

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 1ST FEBRUARY 2021 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/93415057862>

MEETING ID: 934 1505 7862

PASSWORD: Not required.

Please note that public question time will be held prior to Full Council from 6.30pm

PLEASE NOTE THAT MEMBERS OF THE PUBLIC
WILL BE KEPT IN THE WAITING ROOM FACILITY IN ZOOM UNTIL THE MEETING COMMENCES.

You are hereby **SUMMONED** to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on **Monday 1st February 2021 at 6.30pm** for the purpose of transacting the following business:
Welcome to everyone attending and observing the meeting.

To be said prior to the public session 30 minutes before Full Council:
Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Please note that members of the public are usually allocated 3 minutes each for raising issues, particularly when time is limited and attendance is high. Questions asked of Councillors and the staff may not be answered immediately but please contact the Town Clerk following the meeting to confirm your queries and ensure matters are taken to the appropriate Councillor/Working Group.

1. WELCOME TO ALL ATTENDING AND OBSERVING

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

This meeting is limited to 2 hours and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

2. 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.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – document enclosed.
- b. District Cllr Birch – document enclosed.
- c. District Cllr Rose – no document.
- d. District Cllr Sweett – no document.

The Council will convene to consider the following items:

3. 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)

- a. Full Council 11th January 2021 – document enclosed.
- b. Council Matters 18th January 2021 – no document. Already discussed on 28th January Extraordinary Full Council.
- c. Planning Committee 25th January 2021 – document enclosed.
- d. Extraordinary Full Council 28th January 2021 – document to follow.

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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)

- a. Full Council 11th January 2021 – document enclosed.
- b. Council Matters 18th January 2021 – no document. Already discussed on 28th January Extraordinary Full Council.
- c. Planning Committee 25th January 2021 – document enclosed.
- d. Extraordinary Full Council 28th January 2021 – document to follow.

5. LIST OF MEETING DATES

To note a list of upcoming meeting dates. Document enclosed.

6. REOPENING HIGH STREET FUND TO NOTE THE NEW LINK COUNCILLOR LIST

To note the outcome from the application to South Hams District Council for funding to cover the Covid-19 measures. Verbal update.

7. NEXT MEETING

To note the next meeting date of Monday 1st March 2021, 6.30pm public session, 7.00pm formal meeting. Can Councillors please note that Paige Adams Trust meeting will be held on Thursday 11th February at 6pm.

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.

8. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature regarding the staffing restructure from the Council Matters Committee. No documents.

9. LEGAL MATTER

To discuss how to proceed with regards to concerns about a local community asset. Document enclosed.

Agenda produced by:

Catherine Marlton
Town Clerk
27th January 2021

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

ITEM 2A

County Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 1st February 2021
County Councillor for Totnes & Dartington
(incl. Harberton, Harbertonford, Staverton, Landscope & part of Berry Pomeroy)

Devon County Council: key issues

COVID-19 – Team Devon remains in place. (no changes to the current position – i.e. Current rates of COVID are rising rapidly at present and we now have the new (and 3rd) national Lockdown probably until the end of February. This includes schools being closed except for the children of key workers and those with special needs. Regularly updated information and advice is available at this website link: <https://www.devon.gov.uk/coronavirus-advice-in-devon/>)

DCC Cabinet meeting – 13th January

The County Treasurer presented the report, giving an update on the target budget following the Provisional Local Government Finance Settlement. The 2021/22 Local Government Finance Settlement was for one year only and based on the Spending Round 2020 (SR20). The main aspects of this were;

- that the council tax referendum limit was 2% for local authorities with social care authorities allowed a 3% social care precept;
- the business rates multiplier had been frozen for 2021/22 resulting in the three elements of the Business Rates Retention system (Baseline Need, NNDR Baseline and Tariff/Top Up amounts) remaining at 2020/21 levels;
- the Revenue Support Grant had increased by 0.55%;
- there had been an increase to the Social Care Support Grant of £300 millions nationally and no change to the Improved Better Care Fund Grant;
- Rural Services Delivery Grant – there had been an increase of £4 millions nationally, from £81 millions in 2020/21, to £85 millions in 2021/22; with the methodology for distribution remaining unchanged from 2020/21;
- COVID-19 Funding – in the SR20, £2.2 billions of funding had been announced to support local government in 2021/22, alongside support for local tax income and the spreading of deficits.

