

**UGBOROUGH PARISH COUNCIL MEETING**  
**Wednesday 9<sup>th</sup> April 2025 at 7.30pm**  
**Ugborough Village Hall**

**PRESENT: Cllrs Slater (Chair), Cooper, Hall, Holway, Hosking, Johns, May, Nelson, Wells**

**Also present Cllrs Dan Thomas (DCC) and Vic Abbott (SHDC)**

**3 members of the public were in attendance.**

**Questions from the Public:**

1. 2 members of the public made representation on **planning application 0644/25/ARM Lutterburn Farm, Ugborough**. A written representation had also been submitted to the Chair from a member of the public unable to attend the meeting. Matters raised:
  - Changes made to the original design in the application with the potential to increase existing concerns regarding drainage.
  - Inaccurate drawings failing to illustrate that neighbouring properties would be over-looked
  - The removal of the intention to provide the plots for 2 affordable homes
  - Fencing and planting right up to the borders of the site affecting neighbours access to their own boundaries for maintenance
  - Lack of consultation / discussion with neighbours
  - Inconsistencies and inaccuracies in the submitted plans for plot 6

Council were asked to request that the SHDC drainage engineer reviews the latest plans

2. A member of "At Your Convenience" Group requested that Council consider releasing the £2000 held in reserves for the project to pay for legal advice prior to the group entering into an agreement with SHDC for the buildings.

Chair reminded Council that a resolution was in place for this money to be released on receipt of confirmation that the purchase of the toilets had been successful and that work had started. Clerk added duty of Council to ensure best value for public money. It was agreed that this would be considered at the May meeting. At Your Convenience is undertaking a consultation and this will feed into the decision-making process.

**Report from County Councillor Dan Thomas.**

In the pre-election period there is little to report. Dan did remind Council that he had contributed £750 towards the atyourconvenience project.

There was a brief discussion on the Local Government Review – 11 interim bids have been submitted for the County

Cllr Hosking requested that Cllr Thomas confirm if there were any DCC funding opportunities for atyourconvenience through seed funding grants or the community asset fund.

**Report from District Councillors Alison Dewynter (who had sent apologies) and Vic Abbott.**

The [full report](#) is available on our website. Summary:

- Election information
- Getting the most from recycling containers
- Council tax second homes premium
- Help for residents with damp and mould
- Staying safe at petting zoos and farms
- Plymouth and South Devon Community Forest Plan – public consultation.
- SHDC's Response to the Local Government Finance Settlement

**AGENDA**

**25.27 Apologies for absence were received from Cllrs Beable and Hart**

**25.28 Cllr Hosking declared an interest in planning application 0533/25/FUL Lower Bowcombe Farm Ugborough – agenda item 25.30 (B)**

**25.29 The Minutes of the Meeting held on the 12<sup>th</sup> March 2025, as previously circulated were agreed**

**Matters arising:**

- Wall at the start of Donkey Lane – Cllr Johns is waiting for a response from the owner. Council have agreed that he asks if the owner would do some minor remedial work and trim the growth on the top of the wall in the autumn to pre-empt potential long-term major works
- Maintenance and clearance of the overgrown hedges and footway on the approach to the train station in Ivybridge – DCC have confirmed ownership of the hedges but that they do not consider the vegetation is currently causing a defect. The site has been surveyed and a programme of maintenance is being developed for 25/26. **Clerk to chase in Autumn.**
- Flooding outside the school – **Clerk to chase DCC regarding their explorative work**
- DCC monies spent on lengthsman work – UPC had requested information regarding how DCC use their small budget for lengthsman work; how it is allocated, what work is done and how it is prioritized. UPC wished to discuss the possibility of this money being passed down to UPC to use alongside the existing parish council budget for a more cohesive approach to keeping on top of the problem locally. DCC replied that they do not have a specific budget for work undertaken by local lengthsman but that we can apply for grant funding. However, this grant cannot be used to pay external contractors and is for use by volunteers and so does not suit our purpose.
- Bus shelter at Filham – **Clerk to chase progress**
- Meeting with DCC Flood Officer in Ugborough Village – **Clerk to chase progress**
- Bench in the Burial Ground – **UPC thank the family who donated the bench for doing the repair work.**

**25.30 Planning**

**1. The following applications were considered:**

**a) [0644/25/ARM](#) Lutterburn Farm, Lutterburn Street, Ugborough, PL21 0NG**

Application for approval of reserved matters seeking approval for Condition 2 (Approval of the details of layout, scale, landscaping and appearance of the dwellings), Condition 22 (Ecological Mitigation and Enhancement Strategy) & Condition 23 (DEV32) of planning consent 3460/17/OPA

