

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **10th DECEMBER, 2013** at **6.50 pm**

PRESENT Councillor H Smith (Mayor)
Councillor J Sheldon (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs A Johnson, J Moody, B Trew, P Sanders, C Rogers, J Sellis, E Sherrell, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – prior to the Meeting a presentation was received from Matthew Perry, Project Manager of the Devon County Council Flood Resilience Community Pathfinder Project.

Furthermore there was opportunity for quiet reflection and to receive reports from County Councillor Mrs D Sellis and West Devon Borough Councillor P Sanders.

285. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs J Metcalf and E Sanders.

286. DECLARATIONS OF INTEREST

There were no declarations of interest.

287. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 29th October, 2013 be confirmed as a correct record and signed by the Chairman.

288. CO-OPTION

a) Suspension of Standing Order 1.6.1

RESOLVED THAT Standing Order 1.6.1 be suspended to allow voting by ballot.

b) Co-option of Councillor for the South West Ward of Tavistock Town Council

The Council received presentations from two of the three candidates who had expressed an interest in being considered for co-option to the Council – Mr T

Gibbins and Mr A Fleet. Mrs C Keane, who had been unable to attend, had indicated her continued interest.

Following a vote by ballot it was:

RESOLVED THAT Mr A Fleet be co-opted to serve as Councillor for the South West Ward of Tavistock Town Council.

The candidates were thanked for attending and putting their names forward.

- c) Reintroduction of Standing Order 1.6.1
RESOLVED THAT Standing Order 1.6.1 be reintroduced.

289. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee –12th November , 2013

The Minutes of the Meeting of the Plans Committee held on 12th November, 2013 (Minute Nos. 248-256 inclusive)

Plans Committee – 2nd December, 2013

The Minutes of the Meeting of the Plans Committee held on 2nd December, 2013 (Minute Nos. 257-265 inclusive)

Noted that: pursuant to Minute No 261a – Draft Heads of Terms for Unit 2-4, Tavistock Retail Park, Plymouth Road, Tavistock (former Focus site) concern was expressed regarding the perceived allocation of S106 monies.

b) Properties Committee – 3rd December, 2013

The Minutes of the Meeting of the Properties Committee held on 3rd December, 2013 (Minute Nos. 266-271 inclusive).

c) Finance and General Purposes Committee –3rd December, 2013

Subject to

- i. the deferral of Minute Nos. 281-284 to a later point in the Meeting in view of the confidential nature of the business to be transacted; and
- ii. the reference back of Minute no 277(ii) to the Forward Planning Policy and Programme Sub-Committee for further consideration in connection with car parking charges;
- iii. the addition of the following words at the end of Minute No 279 (a) ‘notwithstanding the significance of the tradition of the Goose Fair and the Council’s continuing support concern was expressed regarding costs’.

the Minutes of the Meeting of the Finance and General Purposes Committee held on 3rd December, 2013 (Minute Nos. 272-280 inclusive).

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

290. COMMUNICATIONS AND REPORTS OF THE TOWN MAYOR

a) NALC Regional Conference – ‘Putting Communities First’

The feedback report from The Mayor and Deputy Mayor, following attendance at the above event, was noted.

b) Picture from Swaziland Athletes

The Mayor presented the framed picture received from the Swaziland Athletes who had stayed in Tavistock during the 2012 Olympics, given as a token of their thanks for the support and kindness shown to them by the people of Tavistock. The picture would hang in the Council Chamber.

c) Mayor’s Christmas Party

The Mayor reminded Members that the annual Mayor’s Christmas Party was due to take place on Tuesday 17th December 2013 at the Tavy Club commencing at 5.30pm.

291. 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 financial and/or business affairs and/or the consideration of legal matters and/or personal data of a person/persons other than the Council it was

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

292. COMMITTEES (CONTINUED)

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

The Council considered the outstanding reports of the following Standing Committee held on 3rd December 2013, consideration of which had previously been deferred (Minute No.289 refers).

a) Finance and General Purposes Committee – (Minute Nos. 281-284)
Subject to

- i. Minute No 281- the adoption of the staffing arrangements and structure as set out in the report of the informal meeting of Councillors held on Friday 7th December, namely that ‘Tavistock Town Council
 - i. adopt the revised staffing structure shown at Appendix 1, for a period of up to two years, so far as it relates to posts other than those listed in the Administration Office, as a basis for formal consultation with the staff side and a further report be brought back to Members in due course;
 - ii. further consideration be given to how best to deliver Administration and related services.

Noted That a view expressed being that subsequently the Council might consider moving to an approach incorporating management positions in respect of business development, works and administration.’

- ii. Minute No 282(a) the deletion in para (ii) of the words ‘authority be...value’ and the insertion, in their place, of ‘and the matter be brought before a meeting of Council for determination’.

the Minutes of the Meeting of the Finance and General Purposes Committee of 3rd December, 2013 (Minute Nos. 281-284 inclusive).

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

The Press and Public were readmitted to the Meeting.

293. 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 the decision and matters approved.

The Meeting closed at 8.24pm.

Signed _____

Chairman

Dated _____

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **29thOctober, 2013** at **6.45pm**

PRESENT Councillor H Smith (Mayor)
Councillor J Sheldon (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs A Johnson, J Moody, E Sanders, P Sanders, C Rogers, J Sellis, E Sherrell, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk

Note – Prior to the Meeting there was an opportunity for quiet reflection and to receive reports from County Councillor Mrs D Sellis and Borough Councillor Mrs S Bailey. In addition subsequently there was a temporary adjournment in the meeting to receive a report from the Police.

In particular the Mayor and Council expressed their appreciation to Mrs J Honey for her reporting of the work of the Council and extended best wishes for the future in her new role with the Tavistock Times Gazette.

229. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs J Metcalf and B Trew.

230. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

231. **CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 10th September, 2013 be confirmed as a correct record and signed by the Chairman.

