

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 3rd DECEMBER, 2019** at **6.45pm**

PRESENT

Councillor Mrs A Johnson (Mayor)
Councillor A Hutton (Deputy Mayor).

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Fey, A Lewis, Mrs U Mann, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, P Ward, P Williamson.

IN ATTENDANCE

Town Clerk, General Manager and Assistant to the Town Clerk

1 Member of the Public

Noted That prior to the Meeting there was opportunity for quiet reflection led by Reverend Dr Steven Emery-Wright of Tavistock Methodist Church.

267. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Moody and A Venning.

268. DECLARATIONS OF INTEREST

The following Declarations of Interest were made - Councillors G Parker and H Smith both declared a personal interest in Budget & Policy Committee Meeting Minute No. 255(b) by virtue of being a Trustee of the organisation involved.

269. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Special Meeting of Tavistock Town Council held on Tuesday 19th November, 2019 (Appendix 1 refers) be confirmed as a correct record and signed by the Chairman.

270. PUBLIC REPRESENTATIONS AND QUESTIONS

No public representations or questions had been received.

ITEMS REQUIRING A DECISION

271. GENERAL FINANCE

The Council considered the following:-

a. Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31st October, 2019 and as listed on the Council website.

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 2) as at 31st October, 2019.

272. BUDGET & POLICY COMMITTEE

The Council considered Minute No's 240 - 252 inclusive of the Meeting of the Budget & Policy Committee (Appendix 3) held on Tuesday 19th November, 2019, the recommendations being reported by rote.

Noted That in response to queries raised;

- i. Funding of/arrangements for a Neighbourhood Development Plan – a report would be brought to the Development Management & Licensing Committee Meeting scheduled for 17th December, 2019;
- ii. Heating in the Town Hall – monies would need to be kept available for any necessary future upgrades to the boilers and heating system;
- iii. Prioritisation of areas for funding in 2020/21 – an item would be brought to the next Budget & Policy Committee Meeting, (7th January 2020), which would allow Council to agree priorities and address the Precept to be proposed accordingly;
- iv. Minute No. 247 (b) – Request for a letter of support. It was reported the application for grant funding was now not proceeding, so this request had been put in abeyance awaiting further contact;
- v. Appreciation was expressed to staff for keeping the Town Hall lift operational for as long as it has been despite the difficulties and issues which had been experienced;
- vi. Minute No. 251 – Goose Fair Park & Ride Income and Expenditure 2019 Councillors A Hutton (Deputy Mayor) and B Smith declared a personal interest in this item by virtue of being members of the organisation involved. Councillor P

Williamson declared a interest by virtue of being one of the landlords who had provided a site for parking.

RESOLVED THAT

- a) Subject to the exclusion of Minute No. 247(b) (see (iv) above) and Minute No. 253 (see Minute No. 283 below) the recommendations included in the foregoing report of the Committee be approved and adopted;
- b) consideration of Minute No's 253-257 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

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

The Council considered the following:-

- a. Development Management & Licensing Committee – Minutes (Appendix 4) of the Meeting held on Tuesday 5th November, 2019 (Minute No's 221 - 229 inclusive);

Noted That a query was raised regarding the timescale for feedback for the Experimental Amendment Order for Plymouth Road. The Assistant to the Town Clerk undertook to investigate and feedback.

- b. Development Management & Licensing Committee – Minutes (Appendix 5) of the Meeting held on Tuesday 26th November, 2019 (Minute No's 258 - 266 inclusive).

Noted That a query was raised regarding the standard of planting which had been undertaken at the Churchill Retirement Living development in Plymouth Road, Tavistock. The Assistant to the Town Clerk undertook to liaise with the Landscape Officer at the Local Planning Authority and feed back to the next Meeting of the Development Management & Licensing Committee.

The recommendations being reported by rote

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved and adopted.

274. GRANT APPLICATIONS – ALLOCATION

The Council considered the report of the Assistant to the Town Clerk (Appendix 6). In the ensuing discussion concerns were raised with regard to:-

- i. The difficulties potentially associated with changing of the process (i.e. mid-term and after applications had been invited and assessed by individual members of the Panel) - the initial arrangements having previously been determined by Council;
- ii. The potential perception by applicants that their applications had not been fairly considered against the Policy previously adopted, the need to avoid potential for manipulation of the system and the associated importance attached to ensuring that future arrangements provided certainty and equality of process.

RESOLVED THAT the Council adopt

- a) recommendations 4a (i & ii) and 4b of the report;
- b) recommendation 4c (i); together with
- c) A new para 4(c) (ii), namely:- 'the Panel be required to review the Grant Application Process and report back to Council prior to the next Grant Application round as to the process to be adopted in future'

Noted That the following Declarations of Interest were made at this point in the Meeting;

- a) Councillor Mrs M Ewings – Tavistock Youth Café by virtue of being the Chairman of the organisation;
- b) Councillor Ms L Crawford – Tavistock Community Garden by virtue of her involvement with the organisation;
- c) Councillor Mrs U Mann – West Devon Art Workshops and Tavistock Community Garden by virtue of her involvement with these organisations

who took no part in the discussion or voting on the above items.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only:-

275. SERVICE REPORTS

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

Noted That:-

- a. General Manager's Report – thanks were extended regarding partnership working with particular reference to the Christmas Lights. It was further reported that Tavistock BID Company were pleased that Tavistock Town Council would be undertaking the watering of the hanging baskets in the Town in 2020.
- b. Works Department – attention was drawn
 - to an error in the report. Under 'Properties' 3rd bullet point should read £ 45k, not £ 25k. Thanks had also been received regarding the cleaning of the War Memorial for the Remembrance Sunday Service, erection of the Trees of Lights and the lighting of the trees in the Churchyard;
 - ongoing issues with unauthorised access to the Vicarage Gardens via the Still Tower and associated remedial measures;
- c. Pannier Market Report – Members were encouraged, wherever possible, to support local businesses with their Christmas shopping in both the Pannier Market, and Tavistock, as a whole.