Whilst there were a number of Government Grants yet to be announced the Provisional Settlement for the County Council was as follows:

£000

549	Revenue Support Grant
80,654	Business Rates Central Government Top Up New Homes Bonus
2,486	Rural Services Delivery Grant
3,149	Social Care Support Grant SR20
20,160	Social Care Support Grant SR19
28,270	Improved Better Care Fund
14,823	Covid-19 Funding
6,358	Council Tax Support Grant

Notwithstanding the targets set by Cabinet in December (Revenue Spending Targets of just over £571 millions), much had happened, including a new variant of the Coronavirus and another national lockdown which had led to a review of those Targets. The proposed changes were:

- reducing the planned savings by £3.7 millions across Adult Care and Health, Children's Services and Highways, Infrastructure and Waste;

- an additional Investment of £302,000 in Legal Services to support Children's Services and Risk Management to support the whole organisation; and
- an additional £3.3 millions to fund the cost of the 2.2% increase in the National Living Wage.

In summary, the proposed Budget Targets had increased by just under £7.3 millions to nearly £578.5 millions, an increase of 6.6% on the 2020/21 Budget.

The table below set out the revised Budget Targets for 2021/22.

	2020/21 Adjusted Budget* £000	Inflation & Pressures £000	Savings & Additional Income £000	2021/22 Base Budget £000	Net Change	
					£000	%
Adult Care & Health	260,757	26,235	(4,557)	282,435	21,678	8.3%
Children's Services	146,869	13,787	(2,389)	158,267	11,398	7.8%
Communities, Public Health, Environment & Prosperity	39,792	1,039	(958)	39,873	81	0.2%
Corporate Services	37,566	4,436	(1,615)	40,387	2,821	7.5%
Highways, Infrastructure Development & Waste	57,827	1,804	(2,111)	57,520	(307)	(0.5%)
	542,811	47,301	(11,630)	578,482	35,671	6.6%

* Adjusted for permanent virements

Other matters at Cabinet:

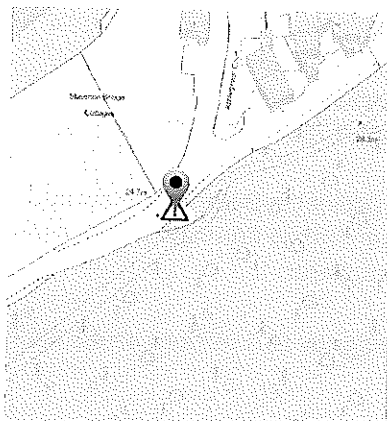
Questions were asked by a fellow Member regarding the **roll out of the LED Lights**. Conversion of the old lights with LEDs has been carried out in Ipplepen and Abbotskerwell and the Member sought assurance of the maintenance of good communications with Local Residents as these lights are different and brighter; this was provided.

DCC Household Waste Recycling Centres: (Remain open during the current lockdown). A new Van permit scheme was approved which will allow residents with vans to apply for a permit to use their van to take waste to the Household Recycling Centres and prevent Commercial operators trying to avail of these Household facilities for trade waste. Anyone interested in applying for a permit needs to register their vehicle with DCC

Approval (subject to funding being in place) was given for the plans for the final scheme for Marsh Barton Station which will be part of the Devon Metro rail network. The intention is that this will boost sustainable access to one of the regions largest employment areas and deliver improved walking and cycling links to Riverside Valley Park for leisure and onward commuting to RD&E Hospital, County Hall and the City Centre. The station will be served by the existing local train service between Exmouth, Exeter, Newton Abbott and Torbay. The scheme is estimated to cost £16m and will be funded through a variety of sources including a Local Enterprise Partnership Growth Deal

Highways Matters

Dartington parking issues at Staverton Woods: Further to contacting the Highway's officers at DCC seeking some parking restrictions at this entrance to the Dartington Estate, I was asked for a map so that this can be considered for a HATOC (Highways & Traffic Orders Committee) meeting. I have now provided and sent in a map and photo of the site. I was advised that in the meantime if there are obstructions at certain times that the police should be called.



Dartington Cott Road Pedestrian 'virtual' footpath. The overgrowth that restricted pedestrian use (and safety) along this side of Cott Road has now been cleared and improved.

Harbertonford A381 requests for reconfiguration and improvements to pedestrian safety. Further to my requests for updates, I have been informed that the funding anticipated for the coming year/s is unlikely to be to the generous level previously indicated from central government, for understandable reasons. The Principal Roads budget, from which this scheme would be funded, has been severely reduced as a result. The officer has assured me that she is in the process of looking at how this will be managed, but that there is a strong possibility that DCC may be unable to afford this scheme in 21/22. However she has provided assurance that she has no intention of abandoning it, and design will continue, but she may be forced to defer it, but will keep me informed.

