

**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 1st SEPTEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), Hendriksen, Paine and Vint

In Attendance: Laura Shearer (Planning Officer)

Apologies: Councillors Hodgson and Whitty

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	There were no members of the public in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To address any matters arising from the minutes of the meeting of 11th August.	There were no matters arising. Cllr Vint explained that when the detailed Joint Local Plan is provided there will also be further opportunity to comment on a Planning basis.
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 2513/16/HHO – Householder application for removal of porch to rear, replace roof with single storey extension to provide utility room and en-suite to bedroom. 12 Springhill Road, Totnes, TQ9 5RD. Applicant: Mr M Hannaford. (Planning Officer: Sarah Carroll)</p> <p>3.2) 2230/16/LBC – Listed building consent to dismantle chimney 4 (refer to consent 1488/16/LBC), rebuild with existing undamaged bricks, install new pot with ventilation terminal (similar) render and haunch. Birdwood House, 44 High Street, Totnes, TQ9 5SQ. Applicant: A Morris. (Planning Officer: Michelle Bennett – RG)</p> <p>3.3) 2216/16/HHO & 2217/16/LBC – Householder application and Listed Building consent for proposed repairs, recladding of roof in natural slate and installation of flush fitting monocrystalline solar PV panels to rear elevation. The Meadow House,</p>	<p>No objections. Cllrs declared a personal interest as the applicant is an ex-councillor.</p> <p>No objections</p> <p>No objections</p>

	<p>Plymouth Road, Totnes, TQ9 5LH. Applicant: Ms M Eaton. (Planning Officer: Michelle Bennett – RG)</p> <p>3.4) 2314/16/HHO – Householder application for rear dormer and loft conversion, construction front porch and removal of garage to create a larger parking space. 9 Broomborough Drive, Totnes, TQ9 5LT. Applicant: Mrs Rachael Blackburn. (Planning Officer: Charlotte Howrihane)</p> <p>3.5) 2205/16/HHO – Householder application for rear extension and associated ground level adjustments. Extension and re-roof garage. 2 Alexandra Terrace, Totnes, TQ9 5QF. Applicant: Mr & Mrs Northrop. (Planning Officer: Charlotte Howrihane)</p> <p>3.6) 1957/16/FUL – Additional ball stop fence to top of existing fence between existing multi use games area and existing tennis court. Borough Park, Borough Park Road, Totnes. Applicant: South Hams District Council. (Planning Officer: Rachel Head CS)</p> <p>3.7) 2204/16/HHO – Householder application for planning permission for proposed alterations to front of existing dwelling and proposed front extension. 2 Chapel Lane, Totnes, TQ9 5AF. Applicant: Ms Susannah Linington. (Planning Officer: Sarah Carroll)</p> <p>3.8) 2364/16/FUL – Retrospective application for building to provide storage and increased manufacturing capacity. Foundry and Fabrication Totnes Ltd, Babbage Road, Totnes, TQ9 5JD. Applicant: Mr Darren Francis. (Planning Officer: Michelle Bennett – GB)</p>	<p>No objections</p> <p>No objections. Cllrs declared a personal interest as the applicant works on the Atmos project.</p> <p>No objections</p> <p>No objections</p> <p>No objections</p> <p>NOTE: Cllr RV observed and did not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>
4	<p>To note or make recommendations on tree works decisions and orders: Works to Trees in a Conservation Area: 4.a) 2531/16/TCA - T1. Magnolia crown lift to 4m above driveway and prune to give clearance from roof. Remove branch growing towards Laurel hedge. T2. Magnolia</p>	<p>No objections</p>

