

**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**

**MONDAY 7th SEPTEMBER 2020 HELD REMOTELY USING ZOOM**

## Present: Councillors J Hodgson (Chair), P Paine, V Trow, M Adams, E Price, C Allford, D Matthews, G Allen, C Luker, B Piper, S Collinson, P Allford, S Skinner, L Webberley and R Hendriksen.

## Apologies: Councillors A Galvin.

## In Attendance: C Marlton (Town Clerk), C Bewley (minutes), District Councillor Rose, District Councillor Birch, and 23 members of the public.

### **WELCOME TO ALL ATTENDING AND OBSERVING**

### **APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS**

**To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.**

Apologies were received from Cllr A Galvin. The reason for the absent was given by the Clerk and accepted by the Chair.

Cllr C Allford declared a non-pecuniary interest in agenda item 18.

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

1. **County Cllr Hodgson – no documents.**
2. **District Cllr Birch – documents enclosed.**
3. **District Cllr Rose – no documents.**
4. **District Cllr Sweett – no documents.**

*It was* ***RESOLVED*** *to suspend standing orders.*

a. C.Cllr Hodgson advised she has sent out her report this afternoon.

b. D.Cllr Birch provided a written report. He indicated that he has received overwhelming support for the Saturday morning traffic restrictions. Cllr Adams raised her concerns about the lack of social distancing at the markets and D.Cllr Birch confirmed that he would speak to the SHDC officer to address the problem.

c. D.Cllr Rose gave a verbal report. He advised that he had attended a members workshop looking at the recovery plan. He and other members wants to steer it in line with the climate and biodiversity strategy. Next step is to prioritise all the input from members and once a plan is agreed it will hopefully be shared next month. He has taken on chairing a Task & Finish Group looking at community consultation and engagement. Will be looking at Best Practice examples. Cllr Luker asked whether SHDC could supporting local businesses by reducing parking charges and having zero or lower parking fees in the winter. D.Cllr Rose explained that parking fees are an important source of income for the Council.

d. D.Cllr Sweett sent out a written report this afternoon. She is not present to take questions.

*The Council reconvened.*

### **CONFIRMATION OF MINUTES**

**To approve and sign the minutes of the following Meetings:**

***(Please note confidential minutes can be agreed but any discussion must be held in Part 2)***

1. **Full Council 20th July 2020 – document enclosed.**
2. **Planning Committee 27th July 2020 – document enclosed.**
3. **Town Matters Committee 27th July 2020 – document enclosed.**
4. **Extra Full Council 30th July 2020 – document enclosed.**

It was **RESOLVED** to approve and sign the Minutes of the following meetings:

1. Full Council 20th July 2020.
2. Planning Committee 27th July 2020 subject to a correction under item 7 where it should say Planning Committee instead of Town Matters Committee.
3. Town Matters Committee 27th July 2020.
4. Extra Full Council 30th July 2020.

### **CONSIDERATION OF ANY MATTERS ARISING**

**To consider any matters arising from the Minutes and to approve any recommendations from Committees:**

***(Please note confidential minutes can be agreed but any discussion must be held in Part 2)***

1. **Full Council 20th July 2020 – document enclosed.**
2. **Planning Committee 27th July 2020 – document enclosed.**
3. **Town Matters Committee 27th July 2020 – document enclosed.**
4. **Extra Full Council 30th July 2020 – document enclosed.**
5. Full Council 20th July 2020.

None.

1. Planning Committee 27th July 2020.

Item 4 – It was **RESOLVED** to approve the recommendation.

1. Town Matters Committee 27th July 2020.

Item 3 – It was **RESOLVED** to approve the recommendation.

Item 4 – Cllr Paine raised his concerns that they have not been offered training on using iPads. The Clerk confirmed that she can arrange this for anyone who wants it. It was **RESOLVED** to approve the recommendation.

1. Extra Full Council 30th July 2020.

None.

