

Chair: Kevin Smith

Action

**24/543 Present**

Cllr Sheila Churchward (SC), Cllr John Goodey (JG), Cllr Sarah Ladyman (SL), Cllr Lisa May (LM), Cllr Charles Nuttall (CN), Cllr Kevin Smith (KS), Cllr Gary Wheatley (GW), Cllr Adrian Wood (AW).

Clerk: Mrs Jill Daw (JD)

Deputy Clerk: Mrs Helen Hibbins (HH)

Teignbridge District Councillor: Charles Nuttall (CN)

Public:

**24/544 Apologies received from**

Cllr Nicola Guagliardo (NG)

Devon County Councillor Alan Connett (AC)

**24/545 Declaration of interest on agenda items**

None.

**24/546 Dispensation requests regarding Code of Conduct**

None received.

**24/547 Public open session (maximum 10 minutes)**

1. The Monday Morning crafting group were making Christmas decorations. Would the Parish Council like some for the tree in the village Christmas tree?

It was agreed that this would be considered at the next Parish Council meeting.

JD

**24/548 To confirm the draft minutes of the Exminster Parish Council meeting held on 7 October 2024 an accurate record**

Resolved.

**24/549 Clerks report**

1. An email sent to Devon County Council (DCC) regarding the due diligence completed on the proposed Matford Community Centre was sent to DCC officers, following the request at the Parish Council meeting on 7 October, and had been acknowledged.

Action

2. An advertisement and statement of proposed waiting restrictions and 20mph orders for Matford had been circulated to Council for comment. No comments had been received.
3. Remembrance Sunday is on 10 November. Cllrs who would be attending were asked to inform the Clerk.
4. Parish Council meetings would be held in the Annexe from January to March.

ALL

JD

**24/550 To note receipt of the monthly Police report**

The report had not been received.

**SOUTH WEST EXETER DEVELOPMENT**

**24/551 It is proposed by Cllr Wood and seconded by Cllr Goodey that: "The resolution passed by the Parish Council on 2 October 2023 minute 23/455 regarding the Community Building at Matford is reversed."**

Cllr Wood introduced the resolution and stated that the due diligence work proposed at the Parish Council meeting on 8 April 2024 had been completed and the time had come for the resolution that was deferred at that meeting to be considered again.

The Story of the Community Centre, as agreed at the Parish Council meeting on 7 October, had been published and is available on the Parish Council website to download.

The due diligence had confirmed that the topography of the land on which the building would be constructed was a major problem as it affected both the building and ongoing maintenance costs. The Parish Council had always requested flat and serviced land and examples of the siting of other similar facilities were given. Comparative facilities had a much higher rentable space (to generate income). Due to the inefficient layout driven by the design and topography the rentable space of the proposed Matford Community Building was only 45% compared to the Kenn Centre at 56% and Newcourt Community Centre at 58%; the latter examples just broke even. The maintenance costs, both annual and longer-term had been calculated by two separate consultancy firms and then triangulated. Where there were differences, they were explained and justified by the different methodologies used in their forecasts. Triangulation of the different approaches gave more certainty of the total costs and the figures had been checked by a firm of Chartered Accountants who confirmed congruency.

The timing of proposed completion of the building and the housing trajectory for Matford was also an issue. When the resolution to take ownership was passed on 2 October 2023, it was envisaged that Matford would be fully developed by 2033/34 according to TDC's forecast. The optimum delivery date for a community centre is one year prior to full development and the proposed facility would be complete six years before that. This would increase the initial annual deficit as there would not be sufficient usage. Since October 2023, TDC had revised the housing trajectory twice, once moving it out to 2037/38 and then back to 2032/33. Based on the running rate for the first six months of 2024/25, the full year target will be difficult to achieve.

Action

DCC had suggested that the Parish Council was “getting a free building”, however this was considered far from the truth. Usually, community centres are run by charities or community groups that break-even or make a small surplus. It was acknowledged that in some cases, the operators would look to the Parish/Town Council for a small subsidy from time to time, but not an ongoing (circa) £70K per annum to cover the projected deficits.

