

AGENDA ITEM No 5(b)

MINUTES

of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **3rd SEPTEMBER 2013** at **6.30pm**

PRESENT

Councillor Mrs S Bailey (Chairman)
Councillor B Trew (Vice Chairman)
Councillors E Sanders, J Sellis, E Sherrell
Councillor H Smith (Mayor)
Councillor J Sheldon (Deputy Mayor)
Councillor Mrs M Ewings (Vice Chairman - Finance & General Purposes Committee)

IN ATTENDANCE

Town Clerk, Works Superintendent and Assistant to the Town Clerk

145. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs A Johnson (Chairman of Finance & General Purposes Committee) and Mrs J Whitcomb.

146. DECLARATIONS OF INTEREST

Councillor Mrs M Ewings Declared an Interest at Minute 148b (Pannier Market Report) by virtue of being a trader in the area.

147. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 16th July 2013 be confirmed as a correct record and signed by the Chairman.

148. SERVICE REPORTS

The Committee received the following Managers' Reports:-

a. **Depot Report** (Appendix 1)

Noted That

- In response to a question regarding Christmas lights and the provision of the 'Trees of Lights', the Committee was advised that meetings had been arranged for later in the week with the installer and provider of the lights. Feedback would be given at the next Full Council Meeting.

- Meadows Play Park Scheme – the Works Superintendent advised that drawings were available on a 5th option for the refurbishment of The Meadows.
- Tavistock Golf Club – the Committee was advised of ongoing discussions regarding how best to minimise/prevent livestock damage to greens. A further update would be provided to the next Council Meeting as/if necessary.

b. **Pannier Market Report** (Appendix 2)

Items requiring a decision – Membership of Town Hall and Pannier Market Consultative Group

Following a request that one or two representatives from the Pannier Market perimeter shops be invited to attend the Town Hall & Pannier Market Consultative Group Meetings, it was

RECOMMENDED THAT the Shops in the Pannier Market surround be invited to consider whether they wish to nominate one or two representatives to represent the interests of shops in that area on the above working group.

Noted That

- Following a query raised regarding a recent incident at the Pannier Market, it was confirmed that the Assistant Facilities Manager was liaising with the Crime Prevention Officer to identify how the security of the Pannier Market and surround could be improved.

c. **Town Hall Report** (Appendix 3)

Noted That

- The new PA system in the Town Hall was commended as being a great improvement on the previous system.

149. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business

150. LEGAL & FINANCE MATTERS (CONFIDENTIAL – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee considered a request on behalf of a number of organisations for a short term Lease on 14 Duke Street for the purposes of providing a community shop promoting local businesses and incorporating an information service for visitors to the town.

In the ensuing discussion the view was expressed that those who would benefit from such a facility should contribute towards the costs of provision i.e. local businesses, hotels etc. rather than the Council foregoing rent on commercial premises. It was also noted that since the request had been received there had been an approach from a local business to rent the property at a commercial rent.

Moreover, in view of the potential availability of suitable alternative premises elsewhere in the Town Centre it was:-

RECOMMENDED THAT the request be refused and the applicants' invited to approach Devon Borough Council regarding the possibility of securing the use of the premises at Court Gate, currently used by the Tourist Information Office, subject to the necessary consents.

The Meeting closed at 7.04pm

Chairman _____

Date _____

AGENDA ITEM No 4(b)

MINUTES

of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **16th JULY 2013** at **6.30pm**

PRESENT

Councillor Mrs S Bailey (Chairman)
Councillor B Trew (Vice Chairman)
Councillors E Sanders, J Sellis, E Sherrell, Mrs J Whitcomb,
Councillor H Smith (Mayor)
Councillor J Sheldon (Deputy Mayor)
Councillor Mrs A Johnson (Chairman - Finance & General Purposes Committee)

IN ATTENDANCE

Town Clerk, Works Superintendent and Assistant to the Town Clerk

98. APOLOGIES FOR ABSENCE

There were no apologies for absence as all Members were present.

99. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

100. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 18th June 2013 be confirmed as a correct record and signed by the Chairman.

101. SERVICE REPORTS

The Committee received the following Managers' Reports:-

a. **Depot Report** (Appendix 1)

Noted That 'Items requiring a Council Decision';

- **Goose Fair fees;** a meeting of the Goose Fair organising group had met earlier that day with the Showmen's Guild representatives, when discussions had taken place regarding the level of fees for this year's event.

RECOMMENDED THAT following agreement at the above meeting, the level of fees remain at the same level as last year.

