



**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 5<sup>th</sup> FEBRUARY 2018 AT THE GUILDHALL TOTNES**

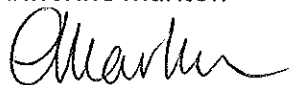
You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 5<sup>th</sup> February 2018 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p>a) Cllr Green  b) Cllr Hodgson  c) Cllr Vint</p> <p><u>Police Report if submitted</u></p> <p><i>The Council will convene.</i></p>	Enclosure
4	To approve and sign the Minutes of the following Meetings : <ul style="list-style-type: none"> <li>a. Full Council – Monday 5<sup>th</sup> January 2018</li> <li>b. People – Thursday 11<sup>th</sup> January 2018</li> <li>c. Place - Thursday 11<sup>th</sup> January 2018</li> <li>d. Personnel – Monday 15<sup>th</sup> January 2018</li> <li>e. Operations – Monday 22<sup>nd</sup> January 2018</li> <li>f. Extraordinary Full Council – 18<sup>th</sup> December 2018</li> </ul>	Enclosure Enclosure Enclosure Enclosure Enclosure Enclosures
5	To discuss matters arising and consider committee recommendations ( <i>Please note confidential recommendations can be agreed but any discussion must be held in Part 2</i> ): <ul style="list-style-type: none"> <li>a. Full Council – Monday 5<sup>th</sup> January 2018</li> <li>b. People – Thursday 11<sup>th</sup> January 2018</li> <li>c. Place - Thursday 11<sup>th</sup> January 2018</li> <li>d. Personnel – Monday 15<sup>th</sup> January 2018</li> <li>e. Operations – Monday 22<sup>nd</sup> January 2018</li> <li>f. Extraordinary Full Council – 18<sup>th</sup> December 2018</li> </ul>	Enclosure Enclosure Enclosure Enclosure Enclosure Enclosure
6	To note an update on the St Mary's Partnership project.	Verbal update from the Town Clerk
7	To note the minutes of the TTF meeting on 29 <sup>th</sup> November 2017 and note the change of Chair to Peter Rees and Sandi Whale (co-chairs)	Enclosure
8	To note the election date of 15 <sup>th</sup> February 2018 and further Councillor vacancy.	Verbal update from the Town Clerk

9	To set a date for the Annual Town Meeting, which must be held between 1 <sup>st</sup> March and 1 <sup>st</sup> June. Committees are asked to put forward topics for the meeting. Date proposed is Thursday 31 <sup>st</sup> May 2018 at 6pm in the Civic Hall.	
10	To set a date for the Mayoral Choosing Ceremony, proposed for Thursday 24 <sup>th</sup> May 2018.	
11	To consider a nomination for Councillor Sweett to join the Personnel Committee.	
12	To note the date of the Mayor's Civic Event: Saturday 17 <sup>th</sup> March 2018.	
<i>The Council will be asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
13	To discuss matters arising or recommendations from CONFIDENTIAL minutes or pink papers containing staffing details (ONLY IF REQUIRED).	
14	To consider a request from a member of staff regarding voluntary commitments outside of the workplace.	
15	To confirm the date of the next meeting as Monday 5 <sup>th</sup> March 2018 at 7pm.	

**The Full Council meeting will be followed by a short meeting of the Paige Adams Trustees.**

Catherine Marlton



Town Clerk

## District Councillor's Monthly Report January 2018

**John Green, SHDC Councillor for Totnes**

### Key message

- **Morrisons requesting license to sell alcohol 24 hours per day from their petrol station.** The Licensing Sub-Committee at SHDC will meet on 1<sup>st</sup> March at Follaton House to consider the request, as objection(s) have been lodged.
- **Water fountain.** There is a growing tide of towns and cities across the country installing water fountains in public places, to provide drinking water for shoppers, visitors, etc.. As there is work being undertaken later this year to resurface the Market Square, I've discussed with SHDC whether they would be happy for a water fountain to be installed at a suitable place. I've been informed that it would be possible to extract water from existing pipes near the toilets, so that a fountain could be mounted outside of that building. There may be grant funding available for the installation given the national interest, or Localities Funding might be able to be made available. There is also the question who pays for the water. Is this something that the Town Council would be interested in pursuing?
- **Air Quality Strategy and Action Plan consultation.** In April 2018 South Hams District Council will be starting an 8-week consultation on its draft new Air Quality Strategy, the existing one having been adopted in 2007. The strategy is designed to pull together all Council policies that have an impact on air quality into a single document, this includes proposed planning guidance, how the Council manages its own impact, and statutory Air Quality Action Plans.

An Air Quality Management Area (AQMA) on the A385 stretching from Clay Lane in Dartington to True Street Junction in Berry Pomeroy exceeds the National Air Quality Strategy annual mean objective level for Nitrogen Dioxide, with road traffic being the predominant source of this pollutant. The stretch along Bridgetown Hill has roughly 22,000 vehicles a day travelling, which is an increase of 26% since 2000. The local authority is required to produce an Action Plan for this AQMA, the draft of which states that the options are (**my highlights**):

- "In the short term funding should be secured from developers to secure **improvements to public transport signage**, and to the **pedestrian crossings** in the town to off-set the impact of their developments.
- There is the potential for **greater use of cycling** for short regional journeys within Totnes and the immediate area, however **the road network does not easily facilitate this**.
- There is no intention at this time to consider the further the option of compulsory/voluntary purchase at this time."

In general, where a development involves the building of 10 or more residential units and more than 10 parking spaces (Stage 1 screening) the strategy proposes that an Air Quality Assessment will need to be undertaken. If this Assessment predicts that there will be an impact on an area with existing poor air quality, or where a new air quality problem is likely to be created, developers will be expected to provide mitigation or contributions towards the Air Quality Action Plan or other agreed measures, with the draft Strategy only recommending the following:

"Green travel planning can have a positive impact on encouraging new residents to use alternative and more sustainable forms of transport. It is proposed that for all developments which meet the stage 1 screening above a contribution should be sought to pay for a green travel planning advisor to work with the site occupants once built."

The draft strategy and the Action Plans have been devised in co-ordination with Devon County Council, as the highways authority.

The Action Plans and the Strategy appear to me to be clearly inadequate. And I believe that new housing in Totnes and Dartington will worsen the air quality issues in this Air Quality Management Area, contrary to the requirements of the Joint Local Plan.

