

# DRAFT MINUTES

## OF THE FULL COUNCIL MEETING

HELD AT 19.30 MONDAY 7 JULY 2025

AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



### 2507.01 MEETING GOVERNANCE

- .01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. E. Harris  
Cllr. J. Grimble Cllr. J. Hooper Cllr. D. Robbins  
Cllr. A. Keohane Cllr. D. Dixon Cllr. R. Gateshill  
Cllr. W. Vooght (10/11)  
District Cllr. A. MacGregor.  
Clerk: Mrs. K. Ford, & 2 members of the public.
- Apologies:** Cllr. Myers (1/11). Cllr. T. Dempster, PCSO. S. Bunce.
- .02 **Declaration of Interests:** None.
- .03 **Order of Business:** No change necessary.
- .04 **Ratification of Minutes:** Draft minutes of the Annual meeting of BPC and the Full Council meeting, held at Bishopsteignton Community Centre on 06.05.25, were considered. It was proposed and seconded that both these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the Chair.

### 2507.02 OFFICIAL REPORTS

- .01 **Police Report:** A crime report had been provided, which was read aloud by the clerk; this will be circulated to members and shared on the BPC website. No enquiries for PCSO. Bunce.
- .02 **District Councillors Report:** Cllr. MacGregor had provided the following written report:
- The only key elements are that Waste and Recycling is building a covered recycling facility in line with environmental licence requirements. This is a significant investment in improving the facility in Newton Abbot.
  - Bakers Yard has had an application approved. I spoke against it the grounds of highway safety, ecological concerns and the reduction in employment and increase in general housing which neither reflects the original BNP or the revised view on 'live to work' options that were in the last application.
  - I have asked about the usage of Michaels Field changing area as a comparison of the total use of the playing fields. I'm not sure the changing rooms are adequately used.
  - Local Government Reorganisation continues. There are meetings arranged in Teignmouth and other town council locations to discuss this process. Monday 21st at 10am. Runs for two hours.
  - People power has worked in two recent cases where Wolborough NA3 development has ceased altogether and Teignmouth TE3 was stopped while the developer was forced into delivering the conditions required, which have now been met. It should encourage community groups that at least in some cases voices are heard and action taken.
  - The local plan is still pending for adoption. Although I have a view, I'd like the Parish to help inform my choice for the vote.
- .03 **County Councillors Report:** No written report had been provided by Cllr. Dempster.

### 2507.03 FINANCE

- .01 **Payments:** It was proposed by Cllr. Vooght and seconded by Cllr. Gill, agreed unanimously, and therefore **RESOLVED** that the payments transacted by the clerk across the period 01.05.25 to 30.06.25, be approved retrospectively.

DATED:

CHAIRMAN:

- .02 **Financial Statement:**
- a. A financial statement for the period ending 31.05.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
  - b. A financial statement for the period ending 30.06.25 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.
- .03 **Payment Card:** members considered obtaining a payment card for business use only. This was discussed briefly and several useful suggestions made. It was proposed by Cllr. Grimble, seconded by Cllr. Gill, that the clerk be instructed to research the use and fees associated with a payment card for BPC business, either prepayment card or a debit card, and to obtain the right o for the council. Agreed unanimously therefore RESOLVED.

#### **2507.04 COUNCIL STRATEGY & GOVERNANCE**

- .01 **Local Government Reorganisation (LGR)**
- a. **Collaborative Working:** The recent invitation from the Chair of Newton Abbot Town Council has since been withdrawn. Further investigation into collaborative work between Parish & Town Councils in Teignbridge may happen in the future but for now there was not enough interest to proceed.
  - b. **TDC LGR Consultation:** A consultation opportunity from Teignbridge District Council is imminent but not available for this meeting.

#### **2507.05 ASSET MANAGEMENT**

- .01 **Food Vendor at The Lawns:** Members considered the opportunity to permit a food van at The Lawns. As the vendor was hoping to trade during the evenings, several times a week councillors felt it may be intrusive to neighbouring residents and could affect local traders/businesses. Therefore, it was proposed by Cllr. Merritt, seconded by Cllr. Gateshill, to reject the proposition. Agreed unanimously therefore RESOLVED.
- It was suggested that it is recommended in BPC response to the vendor to contact TDC licensing department to gain permission such as Nippy Chippy, to trade in the same locations on a different evening.

**2507.06 CLERKS REPORT:** The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk and members:

- .01 **BT Kiosk Adoption, Fore Street:** The Clerk reported that the phone kiosk shall be adopted imminently; contracts have been exchanged and the transfer fee paid. An engineer will remove telephone equipment before the final consignment notice is issued. The clerks asked the council what they wish to use the kiosk for. It was unanimously agreed the community should be consulted with a deadline to enable BPC to discuss it further at their next meeting, 01.09.25.
- .02 **VJ Day:** Following the clerk's research it was agreed that the beacon should not be lit for VJ Day 80. However, it was agreed a small service of Remembrance should happen at the War Memorial, similar to that held on VE Day in May this year.
- .03 **Asset Management Issues:** The issues below were raised by different members, and the following resolutions agreed:
  - a. Caravan dumped at The Lawns car park: Information to be shared on social media and PCSO. Sal Bunce to expediate removal.

- b. Bollards outside Community Centre: The decision to approve this installation was queried. The clerk explained the process. The car parking alongside these, opposite the Radway Hill junction, is unfortunate. The matter will be discussed with the Neighbourhood Highways Officer.
  - c. The maintenance gate at The Lawns playground was reported as damaged, hanging off its hinges. Clerk to investigate and instruct a contractor.
  - d. Defibrillator at Old Walls: This matter was briefly discussed again; but there is no resolution.
  - e. Damaged public gate at the Cockhaven Close playground was noted. Clerk to investigate and liaise with a contractor.
- .04 **Bishopsteignton Village Festival** – All members agreed the 2025 BVF was excellent and greatly appreciated by the community. The Chairs email of thanks to the chair of the BVF committee was appreciated by councillors.

#### **2507.07 MEMBERS REPORTS**

- .01 **Teign Estuary Trail – Cllr. Merritt.**  
An update was provided by Cllr. Merritt, to accompany the minutes previously circulated. There were no further questions raised.
- .02 **Community Centre Heritage Renovation – Cllr. Hooper.**  
Cllr. Hooper gave an update for intentions to make improvements to the listed building including the need for appraisal from the conservation officer at Teignbridge District Council. This project should be considered a joint effort with both Bishopsteignton Heritage and BPC in the future as it will benefit all organisations, but most of all the community, whilst preserving the historic building. For this, large grants will be required which will be applied for following a grant of listed building consent. Cllr. Hooper wished to acknowledge the invaluable support of Mr. Chris Grimshaw in the management of this project. He requested some financial support from Teignbridge District Council towards the match funding, Cllr. MacGregor agreed to make further enquiries about this.
- .03 **Newton Abbot Cattle Market – Cllr. Vooght**  
Cllr. Vooght reported he has a meeting arranged with MP. Mr. Martin Wrigley and representatives from the agent Rendells, at the cattle market to consider its future. He will report back at a future meeting.

There were no further members reports.

**2507.08 PUBLIC PARTICIPATION:** There were no public comments.

**THE CHAIR CLOSED THE MEETING AT 21.12**



101 Non Emergency SignLive Non Emergency (BSL video relay)  
999 Emergency 999 Non Emergency Text 67101 (Deaf only)  
dc.police.uk 999 BSL Emergency (BSL video relay)  
dc.police.uk/webchat Text 999 (Deaf only - must pre-register at [www.emercysms.org.uk](http://www.emercysms.org.uk))

## Neighbourhood Police Report

### Bishopsteignton Parish Council Meeting

1<sup>st</sup> August 2025.

The Parish of Bishopsteignton is served by the Neighbourhood Police team working out of Teignmouth Police station.

This area is part of the Coastal and Rural sector and has the beat code. JG3J

The team is led by Inspector Sean Roper who is the sector inspector, Sergeant Abigail Bratcher is the Neighbourhood Team Leader.

PC Ben Chadwick is the Neighbourhood Beat Manager and PCSO Saul Bunce are your local neighbourhood police team.

In the period, **1<sup>st</sup> July 2025 to the 31<sup>st</sup> of July 2025**, there were 7 recorded offences in the Bishopsteignton area, made to the Police.

Public disorder 1

Criminal damage (trees cut) 1

Burglary business 1

Domestic violence 2

Dog on dog attack 1

Shop lifting (Wyevale) 1

# Bishopsteignton Parish Council

## App C: PAYMENTS LIST 01.07.25 to 31.08.25 for authorisation 01.09.25

VN	Code	Date	Description	Supplier	Net	VAT	Total
75	Fore St Toilets - Cleaning & Maint.	01/07/2025	Toilet Cleaning Contract	P. Walton	257.50		257.50
75	Lawns: Toilets & MUGA - Cleaning & Maint.	01/07/2025	Toilet Cleaning Contract	P. Walton	171.67		171.67
76	IT General & Reserve	01/07/2025	Website hosting	Dot Combo	57.50		57.50
77	Small Gardens Contract	03/07/2025	Small Gardens Contract & Expenses	Miss Moffat's Gardening	480.00		480.00
78	IT General & Reserve	07/07/2025	Email hosting	Very Good Email Co	17.88	3.58	21.46
79	Tidy Village (Weeding, etc)	07/07/2025	General Maintenance	BFG	100.00		100.00
80	Fore St Toilets - Utilities	10/07/2025	Utilities	British Gas	23.05	1.15	24.20
81	Admin Costs	14/07/2025	BPC Mobile Phone contract	EE	17.00	3.40	20.40
82	Fore St Toilets - Utilities	14/07/2025	Utilities	Everflow Ltd	30.50		30.50
83	Burial Ground	15/07/2025	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
83	Green Spaces Contract	15/07/2025	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
83	St John's Churchyard	15/07/2025	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
83	P3	15/07/2025	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
84	BCC Rent & service charge	15/07/2025	Office Rent	Bishop CC	237.20		237.20
85	St John's Churchyard	18/07/2025	Tree Inspection	Teign Trees	360.00	72.00	432.00
86	Fore St Toilets - Utilities	28/07/2025	Utilities	British Gas	18.54	0.93	19.47
87	Lawns: Toilets & MUGA - Cleaning & Maint.	28/07/2025	General Maintenance	BFG	395.00		395.00
88	P3	28/07/2025	General Maintenance	BFG	1,100.93		1,100.93
89	Employee Tax	28/07/2025	Tax & NICs	HMRC	235.40		235.40
89	Employee NIC	28/07/2025	Tax & NICs	HMRC	94.14		94.14
89	Employer NIC	28/07/2025	Tax & NICs	HMRC	271.16		271.16
90	Net Salary	28/07/2025	Clerks Salary	Mrs. K Ford	1,750.62		1,750.62
91	Employee Pension	28/07/2025	Pension Contributions	DCC Pension Fund	144.61		144.61
91	Employer Pension	28/07/2025	Pension Contributions	DCC Pension Fund	487.22		487.22
92	Playground Reserve	28/07/2025	Playground Inspection	BGS Ltd	78.75	15.75	94.50
93	Admin Costs	30/07/2025	Bank Charges	Lloyds	4.25		4.25
94	Audit	30/07/2025	External audit	PKF Littlejohn	420.00	84.00	504.00
95	IT General & Reserve	01/08/2025	Website hosting	Dot Combo	57.50		57.50
96	Fore St Toilets - Cleaning & Maint.	01/08/2025	Toilet Cleaning Contract	P. Walton	257.50		257.50
96	Lawns: Toilets & MUGA - Cleaning & Maint.	01/08/2025	Toilet Cleaning Contract	P. Walton	171.67		171.67
97	IT General & Reserve	06/08/2025	Email hosting	Very Good Email Co	17.88	3.58	21.46
98	Fore St Toilets - Utilities	08/08/2025	Utilities	British Gas	22.39	1.11	23.50
99	MUGA Income & Resurfacing Reserve	11/08/2025	MUGA Hire Refund	Joseph WYNNE-DAVIES	3.33	0.67	4.00
100	Admin Costs	12/08/2025	BPC Mobile Phone contract	EE	17.00	3.40	20.40
101	Fore St Toilets - Utilities	14/08/2025	Utilities	Everflow Ltd	29.75		29.75
102	Burial Ground	15/08/2025	Greenspaces Contract	BGS Ltd	528.00	105.60	633.60
102	Green Spaces Contract	15/08/2025	Greenspaces Contract	BGS Ltd	705.00	141.00	846.00
102	St John's Churchyard	15/08/2025	Greenspaces Contract	BGS Ltd	413.00	82.60	495.60
102	P3	15/08/2025	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
102	Playground Reserve	15/08/2025	Greenspaces Contract	BGS Ltd	78.75	15.75	94.50
103	BCC Rent & service charge	15/08/2025	Office Rent	Bishop CC	237.20		237.20
104	Tidy Village (Weeding, etc)	15/08/2025	General Maintenance	BFG	170.00		170.00
105	Burial Ground	15/08/2025	Cemetery Fees	Williams & Triggs	37.50	7.50	45.00
106	VE Day 80th Anniversary	15/08/2025	VJ Day	The Old Commercial	177.08	35.42	212.50
107	Lawns Toilets & MUGA - Utilities	26/08/2025	Utilities	British Gas	20.12		20.12
108	Street Furniture Maintenance Reserve	27/08/2025	Memorial Bench	Earth Anchors	1,169.00	233.80	1,402.80
108	S106: Various	27/08/2025	Memorial Bench	Earth Anchors	579.00	115.80	694.80
108	Sustainable Bishop	27/08/2025	Memorial Bench	Earth Anchors	485.00	97.00	582.00
109	Playground Reserve	27/08/2025	Playground Maintenance	Online Playgrounds	60.00	12.00	72.00
110	Admin Costs	27/08/2025	Admin/IT	Amazon	144.90	29.00	173.90
111	Net Salary	29/08/2025	Clerks Salary	Mrs. K Ford	1,985.53		1,985.53
112	Employee Tax	29/08/2025	Tax & NICs	HMRC	307.00		307.00
112	Employee NIC	29/08/2025	Tax & NICs	HMRC	122.82		122.82
112	Employer NIC	29/08/2025	Tax & NICs	HMRC	324.94		324.94
113	Employee Pension	29/08/2025	Pension Contributions	DCC Pension Fund	149.27		149.27
113	Employer Pension	29/08/2025	Pension Contributions	DCC Pension Fund	502.93		502.93
114	Admin Costs	29/08/2025	Bank Charges	Lloyds	4.25		4.25