Request for 20mph at East Leigh: I have received the following disappointing reply to this request: "Not only are 20mph limits on hold due to the Newton Abbot trial but East Leigh is such a rural, such a small community that DCC could not support the request. Obviously, I'll give a fuller reply but that is the core of the response on that point."

Harberton PC Query on Highways comments on planning application ref: 3155/20/FUL: Daynes Farm: Update from DCC Officer: "The visibility splay on the revised drawing was correct in relation to the National Guidelines (Manual for Streets 2007). However, the tree officer was not happy to lose the trees shown to be lost as a result of the proposed visibility splay (which was designed for 25mph conditions). I have been to site before commenting on this application and would have been happy with the proposed visibility splay (35m x 2.5m x 600mm height), although it cannot be achieved due to the trees now being protected. I have separately advised the Parish of this and asked the applicant to look at alternative access locations. I have not heard back from the applicant."

Drain Cover problem at Washbourne – North Park Corner. Reply from DCC Highways: "This is a cover that has failed rather than a sink hole. Our response team have clearly attended to make safe but it now needs to be investigated to determine whose apparatus this is. This may prove that it is under DCC's, a utilities or private ownership. Once ownership is determined the appropriate action will be taken to repair or notify. Although I appreciate this location is not ideal for the farmer there wont have been the resource for this investigation to take place during the shutdown period so will have been delayed until DCC reopened fully this week. I should also say that the Christmas period proved busy for the on call gangs so there is a backlog of reports that need to be processed. This is not undertaken by the Neighbourhood Team but our reactive team so we have no knowledge when the investigation and subsequent action will be completed. I am sorry that we cannot be more helpful but this defect has been made safe and is pending a solution."

Other Harberton Highways' issues: Further to Cat Radford, P.Clerk providing me with the following list, I have requested, but have as yet no further updates on the following items:

- **Traffic Speeds at East Leigh Hamlet** – traffic calming options in the absence of 20mph speed limit
- **Traffic 'Slow' sign on blind summit near Dundridge**
- **Road Width/signage on Tristford Road** – request for signage
- **Screw Lane Flooding** – request to stop highways works

I will forward replies as soon as I have received information and updates from the DCC Officers

GRIT & SALT bins & preparation for icy roads. REMINDER This is the link to check: https://www.devon.gov.uk/roadsandtransport/report-a-problem/map/map_src/ice/ New housing estates that do not have grit or salt bins within easy access for use in icy weather can apply for a bin or, where a shared grounds management company is in place (e.g. Camomile Lawn), request ones to be purchased (they can cost as little as £80), but they will then be responsible for being refilled and applied to the road surface.

Reminder - Climate & Ecological Emergency Action Planning: Devon County Council's **Interim Climate Plan** was issued for public consultation last month this link: <https://www.devonclimateemergency.org.uk/interimcarbonplan/> and the public consultation is until **15th February 2021**. The next stage will be to bring this before the 'Citizens Assembly' together for discussions and feedback. In the meantime the climate and ecological emergency is being taken into account as a consideration in most of the discussions and decisions at DCC. Their newsletters and updates can be accessed at this link: <https://www.devonclimateemergency.org.uk>

Totnes TC draft Climate & Ecological Emergency & Action Plan is making good progress. The updated draft Action Plan with updates and next steps is available at this link:

<http://www.totnestowncouncil.gov.uk/UserFiles/Files/TC%20CE%20CA%20Action%20week%20outcomes%20allocations%20updates%2027.01.21.pdf>

The next stage will be to bring together to different pieces of work that have been drafting plans and actions for Totnes. The next Totnes Climate & Ecological Meeting, will take place on **Tuesday 26th February at 6pm**. This will be a virtual Zoom meeting as follows:

<https://us02web.zoom.us/j/81632190242?pwd=ZFizNnZKbXJ3Wm5DdXhnczBUZkpqdz09>

Meeting ID: 816 3219 0242 Passcode: 299511

Dial by your location: Find your local number: <https://us02web.zoom.us/j/kxgaF3VOZ>

Totnes & District: Traffic & Transport Forum: The next meeting, the AGM will take place on Wednesday 24th February. 6.30 - 8pm. This will be a virtual meeting on Zoom. . The agendas and minutes of these meetings together with the links and access information for these meetings is on Totnes TC website dedicated webpage or the new Totnes & District Traffic & Transport Facebook Page where other updates from the work of this group will also be included.