- **Toilets in Totnes.** SHDC plans to install pay on entry on the following Public Conveniences: Coronation Road (Totnes), Steamer Quay (Totnes) and Civic Hall (Totnes). The charge is proposed to be 20 pence, as a contribution towards their running costs. There is still no confirmation that the toilets will open on non-market days at the weekend, but the local Councillors are pushing for this to be reinstated.
- **Car Park fees to increase by 2%.** SHDC is proposing an income target equivalent to a 2% increase in car parking fees for 2018/19. Consultation will be held with the Town Council to consider how best to achieve it. It is also proposed to withdraw weekly parking tickets as this is likely to result in increased Pay and Display income.
- **Community Re-Investment Project Fund.** SHDC is planning to approve the following eight grant applications totalling £153,900 from the 2017/18 Community Re-Investment Project Fund:

<b>Applicant</b>	<b>Project</b>	<b>Recommendation</b>
Ivybridge Town Council	Cinema equipment	£40,303
Loddiswell Parish Council	New playground	£7,000
Ugborough Village Hall	Memorial Hall new roof	£20,000
Totnes Skate park	New Skate park	£31,000
Marlborough Parish Council	Village Hall carpark extension	£10,000
Blackawton Community Shop	Shop relocation	£20,000
Slapton Community Shop	Shop fit out	£5,597
Totnes with Bridgetown Parochial Church Council	Windows of Opportunity	£20,000
<b>TOTAL</b>		<b>£153,900</b>

This might be the last time this funding is made available, as the SHDC Executive is proposing that the Fund be abandoned from the next financial year onwards.



**MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 8<sup>th</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), Paine, Westacott MBE, Piper, Hodgson, Hendriksen, M Adams, Sweett, Whitty, Sermon, Vint and Simms.

Apologies: Councillors Parker and Barker.

Not present: Councillors Elliott-Smith and Hart-Williams (resigned).

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (Deputy Clerk), Peter Bethel (Town Sergeant), District Councillor Green, District Councillor Birch, Soundart Radio, 1 member of the Press and 9 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Parker and Barker. It was <b>RESOLVED</b> to accept the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	<p>Cllr M Adams declared an amendment – resigned as a member of the Museum Trust.</p> <p>Cllr Vint declared an amendment – now a member of the Totnes Skatepark Committee.</p> <p>Cllr Hodgson declared an amendment – now a Foundation Governor at KEVICCs and a member of the Totnes Skatepark Committee.</p> <p>Cllr Sweett declared a personal interest in the Skatepark.</p> <p>Cllr Simms confirmed that he will be completing a Declaration of Interest form.</p>
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p>	<p>A member of the public express concern over the temporary closure of the public toilets in Totnes over the Christmas period and asked the Council to support the campaign to ensure the closure is not permanent.</p> <p>A member of the public declared his support for the issue of the public toilets and also thanked the Council for the support provided in respect of the campaign over Sainsbury's proposed changes to Fairtrade. He gave an update on the situation with Sainsbury's and the Fairtrade mark.</p> <p>A member of the public raised his concerns over the bird hides built on the Dartington Estate and whether planning permission should have been obtained for them.</p> <p>District Councillor Green provided a written report. He advised that an Air Quality Strategy consultation would be run later this year. There is an Air Quality Plan in place but it is inadequate in relation to the A385. The JLP also impacts on this issue.</p> <p>He expanded on the issue of the public toilets and the</p>

	<p><u>Police Report if submitted</u></p> <p><i>The Council will convene.</i></p>	<p>wider issues involved relating to drug use. He believes a multi-agency approach is needed by SHDC to find a solution.</p> <p>District Councillor Birch provided a written report. He expressed concern that the public toilets will no longer be opened on Sundays unless there is a special event in the town. SHDC are making statements claiming the public toilets are not under threat of closure but there is evidence to suggest they are being considered for closure. He believes the solution lies with the Police and he has therefore asked for a meeting with the Police &amp; Crime Commissioner. At present it is SHDC Officers making decisions about the future of the toilets when it should be the Executive Councillors. It was proposed that D.Cllr Birch put forward a request to SHDC that they make a 20p charge for using the toilets, blue lighting is installed and needle controls are implemented rather than closing the facilities. D.Cllr Birch agreed to take this proposal forward.</p> <p>County Councillor Hodgson provided a written report. She feels that the JLP Supplementary submission is unsound on 3 areas. Housing needs have not been met in regard to provision for the homeless, social housing and a fair share scheme, and also with Air Quality. Public examination begins at the end of the month.</p> <p>District Councillor Vint expressed his concerns about the situation with the public toilets and the lack of consultation. He has been told it is up to officers to decide on the action to take. The closure made the problem of needles being discarded around the town worse. He also advised that the Traffic &amp; Transport Plan needs to be considered as part of the Air Quality action plan.</p> <p>No one from the Police was in attendance to provide a report. The Clerk was asked to contact the Police Inspector to invite him to attend the next Full Council meeting.</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <ul style="list-style-type: none"> <li>a. Full Council – Monday 4<sup>th</sup> December 2017</li> <li>b. Place – Thursday 14<sup>th</sup> December 2017</li> <li>c. Operations – Monday 18<sup>th</sup> December 2017</li> <li>d. Extraordinary Full Council – Monday 18<sup>th</sup> December 2017</li> </ul>	<p>It was <b>RESOLVED</b> to approve and sign the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>a) Full Council – Monday 4<sup>th</sup> December 2017</li> <li>b) Place – Thursday 14<sup>th</sup> December 2017</li> <li>c) Operations – Monday 18<sup>th</sup> December 2017</li> </ul> <p>Cllr Whitty proposed a change to the wording in d) the Extraordinary Full Council minutes on 18<sup>th</sup> December 2017. Cllr Hodgson seconded the proposal. Cllr R Adams</p>

		(Chair) believed the wording to be correct and decided the recording of the meeting needed to be reviewed before a decision was made. It was <b>RESOLVED</b> that the minutes would not be agreed and would be deferred to the next meeting to give time for the recording to be reviewed.
5	To discuss matters arising and consider committee recommendations (Please note confidential recommendations can be agreed but any discussion must be held in Part 2): <ul style="list-style-type: none"> <li>a. Full Council – Monday 4<sup>th</sup> December 2017</li> <li>b. Place – Thursday 14<sup>th</sup> December 2017</li> <li>c. Operations – Monday 18<sup>th</sup> December 2017</li> <li>d. Extraordinary Full Council – Monday 18<sup>th</sup> December 2017</li> </ul>	The following matters arose: <ul style="list-style-type: none"> <li>a) <u>Full Council – 4<sup>th</sup> December 2017</u></li> </ul> None. <ul style="list-style-type: none"> <li>b) <u>Place – 14<sup>th</sup> December 2017</u></li> </ul> It was <b>RESOLVED</b> to agree a letter of support for the Skate Park is sent. <ul style="list-style-type: none"> <li>c) <u>Operations Committee – 18<sup>th</sup> December 2017</u></li> </ul> None.
6	To note the date of the St Mary's consultation in the Guildhall – Tuesday 30 <sup>th</sup> January 2018.	Noted.
7	To note the minutes of the last TTF and the agenda for 10th January 2018.	Noted.
8	To note the 2 Councillor vacancies and deadlines for voters to trigger an election.	The Clerk gave a verbal update and was asked to write to thank Cllrs Elliot-Smith and Hart-Williams for their work with the Council.
9	To note the Nov-Dec 2017 Tourism report.	Noted.
10	To note the draft Local Government Finance Settlement 18/19.	Noted.
11	To consider a draft letter of support for the Skate Park.	This was agreed and Cllr Sweett was thanked for her work on it.
12	To consider the draft 2018/19 budget and set the precept amount for 2018/19.	The Clerk went through the budget papers provided. The budget consists of the Core budget and the Community budget. She advised that the Government is urging restraint in increasing Council Tax. The tax base has increased this year so this gives us more money in the Precept anyway. It was agreed to go through the budget section by section. <ul style="list-style-type: none"> <li>Admin – agreed.</li> <li>Civic and Democratic – agreed.</li> <li>Tourism – agreed.</li> <li>Guildhall – agreed.</li> <li>Civic hall – agreed.</li> <li>Property Maintenance – it was suggested that we consider paying off the public loan with the reserves</li> </ul>