Noted That

- following last year's Goose Fair, reference had been made to the provision of Park & Ride facilities for the event. Ongoing consideration would be given to this issue, prior to the next event with particular regard to advertising/ promotion;
- in response to a question regarding dog fouling the Committee was advised of progress to date working in partnership with the Borough Council..

b. **Pannier Market Report** (Appendix 2)

December opening – following a survey of Traders it was agreed to adopt the recommendation contained within the report regarding New Year's Eve opening.

RECOMMENDED THAT the Pannier Market open on 31st December 2013

Noted That the Pannier Market was commended on achieving a 'Certificate of Excellence' on the Trip Advisor website, and the positive feedback contained therein.

c. **Town Hall Report** (Appendix 3)

Councillor E Sherrell wished to be Minuted his appreciation of the hard work, courtesy and diligence of the Town Hall staff on the occasion of the Cream Tea held for his Honorary Freeman presentation. He had also received excellent feedback from many guests at the event.

This appreciation was endorsed by the Mayor, who had received many letters of congratulation and appreciation from guests.

102. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business

103. LEGAL & FINANCE MATTERS (CONFIDENTIAL – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee received an oral update from the Town Clerk regarding an item that would be discussed during the following Finance & General Purposes Committee Meeting. This matter concerned a Debtor, and the legal advice the Council had received from its advisors.

104. THE GUILDHALL (CONFIDENTIAL – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee was advised of instructions that would be issued to the Council’s Surveyor and related matters to provide a basis for progression of this matter.

The Meeting closed at 6.48pm

Chairman _____

Date _____

AGENDA ITEM No 4(b)

MINUTES

of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **18th** **JUNE 2013** at **6.30pm**

PRESENT

Councillor Mrs S Bailey (Chairman)
Councillors E Sanders, J Sellis, E Sherrell, Mrs J Whitcomb,
Councillor H Smith (Mayor)
Councillor J Sheldon (Deputy Mayor)
Councillor Mrs A Johnson (Chairman - Finance & General Purposes Committee)

IN ATTENDANCE

Town Clerk, Works Superintendent and Assistant to the Town Clerk

55. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor B Trew (Vice Chairman).

56. DECLARATIONS OF INTEREST

Councillor Mrs A Johnson Declared an Interest in Minute No 60(b) by virtue of a family connection and left the Meeting during consideration thereof.

57. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 21st May 2013 be confirmed as a correct record and signed by the Chairman.

58. SERVICE REPORTS

The Committee received the following Managers' Reports:-

a. **Depot Report** (Appendix 1)

Noted That

Items requiring a Council Decision;

- **Guildhall Car Park** - a request had been received from 'Totally Locally' asking for the Guildhall Car Park to be closed on 13th July 2013 to support an event.

RECOMMENDED THAT as the organisation had offered to provide full cost recovery of foregone revenue the Council accede to the request.

- **Grounds Maintenance Contract** - the Works Superintendent advised of the outcome of negotiations regarding a proposed agency agreement with West Devon Borough Council for the delivery of grounds maintenance works for same in the sum of £10,000 for 2012/13 and 2013/14.

RECOMMENDED THAT Tavistock Town Council enter into an agency agreement with West Devon Borough Council for the delivery of grounds maintenance works.

Noted That - a concern was raised regarding the condition of one of the planters beside the Guildhall Toilets. The Works Superintendent undertook to make an inspection.

- b. **Pannier Market Report** (Appendix 2)
The increase in bookings and activity on Bedford Square was commended.
- c. **Town Hall Report** (Appendix 3)
The proposed review of advertising and marketing activity was welcomed.

59. **REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a. **Community Allotment**

Correspondence had been received (Appendix 4) regarding a proposed Planning Application for Persimmon Homes South West to build up to 25 dwellings on land at St Andrew's Road, Whitchurch. Included in the proposal was an area of approximately 1,200m² which had been identified as a potential opportunity for a new community allotment. The Council had been asked if this was something it would support/consider taking on.

RECOMMENDED THAT contact be made with the local Allotment Association to establish any need for additional plots and, if so, whether it would be interested in managing them either independently or on behalf of the Council.

b. **Service Plans and Past Year Review**

The Committee considered the following Service Plans together with a précis of performance against each in relation to the previous year:-

Noted That

- i. **Works Department** (Appendices 5-6)

Performance Indicators

4.4 – Wording to be added;

‘ensuring full cost recovery on any activities included in this income’.

