



**AGENDA FOR THE TOWN MATTERS COMMITTEE
THURSDAY 19TH JULY 2018 AT THE GUILDHALL TOTNES**

You are hereby SUMMONED to attend the Town Matters Committee, which is to be held in the Guildhall, Totnes on **Thursday 19th July 2018 at 7pm** for the purpose of transacting the following business:

| No | Subject | Comments |
|--|---|---|
| 1 | To appoint a Deputy Chair of Committee. | |
| 2 | To receive apologies and to confirm that any absence has the approval of the Council. | Cllr Parker |
| | <i>The Committee will adjourn for the following items:</i> | |
| Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes. | | |
| | <i>The Committee will convene to consider the following items:</i> | |
| 3 | To discuss any matters arising from the minutes of: a) People Committee 14 th June 2018 b) Place Committee 28 th June 2018 | Documents enclosed. |
| 4 | To make recommendations on the following planning applications: 4.1) 2064/18/FUL – Conversion of existing redundant agricultural barn to new dwelling. Bourton Linhay, Bourton Lane, Totnes, TQ9 6LA. 4.2) 1891/18/FUL – External alterations to existing building including new cladding, windows and doors. Parkers Barn, Parkers Way, Totnes, TQ9 5UF. 4.3) 1129/18/FUL – New dwelling in front garden. 4 Argyle Terrace, Totnes, TQ9 5JJ. 4.4) 1987/18/LBC – Listed building consent to replace slate roof to lean-to on east side elevation, with standing-seam zinc sheeting with 2no. fixed glazed roof lights on south side of roof. Change location of back door to south side of lean-to and internal alterations to stud walls. West Hill House, 10 Leechwell Street, Totnes, TQ9 5SY. 4.5) 2077/18/HHO – House application for new single storey extension to rear and new porch to front of property. 10 Walnut Close, Totnes, TQ9 5GF. 4.6) 2263/18/HHO – Householder application for demolition of outhouse and erection of new single-storey extension. 29 Higher Westonfields, Totnes, TQ9 5RA. 4.7) 1755/18/HHO – READVERTISEMENT (Revised Plans Received) Householder application for enlargement of rear extension and construction of rear dormer. 33 Christina Park, Totnes, Devon, TQ9 5UR. | Applications available on the SHDC website – www.southhams.gov.uk |

| 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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| 5 | To consider a request for Totnes to become a 'Plastic Free Community'. | Verbal update from Administrator & document enclosed. |
| 6 | To consider a regular programme of Link Councillor updates to the Town Matters Committee. | Document enclosed. |
| 7 | To update on the 'Battle's Over – A Nation Remembers' event on 11 th November 2018. | Verbal update from Administrator. |
| 8 | To note the following event request received by SHDC: 10.1) Totnes Raft Race, 1000-1700hrs on Sunday 30 th September, on Vire Island and Longmarsh car park. | Document enclosed. |
| 9 | To note the date of the next meeting of the Town Matters Committee – Thursday 20th September 2018 at 7.00pm. | |
| 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. | | |
| 10 | To consider a request for a new play area. | Enclosure. |



Sara Halliday
Administrator

Future meetings agenda items:

- Link Councillor Updates.
- Community Engagement Plan.
- Suitable electric car charging points in the town.

Committee Members – quorum is 5 members

- Cllr Hendriksen (Chair)
- Cllr Allen
- Cllr Hodgson
- Cllr Paine
- Cllr Parker
- Cllr Piper
- Cllr Sermon
- Cllr Sweett
- Cllr Vint
- Cllr Webberley

**MINUTES OF THE PEOPLE COMMITTEE
THURSDAY 14TH JUNE 2018 AT THE GUILDHALL OFFICES TOTNES**

Present: Councillors B Piper, M Parker, L Webberley, T Whitty, G Allen
 In Attendance: Cllr Hendriksen, Cllr Simms, Cllr Paine, Catherine Marlton
 Apologies: Cllr K Sermon
 Not present: Cllr J Westacott MBE