		<p>to save the interest being charged on the loan. The Clerk will look into our options with this. The new leaseholders of the shop under the Civic hall which takes its water supply from the Civic Hall supply will be approached for a contribution to the cost. Cemetery – agreed.</p> <p>Open Spaces – typing errors in the Allotment income line and the Castle Meadow rent income line were highlighted. The correct figures are -£200 for Allotment income and -£10 for Castle Meadow rent income. The sub-total and overall total will need adjusting by £210 following the correction.</p> <p>Precept and Income – this is based on no increase to Council Tax.</p> <p>The core budget was <b>AGREED</b> subject to the small correction detailed above.</p> <p>The proposals for use of the Community budget funds were explained by the Clerk with reference to the Community Budgeting survey results detailed in the Clerk’s Budget Setting Report.</p> <p>The Clerk explained that it is hoped additional funding for Arts projects will be forthcoming from bids the Arts Officer is currently submitting. In addition, the Clerk is in talks with SHDC regarding a project to re-develop the market square which could result in joint working from an Arts project perspective. It may also be possible for the Paige Adams Trust to be asked for grant funding to support Arts projects.</p> <p>Heritage and the Museum did not score high enough to achieve funding in the survey. Cllr Whitty expressed concern that it may have to close if funding cannot be found in future years.</p> <p>The Community Development budget was <b>AGREED</b>.</p> <p>The budget was unanimously agreed. It was <b>RESOLVED</b> to ask SHDC for a precept of £355640+£22230 Council Tax Grant = £377870.</p> <p>Thanks were expressed to the Clerk for her hard work in undertaking the Community Budgeting exercise and preparing the budget papers.</p>
	<p><i>The Council will be asked to <b>RESOLVE</b> to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i></p>	<p>Not required.</p>
<p>13</p>	<p>To discuss matters arising or recommendations from CONFIDENTIAL minutes or pink papers containing staffing details (ONLY IF REQUIRED).</p>	<p>None.</p>



14	To confirm the date of the next meeting as Monday 5 <sup>th</sup> February 2018 at 7pm.	The dates were noted and the meeting ended at 9.15pm.
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Christina Bewley  
Deputy Clerk

DRAFT



**MINUTES OF THE PEOPLE COMMITTEE**  
**THURSDAY 11<sup>TH</sup> JANUARY 2018 AT THE GUILDHALL OFFICES TOTNES**

Present: Councillors A Simms (Chair), B Piper, K Sermon, J Sweett and T Whitty.

In Attendance: Sara Halliday (Administrator), Sgt T Perrin (Devon & Cornwall Police), and Lindy Strong and Bonita Curtis (Marketplace Ministries).

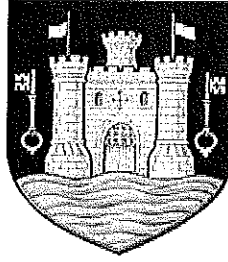
Apologies: Cllr M Parker.

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 item:</i>		
	Public Engagement: 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.	No members of the public were present at the meeting.
<i>The Committee will reconvene to consider the following items:</i>		
2	To formally confirm Cllr Marianne Parker's membership of the People Committee.	
3	To address any matters arising from 14 <sup>th</sup> September 2017.	Item 3 – The review of OSSR&WB Policy will now sit with the Totnes Neighbourhood Plan Task and Finish Group. Item 4 – Agreed by Full Council. Item 6 – to be discussed at item 5 today. Item 7 – Agreed by Full Council.
4	To discuss drug abuse issues in Totnes, including: <ul style="list-style-type: none"> <li>• Drug related incidents at the Totnes Christmas market</li> <li>• An update on Operation APPLEROSE</li> <li>• An update from Marketplace Ministries</li> </ul>	Sgt Perrin reported that the Police did not see any marked increase in drugs related events during the Christmas markets. Any incidents were in line with normal levels.  Sgt Perrin gave an update on Operation APPLEROSE, which is tackling drug dealing, street use and anti-social behavior in Totnes. Op APPLEROSE is about getting people off the streets and off drugs and uses a mix of enforcement and engagement involving a number of agencies (the Police, SHDC and Marketplace Ministries). There are ongoing prosecutions for dealing, and those found in possession may face prosecution or may escape charges if they engage with the rehabilitation programme offered by RISE. Cllrs expressed concern about the number of needles issued to users and the related problems that this causes when they are abandoned in public places.  Marketplace Ministries (MPM) have been involved in working with addicts and getting RISE back into Totnes. In April 2017 MPM were focused on feeding the homeless and getting a support team to extend the advice that they can give individuals. In 2018 MPM are introducing a housing support package to address the root cause of someone's homelessness, and that when they are housed they get advice on how to keep the house (life skills such as financial, personal care, and home management) as various therapies to help mental health, and meaningful occupation opportunities.