- ii. **Town Hall & Pannier Market** (Appendix 7 – Review of 2012-13 only)

Noted That

- The Committee was advised that an integrated Service Plan was being prepared and would be brought before Members when the Service Review was complete.
- Performance Overview
 - Item 2 – in response to a question the Committee was advised if any tables became dangerous or unusable, they would be removed and replaced.
 - Item 3 – it was suggested that a timeline for the introduction of an EPOS system for the Pannier Market might be added to the integrated Town Hall and Pannier Market Service Plan.
 - Appreciation was expressed for the work involved in the production of the Service Plans for departments.

RECOMMENDED THAT with due regard to the foregoing, Tavistock Town Council endorse and adopt the above Service Plans as a basis for the delivery of related Council Services 2013-2014.

60. ITEMS FOR INFORMATION

- a. Town Hall and Pannier Market Consultative Group – The Notes of the Meeting of the Town Hall and Pannier Market Consultative Group 11th June 2013 were received (Appendix 8) arising from which, in relation to Christmas opening, it was:

RECOMMENDED THAT

- i. The Pannier Market be open on Mondays 16th and 23rd December 2013 respectively;
 - ii. The Pannier Market be closed on 25th – 26th December, 2013 and 1st January 2014;
 - iii. Consultation be undertaken with traders and other partners regarding the viability of opening on Tuesday 31st December, 2013.
- b. Grounds Maintenance – please see Minute 58a above.

61. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business

62. LEGAL & FINANCE MATTERS (CONFIDENTIAL – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee considered a request from a tenant to purchase Council owned land.

RECOMMENDED THAT the particular parcel of land not be made available for sale in view of its significance within the adjoining area but that the Works Superintendent enter into

discussions with the applicant, on a without prejudice basis, to establish whether there was a suitable alternative area in the ownership of the Council.

URGENT CONFIDENTIAL ITEMS

In view of the nature of the business to be discussed the Chairman agreed to take the following two items as matters of urgency.

63. TENANCY AND MARKET TRADER MATTERS (CONFIDENTIAL – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

a. **Compliance with Lease**

Correspondence had been received from one of the Council's tenants purporting to question/repudiate one of the applicable lease conditions.

RECOMMENDED THAT should it be necessary in the absence of agreement the Clerk be authorised, in consultation with the Mayor, Deputy Mayor and Chairman of the Properties Committee, to undertake such actions or proceedings, including such further legal proceedings as are necessary to secure compliance with the terms of the lease.

b. **Former Market Trader**

The Clerk gave a verbal update on the current position regarding this matter.

The Meeting closed at 7.06pm

Chairman _____

Date _____

AGENDA ITEM No 4(b)

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **14th** **MAY 2013** at **6.30pm**

PRESENT Councillors E Sanders, J Sellis, E Sherrell, Mrs J Whitcomb, B Trew and A Tossell

Councillor Mrs A Johnson (Mayor)

Councillor J Sheldon (Chairman - Finance & General Purposes Committee)

IN ATTENDANCE Works Superintendent and Assistant to the Town Clerk

463. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs S Bailey (Chairman), Mrs L Rose (Vice Chairman) and H Smith (Deputy Mayor).

In the absence of both the Chairman and Vice Chairman, Councillor Mrs A Johnson (Mayor) was elected to Chair this Meeting.

464. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

465. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 2nd April 2013 be confirmed as a correct record and signed by the Chairman.

466. SERVICE REPORTS

The Committee received the following Managers' Reports:-

a. Works Superintendent's Report (Appendix 1)

Items requiring a Council Decision;

- Single tender action to capital purchase LED lighting for the Pannier Market at an initial cost of £ 10,203, with funds being drawn down from Reserves.

RECOMMENDED THAT as this was an invest to save option, with costs being recovered after an initial 3 year period, that the Council proceed and purchase the lighting on this basis.

- That the Council consider a request to close the Guildhall Car Park on 22nd June 2013 to support the Devon launch of the Tour de Manche cycle event.

RECOMMENDED THAT as the Tavistock BID Company had offered to provide full cost recovery of the lost car parking revenue that the Council accede to the request.

- That the Council consider a request to allow Officers to exercise discretion regarding commercial and community bookings when setting fees and charges for the usage of the Pannier Market, Town Hall and Bedford Square.

RECOMMENDED THAT Officers be allowed the opportunity to exercise such discretion provided there is no material disadvantage to existing users.