232. **CO-OPTION**

The Council was advised that no applications had been received from persons interested in seeking co-option onto the Town Council. In the ensuing discussion, particular reference was made to the need to promote a vibrant, democratic and inclusive Council Chamber.

233. **REPORTS OF STANDING COMMITTEES**

The Council considered the following reports of Standing Committees:-

a) **Plans Committee –30th September, 2013**

The Minutes of the Meeting of the Plans Committee held on 30th September, 2013 (Minute Nos. 181-189 inclusive)

b) Plans Committee – 21st October, 2013

The Minutes of the Meeting of the Plans Committee held on 21st October, 2013 (Minute Nos. 194-202 inclusive)

c) Properties Committee – 22nd October, 2013

Subject to the deferral of Minute No 211 to a later point in the meeting in view of the confidential nature of the business to be transacted, the Minutes of the Meeting of the Properties Committee held on 22nd October (Minute Nos 203-210 inclusive).

Noted that

- i. Minute Number 206(a)(iii) (Friends of the Meadows)

Arising from consideration of the above, it was:-

RESOLVED THAT Councillors Mrs M Ewings, J Moody and C Rogers be appointed to represent the Council on the emerging “Friends of the Meadows” Group.

- ii. Minute Number 209 Public Realm Workshop

Members were reminded of the importance of attending, if at all possible, the Public Realm Workshop scheduled to take place in the Parish Rooms, Tavistock. This was arranged for Wednesday 6th November, 2013 from 2pm-5pm and the significance to the Council - in particular to matters associated with the remit of the Properties Committee, was stressed.

- iii. Minute Number 207 – Items requiring a decision

Councillor Mrs M Ewings declared an interest in the above matter by virtue of membership of the BID Company.

d) Finance and General Purposes Committee – 22nd October 2013

Subject to the deferral of Minute Nos. 222-228 to a later point in the Meeting in view of the confidential nature of the business to be transacted, the Minutes of the Meeting of the Finance and General Purposes Committee of 22nd October, 2013 (Minute Nos. 212-221 inclusive).

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

234. TAVISTOCK TOWN COUNCIL – COMMITTEE MEMBERSHIP

The Council considered issues associated with the Membership of Standing Committees of the Council and associated matters arising from which it was:-

RESOLVED THAT

- a) Councillors Mrs S Bailey, Mrs M Ewings and C Rogers be appointed to serve upon the Plans Committee of the Council.
- b) Councillor C Rogers be appointed to serve upon the Properties Committee of the Council

235. **COMMUNICATIONS AND REPORTS OF THE TOWN MAYOR**

a) Civic Service

The Mayor advised that the Civic Service was scheduled to be held on Sunday 24th November 2013 at 6.00pm

b) Civic Ball

The Mayor advised that the Civic Ball was scheduled to be held on Friday 28th March 2014.

c) New Housing Development - South West Tavistock

It was agreed that the Council be represented at the above event hosted by West Devon Borough Council by the Mayor Councillor H Smith and Councillor C Rogers.

d) Parish Community Emergency Planning Workshops

It was agreed that information in connection with the above event be circulated to all Councillors – same to notify the Assistant to the Town Clerk should they wish to attend

e) Dickensian Evening

Arrangements in connection with the above were noted, the consensus being that it would not be appropriate to seek to arrange a public engagement for/with Councillors on that day.

f) Remembrance Sunday

The Mayor advised of arrangements for Remembrance 2013.

236. **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 financial and/or business affairs and/or the consideration of legal matters and/or personal data of a person/persons other than the Council it was

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business.

237. **COMMITTEES (CONTINUED)**

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

The Council considered the outstanding reports of the following Standing Committees held on 22nd October 2013, consideration of which had previously been deferred (Minute No.233 refers).

- a) **Properties Committee** – (Minute No. 211 refers)
- b) **Finance and General Purposes Committee** – (Minute Nos. 222-228)

Following a period of discussion regarding a range of operating arrangements and the respective roles of Members and Officers it was

RESOLVED THAT Minute No.223 (Recommendations (i)-(ii) be amended to read:-

‘ Tavistock Town Council undertake a review of the proposed organisational and operating structure and the needs of the organisation going forward with A report on the matter being brought for the next round of meetings

Noted that specifically the Council sought additional information, on a summary basis, in connection with the higher level posts pursuant to the report submitted in connection with the above. Arising from the debate the work of staff and the positive improvements made during the review period were strongly commended.

Arising from consideration of the above Minutes it was further:

Noted that

- a) Minute No.225 – Guildhall – The Clerk advised of arrangements being put in hand in connection with the above following advice received (a briefing being circulated in connection with same).
- b) Minute No.227 – Debtors – A Member advised of circumstances occurring recently in connection with a premises which was subject to action by the Council.

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

238. **OUTSTANDING LEGAL PROCEEDINGS**

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

The Council was advised that proceedings currently in hand were presently scheduled to be heard on a date to be arranged between 2nd and 20th December, 2013.

The Press and Public were readmitted to the meeting.

239. **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 the decisions and matters approved.

The Meeting closed at 8.35pm.

Signed _____

Chairman

Dated _____

AGENDA ITEM No 3(a)

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **10th** **September, 2013** at **7.00pm**

PRESENT Councillor H Smith (Mayor)

Councillor J Sheldon (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs A Johnson, J Moody, E Sanders, P Sanders, J Sellis, B Trew, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – Prior to the Meeting there was an opportunity for quiet reflection and to receive reports from County Councillor Mrs D Sellis and the Leader of the Borough Council, Councillor P Sanders. Arising from consideration of the foregoing the consensus of opinion was that it would be helpful to receive a presentation from Mr S Kitchen of Devon County Council at the next Meeting of Council.

171. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs J Metcalf and E Sherrell.

172. DECLARATIONS OF INTEREST

There were no declarations of interest.

173. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 23rd July 2013 be confirmed as a correct record and signed by the Chairman.

