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**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE**

**THURSDAY 21ST MARCH 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllrs R Hendriksen, M Parker and K Sermon.

Not Present: Cllr G Allen.

In Attendance: One member of the public and Sara Halliday (Committee and Cemetery Administrator).

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| 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. |
|  | *The Committee will adjourn for the following items:* |  |
|  | 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 explained the decision to end the use of the Totnes Pound (£) on 30th June 2019, due to the reduced use of cash and the inability to give Totnes £s as change. An event will be held at the Royal Seven Stars on 4th April to celebrate the scheme. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To update on any matters arising from the minutes of 21st February 2019.  (Note: already agreed through Full Council.) | Item 2.4.5 – An update was given on the condition of 39 High Street which inspectors have assessed as in need of work but not presenting any immediate danger, and the property owner has been contacted. High visibility tape had been put up by the Town Ranger as agreed by Full Council but had been removed.  Item 2.4.7 – There has been no update from Mr Black about resolving the issue of use of the footbridge connecting to South Devon Railway as part of the cycle path.  Item 2.8 – Fairtrade signs have been erected below the ‘Welcome to Totnes’ road signs. It is hoped that stickers showing the Fairtrade logo will soon be added. |
| 3 | To note or make recommendations on the following tree works orders:  **Works to Trees in a Conservation Area:**  3a) 0173/19/TCA – T1: Eucalyptus – Crown height reduction by up to 3m, lateral reduction by up to 2m on all sides, crown raise to 3m from ground level. To ensure overhead service lines are clear from moving branches and bring the tree to a safe size. 3 Baring Cottages, Weston Lane, Totnes, TQ9 5AP.  3b) 0578/19/TCA – T1: Lawson’s Cypress – Lateral reduction by 1.5m away from property and shape top. T2: Walnut – Crown lift by a 1.5m lateral reduction over highway. Mixed species hedge – reduction by 2.5m. Chy Vean, Priory Avenue, Totnes, TQ9 5HR. | To note: decision notices for both applications have already been issued.  No objections.  No objections.  It was **AGREED** that a comment will be passed to the Tree Officer that it would be helpful if the applications stated the overall height of the tree, as this would provide context for how the proposed works will affect the size and shape of the tree. |
| 4 | To make recommendations on the following planning applications:    4a) 0694/19/FUL – Erection of 2 detached dwellings with associated parking. Follaton Farm Barns, Plymouth Road, Totnes, TQ9 5NA.  4b) 0611/19/OPA – Erection of dwelling (outline with all matters reserved). 5 Redworth Terrace, Redworth Terrace and Radnor Terrace Access Road, Totnes, TQ9 5JN.  4c) 0549/19/HHO – Householder application for proposed rear extension, conversion of garage and erection of new detached garage. Coleridge, Jubilee Road, Totnes, TQ9 5BP.  4d) 0510/19/HHO – Householder application for proposed side extension, and front and rear dormers. The side extension is over the existing garage and is a proposed staircase to allow access to the attic. 52 Denys Road, Totnes, TQ9 5TL.  4e) 0444/19/ARC – Application for approval of details reserved by conditions 3 and 4 of Listed Building Consent 4109/18/LBC. 57 High Street, Totnes, TQ9 5NS.  4f) 0488/19/ARC & 0364/19/ARC – Application for approval of details reserved by conditions 3 (Canopies), 4 (Rooflights) and 6 (Windows) of planning consent 3688/18/LBC and 3376/18/LBC. Bull Inn, High Street, Totnes, TQ9 5SN.  4g) 0669/19/VAR – Application for variation of conditions 4 and 5 of planning permission 56/1355/12/RM. Follaton Oak, Plymouth Road, Totnes. | Objection. The Committee is concerned that the rear boundary is too close to the Plymouth Road and it should be put back to potentially allow space for a footpath and to improve visibility for vehicles at this narrow point on the road (the proposed planting will impair visibility over time).  Agree in principle, but the Committee would wish a conservation officer to advise on the proposed removal of the wall.  No objection.  No objection.  No objection.  No objection.  Objection, as this is a reduction in amenities being provided. The Committee would wish to see some play equipment retained near the existing oak tree, and clarification of the surface of the land at the bottom right hand corner of the plan, previously identified for play/trim trail equipment. A map showing the location of the site in relation to he main roads would have been helpful. |
| **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.** | | |
| 5 | To make recommendations on the following planning application from Devon County Council: Retention of 5 modular classroom block (17, 36, 37, 42, 44) for 15 years at King Edward VI College, Ashburton Road, Totnes, TQ9 5JX. | No objection.  It was **AGREED** that the new Council will ask KEVICC for an update to Committee on their future plans. |
| 6 | To consider a new premises licence application from Gather Restaurants Ltd for 50 Fore Street. | No objection. |
| 7 | To discuss the Totnes and District Traffic and Transport Forum scoring of the proposed schemes in the draft Totnes Town Council Transport Policy and Strategy. | The Totnes and District Traffic and Transport Forum (TDTTF) have now completed the prioritisation of the schemes and this information has been passed to South Hams District Council (SHDC) for use in the Air Quality Action Plan (AQAP). The priorities are footpaths on the Plymouth Road and a pedestrian crossing at Follaton. It was AGREED to invite the SHDC Officer to update on the AQAP to a future Committee.  To **RECOMMEND** to Full Council that the TDTTF schemes are presented at the Annual Town Meeting and comments are invited from the public. These comments and the schemes will then be reviewed by the Town Matters Committee in June and a recommendation made to Full Council in July 2019. |
| 8 | To consider a Devon Authorities Strategic Waste Committee consultation on the review of the Reuse Credit Scheme [ReFurnish, Totnes]. | The Committee agreed that the good work of ReFurnish Totnes should be supported as it benefits both those wanting to donate items and those on limited incomes wishing to purchase goods.    To **RECOMMEND** to Full Council that TTC:   * Replies to the consultation supporting Option 3 – Continue to fund the Reuse Credit Scheme under current arrangements; and * Writes to the Devon Authorities Strategic Waste Committee expressing concern about the running down of recycling schemes by DCC. |
| 9 | To note the notification of tree works (sycamore to be pollarded) opposite Shute Road. | Noted. It was observed that the tree is hollow and it was **AGREED** that DCC should be asked to review the overall safety of the tree when pollarding. |
| 10 | To note the following upcoming events requests to SHDC:  9a) Artisan Market (commercial event), the Rotherfold between 10am-4pm on Saturday 22nd June 2019.  9b) Dragon Boat Festival (charity event), Longmarsh green space and car park between 10am-6pm on Sunday 14th July 2019. | Noted.  Noted. |
| 11 | To note the date of the next meeting of the Town Matters Committee, if required – **Thursday 25th April 2019 at 7.00pm in the Guildhall.** | Noted. The Administrator will speak with the Chair week commencing 15th April to determine if a Committee is required on 25th April 2019. |