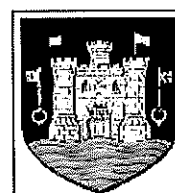


**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 2ND DECEMBER 2019 AT THE GUILDHALL, TOTNES**



You are hereby SUMMONED to attend a Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 2nd December at 7pm** for the purpose of transacting the following business:
Please note that public question time will be held prior to Full Council from 6.30pm

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	<i>The Council will adjourn for the following items:</i> <u>Reports from County and District Councillors</u> <i>The Council will convene.</i>	a) Cllr Hodgson b) Cllr Birch
4	To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i> a. Full Council 4 th November 2019 b. Council Matters 11 th November 2019 c. Town Matters 18 th November 2019 d. Planning 21 st November 2019	Enclosure Enclosure Enclosure Enclosure
5	To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i> a. Full Council 4 th November 2019 b. Council Matters 11 th November 2019 c. Town Matters 18 th November 2019 d. Planning 21 st November 2019	Enclosure Enclosure Enclosure Enclosure
6	To note any update on the NP (standing item).	Verbal update Town Clerk
7	To note any update on the Christmas Festival nights (standing item).	Verbal update Town Clerk
8	Councillors are asked to urgently share and forward the community budgeting survey - 5th December 2019 deadline.	Verbal update Town Clerk
9	To note that the 9 th December Council Matters committee will start at the earlier time of 6.30pm and all Councillors are encouraged to attend to discuss the draft budget for 2020/21.	
10	To update on Totnes Town Council Climate & Ecological Emergency Action Plan and the outcomes from the TC Climate & Ecological Emergency Action Planning week 3 rd – 9 th November.	Cllr Hodgson Enclosure to follow
11	To consider a proposal to put out for 6 weeks of public consultation the draft Totnes Community Climate & Ecological Emergency Action Plan.	Enclosure to follow
12	To consider a proposal to support Transition Town Totnes' funding bid to the Lottery Fund for Climate Emergency measures and pilot projects including a revised and updated Transition Streets programme. For details of the Community Fund see https://www.tnlcommunityfund.org.uk/funding/programmes/climate-action-fund#section-2	Enclosure to follow
13	To note the annual Guildhall visitor and income figures.	
<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>		
14	To discuss any confidential items from the Council Matters minutes.	

15	To note the date and time of the next meeting: Monday 6th January 2020. Public session from 6.30pm in The Guildhall.
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Catherine Marlton

Town Clerk

Key Issues Devon County Council:

Devon Carbon Plan: The following news bulletin has been issued by DCC. *"Help Devon to be 'Net-Zero' what's your idea?"* The top team of environmental experts who have been charged with ensuring that Devon becomes a net-zero county want your ideas on how to reduce carbon emissions as quickly as possible. This Call for Evidence is open to everybody, and submissions can be made through the [Devon Climate Emergency website](#), and every submission will be reviewed by the Task Force.

The series of thematic hearings with the Citizen's Assembly are taking place in November and December. Each hearing will focus on the different parts of our society that produce most of the emissions, like transport for instance. The hearings will seek to understand what needs to happen and what we all need to do to achieve rapid decarbonisation in Devon, and how it can be delivered. The first of the hearings took place on Friday 22nd November on the topic of Land and Sea. The weblink to view the video of the event is here: www.facebook.com/DevonClimateEmergency

The deliberations of the Citizen's Assembly will lead to the Draft Devon Carbon Plan, which is due for publication next spring.

LOCAL MATTERS:

Highways:

Berry Pomeroy; No Right Turn at Weston Lane junction at True Street. A DCC Highways meeting with officers and Councillors was held on site in Berry Pomeroy (15.11.19). This was regarding the Weston Lane no right turn proposals further to Great Court Farm developments coming to a close. The DCC Officers were adamant that the only safe option is to allow a right turn from Blackpost Lane and impement a no right turn out of the top of Weston lane. I requested that an alternative option of creating a new route to exit out of Weston Lane lower down Bridgetown Hill (i.e. creating a triangle of land at the Junction with Bridgetown Hill) be considered, drawn up and costed. The preference to create a no right turn from this exit has been contentious locally and if this alternative route would be possible, this would provide improved and safer siting from the Paignton direction and could therefore assist farmers who frequently use this exit. The extensive flooding problems and condition of the road further to the building works were also examined and discussed on site.

Illegal Traveller Camps and Residential Vehicles: Further to my meetings and requests to DCC and SHDC a Members' Session has been arranged at SHDC to take place on 30th January 2020, with a view to hosting a Gypsy & Traveller Forum event at the end of the following month. It is hoped that this will enable a more pragmatic and productive approach to addressing this growing need for properly serviced transit and permanent sites to be established and address the unauthorised roadside camps which have become very contentious.

Totnes & District Traffic & Transport Forum (30.10.19). Parking issues and challenges were discussed further to enquires from residents experiencing problems in lower Jubilee Road and Springhill Road in Bridgetown and Windeats Lane and The Carrions Totnes. It was agreed that very localised surveys would be conducted to assess the parking needs of residents in these areas and see whether Resident's parking restrictions are required and would help resolve the problems

Totnes Town Council Climate & Ecological Emergency Action Planning week- Sun 3rd Nov – Sat 9th Nov.

