

HONITON TOWN COUNCIL

**Minutes of the Meeting of the Town Council held at The Beehive, Dowell Street, Honiton
on Monday 11th April 2016 at 7.00pm**

Present

St Michael's Ward

Cllr A Alder
Cllr S Edwards
Cllr L Harvey-Ingram
Cllr J McNally
Cllr C Melbourne
Cllr D Perkins
Cllr J Taylor
Cllr J Wadsworth

St Paul's Ward

Cllr H Brown
Cllr R Coombs
Cllr P Halse
Cllr V Howard
Cllr C Kolek (Chairperson)
Cllr J Lake
Cllr A Mountjoy
Cllr G Smith
Cllr K Smith

In Attendance

Cllr Sara Randall-Johnson – Devon County Council
Cllr Phil Twiss – East Devon District Council
Cllr D Foster – East Devon District Council
Press - Peter Hodges – Pullmans
PCSO S Rowe (Police) and Warren Oaks (fire Service)
Member of the public – 1
Clerk in attendance – Chetna Jones (Town Clerk)

16/62 To receive apologies for absence

Apologies were received from Cllr K Hopkins (S).

Apologies were also received from Cllr Paul Diviani –County Council and Cllr John O'Leary – East Devon District Council.

16/63 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr D Perkins – Director of Beehive Companies (P)
Cllr R Coombs – member of Glen for items 16 and 21 on correspondence
Cllr J Taylor – Pecuniary interest on item 18 on the agenda and will be leaving the room.

16/64 To receive and resolve as a correct record the minutes of the Town Council meeting held on [14th March 2016](#)

A copy of the minutes had been previously circulated

Amendments were identified as follows:

The word "Nationwide" added before savings account in minute ref 15/61 and Add that Cllr Coombs and Cllr Taylor and others declared an interest as members of Nationwide.

Cllr H Brown joined the meeting and confirmed he had no declarations of Interest.

The minutes of the Town Council meeting held on 14th March 2016 were amended as above and unanimously approved and signed by the Mayor as a correct record.

The Chairperson declared the meeting out of session

Signed Chairperson

9th May 2016

16/65 Confidential Items

It was agreed that there was one item that would need to be discussed in confidence.

16/66 To receive the Report from the Police

PCSO S Rowe provided a written copy of the report and confirmed that there had been 59 recorded offences for the period 14th March to 10th April 2016 compared with 62 for the same period last year. The recorded offences included 5 violence, 8 common assault, 2 public order, 3 sexual offence, 3 burglary dwelling, 1 burglary non dwelling, 1 vehicle crime, 6 shoplifting, 7 theft, 12 criminal damage, 3 drug possession, 1 drink drive, 7 miscellaneous offences.

Of these crimes 29 are still under investigation.

A Police helicopter is deployed in high risk cases such as missing person at a cost of £1,600 per hour. Violence assault as opposed to common assault is where it is done with intent or with a weapon.

Warren Oak provided an update from the Fire Service and confirmed that there had been a number of call outs and will report on some of the major issues.

- There was a fire incident in the porch way to block of flats in Streamers Meadow and this was the only point of egress. This led to a small number of children being very distressed as this was there only means of escaping the fire. Councillors were asked to be vigilant and help identify areas where this is a common problem.
- There have been a number of incidents with a particular brand of dishwasher and has led to kitchens being completely destroyed.
- Storm Katy resulted in a number of people being rescued from Langford Bridge on the way to Dunkeswell as there is a dip in the road which is prone to flooding. Councillors were asked for assistance in erecting a sign highlighting the danger and seek an alternative route.
- It is the time of year when chimney should be swept especially those that have had 4 months of continuous use.
- Councillors were thanked for spreading the word on the Referral Scheme and more and people were approaching the Fire Service for their advice.

16/67 To receive reports from District and County Ward Members

Cllr Randall-Johnson confirmed that it had been a quiet time for Devon County Council over Easter.

It was confirmed that the work on Turks Head was a vast improvement on before. However concern was raised about pedestrian safety and a request that this be monitored was made again.

