

AGENDA ITEM NO

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 31st JULY, 2018 at 6.45pm.**

PRESENT

Councillor P Ward (Mayor)

Councillor Mrs A Johnson (Deputy Mayor)

Councillors Ms L Crawford, Mrs M Ewings, A Fey, A Hutton, P Palfrey, P Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb and P Williamson

IN ATTENDANCE

Town Clerk, General Manager, Assistant to the Town Clerk.

Prior to the Meeting there was an opportunity for quiet reflection led by Rob Palmer (Tavistock Street Pastors). A report from County Councillor Mrs D Sellis was received together with an oral report from West Devon Borough Councillor Mrs J Evans.

The Mayor welcomed new Councillor A Fey, and conveyed the thanks of the Royal British Legion to the Council for its support in respect of the recent service at the War Memorial, to mark the 65th Anniversary of the Armistice in Korea.

80. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Lewis, Mrs L Roberts and E Sanders.

81. DECLARATIONS OF INTEREST

Councillor P Sanders declared a personal interest by virtue of being a Trustee of Tavistock Heritage Trust, and did not participate in Agenda Item 14(i) - Guildhall Gateway Centre Lease and Service Level Agreement (Minute No. 91(i) below refers).

82. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 26th June, 2018 be confirmed as a correct record and signed by the Chairman (Appendix 1).

ITEMS REQUIRING A DECISION

83. GENERAL FINANCE

The Council considered the following:

a) **Schedule of Payments**

The Council received and considered copies of the monthly accounts as at 31st May, 2018 (Appendix 2)

b) **Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 31st May, 2018 (Appendix 3)

84. BUDGET AND POLICY COMMITTEE

The Council considered Minutes No's 56 – 67 of the Meeting of the Budget & Policy Committee (Appendix 4) held on 16th July, 2018.

RESOLVED THAT subject to

- Minute No. 64 – immediately following the words 'Public Realm' the word 'Programme' be replaced with 'Complementary Initiatives';
- Minute No. 66c – the replacement of 'tender iro £ 174,000' to be replaced with 174,147.77;

the recommendations included in the foregoing report of the Committee (Minute No's 55-67 refer) be approved and the Minutes be received.

Noted That Minute No's. 68 - 70 would be deferred until later in the Meeting in view of the confidential nature of the business to be transacted.

85. DEVELOPMENT MANAGEMENT AND LICENSING COMMITTEE (DM&L)

The Council considered the following:-

a. **Development Management and Licensing Committee – 10th July, 2018** (Appendix 5)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 10th July, 2018 (Minute No's 47-55 inclusive)

b. **Development Management & Licensing Committee – 30th July, 2018** (Appendix 6)

The Minutes of the Meeting of the Development Management & Licensing Committee held on 30th July, 2018 (Minute No's 71-79 inclusive)

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved, and the Minutes be received.

86. APPOINTMENT TO THE DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered a request from Councillor A Fey to be appointed to the Council's Development Management & Licensing Committee.

RESOLVED THAT Councillor A Fey be added to the membership of the Tavistock Town Council Development Management & Licensing Committee.

ITEMS CIRCULATED FOR INFORMATION ONLY

87. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 7-10 refer).

In response to matters raised/questions it was noted that:

- a) the General Manager undertook to review the size of the signage indicating the maximum ages limits on the play equipment in The Meadows;
- b) thanks were expressed to all those involved in the launch event of the Butchers' Hall. The General Manager undertook to pass these thanks on.

88. FINANCE AND OTHER MATTERS

The Council received and noted the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 11)

Noted that;

- following a query raised regarding the future provision of locally provided TAP Funded Training, Councillor J Sheldon undertook to look into this, and report back in due course;
 - a concern was raised that the marketing of 3 East End Stores had been postponed until such time as the Public Realm works had been completed, and the unit was no longer required as a welfare facility. The Clerk confirmed that marketing would continue on the basis to seek to identify a tenant to occupy the premises from November.
- b. Minutes of the Tavistock BID Company Meetings held on 23rd May, 20th June and 11th July, 2018 (Appendix 12)

Noted that;

- the General Manager confirmed that he would be reviewing a draft Emergency Plan for Dickensian Evening as provided by an external Health & Safety Consultant.

In view of the arrival of a Police representative it was:

RESOLVED THAT the meeting be temporarily adjourned to enable an outline of relevant matters (which would normally fall within the public participation section prior to the commencement of the Meeting) to be made by Sergeant Pennie Channing of the local Neighbourhood Policing Team, which covered the West Devon area.

On conclusion of the presentation the Meeting was reconvened.

- c. Notes of the Meeting of the Tavistock Matters held on 20th June, 2018 (Appendix 13)
- d. Notes of the Meeting of the Southern Parish Links held on 5th July, 2018 (Appendix 14)

Noted That the Clerk undertook to check if guidance notes relating to the Communities Together Fund had been received, and if so, to forward to the Member concerned for their information.