	<p>remove deadwood (exempt). The Gardens Priory Orchard, Priory Avenue, Totnes. Applicant: Ms S King.</p> <p>4.b) 2493/16/TCA – T3. Ash remove. 11 Leechwell Street, Totnes, TQ9 5SX. Applicant: Mr Ben Yeger.</p> <p>Works to Tree Preservation Order Trees:</p> <p>4.c) 2030/16/TPO – T2. Beech reduce crown by 1/3 and thin crown to reduce weight. Tristford Cross, Totnes. Applicant: Mr Adrian Broadway.</p>	<p>No objections due to the planting plan although councillors would prefer that a healthy tree is not removed.</p> <p>Objection based on a recent site visit where councillors could find no sign of die back or disease on this tree. This tree is part of a row of mature trees so councillors can see no reason for this reduction.</p>
5	<p>To make recommendations on the following planning applications:</p> <p>DCC/3896/2016 – Demolition of existing single temporary classroom and construction of new permanent two storey building, hall and staff room extension including provision of new raised deck and MUGA. St Johns C of E Primary School, Pathfields, Totnes, TQ9 5TZ. Applicant: Devon County Council (DCC).</p>	<p>No objections.</p>
6	<p>To note the Planning Peer Review Challenge final report from South Hams District Council (SHDC).</p>	<p>This was noted.</p>
7	<p>To note or discuss SHDC DMC decisions since the last meeting.</p>	<p>This was noted.</p>
8	<p>To note minutes of community groups:</p> <ul style="list-style-type: none"> - Traffic and Transport Forum - Neighbourhood Plan 	<p>This was noted.</p>
9	<p>To note the date of the next meeting – 22nd September 2016 at 4pm in the Guildhall</p>	<p>This was noted.</p>

ENDED at 5pm

MAYOR



**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 22nd SEPTEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), Hendriksen, Hodgson, Paine, Vint and Whitty

In Attendance: Laura Shearer (Planning Officer), Steve Peacock (Totnes Times), one member of the public

