

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 30th JULY, 2024 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor P Ward (Mayor)
Councillor S Hipsey (Deputy Mayor)

Councillors Ms M Ewings, A Hutton, Mrs A Johnson, A Lewis (partial attendance, see * below), U Mann, N Martin, Mrs B Moody, J Moody, G Parker, R Poppe, B Smith, A Venning

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

Prior to the commencement of the Meeting there was opportunity at:

5.15pm – for a Member Briefing for all Members of Tavistock Town Council in connection with the Submission Version of the Tavistock Neighbourhood Development Plan and associated documents, and to ask related questions; and then at:

6.25pm –

- for Members to receive a few moments of Quiet Reflection as provided by Patti Owens, a Licensed Lay Minister from St Eustachius' Church, Tavistock; and
- to observe a Minute's Silence, as led by the Mayor of Tavistock, in respect of the event unfolding in Southport and in sympathy for those affected by that tragic incident.

COMMENCEMENT OF MEETING

90. APOLOGIES FOR ABSENCE

An Apology for Absence had been received from Councillor T Munro.

91. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this point in the Meeting, however please see Minute Nos. 98(a) and 103 below.

92. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 11th June, 2024 be confirmed as a correct record and signed by the Chairman (Appendix 1).

93. PUBLIC REPRESENTATIONS & QUESTIONS

No public representations or questions had been received prior to the Meeting.

ITEMS REQUIRING A DECISION

94. TAVISTOCK NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

The Council received and considered the Report of the Town Clerk in connection with the progress of the Tavistock Neighbourhood Development Plan (now at submission version stage) and associated documents (Appendix 2).

During the ensuing discussion particular reference was made to:-

- the presentation/briefing held prior to the Meeting to provide information on, and answer questions in connection with, the submission version of the NDP documentation;
- the progress of/current stage and timeline for development of the NDP to date and related consultation/engagement;
- the strengths of the documentation which had been submitted;
- the process for, and opportunities associated with, ongoing review of any NDP once made;
- the decision not to include a Settlement Boundary Plan and Policy within the NDP, and the potential advantages and disadvantages of the inclusion, or not, of these;
- the configuration and topography of the parish, the extent (or not) of any open spaces/developable land and the protections that a made NDP could offer to green spaces;
- consultation and engagement activities co-ordinated by the community led Steering Group that had been undertaken over the course of developing the NDP, including with the public, statutory bodies and stakeholders;
- Links to the Joint Local Plan and the wider planning policy framework;
- the recently announced plans of the new Government, in respect of proposed changes to national planning policy, which may lead to future changes being required to Local Planning Policy documents;
- that voting should be by way of roll call.

A Motion, duly seconded was received that the recommendations included in the Report be adopted to which an amendment as Proposed, by Councillor G Parker and Seconded by Councillor A Hutton: namely that:

- the recommendations included in the Report be adopted subject to the following amendments, namely, recommendations (b) to (d) of the Report be deleted and the following substituted:
- “(b) Request the Steering Group to
 1. Prepare a proposal for the adoption of a Settlement Boundary for Tavistock, based on the draft Boundary prepared by West Devon Borough Council in its JLP “Thriving Towns and Villages Settlement Boundary Topic Paper” March 2017 and setting out the relationship of the boundary to the relevant JLP policies, in particular, Countryside policies TTV26 and 27;
 2. Carry out a public consultation on that proposal as an amendment to the Reg 14 NDP;
 3. Prepare a supplementary Consultation Statement reporting the results of the consultation and propose any relevant amendments to the draft Submission NDP;
 4. Report these results and amendments to the Town Council’s Development Management and Licensing Committee and Full Council and, thereafter, proceed with the Submission procedures” .

The vote was taken by way of recorded vote, the voting being as follows:

In Favour Councillors A Hutton, Mrs B Moody, J Moody, G Parker

Against Councillors Mrs M Ewings, Mrs A Johnson, A Lewis, U Mann, N Martin, R Poppe, B Smith, A Venning, S Hipsey, P Ward

Abstained – none

The amendment was defeated by 10 votes to 4

The vote was then taken on the original motion, it having been Proposed by Councillor R Poppe and Seconded by Councillor Mrs M Ewings that the Recommendations, as set out in the Report be adopted.