	<ul style="list-style-type: none"> <li>• Safeguarding Young People</li> <li>• Safe Drug Rooms</li> </ul>	<p>MPM's aim is to develop a community village to offer single unit accommodation for people who were clean of drugs. The recent opening of the MPM Funhouse soft play area will help generate funding for other MPM activities.</p> <p>Cllr Sweet raised the issue of misuse of prescription drugs by young people and Cllr Piper commented on the difficulty in tracing internet purchases. Sgt Perring said that whilst prescription drug taking amongst young people was still happening, it is no higher than last year and the police receive few calls about it.</p> <p>Cllr Sermon introduced the idea of a safe drug room being established in Totnes to take users off the streets. Whilst there are examples in a number of European countries, no such space has yet set up in the UK. Concerns were expressed that were Totnes to set up such a room it could attract more users and begging issues into the town.</p>
5	To consider amendments to the Buskers Badge policy.	To <b>RECOMMEND</b> to Full Council that the revised policy (attached) is approved. Main changes are no amplification to be permitted, badges issued for 3 months and photo ID to be carried by the busker..
6	To consider the role of Totnes Town Council in the application for a night landing site for the Devon Air Ambulance at Borough Park.	Cllr Whitty expressed concern about a misconception in Totnes that TTC is not supportive of the air ambulance night landing site application and the bad publicity that this could attract. It was acknowledged that TTC staffs have liaised with SHDC in getting the answer to some questions asked by DAAT, as well as agreeing for a £3K grant from the Paige Adams Trust. To <b>RECOMMEND</b> to Full Council that TTC is supportive of Totnes Rotary Club completing the application for a night landing site at Borough Park and will aid as necessary.
7	To consider a proposal for a Community Officer role in Totnes.	In the absence of Cllr Parker it was agreed to defer this item until the February meeting.
8	To discuss how the Town Council can support the 2018 Christmas Markets in Totnes.	It was suggested that Redhouse Events should hold quarterly meetings with the Totnes Chamber of Commerce, SHDC Cllr John Green and the TTC Link Councillors for business to discuss the 2018 markets – Cllr Sweett will speak with Redhouse Events.
9	To discuss the closure of the public toilets in Totnes.	The closure of the public toilets had been discussed at the January Full Council meeting. After the discussions with Sgt Perrin, the People Committee <b>RECOMMEND</b> to Full Council that: TTC and SHDC work with the Police Designing Out Crime officer to install safe and secure sharps bins in the public toilets in Totnes and reduce the surfaces and other areas used to aid drug preparation; that TTC supports the introduction of 'pay on entry' for use of the toilets; and recognizing that access to public toilets is a vital part of tourism in the town. It is acknowledged that a small minority are responsible for causing the problem, but this has a huge impact on local residents and visitors alike.
10	To consider the requirement of an Arts Link Councillor.	Cllr Piper introduced the idea of establishing an Arts Link Councillor position. With the arts being an economic

		driver in the town, having a link councillor could help in signposting artists to various organisations. To <b>RECOMMEND</b> to Full Council that an Arts Link Councillor position is established.
11	To note the recruitment of new members to the Devon Countryside Access Forum.	Noted.
12	To note the letter from the South Devon and Dartmoor Community Safety Partnership to the Office of the Police and Crime Commissioner about the Neighbourhood Policing Review.	Noted. To <b>RECOMMEND</b> to Full Council that TTC writes in support of the South Devon and Dartmoor Community Safety Partnership letter, stressing that the proposed reduction in PCSOs will be a dangerous and detrimental move in the ability of the Police to both prevent and solve crime. This will also undermine the confidence and feeling of security that the community has in the excellent service the police provide for the town.
13	To note the Torbay and South Devon NHS Health and Care Insights newsletter for October 2017.	Noted.
14	To note the Devon Community Resilience Forum December 2017 newsletter.	Noted.
15	To note the date of the next meeting – <b>Thursday 8<sup>th</sup> February 2018 at 10.00am.</b>	Noted.

CHAIR



## BUSKERS' CODE OF PRACTICE

1. Music or voice shall not be at a level or be so loud, that it can be heard at a distance of 50 metres. No amplification or microphones - mains , battery or generator powered - are permitted. Busking must not be intrusive or a nuisance in nearby premises (commercial or residential), or affect the use of the public telephones. If asked by a shop trader to stop busking in front of their premises, entertainers should do so.
2. Entertainment is restricted to a maximum of one hour in any one place (pitch) and shall not be repeated in that place or within 50 metres of it within 2 hours. Note: particularly noisy entertainment (e.g. bagpipes, drums) will be restricted to a maximum of 30 minutes in any one place.
3. Entertainers shall not obstruct the highway, pavement or entrances to shops. Entertainers are also responsible for ensuring that the highway, pavement or entrances to shops is not obstructed by people gathering to listen or watch the performance. Note: 'obstruct' includes causing people to walk on a road rather than the pavement. Entertainers should not behave in any way that obstructs the highway or is anti-social.
4. Entertainers shall not make use of public seats.
5. Pitches chosen shall satisfy the above criteria and must not be within 50 metres of another authorised busker.
6. No sign shall be displayed inviting payment (except where a collection for charity has been authorised by the Council or the Charity Commissioners).
7. Totnes Town Council does not expect anyone busking in the town to be using or being under the influence of drugs or alcohol.
8. The Totnes Buskers' Badge will be issued for three months to all entertainers who agree to comply with this code. Phone ID should be carried by the individual holding the Badge and they may be asked to produce it by a Police Officer or Council Officer. Every support will be given to buskers displaying the Badge. However, entertainers must stop performing immediately when requested to do so by a Police Officer or Council Officer. Totnes Town Council supports the police in their policing of the town, and in dealing with any buskers who are behaving in an antisocial manner.

Note: The Police and the Council will not normally institute legal action where the code is observed. However, breaches may make a person liable to prosecution. In addition, other persons may institute action under the same laws where breaches have occurred notwithstanding the code.

**MINUTES OF THE PLANNING AND PLACE COMMITTEE  
THURSDAY 11<sup>TH</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), J Hodgson, P Paine, A Simms and R Vint.

In Attendance: Sara Halliday (Administrator).

Apologies: Councillor K Sermon.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was <b>RESOLVED</b> 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 present.
<i>The Committee will convene to consider the following items:</i>		
2	To approve the minutes of the meeting of 14 <sup>th</sup> December 2017.	<p>Agreed. Matters arising:</p> <p>Item 7 – a draft letter to send to Totnes Property 1 Ltd was amended, agreed and signed by the Chair.</p> <p>Item 8 – Cllr Hodgson has agreed the location of the Totnes signs with DCC. The cost of the additional ‘Fairtrade Town’ signs is between £520-570 and Cllr Hodgson asked whether TTC would meet this cost or alternatively her locality budget could be used.</p> <p>Item 9 – DCC has no plan to replace the Redworth Junction traffic lights at this time. As the ATMOS plans develop, the wider road system will need to be reviewed.</p> <p>Item 10 – Administrator to contact the NHS to encourage future consideration of using the Morrison’s car park.</p>
3	<p>To note or make recommendations on the following tree works orders:</p> <p><b>Works to Trees in a Conservation Area:</b></p> <p>3.1) 4098/17/TCA – T1: Leylandii – dismantle and remove and T2: Leylandii – Dismantle and remove due to excessive shading, overbearing and low amenity value. Glebe House, Manor Way, Totnes, TQ9 5HP.</p> <p>3.2) Tree Preservation Order 949 – Cedar. The Cedars, Jubilee Road, Totnes, TQ9 5YR.</p>	<p>Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a></p> <p>No objection to the felling. The Committee make an informal comment to encourage replanting with a suitable native tree.</p> <p>No objections.</p>
<p><b><u>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</u></b></p>		

