

**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 5<sup>th</sup> MARCH 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> March 2017 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><i>The Council will convene.</i></p>	<p>a) Cllr Green b) Cllr Birch</p>
4	<p>To elect the Mayor for 2018/19. Councillor Judy Westacott has been proposed by Councillor Rosie Adams and seconded by Councillor Marion Adams.</p> <p>To note that Mayor Choosing will take place on Thursday 24<sup>th</sup> May 2018 in the Guildhall.</p>	
5	To note the timeline for the St Mary's Partnership consultation	Verbal update from the Town Clerk
6	<p>To approve and sign the Minutes of the following Meetings : <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> <li>a. Planning and Place Committee 1<sup>st</sup> February 2018</li> <li>b. Full Council 5<sup>th</sup> February 2018</li> <li>c. <i>Full Council 5<sup>th</sup> February 2018 - PART 2</i></li> <li>d. People Committee 8<sup>th</sup> February 2018</li> <li>e. <i>Personnel Committee 12<sup>th</sup> February 2018 – PART 2</i></li> <li>f. Operations Committee 19<sup>th</sup> February 2018</li> <li>g. <i>Operations Committee 19<sup>th</sup> February 2018 – PART 2</i></li> <li>h. NP Task and Finish Group 19<sup>th</sup> February 2018</li> <li>i. Planning and Place Committee 22<sup>nd</sup> February 2018</li> </ul>	Enclosures
7	<p>To consider any matters arising from the Minutes and to approve any recommendations from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> <li>j. Planning and Place Committee 1<sup>st</sup> February 2018</li> <li>k. Full Council 5<sup>th</sup> February 2018</li> <li>l. <i>Full Council 5<sup>th</sup> February 2018 - PART 2</i></li> <li>m. People Committee 8<sup>th</sup> February 2018</li> <li>n. <i>Personnel Committee 12<sup>th</sup> February 2018 – PART 2</i></li> </ul>	Enclosures

	<ul style="list-style-type: none"> <li>o. Operations Committee 19<sup>th</sup> February 2018</li> <li>p. Operations Committee 19<sup>th</sup> February 2018 – PART 2</li> <li>q. NP Task and Finish Group 19<sup>th</sup> February 2018</li> <li>a. Planning and Place Committee 22<sup>nd</sup> February 2018</li> </ul>	
8	To consider the ramifications of the school funding cuts	Update from Cllr Sweett
9	To note the TTF Agenda and minutes and any actions or recommendations requiring consideration.	Enclosure
10	To note the date of the next meeting: <b>Monday 9<sup>th</sup> April 2018 at 7pm.</b> A Paige Adams meeting will be held for trustees directly beforehand at 6pm.	
<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>		
11	<p>To approve and sign the Minutes of the following Meetings (staffing implications and commercial sensitivity).</p> <p><b>ONLY REQUIRED IF NOT AGREED IN OPEN SESSION.</b></p> <ul style="list-style-type: none"> <li>a. Full Council 5<sup>th</sup> February 2018 - PART 2</li> <li>b. Personnel Committee 12<sup>th</sup> February 2018 – PART 2</li> <li>c. Operations Committee 19<sup>th</sup> February 2018 – PART 2</li> </ul>	Confidential Enclosures
12	To receive an update on the Civic Hall Caretaking contract (staffing implications and commercial sensitivity)	Verbal update from the Town Clerk



Catherine Marlton  
Town Clerk

## District Councillor's Monthly Report February 2018

**John Green, SHDC Councillor for Totnes**

### Key messages

- The District Council component of Council Tax is being increased by £5 per year for Band D in 2018/19, bring it up to £160.42.
- It will no longer be possible for people to pay their Council Tax by cash or cheque at Follaton House (including sending a cheque by post).
- SHDC has approved its budget for 2018/19 which has included provision for payment meters to be installed on all three sets of toilet in Totnes, however, it was recognised that the toilets at Steamer Quay will need to be looked again due to the impact that adding a payment meter could have upon the viability of the neighbouring café.
- The budget also committed the District Council to increase overall car parking charges by 2%, with consultation taking place with representative bodies (including town and parish councils) to help decide where the changes will be made. The Council has also decided to stop the sale weekly parking tickets.
- The District Council has agreed to encourage moves to reduce the use of single use plastics in the District and “lead by example and commit to finding ways to prevent the need for single use plastic items at all of its premises.”
- The South Devon AONB Unit is soon to launch a ‘Plastic Clever Dart’ project, which aims to engage with and resource Town and Parish Councils to engage with the community and businesses to encourage the intelligent/sustainable use and disposal of plastics. Is this something that the Town Council would like to find out more about and potentially become involved?
- There will be a consultation on the way in which SHDC provides pre-application planning advice to developers and whether this advice needs to be made more transparent.
- Morrisons has withdrawn its request for a license to sell alcohol 24 hours per day from their petrol station.
- SHDC has decided to disband its Community Re-Investment Project Fund, which has been providing funding for community projects.



**John Birch**  
**SHDC Member for Totnes**

Report for Totnes Town Council  
meeting to be held on Monday 5 March 2018

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I report on the following matters.

**SHDC Budget 2018/19**

At the Full Council meeting on 22 February 2018 the administration proposed a budget that included a Council Tax increase of £5, increased car parking charges, abolition of Community Reinvestment budget of £153,900, some public convenience closures and pay on entry for others, increase in planning fees and the Council no longer accepting cash and cheques.

The Lib Dem opposition group put forward the following amendments to the proposed budget

1. Use internal borrowings up to £3 million to fund the leisure investment saving £55,000.
2. Invest £1.5 million long term in CCLA, up-front costs to be covered by the £103K underspend in the 17/18 budget, generating £65,000 income from 19/20.
3. Re-organise senior leadership team saving £70,000.
4. Cease funding the LEP saving £5000.
5. Reduce car parking charges in our market towns by 10% costing £175,000 with a target to reduce charges by 50% by 22/23. £45,000 shortfall to be covered from the Economic Regeneration Projects reserve for 18/19.
6. Stop the closure of public toilets costing £90,000 from 19/20 and £180,000 from 20/21
7. Reinstate the Community Investment Fund £150K paid for by using £100K from the Play Parks capital program, £25K from the NHB and £25K from the Economic Regeneration Projects.
8. Explore a more thorough introduction of charging for domestic properties that have switched to business rates
9. Start the immediate and systematic transfer of assets (including car parks) but not liabilities (public toilets) to the relevant Town or Parish Council. These can then be leased back to SHDC at a peppercorn rent.
10. Set up a housing trust/company to act as a vehicle to deliver genuinely affordable and social housing for young working families.

11. Accelerate the investment from reserves in incubator and start up business units and the delivery of genuinely affordable housing based on the average local wage.
12. Work with the County Council and other Devon District Councils to harmonise rubbish collection, and car parking enforcement (on and off street).
13. Join with North Yorkshire Councils to lobby government for local councils to charge 200% or more council tax on second and holiday homes.
14. Invest in commercial property in our market towns.