174. CO-OPTION

a) Suspension of Standing Order 1.6.1

RESOLVED THAT Standing Order No 1.6.1 be suspended to allow voting by ballot to take place.

b) Co-option of Councillor to the South West Ward of Tavistock Town Council

The Council received presentations from two candidates who had expressed an interest in being considered for co-option to the Council – Mr C Rogers and Mr G Dempster.

Following a vote by ballot it was:

RESOLVED THAT Mr C Rogers be co-opted to serve as Councillor for the South West Ward of Tavistock Town Council.

It was further noted that:

- i. this left a continuing vacancy which remained to be filled by the Council in due course;
 - ii. the candidates were thanked for attending and putting their names forward.
- c. Reintroduction of Standing Order 1.6.1

RESOLVED THAT Standing Order 1.6.1 be reintroduced.

175. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee – 30th July 2013

The Minutes of the Meeting of the Plans Committee held on 30th July, 2013 (Minute Nos. 126– 135 inclusive)

Noted that

- i. in the discussion arising from Minute No. 131 attention was drawn, in particular, to the capacity and resource issues associated with the development of a Neighbourhood Plan together with the need for identified Members to lead the process;
- ii. in response to a question the Clerk undertook to re-circulate information previously distributed in connection with the Neighbourhood Planning process.

b) Plans Committee – 20th August, 2013

The Minutes of the Meeting of the Plans Committee held on 20th August 2013 (Minute Nos. 136-144 inclusive).

c) Plans Committee – 9th September 2013

The Minutes of the Meeting of the Plans Committee held on 9th September, 2013 (Minutes Nos. 162 – 170 inclusive)

d) Properties Committee – 3rd September, 2013

Subject to the deferral of Minute No 150 to a later point in the Meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 3rd September 2013 (Minutes Nos. 145 – 149 inclusive)

Noted that

- Councillor Mrs E Ewings declared an interest in Minute No. 148 (b) and left the Meeting during consideration thereof.
- pursuant to the provisions of Minute No. 148 (a) an operational update report from the Works Superintendent was circulated (Appendix 1 refers). In relation to same:-

Christmas Lights

Notwithstanding the programmed support of the Council for this initiative it was recognised that the extent of increased costs mitigated against delivery of the whole scheme as in previous years. There was also uncertainty around the support that partners might be able to give. Consequently consideration was given to how the best could be achieved from the available resources arising from which it was:-

RESOLVED THAT Tavistock Town Council undertake the installation of the Christmas Lighting schemes within the allocated budget with a particular focus in and around the approach of the Guildhall, Town Hall, Duke Street and ancillary areas under the custodianship of Tavistock Town Council.

Golf Course Fencing

Further to the report reference was made to representations received from a tenant, current operational arrangements and past and prospective future practice regarding the protection of greens from livestock damage and associated matters.

Arising from the consideration of the above the consensus of the Meeting was that consultation should take place with the Whitchurch Down Consultative Group (scheduled to next meet on Monday 16th September 2013) following which, should it be necessary, a Special Meeting of the Tavistock Town Council could be held.

e) **Finance & General Purposes Committee – 3rd September 2013**

Subject to the deferral of Minute Nos. 160 – 161 to a later point in the Meeting, in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Finance and General Purposes Committee held on 3rd September 2013 (Minute Nos. 151 – 159 inclusive)

Noted that

i. Minute No. 158 (a) Tavistock Townscape Heritage Initiative

The Council was advised that an offer of appointment had been made for the appointment of a THI Project Manager. It was also noted that Members could book a place on an upcoming consultation event regarding the public realm aspect of the Townscape Heritage project.

- ii. Minute No. 158 (b) West Devon Parking Strategy Group

The outcome of consideration of the “grace period” afforded to those using the Borough Council car parks as considered by the Community Services Committee of that organisation was reported.

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.

176. TAVISTOCK TOWN COUNCIL – COMMITTEE MEMBERSHIP

The Council considered the report of the Town Clerk in respect of the above.

In the ensuing discussion reference was made to the range of options available to the Council in determining the membership of its standing committees and, in particular, how best to resolve the perceived lack of support from its Members regarding service upon the Plans Committee.

RESOLVED THAT:

- i. Consideration of the matter of the configuration and appointment of the Plans Committee be deferred to a future meeting.
- ii. Councillor J Moody be appointed to serve on the Finance and General Purposes Committee of Tavistock Town Council.

177. COMMUNICATIONS AND REPORTS OF THE TOWN MAYOR

a) Civic Service

The Mayor advised that the Civic Service was scheduled to be held on Sunday 24th November 2013 at 6.00pm.

b) Civic Ball

The Mayor advised that the Civic Ball was scheduled to be held on Friday 28th March 2014.

c) Welcome to New Councillor

The Mayor took the opportunity to formally welcome Councillor J Moody to Membership of the Council, it being his first meeting of the Full Assembly.

d) Goose Fair

The Mayor reminded Members of the upcoming Tavistock Goose Fair scheduled to be held on Wednesday 9th October, 2013.

e) Personal statement

By leave of the Mayor a Member made a brief personal statement.

f) Heritage Open Days

The Council was advised of arrangements for the Tavistock Heritage Open Days over the upcoming weekend.

g) Guildhall

Council was advised that, for a limited time, the Works Superintendent was able to provide a tour of the above premises by appointment.

178. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to section 1 (2) of the Public Bodies (Admissions Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted which involved the financial and/or business affairs and/or the consideration of legal matters and/or personal data of a person/persons other than the Council it was

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business.

179. COMMITTEES (CONTINUED)

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

The Council considered the outstanding reports of the following Standing Committees held on 3rd September 2013, consideration of which had previously been deferred (Minute No. 175 refers).

a) **Properties Committee** – (Minute No. 150 refers)

b) **Finance and General Purposes Committee** – (Minute No's. 160-161).