4	<p>To make recommendations on the following planning applications:</p> <p>4.1) 4165/17/FUL – Application for creation of a 68-bed Care Home (use Class C2) with associated car parking, refuse and extended landscaping. Development site at SX809597, Steamer Quay Road, Totnes.</p> <p>4.2) 4104/17/FUL – Extension to existing petrol filling station kiosk. Morrisons Service Station, Station Road, Totnes, TQ9 5JR.</p> <p>4.3) 3884/17/HHO – Householder application for proposed side extension and garage replacement. Craig Goch, Jubilee Road, Totnes, TQ9 5BP.</p> <p>4.4) 4153/17/HHO – Householder application for glass canopy over existing deck, a 2.4m high pergola over front gate, 1.8m high fence along common path on eastern boundary and retrospective permission for 1.8m high fence on northern boundary between nos 5 and 6. Tree Tops, 6 Cherry Cross, Totnes Down Hill, Totnes, TQ9 5EU.</p> <p>4.5) 3491/17/COU – Readvertisement (revised description) Change of use of industrial unit to children’s play centre (Use Class D1) and ancillary cafe. 10 Babbage Road, Totnes, TQ9 5JA.</p>	<p>Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a></p> <p>The Committee has a number of questions which require clarification before comment can be made:</p> <ul style="list-style-type: none"> <li>- Is the development classed as employment or residential?</li> <li>- Has the installation of photovoltaic cells been considered as a source of renewable energy for the building (no mention was found in the supporting documentation)?</li> <li>- The Committee seek an assurance that the proposed car parking provision is sufficient, as the estimates seem low.</li> <li>- Will the developer be required to make an S106 or CIL contribution?</li> <li>- If S106 money is anticipated, in what area would it be spent and can elected members and TTC be involved in the decision regarding its distribution?</li> <li>- What is the percentage of affordable housing across all Riverside developments (Quayside, Camomile Lawns and Luna Rock Care Home) against the DPD?</li> </ul> <p>No objections.</p> <p>Cllr Hodgson declared an interest as she knows the residents of the neighbouring house, Fairlight. Cllrs decided to conduct a site visit on 13<sup>th</sup> January 2018.</p> <p>No objections.</p> <p>Whilst there is no objection to the change of use in principle, concerns were raised about the volume of industrial traffic and no provision for drop off at this location. Councillors also asked about security into and out of the building, for example double doors to reduce the risk of a child running out onto the street.</p>
5	<p>To consider the minutes of the Totnes Neighbourhood Plan Task and Finish Group meeting held on 18<sup>th</sup> December.</p>	<p>The minutes were noted.</p>
6	<p>To note the minutes of the November Totnes Traffic and Transport Forum and 2016 AGM, and the agendas for the January meeting and AGM.</p>	<p>The minutes were noted. The plans for the Redworth Junction roundabout was raised. Cllr Simms reported that more work needs to be carried out (including modelling and relocation of the bus</p>



		stop) and DCC need to be engaged before the idea is presented to TTC.
7	To note the proposed date of the next meeting – <b>1<sup>st</sup> February 2018 at 5pm</b> in the Guildhall.	Noted.

CHAIR

DRAFT





**PART 1 DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**  
**MONDAY 22<sup>ND</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillor M Adams (Chairman), Paine, Westacott MBE, R Adams and Sweett.

Apologies: None.

In Attendance: Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	To note the resignation of Cllr M Barker
<i>The Committee will adjourn for the following item:</i>		
Public Question Time: 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.		
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	None.
3	To consider the budget monitor and any virements needed	The budget monitor was noted and no virements currently required.
4	To consider a request for a contribution to a local planting scheme	It was <b>AGREED</b> that this request would be declined. The Town Clerk will write to the individual concerned and ask them to liaise with existing community groups such as Bridgetown Alive.
5	To consider the revised Guildhall Booking Form and Prices	The new booking form and hire rates were <b>AGREED</b> .
6	To receive an update about the Town Mill and Totnes Image Bank	It was noted that the Image Bank archive is being moved into Eastgate Clock.
7	To note the process for the Councillor Allowances claims for 2017/18	The form and process was <b>AGREED</b> . The deadline for claims is 28 <sup>th</sup> February 2018 for the 2016/17 financial year. The allowance would be pro-rated for new Councillors.
8	To consider the issues around street licensing in the town	Concerns were raised by the Clerk and Councillors regarding the amount of work involved in street licensing in light of the detailed guidance from DCC. It was <b>RECOMMENDED</b> to Full Council that the responsibility for street licensing should be handed back to DCC with immediate effect.
9	To consider an update on the Council Venue Working Group meeting	Informal update on remedial works and improvements was noted.
10	To note the minutes of the Tourism Partnership meeting	Noted.
11	To consider conversion of the Elizabethan Store and estimated costs	Cllr Westacott declared a pecuniary interest and left the room.

		It was <b>AGREED</b> that the Clerk would pursue the conversion of the Elizabethan Store to accommodate the Visitor Information Officer and Town Officer roles. The estimated cost of this refurbishment is £8,000 and will come in within budget for 16/17.  Cllr Westacott rejoined the meeting.
12	To consider the December 2017 and January 2018 NP Task and Finish Notes	Noted.
13	To review the NP budget	The attached NP budget review was considered and <b>AGREED</b> . The internal administrative support would cease at the end of February.
14	To note the date of the next meeting: Monday 19 <sup>th</sup> February at 5pm (CHANGED TO 3PM)	Start time moved to 3pm.