The ruling party's leaders suppressed debate by instructing its members not to participate and then voted en masse to defeat the opposition amendment. They also voted through en masse the administration's budget proposals. I voted against the administration's budget proposals along with other opposition councillors.

### **Steamer Quay Public Conveniences**

It was part of SHDC's administration's budget proposals to install "pay on entry" for all three Totnes public conveniences during the 2018/19 financial year. This measure was approved at the Full Council meeting.

Prior to the Full Council meeting I received communications from the Steamer Quay café owner and the Dartmouth River Boat Company objecting to the "pay on entry" at the Steamer Quay toilets. The reasons for objection given included a belief that tourist coaches will be deterred from bringing their customers to Totnes and the lack of free toilet facilities for the café.

At the Full Council meeting I requested that the Leader of the Council review the position concerning the installation of "pay on entry" equipment at Steamer Quay and to give consideration to the objections being made. He gave an assurance that such objections will be considered before a final decision is reached.

### **Drug and Alcohol Abuse Task and Finish Group**

Concerns have been raised by members of the public about the escalating impact of drug and alcohol abuse in South Hams, and especially in Totnes, leading to the temporary closure of public toilet facilities. SHDC has a number of key roles in relation to Community Safety and Licensing which may have the ability to positively impact upon the issues being raised. The Council has therefore considered it prudent to review the evidence of the extent of the problem, and to determine what support or solutions it can bring to bear. The Drug and Alcohol Abuse Task and Finish Group has been established to address this issue.

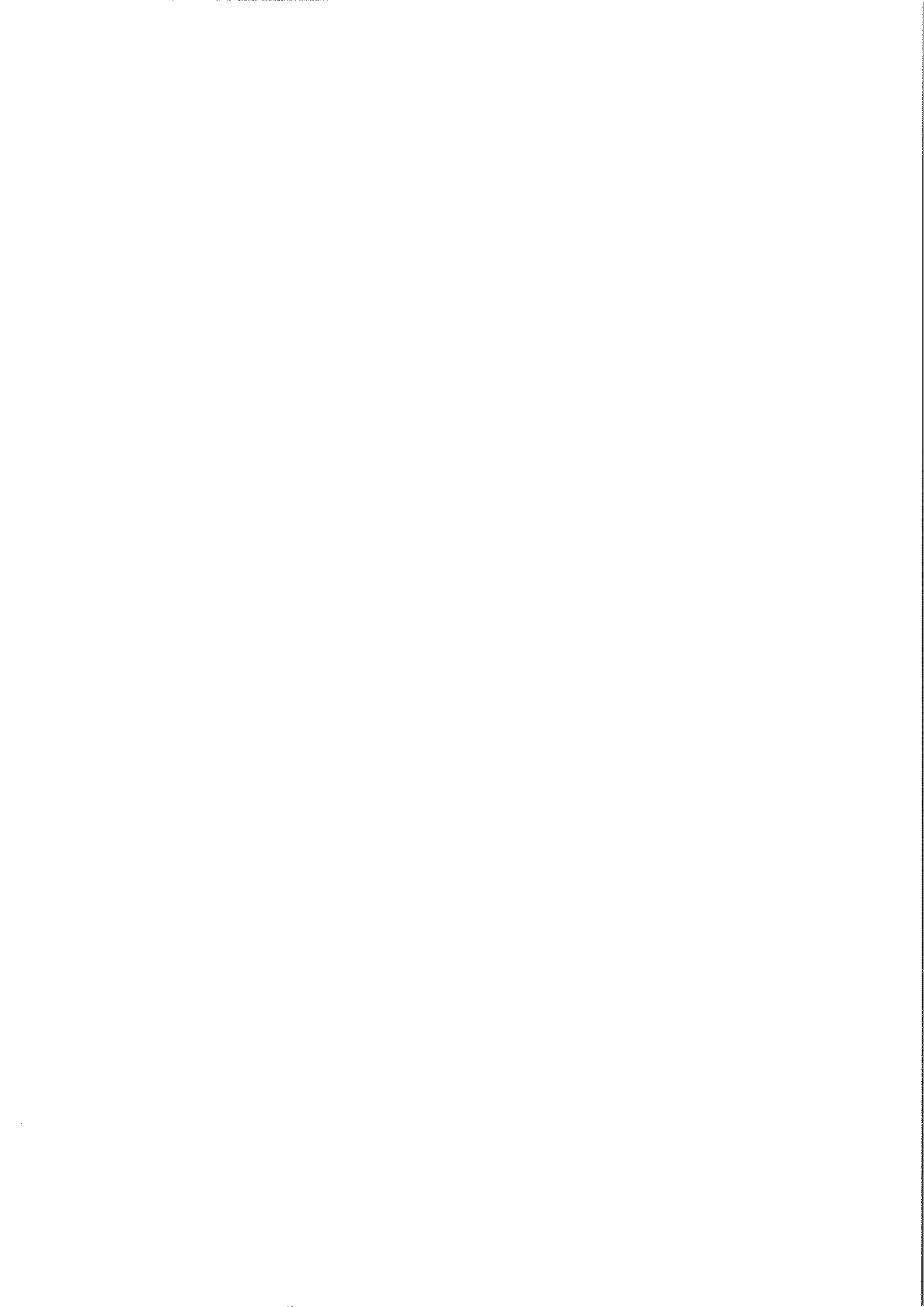
The Group's task is to heighten Member awareness of the solutions available to tackle anti-social behaviour associated with alcohol and drug abuse, and to make

recommendations to the Overview and Scrutiny Panel Executive (for onward consideration of the Executive and the ultimate approval of full Council) on a strategy to tackle these issues.

Cllr Green and I have been asked to serve on the Group and we will report back on progress on a regular basis.

Cllr John Birch

SHDC Member for Totnes





**MINUTES OF THE PLANNING AND PLACE COMMITTEE  
THURSDAY 1<sup>ST</sup> FEBRUARY 2018 AT THE GUILDHALL TOTNES**

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

In Attendance: Sara Halliday (Administrator).

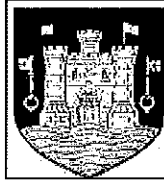
Apologies: None.