The Town Council hosted a week of sessions, workshops, discussions and an exhibition to pull together all the work to date and turn it into a framework Action Plan. The week was designed to bring people together in sessions and discussions on all the themes identified to date, then sort out ideas and proposals for actions put forward, into timelines or pathways of steps across the next few years to help us reach zero carbon by 2030.

The week started in the Civic Square where we invited the young people (the future of our town) to assemble with their placards and posters for the changes they seek. Over 60 people gathered in the rain with an array of posters and starting off with a three-year old who asked us to "help the hedgehogs", we were treated to a wide range of inspiring soapbox speeches and demands. We then proceeded to the Guildhall for the official launch where the posters and placards were placed around the rooms to inspire the week's deliberations and ideas.

The week closed with a day of celebration and public scrutiny. We invited attendees to express their views on the proposals and actions using different coloured dots: Gold, (Brilliant idea), Silver (very good), Green (it will work okay), Red (no thanks). Very few reds dots were used. After a delightful community lunch we enjoyed some innovative performance and celebratory singing, cake and fizz.

This event was highly successful and well attended including residents and Councillors from towns and parishes outside of Totnes too at the sessions and workshops. The outputs of the week, session by session is being typed up and this will inform a Draft Totnes Community Climate & Ecological Emergency Action Plan which will also include all the other proposals that have been put forward at other public events hosted in Totnes in response to the Declaration last December. This draft plan will be brought to the Town Council meeting in December for approval for 6-week public consultation and engagement.

Totnes Travel Partnership. The 106 monies from the redevelopment at Baltic Wharf which is now almost at 90% occupancy and due to trigger these monies for projects are still under discussion. Regrettably, despite a number of useful meetings, the going forward with the draw down of these monies to realise the well made plans as agreed is yet to take place. I am anxious for the Green Travel Coordination role to be set up as soon as possible to benefit not only the new residents at Baltic Wharf but also the wider town.

Local Drug Dealing issues: This matter has been raised as serious in this county division. It is essentially a matter for the police and they should be notified of any urgent matters. However it is a multi-agency matter that is included in the provisions of the Community Safety partnership. This on-line link includes a list of agencies and their contact details plus a **Victim Care call line number 0300 3030 554**
<http://www.victimcaredevonandcornwall.org.uk/Drug-and-alcohol-Issues/Victim-Support/>.

Devon Children and Families Partnership has a website with information and contacts regarding the so-called County Lines, which is the police term used to describe gangs supplying drugs to suburban areas, market and coastal towns across the UK using dedicated mobile phone lines. They provide a list of signs that a child or young person is involved in county lines. <https://www.dcfp.org.uk/child-abuse/county-lines-and-criminal-exploitation/>

Attendance at meetings etc. as elected public representative:

Fri. Nov.1st Addressed Chulston Grammer School 6th Form regarding impending election

Sunday Nov 3rd -- Saturday Nov 9th: Totnes Town Council Climate & Ecological Emergency Action Planning week (see outline report above)

Mon Nov. 4 th	Totnes TC FC meeting
Mon Nov 11 th	Poems for Peace as part of TC Act of Remembrance
Tues 12 th Nov	Harberton PC meeting
Weds Nov 13 th	KEVICCs Foundation Governor's AGM Dartington PC meeting
Thurs Nov 14 th	DCC Devon Pension Fund Employers meeting (I attended on behalf of Totnes TC) Berry Pomeroy PC meeting
Fri Nov 15 th	DCC Highways meeting with officers and Councillors on site in Berry Pomeroy regarding True St & Blackpost Lane no right turn options. See report above
Mon Nov 18 th	Meeting about Totnes Skatepark with SHDC Officers & Totnes D.Cllrs Meeting with SHDC Place Making Officers and TC Officers regarding Totnes Town Centre plans
Thurs Nov.21 st	Meeting with TC officers and private organisation to discuss Wayfaring & signage n Totnes
Sun Nov 24 th	Community Tree Planting event: 32 trees planting in Bridgetown and opening of Bridgetown Community Hall with Bridgetown Alive!
Mon Nov'25 th	Discussion with Environment Agency officer and Totnes TC Clerk regarding flood defences and emergency planning

Diary Dates:

Friday November 29th – South Hams HATOC

Thurs 5th December – Devon County Council Full Council meeting at 2.15pm

Weds 11th December – Devon County Council Cabinet meeting at 10.30am

**John Birch
SHDC Member for Totnes**

**Report for Totnes Town Council
meeting to be held on Monday 2 December 2019**

I report on some of the matters discussed at the SHDC Overview and Scrutiny Panel meeting held on 21 November 2019 of which I am the chair.

Electric Vehicle Charging Point Project

In April 2018 SHDC resolved to work in partnership with Devon County Council and other authorities and joined the Devon Low Carbon Energy and Transport Technology Innovator (DELETTI) project. Funding for the project has been received from the European Development Fund.

As a result of the DELETTI project, electric charging points will be installed in the following car parks IN South Hams:

- Totnes – Nursery car park, Leechwell Lane
- Dartmouth – Mayor's Avenue car park and Dartmouth Park and Ride
- Salcombe – Creek car park
- Kingsbridge – Quay or Fore Street car park.