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds, that these transactions were carried out by the Clerk & RFO of Bishopsteignton Parish Council, in accordance with previous resolutions and obligations of the Parish Council.

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

POSITION CHAIRMAN, BPC \_\_\_\_\_



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 31.07.25

### 1. BALANCES

Lloyds Community Account	20846.47	
Lloyds 32-day Notice Account	50202.6	
Lloyds Instant Access Savings Account	51332.34	
Hinckley & Rugby Deposit Account	80000.00	
<b>Bank Balance at 31.07.25</b>	<b>202381.41</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below, less burial account charge)	<b>197187.13</b>	97.4% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE</b> <b>/UNRESTRICTED FUNDS</b> (Aim to hold 3 months' worth of regular expenditure)	<b>5194.28</b>	2.6% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

Burial Account	104600.23	Bishopsteignton Cemetery use only
Staff costs	6825.40	Staff salary, Employer NI & Pension contributions
Administration costs	11999.57	Includes all office & admin cost
Events	1086.32	Includes VE Day 80th, APM, recognition awards
Asset Management	29109.29	Includes budgets & reserves for management of all assets
Agency Grants	-1331.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1342.34	For Emergency resilience & Snow Warden
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	868.65	Bishopsteignton Luncheon Club
	984.73	Sustainable Bishop
Community Infrastructure Levy	38592.98	Spend must meet criteria, deadlines for spend
Section 106 Balance	0.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2972.96	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-483.21	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>197187.13</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 01.09.25

# Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/07/2025</b>		
	Cash in Hand 01/04/2025		172,494.47
	<b>ADD</b> Receipts 01/04/2025 - 31/07/2025		73,236.84
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/07/2025		245,731.31
			43,349.90
	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		<b>202,381.41</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Community Account Lloyds 31/07/2025	20,846.47	
	Savings Lloyds 31/07/2025	51,332.34	
	Hinckley & Rugby Deposit Account 31/07/2025	80,000.00	
	Lloyds 32 day Deposit Account 31/07/2025	50,202.60	
			<b>202,381.41</b>
	Less unrepresented payments		
			202,381.41
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>202,381.41</b>
	<b>A = B Checks out OK</b>		



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 31.08.25

### 1. BALANCES

Lloyds Community Account	14611.19	
Lloyds 32-day Notice Account	50284.40	
Lloyds Instant Access Savings Account	51364.83	
Hinckley & Rugby Deposit Account	80000.00	
<b>Bank Balance at 31.08.25</b>	<b>196260.42</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below, less burial account charge)	<b>190951.85</b>	97.3% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE</b> <b>/UNRESTRICTED FUNDS</b> (Aim to hold 3 months' worth of regular expenditure)	<b>5308.57</b>	2.7% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

Burial Account	107514.73	Bishopsteignton Cemetery use only
Staff costs	3432.91	Staff salary, Employer NI & Pension contributions
Administration costs	11520.84	Includes all office & admin cost
Events	909.24	Includes VE Day 80th, APM, recognition awards
Asset Management	26016.04	Includes budgets & reserves for management of all assets
Agency Grants	-1381.83	P3 grant (Parish Pathway Partnership with DCC)
BERT/Emergency Resilience	1342.34	For Emergency resilience & Snow Warden
Grant Awarding Funds	500.00	Under GPC of Localism Act 2011
Monies held in Trust	868.65	Bishopsteignton Luncheon Club
	499.73	Sustainable Bishop
Community Infrastructure Levy	38592.98	Spend must meet criteria, deadlines for spend
Section 106 Balance	-579.00	Balance of monies claimed/spend to be claimed
2021 Climate Action Grant	2972.96	Climate action projects
2020 TE&CP Grant balance	119.70	For litter-picking the Estuary Foreshore
VAT	-1377.44	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>190951.85</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 01.09.25



# Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/08/2025</b>		
	Cash in Hand 01/04/2025		172,494.47
	<b>ADD</b> Receipts 01/04/2025 - 31/08/2025		76,838.39
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/08/2025		53,072.44
	<b>Cash in Hand 31/08/2025</b> (per Cash Book)		<b>196,260.42</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Community Account Lloyds 31/08/2025	14,611.19	
	Savings Lloyds 31/08/2025	51,364.83	
	Hinckley & Rugby Deposit Account 31/08/2025	80,000.00	
	Lloyds 32 day Deposit Account 31/08/2025	50,284.40	
			<b>196,260.42</b>
	Less unrepresented payments		
			196,260.42
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>196,260.42</b>
	<b>A = B Checks out OK</b>		

## BPC REMAINING PRECEPT BUDGET FOR FY 2025-26 AFTER Q1

		APPROVED BUDGET 2025-26	PAYMENTS Q1	RECEIPTS Q1	BALANCE AT 30.06.25
<b>PERSONNEL</b> (SALARY, CLERICAL COVER, EMPLOYERS PENSION CONTRIBUTION, EMPLOYERS NI CONTRIBUTIONS)	Clerical Salary incl payrise contingency	27765	6674	0.00	21090.69
	Employers N.I.	3300	813	0.00	2486.52
	Clerical contingency	354	0	0.00	354.00
	Pension: Employers contribution includes Employers pension contribution on increase	6097	1462	0.00	4635.03
SUBTOTAL		<b>37516</b>	<b>8949</b>	<b>0.00</b>	<b>28566.24</b>

<b>ADMINISTRATION</b> (OFFICE RENT, STATIONERY, HARD & SOFTWARE, PHONE & BROADBAND, ELECTIONS, AUDITS, INSURANCE, TRAINING, CLERKS & MEMBERS EXPENSES)	IT	1970	249	0.00	1721.40
	OFFICE EXPENSES Incl. office rent	4763	1095	0.00	3668.34
	Subscriptions	1050	741	0.00	309.00
	Elections	0		0.00	0.00
	Audit Fee	800	215	0.00	585.00
	Insurance	3806	2547	0.00	1259.07
	Training	500	55	0.00	444.58
	Other Admin/Events	790	282.68	0.00	507.32
SUBTOTAL		<b>13679</b>	<b>5184</b>	<b>0.00</b>	<b>8494.71</b>

<b>ASSET MANAGEMENT</b> (MUGA, OPEN SPACES, PLAYGROUNDS, WAR MEM, NOTICEBOARDS, BENCHES, CAR PARKS, ST JOHNS CLOSED CHURCHYARD, FORE ST TOILETS)	MUGA & Lawns facilities, green spaces & general asset maintenance	21360	5694	2000.66	17666.94
	Public Toilets Fore St	5090	925	0.00	4165.12
	St Johns Closed Church Yard	6500	1239	0.00	5261.00
	Defibs	1000	225	0.00	774.67
	Night Landing Site	100	0	0.00	100.00
SUBTOTAL		<b>34050</b>	<b>8083</b>	<b>2000.66</b>	<b>27967.73</b>

<b>BPC Grant Giving</b>	BPC Grants (or S137 if BPC loses GPC)	2000	500	0.00	1500.00
<b>BERT</b>	BERT & Gritting	500	0	0.00	500.00
<b>OTHER PROJECTS</b>	Other projects	0	0	0.00	0.00
<b>CONTINGENCY</b>	Contingency (General Reserve)	1800	43	226.53	1983.84
Total BPC Budget for precept 2025-26		<b>£89,545</b>	<b>22759</b>	<b>2227.19</b>	<b>69012.52</b>
less Burial Account charge		<b>£3,645</b>	less Burial Account charge		<b>£3,645</b>
2025-26 BPC BUDGET & PRECEPT TOTAL		<b>£85,900</b>	<b>REMAINING PRECEPT BUDGET</b>		<b>£65,367.52</b>

# Infrastructure Plan Template

- The use of this template is not mandatory. It is provided as a guide to the approach that should be followed when preparing an Infrastructure Plan.
- An Infrastructure Plan should either be prepared alongside a Neighbourhood Plan or Neighbourhood Plan Review, or as a standalone document when there is no Neighbourhood Plan Review or emerging Neighbourhood Plan.
- The Infrastructure Plan should contain priorities for the spending of CIL to support new growth (development).
- The Infrastructure Plan template includes simple guidance (in blue italics) explaining what each section should contain. These guidance notes do not need to be included in your Infrastructure Plan and can be deleted.
- The template is appropriate for both small Parishes and larger Parishes and Town Councils, but the level of content will vary depending on the size of the Town/Parish Council, the level of service provision/infrastructure within the area, and the level of expected growth.
- Town and Parish Councils must prepare and publish an infrastructure plan on their website if they wish to carry forward unspent CIL income beyond 5 years. The items within the infrastructure plan should be generally supported by stakeholders including Teignbridge Council.
- Please consider the infrastructure requirements set out in Teignbridge Infrastructure Delivery Plan, which can currently be found via the following link: [sup-001-infrastructure-delivery-plan-march-2024.pdf](#)
- If you have any questions on the preparation of your Town or Parish Council's Infrastructure Plan, please email: [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk)



# Infrastructure Plan

## 1. Existing Infrastructure Audit

An audit has been undertaken of the existing infrastructure, including services and facilities, within Bishopsteignton to identify its location, condition, existing capacity and extent of use, and catchment area. This includes details of ownership, to identify whether it is owned or run/managed/maintained by Bishopsteignton Parish Council.

Infrastructure / Assets	Ownership (is it owned/managed/ maintained /run by the Town/Parish Council?)	Condition (e.g. physical condition, quality, extent of use, capacity, accessibility)
<b>Bishopsteignton Community Centre</b>	No – Community owned. Managed by Bishopsteignton Community Centre Management Committee on behalf of the parish.	Extensive repair & enhancement work required, and a maintenance programme.
<b>Bishopsteignton Village Hall</b>	No – Community owned. Managed by the Bishopsteignton Village Hall Management Committee on behalf of the parish.	Well maintained facility, regular improvements carried out.

