

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5th NOVEMBER 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 5th November 2018 at 7pm for the purpose of transacting the following business:

| No | Subject | Comments |
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| 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 Birch b) Cllr Green c) Cllr Vint d) Cllr Hodgson</p> |
| 4 | <p>To approve and sign the Minutes of the following Meetings: (Please note confidential minutes can be agreed but any discussion must be held in Part 2):</p> <p>a. Full Council 1st October 2018 b. Council Matters 8th October 2018 c. Town Matters 18th October 2018</p> | Enclosures |
| 5 | <p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <p>a. Full Council 1st October 2018 b. Council Matters 8th October 2018 c. Town Matters 18th October 2018</p> | Enclosures |
| 6 | An update from the Mayor regarding the SHDC asset strategy | Cllr J Westacott MBE |
| 7 | <p>To make a recommendation on the following planning application:</p> <p>3376/18/LBC - Listed building consent for internal and external alterations and refurbishment of existing building to include repairs to existing windows and doors, internal refit, and the potential removal of existing render to replace with lime render. Bull Inn, High Street, Totnes, TQ9 5SN.</p> | <p>Documents are available to view online: http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/183376</p> |

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| 8 | To review link Councillor roles and membership of Working Groups | Enclosure |
| 9 | To note a motion from Cllr L Webberley <i>I would ask the Town Council to write to Sarah Wollaston M.P. to request that Esther Mcvey, Secretary of State for Work and Pensions to pause the full roll out of universal credit whilst necessary amendments to it are made. Without the vital changes needed, it is highly likely that universal credit will have a significant, detrimental impact on our residents in Totnes and South Hams as a whole Esther Mcvey has herself acknowledged that many people will be at a financial loss as a result of their benefits being consolidated into one payment.</i> | Cllr L Webberley |
| 10 | To note the tree works to be undertaken on Coronation Road | Verbal update Town Clerk |
| 11 | To consider alternative accommodation for Full Council and committee meetings in January and February during remedial works | Enclosure |
| 12 | To note an update from Council Venues and Arts Working Groups | Verbal update Town Clerk |
| 13 | To note the amended Caretaker recruitment timetable | Verbal update Town Clerk |
| 14 | To consider an update on the Neighbourhood Plan and to review the terms of reference of the Task and Finish Group | Cllr A Simms |
| 15 | To note the date of the next meeting: Monday 3rd December 2018 <i>(Paige Adams Trust beforehand at 6pm)</i> Please note that the usual Mayoral Christmas reception post December meeting will be held on Thursday 13 th December 2018 instead. | |
| <i>The Council will be asked to RESOLVE 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> | | |
| 16 | To consider tender submissions for Cemetery path works (commercially sensitive) | Enclosure to be tabled at the meeting |
| 17 | To consider a request to rescind a statement made at a previous Town Council meeting (legal implications) | |

Catherine Marlton


Town Clerk

John Birch
SHDC Member for Totnes

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

I report on the following matters.

TOTNES SUNDAY MARKET UNDER THREAT OF CLOSURE.

The monthly award winning Sunday Good Food Market is under threat due to South Hams District Council hoodwinking the market operator into giving notice.

The current operator was thinking of retiring and a friend was willing to carry on running the market as it has been since 2010.

SHDC was approached and said the transfer wouldn't be a problem and that a new licence could be issued to the replacement operator but first the current operator would have to give notice of termination.

This he did and after receipt SHDC went back on its word by refusing to issue a new licence and stated that it was going out to tender for a new operator.

Had SHDC been straight with the current operator and said right from the beginning that in the event of him retiring it intended to put the market out to tender then the termination notice would not have been given and the market would have continued.

I have asked SHDC to allow the operator to withdraw his termination notice so that the market can continue. I have also asked for a meeting between the operator and a member of the Executive.

SHDC currently refuse to engage and there is a real danger the Sunday Good Food Market will cease after December.

At the next Sunday market on November 18th I will arrange for a petition calling on SHDC to allow the current Sunday market to continue.

EXTEND BOUNDARY OF AONB FURTHER INTO TOTNES AND BERRY POMEROY

The South Devon Area of Outstanding Beauty (AONB) includes an area either side of the River Dart from Dartmouth up to the edge of Totnes. There is a small area within the parish of Berry Pomeroy.

A national planning document recently issued states that AONBs should be given the highest status of protection in relation to landscape and scenic beauty.

At a recent meeting of the Berry Pomeroy Parish Council I raised the possibility of seeking an AONB boundary review to include a greater part of that parish. The Parish Council was most supportive and will be looking into which additional parts of the parish should be included.

This is a matter Totnes Town Council may wish to consider especially in connection with the Designated Landscapes Review (aka the 'Glover Review').

District Councillors recently received the following note;

Dear Members,

You may be aware of the imminent Call for Evidence with respect to the Designated Landscapes Review (aka the 'Glover Review'). For more detail see:

<https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

The invitation to submit Evidence extends to anyone. In flagging the consultation to you, I advise that if any of your local Town and/or Parish Council(s) wish to submit a detailed response, I and my colleagues would only be available to provide guidance in respect of how you might

approach this. We are not available to prepare or comment on the detail.

*The Council and the AONB Unit will be making representations and it would be useful to be able to draw on the general views across the Towns and Parishes. To this end, I am convening a meeting with interested District Council Members on **Thursday, 22 November at 2.00pm** in the **Cary Room**, at which Members can provide me with a summary of what is being prepared (or not) by their local Town and Parish Councils (or others).*

The exact scope of the Call for Evidence is not yet known, but a good guide is available via the link above (see Objectives in the Terms of Reference).

It is my understanding that the Call for Evidence will open shortly (this will be announced on the Government / DEFRA website – again, see link above) and run until Christmas, which allows good time for feedback to me via the sessions and for the Council to outline what it is intended to include in our submission.

CALL FOR ACTION ON BELOW STANDARD CUSTOMER SATISFACTION AT SHDC

The Institute of Customer Service recently conducted a survey in respect of the services provided by SHDC. The survey showed a 58% satisfaction rating. The national norm is 75% and so SHDC is well below par.

At the recent SHDC Overview and Scrutiny Panel meeting I proposed that the Panel notes with concern the results of the survey and requests the production of a comprehensive action plan to remedy the low satisfaction rating.

This proposal was accepted and the report is to be produced for the next meeting on November 1st. I will report back following the meeting.

One of the reasons for the low satisfaction rating was the delay in responding to emails and other forms of communication.

LINDEN AND CAMOMILE LAWN

I recently attended a meeting between Linden and SHDC and an agreement was obtained from Linden that that within two weeks it will complete the outstanding landscaping works such as the Devon Bank and hedge along the access road and the hedge around the allotments plus the other outstanding items.

It will also be removing the large advertising hoarding overlooking the Dart and the flagpoles along the access road.

It will also be attending to the works to the hedges works that it has neglected for so long.

Cllr John Birch
SHDC Member for Totnes
27 October 2018

District Councillor's Monthly Report October 2018

John Green, SHDC Councillor for Totnes

Designated Landscapes Review

Do you enjoy visiting, or care about the biodiversity and landscape in the South Devon Area of Outstanding Natural Beauty (AONB), which borders Bridgetown? Everyone can contribute to the national review of AONBs and National Parks, which has a call for evidence running until Tuesday 18th December. Details can be found at: <https://consult.defra.gov.uk/land-use/landscapes-review-call-for-evidence/>

One of the questions is, "What views do you have about the role National Parks and AONBs play in nature conservation and biodiversity?"

a) Could they do more to enhance our wildlife and support the recovery of our natural habitats?"

Joint Local Plan

The Inspectors of the Joint Local Plan (JLP) have stated that they believe that it can be made sound with number of Main Modifications. A consultation on the proposed modifications has been launched, with comments being able to be submitted by 5pm on Monday 3rd December 2018. South Hams District Council is also undertaking a separate consultation on Additional (Minor) Modifications to the JLP and updated policies maps. Please note that only comments on the proposed Main Modifications will be considered by the Inspectors, with comments on the Additional (Minor) Modifications being considered by SHDC.

All documents are available to view through the Main Modifications consultation website:
<https://www.plymouth.gov.uk/plymouthandsouthwestdevonjointlocalplan/plymouthandsouthwestdevonjointlocalplanmodificationsconsultation>

The best way to comment on the proposed modifications is through the consultation portal:
<https://plymouth.objective.co.uk/portal/planning/jlp/>

South Hams Customer Satisfaction Action Plan

In October a report was presented to the SHDC's Overview and Scrutiny Panel on the results of a recent Council Customer Satisfaction Survey. It is apparent that SHDC is failing in many ways. The members of the panel noted with concern the results of the survey and requested the production of a comprehensive action plan to address the issues, including the setting of clear Customer Service Standards and processes put in place to ensure that standards are met. The Council will look to make improvements over the next 12 months, with particular focus on getting things 'right first time' and keeping customers informed.