Further to Minute No. 161 it was reported that a new offer had been made by a tenant arising from which it was:

RESOLVED THAT

- i. Subject to ((ii) below) the Council accept the tenant's offer – namely payment of half of the outstanding debt by the end of September 2013, together with all of the remaining outstanding debt to be repaid by the end of December 2013.
- ii. In the event that the tenant fails to meet the conditions of the offer, as accepted above, the Council instruct its Solicitors to commence and conclude proceedings for forfeiture of the premises on the basis of non-payment of rent together with such further proceedings as are necessary.

Noted that

- in response to a question it was confirmed that no discussions would take place in relation to the possibility of a new Lease until such time as the debt had been cleared;
- an update was provided in respect of advice received regarding the framing of Minute no 160 (b).

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.

The Press and Public were readmitted to the Meeting.

180. 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 the decisions and matters approved.

The Meeting closed at 8.45p.m.

Signed _____

Chairman

Dated _____

AGENDA ITEM NO

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **23rd** **July, 2013** at **6.45pm**

PRESENT Councillor H Smith (Mayor)

Councillor J Sheldon (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs A Johnson, Mrs J Metcalf, E Sanders, P Sanders, J Sellis, E Sherrell, B Trew, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – Prior to the meeting the Council received a presentation from Mr A Lyle in connection with the work of Tavistock Area Support Services and, furthermore, there was an opportunity for quiet reflection and to receive a report from County Councillor Mrs D Sellis.

117. APOLOGIES FOR ABSENCE

An apology for late arrival had been received from Councillor Mrs M Ewings.

118. DECLARATIONS OF INTEREST

There were no declarations of interest.

119. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Special Meeting of the Tavistock Town Council held on Tuesday 9th July, 2013 be confirmed as a correct record and signed by the Chairman.

120. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) **Plans Committee – 9th July, 2013**

The Minutes of the Meeting of the Plans Committee held on 9th July, 2013 (Minute Nos. 85 – 93 inclusive)

b) **Properties Committee – 16th July, 2013**

Subject to the deferral of Minute Nos. 103-104 to a later point in the Meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 16th July, 2013 (Minute Nos.98-102 inclusive)

c) **Finance and General Purposes Committee – 16th July, 2013**

Subject to the deferral of Minute Nos. 113-116 to a later point in the Meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Finance and General Purposes Committee held on 16th July, 2013 (Minute Nos. 105-112 inclusive)

Noted That –

- 1) Minute No. 109 (c) – Election Arrangements and Expenses.

The Council was advised of the proven benefits associated with the issue of poll cards in terms of maximizing voter turnout and increasing democratic engagement;

- 2) Minute No. 111 (b) – Tavistock Museum Trust

Arising from consideration of the above the Council considered the appointment of an ‘observer’ to represent the Council on the Tavistock Museum Trust.

RESOLVED THAT Councillor Mrs J Metcalf represent Tavistock Town Council in a capacity as ‘observer’ on the Tavistock Museum Trust for the 2013-2014 Civic Year.

- 3) Minute No 111 (i) – Town Team/Planning Application 00601/2013-Section 106 Planning Obligation

Consideration was given to the priorities which might be attached to potential options for the use of Section 106 monies arising from consideration by the Borough Council of the above planning application. In particular reference was made to pay on exit from Bedford Car Park, town centre signage, interactive screens for the town centre, improvements to Riverside Walk and money for improvements to The Meadows.

RESOLVED THAT West Devon Borough Council be advised that Tavistock Town Council would recommend that Section 106 monies arising from the above application be made available in respect of improvements to The Meadows

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

121. COMMUNICATIONS AND REPORTS SUBMITTED BY THE TOWN MAYOR

- a) Borough Council representation at Meetings of the Tavistock Town Council

Consideration was given to an extension of the opportunity currently afforded to the County Councillor for the area and the Police prior to Council meetings. Namely, for Borough

Councillors representing the town wards (whether or not they also served on the Town Council) to be given an opportunity to address Council meetings periodically on matters arising both in relation to the town and the wider issues affecting the Borough Council from the perspective of a Borough Councillor.

Arising from consideration of the above the consensus was that the proposal represented a worthwhile means both to provide engagement with, and a flow of information to and from the different tiers of local government and should be progressed.

b) Devon County Council - 'Locality' Officer

The Council was advised of proposals by the County Council to provide an opportunity for a part-time locality based secondment for Senior Officers to support the Localism Agenda within communities working closely with local stake-holders. Tavistock had been selected as one of the 4/5 pilot scheme areas and appreciation was expressed to the County Council for identifying the town as a pilot for this project.

URGENT ITEM

The following item had been brought forward at the request of the Mayor.

122. PLAY EQUIPMENT

Reference was made to, and disappointment expressed regarding, the activities of a grouping which had chosen to pursue social media in connection with the above rather than approaching the Council to work together collaboratively.

In the ensuing discussion reference was made, in particular, to:-

- the actual situation ie that the Council was seeking to identify grant funding streams toward 50+% of cost and working with suppliers to develop appropriate options;
- The opportunity to work with, and benefits potentially associated with, working with any serious community interest group prepared to work alongside the Council to assist in drawing down monies and providing voluntary services to support the long term operation of The Meadows. The importance of grant aiding any scheme for equipment replacement was stressed as, without same, the cost to the council tax payer through the precept could be up to £50 per household;
- arrangements for a meeting between representatives of the Council and interested persons scheduled to be held shortly;
- issues associated with the management of public relations including website usage, social media etc.

Arising from consideration of the above the Mayor advised that the subject of public relations and social media would be submitted to the Standing Orders Revision Working Party for consideration and recommendation to Council.

123. 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 financial and/or business affairs and/or the consideration of legal matters and/or personal data of a person/persons other than the Council it was:

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

124. COMMITTEES (CONTINUED)

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

The Council considered the outstanding reports of the following standing committees held on 16th July, 2013, consideration of which had previously been deferred (Minute No.120 refers).

