



**MINUTES OF DODDISCOMBSLEIGH'S ANNUAL MEETING OF THE COUNCIL**  
**Thursday 30<sup>th</sup> June 2015 at 7.30pm in Doddiscombsleigh Primary School**

**Present:** T Baker, M Porter, B Prest, S Stanley (Chairman after item 1) & D Swain

**Also present:** District Cllr Amanda Ford, County Cllr Jerry Brook, N Cupper (Retiring Chairman) and 18 members of the public

**Clerk:** Suzanna Hughes

The meeting was opened by Retiring Chairman, Nick Cupper, at 7.30pm.

**06/2015.01 ELECTION OF CHAIRMAN**

The retiring Chairman, N Cupper, invited nominations for Chairman. It was proposed by Cllr Prest, seconded by Cllr Porter and unanimously agreed by all members present and voting that Cllr Stanley is elected as Chairman.

**06/2015.02 ELECTION OF VICE CHAIRMAN**

As Chairman, Cllr Stanley invited nominations for Vice Chairman. It was proposed by Cllr Prest, seconded by Cllr Baker and unanimously agreed by all members present and voting that Cllr Porter is elected as Chairman.

**06/2015.03 DECLARATION OF ACCEPTANCE OF OFFICE**

All members present signed their Declaration of Acceptance of Office which was witnessed by the Clerk.

**06/2015.04 APOLOGIES FOR ABSENCE**

- Cllr L Turney

**06/2015.05 DECLARATIONS OF INTEREST**

Members were reminded of their responsibility to complete a Notice of Registerable Interests within 28 days of their election/co-option and were also invited to state whether they have a personal or prejudicial interest in any matter to be discussed during this meeting.

There were no declarations of interests relating to any items on the agenda.

**06/2015.06 REQUESTS FOR DISPENSATIONS**

It was unanimously agreed that Cllrs Porter, Prest, Stanley and Turney would be granted a dispensation until the day after the next ordinary elections to discuss and vote on, at this meeting and future meetings of Doddiscombsleigh Parish Council, the budget and setting of the precept as council tax payers in this parish. Without the dispensation, the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business and the granting of a dispensation was in the interests of persons living in the authority's area.

#### **06/2015.07 RATIFICATION OF MINUTES**

Members were invited to ratify the minutes of the Parish Council meeting held on 9 April 2015. Cllr Swain proposed an amendment to minute 04/2015.06 requesting that, following Cllr Brook's report that DCC is looking at piloting a scheme to decategorise roads which don't lead anywhere, it should be added that Cllr Brook was not supportive of the scheme. The amendment was not seconded and therefore the minutes of the Parish Council meeting held on 9 April 2015, were approved, as presented, by those present and signed by the Chairman as a true and accurate record.

#### **06/2015.08 CO-OPTION OF COUNCILLOR**

It was noted that expressions of interest have been received from two electors. After a discussion, it was agreed that the vacancy should be advertised within the parish inviting applications for consideration by members in September's meeting.

#### **06/2015.09 REPRESENTATIVES AND COMMITTEES**

##### **9.1 Teign Valley Community Hall**

Jackie Le Marchant

##### **9.2 Tree Warden**

It was agreed to ask Duncan Mitchell. Cllr Porter also offered to carry out/share the role.

##### **9.3 Emergency Planning**

It was agreed that the parish was too small to need an 'Emergency Plan'. Cllr Porter agreed to look at the information which was currently being held by Nick Cupper

##### **9.4 Snow Warden**

Nick Cupper

##### **9.5 CPRE (Campaign for the Protection of Rural England)**

The clerk advised that the Parish Council's annual subscription was £36.00. It was agreed that there was no clear benefit or need for this parish to be members and therefore it was agreed to unsubscribe.

##### **9.6 Highways**

It was agreed that all members would report potholes and other highways issues online. [[www.devon.gov.uk/road\\_maintenance.htm](http://www.devon.gov.uk/road_maintenance.htm)] as they arise. Highways issues can also be reported at meetings for the clerk to action.

##### **9.7 Communications**

Clerk and Chairman. It was agreed that the Chairman would post the agendas, minutes and other notices on the parish noticeboards.