Town Centres Strategy

Many retailers in the town centres in the South Hams are expressing concern about their medium to long term viability. Significant decline in the vitality of our town centres could lead communities to fragment which would have a profound effect on the well-being of residents, particularly those who are vulnerable. SHDC is proposing that the response of each community needs to be tailored to the unique combination of circumstances and that Neighbourhood Plan Groups provide an appropriate and effective vehicle through which to develop individual approaches to town centre vitality. It is being proposed that the SHDC Officer responsible for Place Making would provide advice to the Neighbourhood Plan Groups on development of planning policy and would act in a co-ordinating role to ensure the wider interests of the community are considered. However, the present proposal is that this would be, on average, for no more than one day a week for the whole of the South Hams. I welcome views from the Town Council, the Totnes Chamber of Commerce and the Neighbourhood Plan team on these proposals:

<http://mg.swdevon.gov.uk/documents/s19686/Town%20Centres%20Strategy.pdf>

ROBERT VINT

SHDC Member for Totnes

DISTRICT COUNCILLOR'S REPORT TO TOTNES TOWN COUNCIL

Meeting of 5th November 2018 (written 30th Oct)

1. Key Meetings Attended

- Mon 1st Oct. SHDC Planning - Site Inspections**
- Tue 2nd Oct. Travel Partnership Meeting**
- Wed 3rd Oct. SHDC Planning - Development Management Meeting**
- Thu 4th Oct. SHDC Overview & Scrutiny Committee (see Cllr Birch's report)**
- Tue 9th Oct. Rugby Club Meeting**
- Thu 11th Oct. SHDC Budget Workshop [via a briefing as I was at another event]**
- Fri 12th Oct. Skatepark Meeting**
- Thu 18th Oct. Berry Pomeroy AONB meeting (see Cllr Birch's report)**
- Thu 18th Oct. SHDC Public Spaces Working Group**
- Thu 18th Oct. Devon Home Choices Briefing**

FORTHCOMING

- Thu 1st Nov. SHDC Overview & Scrutiny Committee**
- Mon 5th Nov. SHDC Planning - Site Inspections**
- Wed 7th Nov. SHDC Development Management Meeting**

SHDC Budget Options

Due to Government cuts, SHDC will have to deal with a forecast budget gap of £638,000 in 2019/20 - and a higher one of £1,500,000 in 2020/21. The Council has already indicated its intention to increase Council Tax by the maximum permitted in both years (2.99%) - a decision I and other opposition councillors supported. The Council has so far only identified further general savings options of £67,800 maximum that could be made from further cuts to services – if members approve them – which covers little over 10% of the shortfall. Some larger savings could be made by aligning waste services with other councils in Devon, which is supported in principle, but details are still under consideration. I do not want waste savings to result in a poorer collection service or reductions in recycling levels.

To cover the remaining shortfall the Council are therefore debating possible options for generating income from various sources. I have already voiced my concern about getting an income from public conveniences – a scheme that is, in my view, both a public *inconvenience* and unlikely to generate as much of a net income as hoped (especially as the Government has now indicated that business rates will still apply to public conveniences until 2020/21). Car park charges have already been increased (a decision I opposed due to its impact on High Street trade and tourism) and there is a possibility that they could be further increased. They are also looking at possible income from commercial property and development on their own land. The options that I would like to be looked at most carefully include: Energy Efficiency (cutting council energy bills), Solar Electricity from PV panels above council car parks and buildings, maximising our income from sale of recyclable waste and income-generating developments on council land **IF AND ONLY IF** this is carried out in full and open consultation with local communities and fully accords with their emerging neighbourhood plans.

Totnes Travel Plan Partnership

A system is being set up so that the all the earmarked S106 contributions for highways, traffic & travel from approved developments in Totnes can easily be tracked. This will help ensure that all funds are used as agreed to contribute to local travel plans and to ensure that no contributions are forgotten. In particular, the committee was keen to ensure that the detailed Baltic Wharf Travel Plan was followed through according to the approved plans. The group flagged up their interest in ensuring that funds were used to contribute to electric vehicle charging points, an underpass at the station, the Littlehempston Cycle route and other priorities already identified in the Town Council's Traffic & Transport Plan.

Skatepark Renovation

A committee of SHDC officers, County, District & Town Councillors and Skatepark Users is currently evaluating bids from skatepark designers & installers. The successful bidder will work with the skatepark users, residents and councillors to develop a design that best meets all our needs. Applicants are being assessed on their overall approach, project management methods, community consultation & involvement proposals, fundraising plans, design abilities, health & safety qualifications and programme for project delivery.

Key Issues Devon County Council

DCC Fostering Services:

In response to further austerity measures from central government, dramatic cuts to the payments to over 100 Foster parents have been recommended by Devon County Council Children services. These cuts are being challenged by many of the foster parents, many who think this is unlawful and will undermine the service and ultimately the children in care.

20mph Speed limits Task & Finish Group

This group that was established further to various proposals and petitions to DCC (including my own) regarding has been meeting fortnightly to consider the multitude of issues that around speed limits and how reduced speed limits can be implemented and enforced. To date the group has received presentations and had detailed discussions with Dartmoor National Park officers, Traffic Management Officers, Public Health Officers where impacts such as environmental health, public health, obesity and the objectives of other groups can be used to make a case for reduced speed limits and the effectiveness of different types of traffic calming that can work in different places. The work continues.

Broadband Roll out in Devon: A notice has been issued today to DCC Councillors as follows: "Gigaclear are making an announcement today that they are in significant delay in delivering superfast broadband across Devon and Somerset. Attached is a briefing from Gigaclear's Chief Executive Officer Mike Surrey setting out more detail. Members of Parliament representing all constituencies affected by the announcement will be notified by the company and CDS today. Gigaclear are updating the roll-out schedule on their website to reflect the situation <https://www.gigaclear.com/postcode-checker/connectingdevonandsomerset>.

Whilst today's statement by Gigaclear is deeply disappointing, Connecting Devon and Somerset (CDS) is committed to delivering superfast broadband to rural communities on top of the 300,000 homes and businesses who already have access to broadband thanks to CDS. Gigaclear has been instructed to provide a full remedial plan to improve its performance in each of the five CDS contract areas. CDS will consider the revised plans and whether the extent of the delays expected are acceptable.

We know that delivering broadband services is vital to our residents and businesses. We will reach a decision as quickly as possible, however we need to ensure the right outcome and the best solution for our communities within the available options. In the interim, Gigaclear is continuing its roll-out at the company's own risk where work has started. Elsewhere, Airband's roll-out is continuing with the support of CDS subsidy and is unaffected by today's announcement.

We will keep communities informed of any decisions through their elected representatives as well as publishing updates on the CDS website and social media. We are sure residents will have a number of follow up questions on the current situation. We have added some Frequently Asked Questions and Answers onto the CDS website to provide more information where we have it. Please follow this link <https://www.connectingdevonandsomerset.co.uk/gigaclear-delays/>

Planning - An Extension granted to Heathfield landfill site until 2025 Regrettably DCC DM (planning) Committee voted to extend this landfill site whose planning ran out in January 2018. The earlier planning permission in 2005 had been for a landfill but included a MRF (materials Recovery Facility) and a composting facility. Since that time and a further planning permission for the same facilities in 2007, those facilities have never been developed but the landfill has been used almost to capacity. This application was to allow the remaining landfill capacity to be used for the two weeks each year the incinerators in Plymouth and Exeter undergo maintenance shut down and for emergency use. I spoke and voted against this application as I believe they should have been required to implement the MRF and Composting facility as this would enable the materials being brought for landfill to be recycled etc and reduce the need for landfill. Only myself and Cllr Hook from Newton Abbot voted against this. (I subsequently submitted a question to Full Council – below)

My Questions to DCC Full Council 4.10.18

Question 1. With regard to our recent approval of a detailed waste report and action plan (Cabinet 24.05.18, Full Council 24.5.18), why was there a DCC Officer recommendation of conditional approval for the reopening of a landfill site at Heathfield rather than a requirement for the development of a Integrated Waste Management Facility, comprising a Materials Recovery Facility (MRF) and In-Vessel Composting (IVC) facility at this site, as this had been approved as part of the earlier planning applications on this same site in 2005 with a condition of 18 months for this to be installed? Although the IWMF was later granted a permanent extension as part of a temporary extension to the life of the landfill up to 31st January 2018, the MRF and IVC advanced waste sorting and recycling systems have never been installed; What was the reason for this failure to comply with this important element of their planning permission? Why didn't DCC planning officers require the applicants to install the recycling facilities during the intervening years or recommend refusal of further extension to the landfill site to pressure the applicant to manage waste more efficiently and recycle rather than simply landfill this waste? It is my view that to allow applicants to not comply fully with all elements of their planning proposals and support further proposals that contravene our own waste proposals and policies to mitigate climate change makes a mockery of our role as a key policy maker.

Reply by Cllr Brook: "The chief Planner's report recommended approval of the proposal to reopen the landfill facility at Heathfield as it was considered important to maintain capacity for the landfilling of waste in Devon for materials that are difficult to manage through reuse, recycling or energy recovery. Landfill capacity is also required during times when the county's two energy recovery facilities are unavailable during their maintenance periods.

The 2008 planning permission for an integrated waste management facility did include a requirement in the accompanying legal agreement for the IVC and two materials recycling facilities (MRFs) to be operational within 18 months of commencement of development and to be operated for the duration of the landfill facility.

The in-vessel composting (IVC) facility was implemented at Heathfield and managed mixed food and garden waste from South Devon. However, the trend towards separate collection of food waste and its treatment by anaerobic digestion has led to the closure of the IVC, with garden waste managed through on-farm composting.