- a) Properties Committee – (Minute Nos. 103-104)
- b) Finance & General Purposes Committee – (Minute Nos. 113-116)

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.

The press and public were readmitted to the meeting.

125. 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 the decisions and matters approved.

Noted That - in response to a question the Clerk undertook to ascertain the cost of a replacement Council Seal.

The Meeting closed at 7.39 p.m.

Signed _____

Chairman

Dated _____

MINUTES of the Special Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **9th JULY, 2013** at **7.15pm**

PRESENT Councillor H Smith (Mayor)

Councillors Mrs S Bailey, Mrs M Ewings, Mrs A Johnson, Mrs J Metcalf, D Whitcomb, Mrs J Whitcomb, R Eberlie

IN ATTENDANCE Assistant to the Town Clerk. Representing Marchfield Properties – Richard James (Director of Marchfield Properties), Johnny Kidney (Creatrix PR) and Clive Burbridge (Highways Consultant – Icen Projects Ltd)

94. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Sheldon (Deputy Mayor), E Sanders, P Sanders and T Sherrell.

95. DECLARATIONS OF INTEREST

Declarations of Interest were received as follows;

Councillor Mrs S Bailey declared an interest by virtue of employment, and was also a Director of the Tavistock BID Company.

Councillor Mrs M Ewings declared an interest as a Director of the Tavistock BID Company (business owner).

96. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meetings of the Tavistock Town Council held on Wednesday 12th June, 2013 and Tuesday 25th June, 2013 be confirmed as correct records and signed by the Chairman.

97. PLANNING APPLICATION No 00601/2013

The application was introduced by Richard James (Director of Marchfield Properties). Attention was drawn, in particular, to the following:-

- Marchfield Properties developed the site in 2007, with Focus DIY taking occupancy in 2008
- Focus DIY ceased trading in 2011
- Marchfield Properties started to market the site prior to Focus leaving, as they were aware that the business was failing
- Marchfield felt it was important to bring the site back in to economic use as soon as possible, especially as it is on a main route in to Tavistock and therefore clearly visible

- During the period of marketing no single occupier showed willingness to take on the unit, other than food providers
- Discussions were entered in to with the 3 supermarkets who had expressed interest, but there were varying degrees of commitment and interest
- Tesco was the provider who showed the most commitment, so they were subsequently successful in their bid to Marchfield Properties to take on the unit
- The feedback received at the Consultation Meeting suggested that many people now travel to other towns for their food shopping, including Okehampton, Launceston, and Woolwell in Plymouth.

Clive Burbridge (Highways Consultant) then gave an outline of the changes that would be made to the road layout, to ensure as little disruption as possible to traffic in the area:-

- Various options were considered including a mini roundabout, a main roundabout and traffic lights
- Whilst it was considered a main roundabout with traffic lights would be the best option, it would remove over 30 of the 136 proposed parking spaces. Also another main roundabout so close to the Morrison's roundabout would not be feasible.
- Both Devon County Council's and Tesco's own Highways Consultants were happy with the proposals being made for the road layout.
- Shoppers will have the option of leaving their cars in the Tesco car park for up to 3 hours, free of charge. This will allow them to not only shop in the Tesco's store, but visit the town centre, should they wish to do so.

The representatives of Marchfield Properties left the meeting.

In the discussion arising from consideration of the above, particular reference was made to:-

- Potential for expansion and related benefits/drawbacks
- The importance of any S106 regulating the nature of goods to be offered for sale
- The Retail Survey for the town and related matters including the potential impact(s) on existing levels of trade at Morrisons and in the town centre
- The extent to which proposed highways work would/would not represent a meaningful improvement, especially at peak travel times and when linked to the impact of 750 new homes off Callington Road.

However, it was recognised that the application could:-

- i) Contribute to the creation of up to 100 jobs (both part time and full time)
- ii) Reduce the current level of Tavistock residents travelling to other towns for their food shopping
- iii) Represent a lesser impact on the town centre than that which might be feared

In view of the foregoing it was;

RESOLVED THAT:-

- a) Tavistock Town Council support Planning Application 00601/2013 subject to:-
- b) With respect to the proposed Section 106 Agreement the Local Planning Authority:-

- i) Ensuring that the S106 funding was agreed prior to the Planning Application being determined
- ii) Agreeing to receive from Tavistock Town Council ideas of how the S106 funding could be best used for the benefit of the town

The meeting closed at 8.17 pm

Chairman

Date.....

AGENDA ITEM No

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 25th JUNE, 2013** at **6.56pm**

PRESENT Councillor H Smith (Mayor)

Councillor J Sheldon (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs A Johnson, Mrs J Metcalf, E Sanders, P Sanders, J Sellis, E Sherrell, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – Prior to the meeting there was an opportunity for quiet reflection and to receive reports and questions from the public. Apologies for absence had been received from the Police and County Councillor Mrs D Sellis.

Arising from the foregoing it was agreed that, if the members of the public present provided a forwarding address, a written response to questions received would be made.

76. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor B Trew.

77. DECLARATIONS OF INTEREST

There were no declarations of interest.

78. CONFIRMATION OF MINUTES

The Council was advised that, due to an error on the Agenda, the Minutes of the Special Meeting of Tavistock Town Council held on 12th June, 2013 had not been included on the Agenda. Whilst the Minutes of that Meeting had since been circulated formal confirmation would require submission to the next Meeting of the Council accompanied by an appropriately formatted Agenda item.

79. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee

(i) 21st May 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 21st May, 2013 (Minute Nos. 21-24 inclusive)

(ii) 28th May, 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 28th May, 2013 (Minute Nos. 25-33 inclusive)

(iii) 17th June, 2013

The Minutes of the Meeting of the Plans Committee held on Monday 17th June, 2013 (Minute Nos 46-54 inclusive)

b) Properties Committee – 18th June, 2013

Subject to the deferral of Minute No's 62-63 to a later point in the Meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 18th June, 2013 (Minute Nos 55-61 inclusive)

c) Finance and General Purposes Committee – 18th June, 2013

Subject to

- the deferral of Minute No's 73-75 to a later point in the Meeting in view of the confidential nature of the business to be transacted; and
- the amendment of Minute No.71(h) to delete the words "and left the Meeting during consideration thereof".

the Minutes of the Meeting of the Finance and General Purposes Committee held on 18th June, 2013 (Minute Nos. 64-72 inclusive)

Noted That –

- i. Particular reference was made to the third bullet point in Minute No.70(b) (2)
- ii. A Member commended the immediate past Mayor and her family in relation to Minute No.71(h)
- iii. In connection with Minute No.70(b) 2 second bullet point and following a period of discussion it was:-

RESOLVED THAT Tavistock Town Council progress matters in order to ascertain whether or not to support production of a Neighbourhood Plan for the Town.

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.

80. COMMUNICATIONS AND REPORTS SUBMITTED BY THE TOWN MAYOR

The Mayor drew the attention of Council to :-

- i. Vacancy – Tavistock North Ward
Notification had been received from the Returning Officer that an Election was to be held in the Tavistock North Ward.

- ii. Tavistock 1943 and Garden Festival
The Mayor had sent a letter of congratulations to those involved in the organization of the Tavistock 1943 and Garden Festival Events.
- iii. Tavistock and District Outdoor Education Forum
The Mayor noted, in particular, the achievements associated with Minute No 71(h)
- iv. Mayoral Charity
The Mayor advised that his Mayoral Charity for the 2013-14 Civic Year would be the Robert Owen Charity (ROC)
- v. Former Councillor R Connelly
The Mayor noted arrangements for the funeral of Mr R Connelly which was scheduled to be held on Monday 1st July, 2013 at 1.00pm. Further to the foregoing the Mayor would write to the family advising that 4/5 Town Councillors had indicated they would be attending at the Funeral.

81. 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 financial and/or business affairs and/or the consideration of legal matters and/or personal data of a person/ persons other than the Council it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

82. COMMITTEES (CONTINUED)

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

The Council considered the outstanding reports of the following Standing Committees held on 18th June, 2013, consideration of which had previously been deferred (Minute No.79 refers).

- a) Properties Committee – (Minute Nos. 62-63)
- b) Finance & General Purposes Committee – (Minute Nos. 73-75)

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 .

83. THE GUILDHALL

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

The Council considered a Meeting Note in connection with the above. In the ensuing discussion particular reference was made to the:-

- Issues and options associated with the proposal and related risks and opportunities;
- The importance attached to having an opportunity to consider, in appropriate detail, an informed business case setting out the matter;
- Potential future uses and the merits/drawbacks of public/private ownership;

- The significance of the premises/complex architecturally, historically and culturally in the life of the Town;
- The potential for developing a collaborative partnership between the existing owners and the Town Council to deliver a sustainable future;
- The content of a communication from the owner of the premises;
- The importance of establishing any residual rights which might apply to the premises.

Arising from consideration of the above it was

RESOLVED THAT Tavistock Town Council enter into without prejudice negotiations with the Devon Historic Buildings Trust, with a view to the future acquisition and redevelopment of the Guildhall Complex upon the basis of option (b) set out in the report.

Noted That the Forward Planning, Policy and Programme Sub-Committee would provide ongoing oversight of developments regarding the above and make reports to Council in respect of same.

The Press and Public were readmitted to the meeting.

84. 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 the decisions and matters approved.

The Meeting closed at 8.00 p.m.

Signed

Chairman

Dated _____

AGENDA ITEM No 3(a)

- MINUTES** of the Special Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **WEDNESDAY** the **12th JUNE, 2013** at **6.30pm**
- PRESENT** Councillor H Smith (Mayor)
- Councillors Mrs S Bailey, Mrs M Ewings, Mrs A Johnson, Mrs J Metcalf, E Sanders, J Sellis, E Sherrell, D Whitcomb, Mrs J Whitcomb
- IN ATTENDANCE** Town Clerk, Representing West Devon Borough Council – Mr B Dancer, Ms M Luscombe.
-

42. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors R Eberlie, J Sheldon, B Trew.

Noted That the Mayor reported that he had recently received letters of resignation from Councillors D Rose and Mrs L Rose. Arrangements would be put in hand for the advertisement of the vacancies.

43. DECLARATIONS OF INTEREST

No declarations of interest were made.

44. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Annual Meeting of the Tavistock Town Council held on Tuesday 21st May, 2013 be confirmed as a correct record and signed by the Chairman.

45. PLANNING APPLICATION No 00554/2013

The application was introduced by Mr B Dancer representing the West Devon Borough Council Planning Department. Attention was drawn, in particular, to:-

- The outline status of the application whereby (with the exception of the means of access) all matters of detail were reserved for consideration in further applications
- The significance of the extent to which any development of such a nature did/did not conform to the requirements of the core strategy and applicable master plan
- The status of other plans accompanying the application (i.e. indicative)
- The expectation that the site would be developed in phases and be subject to a number of future 'reserved matters' applications
- The significance of the prospective Section 106 legal obligation so far as provision for service infrastructure was concerned
- The significance of the response of the Highway Authority in relation to development proposals affecting the highway network (in response to concerns expressed regarding problems associated with the flow of traffic from Callington Road onto Plymouth Road at peak times)

- Guidance provided within the National Planning Policy framework (NPPF) regarding highways which provided that adverse impact must be severe in order for an application to be refused on highway grounds
- In response to concerns around a perceived lack of activity in developing a Design Review Panel – that this was being progressed by the Authority
- Provision within the NPPF which sought to reduce reliance on cars and encourage use of differing modes of transport thereby limiting the extent to which a set number of car parking spaces could be prescribed per unit
- The opportunity for the Town Council to comment upon the suitability or otherwise of the proposed junction (roundabout) arrangement
- Heads of Terms for the proposed Section 106 obligation had been circulated. The Local Planning Authority would look at the viability of the proposals on the basis of a series of assumptions with significant weight being placed on viability in accordance with guidance within the NPPF intended to ensure that schemes should be deliverable. Each part of the Section 106 obligation would incorporate a range of clauses and relevant trigger points. Reassessments of viability will be undertaken at key stages in the development process.