| No | Subject | Comments |
|--|---|---|
| 1 | To receive apologies and to confirm that any absence has the approval of the Committee. | Noted. |
| The Committee will adjourn for the following item: | | |
| | 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. | None. |
| The Committee will convene to consider the following items: | | |
| 2 | To address any matters arising from 19 th April 2018. | It was AGREED to add a Community Engagement Plan to a future Town Matters committee after officers have reviewed and updated it. |
| 3 | To update on the arrangements for the Christmas Markets/Late Night Shopping 2018. | <i>The meeting adjourned to allow free discussion</i> Cllr Simms and Cllr Sweett explained that they had been liaising with the event organisers to ensure that entertainment still formed a key part of the Christmas late nights. A meeting had been arranged by the Town Clerk for involved parties. <i>The meeting reconvened.</i> A meeting was held immediately following the People Committee with the event organizer, SHDC officer and Police representative to raise concerns about the nature of the event and hear directly about the health and safety measures required. |
| 4 | To update on the Borough Park Skate Park project. | Cllr Sweett updated on the project and explained SHDC are on board. She will continue to provide the Town Matters committee with updates. The Town Clerk reminded Cllr Sweett that any variation to the agreed grant funding would need to be reconsidered by the Town Council and the funds allocated by 31 st March 2019. |
| 5 | To discuss the condition of the hoist at Totnes swimming pool. | Cllrs Whitty and Webberley updated that Fusion are in the process of obtaining funds for repair or replacement. Both Councillors in their Tadpool link role will continue to chase this matter urgently. |
| 6 | To consider the 'Devon Mobile Library and Outreach Service' consultation. | It was AGREED to circulate this to all Councillors for response and distribution out into the community. |
| 7 | To note the Torbay and South Devon NHS Health and Care Insights newsletter for May 2018. | Noted. |
| 8 | To note the date of the Town Matters Committee will be Thursday 19 th July 2018 at 7.00pm. | Noted. |

**DRAFT MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 28TH JUNE 2018 AT THE GUILDHALL TOTNES**

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

In Attendance: Sara Halliday (Administrator).

Apologies: Cllr Simms.

Not Present: Cllr Vint.

| 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. Cllr Allen raised two issues that she had received from members of the public: <ul style="list-style-type: none"> • The felling of trees at Sharpham Drive. • The placing of a commemorative plaque in the Shady Garden – it was suggested that SHDC are contacted about this request. |
| | <i>The Committee will convene to consider the following items:</i> | |
| 2 | To approve the minutes of the meeting of 7th June 2018 and update on any matters arising. | Matters arising: <p>Item 3.1 – Conditional approval for this application has been given.</p> <p>Item 4 – An Enforcement Officer has investigated the complaint about the signage at 3 Fore Street. They have confirmed that no planning application was submitted, that permission for such a fixing on a listed building would not be permitted, and have advised the owners to remove the sign as the works constitute a criminal offence.</p> <p>Item 5 – The recommendation will be considered at Full Council on 2nd July.</p> |
| 3 | To make recommendations on the following planning applications: <p>3.1) 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.</p> <p>3.2) 1963/18/HHO - Householder application for removal of existing garden structures and creation of new garage/studio space. 3 Redworth Terrace, Totnes, TQ9 5JN.</p> <p>3.3) 1755/18/HHO - Householder application for enlargement of rear extension and construction</p> | Applications available on the SHDC website – www.southhams.gov.uk <p>Cllrs decided that a site visit is required to understand the objection from the neighbours that has been registered with SHDC.</p> <p>No objection.</p> <p>No objection.</p> |

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| | <p>of rear dormer. 33 Christina Park, Totnes, Devon, TQ9 5UR.</p> <p>3.4) 1889/18/DCA - Demolition of existing garage. Garage adjacent to Take 2 Hairdressers, Station Road, Totnes, Devon, TQ9 5HW.</p> <p>3.5) 1016/18/HHO - Retrospective householder application for installation of decking. 14 Sparkhays Drive, Totnes, Devon, TQ9 5LD.</p> <p>3.6) 1820/18/FUL - Change of use of building from Class B1 (Offices) to Class D1 (Doctors surgery). Westward House, New Walk, Totnes, TQ9 5WA.</p> | <p>No objection.</p> <p>Objection – the decking and high fencing is unneighbourly in terms of overlooking and affecting the privacy of neighbouring properties.</p> <p>No objection.</p> |
| <p><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></p> | | |
| 4 | To consider the SHDC Public Footpath Diversion Order 2018 for a proposal to divert part of Public Footpath No. 2 at Baltic Wharf. | Given the significance of this request this item is on the July Full Council agenda. The Committee AGREED that a site visit is required to assess the steep gradient of the land for the proposed diversion path. |
| 5 | To consider the SHDC review of car parking charges for Totnes, which is out for public consultation. | Noted. The Administrator confirmed that reference to '24 Hour Operation' is for access to the car park and not the period of time when charging will be applied. |
| 6 | To note the South Devon Area of Outstanding Natural Beauty's new campaign 'What makes South Devon Special'. | Noted. |
| 7 | To note the following event request received by SHDC: 7.1) Totnes & Bridgetown Rowing Regatta, 0800-1800hrs on Saturday 21st and Sunday 22nd July, Longmarsh green space for overnight camping and Longmarsh car park for loading and unloading of boats. | Noted. |
| 8 | To note the proposed date of the next meeting of the the Town Matters Committee – Thursday 19th July 2018 at 7.00pm in the Guildhall. | Noted. |