The two MRFs approved in 2005 were to manage different waste streams, one to bulk up household dry recyclable materials from kerbside collections or civic amenity sites, with the other to cater for commercial skip waste with some limited sorting. While neither of these facilities were implemented at Heathfield, the separation and bulking up of waste for recycling has been achieved at other waste management facilities in the area, with the residual non-recyclable waste being landfilled at Heathfield. More recently, other waste operators have established a waste transfer station for the management of skip waste and a facility for the management of demolition waste and scrap metals, each occupying all or part of the areas at Heathfield originally consented for the MRF and IVC facilities. While national and local waste policy support the management of waste through reduction, reuse, recycling and recovery in preference to disposal, it is recognised that there will remain small proportion of residual waste that will require landfilling, and it is therefore necessary for the County Council to make provision for this. The reopened landfill facility at Heathfield will be part of a wider network of recycling and recovery facilities run by local authorities and commercial waste operators that will help to ensure that Devon's waste is managed in accordance with the waste hierarchy, and there is no reason why this infrastructure should be provided at Heathfield alongside the short-term landfill facility."

My Supplementary Question: "If we can't use our role in the planning system to improve recycling facilities and materials recovery by those seeking to provide commercial waste facilities, how can we expect to achieve much higher recycling rates and reduce the plastic waste that is causing such catastrophic problems for our environment? I believe to not do so is a missed opportunity and accepts a low standard of waste management." (This question was referred on for a response at a later date)

Question 2. What role and rights do Highways officers have in modifying District Council planning decisions and conditions when further to approval these are presented as part of a formal S106 agreement for approval by DCC as a party to that agreement with the planning applicant (and the District Council)? Should the SHDC Ward member and / or the DCC Divisional Member be informed of any such proposed modifications?

Reply by Cllr Brook: "Devon County Council Officers have no 'rights' to modify a Local Planning Authority (LPA) planning permissions. In working up highways details of consents it sometimes emerges that there are previously unknown technical, legal or procedural difficulties with schemes. If these mean a divergence from the planning permission or approved drawings DCC officers either check, or advise the applicant to check, with the LPA whether the scheme is still compliant or whether be made aware of any substantive changes that may arise in their ward. It would be the responsibility of the LPA to advise their councillors of any agreed changes."

Local Matters:

Domiciliary Care in this area: I have been informed that DCC have had some **concerns with the provision of domiciliary care provision** in South Devon over the past 10 days, and to update you on the hard work and progress leading to an improving situation. Since this became apparent the Council's adult community health and social care teams have been working with their provider to arrange, schedule and coordinate home care visits and the situation is now improving. It has been a challenge, especially given the national and local shortage of people working in the care sector which the Council is working actively with partners in the NHS to support care providers with their recruitment and retention of care staff in particular through "the Proud to care approach". DCC's involvement with the home care provision in South Devon is continuing, with progress meetings with all the key agencies held each day to coordinate the response. People who use these services are being kept informed of progress directly by Mears Care.

DCC Head of Adult Care Operations and Health has assumed me that they continue to monitor this situation very closely to ensure that people continue to receive the support they need. Along with fellow local councillors, we have been asked if we hear of anyone in our own Division who has been affected by this situation, that we should report this to this senior officer. Please can Parish Councillors let me know if they are contacted by anyone in this situation which should be reported.

Green Travel Plan for Totnes & Environ: The Totnes Travel Partnership has now met twice and discussed in detail issues that arise around s106 monies and how these monies can be spent towards realising the objectives of SHDC Air Quality Strategy and Action Plan (still draft). In conjunction with Totnes & District Traffic and Transport Forum, the revisions to the Totnes TC Transport Policy 2014 which includes a list of improvement schemes (proposed by Totnes on The Move) is well under way. Surrounding parishes are welcome to add their ideas and proposals for transport schemes that could become part of this locally focussed strategic plan for sustainable travel.

Totnes & District Traffic & Transport Forum

As previously reported this group has been reviewing the 2014 Totnes Town Council Transport Policy & Strategy and updating the list of possible schemes to improve sustainable travel in and around Totnes. Their meeting on Sept 26th was well attended and the main body of the TC document, the policy and strategy was reviewed and a draft document is attached. The list of schemes was discussed and edited of the schemes that had either been carried out or reconsidered since 2014. The draft revised document (with proposed changes marked in red) is attached for the TC consideration. The only outstanding part of the original TC document was the new list of additional schemes and regrettably the T&DTTF was not quorate at its meeting of 24.10.18 to discuss these. So this part of the document (in blue text) will be discussed at its next scheduled meeting on November 28th.

The Green Travel Plans being funded under S106 monies from Follaton Oak development up until December '18 and expected to continue into 2019 under similar funding from Baltic Wharf development has had a set-back that affects T&DTTF. The coordinator role that has been funded under this scheme has not been confirmed to continue from January as the required occupation at BW is not expected to be met before June and therefore leaves a gap in admin support for this advisory body to Totnes TC. I would therefore like to request that this is discussed by the TC, to provide approximately four hours admin support per month that would include holding the circulation contact data for the Forum from January to June 2019.

(Attendance at meetings etc. as elected public representative:

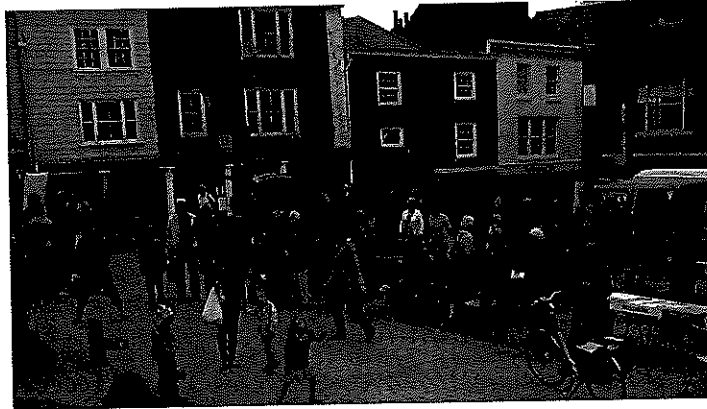
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| Weds 5 th Sept. | Staverton PC meeting |
| Thurs Sept 6 th | Meeting with resident and Housing Officer |
| Friday 7 th Sept. | Totnes Rural Area Youth Engagement (TRAYE) project Steering Group meeting |
| Mon 10 th Sept. | Meeting with Proud2be regarding rainbow crossing proposals |
| Tues 11 th Sept. | Meeting with Don't Bury Dartington Under Concrete Meeting with TRAYE project Youth worker Harberton Parish Council meeting |
| Weds 12 th Sept. | Dartington PC Meeting |
| Thurs 13 th Sept. | Meeting with Seachange Festival Group in Totnes Meeting with Transition Town Totnes representatives |
| Fri. 14 th Sept. | DCC 20mph Speed Task & Finish Group |
| Sat 15 th sept. | Dartington Recreational Assocn Extravaganza Community Event |
| Mon 17 th Sept. | Totnes Neighbourhood Plan |
| Tues 18 th Sept. | Meeting with resident in Totnes |
| Weds 19 th Sept. | DCC DM (Planning) Committee - see landfill application highlighted above KEVICCS Foundation Governors meeting |
| Thurs 20 th Sept. | DCC Health and Adult Social Care scrutiny committee |
| Mon 24 th Sept. | Totnes Against Fracking group meeting |
| Weds 26 th Sept. | Totnes & District Traffic & Transport Forum – see report in main text |
| Fri. 28 th Sept. | DCC 20mph Speed Task & Finish Group |
| Sat. 29 th Sept. | Totnes Allotments Association Committee meeting |
| Mon 1 st Oct. | South Devon Refugee Support Network Totnes Town council meeting |
| Tues 2 nd Oct. | Totnes Travel Partnership (see report above) |

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| Weds 3 rd Oct. | Staverton PC meeting |
| Thurs 4 th Oct. | DCC Full Council – see report above in main text Berry Pomeroy PC meeting |
| Sun 7 th Oct. | Site Visit Nellie's View with Dartington PC & residents |
| Mon 8 th Oct | DCC School Transport Appeal Panel – to support Totnes resident Totnes TC public meeting with Alison Hernandez – very interesting Dartington Neighbourhood Plan meeting |
| Tues 9 th Oct. | Harberton PC Meeting |
| Weds 10 th Oct. | Devon County Council – Foster Parents' Rally in protest at cuts to payments DCC Cabinet meeting – attended by a large number of Foster Parents who addressed the cabinet Dartington PC meeting |
| Thurs 11 th Oct. | DCC 20mph Speed Limit Working Group meeting – presentation from '20 is Plenty' |
| Fri 12 th Oct. | Skatepark Group meeting at Follaton – to discuss assessment of Tenders to redevelop Skatepark Meeting with developers & planners regarding Nellie's Wood commercial site |
| Sat. 13 th Oct | Joined Anti-fracking protest rally in Totnes – well attended 'Welcome to Dartington' Community event organised by Parish Council |
| Mon 15 th Oct | Site meeting with DCC Highways Officers & Proud2be group to view optional sites for rainbow crossing |
| Weds 17 th Oct | Devon Community Recycling Network – meeting to discuss actions for reducing plastic waste |
| Thurs 18 th Oct | SHDC Training for Devon Home Choice Meeting with residents at Nellie's wood regarding Commercial site development |
| Tues 23 rd Oct | Meeting with developers, planners & residents regarding Nellie's Wood commercial site |
| Weds 24 th Oct | Totnes & District Transport & Traffic Forum meeting (see main text report) |
| Thurs 25 th Oct | Meeting with Totnes resident re traffic issues |



Totnes Town Council

Transport Policy and Strategy ~~2014~~ 2018



- 1 **Vision** (What we would like to see happen)
- 2 **Introduction and Overview** (Travel needs to be addressed)
- 3 **Transport Policy 2014 2018** (Our guiding principles)
 - 3.1 Access For All
 - 3.2 Sustainability
 - 3.3 Community Engagement
- 4 **Transport Strategy 2014 2018** (How we plan to make this happen)
 - 4.1 Objectives (What we plan to do)
 - 4.2 References and relevant transport plans
- 5 **Appendix: Schemes** (Projects that make this happen)
 - 5.1 Maps (to be included later)

Vision

A resilient town wide transport policy and strategy that will deliver sustainable travel for all users, ensuring safe, healthy streets and a pleasant, prosperous and vibrant town centre.