Not Present: Councillors K Sermon and R Vint.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received.
<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 11 <sup>th</sup> January 2018.	<p>The minutes were agreed. Matters arising:</p> <p>Item 2.7 – a draft letter has been sent to Totnes Property 1 Ltd and to date no response has been received.</p> <p>Item 3 – on the issue of tree works in a conservation area, the Administrator is to contact the SHDC Tree Officer about the practicalities of placing tree preservation orders on all trees in the conservation area in order to protect the future sky line and environmental benefits that tree bring to the town.</p>
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 4374/17/FUL &amp; 4375/17/LBC – Listed building consent for change of use from bank to shop at ground floor level and creation of 1no dwelling to first and second floor. 57 High Street, Totnes, TQ9 5NS.</p> <p>3.2) 3993/17/HHO – 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.</p> <p>3.3) 4113/17/ADV - Advertisement consent to display a free-standing advertisement board. The Plains, Totnes, TQ9 5YS. [Note: Totnes Ramblers board for the Franklin Trail.]</p>	<p>Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a></p> <p>Cllr Simms declared a personal interest as he knows the applicants. No objection – Cllrs agreed that it would be good to see the building in use and provide further accommodation in the town.</p> <p>No objection to the plans, however the Committee would like confirmation that this is application is for ancillary use only and that it will not be used as a separate dwelling or as a commercial concern.</p> <p>Cllr Simms declared a personal interest as he knows the objector, Ms Brown. Object – the Committee supports the objection lodged by Ms Brown of concern that placement of this sign in the location proposed will be detrimental to a number of businesses in The Plains. The Committee would support the relocation of the sign to the area to be blocked up near the Ashford Slipway.</p>

	<p>3.4) 0009/18/LBC – Listed building consent for replacement of existing slate roof covering to rear extension with lead sheet cladding. Castle House, Plymouth Road, Totnes, TQ9 5PQ.</p> <p>3.5) 0099/18/HHO – Householder application for proposed vehicle hardstanding. 13 Station Road, Totnes, TQ9 5JG.</p> <p>3.6) 0187/18/HHO – Householder application for replacement of all windows for uPVC. 3 Varian Court, Bridgetown, Totnes, TQ9 5BS.</p>	<p>No objection.</p> <p>No objection.</p> <p>No objection.</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	To consider the minutes of the Totnes Neighbourhood Plan Task and Finish Group meeting held on 11 <sup>th</sup> and 22 <sup>nd</sup> January 2018.	The minutes of the 11 <sup>th</sup> January meeting were noted (the minutes of 22 <sup>nd</sup> January had not been circulated in advance).
5	<p>To consider the following licensing application:</p> <p>5.1) Variation to the premises licence of Morrisons Service Station, Station Road, Totnes, TQ9 5JR from Wm Morrison Supermarkets PLC. The application is to extend the hours for sale of alcohol for consumption off the premises to 24hrs. The hours currently licensed for the sale of alcohol is Monday to Sunday from 6am to midnight.</p> <p>And to note the following new premises licence application (date for comment has now closed):</p> <p>5.2) New premises licence for Drift Record Shop, 103B&amp;C High Street, Totnes, TQ9 5SN by Mr Rupert Morrison and Mr Graeme Morrison. The application is for the sale of alcohol for consumption on and off the premises, Monday to Friday from 15:00 to 22:00; Saturday and Sunday from 13:00 to 22:00.</p>	<p>Object to the variation for the following reasons: Public Safety – concern that the location could attract those driving under the influence of alcohol. Prevention of Public Nuisance – the service station sits in a residential area. Prevention of Crime and Disorder – 24 hour sale of alcohol could see this location become a magnet for the homeless, drug and alcohol addicts.</p> <p>Cllr Simms declared a personal interest as he knows the applicants. As the deadline for comment had passed, the application</p>
6	<p>To note the following event requests received by SHDC.</p> <p>6.1) Sompting Village Morris Ladies Weekend of Dance, Shady Garden, 14<sup>th</sup> April 2018 from 2.30-3.00pm.</p> <p>6.2) Totnes 10K and Fun Run, 5<sup>th</sup> August 2018 from 10am-1pm.</p>	<p>Noted.</p> <p>Noted.</p>
7	To note the proposed date of the next meeting – <b>22<sup>nd</sup> February 2018 at 5pm</b> in the Guildhall.	Noted.

CHAIR



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

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

Apologies: Councillors Hendriksen and Sweett.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (Deputy Clerk), Peter Bethel (Town Sergeant), District Councillor Green, Soundart Radio, PC T Perrin, 1 member of the Press and 7 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Hendriksen and Sweett. 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.	Cllr Vint declared an interest as a trustee of the Totnes Trust in relation to item 6.
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>A member of the public representing St Mary's Partnership spoke in objection to the possible moving of the war memorial in front of St Mary's Church. The memorial represents a war grave to the families of those who died and it should be treated with respect.</p> <p>A member of the public also spoke in opposition to the war memorial being moved. All the relatives of those named on the memorial are against the move. It is considered to be the final resting place for the dead and has been in place for 97 years. It should not be moved just because it is inconvenient. Historic England are proposing to list it.</p> <p>A member of the public was aggrieved at having written to all Councillors but had not had one reply or acknowledgement to her letter. The letter detailed various issues that the member of public had concerns over. The Mayor was not aware of receiving the letter but apologised at the lack of response. The Clerk offered to meet with the member of public to go through her concerns.</p> <p>A member of the public advised that the Bird Hide at Dartington has now been moved. He also raised concerns that the Friday market in the Civic Hall was not currently running and that parking places have been lost on Babbage Rd.</p>

Reports from County and District Councillors

a) Cllr Green

a) Cllr Green provided a written report. He advised that a Licensing Committee meeting regarding Morrisons would take place on 19/4/18. He asked for Councillors to give their views on the water fountain proposals. He raised concerns about the impact on air quality in the town if all the houses proposed in the JLP were to be built. The question was raised whether a bottle refill programme could be set up for the town.

b) Cllr Hodgson

b) Cllr Hodgson handed out her written report. Cllr M Adams objected to the report not being provided in advance to allow time to formulate questions. Cllr R Adams refused to allow Cllr Hodgson to give a verbal report on that basis.

c) Cllr Vint

c) No report received.

Police Report if submitted

PC Perrin gave a verbal update on crime statistics for January compared to last January. Crimes in the town were up by 75% but this was mainly due to January 2017 having unusually low reported crimes. Crime is rising nationally but this is partly due to increased confidence in reporting crimes, so events are being reported now that possibly were not reported in the past. The Police are also recording events that were not recorded previously. Locally there are issues with caravans parked up on the Industrial Estate and reports of drug dealing from the caravans.

There is an ongoing operation tackling the misuse of drugs by the homeless. The Police are targeting the suppliers rather than the users. The users are the homeless whose problems can be better resolved by homing them rather than arresting them.

Cllrs raised concerns over reports that dealers of 'legal highs' are knocking on doors to sell their drugs. PC Perrin advised that there is a separate operation in progress addressing the supply of drugs to children.

Cllrs were concerned over the increase in domestic abuse and hate crimes in the statistics. PC Perrin advised that actual numbers are low but they are now employing a positive action process where perpetrators are arrested. Concerns were raised that the Police's policy of not arresting beggars for drug offenses will encourage them to continue. PC Perrin responded that arresting them does not work and that alternative strategies are needed to deal with the problem. The Totnes Community needs to stop giving handouts which only encourages them. PC Perrin advised that any problems with beggars blocking pavements should be reported to the Police and they will move them on.