**This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting**

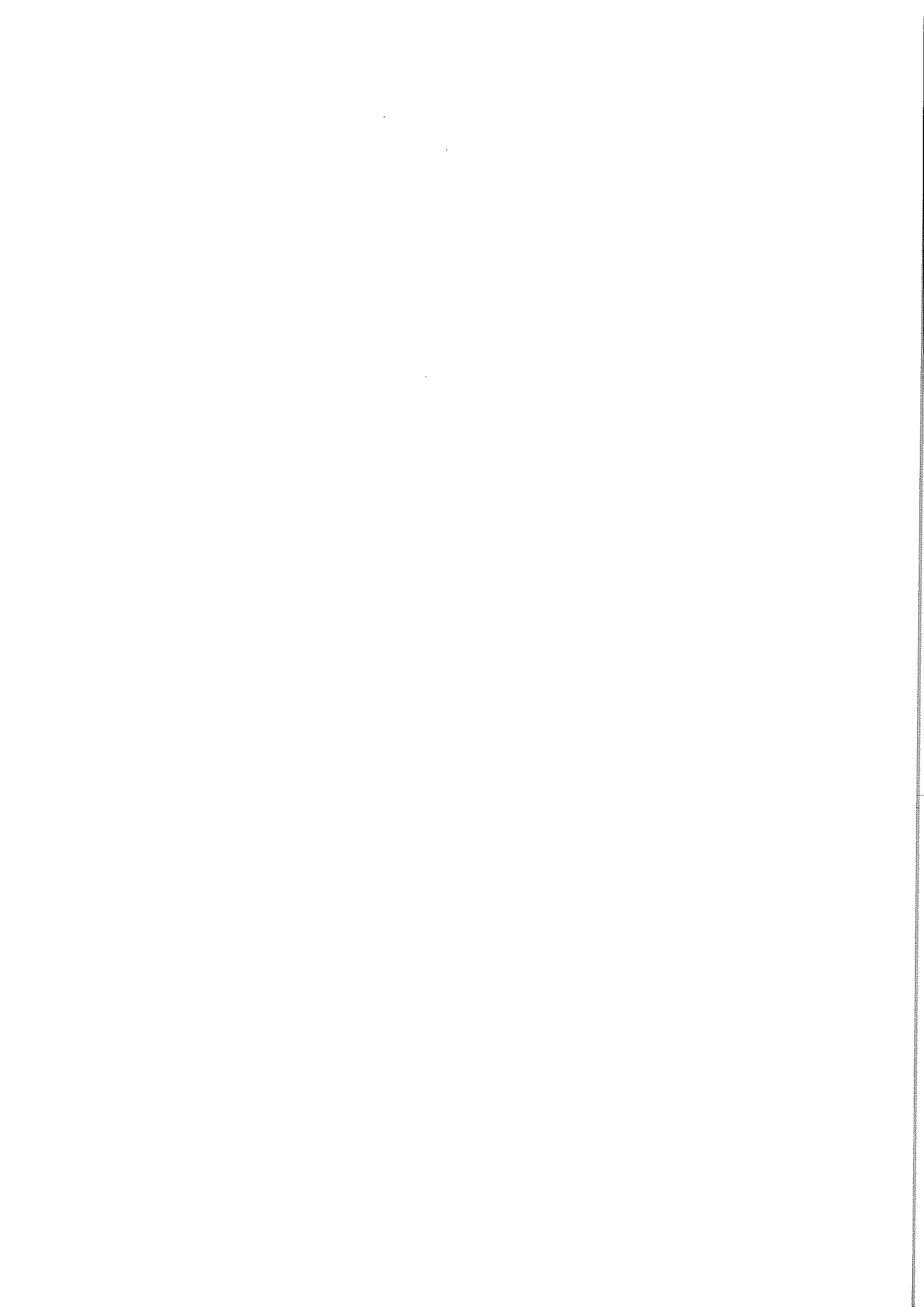
**Future meetings agenda items:**

- February – To consider the joint Market Square refurbishment project plan
- To approve the Insurance Renewal package
- Update Standing Orders
- Update Statement of Internal Control
- April - Review Earmarked Reserves
- To consider the reviewed Financial Regulations for recommendation to Full Council.
- To consider the Annual Return for recommendation to Full Council.
- To consider the Internal Audit report
- To review a summary of the required actions resulting from the Risk Assessment programme

Catherine Marlton, Town Clerk

## NEIGHBOURHOOD PLANNING BUDGETS

2017/18 budget	
<b>£15,000.00</b>	<b>2017/18 Budget</b>
-£1,200.00	Coordinator cost April
-£1,350.00	Coordinator Cost May
-£1,200.00	Coordinator Cost June
-£1,500.00	Coordinator Cost July
-£1,200.00	Coordinator Cost August
-£204.23	Informal consultation Room hire, publicity etc
-£1,200.00	Coordinator September
-£187.50	Room hire September
-£83.40	Website Hosting renewal
-£48.00	Room Hire October
-£141.60	Students October – re detailed map work
-£195.00	Room hire
-£5.97	Refreshments
-£1,200.00	Coordinator October
-£1,200.00	Coordinator November 2017
-£930.00	Coordinator December 2017
-£38.81	Facebook adverts
-£101.25	Room Hire
<b>£3,014.24</b>	<b>Left end of 2017</b>
-£150.00	Coordinator January
-£700.00	Overtime for internal administration until the end of Feb 2018
-£350.00	Devon Communities training
-£1,500.00	Design and printing of final draft for public consultation
<b>£314.24</b>	<b>Left until 31st March 2018 - spend on professional support?</b>
2018/19 budget	
<b>£6,350.00</b>	<b>BUDGET AGREED for 2018/19 financial year</b>
-£500.00	Marketing/publicity 2018
-£250.00	Stationary/Misc 2018
-£1,000.00	Assuming document is agreed at referendum, printing costs for hard copies
<b>£4,600.00</b>	<b>Left until 31st March 2019 - spend on professional support?</b>



**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP  
MONDAY 11<sup>TH</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, P Paine, A Simms, J Westacott MBE, SHDC Cllr J Birch, G Allen, C Allford, L Cowling, S Jones and C Watson.

In Attendance: Cllr J Hodgson, Cllr B Piper, Cllr T Whitty, Sara Halliday (Administrator), and Public.

Apologies: Cllrs R Hendriksen and M Parker.

No	Subject	Comments
1	Introductions – at the first full meeting, all to introduce themselves and to say who they are representing.	All members introduced themselves to the group to ensure that all were aware of who they are and the interests of the town that they represent.
2	To address any actions arising from the meeting on 18 <sup>th</sup> December 2017.	The minutes were agreed. Confirmation that the training day will be held on Monday 22 <sup>nd</sup> January from 10am-4pm in the Guildhall.
3	To review and agree the Terms of Reference for the Totnes Neighbourhood Plan Task and Finish Group.	A question was raised about the Totnes Neighbourhood Plan website which requires updating. <b>Action:</b> Website update (TTC Offices). The Terms of Reference were agreed unanimously.
4	To discuss and prioritise the common themes arising from the public consultation period in Summer/Autumn 2017.	The common themes identified in the public consultation were agreed, with an addition to Steamer Quay to include: the pedestrian bridge; and employment impact of proposals as currently drafted. Concerns were also raised about: the lack of social infrastructure in Bridgetown; the emphasis placed on Bob the Bus by developers as a solution to transport and mobility; and whether a moratorium on second homes should be included.
5	Totnes Neighbourhood Plan Policies: a) To review the Totnes Neighbourhood Plan policies and South Hams District Council comments; b) To identify, agree and prioritise those that need redrafting; and c) To identify owners to take this work forward.	Cllr Birch explained a list of existing policies that he believes need to be reviewed to ensure that the Totnes Neighbourhood Plan conforms to the Joint Local Plan (JLP) housing numbers and to provide clarification on specific locations or terms used. <b>Action:</b> Totnes section of the JLP to be circulated to all (TTC Offices).  General comments concerned viewing the wording for policies connected to transport, green spaces, and the inclusion of the St Mary's Church partnership proposals and youth provision.  The Chair asked that Task and Finish Group members review the policies as currently drafted and return to the next meeting prepared to discuss points 5b and 5c. <b>Action:</b> All.
6	To consider the actions identified at the last Neighbourhood Plan Steering Group.	It was agreed that these actions should be taken forward. <b>Action:</b> TTC Offices to check the status of Bridgetown green spaces with the Neighbourhood Plan Coordinator.
7	To note the date of the next	Noted

	meeting – Monday 22 <sup>nd</sup> January at 7pm.	
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**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP  
MONDAY 22<sup>ND</sup> JANUARY 2018 AT THE GUILDHALL TOTNES**

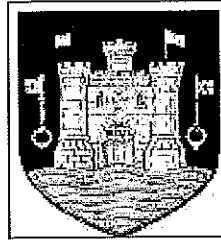
Present: Councillors R Adams (Chair), M Adams, R Hendriksen, P Paine, M Parker, A Simms, J Westacott MBE; G Allen, C Allford, L Cowling, A Garner, S Jones, S Lambert and C Watson.