The Chartered Accountants had requested a discounted cashflow covering the fifty-year design life of the building. The proposed building would cost the residents £13.5M over fifty years. (This was illustrated as an equivalent of an average of £135 per annum for each of the 2,000 new homes). On top of the Council Tax, residents would still be required to pay to use the building.

Councillors discussed the results of the due diligence. Concerns were raised about the quality of the land, in the light of the issues faced with the land at Matford Brook Academy, just across the road from the proposed community centre location.

It was noted that the income estimates may not be met. Predicted occupancy was high and the hourly rates were higher than other local facilities. This, coupled with a potential low-usage due to the slow build out would exacerbate the early-years deficits. The mature deficit stabilised at circa £71K, but it peaked at £92K prior to that and that may not be the worst case.

While it was acknowledged that public buildings should be subsidised, there was a limit to the amount of subsidy that could be considered reasonable and justifiable. One way or another, this building would have to be paid for by Council Tax payers. A lump sum of Community Infrastructure Levy (CIL) could be invested but there was no certainty that this was permitted. This would reduce the amount of CIL available for other projects throughout the Parish.

Reversing the decision to own the proposed community centre was not about the Parish Council not wanting a community centre. It was clear that the decision made to accept ownership (with conditions) last year demonstrated the Parish Council’s commitment to having suitable facilities at Matford. However, the worst-case scenario identified last year had turned out not to be the worst-case scenario with the due diligence. The Parish Council had stretched itself as far as possible. The conditions built into last year’s resolution remained unfulfilled. It was an unfortunate decision to have to take.

Questions were raised about what the next steps for the Parish Council would be if the decision to take ownership was reversed. What would DCC’s reaction be? Would DCC take notice of the due diligence carried out? Potentially DCC could take the community centre out of the HIF bid and pass the issue of provision of a suitable facility back to TDC. It was suggested that a discussion on the next steps should be on the next agenda.

JD

Action

A named vote was taken and unanimously resolved. (Cllrs Smith, May, Nuttall, Churchward, Wheatley, Ladyman, Goodey and Wood all voted For, there were no votes Against and no Abstentions.)

**24/552 Update on South West Exeter Development matters**

None.

**24/553 To approve the amended document retention policy**

The Clerk explained that the Parish Council's policy had been compared with the SLCC model policy and some additions had been made.

It was agreed that the review date should be *October 2027*.

Resolved with this amendment.

JD/HH

**PROPERTY AND FACILITIES MATTERS**

**24/554 To receive the Annual Property Inspection report**

The report had been circulated. The inspection was carried out on 21 October by the Clerk and Mr Fowler. Items that needed attention were briefly outlined.

The largest project would be replacement of the main door at the Victory Hall. Quotations were being sought and would be on the agenda in November.

JD

**24/555 To approve replacement heads to the two car park lights at Deepway Green in the sum of £1115.21 plus VAT**

The Clerk confirmed that TDC planning had requested that the lights were extinguished by 11pm to protect bats.

It was agreed that the Bat Conversation Trust should be asked whether the lighting was suitable.

The resolution was amended to "To approve replacement heads to the two car park lights at Deepway Green in the sum of £1115.21 plus VAT subject to the Bat Conservation Trust approving the lighting specification".

Resolved.

JD

**24/556 To approve a budget figure of £1400 to make repairs to the Boardwalk in Crockwells Meadow**

The Clerk explained that only a section of the boardwalk currently required replacement but that the extent of section was unknown until work commenced, hence a budget figure had been given.

Resolved.

Action

JD

## FINANCE MATTERS

### 24/557 RFO's report

1. Direct Debits in September 2024

	£
NatWest Bankline	6.80
Utility Warehouse	241.58
EE	36.00
NEST	244.84

2. An Internal Control inspection had been undertaken by Cllr Goodey on 17 October for the quarter ending 30 September. There were no matters to bring to the attention of Council.
3. Lloyds bank had confirmed that Cllr Wood had been added as a signatory on the account. Natwest had confirmed that the addition of Cllrs Churchward and Wheatley as signatories was in progress.

### 24/558 Payments for approval

It was resolved to approve payments in the sum of £8942.56.