Cllr Foster confirmed that he was pleased to hear about the inclusive play park equipment and thanked the Town Council for their help and support.

A number of EDDC properties were being upgraded in line with fire & safety regulations. It was confirmed that stairwells and corridors must be kept clear at all times and that this was for the safety of the residents.

Cllr Kolek raised a concern from a resident regarding her mobility scooter and Cllr Twiss confirmed that the solution may be for EDDC to look for alternative accommodation for the resident.

Cllr Foster also confirmed that the Policy on nuisance neighbours was also being reviewed.

Cllr Mountjoy asked if the timescale was known for when the playparks would be complete. Cllr Foster confirmed that he would find out and report back to the Town Clerk.

Cllr Twiss confirmed the importance of safety at home and informed the Town Council that EDDC Housing Review Board reviewed all EDDC properties very carefully.

It is anticipated that a planning application for the new EDDC headquarters will be submitted in September and if approved it is anticipated that building work will commence in November and occupation will be in early 2018.

Cllr Twiss confirmed that he was pleased that coach parking was now available for Honiton.

Finally Cllr Twiss confirmed that EDDC in partnership with Teignbridge and Exeter were promoting small businesses.

When asked about EDDC's involvement in the proposed closure of the Crown Post Office in the High Street Cllr Twiss confirmed that he will inform the Town Clerk the name of the Champion responsible for this matter.

When asked about the poor facilities at Honiton Leisure Centre Cllr Twiss declared an interest as a trustee of Leisure East Devon (LED) and confirmed that upgrade work was high on the list for Honiton. Cllr Twiss will provide more details via the Town Clerk.

Cllr Kolek thanked all 3 ward embers.

Cllr Randall-Johnson, Cllr Foster and Cllr Twiss left the meeting.

16/68 Public Question Time on items on the agenda

The Town Clerk advised that no public questions had been received

The Chairperson declared the meeting back in session

16/69 Mayor's Announcements and Questions for the Mayor

The Mayor informed the Town Council that she had attended the following:

- Fundraising Coffee Morning for Guide Dogs
- Spring Fair at Farway School where £3,000 was raised for the school.
- EDDC Chairman's annual Church Service
- Open National Vintage Tractor run which raised over £10,000 for local charities.

The Mayor confirmed that the new Tesco Store Manager and Customer Relations Manager were keen to work with the local community and that they employed 160 local people. They have offered to work on flowerbeds and open spaces as well as any other tasks the Council identify in order to benefit local people.

Finally the Mayor thanked Cllr Alder, Cllr Melbourne and Cllr G Smith for their help with the Mayor's first annual charity ball which proved to be a huge success and it is anticipated that it raised over £2,000 for the Relatives Room at Honiton Hospital.

Cllr K Smith thanked the Mayor for her efforts as well.

16/70 To receive, confirm and sign the minutes of the Policy meeting dated 29th March 2016 ([attached](#)) and to resolve the following recommendations of the Policy Committee:

A copy of the minutes had been circulated in advance.

It was agreed unanimously by those members present at the Policy meeting that the minutes be approved and signed by the Chairman, Cllr P Halse.

- a) **That the Code of Practice for Handling Complaints ([attached](#)) be amended so that all complaints regarding the Town Council's procedures or administration will be considered by a small committee, with membership appropriate to the**

Signed Chairperson

9th May 2016

nature of the complaint, and that, subject to this amendment, the Code of Practice be approved

Cllr G Smith proposed the above motion. This was seconded by Cllr Harvey-Ingram and **RESOLVED** unanimously.

- b) That subject to the agreed amendments, the Environmental Policy be approved [\(attached\)](#)**

Cllr Mountjoy proposed the above motion. This was seconded by Cllr G Smith and **RESOLVED** unanimously.

- c) That subject to the agreed amendments, the Equalities Policy be approved [\(attached\)](#)**

Cllr Harvey-Ingram proposed the above motion. This was seconded by Cllr Melbourne and **RESOLVED** unanimously.

