

## AGENDA FOR THE ANNUAL GENERAL MEETING OF TOTNES TOWN COUNCIL

MONDAY 11<sup>TH</sup> JANUARY 2021 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/95184195176>

MEETING ID: 951 8419 5176

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.

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You are hereby **SUMMONED** to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on **Monday 11<sup>th</sup> January 2021** at **6.30pm** for the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING
2. TOTNES TOWN COUNCIL AGM AND CONFIRMATION OF MAYOR AND CHAIRS  
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. Document enclosed.
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.

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*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 documents.
- d. District Cllr Sweett – no documents.

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*The Council will convene to consider the following items:*

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 7<sup>th</sup> December 2020 – document enclosed.
  - b. Re-convened Full Council 14<sup>th</sup> December 2020 – document enclosed.
  - c. Council Matters Committee 14<sup>th</sup> December 2020 – document enclosed.
  - d. Planning Committee 21<sup>st</sup> December 2020 – document enclosed.

**5. 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 7<sup>th</sup> December 2020 – document enclosed.
- b. Re-convened Full Council 14<sup>th</sup> December 2020 – document enclosed.
- c. Council Matters Committee 14<sup>th</sup> December 2020 – document enclosed.
- d. Planning Committee 21<sup>st</sup> December 2020 – document enclosed.

**6. REVIEW OF STANDING ORDERS**

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

**7. TO NOTE THE NEW LINK COUNCILOR LIST**

Agreed December 2020 with one amendment proposed. Document enclosed.

**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 (Future Totnes, and Traffic and Transport) for 2021. Document enclosed.

**9. ROAD CLOSURE**

- a) To note the final Devon Communities Together Survey report. Document enclosed.
- 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.

**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. Document enclosed.

**11. NEXT MEETING**

To note the next meeting date of Monday 1<sup>st</sup> February 2021, 6.30pm public session, 7.00pm formal meeting.

No document.

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*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.*

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12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

13. LEGAL MATTER

To note an update on the Morrison's alcohol licensing application. Document circulated with the December papers.

Agenda produced by:

Catherine Marlton

Town Clerk

6<sup>th</sup> 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 2 - TOTNES TOWN COUNCIL AGM AND CONFIRMATION OF MAYOR AND CHAIRS

The start of the meeting will be presided over by the current Town Mayor and Council Chair, Cllr Jacqi Hodgson.

The Election of the Mayor and Chair for the Council for January - May 2021 will be ratified, as per the vote held at the December 2020 Full Council meeting.

Councillor Price will propose and Councillor Allen will second that Councillor Piper be and is hereby elected Town Mayor of Totnes for the remainder of the current municipal year.

Councillor Piper will propose and find a seconder for his chosen Deputy Mayor. They are hereby elected Deputy Town Mayor of Totnes for the remainder of the current municipal year.

**The outgoing Town Mayor and Deputy Mayor will temporarily retire to remove their ceremonial attire.  
The new Town Mayor and Deputy will temporarily retire to be dressed in the ceremonial attire**

The Town Mayor and Council Chair will read the Oath aloud, sign the book, and preside for the remainder of the Meeting.

The Town Mayor (**Cllr Piper**) will express thanks for their election.

A Vote of Thanks will be given to the outgoing Mayor (**Cllr Hodgson**) by Cllr Allen. The outgoing Mayor will then reply.

The Council committee membership and Chairs and the link Councillor roles were **RESOLVED** at the December Full Council and are detailed later in this agenda. The Chairs of Committee are:

Council Matters – Cllr Price

Planning – Cllr Allen

Town Matters – Cllr Trow

ITEM 3a – DISTRICT COUNCILLOR REPORT

County Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 5th January 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.** Current rates of COVID are rising rapidly at present and we now have the new (and 3rd) national Lockdown from January 6th, 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 Household Waste Recycling Centres:** will remain open during the current lockdown

**Speed Restrictions & Vehicle Activated signs (VAS):** It was clarified at the December F/C meeting that Town and Parish Councils can apply for locations in their area to install VAS speed reminders. PCs will need to work out the locations they would like to use the VAS at; so they can move it to different locations, (rather than clutter the streets with too many signs and to avoid familiarity leading to sign blindness – my words). A new development to make this easier for PC's is that SCARF (speed assessment surveys carried out by DCC), criteria no longer need to be met for this intervention. The variety of VAS signs with a sad/smiley face in response to the speed approaching traffic confirming to the maximum road speed can also be purchased and installed by Parish Councils on the same basis. Parish councils simply need to decide on the locations they would like to use for their VAS signs and apply to DCC for approval then go ahead and purchase their VAS.

**A381 Road surface repairs:** Interim repairs were carried out during December; my understanding is that this is for 'interim patching' and that a much more comprehensive repair is scheduled for later this Spring. Other essential safety works have also been carried out on vegetation and drainage and investigations have been carried out on the rail bridge part of the road which may need more substantial repairs (I'm awaiting further reports on this).

**Weston Lane & Blackpost Lane outstanding repairs:** I have received welcome news, further to my requests for the dangerous state these roads have been left in, further to the finishing up of the developments at Great court Farm and Baker Estate's responsibilities for this having apparently ceased. It has been confirmed that these works have been approved to be carried out under an additional Department of Transport fund of £1M. The contractor has been given until 'the end of summer 2021' to carry out these works. However, I am disappointed that this work is being paid for out of public funds rather than the developer's profits.

**GRIT & SALT bins & preparation for icy roads.** During December there were a number of incidents due to ice on roads that were reported in to me. It would be really helpful if Town and Parish councils could check where their salt and grit bins are and check that they are marked on the DCC Report It – icy roads maps. And ensure that the bins are being filled in advance of dangerous weather. These maps can then be used to identify these bins for local people who can help out on unexpected icy mornings, especially important where the gritter lorries do not come to (they only grit main A routes and bus routes on secondary roads). This is the link to check:  
[https://www.devon.gov.uk/roadsandtransport/report-a-problem/map/map\\_src/ice/](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.

**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 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 January at 6pm. This will be a virtual Zoom meeting as follows:

<https://us02web.zoom.us/j/81632190242?pwd=ZFZlZnNkZkxjM3Wm5DdXhnczBUZkpqdz09>

Meeting ID: 816 3219 0242 Passcode: 299511

Dial by your location: Find your local number: <https://us02web.zoom.us/j/81632190242?pwd=ZFZlZnNkZkxjM3Wm5DdXhnczBUZkpqdz09>

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**Staverton Parish Climate emergency** Group are seeking to form a link with other parishes in the South Hams to form a network of Parish based Climate Emergency groups to enable mutual support and avoid duplication. This is their website: [www.sustainablesouthhams.org](http://www.sustainablesouthhams.org). Move your mouse and click on parishes that light up - map still to be shaded to indicate which parishes have groups. It works on a phone, but far better on a desktop at this stage In the meantime you can use the Met Office's tool that shows Climate change in your area.

#### **Local Matters:**

**Baker Estates Plans for Joint Local Plan allocated sites in Dartington. Planning references 3842/20/OPA (Broom Park) and 3842/20/OPA (Sawmills Field).** I have been contacted by Baker Estates who are now pursuing both Broom Park and Sawmills Field West for planning permission for 80 and 40 new homes respectively. While the planning decision is essentially a District Council Matter, questions have been raised from concerned members of the public regarding the cumulative impacts of these additional sites (plus those being developed in Torbay) on through traffic and air quality which will affect the A384 and A385, significant archaeology, dark skies, wildlife corridors and built heritage in the area. As these are also County matters that I have been pressing county officers for full assessments too.

**Totnes & District: Traffic & Transport Forum:** The next meeting will take place on Wednesday 27th January. 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.

**KEVICCs – Financing Education:** The recent meetings with fellow Town Councillors and with the headmaster and KEVICCs estate manager, have raised concerns about future plans for the Elmhirst Site based on their meeting financial needs in the school. The use of Porter cabins and many of the classrooms and facilities are in dire need to improvements that the school does not have funding to meet. I have now requested a meeting with the MP, Anthony Mangnall and the school to see what can be done to find additional funding for the school that might prevent any need to sell off the Elmhirst Playing fields and the Elmhirst building which has heritage value which could provide

substantial and much needed recreational amenity for both the school and all the additional new housing anticipated for this area in the Joint Local Plan.

**Seagulls in Totnes:** Over the Christmas holidays I received complaints about black sacks left in the street and split open by seagulls etc. Despite assurances from SHDC that this is all in hand and seagull proof sacks are deployed everywhere across the town, this is clearly not the situation. (Neither is the problem of food waste left after the weekly markets, as the waste collection is carried out too early). One of the sacks split open that I witnessed was full of wipes, potentially a COVID hazard and I have reported this to public health to try and improve this along with removing the large bins that still remain in Bank Lane despite complaints and requests for their removal.

## ITEM 3b – DISTRICT COUNCILLOR REPORT

**John Birch**  
**SHDC Member for Totnes**  
**Report for Totnes Town Council**  
**meeting to be held on Monday 11 January 2021**

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I report on the following matters.

### **SHDC Recovery and Renewal Plan**

South Hams District Council has been developing a Recovery and Renewal Plan in recognition of the need to respond to the impacts of the Covid-19 pandemic. A draft plan was presented to Full Council at its meeting on 17 December 2020 for adoption.

An action generated through the recovery planning process was to develop a Consultation and Engagement Strategy, which was also presented to Council for adoption.

The draft Recovery and Renewal Plan and Consultation and Engagement Strategy were approved and copies are available on SHDC's website.

### **Climate Change and Biodiversity Strategy**

At its Full Council meeting on 17 December 2020 SHDC adopted the Climate Change and Biodiversity Strategy. The Strategy will be developed, amended and generated based on emerging opportunities, outcomes from the quarterly Community Forum Session and the developments with regard to the Interim Devon Carbon Plan.

In doing this, it will be expected that updates to the Strategy and Action Plan will be presented to the Executive (and reviewed by the Overview and Scrutiny Panel) on a six-monthly basis to ensure continued Member involvement as work progresses on updating the Plan.

The £400,000 earmarked reserve for initiatives relating to Climate Change and Biodiversity has now been secured.

The £400,000 is a one-off earmarked reserve and the SHDC Executive, at its meeting on 22 October 2020 approved an allocation of £20,000 to support the delivery of work to improve the energy efficiency of the existing housing stock in light of the successful Green Homes Grant bid. This leaves an earmarked reserve of £380,000.

The Council at its meeting on 17 December 2020 agreed that the remaining £380,000 be allocated as follows.

- £180,000 for initiatives/actions focussed on the Council's own carbon footprint and biodiversity and showing leadership within the Community by setting a positive example.
- The remaining £200,000 for community initiatives through a range of Community Grants. This would be split, initially, into 2 phases of £100,000 each. The grants - which will be a combination of small, cash grants and larger match funded awards - will be offered in a manner so as to achieve, where possible, a representative geographical split across the District.

### **Notice of Motion**

I seconded the following successful motion submitted by Cllr Abbott at the Full Council meeting held on 17 December 2020 'Whilst recognising the valuable work being undertaken by the SHDC Officers in addressing the issues arising out of the Covid-19 pandemic Council resolves to assist those



residents and businesses within the District who are affected by the import and/or export problems arising at the end of the Transition Period for leaving the European Union. In identifying such residents and businesses the officers allocated to providing such assistance be supported by Members in locating those in need.'

### **Empty Properties**

Statistics published by the Ministry of Housing, Communities and Local Government (MHCLG) put the number of empty homes in England in October 2019 at 648,114. This represents a 2.2% increase on the previous year's total. Of these 225,845 were classed as long-term empty properties (empty for longer than six months).

### **Devon**

The statistics put the number of empty homes in Devon at 14,250 of which 4,565 were classed as long-term empty properties (empty for longer than six months). In other words the amount of long-term empty properties in Devon exceeds the number of dwellings we have in Totnes.

### **Powers to tackle empty homes**

Unfortunately local authorities have a limited range of powers at their disposal to bring empty homes back into use. The Government should, in my opinion, give greater powers to local authorities to achieve a marked decrease in the number of empty properties.

At a previous SHDC Full Council meeting I successfully proposed that the Council increase the Council Tax premium on properties that have been empty for over two years from its current level to the maximum amount allowed by Government regulations. This increase has been introduced.

Cllr John Birch  
SHDC Member for Totnes  
5 January 2021



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

### **MONDAY 7<sup>th</sup> DECEMBER 2020 HELD REMOTELY USING ZOOM**

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

In Attendance: C Marlton (Town Clerk), C Bewley (minutes), District Councillor Birch, District Councillor Sweett and 5 members of the public.

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

#### **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.

No apologies received.

Cllr Collinson declared that she is Chair of Inclusive Totnes in regard to agenda item 6.

*The Committee will adjourn for the following items:*

Reports from County and District Councillors.

- e. County Cllr Hodgson – no documents.
- f. District Cllr Birch – document enclosed.
- g. District Cllr Rose – no documents.
- h. District Cllr Sweett – no documents.

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

b. D.Cllr Birch provided a written report. He responded to a concern raised by a member of the public in the public question time regarding a problem with noise from seagulls on neighbouring roofs. D. Cllr Birch said he had contacted the owners of the properties and they are not willing to take any action for various reason and also that seagulls are a protected species. He has also raised the concerns with SHDC officers to see if there is anything they can do. Cllr Allen asked for a meeting with D.Cllr Birch regarding the Future Forum that is being set up in the hope of getting representation on the Forum from

SHDC. D.Cllr Birch agreed. Cllr Trow wanted to point out that whilst there are shops closing there are also new shops opening in the town centre.

c. D.Cllr Rose gave a verbal report. The Business Support Grant made available by the Government is being distributed by SHDC but it is quite a small pot of money. Businesses need to have had a 50% income loss to qualify for the grant. The SHDC Climate Strategy is going before members next week. Once adopted the performance of the plan will be reviewed by the Overview and Scrutiny Panel every 6 months. With regards to the Community Forum set up by SHDC to get the opinions of the public D.Cllr Rose put forward a proposal to also have a larger Community Network to feed into that forum which will include all those who wanted to be on the Forum but did not get a place. This was agreed and he will be working with SHDC officer to get it set up. Cllr Allen raised concerns that the panel members for the SHDC Climate Group include business owners who have previously shown no interest in environmental issues whilst other well known local environmental activists did not get a place. D.Cllr Rose felt certain those appointed to the panel have good intentions and also the membership is not fixed, it will be reviewed over time. Cllr Piper asked for an update on the SHDC economic recovery plan structure and whether a strategy group has been established to direct funding to where it is needed. D.Cllr Rose advised that grants are based on businesses making applications. He also advised that SHDC have just appointed an Economic Officer to look at the issues. There are a lot of other groups outside the Council which have been set up to look at regenerative economics.

d. D.Cllr Sweett e-mailed out a written report earlier today. She was aware there were some teething problems with the new rounds for refuse collections. This was settling down but there was a COVID outbreak at the depot that caused problems with a shortage of workers. There was a lot of rubbish in the Civic Hall carpark on Sunday after the market on Saturday. She has asked for her proposal for recycling bins to be put on the agenda in the New Year. There could be problems for Independent shops with supply chains after Brexit. There are currently 3 grant options for businesses. One for businesses that were forced to close and two for businesses that could stay open. Those that could stay open have to prove 50% loss of income to qualify for the grant. SHDC are processing applications quickly. The funding for the SHDC Street Navigator is ending in March and this person has done great work with the homeless so D.Cllr may ask for a letter of support from the Town Council to encourage SHDC to keep the role beyond March. Cllr Piper commented that the SHDC Market Manager should ensure the rubbish is cleared up after each market. He asked if the SHDC COVID Marshalls are able to intervene in slowing down traffic and D.Cllr Sweett advised that they have no powers to do that and are only employed to assist businesses throughout the town. Cllr Luker asked D.Cllr Sweett to submit the request to SHDC for leaf blower to not be used by their grounds maintenance staff as they are not good for wildlife, and also to question how much SHDC allocate to charities each year and whether this money could be better used reducing council house rents and building new council houses. Cllr Allen asked for an update on the property Rainbow View (formerly Parkers Barn). D.Cllr Sweett advised that phase 2 is still pending. Cllr Hodgson commented that they are taking advantage of the changes to the planning laws that came into effect in September.

a. Cllr Hodgson sent out a written report this afternoon. At a DCC Council meeting it was agreed that help would be given to provide free school meals and to help the vulnerable over Christmas. They are looking at exemplar towns for good models. There are updates in her report about the work going on to enable visits in care homes, the track and trace system and testing, the annual spending review and support that is coming out for domestic violence. Also the Devon Carbon Plan was launched today. Cllr Allen wanted to say thank you to Graham Walker for collecting and donating £1000 to the Connection Hub.

*The Council reconvened.*

### 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)*

- e. Full Council 2<sup>nd</sup> November 2020 – document enclosed.
  - f. Council Matters Committee 9<sup>th</sup> November 2020 – document enclosed.
  - g. Town Matters Committee 16<sup>th</sup> November 2020 – document enclosed.
  - h. Council Matters 23<sup>rd</sup> November 2020 – document enclosed.
  - i. Planning Committee 23<sup>rd</sup> November 2020 – document enclosed.
- 
- a. Full Council 2<sup>nd</sup> November 2020 – see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.
  - b. Council Matters Committee 9<sup>th</sup> November 2020 – see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.
  - c. Town Matters Committee 16<sup>th</sup> November 2020 – see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.
  - d. Council Matters 23<sup>rd</sup> November 2020 – document enclosed.  
It was **RESOLVED** to approve and sign the minutes.
  - e. Planning Committee 23<sup>rd</sup> November 2020 – see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

### 4. 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 2<sup>nd</sup> November 2020 – document enclosed.
  - b. Council Matters Committee 9<sup>th</sup> November 2020 – document enclosed.
  - c. Town Matters Committee 16<sup>th</sup> November 2020 – document enclosed.
  - d. Council Matters 23<sup>rd</sup> November 2020 – document enclosed.
  - e. Planning Committee 23<sup>rd</sup> November 2020 – document enclosed.
- 
- a. Full Council 2<sup>nd</sup> November 2020 - see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.
  - b. Council Matters Committee 9<sup>th</sup> November 2020 - see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

- c. Town Matters Committee 16<sup>th</sup> November 2020 - see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.
- d. Council Matters Committee 23<sup>rd</sup> November 2020 – see minutes under the confidential section of the meeting.
- e. Planning Committee 23<sup>rd</sup> November 2020 - see minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

## **5. ELECTION OF MAYOR AND CHAIRS OF COMMITTEE**

**To elect a Mayor and chairs of the Council Matters, Town Matters and Planning Committees for 2021. To nominate councillors to Committees and Link Councillors positions from January 2021. Document enclosed.**

See minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

## **6. ROAD CLOSURE**

**To consider the reinstatement of the Saturday morning road closure of upper Fore Street and High Street on 12<sup>th</sup> and 19<sup>th</sup> December 2020. To note the Devon Communities Together interim report on the town centre survey responses to date. Document enclosed.**

The Clerk advised the Chair that Councillors may want to include the 9<sup>th</sup> January 2021 in the considerations as the next Full Council meeting is not until the 11<sup>th</sup> January 2021.

