

AGENDA ITEM No. 3(a)

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 26th JULY, 2016** at **6.45pm**

PRESENT Councillor Mrs M Ewings (Mayor)
Councillor P Sanders (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, P Palfrey, C Rogers, E Sanders, J Sheldon, H Smith, A Venning, P Ward, Mrs J Whitcomb and P Williamson

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

Note - Prior to the Meeting there was an opportunity for quiet reflection led by The Mayor of Tavistock, together with reports from County Councillor Mrs D Sellis and Borough Councillor N Jory

55 APOLOGIES FOR ABSENCE

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

56 DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this point in the Meeting.

57 CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 21st June, 2016 be confirmed as a correct record and signed by the Chairman (Appendix 1).

58 COUNCIL LETTING POLICY

The report of the Town Clerk was considered (Appendix 2) arising from which it was:

RESOLVED THAT subject to

- a) the inclusion of an additional stage to the Debtors' Recovery Process detailed within the report immediately after Item 2.8 (i),

namely, that after the due date of rental payment is due and before the stage 1 letter is sent a council officer seeks to make phone contact with the tenant to ascertain if there is any good reason not to have made payment; together with
b) adoption and endorsement of the recommendations included at para's 2.6, 2.9 and 3.3 of the report

the Council affirm the appended policy position and endorse the adoption of same as a codified basis, where applicable, for the management of its commercial lease-hold properties.

Noted That – it was reported that in recommendation 6(b) of the report the number '3.3(a)' should be deleted and '3.3' inserted in its place.

59 SERVICE PLANS 2016-17

The Council considered the following Service Plans, which formed the Council work programme for the following year, together with a précis of performance against each in relation to the previous year:-

- i. **Corporate** (Appendices 3-4)
- ii. **Community** (Appendices 5-6)

RESOLVED THAT Tavistock Town Council endorse and adopt the above Service Plans as a basis for the delivery of related Council Services 2016-2017 and endorse the accompanying organisational risk registers.

Noted That arising from consideration of the above particular reference was made to the resource implications of the service planning process together with the intention to adopt the Historic England template for the scheduling of property maintenance.

OTHER ITEMS REQUIRING A DECISION

60 APPOINTMENTS

a) Plans Committee - Membership

Nominations were invited for a Member to serve on the Plans Committee pursuant upon the resignation of Councillor C Rogers.

No nominations were received.

RESOLVED THAT this matter be addressed and determined at a future Meeting of Council.

b) Tavistock BID Company Limited

There had previously been two nominations for a Member to serve on the Tavistock BID Company Ltd. Pursuant upon the withdrawal of one it was:

RESOLVED THAT Councillor H Smith be nominated to serve on the above organisation.

c) Appointment of Budget and Policy Sub-Committee

Members had been requested to indicate their interest in serving upon the above Sub-Committee, five expressions of interest being received for the five places.

RESOLVED THAT those Members who had indicated their interest, namely Councillors Mrs A Johnson, P Palfrey, H Smith, P Ward and P Williamson together with the Mayor and Deputy Mayor be appointed to serve on the Budget and Policy Sub-Committee.

61 GENERAL FINANCE

i) Schedule of Payments

The Council received and considered copies of the monthly accounts, as at 31st May, 2016 (Appendix 7)

ii) Budget Monitoring Report

The Council received and considered copies of the Budget Monitoring Report as at 31st May, 2016 (Appendix 8).

62 PLANS COMMITTEE

The Council considered the following reports of meetings of the Plans Committee:-

a) Plans Committee – 28th June, 2016 (Appendix 9)

The Minutes of the Meeting of the Plans Committee held on 28th June, 2016 (Minute No's 39 – 46 inclusive)

b) Plans Committee – 19th July, 2016 (Appendix 10)

The Minutes of the Meeting of the Plans Committee held on the 19th July, 2016 (Minute No's 47 – 54 inclusive)

Noted That in connection with Minute No. 51 a Member gave an overview of the 'Plymouth and South West Devon Joint Local Plan – Thriving Towns and Villages'.

RESOLVED THAT the recommendation contained within the Minute be submitted to the Local Planning Authority as Tavistock Town Council's response to the consultation on this document.