The programme aims to utilise the funding it has received to offer SHDC an EVCP operator procured by Devon County Council. The procurement process will look to deliver:

- 22kW> dual charge points
- High levels of interoperability (no membership fee and payments using contactless technology)
- All design, build, operational and maintenance costs covered by the contractor for the period of the lease (this includes any grid charges or on-going electricity supply)
- Potential for rental income from the contractor (although this will be subject to negotiation, and part of the tendering undertaken by DCC)
- Bay lighting and CCTV to ensure safety of users

- Number-plate recognition to ensure bays are only used by electric vehicles
- Charge point supplied with low/ zero carbon energy, potentially from each bay's own solar carport; this would be subject to planning and further feasibility studies
- Some control over the cost to the consumer of charging

The Panel was supportive of the proposals and procurement will commence early next year. Meanwhile the Panel requested a report be provided on the cost of installing EVCP's in all of the public car parks administered by SHDC

Housing in South Hams

- 1.1. Housing affordability is a key issue in South Hams, with the ratio of house price to average earnings being a ratio of 13. A report on the state of housing supply in South Hams was provided to the Panel.
- 1.2. Members at the meeting raised the following concerns. The increase in local housing need; the above average level of local fuel poverty; the substantial above average cost of local housing and the limited number of "affordable" homes being constructed to satisfy the district's housing need.

Background

2.1 Housing is an important national, regional and local issue. It is often sited at national level as there being a "housing crisis".

What is this "crisis" and what role does the District Council have in it?

- 2.1. The cost of housing is generally agreed to be the most significant factor affecting home ownership, something that a succession of governments and government policy have been trying to make more achievable.
- 2.2. In South Hams, it is particularly acute with average salaries of £28,184 in 2019 and average house prices at £357,121 (2017 data). This makes the average house cost about 13 times the average salary. Rented accommodation is also affected as rental levels are often higher than Local Housing Allowance Rates.
- 2.3. In some parts of the district, such as the coastal towns it is far worse and in Salcombe where the average house cost £664,632, that ratio is 24.
- 2.4. The cost of housing has a direct impact on the demographics of our district and the sustainability of our communities. It hits the lowest paid and most vulnerable parts of our society hardest, increasing the divide between those who have and those who have not.

2.5. Those who are in need of housing support and wish to rent or buy an “affordable home” are able to register with Devon Home Choice where they are given a band A-E, depending on their circumstances, with E being defined as no housing need.

2.6. In the last financial year, there were 693 people registered in bands A – D, and a further 758 in band E, in South Hams alone.

2.7. The government defines affordable housing as 'social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market'. This definition is open to criticism.

2.8. It is recognised that 80% market (rent or purchase) which meets the strict criteria of affordable housing under NPPF definition is not affordable in many of the high value parts of South Hams. SHDC accepts it should strive to deliver genuinely affordable rents (at a minimum LHA rents i.e. £6,362 / year for a 2 bed, but aspiring to provide social rent where circumstances permit) and Discount Market sale housing of 65% market value

2.9. In 2018, there were 551 new homes delivered in total, of which about 75 were “affordable”, which is about 10% of the actual need in bands A-D.

2.10. Coincidentally, the housing need increased by 10% between 2018 and 2019, from 629 to 693.

2.11. At the same time, levels of fuel poverty in the District are above the national average affecting occupants of existing housing stock.

2.12. Landscape sensitivity (particularly within the AONB) requires the right compromise between preservation of these sensitive areas but also recognising that to maintain the vitality of many of these communities will necessitate the provision of genuinely affordable housing (across a mix of tenures) for local people. Thus the application of exception planning policy to deliver such housing need is an important part of the housing strategy and needs to be balanced against the preservation of important landscapes.

What is SHDC currently doing about this?

As a District authority SHDC has a statutory responsibility to:

1. Allocate housing in the SHDC area and the responsible housing authority for meeting housing need in South Hams, including Dartmoor National Park (in accordance with Part 6 of The Housing Act 1996).
2. Provide emergency accommodation for rough sleepers in times of severe weather.
3. Provide advice and assistance and prevent homelessness wherever possible in accordance with the Part 7 of The 1996 Housing Act as amended and the Homeless Reduction Act 2017.

4. Work with landlords to improve standards of rented accommodation where the standard is inadequate.
5. Reduce fuel poverty by working with energy suppliers and installers to attract grant funding into the area so that it can offer heavily discounted supply and installation of heating and insulation measures to existing properties.
6. As a planning authority SHDC is required to have an up to date local plan (the JLP), which must accord with all national legislation.
7. Beyond these functions, it is entirely discretionary and therefore down to the elected members as to how active and engaged a district council is in the housing market.

The Proposed Way forward

3.1. Officers at SHDC are currently working up a draft Housing Strategy for Members to shape in 2020. It will set out an “interventionalist” approach to the housing market, as it is clear from the figures above that, if SHDC is serious about addressing housing need, it can not leave it to the market to address.

3.2. The Housing Strategy will be underpinned by a commercial strategy as it will be predicated on borrowing from the PWLB and if successful, lead to the steady growth of housing stock controlled via the Council.