Noted That -

- Guildhall Toilet surround, reference was made to the area recently refurbished around the Guildhall toilets and the period for the new stonework to ‘weather in’ and match the surrounding area. The Works Superintendent undertook to liaise with West Devon Borough Council on the completion of the works regarding ‘make good’ and the provision of planters.
- Working with local schools - Works Department staff were congratulated on their work with local schools in a recent community project.

b. Pannier Market Report (Appendix 2)

The attendance of staff at recent Social Media training was commended.

c. Town Hall Report (Appendix 3)

Noted That in respect of (b)-(c) above the format and structure of the reports was commended together with works undertaken regarding efficiency measures.

467. REQUESTS/OTHER ITEMS REQUIRING A DECISION

a. **Tavistock Christmas Lights**

Following discussions regarding the Town Council’s current financial outlay in respect of the Christmas Lights provision in Tavistock it was;

RECOMMENDED THAT Officers continue negotiations with the Chamber of Commerce, the Tavistock BID Company and other relevant bodies in relation to the future shared provision of the Lights with a view to developing a partnership based approach and report back progress in due course

Noted That a query was raised regarding arrangements for the placing of items on an agenda at the request of a Member.

b. **Tavistock Car Club** (Appendix 4)

A request had been received, from Transition Tavistock, asking for the ongoing provision of a car parking space in the Guildhall Car Park to site the Eco-Car.

RECOMMENDED THAT the space continue to be made available for the next six months, but at a charging rate of £30 per month plus VAT.

Noted That - in particular reference was made to the possibility that the Borough Council might support this scheme at the conclusion of the above arrangement.

468. ITEMS FOR INFORMATION

a. Whitchurch Down Consultative Group – Notes of the Meeting held on the 15th April 2013 (Appendix 5)

Noted That

- in response to a question it was pointed out and confirmed that whilst the Notes stated seasonal fencing had been removed on 12th April 2013 it was approximately one third of the fencing removed at or around that time which was reinstated on 15th April following operational agreement with Officers.
- appreciation was expressed to the Works Department Staff on the works carried out on Whitchurch Down.

URGENT ITEM

In the interests of expediting the business of the Council and with due regard to the timescale attaching the Chairman agreed to take the following item as a matter of urgency.

469. ANNUAL COUNCIL PHOTOGRAPH

Councillor Mrs A Johnson reminded Members of the group Council photograph session due to take place on Wednesday 15th May 2013 at 6.20pm in the Council Chamber.

The Meeting closed at 7.13pm

Chairman _____

Date _____

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **2nd** **APRIL 2013** at **6.30pm**

PRESENT Councillor Mrs S Bailey (Chairman)

Councillors E Sanders, J Sellis, E Sherrell, Mrs J Whitcomb

Councillor Mrs A Johnson (Mayor)
Councillor H Smith (Deputy Mayor)

Councillor J Sheldon (Chairman - Finance & General Purposes Committee)

IN ATTENDANCE Town Clerk and Assistant to the Town Clerk

417. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs L Rose (Vice Chairman), A Tossell and B Trew.

418. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

419. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 19th February 2013 be confirmed as a correct record and signed by the Chairman.

420. MANAGERS' REPORTS

The Committee received the following Managers' Reports:-

- a. Works Superintendent's Report (Appendix 1)

A copy of the above report was circulated prior to the Meeting.

Noted That:

- i. Whitchurch Down - a Member commended the gorse clearance work undertaken;

- ii. Depot Visit - all Councillors were invited to view the interim Works Depot in the Butchers' Hall (to meet on site at 6.30pm on Tuesday 9th April 2013 (prior to the Full Council Meeting));
- iii. Pannier Market Perimeter – the Works Superintendent would liaise with the Member concerned regarding the maintenance regime;
- iv. Dog Fouling – the Works Superintendent would liaise with the Member concerned regarding the operation and flexibility of the proposals being developed;
- v. Betsy Grimal's Tower – positive comments had been received regarding the new gates including from the Tavistock Historical Society.

b. Pannier Market Report (Appendix 2)

Noted That In response to a question arrangements for usage of Bedford Square in connection with markets were confirmed.

c. Town Hall Report (Appendix 3) –

Noted That:

- i. The Duty Officers were commended on the report and the discharge of their duties
- ii. Measures were in hand to mitigate the impact of bird fouling.