##### **9.8 TALC (Teignbridge Association of Local Councils)**

Cllrs Prest and Swain

#### **06/2015.10 REVIEW OF POLICIES AND GOVERNANCE DOCUMENTS**

This Item was deferred until September's meeting to allow time for members to read and consider the documents prior to review.

#### **06/2015.11 CHEQUE SIGNATORIES**

It was agreed that the cheque signatories for the Parish Council accounts would be Cllrs S Stanley, M Porter and B Prest.

**06/2015.12 INSPECTION OF SCHOOL PLAY EQUIPMENT**

Members considered how this Council will continue to comply with the Memorandum of Understanding between the Parish Council and School with regard to the arrangements for inspection of equipment and the annual survey of households. Nick Cupper advised members that he was happy to continue with the inspections and would liaise with the school about any problems. He was not aware of any current issues which need addressing. Tony Porter reminded members that the purpose of the annual survey of households was not only to highlight problems but to assess usage of the area. Members were informed that the equipment is not very well used outside school hours.

**06/2015.13 TRAINING**

Members were informed that various training courses arranged by Devon Association of Local Councils (DALC) were available for them to attend. The Chairman requested that she attends a Chairmanship course and Cllr Baker requested that he attends a 'Being an Effective Councillor' course. Other councillors agreed to consider the dates and let the clerk know if they wished to book a place.

**06/2015.14 OPEN FORUM**

*Standing Orders were suspended for this item.*

Members of the public were invited address the Council:

Kevin Bridgeman sought clarification on whether there was a requirement for members to declare their interests in matters on the agenda, with particular reference to the item about Affordable Housing. After a discussion, it was explained that it was each individual member's responsibility to decide whether they have an interest which needs to be declared.

Phil Russon thanked those members in the parish who had put themselves forward to represent the Parish Council in the recent elections. He questioned, however, why two members from Dunchideock had put themselves forward. District Councillor Ford stated that a democratic process had been followed and this Council should therefore move on. Cllr Swain responded by saying that he considered it sad that only two people in the parish of Doddiscombsleigh had stood for election and when the same had happened in Shillingford St George in a previous election year, it was mooted that the parish might have to merge with Dunchideock to form a joint Council. He explained that the reason he had stood for this parish was to ensure that Doddiscombsleigh Parish Council was quorate so that it could co-opt members and therefore function. He further added that he would be prepared to resign if there is sufficient interest in the parish. The same question was asked of Cllr Baker, also from Dunchideock, who advised that he had stood for the same reason.

Tony Porter asked whether the Council would consider two opportunities for the public to speak, both at the start and at the end of the meeting, to allow the public to comment on items that are discussed during the meeting. The clerk advised that it would be more effective for the public to request items to be included on the next agenda so that legally binding decisions could be made on those items, if necessary.

It was reported that the village fete at the school had raised £2,400. Everyone was thanked for their support.

**06/2015.15 DISTRICT COUNCILLOR'S REPORT**

Cllr Amanda Ford introduced herself as the newly elected District Councillor. She told members that she was over the moon to have been elected and will do her best to represent this Council with transparency and honesty.

She informed members that she will represent the following District Council Committees: Planning, Standards, Overview & Scrutiny, Citizens Advice and Rural Aid. She added that further cuts will be made to TDC budgets. She also reminded members that the new recycling service will be rolled out in phases from September.

#### **06/2015.16 COUNTY COUNCILLOR'S REPORT**

Cllr Jerry Brook advised that overhanging trees are the responsibility of landowners. He informed members that DCC is currently producing a new Devon Minerals Plan and that a minerals consultation will be coming out soon for comment (although Doddiscombsleigh is not greatly affected). Cllr Brook advised that he has driven around the parish to inspect the potholes and condition of the roads which he has reported to David Whitton at DCC. He observed that the road towards Ashton (Great Leigh) is not as bad as the road going around the back of Doddiscombsleigh. He reminded members of DCC's proposals to look at roads which are classified 12 or 13 and whilst understanding the initiative, particularly if the road is not connecting to a property, he feels uncomfortable about it as we are in an area attractive to holiday makers with income streams coming from that source. Finally, he advised that he has £10,000 in his community budget for parish projects.

Jackie Le Marchant commented that the road to Lakeham (in Kenn Parish) also needs attention and suggested contacting neighbouring parishes to make a joint approach to DCC.