2. Introduction and Overview

This document is intended to outline Totnes Town Council's position relating to transport in the town.

The principles contained in the Policy and Strategy reflect Totnes Town Council's commitment to improving access to transport with a focus on encouraging the use of sustainable travel wherever possible.

Reference should be made to this Policy and Strategy alongside other planning guidance when considering all future plans and developments in the town. Decisions made should be in keeping with these principles. In particular this information will help inform Devon County Council and South Hams District Council in the context of considering travel schemes submitted for S.106 grant funding which would benefit the Totnes area. Details of current and planned schemes which will implement these principles are found in the Appendix.

This Transport Policy and Strategy will be reviewed from time to time. Information on the associated schemes listed in the Appendix and other relevant transport plans will be regularly updated.

A further summary document outlining these principles is available for residents and visitors.

1. Totnes is situated at the junction of roads linking Torbay and Plymouth (A385), Newton Abbot (A381) and Kingsbridge and the South Hams (A381). More than 60% of traffic on the A385 is through traffic. Planned developments in Torbay, Newton Abbot, Totnes and Dartington, are likely to bring a further increase in traffic. The A385 through Dartington and Totnes is a designated Air Quality Management Area due to levels of pollution. There is no prospect of a bypass in the foreseeable future.
2. Longer-term, we anticipate a reduction in the number of private cars as a consequence of rising oil prices and a shift in the types of transport used. We can anticipate this position (and mitigate the impact of short term traffic increases), by promoting other modes of transport and developing a sustainable travel plan that helps to reduce our dependence on fossil fuels.
3. There is already a national increase in the use of bicycles, which provides both a healthy and a sustainable form of travel. Local development plan documents acknowledge the need to create a fully linked up local cycle path network. This needs to extend to outlying villages.
4. There have been fatal accidents at True Street and on Kingsbridge Hill in recent years. DCC reports a series of minor accidents on High Street / Fore Street, and wishes to reduce the amount of unnecessary traffic travelling through the centre of the town.
5. There has been a long-standing controversy about the presence of cars on High Street / Fore Street. This strategy acknowledges the need for continued access for emergency and delivery vehicles and community transport; the need for easy access for pedestrians, particularly disabled access; the need for adequate parking overall in the town to support trade; and a desire to improve the pedestrian experience in the town centre.
6. Residents' car parking schemes were introduced in various residential areas around the town in 2010, and their impact and efficacy needs to be reviewed.

3. Transport Policy

3.1 ACCESS FOR ALL

We aim to address the travel needs of:

- a. Residents in Totnes and its 15-parish hinterland who depend on the town for provisions, services and employment.
- b. Those with travel needs, who for reasons of age, disability, income or choice do not have access to private transport.
- c. Organisations and companies providing services and deliveries
- d. People who come from a wider area and who contribute to the local economy e.g. visitors.
- e. Those who are simply passing through.

3.2 SUSTAINABILITY

- a. Reduce the need to travel by motorised vehicle.
- b. Support access for all that covers all primary modes of transport based on a hierarchy of walking and impaired mobility vehicles, cycling (including electric powered), service delivery vehicles, community transport (with disabled access), other public transport (including rail), taxis, private cars (including car clubs and car sharing), and haulage vehicles.
- c. Support and propose sustainable transport schemes, including connecting people to key destinations by walking / cycling links.
- d. Support proposals that improve public and community transport with priority given to access in Totnes and district, then destinations further afield.
- e. Work towards integrated transportation hub systems to provide linked exchange to different ways of travel including Park & Ride / Stride proposals to reduce traffic and the need for parking in Totnes.
- f. Seek comprehensive transport assessments and green travel plans for all significant locations where a large number of individuals will need regular transport.
- g. Encourage and support traffic management measures to reduce car usage, congestion, air pollution and noise and that enhance the environment, improve safety and promote sustainable modes of travel.
- h. Improve the air quality in Totnes Town Centre
- i. Promote the use of rail for freight and passenger transport through cost incentives and lobbying rail companies.

3.3 COMMUNITY ENGAGEMENT

- a. Consult and engage widely with residents on transport proposals that will affect travel, parking and traffic in and around Totnes.
- b. Work in partnership with community groups that have a transport remit, statutory authorities and other relevant authorities.
- c. Link with Neighbourhood Plans to create and propose implementation of strategic sustainable transport measures

4. Transport Strategy

Totnes has been considered to be the fourth most congested town in Devon (?) In the context of the existing traffic congestion and the planned developments in and around the town, a strategy for accommodating existing and new journeys is required.

4.1 OBJECTIVES

1. Advocate the implementation of the Totnes Town Council Transport Policy.
2. Draw on the associated Transport strategies developed by Devon County Council (January 2013), The Integrated Cycle Plan for Totnes (March 2012) and Totnes on the Move (November 2012) and align with them wherever possible.
3. Expand local community transport and support the development of Community Taxibus projects to provide sustainable travel to and from communities surrounding Totnes
4. Support plans for transport exchange hubs which support public transport and other sustainable modes.
5. Encourage more walking and cycling in the town and surrounding parishes by promoting and supporting proposals that improve and extend the footpath and cycleway network. As modes of transport that enhance health, community cohesion and are sustainable, they should be made safe, convenient and enjoyable through improvements to existing paths, opening cut-throughs, making space for cycle paths separated from the carriageway, and by connecting quiet roads to the surrounding parishes.
6. Support measures that ensure that through traffic on the A385 and other through roads moves as efficiently and in as safe and healthy a way as possible.
7. Support improvements to the pedestrian experience in High Street/Fore Street.
8. Support our traders, residents and visitors alike with measures to ensure adequate parking and easy access to the town centre.
9. Request Green Travel Plans for schools, major employers, public buildings, and similar large destinations, and require comprehensive transport assessments and Green Travel Plans for all planning developments that are likely to generate significant amounts of travel, or where there may be local traffic problems associated with a planning application.
10. Support *Shared Space, traffic calming and traffic reduction* measures in and around the Town
11. Support the expansion of car clubs and car sharing.
12. The Town Council will consult with residents through its community engagement policy and debate at the Traffic and Transport Forum.

4.2 References and Relevant Transport Plans

Totnes Town Council Transport Policy and Strategy 2014

~~Totnes Station – signing recommendations Tim Padfield, TOTM paper, 3 November 2013~~

Rural Bus Services report Tim Padfield, TOTM paper, August 2013 (Sent to all the fifteen parish councils surrounding Totnes, asking for their views about bus services towards Totnes).

Totnes Transport Strategy, Devon County Council (Jacobs) December 2012 (informed by the TotM process)

Town-wide Sustainable Travel Strategy, TOTM Community Board, 12th October, 2012

~~**Air Quality Action Plan, May 2012** Sarah Harcombe, SHDC's Air Quality officer, has issued this draft SHDC Air Quality Action Plan – pages 4 to 16 of which cover Totnes (especially Bridgetown Hill – which is the key air quality problem in the South Hams).~~

A Clean Air Strategy and Action for South Hams and West Devon – incorporating the Air Quality Action Plan (draft) April 2018 James Kershaw SHDC's Environmental Health officer, has issued this draft SHDC Air Quality Action Plan – pages 37 to 41 of which cover Totnes (especially Bridgetown Hill – which is a key air quality problem in the South Hams).

Defining Sustainable Transport (Paper one), Devon County Council 17/08/11

Cycle Parking Survey and recommendations Fore Street / High Street, (TOTM) 11 July, 2011

Hamilton-Baillie Associates Report on Totnes 'Movement, safety and pedestrian comfort in the town centre' July 2012

Walking Network Enhancements, TOTM paper November 2012

Community Transport Feasibility Study outline proposal TOTM paper 2012

Integrated Cycle Plan for Totnes, Recommendations for a 21st Century Cycling and Walking network.
Eric van der Horst. March 2012

- Cycling: An introduction to the Integrated Cycle Plan TOTM (powerpoint) October 2012
- A3 map showing routes and junction numbers – key to Eric van der Horst's report October 2012
- Signage Appendix for Totnes Report TOTM 2012
- Infrastructure Appendix for Totnes Report TOTM 2012

Totnes Bridge proposal:

- Phase 1 Totnes Bridge Presentation to TT&TF 10/10/12
- Phase 1 Totnes Bridge Presentation to TTC 5/11/12

Totnes Biofuels: Totnes Biofuel Hub & Community Transport Study: A Technical & Financial Analysis
10/10/12

5. Appendix: Schemes

The following schemes are projects that have been identified, investigated and prioritised by Totnes on the Move Community Board. Each scheme has been assessed to indicate which Town Council Strategic Objective(s) it supports.