Cllr Adams proposed that the road is left open until the Full Council meeting in January when the final report from the consultation is available. Cllr C Allford seconded the proposal. Cllr Adams requested a recorded vote.

Cllr Hodgson advised that the first vote needs to establish whether to discuss closing the road for just two Saturday or all 5 Saturdays between now and the next Full Council meeting.

Cllr Piper advised that only Police trained marshalls can stop and re-direct traffic which is one of the Chamber of Commerce's suggestions as an alternative to the road closure. The benefits and disadvantages of closing the road on Saturday mornings were discussed. Cllr Hodgson requested a suspension of standing orders to ask a question to members of the business community. The suspension was approved. Cllr Hodgson enquired whether shops are opening the Sundays before Christmas. Cllr Hodgson was advised that many will be opening. The meeting was reconvened.

Cllr Hodgson put forward an amendment to the proposal that the road closures are carried out 9am – 1pm on Sunday 13<sup>th</sup> December, Sunday 20<sup>th</sup> December, Sunday 3<sup>rd</sup> January and Sunday 10<sup>th</sup> January. Cllrs Collinson and Allen seconded the proposal.

The issue of how quickly marshalling could be arranged for any road closures that are agreed was discussed. The Clerk confirmed that it is unlikely that marshalling to re-direct traffic could be arranged before the next FC meeting on 11<sup>th</sup> January.

Cllr Price proposed that the Town Council seeks to set up a marshal system to stop cars and encourage access only use of the High Street instead of having road closures.

Voting for Cllr Hodgson's amendment gave 9 for and 7 against making the amendment the substantive motion.

Voting on the substantive motion was carried with 8 for (Cllr Skinner, Cllr Allen, Cllr Collinson, Cllr Piper, Cllr Hodgson, Cllr Price, Cllr Hendriksen, Cllr Trow), 7 against (Cllr Matthews, Cllr Adams, Cllr Luker, Cllr C Allford, Cllr P Allford, Cllr Paine, Cllr Galvin) and 1 abstention (Cllr Webberley).

#### **7. STAFF APPOINTMENT**

**To ratify the appointment of the Town Maintenance Officer (should a successful candidate be recommended by the interview panel).**

No appointment was made. The position will be readvertised.

#### **8. NEXT MEETING**

**To note the next meeting date of Monday 7<sup>th</sup> December 2020, 6.30pm public session, 7.00pm formal meeting.**

See minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

*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.*

#### **9. 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. Documents to follow.**

The minutes of the Council Matters Committee of 23<sup>rd</sup> November 2020 were unanimously AGREED and it was **RESOLVED** to accept and sign them.

All decisions taken under delegated authority at the 23<sup>rd</sup> November meeting were noted.

It was **RESOLVED** unanimously to agree the following recommendations:

- a) The job descriptions and revised staffing structure should commence from January 2021, subject to minor amendments discussed by Council Matters and implemented in the final documents circulated.
- b) The job share request for Administrator 2 should be ratified.
- c) The Events Officer role be made redundant as of 20th December 2020 with some enhancement to final pay.
- d) That pay protection be offered until 20th March 2021 for the two staff members impacted.
- e) The internal promotion of the Governance and Projects Manager be agreed subject to the successful interview process.
- f) That the Town Clerk is given delegated authority to make the pay offer for the Governance and Projects Manager within the salary scale identified.

#### **10. RECRUITMENT TIMELINE**

**To consider a timeline and advert for a job share advertisement for the new Administrator 2 role as per the restructure. Documents enclosed.**

It was unanimously **RESOLVED** to accept the proposal. It was agreed that the closing date could be extended to ensure the right fed of candidates to interview.

**11. TOWN CLERK**

**To note a confidential update. Verbal update.**

This was noted. The Town Clerk was offered compassionate leave as required.

**12. LEGAL MATTER**

**To consider an update on the Morrison's alcohol licensing application. Documents enclosed.**

See minutes of the reconvened meeting on the 14<sup>th</sup> December 2020.

Jacqi Hodgson

Mayor



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

**MONDAY 14<sup>th</sup> DECEMBER 2020 HELD REMOTELY USING ZOOM**

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

In Attendance: C Marlton (Town Clerk), C Bewley (minutes) and 6 members of the public.

**1. WELCOME TO ALL ATTENDING AND OBSERVING**

**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.

There were no apologies.

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

**Reports from County and District Councillors.**

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

*The Council reconvened.*

**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 2<sup>nd</sup> November 2020 – document enclosed.
- b. Council Matters Committee 9<sup>th</sup> November 2020 – document enclosed.
- c. Town Matters Committee 16<sup>th</sup> November 2020 – document enclosed.
- d. Council Matters 23<sup>rd</sup> November 2020 – document enclosed.
- e. Planning Committee 23<sup>rd</sup> November 2020 – document enclosed.



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

- a. Full Council 2<sup>nd</sup> November 2020.
- b. Council Matters Committee 9<sup>th</sup> November 2020.
- c. Town Matters Committee 16<sup>th</sup> November 2020.
- d. See minutes for the meeting on 7<sup>th</sup> December 2020.
- e. Planning Committee 23<sup>rd</sup> November 2020.

#### **4. 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 2<sup>nd</sup> November 2020 – document enclosed.
- b. Council Matters Committee 9<sup>th</sup> November 2020 – document enclosed.
- c. Town Matters Committee 16<sup>th</sup> November 2020 – document enclosed.
- d. Council Matters 23<sup>rd</sup> November 2020 – document enclosed.
- e. Planning Committee 23<sup>rd</sup> November 2020 – document enclosed.

- a. Full Council 2<sup>nd</sup> November 2020.

None.

- b. Council Matters Committee 9<sup>th</sup> November 2020.

None.

- c. Town Matters Committee 16<sup>th</sup> November 2020.

Item 5 - It was **RESOLVED** to approve the recommendation.

Item 6, 1<sup>st</sup> recommendation - It was **RESOLVED** to approve the recommendation.

Item 6, 2<sup>nd</sup> recommendation - It was **RESOLVED** to approve the recommendation.

Item 7 - It was **RESOLVED** to approve the recommendation.

Item 8 - It was **RESOLVED** to approve the recommendation.

- d. Council Matters Committee 23<sup>rd</sup> November 2020.

- e. Planning Committee 23<sup>rd</sup> November 2020.

Item 6 - It was **RESOLVED** to approve the recommendation.

Item 8 - It was **RESOLVED** to approve the recommendation.

#### **5. ELECTION OF MAYOR AND CHAIRS OF COMMITTEE**

To elect a Mayor and chairs of the Council Matters, Town Matters and Planning Committees for 2021. To nominate councillors to Committees and Link Councillors positions from January 2021. Document enclosed.

Cllr Luker was nominated by Cllr Adams and seconded by Cllr Matthews.

Cllr Piper was nominated by Cllr Hodgson and seconded by Cllr Hendriksen.

Cllr Hendriksen was nominated by Cllr Paine and seconded by Cllr Adams.

Cllr Hendriksen withdrew.

The candidates gave a briefing on how they envisage leading the Council.  
A vote was taken and the results were:  
Cllr Luker – 7, Cllr Piper – 8, abstained – 1.

Cllr Piper was elected as Mayor from January 2021. His status until the AGM on 11<sup>th</sup> January 2021 is one of Mayor Elect.

Members and Chairs of the Council Committees were **AGREED** as detailed in Appendix 1 (starting after the AGM meeting on 11<sup>th</sup> January 2021).  
It was agreed that membership and Chairs of the Working Groups would be confirmed at the AGM in January.

Outside representatives and link roles were **AGREED** as detailed in Appendix 1 (starting after the AGM meeting on 11<sup>th</sup> January 2021).

#### **6. ROAD CLOSURE**

**To consider the reinstatement of the Saturday morning road closure of upper Fore Street and High Street on 12<sup>th</sup> and 19<sup>th</sup> December 2021. To note the Devon Communities Together interim report on the town centre survey responses to date. Document enclosed.**

#### **7. STAFF APPOINTMENT**

**To ratify the appointment of the Town Maintenance Officer (should a successful candidate be recommended by the interview panel).**

#### **8. NEXT MEETING**

**To note the next meeting date of Monday 11<sup>th</sup> January 2021, 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.*

#### **9. 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. Documents to follow.**

#### **10. RECRUITMENT TIMELINE**

**To consider a timeline and advert for a job share advertisement for the new Administrator 2 role as per the restructure. Documents enclosed.**

#### **11. TOWN CLERK**

**To note a confidential update. Verbal update.**

**12. LEGAL MATTER**

**To consider an update on the Morrison's alcohol licensing application. Documents enclosed.**

It was **RESOLVED** to defer this item to the next Full Council meeting in January.

Jacqi Hodgson

Mayor

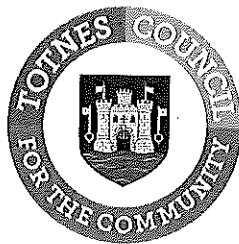
**APPENDIX 1**

<b>COMMITTEE</b>	<b>MEMBERS</b>
Council Matters	Cllrs Adams, C Allford, Hodgson, Luker, Paine, Piper, Price (Chair), Trow
Planning	Cllrs Allen (Chair), P Allford, Collinson, Hendriksen, Hodgson, Luker, Paine, Trow
Town Matters	Cllrs Allen, C Allford, P Allford, Collinson, Galvin, Matthews, Paine, Skinner, Trow (Chair), Webberley

<b>LINK COUNCILLORS</b>	
Cultural Links	Cllr Adams, Allen
Arts	Cllr Allen, Piper, Skinner
Elderly & Vulnerable People	Cllr C Allford, Collinson, Webberley
Young People	Cllr Hodgson, Price, Skinner, Webberley
Heritage	Cllr Allen
Open Space, Sports Provision & Leisure	Cllr Piper, Trow, Webberley
Traffic & Transport	Cllrs P Allford, Luker, Collinson
Environment & Sustainability	Cllr Hodgson, Matthews
Disability	Cllr Collinson, Webberley
Business & Employment	Cllrs C Allford, Luker & Price

<b>REPRESENTATIVES ON OUTSIDE BODIES</b>	
TADPOOL	Cllr Skinner, Webberley
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllr Adams, Hendriksen, Piper
Totnes Municipal Charities & Totnes Bounds Charity	Cllr Adams, Paine
KEVICC Foundation Governors	Cllrs Adams, Luker, Price, Webberley
Parish Paths Partnership	Cllr Allen
Totnes Hospital League of Friends	Cllr C Allford
DALC Larger Councils Committee	Cllr Price

Dart Harbour Community Group	Cllr Adams
DALC County Committee	Cllr Hodgson
Totnes Chamber of Commerce	Cllr C Allford, P Allford, Webberley
Fairtrade	Cllr Hodgson, Luker
Museum Trust	Cllrs Allen, Luker
Caring Town	Cllrs C Allford, Collinson, Hendriksen, Price, Webberley
Network of Wellbeing	Cllr Allen
Bridgetown Alive	Cllrs Adams, C Allford, P Allford
Daisy & Rainbow Childcare	Cllr Hodgson, Skinner
Inclusive Totnes	Cllr Hodgson, Price, Webberley
Police & Crime Commissioner Councillor Advocate	Cllrs P Allford, Luker, Piper
Totnes Carnival Committee	Cllr C Allford, P Allford, Hendriksen, Piper, Skinner
Totnes Community Development Society	Cllrs Galvin, Trow, Webberley
Devon Countryside Forum	Cllrs Allen, Hendriksen, Trow



**DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS  
MONDAY 14<sup>TH</sup> DECEMBER 2020 AT 7.30PM – HELD REMOTELY  
USING ZOOM**

**Present:** Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, V Trow and B Piper (joined the meeting at 7.35).

**Apologies:** None

**In Attendance:** C Marlton (Town Clerk).

**1. APOLOGIES FOR ABSENCE**

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

There were no apologies.

*The Committee will adjourn for the following items:*

**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.

There were no members of the public who wished to speak.

*The Committee reconvened.*

**2. CONFIRMATION OF MINUTES**

**To update on any matters arising from the minutes of 9<sup>th</sup> November 2020.**

The minutes have already been ratified by Full Council. There were no matters arising.

**3. 2021/2022 DRAFT BUDGET**

**To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.**

Noted. As some Councillors have raised questions about the detail contained within some of the budget lines, it was **AGREED** that the full budget proposal with further explanations will be considered at the January Council Matters Committee, with an extraordinary Full Council to be called to ratify the recommendations (subsequently set for 7pm Thursday 28<sup>th</sup> January 2021). Councillors are requested to email the Clerk and Deputy Clerk with any specific questions that they have on the individual budget lines.

#### 4. STANDING ORDERS REVIEW

To review:

a. the start time of Committees from 5.30pm to 6.00pm at the request of Cllrs C Allford, P Allford and Webberley;

To **RECOMMEND** to Full Council that the start time for Committee meetings is changed to 6.30pm for a maximum duration of 90 minutes, concluding at 8.00pm.

b. the draft terms of reference for the Totnes Future Forum;

It was **AGREED** that the structure of the two forums should be the same. The detail of the draft Terms of Reference can be agreed at a future meeting.

and

c. the draft terms of reference for the Traffic and Transport Forum.

To **RECOMMEND** that the draft Terms of Reference includes the establishment of a Steering Group, which is mirrored in the structure of the Totnes Future Forum. The Planning Committee will review the detail of the Terms of Reference.

#### 5. FREE WEEKEND CAR PARKING

To consider paying to make South Hams District Council car parks free of charge for the weekend before Christmas.

It was **AGREED** that the Town does not accept the offer of free weekend car parking in the town due to the level of cost involved.

#### 6. NEIGHBOURHOOD PLAN

To update on the Neighbourhood Plan submitted to South Hams District Council in September 2020.

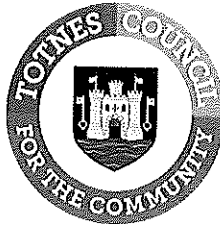
Noted. South Hams District Council has confirmed that a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) are required. Locality grant funding is available to cover the costs of this work. To **RECOMMEND** to Full Council that the Town Council pursues the production of these documents in order to address the concerns of Natural England and enable the Neighbourhood Plan to progress to further public consultation and external examination.

#### 7. DATES OF NEXT MEETINGS

To note the date of the next meeting of the Council Matters Committee – Monday 18<sup>th</sup> January 2021 at 5.30/6.30pm (please note the meeting time change).

Noted. The time will be confirmed as either 5.30 or 6.30pm following Full Council on Monday 11<sup>th</sup> January 2021.

Catherine Marlton  
Town Clerk



## DRAFT MINUTES FOR THE PLANNING COMMITTEE

### MONDAY 21<sup>ST</sup> DECEMBER 2020 - HELD REMOTELY USING ZOOM

Present: Councillors R Hendriksen (Chair), J Hodgson, C Luker and G Allen (joined at 10.25 and left at 11.15am).

Apologies: Councillors S Collinson and V Trow.

Not Present: Cllr P Paine.

In Attendance: One member of the public from 10.45am), S Dell (Green Travel Co-ordinator for Item 5) and S Halliday (Committee and Cemetery Administrator).

#### 1. APOLOGIES FOR ABSENCE

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

It was resolved to accept the apologies.

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

There were no members of the public present.

*The Committee reconvened.*

#### 2. CONFIRMATION OF MINUTES

**To update on any matters arising from the minutes of 23<sup>rd</sup> November 2020.**

The minutes of the meeting have been agreed by Full Council on 14<sup>th</sup> December 2020.

Item 3 – to be discussed under item 5a.

Item 6 – resolved by Full Council. An email was sent to South Hams District Council on 16<sup>th</sup> December 2020.

Item 7 – The Ramblers and the Devon County Council Pathways Officer have been emailed to invite them to the Planning Committee on 25<sup>th</sup> January 2021.

Item 8 – resolved by Full Council.



Item 9 – see item 7. The Ramblers have confirmed that they are able to attend the January meeting.

### 3. 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.*

3a) 3869/20/TCA – T1: Spruce – fell due to proximity of dwelling. 7 Grove Mews, Totnes, TQ9 5GT.

Support. The Committee would request that a replacement tree is planted in a more appropriate location.

### 4. 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.*

4a) 3831/20/CLE – Lawful development certificate for existing use for granny annexe as ancillary accommodation. Rooftops, Bridgetown Hill, Totnes, TQ9 5BN.

Support.

4b) 3785/20/LBC – Listed Building Consent for proposed external installation of gas supply. Seymour Court, Bridgetown, Totnes.

Support. The Committee would request that the South Hams District Council Green Homes Adviser comments on this application given the installation of gas.

4c) 3817/20/LBC – Listed Building Consent for internal alterations and refurbishments (retrospective). 37a Fore Street, Totnes, TQ9 5HN.

Support, subject to the comments of the Heritage officer.

4d) 3864/20/ARC – Application for approval of details reserved by condition 3 for planning application 0574/17/LBC. 44 Fore Street, Totnes, TQ9 5RP.

Support.

4e) 3951/20/ARC – Application for approval of details reserved by conditions 4 and 5 on planning application 1051/19/LBC. 18 Bridgetown, Totnes, TQ9 5BA.

Support. The Committee is please to see work progressing to bring this building back into use.

### 5. TOTNES AND DISTRICT TRAFFIC AND TRANSPORT FORUM

5a) To consider the revised Terms of reference for the Forum.

To **RECOMMEND** to Full Council that a Steering Group that meets monthly to take forward actions is set up as part of the Totnes and District Traffic and Transport Forum, with the detail of the membership to be confirmed (for example, the inclusion of District and County Councillors).

5b) To note the minutes of the last meeting.

Noted.

6. LICENSING APPLICATION

To consider the application for a new premises licence from Orlando's Fine Foods Ltd for Flat, 64 Fore Street, Totnes, TQ9 5RU. The application is for: Sale of alcohol for consumption off the premises, Monday to Sunday from 8am to 6pm. These will be online/telephone orders only and there will be no public access to the premises.

