



Public Document Pack

Barnstaple Town Council

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Mr Robert Ward, Town Clerk

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

Prayers will be held at 6.55pm in the Council Chamber for anyone wishing to attend.

You are hereby summoned to attend the **BARNSTAPLE TOWN COUNCIL MEETING** on **Monday 22nd April 2024 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 16 April 2024

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 18th March 2024.** (Pages 3 - 6)
- 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 28:**

- a. Minutes of meeting Thursday 21 March 2024 of Planning and Transportation Committee (Pages 7 - 9)
8. **To receive and adopt the minutes of the Rock Park Trust Committee of Wednesday 6 March 2024 date in accordance Standing Order 28.** (Pages 10 - 11)
9. **To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**
10. **Nominations for the RAF Community Plate for 2024** (Pages 12 - 13)
To consider and approve a recipient for the RAF Community Plate to be presented at the Annual Town Meeting on Monday 29th April 2024.
Details of nominations attached.
11. **Town Clerk's Report, including an update on the Guildhall Renovation project**

BARNSTAPLE TOWN COUNCIL
Minutes of the Town Council Meeting
Monday 18th March 2024 at 7.00 pm
The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

Cllrs J Phillips, M Lovering, L York, A Shah, J Coates, J Orange, I Williams, L Dawson, D Clayton, J Challis, C Brown, C Horrell and M Pullen

Also in attendance:

R Ward, Town Clerk

M Etheridge, Group Scout Leader, 1st North Devon Scouts (Barnstaple) and two members of the troop.

Members of the Public: 0

Apologies for absence:

Cllrs V Monk, V Elkins, J Hunt, P Leaver, G Marchewka, M Fowler, G Kennedy, K Stevenson and K York

139 To receive and approve apologies for absence.

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

140 To receive any dispensations and disclosable pecuniary or other interests.

Cllrs J Phillips, M Lovering, L York, J Orange & D Clayton 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.

141 Minutes of the last meeting

RESOLVED: That the minutes of the Town Council Meeting held on 19th February 2024, are approved as a correct record and be signed by the Chairperson.

142 Presentation by 1st North Devon Scouts

Three members of the 1st Barnstaple Scouts attended to thank the Town Council for the support received to help them, attend the 25th World Scout Jamboree in August 2023, in SaeManGeum, Jeollabuk-do, Republic of Korea.

The event itself had a few challenges due to some extreme weather but the group from barnstaple still had a most enjoyable time and well looked after by their hosts.

143 Mayor's Announcements.

Cllr L York reported attendance at:

- The Showmen's Guild Luncheon in Swindon - 7th February.

- Peter Christie Funeral in Bideford.
- International Women’s Day event 8 & 9th March.
- Repair Café – 16th March.
- Bideford Manor Court event - 16th March.
- The Woodyard Project Launch – 17th February.

Forthcoming events:

- Newport Litter Pick – 24th March
- The Mayor’s Charity Ball – 20th April
- Annual Town Meeting - 29th April

Also, please can all committee chairs get their reports in for the Annual Report, by 5th April.

144 To receive a report (if any) from Devon & Cornwall Constabulary

Inspector A Wills gave his apologies for this meeting and have provided his report that was circulated to councillors.

145 To receive reports (if any) from Devon County and North Devon District Councillors.

Devon County Council
Councillor C Leaver

Flood risk management action plan

Bishops Tawton roundabout, underpass no longer going ahead, street level crossing proposed.

Link Centres, Cabinet has made the decision to close. This has been called in due to the lack of detail of alternative provision.

DCC have approved the Council budget for 2024-25.

North Devon Council
Councillor J Orange

NDC have approved the budget for 2024-25 with no cuts to services.

146 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 28:

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	22 nd February 2024

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

RESOLVED: to approve Cllr A Shah request to stand down from the Planning & Transportation Committee for a period of time due to health reasons (NC).

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

None received

149 Devon and Torbay Devolution Deal

RESOLVED: To note that the consultation is currently open and closes on 24 March 2024 (NC).

150 To Approve the Town Council Community Grants

RESOLVED: To approve the following grants (NC).

The **Annual Grants** totalling £23,150 out of the budget of £30,000 as detailed in the table of Recommended Grants.

The **Strategic Grants** totalling £42,000 as detailed in the table of Recommended Grants.

The remaining fund of £6,850 be allocated for small grants.