### **TRAFFIC AND TRANSPORT FORUM**

**To consider any proposals from the Traffic and Transport Forum held on 26th August 2020.**

This has been covered in Cllr Hodgson’s District Councillors report. Cllr Paine is concerned that there is no sign to the carparks from the top of town. The next meeting will be held on the last Wednesday of the month and anybody can attend.

### **PLANTERS IN THE TOWN CENTRE**

**To consider an updated proposal for Planters located in the Town Centre and to vote on delegated authority for the Clerk to make minor amendments to said proposal when getting authorisation from Devon County Council for installation.**

The Clerk explained that the proposal is for smaller planters, a smaller number of planters than the original plan and to fill them with shrubs rather than trees to help with visibility.

Cllr Adams raised concerns about a needle stick incident involving one of the new planters outside the Guildhall.

Cllr Hodgson requested an additional planter is placed on the roundabout over the main bridge where traffic comes in from Newton Abbot.

The Clerk confirmed that we now have permission in principle from DCC but they now need to see the details.

Cllr Collinson raised concerns over reduced space on the pavements for pedestrians and wheel chairs.

It was **RESOLVED** to give the Clerk delegated authority to take the proposal forward as outlined in the proposal in the meeting papers, with the flexibility to authorise additional minor amendments to locations when negotiating with Devo County Council.

### **ROAD CLOSURE**

**To review the temporary Saturday morning road closure (ends 12th September) and vote on what to do next.**

**Motion from Cllr Collinson to be read out.**

Cllr Collinson declared an interest as Chair of Inclusive Totnes.

Cllr Allen declared an interest as a resident of the High Street.

Cllr Adams declared an interest as a blue badge holder.

Cllrs discussed the problems with social distancing in the main street if the temporary road closure arrangement was to end. There were concerns that the Disability Rights Act would be breached if the closure were not extended while social distancing was in place.

Cllr Collinson put forward the motion that Totnes Town Council recommends to DCC Highways that the temporary closure of Fore Street, High Street and the Narrows to traffic for 4 hrs on Saturday mornings should be continued whilst government social distancing guidelines remain in place to enable social distancing, pedestrian safety and accessibility during the COVID-19 pandemic.

Cllr Trow proposed an amendment to the motion that Totnes Town Council RECOMMENDS to Devon County Council that the temporary closure of upper Fore Street (from the access only signage opposite the King William) and the High Street and the Narrows to traffic for 4 hours on Saturday mornings be continued whilst Government social distancing guidelines remain in place to enable social distancing, pedestrian safety and accessibility during the COVID pandemic.

A recorded vote was requested by Cllr Adams and was as follows:

Cllr Hodgson – for

Cllr Adams – against

Cllr Allen – for

Cllr Paine – for

Cllr Collinson – for

Cllr Hendriksen – for

Cllr Matthews – for

Cllr Luker – for

Cllr Price – for

Cllr Piper – for

Cllr Skinner – for

Cllr Trow – for

Cllr Webberley – for

Cllr C Allford – for

Cllr P Allford – for

It was **RESOLVED** to agree the amended motion. He Town Clerk will send this recommendation to Devon County Council for consideration.

### **INDEPENDENT SURVEY**

**To agree the outline brief for a professional independent survey of the town and surrounding parishes.**

**Motion from Cllr Price to be read out.**

Cllr Price put forward the motion to begin the processes via the Town Matters Committee of putting together a survey of the opinions of residents, traders and visitors from surrounding parishes on the Saturday morning road closures. Concern was raised on the possible delay caused by discussing the brief in committee.

Cllr Allen proposed an amendment to include investigating shared space measures and any other measures through the survey as well.

Following a vote it was **RESOLVED** that the Town Clerk would draft a brief for a survey asking:

1. The opinion on the temporary Saturday morning road closures, and
2. Asking for ideas to feed into the longer term Shared Space project.

This brief will be circulated to Mayor and Chairs for agreement prior to being sent out. The funds are already authorised under the previously agreed Public Realm budget.