HH

### 24/559 Draft accounts for September

The RFO explained that the budget process was now starting and that a meeting to determine the timeline for approval would take place with the Lead Councillor for finance.

HH/AW

#### 1. **Budget Comparison Report**

Noted.

#### 2. **Balance Sheet**

Noted.

## PLANNING MATTERS

### 24/560 Planning applications – Cllr Churchward

1. 24/01442/HOU | Replacement of existing garden shed with new granny annexe | Brookside Bungalow Dawlish Road Exminster Devon EX6 8DN (teignbridge.gov.uk)  
It was resolved to object to the application for the following reasons:
  - i The development did not meet Neighbourhood Development Plan policy EXM3 (Quality of Design) due to close proximity to the boundary with The Wilderness (a protected green area owned by the Parish).

Action

- ii The building would encroach over the root system of a mature sycamore tree and other trees within The Wilderness that are subject to a Parish Tree Preservation Order.
- iii There is no sustainable waste management plan identified. Foul water or sewage could escape into Berrybrook.
- iv This development would not be safe for the occupants or for emergency responders due to poor access and egress. The lack of flood warning availability for this location is of further concern.

Further comments:

- v If TDC approve this development, the annexe should be used solely as ancillary accommodation in connection with the existing and should not be used, let, leased or otherwise disposed of for any other commercial purpose.
- vi There is no provision of biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environmental Policy specified within the application.

TF

**2. DCC/4411/2024 Extension of an existing car park at Kenbury Wood Waste Transfer Station, Road To Westfield, Kennford, Devon, EX6 7XD [Planning Register - Planning \(devon.gov.uk\)](#)**

It was resolved to comment on the application as follows:

- i A tree preservation order should be made to protect the trees identified by the arboriculturist requested by the County Landscape Officer.
- ii The massive increase in parking (40 spaces) should be questioned by planning officers as the planning statement clearly says there will be no change in operations or vehicle movements.
- iii The development meets NDP policy EXM2 (Open Countryside) as the car park will be within a large site that is already surrounded by mixed woodland and hedgerows.
- iv NDP policy EXM3 (Quality of Design) will not be infringed.

TF

**3. DCC/4412/2024 Extension of the existing Materials Recycling Facility (MRF) building at Kenbury Wood Waste Transfer Station, Road To Westfield, Kennford, Devon, EX6 7XD [Planning Register - Planning \(devon.gov.uk\)](#)**

It was resolved to object to the application for the following reasons:

- i It does not meet NDP policy EXM2 (Open Countryside) as the proposed building will be considerably larger than the existing buildings which are more comparable to its rural setting and existing visual landscape quality.
- ii It does not meet NDP policy EXM3 (Quality of Design) as such an imposing building will not enhance local character.

Action

TF

4. **24/01569/FUL | Permanent retention of detached infection control visitor meeting pod adjacent to care home | The Manor Main Road Exminster Devon EX6 8AP (teignbridge.gov.uk)**

It was resolved to support this application subject to:

- i The modular building not being used or occupied at any time other than for purposes ancillary to the residential use of the host dwelling and shall not be used, let, leased or otherwise disposed of for any other purpose or as a separate unit of accommodation.
- ii To comply with NDP policies EXM2 and EXM3 (Open Countryside and Quality of Design) this modular building, which sits in the front garden of the listed building, will continue to be screened to conserve and enhance the existing visual landscape quality, wildlife and heritage value of the Parish.

TF

5. **24/01566/HOU | Detached garage | Spring Bank Milbury Lane Exminster Devon EX6 8AE (teignbridge.gov.uk)**

It was resolved to support the application subject to:

- i An agreement on working times and a traffic management plan.
- ii A sustainable waste management plan.
- iii Provision of biodiversity enhancement measures such as bat, bee, bird, hedgehog and insect habitats to meet Exminster Parish's Environmental Policy.

TF

**24/561 Planning decisions**

Noted as listed.

