



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE  
THURSDAY 24<sup>TH</sup> JANUARY 2019 AT THE MASONIC HALL TOTNES**

Present: Councillors R Hendriksen (Chair), G Allen, J Hodgson, P Paine, B Piper, R Vint and L Webberley.

Apologies: Cllrs M Parker, K Sermon and J Sweett.

In Attendance: Member of the public and 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. Cllr Sweett had emailed updates about specific agenda items.
	<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.	A member of the public spoke about their concerns over the future of banking in Totnes with the announcement of the closure of Santander in June 2019. They suggested that Totnes Town Council (TTC) approaches: South Hams District Council (SHDC) for funding to install an external cash point into a building previously used for banking (e.g. HSBC or Barclays); and the company (that is now using these former banking premises for retail) to get their agreement to host the cash machine facility. They asked that a note they had written be circulated to all Councillors (Cllrs).
	<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> December 2018. (Note: already agreed through Full Council.)	<p>Item 6 – Resolved by Full Council. The Clerk has asked Cllrs to think about what it is that TTC is asking residents, and where funding will come from for this review.</p> <p>Item 8 – Resolved by Full Council. The Officer has put a post on Facebook asking for location details and is emailing various organisations in Totnes to confirm defibrillator possession and access arrangements. Cllr Hendriksen offered to speak to Leatside Surgery to see if they would be able to provide basic training on defibrillator use.</p> <p>Item 9 – Not accepted by Full Council as funding has already been allocated in the proposed budget.</p> <p>Emergency Plan – Ratified by Full Council and a redacted version is now on the TTC website.</p>
3	To consider the requirement for additional signage to tackle anti-social behaviour issues around Totnes (e.g. no alcohol zones, aggressive begging, unattended baggage, obstruction of pavements and bus shelters).	Cllr Vint updated that SHDC has said that there is a need for signage to help enforce the Public Space Protection Orders within the town. It was <b>AGREED</b> that signage needs to be sympathetic and not spoil the look of the town, drawing on ideas for posters used with success elsewhere, such as images drawn by local children.

		To <b>RECOMMEND</b> to Full Council that TTC engages with SHDC about the placement and wording of any signs, and that the issue is referred to the Public Realm Working Group as part of their review of signage in the town and on waste bins.
4	To note an update on the Borough Park Skate Park project.	Cllrs Vint and Hodgson reported that the designers of the skate park are expected to take a year to consult on the design and secure funding for the project, with the aim of it being in use by the 2020 Olympic Games (where skate boarding will debut). Quarterly meetings will be held with SHDC, the designers and the Skate Park Group and it was <b>AGREED</b> to update the Town Matters Committee following these meetings.
5	To note updates from the Heritage Link Councillors.	Cllr Allen updated on the St Mary's Church heritage project, where she and Cllr Price are involved in fund raising. Ideas include a large, textured historical map on the floor at the back of the church which could be used by schools and visitors for brass rubbings. To fund the renovations a charity is being set up (due to launch in May 2019) which will also help fund heritage projects around the town.  Cllr Piper raised concerns about the structural safety of buildings over the Butterwalk, particularly the risk of window frames and roofing materials falling into the High Street. To <b>RECOMMEND</b> to Full Council that TTC writes to Devon County Council Building Control and Highways departments to raise concerns about these potential hazards to pedestrians and motorists.
6	To consider a draft policy for the conduct of Totnes Town Council business on the death of a senior national figure.	Cllrs requested that the policy clarify what is meant by 'official duty'. Cllr Hodgson suggested that a beacon could be lit on Proclamation Day, but it was agreed that timings were too short to make this realistically possible.  To <b>RECOMMEND</b> to Full Council that whilst the Town Council needs to have a policy, it is down to individual Councillor discretion how they conform with the policy's content (e.g. wearing a black arm band, marking a silence).
7	To note an update on the Totnes Travel Plan Partnership, including cycle routes.	Noted. SHDC Councillors are due to meet with South Devon Railway in February 2019 to discuss the current impasse over using the existing footbridge as part of a cycle path linking Totnes with Littlehempston. Until this meeting has taken place, looking at alternative routes would not be pursued.
8	To note the timeline for considering the Totnes Town Council Transport Policy and Strategy.	Cllr Hodgson explained the scoring agreed for some of the projects at the Totnes and District Traffic and Transport Forum held on 23 <sup>rd</sup> January – as only a quarter of the proposed projects had been assessed, the next meeting on 27 <sup>th</sup> February will conclude the scoring. It was <b>AGREED</b> that Committee members (and all other Cllrs if they wish to participate) would

