

BIGBURY PARISH COUNCIL

Minutes of the monthly meeting of Bigbury Parish Council held in the Memorial Hall, St Ann's Chapel on WEDNESDAY 13th June 2018 at 7.30pm.

PRESENT: Cllrs: C Carson, G Rosevear, S Smith, E Huntley (D.Cllr.), C Case, H Getley, V Scott and Clerk R Matthews. Eight residents were also in attendance.

1.0 Declaration of Interest

The Chairman read out a statement in respect of Declaration of Interest.

Cllr. Rosevear declared a personal interest (non-pecuniary) in agenda item 11B

Cllr. Case declared a personal interest in the traffic notice in agenda item 20 (correspondence)

2.0 Apologies for absence:

No apologies for absence were received.

3.0 Minutes of previous meetings held on May 16th 2018

Cllr. Rosevear proposed the minutes be accepted as being an accurate record of the previous meeting. Cllr. Smith seconded the proposal and all Councillors present at that meeting voted unanimously to accept the minutes, which were duly signed by the Vice Chairman.

4.0 Matters arising (actions) from last meeting and not covered in this month's agenda:

Brought forward - Mr Radford asked if it would be possible to use the side wall of the bus shelter as advertising space for the holiday park and he would ensure whatever was placed there would be suitable. SHDC planning restrictions may apply.

Response from SHDC Planning Dept - Various types of advertisement benefit from 'deemed consent' (i.e., they do not require consent from the Local Planning Authority to be put up). I have checked through all of the deemed consent categories, but there is no deemed consent for a business (the holiday site, in this instance), to display an advertisement outside of their own premises.

Advertisement consent would therefore be needed for an advertising board of any size on the bus stop. This has been communicated to Mr Radford.

Topic closed.

1285/18/FUL Ringmore Parish application for an Air Ambulance night landing site / mast at Westbury Field, TQ7 4HL

This is a Ringmore Parish application but as Bigbury Parish Council fully support this initiative, it was agreed to formally write a letter supporting the application.

Completed - topic closed

1414/18/COM 3 Pickwick Cottages 28 day (1 month) communication PD application - notification under electronic communications for erection of 9m pole (7.3m above ground)

Completed - application withdrawn - topic closed.

5.0 Planning application - 4120/17/FUL Re-advertisement Land at Sx 663 471 St Ann's Chapel - discussion with Jan Tribble - Architect responsible for the development. (Members of the public are welcome to participate during this agenda item)

Jan Tribble of Kaye Elliott addressed the meeting and covered the following: Context of St Ann's Chapel site reflects the different architectural styles of surrounding buildings, it has been designed in line with the client's instructions to provide smaller houses. Three separate options had been considered and revised plans were submitted to SHDC in December 2017. These plans comprised of a terrace of three cottages and a single detached house. The key change in proposal was the lowering of the roof ridge line. This revision was well received by the Planning Officers and the Conservation Officers who considered the whole concept to be more sympathetic to the surrounding area. Mr Tribble added the historic use of the site was as a car park - currently overgrown and unused.

Resident A asked about the design of the overhanging windows adding this was not to be seen elsewhere in the parish. Mr Tribble replied that this design feature was a mechanism to stop occupants directly looking into adjoining properties. He added a condition to the planning approval could be added to stop this feature being modified or removed.

Resident B asked why there was no affordable housing included. Mr Tribble replied that the site did not meet the criteria for affordable housing as there were less than ten properties in the proposal. They were however expected to be sold at a lower price as they were smaller houses.

Resident C asked why it was necessary to include roof lights if it was not the intention of this space being used as living space at some future point in time.

Resident D added that it seemed obvious that once built, the occupants would convert the roof space into living space resulting in the adjacent properties being overlooked at bedroom level. Mr Tribble agreed to modify the design further to remove the roof lights from the south-east roof slope. He further added that Permitted Development Rights could be withdrawn in respect of this site, effectively stopping any future changes of use.