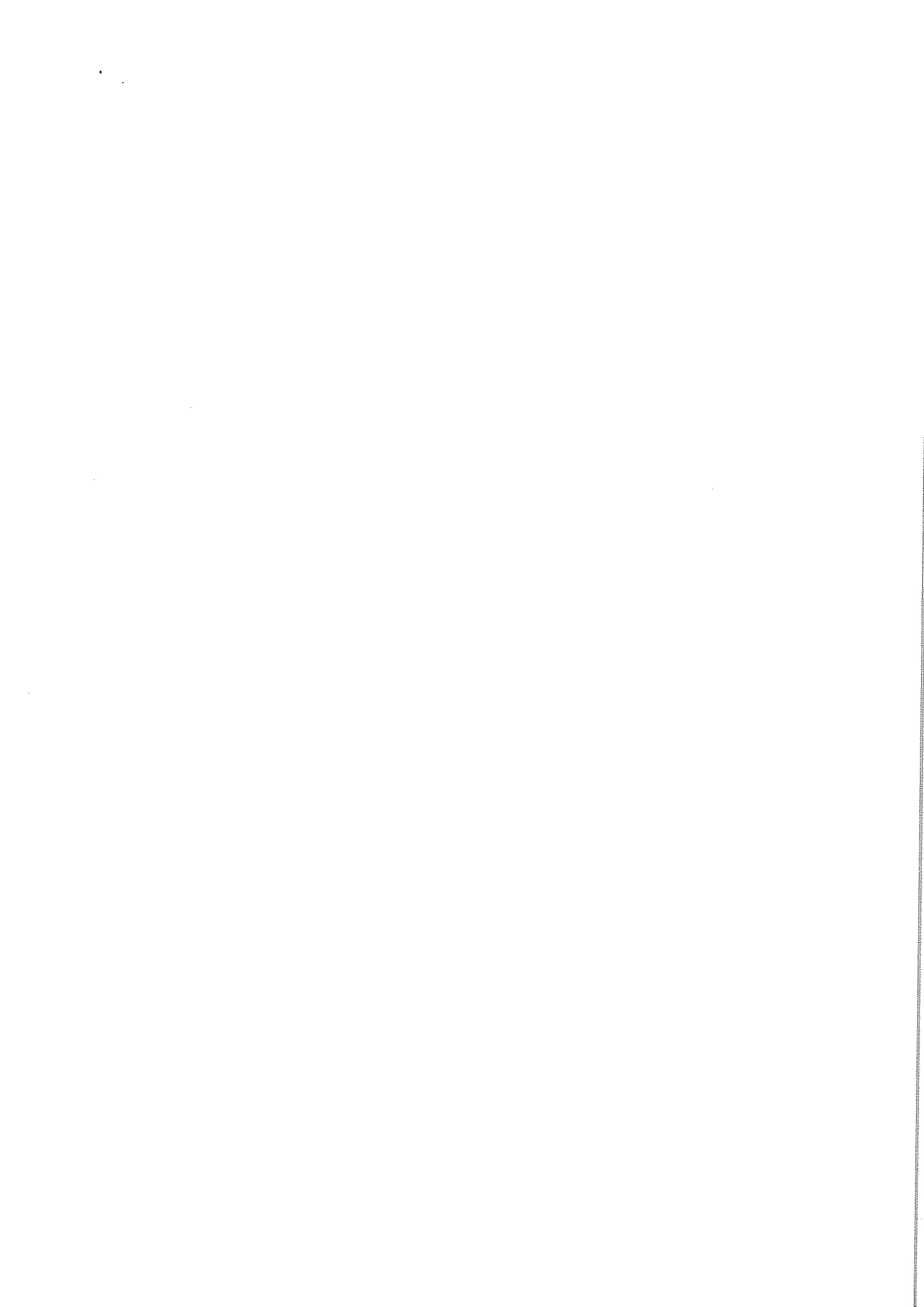
No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	There were no apologies.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	There was one member of the public in attendance who would like the Town Council to disassociate themselves from the Park & Ride plans provided by the Duke of Somerset's estate.
	<i>The Committee will convene to consider the following items:</i>	
2	To address any matters arising from the minutes of the meeting of 1st September.	There were no matters arising.
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 2643/16/FUL – Erection of 8 dwellings and associated works. Development site at SX 8136 5985, West of Weston Lane, Totnes. Applicant: Linden Homes South West. (Planning Officer: Rachel Head CS)</p> <p>3.2) 2512/16/HHO – Householder application for first floor extension to form bedroom. 3 Birchwood Close, Totnes, TQ9 5GB. Applicant: Mr & Mrs M Hilton. (Planning Officer: Sara de Barros)</p> <p>3.3) 2410/16/COU – Change of use from offices to residential. The Gothic House, 4 Bank Lane, Totnes, TQ9 5EH. Applicant: Nicholas Smith. (Planning Officer: Michelle Bennett LH)</p> <p>3.4) 0929/16/FUL – *Revised proposed parking plan* - Extension to existing petrol filling station kiosk. Morrisons Service Station, Station Road, Totnes, TQ9 5JR. Applicant: Wm Morrisons Plc. (Planning Officer: Michelle Bennett GB)</p>	<p>Cllrs feel certain this is in Berry Pomeroy (BP) parish, the following views will therefore be sent to the BP Clerk: Cllrs would object to this development on account of it not being a designated site within the development boundary. If this were to go ahead as a 'Rural exception site' Cllrs would expect a minimum of 50% affordable housing. Cllr R Adams declared a personal interest.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p>