421. WEDDS, COPSE & TANGLEWOOD – CORRESPONDENCE FROM THE WOODLAND TRUST

Correspondence had been received from the Woodland Trust (Appendix 4) inviting either Tavistock Town Council, or a local community organisation, to assume responsibility for the management and maintenance of the area of woodland immediately behind the Dolvin Road Cemetery, stretching up to Abbey Road car park.

After discussion it was:

RECOMMENDED THAT Tavistock Town Council not take up the offer.

422. ITEMS FOR INFORMATION

- a. Notes from the Town Hall & Pannier Market Consultative Group held on the 6th March 2013 (Appendix 5)

Councillor Mrs Anne Johnson advised that she had tendered apologies for this Meeting..

The Notes were presented and agreed subject to the above amendment.

- b. 'East Bites West' – the Committee was advised of a food programme being shot for television in Tavistock on Saturday 13th and Sunday 14th April 2013.

423. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business

424. LEGAL/LANDLORD AND TENANT MATTERS

(**CONFIDENTIAL** – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Clerk reported that previous matters regarding a breach of lease had now been resolved in accordance with the instructions of Council.

The Meeting closed at 6.55pm

Chairman _____

Date _____

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **19th** **FEBRUARY 2013** at **6.30pm**

PRESENT Councillor Mrs S Bailey (Chairman)

Councillors E Sanders, J Sellis, E Sherrell, A Tossell, B Trew

Councillor Mrs A Johnson (Mayor)

Councillor J Sheldon (Chairman - Finance & General Purposes Committee)

Councillors P Sanders, D Whitcomb and Mrs M Ewings (Ward Members)

IN ATTENDANCE Town Clerk and Assistant to the Town Clerk

363. APOLOGIES FOR ABSENCE

There were apologies for absence from Councillors Mrs L Rose (Vice Chairman), H Smith (Deputy Mayor) and Mrs J Whitcomb.

Noted That – with the consent of the Meeting and to facilitate the effective conduct of business the Chairman advised that item number 7 as listed on the Agenda would be taken last.

364. DECLARATIONS OF INTEREST

Councillor Mrs M Ewings declared an Interest in Item 8 on the Agenda by virtue of a proprietorial business interest, and left the Meeting for the duration of the discussion on this item.

365. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 8th January 2013 be confirmed as a correct record and signed by the Chairman

366. MANAGERS' REPORTS

The Committee received the following Managers' Reports:-

a. Works Superintendent's Report (Appendix 1)

- A question was raised regarding museum signage, it being confirmed that it was the Town Council which declined the suggested location of the signage
- It was confirmed that the glass in the Town Hall notice board would be replaced shortly (it being broken due to vandalism)
- Christmas Lights – it was noted this was to be subject to discussions around collective working with the Chamber of Commerce and the BID Company to reflect the costs/benefits of providing the lights for the Town.

b. Market Reeve's Report (Appendix 2)

- The Town Clerk updated Members regarding the ongoing liaison with Market Traders on the consultation on the possible introduction of VAT in the Pannier Market

c. Town Hall Manager's Report (Appendix 3) – no queries were raised

Noted that in future b) and c) above would be entitled Pannier Market Report and Town Hall Report as the management responsibilities of Market Reeve and Town Hall Manager were being discharged by the Works Superintendent on an interim basis.

URGENT ITEMS

In the interests of expediting the business of the Committee, the Chairman agreed to receive the following two items as a matter of urgency:

367. TOWNSCAPE HERITAGE INITIATIVE BID

The Clerk reported that further questions had been received from the Heritage Lottery Fund and responses made regarding the Townscape Heritage Initiative Lottery Bid. Feedback on the success of the Bid was expected March/April 2013.

368. WORLD MINING HERITAGE SITE – BLAENAVON FAMILIARISATION

It was noted a visit was planned in May 2013 to Blaenavon, which enjoyed WHS 'Key Centre Status'. Representatives from the Town and Borough Councils and the Cornish Mining World Heritage Site Partnership would be in attendance. This was intended to provide an opportunity to assess how 'Key Centre Status' could benefit Tavistock, if it were achieved.

369. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business

370. MANAGEMENT OF INVESTMENT PROPERTIES - RENTAL

(**CONFIDENTIAL** – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee considered the report of the Clerk in connection with the above and, in particular, applicable provisions for those tenants who had a ‘contracted in’ Lease under the Landlord and Tenant Act 1954

RECOMMENDED THAT the Council endorse the extant policy position (Minute No 2011/213(a) refers) subject to clarification that the terms of same are without prejudice to the facility for officers exercising delegated authority to enter into altered terms in relation to circumstances applicable to the expiry of a lease term where market conditions or professional advice so require.