An update from the SHDC Climate Change & Biodiversity Working Group:

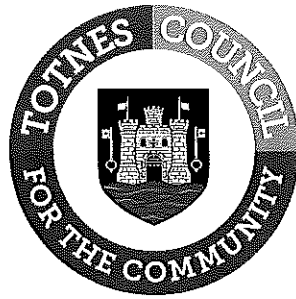
- The Council declared a Climate Change and Biodiversity Emergency on 25 July 2019;
- The Council has signed the Devon Wide Declaration;
- The Council is represented on both the Devon Climate Emergency Response Group (Strategic) and Tactical Working Groups;
- The Council has formed Member and Officer Working Groups
- Officers have commissioned Exeter University to establish SHDC's organisational carbon footprint – Scope 1, 2 and 3 emissions – awaiting report;
- At its meeting on 25 July 2019, the Council also resolved that a draft Action Plan should be presented back to the Council within six months. This Plan is well under preparation and has two main strands as follows;
 1. Reducing our own carbon footprint to net-zero by a date tbc; and
 2. A District wide Carbon Plan;

- The District wide Carbon Plan will link very closely to the emerging Devon Carbon Plan that SHDC is actively supporting. SHDC has used the 12 decarbonisation themes from the Devon Plan as the basis of its Plan and added 'Biodiversity' as a thirteenth theme;
- 'Call for Evidence' underway for Devon Carbon Plan and Themed Hearings programmed for November/December including one on the Built Environment to be hosted at Follaton House on Wednesday, 27 November;
- Dedicated website under preparation (live) to facilitate engagement and to provide support to stakeholders including town and parish councils;
- Town and Parish Council Budget Consultation Event with DCC and SHDC representatives on 4 December 2019 will include an open discussion on Climate Change Declarations;
- Online consultation questionnaire under preparation (live);
- The draft Action Plan is well developed and will be considered by the Climate Change & Biodiversity Working Group on 5 December, with all Members being invited to attend this meeting;
- It is intended that the draft Action Plan (as recommended by the Working Group) will be presented to the Council meeting on Thursday, 19 December for adoption.

John Birch

SHDC Member for Totnes

25 November 2019



ITEM 4A + 5A

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4TH NOVEMBER 2019 AT THE GUILDHALL TOTNES

Present: Cllr J Hodgson (Chair), Cllr Paine, Cllr Luker, Cllr Allen, Cllr Price, Cllr Ailford, Cllr Vint and Cllr Trow
 Apologies: Cllr Webberley, Cllr Hendriksen, Cllr Matthews, Cllr Simms, Cllr Adams, Cllr Piper, Cllr Perkins and Cllr Skinner
 In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), Soundart Radio x 1,
 D.Cllr Birch, D.Cllr Sweett and 3 members of the public.

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	Cllr Webberley, Cllr Hendriksen, Cllr Matthews, Cllr Simms, Cllr Adams, Cllr Piper, Cllr Perkins and Cllr Skinner It was RESOLVED to accept the apologies from Cllr Webberley, Cllr Hendriksen, Cllr Matthews, Cllr Adams, Cllr Perkins and Cllr Skinner.
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	Confirmed.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p>	<p>It was RESOLVED to suspend standing orders</p> <p>a) C.Cllr Hodgson provided a written report.</p> <p>b) D.Cllr Birch provided a written report. Cllr Vint asked for feedback on the open letter he handed into the Executive from a group of climate activists regarding the lack of progress with the SHDC climate emergency action plan. Cllr Birch will be asking for the issue to be included on the agenda at the next Overview & Scrutiny Committee meeting. Cllr Allen asked Cllr Birch to ask how the Neighbourhood Plan can be adapted to fit with the Climate Emergency Plan as they do not align at the moment. Cllr Allen also asked it to be noted that the carpark at the Brutus Centre development is in a listed archaeological zone and it is important that there is an exploratory dig before the carpark is built on it. Cllr Birch felt it would be helpful if the Town Council made that clear to the conservation officer and planning officer at SHDC who are dealing with the pre-application. Cllr Birch advised all Councillors to read the draft SPD and Cllr Hodgson offered to send out notes she produced on it. Cllr Allen suggested it should be considered at the next Planning Committee meeting.</p> <p>c) D.Cllr Sweett provided a written report. She highlighted concerns over increasing anti-social behaviour and drug dealing at the skate park. As it important to keep the community on board with the skate park project she asked that anyone noticing</p>

		<p>any problems there should call 111 to report it. The proposed total spend for the skate park project is £200k. Cllr Sweett also reported that she has met with the planning officer and developer at Great Court Farm because a devon bank has been removed in error and it now has to be re-instated.</p> <p><i>The Council reconvened.</i></p>
4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> Full Council 7th October 2019 Council Matters 14th October 2019 Planning 24th October 2019 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <ol style="list-style-type: none"> Full Council 7th October 2019 Council Matters 14th October 2019 Planning 24th October 2019
5	<p>To consider any matters arising from the Minutes and to approve any recommendations from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> Full Council 7th October 2019 Council Matters 14th October 2019 Planning 24th October 2019 	<p>The following matters arose:</p> <ol style="list-style-type: none"> <u>Full Council 7th October 2019</u> Item 4 – Cllr Luker raised concerns about losing the £1000 funding if the project is not approved soon. The Clerk explained that she has met with A.Price & K.Rennells and is going to ask the Town Matters Committee to give permission for the initial phase of the scheme to go ahead and for the £1000 donation to be given direct to them. The only involvement then required from the Council is as landowners to given permission for the work to take place. Item 9 – Cllr Hodgson advised that the action planning is taking place this week. Item 10 – Cllr Vint offered to draft the required letters. The Clerk confirmed she would check on what action has been taken. Item 12 – the survey is out with the public. Item 13 – the Clerk asked Councillors for input to the Directory entry. Suggestions made were: public realm update, Cemetery wildflower scheme, Christmas market dates, fun facts and information about events in the town, planters. <u>Council Matters 14th October 2019</u> None. <u>Planning 24th October 2019</u> Item 2 – the Clerk will check if the invitation has gone out yet. Item 3 – It was RESOLVED to accept the recommendation. Item 10 - It was RESOLVED to accept the recommendation.
6	<p>To note the date of 12th December 2019 for a general election and the purdah guidance that must be followed.</p>	<p>Noted. The Clerk advised that an e-mail has been sent to all Councillors providing guidance. Purdah rules apply immediately.</p>

