

**BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING**  
**HELD IN THE COUNCIL CHAMBER ON FRIDAY 30<sup>th</sup> June 2017 AT 2.00PM**

**Present:**

Cllr Mrs Avril Kerswell – Town Mayor  
Cllr Tony Allen  
Cllr Rob Bray  
Cllr Eoghan Kelly  
Mrs Jackie Paxman – Bovey Tracey Library  
Mr Peter Hall  
Mr Mark Wells – Town Clerk  
Mr Peregrine Mears – Peregrine Mears Architects  
Mr Jason Skelton – Peregrine Mears Architects  
Mr Paul Cooper – Peregrine Mears Architects

The meeting was chaired by the Town Clerk in the absence of Cllr Kelly.

**1. Apologies for absence:**

Cllr Bob Ashby  
Miss Erica Steer – Bovey Tracey Information Centre Trust

The Town Clerk explained that a new Town Mayor was elected on 8<sup>th</sup> May at the Council's Annual Meeting and therefore Cllr Mrs Kerswell will attend future meetings when available in addition to Cllr Tony Allen (previous Town Mayor) but will also continue on the Steering Group.

**2. Minutes of Previous Meeting**

Mark circulated copies of the meeting minutes of 2<sup>nd</sup> June 2017. The group agreed they were an accurate record of discussion.

Mark and Perry updated the group following a recent meeting with Helen Murdoch (Teignbridge Planning Officer) and Maureen Pearce (Teignbridge Conservation Officer). The plans were well received in principle and a small number of considerations were discussed as the plans develop in more details.

*Cllr Eoghan Kelly joined the meeting.*

**3. Presentation/Review of Updated Plans**

Peregrine presented updated plans to Steering Group Members, which covered:

- Site analysis
- Developed Design perspectives and precedents
- Summary of Pre-Application Enquiry with the Planning Authority
- Updated Internal Layout
- Proposed area schedule
- Site plan in context
- Revised roof profile rationalised to provide a simpler detail and construction procedure.
- Proposed elevations with revised perspectives

- Sample materials

*Cllr Eoghan Kelly left the meeting.*

A number of questions were posed to the Steering Group by the architects, summarised as follows with responses from the Steering Group:

Q. Does the current toilet arrangement and provision type suit what is required?

- *Yes, the revised public toilet arrangement is preferred with the larger accessible cubicle available 24/7 with no raised access.*

Q. Should we look to include the accessible with changing facilities within the building?

- *No this would not be necessary.*

Q. Can the Town Council meeting room be shared with Business Hub?

- *No – it was felt that this area must remain for dedicated use by the Town Council only.*

Q. Can the additional town council desk be incorporated with the reception of town council/business hub?

- *Yes – it was felt there was not a need for a separate reception desk and that any associated room booking service etc could be incorporated with the existing Town Council personnel's function.*

Q. Thoughts on material choices?

- *A lengthy discussion took place around the proposed materials for the building. Following discussions, the steering group in principle supported that the materials proposed (mainly hung terracotta tiles and brick. Also proposed was a glazed brick wrap around low height wall).*

*Peter highlighted his concerns about the number of materials proposed and that there should be a re-assessment of the amount of materials in order to form some cohesion to the building. Paul/Perry clarified the number of materials proposed.*

#### **4. Stakeholder/Public Engagement**

It was suggested that a week-long display of plans/storyboard from inception to-date would be available in the library. Perry suggested that the earliest that they could be ready for any public engagement would be w/c 25<sup>th</sup> July, so this week was proposed.

It was agreed that 2 or 3 sessions would be attended at the library jointly by an architect representative and steering group representative. A summary report of the feedback would then be presented with the revised plans and an early study from a Quantity Surveyor for sign-off by the Steering Group and Town Council.

#### **5. AOB**

Peter enquired to the mitigating risks relating to the flooding area. Perry explained that floor levels have been raised by 500mm as recommended by the Environment Agency. Mark asked if a sequential test would be required to accompany the planning application. Paul highlighted that this exercise has already been undertaken.

Jackie raised a question about floor types. It was agreed that any flooring proposed would need to give consideration to noise for the library users.

Peter highlighted that now might be a useful time to seek the views from the Architectural Liaison Officer for Devon and Cornwall Police in relation to the proposed plans.

**6. Date of next meeting**

Towards the end of July, prior to the Public Engagement exercise. To be confirmed.

DRAFT