276. FINANCE AND OTHER MATTERS

The Council received, for information, the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 11)
Noted That a query was raised regarding Planning Training. It was confirmed that Members of Tavistock Town Council had received such Training via the Local Planning Authority since the local Election in 2019. It was suggested that, if/as

necessary, the matter of training be addressed at a future Development Management & Licensing Committee Meeting.

b. County Councillor Report – noted (Appendix 12);

c. Project update:-

- i. Townscape Heritage Initiative – it was reported that a meeting had recently taken place with the NLHF Monitor and that feedback had been positive. There would be an accountancy/audit review early in the New Year. Thanks were extended to those Members and partners for their hard work in getting the scheme to where it now was which had been over a long period, and the positive outcomes for properties under the Scheme;
- ii. Guildhall Gateway Centre Project – it had been anticipated that a grant of £ 18,000 would have been secured. However, at a site meeting on 2nd December Council had been advised that the works were not eligible for such funding. Alternative grant funding would now be investigated, in order to try and avoid recourse to Council funds.

d. Updates from Council representatives serving on outside bodies:-

- Tavistock Community Football Club – it was reported that vandalism and anti-social behaviour had been recorded at the Club, and reported to the Police. The problems had also been raised at the recent 'Tavistock Matters' meeting;
- West Devon Borough Council (no written report had been submitted by the Councillor who had undertaken to provide it) – it was reported that the Precept was likely to increase by £5. It was also reported that West Devon Borough Council were seriously considering introducing CiL (Community Infrastructure Levy), which would give 25% of the Levy to those parish Councils which had adopted a Neighbourhood Development Plan, and 15% to those which hadn't, in respect of developments arising after introduction;
- Dartmoor National Park Authority – it was reported that at the recent Forum Meeting the main topic for discussion had been the Glover Report, which outlined the future evolution of National Parks, however that had

been put into abeyance in view of the impending General Election;

- Tavistock Museum Trust – it was reported that at the recent half-yearly meeting the main concerns raised had been with regard the fabric of the building and the lack of available funding. Particular reference had been made to the condition of two windows in the building, which had been reported to the General Manager;
- Super Links Committee – Councils had reported challenges with budgets. It was also reported that West Devon Borough Council would be funding two Economic Development Project Officers which the Town Council could make use of, if support were required.

277. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

Noted that - the Mayor reminded Members to respond to their invitation to the Mayor's Christmas Party, if they had not already done so.

EXCLUSION OF PRESS AND PUBLIC

278. 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

279. BUDGET & POLICY COMMITTEE (CONT'D)

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

The Council considered confidential Minute No's 253 - 257 inclusive of the Meeting of the Budget & Policy Committee (Appendix 3 refers) held on Tuesday 19th November, 2019, the recommendations being reported by rote.

RESOLVED THAT subject to the amendment of the recommendation appertaining to Minute No. 256 to reflect the advice of the Council's HR provider the recommendations included in the foregoing report of the Committee be approved and the Minutes be received.

Noted That

- a) Minute No. 256 refers, the Clerk confirmed that advice had been sought from the Council's HR provider who had confirmed that in such circumstances it was recommended that the reduction in working hours should be not less than 20% or 1 day per week;
- b) Minute No. 255 (b) Councillors H Smith and G Parker declared an interest in the above matter and took no part in the discussion or voting thereon.

280. TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE – PUBLIC REALM (GUILDHALL CAR PARK)

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

The Council considered the Report of the General Manager (Appendix 13) and following responses to queries with regard to the re-location of the Statue of the Duke of Bedford to the permit-holders' area, it was;

RESOLVED THAT the recommendations included in the foregoing report be approved, namely, that Tavistock Town Council:

- a) Let the Guildhall Car Park Public Realm Contract to RM Builders in the sum of £267,375.96 + VAT (overall contract value including professional fees £285,000) on the proviso that the public convenience element of the work is contingent on transfer of Guildhall Public Conveniences freehold to TTC;
- b) Agree the reserve allocations as set out in the Report (para 2.7 refers), together with a transfer from the reserve previously established to cover any additional costs, in the amount of £10,541;
- c) Formally express its appreciation to NLHF for its assistance

281. PROPERTY, LEGAL AND FINANCE MATTERS

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

i. **DEBTORS**

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last quarter day, and received updates accordingly (Appendix 14).

ii. **STOCK AUDIT REPORT**

The Council considered and noted the outcome of the recent Stock Audit Report (Appendix 15)

Noted That the report showed a much improved performance

iii. **LEGAL UPDATES**

There were no updates to report.

The Press and Public were readmitted to the Meeting.

The Meeting closed at 8.26pm.

Signed.....

Dated.....

CHAIRMAN