<p>7</p>	<p>It is proposed by Cllr Luker that the resolution made by Full Council previously in relation to 5G was revisited as an exception to the usual 6 month rule outlined in Standing Orders. The background and the proposed amended resolution is as follows:</p> <p><u>Original August 2019 Planning recommendation</u></p> <p>To RECOMMEND to Full Council that Totnes Town Council makes a statement on its website that on the precautionary principle, Totnes Town Council is concerned about potential health risks caused by 5G based on a lack of scientific research into the issue.</p> <p><u>From September 2019 Council minutes:</u></p> <p>Totnes Town Council will issue a statement on its website issuing a moratorium on the installation of any 5G equipment (including phone masts and street lighting) into the public realm due to the significant health and safety concerns raised. All applications will be met with refusal until the safety of the effects of electromagnetic radiation is demonstrably proven.</p> <p><u>Amended resolution put forward:</u></p> <p>Totnes Town Council will issue a statement on its website and Facebook page stating that We object to the proposed reforms to permitted development rights. In particular as it currently relates to support the deployment of 5G and extend mobile coverage until we have <u>sound scientific</u> information with regard to the health impact on local residents.</p>	<p>Following a discussion the proposal was amended to say:</p> <p>Totnes Town Council will issue a statement on its website and Facebook page stating that we object to the proposed reforms to permitted development rights, in particular as it currently relates to support for the deployment of 5G and extended mobile coverage, until we have sound scientific information with regard to the health impact on local residents and wildlife.</p> <p>it was RESOLVED to accept the amended proposal.</p>
<p>8</p>	<p>It is proposed by Cllr Hodgson that Totnes becomes an Earth Protector Town and uphold our Council duties and support and endorse the principle of making a stand and speaking out for the protection of the planet, but that does not imply that and nor will we be supporting breaches of the peace or advocating public protest as that is a matter for individual citizens over which we have no</p>	<p>It was RESOLVED to accept the proposal.</p>

	jurisdiction.	
9	To note an update on the Neighbourhood Plan (standing item)	Cllr Luker advised that the schedule for the public consultation is to be agreed at the next meeting on Wednesday. The consultation period will run from November to Christmas. It is all progressing well and in budget. Cllr Hodgson pointed out that the JLP conflicts with our Emergency Declaration.
10	To note an update on the Christmas Festival nights (standing item)	The Clerk informed Councillors that the event is still predicted to come in under budget at the moment. Hi-Viz jackets are being purchased for the stewards and Councillors.
11	To note that the 11 th November Council Matters committee will start at the earlier time of 6.30pm and all Councillors are encouraged to attend to discuss the draft budget for 2020/21	Noted.
12	To consider a request from Cllr Luker to join the Council Matters committee.	It was RESOLVED to approve the request.
<i>The Council did not 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>		
13	To discuss any confidential items from the Council Matters minutes.	None.
14	To note the date and time of the next meeting: Monday 2nd December 2019. Public session from 6.30pm in The Guildhall.	Noted. Cllr Hodgson reminded Councillors about the Remembrance Sunday event and the event in the Guildhall the next day.

Ended 8.20pm

Catherine Marlton
Town Clerk



Item 4B + 5B

DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH NOVEMBER 2019 AT THE GUILDHALL TOTNES

Present: Cllr E Price (Chair), Cllr C Allford, Cllr P Paine, Cllr M Adams, Cllr J Hodgson, Cllr Piper
 Apologies: Cllr Simms, Catherine Marlton (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The Clerk apologised for her absence due to a family emergency. Apologies were received and these were AGREED .
<i>The Committee will adjourn for the following item:</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.		None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 14 th October 2019 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast.	The current year budget monitor was considered and AGREED unanimously.
4	<i>To consider the draft 2020/21 budget including an application from Caring Town/Citizens Advice/Totnes Caring</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
5	To consider applications to the Community Grant Scheme.	The following allocations for grant awards were AGREED : Caring Town £500 Gardening for Health £750 Saturday Morning Music £1000 Transition Town (Clearwater Trail) £250 Young People's Theatre £750 Transition Town (Transition Streets) £750 Torbay Symphony £200 Sea Change £1000 Totnes Caring £800
6	To receive an update on the Neighbourhood Plan (standing item).	Noted. No actions to approve.
7	To consider giving permission for wildflower planting at Follaton Cemetery.	The wildflower planting arounds the edges of the cemetery was AGREED and further areas including the circular 'roundabout' area would be considered by the Cemetery Working Group.
8	To note the outcome of the Council Tax Support Grant.	Noted. No actions to approve.
9	To consider a request from Cllr Luker to set up a Heritage Working Group.	The need for another working group was discussed. It was AGREED that Cllr Luker would informally approach interested parties for their views and bring ideas back to Council Matters for discussion instead.
10	<i>To consider the noticeboard outside the Town Mill.</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
11	<i>To note an update on the Museum – terms of lease, fire risk assessment and maintenance requirements</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
<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>		
12	<i>To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).</i>	<i>Not required this month.</i>
13	To consider and sign (Clerk and Chair) the 2019/20 staffing budget.	This was reviewed, unanimously AGREED . Due to the absence of the Clerk the paper copy was signed by the Clerk and Chair after the meeting.

