

AGENDA ITEM 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 29th JULY, 2025 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor S Hipsey (Mayor)
Councillor Mrs A Johnson (Deputy Mayor)

Councillors Ms M Ewings, A Hutton, Mrs J Hughes,
N Martin, Mrs B Moody, R Poppe, B Smith, P Ward.

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

Prior to the commencement of the Meeting there was opportunity at:
6.25pm – for Members to receive a few moments of Quiet Reflection as provided by Corps Officer Teresa Conway of The Salvation Army.

COMMENCEMENT OF MEETING

98. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors A Lewis, T Munro, G Parker, J Moody and A Venning.

99. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

100. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 24th June, 2025 be confirmed as a correct record and signed by the Chairman (Appendix 1).

101. PUBLIC REPRESENTATIONS & QUESTIONS

The following question had been received from Mr H Smith:

'Will Tavistock Town Council enter meaningful dialogue with West Devon Borough Council to clarify responsibility for responding to reports of Fly Tipping on land in Tavistock?'

In response, the content of a reply previously supplied to the questioner outlining the respective responsibilities of the different statutory bodies was provided noting, in particular, the responsibility of the 'relevant

authority' for investigation and (other than in limited circumstances), the landowner for removal.

ITEMS REQUIRING A DECISION

102. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 30th June, 2025 as listed on the Council website (Appendix 2);

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 30th June, 2025.

103. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 22nd July, 2025, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 93-97 being deferred to a later point in the Meeting, in view of the confidential nature of the business to be transacted, the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 83-92 refer) be approved and adopted.

Noted That particular reference was made, inter alia, to Minute No 87.

104. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 15th July, 2025 (Appendix 5) (Minute No's 74-82 inclusive) the recommendations being reported by rote:

RESOLVED THAT the Recommendations included in the foregoing report of the Development Management & Licensing Committee be approved and adopted.

Noted That following reference to the position regarding the 5 year land supply a dual hatted Member advised of:

- the current Joint Local Plan (JLP), which was now required to be reviewed - it was anticipated the work would commence in

September/October 2025, and would need to be completed within 30 months to meet Government requirements;

- it was to be hoped that any new JLP would reduce the number of new houses allocated for Tavistock, as it was believed the Government proposals had not taken into account sufficiently the proximity of the Dartmoor National Park Authority, nor Tavistock's designations as a World Heritage Site and National Landscape.

105. MAJOR DEVELOPMENTS – PRE-APPLICATION MEETINGS WITH THE TOWN COUNCIL

The Council received the Briefing Note of the Town Clerk (Appendix 6), pursuant to an officer meeting earlier in the day with representatives from the Local Planning Authority (LPA) in connection with the potential introduction of a protocol by the Town Council for dealing with requests from developers for pre-application discussions on major developments.

In particular it was noted that:

- the introduction of a policy for such meetings did not necessarily mean all requests would be granted. Rather it provided a working framework for circumstances where requests were agreed;
- for reasons of resource and probity the LPA was not in a position to send officers to provide planning context at such meetings;
- the suggested criteria, as set out, reflected a review of good practice elsewhere and were informed by the discussions with the LPA.

RESOLVED THAT the recommendations of the report (including minor adjustments as set out below), be approved and adopted for the conduct of pre-application meetings in respect of major developments, namely:

- i. Pre-application meetings shall normally only be held in respect of developments classified as major under the prevailing West Devon Borough Council Policy (10 residential units currently);
- ii. Pre-application meetings shall normally only occur where a public consultation or engagement event (pre application community engagement – (PACE)) is either scheduled or firmly planned;
(to ensure equality of opportunity for the public);
- iii. Any pre application meeting will be distinct from (ie not run together with), any associated PACE meeting(s);
- iv. The format for pre-application meetings will typically be in the form of a major developer presentation prior to a DM&L