**Object to application for the following reasons:**

1. The design of the dwellings, two of which are flat roofed, shows little respect for the character and vernacular tradition of our rural village. Stone features and slate clad roofs are welcome, however flat roofs are considered incongruous.
  2. There is no evidence of affordable housing provision;
  3. Concern that the proposed changes to the hard and soft landscaping might adversely affect the volume of run off and exceedance flow routing;
  4. Concern that the proposed swales might result in flooding or saturation of boundary hedges or walls;
  5. Concern that the fencing and tree planting will prevent access to party walls or party fence walls of neighbouring property for maintenance and repair purposes.
- Council requests that the SHDC drainage engineer reviews the latest plans
  - Council also seeks assurances that, in accordance with the Consultation Response from the Environment Agency, the floor level of all dwellings will be 107.2 m above Ordnance Datum

**POST MEETING NOTE**

Further investigation of the documentation regarding Outline Application 3460/17/OPA revealed;

- a) the two dwellings at Plot 4 and Plot 6 have a Total Floor area of 119.73 m<sup>2</sup> which, subject to SHDC confirmation that they are no more than 10% larger than the Technical Housing Standards – Nationally Described Space Standard, satisfies the size specification for affordable housing provision;
- b) the S106 agreement in respect of Outline application 3460/17/OPA provides (in summary) that;
  - (i) the two affordable self build plots will be sold with a discount of 20% on the open market rate;
  - (ii) they are secured for people with a local connection to the parish in the first instance and then a cascade to adjoining parishes and finally to the south hams;
  - (iii) a discount of 20% is secured on those two plots following development in perpetuity;
  - (iv) should the applicant fail to dispose of these plots then a fall back is in place such that if the two plots are marketed for 12 months without success, a commuted sum can be paid to SHDC for provision of affordable housing in the district;

The provision of 2 affordable self-build plots in a total of 7 self-build/custom-build dwellings therefore appears to have been met and objection N<sup>o</sup>2 in the Parish Council Response appears to be void.

**Cllr Hosking left the room having declared an interest in the following application.**

**b) [0533/25/FUL](#) Lower Bowcombe Farm Ugborough PL21 0HN**

Replacement of cubicle house with general purpose agricultural building for fertilizer & machinery storage with roof mounted solar panels & EV charging point

**Support**

**Cllr Hosking returned.**

c) [0795/25/PAU](#) Visitor Centre Fowlescombe Farm Ugborough PL21 0HW Application to determine if prior approval is required for a proposed change of use of agricultural building to a flexible commercial use (Use C1 Hotel) (Class R)

**Support – it was agreed that this was an asset to the parish and providing useful local employment**

d) [0938/25/ARC](#) Fowlescombe Farm, Ugborough, PL21 0HW Application for approval of details reserved by condition 13 (Access Improvement Plan) of planning consent 3235/22/FUL

**On assumption that the original entrance pillars remain no other comment.**

e) [0899/25/HHO](#) Wadland Lodge Ermington PL21 0LB Householder application for demolition of existing single storey rear extensions & replacement with two storey rear extension

**UPC are of the opinion that the planned development enhances the proportion of the building and replaces the current dilapidated stores. Neutral**

f) [0565/25/PDM](#) Field At Sx683567 (adjacent to Hookmoor Cross) Ugborough Application to determine if prior approval is required for a proposed change of use of agricultural buildings/barns to 1No dwellinghouse (class C3) & for associated development (Class Q (a+b))

**Object – UPC do not consider that this building has ever been used as an agricultural building and does not fulfil the criteria for class Q development**

g) [0886/25/ARC](#) Land At Sx 653 560, Davids Lane, Filham Application for approval of details reserved by conditions 3 (External Materials), 6 (Estate Roads) and 8 (Works/Access) of planning consent 1414/23/FUL

**Neutral subject to SHDC checking the technical details of the application**

h) Milepost north of Station Cross, Junction of B3213 and B3121 (Kingsbridge Road), Wrangaton, South Brent, Devon

[Invitation to Comment](#) - Secretary of State for Culture, Media and Sport, Historic England is currently considering whether the above building has special architectural or historic interest.

**Support this milestone being listed**

**2. The following planning decision made by SHDC and DNP were noted:**

**a) 0469/25/TCA** Hill House, Ugborough T1: Chinese Fir - Remove dead material & clematis from crown, reduce lowest southern limbs up to height of 2m in by 1m to leave crown to south of 3m, remove northern limb which juts out individually towards highway & T2: Apple - moribund tree, remove for management reasons **Approved**

**b) 3557/21/PDM** Venn Farm, Ugborough. PL21 0PE Provision of a replacement dwelling following Class Q approval **Conditional Approval**

**c) 0247/25/FUL** Bloom Renewables Erection of two solar fences Grid Reference: (269121, 56735) Land At Sx 690 567, Ugborough **Conditional Approval**

**d) 0564/25/ARC** Approval of Details Reserved by Conditions Land At Sx 653 560, Davids Lane, Filham Application for approval of details reserved by condition 7 (CMP) of planning consent 1414/23/FUL