1. **19/01130/COND1 - Land At South West Exeter NGR 291652 89142, Markham Lane - Discharge of condition 7 (Chudleigh Road boundary) on planning permission 19/01130/MAJ for approval of details for the construction of 160 dwellings, public open space, landscape planting, ecological mitigation measures, pedestrian, cycle and vehicular links and associated infrastructure (approval sought for appearance, layout, landscaping and scale) - APPROVED**
2. **19/01130/COND11 - Land At South West Exeter NGR 291652 89142, Markham Lane - Discharge of conditions 16 (cycle/footpath scheme), 17 (cycle/pedestrian access link) & 18 (Waybrook Lane pedestrian access) on planning permission 19/01130/MAJ for approval of details (15/01331/MAJ) for the construction of 160 dwellings, public open space, landscape planting, ecological mitigation measures, pedestrian, cycle and vehicular links and associated infrastructure (approval sought for appearance, layout, landscaping and scale) – APPROVED**

Action

3. **19/01130/COND8 - Land At South West Exeter NGR 291652 89142, Markham Lane - Discharge of condition 24 (Levels) on planning permission 19/01130/MAJ for approval of details (15/01331/MAJ) for the construction of 160 dwellings, public open space, landscape planting, ecological mitigation measures, pedestrian, cycle and vehicular links and associated infrastructure (approval sought for appearance, layout, landscaping and scale) – APPROVED**
4. **24/01279/VAR- EXMINSTER - Greenacre, Trood Lane - Variation of condition 2 on planning permission 23/01911/FUL (Dwelling and Garage) change of proposed plans - GRANTED**

### NEIGHBOURHOOD DEVELOPMENT PLAN MATTERS

**24/562 To approve the October 2024 Neighbourhood Development Plan update leaflet.**

Some minor amendments were suggested at the meeting and noted on a copy of the leaflet.

It was resolved to approve the document subject to the aforementioned amendments being completed.

HH

**24/563 To approve a quotation from Exe Valley Printers in the sum of £4,109 plus VAT for the printing of Consultation Documents, Envelopes and Leaflets.**

Resolved.

**24/564 To approve a budget figure of £1000 for postage for leaflets and questionnaires to outlying properties and receipt of questionnaire returns from outlying properties and Matford.**

Resolved.

**24/565 Councillors' reports – for information only**

1. Cllr May reported disappointment that a grant application from Connect had not made it onto the agenda for this meeting. According to the grant policy, the next opportunity to hear it would be in January, after Christmas, to the detriment of those it could assist. It was requested that the application was heard on 4 November, by exception and Cllr May offered to look at the application with Cllr Wood ahead of the meeting to assist Council with a decision.
2. Cllr May reported a flickering light in the ladies toilet in the Victory Hall. Could the Trustees rectify this as it presented a Health and Safety issue for those with neurological conditions.
3. Cllr Wood requested an update on the recording of meetings at the next Parish Council meeting.



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4. Cllr Wood asked for clarification on the timetable for the receipt of papers and agenda items for Parish Council meetings to be given at the next meeting. The Clerk would circulate to all Councillors the e mail previously sent to Cllr Wood on this topic.
5. Cllr Wheatley stated that he also supported the Connect grant application being on the next agenda.
6. Cllr Nuttall reported that he would be considering the impact of the recent Torbay and Devon Combined County Authority decision made by the Government and its likely impact on TDC and Exminster.
7. Cllr Churchward reported that an update meeting would take place with Real Ideas on 24 October. Clarity on the results of the scoping study to be presented at the Parish Council meeting on 18 November would be given.
8. Cllr Churchward reported that decoration of the Victory Hall Kitchen was underway this week.
9. Cllr Churchward had attended the DALC/DCC Highways meeting on Friday 18 October and reported that Highways had a large backlog of work to be carried out.
10. Cllr Churchward reported that the first "Cluster Meeting" took place on Monday 14 October and had been well received. The minutes would be circulated soon.

**24/566 Public open session (maximum 10 minutes)**

No comments.

**24/567 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 24/568 to 24/569 and (part II) having due regard to the confidential nature of the business to be transacted**

Resolved.

**PART II**

**24/568 To agree the notes of the part II meeting held on the 7 October 2024**

**24/569 Contractors contract**

The meeting closed at 20:56

Date of next meeting Monday 4 November 2024 at 19:00 in the Victory Hall, Main Road

Signed:.....Kevin Smith.....

Date:.....04 November 2024.....

Chair's initials:.....