The Committee supports this application as it will be an active business in the town centre. However, the Committee would like confirmation that the premises is listed for business (not residential) use.

7. TRAFFIC REGULATION AMENDMENT ORDER

To consider the proposed Traffic Regulation Amendment Order for 'No Waiting at Any Time' on specified lengths of Brooklands, Hillbrook Road and Woodbrook Road.

The Committee supports the Traffic Regulation Amendment Order.

8. SOUTH HAMS DISTRICT COUNCIL HOUSING STRATEGY CONSULTATION

To consider the South Hams and West Devon Councils consultation exercise on their Draft Housing Strategy 2021 - 2026 "Better Homes, Better Lives" and make any recommendation to Full Council to meet the 1<sup>st</sup> February 2021 deadline for comments.

It was **AGREED** that in order for Councillors to consider the strategy fully, they will review the document out of committee and make any comments to the Officer by midday 4<sup>th</sup> January 2021. The comments will then be collated into a recommendation to Full Council to be circulated to Committee members by the evening of 4<sup>th</sup> January for comment by midday on 6<sup>th</sup> January to ensure inclusion of a **RECOMMENDATION** [see below] in the Full Council papers on 6<sup>th</sup> January 2021 to ensure a Council position is agreed before the 1<sup>st</sup> February deadline for comments.

9. ASSET OF COMMUNITY VALUE

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

It was **AGREED** to defer this item until the January 2021 meeting.

10. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 25<sup>th</sup> January 2021 at 5.30/6.00pm to be confirmed (please note the change in start time).**

Noted. The time of the meeting will be confirmed following Full Council on 11<sup>th</sup> January 2021.

Sara Halliday

Committee and Cemetery Administrator

## PROPOSED TTC COMMENTS ON THE SHDC HOUSING STRATEGY 2021-2026 CONSULTATION

To **RECOMMEND** to Full Council that the following response is submitted as part of the South Hams District Council Housing Strategy 2021-26 consultation.

*[Note: the bold text in the comments are quotes from the SHDC Housing Strategy paper]*

The survey on the SHDC website for this consultation asks the following questions:

**1. How easy did you find it to identify South Hams's priorities for housing in our draft Housing Strategy document? *Very Easy, Easy, Difficult, Very Difficult, Don't Know, Other***  
Difficult

**2. Does the Strategy reflect the housing challenges faced within the South Hams? *Yes, No, Not Sure, Comments***

TTC would question why this is not looking over a greater period when planning usually takes some time. Especially where developers have been land banking.

**3. Does the Strategy explain the current work being undertaken across the South Hams? *Yes, No, Not Sure, Comments***

Yes

**4. We have developed three key housing priority areas under our theme of Housing for Place**

Priority 1 -Ensuring sustainable housing growth

Priority 2 - Promote balanced and sustainable communities

Priority 3 -Ensuring that homes support the Health and Wellbeing of the area

**Do you support these priorities? *Yes, No, Not Sure, Comments***

Support 2 and 3.

***Reference 'Both our Councils have declared a climate emergency and are committed to supporting initiatives that deliver on carbon reduction'. TTC Comment: 'Supporting' needs more stronger regulations and adoption of standards above the minimum national regulations.***

***South Hams and West Devon occupy the south west corner of Devon and comprise a mix of Traditional rural settlements and rolling agricultural landscapes. TTC Comment: Current / recent developments have not taken into account 'skyline' policies that should be applied and especially if they are within a local NP.***

Note: see policies in Totnes NP.

***South Hams and West Devon are non-stock holding authorities TTC Comment: This is a policy that needs to be reviewed if we are ever to provide enough social housing to meet local housing needs.***

***Dartmoor National Park TTC Comment: Good to see that National Parks will continue to have their local planning rules which are essential to maintain these national assets.***

***Demographic projections suggest a 5% increase in population in the next 5 years TTC Comment: If this is accurate then serious thought has to be given to a more holistic view of planning and the building of appropriate infrastructure. Totnes is continually suffering from the impact of***

developments outside its area which is causing traffic and air pollution problems as it the only available river crossing.

**Promote Balanced and Sustainable communities** *TTC Comment:* Good to see in plan.

**How we will deliver/ Seek to expand our own in-house private lettings service Seamoor Lettings.**  
*TTC Comment:* Good to see in plan.

**5. We have developed three housing priorities under our theme of Housing for People:**

**Priority 1 - Homes that support the Health and Wellbeing of our residents**

**Priority 2 - Make the best use and improve the quality of existing housing**

**Priority 3 - Ensure that people can access the support and advice they require and make best use of data**

**Do you support these priorities? Yes, No, Not Sure, Comments**

support all three priorities with reservations as to the ambitions and extent of these priorities

Will planners make sure that future developments have space for families e.g., gardens of a minimum size; adequate green / play spaces?

**...but simply that the people earning lower wages can no longer afford to live in the area and have had to find somewhere to live in a cheaper area.** *TTC Comment:* People do decide to stay in the area but are stuck with poor quality rental or having to live in caravans / vans. We need to quickly address the needs of these people by providing multi, serviced site around the area. Where do they find somewhere cheaper to live?

**5 years and a 17% increase in the average house price in South Hams.** *TTC Comment:* Even more evidence for the support for social housing at truly affordable rents.

**Levels of fuel poverty in the District and Borough are above the national average** *TTC Comment:* All the more need for insisting on the very best of energy efficiency in new homes and the retrofitting of energy saving in existing properties, especially all rented property.

**6. What, if anything in your opinion should be given greater priority in the Housing Strategy?**  
**Comments box.**

Carrying out a proper audit of available stock and of actual housing need is essential otherwise the danger is that SHDC is doing nothing more than clearing the decks for developers to push through what they want and what gives them most profit. We need to ensure absolute priority for local people, builders, materials and requirements. We need to make sure that all other new builds in the area are taken into account when deciding on a new application eg. the thousands of new houses being built along the A385 between Brixham and Dartington have a cumulative affect on the AQMA through Totnes and on the horrendous traffic jams we see there. These developments need to be part of a bigger, joined up picture with other district councils. We need to absolutely ensure these developments are fit for purpose going forwards in terms of infrastructure, environmental impact, the impact of climate change etc

**Since 2016/17, South Hams has enabled 483 units of new affordable housing. The Council's Housing Register has approximately 2,000 households registered, and 70% of those earn less than £20,000 per annum** TTC Comment: At this rate the demand will never be met.

**8.2% of the total dwellings in the South Hams are second homes with up to 50% in some TTC** Comment: When will the 200% council tax be introduced and the loophole in business rates on second homes be stopped?

**7. Do you have any further views about our plans to tackle the housing needs in the South Hams?**  
Comments box.

**South Hams District Council has secured Investment Partner status with Homes England in order to directly draw down grant funding.** TTC Comment: Will this be made available to Town / Parish Councils to provide housing meeting local needs?

**In 2019 there were 67 properties identified as being long term empty properties in South Hams. Ensure the best use and improved quality of existing housing** TTC Comment: Time to look at compulsory purchase?

**Support creation and development of Neighbourhood plans with Town & Parish Councils and Local community groups.** TTC Comment: Good to see support for NP.

**Explore the concepts of the Council as a developer and landlord of new housing.** TTC Comment: Good to see in plan.

**By operating as a shared workforce on behalf of West Devon & South Hams, each Council saves around £3.9m in South Hams & £2.2m in West Devon in staffing costs. We have also reduced our workspace significantly in the last 5 years operating from a fraction of our existing offices, renting the majority of the building to tenants both in the private and public sector. Nevertheless the Council's resources are limited.** TTC Comment: What damage has this done to local economy? It is not the only way to go.

**An operational delivery plan will be developed annually with SMART (Specific, measurable, achievable and timely) actions which will be regularly monitored and reviewed.** TTC Comment: Brave words but unfortunately like all 'smart' management themes they often get rapidly out of date and ineffective.

# STANDING ORDERS

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## TOTNES TOWN COUNCIL

Last reviewed September 2020

Requested review December 2020

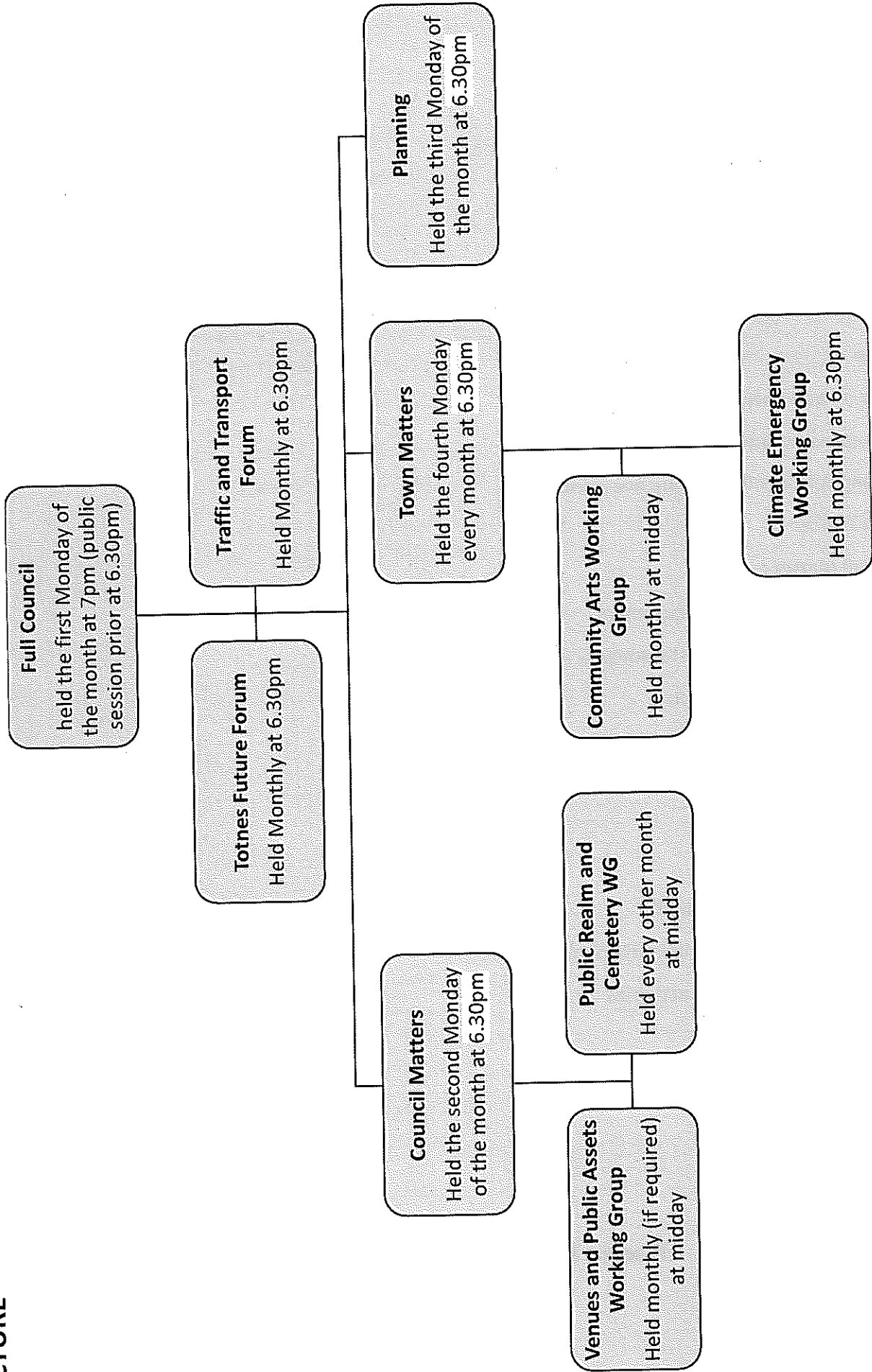
Start date January 2021

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### AMENDMENTS

- Reviewed Committee/Working/Forum group structure including when meetings are held and how regularly – Committees to start at 6.30pm for a maximum duration of 90 minutes.
- Terms of Reference for the Future Totnes Forum
- Change to Terms of Reference for the Traffic and Transport Forum to establish a Steering Group which meets monthly and the wider Forum on a quarterly basis.
- Reduced minimum number of Councillors on meetings.
- Clarification on motions at meetings.

# STRUCTURE



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**Text in bold is required by statute**



## 1. Meetings

- a) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c) Councillors are expected to attend meetings.
- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Members of the public may make representations, raise questions, give evidence during a 30 minute open and informal session prior to Full Council.
- f) Any items raised by members of the public that require a decision will be referred by the Chair to the relevant committee for consideration by the usual committee process. Questions requiring a factual answer may be answered by the Chair or be referred by the Chair to the Clerk or a relevant Councillor.
- g) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted for non-confidential items.
- h) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- i) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by the Chair of the Council may in their absence be done by the Deputy Chair.
- j) The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Chair, if present, shall preside. If both the Chair and the Deputy Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- k) All questions at a meeting shall be decided by a majority of the Councillors present and by voting thereon.
- n) The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
- l) Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.
- m) The minutes of a meeting shall record the names of the Councillors present.
- n) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.
- o) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at the meeting shall be recorded in the minutes.
- p) A Councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- q) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

- r) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.
- s) Full Council meetings will not exceed 120 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting. Committee, Working Group and Forum meetings should not exceed 90 minutes in length unless there are exceptional circumstances, at which time Members vote by majority to extend the length of the meeting.

## 2. Ordinary Council meetings

- a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.
- d) In addition to the annual Town Council meeting of the Council, at least three other ordinary meetings shall be held on such dates and times as the Council directs.
- e) The election of the Chair and appointment of the Deputy Chair of the Council shall be the first business completed at the annual meeting of the Council. The Mayor appoints a Deputy without the need for an election.
- f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g) The Deputy Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j) Following the election of the Chair of the Council and Deputy Chair of the Council at the annual meeting of the Council, the order of business will include:
  - i. In an election year, delivery by Councillors of their declarations of acceptance of office forms and to grant permission for absent Councillors to sign their declarations in the presence of the Clerk outside of the Annual Meeting.
  - ii. In a non-election year, delivery by the Chair of their acceptance of office form.
  - i. Review delegation arrangements to committees and sub-committees and make appointments where appropriate;
  - v. Review terms of reference for committees;
  - vi. Appointment of members to existing committees;
  - vii. Approve the Council's Standing Orders;
  - viii. Set the dates, times and place of ordinary meetings of the Council and any committees and sub-committees agreed for the year ahead.

## 3. Extraordinary meetings of the Council

- a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b) If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

#### **4. Committees, sub-committees and working groups**

- a) The Council may appoint standing committees and sub-committees at any meeting.
- b) Terms of reference, membership and Chair of any committee or sub-committee shall be approved by Council and form part of the Standing Orders
- c) The Council will determine whether the public may participate at a meeting of the committee or sub-committee.
- d) The Council may dissolve a committee, sub-committee or Working Group at any meeting.
- e) The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
- f) Subject to Standing Order 4 (e) above, the Council and Standing Committees may appoint working groups without delegated powers comprising between a minimum of three Councillors and a maximum of nine Councillors with powers to co-opt non-Councillors on a nonvoting basis. The quorum of any working party must be at least three Councillors.
- g) Working groups do not have any delegated authority in terms of decision making or expenditure but instead are a way of discussing issues and projects informally and including members of the community.
- h) All non-Councillor members of a Working Group are allowed on a non-voting basis only and must agree to abide by the Town Council Code of Conduct.
- i) A Working Group must appoint a Chair and produce brief action notes to be fed back to the appropriate Council committee for further discussion and decision making.

#### **5. Motions**

- a) No motion may be moved at a meeting unless it falls under an item on the agenda. Best practice states that the mover has given written notice of its wording to the Proper Officer at least three clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Verbal motions will be allowed in exceptional circumstances at the discretion of the Chair.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or the Councillors that have convened the meeting, to consider whether the motion shall be included or rejected.
- c) Subject to Standing Order above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- f) The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to appoint a person to preside at a meeting;
  - ii. to approve the absences of Councillors;
  - iii. to approve the accuracy of the minutes of the previous meeting;
  - iv. to dispose of any business remaining from the last meeting;
  - v. to alter the order of business on the agenda;

- vi. to proceed to the next business on the agenda;
- vii. to close or adjourn debate;
- viii. to move to a vote;
- ix. to defer consideration of a motion;
- x. to require a written report;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public for all or part of a meeting;
- xiii. to silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend any Standing Order except those which are mandatory by law;**
- xvi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back;
- xvii. to adjourn the meeting;
- xviii. to close a meeting.

## 6. Rules of debate at meetings

- a) A motion shall not be considered unless it has been proposed and seconded.
- b) Motions must be clear and concise.
- c) The Chair shall decide the order in which amendments are considered and dealt with.
- d) Only one amendment shall be moved at a time.
- e) The mover of a motion or the mover of an amendment shall have the right of reply.
- f) During the debate of a motion, a Councillor may interrupt only on a point of order or if the Chair asks for an explanation. The Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or identify any irregularity.
- g) A point of order shall be decided by the Chair and their decision shall be final.
- h) The Chair shall be satisfied that a motion has been sufficiently debated before it is put to a vote.
- i) When a motion is under debate no other motion shall be moved except:
  - i. To amend the motion;
  - ii. To proceed to the next business;
  - iii. To adjourn the debate;
  - iv. To put the motion to a vote;
  - v. To ask a person to be silent or for them to leave the meeting;
  - vi. To exclude the public and press;
  - vii. To adjourn the meeting;
  - viii. To suspend any Standing Order, except those which are mandatory.
- j) If the Chair stands up during a meeting all discussion and debate shall cease.

## 7. Code of Conduct

a) All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council on November 6<sup>th</sup> 2017. All Councillors and Working Group members will adhere to the 7 Nolan Principles as outlined under section 29.