*The Council will convene.*

4	<p>To approve and sign the Minutes of the following Meetings :</p> <ol style="list-style-type: none"> <li>a. Full Council – Monday 8<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> </ol>	<p>It was <b>RESOLVED</b> to approve and sign the Minutes of the following meetings :</p> <ol style="list-style-type: none"> <li>a. Full Council – Monday 8<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> </ol> <p>f. Cllr Whitty proposed an amendment (attached to agenda) to the minutes for the Extraordinary Full Council – 18<sup>th</sup> December 2018. Cllr R Adams proposed the minutes remain unchanged. The motion was carried with 6 in favour, 4 against and 1 abstention. The original minutes without the amendment were therefore agreed.</p>
5	<p>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>):</p> <ol style="list-style-type: none"> <li>a. Full Council – Monday 8<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> </ol>	<p>The following matters arose:</p> <ol style="list-style-type: none"> <li>a) <u>Full Council – 8<sup>th</sup> January 2018</u></li> </ol> <p>Item 5 (b) – a letter of support was sent and grant funding has been awarded to the Skate Park.</p> <ol style="list-style-type: none"> <li>b) <u>People – 11<sup>th</sup> January 2018</u></li> </ol> <p>Item 5 – the wording ‘does not expect’ in point 7 of the Buskers’ Code of Practice was discussed, as well as whether amplification in point 1 should be allowed. It was <b>RESOLVED</b> to agree the recommendation subject to point 7 wording being changed to ‘does not condone’ and with battery amplification being allowed.</p> <p>Item 6 – The level of Council staff involvement in the application process was discussed and it was <b>RESOLVED</b> to agree the recommendation with the word ‘necessary’ changed to ‘appropriate’.</p> <p>Item 9 – It was <b>RESOLVED</b> to accept the recommendation.</p> <p>Item 10 - It was <b>RESOLVED</b> to accept the recommendation. It was proposed that Cllr Piper takes on this role and this was <b>AGREED</b>.</p> <p>Item 11 - It was <b>RESOLVED</b> to accept the recommendation.</p> <ol style="list-style-type: none"> <li>c) <u>Place Committee – 11<sup>th</sup> January 2018</u></li> </ol> <p>None.</p>

		<p>e) <u>Operations Committee – 22<sup>nd</sup> January 2018</u></p> <p>Item 8 – After some discussion it was <b>RESOLVED</b> to accept the recommendation.</p> <p>f) <u>Extraordinary Full Council – 18<sup>th</sup> December 2018</u></p> <p>Cllr Whitty advised that he will put his queries regarding this meeting in an e-mail.</p>
6	To note an update on the St Mary's Partnership project.	<p>Cllr R Adams advised that a consultation meeting had been held with the relatives of those named on the war memorial regarding moving the war memorial. Further meetings would be held. The Town council is neutral on the issue and was only facilitating the meeting. The War Memorial Trust is opposed to the move.</p> <p>No decisions have been made and St Mary's Partnership are looking at ways around moving the memorial in the redevelopment project. The final decision will be made by public consultation and based on what the public want.</p> <p>Members of the public to write to the Council with their views. Any letters received must be circulated to all Councillors.</p> <p>It was felt that the St Mary's Partnership Trust should provide a timeline for the project which can be made available on the Council website.</p>
7	To note the minutes of the last TTF and the agenda for 10th January 2018.	Noted.
8	To note the election date of 15 <sup>th</sup> February 2018 and further Councillor vacancy.	Noted.
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.	It was <b>RESOLVED</b> to hold the Annual Town Meeting on 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.	It was <b>RESOLVED</b> to hold the Mayoral Choosing Ceremony on Thursday 24 <sup>th</sup> May 2018.
11	To consider a nomination for Councillor Sweett to join the Personnel Committee.	<p>Cllr Simms was also nominated.</p> <p>Voting forms were circulated and retrieved by the Clerk, and the vote counted.</p> <p>Cllr Simms received 6 votes and Cllr Sweett received 4 votes.</p> <p>Cllr Simms will join the Personnel Committee.</p>
12	To note the date of the Mayor's Civic Event: Saturday 17 <sup>th</sup> March 2018.	Noted.
	<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</i>	

	<i>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).	See confidential Part II minutes.
14	To consider a request from a member of staff regarding voluntary commitments outside of the workplace.	See confidential Part II minutes.
15	To confirm the date of the next meeting as Monday 5 <sup>th</sup> March 2018 at 7pm.	The dates were noted and the meeting ended at 9.15pm.

Ended 9.15pm

Christina Bewley  
Deputy Clerk

DRAFT





**MINUTES OF THE PEOPLE COMMITTEE**  
**THURSDAY 8<sup>TH</sup> FEBRUARY 2018 AT THE GUILDHALL OFFICES TOTNES**

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

In Attendance: Sara Halliday (Administrator).

Apologies: None.

Not Present: Cllr B Piper.

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 address any matters arising from 11 <sup>th</sup> January 2018.	<p>Item 5 – Agreed by Full Council with the following amendments: in paragraph 1 ‘battery’ is removed; and in paragraph 7 ‘expect’ is changed to ‘condone’.</p> <p>Item 6 – Agreed by Full Council with the following amendment: that in the final sentence ‘necessary’ is changed to ‘appropriate’.</p> <p>Item 9 – Agreed by Full Council with the following amendment: that in the penultimate sentence ‘recognising’ is changed to ‘recognises’.</p> <p>Item 10 – Agreed by Full Council. Cllr Piper will be the Arts Link Councillor.</p> <p>Item 12 – Agreed by Full Council. The Administrator will draft a letter of support for the People Committee Chair to send.</p>
3	To update on sending 18 <sup>th</sup> Birthday cards to young people within the town following the purchase of the Open Register.	<p>Cllr Sweett updated on the number of young people listed in the open register who will be 18 this year, and outlined the costs and administration of sending birthday cards to them individually.</p> <p>To <b>RECOMMEND</b> to Full Council that: funding of up to £100 is agreed to cover the the cost of sending 22 birthday cards to 18 year olds (includes cost of the card, postage and purchase of the Open Register); administering the sending of the cards will be undertaken by Cllrs Sermon and Sweett; and to encourage young voter participation in elections the wording inside the card will be as follows:</p> <p>Side 1: Dear Sydney, Wishing you a very Happy 18th Birthday. Very best wishes From the Mayor of Totnes and all Totnes Town Councillors. [Signature ]</p> <p>Side 2: Now you are 18 do make sure you are registered to vote and use Your Vote! You can vote in all National, County, District and Town Council elections. You can even stand as a Councillor yourself. If you have any local issues you can contact Totnes Town Council or come along to the Guildhall meeting first Monday of the month at 7pm. Your vote matters! Your voice is important! It's Your future!</p>