14	To consider approving expenditure on a new Town Council website.	This was unanimously AGREED . No further quotes are required because of the specialist nature of the work.
15	To consider approving expenditure on a compost compound in the cemetery.	The proposal and expenditure up to the amount outlined in the quote was AGREED in principle but the Clerk was asked to arrange a meeting on site to discuss the specification of the compound and whether a concrete base is necessary. The two further quotes requested and this site meeting should happen before the contractors are instructed. The contacts involved with the wildflower planting may have expertise to contribute as well.
16	<i>To consider the Castle Meadow lease.</i>	<i>Item deferred to December Council Matters due to the absence of the Clerk.</i>
17	Date of the next meeting – Monday 9th December 2019 at 6.30pm. Main item for discussion is the 2020/21 budget.	

Future meetings agenda items

December

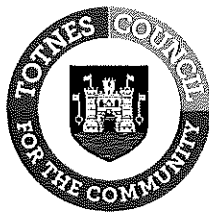
- To consider the Community Budgeting survey analysis
- Recommending a budget for 20/21 to Full Council – including provision of public toilets and Caring Town/Totnes Caring/Citizens Advice Funding requests
- To consider the current 2019/20 budget monitor
- Annual salary and staffing structure review for 20/21
- Castle Meadow Lease
- Museum Lease and funding request
- Noticeboard outside the Town Mill
- Equalities policies for staff and Councillors
- Amendment to Standing Orders to allow a change of time for the Planning Committee
- Any actions from Public Realm Working Group requiring expenditure
- An actions from the Venues Working Group Meeting
- Bank reconciliations and petty cash
- To consider staffing budget and structure for the current 2019/20

2020 onwards

- To consider uses and layout of Civic/Birdwood refurb and Guildhall Offices – early 2020
- To review the Financial Risk Assessment
- To consider projection and screen options for the Council Chamber – early 2020
- Update Statement of Internal Control
- To review the Pensions Discretions Policy
- Consider a Business Continuity Plan
- To review the Anti-Fraud and Corruption Policy
- Investment options for general reserve
- To review various staffing policies
- To review the Staff handbook
- To note sick leave and overtime balances
- To consider asset remedial works
- To receive an update on the Market Square project – early 2020
- To consider terms of reference for the IT contractor
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy

Members – quorum is 3 members (1/3 of elected)

- Cllr E Price (Chair)
- Cllr M Adams (Deputy)
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper
- Cllr C Luker



Item 4c + 5c

**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
MONDAY 18TH NOVEMBER 2019 AT THE GUILDHALL TOTNES**

Present: Councillors B Piper (Chair), G Allen, R Hendriksen, D Matthews, P Paine, S Skinner and V Trow.

Apologies: Cllr L Webberley.

Not Present: Cllrs K Perkins and R Vint.

In Attendance: 1 member of the public and Sara Halliday (Committee and Cemetery 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 from Cllr Webberley.
<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.	The member of the public wanted to make the Committee aware of the launch in December 2019 of a pilot community website. Totnes was invited to pilot the format (along with a small number of other towns) which is run by a volunteer editor, with various pages for events, articles, gallery for local artists, buy/sell/swap, chat, advertising. The editor has spoken with Totnes Pulse about linking up with their site. Users have to sign up to the site with a 6p minimum payment, which verifies their address as local to Totnes. The site is self-funded at the moment but it is hoped that grant funding could be available going forward.
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 16 th September 2019. (Note: already agreed through Full Council.)	<p>Public Session – The Council Matters Committee is due to review the Town Council policies in relation to equality and diversity. The ‘Equality and Diversity Framework for Local Government’ will be discussed at the Town Matters Committee in January 2020.</p> <p>Item 3 – Resolved by Full Council. The officer will email the Totnes Community Development Society to offer link Councillor representation at their meetings.</p> <p>Item 5 – Resolved by Full Council. A letter has been sent to South Hams District Council; Opus are the Council’s energy provider who perform well in renewable energy provision; and the issue of the pension provider will be raised at the next staff meeting.</p> <p>Item 7 – Cllr Skinner updated on the carnival AGM. The carnival in 2020 will be a walking procession with the aim to be greener with no floats. It is hoped to involve the lantern festival (although the light evenings will not be ideal). It is proposed to hold the carnival on 4th July so that schools can be involved.</p>