EXPLANATION OF PECUNIARY INTEREST TAKEN FROM CODE OF CONDUCT

*Disclosable Pecuniary Interests*

7. *The interests you must register are:*

7.1 *Those disclosable pecuniary interests defined by the Regulations, namely:*

*(a) Employment - any employment, office, trade, profession or vocation carried on for profit or gain by you or a relevant person;*

*(b) Sponsorship - any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your expenses, including any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;*

*(c) Contracts - any contract which is made between you or, so far as you are aware, a relevant person (as defined at Paragraph 2 above) (or a body in which the relevant person has a beneficial interest) and the Council:*

- (1) under which goods or services are to be provided or works are to be executed; and*
- (2) which has not been fully discharged*

*(d) Land - any beneficial interest in land held by you, or so far as you are aware, a relevant person, which is within the area of the Council;*

*(e) Licence - any licence (alone or jointly with others) to occupy land held by you, or so far as you are aware, a relevant person in the area of the Council which will last for a month or longer*

*(f) Corporate Tenancies -any tenancy where (to your knowledge):*

- (1) the landlord is the Council; and*
- (2) the tenant is a body in which you or, so far as you are aware, a relevant person has a beneficial interest.*

*(g) Securities - any beneficial interest that you or, so far as you are aware, a relevant person has in securities of a body where:*

*(1) that body (to your knowledge) has a place of business or land in the area of the Council and*

*(2) either:*

*(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*

*(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

b) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c) Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing

that, at the start of the meeting for which the dispensation is required.

e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f) A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

h) A dispensation may be granted in accordance with Standing Order 7(e) above if having regard to all relevant circumstances the following applies:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

### **8. Disorderly Conduct**

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b) If, in the opinion of the Chair, there has been a breach of Standing Order 8 (a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.

c) If a resolution made in accordance with Standing Order 8(b) is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

### **9. Minutes**

a) Minutes, including any amendment to correct their accuracy shall be confirmed by resolution at the subsequent Council meeting.

b) A motion to correct an inaccuracy can be moved and agreed amendments shall be made to the final minutes.

### **10. Voting on appointments**

a) Where two or more persons have been nominated for a position by the Council and none of those persons has an absolute majority of votes in their favour, the person having the least number of votes shall be struck off the list and a fresh vote taken.

b) This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

### **11. Previous resolutions**

a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer.

b) When a motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

### **12. Handling confidential or sensitive information**

a) Councillors and staff should not disclose confidential information.

### **13. Proper Officer**

a) The Council shall appoint a Proper Officer who shall be the Town Clerk. **The management team will undertake the work of the Proper Officer when the Proper Officer is absent.**

b) The Proper Officer shall:

- i. give public notice of the time, date, venue and agenda at least three working clear days before a meeting of the Council or a meeting of a committee or subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- ii. send to Councillors the date, time, venue and agenda of the meetings of the Council at least three clear days before the meeting by email;
- iii. convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. attend Council meetings OR delegate to the **a member of the management team**;
- v. make the minutes of meetings available for inspection by the public;
- vi. receive and retain copies of byelaws made by other local authorities;
- vii. receive and retain declarations of acceptance of office forms from Councillors;
- viii. process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulation;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed;
- xii. arrange authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. have overall managerial responsibility for the organisation, including staff;
- xv. implement the decisions of the Council via delegated authority;
- xvi. provide objective, professional advice on all matters.

#### **14. Financial Matters**

The Council shall appoint the Proper Officer to be the Responsible Financial Officer. The **Finance, HR and Lettings Manager** shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:**

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; and
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

b) Financial regulations shall be reviewed regularly and at least every 2 years for fitness of purpose (Appendix B).

#### **15. Financial controls and procurement**

- a. a) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 15(b) below.

- b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised on the Town Council website and Facebook page and must consider whether the Public Contracts Regulations A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 15(c) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- d) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.
- e) The Council or committees are not bound to accept the lowest value tender.

## **16. Accounts and accounting statements**

- a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. The Council Matters Committee with a budget spreadsheet summarising the Council's receipts and payments for the last year to date for information; and
  - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.
- f) The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## **17. Annual budget and precept**

- a) At least one community participatory budget event will take place prior to the annual budget setting by the Council.
- b) The Council shall approve a budget for the coming financial year before the end of January and instruct the Responsible



Financial Officer to submit the precept demand to the District Council.

### **18. Execution and sealing of legal deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 18(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

### **19. Allegations of Breaches of the Code of Conduct**

- a) On receipt of an alleged breach of the code of conduct by a Councillor, the Proper Officer shall report this to the Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council and they shall nominate another staff member to assume the duties of the Proper Officer set out in the remainder of this Standing Order.
- c) The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint as required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) Upon notification by the District Council that a Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.

### **20. Handling staff matters**

- a) A matter personal to a member of staff that is being considered by a meeting of Council OR the Council Matters Committee is subject to Standing Order 12 above.
- b) In relation to matters of staff absence and sickness all staff will confirm to the Absence Management Policy adopted in April 2019. In the case of the Town Clerk (Proper Officer) being absent the Chair of the Council Matters Committee and a Councillor of the Proper Officers preference will undertake the management role and report back to the Council Matters Personnel Sub Committee.
- c) The Chair of the Council Matters Committee and a Councillor of the Proper Officers preference shall conduct a review of the performance and annual appraisal of the work of the Proper Officer.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chair of the Council or in their absence, the Deputy Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council Matters Committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Deputy Chair of the Town Council, this shall be communicated to another member of the Council Matters Committee which shall be reported back and progressed by resolution of the Council Matters committee OR the Town Council.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The Council shall keep all written records relating to employees secure.
- h) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 19(f) and (g) above if so justified.
- i) Access and means of access to records of employment referred to in Standing Orders 20(f) and (g) above shall be provided only to the Clerk (Finance, HR and Lettings Manager in their absence).

## 21. Requests for information

- a) Councillors and staff must comply with the new General Data Protection Regulations (GDPR) effective from 25th May 2018. The Governance and Projects Manager is the appointed Data Protection Officer for the Town Council.
- b) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, the Data Protection Act 1998 to be superseded by the GDPR.
- c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Town Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000. An admin fee may be applicable for these requests depending on the complexity, at the discretion of the Town Clerk.

## 22. Restrictions on Councillor activities

- a) Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 23. Standing Orders generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9 above or by recommendation of the Town Clerk in relation to national best practice, to be considered by Full Council.
- c) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

## 24. Committee Terms of Reference

### 24.1 Council Matters Committee

#### 1. Authority

The Council Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies. Meetings of the Council Matters Committee will be held monthly.

A Personnel Sub-Committee will be formed, consisting of the Chair and 3/4 other elected members of the standing committee and will meet only when needed. For example; staffing appeals committee. The quorum of this committee will be a third of the agreed membership.

#### 2. Membership

The Committee will consist of no fewer than 6 elected Town Councillors and a maximum of 8, and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

#### 3. Responsibilities

The Council Matters Committee will act as the Scrutiny Committee of the Council, monitoring the operational, civic, administrative, staffing and financial responsibilities as well as the assets of the Council. The day to day management of Council matters rests with the Town Clerk. The Council Matters Committee will be responsible for initiating, developing and monitoring any policies required for the Town Council to carry out its functions.

The Committee will be responsible (and have delegated authority) for all staff appointments; annual appraisal; training and development; the setting of staff salaries, hours of work and all matters relating to their individual contracts; sickness and staff welfare issues; and grievance and disciplinary matters.

The Committee must ensure that matters relating to the personal matters of staff are not published and that all staff records are held securely.

The Committee will consider action and expenditure from the notes of the Venues and Public Assets AND Public Realm and Cemetery Working Groups.

#### **4. Operating Principles**

The Council Matters Committee will meet monthly to accept reports, raise issues and act as a conduit to the Full Council on all of its responsibilities.

The Committee will be able to recommend the creation of subcommittees which need to be constituted to aid the work of the Committee. Membership of the subcommittee would come from the membership of the Council Matters Committee. However, it is envisaged that most work will be done by the Committee itself, as it is from the Committee that recommendations to Full Council need to emerge.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Council Matters Committee may also recommend establishing Working Groups to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Council Matters Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be a third of the agreed membership.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

#### **5. Delegated Powers**

The Council Matters Committee may approve the income and expenditure of the Council on behalf of the Council, within the remit of existing agreed Town Council financial regulations.

The Council Matters Committee has delegated powers to act on behalf of the Council in all matters relating to staff appraisals, staff appointments, staff grievances, the setting of staff salary scales and staff training.

#### **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions. They will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Council Matters Committee meeting.

The minutes of any subcommittee will be included into the Council Matters Committee minutes to inform Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Council Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

Minutes of committees and Full Council will be agreed and signed at the following Full Council meeting.

#### **7. Administrative Support**

The Town Clerk will be or will nominate an officer to be responsible for the support and administrative duties of that Committee.

## **24.2 Town Matters Committee**

### **1. Authority**

The Town Matters Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Town Matters Committee will be held every month (where possible) on a set date.

### **2. Membership**

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

### **3. Remit**

The Town Matters Committee will consider on behalf of the Town Council any matters, excluding the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- The welfare of the elderly and vulnerable.
- Enrichment for children and young people
- Provision of social, leisure, sporting and recreational facilities.
- Provision of adult education, cultural and library services.
- Employment Strategy.
- Tourism Development.
- Crime and anti-social behaviour.
- Climate Emergency.
- Community Arts.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

### **4. Operating Principles**

The Town Matters Committee will meet every two months to consider any significant issues in relation to its remit. The Town Matters Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Town Matters Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be 50% of the membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

### **5. Delegated Powers**

The Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

## **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Town Matters Committee meeting.

The minutes of any subcommittee will be included into the Town Matters Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

## **7. Administrative Support**

The **Governance and Projects Manager** be responsible for the support and administrative duties of that Committee.

### **24.3 Planning Committee**

#### **1. Authority**

The Planning Committee is a Principal Committee of the Town Council and its membership is appointed by the Town Council annually. The Committee's remit is defined and agreed by the Full Council. These powers will be exercised in accordance with any policy adopted or directions given by the Town Council and subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations and Personnel Policies.

Meetings of the Planning Committee will be held every month to allow any urgent planning applications to be considered by Full Council.

#### **2. Membership**

The Committee will consist of no fewer than 6 elected Town Councillors, and a maximum of 10 and its membership and the Chair will be elected by the Full Council annually. Both the Chair and Committee members will be re-elected each year in March/April. A Deputy Chair can be elected by the Committee to fulfil the role of the Chair in their absence (if both are absent then any elected member can take the chair by agreement of the committee).

The *quorum* will be a minimum of a third of the elected committee membership.

#### **3. Remit**

The Planning Committee will consider on behalf of the Town Council any matters, including the physical nature of the town, and anything concerning the quality of life of people who live, work in or visit the town. This will include:

- Lead responsibility for the development of the Neighbourhood Plan, with appropriate input to the NP Working Group (please note any financial matters in relation to the Neighbourhood Plan needs to be considered by the Council Matters Committee).
- Planning applications, tree orders etc
- Traffic and Transport.
- Housing.

n.b. Where these areas overlap with services provided by the Town Council e.g. Totnes Information Point or the Civic Hall, the Council Matters Committee will deal with the issue.

#### **4. Operating Principles**

The Planning Committee will meet every month to consider any significant issues in relation to its remit e.g. planning. The Planning Committee will consider all but only matters referred to it by the Full Council by letter evidence. The Planning Committee may consider any matter referred to it by a member of the public. The Committee will work in partnership with relevant organisations in the town and where necessary will seek to provide leadership or coordination for the activities of individuals or organisations involved in quality of life issues. In issues in conjunction with outside groups and with a Council mandate it can act in an advocacy capacity to support specific issues.

The Committee may, of course, ask individual members to undertake any work which needs to be undertaken in relation to the workings of the Committee e.g. developing a proposal, implementing tasks, working with the Clerk etc.

The Planning Committee will also be able to recommend the creation of Working Groups to undertake specific tasks within the responsibility of the Committee (or across Committee responsibilities) as defined within Standing Orders. Working groups are constituted with fixed terms of reference and are time limited to the Council year they are constituted in. If they are to continue

they will need to be reconstituted. Working groups may include Councillors not on the Committee and members of the public, and their membership will be agreed at Full Council.

All committees, subcommittees and working groups are subject to the Town Council Standing Orders. The quorum for subcommittees and working groups would be one third of the agreed membership and in no case less than 3.

Prior to the commencement of the Committee meeting members of the public will have the opportunity to speak to the Committee, as defined within Standing Orders. With the agreement of the Committee, the Chair may, during the Committee meeting suspend Standing Orders, if appropriate, to enable any interested parties to speak on a particular issue during the meeting.

#### **5. Delegated Powers**

The Planning Committee has full delegated powers to make a Council decision regarding representations to South Hams District Council or other appropriate bodies on all planning applications in the town re Standing Orders, unless the Committee decides, following Council guidelines, that the application should be passed to Full Council due to its size, controversial nature or potential effect on local people.

The Committee may also comment on behalf of the Town Council on licenses or street naming if requested to do so.

On all other aspects of its activity, the Committee does not have delegated authority, and will be expected to make recommendations to Full Council for consideration.

#### **6. Records of Proceedings**

Written minutes will be taken to record the Committee's deliberations and decisions, will be received at the next Full Council meeting, formally adopted and any matters arising would be brought up at the next Planning Committee meeting.

The minutes of any subcommittee will be included into the Planning Committee minutes to inform Full Council of the workings of that subcommittee. Working groups are not required to publish minutes, but are expected to prepare a report for consideration by the Town Matters Committee on completion of their work, and may choose to prepare interim reports if they wish.

#### **7. Administrative Support**

The **Governance and Projects Manager** be responsible for the support and administrative duties of that Committee.

## **25. Terms of Reference for Link Councillors**

### **1. Link Councillors**

The Town Council seeks to appoint Link Councillors annually. It is open to any Councillor to put themselves forward to be elected to a link Councillor role or to propose new areas of interest. The areas currently are:

- Business and Employment
- Cultural Links
- Elderly and Vulnerable People
- Young People/Youth
- Heritage
- Arts
- Traffic and Transport
- Environment and Sustainability
- Open Space, Sports Provision and Leisure
- Disability
- Totnes Hospital League of Friends
- TADPOOL
- Totnes Allotments Association
- Vire Twinning Association
- Totnes Municipal Charities and Totnes Bounds Charity
- Parish Paths Partnership
- River Dart Non-Beneficiaries Group
- DALC County Committee
- DALC Larger Councils Committee
- Caring Town
- Bridgetown Alive
- Totnes Carnival
- Totnes Fairtrade
- Totnes Community Development Society

#### Links on outside bodies

- Daisy and Rainbow Childcare
- Totnes Traffic & Transport Forum
- KEVICC Foundation Governors
- Totnes Chamber of Commerce
- Network of Wellbeing
- Police and Crime Commissioner Advocate

## 2. Aims

The Town Council created these roles in order to provide nominated Councillors who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take information and views from the Town Council back to the groups;
- f) take matters for consideration back to Full Council via a motion or report.

## 26. Terms of Reference for Advisory Bodies (Forums)

### Advisory:

There is currently one group operating as advisory bodies to the Town Council. This is:

- The Traffic and Transport Forum
- Totnes Future Forum

Each forum has developed its own Terms of Reference which indicate why it exists and how it wishes to operate. These Terms of Reference do not wish to cut across those stated aims, and are written solely to clarify the nature of the relationship with the Town Council, to whom each acts as an advisory body only.

1. The Town Council will nominate at least one Councillor to act as a link point with each forum.
2. The Council will seek the views of its advisory bodies on all matter of relevance to them.
3. Where an issue needs further consideration, the Town Council could request consideration of the issue by the forum. Or the Council could set up a working group, asking the forum if they would nominate members to join with the Council on the working group to consider the relevant issues.
4. It must be noted that ultimately responsibility lies with Councillors, and they may not always choose to take the advice of the forum.
5. The Town Council values the forum members. It will encourage people from across the town to join the Forum, as the recognised place for members of the community to air their detailed concerns and become involved on matters of relevance to the forum. A Forum may establish a smaller Steering Group drawn from the community which meets on a monthly basis to progress work, with the wider public Forum meetings held on a quarterly basis. In return it expects the Forums to:
  - Regularly promote their meetings and seek to encourage individuals and community groups to join them, in order to make them as representative as possible.
  - achieve transparency and openness by holding open meetings, publicising the agenda and reporting on their activity.
  - recognise the right of any individual or organisation to operate unilaterally, respecting everyone's opinions.

## 27 Terms of Reference for the Mayor and Deputy Mayor

The Mayor should provide a visible and strong presence in the town representing the Town and the Council. The Mayor should act within their role as a way for the Town Council to engage with the community as agreed by the Council and set out within Town Council policies and procedures. They act as an independent advocate for both Totnes and the Council on all occasions both within and outside of the Town.

The Mayor's role in all Civic events is to act as the senior public face of the Town/Council, representing its continuity and heritage and using the dress and regalia of the Town Mayor when appropriate. They are expected to attend events.

In undertaking the role of community leader the Mayor should help to develop partnerships with all sectors of the community for the benefit of Totnes. In achieving this they will reflect policies and recommendations of the Council in an independent manner, to further the interests of Totnes.

As Chair of the Council the Mayor fulfils both the statutory responsibilities of the Chair of the Council and the specific responsibilities of the role as directed by the Council within its Standing Orders. Their principal role is to preside at meetings of the Town Council:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
  - putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - declaring the result
  - To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- k) To adjourn the meeting when circumstances justify or require that course; and
- l) To declare the meeting closed when its business has been completed.

Additionally, together with the Committee Chairs, all Councillors and the Town Clerk, the Mayor through the Council committee meetings who report to Full Council, will oversee the effective management of all the resources of the Town Council, to deliver services to achieve the greatest benefit for the residents and businesses, including support for health and wellbeing, infrastructure, heritage and the economy of the town.

In undertaking the role of the Mayor they will receive support in their Civic role and in communications by the Administrator. In their statutory and non-civic role, the Mayor will be supported by the Clerk.

The policy in relation to Mayoral expenditure is attached as Appendix D.

## **28 Operational Support Group**

The Operational Support Group (previously Mayors and Chairs) will consist of the Clerk, Chair of the Council, Deputy Chair of the Council, Chairs and Deputy Chairs of Town Matters, Council Matters and Planning.

The group will meet monthly. These meetings are not open to the public.

The quorum for this group will be half of the agreed membership and in no case less than 3.

This is an informal meeting to discuss current and upcoming issues within and impacting the Town Council and to review agenda items for consideration. This group is advisory only and does not have delegated authority to make decisions.