<b>Infrastructure / Assets</b>	<b>Ownership</b> (is it owned/managed/ maintained /run by the Town/Parish Council?)	<b>Condition</b> (e.g. physical condition, quality, extent of use, capacity, accessibility)
<b>The Lawns Recreation Ground</b>	Yes. Funded by precept.	Designated Local Green Space in BNDP (Bishopsteignton Neighbourhood Development Plan (2013 to 2033). Within EN2 Undeveloped Coast.
<b>Bishopsteignton Village Green</b>	Yes. Funded by precept.	Registered Village Green. Good condition and regularly maintained.
<b>Fore Street public toilets</b>	Yes. Funded by precept.	Poor physical condition internally. Any changes should be sure to be in accordance with The Equality Act 2010.
<b>MUGA Toilets &amp; Store</b>	Yes. Funded by precept.	Closed to the public, for MUGA users only. Ex-container, poor physical condition, not in-keeping with recreation ground natural aesthetic.
<b>MUGA at The Lawns</b>	Yes. Funded by precept and income from MUGA hire.	Fencing, surfacing, and equipment in fair condition Fully accessible for public use 24/7 Floodlights in good condition
<b>Table Tennis Table</b>	Yes	Concrete structure, regular part of RoSPA inspections.
<b>Playground at The Lawns</b>	Yes. Funded by precept.	Ample play provision for electorate. Good condition, regularly inspected to ROSPA standards.
<b>Playground at Cockhaven Close</b>	Land – No, owned by TDC, leased to BPC. Equipment – Yes, equipment & area managed by BPC. Funded by precept.	Ample play provision for electorate. Mostly good condition, regularly inspected to ROSPA standards. Designated Local Green Space in BNDP
<b>Bishopsteignton School &amp; Preschool</b>	No.	Condition, capacity, extent of use, catchment are unknown. Enquiry submitted 13.08.25. Awaiting response.
<b>Emerging Teign Estuary Trail</b>	No – Devon County Council asset.	Emerging. Ongoing project of DCC with TDC.

<b>Infrastructure / Assets</b>	<b>Ownership</b> (is it owned/managed/ maintained /run by the Town/Parish Council?)	<b>Condition</b> (e.g. physical condition, quality, extent of use, capacity, accessibility)
<b>Public Right of Way Network</b>	No – several landowners, managed by Devon County Council.	Annual condition survey carried out as part of the P3 Scheme.
<b>Car Park at The Lawns</b>	Yes. Funded by precept.	Good condition. No line markings. Signage required.
<b>Car Parks at Bishops Avenue</b>	Yes. Funded by precept.	Good condition. Markings in west car park only. Signage required.
<b>Michaels Field football pitches, surrounding ground and sports pavilion.</b>	No. Teignbridge District Council.	Not assessed. Assessment framework unknown. Designated Local Green Space in BNDP Potentially on a future list of TDC transferrable assets.
<b>Landing Light Equipment at Michaels Field</b>	Yes.	Regularly condition checked by DAA.
<b>Allotments at Michaels Field</b>	No. Owned by Teignbridge District Council. Managed by Bishopsteignton Allotments Growers Society (BAGS).	Assessment framework unknown. Potentially on a future list of TDC transferrable assets.
<b>Bishopsteignton Parish Cemetery, Lindridge Road.</b>	Yes. BPC are the local burial authority responsible for this burial ground. Funded using burial income only.	Good condition and accessibility. 2/3 capacity used, approx. 60-80 years before more land required.
<b>St Johns Church</b>	No.	Extensive roofing repairs required.
<b>Methodist Church</b>	No.	Not assessed. Assessment framework unknown.
<b>Channel View surgery</b>	No. Owned and leased by Methodist Church.	Shared driveway.
<b>St Johns Churchyard (Closed)</b>	Yes. Funded by precept.	Good condition and accessibility.

<b>Infrastructure / Assets</b>	<b>Ownership</b> (is it owned/managed/ maintained /run by the Town/Parish Council?)	<b>Condition</b> (e.g. physical condition, quality, extent of use, capacity, accessibility)
<b>St Johns Garden of Rest</b>	No.	Not assessed. Assessment framework and capacity unknown.
<b>Bishopsteignton War Memorial, Fore Street.</b>	Yes. Funded by precept.	Good condition.
<b>Defibrillators x10. Various locations.</b>	Yes. Funded by precept.	Regular checks carried out.
<b>Bus shelters x 5</b>	4 owned by supplier for advertising. 1 owned by BPC - Funded by precept.	Excellent condition.
<b>Local Bus Services</b>	No.	Services currently sufficient for electorate.
<b>Noticeboards x4</b>	Yes.	Condition check regularly, maintenance as and when required to ensure longevity.
<b>Interpretation signs x5</b>	Yes	Varying ages and conditions, mostly satisfactory. Signs at Old Walls Palace requires revision to content & replacement.

## 2. Expected growth and pressure resulting from new development

Expected growth includes all sites allocated in the Teignbridge Local Plan 2020-2040 (LP), including those that are “Saved” from the 2013-2033 Local Plan and any site allocated in a “made” Neighbourhood Plan.

The pressure on infrastructure that would arise as a result of the expected growth in Bishopsteignton is shown in the following table. Given the average occupation of 2.3 people per dwelling, the following developments are likely to result in an increase of approximately 161 people living in the parish.

<b>Development Sites</b> (size and location and, if known, timing)	<b>Infrastructure provision</b> (taken from infrastructure audit list above)	<b>Pressure resulting from new development</b> (how new development planned for the area will affect the infrastructure provision as set out in the above audit)
Local Plan 2020-2040 Policy V2: Forder Lane , which allocates land for 55 new homes  Outline plans awaited.		<ul style="list-style-type: none"> <li>• Preschool &amp; School, there will be increased pressure on these limited facilities from occupiers of the new development, which are likely to include families with children, of all ages, attracted by the proximity of the school.</li> <li>• GP Medical care, there will be increased pressure on these limited facilities from occupiers of the new development.</li> <li>• Pedestrian access to the village centre, including the school. Essential that a route is indicated during planning stages.</li> <li>• Ensure safe vehicular access both in and out of the development onto Forder Lane, and between Forder Lane and A381. Ensure visibility splays are regularly maintained.</li> <li>• Ensure a sensible parking provision for the owners of and visitor to the new properties. Reduce the risk of inconsiderate and dangerous on street parking.</li> <li>• Ensure a suitable bandwidth for broadband connections</li> <li>• Pedestrian access, via Lawns, or alternatives, should be floodlight for public safety.</li> </ul>



<b>Development Sites</b> (size and location and, if known, timing)	<b>Infrastructure provision</b> (taken from infrastructure audit list above)	<b>Pressure resulting from new development</b> (how new development planned for the area will affect the infrastructure provision as set out in the above audit)
<p>Local Plan 2020-2040 Policy V3: Bakers Yard, which allocates land for 15 homes (this is the same site as Policy BSE1 in the Bishopsteignton Neighbourhood Plan)</p> <p>Outline planning permission granted for three commercial units, nine dwellings and six live-work units. S106 agreement in development.</p>		<ul style="list-style-type: none"> <li>• Pedestrian access to the village centre, including the school. Should be well surfaced and sufficiently lit. Essential that a route is indicated during planning stages.</li> <li>• Ensure safe vehicular access both in and out of the development onto Forder Lane, and between Forder Lane and A381. Ensure visibility splays are regularly maintained.</li> <li>• Preschool &amp; School, there will be increased pressure on these limited facilities from occupiers of the new development, which are likely to include families with children, of all ages, attracted by the proximity of the school.</li> <li>• GP Medical care, there will be increased pressure on these limited facilities from occupiers of the new development.</li> <li>• Ensure a sensible parking provision for the owners of and visitor to the new properties. Reduce the risk of inconsiderate and dangerous on street parking.</li> <li>• Ensure a suitable bandwidth for broadband connections</li> <li>• Pedestrian access, via Lawns, or alternatives, should be floodlight for public safety.</li> </ul>

### 3. Community Engagement

As infrastructure investment decisions affect all members of the community Bishopsteignton Parish Council has made efforts to engage local people in the process to identify community aspirations and priorities. Engagement has been focussed on projects which will ease any pressures arising from new development.

Consultees have included businesses and infrastructure providers, the local community and community groups, and Teignbridge District Council to ensure that the Council's Infrastructure Delivery Plan has been considered.

The table below records details how engagement was conducted to seek the views of our community, and a summary of the feedback provided

How the Parish Council intends to reflect these in planned infrastructure delivery can be read in sections **4: Community Infrastructure Needs and/or Aspirations** and section **5: Proposed CIL spending to support new development**, of this plan.

Community Engagement (Please give details of <b>how, when and who</b> engagement has taken place with)	Summary of feedback and how this has informed the Community Needs and/or Aspirations and the Infrastructure Plan
It has been agreed consultation should happen using the usual outreach methods such as Facebook, Website, Chronicle, noticeboards for posters, polls, surveys, and a public drop-in session.	<b>Public consultation has not yet commenced.</b>
Share information about what CIL is, where it comes from and what it can be used for. How CIL can affect the parish finances and bring opportunities to improve village life following development. This can be shared as soon as it's ready. Moving into detail of specific project.	
If possible, reach out to residents through established community groups e.g. with an information leaflet to be shared.	

<b>Community Engagement</b> (Please give details of <b>how, when and who</b> engagement has taken place with)	<b>Summary of feedback and how this has informed the Community Needs and/or Aspirations and the Infrastructure Plan</b>
<p>Include publication of the trajectory in our consultation. This should indicate where and when both CIL and development pressures are expected to come from.</p> <p>Link to latest trajectory: <a href="#">mm-cd06-appendix-3-housing-trajectory.pdf</a></p>	
<p>A public Drop-In can be combined with educating about the likely changes caused by LGR, following further announcement to be made in November 2025. And the possible implications of Devolution, how this may impact the council remit, assets and service provision, and how in turn this will affect the precept for residents.</p>	
<p>Provide similar information/material to businesses established within the parish, and infrastructure providers, such as our Neighbourhood Highways Officer, and PCSO. To give their own thoughts and to share with their customers.</p>	

## Step 4: Community Infrastructure Needs and/or Aspirations

*(GUIDANCE: This should be based on the identified pressure new development will place on infrastructure and will need to consider the results of the Infrastructure Audit. It should also be based on community engagement on the needs of and/or aspirations for the town/village. Engagement should be focussed on projects that will support new development, especially where there are gaps in provision, as identified through the Infrastructure Audit.)*

*(It is possible for this process to identify other aspirations of the local community, which may be progressed through funding other than CIL.)*

Community needs and/or aspirations are identified in the table below. These are related to supporting new development in the Bishopsteignton and are based on community engagement and upon the gaps and/or deficits identified in the Infrastructure Audit.

Infrastructure	Community Needs/Aspirations
<b>Teign Estuary Trail</b>	Bishopsteignton Parish Council has long been involved in the planning and development of this sustainable transport project. The community, when consulted in 20xx were fully supportive of the project. BPC have resolved <i>(add date &amp; minute ref)</i> to earmark at least £10,000 of Bishopsteignton CIL to progress this project once work can commence.
<b>Bishopsteignton Community Centre</b>	Bishopsteignton Parish Council as a permanent tenant of the centre are considered a partner in the proposed redevelopment of this building. The project will enhance the space for the community, existing and future users, and will provide a fully accessible museum space for Bishopsteignton Heritage and support the growth of existing and new community groups and businesses. Funding applications shall be submitted for most of the project costs. Use of CIL as part-match funding for the enhancements of this public facility. <i>BPC to resolve accordingly at a future meeting on S&amp;G Committee recommendation.</i>

<b>Pedestrian Access via The Lawns</b>	<p>Establish a new connecting path between The Lawns recreation ground and the Newton Road/Cockhaven areas, including the school/preschool, leading to the Church, bus shelters, Village Green, and Community Centre.</p> <p>It is hoped this path will eliminate the need for the current access route, the permissive arrangement for this is contentious.</p> <p><i>BPC to resolve accordingly at a future meeting on AMC Committee recommendation.</i></p>
<p>Further informed by results of public engagement &amp; BPC considerations</p> <p><i>e.g. Example Primary School</i></p> <p><i>e.g. Footpath between Example Recreation Ground and Example Primary School</i></p>	<p><i>e.g. School expansion to increase capacity within the school.</i></p> <p><i>e.g. To improve play / sports provision within the school.</i></p> <p><i>e.g. To provide a wheel-friendly surface and low bollard lighting</i></p>

## Step 5: Proposed CIL spending to support new development

*(GUIDANCE: This table should be a result of steps 1-4. The Infrastructure Plan and proposed CIL spending should be evidence-based, considering current/existing infrastructure, and the impact of new development on this infrastructure. CIL spending must help to support new growth, and this should be explained within the table. (Teignbridge Council will wish to agree this table where CIL will be required to be ‘saved’ beyond 5 years.)*

This table sets out how CIL money will be spent to meet the pressures on existing infrastructure that arise from new development, including the estimated amount of CIL to be spent, the timescale within which the infrastructure will be needed, and any necessary delivery partners. This reflects both the needs of the new development as identified through the infrastructure audit process and community needs and/or aspirations.