The Mansion Totnes. Library services. I have made contact with Totnes Community Development Society (TCDS) regarding the lack of access to the Library Services and notifying them of concerns from the public saying that this access is extremely important in the current challenging COVID circumstances. They have replied to my enquires saying that Click and Collect has been available and they are hoping will be available again after Libraries Unlimited have reviewed their position regarding the current Government regulations. I have also been pressing Libraries Unlimited (who deliver library services for DCC) to reopen all possible library services in Totnes asap. Libraries Unlimited will be reporting to the DCC Corporate Infrastructure Committee this week; I will be asking them about Totnes Library at the meeting.

Totnes Rural Area Youth Engagement (TRAYE) project

The annual general meeting of the project will be held on **Saturday 30th January at 10am**. All are welcome to join the meeting and hear about the project and meet the lovely band of youth workers who deliver such an incredible project and support over 380 young people in this area.

This will be a virtual meeting as follows: Join Zoom Meeting

<https://us02web.zoom.us/j/84487953748?pwd=OWRrN3NncXhKSTZGbUx1M2xsUDFTdz09>

Meeting ID: 844 8795 3748

Passcode: 876047

Find your local number: <https://us02web.zoom.us/j/kbEzQmZqlx>

John Birch
SHDC Member for Totnes
Report for Totnes Town Council
meeting to be held on Monday 1 February 2021

I report on the following matters.

Baltic Wharf development

I attended part of the Council's planning committee meeting last Monday to listen to the TQ9/Acorn presentation. Following the meeting I sent an email to the developers as follows.

Policy TTV21 of the JLP and the extant 2012 outline planning permission provides for the following in respect of the undeveloped part of the site.

- 1720 sq m of marine workshops
- 1600 sq m of marine offices
- 11,000 sq m of boat storage
- 60 bed nursing home
- 80 assisted living units and communal facilities
- 95 dwellings including affordable housing
- 500 sq m cafe/restaurant/retail
- Public plaza, cycleways, paths and riverside walks, open recreation space, wetland area and extensive public access to the riverside.

Q1. Will you/Acorn be seeking to vary any of the above? If so, what variations are going to be proposed?

Q2. The 2012 planning permission was obtained after many meetings and discussions involving the community. Why is it necessary to undertake further community consultation as this process was undertaken prior to the 2012 outline planning permission being granted?

Q3. Will you be seeking any variations to the S106 agreements your company entered into with DCC and SHDC? If so, what changes will you be seeking?

I will report on any response at the meeting on Monday.

The 2012 planning permission for the whole site is supplemented by S106 agreements between TQ9 and Devon County Council (DCC) that provides the following.

An Education Contribution of £1000 per dwelling payable to DCC as a contribution towards the cost of providing or enhancing local educational facilities. The number of dwellings planned are 190 of which 95 have been built. In my view DCC should make it clear as to how this money is going to be spent.

A contribution of £300,000 to DCC towards road improvement works in Totnes. Again, in my view, DCC should make it clear as to how this money is going to be spent or has been spent.

A contribution of £200,000 towards the implementation of a Totnes Travel Plan. Some of this money has already been paid to Bob the Bus and the Totnes Town Council.

The above sums are indexed linked to cover inflation since 2012.

SHDC Budget 2021/22

At December's meeting Full Council Members approved both the Recovery and Renewal Plan ("RRP") and the Climate Change and Biodiversity Strategy and Action Plan (CC&B)) and yet in the proposed budget presented by the administration there is nothing to provide for their implementation.

To overcome this omission, I am proposing that £500,000 be included for RRP and £200,000 for CC&B. It would be possible to identify specific actions within the plans for expenditure, but at this stage I am of the view the Council keeps its options pending the end of the outcome of the pandemic.

Cllr John Birch
SHDC Member for Totnes
27 January 2021



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 11th JANUARY 2021 HELD REMOTELY USING ZOOM

Present: Councillors J Hodgson (Outgoing Chair), B Piper (Incoming Chair), M Adams, G Allen, C Allford, P Allford, S Collinson, A Galvin, R Hendriksen, C Luker, D Matthews, E Price, S Skinner, V Trow, L Webberley, and P Paine (joined the meeting at 1950hrs).