It was further:

Noted That

- i) consideration of – Planning Application 2022/2016/OPA – Outline Application for the construction of up to 148 dwellings at land adjacent to New Launceston Road, Tavistock had been referred to Council.
- ii) Councillor J Sheldon requested it be recorded he would not participate in consideration of the application by virtue of membership of West Devon Borough Council.
- iii) Councillor P Sanders declared a personal interest in view of the proximity of the proposed development to his place of residence.

Following a period of discussion on the merits and drawbacks associated with the proposal it was;

RESOLVED THAT Tavistock Town Council's response to the application be as follows - Tavistock Town Council objects to this application on the grounds that the application site:

- does not wholly fall within the area designated for development in the Local Plan;
- represents an undesirable extension of built development into the open countryside
- is served by an unsatisfactory access onto the highway in a location where the highway is inadequate to accommodate the volume and flows of projected consequential traffic movements.

Following consideration of the foregoing it was further:

RESOLVED THAT subject to any amendments listed above the recommendations included in the foregoing reports of Committee Meetings be approved and the reports be received.

ITEMS CIRCULATED FOR INFORMATION ONLY

63 SERVICE REPORTS

The Council received and noted the Reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 11 – 14)

Noted that

- The General Manager was commended for his input into the highly successful 'Man Engine' event recently held in the Town
- Pannier Market staff were congratulated on their recent 'Road to Rio' event which took place on Carnival Day and which had been well received
- Pannier Market – dates for Christmas Opening 2016-17 were reported.

64 FINANCE & OTHER MATTERS

The Council received and noted the following:

a) Chamber of Commerce – Minutes of the Meetings held on the 6th June and 4th July, 2016 (Appendix 15)

Noted That a query regarding minute formatting had been raised with the organisation.

b) Report of the Assistant to the Town Clerk (Appendix 16)

Noted That reference was made to

- attendance at/availability/timings of Councillor training. It was understood the Southern Links Committee were looking to provide more locally-based courses in October/November of this year.
- The desirability of Council considering, on a case by case basis, the suitability of sourcing polling cards for by-elections.

c) Tavistock BID Company – Minutes of the Meeting held on 15th June, 2016 (Appendix 17)

d) Townscape Heritage Partnership – Notes of the Meeting held on the 14th June, 2016 (Appendix 18)

e) Destination Okehampton – Notes of the Meetings held on the 4th May and 22nd June, 2016 (Appendix 19-20)

f) Pixon Lane Depot - oral update

65 COMMUNICATIONS FROM THE MAYOR

The Council received the following reports/communications from the Town Mayor.

The Mayor expressed appreciation for support given regarding the recent 'Man Engine' event and thanked Council staff involved.

66 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.

67 ITEMS REQUIRING A DECISION

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

i) **Debtors**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council)

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 21) and received up-dates, where appropriate, in respect of same.

ii) **Town Hall Audit Report**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council)

The Council considered and received the Stock Audit and Analysis Report (Appendix 22) for the period 31st March to 29th June, 2016.

iii) **Guildhall Gateway Centre**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information)

The Council considered the report from the Meeting of the Guildhall World Heritage Site Interpretation Centre Steering Group held on the 7th July, 2016 and accompanying documentation (Appendix 23)

The Town Clerk gave a verbal update and advised that a meeting with the Heritage Lottery Fund Mentor was scheduled for 3rd August, 2016. The next meeting of Tavistock Heritage was due to take place on the 18th August, 2016.

Arising from the foregoing it was

RESOLVED THAT Tavistock Town Council endorse:

- i) the adjustment of the proposed HLF Bid submission date from February 2017 to June 2017;
- ii) in principle, the emerging scheme (as outlined at the informal meeting of Council on 28th June, 2016) and, in particular, the indicative built extension to the existing premises subject to the necessary consents and identification/availability of funding together with any instructions in connection with on-going negotiations

Noted That

- a. Councillor H Smith gave a verbal update on the above meeting, which he had attended as Tavistock Town Council's representative.
- b. The Council considered the revised Project Plan provided (Appendix 24).
- c. The indicative cost of additional works was estimated to be in the region of £130,000.

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

68 **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 8.13pm.

Chairman _____

Date _____