<b>Infrastructure or Service or Facility</b>	<b>Proposed CIL Spending</b> (How does this help to meet the pressure arising from new development, reflect community needs/aspirations and the deficits found in the infrastructure audit?)	<b>Amount of CIL Spend</b>	<b>Priority</b> (high/ medium/ low)	<b>Time-Scale</b> (short/ medium/ long)	<b>Delivery partners</b> (This may include Teignbridge District Council or Devon County Council)	<b>Notes</b>
TET	Provides a sustainable and safe travel route to neighbouring towns, Teignmouth, Newton Abbot and Kingsteignton.	£10,000	high	long	DCC & TDC	
Community Centre/ Hub	Enhances the space available for community group use / hire. Provides a fully accessible Community Museum and Hub.	TBC	medium	Short/medium	Bishopsteignton Community Centre  Bishopsteignton Heritage	Part match funding for funding applications submitted.
Pathway, The Lawns	Establish a new connecting path between The Lawns recreation ground and the Newton Road/Cockhaven areas.	TBC	high	short		



# **Community Infrastructure Levy (CIL)**

## **A Guidance Note for Town and Parish Councils**

**August 2025**

## 1. Introduction to CIL

1.1 Developers are required to pay a Community Infrastructure Levy (CIL) to Teignbridge District Council to help fund the key infrastructure needed to support new development within the district. A percentage of this CIL is given to the relevant Town or Parish Council. This is set by Government at 15%, increasing to 25% for Towns or Parishes with a “made” Neighbourhood Plan.

## 2. CIL Spending

2.1 Town and Parish Councils must spend their CIL income in accordance with the CIL Regulations<sup>1</sup>, which state that CIL must be spent on:

**‘The provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area’.**

2.2 It is important that the different tiers of Local Government work together to make sure that CIL spending is prioritised on the infrastructure that our communities most need. The [Teignbridge Infrastructure Delivery Plan](#) sets out all the infrastructure that will be needed to support the development allocated in the 2020-2040 Local Plan, including development sites “saved” from the 2013-2033 Local Plan (i.e. those that have not yet been built).

2.3 Town and Parish Councils can choose to help to deliver the infrastructure needed within their area as set out in the [Teignbridge Infrastructure Delivery Plan](#) or can choose to spend it on other infrastructure that will help address the demands that new development places on their area and local community priorities. However, a co-ordinated approach is strongly recommended. Town and Parish Councils also have the ability to spend CIL on some non-infrastructure items, such as the provision of affordable housing, or the preparation of a Neighbourhood Plan where it would support development by addressing the demands that development places on the area. However, whilst there are exceptions to the rule, CIL spending should be focussed on infrastructure provision.

2.4 To provide evidence and support for CIL spending, it is recommended that all Town and Parish Councils prepare an Infrastructure Plan.

2.5 Where a Town or Parish Council is uncertain whether proposed CIL spending will be compliant with the CIL Regulations, an informal opinion from the Council can be sought via the submission of a CIL Spending Enquiry Form. This can be found via the following link:

[CIL Spending Enquiry Form](#)

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<sup>1</sup> Regulation 59C of the [The Community Infrastructure Levy \(Amendment\) Regulations 2013](#) ([legislation.gov.uk](#))



### 3. Town and Parish Council Infrastructure Plans

3.1 Teignbridge District Council recommends that all Town and Parish Councils prepare an Infrastructure Plan (IP) of their own, setting out the infrastructure and spending priorities for their area. The size and complexity of the Infrastructure Plan is likely to vary depending on the size, characteristics and future needs of the area, with larger towns and parishes likely to require a greater level of consideration. These plans should seek to provide answers to the questions of 'what, when, where, how'.

3.2 An Infrastructure Plan can help to:

- identify the infrastructure and investment needs arising from new development within the community.
- identify local community priorities.
- provide an evidence base for spending decisions on locally identified priorities.
- identify sources of funding and opportunities for matching funding streams to make the most efficient use of CIL income.
- providing evidence of local investment needs and priorities to assist with external funding bids.
- provide transparency to the local community - explain where local investment is being targeted.
- help the District Council gain a better understanding of the communities' priorities.
- allow the District and local councils to agree that local CIL income can be 'carried forward' beyond 5 years, by agreeing longer term projects set out within the Infrastructure Plan.

3.3 An Infrastructure Plan template has been prepared which can be used by Town and Parish Councils. The Infrastructure Plan should be based on evidence. The template sets out a 5-step process of identifying existing infrastructure, assessing the impact of new development on this infrastructure, identifying community priorities and identifying the specific projects that will help address the impacts on infrastructure.

3.4 Please use the [Infrastructure Plan template](#)

3.5 As decisions on how to use CIL affect all members of a community, Town and Parish Councils should make efforts to engage with local people in the process of preparing an Infrastructure Plan. To ensure that any consultation is inclusive and meaningful, and that all groups can engage with the process, there should be a focus on ways of reaching out to all members of the community (particularly those who are less vocal or more vulnerable). Town and Parish Council newsletters and websites/social media platforms are a useful resource for this, as are community engagement events.

3.6 All Town and Parish Council Infrastructure Plans should have regard to the Teignbridge district wide [Infrastructure Delivery Plan](#) (IDP).

3.7 The Teignbridge [Infrastructure Delivery Plan](#) is likely to be relevant and complementary to the Town and Parish Council Infrastructure Plan. Particularly in areas accommodating strategic growth, it is important that Councils work together and with other stakeholders (such as the NHS and DCC Education and Highway Authority) to ensure that critical infrastructure is funded and given sufficient priority.

3.8 For smaller villages with limited growth an Infrastructure Plan will be a more straightforward and shorter document than Infrastructure Plans for larger villages with growth and towns.

3.9 If a Council is preparing a Neighbourhood Plan, the Infrastructure Plan and CIL spending priorities should be included in this work.

3.10 The Infrastructure Plan should also be responsive to changes in development and infrastructure, so that it remains a reliable tool for decision-making, and it is recommended that it is reviewed at least every 5 years. It should be available on the Town or Parish Council website.

3.11 Teignbridge Council will be happy to work with Town and Parish Councils to identify shared priorities. Not all projects in a Town or Parish Council's Infrastructure Plan need to be CIL funded, as other funding sources may be available.

## **4. What can CIL be spent on and what is infrastructure?**

4.1 As is set out earlier in this guidance, CIL can be spent on:

**'The provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area'.**

4.2 Infrastructure is defined by the Planning Act 2008 [as amended by the Localism Act 2011] and includes:

- (a) roads and other transport facilities,
- (b) flood defences,
- (c) schools and other educational facilities,
- (d) medical facilities,
- (e) sporting and recreational facilities, and
- (f) open spaces.

4.3 The national Planning Practice Guidance (PPG) on CIL also contains guidance on CIL spending but does not add much detail to the legislation above, giving examples of infrastructure as transport, flood defences, schools, hospitals, and other health and social care facilities, play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.

4.4 The PPG clarifies that CIL can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

4.5 The PPG also requires local authorities to spend the levy on infrastructure needed to support the development of their area, and to decide what infrastructure is needed.

4.6 The lack of examples within the legislation or national guidance are likely due to the complexity of the matter of CIL spending, which is ultimately a legal matter.

4.7 However, whilst it is not possible provide an exhaustive list of what CIL could be spent on, some examples of appropriate and inappropriate CIL spending are set out in Appendix A: “Examples of appropriate infrastructure spending by Town and Parish Councils - what CIL can be used for” and Appendix B: “Examples of inappropriate infrastructure spending by Town and Parish Councils - what CIL can’t be used for” at the end of this guidance.

## 5. Checklist for identifying CIL funded projects

5.1 Projects funded by CIL must meet the terms of the Planning Act (2008) & CIL Regulations (2010) (see sections 1 and 2).

5.2 When identifying projects Town and Parish Councils should consider the following:

**Strategic outcomes** – how the project will support strategic objectives as set out in the Development Plan (e.g. the Neighbourhood Plan and the Local Plan). Projects that support delivery of critical or essential infrastructure, such as a new school, community building, health centre or public green space, which is required as a result of the demands that development places on the area, are likely to be of highest priority.

**Priorities** to what extent does the project reflect infrastructure needs and local community priorities, as expressed in an Infrastructure Plan if one has been prepared, or the priorities of Teignbridge District Council, as set out in the [IDP](#)? Will it support new development or mitigate the impact of development on infrastructure?

**Benefit** – to what extent the project will be socially, economically or environmentally beneficial (e.g. that the project offers clear benefits to the Town or Parish and the surrounding area and shows no or limited negative impacts). How wide an impact the project will have and what are the consequences of not investing in the project? Does it benefit the broadest section of the community?

**Community backing** – to what extent does the project have community backing? (This could be through a “made” Neighbourhood Plan, or an Infrastructure Plan or if one has been prepared).

**Costs and Funding** – the overall cost of the project and any future expenditure, such as ongoing maintenance, or income it may generate. Who

will own and maintain the project once it is completed? Will it provide value for money?

**Match-funding** – Projects part-funded from grants or by other organisations may be of greater priority, as multiple funding streams means more projects can be financed.

**Deliverability** – how practical the project is and whether there are likely to be barriers, such as around the planning or legal aspects.

**Lifespan** – longer term projects are likely to be more beneficial.

## 6. Annual Reporting

6.1 All Town and Parish Councils must prepare and submit an annual report setting out their CIL income, spending and remaining balance, as required by legislation. This form is sent out with the payment of CIL.

6.2 When preparing an annual report, Councils should consider the following points:

- ✓ Has CIL been received? If CIL has been received the Town or Parish Council must submit a report every year unless all the CIL has been spent and no more has been received. Include details of the spend – what, when, where. This needs to be in line with the CIL regulations and clear enough for the public to understand.
- ✓ If no CIL has been received, no report is required.
- ✓ The report must be in financial year format (1 April – 31 March) – i.e. not calendar year.
- ✓ Please use the spreadsheet provided to identify your CIL spending.
- ✓ Please check figures against the previous year's report – does the opening balance correspond with the previous closing balance?

6.3 The report must be sent to Teignbridge by 30 June each year. This is to enable checking by Teignbridge Council.

6.4 By 31 December, Town and Parish Councils must publish the annual report on the Town/Parish Council website and send a link to [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk)

6.5 Remember to include details of the spend – what, when, where. This needs to be in line with the CIL regulations and clear enough for the public to understand. If you have any questions, please contact us for advice.

## 7. Mis-spending of CIL

7.1 Whilst it is acknowledged that interpretation of the law regarding CIL spending is difficult, there are consequences if it is established that CIL has been spent incorrectly. If a Town/Parish Council uses CIL income incorrectly, i.e. if it has not spent CIL in accordance with the CIL Regulations, the District Council could send the Town/Parish Council a repayment notice for the mis-spent funds. This could occur where there has been no liaison between a Town/Parish Council and the District

Council about the use of CIL. This could also occur in cases where there is disagreement between the District Council and a Town/Parish Council over whether proposed CIL spending is compliant with the CIL Regulations and the Town / Parish Council chooses to spend CIL income against the advice of the District Council.

7.2 In addition, if a Town/Parish Council does not spend its CIL within 5 years of receipt, the District Council could send the Town/Parish Council a repayment notice.

7.3 If requested to do so, a Town/Parish Council must repay, from its CIL funds, the amount specified in the notice to the District Council. The District Council would then spend the CIL income on its behalf to support the development of the Town/Parish Council area, in consultation with the Town/Parish Council.

7.4 Any such action would be discussed well in advance with the relevant Town/Parish Council and the context taken into account e.g. if the Town/Parish Council is allocating CIL income to a particular project for which they are accumulating funds before spending.

7.5 If a Town/Parish Council is unable to repay the amount specified in the repayment notice the District Council may recover the amount from future CIL income the Town/Parish Council is due to receive.