### **NEIGHBOURHOOD PLAN**

**To consider the revised draft and supporting papers for the Totnes Neighbourhood Plan; Regulation 15 submission to South Hams District Council; and ensure that all relevant documents are hosted on the TTC website.**

**See attached document or** <http://www.totnestowncouncil.gov.uk/Neighbourhood_Plan_626.aspx>

Cllr Luker explained that the draft plan is now ready to go to SHDC and then it will go to the Independent Examiner and then to a referendum. He proposed the Town Council approves and submits the draft plan to SHDC.

The Clerk advised that the Neighbourhood Plan website will now be closed as it is not accessibility compliant and all the documents will be moved across to the Town Council website.

Cllr Allen raised concerns that the draft plan does not include any requirement to prevent second home owners from buying properties on new developments. She was unhappy that this had been included originally and taken out at some point. She requested the process be stopped to amend the draft plan to include it.

Cllr Luker explained that any amendments at this stage would delay the process of approving the plan by several months.

Following a vote it was **RESOLVED** to agree Cllr Luker’s proposal and also to close the website as suggested.

### **PARKING PERMIT CONSULTATION**

**To consider the South Hams District Council consultation on amendments to the parking permit and charging scheme.**

SHDC are considering whether to reduce the number of residents parking permits by increasing the price as they believe it is detrimental to businesses in the town, and they feel there are already a large number of resident only parking zones.

Cllr Collinson expressed concern that many residents will not be able to afford the increased prices under the current economic circumstances with the pandemic.

It was **AGREED** that Cllr Collinson’s comments should be submitted to SHDC in response to their consultation.

### **REMEMBRANCE DAY 2020**

**To note the request from the Royal British Legion regarding the 2020 Remembrance Day and consider a response.**

The Clerk advised that the Royal British Legion will be running the Remembrance Day event this year with restricted numbers but will not be running the event from 2021 onwards.

This was noted.

### **CLIMATE AND ECOLOGICAL BILL**

**To consider signing the Climate & Ecological Emergency Bill as a Town Council.**

<https://d3n8a8pro7vhmx.cloudfront.net/ceebill/pages/10/attachments/original/1597739010/Climate_and_Ecological_Emergency_Bill_%2814_August%29.pdf?1597739010>

This item was deferred to the next Full Council meeting.

### **VISIT TOTNES**

**To consider a proposal for additional support for local businesses and the knock on impact on the Visit Totnes annual budget.**

The Clerk gave a brief overview of the documents provided and explained that the plan will give free advertising to local businesses on the Visit Totnes website and a hard copy guide will not be produced for 2021, instead left over guides from this year will be distributed.

It was **RESOLVED** to agree the proposal.

### **LONGMARSH ISSUES**

**To consider complaints from residents and consider a response – Cllr Hodgson.**

It was **AGREED** to refer this item to the Town Matters Committee.

### **NEXT MEETING**

**To note the next meeting date of Monday 5th October 2020, 6.30pm public session, 7.00pm formal meeting.**

Noted.

*The Council* ***RESOLVED*** *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.*

*Councillors logged out of the Zoom meeting and back into a separate secure meeting link.*

### **CONFIDENTIAL ITEMS FROM COMMITTEE (Standing item)**

**To discuss any recommendations or matters arising that are considered confidential in nature (staffing/legal/commercial sensitivity).**

None.

### **STAFFING SECONDMENT**

**To consider a staffing secondment.**

It was unanimously **RESOLVED** to allow the Community Fundraiser to undertake additional work with Caring Town on a temporary secondment.

### **LEGAL MATTER**

**To consider any update on a legal matter.**

The update and meeting date was noted.

### **STAFFING UPDATE**

**To consider a staffing update from the Town Clerk.**

Noted.

### **ELECTRIC VEHICLE**

**To consider options and costings for an electric vehicle for the Town Maintenance Officer duties – commercially sensitive.**

It was unanimously **RESOLVE**D to purchase a second hand vehicle. The total expected expenditure for the vehicle, insurance, maintenance in 2020/21 financial year should not exceed £19,250.

### **RECRUITMENT**

**To note the Green Travel Coordinator recruitment timeline.**

Noted. It was suggested that the interview panel should be agreed by Council Matters.

Jacqi Hodgson

Mayor