In Attendance: C Marlton (Town Clerk), P Bethel (Town Sergeant), S Halliday (minutes), District Councillor Birch, and members of the public.

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. TOTNES TOWN COUNCIL AGM AND CONFIRMATION OF MAYOR AND CHAIRS (MAYOR MAKING) Confirmation of the new Mayor and Chairs of Committee for the Council from January 2021 to May 2021 will take place following a vote in December 2020.

Cllr Hendriksen proposed Cllr Ben Piper as Mayor which was seconded by Cllr Allen. Cllr Piper was duly elected and he appointed Cllr Price as his Deputy which was seconded by Cllr Hendriksen. Cllr Piper confirmed that he will have no fixed consort and plans to take Councillors to any events on rotation. Cllr Allen proposed a vote of thanks to the outgoing Mayor Cllr Hodgson, and her Deputy Cllr Hendriksen, with Cllr Hodgson responding. Cllr Piper confirmed the election of the Chairs of Committees as follows:

- Council Matters – Cllr Price
- Planning – Cllr Allen
- Town Matters – Cllr Trow

3. 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 District Councillors Rose and Sweett.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Birch
- c. District Cllr Rose
- d. District Cllr Sweett

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

a. County Cllr (C Cllr) Hodgson provided a written report in advance. Cllrs Allen and Webberley asked about the condition of the KEVICC buildings and seeking additional funding for maintenance and improvement rather than raising funds through the sale of land for development. C Cllr Hodgson said that despite numerous requests the local MP is unwilling to meet with her to discuss the issue. Cllrs Trow, Adams, Webberley and Collinson raised concerns about traffic congestion, speeding and the associated effects on air quality in the town, and asked that a more holistic view of the traffic impact on Totnes from housing and employment developments in neighbouring districts should be taken into account when planning decisions are made.

b. District Cllr (D Cllr) Birch provided a written report in advance. Cllrs Allen and Webberley asked about the position on empty homes, taxation on these properties, and wider management of the problem. D Cllr Birch explained the increase in the empty homes premium and banding of costs depending on the length of time properties had been vacant and the complexities of compulsory purchase, and he offered to find out the number of empty properties in the town. Cllr Collinson asked about climate emergency funding, with the £400,000 allocated being insufficient. D Cllr Birch responded that this sum had been under threat but is now secure, and he will be requesting further funding. Cllrs Piper and Collinson asked about town renewal projects. D Cllr Birch explained that South Hams District Council has a new consultation and engagement policy and is looking to engage with Town Councils on this matter, and that central Government funding is available but that plans need to be costed to be resourced and taken forward.

c. No report received.

d. District Cllr Sweet had circulated a report by email this afternoon.

The Council reconvened.

Cllr Paine joined the meeting.

4. 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)

- a. Full Council 7th December 2020.
- b. Re-convened Full Council 14th December 2020 .
- c. Council Matters Committee 14th December 2020.
- d. Planning Committee 21st December 2020.

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

- a. Full Council 7th December 2020.
- b. Re-convened Full Council 14th December 2020.
- c. Council Matters Committee 14th December 2020.
- d. Planning Committee 21st December 2020.

5. 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)

- a. Full Council 7th December 2020.
- b. Re-convened Full Council 14th December 2020.
- c. Council Matters Committee 14th December 2020.
- d. Planning Committee 21st December 2020.

- a. Full Council 7th December 2020. None.
- b. Re-convened Full Council 14th December 2020. None.
- c. Council Matters Committee 14th December 2020.
 Item 4a – It was **RESOLVED** to approve the recommendation. Committee meetings will start at 6.30pm.
 Item 4c – The recommendation will be considered as part of the Planning Committee minutes.
 Item 6 – It was **RESOLVED** to approve the recommendation.
- d. Planning Committee 21st December 2020.
 Item 5 - It was **RESOLVED** to approve the recommendation.
 Item 8 - It was **RESOLVED** to approve the recommendation.

6. REVIEW OF STANDING ORDERS

To consider a revision to Standing Orders to have immediate effect.

It was **RESOLVED** to approve the following revisions:

- Structure – all Committees will start at 6.30pm for a maximum duration of 90 minutes.
- Traffic and Transport Forum – the approved Terms of Reference to establish a Steering Group which will meet monthly and the wider public Forum on a quarterly basis.
- Totnes Future Forum – the Terms of Reference will go to the Council Matters Committee for discussion.
- Updates to the text (as shown in the document) to reflect the new management structure.

