

**MINUTES**

Minutes of the Meeting of the **Development Management & Licensing Committee** held at **Tavistock Town Hall** on Tuesday 22<sup>nd</sup> June, 2021 at 5.30pm.

**PRESENT**

Councillor P Ward                      **Chairman**

Councillor A Hutton      (Mayor – ex officio)

Councillor Mrs U Mann (Deputy Mayor – ex officio)

Councillors A Fey, Mrs G Parker and G Parker

**IN ATTENDANCE**

Town Clerk, Assistant to the Town Clerk

Councillors Mrs M Ewings, J Moody, H Smith, P Squire and A Venning (Ward Members)

**63. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Ms L Crawford, J Ellis (Vice Chairman), B Smith and P Williamson.

**64. CONFIRMATION OF MINUTES**

RESOLVED THAT The Minutes of the Meeting of the Development Management & Licensing Committee held on Wednesday 2<sup>nd</sup> June, 2021 be confirmed as a correct record and signed by the Chairman (Appendix 1).

**65. DECLARATIONS OF INTEREST**

\*There were no Declarations of Interest made.

**66. DARTMOOR NATIONAL PARK AUTHORITY (DNPA)**

No items received.

**67. TOWN PLANNING ISSUES**

No items received.

**68. GENERAL CORRESPONDANCE**

No items received.

## **69. NEIGHBOURHOOD PLANNING**

The Committee considered the report of the Town Clerk (Appendix 2) in connection with the above, together with the associated appendices, which had been prepared in consultation with an interested group of Members.

In the discussion arising particular reference was made to: -

- The format and content of the report, which was welcomed - including the identification of areas of consensus and difference on matters as listed;
- The arrangements recommended in the report intended to provide assurance to the Council whereby it could then (having set the overall governance framework) enable appreciable operating autonomy for the Neighbourhood Development Plan Steering Group within those parameters;
- the previously designated NDP Area for Tavistock fell partly under the Dartmoor National Park Authority (DNPA), rather than wholly under West Devon Borough Council. Consequently, the report offered two options to remedy the position. This did not however impede the progress of the other recommendations under consideration;
- the extent to which the Development Management and Licensing Committee and/or Budget and Policy Committee might exercise appropriate responsibilities in overseeing plan progress, benefits and drawbacks;
- the delegation previously made to the Committee to determine initial governance arrangements, future changes or variations being reserved to Council;
- looking forward - resources which might/might not be available within the community;
- proposals for the NDP Steering Group to provide a draft project plan and budget for the whole project for the Autumn budget setting round;
- applications for variations to approved scope, governance or budget arrangements which would need to be made in future from the Steering Group to Council;
- that the identification of the skills and experience required for any Project Manager appointment would form an early activity for the NDP Steering Group. Any Project Manager appointment would initially be for a maximum of 10 days' work to enable preliminary arrangements up to the initial questionnaire/consultation/engagement to be conducted;

- the extent to which the Housing Needs allocations of the Local Planning Authority were/were not robust;
- the basis upon which the initial 3 additional (i.e. over and above designated Councillors) Members of the Steering Group could be appointed, acknowledging that the remaining 7 community representatives would most appropriately be appointed following the initial questionnaire and community consultation work.

The Committee proceeded to review the recommendations as set out in Sections 6 & 8 of the report.

#### RESOLVED THAT

#### PROJECT ORGANOGRAM & REPORTING ARRANGEMENTS

- the NDP reporting process as shown in the appended Organogram (Tavistock NDP Structure Chart (Appendix 1)) be adopted;

#### STEERING GROUP

- subject to the deletion of the words 'each of the following' on page 2 of the Terms of Reference and the words 'jointly the.....Lions Club' on p3, the Council agree and adopt the Terms of Reference for the Tavistock NDP Steering Group (Appendix 2);
- (following a vote by ballot) Councillors J Ellis (representing the DM&L Committee), A Hutton, Mrs U Mann and H Smith be appointed as the Councillor representatives on the NDP Steering Group,
- the appointment of 3 representatives be endorsed to represent business, community and heritage interests as a matter of priority;
- the Steering Group then be authorised to proceed with key early work including appointment of the Project Manager and initial consultation (including preparation/distribution of the initial questionnaire and early consultation arrangements); following which it undertake an open recruitment exercise to appoint members of the community with suitable skills and knowledge to the remaining vacant Steering Group places

#### PROJECT PLAN

- the Steering Group shall adopt either the 'Neighbourhood Planning Project Planner', or the 'Cornwall Project Planning Tool' as the baseline framework document for the development of a detailed Project Plan for the Tavistock NDP;
- the Steering Group be authorised, within that framework, to develop in more detail the various stages of the process including an estimated timeline to completion;