Resident D raised further concerns in respect of privacy resulting from changes to the fences and hedgerow surrounding the properties and site overall. Cllr. Rosevear referred to Mr Tribble's previous response - *Permitted Development Rights could be withdrawn in respect of this site, effectively stopping any changes of use.*

Resident E expressed a concern that the houses were being built above ground level as the plans showed steps from the inner courtyard/car parking area to the houses. This would result in the houses being raised above the proposed ridge line level once building has been completed. Mr Tribble responded that there were no steps and that the drawings were being misinterpreted. After further discussion, Cllr. Rosevear added that the building process should be looked at top down – the ridge line level is set as a datum and it is the builders responsibility to take the site down, remove soil etc. to build the house to the correct design without compromising the fixed ridge line. The two properties used in setting the datum points were The Old Bakery and White House.

Cllr Scott proposed the Parish Council approve the proposal with conditions attached – these conditions were to address all the concerns raised and discussed at this meeting. Cllr. Rosevear seconded the proposal and with the exception of Cllr. Huntley who abstained from the vote, all Councillors agreed to support the proposal subject to the aforementioned conditions being applied.

6.0 Open Session

Resident B expressed concerns about the 'state and condition' of the three phone boxes in the Parish. Clerk to contact BT in respect of operational boxes and find a way of improving the condition of the remaining ones. **Action Clerk**

7.0 Proposal for road surface change in St Ann's Chapel

C.Cllr Gilbert stated the cost of meeting the Jubb proposal was too high and funding would not be made available. Variable Average Speed cameras were a better solution having been installed, tried and tested in adjacent parishes with success.

He further added that a review was taking place at County level in respect of the current 20mph speed limit sites around the County, adding the general consensus was that they were ineffective.

C.Cllr Gilbert added that some locality funding may be available to support this initiative.

Cllr. Rosevear to work with Cllr. Carson to identify suitable VAS installation sites, Clerk to discuss with Clerks from adjacent parishes and Cllr Carson Gilbert to identify the cost of equipment and installation. Add to agenda for July meeting.

Action Clerk, Cllrs. Rosevear/Carson

Cllr. Smith requested that the 'slow' signs painted on the roads be repainted as they had faded. Replacement of the 30mph road speed signs may also be beneficial.

Action C.Cllr Gilbert

8.0 Rubbish removal in and around the beach and car park areas

Cllr. Carson stated this was an annual problem that was not being satisfactorily dealt with by South Hams District Council. Cllr. Huntley added she was providing regular updates, suggestions and complaints to the team at South Hams District Council, without making much progress although she added they were all extremely busy. C.Cllr Gilbert asked to be copied into all such correspondence and agreed to raise this with the team responsible. D. Cllr. Huntley also advised she would meet the team at the South Hams offices tomorrow to raise this topic again. Include in update at July meeting.

Action D.Cllr Huntley

9.0 County Councillor's report

C.Cllr Gilbert shared the following topics / areas of focus discussed at County level:

20mph speed limit review (already discussed)

Focus on bus lane violators (no bus lanes or buses in Bigbury)

Focus on fine evaders (road traffic) with emphasis on collecting fines / seizing assets

Change to the method of notifying road closures, moving towards a permit application system

Confirmation that the new mirror had been fitted in the centre of St Ann's Chapel

Confirmation that the Seven Stones Cross sign had been repaired

C.Cllr Gilbert confirmed her had been appointed to the Cabinet of Devon County Council, with a remit to focus on the economy of Devon

The number of crews now allocated to repairing potholes had increased from fifteen to thirty eight, meaning that backlog of repairs was reducing.

10.0 District Councillor's report

D.Cllr Huntley provided the following updates:

DEFRA marine conservation zone consultation process was open for all to access and respond to until July 20th.

Avon Estuary Patrol Enforcement has been reviewed by SHDC and the decision to remove the service had been rescinded for summer 2018 (July, Aug, Sept). Provision of cover in future years would be considered based on the number of incidents reported. Please contact Stuart Watts for details of how to report incidents etc.

Cafe Burgh View (re-named Bay View Café) was having new kitchen designed and made, the owners hope the cash purchase will be completed by the end of July and that it will open at the beginning of August serving the same kind of pub food as the Pilchard Inn. A champagne breakfast (licenced premises) may also be available. It was proposed that five or six staff from the Burgh Island Hotel would be accommodated in the building by dividing the existing bedrooms. There is a proposal to schedule an end of September function for locals with John Tucker providing a hog roast, potentially at a cost of £40 per ticket as a fundraising event for RNLI.