It was suggested that a future review of Standing Orders should consider Chairs of committee holding only one term in post to enable the broadening of experience by all Councillors.

7. TO NOTE THE NEW LINK COUNCILLOR LIST

Agreed December 2020 with one amendment proposed.

The changes regarding Cllr Luker were noted. Representatives to the Rural Services Network were confirmed as Cllrs Allen, Price and Trow. Cllrs Collinson and Hodgson would be link Councillors specifically for Air Quality (as part of the Environment and Sustainability link councillor role).

8. ELECTION OF WORKING GROUP AND FORUM MEMBERSHIP

To elect the membership of the Council’s Working Groups (Venues and Public Assets, Public Realm and Cemetery, Community Arts, and Climate Emergency), Forums (Totnes Future, and Traffic and Transport) for 2021.

The membership of the Council’s Working Groups and Forums was elected as follows:

WORKING GROUP	TIMING	PROPOSED
Venues & Public Assets	Monthly, 3 rd Wednesday @ 12pm	Cllrs Adams, Galvin, Hendriksen, Piper, Price, Skinner, Trow

Public Realm & Cemetery	Every other month, 2 nd Wednesday @12pm	Cllrs Adams, C Allford, P Allford, Collinson, Hodgson, Matthews, Price, Skinner, Trow
Community Arts	Monthly, 4 th Wednesday @12pm	Cllrs Allen, C Allford, Galvin, Matthews, Piper, Skinner
Climate Emergency	Monthly, last Tuesday @6.30pm	Cllrs Allen, Collinson, Hendriksen, Hodgson, Price, Skinner, Webberley
FORUM	TIMING	PROPOSED
Totnes Future	Monthly, 2 nd Tuesday @6.30pm	Cllrs Allen, Collinson, Hodgson, Matthews, Piper
Traffic & Transport	Monthly, last Wednesday @6.30pm	Cllrs P Allford, Collinson, Hendriksen, Hodgson, Trow

9. ROAD CLOSURE

a. To note the final Devon Communities Together Survey report.

b. To consider asking Devon County Council for temporary COVID 19 and Access Only signage at the bottom of Fore Street, junction of Fore Street and Upper Fore Street, and at the entrance to the Narrows, during lockdown and while social distancing measures are in place.

c. To ask the Traffic and Transport Forum to consider ideas for all future measures such as road markings and narrowing of the highway that support social distancing (excluding further road closures) for implementation when the lockdown ends until social distancing is no longer required.

d. To consider road closures of Upper Fore Street, High Street and the Narrows on a Saturday morning from 9am until 1pm from the end of lockdown until social distancing guidelines are no longer in place.

a. The Devon Communities Together report on the findings of the town centre survey were noted.

b. Cllr Collinson proposed the inclusion of signage on Bridgetown Hill and Totnes Old Bridge to give drivers the opportunity to amend their route before entering the town. It was **RESOLVED** to ask Devon County Council for the strategic installation of temporary COVID 19 and Access Only signage to include Bridgetown Hill, Totnes Old Bridge, the bottom of Fore Street, junction of Fore Street and Upper Fore Street, and at the entrance to the Narrows, during lockdown and while social distancing measures are in place.

c. It was **RESOLVED** to ask the Traffic and Transport forum to take this forward.

d. Due the time remaining, it was **AGREED** to defer discussion of item 9d until the extraordinary Full Council meeting (precept setting) scheduled for Thursday 28th January 2021 to ensure that sufficient time is available for consideration.

10. COMMUNITY HEROES AWARD

To note the Mayor's announcement of a community awards initiative, and to consider giving the Town Matters Committee and/or a task and finish group delegated authority to determine the details of the proposed scheme. All expenditure will be from the Mayoral/Civic budget. Officer time will need to be agreed by Full Council and/or Council Matters.

Noted. It was **RESOLVED** that the detail of this scheme is taken forward by the Town Matters Committee.

11. NEXT MEETING

To note the next meeting date of Monday 1st February 2021, 6.30pm public session, 7.00pm formal meeting. An extraordinary meeting will be held on Thursday 28th January at 7pm with the sole agenda being to ratify the 2021/22 budget and set the annual precept.

Noted. The road closure (item 9d) will also be considered at the extraordinary meeting on 28th January 2021 which will include a public session.

*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.*

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature regarding the staffing restructure from the Council Matters Committee.

No matters arising.