4	To consider a proposal for improving Community links in Totnes.	<p>Cllr Parker explained her community builder role in Torbay and how she believes the principles to help reduce isolation and loneliness, and improve skill sharing could be used to benefit Totnes communities. It was acknowledged that there are a number of existing organisations such as the Caring Town Information Exchange (CTIE), Totnes Caring, Market Place Ministries (MPM) already working in the community and therefore avoiding duplication of work that is already being done was crucial.</p> <p>It was <b>AGREED</b> that Cllr Parker would engage with Totnes community organisations and report her findings at the next meeting.</p>
5	To consider a Link Councillor for Caring Town Information Exchange and to note the July-December 2017 service update breakdown and 'Help in Hard Times' leaflet.	<p>It was acknowledged that a number of Cllrs are engaged with the CTIE in various forums, but despite this it is important to have a specific Link Councillor who can report back to Committee. To <b>RECOMMEND</b> to Full Council that Cllr Parker is considered for: the Caring Town Information Exchange Link Councillor; as an additional Link Councillor for Elderly and Vulnerable People, and Young People; and that Cllr Parker expands this role into the wider community building work outlined in Item 4 (above).</p> <p>The CTIE service update for July-December 2017 and the MPM monthly report for January 2018 were noted. The Committee welcomed the production of the CTIE 'Help in Hard Times' leaflet and its contribution to informing and directing the community to the services and support they could access and benefit from.</p>
6	To consider setting up a Working Group to organise the Totnes beacon as part of 'Battles Over – A Nation's Tribute' commemorations on 11 <sup>th</sup> November 2018 and to note the latest update from the organisers.	<p>Cllr Simms reported that he and Cllr Paine have volunteered to prepare the beacon for this event, which follows a set timetable for national commemoration. To <b>RECOMMEND</b> to Full Council that a Working Group is established involving the following community groups to ensure that the commemorative event is widely promoted and supported across the town: St Mary's Church (the organizers have requested that bells be rung) and all churches/religious groups in the town; the Royal British Legion; the Army, Air and Sea Cadets; Scouts, Guides, Cubs, Brownies; KEVICC, St John's, and the Grove School; Totnes Museum; Totnes Image Bank; Totnes Band (for the sounding of The Last Post).</p>
7	To consider flying the Red Ensign in support of Merchant Navy Day on Monday 3 <sup>rd</sup> September above the Civic Hall.	To <b>RECOMMEND</b> to Full Council that the Red Ensign is flown from the Civic Hall on Monday 3 <sup>rd</sup> September for Merchant Navy Day.
8	To note the date of the next meeting – <b>Thursday 12<sup>th</sup> April 2018 at 10.00am.</b>	Noted.



**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**  
**MONDAY 19<sup>th</sup> FEBRUARY 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), 6 members of the public, 1 member of the press.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None
<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.	<p>A member of the Fair Trade group expressed their disappointment at the charging policy for the Civic Hall railings. The Town Clerk explained that demand for the space is high and hirers of the Civic Hall always have first refusal on display space.</p> <p>Councillors were clear that although any exemption of fee would be a matter for the Paige Adams Trust, they do need to be fair to all groups asking, particularly those that are non-profit and based locally.</p> <p>It was suggested to the Fair Trade group that they could apply to the Paige Adams Trust for a grant to cover some of their ongoing project costs such as the entry signage to the town.</p> <p>A member of the St Mary's Heritage Project outlined that the consultation on the proposals would be taking place between 22<sup>nd</sup> February and 3<sup>rd</sup> March and encouraged Councillors to get involved and attend the events. The outcome of that consultation process will be sent to Councillors prior to a decision being taken on the War Memorial location at April Full Council.</p> <p>A member of the Central Totnes Campaign expressed their support for the consultation programmes being discussed later in the agenda. They felt community involvement is vital given the importance of the Civic Square to the whole town.</p>
<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: a) Tourism Community Budgeting – Tourism core budget £5560 b) Mayoral budget - Councillor Training £300	Councillors reviewed the budget monitor. The following virements were agreed: a) Tourism Community Budgeting – Tourism core budget £5560 b) Mayoral budget - Councillor Training £300

	c) Neighbourhood Planning – Staff costs £275	<p>c) Neighbourhood Planning – Staff costs £275 d) Guildhall Maintenance – Professional Fees £4500</p> <p>It was <b>AGREED</b> that the defibrillator training must go ahead and be funded from the Community Outreach budget despite that budget line being overspent.</p> <p>It was noted that the staff training and travel would be overspent but Councillors asked the Clerk to ensure staff still claimed mileage for meetings and conferences attended.</p> <p>It was noted that the photocopier contract would be updated to add a 'collate and staple' function – this would be within budget allocation.</p> <p>It was noted that the Elections line will be overspent depending on the date of the second by-election.</p>
4	To consider the Civic Square improvement project and proposed consultation process	<p>It was <b>RECOMMENDED</b> to Full Council that the attached consultation programme be agreed.</p> <p>It was <b>AGREED</b> that an initial allocation of £1,000 from the 18/19 budget be spent on design fees as outlined by the Town Clerk. This would be from the £10,400 outlined for environmental improvements in the 18/19 precept setting meeting.</p> <p>It was <b>AGREED</b> that an initial allocation of up to £400 from the 18/19 community outreach budget be spent on consultation as required.</p>
5	To note the deadline for the Councillor Allowances claims for 2017/18 of 28 <sup>th</sup> February 2018	Noted. Councillors were clear that no late claims would be accepted. The Town Clerk was asked to speak to new Councillors to explain the process.
6	To consider an update on the Council Venue Working Group meeting	<p>The Town Clerk verbally updated.</p> <p>It was <b>AGREED</b> that the Civic Hall 'tabs' should be taken down given their poor state of repair.</p> <p>It was <b>AGREED</b> that the Town Clerk should investigate possible casual technician contractors locally for use during events.</p> <p>It was noted that the cleaning specification of the Civic Hall would be changed over the coming months. The Town Clerk will update with a detailed specification in due course.</p>

7	To consider the January 22nd 2018 NP Task and Finish Group and any actions/expenditure required.	Noted. No actions requiring authorisation.
8	To review the NP budget and approve any expenditure proposed.	It was noted that internal staff time would not be used beyond 28 <sup>th</sup> February to save resources for later in the project timeline.
9	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	It was <b>AGREED</b> that up to £3,000 should be spent on improved security measures for the Guildhall and offices, funded from the general reserve if required.
10	To note the date of the next meeting: Monday 19 <sup>th</sup> March 2018 at 3pm	Noted.
<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>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	PLEASE SEE PART 2 MINUTES
12	To consider quotes for the conversion of the Elizabethan Store and agree a budget allocation (confidential as contains commercially sensitive information)	PLEASE SEE PART 2 MINUTES

**Future meetings agenda items:**

- 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

Monday 19th Feb Operations Committee - to consider the options on the square design works and to consider funds and staff time to be spent on the consultation process. This meeting will be open to the public.