Annual Grants	requested	approved
Barnstaple Bridge Trust Charity	£5,000	£3,000
North Devon LAS (Life after Stroke)	£5,000	£1,000
1st North Devon (Barnstaple) Scout Group	£2,100	£1,500
North Devon Voluntary Services (NDVS)	£5,000	£2,000
Barnstaple in Bloom	£5,000	£5,000
Citizen Advice Torridge Mid North a West Devon	£4,950	£4,950
Waymakers CIC	£5,000	£1,700
Action For Children	£5,000	£4,000
Total	£37,050	£23,150
Strategic Community Fund	requested	approved
Clarity Counselling (Three years funding total: £24,000) 24-25 to 26-27 £8,000 each year	£24,000	£24,000
The Voice (Three years funding total: £18,000) 24-25 £8,000, 25-26 £6,000 & 26-27 £4,000	£18,000	£18,000
Total	£42,000	£42,000

151 To receive and consider a motion from Cllr M Pullen - Neighbourhood Plan First Steps

RESOLVED: To approve the proposal that the neighbourhood plan commences forthwith under the guidance of a small working party of Planning & Transportation Committee councillors, Town Council officers, supported by Planning Partnership Ltd (and anyone else pertinent to the plan).

The working party would have limited delegated authority to develop the plan but report into the Planning & Transportation Committee and seek approval from them for significant decision making (NC).

152 Town Council Calendar 2024-25

RESOLVED: To approve the Town Council calendar of meetings and significant events for the municipal year 2024-25 (NC).

153 Annual Town Meeting

To note the date of the Annual Town Meeting on 29th April 2024 (NC).

Meeting closed at 8.15 pm.

Chairperson.

Signed:

Dated:

BARNSTAPLE TOWN COUNCIL

Minutes of Planning and Transportation Committee

Thursday 21st March 2024 at 7.00 pm at The Guildhall, Butchers Row, Barnstaple

Present: Councillors: L York, I Williams, L Dawson (Chair), J Challis, C Brown, C Horrell and M Pullen (Vice-Chair).

In attendance: R Mahoney, Community Developer
G Townsend, Planning Partnership Ltd
M Kelly, Planning Partnership Ltd

Apologies: Councillors: J Coates and G Marchewka.

153 To receive and approve apologies for absence

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

154 To receive any dispensations and disclosable pecuniary or other interests

Cllr L York as a member of North Devon Council has 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.

Cllr L York and Cllr J Challis declared a personal interest on application 78385 and abstained from voting on this application.

155 To approve as a correct record the minutes of the Planning & Transportation Committee held on 22nd February 2024

It was RESOLVED: that the minutes from the meeting held on 22nd February 2024 be confirmed as a correct record, signed by the Chairperson. (6 for 1 abstention).

156 Rail Future

Roger Blake from Rail Future spoke to the committee regarding the developing campaign to restore the rail link between Barnstaple and Bideford. He explained how in the past groups in different parts of the country have been successful in their campaigns for restoring lines that better connect communities and these are acting as blue prints for what is currently being worked on for Northern Devon. He also went into detail about how they are planning on securing further funding from Great Western Railway to carry out studies on how an extension to the Tarka Line services to Bideford would work and the benefits of this.

The committee thanked Roger for his time.

Two members of the public left the meeting and did not return at 19:24.

157 Deposited Plans:

RECOMMEND: Approval Refusal (NC)

- 158 78309 - 12B Trinity Street Barnstaple Devon EX32 8HX**
 RECOMMENDATION: Approval. The committee are pleased to support the growth of an existing business that will further promote town centre working. (NC).
- 159 78313 - The Haven Littabourne Barnstaple Devon EX31 1PX**
 RECOMMENDATION: Refusal. On the grounds of the size of the building and the lack of space. The policy goes against policies DM01, DM04, and DM06. The committee question whether this space will be rented out as a dwelling in which case they believe the space is far too small for living in, it is questionable as to whether national minimum space standards will be achieved. (NC).
- 160 78358 - Barnstaple Retail Park Station Road Barnstaple Devon EX31 2AU**
 RECOMMENDATION: Approval (NC).
- 161 78359 - 27 Hawthorn Road Barnstaple Devon EX32 8PU**
 RECOMMENDATION: To approve on the basis that consideration is made to remove the window on the north elevation thus mitigating the concerns raised by neighbouring properties and suggest a roof window instead. (NC).
- 162 78365 - 57A Vicarage Street Barnstaple Devon EX32 7BT**
 RESOLUTION: Support the application in principle subject to a review of the waste provision and suggest a review of the entrance way to form a waste compound to form a waste compound within a shared lobby. Access and waste storage facilities require further consideration. (NC).
- 163 78385 - Former Shopmobility Centre Albert Lane Barnstaple Devon EX32 8RL**
 RECOMMENDATION: To approve but that consideration should be taken over the robustness and suitability of the materials being used to the extension to prevent anti-social behaviour and fire risk. Suggesting a brick facade to match the existing building. (4 for, 3 abstain).
- 164 78412 - 4 Rumsam Close Barnstaple Devon EX32 9ES**
 RECOMMENDATION: Approval but the committee would like to draw the case officer's attention to the planning history of the property, as on the left of the gate there is a shed that has not had planning permission. (6 for, 1 abstain).
- 165 To consider and approve a letter on behalf of the residents of Barbican Close and Summerland Street**
 RESOLUTION: That the letter be amended on the last section: instead of saying "perhaps we can all work together with the residents to see if a solution can be found that suits all parties." To now say "as we proceed, we can all work together to seek to find a solution."

