Cllr Williams left the room at 20:15 and returned at 20:17.

The Council was informed that the Officers are part of the Town Team for Culture which is enabling the Town Council's voice to be part of bigger projects concerning Barnstaple's community and development.

Cllr Coates asked if the councillors could receive a tour of the Guildhall so that new councillors are aware of the Town Council's collection.

It was RESOLVED: To note the Community Development update. Approved (NC).

## **10 Overview of a Proposed Communications Strategy**

It was RESOLVED: To note the overview of the proposed Communications Strategy.

The principles behind good communications are to help:

1. Promote the aims and ambitions of the Council.
2. Maintain and improve reputation.
3. Foster engagement of residents, stakeholders and staff.
4. Support good political and managerial leadership.
5. Build trust in the community, and

6. Attract visitors and investment to the Town.

The principles were considered and approved (NC).

11

**Town Council Vision and Strategy (standing item)**

It was RESOLVED: To note that the Town Council Strategic Plan will be developed and delivered over the coming year and that each committee will need to contribute. Approved (NC).

Meeting closed at 8.47 pm.

Chairman.

Signed: .....

Dated: .....

# Agenda Item 7b

## BARNSTAPLE TOWN COUNCIL

### Minutes of Staffing Committee

Monday 12th June 2023 at 6.00 pm

The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

V Elkins, J Hunt, J Phillips, L York, J Orange and I Williams

Also in attendance:

R Ward, Town Clerk

Members of the Public:0

#### **1 Election of Staffing Committee Chairperson**

Councillor J Hunt was nominated by Cllr J Phillips and seconded by Cllr J Orange, elected unanimously.

#### **2 Election of Staffing Committee Vice-Chairperson**

Councillor J Phillips was nominated by Cllr L York and seconded by Cllr J Orange, elected unanimously.

#### **3 To receive and approve apologies for absence.**

No Apologies were received for this meeting.

#### **4 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

#### **5 Minutes of the last meeting**

RESOLVED: That the minutes of the meeting held on 17<sup>th</sup> October 2022, are approved as a correct record and signed by the Chairperson. (NC)

#### **6 To consider dates of the future Staffing Committee Meetings for 2023-24 year.**

It was agreed that the next meeting should take place on 11<sup>th</sup> September 2023, future dates to be agreed at this meeting.

#### **7 Budget monitoring report.**

The Budget Monitoring Report will be reviewed at the next meeting.

#### **8 Matters to be taken in the absence of Press and Public (Public Bodies (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by Standing Order 81(a) (NC).**

#### **9 Staff Hours Report - to receive and note the Staff Hours Report.**

The Staff Hours Report was received and noted (NC).

**10 Town Clerk's Report on Staffing Matters.**

The Town Clerk provided an update on the following:

- The current staffing structure.
- Vacant posts and absences.
- The number of permanent and fixed-term posts.
- The impact of gaps and current pressure points within the staffing structure.
- Training needs to ensure health & safety and service delivery requirements are met.

The following decision was approved:

- To commission a salary and staffing structure review, particularly of the senior management team (NC).

**11 Town Council Vision and Strategy**

The requirement to address the Town Council vision and strategy was noted and will be addressed at a future meeting (NC).

Meeting closed at 7.25 pm.

Chairman.

Signed: .....

Dated: .....

# Agenda Item 7c

BARNSTAPLE TOWN COUNCIL  
Minutes of Finance and General Purposes Committee  
Monday 12th June 2023 at 7.30 pm  
The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Monk, V Elkins, J Hunt, J Phillips, L York, A Shah, J Coates,  
J Orange and I Williams

Also in attendance:

R Ward, Town Clerk

Members of the Public:0

Apologies for absence:

T Clarkson and G Marchewka

**13 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC)

**14 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Non-pecuniary interests for Cllr J Hunt and J Phillips for items under the bank transactions that relate to organisations that they are involved with.

**15 Minutes of the last meeting**

RESOLVED: That the minutes of the meeting held on 22nd May 2023, are approved as a correct record and signed by the Chairman. (NC)

**16 Financial Reports**

All the Finance reports including the:

- Budget Monitoring Report.
- Bank Transactions.
- Aged Creditors and Debtors
- Direct Debits.
- Credit Card Payments.
- Nominal Balances.

were reviewed under the one item.

RESOLVED: To approve and note the budget monitoring and financial reports for May 2023 (NC)

**17 Armed Forces Day event funding request**

RESOLVED: to note the request from the Veterans Charity for £3,000 in support of the Armed Forces Day event, that takes place on Saturday 24<sup>th</sup> June and to offer to underwrite the event up to this value, once the balance of payments is known (NC).