- d) That, subject to noting that a further request be made for a single point of contact with EDDC to discuss issues that arise from time to time, the Review of Implementation of the SWAP Report of 18th March 2015 be approved [\(attached\)](#)**

Cllr Taylor declared an interest.

Cllr Harvey-Ingram proposed that the report on the review of the SWAP report be approved. This was seconded by Cllr Wadsworth and **RESOLVED** (1 abstention).

- e) That, subject to the inclusion of the agreed items, the Review of the Forward Plan of Key Decisions May 2015 – June 2016 be approved [\(attached\)](#)**

Cllr Perkins proposed the above motion. This was seconded by Cllr Wadsworth and **RESOLVED** unanimously.

16/71 To receive the minutes of the Street Market Sub-Committee meeting dated 24th March 2016 and to agree the following recommendations:

The sub-committee provided an update as minutes had only been circulated to committee members.

- a) That the Street Market Sub-Committee be given delegated power to approve changes to the market and proceed with objectives**

Cllr G Smith clarified that the market was in danger of fading away without changes. The market rule book had been updated to provide a better incentive for regular traders. Thursday markets will be re-instated and it is hoped to introduce a Thursday late night market once a month between May and December. Work on preparation for Christmas will also need to begin and all these events will need to be advertised. Coach companies will need to be encouraged back to Honiton. It was also hoped to introduce a uniform for the market manager.

Cllr G Smith proposed the above motion. This was seconded by Cllr Alder and **RESOLVED** unanimously.

- b) That the Street Market Sub-Committee be given delegated authority to spend an approved budget (amount be specified) for advertising and promotion purposes**

Cllr G Smith proposed the above motion with an amount of £1,000 provided that the Town Council has sufficient funds. This was seconded by Cllr Howard and **RESOLVED** (1 abstention).

16/72 To receive the minutes of the Open Spaces working group meeting dated 16th March [\(attached\)](#) and to agree the following recommendations:

Cllr Melbourne proposed that the minutes be signed and this was unanimously agreed by those present.

- a) That East Devon District Council be asked that the cricket club project be added to the list of projects the Town Council wished to support and that the Community College's need for a 3G pitch be included in the EDDC Play Pitch Strategy in addition to the existing sand based pitch.**

Cllr G Smith proposed that the Town Council proceed with the motion. This was seconded by Cllr Coombs and was **RESOLVED** unanimously.

- b) A letter be sent to EDDC Officers about the Town Council's concerns that EDDC would facilitate but not deliver the shortfalls and that EDDC should consider this as part of its remit to improve the health and well-being of residents in Honiton. A request for assistance by making a financial provision for future implementation should be made. Should a response not be obtained from the Officers then EDDC Honiton ward members should be approached to provide assistance.**

Cllr Coombs proposed that the Town Council proceed with the motion above. This was seconded by Cllr G Smith and was **RESOLVED** unanimously.

16/73 To receive minutes from the Neighbourhood Steering Group meeting dated 30th March 2016 [\(attached\)](#) in order to update the Town Council on the progress of the development of the Neighbourhood Plan.

Cllr Kolek proposed to receive the minutes of the Neighbourhood Plan Steering Group meeting dated 30th March 2016. This was seconded by Cllr Wadsworth and **RESOLVED** unanimously.

16/74 To receive a progress report [\(attached\)](#) from the Tourist Information Working Group and to agree the following recommendations:

The progress report had been circulated in advance.

- a) That delegated authority be given to the working group to choose the winning tender to identify a new model to deliver a modern Tourist Information Service and for the Town Clerk to release funds (£2,000 obtained from locality grant) upon completion of the work.**

Cllr Melbourne proposed that the progress report be received and that the motion above be approved. This was seconded by Cllr Harvey-Ingram and **RESOLVED** (1 abstention).

It was agreed that the proposal will be available at a Town Council meeting for approval before implementation takes place.

Cllr Perkins informed the Council that the working group had been misinformed about the situation and therefore any further motions should be withdrawn as they related to the TIC finances and could be considered unlawful.

16/75 To receive, review and agree the request from Honiton Community Complex t/a The Beehive (HCC) to convert Changing Places to a storage room [\(attached\)](#)

A lengthy debate took place and various concerns were raised including:

Cllr Halse gave apologies and left the meeting.

