

AGENDA ITEM No 3

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 18th MARCH, 2025 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor P Ward (Mayor)
Councillor S Hipsey (Deputy Mayor)

Councillors R Edlmann, Ms M Ewings, Mrs J Hughes, A Hutton, Mrs A Johnson, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, G Parker, R Poppe B Smith, A Venning.

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 The Mayor.

COMMENCEMENT OF MEETING

348. APOLOGIES FOR ABSENCE

An Apology for Absence had been received from Councillor A Lewis.

349. DECLARATIONS OF INTEREST

The following Declaration of Interest was made: Councillor T Munro in respect of Planning Applications 0301/25/HHO and 0612/25/TPO, from the Development Management & Licensing Committee Meeting held on 10th March 2025, by virtue of a close association with both Applicants.

350. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 4th February, 2025 be confirmed as a correct record and signed by the Chairman (Appendix 1).

b) Matters arising – Minute No. 303(c) - reference was made to anticipated arrangements for the Referendum in connection with the Neighbourhood Development Plan for Tavistock and the significance attached to progressing this important work stream, views regarding the 5 year land supply including the Joint Local Plan, and the observations of the Local Planning Authority as reported.

351. PUBLIC REPRESENTATIONS & QUESTIONS

No public representations or questions had been received prior to the Meeting.

ITEMS REQUIRING A DECISION

352. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 31st January, 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 31st January, 2025.

353. BUDGET & POLICY COMMITTEE

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

RESOLVED THAT subject to consideration of Minute Nos. 335-337 being deferred to a later point in the Meeting, in view of the confidential nature of the business to be transacted, and to the following amendments:

- i. Minute No. 327a – Financial Regulations – the replacement of the identified paragraphs in the document with the following to reflect recently issued national guidance:
 - o 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract
 - o 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices
 - o 5.11 Contracts must not be split to avoid compliance with these rules

- ii. Minute No. 332b – Park & Ride Fees, pursuant to a meeting with the Lions Club - parking charges across the three Park & Ride sites being standardised at £3.00 per adult, and £1.00 per child.

the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 324-334 refer) be approved and adopted.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 18th February, 2025 (Appendix 5) (Minute No's 314 - 323 inclusive) the recommendations being reported by rote:

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

- ii) Development Management & Licensing Committee - Minutes of the Meeting held on Monday 10th March, 2025 (Appendix 6) (Minute No's 338 - 347 inclusive) the recommendations being reported by rote:

During the discussion arising reference was made, in particular, to disappointment regarding:

- failure to reference the emerging Neighbourhood Development Plan, alongside various other errors/omissions in the document;
- a suggestion that an Historic Buildings Preservation Trust might be an option for listed buildings in the Town. It being noted that the Council did not endorse inclusion of those properties in its ownership in any such arrangement;
- historic operational discussions as between the Local Planning Authority, and the Town Council, agreeing that the document should not seek to actively place obligations specific to the Town Council, which had been respected in the framing of the document.

RESOLVED THAT Tavistock Town Council

- i. not endorse the submitted Draft Consultation Conservation Area Appraisal Addendum and Management Plan for Tavistock, as submitted, and draw attention, in particular, to the following:

- a) there being no reference to the emerging Tavistock Neighbourhood Development Plan, despite there being references to the Heritage assets in the town in that document;
 - b) inconsistencies between the differing documents relating to the Conservation Area Plan, which could cause difficulties for Planning Officers to determine which version to refer to;
 - c) the extent of errors contained within the document as it currently stood including mis-labelled photographs, incorrect text etc;
 - d) disappointment that the Council had understood it would be afforded the opportunity to be involved in the pre-consultation drafting of the document to assist with local context/content, which had not happened;
 - e) linking to the above, that the Town Council had not been given sufficient time to properly review the document prior to the April deadline for consultation feedback;
 - f) more broadly the matters as set out in the two items of correspondence reported to the Meeting (Appendix 3 refers).
- ii. invite a relevant Officer from the Local Planning Authority to attend a meeting of the Development Management & Licensing Committee, to review with it the Conservation Area Appraisal Addendum and Management Plan, prior to adoption.
 - iii. Request the Local Planning Authority to remove the following words from the 'Buildings Preservation Trust' section on page 24, namely:
'with a large number owned by Tavistock Town Council'
to reflect that the content was inconsistent with the policy of the Council, and should not discriminate between landowners.

355. MULTI-USE WHEELED SPORTS AREA

Consideration was given to arrangements appropriate to facilitate determination of matters in connection with the consideration of tenders received regarding the above, and pursuant to the necessary due diligence.

RESOLVED THAT a Special Meeting of Tavistock Town Council be held at 6.00pm on Tuesday 1st April, 2025.

ITEMS CIRCULATED FOR INFORMATION ONLY

356. SERVICE REPORTS

The Council received, for information, the Reports of the General Manager, 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 in response to a question the Council was advised of arrangements regarding waste management/monitoring in the locality of the Pannier Market and, more particularly, operation of the Bin Store and communication with stakeholders.

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

Noted That the Town Hall Duty Officer was commended for their support of the recent Youth Market.

357. FINANCE & OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11);
- b) West Devon Borough Council Report – Councillor J Moody (Appendix 12);

c) The following updates or feedback were brought forward:

- i. Representatives on outside bodies:
 - o Tavistock Rail – it was reported that:
 - some meetings, including the AGM, had recently taken place;
 - on the 26th March 2025 the Department for Transport would decide which rail projects would be progressed. It was understood the successful projects would then be referred on to the Treasury.
 - o Feedback from Members following attendance at any training sessions: none brought forward.

Noted That no report had been received from County Councillor D Sellis.

358. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

The Mayor reminded Members of the Charity Quiz being held on Thursday 20th March, 2025 at 7.30pm at The Bedford Hotel. All Members were

encouraged to either form a team, or attend on an individual basis, to raise funds for the Mayor's Charity, The New Tavistock Youth Café.

EXCLUSION OF PRESS AND PUBLIC

359. 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

360. 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, considered and noted Minute Nos. 335-337 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 4th March, 2025.

RESOLVED THAT the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 335-337 refer) be approved and adopted.

Noted That in response to a question, it was reported that (Minute No 335 refers) significant progress had been made in the previous 12 months on compliance matters across 'out-services', and an extension of a further 12 months would enable this to be completed. For the reasons set out previously the proposal was cost neutral.

361. 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.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

362. PROPERTY, LEGAL & FINANCE MATTERS

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i. LANDLORD & TENANT MATTERS

No updates were brought forward.

ii. INSURANCE MATTERS

- Market Road Wall – works were substantially complete, the Town Council having met the costs of the repair;
- Abbey Walk – these works were also nearing completion, with just the final tarmac repairs outstanding;
- Potholes in The Meadows and Market Road – it was planned the leftover tarmac from the Abbey Walk works would be utilised to repair potholes in The Meadows and Market Road.

Noted That in response to a question, arrangements for repair works undertaken to the hedge bank/wall at the Western end of the Meadows (in proximity to the Bus Stop) were outlined.

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

The Meeting closed at 7.30pm.

Signed:

Dated:

CHAIRMAN