**18 Insurance Renewal 2023-24**

RESOLVED: To note that the insurance renewal for 2023-24 has now been paid and that the costs are as follows (NC)

	<b>Cover at Start of Last Year</b>	<b>Cover at End of Last Year</b>	<b>Renewal</b>
Aviva Commercial Combined	28,006.58	28,006.58	31,482.97
Ecclesiastical Commercial Combined	14,976.44	14,976.42	16,435.20
ERS Commercial Motor	2,069.00	2,719.72	2,958.28
Aviva Sickness /Business Travel	437.66	437.66	437.69
<b>Total</b>	<b>£45,489.68</b>	<b>£46,140.38</b>	<b>£51,314.14</b>

**19 Premises Rebuild Cost Assessment**

RESOLVED: to note the Town Clerk’s report detailing the current insurance premises rebuild valuations and to note that new valuations that need to be reviewed have been received for:

- Barum House
- Castle Centre
- St John’s Community Centre
- Rock Park Lodge
- Rock Park Kiosk & Toilets

St Anne’s Chapel, due to being Grade I listed requires an on-site valuation and prices are currently being sought for this to take place (NC).

**20 Energy Performance Certificate for Town Council buildings**

RESOLVED: to approve undertaking Energy Performance Certificate assessments on the following buildings:

- Castle Centre
- Barum House
- St Anne’s Chapel
- Rock Park Lodge
- Rock Park Kiosk & Toilets

At a cost of £250 per building, £150 for RP Toilets (+vat) (NC).

Cllr V Elkins left the meeting at this point.

**21 GDPR Update**

RESOLVED: To note that the GDPR audit, approved at the last meeting, will be undertaken over the summer and will be followed by training for staff and councillors to support the implementation of new policies and procedures that will be generated (7 for: 1 abs).

**22 Corporate Governance Policy Review**

RESOLVED: That Cllrs J Phillips, J Hunt, J Orange and up to two other Councillors, who will be invited to join, form the Corporate Governance Working Group to consider updated policies prior to them being submitted to the October Finance & General Purposes Committee for adoption (NC).

**23 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 81(c, d and f). (NC)**

**24 Legal matters**

The Town Clerk updated the Committee on the Following matters:

- Land Registry and the registration of Town Council land and properties.
- St John's Community Centre, renewal of lease.
- Barnstaple Fair Licence, for the new fair site.
- Allotments and the management of unauthorised gates.
- Commercial tenancies at the Castle Centre and Rock Park Lodge.
- A licence with NDDC for the installation of a defibrillator in Forches.
- A graffiti removal indemnity form.
- The Bus Station building a potential asset transfer from NDDC.
- Barnstaple Guildhall and the delivery of the Future High Street Fund works to redecorate the exterior, in partnership with NDDC.

Meeting closed at 9.00 pm.

Chairperson.

Signed: .....

Dated: .....



## BARNSTAPLE TOWN COUNCIL

### Minutes of Planning and Transportation Committee

Thursday 15th June 2023 at 7.00 pm at The Guildhall, Butchers Row, Barnstaple

Present: Councillors: L York, J Coates, G Marchewka, I Williams,  
L Dawson and M Pullen.

In attendance: Rosie Mahoney (Community Development Officer)  
Graham Townsend, Planning Partnership Ltd  
Mike Kelly, Planning Partnership Ltd  
Cllr Challis

Apologies: A Shah.

#### **1 Election of Chair person**

Chair Cllr Dawson for this meeting handed the chairmanship to vice chair Cllr Pullen. (NC)

Cllr Pullen took chair while Cllr Dawson took vice-chair.

#### **2 Apologies for absence**

Apologies and reasons for absence were received and approved (NC)

#### **3 To receive any dispensations and disclosable pecuniary or other interests**

Cllr L York as a member of North Devon Council have a dispensation under SO66 to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two.

#### **4 Minutes of the Planning & Transportation Committee held on 18th May 2023**

It was RESOLVED: that the minutes from the meeting held on 18<sup>th</sup> May 2023 be confirmed as a correct record, signed by the Chairperson. (NC).

#### **5 Deposited Plans:**

**RECOMMEND:** Approval Refusal (NC)

#### **6 77066 - 10 Pill Lane Barnstaple Devon EX32 9EG**

RECOMENDATION: Approve subject however to the application fully addressing the concerns of the sustainability officer and also the environmental health officer (NC).

#### **7 76293 - Land South of A39 Brynsworthy Barnstaple Devon EX31 3QQ**

Mike Kelly and Graham Townsend abstained from commenting and left the room at 19:22.