- Removing the Changing Places facility would be a retrograde step
- The facilities equipment was designed for that room and it would be very difficult to move elsewhere
- Equipment was very expensive and the Town Council worked hard to ensure this was put in the original design for a multi-purpose building
- Lack of suitable office space for the increasing staff that will work at the Beehive
- Lack of storage space for users who rely on having the ability to store their belongings where they meet regularly
- Removing the facility was unfair to those who have a real need for such a facility
- It was expensive to maintain especially as only one person had used it in the last two years.

Cllr Howard gave apologies and left the meeting.

The Mayor proposed that as some councillors were unfamiliar with the facility they may wish to take time to deliberate (including viewing the facilities at the Beehive) and come back to the next meeting with their proposals in order to satisfy both the Town Council and HCC's requirements.

Cllr McNally left the meeting.

The Mayor's proposal was seconded by Cllr Coombs and this was **RESOLVED** unanimously.

16/76 To receive reports from Members with special responsibilities

Cllr Taylor gave apologies and left the meeting.

The Press left the meeting.

Cllr Mountjoy

Cllr Mountjoy confirmed that the Air Cadets had not confirmed the date for the tree planting ceremony.

Cllr Brown gave apologies and left the meeting.

Cllr Alder – Honiton Festival

Cllr Alder confirmed that further committee members were required otherwise the group was in danger of being inquorate.

Cllr Alder – Chamber of Commerce

Cllr Alder informed members that the Post Office Union had taken a market stall and spoken with many people with regards to the proposed closure of the Crown Post Office.

Cllr G Smith

Cllr Smith informed members that the Charter Day Committee would like to acknowledge their thanks to Heidi Radford for her work and assistance over the years. It was agreed that the Town Clerk will write to Ms Radford.

Cllr Perkins

Cllr Perkins confirmed that the Beehive had a successful start to the New Year with several sell out events. The Nostalgic Cinema will be trialled for the next twelve months. Room booking performance was on track.

Cllr Mountjoy left the room.

16/77 Town Clerk – to note correspondence received and to resolve any matters arising (late correspondence to be tabled)

The list of correspondence received from 15th March 2016 to 5th April 2016 had been circulated in advance.

MP

1. Letter from Neil Parish regarding the franchising of Honiton Crown Post Office

Devon County Council

2. Letter from Parsons Brinckerhoff regarding a review of the speed limits along the A30/A35 Exeter to Bere Regis Trunk Road

East Devon District Council

3. The Knowledge issues 43, 44 & 45
4. Invitation to Chairman's Garden Party to celebrate HM The Queen's 90th birthday – 12th June
5. Advice of release of S106 funding for two Honiton play areas
6. Advice of successful grant application from the Parishes Together Fund towards Christmas Lights project

Other

7. Village Green issue 143
8. Letter of support from Secretary/Treasurer of Mountbatten Park Sports & Social Club regarding grant application
9. NHS New Devon CCG's monthly newsletter
10. NALC – Revised legal topic note 39 on NALC website
11. UK Parliament Outreach and Engagement Service – Select Committees free public event 27th April
12. NALC – Bulletin on national developments and meetings
13. Letter from Land Registry advising that the application against title no DN349527 - the Beehive, Dowell Street has been withdrawn
14. Local Government News
15. Jurassic Coast consultation document and questionnaire
16. Letter from Honiton Glen Conservation Group regarding a piece of land adjacent to the Glen
17. Monthly newsletter from the Police & Crime Commissioner
18. News and events from the Blackdown Hills Natural Futures project
19. Local Government newsletter
20. Letter from a local resident regarding parking in Roman Way
21. Letter from Drew Pierce advising of proposed sale of a piece of land adjacent to the Glen
22. NALC – Information on the Star Councils scheme
23. NALC – Agenda & Papers for the Meeting of the National Council on 12th April

Item 2) Cllr Coombs confirmed that HTC should not miss this opportunity

Cllr Mountjoy entered the room.