Monday 5th March Full Council will consider the Ops recommendations/actions and note any details/comments made by Councillors and members of the community. Again this is open to the public.

from Wednesday 7th March - Town Council promotes community engagement process and invites comments and ideas.

Tuesday 20th March from 7pm - 8pm - drop in session hosted by the Town Council in the Guildhall/Civic Hall for members of the public to express their views on surface options, street furniture, functionality, water fountain. Also sending out e-survey outlining the same questions. Closing date for comments 2nd April 2018.

Monday 2<sup>nd</sup> April – Town Council collate feedback.

Tuesday 3rd April – Town Council and SHDC to meet to review feedback and agree specification design work. Architects are then instructed that week. Deadline given of 30th April.

30th April - detailed designs received and are circulated to all members and the community who are asked for feedback by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. Deadline for comment of 21st June 2018

Monday 21st May - Operations Committee receive the designs and express their views.

Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up

Thursday 21st June 2018 - Town Council collate consultation responses on the design options.

Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information and votes on the preferred design.

from Tuesday 3rd July - SHDC Tender process and ordering of surface materials (some with 12-15 week lead time). Town Council gets quotes based on the agreed design for works not covered by the SHDC budget. If required submit an application to the S106 fund for improvements to amenity space or consider other funding sources.

Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.

Monday 3rd September 2018 - Town Clerk asks the Town Council to agree the detailed costings for the Market Square improvements.

Winter 2018 – works are completed

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP  
MONDAY 19<sup>TH</sup> FEBRUARY 2018 AT THE GUILDHALL TOTNES**

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

In Attendance: Public and Sara Halliday (Administrator).

Apologies: S Jones.

No	Subject	Comments
1	To receive any apologies.	Apologies were received from Steve Jones.
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 – point 1. An update from the sub-groups is Item 3 on the agenda.</p> <p>- Points 2 and 3. An email was sent on 26<sup>th</sup> January 2018 to all TNP Task and Finish Group members attaching: public consultation event analysis; Totnes conservation area information; and a map showing the parish boundary.</p>
3	<p>To receive an update from the sub-groups on policy review and an estimate of how long the task will take to complete:</p> <ul style="list-style-type: none"> <li>• Bridgetown</li> <li>• Green Spaces</li> <li>• Heritage</li> <li>• Transport and Car Parking</li> <li>• Health and Wellbeing</li> <li>• Adult Training and Education</li> <li>• Planning</li> </ul>	<p><b>Bridgetown Sub-Group:</b> The sub-group has reviewed the policies and narrative relating to Bridgetown and Steamer Quay, and has removed all references to: a pedestrian bridge; AECOM report; development; and the river park (with relevant aspects now incorporated in the River Dart section). At the next Bridgetown Alive meeting the work of the sub-group will be raised, as well as an idea for a future community event focussing on the Neighbourhood Plan.</p> <p><b>Green Spaces Sub-Group:</b> There was discussion of the green/open space above the Baltic Wharf development and whether this is protected from future development. Cllr Birch explained that an S106 agreement for this land exists which classifies the area as open space. <b>Action:</b> Cllr Birch to obtain a copy of the S106 deed and for it to be circulated to all (TTC Offices).</p> <p><b>Heritage Sub-Group:</b> More needs to be made in the Neighbourhood Plan of the buildings and heritage of the town. Case studies of similar towns are being looked at and advice from English Heritage sought on what can usefully be included to guide developers and planners.</p> <p><b>Transport and Car Parking Sub-Group:</b> The value of the town car parks as a community asset needs to be set out, as well as providing a revenue stream for SHDC. Transport options are being looked at, particularly in relation to air quality issue. The railway station and the railway rolling stock does not currently provide step-free access and this should be improved for disabled users. The Chair would like to attend the next meeting of the sub-group and suggested that Andy Garner also attends to provide economy and business input.</p> <p><b>Health and Wellbeing Sub-Group:</b> Volunteers are needed to join this group. Ideas of: getting planners to consider the impact on air quality of</p>

		<p>a new development proposal alongside those that have already been passed or are in contention, rather than in isolation; that any developments along the A385 and Western By-Pass would need to consider the effect on air quality; and the effect that developments in Paignton and Brixham have on through traffic volumes in Totnes.</p> <p><b>Planning Sub-Group:</b> A reminder that a Neighbourhood Plan's purpose is to give planning guidance to developers and that it will be checked by SHDC to ensure that it is legally compliant. Cllr Birch proposed obtaining a checklist from SHDC about what they expect the Neighbourhood Plan to contain, and is content to speak to SHDC about the various sections of the plan as they become formalised. There was discussion of including percentages for affordable homes and exploring eco or self-build options. To identify any housing beyond the numbers set out in the Joint Local Plan could draw criticism based on the public reaction in 2017 to version 6 of the draft Totnes Neighbourhood Plan which saw development proposals for Steamer Quay and increased housing numbers at KEVICC numbers - the Task and Finish Group should be mindful of this.</p> <p><b>Adult Training and Education Sub-Group:</b> This area is not a priority at the moment.</p>
4	To update on the grant funding available through Locality, and its applicability to any of the sub-groups' findings to date.	<p>The Chair asked the sub-groups to consider whether any grant funding from Locality could be used to provide a report to help strengthen a policy strand.</p> <p><b>Action:</b> all sub-groups to consider ideas and communicate their requirements to the Chair by Friday 2<sup>nd</sup> March 2018.</p>
5	To note that there has been no known legal challenge by Dartington to the Joint Local Plan to date.	<p>The Chair explained that rumours have been circulating about the Dartington Neighbourhood Plan bringing a legal challenge to the Joint Local Plan. There appears to be no evidence to support this claim, and whilst Dartington have provided written submissions as part of the Joint Local Plan evidence process, this does not amount to a legal challenge.</p>
6	To note the date of the next meeting – <b>Monday 19<sup>th</sup> March at 7pm.</b>	<p>The Chair asked when sub-groups felt that it would be an appropriate time to get a planning adviser to go through the draft Neighbourhood Plan and policies – April/May was thought to potentially be a suitable time frame.</p> <p>The Chair updated that a red folder is now in the Council Offices which contains hard copies of the Task and Finish Group: membership; Terms of Reference; Declarations of Interest; Agendas and Minutes.</p> <p>The date of the next meeting was noted.</p>



**MINUTES OF THE PLANNING AND PLACE COMMITTEE  
THURSDAY 22<sup>ND</sup> FEBRUARY 2018 AT THE GUILDHALL TOTNES**

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

In Attendance: Sara Halliday (Administrator).