		<p>Cllrs agreed that this is a new start for the carnival, and that bookending the summer with the carnival at the start and the lantern festival in September/October is a welcome idea.</p> <p>Item 8 – Resolved by Full Council. A draft article has been sent to the Totnes Times (but not yet covered).</p> <p>Item 9 – Resolved by Full Council. The bins will be installed near 38 and 63 Fore Street.</p> <p>Item 10 – Resolved with amendments by Full Council.</p> <p>Item 12 – Resolved by Full Council. A letter was sent by the Clerk on 28th October and the MP’s response has been circulated to all Councillors.</p>
3	To consider any actions from the Arts Working Group on 11 th November.	<p>Cllr Piper updated that:</p> <ul style="list-style-type: none"> • Planning for the Christmas Festival is going well. • The Community Arts Day on 16th November had been a success, with the lighting and music in the hall better than last year. • The Christmas Tree has gone up in the Civic Square today, and the lights switch on will be on Tuesday 26th November, with music from local schools and a Santa’s grotto in the Civic Hall. • The next meeting will be on 5th December at 1pm.
4	To consider any actions from the Climate Change Working Group on 22 nd October.	<p>Cllr Allen updated that the actions from the previous meeting had been taken forward and included:</p> <ul style="list-style-type: none"> • Support for the Climate Emergency Week in the Guildhall which ran from 3rd-9th November. • Tree planting event planned for 24th November at Baltic Wharf and networking to link those interested in donating or planting trees. • Encouraging festival organisers of events in the town to be plastic free. • The idea of a composting business in the town to take commercial tree and gardening waste. • The next meeting will be on 19th November.
5	To consider any actions from the Community Engagement Working Group on 18 th November.	<p>In the absence of the Chair (Cllr Webberley) there was an informal discussion between Councillors. It was concluded that:</p> <ul style="list-style-type: none"> • A deputy chair needs to be formally elected at the next meeting proposed for January 2020, as there is value in these Working Group meetings continuing. • Community Engagement has improved with items in the Totnes Directory, changing the public session to before Full Council, craft days and ‘Meet your Councillor’ events. • Specific ‘Meet your Councillor’ events need to be timed for the location – for example,

		<p>Follaton needs to be in the summer when people are around. The Saturday event where a pitch was taken near the market went well, as has a presence at the St John's Community Café.</p> <p>It was AGREED to ask Cllr Allford to circulate the notes that she had taken to all Cllrs for information.</p>
6	To note updates from the Elderly and Vulnerable People, and Young People/Youth Link Councillors.	No updates were provided.
7	To note the Devon County Council (Traffic Management) Permit Scheme Order. [Deadline for responses is 18 th November – Cllrs have been emailed separately about this issue and see www.devon.gov.uk/workpermit-scheme .]	Noted.
8	To note the Devon County Council 'Engaging Rural Micro Business' trial.	Noted. To RECOMMEND to Full Council that Totnes Town Council recognises the importance of micro businesses and would seek to encourage South Hams District Council to support this type of business venture in particular.
9	To note the Devon Highways Winter Newsletter.	Noted. It was AGREED to put an item to the Totnes Town Council website home page and Facebook to ask the public to check if a grit bin is empty and if it is to report it to Devon Highways at https://www.devon.gov.uk/roadsandtransport/report-a-problem/ and select the grit bin option. Councillors would also be emailed to alert them to this website link.
10	To note the minutes of the Totnes Supporting Fairtrade meeting and AGM held on 2 nd October 2019.	Noted.
11	To note the date of the next meeting of the Town Matters Committee – Monday 21st January 2020 at 7.00pm in the Guildhall.	Noted.



Item 4D + 5D

**DRAFT MINUTES OF THE PLANNING COMMITTEE
THURSDAY 21st NOVEMBER 2019 AT THE GUILDHALL TOTNES**

Present: Councillors G Allen (Chair), J Hodgson, C Luker, P Paine and R Vint.

Apologies: Cllrs R Hendriksen and V Trow.

Not Present: Cllr A Simms.

In Attendance: Sara Halliday (Committee and Cemetery 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.
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 24 th October 2019. (Note: already agreed through November 2019 Full Council.)	<p>Item 2 – The Heritage Officer has prior commitments for today and on the date of the December Committee. The Heritage Officer has offered to meet with Councillors outside of Committee – the Officer will take this forward.</p> <p>Item 3 – Resolved by Full Council. The South Hams District Council (SHDC) officer has been asked to update their records.</p> <p>Item 4 – It was AGREED that the Officer will send an email to the Baltic Wharf Residents Association to say that Totnes Town Council is aware of their concerns and request that the Association keep the Committee informed of progress in resolving the outstanding actions at the site .</p> <p>Item 5 – No-one was available for this meeting. The item will be rescheduled for a future Committee. The Committee discussed the idea of planting trees in Castle Meadow. It was AGREED that the item will be discussed at the next Committee, with the details confirmed of the lease with the farmer for sheep grazing.</p> <p>Item 7a – It was AGREED that the Officer will write to the SHDC Tree Officer asking them to investigate a potential breach of conditions with the felling of the ash trees.</p>