- meeting (ie not at a formally constituted/procedurally regulated committee meeting);
- v. The time limit for such presentations (typically not to exceed 15-20 minutes) will be followed by Q&A from Town Councillors. The session shall not exceed 30 minutes in total.
 - vi. All Town Councillors shall be invited to attend the presentation; which shall be open to the public to observe and also live screened (as the Chamber has limited seating) but not recorded;
 - vii. where additional advertisement is required any associated reasonable expense shall be met by the developer;
 - viii. The Developer shall also meet any specific additional costs – such as venue or AV hire/large scale plans etc;
 - ix. Town Councillors shall only ask questions related to facts associated with the application by way of understanding what is proposed;
 - x. to maintain probity no discussion, debate, nor expression of support or objection (ie nothing that could infer the Council or any one Councillor takes any particular view (or not) on either the application as a whole or constituent parts) shall be made;
 - xi. Only Town Councillors shall participate in the meeting;
 - xii. No private pre-application meetings shall be held with developers by the Council, nor shall individual councillors attend or participate in any such meetings;
 - xiii. If lobbying (either of the Council or individual Councillors) takes place, the Council reserves the right to withdraw from any pre-application process.

ITEMS CIRCULATED FOR INFORMATION ONLY

106. SERVICE REPORTS

The Council received, for information, the Reports of the General Manager and the Managers of the Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 7 –10 refer).

- i. General Manager Report (Appendix 7)
- ii. Pannier Market Report (Appendix 8);
- iii. Works Department (Appendix 9);

Noted That: reference was made to the recent scything of the Green Meadow in the Plymouth Road Cemetery.

Thanks were conveyed to the Works Department staff involved in this activity, for their hard work and enthusiasm.

- iv. Town Hall & Butchers' Hall Report (Appendix 10).

Noted That: the reported increased usage of the Town Hall for weddings etc. was welcomed. It was requested that additional

supporting information regarding this be made available and the General Manager undertook to provide same.

107. FINANCE & OTHER MATTERS

The Council received, for information, the following: -

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

Noted That: attention was drawn, in particular, to:

- a short Service at which all Members were invited to attend to take place at the War Memorial on Friday 15th August, 2025 at 11am to commemorate the 80th Anniversary of VJ Day, at which the Mayor would lay a wreath;
 - should any Members wish to attend the Devon Association of Local Councils' (DALC) Annual General Meeting and Conference on Wednesday 1st October, 2025 at Exeter Racecourse, they should contact the Assistant to the Town Clerk at the earliest opportunity who would book a place for them.
- b) Councillor G Reed (West Devon Borough Council) provided an oral update.
- c) The following Member update or feedback was brought forward:
- i. Representatives on outside bodies: none brought forward;
 - ii. Feedback from Members following attendance at any training sessions: none brought forward.

EXCLUSION OF PRESS AND PUBLIC

108. 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

109. BUDGET & POLICY COMMITTEE CONTINUED

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

The Council received and considered Minute Nos. 93-97 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 22nd July, 2025, each recommendation being taken in turn.

RESOLVED THAT the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 93-94 and 96-97 refer) be approved and adopted.

Noted That: an oral update was provided, consistent with that given to the Committee previously, in connection with Minute No 96 (a)-(b).

With regard to Minute No 95 the Council then further considered the supplemental Briefing Note, as commissioned by the Committee, (Appendix 12 refers).

In response to questions reference was made, in particular, to:

- the distinction between 'landowner' and 'landlord' obligations;
- legal advice received;
- the challenges posed by the premises (past, present, alongside uncertainty regarding the future); and
- the distinction as between 'reasonable endeavours' and 'best endeavours' obligations as attaching to the parties to a lease;
- the ongoing commitment to the purposes for which the premises were currently let;
- minor change to wording by way of addition to that set out in the report.

RESOLVED THAT with regard to Minute No 95, and in relation to the relevant terms of the proposed lease:

- a) the Town Council advise the tenant that it continues to adhere to the view that 'reasonable endeavours' apply to both parties, as previously requested by the tenant, and the request to replace that with 'best endeavours' is therefore declined;
- b) it be made clear to the prospective tenant that the terms of the lease are comprehensive, and in agreeing to them, the tenant agrees to place no reliance on other communications or correspondence falling outside of the terms of the lease other than that specifically referred to therein.

110. PROPERTY, LEGAL & FINANCE MATTERS

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i. DEBTORS' REPORT

The Council considered and noted a list (Appendix 13) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly;

ii. **TOWN HALL BAR STOCK AUDIT REPORT**

The Council received and noted the Town Hall Bar Stock Audit Report dated 30th June, 2025 (Appendix 14).

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i. **LANDLORD & TENANT MATTERS**

No updates were brought forward.

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 7.59pm.

Signed:

Dated:
CHAIRMAN