**Discharge of Condition Approved**

**25.31 Finance and HR**

**1. The following payments were approved:**

(Payment to Bittaford Planters amended to £24.43 and reconciliation amended accordingly)

	Gross	VAT	Net
DCC Peninsular Pensions	211.23		211.23
Sally Smale	582.90		582.90
Cutting Crew 1660	79.20	13.20	66.00
Cutting Crew 1661	36.00	6.00	30.00
J Widdicombe (1800.60 from Burial ground reserves)	2,265.60	377.00	1,888.60
S Nelson (Bittaford Planters) from reserves	24.43	4.07	20.36
Clerk expenses	57.97		57.97
USB adaptor (Re-imburse clerk)	6.47	1.08	5.39
Postage (Re-imburse clerk)	3.40		3.40
IDALC sub	7.00		7.00

**2. The Reconciliation was received:**

TRANSACTIONS		RESERVES	
Lloyds Current Account (end March)	£14,000.66	P.3 grant	£520
Less uncleared payments	3,274.20	Bittaford Play Area	£5,286
Plus uncleared receipts	£462.00	Dementia Awareness	£150
Less Transfers not on Bank Statement	£0.00	Post office disabled access	£112
Total	£11,188.46	Burial ground	£4,349
CCLA Savings (End Feb.)	£54,179.49	Climate Emergency Reserve	£4,881
<b>Total Funds</b>	<b>£65,367.95</b>	Community Projects & Support*	£26,262
		20 mph project	£7,000
		Election	£1,628
<b>Total uncommitted funds</b>	<b>£15,179.95</b>	<b>Total</b>	<b>£50,188</b>

- The increase in the grass cutting price at Ugborough cemetery to reflect the extra work involved with cutting around the increasing volume of graves and operational costs was noted. Increase from £50+vat per visit to £60+vat per visit from April 25
- Replacement bus shelter at Bittaford** – estimate cost to UPC £5,000  
**9 Councillors for and 1 against replacing the shelter in Bittaford.**
- The update regarding the S106 monies available was noted **and it was agreed to review the Open Space, Sport and Recreation Plan - Cllrs Slater, Holway, Hosking and May to action.**
- The costings for equipment to enable remote attendance at Council meetings were considered:**

Either £1474 – basic system for small space

Or £4,625 (£5,275 for greater support option) – for a larger space and better quality sound

**Plus either**

MicroSoft 365 = 4.60 per user per month + VAT = £800 a year.

Or Zoom = £11 per user per month

**It was agreed not to progress with this project**

7. It was agreed that Cllrs Nelson, Slater and May would be registered with Lloyds Bank to authorise electronic payments going forward.
8. It was agreed that Cllr May would become a third signatory for the CCLA banking.
9. It was agreed to renew the subscription to The Devon Association of Local councils 2025/26 - £801.00 (exc. VAT).

**25.32 Climate Crisis and Sustainability**

1. The establishment of a **Clean Air Zone outside the School** was discussed and, in particular, how it would be enforced. **It was agreed not to pursue this project.**

**25.33 Policy**

1. **Management of the sponsorship and maintenance of roundabouts in the parish – especially Ivybridge Railway Station and Kitterford Cross**

<https://www.devon.gov.uk/roads-and-transport/make-a-request/sponsor-a-roundabout/>

**It was agreed that the clerk would seek further details.**

2. **LGR Review - proposals submitted by PCC, DCC and SHDC – It was agreed that no action can be taken at present and the subject would be added to Matters Arising for future meetings.**

**25.34 Highways and Public Footpaths update**

1. **The estimate of £5000 for work to improve accessibility to the post box in Ugborough Square was considered and it was agreed that this work would not be progressed.**

**25.35 Asset Management and Maintenance Work**

1. The quotations for the tree work required as identified in the survey - £525, £645, £850 and £900 and £980 were considered and **it was agreed to hire Coastal Garden Services to do the work (£850)**

**25.36 Communication received:**

1. Update on the Public Transport Survey being undertaken by South Hams Community Action – the consultation is now closed. Disappointing response from Ugborough parishioners. We are awaiting the final report
2. LEVI application - DCC will be progressing the application, having responsibility for the parking spaces in Ugborough Square. There will be a further call for sites in the next few months.
3. Information from South Hams Community Action – various information and advice sheets have been sent to Council and these will be on a new community information page on the council website

**25.37 Meetings attended:**

1. Meeting with Plymouth City Council regarding their proposal for Local Government Review – Cllrs Wells, Hosking and the clerk
2. Parish Forum – SHDC update for parish councils - clerk
3. DCC Highways and Planning training - clerk
4. Society for Local Council Clerks update on LGR - clerk
5. Devon Association of Local Councils update on LGR - clerk

**Date of next meetings: Wednesday 7<sup>th</sup> May:**

**6.30pm Annual Parish Meeting**

**7.30**

**Annual Parish Council Meeting**

**Meeting closed at 9:55pm**