Apologies: None.

Not Present: Councillor R Vint.

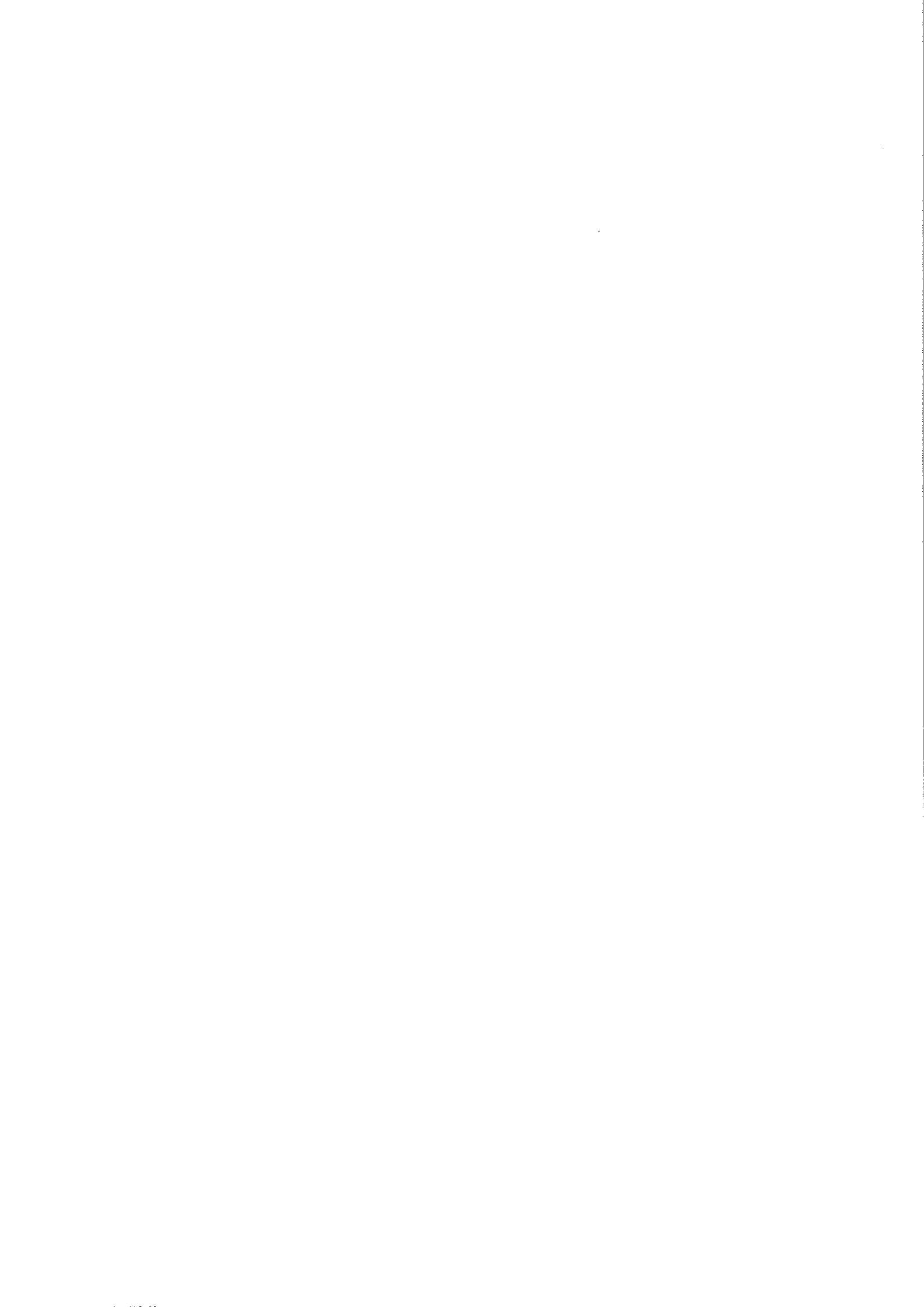
No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding 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 1 <sup>st</sup> February 2018.	The minutes were agreed. Matters arising:  Cllr Simms asked if the Parker's Barn development company had replied to the Chair's letter. Whilst no reply has been received, the developers are holding a site meeting in March with Cllr Hendriksen (as Chair of the Planning and Place Committee), District and County Councillors.
3	To note or make recommendations on the following tree works orders:  <b>Works to Trees in a Conservation Area:</b>  3.1) 0283/18/TCA – T1: London Plane – crown reduction by up to 3 metres, particularly on West and South sides and ensure balance of crown, growing close to balcony and roof. Waterside House, The Plains, Totnes, TQ9 5DW.  3.2) 0493/18/TCA – T1: Eucalyptus – prune branches on West side by maximum 2 metres to correct pruning points, encroaching house; T2: Cherry Laurel – coppice to approx 1 metre from ground level, outgrown surroundings; G3: area of cherry laurel – crown thinning by approx 30% to tidy space behind outbuilding. Ashbrook House, Newton Road, Totnes, TQ9 5BB.  3.3) 0310/18/TPO – T1: Ash – complete crown reduction by up to 2 metres, crown lift up to 5 metres from ground level, crown thinning by approx 20%, larger branches beginning to show signs of stress, also to ensure more light gets to property. 1 Southcote Orchard, Totnes, TQ9 5PA.	Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a>  No objection.  No objection.  No objection.
4	To make recommendations on the following planning	Applications available on the SHDC website –