The vote was taken by way of recorded vote, the voting being as follows:

In Favour Councillors Mrs M Ewings, A Hutton, Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody, G Parker, R Poppe, B Smith, A Venning, S Hipsey, P Ward.

Against - None

Abstained - None

The motion was carried unanimously.

RESOLVED THAT Tavistock Town Council:

- a. Commend the Neighbourhood Development Plan Steering Group for the scope, depth and rigour of its approach to the NDP and associated documents and arrangements;
- b. Approve and endorse the submission version Neighbourhood Development Plan and the Design Code and Guide for Tavistock, together with the accompanying Basic Conditions Statement, Consultation Statement and Strategic Environmental Assessment Screening Report, Habitat Regulation Assessment Screening Report and Summary of the Plan's Policies as a basis for referral to the Local Planning Authorities in order that the Plan may progress to the Regulation 16 stage;
- c. Authorise the Planning Consultant engaged by the Town Council to support the Neighbourhood Development Plan Steering Group, in consultation with the Chairman of the Steering Group, to undertake any necessary non-material corrections or amendments, including those of an administrative nature prior to submission.
- d. Subject to (c) above, approve and authorise submission to the Local Planning Authorities in due course.
- e. Endorse the continuation of extant regular reporting arrangements from the NDPSG to the Council on the progress of the Plan through the remaining stages of the plan making process

Noted That: appreciation was expressed to the Council for its support, and to NDP Steering Group members and volunteers for their work over an extended period to secure a Plan ready for submission to the Local Planning Authority.

* Councillor A Lewis left the Meeting

95. GENERAL FINANCE

The Council considered the following:-

i) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 31st May and 30th June, 2024 (Appendix 3) as listed on the Council website;

ii) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 4) as at 30th June, 2024.

96. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 5) held on Tuesday 16th July, 2024 the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute No's 86 – 89 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted

the recommendations included in the foregoing report of the Budget and Policy Committee, (Minute No's 77 - 85) be approved and adopted.

Noted That (Minute No 84 refers) an update was received in connection with a recent proposal to alter the provision of Children's Services in Tavistock, and the hope expressed that an appropriate service could be retained in the town.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 25th June, 2024 (Appendix 6) (Minute No's 57 – 66 inclusive) the recommendations being reported by rote:

RESOLVED THAT the recommendations included in the foregoing report of the Development Management & Licensing Committee be approved.

- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 15th July, 2024 (Appendix 7) (Minute No's 67 – 76 inclusive) the recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing report of the Development Management & Licensing Committee be approved.

98. CASUAL VACANCIES CO-OPTION – TAVISTOCK NORTH WARD

- a) Co-option – Tavistock North Ward

One application had been received for co-option to the vacancy arising in the Tavistock North Ward (from Mrs J Hughes) (Appendix 8).

The Council received a presentation from the applicant, who was in attendance, along with an opportunity to ask questions.

Following a vote by ballot, appreciation was expressed to the candidate and it was:

RESOLVED THAT Mrs J Hughes be co-opted to serve as a Councillor on Tavistock Town Council.

Noted That –

- Councillor U Mann Declared an Interest in the item above by virtue of association with the candidate, and left the Meeting during consideration of this matter;
- arrangements would be made for the successful applicant to sign her Declaration of Acceptance of Office and other necessary tasks, to enable her to join the next Meeting of Council.

- b) Co-option – Tavistock South West Ward

Following receipt of a notification confirming that a by-election had not been called to fill the current vacancy in South West Ward, it was agreed that, in accordance with established practice, Tavistock Town Council proceed with co-option for the vacancy in South West Ward at

the Council Meeting, which was scheduled for 29th October, 2024 and the vacancy for co-option be advertised accordingly

ITEMS CIRCULATED FOR INFORMATION ONLY

99. SERVICE REPORTS

The Council received, for information, the reports of the General Manager, Pannier Market/Town Hall/Butchers' Hall and Works Department (Appendices 9 - 12).

- i. General Manager's Report (Appendix 9);
- ii. Pannier Market Report (Appendix 10);
- iii. Works Department Report (Appendix 11);
Noted That the Works Department was commended for the successful, and well attended, official opening of the newly refurbished Bannawell Play Park;
- iv. Town Hall & Butchers' Hall Report (Appendix 12).