	<p>3.5) 2482/16/HHO – Householder application for proposed single storey front extension (resubmission of 1407/16/HHO). Hazeldene, Totnes Down Hill, Totnes, TQ9 5ES. Applicant: Mr N Cowan. (Planning Officer: Rachel Head LH)</p> <p>3.6) 2580/16/HHO – Householder application for extension to dwelling. 10 Baring Cottages, Weston Lane, Totnes, TQ9 5AP. Applicant: Mr & Mrs Laver. (Planning Officer: Sarah Carroll)</p> <p>3.7) 2437/16/HHO – Householder application for erection of boundary fence (retrospective). 35 The Carrions, Totnes, TQ9 5XX. Applicant: Miss F Lygo. (Planning Officer: Sarah Carroll)</p> <p>3.8) 2569/16/LBC – Application for listed building consent to replace window sill, replace window, replace front door, replace porch light. 10 Castle Street, Totnes, TQ9 5NU. Applicant: Mr A J Mead. (Planning Officer: Michelle Bennett RG)</p> <p>3.9) 2681/16/HHO – Retrospective householder application to insulate external walls and clad with cedar, replace plastic windows and doors with timber. Winfrith, Weirfields, Totnes, TQ9 5JS. Applicant: Mr P Bond. (Planning Officer: Sarah Carroll)</p>	<p>No objection.</p> <p>No objection. Councillors feel this is in-keeping with the surrounding area.</p> <p>Cllrs would like this to be referred to the Public Rights of Way office to ensure there is no obstruction from the gate to the footpath. There are no other objections.</p> <p>No objection. Cllrs Vint and Whitty declared a personal interest.</p> <p>No objection.</p> <p>NOTE: Cllrs JH and RV observed and did not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>
4	<p>To note or make recommendations on tree works decisions and orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>4.a) 2794/16/TCA – Fell bay tree and replace with acer palmatum bloodgood. 3 Seymour Villas, Totnes, TQ9 5QR. Applicant: Mr Tom King.</p> <p>Works to Tree Preservation Order Trees:</p> <p>To note the following decisions:</p> <p>4.b) 1931/16/TPO – Works to beech trees within A1 Order. Southfield Windows, Babbage Road, Totnes, TQ9 5JA. GRANT of conditional consent.</p> <p>4.c) 2358/16/TCA – Row of conifers Fell. Castle Cottage, Collins Road, Totnes, TQ9 5PL. GRANT of conditional consent.</p>	<p>Cllrs would prefer that a healthy tree is not removed.</p> <p>These were noted.</p>

5	To discuss the use of an interactive screen at meetings, including the specification needed, how this will be stored and the possibility of moving locations to accommodate this.	Councillors would like the Planning Officer to price up some options of a tablet or laptop which is easy to use, reliable, portable and has a screen size of A3 or larger.
6	To receive a report from Councillor Vint regarding the protection of community spaces, to include the Civic Square and Leechwell Garden.	Cllr Vint informed the meeting that the Leechwell Garden committee will look at registering the garden as a Local Green Space and an Asset of Community Value – they will also liaise with the Neighbourhood Plan group. The Chamber of Commerce will also look at registering the Civic Square as an Asset of Community Value. The Planning Officer will also draft a registration for the Civic Square on behalf of the Town Council.
7	To comment on the New Premises Licence Application for the Totnes Brewing Co Ltd for which Councillor R Adams will be making a representation. This includes extended hours for the supply of alcohol and provision for recorded and live music, on and off the premises.	It was agreed that Cllr R Adams will make a representation on this application. Without having details on the opening hours of other licensed venues in town, Cllrs felt that the following closing times were appropriate: Closing at 11pm Sunday to Thursday Closing at 12pm Friday, Saturday, Bank Holiday Sundays and special events like New Year's Eve.
8	To note or discuss SHDC DMC decisions since the last meeting.	There were no decisions to note.
9	To note minutes of community groups: <ul style="list-style-type: none"> - Traffic and Transport Forum - Neighbourhood Plan 	There were no minutes to note. There were no minutes to note.
10	To note the date of the next meeting – 13th October 2016 at 4pm in the Guildhall	This was noted.

ENDED at 5.40pm

MAYOR



Notes from the Remembrance Parade Meeting on Tuesday 26th September 2016

Present: Helen Nathanson (Town Clerk), Mike Boyle (Royal British Legion), Councillors Eleanor Cohen and Marion Adams, Peter Bethel (Town Sergeant)

The purpose of the meeting was to discuss arrangements for the administration and organisation of the Totnes Remembrance Parade and to define the responsibilities and involvement of the Town Council and the Royal British Legion.