- A Project Plan (including Risk Register) and Progress Report (including progress against timeline and spend against budget) and the consultation and engagement strategy be submitted to Council, by the Steering Group via the DM&L Committee for review, not less than twice in each calendar year;

## BUDGET

- a) As recommended by Locality an early discussion be undertaken by the Steering Group with the Local Planning Authority to discuss and review existing planning policy, clarify that proposed plan objectives could be met through the planning system, including to identify the circumstances in which non-statutory assessments could be required (and information available) and hence inform the prospective budget
- b) Having undertaken the above the Steering Group identify and recommend a realistic indicative costed (whole project and year by year) budget for consideration by the Budget & Policy Committee and Council prior to the Autumn Budget Setting Round.
- c) In the meantime, and by way of seed funding, the Council allocate a sum of £9,500 from the localism budget (2021-22) toward the cost of
  - i. initial consultation/engagement with the public and stakeholder groups £1,500
  - ii. the engagement of an independent facilitator holding professional indemnity insurance to assist with set up arrangements, establishment of the steering group, deliver initial consultation/engagement activities, and implement operating arrangements (estimating up to 10 days' consultancy) £3,500;
  - iii. £1,000 to provide a Council laptop with appropriate software (including for virtual meetings, also Survey Monkey subscription active for those times when consultations are to be held) for use solely in connection with the preparation of the NDP;
  - iv. £3,000 for the establishment and operation over the development period of a simple information bearing website;
  - v. Miscellaneous expenses/contingency £500.
- d) Where appropriate the Town Council meet reasonable requests to make Council premises available for the conduct of meetings and consultation events in connection with the development of the NDP where so doing can defray related costs.
- e) All expenses, procurement of goods and services etc. in connection with the development of a NDP be undertaken in accordance with the applicable Council financial/contract regulations and procedures;

- f) Members of the Steering Group, when appointed, be listed as volunteers in respect of Council insurance for activities undertaken on behalf of and authorised by the Council.

#### CONSULTATION & COMMUNICATION

- the information as set out in para 6.18 of the Report form the basis for Neighbourhood Development Plan communication, consultation and engagement activities by the Steering Group;

#### VOLUNTEER ARRANGEMENTS

- the Volunteer Policy (Appendix 3), Volunteer Agreement (Appendix 4) and associated allowance/expenses scheme (Appendices 5-6) be adopted in respect of the work of the Steering Group;

#### ENGAGEMENT OF PROFESSIONAL SERVICES

- the procurement/engagement of consultancy services and similar in connection with a NDP be in accordance with the normal financial procedures of the Council and, supplementally, follow the Locality guidance/templates as listed in the report;

#### DESIGNATION

- The Council submit (re-resubmit in relation to WDBC) an application for designation of a Neighbourhood Plan Area to both West Devon Borough Council and the Dartmoor National Park Authority in respect of the areas falling within their respective boundaries so as to ensure coverage of the whole of the Parish of Tavistock.
- In the interests of completeness, the Council, at its Meeting on 27<sup>th</sup> July, endorse the above designation.

#### Noted That

- a) appreciation was expressed for a thorough and informative report;
- b) at the conclusion of the above Councillors Mrs M Ewings, J Moody, P Squire, H Smith and A Venning left the Meeting.

### **70. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

No items brought forward.

### **71. PLANNING DECISIONS and APPLICATIONS**

#### **a) Planning Decisions**

Planning Decisions by West Devon Borough Council were attached at Appendix A. (Appendix 3).

**b) NEW Planning Applications**

New Planning Applications to West Devon Borough Council.  
The views of the Committee were attached at Appendix B.

\*N.B. Councillors Mrs U Mann and Mrs G Parker Declared personal non-prejudicial Interests in Planning Application 1291/21/FUL – Erection of a public information sign on the life of Sir Francis Drake, Sir Francis Drake Memorial, Plymouth Road, Tavistock by virtue of their connection with the organisation involved.

RECOMMENDED THAT the views of the Town Council, as listed in Appendix B, be passed to the Local Planning Authority for consideration. (Appendix 4).

**72. NEXT MEETING**

The next Meeting of the Development Management & Licensing Committee to be held on Tuesday 13<sup>th</sup> July, 2021 at 5.30pm in the Town Hall.

Councillor G Parker made a short private statement at the end of the Meeting.