This list may change as schemes are completed and others put forward.

| Schemes in process for 2013-14 |
|--|
| <p>1. Toll House Cycle Path (COMPLETED) (In process for 2013-14) Toll House cycle scheme, between Kingsbridge Hill and the Ashprington junction. EDG have drawn up a design for this scheme.</p> |
| <p>2. Plymouth Road (In process for 2013-14) A pedestrian crossing on Plymouth Road between the junctions of Birchwood Close and Farwell Road. (Agreed at the South hams HATOC on 12 July – completed) (COMPLETED) Jacobs are now working to complete this, the gateway and the Advanced Stop Line before the end of the financial year.</p> |
| <p>3. Totnes Station Forecourt (In process for 2013-14) (COMPLETED) Rail Station. Signing. Signing is needed to all destinations in the town, including a map. Cycle Parking. Agreement with the new Station Manager should allow this to go ahead.</p> |
| <p>4. E-cocars. (In process for 2013-14) (COMPLETED)</p> |
| <p>5. Ebikes – On Street rental Bikes e.g. Plymouth Donkey Bikes</p> |
| <p>6. Community Transport Bob the Bus Promotion and publicity to encourage more passengers and to widen the demographic appeal of the service,</p> |
| <p>7. Bus Shelter at Shidders Bridge Roundabout (In process for 2013-4/14-15)</p> |
| <p>8. Totnes Station Forecourt route-ways into town Ramps. The ramps into Borough Park need signing and making more attractive for pedestrians.</p> |
| <p>9. Inner Plymouth Road (east of the Western Bypass), Narrow carriageway to one lane by removing the right turn lane, and use the space to provide a wider footway on the north side.</p> |

Priority Schemes for 2014-15

1. Rotherfold

LSTF funding for Highways elements of Rotherfold Development Project: Electric Car charging points

2. ~~Ashburton Road between Redworth junction and Clay Lane (COMPLETED)~~

~~Widen footway along Ashburton Road between Redworth junction and Clay Lane for shared pedestrian/cycle use. This will serve the proposed new developments on the south west i.e. Police Station, Puddavine Care Home side of A385 for access to KEVICC, Station, and the Red Carpet Route. Clay Lane provides a link to Dartington via Cott.~~

3. Ashburton Road between Redworth junction and Dartington Lane

Widen footway along Ashburton Road between Redworth junction and Dartington Lane for shared pedestrian/cycle use. This will serve the proposed new development on the North West i.e. Dartington Lane side of A385 for access to KEVICC, Station, and the Red Carpet Route. (See Cycle Plan, Proposal 12).

4. Bridgetown 'Chicken Run'

Bridgetown 'Chicken Run'. Provide ramps to bypass the seven sets of steps, for scooter/cycle use, along this popular walking route for all of Bridgetown.
Approved by Community Board and circulated Summer 2013.

5. ~~Totnes - Dartington Access for All Path (COMPLETED)~~

~~Totnes - Dartington Access for All Path (shared use). Resurfacing, and maintenance/replacement of A for A facilities e.g. tapping rails. Removal of cattle grid, gates etc. where necessary.
This is currently being progressed by Mike Watts, Area Programme Delivery Officer Highways, liaising with Paul McFadden, PROW Warden.~~

Supplementary Schemes for 2014-15

Replacements for any of the schemes which prove to be unachievable

1. Totnes Rail Path Underpass

Route from rail station under Station Road bridge.

Initial discussions with Network Rail have been positive. Requires some minor works to connect to Castle Street. See Cycle Plan (approved by Community Board and circulated March/ April 2013) Proposal 4 Further extension of a cycle route through to lower Collins Road and on to Follaton should also be investigated

2. Coronation Road

Improved cycle and pedestrian crossing at the entrance to Morrisons supermarket.

3. ~~Pedestrian crossing on Heath Way at the Grove School (COMPLETED)~~

~~DCC Public Notice for the Proposed Enlargement of The Grove School states: "... with 523 proposed new homes forecast in the area ... some expansion will need to occur The current site at the Grove is well positioned to ... encourage sustainable transport to school." (Part B 5. Need for additional places)~~

4. Leechwell Lane & The Nursery car park exit

Pedestrian crossing of Heath Way to Heath Way car park & continuation of Leechwell Lane.

5. Western Bypass at Cistern Street

Move the bus stop closer to the junction with Plymouth Road (possibly to where the seat is just to the south of the junction)

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|---|
| <p>6. Western Bypass at junction with Plymouth Road Provide formal pedestrian crossing facility as part of traffic lights on north side of junction, to connect with walking route from Paige Adams Road.</p> |
| <p>7. Lower Moat Hill (at junction with New Walk and St Peter's Quay) Close the Hill to motorised vehicles, retaining permeability for pedestrians & cyclists. This would prevent it being used as a cut through to access the Western Bypass.</p> |
| <p>8. Moat Hill Minor improvements for pedestrians, e.g. a build out on the corner of Maudlin Road and Moat Hill to improve pedestrian visibility and safety</p> |
| <p>9. Coronation Road at Seven Stars Hotel At next maintenance opportunity, remove short section of painted cycle lane. It is narrow, encourages cyclists to ride too close to the footway, and drivers can squeeze cyclists.</p> |
| <p>10. The Lamb & Leechwell Street</p> <ul style="list-style-type: none"> • Pedestrian crossing at the junction of the Lamb with Leechwell Street. • Leechwell Street, northern end, at the crossing point, requires a connecting ramp up to The Lamb. <p>This would make a walk/cycle connection to the allotments and to the Toll House shared use path towards Ashprington and Harbertonford.</p> |
| <p>11. Langridge Cross (SX 787582) Provide two bus stops. This is the nearest main road junction to Harberton village; the X81 service – much more frequent than the village service – could stop here, so avoiding some of the current car use</p> |

Larger and Longer Term Schemes

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| <p>1. Totnes to Littlehempston Cycle / pedestrian Path PRIORITY PROJECT There is a long term, substantial public campaign for this the most direct route to close the severance in NCN2 between Totnes and Newton Abbot. It is supported by all the County Councillors on the route and Totnes' and other MPs. It has been considered by the Minister, who has written to the South Devon Railway requesting them to make progress. It was the subject of evidence given to the recent All Party Parliamentary Cycling Group Enquiry, and mentioned at length in the Parliamentary Debate on the subsequent Report.</p> |
| <p>2. Plymouth Road, east of Follaton Cross Provide a footway on north side of the road. The residents of the north side at Follaton Oak – there are no houses yet on the south side – of what is in effect the main road to Plymouth have no pavement from Follaton Cross on either side for 200m and for a further 200m only on the south side, with no crossing point.</p> |
| <p>3. Footpath between Totnes Bridge and Brutus Bridge. Upgrade to allow use by cyclists. Needs to include a ramp down from Totnes Bridge.</p> |
| <p>4. Seven Stars Roundabout and The Plains Redesign on shared space principles.</p> |
| <p>5. Totnes to Steiner School cycle route Continue Totnes to Steiner School cycle route to Buckfastleigh.</p> |

6. New junction layout at junction of St Katherine's Way and New Walk.

There is to be now considerable new housing at Baltic Wharf, from which New Walk leads directly to The Plains and the bottom of town. A layout to encourage walking/cycling could reduce possible congestion in this area.

7. New pedestrian / cycle Bridge over the river Dart, south of the existing Totnes Bridge.

Attempts to reallocate space on Totnes Bridge were unsuccessful, need to determine if a new bridge is feasible. It would connect Bridgetown and Totnes & link through to Chicken run

8. Redworth Junction replacement of traffic lights with roundabout with segregated cycle and pedestrian lanes

9. Park and Change transport hubs investigated and implemented, including ATMOS, Follaton, A381 Newton abbot Road (SWW plant option). These would include cycle parking and electric vehicle charging points

10. Cycle Network improvements

11. Travel Planning via Travel Partnership

12. School Green Travel Plans template and support for each school

13. ABC Cycle Repair & Maintenance training facility

14. Motorcycle Parking survey to assess need required in first instance

Other possible schemes:

- Stoke Gabriel path – coming up a lot at TTF and should be on list
- Sharpham path – should be on the list
- Bidwell Brook Cycle path - Keep in contact with Dartington PC re funding/ ? option for S196 monies from Sawmills Field developments

ADDITIONAL PROPOSED SCHEMES 2018:

Shared Space Measures implemented (in phases) in Lower Fore St, Fore St, High St and the Narrows, Totnes. **Community engagement process** involved to include more **planting in tubs** and more **benches** etc in the town centre

20mph speed limit zones in all town and village centres (including arterial routes that traverse these centres) where this measure has been sought by the local Parish Councils &/or Neighbourhood Plan Groups

Limit to size and weight of HGV vehicles accessing Totnes Town Centre

Access restrictions options and alternative delivery options for Town Centre investigated

Rainbow Pedestrian Crossing in Totnes

Extend Air Quality monitoring on A385 to Huxhams Cross, Dartington

New signage from top of Kingsbridge Hill cycle path to Harbertonford village to direct cyclists to use rural back route

Replace Cycle Parking hoops in Civic Square

Additional Cycle Parking hoops on The Plains

Footpath from Jackmans Lane to Follaton Arboretum

New Pedestrian Crossing on Plymouth Road at Follaton

Green Travel Plans for Totnes Town and surrounding parishes (to be incorporated in their Neighbourhood Plans where applicable)

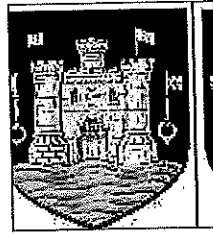
Pedestrian Safety measures in Dartington (currently under investigation by PC with DCC):

- **Pedestrian crossing across A384 with traffic calming** from Post Office to Public Footpath / Recreational field
- **Improvements to Origins Roundabout** (to reduce traffic speeds & improve visual impact)
- **Quiet Lane designation and measures at Cott Road** (to Barracks Hill) and roads adjacent to Beacon Park

Replacement of Green Travel Vouchers on new housing developments with investments in Community Bus services being required for all new developments over 20 new homes.