## **8. Further Information**

8.1 Further information about CIL is online at:

[Community Infrastructure Levy \(CIL\) - Information for Town and Parish Councils - Further Guidance for Town and Parish Councils - Teignbridge District Council](#)

Full web address: [www.teignbridge.gov.uk/planning/community-infrastructure-levy-cil/community-infrastructure-levy-cil-information-for-town-and-parish-councils/](http://www.teignbridge.gov.uk/planning/community-infrastructure-levy-cil/community-infrastructure-levy-cil-information-for-town-and-parish-councils/)

8.2 Teignbridge IDP is online at:

[sup-001-infrastructure-delivery-plan-march-2024.pdf](#)

Full web address: [www.teignbridge.gov.uk/media/gxqbgose/sup-001-infrastructure-delivery-plan-march-2024.pdf](http://www.teignbridge.gov.uk/media/gxqbgose/sup-001-infrastructure-delivery-plan-march-2024.pdf)

## **Appendix A: Examples of appropriate infrastructure spending for Town and Parish Councils:**

The following infrastructure may be CIL funded where they address the demands that development places on an area. Elements of infrastructure spending may be both capital and revenue (e.g. design of a new building). Infrastructure that can be

provided by a Town or Parish Council will vary depending on whether there is an agreed General Power of Competence.

The following list is not exhaustive.

- Highways, transport links, cycleways.
- Schools, nurseries and education facilities.
- Flood management, waste management, energy supply, such as renewable energy projects.
- Health and emergency service buildings or facilities.
- Sports halls, improvements to Town and Parish Halls or community buildings, including Town or Parish Council offices.
- Crematorium and graveyards.
- Public parks, woodlands, open space, allotments, community gardens, tree planting.
- Play areas, youth facilities.
- Signage, public notices, noticeboards, walking and cycling signposting.
- Benches, seating and street furniture.
- Provision of parking places for vehicles, motorbikes, cycles.
- Electric vehicle or cycle charging.
- Public transport – e.g. Bus stop, shelter, curb stones or funding services.
- Installation of defibrillators.
- Litter bins.
- Public Toilets.
- Projects to improve the public realm, public artwork.
- Planning, feasibility and professional reports, drawings or plans relating to the provision of new infrastructure.
- Affordable Housing.

## **Appendix B: Examples of inappropriate infrastructure spending by Town and Parish Councils - what CIL can't be used for:**

CIL spending should not fund:

- Day to day running costs, or items that would normally be met through using the Council's precept.
- Projects that will only benefit individuals (5 or less) or a single household.
- Projects which relate to religious purposes, to the exclusion of the wider community.
- Political activities.
- Retrospective projects i.e. those that have already been done.
- Firework displays, carnivals or Christmas lights.
- Maintenance or improvements to existing facilities that do not address the demands placed on an area by development.
- Grounds maintenance, verge mowing or hedge cutting.
- Revenue or capital unrelated to the demands that development places on an area.



# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix I for 01.09.25

### **Clerks Report – CIL Spending – BCC Regeneration & Enhancement**

As you know Bishopsteignton Community Centre is hoping to undergo a transformation. The aging building needs repair and improvement works to continue its position as an asset for community use in the village, since 1719.

A project enquiry has been submitted to the National Lottery Heritage Fund, the project is likely to exceed £250k. Simultaneously a Conservation Area Notice has been submitted to repair and prevent further deterioration of the condition of a historically and culturally important Grade II listed former school building, preserving it for future generations.

It is intended the changes will upgrade a room (Hawkins) for suitability to be used as a community museum by Bishopsteignton Heritage. Worth noting BH is not just a 'displays in cabinets' organisation, it offers important social benefits and services including education and entertainment in the village. The development will incorporate a combined office space for BH & BPC (originally Wilson, currently The Hub) and enhance 2 rooms for community / private and use, and a further room for community storage (always an issue!). These changes will not affect BPC hire for meetings and working space, other than a slight cost increase due to the improvements provided (already considered and accepted by BPC).

The improvements will create a more accessible space for all. Works shall be carried out in an environmentally sustainable way and bring climate footprint reductions for the centre.

Whilst income has kept up with general running costs the building is in severe need of renovation and refurbishment benefiting current and future users. Without sufficient funding the necessary works will not be possible and sadly the building would eventually become unfit for use. In addition to grant funding financial support will come from the Community Centre management committee and Bishopsteignton Heritage

A CIL Spending Enquiry form has been submitted to TDC, outlining the project and justification that the proposed improvements and retention of this building can be linked to the pressures from expanding population in the village. This has been accepted by TDC and advice provided, that this meets the CIL criteria in accordance with the regulations. (See App H.2, for the latest CIL spending guidance from TDC).

**Members to consider an allocation of current/future CIL towards this project. Resolve according.  
To be included in the Infrastructure Delivery Plan for Bishopsteignton.**

Kim Ford  
Clerk to the Council





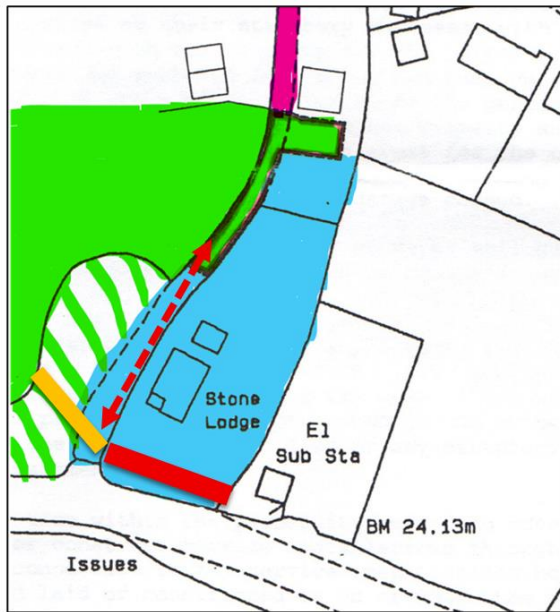
# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix J for 01.09.25

### Clerks Report – CIL Spending – New Pathway at The Lawns

Following a site meeting with the landowner of Stone Lodge and a subsequent AMC meeting please consider the following project for an allocation of CIL.

Mr. Dominic Bon De Sousa Pernes and his family have lived at Stone Lodge, Newton Road, and in this time have been unhappy with the use of their driveway, their land, as pedestrian access to The Lawns. His reaction to many walkers has not helped matters and equally he has been on the receiving end of unacceptable behaviour. This access lane is NOT a Public Right of Way.



Mr. Bon de Sousa Pernes owns part of the lane (everything blue), closest to Newton Road, and part by the Parish Council (everything green), until it meets the Highway owned part (purple) known as Lawns End. BPC have always maintained the area marked in green stripes the boundary is within this space. It is through this section that a new path (yellow) could be installed to stop pedestrians from walking the full length of the land and past the front of the property dwelling (dashed red).

On initial discussion Mr. Bon De Sousa Pernes is open to the proposal but has stated if it doesn't work, and pedestrians keep using the lane (red dotted line), he will be closing the Newton Road section (red) of the existing path. As the landowner he has a right to do this; meaning pedestrians are completely blocked from accessing the Lawns Recreation Ground and Lawns End other than via The Drive, off Forder Lane.

I have collated 3 quotes for the creation of this path.

A	Village based	Path at the bottom of The Lawns. Level off the best we can (I wouldn't be surprised if the tree roots have gone into the new spoil so hoping nothing too big) Membrane and 150mm of mot type 1	£1100+ vat
B	Village based	Level the path a best as possible, lay membrane and then 803 type 1 as requested on top to create the path and wacked down solid. No removal of trees is included but happy to clear the pathway.	£1780
C	Village based	To create new path - Labour, hire Digger and Whacker Plate, Stone and Tram. <i>NB. This contractor expected one dead tree to be removed by BPC before work could commence.</i>	£2,400

Whilst not my decision, my preference would be for contractor B. He gave the project much more thought than the others, considering many eventualities including access issues, material storage, etc.

**Other considerations:**

- Explanation and instruction signage will need to be installed at either end of the path, and on the existing gate at the Lawns.
- Mr. Bon De Sousa Pernes is insitant to install fencing along both sides of the path and along the boundary, to stop pedestrian from straying onto his land. This is not included in the quotes (or CIL enquiry) but could become stage 2 of the project if he is still not satisfied with the outcome. This might suit the S106 criteria.
- There is an alternative route to consider but this is subject to another landowners permission, or sale of land to BPC. They have no intention to develop this land currently, until a later date. (This would need to be discussed in a closed meeting).

A CIL Spending Enquiry form has been submitted to TDC, outlining the project and justification that the proposed improvements and creation of this path can be linked to the pressures from expanding population in the village when development takes place on the Local Plan allocations V2 & V3. Awaiting response from TDC officers.

**Member to discuss this project and a allocation of CIL for it. If it is considered appropriate to proceed, appoint a contractor from the quotes provided. Resolve accordingly.**

Kim Ford  
Clerk to the Council



# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix L for 01.09.25 Clerks Report – Playground Gates

As noted by members at previous meetings, and highlighted as an issue in the more recent playground safety inspections, the gates at both play areas require attention to be fit for purpose meeting recommendations which are based on best practices from the Royal Society for the Prevention of Accidents (RoSPA), the BS EN 1176 safety standard, and relevant UK health and safety regulations. These indicate essential requirements for gate installation at public playgrounds, focusing on safety, accessibility, and regulatory compliance. Gates play a critical role in protecting children from external hazards, ensuring secure access, and supporting inclusive use for all visitors. The Key considerations include self-closing mechanisms, injury prevention features, emergency access when bullying or intimidation occurs, and ongoing maintenance. BPC should ensure that playground gates are safe, functional, and welcoming to all users.

After research it is considered necessary that all 3 gates are replaced with a purpose-built metal structure. These come with the following features to meet the standards above:

- Self-closing mechanism to ensure the correct closure time. Should close no faster than 5 seconds to prevent injury and allow safe passage
- Spacing to ensure no finger entrapments when closing, minimum 12 mm gaps between gate and posts throughout the gate's movement arc
- Brightly coloured to highlight exit/entry points for emergency access. Gates should be a different colour from fencing to aid visibility for visually impaired users
- Metal structure to reducing the frequency for future maintenance, powder coating or pressure treatment for longevity and safety
- Correct width, min. 1m, to allow wheelchair and pushchair access
- To be installed at the correct height of 60–110 mm beneath the gate to reduce foot injuries
- Latches should not protrude more than 25 mm and be operable from both sides



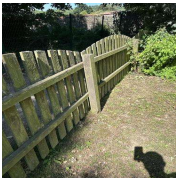






Currently all 3 gates are wooden, in a tired condition where weathering has causing splintering of the wood making them high risk and high maintenance. They do not have the correct spacing to reduce the risk of finger entrapment, latches are incorrectly installed and in poor condition, self-closing mechanisms have been attempted but are failing. The gates are the same material and colour as the fencing. The following pages from the independent bi-weekly safety inspection indicate these issues. Some could possibly be solved but the remedy would not last long; ongoing maintenance and risk.

This matter was considered by the Asset Management Committee at a meeting held on Monday 18.08.25. It is understood this purchase, delivery and installation will be in the region of £5-6k, for all 3. Following an enquiry, Teignbridge District Council have confirmed this project meets the criteria for Section 106 funds, therefore will not affect the parish precept.