The Officers from West Devon Borough Council left the meeting.

In the ensuing discussion Members raised a series of concerns arising from the points listed above whereupon it was:-

RESOLVED THAT:-

- a) This Council considers that there is insufficient information accompanying the application to enable an informed decision to be made
- b) There are already significant difficulties periodically with the free flow of traffic between Callington Road and Plymouth Road – most especially at peak times such as school start/departure. The amount of available space for highway improvements in that locality is considered insufficient to meet the transport demands of a further 750 homes and therefore this Council has grave reservations regarding the access arrangements to/from the site.
- c) With respect to the proposed Section 106 Agreement:-
 - i) This Council seeks the assurance of the Local Planning Authority that all Tavistock Borough Council Ward Members will be fully involved in the development, content and agreement of the final terms of same
 - ii) This Council requests that it be consulted at key stages in the development of the Section 106 Agreement
 - iii) The content of the Section 106 Agreement should clearly identify the provision of monies to provide, at a future date, a connecting road between Callington Road and Plymouth Road.

The meeting closed at 7.41pm

Chairman

Date.....

AGENDA ITEM No 3(a)

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **9th** **April, 2013** at **7.15pm**

PRESENT Councillor Mrs A Johnson (Mayor)

Councillor H Smith (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs J Metcalf, E Sanders, P Sanders, J Sellis, J Sheldon, E Sherrell, B Trew, D Whitcomb, Mrs J Whitcomb

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

Note – Prior to the meeting there was an opportunity for quiet reflection led by Major Dawn McGarvey of the Salvation Army and a report from County Councillor Mrs D Sellis.

435. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors D Rose, Mrs L Rose and A Tossell.

436. DECLARATIONS OF INTEREST

There were no declarations of interest.

437. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 26th February, 2013 be confirmed as a correct record and signed by the Chairman.

Noted That – further to the provisions of Minute No. 388(b) an item would be placed on the agenda of the next meeting of the Properties Committee in connection with the provision of Christmas lights for 2013.

438. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee

(i) 5th March, 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 5th March, 2013 (Minute Nos. 393-401 inclusive)

(ii) 26th March, 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 26th March, 2013 (Minute Nos. 408-416 - inclusive)

b) **Properties Committee – 2nd April, 2013**

Subject to the deferral of Minute No. 424 to a later point in the meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 2nd April, 2013 (Minute Nos.417-423 inclusive)

Noted That arising from Minute No 420(a) and in response to a question the Works Superintendent would liaise with the Highway Authority to advise it that the Council did not accept responsibility for any consequential damage which might arise from drainage works undertaken by same on Whitchurch Down.

c) **Finance and General Purposes Committee – 2nd April 2013**

Subject to the deferral of Minute No. 434 to a later point in the meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Finance and General Purposes Committee held on 2nd April, 2013 (Minute Nos. 425-433 inclusive)

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.

439. GENERAL POWER OF COMPETENCE

The Council considered the report of the Town Clerk (Appendix 1) in respect of the above.

RESOLVED THAT Tavistock Town Council, having met the criteria for eligibility for the General Power of Competence relating to the Electoral Mandate and the relevant training of the Clerk, hereby adopt the General Power of Competence .

440. REPORTS OF THE TOWN MAYOR

a) Staffing

The Mayor advised Members of the departure of a long standing member of staff – the Mayor’s Secretary and an associated opportunity to say farewell on the afternoon of 19th April.

b) Civic Ball

Members were reminded of arrangements for the Civic Ball which was scheduled to be held on Friday 12th April, 2013

c) May Council Meeting

There being no scheduled ‘ordinary’ meeting of the Council for the month of May normal business could either be considered at the Annual Meeting or at a separate Meeting to be arranged. The consensus of opinion was that a further ordinary meeting be arranged on 15th May to follow the informal pre-annual meeting of the Council.

441. 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 legal matters and/or the financial and/or business affairs of a person or persons other than the Council it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

442. COMMITTEES (CONTINUED)

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

The Council considered the outstanding reports of the meetings of the following Standing Committees held on 2nd April, 2013, consideration of which had previously been deferred (Minute No.438 refers).

a) Properties Committee – 2nd April, 2013 (Minute No.424)

b) Finance & General Purposes Committee – 2nd April, 2013 (Minute No. 434)

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 .

443. THE GUILDHALL

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

The Council considered the report of the Town Clerk in respect of the above

RESOLVED THAT The Council authorise the opening of discussions on a without prejudice basis with the Devon Historic Buildings Trust with a view to identifying how best the two organisations might work together to secure the long term future of the identified buildings.

The Press and Public were readmitted to the meeting.

444. 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 the decisions and matters approved.

The Meeting closed at 7.43 p.m.

Signed

Chairman

Dated _____

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **26th** **February 2013 at 7.15pm**

PRESENT Councillor Mrs A Johnson (Mayor)

Councillor H Smith (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs J Metcalf, J Sellis, J Sheldon, A Tossell, D Whitcomb, P Sanders, E Sherrell and B Trew

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – Prior to the Meeting a presentation was made to Members by Mr M Hooton in connection with the future development and use of the Wharf.

In addition there was an opportunity for quiet reflection led by Reverend Michael Brierley of St Eustachius' Church, to receive a Police Report from PC Cathy Veale followed by a report from County Councillor Mrs D Sellis

385. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs L Rose, Mrs J Whitcomb, D Rose and E Sanders.