- e. Notes of the Meetings of the Tavistock Townscape Heritage Initiative Project Management Board held on 1st May and 4th July, 2018 (Appendix 15)

Noted That the Clerk confirmed that once works to the Public Realm in the Pannier Market were completed, Members would be invited to consider how best to proceed with the Guildhall Scheme consistent with the outcome of the prior Public Realm Strategy and related consultations.

- f. Notes of the Meetings of the Guildhall Gateway Centre Steering Group held on the 15th May and 24th May, 2018 (Appendix 16);

Noted That this matter would be returned to later in the Meeting

- g. The arrangements for election to Tavistock Town Council (North Ward) due to be held on Thursday 2nd August, 2018 were noted;

- h. Updates – the following updates were received from Council representatives;
- Celle Twinning Event – the Mayor reported that 11 visitors from Celle had enjoyed various events locally, including a visit to the Guildhall and a reception in The Butchers’ Hall. It was also reported that the co-ordinator from Celle would be retiring in August 2018, the Mayor undertook to write to wish the lady a happy retirement;
 - Kingdon House Association – it was reported that external enveloping works to the building were hoped to start in November 2018, following the receipt of grant funding. Thanks were also conveyed to the Town Council for its previous Grant towards the cost of these works.

EXCLUSION OF PRESS & PUBLIC

89. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted it was:-

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of Business

CONFIDENTIAL ITEMS REQUIRING A DECISION

90. BUDGET & POLICY COMMITTEE CONT’D

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial business affairs of a person or persons other than the Council)

The Council considered confidential Minutes No’s 68-70 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on 16th July, 2018.

RESOLVED THAT subject to the deletion in Minute No 70a – of the words ‘in the sum of’ and the words ‘he Council’ the recommendations included in the foregoing report of the Committee (Minute No’s 68-70 refer) be approved and the Minutes be received.

Noted That

- a) Council was advised of the process associated with mediation proceedings (Minute No 69 refers).
- b) A discussion took place regarding the presentation of the Minutes of Committee Meetings where recommendations were included. It was requested by a Councillor that this topic form an item for

future consideration in order that Council could consider how it wished to proceed.

91. PROPERTY AND FINANCE MATTERS

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- i. Guildhall Gateway Centre Lease and Service Level Agreement (Appendix 17)

The Report of the Town Clerk was considered, and it was;

RESOLVED THAT the Council;

- a) adopt and endorse the Lease and Service Level Agreement;
 - b) authorise the Clerk, in consultation with the Mayor and Deputy Mayor, to agree any minor or non material alterations which might arise from review by the Solicitors to the other party;
 - c) subject to the foregoing authorise the entering into of the Lease/SLA with THT in respect of the Guildhall Gateway Centre Project so as to enable the grant of 'Permission to Start' by Heritage Lottery Fund.
- ii. Debtors
The Council considered and noted a list of all those with debts to the Council dating from earlier than the last quarter day (Appendix 18)

Noted that the Assistant to the Town Clerk confirmed that the promised payment had not been received from Debtor A as shown on the Report, and therefore the final stage of the Council's Debtors' Policy would be instigated.

- iii. Stock Audit Report (Appendix 19)

The Stock Audit Report was considered and questions were raised regarding;

- a) the accounting system in place for stock control;
- b) that the stock auditor had suggested a new process which had not been implemented

Noted that the General Manager confirmed that the Town Hall Manager would provide a report on why this issue had occurred and other relevant information in due course.

CONFIDENTIAL ITEMS
FOR INFORMATION ONLY

92. UPDATES

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i. Easement Request – Whitchurch Down

A request for an easement to allow for the outflow of treated water into a stream on Whitchurch Down was reported. It was confirmed that the applicant would be required to meet the Council's legal and surveyor's fees, pay a premium and ensure that all necessary planning and other consents were in place.

ii. Easement Request – Butcher Park Hill Allotments

The Clerk advised that the Council had been approached by developers to consider an easement across the allotments for a footpath to allow residents on a new development to access the Town.

It was confirmed that the Allotment Association had been consulted and feedback from its meeting was awaited.

Various views were expressed regarding the feasibility of such an easement, and the impact this could have on the allotments, and the Council's future use of the land. The general (but not unanimous) view being that the developers had made a case, at appeal, to the satisfaction of the Inspector that a satisfactory and safe pedestrian access was achievable via the existing highway and that development of allotment land (subject to the view of allotment holders) should be resisted at this time.

It was noted that the Council had previously opposed this development, and if approached could confirm that the Council would only be consulting with the Allotment Association due to its landlord and tenant relationship, and would not be consulting more widely on what would otherwise represent a planning matter administered by the Local Planning Authority.

Noted That Councillor Ms L Crawford declared a personal interest in this item, by virtue of being an allotment holder.

The Press and Public were readmitted to the Meeting.

93. COUNCIL SEAL

RESOLVED THAT the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.00pm.

Signed.....

Dated.....

CHAIRMAN