RESOLVED: It was resolved to defer this application so that the

committee can gain some more information regarding this application and the 5 year local land supply which may or may not have been pertinent when the last extension was made. (NC).

An extension request will be made.

Mike Kelly and Graham Townsend came back into the room at 19:52.

**8 76417 - 66 Newport Road Barnstaple Devon**

RECOMMENDATION: To refuse as the additional information fails to address the reasons for the Town Council's previous recommendation of refusal and also because of the likely detrimental impact of the scheme on the viability of the two existing retail units due to their reduction in size and lack of storage facilities. (NC).

**9 76583 - Magnet Upcott Avenue Pottington Business Park Barnstaple Devon EX31 1HN**

RECOMMENDATION: Approval but as an observation it is disappointing that the application does not seek to remove the asbestos roof or to install solar panels as part of the proposed re-roofing work. (NC).

**10 76910 - Police Station Seven Brethren Bank Barnstaple Devon EX31 2AS**

RECOMMENDATION: Approval (NC).

**11 76966 - 2 Bear Street Barnstaple Devon EX32 7BU**

RECOMMENDATION: Approval (NC).

**12 76978 - East Whiddon Landkey Road Barnstaple Devon EX32 9LA**

Cllr Williams left the room at 20:17 and returned at 20:19

RECOMMENDATION: Approval (NC).

**13 76979 - East Whiddon Landkey Road Barnstaple Devon EX32 9LA**

RECOMMENDATION: Approval (NC).

**14 77219 - H S B C 10 High Street Barnstaple Devon EX31 1BQ**

RECOMMENDATION: Approval (NC).

**15 77220 - H S B C 10 High Street Barnstaple Devon EX31 1BQ**

RECOMMENDATION: Approval (NC).

**16 77221 - H S B C 10 High Street Barnstaple Devon EX31 1BQ**

RECOMMENDATION: Approval (NC).

**17 To receive and consider the draft letter detailing Barnstaple Town Council's response to application 76784**

\*The committee had a break to read the draft letter at 20:23

Cllr Challis left the room at 20:23 and returned at 20:26

Cllr Marchewka left the room at 20:24 and returned at 20:27

The committee went back to discussion at 20:31.

It was RESOLVED: to approve the letter. (NC).

The committee wished to express thanks to Planning Consultants M. Kelly and G. Townsend for their efforts.

**18      Reported Concerns**

None reported.

**19      Town Council Vision and Strategy (standing item)**

The committee discussed that a Neighbourhood plan is needed.

It was RESOLVED: To note that the Town Council Strategic Plan needs to be developed and delivered over the coming year. Approved (NC).

Meeting closed at 8.45 pm.

Chairman.

Signed: .....

Dated: .....

# Agenda Item 7e

BARNSTAPLE TOWN COUNCIL  
Minutes of Environment Committee  
Monday 10th July 2023 at 7.00 pm  
The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

V Elkins, M Lovering, L York, P Leaver, J Coates, I Williams, D Clayton  
and K Stevenson

Also in attendance:

R Ward, Town Clerk  
N Hampson, Assistant Town Clerk (Estates)  
Members of the Public: 1

Apologies for absence:

T Clarkson, L Dawson, G Kennedy and M Pullen

**1 Election of Chairperson**

Cllr J Coates was nominated by Cllr P Leaver, seconded by Cllr V Elkins and elected unanimously.

**2 Election of Vice-Chairperson**

Cllr L York was nominated by Cllr P Leaver, seconded by Cllr M Lovering and elected unanimously.

**3 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC).

**4 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs L York, M Lovering, P Leaver, D Clayton & K Stevenson as members of North Devon Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or a dispute between the two authorities.

**5 To approve as a correct record the minutes of the Environment Committee Meeting held on 9th January 2023**

**RESOLVED:** That the minutes of the meeting held on 9<sup>th</sup> January 2023, are approved as a correct record and signed by the Chairperson.

**6 Budget Monitoring Report**

**RESOLVED:** To note the budget monitoring report for June 2023. Approved (NC).

**7 To approve delegation of the maintenance of Rock Park from the Rock Park Trust Committee to Barnstaple Town Council.**

Under the updated Town Council Committee Remits approved by Barnstaple Town Council at its Annual Town Council Meeting on 15<sup>th</sup> May 2023, it was proposed that responsibility for the maintenance of Rock Part to be formally delegated to the Town Council Environment Committee.

**RESOLVED:** To approve the proposed delegation of the maintenance of Rock Park from The Rock Park Trust Committee to Barnstaple Town Council (NC).