386. DECLARATIONS OF INTEREST

A Declaration of Interest was made by Councillor Mrs M Ewings at Properties Minute 366(a) due to being a Tavistock BID Member.

387. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 15th January 2013 be confirmed as a correct record and signed by the Chairman.

388. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee – 22nd January 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 22nd January 2013 (Minute Nos.345 – 353 inclusive)

Plans Committee – 12th February 2013

The Minutes of the Meeting of the Plans Committee held on Tuesday 12th February 2013 (Minute Nos.354 – 362 inclusive)

b) Properties Committee – 19th February 2013

Subject to the deferral of Minutes 369-372 to later point in the meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 19th February 2013 (Minute Nos.363 – 368 inclusive).

Noted That - Minute 366a – reference was made to Christmas Lights provision for 2013 and associated opportunities to work in partnership with the business community which were to be explored.

c) Finance and General Purposes Committee – 19th February 2013

Subject to

- i) the deferral of Minutes 381-384 to later point in the Meeting in view of the confidential nature of the business to be transacted;
- ii) Minute 378(a) – West Devon Borough Council Electoral Review
The appointment of the Mayor and Deputy Mayor to represent the Council at the meeting on the 16th April 2013;
- iii) Minute 378(c) – Assets of Community Value
Application being made for the registration of the Guildhall, Old Police Station and Trout's House as Assets of Community Value with West Devon Borough Council as soon as possible, with a view to listing other potential sites in the near future.

the Minutes of the Meeting of the Finance and General Purposes Committee held on 19th February 2013 (Minute Nos.373-380 inclusive)

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.

Noted That - Councillor E Sherrell left the Meeting at this point.

389. REPORTS OF THE TOWN MAYOR

a) Annual Town Meeting

The Mayor reminded Members of the Council that the Annual Town Meeting was due to take place on Tuesday 12th March 2013, at 6.30pm, in the Town Hall.

b) The Planting of Commemorative Trees

The Mayor advised that the planting of two trees in The Meadows was due to take place on Friday 8th March 2013. One to mark the 100th Anniversary of The Meadows coming into the possession of the Council, the other in memory of the late John Warne (former Councillor and Mayor of Tavistock).

390. 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 legal matters and/or the financial and/or business affairs of a person/persons other than the Council it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

391. COMMITTEES CONTINUED

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

The Council considered the outstanding reports of the Meetings of the following Standing Committees held on 19th February 2013, consideration of which had previously been deferred (Minute No.388 refers)

a) Properties Committee – 19th February 2013

Minute Nos.369-372 subject to

i) Minute 371 – Request for Easements

The Forward Planning, Policy and Programme Sub-Committee review this matter and how best to proceed in relation to same;

ii) Minute 372 – Legal/Landlord and Tenant Matters

Subject to the Tenant meeting the requirements of the Council as set out in Minute No 322(i) as regards compliance with the terms of the lease and all such matters being resolved within 2 weeks of 26th February 2013* Tavistock Town Council accept the offer of payment in full of:

- all outstanding rent, tolls and debts due to the Council and
- its legal fees

same to represent the final position of the Council in this matter.

* unless the Councils Solicitors advise that a greater period up to a maximum of 1 month is absolutely essential for resolution of same.

b) Finance & General Purposes Committee – 19th February 2013

Minute Nos.381-384

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

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

392. 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 the decisions and matters approved.

The Meeting closed at 8.20 p.m.

Signed _____

Chairman

Dated _____

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **15th** **January, 2013** at **7.15pm**

PRESENT Councillor Mrs A Johnson (Mayor)

Councillor H Smith (Deputy Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs J Metcalf, D Rose, Mrs L Rose, E Sanders, J Sellis, J Sheldon, A Tossell, D Whitcomb, Mrs J Whitcomb

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk

Note – Prior to the meeting there was an opportunity for quiet reflection led by Reverend S Brassil of Whitchurch Parish Church and to receive a report from County Councillor Mrs D Sellis.

337. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors P Sanders, E Sherrell and B Trew.

338. DECLARATIONS OF INTEREST

There were no declarations of interest made.

339. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 4th December, 2012 be confirmed as a correct record and signed by the Chairman.

340. REPORTS OF STANDING COMMITTEES

The Council considered the following reports of Standing Committees:-

a) Plans Committee – 11th December, 2012

The Minutes of the Meeting of the Plans Committee held on Tuesday 11th December, 2012 (Minute Nos.297-305 inclusive)

b) Properties Committee – 8th January, 2013

Subject to the deferral of Minutes 321-322 to later point in the meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Properties Committee held on 8th January, 2013 (Minute Nos.316-320 inclusive)

c) Finance and General Purposes Committee – 8th January, 2013

Subject to the deferral of Minutes 332-336 to later point in the Meeting in view of the confidential nature of the business to be transacted the Minutes of the Meeting of the Finance and General Purposes Committee held on 8th January, 2013 (Minute Nos.323-331 inclusive)

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.

341. REPORTS OF THE TOWN MAYOR

a) West Devon Mayoral Awards

The Mayor drew the attention of Members of the Council to an invitation from West Devon Borough Council for nominations to be submitted in respect of the annual West Devon Mayoral Awards Scheme.

342. 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 legal matters and/or the financial and/or business affairs of a person/persons other than the Council it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

343. COMMITTEES CONTINUED

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

The Council considered the outstanding reports of the Meetings of the following Standing Committees held on 8th January, 2013 consideration of which had previously been deferred (Minute No.340 refers)

a) Properties Committee – 8th January, 2013

Minute Nos.321-322

b) Finance & General Purposes Committee – 8th January, 2013

Minute Nos.332-336

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

Noted That arising from consideration of the above a Member drew attention to recent developments in respect of discussions between Crowndale Recreational Association and West Devon Borough Council.

The press and public were readmitted to the meeting.

344. 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 the decisions and matters approved.

The Meeting closed at 7.26 p.m.

Signed _____

Chairman

Dated _____