

Exminster Parish Council Meeting Minutes

Monday 5 September 2016 at 19:30 in the Victory Hall, Main Road, Exminster

Chairman: Josie Walledge

16/364	Public open session No comments.	
Part 1		
16/365	Present Cllr Peter Chandler (PC), Cllr Gordon Evans (GE), Cllr John Goodey (JG), Cllr Derek Madge (DM), Cllr Kevin Smith (KS), Cllr Lorne Smyth (LS), Cllr Josie Walledge (JW), Cllr Adrian Wood (AW). Clerk: Mrs Jill Daw (JD) Deputy Clerk: Mrs Helen Hibbins (HH) Devon County Councillor: Alan Connett (AC) Teignbridge District Councillors: John Goodey (JG), Kevin Lake (KL) Public: 2	
16/366	Apologies accepted from Cllr Chris Maynard (CM) – Work commitments Cllr Richard Morgan (RM) – Personal reasons Cllr John Ponsford (JP) – Personal reasons	
16/367	Declaration of interest on Agenda Items None declared.	
16/368	Dispensation requests regarding Code of Conduct None received.	
16/369	To approve the Draft Minutes of the EPC Meeting held on 15 August 2016 Resolved.	
16/370	Clerk's Report <ol style="list-style-type: none"> 1. Delegated authority was used to instruct Dyno Rod to unblock the public toilet (in the sum of £156 plus VAT) and Pat Garrett to repair the broken flush handle (£35). 2. The Clerk and Deputy Clerk were in the process of completing a complex job evaluation questionnaire, to be checked by the Chairman before assessment by South West Councils. 3. PCSO Tucker had contacted the Parish Council to update them on recent Police activity in the village and reassure residents that there was no danger to them following the recent media reports regarding the anti-terrorism raid. 4. The Chairman wished to congratulate the Exeter and District Model Engineering Society for their successful and entertaining open day on Deepway Green. It was hoped that the Society would return to Exminster in the future. 5. An acknowledgement had been received to the email sent to Teignbridge District Council (TDC) regarding the Sustainable Urban Drainage System (SUDS) and Suitable Alternative Natural Green Space (SANGS) related to the Sentry's Farm development. A detailed response was awaited. The matter would be discussed at the next Parish Council meeting under the standing agenda item for the Sentry's Farm development. 6. Cllr Connett continued to regularly contact TDC to ask about the status of the proposed cycle racks outside the Victory Hall. 	JD
16/371	To consider a report and recommendations on the Matford Facility and the Artificial Turf Pitch (ATP) Facilities Cllr Wood outlined the purpose of the comprehensive report. Cllr Wood thanked the Community Members of the Implementation Group for their assistance in producing the report and their attendance at numerous meetings related to the content. It was noted that the report had not been formally agreed by the Implementation Group, due to the timescale involved, although they had received the first draft of the report and had been invited to comment.	
/1	Draft and revised plans from Lacey, Hickie, Caley (LHC) Ltd and estimated capital costs from AECOM for the Matford Facility	

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	<p>Financial spreadsheets summarising the figures within the report were circulated at the meeting and explained by Cllr Wood.</p> <p>There was debate about the level of the contingency figure, but it was appreciated that this would reduce when further detail about the site was known and more detailed costings were available.</p> <p>At this stage, the costings provided adequate satisfaction about the capital funding.</p>	
/2	<p>The proposed new branch GP's Surgery</p> <p>The calculation of rent income that could be expected from the GP's surgery was outlined. The District Valuer would set the rent for the whole of the GP's surgery which would be adjusted to take into account the developer contribution.</p> <p>It was explained that it was important to separate out the costs of the GP's surgery from the facility as a whole, in order to consider the implications if fewer than 2000 dwellings were built and the developer contribution (£800K) was reduced.</p>	
/2	<p>Revenue and management of the Matford Facility</p> <p>It was noted that the Consult QRD report appeared to be biased towards the sports facilities rather than the arts/community element of the provision (use of the sports hall as a theatre or cinema). Questions were raised as to when a decision needed to be made about the inclusion of the arts elements and it was agreed that it would be discussed in the future. The Implementation Group had suggested that basic fixings for lighting should be included in the main sports hall and that additional equipment could be hired in as required, with community rooms doubling up as dressing rooms if needed.</p> <p>Attention was drawn to the accessibility of local sporting facilities outlined in the report. It was questioned whether the gym would be able to compete with the 24 hour commercial operations available locally.</p>	
/3	<p>Revenue and management of the Artificial Turf Pitch (ATP) Facilities</p> <p>A meeting with the Assistant Director of Sports Operations at Exeter University had ascertained that the most appropriate ATP would be a sand based Astroturf, with floodlighting. Potential income sources from hire of the pitch were outlined and the business model used at the University briefly explained.</p> <p>At this stage, the Consult QRD report and information regarding the income from an Artificial Turf Pitch and associated MUGA provided adequate satisfaction about the ongoing revenue funding.</p>	
/4	<p>Project Co-ordination</p> <p>The relevant skills were available at TDC within the team that managed the Pavilions project in Teignmouth. However, TDC were reluctant to commit to the project until further detail and a timescale was known. If they were unable to take the project on, they would assist with finding a suitable project manager. It was noted that a procurement exercise would likely be needed to engage the project co-ordination function as the sums involved were significant.</p>	
/5	<p>To consider the Parish Council's position regarding the Matford Facility and the Artificial Turf Pitch and any further response required to the Bovis Homes Outline planning application for the Matford Development 15/00708/MAJ</p> <p>The report concluded with a number of recommendations, segregated into three time periods for action – immediate, near future and prior to signing S.106 agreements.</p> <p>Approval was sought for the actions listed as immediate:</p> <ol style="list-style-type: none"> a) Response to TDC - As the background to the response contained contractual information and negotiating positions, it was resolved to take this item in part II. b) Request that LHC and AECOM provide a revised Study and costing without the GP's Surgery at a cost of £500 for each firm plus VAT - Resolved. c) Obtain advice on VAT for both revenue and building costs - Resolved. d) Understand how disabled access to changing rooms and other elements of the facility would work - A member of the Implementation Group would raise this question with LHC – Resolved. 	<p>HH</p> <p>HH/ AW</p> <p>IG</p>