On street Bike Rental Scheme on the Plains and at the Station (g Donkey Bikes in Plymouth)

Extension of Access only to Kingsbridge Hill to reduce 'rat run' that is dangerous for pedestrians.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 1st OCTOBER 2018 AT THE GUILDHALL TOTNES

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

Apologies: Councillors Sermon, Sweett and District Councillor Green.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Birch, Soundart Radio x 1, Press x 1, and 4 members of the public.

| No | Subject | Comments |
|----|---|--|
| 1 | To receive apologies. | Apologies were given by Councillors Sermon, Sweett and District Councillor Green. It was RESOLVED 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 Parker advised that she is now a trustee of Bridgetown Alive and will shortly be confirmed as a Trustee of Daisy and Rainbow Childcare. Cllr Westacott declared receiving a large bouquet at the Lloyds Bank refurbishment opening. |
| 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 expressed concern at the Blood Donors no longer using the Civic Hall.</p> <p>A member of the group Totnes Supporting Fair Trade thanked the Council for the support given and provided details on some future events that the Councillors are invited to. A framed Fair Trade certificate for Totnes was presented which the Mayor thanked them for.</p> <p>A member of the public spoke about her application to become a tree warden and clarified some misunderstandings.</p> <p>b) District Councillor Vint provided a written report. He confirmed that there was no further update on the Vire Island play area proposal. Cllr M Adams expressed concern over the safety of any proposal that did not include a fence around it. Questions were raised about SHDC decision to delegate the authority and decision making function relating to developments on Council owned land to the Executive. Cllr Vint confirmed that the normal process would be for decisions to be made by members at the Full Council meetings and that this will mean the democratic process is being bypassed.</p> |

The Executive Committee are giving delegated authority to senior officer of SHDC to make the decisions. Cllr Vint confirmed he voiced concerns at the meeting and a recorded vote was requested. Further questions were raised about the SHDC decision to delegate the authority and decision making function relating to commercial property acquisitions to their Head of Paid Services and the s151 Officer, in relation to the £60million borrowing for their commercial property strategy.

Cllr Vint advised that planning permission would be required for any proposals but decisions to allocate sums of monies to projects will not go through democratic scrutiny. He suggested that these issues should be considered by the relevant committee and comments sent to the leader of SHDC.

Cllr R Adams asked that information should be disclosed on the proposed sites in Totnes that may be in the District Council's development plans. Cllr Vint advised that he could not disclose any additional information to that already provided as he would be breaching the Code of Conduct. Cllr R Adams asked for it to be recorded in the minutes that she felt District Council Vint attempted to bully a member of the Council in his response to her question.

Cllr Simms asked if the legal requirement that major developments should not impede the trade and economy of a town had been considered. Cllr Vint confirmed that this has been raised and that SHDC are assessing the options and the possible impact. No feedback on the results of the assessment has been provided yet.

a) District Councillor Birch provided a written report. With regard to the SHDC proposal to acquire commercial property and develop council sites, Cllr Birch asked that the recommendation was amended to require ward members are consulted which was accepted. Ward members can call a Full Council meeting for a full debate if they have concerns. This is a safeguard but Cllr Birch confirmed he believe too much power sits with the Executive Committee. In his last report to the Town Council Full Council meeting there was a list of the sites being considered for development and the list was sent to the Totnes Times as an open letter. So there is no longer any secrecy surrounding this issue.

He confirmed that responses to his questions on affordable social rented housing have been received and will be circulated. He did not feel the answers addressed the questions raised sufficiently and the lack of response to question 5 suggested the answer is zero, i.e. no affordable social houses facilitated by

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| | <p>The Council will convene.</p> | <p>SHDC in the last 5 years. The SHDC waiting list for affordable social housing currently consists of 1600 families. Cllr Birch proposed a Wholly Owned Company to be set up to address the housing needs in the South Hams which was initially agreed but has now been scrapped by the administration. He believes this is a bad decision. The issue of affordable housing needs was discussed.</p> |
| 4 | <p>To approve and sign the Minutes of the following Meetings: (Please note confidential minutes can be agreed but any discussion must be held in Part 2):</p> <ol style="list-style-type: none"> a. Full Council 3rd September 2018 b. Council Matters 10th September 2018 c. Town Matters 20th September 2018 | <p>It was RESOLVED to approve and sign the Minutes of the following meetings subject to the amendments detailed below :</p> <ol style="list-style-type: none"> a. Full Council 3rd September 2018 <p>Item 8 – should say Cllr Whitty proposed and Cllr Hodgson seconded.</p> <ol style="list-style-type: none"> b. Council Matters 10th September 2018 c. Town Matters 20th September 2018 <p>Item 6 – amend the first 3 bullet points to say:</p> <ul style="list-style-type: none"> • The information officer at the Mansion is commissioned to review the document and simplify its contents if needed for the benefit of formatting. • A booklet is produced explaining how the public can engage in TTC business and sets out the responsibilities of the Town, District and County Councils. • A series of videos are made explaining the role of TTC and how people can engage, to reach a wider audience and young people. <p>Item 15 – should read: It was AGREED to forward to South Hams Tree Warden Network the applications of Mrs Boswell and Councillor Paine for their consideration and initial approval.</p> |
| 5 | <p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <ol style="list-style-type: none"> a. Full Council 3rd September 2018 b. Council Matters 10th September 2018 c. Town Matters 20th September 2018 | <p>The following matters arose:</p> <ol style="list-style-type: none"> a. <u>Full Council 3rd September 2018</u> <p>Item 5 – Re. Neighbourhood Plan. Cllr Hodgson raised concerns over the lack of information available about the dates of future meetings of the Neighbourhood Plan Committee and the lack of formal minutes being</p> |

available on the website. Meetings are only recorded instead of minutes being produced. She raised concerns over whether there is suitable evidence of decision making without proper minutes. Also she was concerned that there was not public access to the last meeting at the time it started. Cllr Hodgson asked that it is clarified what Councillors roles are if they attend the meetings when they are attending in their roles as Councillors.

Cllr R Adams advised that members of the public asked for it to be clear at the meetings who are committee members which is why only committee members are allowed to sit at the table during meetings. She also clarified that committee members give their names at the start of the meetings for the recordings.

Cllr Hodgson felt this is a very important piece of work being done on behalf of the town and that Councillors have a duty to scrutinise it.

Cllr Westacott confirmed that all concerns and complaints would be taken on board.

Item 7a – Site visit has been arranged for 2pm tomorrow.

Item 8 – Cllr R Adams read out a statement under her right of reply.

b. Council Matters 10th September 2018

Item 7 – The Clerk reported that the SHDC Environment Officer has offered to come and explain to Councillors what the volunteer opening and closing of the floodgates would involve. The proposal was amended and it was **RESOLVED** that the commitment would not be taken on at the moment but the issue would be referred to the Town Matters Committee to gather further information.

Item 10 - It was **RESOLVED** to accept the recommendation.

Item 11a - It was **RESOLVED** to accept the recommendation.

Item 11b - It was **RESOLVED** to accept the recommendation.

Item 11c - It was **RESOLVED** to accept the recommendation.

c. Town Matters 20th September 2018

Cllr Hodgson advised that a site meeting at Nellie's Wood has been arranged for this Sunday at 10.30am.

Cllr Whitty spoke about the Community Engagement Policy and Action Plan. He expressed the need for the Council to engage and involve the public.

Cllr Webberley raised concerns about the room and seating lay out for Council meetings and whether meetings should be held at varying locations to make them more accessible. The Clerk advised that by law the Council are required to hold their meetings at facilities that they do not have to pay for.

Cllr Simms feels Councillors need to engage with the public more individually.

Item 6, bullet 1 - It was **RESOLVED** to accept the recommendation.

Item 6, bullet 2 - 4 – It was raised that SHDC have already produced a booklet.

Cllr Westacott proposed that the options are costed and Councillors then look again at them to see what should be included in the budget. It was **RESOLVED** to accept the revised recommendation.

Item 7 - It was **RESOLVED** to accept the recommendation.

Item 9 - It was **RESOLVED** to accept the recommendation.

Cllr Allen left the meeting.