Responsibility for budget allocations and monitoring will remain with

the Rock Park Trust Committee, but some decisions will need to be delegated to the Environment Committee.

**RESOLVED:** To approve that a scheme of delegation between the two committees be produced and brought to a future meeting for approval, councillors requested that the following be considered for inclusion:

- What is included within the maintenance responsibilities?
- The management of hirings.
- The frequency of meetings.
- Limits of spending.
- Friends and users of Rock Park representation.
- Communications strategy.
- Project management.
- Strategy and the forward plan for the management of the park.

Approved (NC)

**8 Public realm, including footpaths, watercourses, seats and benches, Litter bins and other environmental issues.**

The Assistant Town Clerk presented a verbal report that covered this and the following agenda items, it covered the following:

- The role and progress being made by the Town Centre Ranger.
- Repairs and maintenance of benches in the Town Centre, the company undertaking the works on the Pannier Market have agreed to replace the wooden slats on most of the benches these will subsequently be badged and maintained by the Town Council.
- New Town Centre waste bins are going to be installed by NDDC.
- BTC Officers have been meeting with NDDC Officers to discuss issues of cleansing and other maintenance in the Town Centre, as a result additional resource is being allocated by NDDC to deal with cleansing problems after 2.00pm when the current operative shift ends.
- A "Report it" webpage that is currently being developed on the Town Council website which was enthusiastically received by the committee, approval by NDDC is needed before it can go live.
- Delegated powers for street licences and A-Boards are currently being negotiated with DCC and NDDC.

The committee thanked the Assistant Town Clerk for his report and asked for it to be provided in advance of the meeting in future to aid with the discussion.

The committee resolved to note the report (NC).

**9 Environmental volunteering and community initiatives, including sponsorship of green and planted areas and the provision of**

**floral displays.**

Dealt with under the previous item.

**10 Management of allotments**

RESOLVED: To approve amendments to the Rules & Guidance Agreement for the forthcoming year starting 1<sup>st</sup> October 2023 The proposed amendments include:

1. Removal of the words “large play equipment” Rule W6 & W21 from the agreement.
2. Addition of new requirement G18 stipulating that live bamboo plants are prohibited from allotment sites.

Approved (NC).

**11 Barnstaple in Bloom Update**

The Committee received the report from the Barnstaple in Bloom committee on current projects and progress.

There was particular interest from the committee in the sponsored areas and how they are managed, it was agreed that this would be brought to a future meeting as a report for discussion (NC).

**12 Town Council Vision and Strategy (standing item)**

Councillor I Williams raised concerns about the impact of new housing developments on local facilities and how this will affect services delivered by Barnstaple Town Council.

It was agreed that this needs to form part of the wider Town Council Vision and Strategic Plan, a proposal will be added to the next Town Council Meeting agenda to form a working group to take this forward (NC).

**13 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 81(c, d and f) (NC).**

**14 Maintenance of highway verge areas, The Square and other planted areas.**

RESOLVED: the committee approved a proposal to explore the extension of the services delivered directly by the Estates Team and for officers to ensure that due diligence is followed in the implementation of the decision (NC).

Meeting closed at 9.08 pm.

Chairman.

Signed: .....

Dated: .....

## BARNSTAPLE TOWN COUNCIL

MINUTES of the ROCK PARK TRUST meeting held on Monday 10th July 2023 commencing at 6.30 pm in The Guildhall, Butchers Row, Barnstaple.

Present:

Cllrs V Elkins, M Lovering, L York, P Leaver, J Coates, I Williams, D Clayton and K Stevenson.

In attendance:

R Ward, Town Clerk

N Hampson, Assistant Town Clerk (Estates)

G Maynard, SAS Football Club

Apologies:

T Clarkson, G Kennedy, L Dawson and M Pullen.

**263 Election of the Committee Chairperson for the Municipal Year 2023-2024**

Councillor L York was nominated by Cllr J Coates, seconded by Cllr P Leaver and elected unanimously.

**264 Election of the Committee Vice-Chairperson for the Municipal Year 2023-2024**

Councillor J Coates was nominated by Cllr V Elkins, seconded by Cllr P Leaver and elected unanimously.

**265 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC)

**266 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs L York, M Lovering, P Leaver, D Clayton & K Stevenson as members of North Devon Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or a dispute between the two authorities.

**267 To approve as a correct record the minutes of the Rock Park Trust Management Committee held on 21st March 2023**

RESOLVED: That the minutes of the Rock Park Trust Committee Meeting held on 21<sup>st</sup> March 2023 are approved as a correct record and be signed by the Chairperson (NC).

