

AGENDA ITEM No. 3a

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 5th MARCH, 2019 at 6.45pm.**

PRESENT

Councillor P Ward (Mayor)
Councillor Mrs A Johnson (Deputy Mayor)

Councillors Ms L Crawford, A Fey, A Hutton, Mrs U Mann, P Palfrey, P Sanders, E Sanders, P Squire, A Venning, P Williamson.

IN ATTENDANCE

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

Noted That prior to the Meeting there was opportunity for quiet reflection led by Major Pamela Smith of The Salvation Army. A written update had been received from County Councillor Mrs D Sellis.

289. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs M Ewings, A Lewis, Mrs L Roberts, J Sheldon and Mrs J Whitcomb.

290. DECLARATIONS OF INTEREST

Councillor P Sanders declared a personal non-prejudicial (other) interest in Agenda Item 6 (Public Conveniences in Tavistock) by virtue of being a Member of West Devon Borough Council and took no part in the discussion or voting on the item.

291. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 22nd January, 2019 be confirmed as a correct record and signed by the Chairman (Appendix 1)

ITEMS REQUIRING A DECISION

292. GENERAL FINANCE

The Council considered the following:

a. Schedule of Payments

The Council received and considered, a copy of the monthly accounts as at 31st December, 2018 (Appendix 2);

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report as at 31st December, 2018 (Appendix 3);

c. Year End Adjustments

It was noted that a schedule of Year End Adjustments for the 2018-19 Financial Year would be brought before Council at a future Meeting.

293. BUDGET & POLICY COMMITTEE

The Council considered the Minutes (Appendix 4 refers) of the Meeting of the Budget & Policy Committee held on Tuesday 19th February, 2019 (Minute No's. 273 – 280 refer), the recommendations being reported by rote.

Attention was drawn, in particular, to:-

- a) Minute No. 276 - the recommendations within this Minute would be considered later in the Meeting – 'Public Conveniences in Tavistock' (Minute No. 294 below refers);
- b) Minute No. 277 – Notes of the Standing Order Revision Working Party Meeting held on the 12th February, 2019 - the wording of the notes in respect of public participation in Council Meetings (para's 3(e)-(f) and consequential amendments). It was suggested that a Member's view on this matter be circulated to all Councillors for consideration, with the matter being brought forward to a future Meeting in the event that there was not consensus on the way forward or otherwise incorporated.

RESOLVED THAT the recommendations included in the foregoing report of the Committee be approved and adopted subject to the circulation of an alternative version of Standing Order No 3(e)-(f) on the basis listed above.

294. PUBLIC CONVENIENCES

The Council considered the report (Appendix 5) of the Town Clerk in connection with the above. The report afforded the opportunity to make a decision, in principle, on whether or not to take on

responsibility for the operation and associated costs of those public conveniences in the Town which the Borough Council (as owner and operator) otherwise proposed to close.

In the ensuing discussion particular reference was made to:-

- confirmation that West Devon Borough Council (WDBC) had indicated it planned to close any toilets that the Town Council did not agree to assume responsibility for, shortly after 31st March, 2019;
- a public consultation exercise/survey undertaken by the Town Council;
- uncertainty/lack of available information regarding the condition of the toilet blocks;
- WDBC inviting Tavistock Town Council to take on a full repairing Lease for the Bedford Car Park Toilets, the potentially open cost implications and the concerns of the Council's Officers and advisors in connection with same;
- the difficulties the loss of any of the toilet blocks could cause various groups of users, together with disappointment at discontinuance by WDBC of an important community service;
- whether or not other businesses groups might be able to either provide a service or supplementary funds;
- the costs and issues associated with local delivery, including the significant projected increases in the Precept necessary to fund taking on toilet facilities. Any operation to initially be on the basis of the contract negotiated by WDBC;
- relating to the above, the adverse impact the increase in costs would have on the Council's ability to fund other projects and initiatives.

RESOLVED THAT Tavistock Town Council;

- a) agree, in principle, to assuming responsibility for the operation of up to two public conveniences in Tavistock which were currently operated by West Devon Borough Council in order to prevent their closure and loss of amenities, commencing April 2020;

- b) pursuant to the above, and subject to survey and legal advice, the Council;
- (i) Guildhall Car Park Toilets - accept the offer of the freehold of the Guildhall Car Park Toilets;
 - (ii) Bedford Car Park Toilets - subject to the availability of the premises on a non full repairing lease and without application of WDBC 'staff/vehicle costs', accept the offer of a suitably framed lease for the operation of the Bedford Car Park Toilets;
 - (iii) Bus Station Toilets:-
 - not proceed with the offer of the Bus Station Toilets (however, in the event that a suitable agreement cannot be reached as regards the Bedford Car Park Toilets ((ii) above refers);
 - the Council offer to accept the freehold of the Bus Station Toilets.
- c) due to the projected costs involved in servicing 'pay as you go' machines, and the low level of income anticipated, not to proceed with a request for the installation of 'pay as you go' facilities;
- d) that Officers be authorised to proceed with the necessary arrangements pending any further instructions of Council

Noted That Councillor P Sanders declared an interest and took no part in the discussion or voting on the above.