## **29 Nolan Principles**

All Councillors will adhere to the 7 principles of public life:

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or



other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

ITEM 7 – NEW LINK COUNCILLOR LIST - AMENDMENT

LINK COUNCILLORS	
Cultural Links	Cllr Adams, Allen
Arts	Cllr Allen, Piper, Skinner
Elderly & Vulnerable People	Cllr C Allford, Collinson, Webberley
Young People	Cllr Hodgson, Price, Skinner, Webberley
Heritage	Cllr Allen
Open Space, Sports Provision & Leisure	Cllr Piper, Trow, Webberley
Traffic & Transport	Cllrs P Allford, Collinson
Environment & Sustainability	Cllr Hodgson, Matthews
Disability	Cllr Collinson, Webberley
Business & Employment	Cllrs C Allford & Price

ITEM 8 – ELECTION OF WORKING GROUP AND FORUM MEMBERSHIP

WORKING GROUP	TIMING	CURRENT MEMBERSHIP	PROPOSED
Venues & Public Assets	Monthly, 3 <sup>rd</sup> Wednesday @ 12pm	<u>Venues</u> – Cllrs Adams, P Allford, Hendriksen, Luker, Piper & Price	Cllrs Adams, Price
Public Realm & Cemetery	Every other month, 2 <sup>nd</sup> Wednesday @12pm	<u>Cemetery</u> – Cllrs Adams, P Allford, Piper, Skinner & Trow <u>Public Realm</u> – Collinson, Hodgson & Luker, Matthews, Piper, Price & Skinner	Cllrs Adams, C Allford, P Allford, Collinson, Hodgson, Matthews, Price, Skinner, Trow
Community Arts	Monthly, 4 <sup>th</sup> Wednesday @12pm	Cllrs Allen, C Allford, Galvin, Matthews, Piper, Skinner & Trow	Cllrs Allen, C Allford, Galvin (Chair), Matthews, Skinner, Trow
Climate Emergency	Monthly, last Tuesday @6.30pm	Cllrs Allen, Collinson, Hendriksen, Hodgson, Luker, Piper, Price, Skinner & Webberley	Cllrs Allen, Collinson, Hodgson, Price, Skinner
FORUM	TIMING	CURRENT MEMBERSHIP	PROPOSED
Totnes Future	Monthly, 2 <sup>nd</sup> Tuesday @6.30pm	-	Cllrs Allen, Collinson, Hodgson, Matthews

Traffic & Transport	Monthly, last Wednesday @6.30pm	Cllrs Hodgson, Luker & Trow	Cllrs P Allford, Collinson, Hodgson, Trow
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ITEM 9 – ROAD CLOSURE





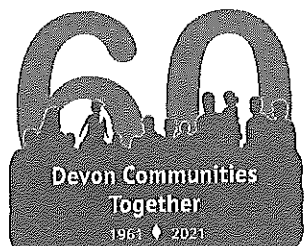
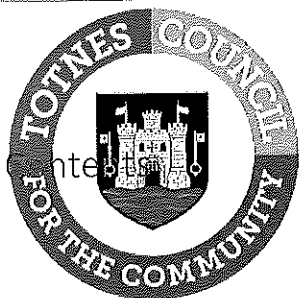
# TOTNES TOWN CENTRE CONSULTATION

Report on the findings of the  
Town Centre Survey

06.01.21

Dr. Louise MacAllister  
Shona Plunkett

Devon Communities Together



LOVE DEVON Helping Communities Help Themselves for 60 Years

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## Introduction

Devon Communities Together have produced this report based on the Totnes Town Centre Consultation survey that ran from 28<sup>th</sup> October 2020 - 23<sup>rd</sup> December 2020. This report follows the interim report of 27<sup>th</sup> November 2020.

Totnes Town Council had been asked by Devon County Council to indicate how the Town Centre could be made safer during the COVID-19 pandemic. After much discussion the recommendation was for a temporary 4 hours a week closure of the road, and Devon County Council as the Highway authority made the decision to temporarily close Upper Fore Street, High Street and the Narrows on weekly basis on Saturday mornings 9am - 1pm until 5th December 2020.

At the Full Council meeting of Totnes Town Council on 7th December 2020, based upon the interim consultation report of 27<sup>th</sup> November 2020, Totnes Town Council resolved to apply for a road closure on Sunday mornings between 9am-1pm from 13th December 2020 until 11th January 2021 (with the exception of 27th December 2020). A Temporary Traffic Regulation Order is now on display around the roads affected for Sunday 3rd and 10<sup>th</sup>.

Now that closure period is coming to an end, but with continued need for social distancing, Devon Communities Together were tasked by Totnes Town Council to undertake a survey of Totnes residents, traders, and visitors, in order to understand the impact and effectiveness of the measure and consult on whether it should be extended.

Additionally, Totnes Town Council instructed Devon Communities Together to survey on a range of potential shared space measures in the town centre. This forms part of the same survey.

## Method

Due to COVID-19 the consultation was carried out entirely by survey. This was available in both an electronic format, and a hard copy format that could be posted to Devon Communities Together. Hard copies were available in locations around Totnes that were open at the time (during the second national lockdown and tier two restrictions):

- Totnes Guildhall
- Morrisons, 14 Coronation Rd, Totnes TQ9 5DE

- St Marys Church
- McCabe C M, 5 Fore St, Totnes TQ9 5DA
- Annies, Ticklemore St, Totnes TQ9 5EJ
- Country Cheeses 1 Ticklemore St, Totnes TQ9 5EJ
- Cormacks Seafood, Unit 11 The Plains Shopping Centre, Totnes TQ9 5EJ
- Eversfield Organic, Totnes Farm Shop & Cafe, The Plains, Totnes TQ9 5DR
- Halls, 38 Fore St, Totnes TQ9 5RP
- Greenlife, 1-2, Birdwood Court Market Square, High St, Market Square, Totnes TQ9 5SG
- Ben's Farm Shop, 38 High St, Totnes TQ9 5RY
- Cafe Mumbai, 98 High St, Totnes TQ9 5SN
- Earth.Food.Love, 101 High St, Totnes TQ9 5PF
- Room 101, 101A High St, Totnes TQ9 5PF
- Laundrette
- Lawsons Homewares
- Dartington Petrol Station/shops
- The Potting Shed
- Superdrug
- Back for seconds
- Well Pharmacy
- Spenderwise
- Natures Way
- Totnes Grill
- Lilys Kitchen
- Morrisons Garage
- Good Food House
- Albertros Fish and chip

Additionally, Cllr Claire Allford distributed 100 survey leaflets in the Bridgetown area of the town.

The online survey was live between 28<sup>th</sup> October 2020 and 23<sup>rd</sup> December 2020 when it was widely promoted through social media. A total of 1356 responses were received. At the time of the interim report, 758 responses had been received with a further 598 surveys received since.

Please note that an earlier version of the survey was live from 26<sup>th</sup> - 28<sup>th</sup> October. This version of the survey did not allow respondents to state whether or not they felt the closure should continue for as long as social distancing measures remain. Based on strong feelings to express this, the question was added. 178 people had responded to the original survey which was then closed, and those that had completed the survey were advised to complete the survey again at the new link. There is no significant difference in the results from this earlier version to the live version on which we now report.

*Example of social media graphic used to promote the digital survey*

**Totnes Town Centre**  
**Have Your Say**

Closing date: 20.12.20.

Upper Fore Street, High Street and the Narrows are closed on **Saturdays from 9am-1pm until 5th December 2020** (currently). Totnes Town Council would like to understand the effectiveness of this measure and consult on whether it should be extended, and so has asked Devon Communities Together to carry out an independent survey.

[www.surveymonkey.co.uk/r/totnestown](http://www.surveymonkey.co.uk/r/totnestown)

Paper copies (FREEPOST return) available on request: 01803 862147 (10am-12pm Mon-Fri) / [reception@totnestowncouncil.gov.uk](mailto:reception@totnestowncouncil.gov.uk), or at local businesses.

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## Results

1135 responses were received online, with 101 surveys being completed using paper copies that were posted directly to the Devon Communities Together offices using a freepost address, where their answers were inputted.

### Respondent demographics

The majority of respondents, 83.77%, were Totnes residents. This was followed by visitors who made up 10.41%, and traders who accounted for 5.82% of respondents.

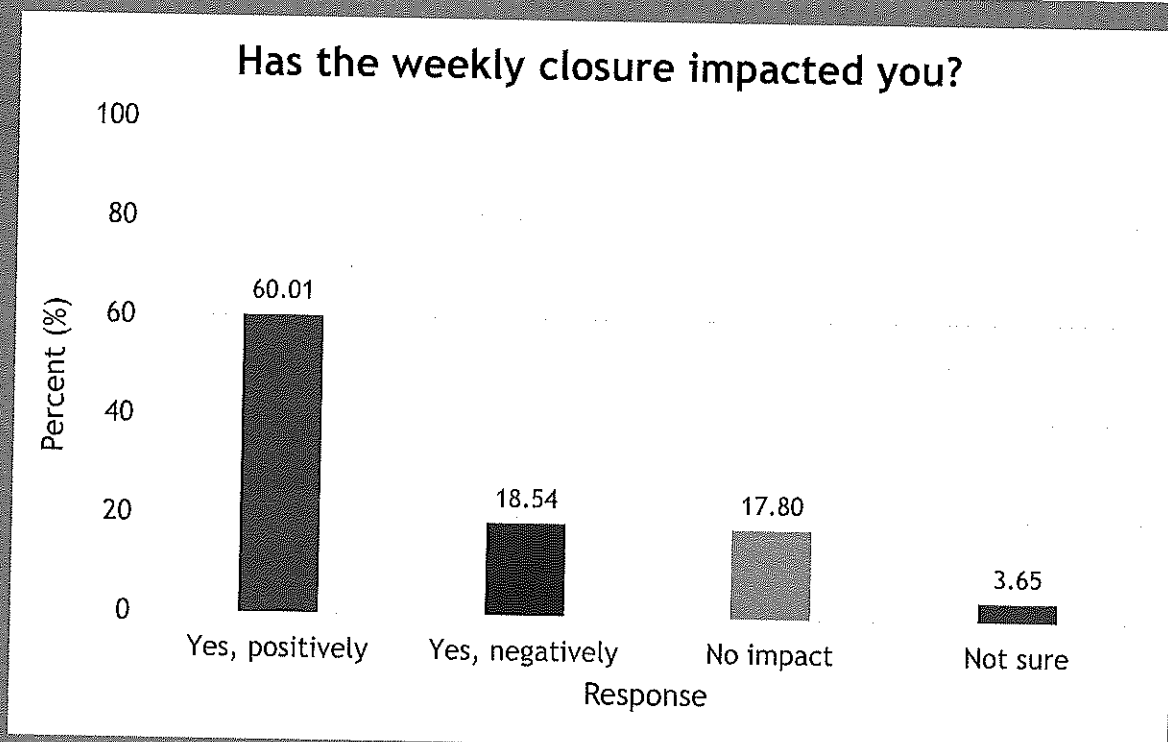
Participants were also asked to provide their postcode. This has enabled us to see that there has been a spread of representation across the town and surrounding villages.

Additionally, participants were asked to provide their age. This shows a mix of age groups having responded to the survey but with a majority of respondents being in the 55-69 age range with: 0.38% under 18, 6.61% aged 19-34, 27.98% aged 35-54, 40.58% aged 55-59, and 24.44% over 70.

### Road Closure

Respondents were asked whether the weekly closure had impacted upon the respondent positively, negatively, no impact, or not sure. Chart one shows that the closure has positively affected the majority (60.01%) of respondents compared to 18.54% with negative impact. 17.8% felt the closure had no impact upon them, and 3.65% were not sure.

Chart one; has the weekly closure impacted you?



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Similarly, most respondents (77.75%) reported that they think the closure should continue while social distancing measures are in place, compared with 22.25% who do not.

By drilling down into this data further we can see that the answers given depend on whether the respondent is a resident, town centre trader, or visitor. Chart two shows that Totnes residents, who formed 83.77% of respondents, have been predominantly positively impacted with 65.53% of residents positively impacted compared to 14.19% of residents negatively impacted, and 17.51% of residents not impacted. The remaining 2.76% of residents were not sure if they had been impacted.

Similarly, chart three shows that 82.38% of Totnes residents believe the closure should continue while social distancing measures remain in place with 17.62% believing they should not.

However for Town Centre traders, who formed 5.82% of respondents, the weekly closure had predominantly had a negative impact with 59.21% of traders negatively impacted (this represents 45 individual respondents). 21.05% of Townes Town Centre traders were positively impacted and 7.89% of traders were not impacted. The remaining 11.84% were not sure.

Likewise, chart three shows that 66.67% of traders believe that the restrictions should not continue while social distancing measures remain in place, with 33.33% believing they should continue.

Visitors formed 10.41% of respondents and this may include those who live outside Totnes but visit regularly for shopping. Amongst visitors, 44.03% had found a positive impact while 22.39% had found the weekly closure had a negative impact. 27.61% of visitors stated that the closure had had no impact upon them and 5.97% were not sure.

Amongst visitors, 74.26% of respondents felt the closure should remain while social distancing measures continue, compared to 25.74% who feel it should not continue. This is shown in chart three.

**Chart Two; Impact by status as resident, trader, or visitor**

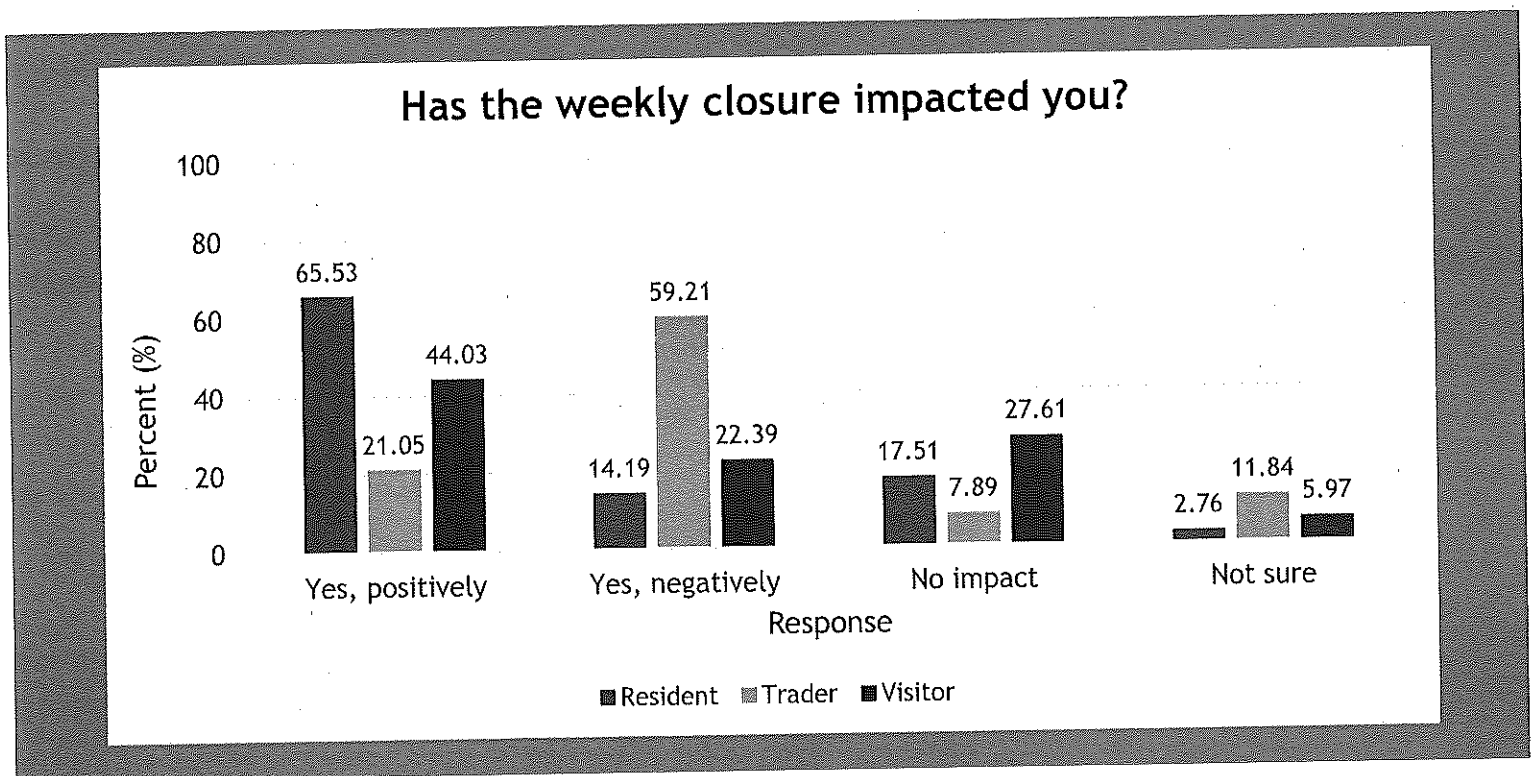
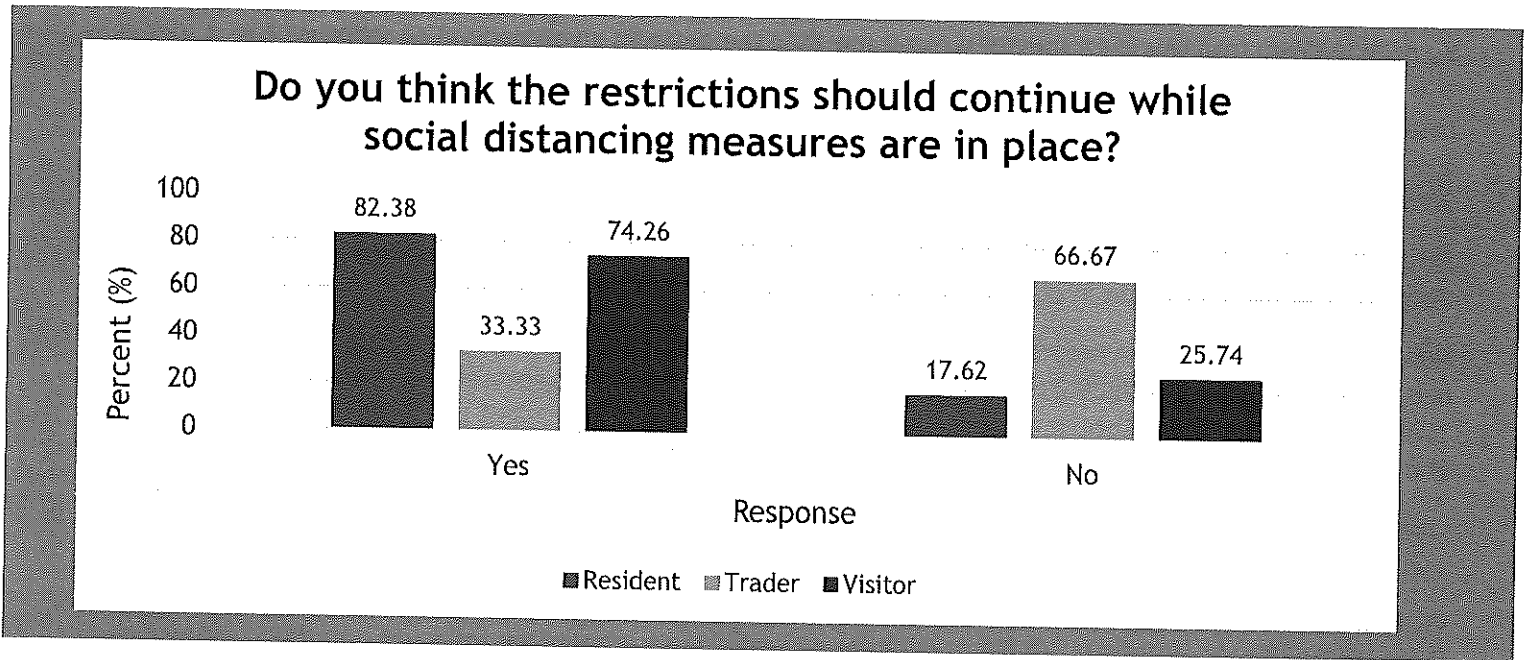
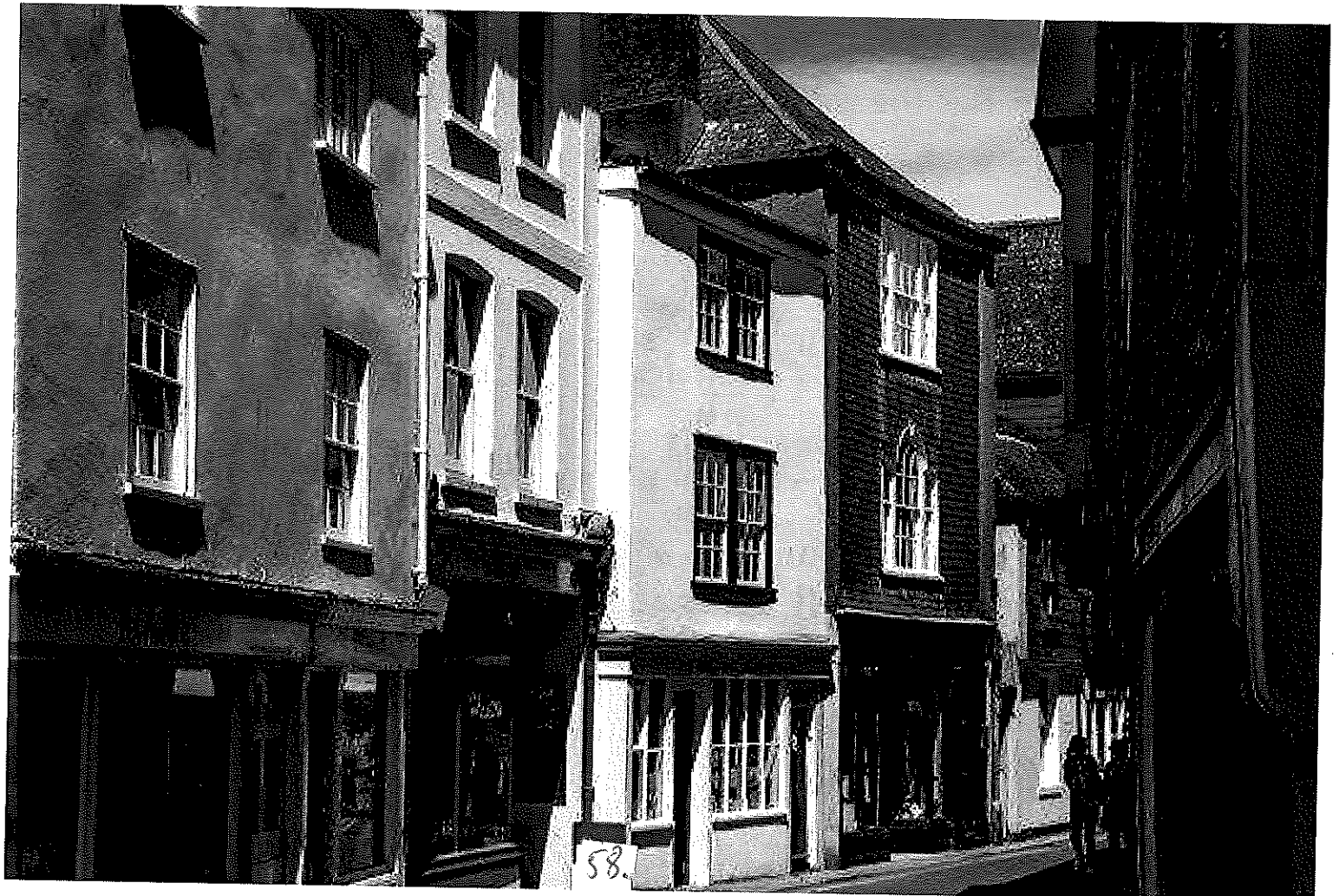