In Attendance: Cllr T Whitty and Sara Halliday (Administrator).

Apologies: SHDC Cllr J Birch.

No	Subject	Comments
1	To receive any apologies.	Apologies were received from Cllr Birch.
2	To address any actions arising from the meeting on 11 <sup>th</sup> January 2018.	<p>The minutes were agreed. Matters arising:</p> <p>Item 3 – ongoing. The main areas in need of updating on the Totnes Neighbourhood Plan Website had been identified and will be discussed with the Town Clerk and Task and Finish Group Chair.</p> <p>Item 5 – complete. The Totnes section of the Joint Local Plan has been circulated to all. Discussion of the policies is Item 3 on the agenda.</p> <p>Item 6 – ongoing. The co-ordinator is unsure whether she has received information from Bridgetown Alive about designating green spaces. No proposed green spaces in Totnes have yet undergone the thorough designation process.</p> <p>G Allen raise that she received an offer of assistance from a planning expert in Paignton to help with the Neighbourhood Plan. G Allen also introduced the idea of a healthy and thriving high street helping improve health and wellbeing in the town and it was agreed that this would be looked at as part of the policy review.</p>
3	<p>Totnes Neighbourhood Plan Policies:</p> <p>a) To review the Totnes Neighbourhood Plan policies and South Hams District Council comments;</p> <p>b) To identify, agree and prioritise those that need redrafting;</p> <p>c) To identify any new policies for inclusion; and</p> <p>d) To identify owners to</p>	<p>c) The following new policies areas were suggested:</p> <ul style="list-style-type: none"> <li>- No second home ownership.</li> <li>- Youth provision and support for redeveloping the Skate Park.</li> <li>- Provision for disabled people.</li> <li>- Potential land for affordable housing, requesting a meeting with SHDC to discuss any possibilities.</li> </ul> <p>a, b &amp; d) It was agreed that the following sub-groups would form to look at the narrative and existing policies/requirement for any new policies based on the public consultation event responses held in 2017:</p> <p>Bridgetown: Cllrs Parker and Westacott, C Allford, L Cowling and S Jones.</p> <p>Green Spaces: G Allen and S Lambert.</p>

	<p>take this work forward.</p>	<p>Heritage: G Allen and S Lambert.  Health and Wellbeing: G Allen.  Adult Training and Education Sector: S Lambert.  Transport and Car Parking: Cllrs Paine and Simms, and C Watson.  Business/Economy: A Garner in consultation with the Chamber of Commerce, as and when required.  Planning: SHDC Cllr Birch.  Growing spaces, sports and recreation, services nad facilities, KEVICC - All  Evidence to support policies: Cllrs R Adams and M Adams.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Each sub-group to bring back their initial findings and some solid points for discussion to the next meeting (All).</li> <li>- Public consultation event analysis, and Totnes conservation area information to be emailed to all (TTC Offices).</li> <li>- A map showing the parish boundary of Totnes and its neighbouring parishes to be circulated to all (TTC Offices).</li> </ul>
4	<p>To note the date of the next meeting – <b>Monday 19<sup>th</sup> February at 7pm.</b></p>	<p>The Chair announced the resignation of the Neighbourhood Plan Co-ordinator. Cllr Westacott proposed a vote of thanks to Mary Coughlan-Clark for all her hard work on the Neighbourhood Plan so far, which was agreed.</p> <p>The date of the next meeting was noted</p>



**MINUTES OF AN EXTRAORDINARY MEETING**  
**MONDAY 18<sup>th</sup> DECEMBER 2017 AT 7PM, THE GUILDHALL OFFICES TOTNES**

Present: Councillors R Adams (Chair), Paine, Westacott MBE, Piper, Hodgson, Hendriksen, M Adams, Sweett, Barker, Hart-Williams, Whitty, Sermon, Simms and Parker.

Apologies: Councillors Elliot-Smith and Barker.

Not present: Councillor Hart-Williams.

In Attendance: Catherine Marlton (Town Clerk), District Councillor Green, District Councillor Birch, 1 member of the Press and 9 members of the public.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were given by Councillors Barker and Elliot-Smith. Cllr Witty explained he had to leave early for a prior engagement.  It was <b>RESOLVED</b> to accept the apologies.  Cllr Elliott-Smith's resignation was noted. Full Council thanked him for his time and expertise and sent warm wishes.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	There were no amendments.
3	To consider the NP Task and Finish Group membership listing.	Cllr Hodgson asked that members of the public be allowed to speak on this issue. This was agreed and standing orders were suspended to allow members of the public to speak and then the meeting was reconvened.  Cllr Hodgson expressed concern as to how the draft membership list was formulated and said the criteria for selection should have been agreed before people were approached.  Cllr Whitty expressed concern regarding the proposed structure of the new group and whether it would fulfil the requirements for a 'community led' plan.  Cllr M Parker put herself forward for the new group in light of Cllr M Barker stepping down. This was agreed.  Cllr Hodgson proposed that all members of the previous NPSG be added to the new group membership listing.  Cllr Simms felt that previous members of the NPSG should be invited to attend as everyone is, but with observer status only.  Cllr R Adams stated that the new group was formed from community members who were keen to be involved.  Cllr Whitty proposed that the Town Council go forward in line with the recommendations made in the letter from the previous NPSG. This was seconded