Burgh Island Hotel had already provided extra accommodation for eight staff at Challaborough Holiday Park. Five staff are now looking after the Pilchard Inn which is open for regular pub hours until 10:00-10:30 pm lead by Oxford undergraduate, who is very welcoming. The Pilchard Inn recently achieved its best day financially in 17 years which is encouraging for all involved. It was also stated that additional staff are being recruited for the hotel.

The little shack besides doorway with pink and white stripes on sea terrace will open for the sale of ice creams.

Additional sea tractor staff are being trained to improve the service across the causeway.

Re-development of Merrylees in Ringmore Drive will start on Oct 1st.

Planning permission for two bungalows at Seafront, Marine Drive has been given - after the Japanese Knotweed has been entirely eradicated.

Police are enforcing fines for removal of seagull nests with chicks. These are up to £20,000 in the case of pest control companies and may extend to individuals.

SeaMoor Lotto. There have been three successful applications, including Bigbury News and Aune Conservation Association. Other organisations and charities etc. can apply online as their website which is now operational.

The annual waste collection schedule update is awaited from SHDC

Training of staff in respect of bottle banks transfers has been completed and two banks can now be removed/replaced at the same time. Green and brown glass can now be disposed of together.

Extra recycling teams are being introduced to alleviate fly tipping around bottle banks.

11.0 Planning related matters (applications and updates)

0819/18/FUL Bigbury Parish Council application for an Air Ambulance night landing site / mast at Bigbury Golf Course

Clerk provided the following update - Planning approval received to erect mast at Bigbury Golf Club - Meeting held with DAA and Golf Club Friday 8th June 2018 - Proposed installation date late July 2018 - Payment of Grant from DAA requested - Payment of TAP fund grant to follow after installation - Payment of donation from Bigbury Golf Club to follow after installation
NO overall cost to Parish Council – A communication plan to mark opening to be co-ordinated between Parish Council, Bigbury Golf Club, Bigbury Community Website, Bigbury News and local newspapers.

Update Sea Front – refer to paragraph 10.0

Neighbourhood Plan - Cllr. Scott provided the following update:

Community-led housing scheme

Discussions with the landowners of Site 4 have been continuing and an agreement has now been reached on the Heads of Terms relating to the acquisition of the land for the community led housing scheme. South Hams District Council is keen to progress the scheme and have agreed the fees for the Architect and Ecologist. They have also asked me to continue as the Planning Consultant for this project. We will soon be in a position to have a meeting with the local community to discuss the proposed layout, type and mix of dwellings and the design options.

Views, vistas and local heritage list

We will shortly be doing a consultation regarding the Views and Vistas.

A Draft Local Heritage List has now been prepared and this has been the subject of discussion with Roger Grimley, our local historian who has also been able to advise on the history of the assets. We will be putting this list forward for consultation very shortly. We would still like to engage with the youth of the parish and get their views on the assets that we are proposing to put forward. As previously stated we may be asking the youth to assist in preparing some local heritage trails.

We welcome the contribution made by Louise Wainwright, Trish Baguley and Norman Botton in terms of recommending some short walks around the parish and hope that this will also help to provide greater awareness of our natural and historic environment and will be useful in promoting tourism.

Consultations

We have sent out letters to all the local businesses in the parish, including all of the farmers and the owners of the Bantham Estate and Burgh Island to ask if they wish to comment on the Neighbourhood Plan and to provide if possible an indication of any plans or proposals that they may have which need to be taken into account when considering the proposals and policies for the Neighbourhood Plan. The Neighbourhood Plan needs to be a plan which should be beneficial to the whole of the community including those who operate local businesses who also provide much needed employment and help our tourism industry.

We have had useful feedback from the retailers in the parish and have met with the Chairman and Managing Director of the Bigbury Golf Club. We are meeting with Nicholas Johnson who owns the Bantham Estate towards the end of this month. Beth Huntley, Bryan Carson and Louise Wainwright have met the new owners of Burgh Island and had some initial feedback on the plans for the hotel and the island which was reported in the Bigbury News.

We also have a meeting arranged with Roger English of the AONB Unit to discuss the proposed housing development at St Ann's Chapel and general policies for the parish.

AECOM have completed their Sites Assessment but cannot carry out the Strategic Environmental Assessment until the plan is in a more complete stage.

