**MINUTES OF THE PLANNING AND PLACE COMMITTEE**

**THURSDAY 26TH APRIL 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), G Allen, P Paine and R Vint.

In Attendance: Jane Fletcher-Peters (Flood Resilience Officer, Environment Agency), Kate Cheetham (Environment Agency), Press and Sara Halliday (Administrator).  
Apologies: Councillor K Sermon.

Not Present: Councillors J Hodgson and A Simms.

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| 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. |
|  | *The Committee will adjourn for the following items:* |  |
|  | 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. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To discuss with the Environment Agency how to develop an Emergency and/or Flood Plan for Totnes. | Jane Fletcher-Peters had two points to raise:   * to explain how to build an emergency plan, and how the Environment Agency (EA) can help. DCC has a template for drafting emergency plans and much of the existing TTC work can be used, which EA can assist with. Having such a plan drafted (with EA input) could help obtain grant funding. The Devon Resilience Forum on 14th June will include emergency planning workshops. * to update on the flood prevention scheme in Totnes and how TTC may be able to help. The works should be completed in the next 9-10 weeks. EA would like TTC to get involved in overseeing a team of volunteers (specifically those living/working in the vicinity) who can activate the tidal flood gates when required (as part of a wider pool of community volunteers identified in the Emergency Plan). The EA sends a message to volunteers 2 hours before the gates need to be closed - a back-up system shows if this is complete and if not, the EA will attend. The EA would have a legal agreement with TTC to oversee the closing of the gates and provide all training required. In Teignmouth and Shaldon this arrangement with the EA has been adopted, with volunteers falling under the town council public liability insurance.   To **RECOMMEND** to Full Council that a working group of Councillors and the Town Ranger is set up to review the Emergency Planning procedures for Totnes before drafting a plan with EA assistance; and to seek volunteers to assist with tidal flood gate closure, and act as snow and ice wardens for sectors of the town. |
| 3 | To approve the minutes of the meeting of 5th April 2018 and update on any matters arising. | The minutes were agreed. Matters arising:  Item 4 – Cllr Hendriksen attended a site visit with the architect of the 68-bed care home, Steamer Quay on 17th April. Building heights, parking concerns, and the current road condition of Steamer Quay were discussed. SHDC will conduct a site visit on 30th April at 10.15am and the application will go to the Development Management Committee on 2nd May at 2pm, which TTC Councillors are invited to attend.  Item 7 – The Totnes Image Bank and Totnes Trust had a meeting with Richard Gage of SHDC in September 2017 when the siting of the Image Bank sign was agreed.  Item 9 – Public consultation ends on 10th May 2018.  Previous public session – to consider a proposal to move the Coronation memorial stone. The Town Ranger has examined the stone and its current fixing. It is his assessment that it would be very difficult to move the stone without the risk of damaging it, given its current condition. |
| 4 | To note or make recommendations on the following tree works orders:  **Works to Trees in a Conservation Area:**  4.1) 1183/18/TPO T1: Ash - Crown lift to approx. 6 metres from ground level by removal of x8 secondary limbs as highlighted on photos to allow light and airflow to both properties, crown thinning by approx. 8% removing reaction growth (epicormic) along secondary limbs from previous reduction works, allowing broken light through canopy, long term aim to allow tree to reach full maturity whilst having lesser impact on both properties. Repeat consent on 18 monthly basis for three years initially Oct 2019 and March 2021 required for removal of reaction growth (epicormic) along secondary limbs resulting from reduction works, selective internal thinning of the crown, allowing broken light through the canopy to reduce stress to tree without affecting outward appearance. Burgage House, Victoria Street, Totnes, TQ9 5EG | Applications available on the SHDC website – www.southhams.gov.uk  No objection. |
| 5 | To make recommendations on the following planning applications:    5.1) 0715/18/FUL – Change of use to separate residential unit and installation of new entrance door and additional velux windows to walls/roof. Mount Plym Mews, Mount Plym, Plymouth Road, Totnes, TQ9 5PQ.  5.2) 1037/18/HHO – Householder application for proposed single storey rear extension to form dining area. 7 Lower Collins Road, Totnes, TQ9 5PS.  5.3) 1217/18/LBC - Listed building consent for replacement cement render on rear elevation, replacement internal plaster at rear of first floor, replacement windows on rear elevation, replacement balustrade of rear balcony, repairs to floors and change position of first floor bathroom. 9 Times Mews, Totnes, TQ9 5HF.  5.4) 0858/18/FUL – Change of use of land for the siting of one Shepherd Hut for camping/holiday use. Higher Brook Lodge, Plymouth Road, Totnes. TQ9 5ND.  5.5) 3993/17/HHO – READVERTISEMENT (Revised Plans) Householder application for demolition of existing garage and construction of new garage with garden room/studio, ancillary to main dwelling. Greystones, Weston Road, Totnes, TQ9 5AH.  5.6) 0814/18/LBC – Listed building consent for proposed flue to replace boiler and gas fire, replaster sections of ceilings and rewire lights. 10 Castle Street, Totnes, TQ9 5NU. | Applications available on the SHDC website – [www.southhams.gov.uk](http://www.southhams.gov.uk)  No objection.    No objection.  No objection.  Objection. Cllrs have concerns about: the previous use of this site; whether the use of the building will be monitored if permission is granted; and the absence of a change of use application for the land to be used to support a holiday let (a business). Cllrs would like details about what precautions might be made to prevent incremental development on this site.  Objection. The proposed building encroaches on the neighbouring property’s light. As previously registered, Cllrs remain concerned that the proposed garage/garden room is used only as ancillary to the main dwelling and that conditions to approval ensure that it is not used as a separate dwelling or for a commercial concern.  No objection |
| **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.** | | |
| 6 | To consider the minutes of the Totnes Neighbourhood Plan Task and Finish Group meeting held on 26th March 2018. | Noted. Cllrs voiced concerns about no TTC Officer presence at the meetings. |
| 7 | To consider the South Hams SAC Greater Horseshoe Bat Supplementary Planning Document consultation, which runs from 16th April – 30th May. | Cllr Vint suggested that the wealth of knowledge from wildlife experts in the community would be well placed to contribute to the consultation.  It was **AGREED** that TTC Offices would make local bat/wildlife groups and specialists aware of this consultation and encourage them to comment direct. |
| 8 | To note the South Devon Area of Natural Beauty Partnership Committee newsletter for March 2018. | Noted. Cllr Allen raised the National Planning Policy Framework consultation and the impact on Areas of Outstanding Natural Beauty (AONB), suggesting that an expert could brief Cllrs on the proposed new policy.  [Post meeting note: on discussion with the Town Clerk, as Totnes does not sit in the SHDC AONB and given the deadline for comments (10th May) it is suggested that any Cllr who wishes to comment should do so in a personal capacity.] |
| 9 | To note the following event request received by SHDC:  7.1) Totnes Elizabethan Market, 0900-1530hrs every Tuesday between 1st May and 25th September, Market Square, Totnes. | Noted. |
| 10 | To note the proposed date of the next meeting – **17th May 2018 at 5pm** in the Guildhall. | Noted. Cllr Hendriksen is unable to attend the next meeting and Cllr Vint will be asked to Chair. |

CHAIR