	<p>applications:</p> <p>4.1) 4058/17/FUL – Demolition of garage, provision of gym and accommodation in place of the garage in the rear garden. 24 Denys Road, Totnes, TQ9 5TJ.</p> <p>4.2) 4423/17/HHO – Householder application to enlarge existing single-storey house with loft to two storeys plus loft, forming turning area for cars and erecting new double garage. 7 Cherry Cross, Totnes Down Hill, Totnes, TQ9 5EU.</p> <p>4.3) 0373/18/LBC – Listed building consent for partial internal refit and new secure ATM room. 31-33 Fore Street, Totnes, TQ9 5HH.</p> <p>4.4) 0292/18/HHO – Householder application for replacement of white UPVC windows with white UPVC windows and door to back elevation. 76 The Carrions, Totnes, TQ9 5XX.</p>	<p><a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a></p> <p>Objection, based on insufficient information and detail about the elevation heights of the new building. Cllrs also raised concern about future access permissions that might be requested from the back of the property.</p> <p>Support with the following conditions: that any external lighting (none is shown on the plans) is limited to preserve the bat corridor; and that sufficient soakaway is installed to deal with rain water run-off.</p> <p>No objection.</p> <p>No objection.</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>		
5	<p>To consider the minutes of the Totnes Neighbourhood Plan Task and Finish Group meeting held on 22<sup>nd</sup> January 2018.</p>	<p>The minutes of the 22<sup>nd</sup> January meeting were noted. Cllrs present who also who attend the Task and Finish Group observed little progress seems to have been made, but that sub-groups are working through issues.</p>
6	<p>To consider the following licensing application:</p> <p>6.1) New premises licence for The Town Mill, Coronation Road, Totnes, TQ9 5DF. The application is for the sale of alcohol for consumption on the premises, Monday to Sunday from 11:00 to 00:00 and until 00:30 on New Year's Eve.</p>	<p>No objection.</p>
7	<p>To consider the Devon County Council Traffic Sensitive Streets consultation for Totnes.</p>	<p>There were no proposed amendments to the roads already included in the DCC sensitive street.</p>
8	<p>To consider the Totnes Rail Users' Group comments in response to the Department for Transport 'Great Western Rail Franchise Public Consultation'.</p>	<p>Cllrs Hendriksen, Paine and Simms are attending the Regional Rail Users Group annual meeting on 3<sup>rd</sup> March 2018. To <b>RECOMMEND</b> to Full Council that TTC writes to the Department of Transport as part of the Great Western Rail Franchise public consultation to endorse the comments made by the Totnes Rail Users' Group.</p>
9	<p>To consider the South Devon Area of Outstanding Natural Beauty Management Plan Review and the request for five Councillors to complete a survey to help identify priorities.</p>	<p>It was <b>AGREED</b> that the AONB was important. The five Cllrs present volunteered to complete the survey (to be returned to the Administrator).</p>
10	<p>To consider a request by TADPOOL for TTC to approach SHDC to allow for the Pavilion Leisure</p>	<p>Cllrs will wait for more information from Cllr Whitty (as the TTC representative on the TADPOOL), but are</p>

	Centre long stay parking permits for to be used for up to two hours in the short stay car park.	supportive of the request to use Pavilion Leisure parking permits in the short term as well as long term car park at the Pavilion.
11	To note the following event request received by SHDC.  11.1) Outdoor Swimming Society River Dart 10K Swim, from 4.30pm on 14 <sup>th</sup> September until 2pm 16 <sup>th</sup> September 2018, Longmarsh green space and car park.	Noted.
12	To note the proposed date of the next meeting – <b>15<sup>th</sup> March 2018 at 5pm</b> in the Guildhall.	Noted.

CHAIR

DRAFT



## TOTNES AND DISTRICT TRAFFIC AND TRANSPORT FORUM

Advisory Body to Totnes Town Council

Co-Chairs: Peter Rees [pvrees@tiscali.co.uk](mailto:pvrees@tiscali.co.uk) & Sandi Whale [sandi@rhythmandlight.co.uk](mailto:sandi@rhythmandlight.co.uk)

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

AGENDA for meeting at 6.30pm on Wednesday 28 February 2018 at the REconomy Centre, The Lamb, Totnes.

Apologies.

2. Minutes of the meeting of 10 January 2018 and matters arising not on agenda.
3. Travis Perkins delivery vehicles
4. North Street carpark.
5. Emergency Services.
6. Community involvement with TDTTF.
7. Baltic Wharf S106 Agreement - Transport provision.
8. Air Quality Management.
9. Bob the Bus report.
10. Parking Group Progress Report.
11. Great Western Franchise.
12. Town, District and County Councillors' reports.
13. AOB
14. Dates and future meetings in 2018.



# Totnes and District Traffic and Transport Forum

Advisory Body to Totnes Town Council

Co-Chairs: Peter Rees (pvrees@tiscali.co.uk) and Sandi Whale (sandi@rhythmandlight.co.uk)

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

## Minutes of Meeting held in the REconomy Centre, The Lamb, Totnes on Wednesday 10<sup>th</sup> Jan 2018.

Present : P Rees (PR) (chair), J Paterson (JP) notes, (PR to produce), J Birch (JBi), Simon Harrington (SH), Tracy Cheesman (TC), Julian Burn (Ju), Sandi Whale (SW), Andy Simms (AS), Robert Vint (RV).

1. Apologies: Helen Kummer, Alan Langmaid (AL), Jacqi Hodgson (JH)
2. Minutes of 29 November 2017 and matters arising not on the Agenda:  
Minutes approved subject to following amendment: Minute 7 3<sup>rd</sup> line insert 'to be' after '...support was'. Amendment requested by JBu. *SW added to Apologies*  
Min 2 Plymouth Road: No funds available. Neil Oxtan to get back to TC. SW felt the police could confirm that the road was dangerous. *TC will continue to chase for possible refuge.*  
Min 2 Emergency Services: JBi gave a report on the tour of Totnes pinch points by Fire Engine. *JBi to go back to Fire Service to discuss solutions.*  
Members Report: Nursery Car Park: JBi took this up with Chris Brook at South Hams District Council (SHDC) who agreed that remedial work was required.
3. EV Charging Points: JBi made proposal for trial installation in Totnes CPs to SHDC Approved in principle. SHDC awaiting officers report.
4. Baltic Wharf S106 Agreement: JBi reported that £500k was earmarked split £300k for transport projects and £200k for Travel Plan. Noted that no proposal was forthcoming from Devon County Council (DCC) despite there being seven projects mooted, including Redworth Junction. AS suggested a Freedom of Information request to find out progress with Section 106 receipts and allocation.  
  
TC noted that there was substantial 106 and developer money earmarked for providing Travel Management at most of the large development sites in the town, a role she is already performing for Follaton Oak on a part time basis. PR said that, rather than have a piecemeal approach it would be better to have one Travel Manager and Supervision provided for all the sites as well as for the town as a whole. *JH to be asked to follow up with DCC.*
5. Parking Group: No report received.
6. Bob the Bus report: : SH reported ridership up by 20% on previous year. Over 2,000 passengers used P&R over the 3 Christmas Market evenings. Extra service to Bridgetown at 1615 was awaiting approval from DCC. No news regarding the hub at the Industrial Estate.

7. Redworth Junction proposal: JBu reported that discussion at HATOC revealed that the present design was too large for the space available but the concept to be investigated further for possible use elsewhere in Devon.
8. Air Quality Management: JBu to ask Cllr. Green (JG) for link to Joint Local Plan (JLP). JP advised members that BBC website was carrying a Post Code link to discover 'your air quality'. JG to be invited to address the Forum. *AS to circulate JLP report to Forum members.*
9. Reports by Town, District and County Councillors: as already discussed in the Agenda Items.
10. Any Other Business: No items.
11. Date of next meetings: **Wednesday 28th February 2018 at 6.30pm at Reconomy Centre, The Lamb, Totnes. Proposed dates for 2018 meetings as follows**  
28-Feb, 28-Mar, 25-Apr, 23-May, 27-June, 25-July, 22-Aug, 26-Sep, 24-Oct, 28-Nov, 19-Dec, All at 6:30pm