The Meeting closed at 7.30pm

Signed:

Dated:  
CHAIRMAN

TAVISTOCK TOWN COUNCIL  
DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE – LIST OF PLANNING  
DECISIONS (Appendix A) FOR MEETING 22.06.2021

**28.**

Applicant's Name, Site Location, P/App No.	Development Type	Town Council's Comments	Decision by Local Planning Authority	Date of Decision
Mr T Green 46 Plymouth Road Tavistock PL19 8BU  P/A No. 0879/21/HHO	Householder application for installation of traditional style French doors to the rear and re- positioning of	<b>Object - on the following basis;</b> • <b>No justification given for moving the gate or changing the window;</b>	Withdrawn	19 <sup>th</sup> May 2021

Applicant's Name, Site Location, P/App No.	Development Type	Town Council's Comments	Decision by Local Planning Authority	Date of Decision
	existing pedestrian gate	<ul style="list-style-type: none"> <li>• <b>Harm to the building and Conservation Area, and this harm is not outweighed by public benefit</b></li> </ul>		
<p>Mr &amp; Mrs Gilbert 21 Frobisher Way Tavistock PL19 8RE</p> <p>P/A No. 1144/21/HHO</p>	Householder application for proposed single storey extension to front of dwelling	<b>Support</b>	Conditional Approval	21 <sup>st</sup> May 2021
<p>Mr R Lezmore 11a Mount Tavy Road Tavistock PL19 9JB</p> <p>P/A No. 3969/20/HHO</p>	Retrospective householder application for external works to dwelling not in accordance with 0990/19/HHO	<b>Object – on the basis of non-compliance with the strictly laid out Conditions applied to the Planning Consent</b>	Conditional Approval	18 <sup>th</sup> May 2021
<p>Mr C Andrews Unit 1-7 Tavistock Retail Park Plymouth Road Industrial Estate Tavistock PL19 9QN</p> <p>P/A No. 0777/21/FUL</p>	Proposing to regularise the external storage to 5.5m, to ensure a safer storage throughout the building merchant	<b>Support – however;</b> <ul style="list-style-type: none"> <li>• <b>A request was made that the LPA investigate the nature of the proposed cantilevered roofs</b></li> </ul>	Conditional Approval	24 <sup>th</sup> May 2021
<p>Mr C Barker The Coach House Manor Close Tavistock PL19 0PN</p> <p>P/A No. 1014/21/HHO</p>	Householder application for erection of single storey extension	<b>Support</b>	Conditional Approval	25 <sup>th</sup> May 2021

Applicant's Name, Site Location, P/App No.	Development Type	Town Council's Comments	Decision by Local Planning Authority	Date of Decision
Mrs S & Mr P Whitehead 73B Bannawell Street Tavistock PL19 0DP  P/A No. 1093/21/LBC	Listed Building consent for replacement of three UPVC windows to rear elevation with single-glazed timber casement windows	<b>Support</b>	Conditional Approval	25 <sup>th</sup> May 2021
Mr J Towl Bottom Flat 27a West Street Tavistock PL19 8JY  P/A No. 1110/21/LBC	Listed Building consent for minor reconfiguration of internal layout/arrangement	<b>Support – however;</b> • <b>The absence of a Heritage Statement was noted, despite this being a Listed Building in a Conservation Area</b>	Conditional Approval	24 <sup>th</sup> May 2021
Mr B Kinsman-Daw 69 West Street Tavistock PL19 8AJ  P/A No. 1502/20/ADV	Advertisement consent for shop signage either side of main front window	<b>Support</b>	Conditional Approval	25 <sup>th</sup> May 2021
Mrs S Robinson 59 Buzzard Road Whitchurch Tavistock PL19 9FZ  P/A No. 2477/20/HHO	Householder application for alterations to garden including replacement path and border feature to rear and erection of decked areas	<b>Support</b>	Conditional Approval	25 <sup>th</sup> May 2021
Mr A Paice 7 James Road Whitchurch Tavistock PL19 9NJ  P/A No. 3819/20/HHO	Householder application for proposed two storey rear extension	<b>Support</b>	Conditional Approval	2 <sup>nd</sup> June 2021

## TAVISTOCK TOWN COUNCIL

### DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE - NEW PLANNING APPLICATIONS (Appendix B) FOR MEETING 22.06.2021