CHAIR

ITEM 5 – PLASTIC FREE COMMUNITY

The 'Surfers Against Sewage' website contains the following details of the Plastic Free Community campaign.

Objective 1 is: Local Governance

Your local council (Parish, Town, City or County) passes a resolution supporting the journey to Plastic Free Community status, committing to plastic-free alternatives and plastic-free initiatives.

The requirements to meet this objective are listed as follows:

- Council must lead by example to remove single-use plastic items from their premises.
- Council to encourage plastic-free initiatives, promoting the campaign and supporting events.
- A representative of the council must be named on the Plastic Free Community steering group.

HOW? Demonstrating local public support for Plastic Free Communities will encourage council members to take action.

WHY? Local councils are in a unique position to lead change on single-use plastics. They act as consumers, using single-use plastics in canteens, meetings, and during daily business. They are influencers, having direct access to the running of local schools, businesses and community organisations. And finally they work as a political body, often with cross-party members; showing unity on an action can install confidence and determination to succeed.

ITEM 6 – PROGRAMME OF LINK COUNCILLOR UPDATES

Previous Committees have discussed the possibilities of hearing from the Town Council's Link Councillors as a way of sharing information and informing Town Council debate on issues affecting the local community.

It is envisaged that all Link Councillors would be invited to speak and share their views, but with a view to the agenda item lasting no more than 15 minutes in total. The proposed programme below would ensure regular updates to the Town Matters Committee over the course of the council year with the objective of informing wider Council debate:

| Committee Date | Area | Link Councillors |
|----------------|---------------------------------------|---|
| 20 Sep 2018 | Cultural | Cllr Marion Adams, Cllr Georgina Allen and Cllr Emily Price. |
| 18 Oct 2018 | Arts | Cllr Georgina Allen, Cllr Ben Piper and Cllr Kate Sermon. |
| 22 Nov 2018 | Elderly & Vulnerable People | Cllr Marianne Parker, Cllr Louise Webberley and Cllr Judy Westacott. |
| 20 Dec 2018 | Young People/Youth | Cllr Jacqi Hodgson, Cllr Marianne Parker, Cllr Emily Price, Cllr Jo Sweett, Cllr Robert Vint and Cllr Louise Webberley. |
| 24 Jan 2019 | Heritage | Cllr Georgina Allen, Cllr Ben Piper and Cllr Tony Whitty. |
| 21 Feb 2019 | Open Space, Sports Provision, Leisure | Cllr Jacqi Hodgson, Cllr Jo Sweett, Cllr Louise Webberley and Cllr Tony Whitty. |
| 21 Mar 2019 | Traffic & Transport | Cllr Georgina Allen, Cllr Adndy Simms and Cllr Jo Sweett. |
| 18 Apr 2019 | Environment & Sustainability | Cllr Jacqi Hodgson, Cllr Piper and Cllr Robert Vint. |

Community of Practice: Assets
Please ask for:
E-Mail:
Telephone No: (01803)

Your Ref:
Our Ref: Car Parks/Events/2018
Date: 27th June 2018

Dear Councillor

Please note that permission has been sought by – **Totnes Rotary Club**

to hold the following event - **Totnes Raft Race**

activities proposed – **on Vire Island – commentary and race result point, charity stalls, children’s games and musical entertainment. At Longmarsh car park – Raft extraction area and competitor facilities including changing tents and food provision.**

on – **30th September 2018 between 10am and 5pm**

If you have any objections, or know of anyone who may have objections to the above, would you please notify this office as soon as possible. In the first instance please contact Jane Hoff on 01803 861219 or at jane.hoff@swdevon.gov.uk

If we do not hear from you, we will assume you have no objections.

Yours sincerely



Senior Specialist – Car Parks

c. c Totnes Town Council
Grounds Maintenance