



**MINUTES OF THE TOWN MATTERS COMMITTEE  
THURSDAY 18<sup>TH</sup> 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
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 <sup>th</sup> 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 <b>AGREED</b> 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 – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a>

	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 – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a>  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 – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a>  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.

	<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>
<p><b><u>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</u></b></p>		
<p>6</p>	<p>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 28<sup>th</sup> October community craft day to create items to decorate the town Christmas Tree; the Christmas Lights switch on on 29<sup>th</sup> 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</p>	<p>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 <b>AGREED</b> 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 <b>AGREED</b> 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>

		<p>The issue of public engagement at Full Council and Committees was discussed. To <b>RECOMMEND</b> 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"> <li>• The Mayor could ask Chairs of Committees to answer questions factually and succinctly;</li> <li>• Link Councillors could signpost them to an organisation that can help; or</li> <li>• Arrange for their details to be taken and for them to receive a reply at a later date.</li> </ul> <p>Prior to the local elections in May 2019 the Public Engagement Policy will be reviewed.</p>
8	To make a recommendation on the informal consultation for the Baltic Wharf Public Path Diversion, Footpath No. 2 Totnes.	The Committee <b>RECOMMENDS</b> 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 – <b>Thursday 22<sup>nd</sup> November 2018 at 7.00pm</b> and <b>Thursday 20<sup>th</sup> December 2018 at 7.00pm</b>	Noted. It was <b>AGREED</b> to keep the December date unchanged at the moment.

CHAIR