Applicant's Name & Location	P/App Link	Proposal	Deadline to respond
Ms H Waine 16 Priory Close Tavistock PL19 9DH	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211807">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211807</a>	Householder application for conversion of garage into two storey extension (resubmission of 2112/20/HHO)	<b>Support</b>
Ms I Chambers The Milking Parlour Higher Wilminstone Wilminstone Tavistock PL19 0JT	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211673">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211673</a>	Erection of a dwelling	<b>Object on the following basis;</b> <ul style="list-style-type: none"> <li>• <b>Unjustified development in the countryside, contrary to TTV 26 (Part 2);</b></li> <li>• <b>It is in a non-sustainable location;</b></li> <li>• <b>There would be reliance on the use of a private car, contrary to DEV15</b></li> </ul>
Miss Dedridge 81 Lyd Gardens Tavistock PL19 9HU	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211500">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211500</a>	Householder application for formation of vehicle hardstand	<b>Support</b>
Mr R Martin Tavistock Museum Charitable Trust Tavistock Museum Court Gate Bedford Square Tavistock PL19 0AE	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211454">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211454</a>	Listed building consent for alterations to rainwater goods	<b>Support</b>
Mr W Southall Tavistock Town Council Sir Francis Drake Memorial Plymouth Road Tavistock	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211291">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211291</a>	Erection of public information sign on the life of Sir Francis Drake	<b>Support</b>  <b>N.B. Cllr G Parker abstained</b>
Mr & Mrs P Beilby Home Down House 231 Whitchurch Road Tavistock	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211461">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211461</a>	Householder application for proposed single storey side extension to dwelling for new	<b>Support</b>

Applicant's Name & Location	P/App Link	Proposal	Deadline to respond
PL19 9DQ		kitchen and family room with rear utility and larder	
Mrs J Stewart 17 Chapel Street Tavistock PL19 8DX	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211913">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211913</a>	T1: Eucalyptus - Fell due to excessive shading	<b>Neutral View – refer to Tree Specialist</b>
Mr T Green 46 Plymouth Road Tavistock PL19 8BU	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211808">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211808</a>	Application for approval of details reserved by condition 4 for planning application 13442/2009/TAV	<b>Neutral View – the application appears to be out of time</b>
Mr I Hugo 6 Roland Bailey Gardens Tavistock PL19 0RB	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212060">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212060</a>	T1: Ash - Section fell to ground level due to ash dieback	<b>Neutral View – refer to Tree Specialist</b>
Mrs C Stoecker The Gables 4 Roland Bailey Gardens Tavistock PL19 0RB	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212059">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212059</a>	T1: Ash - Section fell to ground level - tree is suffering with dieback. G1: Hazel - Lateral reduction on SW side by 2m - overhanging garage.	<b>Neutral View – refer to Tree Specialist</b>
Mr Hillier 1 Deer Park Lane Tavistock PL19 9HB	<a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211786">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211786</a>	Householder application for replacement windows and doors	<p><b>Object on the following basis;</b></p> <p><b>1 Deer Park Lane (Deer Park Lodge) has special significance for Tavistock having been built for Theophilus Jones in 1852.</b></p> <p><b>The design change to 33 windows constitutes harm to a positive building and therefore to the character and appearance of the Conservation Area.</b></p> <p><b>Since there are no identified public benefits,</b></p>

Applicant's Name & Location	P/App Link	Proposal	Deadline to respond
			<p><b>the application is contrary to DEV21 of the Joint Local Plan, and paragraphs 195 and 196 of the NPPF.</b></p> <p><b>Recommendation – that due to the age and history of this building, that the Local Planning Authority investigates the listing of this building.</b></p>
<p>Mr I Glover 27 Frobisher Way Tavistock PL19 8RE</p>	<p><a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/210465">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/210465</a></p>	<p>T1: Hawthorn - Fell, tree is dying. T2: Hawthorn – Crown height reduction by 2m on South side to rebalance tree and reduce risk of falling; T3: Hawthorn - Crown height reduction by 3m on South and Westside to rebalance tree and reduce risk of falling</p>	<p><b>Neutral View – refer to Tree Specialist</b></p>
<p>Mr Reeves Land at 22 Glanville Road Tavistock PL19 0EB</p>	<p><a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211622">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/211622</a></p>	<p>Erection of detached 4-bedroom two storey house with parking spaces</p>	<p><b>Decision deferred until the next DM&amp;L Meeting on 13<sup>th</sup> July 2021</b></p> <p><b>This will allow members of the Committee time to visit the location, prior to the consideration of the application</b></p>
<p>Mrs A Lake 62 Oak Road Tavistock PL19 9EZ</p>	<p><a href="http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212113">http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/212113</a></p>	<p>T1: Oak - Crown thin by 15% via drop crotch technique by up to 2.5m on North and East sides to reduce shading over garden. T2: Oak - Pollard to 7m from ground level from top of Devon hedge due to excessive shading over garden</p>	<p><b>Neutral View – refer to Tree Specialist</b></p>