**It is recommended that BPC replace all 3 playground gates with a model in keeping with BS EN 1176 safety standard requirements and recommended best practice (as described above). To meet the project costs S106 shall be allocated.**

Kim Ford  
Clerk to the Council

<b>Cockhaven Close</b>		6 flagged, 23 / 30 (76.67%)
<b>Gates</b>		1 flagged, 0 / 1 (0%)
<b>Gates in good order</b>  Gate opposite waste bin Needs to be a 12 mil gap  Filling missing notches finger trap  Fargate Doesn't self close Latch not working No 12 mil gap		No
 		
Photo 1		Photo 2
<b>Gates close after 5 Seconds</b>		No
<b>12mm Gaps on Fence</b>		No
<b>Fencing</b>		0 / 1 (0%)
<b>Fencing - Complete, Undamaged and securely fixed</b>  X two fence posts broken wobbly fence  Multiple notches out of the top of the fence and some bits missing		No
 		
Photo 3		Photo 4
<b>Seating</b>		1 flagged, 2 / 3 (66.67%)
<b>Blue Picnic table in good order</b>		Yes
<b>Black Picnic table in good order</b>		Yes
<b>Wooden / Concrete bench in good order</b>  First wooden slacked moving just needs tightening		No
<b>Signage</b>		1 flagged, 21 / 22 (95.46%)

<b>The Lawns</b>	5 flagged, 24 / 29 (82.76%)
Gate	1 flagged, 0 / 1 (0%)
<b>Gate in good order</b>	No
<p>The gate has dropped a tad This will relieve pressure on the catch, but the catch needs securing better</p>  <p>Photo 1</p>	
<b>Gate close after 5 Second</b>	No
<b>12mm Gaps on Gate</b>	Yes
<b>Fencing - Complete, Undamaged and securely fixed</b>	No
<p>Fence rails coming apart, just need screwing back together Removal staples from pales</p>  <p>Photo 2</p>  <p>Photo 3</p>	
Seating	1 / 1 (100%)
<b>Picnic table in good order</b>	Yes
Signage	2 flagged, 22 / 24 (91.67%)
<b>Signage in Good order</b>	Yes
Litter	2 / 2 (100%)
<b>Is the site litter free</b>	Yes
Hedging	1 / 1 (100%)
<b>Overhanging Branches</b>	Yes
Swing Basket	2 flagged, 19 / 21 (90.48%)
<b>Basket in Good Order</b>	Yes



# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix M for 01.09.25

### Clerks Report – Padel at the MUGA

A recent proposal from PDL Club Ltd t/a SOVA was considered at the last BPC Asset Management Committee meeting, held 18.08.25. See next pages for their 4-year business plan including costs. AMC members were enthusiastic about this opportunity as was a representative of the Teignmouth Tennis Club who was in the public audience.

It is clear Padel is up-and-coming. A racket sport typically played in doubles on an enclosed court slightly smaller than a doubles tennis court. It has the same scoring system as tennis, but different rules. The rackets are solid (without strings) and perforated. Balls can be played off the court walls, like squash. Padel originated in Mexico in 1969. Padel remained a niche sport for decades, but its popularity soared during the COVID-19 pandemic as it could be played outdoors and didn't involve physical contact.

The playing field/court is a rectangle 10 metres (32 ft 10 in) wide (back wall) and 20 metres (65 ft 7 in) long (side wall) (with a 0.5% tolerance), enclosed by walls. 3 padel courts can fit onto one tennis court. The only courts locally are 6 in Exeter (near Crealy Park) and there are some are now being constructed in Torquay. These are often fully booked, showing that demand is high.

Planning permission will be required, as will a resolution to the covenant within the original asset transfer agreement. This covenant meant the proposed scout and community hub was rejected by Teignbridge District Council. The scout's proposal was granted planning permission so perhaps this sets a precedent. One of the SOVA partners has in-depth development experience as well as access to expert legal support on planning issues, so feel the issues can be overcome.

The proposal should not cost anything to BPC, particularly for the actual development, but possibly for legal fees. SOVA intend to take on hire of the full court and toilet building and will be responsible for all future maintenance and enhancements. They will continue to provide the facility for both Teignmouth Tennis Club and HLG Walking Football Club; this and other community use should not be affected.

**AMC recommend that BPC give in-principal agreement to providing one court of the MUGA for padel courts and associated supporting development at The Lawns. That communications progress between BPC and SOVA on this proposed project.**

Members to consider and resolve accordingly.

Kim Ford  
Clerk to the Council





## Business Plan: PDL Club Ltd – T/A SOVA

### 1. Executive Summary

**Business Name:** SOVA

**Location:** Bishopsteignton

**Concept:** A modern padel sports centre combined with a specialty coffee lounge. It caters to the growing padel community in the UK and offers a high-quality, comfortable space to relax, work, or socialise.

**Legal Structure:** Limited Company (Ltd)

**Mission:** To promote an active, sociable lifestyle through padel while providing a top-tier coffee and social experience.

**Vision:** To be the UK's leading lifestyle destination for sport, coffee, and community.

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### 2. Business Objectives (First 3 Years)

- Launch 2 padel courts and coffee lounge within 12 months.
  - Reach 60% court occupancy within the first year, 80% by year two, 90% year 3 and 95% year 4.
  - Establish regular tournaments, leagues, and coaching programs.
  - Partner with local schools, businesses, and councils to boost visibility.
  - Achieve breakeven by the end of Year 3.
- 

### 3. Market Analysis (UK Context)

#### Target Audience:

- Urban professionals (25–50 years)
- Active families
- Students and young adults
- Retired/Senior Citizens
- Tennis lovers
- Coffee lovers, digital nomads, freelancers

#### Padel in the UK:

- Rapidly growing sport—over 300 courts as of 2024 with strong demand.
- LTA (Lawn Tennis Association) supports padel development.
- Low barriers to entry for new players, increasing adoption.



### **Coffee Market in the UK:**

- The UK coffee shop market was worth over £15bn in 2024.
- Strong preference for high-quality, local, independent cafes.
- Demand for healthy, ethically sourced food and drink.

### **Competitors:**

- Padel-only venues (e.g., Game4Padel, Padel United UK)
- Chain cafés (Costa, Starbucks) – but with no sport connection
- Gyms with courts – less community-focused

**Our Edge:** Sport + Social + Specialty Coffee – all in one premium venue.

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## **4. Location Strategy**

### **Ideal Sites:**

- Suburban hubs with strong commuter links
  - Easy parking, good public transport access
  - Potential for expansion or outdoor courts
  - Near schools/universities, business parks, or leisure centres
- 

## **5. Products & Services**

### **Padel Club:**

- Court rentals (pay-per-play or packages)
- Coaching sessions (1-on-1, group, junior)
- League & tournament hosting
- Equipment rental (rackets, balls)
- Club memberships (discounted bookings, merchandise)

### **Coffee Lounge:**

- Specialty espresso-based drinks
  - Fresh pastries, toasties, sandwiches
  - Smoothies, protein shakes, healthy snacks
  - Free Wi-Fi, work-friendly seating
  - Weekend brunch, kids' options
-

## 6. Operations Plan

### Opening Hours:

- Padel: 8am – 9pm (weekdays and weekends)
- Coffee shop: 7am – 9pm daily
- 

### Staffing Needs:

Role	Count	Notes
General Manager	1	Oversees entire business
Coaches	2–3	LTA-certified preferred
Baristas	3–5	Rota-based
Kitchen assistant	1–2	Part-time
Maintenance/Cleaning	1	Evening hours

---

## 7. Marketing Strategy

### Pre-Launch:

- Build community via Instagram, TikTok, local groups
- Pop-up padel events at schools or parks
- Launch microsite with early bird memberships
- Work with local influencers and sports figures

### Ongoing Strategy:

- Loyalty app for coffee + court bookings
- Weekly events (e.g. beginner nights, "Padel & Pizza")
- Partnerships with universities and corporate wellness programs
- Sponsor local sports or school events

### PR Strategy:

- Launch event with local press, influencers, LTA reps
  - Feature in local lifestyle and fitness publications
- 

## 8. Legal & Regulatory Considerations (UK)

- Business registration with Companies House
- VAT registration (if turnover >£85,000/year)
- Food hygiene and safety certifications
- Local authority planning permission for courts
- Noise and lighting assessments (for outdoor courts)

- Liability insurance, public and employee insurance

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## 9. Financial Plan (Summary)

### Start-Up Costs (Approximate, GBP):

Category	Estimated Cost
Padel court construction (3 courts)	£135,000
Coffee shop fit-out	£60,000
Equipment (sports + café)	£25,000
Legal & Licensing	£5,000
Working Capital (6–9 months)	£60,000
Marketing & Launch	£15,000
<b>Total</b>	<b>£300,000</b>

### Revenue Projections (Year 1):

Revenue Stream	Monthly (Est)	Yearly (Est)
Court rentals	£8,000	£96,000
Coaching & events	£4,000	£48,000
Memberships	£3,000	£36,000
Coffee & food sales	£10,000	£120,000
<b>Total Revenue</b>	<b>£25,000</b>	<b>£300,000</b>

### Breakeven Point:

Estimated in **36 - 42 months**, assuming court occupancy of ~60% and steady café growth 20% year 2, 10% Year 3 and 5% Year 4.

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## 10. SWOT Analysis

Strengths	Weaknesses
Unique dual offering	High upfront investment
Growing market	Operational complexity
Community-based appeal	Dependent on weather (if outdoor courts)
Opportunities	Threats
Corporate wellness tie-ins	Economic downturns
Government/lottery sports grants	Competition from larger gyms
Expand to other cities/franchise	Rising utility/rent costs

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## **11. Expansion Opportunities**

- Open second location in another UK city by Year 2
- Develop branded app for booking and loyalty
- Host national-level amateur tournaments
- Offer franchising or licensing options



SOVA

4 Year Business Plan

Category	Year 1	Year 2	Year 3	Year 4	Comments
Padel Court Construction (2 Courts)	£ 135,000.00	£ -	£ -		
Coffee Shop Fit-Out	£ 60,000.00	£ -	£ -		
Equipment (Sports + Café)	£ 25,000.00	£ -	£ -		
Legal & Licensing	£ 5,000.00	£ -	£ -		
Marketing & Launch	£ 15,000.00	£ -	£ -		
Working Capital (6–9 months)	£ 60,000.00	£ -	£ -		
<b>Set Up Total</b>	<b>£ 300,000.00</b>	<b>£ -</b>	<b>£ -</b>		
Court Rentals	£ 96,000.00	£ 115,200.00	£ 124,800.00	£ 129,600.00	Year 1 - 60% Bookings, Year 2 - 80% Bookings, Year 3 - 90% Bookings, Year 4 - 95% Bookings
Coaching & Events	£ 48,000.00	£ 57,600.00	£ 62,400.00	£ 64,800.00	
Memberships	£ 36,000.00	£ 43,200.00	£ 46,800.00	£ 48,600.00	
Coffee & Food Sales	£ 120,000.00	£ 120,000.00	£ 120,000.00	£ 120,000.00	
<b>Total Annual Revenue</b>	<b>£ 300,000.00</b>	<b>£ 336,000.00</b>	<b>£ 354,000.00</b>	<b>£ 363,000.00</b>	
Salaries (Staff & Coaches)	£ 144,000.00	£ 144,000.00	£ 144,000.00	£ 144,000.00	
Rent & Utilities	£ 60,000.00	£ 60,000.00	£ 60,000.00	£ 60,000.00	
Maintenance & Supplies	£ 18,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00	
Marketing	£ 12,000.00	£ 12,000.00	£ 12,000.00	£ 12,000.00	
Insurance & Misc.	£ 12,000.00	£ 12,000.00	£ 12,000.00	£ 12,000.00	
<b>Total Annual Expenses</b>	<b>£ 246,000.00</b>	<b>£ 246,000.00</b>	<b>£ 246,000.00</b>	<b>£ 246,000.00</b>	
<b>Annual Profit</b>	<b>£ 54,000.00</b>	<b>£ 90,000.00</b>	<b>£ 108,000.00</b>	<b>£ 117,000.00</b>	

Year 1 to 4 Profit	£ 369,000.00
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Breakeven Point	3.5 Years
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# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix N for 01.09.25

### Clerks Report – Adopted BY Kiosk, Fore Street.

BPC are now officially custodians of the old telephone kiosk on Fore Street. It can now have a change of identity and become something useful, pretty, informative, fun, or practical - the choice, on behalf of parishioners, is yours!

Over the past month this opportunity has been promoted on Facebook, our website and the parish chronicle. I received several responses and the three most popular and more practical suggestions are summarised below.

**Book swap, library, or book shop, raising money for charity** – Whilst this was the most popular answer I would advise against this use. It would detrimentally affect the other locations in the village where fundraising is done through book sales, such as Shute Court, the Village Hall, and The Village Show. Furthermore, we already have a swap shed & library at The Lawns, and a Little Library at The Village Green, the former has become a bit of a dumping ground; to be avoided on the raised pavement in the centre of the village and directly in front of a residential property.

**Mini Art Gallery** – A good idea for local artist of many mediums, to display their art and contact details to generate interest and sales. This would require the kiosk to be always locked, and I'd be concerned about protecting the art pieces held inside, from both theft and dampness.

**Seed Swap, Biodiversity & Community Gardening Hub** – An opportunity to display educational information about wildlife friendly gardening. A place for residents to swap wildflower, vegetable and plant seeds to encourage wildlife friendly gardening and increase biodiversity. This could be run by members of the Bishopsteignton CIA committee.