Cllr Coombs proposed that the Town Clerk provide a response suggesting that from the Offwell turn off at the top of the Hill to Copper Castle turn off, the speed limit should be reduced to 40mph and Highways England be reminded that several incidents have occurred throughout this whole length some being fatal incidents. This was seconded by Cllr Alder and was **RESOLVED** unanimously.

Items 16 and 21) Cllr Coombs proposed that this site be listed as an asset of Community Value. This was seconded by Cllr G Smith and **RESOLVED** unanimously.

Item 6) The Town Clerk confirmed that the Town Council had been successful in their Parishes Together application for Christmas Lights.

Late Correspondence received from 6th April 2016 to 11th April 2016

Devon County Council

- a) Spring Update from Cllr Diviani

East Devon District Council

- b) The Knowledge issue 46
- c) Police and Crime Commissioner Election – Notice of Candidates

Other

- d) Blackdown Hills Update – Honiton Show
- e) UK Parliamentary Conference – Wednesday 13th April 12.30 – 4.30pm
- f) Chamber of Commerce – Invitation to attend open evening on Friday 20th May 7pm at Masonic Hall
- g) Letter from resident in Streamers Meadows requesting information on funds/donations made by HCC/Beehive Hospitality to benefit Honiton and its people
- h) Local Councils Update – Issue 194 April 2016
- i) Local Government News – Weekly Newsletter
- j) Update from HCC regarding go ahead to install safety handrails and complete minor decorations
- k) Letter from resident in Streamers Meadows regarding queries relating to the Beehive build final account
- l) NALC Employment Briefing – Impact on NALC/SLCC Salary Award
- m) Bulletin on National Developments and meetings – Update from NALC

Item d) Cllr Mountjoy proposed that the Town Council participated in Honiton Show. This was seconded by Cllr Alder and was **RESOLVED** unanimously.

Item g) It was agreed that the Town Council write to the resident and inform him of the following:

“Beehive Hospitality Ltd had gift aided £15,000 to HCC. In accordance with the objects which the resident was party to approving, all the profits were applied towards those charitable objects, one of which was to ensure the community centre was sustainable. In addition HCC has subsidised various organisations including the Town Band, United Charities and Honiton Festival to name a few. Further details will be available in an end of year report.”

Item k) Cllr Kolek proposed that she will respond and remind the resident that this was a confidential matter and could not be discussed with them. This was seconded by Cllr K Smith and was **RESOLVED** unanimously.

Member of public left the meeting.

The meeting was adjourned for 5 minutes at 9.54pm and recommenced at 9.59pm

Cllr Wadsworth proposed that standing orders be suspended in order to extend the meeting beyond 3 hours. This was **RESOLVED** unanimously

16/78 Exclusion of the Public

Cllr Kolek proposed and it was **RESOLVED** unanimously that the press and the public be excluded from the meeting.

16/79 To review the advice received from Town Council’s appointed Counsel (available to councillors to view in the office) in order:

- a) That the Town Council ratifies the correspondence (available to councillors to view in the office) sent on 19th March 2016 informing Pardoes of the Town Council’s decision to concede, 23rd March to High Court by way of Acknowledgement of Service and copies to Pardoes as well East Devon District Council as an interested party

and letter dated 29th March to Pardoes asking that their client agrees the draft consent order to resolve the matter in the fastest and cheapest way

- b) That the Town Council considers using their solicitors should the Claimant not agree the Consent Order and chooses to proceed through the Court as Council staff are unable to provide the expertise or time needed for the next steps.

Reason for consideration in Part B:

- A. Information relating to this item may prejudice the commercial interest of a particular person or company (including the council)
- B. The report details confidential legal information and has the protection of legal professional privilege.

Cllr Perkins proposed that both motions be approved. This was seconded by Cllr Harvey-Ingram and **RESOLVED** unanimously.

Cllr Perkins also proposed that all discretionary costs be suspended until resolution of the potential Judicial Review. The motion was not seconded and no voting took place.

Cllr Perkins asked that this matter be considered by the Finance Committee.

16/80 To close the meeting

The meeting was closed at 10.46pm.