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	<p>e) Investigate prospects for grant funding – The Clerk and Deputy Clerk would make enquiries and seek quotations from suitable companies – Resolved.</p> <p>f) Investigate the likely costs of Business Rates for the Matford Facility (including the GP’s Surgery) and the ATP Facilities – This was a question to be asked of TDC - Resolved.</p> <p>g) Clarify with TDC the use of CIL in advance of S.106 receipts and whether Community Infrastructure Levy was payable on the Matford Facility and the ATP Facilities - Resolved.</p> <p>h) Obtain advice on the need for a procurement process if the Parish Council wanted to appoint TDC as Project Coordinator - Resolved.</p> <p>Cllr Smith offered assistance with reading the plans for the building. Cllr Wood was thanked for writing the report.</p>	<p>JD/HH</p> <p>JD/HH</p> <p>JD/HH</p> <p>JD/HH</p>
16/372	<p><u>To consider a strategy for reviewing the report from the Planning Officer, Teignbridge District Council, expected on 9 September, on the Bovis Homes planning application 15/00708/MAJ</u></p> <p>It was unlikely that the Planning Application would be heard at the September TDC Planning Committee meeting although official confirmation had not been received from TDC. The Clerk would circulate dates for additional Parish Council meetings in October, November and December and ask for Councillors availability on the weekend prior to the additional meeting. Discussion took place about how the workload could be distributed as the report was likely to be in excess of 200 pages long.</p> <p>It was suggested that an informal “brainstorming” session could take place on the Friday evening after receipt of the report. Members of the Implementation Group would also be invited. A suitable venue would be booked.</p>	<p>JD</p> <p>JD</p>
16/373	<p><u>To consider the skills and experience needed on the Exminster Neighbourhood Development Plan Implementation Group as its workload transitions from negotiation to delivery</u></p> <p>Cllr Wood reiterated his intention to stand down from the Implementation Group at the end of October.</p> <p>It was noted that there had been articles in Scene asking for individuals with suitable backgrounds to come forward to join the group. To date, there had been no interest expressed and it was suggested that a direct approach to individuals may be the way forward.</p> <p>It was suggested that the Matford Development workload could be taken away from the Implementation Group leaving the group to deal with the implementation of other projects suitable for CIL, meaning that the Matford Development workload would come back to Full Council, possibly resulting in an additional meeting.</p> <p>The current Terms of Reference for the Implementation Group stated that the Chair had to be a Parish Councillor, and the Vice Chair a community member. It was noted that this could be changed if required.</p> <p>It was agreed that the matter required further consideration and the item would be put on the agenda for the next Parish Council meeting.</p>	<p>JD</p>
Finance Matters		
16/374	<p><u>Accounts for Approval</u></p> <p>It was resolved to approve payments in the sum of £6414.41</p>	<p>HH</p>
16/375	<p><u>It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from items 16/377 and 16/378 (part II) having due regard to the confidential nature of the business to be transacted.</u></p> <p>Resolved.</p>	
16/376	<p><u>Public Open Session</u></p> <p>Comments:</p> <ul style="list-style-type: none"> Referring to item 16/354 in the minutes of the meeting on 15 August, when it was resolved to write to TDC regarding the discharge of the planning condition relating to the SANGS, what was the relationship between the SANGS at the Sentry’s Farm development and that at the Matford Development? The Chairman explained that it was the principle of the SANGS being in place before the first dwelling was occupied that was in question and not the direct relationship between the Sentry’s Farm temporary SANGS and the 	

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	SANGS proposed for the Matford Development.	
Part II		
16/377	<u>Contractual matters associated with the report and recommendations on the Matford Facility and the Artificial Turf Pitch</u>	
16/378	<u>Mr Fowler's Contract</u>	
The meeting closed at 21:34 Date of next meeting: Monday 19 September 2016 at 19:30 in the Victory Hall		

Signed:....Josie Walledge..... Date:....19 September 2016.....