Item 10 – It was proposed that the Rugby Club are invited to a Full Council meeting to explain their position. It was **RESOLVED** to accept the revised recommendation.

Item 11 - It was **RESOLVED** to accept the recommendation.

Cllr Allen re-joined the meeting.

Item 14 – Cllrs Vint and Hodgson declared an interest due to their membership of the SHDC Planning Committee.

It was proposed that the recommendation is extended to include writing to SHDC, the developers, the County Archaeologist and Martin Evans to invite them to the public meeting.

It was **RESOLVED** to accept the revised

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| | | <p>recommendation.</p> <p>Item 15 – Cllr Hodgson proposed that Mrs Boswell’s application is approved. It was RESOLVED to accept the proposal.</p> |
| 6 | To note the delay in considering the overall Market Square improvement. | Noted. |
| 7 | To review link Councillor roles and membership of Working Groups. | <p>The Clerk explained some changes that need considering:</p> <ul style="list-style-type: none"> - Cllr Sweett has resigned from the Traffic & Transport Forum. - Cllr R Adams has proposed the addition of a Disability link councillor role. - Cllr Parker has asked to join the Arts Working Group. <p>It was RESOLVED to accept the changes. Cllr R Adams was appointed as the Disability Link Councillor. Cllr Parker was appointed as a Bridgetown Alive Link Councillor.</p> |
| 8 | To note the latest updates from Visit Totnes and an evaluation report for the end of the first season in the new Market Square Information Point. | Noted. |
| 9 | To consider the new proposal for the Baltic Wharf footpath. | <p>The route of the footpath was discussed. Cllr Hendriksen suggested all Councillors walk the path and that the SHDC officer is invited to join Councillors to walk the path. It was proposed that all Councillors walk the path and that responsibility for the issue is delegated to the Town Matters Committee. It was RESOLVED to accept the proposal.</p> |
| 10 | To note the completion of the external audit. | Noted. |
| 11 | To note an update from Council Venues and Arts Working Groups. | Noted. |
| 12 | To note the date of the next meeting: Monday 5th November at 7pm | Noted. |

Ended 9.10pm

Catherine Marlton
Town Clerk



**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8TH OCTOBER 2018 AT THE GUILDHALL TOTNES**

Present: Councillor T Whitty, Cllr M Adams, Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson

Apologies: Cllr R Adams

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, 2 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 received from Cllr R Adams and these were AGREED . |
| | Public Question time | Environment Agency officers attended and explained the need for the Town Council to oversee the volunteers for the town floodgates. It was AGREED that the Memorandum of Understanding would be amended and sent back to Town Matters to be considered as part of the Town Emergency Plan. |
| 2 | To discuss any matters arising from the minutes of: a) Council Matters 10 th September 2018 (already agreed through Full Council) | No matters arising. |
| 3 | To consider the budget monitor and any virements needed. | The budget monitor was noted. No virements were actioned at this time. |
| 4 | To consider a request for funds from Gardening for Health | The request was considered and it was AGREED that as this was outside of the annual grant process and given other budgetary pressures the answer would be no for this financial year. The organisation are to be encouraged to apply for funding in future years. |
| 5 | To consider reviewed versions of the following policies: a) Lone Working Policy b) Health and Safety Policy | It was RECOMMENDED to Full Council that both policies be adopted. |
| 6 | To consider how to most efficiently record the Full Council meetings | The Town Clerk updated that possible improvements into the audio equipment in the Guildhall were being considered as part of the budget considerations for next year. Further information will be fed back to Councillors through committee in due course. |
| 7 | To note the budget setting training session on Monday 15 th October 2018 and consider any projects or priorities for inclusion in the budget planning process | Apologies for this meeting were received from Cllr M Adams and Cllr R Adams. |
| 8 | To note the date of the next meeting: proposed additional meeting on Monday 29 th October 2018 at 4.30pm to ratify a staff appointment only. (THIS MEETING WAS CANCELLED) . Next main meeting is Monday 12 th November 2018 at 7pm. | |
| <i>The Committee will be asked to RESOLVE 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> | | |
| 9 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees). | These were AGREED . |
| 10 | To consider quotes for remedial works to the Guildhall | The following costs were AGREED : a) £6700 Scaffolding of the Guildhall b) £2962 Roof repair for the Guildhall and Guildhall cottage c) £698 for internal scaffolding in the Guildhall. It was RECOMMENDED to Full Council that the following costs were authorised: d) £12180 internal plastering of the Guildhall chamber |

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| 11 | To ratify the appointment of a Civic Hall Administrator | The appointment subject to satisfactory references was unanimously AGREED . |
| 12 | To consider a temporary staffing solution for the vacant Caretaker role | The Clerk declared a personal interest and left the meeting. The committee AGREED to the temporary appointment as outlined in the Clerk's report. The Clerk re-joined the meeting. |
| 13 | To consider a recruitment timeline for the Caretaker role | The proposed recruitment timeline was AGREED . |
| 14 | To review the Neighbourhood Plan budget and consider allocation of funds for professional fees | The committee RECOMMENDED to Full Council that the following actions are needed: a) Agenda and papers for NP meetings must go out in advance with the same 3 clear days' notice as Council meetings. b) Minutes must be produced for all meetings. c) All papers must be up on the NP website. d) All meeting dates must be on the NP website and Town Council calendar. e) A project plan and budget to cover from now until the NP document is completed and through referendum must come back to Council Matters. |
| 15 | To review the Staff Handbook | The reviewed Staff Handbook was AGREED . |
| 16 | To review staff training needs | The staff training proposals as outlined in the Clerk's report were AGREED . |
| 17 | To consider a quote for repair of the St Mary's Church clock | The £695 expenditure was AGREED . |
| 18 | To consider Lightning protection quotations | It was RECOMMENDED to Full Council that the following costs were authorised: a) £11865 for lightning protection works to the Civic Hall, Guildhall and Totnes Museum. |

Future meetings agenda items:

- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - November
- Councillor Allowance Policy - November
- Investment options for general reserve – November
- Play Parks - December
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Disciplinary Procedure, Managing Absence
- To note sick leave and overtime balances
- To note the outcome of the appraisal process

- To consider asset remedial works – Museum Roof, Civic Hall
- To review the contract with Fernbank for bus shelters – December
- To review the alarm provider - December
- To consider terms of reference for the IT contractor - December

Committee Members – quorum is 5 members

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk



MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 18TH OCTOBER 2018 AT THE GUILDHALL TOTNES

Present: Councillors R Hendriksen (Chair), J Hodgson, P Paine, M Parker, B Piper, R Vint and L Webberley.
Apologies: Cllrs K Sermon and J Sweett.
Not Present: Cllr G Allen.
In Attendance: 2 members of the public; Sara Halliday (Administrator).

| No | Subject | Comments |
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| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | It was resolved to accept the apologies. |
| | <i>The Committee will adjourn for the following items:</i> | |
| | A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes. | There were no members of the public present at this time. |
| | <i>The Committee will convene to consider the following items:</i> | |
| 2 | To discuss any matters arising from the minutes of 20 th September 2018. (Note: already agreed through Full Council.) | <p>Matters arising:</p> <p>Item 9 – Ratified by Full Council.</p> <p>Item 10 – Totnes Rugby Club have been emailed inviting them to speak in the public session at the November Full Council.</p> <p>Item 14 – An email has been sent to South Hams District Council (SHDC) Development Management requesting early engagement and continued dialogue with Totnes Town Council if they are approached about development of the Brutus Centre site.</p> <p>Item 15 – The South Hams Tree Warden Network determines its membership of tree wardens. When the member of the public is confirmed by the Network as a Tree Warden, they will automatically receive any tree works applications from SHDC, and the Clerk to this Committee will add them to the list of Totnes Tree Wardens who are emailed with a date and time to supply comments on any applications received.</p> |
| 3 | To consider using a timed agenda for the running of the Town Matters Committee. | It was AGREED to introduce a timed agenda for the Town Matters Committee. |
| 4 | To note or make recommendations on the following tree works orders: Works to Trees in a Conservation Area: | Applications available on the SHDC website – www.southhams.gov.uk |

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| | 4a) 2538/18/TCA – T1: Portuguese Laurel – complete crown reduction by up to 2 metres; T2: Cherry – reduction on North side by up to 1 metre away from adjacent building. 34 Bridgetown, Totnes, TQ9 5AD. | No objections. |
| 5 | To make recommendations on the following planning applications: 5a) 4423/17/HHO – Readvertisement (Revised Plans Received) 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. | Applications available on the SHDC website – www.southhams.gov.uk Cllr Hendriksen explained the findings of a visit that he had made to the site. After considering the revised plans, there were no objections. |
| | <i>Standing Orders were suspended, and the Committee adjourned for the following item:</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. | A member of the public arrived at 7.25pm wishing to speak. Councillors decided to suspend standing orders to allow them to do so. A member of the public asked Totnes Town Council to make a complaint to the Ombudsman about the lack of consultation at a local level to the Government's 'fracking' consultation ['Permitted development for shale gas exploration']. |
| | <i>The Committee will convene to consider the following items:</i> | |
| 5 | To make recommendations on the following planning applications: 5b) 1129/18/FUL – Readvertisement (Revised Plans Received) New dwelling in front garden. 4 Argyle Terrace, Totnes, TQ9 5JJ. 5c) 3116/18/HHO – Householder application for demolition of existing lean-to shed and formation of a single storey dining room extension and widening of existing driveway. 26 Paige Adams Road, Totnes, TQ9 5LL. 5d) 2959/18/HHO – Householder application for single storey artist's studio to rear garden. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR. 5e) 3083/18/LBC – Listed building consent application to increase the width of an existing access opening in a stone boundary wall by 1.2m to facilitate improved vehicular access. The Riverhouse, 1 St Peter's Terrace, St Peter's Quay, Totnes, TQ9 5EN. 5f) 1546/18/FUL & 1547/18/LBC – Listed building consent for reinstatement of front door to street. Internal works to provide timber frame screen to recreate passage to apartment staircase and | Applications available on the SHDC website – www.southhams.gov.uk Cllr Hodgson declared a personal interest. Cllr Hendriksen undertook to visit the proposed site of the new dwelling and circulate photographs to Committee members. No objection, but the Committee would suggest that the drive way has a semi-permeable surface to prevent excessive run off. Cllr Piper declared a personal interest. No objections. No objections. No objections. |