The letter was approved with this amendment. (NC).

166

Reported Concerns

Cllr I Williams has asked for Devon County Council to be contacted regarding the white lines that have faded along Taw Vale that separate the cycle and pedestrian pathway.

Cllr I Williams brought the committee's attention to the Riversvale development on Taw Vale. He has asked that it be investigated as to whether the wooden fencing and decking that is dividing the properties was part of the approved planning application.

Cllr M Pullen said that he would investigate the application and see if the built product differs from the agreed plan.

Cllr C Horrell has asked for the authority responsible for the road markings at the Roundswell Roundabout to be contacted as the markings have faded and are causing confusion.

Cllr C Horrell left the room at 20:31 and returned at 20:34.

Meeting closed at 8.36 pm.

Chairperson.

Signed:

Dated:

Agenda Item 8

BARNSTAPLE TOWN COUNCIL

MINUTES of the ROCK PARK TRUST meeting held on Wednesday 6th March 2024 commencing at 6.30 pm in the The Guildhall, Butchers Row, Barnstaple.

Present: Cllr L York (Chair)
Cllrs J Coates (Vice-Chair), I Williams, G Kennedy, D Clayton, M Pullen and K Stevenson.

In attendance:

R Ward, Town Clerk
N Hampson, Estates Manager
G Maynard, SAS football Club
F Bell, Barnstaple in Bloom

Apologies: Cllrs V Elkins, M Lovering and P Leaver.

278 To receive and approve apologies for absence.

Apologies and reasons for absence were received and approved from

279 To receive any dispensations and disclosable pecuniary or other interests.

Cllrs L York, 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.

280 Minutes of the last meeting

RESOLVED: That the minutes of the Rock Park Trust Committee Meeting held on 25th October 2023 are approved as a correct record and be signed by the Chairperson (NC).

281 To receive and consider the Budget Variance Report

RESOLVED: To receive and note the budget monitoring report for January 2024. Approved (NC).

- It was proposed that a proportion of the funds held in the nominal balance be transferred to a higher interest account.
- **Action:** Town Clerk to investigate CCLA as an option and set up a deposit account on behalf of the Rock Park Trust (NC).

282 Signing of the Scheme of delegation between the Rock Park Trust Committee and Barnstaple Town Council

The Scheme of delegation between the Rock Park Trust Committee and Barnstaple Town Council was signed by Cllrs M Pullen and D Clayton on behalf of Rock Park Trust (NC).

Cllr L York, Chairperson and Mayor and Cllr J Coates, Deputy Chairperson signed on behalf of Barnstaple Town Council.

283

To approve the allocation of funds for the Rock Path Improvements

RESOLVED: To Approve the allocation of up to £20,000 for the Environment Committee to use for the purpose of footpath repairs and maintenance (NC)

Meeting closed 6.45 pm.

Chairman.

Signed:

Dated:

Agenda Item 10

Nominations for the RAF Community Plate

Town Council Meeting

22nd April 2024

The RAF Community Plate was presented to the Town of Barnstaple in 1974 to be awarded annually by the full Town Council to an individual or group deemed by the Council to have made an outstanding contribution to the wellbeing of the community during the foregoing year (Standing Order 29. RAF Community Plate).

The presentation of the RAF Community Plate shall be made at the Annual Town Meeting, on Monday 29th April.

Councillor	Nominee	Reason for Nomination
Julie Hunt	Freedom Centre	Verbal report at the meeting
Val Elkins	Sound it Out Dementia Support Group	<p>Meet every fortnight at Christ Church Barnstaple</p> <p>They support both carers and people with dementia with advice when required plus lots of singing and fun.</p> <p>Drinks and homemade cakes are also a lovely part of the day. All the people involved are volunteers that are truly passionate about helping, some have had the experience of caring themselves for a loved one.</p> <p>There is no charge to attend so open for everyone although they do accept small donations.</p>
Louisa York	Barnstaple Ladies Choir	<p>I would like to put forward a recommendation that Barnstaple Ladies Choir (BLC) receives the RAF Community Plate in 2024.</p> <p>Whilst I acknowledge that there are multiple groups worthy of recognition for their work in the community, it is significant that the BLC are celebrating their 40th Anniversary in 2024. The award would be an accolade commensurate with their achievements in the performing arts over such a long time.</p> <p>BLC have been singing all over North Devon and beyond for 40 years entertaining while raising funds for local charities. They are very proud of what they have achieved and recently celebrated their anniversary by holding a Grand Variety Concert with their Musical friends from the district.</p> <p>I was invited, as Mayor, to this concert and can honestly say the BLC are an incredibly talented and professional group of singers. The concert showcased a varied repertoire of songs and was</p>

		<p>interspersed with individual performances from guest artists and upcoming talent.</p> <p>The late Nigel Brookes BEM gladly accepted an offer to become their President in 2005 and the BLC were extremely honoured that he composed his last piece especially for them to perform at their anniversary concert.</p>
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