Phil Russon asked how this parish can secure a greater proportion of the Community Infrastructure Levy charged on new builds and development within Doddiscombsleigh. District Cllr Ford responded that this is something she can look into on his behalf and would feed back.

#### **06/2015.17 PLANNING**

##### **New applications:**

17.1.1 15/01404/FUL – Kerry, Sheldon Lane, Doddiscombsleigh  
Two storey extension

Members had no objections to this application.

17.1.2 15/01102/FUL – Tower Views, Doddiscombsleigh  
Infill to field to raise levels and the insertion of surface water drainage and reopening of the existing gated entrance with new Devon hedgebank

After a brief discussion, it was agreed that Cllr Prest would be given delegated authority to comment on this application on behalf of the Council.

##### **17.2 Decisions**

17.2.1 15/00837/NPA – Teign Springs, Rectory Lane, Doddiscombsleigh  
Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GPDO for change of use of an agricultural building to a dwelling with associated works

Members noted that Teignbridge District Council has given Prior Approval for these works.

17.2.2 15/01055/NPA – Spanish Lake Farm, Doddiscombsleigh  
Application for Prior Approval under Part 3 Class Q(a) and paragraph W of the GPDO for change of use of a barn from agricultural use to a dwelling

Members noted that Prior Approval has been refused by TDC.

17.2.3 15/00503/FUL – Lauriston, Doddiscombsleigh  
Two storey side extension with shallow pitch roof including balcony and single storey rear extension with roof lanterns

Members noted that Teignbridge District Council has granted conditional planning permission.

17.2.4 15/00773/FUL – Great Leigh Farm, Doddiscombsleigh  
Timber stable block comprising two stables, a tackroom and a covered store

Members noted that Teignbridge District Council has granted conditional planning permission.

17.2.5 14/03753/CLDE – Hereford Cottage, Doddiscombsleigh  
Certificate of Lawfulness for existing change of use of and to domestic garden

Members noted that Teignbridge District Council has refused to issue a Certificate of Lawfulness.

17.2.6 15/00932/FUL – Lakeham Farm, Higher Ashton  
Conservatory to rear

Members noted that Teignbridge District Council has granted conditional planning permission.

#### **06/2015.18 AFFORDABLE HOUSING**

Members received and considered a report together with recommendations from Doddiscombsleigh Affordable Homes Steering Group (attached) and agreed to support the recommendations as set out in that report. The Chairman thanked the Steering Group for all the work they have undertaken over the past 12 months. She stated that the project had been an interesting and worthwhile exercise for the parish.

#### **06/2015.19 FUTURE PROJECTS**

Members agree to give this some thought and parishioners were encouraged to bring their ideas to the next meeting of the Parish Council in September.

#### **06/2015.20 ELECTORAL REVIEW OF DEVON**

Members received and consider draft recommendations on the future electoral arrangements for Devon County Council. After a brief discussion, it was agreed not to comment.

#### **06/2015.21 RURAL SKIP SERVICE**

Members were reminded that this service will take place on Saturday 4<sup>th</sup> July in Vic Brooks Yard, 10am – 4pm.

#### **06/2015.22 HIGHWAYS & FOOTPATHS**

Having already discussed this at item 16, there were no other issues raised.

#### **06/2015.23 FINANCE**

##### **23.1 Invoices for payment**

Members approved the following cheque for payment:

- Community First (Insurance) - £240.06 (Cheque no 175)

- Clerk's salary & disbursements (May, June, July, August) - £599.86 (Cheque no 176)
- HMRC (PAYE) - £88.60 (Cheque no 177)
- Teignbridge District Council (Election costs) - £130.70 (Cheque no 178)

### 23.2 Internal Audit

The clerk informed members that the internal auditor did not require a fee for completing this Council's audit but suggested a donation to Ide Community Shop. It was therefore agreed that a donation of £25 would be made (cheque no 179)

### 06/2015.24 CORRESPONDENCE

The clerk advised that TDC will be introducing changes to the recycling service. The new service will be introduced to the majority of households in the parish of Doddiscombsleigh during phase two (week commencing 26 October 2015).

### 06/2015.25 ITEMS REQUIRING URGENT ATTENTION

*[Members were reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future]*

There were no items requiring urgent attention.