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| <p>installation of fire separate between apartment and shop. Installation of new utility connections. 96 High Street, Totnes, TQ9 5SN.</p> <p>5g) 3146/18/LBC – Listed building consent for alterations to include the installation of an escape window to the rear later tenement to the second storey. 56 Fore Street, Totnes, TQ9 5RU.</p> | <p>No objections.</p> |
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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.

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| <p>6 To receive updates from the Cultural Link Councillors and Arts Link Councillors.</p> | <p>Arts Link Councillors – Cllr Piper gave an update from the Arts Working Group including: the 28th October community craft day to create items to decorate the town Christmas Tree; the Christmas Lights switch on on 29th November; the possibility of the lantern event being revived; and ideas for the budget setting process to consider funding for the next financial year (four funded community events; money to award small discretionary grants; and to develop and assist arts in Totnes).</p> <p>Cllr Parker welcomed any help from Cllrs at the community craft day to create sock snowmen.</p> <p>Cultural Link Councillors - Cllr Price sent a message via the Chair that she had not attended any meetings as a Cultural Link Councillor to date, or been approached by any organisations in the town to attend.</p> |
| <p>7 To review the Community Engagement Action Plan.</p> | <p>A number of ideas were discussed on how TTC could work smarter, such as: having an interactive screen in the Council Offices reception that would contain a listing of all community groups which councillors could access; and councillors being issued with tablets which would be used for all Council business and have the capacity to make comments on council papers, reducing the requirement for paper copies.</p> <p>It was AGREED to review the previous work carried out by the Town Team on noticeboards in the town and consider using additional spaces such as: the advertising drum outside the Totnes Mill (TTC owned); an area in the Caring Town Information Exchange office in the Mansion; and approaching Morrisons for a 'TTC' section on their existing notice board.</p> <p>It was AGREED that social media is an important way of sharing information, and that with changes in Summer 2018 office staffs should check whether Facebook posts are automatically being picked up by Twitter.</p> |

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| | | <p>The issue of public engagement at Full Council and Committees was discussed. To RECOMMEND to Full Council that members of the public speaking during the public session should receive a response, either:</p> <ul style="list-style-type: none"> • The Mayor could ask Chairs of Committees to answer questions factually and succinctly; • Link Councillors could signpost them to an organisation that can help; or • Arrange for their details to be taken and for them to receive a reply at a later date. |
| 8 | To make a recommendation on the informal consultation for the Baltic Wharf Public Path Diversion, Footpath No. 2 Totnes. | The Committee RECOMMENDS that: the original route A-B is retained, as they do not want the Baltic Wharf houses to become a gated community, and this route forms part of the John Musgrove Trail; and they accept the proposed path routes between points EFB and CGD. |
| 9 | To note the ongoing Totnes and District Traffic and Transport Forum review of the Totnes Travel Policy. | Cllr Hodgson updated that the Totnes Transport Policy and Strategy would conclude its review next week and she invited any Cllrs to email any comments to her before the meeting. The revised draft will be reviewed at the November Town Matters Committee. |
| 10 | To note the date of the next meetings of the Town Matters Committee – Thursday 22nd November 2018 at 7.00pm and Thursday 20th December 2018 at 7.00pm | Noted. It was AGREED to keep the December date unchanged at the moment. |

CHAIR

LINK COUNCILLORS 2018/19

| Link Councillors | |
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| Cultural | Cllr M Adams, Cllr Allen and Cllr Price |
| Arts | Cllr Allen, Cllr Piper and Cllr Sermon. |
| Elderly and Vulnerable People | Cllr Parker, Cllr Webberley and Cllr Westacott. |
| Young People/Youth | Cllr Hodgson, Cllr Parker, Cllr Price, Cllr Sweett, Cllr Vint and Cllr Webberley. |
| Heritage | Cllr Allen, Cllr Piper and Cllr Whitty. |
| Open Space, Sports Provision, Leisure | Cllr Hodgson, Cllr Sweett, Cllr Webberley and Cllr Whitty. |
| Traffic and Transport | Cllr Simms and Cllr Allen. |
| Environment and Sustainability | Cllr Jacqi Hodgson, Cllr Piper and Cllr Robert Vint. |
| Representatives on Outside Bodies | |
| Totnes Traffic and Transport Forum | Cllr Simms |
| TADPOOL | Cllr Webberley and Cllr Whitty. |
| Totnes Allotments Association | Cllr Hodgson and Cllr Vint. |
| Vire Twinning Association | Cllr M Adams and Cllr R Adams. |
| Totnes Municipal Charities and Totnes Bounds Charity | Cllr M Adams, Cllr R Adams, Cllr Paine and Cllr Sweett. |
| KEVICC Foundation Governors | Cllr Price and Cllr Webberley. |
| Parish Paths Partnership | Cllr Allen and Cllr Whitty. |
| Totnes Hospital League of Friends | Cllr Westacott. |
| River Dart Non-Beneficiaries Group | Cllr M Adams and Cllr Whitty. |
| DALC County Committee | Cllr Hodgson. |
| DALC Larger Councils Committee | Cllr R Adams. |
| Totnes Chamber of Commerce | Cllr Simms, Cllr Allen and Cllr Price. |
| Fairtrade | Cllr Sermon and Cllr Vint. |
| Caring Town | Cllr Parker and Cllr Vint. |
| Network of Wellbeing | Cllr Piper. |
| Bridgetown Alive | Cllr M Adams and Cllr M Parker |
| Daisy and Rainbow Childcare | Cllr Parker and Cllr Westacott. |
| Disability - diversity equality and inclusively | Cllr R Adams. |
| <i>Police and Crime Commissioner Advocate</i> | <i>Cllr A Simms.</i> |

Arts Working Group – Cllrs Piper, Simms, Allen, R Adams, Sweett, Sermon, Parker
Council Venues Working Group – Cllrs Piper, Hendriksen, Simms, R Adams

ALTERNATIVE VENUES FOR COUNCIL MEETINGS – JAN & FEB 2019

Size of Venue – to accommodate 20-30 people for Full Council; 10-15 for Committees.

Dates – 7, 14 and 24 January; 4, 11 and 21 February.

Times – 6.30 (in case set up time is required) to 9.30 max (3 hrs in total)

| Venue | Cost | Size | Accessibility | Comments |
|----------------------------|---|--|---|---|
| St Mary's Church Hall | - | - | - | Too small – redirected enquiry to St John's |
| St John's Church Hall | £17 per hour £14 for small meeting room on Monday | Can accommodate requirements, but other hirers may cause noise issues – see comments | Lift access to church hall floor 1 (small meeting room) | Available, but potential noise problems: Monday – meeting held in the worship space for Full Council (bowls in the church hall) and smaller meeting room holding 20 people could be used for Council Matters Thursday – meeting held in church hall (orchestra rehearsal in the worship space) Car parking – small car park, but mainly on residential roads |
| Methodist Hall | £15 per hour checking dates | Hall can accommodate up to 100 people | Ramp access | Nearest Parking – on Fore Street, Victoria Street or Station Road car parks |
| The Mansion | £15 per hour for FC (Hall) £6 per hour for Committees | School Hall can accommodate 80 people, Harberton Room 15 people. Can accommodate requirements | All rooms accessible | VENUE NOT AVAILABLE 4 FEB (FC) Nearest Parking – on Fore Street, Victoria Street or Station Road car parks |
| Totnes Boating Association | £15 per hour, £90 minimum charge (TBC to see if any waiver) | | Accessible | VENUE NOT AVAILABLE 4 FEB (FC) TBA member should be present at all times (Clir M Adams, who has offered to be present for TM Cmte) Nearest Parking - Steamer Quay |

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| <u>Totnes Masonic Hall</u> | £10 per hour (would consider booking 2.5hrs) | Can accommodate requirements | 2 steps in then level access | Heating, kitchen and toilets on ground floor. No car parking (car park for neighbouring properties), but close to Civic Hall and Nursery Car Parks |
| <u>Totnes Rowing Club</u> | £10 per hour | Can accommodate requirements | First floor, wheelchair lift | The adjoining gym will be in use by Rowing Club members, so there may be some movement of people through the room. Parking available at Longmarsh |

All SHDC Car Parks are free of charge after 6pm.