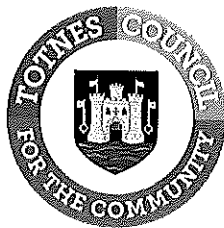
13. LEGAL MATTER

To note an update on the Morrison's alcohol licensing application.

Noted. It was **AGREED** that the future deferral of business needs to be carefully considered to ensure that deadlines for the Council to comment are not missed.

Ben Piper

Mayor



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 25TH JANUARY 2021 - HELD REMOTELY USING ZOOM

Present: Councillors G Allen (Chair), P Allford, S Collinson, R Hendriksen, J Hodgson, C Luker and V Trow.

Apologies: Councillors P Paine.

In Attendance: Three representatives from TQ9 and Acorn Property Group, the Chair of Totnes Ramblers, seven members of the public and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Cllr Allen read out a statement about how the meeting would be conducted, recorded and live streamed on social media.

It was resolved to accept the apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

The representatives of TQ9 and Acorn Property Group outlined the next stage of the 20-year development at Baltic Wharf, which includes bespoke high quality sustainable design for the site. The plan for a mixed-use development is unchanged with the boat yard retained, new public spaces, new homes (including affordable homes), a retirement village, and more commercial spaces but this will be driven by market demand. The benefits of community engagement helped to shape the first phase, however Coronavirus restrictions will mean that community engagement activities will be challenging and look different to those previously conducted. It is hoped to be able to develop a number of approaches (for example a project website, virtual meetings) to engage the community and stakeholders.

Cllr Hodgson asked whether co-housing will be included which was dropped from the first phase. TQ9 replied that following promising discussions it was disappointing that the co-housing was progressed and that one of the issues was the cost of properties.

Cllr Hendriksen requested a summary of the points made this evening which was agreed.

The Committee reconvened.

2. DEPUTY CHAIR

To elect a Deputy Chair (who will chair in Chair's absence).

Cllrs Luker and Hendriksen were nominated as candidates for the Deputy Chair. Cllr Luker was appointed by a majority.

3. FOOTPATHS

To receive an update from the Chair of Totnes Ramblers, and to consider:

3a) The condition of footpaths in Totnes and whether a grant for specific maintenance work through the Parish Paths Partnership is required; and

The Chair of Totnes Ramblers updated that there are 20 Public Rights of Way in the Totnes area covering 10km and very few have stiles or gates. These are walked twice a year to conduct minor maintenance and a report on their condition is sent to Devon County Council (DCC). Cllr Collinson asked if the stiles could be changed to gates to help make the paths accessible to more users.

The main concern is the erosion of the river path (footpath number 17) particularly around the hydro station which Cllrs have previously highlighted. Cllr Hodgson will raise the condition of the footpath at the DCC infrastructure meeting. It was **AGREED** that a site meeting would be requested between Cllr Trow and the DCC Public Rights of Way Warden to highlight the problems with the path.

3b) The 'Don't Lose Your Way' campaign and any Totnes Town Council support for identifying lost footpaths in the Parish.

The Ramblers 'Don't Lose Your Way' project has identified some 49,000 miles of potential paths which are not currently listed as rights of way, with 3,000 miles in Devon. This is not a professional process, but is intended to give a feel for the scale of the problem. The data for Totnes parish has been reviewed and eight potential new paths were identified, but pending more detailed checks, the Chair of Totnes Ramblers expects that none of them are likely to lead to the creation of new footpaths.

4. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 21ST December 2020.

The minutes of the meeting have been agreed by Full Council on 7th January 2021.

Item 5 – resolved by Full Council.

Item 8 – resolved by Full Council. The comments have been submitted via the survey for the South Hams District Council Housing Strategy consultation.

5. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

5a) 4078/20/TCA – T1: Sweet Gum – Crown height reduction by 1.5 meters and crown raise to 2 meters from ground level; T2: Magnolia – Lateral reduction on south side by 0.5 metre to gain clearance from neighbouring dwelling. Priory Orchard, Priory Avenue, Totnes, TQ9 5HR.
Support.

5b) 4149/20/TPO – T1: Cypress – Lateral reduction (lower secondary branches) by 1.5m on west side to give clearance from adjacent building. Manor House, Coronation Road, Totnes, TQ9 5DF.
Support.

5c) 4235/20/TCA – T1: Catoneaster – fell. Tree has outgrown the area and shading other trees. Monksway, Ramparts Walk, Totnes, TQ9 5QH.
Support. However, the Committee would prefer to see the tree hard pruned rather than felled; and if felled would request that a suitable replacement tree is planted in a more appropriate location.

6. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

6a) 2873/20/FUL – READVERTISEMENT (Amended development description and additional information) Additional storeys to existing building to create 5 new duplex units with provision for additional parking space. Rainbow View, Parkers Way, Totnes, TQ9 5UF.

Object. The Committee continues to have the following concerns about this application:

- The height created by the additional floors is overbearing and unneighbourly for neighbouring properties, creating a loss of natural light to the properties across the road in Parkers Way, particularly during winter months.
- The adequacy of the number of fire escapes for the number of properties to be created and lack of information on fire prevention measures that will be installed, for example internal provision of sprinkler systems.
- Overdevelopment of the site.
- Increased level of vehicle movements in the area and its proximity to St John's School.
- Whilst the increase in parking spaces for the number of dwellings is welcomed, the number of electric charging points is inadequate to meet Government targets for electric car usage and car parking/charging should be future proofed for rising need.
- Given the scale of the development a green travel plan should be submitted which explains how green travel measures will alleviate traffic and parking issues in this congested area and should consider a car sharing scheme.

6b) 4165/20/FUL – Demolition of garages and construction of new dwelling. 4 Radnor Terrace, Totnes, TQ9 5JW.

Support. The Committee would wish to see the use of renewable energy options as part of the design of the new dwelling.

6c) 4059/20/HHO & 4060/20/LBC – Household application and Listed building consent to enclose courtyard with single storey flat roof extension with roof lantern. Installation of balustrading to form roof terrace. 86 High Street, Totnes, TQ9 5SN.

Support. However, the Committee would ask that any potential overlooking of neighbouring properties should be mitigated by the use of opaque glass on the roof terrace.

6d) 4112/20/HHO - Householder application for domestic studio for ancillary residential use in rear garden. 6 Broomborough Drive, Totnes, TQ9 5LT.

Cllr Hodgson declared a personal interest.

Support.

6e) 3948/20/HHO - Householder application for replacement of Juliette balconies with one walkout balcony to the first floor rear of dwelling. Higher Brook Lodge, Plymouth Road, Totnes, TQ9 5ND.

Support.

6f) 4245/20/PHH - Application to determine if prior approval is required for proposed larger home extension, extending 3.75m beyond rear wall, maximum height of 3.95m and 2.25m height at eaves. 19 Swallowfields, Totnes, TQ9 5LA.

No further action – a decision has been issued by the Planning Authority.

6g) 3930/20/HHO - Householder application for erection of single-storey conservatory to the north. Hilltops, Jubilee Road, Totnes, TQ9 5BW.
Support.

6h) 0016/21/LBC - Listed Building Consent for proposals to carry out urgent structural repairs to the roof and chimney to western boundary. 27 Fore Street, Totnes, TQ9 5HN.
Support.

7. ASSET OF COMMUNITY VALUE

To consider registering the King Edward VI Community College lower field site as an asset of community value.

Cllr Allen explained the background to this item and clarified that it was the Elmhirst building and multi-sports pitch intended to be listed as assets of community value in order to give the community options should this site be developed. The value of the playing fields was discussed. The applications should be for one asset only, not one application covering all three, so that should one element fail it would not jeopardise the whole application.

Following a vote, to **RECOMMEND** to Full Council that Totnes Town Council submits three Asset of Community Value applications () for the following on the KEVICC lower field site:

- Elmhirst building.
- Multi-sport pitches.
- Playing fields/green spaces.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 15th February 2021 at 6.30pm.

Noted.

Sara Halliday
Governance and Projects Manager

ITEM 5 – LIST OF MEETING DATES

Upcoming dates for noting. Councillors are asked to submit any suggested items for discussion well in advance of meetings and use the relevant working group or forum in the first instance.

Town Maintenance Officer interviews - 3rd February all day

Council Matters - 8th February at 6.30pm

Public Realm and Cemetery Working Group - 10th February at midday

Paige Adams Trust - 11th February at 6pm

Planning - 15th February at 6.30pm

Town Matters - 22nd February at 6.30pm

Climate Change Working Group - 23rd February at 6.30pm

Traffic and Transport Forum - 24th February at 6.30pm

Arts Working Group - 25th February at midday

Full Council - 1st March, public session from 6.30pm, meeting starts 7pm.

Venues and Public Assets Working Group - 3rd March at midday

Council Matters - 8th March at 6.30pm