### 06/2015.26 FUTURE MEETING DATES

It was agreed that meetings of Doddiscombsleigh Parish Council would be held on the second Thursday each month (no meeting in August). It was confirmed that the date of the next meeting will be Thursday 10 September 2015 at 7.30pm in Doddiscombsleigh Primary School.

The Chairman closed the meeting at 9.22pm.

Signed.....  
Chairman

# **Doddiscombsleigh Affordable Homes Steering Group**

## **Report to the Parish Council - June 2015**

### ***Purpose of the Report***

The agreed Terms of Reference of the Doddiscombsleigh Affordable Homes Steering Group (DAHSG) require the group to make recommendations for the Parish Council to make decisions about how to proceed to address housing needs in the parish. This report is presented in accordance with those Terms of Reference (TOR).

### ***Background***

The Parish Council took a decision to commission a Housing Needs Survey in the Parish. This was undertaken in September 2013. Following consideration of the report by the PC it was decided to undertake more work on the matter and members of the parish were invited to make up a steering group for that purpose with agreed TOR. The group has also followed the processes outlined in a '10 Stage Guide to Developing an Affordable Housing Scheme in a Rural Community' produced by Action in Rural Sussex. The following activity has been undertaken by DAHSG:

- The group has met ten times between July 2014 and May 2015.
- A website - [www.doddi-aho.me](http://www.doddi-aho.me) - has been created
- Members have met with representatives of or attended meetings of the following organisations:
  - Devon Home Choice (DHC)
  - Teignbridge District Council (TDC) Housing Enabling Officer
  - Chair of Christow Community Land Trust (CLT)
  - Dunsford Affordable Homes Steering Group leader
  - Devon Communities Together (formerly Community Council of Devon)
  - The Affordable Housing Officer of the Wessex Land Trust
  - Seminars on Land Trusts and Devon Home Choice have been attended
- The Housing Needs Survey has been scrutinised, summarised and its outcomes assessed
- The Teignbridge Local Plan has been scrutinised and summarised in terms of its impact on Affordable Housing in Doddi
- Affordable housing schemes locally and nationally have been researched
- Employers in the Parish have been contacted
- Articles have been submitted to the Parish Magazine
- The minutes of the Steering Group meetings and reports of any discussions and meetings with third parties have been written up and are available on the website.

### ***Are there other local schemes?***

A scheme to provide 14 houses is currently on site in Christow with properties becoming available for allocation in the Autumn of 2015. These houses are currently being built in Layne Fields, Christow by Teign Housing. Teign Housing is preparing a poster to advertise this development. These posters will also be advertised in Doddiscombsleigh.

The advice from Teign Housing to people who are already registered is to keep looking every week on the DHC website as the Layne Fields houses will be listed on the DHC website soon. If these houses are not filled from eligible residents from Christow, they will be offered to adjacent Parishes - including Doddiscombsleigh.

A smaller development is planned for Dunsford.

### ***What is the Need?***

The Housing Needs Survey initiated by the Parish Council and carried out on its behalf in September 2013 by the Community Council of Devon provided a 'snapshot' of need in the parish. It showed only one immediate need for affordable homes, but suggested that there would be additional needs within 5 years - (by September 2018 ) - 8 x 1 bedroom affordable rental homes, and other future needs for shared ownership or self build properties

TDC have advised that the only reliable indicator of current need is the number of people registered with DHC. The latest figures show that there are now just four people from Doddiscombsleigh registered with DHC who are seeking an affordable home in the area, with a need for 1 x 2 bed home and 3 x 1 bed homes.

The TDC Housing Development Officer has advised the group to review the DHC registrations in October 2015 before taking any further action.

### ***What form of development and of what size?***

Normally, affordable homes consist of subsidised rented accommodation, shared ownership homes, or self-build schemes. Both the latter can be problematic, in terms of obtaining finance and in finding suitable buyers for shared ownership and the practicalities of individual self-build schemes.

A development in Doddi would probably focus on a small development of subsidised rented housing, managed and let by a Housing Association (HA), possibly including one or two properties available to the open market to offset the cost of building the affordable homes. There are currently five subsidised rental homes in Doddi managed by Teign Housing - these are 3 x 2 bedroom and 2x 3 bedroom properties.

TDC Housing enabling Officer has advised that a new scheme of more than six properties would be inappropriately large for a village the size of Doddiscombsleigh. The Steering Group also discovered that HA's do not normally build houses with less than two bedrooms (schemes of 1 bedroom units are normally flats built in urban areas). By nature an affordable homes development in Doddi would be smaller than the norm and therefore would be more difficult to finance.