100 . FINANCE & OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 13)
- b) Consultation with Market Traders – Report of the General Manager in connection with the consultation undertaken with Market Traders on 18th June, 2024 (Appendix 14);
- c) Notes of the Town Hall & Markets Consultative Group Meeting held on Wednesday 26th June, 2024 (Appendix 15);
- d) Report of West Devon Borough Councillor Mrs A Johnson (Appendix 16);
- e) The following updates or feedback were brought forward:
 - i. Representatives on outside bodies –
Kingdon House – the Council's representative reported that the organisation:
 - was looking to safeguard the future of the property, which would include essential works to repair the roof;
 - would be celebrating its 50th Anniversary of being a community building, in the next couple of years;
 - needed to ensure its sustainability for the future so would be carrying out a feasibility study to find out what the users wanted, and what was possible;
 - was seeking funding advice;
 - was considering the re-configuration of the building;

- had recently lost three Trustees, so was looking to identify and appoint replacements

Oke Rail/Tavi Rail – the Council’s representative reported that:

- they had recently been appointed by West Devon Borough Council to represent it on the Rail Forum;
- the organisation had participated in the recent Tavistock Carnival, and had handed out leaflets to members of the public;
- following the change in Government, and recent Government announcements, it was unclear whether or not the proposed Tavistock to Plymouth railway line would proceed.

Noted That reference was made to designated alternative uses for the S106 funding allocation for the railway, should that project not proceed.

- ii. Feedback from Members following attendance at any training sessions – none brought forward.

Noted That No County Councillor Report had been received.

URGENT MATTERS

The following item was brought forward as a matter of urgency by the Mayor in view of the timescales involved.

101. PUBLIC SPACES PROTECTION ORDER

Public Spaces Protection Order (PSPO) Consultation – it was reported that the Consultation on whether or not to renew the PSPO for The Meadows was due to end on Friday 23rd August 2024, thereby making a Council decision unachievable due to the schedule of Meetings. However, the Licensing Authority had agreed an extension to enable a response from the next scheduled meeting of the Budget and Policy Committee to be considered.

In the circumstances it was agreed that the matter be placed before the Budget & Policy Committee Meeting scheduled for 3rd September, 2024 (at which all Members would be invited to attend, but not vote unless Members of the Committee), to make response to the Licensing Authority

prior to the extension deadline of 10th September with subsequent ratification by Council.

EXCLUSION OF PRESS AND PUBLIC

102. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, and having regard to the confidential nature of the business to be transacted it was: -

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

CONFIDENTIAL ITEMS REQUIRING A DECISION

103. BUDGET & POLICY COMMITTEE CONTINUED

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

The Council received and considered Minute No's 86 - 89 of the Meeting of the Budget & Policy Committee (Appendix 6 refers) held on Tuesday 16th July, 2024, the recommendations being reported by rote.

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

Noted That Councillors A Hutton and N Martin Declared an Interest in Minute No. 86(d) by virtue of membership of the Tennis Club.

104. COUNCIL PROPERTY

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

The Council considered the Report of the Town Clerk (Appendix 17) pursuant also to a recent confidential legal briefing for all Members of the Council on the background to, current status of and potential next steps in connection with the property.

RESOLVED THAT recommendations (a) – (b), as set out within the Report, be approved and adopted.

105. PROPERTY, LEGAL & FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial

matters, staffing and/or the financial or business affairs of person or persons other than the Council).

i. DEBTORS' REPORT

The Council considered and noted a list (Appendix 18) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly.

With regard to Item 'A' – an outline of the background to, and current/potential anticipated position regarding same was orally reported, including that offers made in an endeavour to resolve the position whilst respecting the integrity of the lease agreement had not been taken up. Subject to any further legal advice received, which would be reported in due course, actions previously agreed were proceeding.

ii. TOWN HALL BAR STOCK AUDIT REPORT

The Council received and noted the Bar Stock Audit Report dated 26th June, 2024 (Appendix 20).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

106. PROPERTY, LEGAL & FINANCE MATTERS

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

No matters brought forward.

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

The Meeting closed at 8.23pm.

Signed:
Dated:
CHAIRMAN