Chart three; Do you think the restriction should continue while social distancing measures are in place



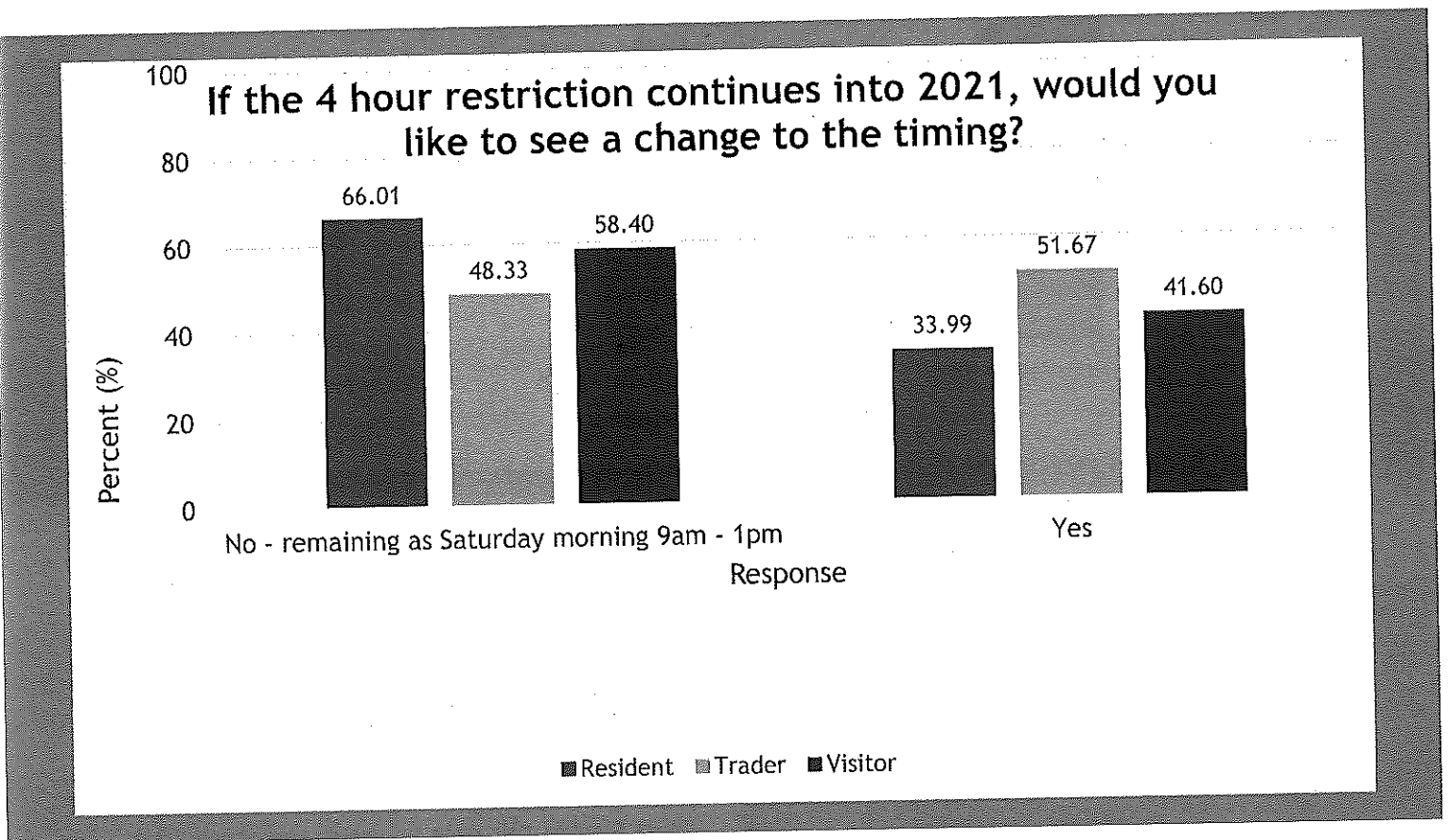
Taken together this data shows that while respondents predominantly found the weekly closure to have a positive impact, there is a divide, with residents and visitors likely to experience the closure positively and traders more likely to experience the closure negatively.



Road closure times

Respondents were asked, "If the 4 hour restriction continues into 2021 would you like to see a change in day of the week and/or the start/end timings?". Amongst all respondents, the preference was to not change the time with 64.19% stating "no", and 35.81% stating "yes". Chart four shows how this varies by group, with residents and visitors favouring the current time restrictions, and traders slightly (51.67%) favouring a change in the time.

Chart four; Would you like to see a change in the restriction timing?



Those who answered that they would like to see a change in the day of the week and/or start/end timings, were asked to select which time they would prefer, they were able to select more than one response. This is summarised by group in chart 5.

Chart 5; which days and times would you prefer

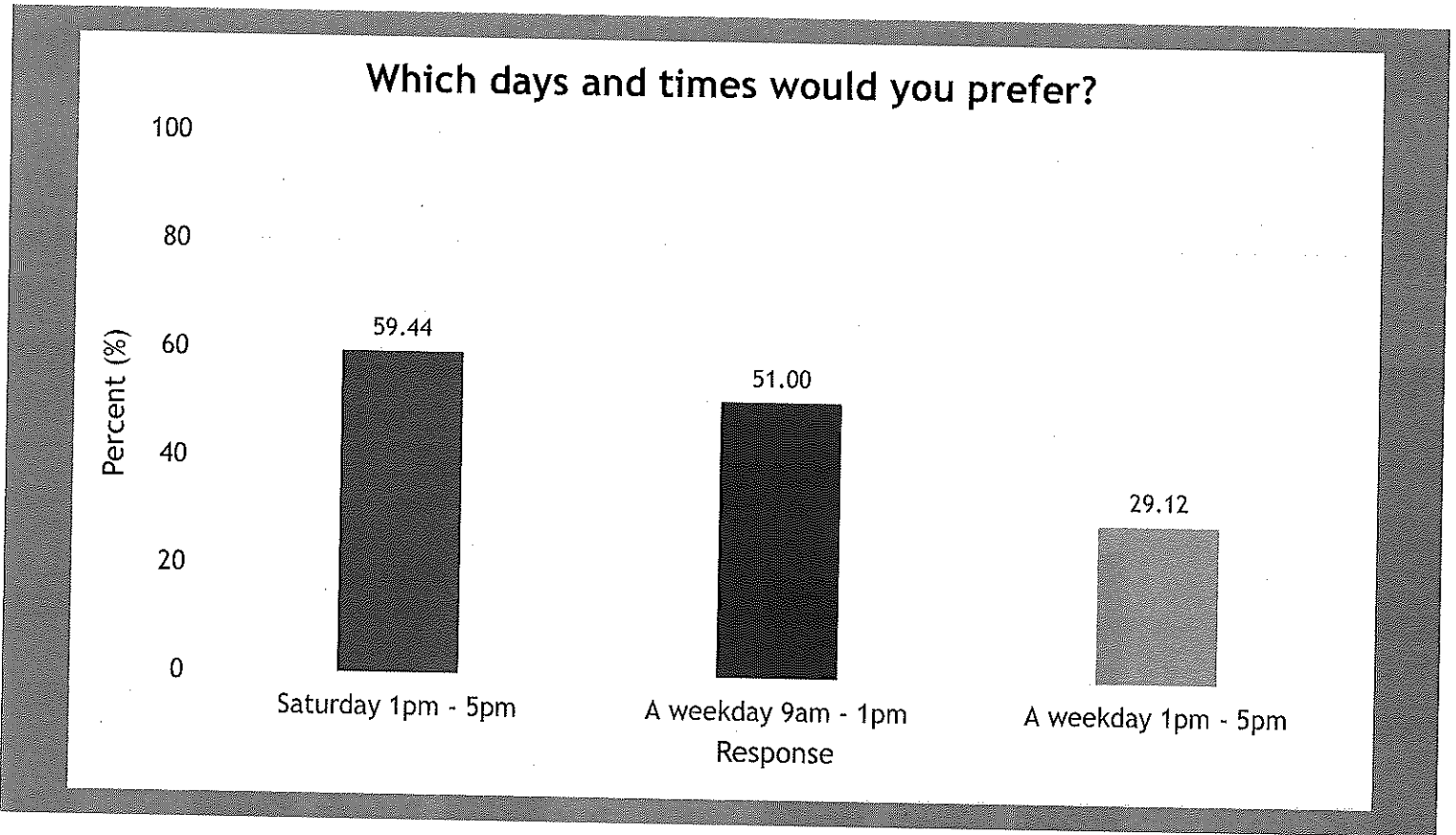
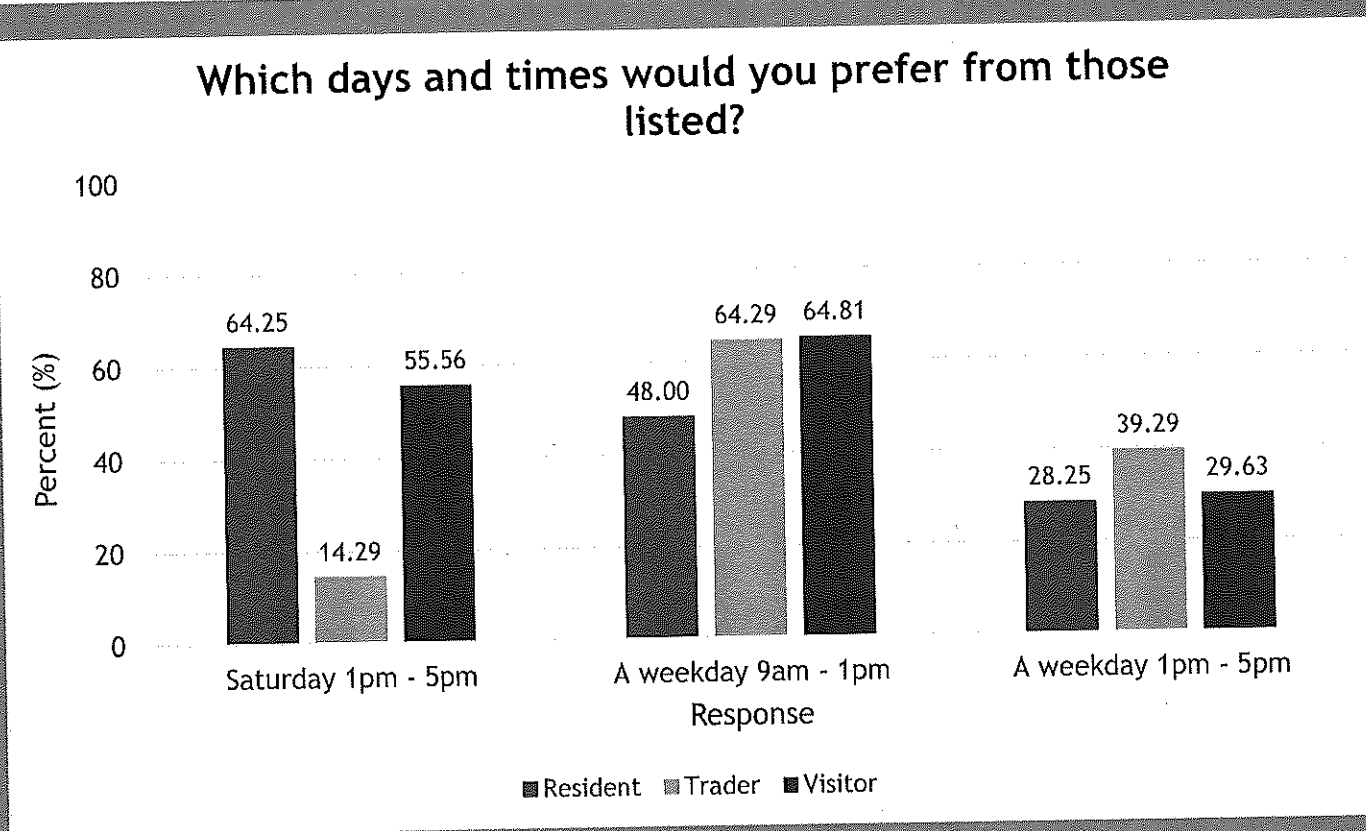


Chart 5 shows that amongst those who would like to see a change in the day or time, a change to Saturday 1pm - 5pm is slightly favoured at 59.44% with a weekday from 9am - 1pm at 51%. Changing the closure to a weekday from 1pm - 5pm was the least favoured option.

Chart 6 splits this data by group and shows that for Totnes residents, a change to Saturday 1pm - 5pm is preferred. For both Totnes Town Centre traders and visitors to the town, a change in closure time to a weekday from 9am - 1pm is preferred.

Note; this question only asked for responses from those who would like to see the time change. However while 443 respondents indicated that they would like to see the time change, a total of 498 respondents answered the question of their preferred time.