There are different ways of delivering a scheme. One appropriate vehicle in Doddi would be the creation of a Community Land Trust.

### ***Who would live in the Houses? - Local Connection***

The intention behind the affordable homes scheme is to provide affordable housing for people who live and/or work in and/or have a specific connection to the given parish.

To give preference to households with a local connection the allocation of properties in an affordable homes development is controlled by a S.106 Agreement attached to the Planning Approval.

To further control the allocation of properties to local people and set out more details of who will be given preference, TDC supports the land owner or HA to prepare a Local Lettings Plan. The Christow Local Lettings Plan has been published as an Appendix to the S.106 Agreement on the Dartmoor National Park Authority planning website. A Local Lettings Plan must comply with the requirements of the S.106, but it can introduce specific letting policies relevant to the local situation.

The S.106 Agreement would set out a 'cascade' of priorities to decide those who would qualify to apply for the properties. Through the Local Lettings Plan the new Christow development gives first priority to people with a defined local connection to Christow and then in a cascade arrangement to specific neighbouring villages (incl Doddi). Thereafter the cascade spreads further out beyond the immediate local area.

Any person with an eligible local connection to Doddi, who is registered on DHC, is entitled to apply for a property on the Christow development and will be accorded a priority in accordance with the Christow Local Lettings Plan and may be successful in being allocated a property.

### ***Is there parish support?***

The support of the parish is essential to progressing the project.

The CCD Housing Needs Report showed that 23 of the 50 households who returned the questionnaires were in support of a small development "if there is a need". Of these, 8 households who did not also express a need for themselves, showed support. 10 respondents were not in support of a scheme regardless of need and a further 17 failed to answer that particular question.

The Parish will be consulted again when more detail of a possible development is available to determine the actual level of support within the parish.

### ***Are there potential sites?***

Two landowners have registered an interest with TDC in offering a site. Both are on the edge of the village outside the settlement boundaries, one at the Tick Lane end and the other at the Sheldon Lane end. There has been no active site search undertaken, although as part of the CCD Housing Needs survey a number of possible sites were mentioned by respondents, including the two previously mentioned. All local landowners have been made aware of the defined confidential procedure recommended by TDC for offering a site for consideration.

### ***Conclusions***

- Advice indicates that a financially viable development for Doddi would need to have 4-6 properties and these would need to be 2 bedroom minimum size.
- Based upon the Devon Home Choice register there are currently not enough households with the appropriate need to fill such a development.
- It seems unlikely that the expressed need for 1 bedroom properties can be met locally.
- There is currently a development in Christow for which Doddi residents can apply as part of the Local Lettings Plan cascade.
- There is currently no reliable evidence of the level of support or opposition to any scheme.
- Parish support, which is essential for a successful development, can only reliably be determined by a further focused consultation, preferably when a viable need is determined and then again when a potential site is determined.
- A Community Land Trust, in conjunction with a Housing Association, would be an appropriate vehicle for delivery, but the scheme would deliver limited additional revenue to the village and a CLT is very costly on the time of volunteers.
- If a decision is made in the future to proceed with a scheme it is possible that other local landowners would offer sites.

### ***THE STEERING GROUP RECOMMENDATIONS***

- 1) The Doddiscombsleigh Affordable Homes Steering Group will meet at **7pm on 3 November 2015** and only before if:
  - A report indicating significant changes to the Doddi registrations on Devon Home Choice is received from the TDC Housing Officer.
  - Information is received on the allocation of homes on the completion of the Christow project.
  - Any planning application for a development in the village which includes affordable homes is submitted.
  - The Parish Council requests further work with revised Terms of Reference

- 2) The Steering Group will continue to keep an eye on developments and provide copy for the website and the Parish Magazine to ensure any relevant information is made available to the parish.
- 3) Further consultation with the parish on need and support will only take place if the DHC register indicates that there is sufficient current need and that a site or sites can be identified.
- 4) The Group will report to the PC in the event of future developments or the outcome of meetings.
- 5) Members of the Group attend the PC meeting at which this report is considered.
- 6) The PC responds formally in writing to the Group in respect of Recommendations 1-5.