		<p>by Councillor Hodgson.</p> <p>Cllr M Adams felt the terms from the NPSG letter were coercive and was not supportive of the motion.</p> <p>Cllr Westacott proposed that the list presented from the NP Task and Finish Group meeting should be agreed. Cllr R Adams seconded.</p> <p>Cllr Whitty left the meeting for a prior engagement.</p> <p>Cllr Simms proposed an amendment – It was <b>RESOLVED</b> that the new NP Task and Finish Group will consist of the membership list proposed by that group (below) with Cllr R Adams in place as Chair. Previous NPSG members will be invited to be involved and if they wish to be considered for membership that will be considered by Full Council. This was seconded by Cllr R Adams.</p> <p>The Clerk was asked for a recorded vote.</p> <p>Cllr Paine – Yes, Cllr Hendriksen – Abstention, Cllr Piper – Yes, Cllr Hodgson – Abstention, Cllr M Adams – Yes, Cllr R Adams – Yes, Cllr Westacott – Yes, Cllr Sweett – Abstention, Cllr M Parker – Abstention, Cllr Sermon – Yes, Cllr Simms – Yes. The motion was carried.</p> <p><b>Membership listing:</b></p> <p>Cllr Rosie Adams (Chair)  Cllr M Adams (Operations Committee Chair)  Cllr Paine (Operations Committee)  Cllr Westacott MBE (Personnel Chair and Operations Committee)  Cllr Simms (People Committee Chair)  Cllr Hendriksen (Planning and Place Committee Chair)  Cllr Parker (People Committee)  Lindsay Garner  Andy Garner  Rev Steve Jones  Claire Allford  Georgina Allen  Cllr John Birch  Chris Watson  Stu Lambert  Carmen Luscombe  Lindsay Cowling</p>
4	To consider authorising Cllr J Green and Cllr J Hodgson to speak on behalf of the Town Council regarding the JLP hearings.	<p>Standing orders were suspended to allow District Councillor Green to speak.</p> <p>It was <b>AGREED</b> that Councillor Green would forward his statement to all Councillors and that February Full Council could consider endorsing it.</p> <p>Cllr Hodgson raised serious concerns regarding the JLP and considered it unsound. She asked Councillors to write to her with concerns and support around population growth, jobs, wildlife law and air quality.</p>
5	It was noted that the date of the next Full Council – <b>8<sup>th</sup> January 2018 at 7pm</b> in the Guildhall. Paige Adams Trust meeting will be held at 6pm directly beforehand.	

Catherine Marlton

Town Clerk

## **Catherine: proposed amendment to the minutes of the TC-Ext. FC meeting of the**

**18<sup>th</sup> December 2017**

I wish to propose the following amendment to the minutes: without this amendment the minutes do not accurately reflect the substance of the debate:

*Cllr Whitty expressed concern regarding the process being used by the TC to take over control of the NP. Firstly he said it should not have been necessary to ask for the extraordinary meeting of the Council which was requested by three councillors.*

*He stated that Council had agreed a motion on the way forward, at the extraordinary FC meeting on the 16th October regarding the conclusion of the Neighbourhood Plan and in particular the issue of Steamer Quay.*

*He stated that councillors had overturned the agreed motion by manipulating and breaching Standing orders and council procedures.*

*The Steering Group had subsequently proposed a way forward in a letter to the council, which would have seen the conclusion of the Neighbourhood Plan:*

- *With the minimum of disruption to the timetable*
- *Reinforcing the need for an open meeting about Steamer Quay which would actively involve the community and be facilitated by an independent person,*
- *The letter was ignored and remains unanswered*

*He stated that the proposed process would not produce a document which would be able to reach the referendum stage because of the lack of community involvement in the construction of the "new" steering group. There was a blatant disregard for the thousands of people in the community who had contributed to the public consultation of the informal draft of the Neighbourhood Plan.*

*At the December meeting Councillor Whitty asked several times for a proposal to be put which would rectify the situation. This was repeatedly denied by the Chair.*



# Totnes and District Traffic and Transport Forum

Advisory Body to Totnes Town Council

Co-Chairs: Peter Rees (pvrees@tiscali.co.uk) and John Birch (jpb1@hotmail.co.uk)

Vice-Chair: Alan Langmaid (alanlangmaid@hotmail.com)

## Draft Minutes of Meeting held in the REconomy Centre, The Lamb, Totnes on Wednesday 29 November 2017.

Present: John Birch (Chair), Peter Rees, James Bellchambers, Alan Langmaid, Simon Harrington, Julian Burn, Jacqi Hodgson, Mary Popham, Jack Patterson

1. Apologies: Helen Kummer, Robert Vint, Tracy Cheesman
2. Minutes of 25 October 2017 and matters arising:

Minutes approved.

Matters arising not on the agenda:

Plymouth Rd.; Follaton proposed pedestrian crossing/refuge – TC and MP met with Neil Oxten (DCC) who was not prepared to progress the scheme due to expense. TC and MP to discuss with JH

Emergency Sevices; JB reported follow-up letter sent to Fire Station Chief offering co-operation to raise awareness of road traffic obstructions at some sites within Totnes. A tour around the “pinch-points” had been organised and the press had been invited.

Members report; Remedial work required to Nursery Car Park – JB to follow up

3. EV Charging Points: JB proposing a motion to next Full Council meeting of SHDC calling for a report leading to the introduction of EV points in SHDC public car parks. JB to report back.
4. JLP: JB reported on current position concerning the examination of the draft JLP which was due to take place early in the new year.
5. Parking Group progress report: JH to organise the holding of a public meeting to consider on-street issues and charging policy. JH to discuss with DCC. Particular issues in Jubilee Road and Plymouth Road where there are no current parking restrictions.
6. Bob the Bus report: SH reported that matters were progressing slowly with SHDC in respect of the new HQ for BtB on the Industrial Estate.

SH reported on the Govt consultation on ‘unfair competition’ for school contracts and call for ‘trained and licensed drivers’ at a cost of £1000/driver

likely to particularly hurt smaller CT operators. The matter had been raised in Parliament and the Govt was surprised by adverse response.

The barrier recently erected by SHDC at Follaton had resulted in difficulties and these had been partially resolved following a site meeting. Members of the Forum agreed that SHDC's Follaton car park should be classified as a public car park and be regulated.

SH reported on preparations for the Christmas shopping park and ride, including better signage and increased usage. SH will report on numbers at the next meeting.

7. Redworth Junction proposal:

JBrn proposal for a new roundabout layout favouring pedestrians and cyclists went before the recent HATOC meeting and was introduced and proposed by JH. The proposal received support and was referred to DCC's corporate scrutiny for further consideration. JH and JBrn were thanked for progressing this matter.

8. Reports were provided by Town, District and County Councillors

9. Any Other Business:

JB is to circulate a copy of the Baltic Wharf S106 Agreement to those attending and in particular that part dealing with the transport provision. This matter is to be the subject of discussion at the next meeting.

SH raised the matter of parking on pavements and there being no relevant Traffic Regulation Order in the centre of Totnes. He said there was a need for a controlled parking order in the town centre. JH is to discuss with Mike Jones of DCC and report back.

**Date of next meeting: Wednesday 10 January 2018 at 6.00pm at  
Reconomy Centre, The Lamb, Totnes. Proposed dates for 2018 meetings  
as follows:**

28-Feb, 6:30pm  
28-Mar, 6:30pm  
25-Apr, 6:30pm  
23-May, 6:30pm  
27-June, 6:30pm  
25-July, 6:30pm  
22-Aug, 6:30pm  
26-Sep, 6:30pm  
24-Oct, 6:30pm  
28-Nov, 6:30pm  
19-Dec, 6:30pm