

**AGENDA ITEM No 5(b)**

<b>MINUTES</b>	of the Meeting of the <b><u>PROPERTIES COMMITTEE</u></b> held at the Council Chamber, Drake Road, Tavistock on <b><u>TUESDAY</u></b> the <b><u>14th JANUARY 2014</u></b> at <b><u>6.30pm</u></b>	
<b>PRESENT</b>	Councillor Mrs S Bailey	(Chairman)
	Councillor B Trew	(Vice Chairman)
	Councillors E Sanders, J Sellis, E Sherrell.	
	Councillor H Smith	(Mayor)
	Councillor J Sheldon	(Deputy Mayor)
	Councillor Mrs A Johnson	(Chairman - Finance & General Purposes Committee)
<b>IN ATTENDANCE</b>	Town Clerk, Assistant to the Town Clerk, Townscape Heritage Initiative Project Manager	

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**312. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs J Whitcomb and C Rogers.

**313. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**314. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 3rd December 2013 be confirmed as a correct record and signed by the Chairman.

**315. SERVICE REPORTS**

The Committee received the following Managers' Reports:-

a. **Depot Report** (Appendix 1)

**S106 monies and the public realm**

Reference was made to the suggestion within the report that Tavistock Town Council make representations to West Devon Borough Council for the allocation of S106 funds allocated from the retail development at Plymouth Road for public realm works. For example in relation to match funding of the Townscape Heritage Initiative and Meadows play equipment.

In the ensuing discussion the view was expressed that it was important that the Town Council should have the opportunity to comment on the future allocation of any such monies.

### **Christmas Lights**

The Town Council would meet with other organisations in January 2014 to discuss the provision of Christmas Lights in 2014.

### **British Empire Medal**

Reference was made to the award of a BEM to Mr B Fyfield-Shayler in the New Year's Honours List, and of his many years' involvement with the management of the Cemetery and various organisations within the town.

RECOMMENDED THAT a letter of congratulations be sent by the Mayor, on behalf of the Council, to Mr Fyfield-Shayler.

b. **Pannier Market Report** (Appendix 2)

Arising from consideration of the above it was suggested that the report format could be assisted by the inclusion of authors' names (c below also refers) and re-alignment of takings columns.

c. **Town Hall Report** (Appendix 3)

Arising from consideration of the above it was suggested that the report format could be assisted by the inclusion of reference to licensing issues. Reference was further made to the upcoming events proposed to celebrate the 150<sup>th</sup> anniversary of the Town Hall.

## **316. ITEMS INCLUDED ON THE AGENDA AT THE REQUEST OF A COUNCILLOR**

a. **Guildhall Car Park and Market Road Parking**

Arising from correspondence from a Member (Appendix 4), it was noted that changes to parking enforcement in these areas were to take place in April 2014 as between the Borough and County Councils. The suggestion being made that income derived should be reviewed before deciding how best to proceed in relation to charging and other matters.

RECOMMENDED THAT a Working Party of Members be convened to explore and report back upon associated issues including costs, income and enforcement.

b. **Parking Permits**

Arising from correspondence from a Member and extract of current practice (Appendix 5) and following observations regarding the number and type of Permits being issued, it was further

RECOMMENDED THAT that the Working Party being convened (Minute 316a above) also review the policy around the issuing of such Permits.

**317. ITEMS FOR INFORMATION**

**a. Tavistock Townscape Heritage Initiative**

The Committee noted the report of the Townscape Heritage Project Manager (Appendix 6), with clarification provided on points raised. It was further noted that there would be opportunity to view the Bid application prior to submission.

**318. 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 consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

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

Noted That in relation to an item listed on the agenda – ‘application to consent to licence’ no application had been received and the item was therefore treated as withdrawn.

**URGENT ITEM**

In the interests of expediting the business of the Committee the Chairman agreed to take the following item as a matter of urgency.

**319. PROPERTY MATTER**

(**CONFIDENTIAL** – by virtue of relating to legal matters).

In relation to the above and pursuant to Minute Nos. 282 and 282(a), it was advised that the above item should appropriately have been included on the Properties Agenda as well as that for the Finance & General Purposes Committee. In particular concern was expressed by a Member regarding the proposed action which was considered inconsistent with past practice and the role of the Council.

Following discussion regarding the current situation and with reference to certain of the costs/benefits of available options the matter would be further considered by the Finance & General Purposes Committee, at which all Members had been invited to attend.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

The Meeting closed at 7.13pm