**268 To receive and consider the Budget Variance Report**

RESOLVED: To note the budget monitoring report for May 2023. Approved (NC).

Councillors asked for information about the Reserves cash figure for Rock Park Trust **ACTION:** Town Clerk to report back to the committee.

**269 Requests for use/hire of Rock Park**

RESOLVED: to note that South West Inflatables have requested to use the park week commencing 21<sup>st</sup> August (NC).

**270 Update on Projects, Works & Activities in the Park**

The Assistant Town Clerk reported:

- Tree works have been undertaken recently that were outstanding from the previous Tree survey.
- Path surfacing from the war memorial to the SWW building has been completed and further works are currently being investigated.
- Options are being considered to help resolve flooding issued of the section of path on the edge of the area used for events.
- The toilet block has remained open since the problems with ASB earlier in the year, there is still evidence of drug use because of the needle bins but very little paraphernalia left in the cubicles.

**271 To approve the delegation of the maintenance of Rock Park to Barnstaple Town Council.**

Under the updated Town Council Committee Remits approved by Barnstaple Town Council at its Annual Town Council Meeting on 15<sup>th</sup> May 2023, it was proposed that responsibility for the maintenance of Rock Park be formally delegated to the Town Council Environment Committee.

**RESOLVED:** TO approve that responsibility for the maintenance of Rock Park be formally delegated to the Town Council Environment Committee (NC)

Responsibility for budget allocations and monitoring would remain with the Rock Park Trust Committee but some decisions will need to be delegated to the Barnstaple Town Council Environment Committee.

**RESOLVED:** To consider a scheme of delegation between the Rock Park Trust Committee and Barnstaple Town Council (NC).

Meeting closed 7.12 pm.

Chairman.

Signed: .....

Dated: .....



Letter to Transport Focus

Consultation Closure of Barnstaple Railway Station Ticket Office

Barnstaple Town Council objects in the strongest terms to the proposed loss of ticket office facilities at Barnstaple station. Our objections are based on the grounds of equality of service, environmental justice and the impact on the economic prosperity of Barnstaple and northern Devon.

## **Equality of service**

Not all residents are able to use station ticket machines, or have the means to book a ticket in advance. People with common disabilities such as dyslexia or colour blindness can find ticket machines almost impossible to use.

People with a visual impairment or other disability often need assistance in booking and planning journeys across the network. A staffed ticket office is a recognisable place to get that help and support, disabled travellers know that they can trust that face to face contact. It's next to useless for a visually impaired traveller to know that a member of staff may be floating around the station if they can't find them. As one visually impaired regular traveller has told us "It feels like the safety net is being removed".

In recent decades, so much has been done to create a more inclusive society. Closure of the ticket office will impact on the independence of a huge number of disabled people. It feels like a step backwards.

## **Environmental justice**

Inevitably, cuts of this kind affect those least able to adjust to the changes and least likely to have their voices heard. Here in Barnstaple, we have three of the four most deprived wards in Devon. More than a quarter of our households have no access to a car. So many of our residents rely on public transport in order to be able to access jobs, education and health services in Exeter.

Currently nearly half of the tickets bought for train journeys from Barnstaple are bought at the ticket office, a far higher proportion than from any other station in the south west. Just over a fifth of journeys are paid for by cash. Closure of the ticket office will penalise people who operate in the cash economy, predominantly older people, young people and people who are unable to access traditional bank accounts. People with poor literacy or IT skills will feel even more left behind in an increasingly IT dependant society.

Closure of the service will disproportionately affect those who are the poorest and the most marginalised. They are the most unlikely to be able to find another means of accessing education, work or services outside of North Devon if they feel the railway is not open to them.

## **Impact on economic prosperity**

Barnstaple is the sub regional centre for northern Devon. The station is at the terminal of the line to Exeter and connects the wider northern Devon subregion to the rest of the UK rail network. Government has just invested in a feasibility study to extend the line on to Bideford. Both Torrington, North Devon Council and the Government are investing millions of pounds in our town centres and facilities for visitors to encourage sustainable tourism in our districts.

Within this context, closure of the only ticket office north of Crediton would go against the trend of improving access and services and seems like a retrograde step. It will be especially keenly felt by our community who have fought so hard to retain services and to rebuild our town centre after the ravages of COVID and the cost of living crisis.

In conclusion, the council believes that closure of the ticket offices will disadvantage many elderly and disabled people. It will disproportionately affect those who are the poorest and most marginalised in our society and will feel like a retrograde step in efforts to create economic prosperity in northern Devon. For those reasons, we urge you to retain a full range of ticket office services in Barnstaple.