Other suggestions included:

**Defibrillator** – but the kiosk is close to other defibs being directly between the village Hall and Community Centre.

**Flowers** – nothing inside but decorated with bedding plants in baskets, pots, etc all the way around the outside. A lovely idea which would brighten the street scene, but this requires care and attention, an annual budget, a watering solution and dedicated volunteers, or paid contractors, to keep it looking fresh.

**Village Map** – A great idea but I feel this would be hidden away in the kiosk and that a board with village information should be in a more prominent position. Something we have been considering as a joint project between BPC & BH for a few years.



**Members to consider and resolve accordingly.**

Kim Ford  
Clerk to the Council

Agenda Item: 2509.07

Bishopsteignton Parish Council

Subject: Becoming a pesticide-free parish

Date of Meeting: 1st September 2025

Report of: Bishopsteignton Wildlife Wardens - Kirstyn Watson, Sarah Cochrane, Laura Allen

FOR GENERAL RELEASE

## 1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 To set out the case for becoming pesticide-free as a parish in order for an informed decision to be taken by the council. This is in line with the council's commitment to environmental improvement.

## 2. RECOMMENDATIONS:

2.1 That the council decides that the parish will go pesticide-free.

## 3. CONTEXT/ BACKGROUND INFORMATION

### The Problem

3.1 Pesticides/herbicides – used in our council to control the perceived problem of weeds around the parish. Current usage is on pedestrian highway edges and vehicle highway gutters on Church Road, Shute Hill and Fore Street, on the internal perimeter of the multi-use games area at The Lawns and previously on the surfacing of the games area.

These areas used, daily, by our residents and visitors – and often by those most vulnerable to the adverse effects of pesticides: elderly people, young children and pregnant women not to mention those who are using the pesticides. Of particular concern is use of pesticides near the War Memorial which is very close to the village surgery and Methodist church which supports various youth groups for the village like the scouts and parent and baby group.

3.2 Pesticide use can have serious human health impacts, harm biodiversity and contaminate water supplies. There is growing evidence that glyphosate - the most commonly used "systemic" weed-killer - is a higher health risk than previously assumed, with growing understanding of the damages caused by other chemical weed killers and pesticides to health

and the environment. Childhood health problems and diseases including childhood leukemia, Attention Deficit Hyper-activity Disorder, allergies, and endocrine and immune system disruption have been linked to increases in pesticide use.<sup>[1]</sup>

3.3 In April 2015, the International Agency for Research on Cancer - part of the World Health Organisation - concluded that Glyphosate – the most widely used pesticide in our urban areas – is “probably carcinogenic to humans”. Other studies have linked glyphosate to birth defects, breast cancer and even the rise in antibiotic resistance. Further research by Pesticide Action Network (PAN) support the claims of pesticides as carcinogenic.

3.4 Pesticides are a major contributor to the global biodiversity crisis, negatively affecting hundreds of species beyond those they target, including microbes, fungi, plants, insects, birds, and mammals. Pesticide use has a negative effect on urban wildlife and has been identified as a contributory factor in the decline of hedgehogs, for example.

Pesticides harm pollinators through direct exposure and by indirectly reducing their food sources and habitat, leading to lethal effects like death and sublethal impacts such as impaired navigation, reproduction, and immune function. Pollinators are essential for maintaining the fertility of most plant species across our ecosystem and are estimated to be needed for at least 35 per cent of global crop production. ‘This means that declines in pollinators have a direct impact on our ability to feed ourselves, as well as impacting on most other animals and birds in our local environment.

Pesticides can cause a range of severe health issues in pets, from immediate symptoms like vomiting, drooling, and seizures to potential long-term effects such as cancer, developmental problems, and infertility.

3.5 Finally, pesticides sprayed onto the hard surfaces in towns and cities rapidly run off into drains and sewers and can find their way into water supplies, the cost for removing pesticides from our water supplies runs into the £ millions per annum.

#### Going pesticide-free

3.6 Ending the use of pesticides in urban areas is becoming more common. Hundreds of villages, towns and cities around the world have reduced, and even in some cases banned, pesticide use in their areas. In November 2023 Newton Abbot Town Council resolved to become a pesticide free town and no longer use glyphosate in their weed management.

In France, for example, the use of all non-agricultural pesticides has been banned in public green spaces since January 2017. Large cities like Copenhagen, Paris, Rotterdam, Seattle and Tokyo all restrict or ban pesticide use in public spaces.



3.7 Public “pesticide-free” campaigns by residents across the UK are on the increase and several local authorities have already gone pesticide-free: Lewes, Hammersmith & Fulham, Glastonbury, with others set to follow suit.

#### 4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The council has a duty to safeguard the well-being of residents, as well as to its own contractors.

4.2 One alternative option is to trial non-chemical and mechanical alternatives during a testing period, during the Spring and Summer, and to require contractors to inform Members of the Committee as to which alternatives are being trialled and of the methodology.

This option could be used to identify what alternative systems are available for weed control across the parish and allow the village to make an informed choice once the specifics of efficacy, ease of use and cost implications have been assessed. It would be necessary to continue with the existing spray and treatment regime outside of trial areas, so this is not the most precautionary approach but more a fact-finding exercise.

4.3 It is recognised that by law local authorities have a duty to treat Japanese Knotweed, a highly invasive plant, to control effectively by law on any sites where it occurs. Whilst pesticides seem the most effective methods there is research into alternatives and new discoveries all the time.

It is recommended that on discovery of Japanese Knotweed in the parish, and following research, the best alternative method available at the time is administered.

#### 5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The decision of this council should be used to promote a dialogue with residents about the pesticide-free approach and to gauge support for this. The council may wish to use the newly formed council/community group Climate Impact Action to assist with this dialogue as well as utilising the village Wildlife Wardens.

#### 6. CONCLUSION

6.1 The reasons for going pesticide-free as a parish are sound and the council should begin this process as soon as possible.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

7.1 The pesticide-free approach is broadly cost-neutral if a combination of alternatives is adopted. There is to date limited experience from other councils as this is a relatively new concept. But where systems have been trialled or adopted it has been seen that the costs are broadly in line with current pesticide regimes. We recommend that in the first instance an audit of current Council spending on pesticides, including herbicides, fungicides and insecticides is undertaken. We further recommend that contact is made with councils that have recently converted to pesticide free in order that we can assess their experiences and knowledge of costs.

### Legal Implications:

7.2 There are legal implications regarding the treatment and eradication of Japanese Knotweed and other invasive species. The Infrastructure Act 2015, for example, gives relevant agencies the authority to pass down a control order to landowners if they are not adequately controlling invasive species. This could have serious cost implications if the situation were to arise. We would recommend that systems such as stem injection are looked into as they provide a more environmentally sensitive approach to dealing with invasive species.

### Equalities Implications:

7.1 There is evidence to suggest that the negative public health impacts of using pesticides has a disproportionate effect on some groups within our population (see para 3.1 above) and therefore going pesticide-free has positive implications for equalities in the parish.

### Sustainability Implications:

7.2 There are positive sustainability implications arising from the report: improved public health and happiness; a reduction in environmental harm to wildlife; and an improvement in run-off pollution, reducing the energy-intensive need to strip pesticides out of water.

7.3 Any Other Significant Implications: None

## SUPPORTING DOCUMENTATION

- PAN Asia Pacific study: Poisoning our Future – Children and Pesticides study <http://www.panap.net/sites/default/files/Poisoning-Our-Future-Children-and-Pesticides.pdf>
- Read about the declaration of and changes made by Newton Abbot Town Council, leading by example <https://www.newtonabbot-tc.gov.uk/2024/01/04/bee-happy-a-green-new-year-resolution-for-newton-abbot-town-council/>
- Alternatives to Pesticides in the Amenity Sector <https://www.pan-uk.org/conference-on-integrated-weed-management-for-the-amenity-sector/>
- See examples of other organisations who are engaging and educating their communities in positive interesting ways <https://www.greenfutures-newtonabbot.co.uk/>

# Bishopsteignton Pesticide-Free Weed Management: Alternatives & Community Engagement

## Purpose

Provide the Parish Council with a practical set of options to control weeds **without chemical pesticides**, plus a plan for community engagement and communication.

- Protect residents' health (especially children, pets, and vulnerable people).
  - Safeguard local biodiversity and pollinators.
  - Reduce runoff into nearby watercourses (e.g. drains flowing to the River Teign).
  - Align with growing UK best practice among town and parish councils.
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## Guiding Principles

1. **Prioritise by risk:** focus resources where weeds create hazards (trip/slip, visibility at junctions, blocked drains) and where invasive species are present; accept "weeds"/vegetation elsewhere.
2. **Design-out "weeds":** use surfaces and planting schemes that reduce colonisation.
3. **Use the lightest effective tool** first (manual → mechanical → thermal).
4. **Community engagement:** encourage and support the community to also go pesticide free, promote wildlife gardening, reframe thinking on "weeds"
5. **Monitor & adapt:** track method/s adopted, adjust methods if necessary, share results publicly.

# Non-Chemical Alternatives (with pros, limits, and best use)

## A. Manual Approaches

- **Hand weeding**  
*Best for:* small areas, around play equipment, memorials, benches, planters.  
*Pros:* precise, low noise, ideal near sensitive/historical sites.  
*Limits:* labour-intensive; needs regular short sessions.
- **Root extractors / weed pullers**  
*Best for:* deep-rooted weeds in cracks and kerb lines.  
*Pros:* removes crown and some root; good for dandelions.  
*Limits:* slower on heavy infestations.

## B. Mechanical Approaches

- **Weed-brush/weed-ripper**  
*Best for:* kerb lines, channels, hard surfaces, cobbles.  
*Pros:* fast on long runs; also removes silt that seeds germinate in.  
*Limits:* needs operator training to avoid damage to edgings.  
**Strimming**  
*Best for:* verge edges, fence lines.  
*Pros:* quick and flexible.  
*Limits:* regrowth is quicker; risk of mulch/stone throw—use shields and PPE; protect tree trunks.

## C. Thermal Approaches

- **Hot water / steam**  
*Best for:* paths, playground perimeters, hard standings, sensitive areas.  
*Pros:* no residues; effective on small to medium weeds; safe near watercourses when used correctly.  
*Limits:* fuel/water use; repeated passes needed in season; less effective on deep perennials—use follow-up.
- **Infrared**  
*Best for:* spot treatments along edges and obstacles.  
*Pros:* targeted; lower fire risk than open flame.  
*Limits:* slower than hot water on large areas.
- **Flame weeding**  
*Best for:* gravel paths, rural edges—**not** near dry vegetation in high fire risk periods.  
*Pros:* quick desiccation of small weeds/moss.  
*Limits:* fire risk; operator competency essential; avoid on peat/thatched boundaries.
- **Foam Stream** – Used by Newton Abbot Town Council  
Reduced treatment cycles due to an insulating foam blanket that retains heat for greater effectiveness and sterilizes surrounding seeds and spores. Soil Association stamp of approval. Safe for use around people and animals, and can be used in all weather conditions

## D. Design Measures

- **Mulches**  
*Use for:* beds, community planters.  
*Benefit:* suppresses germination, retains moisture; top up annually.
  - **Groundcover planting and wildflower verges**  
*Use for:* verge sections where visibility allows.  
*Benefit:* out-competes weeds; boosts pollinators; reduces mowing and weeding.
  - **No-mow/low-mow zones**  
*Use for:* larger greens and banks.  
*Benefit:* fewer cuts, more flowers; signpost to set expectations.
- 

## Community Engagement Ideas

- **Signage:** “we are protecting people and pollinators in this area by not using pesticides”
- **Highlighting :** using chalk highlight “weeds” around the village by writing on pavement the name and wildlife use of the plant!
- **Highlighting :** use social media (Climate Impact Action Bishopsteignton) to talk about the importance of some plants perceived as weeds, promote wildlife gardening
- **Highlighting :** arrange a talk/event from a speaker who can discuss wildlife gardening and/or the pesticide free movement
- **Reporting:** QR code link or email for “weed” hotspots to allow targeting of problematic areas via one of the pesticide alternative methods.
- **Informative & Entertaining Events:** Educating whilst socialising through talks, refreshments, interactive workshops, etc.
- **Engaging:** with established community groups such as BAGS, Community Gardening, Garden Club, Flower Club, HLG, Memory Café, The WI, BPS, etc.
- **Promote:** The use of relevant apps, groups or studies. Such as Citizen Science, or FIT Count <https://ukpoms.org.uk/fit-counts>



CLERKS REPORT OF GENERAL UPDATES 28.08.25

**GENERAL ADMINISTRATION/GOVERNANCE**

**TEIGNBRIDGE LOCAL PLAN: Local Plan Update** – The examined plan is now in its final public consultation, where comments are invited but only on the changes initiated since the examiners report. None of these changes affect the proposed developments in Bishopsteignton therefore there is no point in creating a response to this.