Noted That:

- a) Councillor Mrs M Ewings left the Meeting during consideration of this item having declared an interest by virtue of a proprietorial interest in a Town Council owned property;
- b) Councillor Mrs M Ewings returned to the Meeting at the conclusion of the above item.

371. REQUEST FOR EASEMENTS

(**CONFIDENTIAL** – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Town Clerk reported that an expected written request had not yet been received. Arising from consideration thereof it was:-

RECOMMENDED that the Council consider the overall approach to be adopted at its Meeting on the 26th February 2013

Noted That - in response to a Member’s question the Clerk undertook to prepare a briefing note for circulation prior to Council.

372. LEGAL/LANDLORD AND TENANT MATTERS

(**CONFIDENTIAL** – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

The Committee considered the report of the Clerk in respect of the above and associated legal opinion arising from which the consensus of opinion was that, on the revised offer, no action be taken beyond continuing to pursue the forfeiture action previously authorised by Council

The Meeting closed at 7.44 pm

Chairman _____

Date _____

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **8th JANUARY 2013** at **6.30pm**

PRESENT

Councillor Mrs S Bailey	(Chairman)
Councillor Mrs L Rose	(Vice-Chairman)
Councillors E Sanders, J Sellis, E Sherrell, A Tossell, B Trew and Mrs J Whitcomb	
Councillor Mrs A Johnson	(Mayor)
Councillor H Smith	(Deputy Mayor)
Councillor J Sheldon	(Chairman of Finance & General Purposes Committee)

IN ATTENDANCE Town Clerk, Works Superintendent, Assistant to the Town Clerk

316. APOLOGIES FOR ABSENCE

There were no apologies for absence as all Members were present.

317. DECLARATIONS OF INTEREST

There were no declarations of interest.

318. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 27th November 2012 be confirmed as a correct record and signed by the Chairman.

319. MANAGERS' REPORTS

The Committee received the following Managers' Reports:-

- a. Works Superintendent's Report (Appendix 1)

Noted That -

- i The Meadows had been 'bought' not 'given' (correction to be made to bullet point 2 on page 5)
- ii Concern was raised regarding dog fouling problems on the new cycle track which was not in the ownership of the Town Council. A suggestion was made that this issue should be taken by the representatives of the Council to the Southern Links/WDBC

Consultative Group Meetings to draw it to the attention of West Devon Borough Council, which had responsibility for dog fouling issues.

- b. Market Reeve's Report (Appendix 2)
 - i A Member reported that they had received feedback from shop keepers who felt that it had only been worthwhile trading for one hour on the late night Friday opening in the period before Christmas.
 - ii Concern was raised that the loading bay on Bedford Square appeared to be being used for parking by some of the Farmers' Market traders on Market days. The Clerk undertook to liaise with the organiser of the Farmers Market to seek rectification and notify the relevant traffic enforcement team.
- c. Town Hall Manager's Report (Appendix 3)
 - i A concern was raised asking for confirmation that the Council had adequate maintenance cover for the lift and noting the need for relevant notifications to be made in the event of failure. This was an essential facility at the venue and it was confirmed that a new company had been appointed to oversee the maintenance.

URGENT ITEM

In the interests of expediting the business of the Committee the Chairman agreed to receive the following item as a matter of urgency.

320. PLANTING OF MEMORIAL TREE

A request was made on behalf of Councillor Eberlie (in his absence) that a tree be planted in memory of John Warne, a former Councillor and Mayor of Tavistock, who has recently passed away.

RECOMMENDED THAT the Council agree to this proposal, and action to be taken as soon as possible.

321. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following item of business.

322. LEGAL/LANDLORD AND TENANT MATTERS

(**CONFIDENTIAL** – by virtue of relating to legal matters and/or the financial advice and/or the business affairs of persons other than the Council)

- a. Update – Legal Matters

The Committee was advised there were no significant matters to report.

b. Breach of Lease Conditions

The Clerk advised the Committee of the outcome of recent without prejudice discussions with the Tenant and the subsequent views of the Solicitors to the Council in connection with the above. In view of the foregoing it was:-

RECOMMENDED THAT the Council proceed on the basis set out in the accompanying Confidential Minute (322(i) refers) relating to this item.

Noted That it was the view of the Committee that a suggestion Members meet the tenant would not be appropriate in the circumstances.

The Meeting closed at 7.08 pm

Chairman _____

Date _____