It was agreed that the Remembrance Parade is a Royal British Legion (RBL) event with a Civic Party in attendance.

Mike Boyle had produced a new Operation Order for the Parade in which he proposed a change for the Civic Party, which was discussed and agreed by all present.

The Civic Party will now process from the Guildhall, along Church Walk and round to the front of the church where it will line up opposite the war memorial by 10.45am. The Parade will then make its way down the High St and form up as usual.

On completion of the Church Service, the Civic Party will process to and line up under the Butterwalk where the Mayor will take the salute. The Mayor will then proceed up to the Rotherfold to dismiss the Parade.

The Action Plan below was then discussed and agreed. All agreed that it was a very positive meeting and Mike Boyle was thanked for his contribution and cooperation.

Totnes Remembrance Parade Action Plan

Action	Action Nominee	Date to be completed
Apply for road closure	RBL	September
Confirm dates and timings with St Mary's Church	RBL	September
Check Parade Orders	RBL	September
Check availability of Band	RBL	September
Order wreath	Town Council	
Speak to Churchwardens to request coffees and teas after the service	Mayor's PA, Town Council	1 st week of October
Send out letters of invitation to civic party	Mayor's PA, Town Council	1 st week of October
Send out letters of invitation to organisations laying wreaths and taking part in the parade	RBL	1 st week of October
Check availability of Mace Bearers	Town Council	1 st week of October
Arrange any cleaning and repairs on war memorial as required	Town Council	October
Produce and print orders of service	Church	
Compile list of organisation and individuals laying wreaths	RBL	1 week before
Check civic robes and regalia	Town Sergeant	2 weeks before
Arrange SHDC wreath layer if Chairman is not attending	Town Council	2 weeks before
Banner rehearsal	RBL	1 week before
Mayor to write a message on the Town Council wreath	Town Council	1 week before
Rehearsal for Macebearers	Town Sergeant	1 week before
Cone off parking bay outside the church	Church	Morning
Distribute orders of service in the church	Church	Morning
Reserve seats in the church as required	Church	Morning
Ensure mace stands are set up in the church	Town Sergeant	Morning

Invitation Letters

Town Council to arrange	RBL to arrange
Civic Party	Wreath Laying and Parade
Val Austin	Air Cadets
Pam Barnes	Ambulance
Margaret Blake	999 Cadets
Barbara Bowhay	Army Cadets
Eileen Crang	Band
Duke and Duchess of Somerset	BRNC
Jean Harrop	Cub Scouts
Vera Harvey	Fire Service
James Parkes	Guides and Brownies
R. Shail?	Masonic Lodge
David Horsburgh	Police Inspector
Margaret Stone	Scouts
Pruw Boswell Harper	Towns Womens Guild
Town Councillors	WI
SHDC	
Sarah Wollaston MP	

Agenda for the Remembrance Parade Meeting on Tuesday 26th September 2016

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Send out letters of invitation to civic party	Mayor's PA, Town Council	1 st week of October
Send out letters of invitation to organisations laying wreaths and taking part in the parade	RBL	1 st week of October
Check availability of Mace Bearers	Town Council <i>M - check PB - check Les Chris</i>	1 st week of October
Arrange any cleaning and repairs on war memorial as required	Town Council	October
Produce and print orders of service		
Compile list of organisation and individuals laying wreaths	RBL	1 week before
Check civic robes and regalia	Town Sergeant	2 weeks before
Arrange SHDC wreath layer if Chairman is not attending	Town Council	2 weeks before
Banner rehearsal	RBL	1 week before
Mayor to write a message on the Town Council wreath	Town Council	1 week before
Cone off parking bay outside the church	Churchwardens	Morning
Distribute orders of service in the church	Town Sergeant and Churchwardens	Morning
Reserve seats in the church as required	Town Sergeant	Morning