		<p>score the projects before the February Committee where all scores would be shared; these scores would then be compared with the Forum's outputs at the March Committee where a recommendation would be formulated for Full Council.</p> <p>Cllr Paine registered his concern that the draft Transport Policy and Strategy does not mention the requirement to secure land that may be required to build a link road in the future.</p> <p>It was <b>AGREED</b> that the Officer would seek advice from SHDC Monitoring Officer about whether a recommendation on this policy from the March Town Matters Committee could be taken to Full Council in April (which will fall in the local election purdah period), given the local sensitivity and potential investment elements of the policy.</p>
9	To consider whether Totnes Town Council should continue to send birthday cards to those turning 18.	<p>To <b>RECOMMEND</b> to Full Council that:</p> <ul style="list-style-type: none"> <li>• TTC Cllrs continue to send birthday cards to those turning 18;</li> <li>• a budget of £100 is allocated to purchase the Open Register, cards and stamps; and</li> <li>• the recommendation is put to Full Council in May 2019, as the new Councillors will need to agree who will undertake this task.</li> </ul>
10	<p>To note or make recommendations on the following tree works orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>5a) 4056/18/TCA – T1: Yew – Crown raise by 2.5m to clear road and car park; reduce height and spread by 2m. 31-33 Fore Street, Totnes, TQ9 5HH.</p>	No objection, and the Committee would support the pollarding of this tree.
11	<p>To make recommendations on the following planning applications:</p> <p>6a) 4109/18/LBC &amp; 4113/18/FUL – Listed building consent for installation of 2no. new external A/C condensers to rear wall and internal alterations and modifications, including new opening and relocation of toilet and installation of new fascia and side elevation signage. Ground and Basement, 57 High Street, Totnes, TQ9 5NS.</p> <p>4114/18/ADV – Advertising consent for letters fixed to 2no. fascias and 1no. board with hand painted logo to the side of the building. Ground and Basement, 57 High Street, Totnes, TQ9 5NS.</p> <p>6b) 4068/18/VAR – Application for variation of condition 6 (acoustic assessment and attenuation) following grant of planning permission 4165/17/FUL. Development site at SX809597, Steamer Quay Road, Totnes.</p>	<p>Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a></p> <p>Cllr Piper declared a personal interest. Support.</p> <p>Support.</p> <p>Support.</p>

<p>6c) 4010/18/LBC – Conservation work to Courtyard area – oak beams, oak column, oak lintel, new slate cladding, new external door (not historic), new sash window, new external spiral stair (secondary means of escape), new oak louvred screen, repairs to lath and lime plaster, lead detailing. 43 High Street, Totnes, TQ9 5NP.</p> <p>6d) 4140/18/HHO &amp; 4141/18/LBC – Householder and listed building consent applications for replacement garage, new vehicular and pedestrian gates. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.</p> <p>6e) 4207/18/HHO – Householder application for proposed first floor extension over footprint of existing ground floor extension to the rear of the existing private residence, and other minor internal alterations to the existing house. 27 Bridgetown, Totnes, TQ9 5AD.</p> <p>6f) 4016/18/HHO – Householder application for first floor extension to garage to create studio/workshop and alterations to ground floor windows to dwelling house. Quarry House, Maudlin Road, Totnes, TQ9 5EX.</p> <p>6g) 4160/18/HHO – Householder application for construction of dormer window and erection of timber garden shed. 5 Cherry Cross, Totnes Down Hill, Totnes, TQ9 5EU.</p> <p>6h) 3869/18/HHO &amp; 3871/18/LBC – Householder and listed building consent applications for ground floor rear extension to existing rear C20 extension of dwelling within listed C17 terrace of cottages. 4 Moorashes, Totnes, TQ9 5TN.</p> <p>6i) 4139/18/HHO – Householder application for demolition of existing extensions, low energy refurbishment of existing, reconfigure roof to gable type and new living kitchen extension. 40 Denys Road, Totnes, TQ9 5TL.</p> <p>6j) 0086/19/HHO - Householder application for conversion of garage to habitable room. 10 Jordons Brook, Totnes, TQ9 5FR.</p> <p>6k) 3947/18/LBC &amp; 3948/18/ADV – REVISED Advertisement and listed building consent for external shopfront (2 x fascia Coffee 1 and 1 x projecting sign [removal of illumination from the signage]) and internal alterations at 14-16 High Street. 14 High Street, Totnes, TQ9 5RY.</p>	<p>Support</p> <p>Cllr Piper declared a personal interest. Support</p> <p>Cllrs Allen, Hodgson and Vint declared a personal interest. The Committee agreed to make a site visit to investigate the objection made by a neighbour about the potential loss of light and size of the proposed extension.</p> <p>The Committee agreed to make a site visit to investigate the objection made by a neighbour about the height size of the proposed extension.</p> <p>Support.</p> <p>Support.</p> <p>Support in principle, subject to the submission of a wildlife report, as the works contain changes to a roof space.</p> <p>Support.</p> <p>Support.</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.**

12	To note the date of the next meetings of the Town Matters Committee – <b>Thursday 21<sup>st</sup> February 2019 at 7.00pm in the Masonic Hall.</b>	Noted.
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CHAIR

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