		<p>Item 8 - No-one was available for this meeting. The item will be rescheduled for a future Committee in early 2020.</p> <p>Item 10 – Resolved by Full Council. The Officer is compiling the necessary information required for submission.</p>
3	<p>To make recommendations on the following tree works orders:</p> <p>3a) 3416/19/TPO - T500: Holly - Fell, T501: Sycamore - Fell, T518: Black Pine - Fell, T519: Lawson Cypress - Fell, T520: Lawson Cypress - Fell, T522: Ash - Fell, T523: Sycamore - Fell, T524: Leylandii - Fell, T525: Prunus Lusitanica - Fell, T526: Ash - Fell, T528: Holly - Fell, T530: Holly - Fell, T531: Lawson Cypress - Fell, T532: Holly - Fell, T533: Sycamore - Fell, T578: Ash - Reduce lowest 2 branches on West side by 4m, G1: Lawson Cypress x 3 - Fell, G2: Lawson Cypress x 3 - Fell. Trees are thinning/ showing signs of dieback (see report). Endsleigh, Jubilee Road, Bridgetown, Totnes, TQ9 5BP.</p> <p>3b) 3409/19/TCA - T1: Cherry - crown height reduction by 1.5 metres, lateral reduction by 1 metre on North, South and East sides and crown thin by 15%; T2: Fig - crown height reduction by 0.5 metres and lateral reduction by 1 metre on all/North, South and West sides and crown thin by 10%; T3: Bay - crown height reduction by approximately 2m and crown thin by 15%. 61 Fore Street, Totnes, TQ9 5NJ.</p> <p>3c) 3256/19/TCA – T1: Ash – Fell due to ash dieback. 3 Seymour Villas, Pathfields, Totnes, TQ9 5QR.</p>	<p>The Committee has concerns about the large number of trees to be felled. They request that the SHDC Tree Officer makes a site visit given the large number of trees listed to be felled and the maturity of some of the trees, and asks that the Chair accompanies the Tree Officer. The Chair will then report back to the Committee before it makes a formal response.</p> <p>Support.</p> <p>Support. Whilst there is not a Tree Preservation Order in place, the Committee would request that a suitable replacement tree is planted.</p>
4	<p>To make recommendations on the following planning applications:</p> <p>4a) 0332/19/FUL – READVERTISEMENT (Revised Plans Received) Construction of a new three storey private residence on a brownfield site currently occupied by three garages. Garages 7, 9 and 11, Christina Park, Totnes, TQ9 5UT.</p> <p>4b) 3269/19/LBC – Listed building consent for repair and minor repositioning of existing ceiling joists between the proposed kitchen and the master bedroom above (amendments to consent 1322/19/LBC). 39 Butterwalk Cottage, High Street, Totnes, TQ9 5NP.</p>	<p>Cllr Vint declared a personal interest as he knows the applicant. Cllr Allen declared a personal interest as she has been contacted by and met the architect. Object – whilst the Committee appreciated the steps that have been taken to address the Town Council’s concerns, the Committee believe that this application is overdevelopment of this specific site.</p> <p>Support</p>

	<p>4c) 3345/19/COU – Change of use from managers accommodation into two additional hotel rooms. Steam Packet Inn, St Peters Quay, Totnes, TQ9 5EW.</p> <p>4d) 3635/19/LBC - Listed building consent for repairs and replacement of structural timbers to East elevation and South elevation walls. 37b Fore Street, Totnes, TQ9 5HN.</p> <p>4e) 3579/19/LBC – Listed Building Consent for gable end wall repairs and internal alterations. 17a Cistern Street, Totnes, TQ9 5SP.</p> <p>4f) 3388/19/ARC – Application for approval of details reserved by conditions 3, 4 and 5 of planning consent 1112/19/LBC). Hatters Cottage, Collins Road, Totnes, TQ9 5PJ.</p> <p>4g) 3181/19/ARC – Application for approval of details reserved by condition 5 of planning consent 0126/19/LBC. Fairfield, Plymouth Road, Totnes, TQ9 5LH.</p>	<p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Cllr Allen declared a pecuniary interest as the owner of a neighbouring property and left the room. Support, subject to comments from the Heritage Officer. The Committee would also suggest some drainage points are built into the wall.</p> <p>Support.</p>
<p>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		
5	<p>To consider the Plymouth and South West Devon Supplementary Planning Document consultation, deadline for comments is 6th January.</p>	<p>To RECOMMEND to Full Council that the following points are made:</p> <ul style="list-style-type: none"> • The document is far too long and is not accessible to the reader. • Would suggest that the document is split into separate documents to reflect distinct topics and therefore be more useful to the user. • The Strategic Planning Document needs to be able to respond and reflect current and ongoing research specifically in relation to, for example, air pollution and health and wellbeing. • The Strategic Planning Document doesn't acknowledge the impact of large development on the Air Quality Action Plan area in Totnes. <p>To RECOMMEND to Full Council that Totnes Town Council asks South Hams District Council (SHDC) to lobby central Government against the change in national planning law, specifically the removal of power from the local authority (SHDC) which allows them to set higher standards than those set in national planning laws.</p>
6	<p>To consider the Devon County Council proposed removal of a mandatory disabled bay at 63 Collapark.</p>	<p>No objection.</p>
7	<p>To note the date of the next meeting of the Planning Committee – 19th December 2019 at 10.00am.</p>	<p>To RECOMMEND to Full Council that Standing Orders Structure (page 2) are amended to change</p>

		the day of the Planning Committee from the third Thursday to the third Monday each month at 10am.
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DRAFT