**STRATEGY & GOVERNANCE**

**Community Infrastructure Delivery Plan:** we are required to have a plan in place for potential infrastructure improvement projects in the parish, particularly those with allocated CIL or S106 spend. Draft has been prepared and reviewed by S&G Committee; TDC officers are offering support with this preparation. Public consultation is the next stage.

**Civility & Respect Project & Pledge:** <https://www.nalc.gov.uk/our-work/civility-and-respect-project>  
Once the S&G Committee have completed a review of policies this opportunity can be considered by this committee. Worth making the pledge to support our future application for Local Council Award Scheme.

**Local Council Award Scheme:** The application program is currently closed, awaiting the publication of future submission dates. S&G Committee to review in due course. Several issues will need to be considered prior to application including member training.

**Assertion 10 for 2025/26 Annual Governance & Accountability Return (AGAR):** To make this assertion on this next audit BPC require an IT policy. This is working in progress for review and adoption at a future BPC full council meeting.

**ROYAL BRITISH LEGION – Bishopsteignton Branch.** The Bishopsteignton branch of RBL is now established, with a committee of 7 and membership of over 15. Socially members will meet on the 3<sup>rd</sup> Wednesday of each month, from 6pm at The Cockhaven Arms, with thanks to Emma and her team. The branch is now concentrating on fundraising to purchase a new standard as the old one is in poor condition.

**PARISH WIDE COMMUNICATION OF GROUPS:**

**Village Diary:** Both James and I have been working to build a useful village diary on the BPC website, similar but better than what has been available on bishopsteignton.org.uk as this website is no longer being managed. This is now available to view on the BPC website.

**TDC TOWN & PARISH CHARTER:** I am currently working with a panel of clerks and councillors, led by DALC, to support TDC to produce a Town & Parish Charter to improve the working relationship and understand expectations in both directions. I will report back as this evolves.

**BISHOPSTEIGNTON COMMUNITY CENTRE:** There are various ideas being explored to increase hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity. Changes are proposed that involve Bishopsteignton Heritage taking exclusive use of the Hawkins Room, as a fully accessible museum space, retaining the Wilson Room (Hub) for office/meeting purposes but for this space to be shared with BPC.

Myself, Cllr. Hooper and Cllr. Merritt are involved and will report back as opportunities to support the centre as the proposed changes arise.

**CONTRACT OF EMPLOYMENT:** A new model of the employment contract is published. This will be more in line with the latest employment law and your statutory requirements as an employer. This will apply to any new contract of employment i.e. new staff. It is not necessary to change existing contracts of current staff, i.e. me! However, changes can be made in consultation so I will prepare a report of

## CLERKS REPORT Cont'd - GENERAL UPDATE 28.08.25

recommendations for a future meeting of the full council. When the matter is to be discussed I would suggest it is done without press and public present.

**BISHOPSTEIGNTON EMERGENCY RESILIENCE:** Cllr Andy Keohane is Chair. Vice chair is Elaine Cawthraw. Councillor members are Cllrs. Vooght & Grimble. A co-ordinator for each zone is essential and this is being reviewed. The plan is undergoing minor changes before requiring re-adoption by the full council. Jon Watson is still the community Snow Warden, supported by Cllr. Vooght covering Luton and another volunteer snow warden from Ideford to work with Will.

**DELIVERING RURAL AFFORDABLE HOUSING** –The next step for Bishopsteignton is to have our Housing Need Survey redone and the report updated accordingly, last carried out 2018/19. This will also be necessary for when we review the Bishopsteignton Neighbourhood Development Plan which will not begin until the latest version of the Local Plan is approved.

### HIGHWAYS MATTERS:

**Neighbourhood Highways Officer:** A liaison meeting was held on 8 July, with Rhys Andrews, our new NHO, Cllrs. Merritt, Robbins, & Hooper. Several ongoing matters were considered. The Highways item on the agenda covers much of this, agenda item 2509.05. Rhys has organised the vegetation clearance on La Roche Maurice Walk and is liaising with landowners adjacent to Forder Lane for them to clear overgrown vegetation into the highway.

### FINANCES:

**Bank interest rates:** No surprise, I'm sure, but to inform you that the interest rate on 3 of 4 of our accounts is now lower.

**Debit Card:** Application made, weeks ago, to Lloyds. Awaiting response.

**2024-25 AGAR:** As reported, BPC passed this annual audit (internal and external), with no queries raised.

## PARISH ASSET MAINTENANCE

**Weeding throughout the Parish** –Most work will be responsive to reports/complaints rather than planned. For this we'll be using money from the appropriate budget heading.

Due to the time-consuming and constant nature of this work, the use of a non-chemical weed control product is being trialled. It shall only be administered once pollinator friendly weeds have flowered. It shall be administered using a spray wand to ensure accuracy. Dead weeds will be removed approximately a week later to keep the area looking tidy.

The worst parts, being Shue Hill, Church Road & Fore Street continue to require regular attention. John Hingston, BFG, is progressing with this work. No one is currently suggesting new locations where attention is required, but if anywhere is made known I will assess before instructing John.

This will change if BPC resolve to become a Pesticide Free parish (agenda item 2509.07).

### Cemetery – Ongoing tasks:

- **Improve plot marking** – to ensure straight rows and correct numbering. This has been considered and action is planned although not yet taken. Diagrams of the plots are being prepared.
- **Memorial Trees** – over the past few years various native trees have been added, as memorials. The space for new trees in the cemetery is becoming limited, so any requests will be directed to The Lawns, if acceptable to the donors.
- **Sunken Graves** – Due to the unpredictable soil conditions and rainfall some new graves are sinking, when noticed or notified a contractor is instructed promptly. The cost of this will be met using the burial account.
- **Theft or Removal of Memorial Ornaments** – There have been no further reports of stolen items, and PCSO Bunce has not reported any unusual activity at the Parish Cemetery



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**War Memorial** – As thanks for the financial support it was agreed a small sign be erected by the War Memorial to state the project had been supported by Bishopsteignton Heritage, with a QR code to their website. Clerk to arrange. No action taken yet.

**St Johns Churchyard** – a joint condition assessment of the churchyard with two BPC members and several St Johns fabric committee members was held in April. In general, the contractor is meeting their agreed duties to a good standard. Several issues were noted and additional work planned to resolve these to ensure all Health and Safety obligations are met.

Tree works, currently seeking a conservation area notice from the local planning authority are a 2m crown of the Lime tree and felling of the Magnolia. Work to commence once permission is granted.

BGS have completed phase 1 of improvements to the footpath at the rear of the church.

### **Playgrounds:**

**Regular inspections:** Several remedial works have been instructed since a new contractor has taken over the bi-monthly inspections. Including agenda item 2509.06.01 for your consideration.

**BPC Car Parks** – The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

A contractor has cleared overgrowth which obscures the 'no night time parking' sign on the Bishopsteignton House wall. A second sign to be ordered imminently.

### **MUGA :**

- **Teignmouth Tennis Club** – Are now using the court again for this summer, from 01.04.25 to 30.09.25, on Mondays and Thursdays. The court will be closed to the public at these times, I will ensure this is well advertised. the court for regular sessions. Further promotion of the courts is required, preferably after refurbishment work is completed, see agenda item 2505.07.02.
- **Walking Football** – The Asset Management Committee have unanimously agreed there will be no charge for this new group, created by Bishopsteignton HLG, to use the MUGA once a week. However we need a policy for community use, I shall work on this for adoption at a future meeting.
- **Padel & Court improvements:** See agenda item 2509.06.02

**Cockhaven Junction Enhancement** – Currently managed by Miss Moffat Gardening Services (Kirstyn Watson). New planting is being added regularly to fill the space. A mulch has been spread to make this look purposeful. Ongoing work and assessment.

**Dog Waste Bin** – New Request: I have contacted the relevant officer at TDC requesting a new dog waste bin on Cockhaven Road. Awaiting response.

### **Trees**

- **Lawns** – The appointed contractor has scheduled the essential tree works to take place after the nesting season restriction permit.
- **Village Green** – Following a recent enquiry both Cllrs. Gateshill and Grimble inspected the under-crown height of the larger oak on the Village Green edge. It was considered satisfactory but shall be inspected annually until a crown-lift is essential.

**Noticeboards/Signage** – At the Community Centre. Replacements are long overdue. I'm working with James, as BCC Chair, to design new permanent signage for the community centre, designs and quotes to be shared for consultation once ready.

Both external noticeboards at the centre need replacing soon. I have instructed John Parkes to refurbish the old Scout Hut board, after consulting the owners who were happy to donate it back to the parish council. This has been completed and looks good. Listed building permission required, part of ongoing

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development of the CC. Awaiting erection, in conjunction with BCC Management Committee, subject to current CAN application with TDC.

**Village Green Removable Bollards:** Padlocks have been replaced. Set of keys provided to BGS for regular removal and replacement and WD40 spray to keep them moving.

### **Benches/Picnic Tables:**

**New:** There are 3 new benches in the village:

- Memorial bench, as a replacement for Rowden Cross, installed.
- Replacement picnic bench for The Lawns, purchased using S106.
- New picnic bench for BCC garden, donated using Sustainable Bishop funds. To be added to the BPC Asset register.

**Inspection:** Cllrs. Gateshill, Grimble & Merritt have recently carried out a full inspection of all village benches and picnic tables. A schedule of work has been drawn up, clerk to seek quotes for this work. .

### **Public Rights of Way:**

- **Access to The Lawns via The Drive:** As this is not currently a PROW the warden or co-ordinator is not willing to meet to discuss options to improve/ensure retention of the access to The Lawns at this point. To be considered under agenda item 2509.04.2.
- **Annual PROW Condition Assessment** – Again, this was conducted by 1<sup>st</sup> Bishopsteignton Scouts. Who carried out a thorough assessment and a litter pick. Results reported to DCC, awaiting annual grant.

### **Defibrillators:**

- A team of volunteers are regular inspecting the units for condition and updating The Circuit.
- There has been no resolution to the relocation of the unit at Old Walls, but it is not forgotten. If a solution arises, I'll share the information.

## CLIMATE & ECOLOGICAL ACTION

**Climate Impact Action Committee** – An initial meeting of the committee was held 14.07.25. All members were enthusiastic and discussed various topic and possible progress to be made. Thanks to the tree wildlife Wardens for all their effort including research and a proposal for Bishopsteignton to become a pesticide free parish (agenda item 2509.07). They have also researched and applied for a grant for swift and Barn Owl boxes to be erected in the parish. Thanks also to Elaine who is organising a village litter pick, see below for details. Good for councillors to attend this please.

**Biodiversity Action Plan (BAP)** – Currently in draft form, to be reviewed by the new CIA committee at a future meeting.

**Carbon Reduction Plan (CRP)** – No action taken to date. Will be prepared by the CIA committee.

**Plastic Free Communities** – Sadly, no action taken, I'm hoping a member of CIA will take a lead on this project to get us over the finish line to achieve this status. This will include regular public events such as litter picking the estuary, public info sessions/talks.

## FOR INFO:

### **FURTHER MEETINGS/EVENTS – FOR INFORMATION/TO BE ARRANGED:**

- **Full Council Meeting:** 7.30pm Monday 3 November 2025, Bishopsteignton Community Centre.
- **Community Litter Picking:** 2pm Saturday 20 September, Starting at Community Centre
- **PACT:** (Police & Community Together): Sept & Oct dates TBC
- **DALC AGM & Conference:** 1 October 2025, Exeter Racecourse, see website for details <https://devonalc.org.uk/> or contact me to book.

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- **Week commencing 8 September – NO CLERK!!! (You'll be fine!)**

My working week comprises 25 hours. To speak with me directly please phone: 07483 149812, 10am to 4pm on Tuesday, Wednesday & Thursday. I will also be at the Community Centre, in person, every Tuesday 10 -12. Emails sent to the usual address, [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk), will be answered at any time during my working hours, or as soon as practical.

*In case I have missed anything off this update report, please just ask!*

*Kim*