Chart 6; "Which days and times would you prefer" by group



### Shared Space

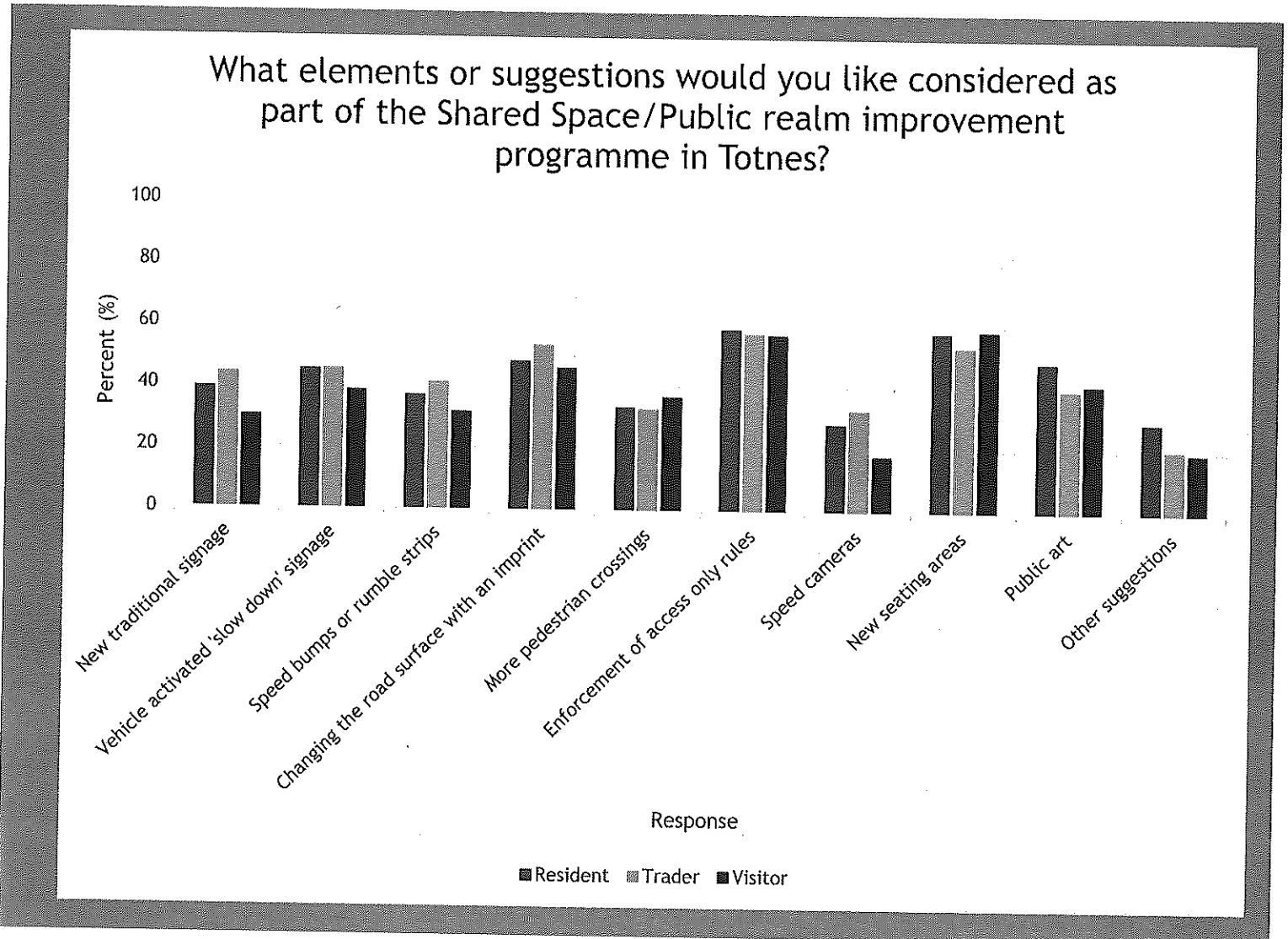
Shared Space is a design approach that improves the appearance of town centres and also minimises the segregation between modes of road user, making it unclear who has priority and therefore making drivers reduce their speed, and in the case of Totnes, reduce the volume of traffic moving through the town without stopping. Respondents were asked to select elements they would like to see considered.

A list of shared space design options were provided in the consultation with respondents asked "What elements or suggestions would you like considered as part of the Shared Space/public realm improvement programme in Totnes? Please select all suggestions from the list below that you would like considered." The full breakdown per suggestion, separated by resident, visitor and trader, is shown in chart 7. The top three most favoured suggestions taking all groups together are:

1. Enforcement of access only rules (58.62%)
2. New seating areas (57.61%)
3. Changing the road surface in the shared space area (48.06%)

The top three suggestions remain in the same order for both Totnes town centre traders and Totnes residents. For visitors, there is a slight variation with new seating areas as the most popular suggestion at 58.65%, over enforcement of access only rules at 57.14%.

**Chart 7; Shared space elements**



The shared space question also allowed respondents to suggest other options. Many respondents used this free text space to reiterate answers that they had already given, but new suggestions for shared space design given include:

- Pedestrianising the High Street and Fore Street. Either completely or on a part time basis.
- Pedestrian priority
- More bike racks and bike hire availability
- Retractable bollards (with an access card available)
- Removal of kerbs or widening pavements
- Trees

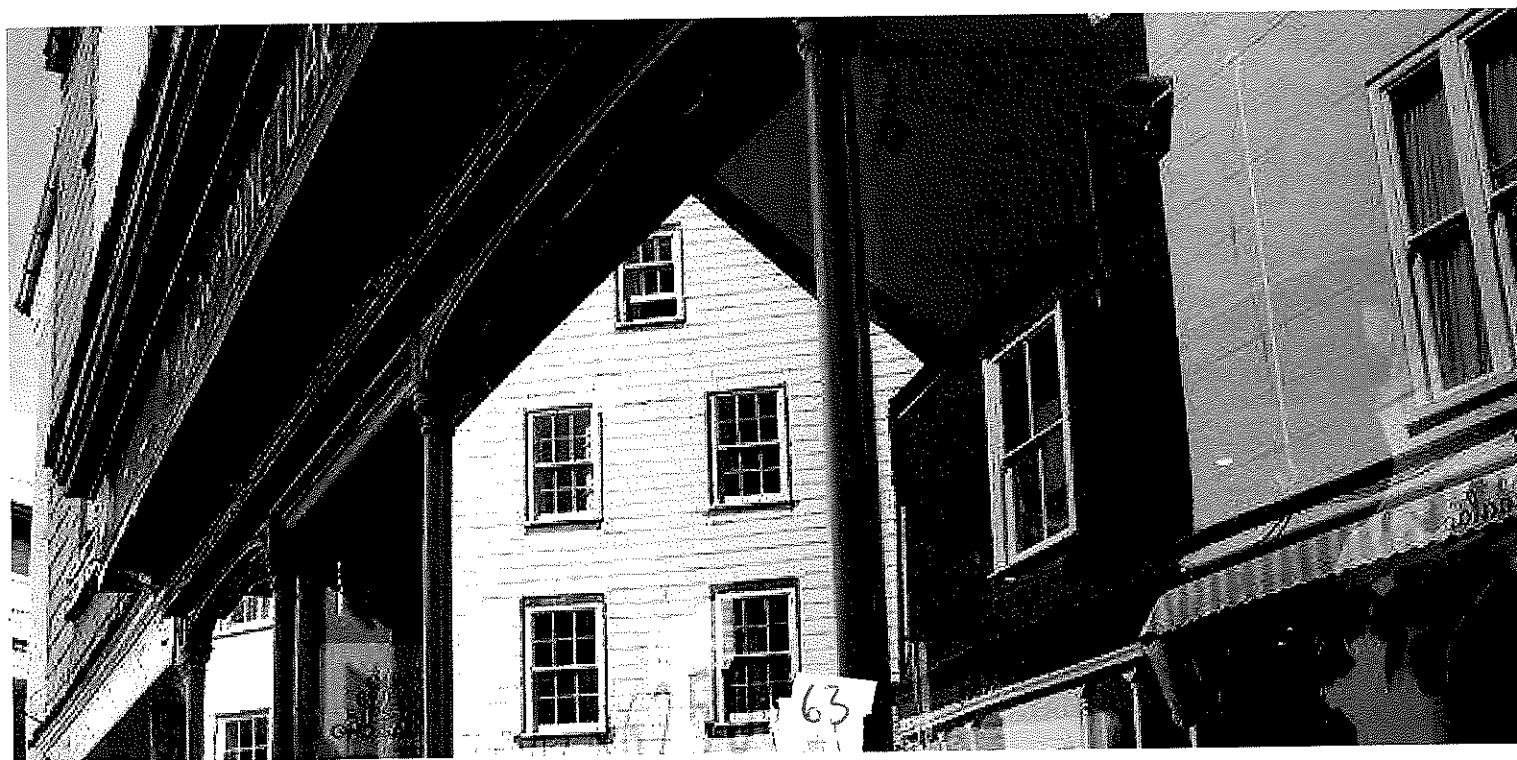
- Outdoor performance or eating space
- 5mph speed limit
- Signage designed by children
- No change

It is noteworthy that although the responses given in the free text that did not answer the question were not included in evaluation, a number of respondents used this space to mention that for disabled Town Centre users, the restrictions had made access to the Town Centre difficult for them.

The full list of all responses to this free text can be found in Appendix 1.

## Conclusions

- 1356 respondents completed the survey
- 60.01% of respondents reported the temporary road closure has positively impacted them, compared to 18.54% with negative impact. 17.80% felt the closure had no impact upon them, and 3.65% were not sure.
- Most respondents (77.75%) reported that they think the closure should continue while social distancing measures are in place, compared with 22.25% who do not.
- Most respondents (83.77%) are Totnes residents. Residents favour the road closure restrictions with 82.38% of residents indicating they think it should continue while social distancing measures remain in place.
- 10.41% of respondents are visitors and visitors also favour the road closure continuing, with 74.26% of visitors indicating they believe the road closure restrictions should continue.
- 5.82% of respondents are traders and here there is a divide from the other groups represented in the survey. Amongst traders most (66.6%) believe the restrictions should not continue.
- Amongst residents and visitors there is a preference that if the road closure continues then the day or time should not change. Amongst town centre traders there is a slight preference that if the road closure continues that it change to a Saturday from 1pm - 5pm.
- Popular shared space measures include Enforcement of access only rules, new seating areas, and changing the road surface in the shared space area.







Appendix 1; all answers given to 'Other suggestions' for shared space ideas

Fore st, high st and the narrows are used as a rat run to the bypass. Change it to access only and enforce it properly

Extend the free parking if you buy something to the main car parks. At various points on fore/high st, narrow the road with a sign reminding it is a shared space. Encourage people to park in market car park during week

More Car Parks

Even better 10-2 Saturdays

it should continue indefinitely - pollution is more dangerous than Covid 19. Q4 - Stop traffic all together

Considerations for disabled access and bike rack places or somewhere to fasten your bike to

On the spot fines for drivers breaking the rules

Retractable Bollards

Note on Q3 & Q4 NOT AT ALL PLEASE. Answer to Q5: Closing the road encourages more thoughtless footfall - too many people with no awareness of keeping a safe distance

Build another bridge across the river to take traffic away - i.e. it could be a bailey bridge as was in wartime. Much needed wider pavements in town and ban all parking in main town.

To ensure traders/shops are on board and find ways to make this work for them too. It must be possible. Would an electric shuttle service of some kind help elderly or disabled people to take advantage of it to?

See attached letter and copy to Totnes town council

Fore and High Streets should be permanently pedestrianised, with some controlled exemptions. They were built for dangerous vibrating, noise and air polluting rat runners

I think it would be good if the high street, particularly the narrows was closed to cars on more days. As a pedestrian getting beeped by a car is not pleasant

Pedestrianised Fore St would be wonderful

Sort out the seagulls!

I'm keen to most of my journeys in and around Totnes by bike and there is a lack of places to secure cycles that avoid inconveniencing pedestrians in Fore street and in the high street. Encouraging cyclists would be welcome

It's time the whole street was completely pedestrianised

We are worried about the impact on local business. We do not like it and feel that it changes the atmosphere of Totnes

Restricted access should apply on Market days i.e. Fri + Sat. visitors especially Love markets and in summer Tues Charity market

No access for vehicles in town during market hours

Seriously don't bring art into it - it will be a waste of money and will look shit

With the vast majority of traders against the closure, it seems obvious that it should cease as soon as social distancing does

5mph speed limit & this painted at frequent intervals on road surface

Ask school children to design "slow down signage". Possible competition. Awareness would be raised as all family members would become involved.

more times when traffic is not allowed through the town eg Friday Saturday and Sunday mornings

Creation of a full time shared space where cars do not have priority, removal of curbs (replaced with gently sloping rumblestrips? A maximum speed limit of 5mph at entry, and no further road signs. Zone to operate all the time

Transport etc. taxi's and Bob the Bus need to be allowed in these times as older people will not be able to go up the hill in town.

Signage - 20mph limit, access only, shared space.

The main street should be closed to all traffic, all the time. Except deliveries at set times.

More cycle parking at / near the market.

Be careful not to make the town pedestrian only, as many people from a wide area of surrounding villages rely on being able to drive into town, park, pop in to one or two shops and go again.

Pedestrianisation only suits those who live near the town or are visiting for a while. Totnes is a market town, it needs to be open to access all.

I am disabled and a scooter is not suitable for my disability. I rely on parking outside Greenlife and shops as I cannot carry anything or walk far or stand for long. I struggle to go in shops now as quickly and no seats makes it impossible at times. I already can't go to Sat market before 1.00 though this is better than afternoon restrictions. My quality of life is poor, ability to go to shops would be very rare if I can't park in the high street. Please think of us disabled people and allow us access if you do more restrictions. Thank you.

Open the high street to pedestrians on Saturday 10-4pm - do this fortnightly and get traders to measure footfall and takings for each Saturday. You need time for people to understand!! Remove all signs and bollards - they are there to assist car drivers - get rid.

Outdoor amphitheatre or performance space

pedestrians should not just walk out in the road then blame traffic

Speed cameras with 5mph limit for the high street

Two speed cameras fixed disty

Make Fore street for pedestrians and essential vehicles only

re Saturday no car morning - please extend this to the whole of Fore st, High st and the Narrows. and also have it on Friday mornings.

I think the whole high street should be pedestrianised. It is not big enough to have cars driving up it constantly, and it's really dangerous. If there is a way to pedestrianise it but also allow access to people who genuinely cannot live without being able to drive it (or offer another way of people getting from the top to the bottom of town) I think it would solve a lot of problems and be a much nicer place to visit too. I have been avoiding the high street because it's too stressful

Single lane with art, benches and trees to inhibit driving straight, more pedestrian friendly.

More space for people eating and meeting outside. And to get feedback from the Totnesians - creating a new Covid-19 solution together.

The street should be pedestrianised everyday.

I would like the street to be closed more often to traffic.

Too many vehicles using the route as a short cut and are impatient with pedestrians. Would like to see access restricted to delivery / emergency vehicle - as is the main shopping area in Paignton.

Any signage must be welcoming and not 'restrictive / prohibitive'. I personally think the traffic problems are in the peripheral of the town not the functioning high street.

The town is fine without the closing of the road.

Ideally, access only, stopping the daily 'rat run'. Also a scheme of 'deliveries only' to shops between 8am - 10am and 4pm - 6pm to be enforced.

I do not want shared space

Max speed 5mph. Also, what are you going to do when there are no pedestrians to 'share' the space, but there are still residents suffering speeding and rat running ???

No noisy speed humps !!!

Implement 'The Fore Street & High Street Circle, Circular Route Proposal'

Need to really minimize traffic in the town, making driving up Fore / High street inconvenient so you would really only do it if essential for heavy pick ups etc. Pedestrian priority probably best solution. Not ideal to share space as (visitors particularly) others have problems driving very slowly up the steep hill.

Radical re-design of street priority to pedestrians 'sign'. Let vehicles through but use planters and change road surface to confuse/drivers - causing slow down - essential to health of town we keep roads open.

Previously - a lot of money has been spent on traffic calming, i.e. wheelchair crossings (raised). Traffic calming opposite Station Road. Bollards throughout the town. Mini roundabout on plains and rumble strip outside 7 Stars etc.

More disabled parking please. What happened to the Green Cross Code we were taught to look out for yourself, not cross the road or step off the pavement without looking first We are becoming a nanny state.

The current official 20mph is too fast for shared space and the narrow pavements and volume of pedestrian traffic. Many cars go faster than this. **THE SPEED LIMIT NEEDS TO BE CHANGED TO 5MPH WITH SIGNAGE AND ENFORCED.**

The main thing it seems to me is enforcement. Speed cameras sound like an excellent idea. What about those devices that restrict the width of the road so they have to slow down, e.g. as they have on the road in Dartington.

I feel the high street closures should be from Arcturus up the hill. From Royal Seven Stars to King William IV pub is useful access to butchers and shops.

Free parking! Get cars off the road with free car parks. Carrot is better than the stick.

Water (Rain) collection system.

Raising bollard access system at entry point. Card operated by purchase at council office with cost lowest for High street residents, higher for Totnes residents o/s High street, very high for other applicants.

So much better atmosphere. I never used to venture out on a Saturday morning. Now take my two kids out every Saturday morning and enjoy the shopping experience.

Even when social distancing is no longer necessary we should still have the closure in place. It can be particularly dangerous with traffic and pedestrians trying to occupy the space generally!. There is no need for general vehicle access as there are sufficient routes. It has been a godsend walking up the street without fear of being run over.

Please consider continuing the road closure scheme permanently after the pandemic and more often than once a week, dividing the closure slots between mornings and afternoons. (see my entry for questions 3&4).

Less signage and a more genuine shared space approach- decluttering the highway

Ref- Concern about no right turn into Plymouth Road and it's impact on Leechwell Street and the volume of traffic that will use it as a rat run. We need either speed bumps or access only signs to stop the speed of traffic into Leechwell Street and Kingsbridge Hill. It is very dangerous coming out of our garage into the street as the cars swing around from the link road.

new signage designed by kids at the Grove school

allow Blue Badge holders to access disabled bays.

No access as a through way to cars in the town square as cars have had several near misses with children especially in the hour after school

Signage to ensure drivers understand it's a shared space and pedestrians have priority

Pedestrianise more it is safer

Stop road closures

The one aspect of DCC's response to the safety issues in Totnes town centre during the Covid-19 crisis, that offers a long resolution of the historic impasse over this conflict, was not the 4hr weekly road closure but the imposition of a realistic speed limit. The trail speed limit, deemed to be compatible with the safety of pedestrians, was 5mph and the lowering of tensions between the two was palpable as pedestrians had the time and felt safe enough to use the space to maintain social distance without feeling threatened by an oncoming vehicle. The only solution that will work has to be a compromise between interested parties and I feel this system should be adopted as a solution for an extended trail period for the following reasons; traffic would continue to be able use the road; pedestrians would feel safer in using more of the available space in the High Street; a limit

should be rigorously enforced by traffic management systems and sanctions, assisted by public realm improvements, street furniture and features; retailers businesses would continue to benefit from motorised customers; the prospect of a move to electric vehicle over the medium term would help address emissions for all users of the High Street; significantly lower speed limits would help deter through traffic and 'rat runners'.