Survey of dwellings used as a principal residence, second home or holiday let

We are carrying out a survey of the whole of the parish to try to establish the percentage of dwellings used as a principal residence, a second home or a holiday let. The initial results show that approximately two thirds of properties (65%) at Bigbury on Sea are used as second homes or holiday lets, approximately 40% at Challaborough, 33% at Bigbury Village but only 4% at St Ann's Chapel. We should have the results for the whole of the parish shortly.

We have also carried out a study of house prices in the parish over the last three years which showed that there were very few properties for sale within a range affordable to most people living in this area. In the last year there were only two properties for sale that were less than £350,000 and very few properties of less than three bedrooms.

Community Website

The front page of the community website now has a direct link to the Neighbourhood Plan with all of the published reports regarding the Neighbourhood Plan now included. We would like to thank Stuart Watts for installing all of these documents and making these now easier to find. A link to the neighbourhood plan documents is set out below:

<http://www.bigburycommunity.co.uk/groups/neighbourhood-plan/documents/>

12.0 Playground replacement equipment and project update

Cllr. Case advised she was seeking / receiving quotations from four separate companies – SW play, The Plastic Company, TK Play and Rhino play. It was hoped to give a more comprehensive update at the July meeting.

The ground matting was still a concern however.

13.0 Signage in and around Bigbury-on-Sea car park

This was another long running issue but after discussion it was agreed by all Councillors that Cllr. Getley would be allowed to proceed with a project to make and install several signs to be placed in and around the car park. After discussion it was agreed the cost of any materials required would be met from Parish Council funds and success would be assessed on completion. **Action Cllr. Getley**

14.0 Finance: Approval of Annual Governance Statement

Clerk confirmed the internal audit of the parish accounts had been completed successfully and the Councillors reviewed, accepted the Annual Governance Statement which was duly signed by the Chairman.

15.0 Finance: Approval of payments to be made and presentation of finance statement

Clerk presented the following for payment. Cllr. Case proposed this be accepted which was seconded by Cllr. Smith and all councillors agreed. Clerk was to raise cheques.

£85.00 – A Tanner – charge for undertaking annual internal audit

£204.04 – Community First – Annual insurance premium

£38.28 – BT group – rental cost line and broadband Memorial Hall. Paid by direct debit

Clerk showed a slide of the current cash book and bank reconciliation statement showing a balance of £24,207.27 as at May 31st 2018.

Clerk showed a statement of restricted and reserved funding with a balance of £3,090.06.

Clerk showed details of S106 funds held by SHDC - £97,578 for affordable housing projects and £24,194 for OSSR projects.

16.0 Finance: Approval of Annual Accounting Statement

Clerk presented the internal audit certificate and annual accounting statements. Cllr. Smith proposed these be accepted, which was seconded by Cllr. Rosevear and accepted by all Councillors. The document was signed by the Council Chairman.

17.0 Bigbury Community website

Clerk and Chairman thanked Stuart Watts for the effort put in to making the website easier to use. Clerk gave a brief overview / demonstration of how the website is structured.

18.0 Renewal of BT contract for use of internet in the Memorial Hall

Clerk stated the BT contract was due for renewal and asked the Councillors to decide this. It was clear the service was beneficial for training, Parish Council meetings and resident B added that the system was also used by the Memorial Committee.

Cllr. Smith proposed the contract be extended, which was seconded by Cllr. Rosevear and approved by all Councillors. Clerk to review if annual payment is an overall lower cost. **Action Clerk**

19.0 GDPR

Clerk stated the Bigbury Parish privacy policy had been written, agreed and published on the website. Clerk confirmed that it was a requirement for individuals to accept the policy prior to engaging in discussion on council related matters. A list of those who have accepted the policy can be found in the information pack displayed at the meeting and subsequently uploaded to the Bigbury Community website.

20.0 Correspondence

Correspondence can be found in the information pack displayed at the meeting and subsequently uploaded to the Bigbury Community website. Content includes strimmer training course, consultation on Devon Mobile Library and Outreach service, traffic notice – Bigbury Green Cross to Bowling Green Cross, appeal in respect of land at Aburghley Parker Road

21.0 Agenda items for next meeting

Carry forward from this meeting - Playground, Signage, Rubbish clearance from beaches and surrounding areas, VAS camera and neighbourhood plan.

The meeting closed at 9:35pm and the next meeting is to be held on WEDNESDAY July 11th at 7:30pm

Signed.....B Carson, Chairman, Bigbury Parish Council