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

The Council considered the following:-

- a. **Development Management & Licensing Committee - Meeting held on Tuesday 5th February, 2019** (Appendix 6) – Minutes of the Meeting of the Development Management & Licensing Committee held Tuesday 5th February, 2019 (Minute No's 264 - 272 inclusive), the recommendations being reported by rote.

Noted That: a response had been received from Devon County Council to the Chairman of the Committee's letter requesting clarification on S106 funding, and plans for additional infrastructure in the Town in view of the major developments taking place (Minute 268 refers). The letter would be brought to the attention of the Committee at its next Meeting on 19th March, 2019.

- b. **Development Management & Licensing Committee - Meeting held on Tuesday, 26th February, 2019** (Appendix 7) Minutes of the Meeting of the Development Management & Licensing Committee held on Tuesday, 26th February, 2019 (Minute No's 280 - 288 inclusive), the recommendations being reported by rote.

Arising from the above and pursuant to

- i) Minute No. 285(b) – the naming of roads within the new development at New Launceston Road, Tavistock and following the submission of various options by Members, it was:

RESOLVED THAT the following wild flower names would be submitted to the developers for their consideration - Cowslip, Foxglove, Honeysuckle, Bramble, Celandine, Cornflower, Poppy, Daisy and Dandelion.

- ii) Minute No. 285(d) – the extension of the existing, and introduction of a new 30 mph speed limit area on Callington Road, Tavistock. It was

RESOLVED THAT the Town Council's response be to 'support' the proposal, with the following suggestions also having been made.

Noted That

- A suggestion was made for Devon County Council to consider erecting VAS (Vehicle Activated Sign) warning signs at both ends of the extended speed limit area, to alert drivers to their speed. It was felt these could be

funded by Bovis Homes as part of their S106 planning obligation liability;

- The Town Council's decision on this proposal to be copied to Councillor Mrs D Sellis, as the Devon County Councillor for Tavistock.

RESOLVED THAT the recommendations included in the foregoing reports be approved and the Minutes be received.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only.

296. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Works Department, Town Hall/Butchers' Hall, and Pannier Market (Appendices 8-11 refer).

297. FINANCE AND OTHER MATTERS

The Council received, for information the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 12)
Noted That: It was confirmed that General Data Protection Training (GDPR) would be offered to all Councillors in the new Council year
- b. Tavistock BID Company – Minutes of the Meeting held on 16th January, 2019 (Appendix 13)
- c. Project Update;
 - i. THI Public Realm – it was confirmed that following early delays the Pannier Market Surround project was returning toward target;
 - ii. Guildhall Gateway Centre Project – it was confirmed that the Heritage Lottery Fund (HLF) was minded to permit the Council to go out to tender for the works, (being satisfied with the mitigation arrangements proposed to address a (without remediation) projected £220,000 overspend).
- d. Purdah – it was confirmed that the Purdah period would commence on the 21st March 2019 (note not 26th as indicated on the Agenda – that being the latest date Purdah could technically

start). The restrictions this would place on Members during that period were outlined. Members were referred to the links which had been provided on the Agenda, which would provide them with more information <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>
https://www.local.gov.uk/sites/default/files/documents/9.70%20Purdah%20guidance%20update_04_1.pdf

e. Updates from Council representatives serving on outside bodies:-

- i) Destination Okehampton – this group had disbanded but had been replaced by the 'Oke Rail Forum'. The Council's representative on the former group sought permission from Council to attend a forthcoming meeting of the new group, as the Council's representative and Council endorsed continuing participation.
- ii) Kingdon House – it was reported that Phase 1 of the works on this building were progressing well and were being carried out to a high standard. It was hoped that the scaffolding would be taken down shortly.
- iii) Farmers' Market AGM – It was confirmed that this had been a very interesting meeting, with the organisation pleased to see representation from the Town Council.
- iv) Tavistock BID Company – it was reported that Street Ambassadors had been appointed and would provide a point of contact between retailers and the BID Company.
- v) Town Hall & Markets' Consultative Group – an expression of interest in joining this Group had been received from a Bedford Square trader.

EXCLUSION OF PRESS AND PUBLIC

298. 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 FOR DECISION

299. PROPERTY, LEGAL AND FINANCE MATTERS

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

i. DEBTORS

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day, and received updates accordingly (Appendix 14).

In connection with the second (unnumbered) item on the Report, concern was expressed at the outcome of the Section 125 Notice and the ongoing debt issues of this particular tenant:

RESOLVED THAT in view of the repeated failure of this tenant to pay rent within the terms of their Lease, that the Town Council's Debtors' Process be re-viewed at a future Meeting of the Budget & Policy Committee, to see if/how it could be amended to avoid this happening in future.

The Press and Public were readmitted to the Meeting.

300. COUNCIL SEAL

RESOLVED THAT the Council's Seal be affixed to the various deeds and documents to be made or entered into for carrying into effect those decisions on matters approved by the Council this day.

The Meeting closed at 8.12pm.

Signed.....

Dated.....

CHAIRMAN