Without trade, the Fore Street / High Street is at risk. Defer any closures until we are through covid. The shops are suffering!!

Q4. not useful as requests too limited answers. I would like to see pedestrian access extended to 9-4 Friday & Saturday (on market days) and speed limited and access only restrictions enforced. To many people still use Fore Street / High Street as a picturesque cut through from no better reason than they can.

Teach people the green cross code in relation to walking on the road: and enforce same regarding cyclists who cycle the wrong way down Fore Street. After all it is shared space which includes cars which carry people who come into town to spend money in the local community. Is this not good for all?

No impact in High Street unless vehicles are discouraged from entering town through Fore Street. Speed restriction - 15mph. Signage - to reinforce. Entry to be physically blocked on Saturday 10-4.

Average speed cameras which are known to work are, in my driving experience, by far the most effective control. Set at lower end entrance (Fore St) and upper exit (High St) at 10mph. An the old bridge needs to be added to the 20mph Bridgetown zone. Pavements just as narrow.

Suggestions: Retractable bollards operated by driver of Bob the Bus, resident cars drivers. Delivery times to traders limited to e.g. before 10am / after 4pm. Refuse collection for traders NOT on Tuesday am (at present circa 11am) but after 4pm or preferably before 10am. Widen pavements.

Emphasis on priority for pedestrians.

As a registered disabled person I would rather the whole of the town wasn't close at all and just signs up encouraging drivers to slow down going to park up on Fore Street and High Street

Possibly (during this pandemic) to have one pavement for those moving up the high street and the other for down?

We live on Fore Street with a young son. The biggest issue we see is air quality and safety so enforcing access only is key. We understand the issues around keeping the road open for traders, but people who only use the road as a cut through are not benefitting the traders either. Anything that stops people driving up there fast is good in our book. Although, not speed camera which just encourage heaving breaking where they are - more dangerous. Make it feel like it is a shared space and not a road.

Yet again, I want to request some action on slowing traffic or widening pavements on the bridge. It's almost impossible to socially distance except by stepping into the road there, and the traffic travels at great speed, there will be an accident if nothing is done.

Carry on these traffic restrictions for ever, like its done on market days in many other towns.

Trees in planters or equivalent in the square in front of the civic hall.

Pedestrian priority, no kerbs.

Large sign at bottom of Fore Street, saying 'Dead Slow' - pedestrians have priority.

Pedestrianisation of Fore Street worked well during lockdown. I would welcome more of that. Cars do not respect 5mph limit and still come past Seven Stars far too fast.

Fore Street / High Street needs to stop being a 'through route' bottom to top, to stop 'rat running'. These vehicles do not need to use this route. At the Plymouth Road junction make it left turn only, to join nursery route. Close the narrow old Kingsbridge Hill after the last house, making it a 'no through' road.

Keep our market unaltered. No selling of the car park for building on.

Vehicle activated 'slow down' signage would be welcome throughout the town. West Lane traffic is too fast!

More sections of road narrowing to slow vehicle movement

It is ridiculous and dangerous to continue to allow cars and vans to drive through the shopping centre at the speeds that many drivers seem intent on keeping up when crowds of visitors, families with small children, older folk and disabled people are trying to negotiate the narrow pavements.. Totnes would be a much more successful and popular town if the shopping centre was pedestrianized like many other tourist towns in the area.

The pedestrianisation of the high street on Saturdays is fantastic. It is now safe to wonder through and brings many people to the town. It is now very busy which is great for business. The towns in Torbay have had pedestrianisation main streets for years and its been successful. Totnes pavements are far too narrow for safety and we can't socially distance as is.

Bigger pavements.

Attractive small trees / shrubs (further to planters).

I would like to see the High Street and Upper Fore Street closed to traffic on a semi-permanent basis. Traffic is dangerous for shoppers and cyclists. Most drive up too fast especially delivery vans.

The 5mph limit is reasonable, I assume thought up by a non driver. Putting up a sign doesn't make it happen. I live on the Follaton End of Plymouth Road, unlawful speeding the norm, nobody cares.

This is not enough action regarding Covid-19, the council needs to look at other actions they can take to keep us all safer. Not just road closure, crazy.

Establish a community group with more experience and competence than the TTC has

Make high street pedestrianised

Unfair survey on answers, 3,4,5, no choice in saying no. There should be no going back, just carry on as normal. Do not make covid excuse to change everything. Totnes is what it is. Do not try and change it by the back door, why spend everything on an idea long ago (Do Gooders). If you want to do something good, clean Totnes up then do the road on the Bypass for Totnes. I have lived here 70 years.

Number plate recognition camera to ensure Fore Street not used as a rat-run.

Truly shared space and enforcement of access only would make a huge difference. So many taxis up the high street. I walk my children to school and every morning and afternoon people are speeding - almost no one is going the correct speed.

A constant surface quality, natural of course, without kerbs, signage or yellow lines, and with permissible parking defined, therefore reducing 20/21st century impact on the street scene. Please see [www.totnes-envisaged.co.uk](http://www.totnes-envisaged.co.uk). Ideas for a more vibrant town.

I am disabled with limited mobility (age 35). These restrictions make my Saturday morning to the local market very difficult to shop independently. Please remove them all.

I like the idea put forward in the past of taking the surface of the Market Place across the road, and down to the square in front of the church. Removing the dwarf wall in front of the church and opening that whole resurfaced area up for shared public / pedestrian access. Also rationalise the signage and create 'common feel'.

If it ain't broke don't mend it! People from surrounding towns and villages come to Totnes for the markets and the wonderful selection of shops. If they are stopped, the town will become a ghost town and the shops will eventually go.

Please don't use speed bumps / rubble strips, they are really bad for people with injuries to go over, especially head injury - not just painful but harmful, however slowly driven. I already take longer routes to avoid speed bumps because they can trigger a relapse post head injury. Avoid noise and vibration and surprises. I can't use public transport. I might have to move away if measures impact my injury too much, You could make roads more wonky - works better than enforcement bumps or crossings, i.e. insert islands or increase verge / pavements.

When there are diversions, make it clearer where they begin and end.

Investigate the possibility of re-routing through traffic, i.e. stop vehicles using the High Street Upper Fore Street and the Narrows as a rat-run and for everyday in the week.

With the use of pedestrian crossings, there is no need to stop the traffic in the town center. The 5mph limit at the moment is absolutely ridiculous. Please stop wasting money.

More bicycle racks in centre of town.

Have the idea of planters. Daily closure of town centre am or pm or all day, would make town a lovely place to be. New seating areas - lovely, but who wants to sit in exhaust fumes. NB - our lovely buildings are at risk with too much traffic.

Pedestrians seem to think they own the town - lots of use come into town briefly to use facilities (i.e. post office) during work. We use a car for speed - having to drive behind pedestrians who think the road should be a pavement is tiresome. And their often very rude too ... usually not from Totnes. Lots of reminders are need for them too.

Whatever is implemented, I would not want to remove the meters / paid parking in Fore Street and High Street. The system means that one can almost always find a parking space, compared with Kingsbridge - no paid parking and rarely any spaces in Main Street.

I think 'shared space' is rather a muddled idea. Speed cameras and more signage will detract from the natural appeal of the historic streets. Parked cars already distract. Only retain disabled parking. Signage in the town could be vastly improved. There are too many different types of

signs. Steamer Quay car parking should be promoted for more than it is. Arrange more services from bus, the bus to get people to the center.

The closure of Fore Street on Saturday morning should continue after the pandemic is over. Most cars use it as a rat-run to Plymouth Road.

Please don't water down your 'public art' from something quality made by a local artist, to some ghastly children's mural.

Although I do not live in Totnes I visit often as it is one of my favourite places for a wonder around the historic areas and browse the lovely independent shops. Visitors also always request a trip to Totnes. I was surprised by the negativity from some people to this scheme. I only moved to this area 5 years ago as my family were re-locating here. I previously lived in Guildford, Surrey (for over 40 years). Guildford, although much bigger than Totnes is very similar as it also has a very steep, historic high street, mostly cobbled, but wider than Totnes. There is a mixture of individual shops and national chains. Many years ago the high street closed at 10am on Saturdays until 4pm. This gave disabled shoppers time to visit at each end of the day (there was never complete street parking for anyone). It also allowed some limited deliveries. It proved so popular it still continues. People crisscross the street to chat to friends, visit shops, listen to buskers etc. and spend money. Perhaps Totnes council etc. could contact Guildford council to discuss this - even better would be a visit (when allowed) even though it is a long journey.

Totnes has not moved on with the times - things like traffic are much the same as when I started tracking in Totnes in 1980 - except a lot of near by paving has been built on.

Close Fore Street / High Street 24 hour a day - Pedestrianise. Would make social distancing possible and reduce environmental damage.

You should pay for the privilege of access to the high street. This can be done as in many cities and towns by some form of digital tracking device so your car is recognized. You just seem to be tinkering at the edges of this issue - no street art or flower beds will make the slightest difference to a dangerous, polluted and noisy high street.

No vehicle access during market days, Friday 10-2pm, Sat 9-1pm.

We would welcome the extension of the 4 hour restriction to seven days a week. This would improve the quality of the pedestrian experience immensely, especially those of us using wheelchairs or pushchairs.

Hanging baskets - lots of them. Repair of pavements (the paving from Ticklemore Cheese along the side of Fat Face is loose and dangerous to visitors and residents alike).

If I could choose only one of the above suggestions, it would be the enforcement of the access only rules.

Block off access to the western by pass to stop the highst being used as a rat run

I would like the pavement and road to be the same height as in other pedestrian towns

In the current social distancing climate having a one way system on the bridge to save people having to walk in the road to pass each other and risk of accidents.

Shared space should mean that. The hole road surface should be the same with no definition between road and pavement. This should be reinforced with seating add.



better signage directing traffic away from pedestrian areas

Allow bicycles to ride down the high street. Stop all through traffic except for Bob the bus ( radio controlled bollard or similar)

Close the road permanently to delivery only

Reduce traffic and stop rat running by closing access to Bridgetown Rd from A385, this is your cheapest option to achieve the most.

Cars shouldn't be allowed to use the town centre at all between 10-4 each day like Brixham which works

Green areas

I think the bottom of fore street and effectively the entrance to the shopping area should be concentrated on and drivers forced to really slow down with chicanes or other obstructions to negotiate. This is the area that needs most impact as there is more space to do so there and it could be off putting to anyone attempting to use the road as a short cut. It also sets a precedent for the rest of fore and high street. I'd also love to know we can save or re-use any old kerb stones or paving stone rather than it just being removed as happened before possibly.

Please stop all traffic, it would be so much better without

Planters, improved pathways through the Narrows near South St

this consultation is fundamentally flawed, the options presented are limited by the imagination and experience of Totnes Town Councillors who are not experts in traffic management. Road closures used to be in place for the high street for many years on Fridays and Saturdays. the current restriction times are a farce, the limited "options" for closure have no research or evidence behind them and are a reaction of trying to appease the negative response from a limited number of complainants. Many towns that have introduced restrictions from 10AM til 4PM and have prospered because of the improved shopping experience for visitors. In fact Totnes used to have these very restrictions in place for the High street for many years on a Friday and Saturday. Arguments about access for those with reduced mobility can be dealt with by allowing access for buses and improving access for mobility scooters, wheelchairs, and prams.

In line with most other UK towns, especially with historic value like Totnes, the main shopping area, ie Fore Street & High Street should be closed to traffic & permanently pedestrianised with tree planting.

A no-markings approach to shared space is radical but works

The 'shared' space will only work if the access only and speed limits are properly enforced

Leave Totnes alone and let people use commonsense if changes are implemented then the town will be killed off

I suggest that with the narrowness of the streets, and the high number of elderly/mobility impaired, serious consideration needs to be given to how people with sight or hearing problems can work out the 'shared space'. The historic significance of Ttnes needs to be a priority and any street clutter which detracts from the townscape avoided - only measures with measurable effectiveness should be considered.

To many signs makes drivers look at signs instead of people. Keep signs to minimum. This is not a proper survey. I want the town open all of the time for traffic, why not shut Fore Street. Can't walk up hill.

I've lived in Totnes all my life, I do not want the town closed at all. And I work in town too.

My big idea (which I've been suggesting for years) is to make the Old Bridge exit only. Anyone who wants genuinely to enter Totnes drives over the New Bridge and past Morrisons, then to the car parks (or turn right into High Street, if necessary) That entirely deters the daily rat-run from the Paignton direction, and enables the pavements over the one-way Old Bridge to be massively widened so that 2 pushchairs or wheelchairs can pass each other on both sides, and no-one need walk into the road! Also, no disadvantage to shops downhill from Station Road, BRILLIANT!

I think more crossings is good because cars have to slow for those and if it was more time drivers had to take to access Fore Street and High Street and The Narrows. The dangerous impatient fast drivers might not bother - thus reducing traffic and population.

None

Traffic lights controlling the number of vehicles going up Fore Street. Closing the narrows to traffic, except delivery vehicles at specific times.

more covered cycle stands

Park and ride

Average speed cameras to enforce the 5 mph rule. This will help stop rat runners.

Better signage for tourist attractions around the town ie steam railway and Rare Breeds, walking along the river on Longmarsh, walking to Dartington via the river path, play areas for children

Turn some parking spaces into temporary community pop-up spaces (see Rob Hopkin's What Is to What If book for ideas :)

retractable access poles, cobbled street as befits a historic town centre

stop the NO access only traffic by making Bridgetown Road one way NO ENTRY from A385, this will also help pedestrians crossing the bridge to have distancing

Close road completely, only allow access for time limited deliveries and disabled drivers. It is time for change so stop drip feeding the change.

Save money, revert back to how it was. It was fine before lockdown.

One way system. But no access to Plymouth road

There needs to be a congestion charge implemented, which would prevent this road being used as a rat run. Residents, Delivery Drivers, Disabled, Bob the Bus and Taxis exempt.

I was all for it at first but I found it harder to avoid people without marks when the road was closed to traffic - in fact up to me market was dangerous for me with cancer and diabetes. My surrounding businesses were also unhappy when I spoke to them.

More plants/ planters!

Speed bumps and rumble strips slow vehicles down but they accelerate after they are off them so the result is more pollution. A negative suggestion but feels important to voice.

At the moment I don't feel it's shared, 7 days a week would be better

I would like to see space for the Totnes market together with outdoor seating for outside eating from Friday afternoon until Saturday evening. I feel expanded areas for eating outside and a market that goes on into the early evening would bring more visitors to Totnes and more prosperity.

Please don't waste money on new paving like next to the church which is still a car park with no seating!

Not keen on rumble strips as a cyclist.

Visible pollution monitors in Fore Street

No change normal traffic

More than just one car-free period like Saturdays e.g. on Fridays as well.

No signs; they assist cars. Btw there is no such word as sinage, it's 'signs'.

Remove the parking along the street at the top of the twin to make road wider for pedestrians

remove the pavements so whole road width is prioritised for pedestrians

Traffic marshal

remove dedicated pavements and make road truly shared space, use new/textured surfacing to alert drivers that this is not a normal road and to behave differently

'low impact', low-tech (in keeping with Totnes) ie remove kerbs, plant trees, make it socially unacceptable to drive up without a very good reason or extend car-free times

more pedestrian only areas. spaces for people not cars is better for businesses. Roads are too narrow for cars as well

Why not extend the hours to 6 hours instead of 4? Why not have a daily vehicle free time, 9-12? Rumble strips possibly not great noise for residents above the shops.

Plants, trees etc

More parking close to town especially as we are losing the car park in the middle of town. Being able to pay by contactless on parking meters

Change surface of all street surface to remove road/footpath separation. Change Fore Street / High Street from being a through route.

Replace the "access only" sign at the junction at the King William pub with a more recognisable "no entry" sign + "except for" sign - there is an example of this in Torquay- as drivers do not recognise the existing sign as a no entry sign even though that's what the existing sign means. I would also like an electronic number plate recognition system to identify cars that regularly drive up the high street during rush hour which could be linked to a charging system - the same as some congestion charge systems - it could be operational only during rush hour and therefore have minimal impact on trade. Both measures I have suggested are low cost and essential to reduce rat-running traffic, as shared space schemes are unsafe if there aren't also direct means to reduce traffic. There should also be much clearer signage at the bottom of Fore Street and at the King William pub directing

traffic to other routes and including a sign as they have in France that shows people and people in wheelchairs French-style si

Reinstate the traffic rules which had vehicles approach Fore Street along Station Road and from the junction with Fore Street, have one way traffic left and right. This is all that is needed.

Electric bollards at the bottom of the high street

Stop cyclists etc coming the wrong way down the street

Actions to deter the the small minority of car drivers who persist in travelling at excessive speed

None, leave everything as it is.

Shared space is disadvantageous to visually impaired people. Edged of pedestrian areas must be clear.

Lowered or removed kerbs to preclude pedestrians having to squeeze onto the pavement

Parking spaces for delivery & disabled ONLY

Wider pavement, no pavement, 'platforms', Planting or public art to narrow the road width and slow drivers right down.

clearer signs not more

Fore St/High St. is often used by people who want to 'see the town' without getting out of their cars, or when traffic is slow on the bypass. Enforcement of who goes in and why is critical. Pavements are too narrow to accommodate pedestrians in normal times, let alone during covid. I think during covid we should have more 'no-car' times available (Fridays too at least). And make it car-free 9-3pm if we can, both Friday and Saturday.

I live in a house accessed directly off High St. Closure is inconvenient as it makes accessing my house by car impossible. Visitors/family cannot unload children or baggage, nor can cars be packed by anyone departing. Deliveries/tradesmen also experience difficulties. I pay a lot just to park in the public car parks. There is no concession in rates for ordinary difficulty of access and closing the road just adds to the problem.

Public art on roads around the town centre to encourage drivers to use them, rather than the centre of town

The way traffic is permitted to use the High Street as a rat run is absurd in this day and age & most other towns have adapted to pedestrian priority. It's time for Totnes to wake up and do the same. Existing restrictions need to be properly enforced and all of the above measures put in place asap. A weekly or biweekly closure to traffic should be made permanent on both market days.

More signage about fines for dropping litter (especially in the areas that have playgrounds). More regular litter picking in the playground areas. We would love to see vehicles restricted in the town centre for a longer time on the Saturday e.g. 10am-4pm. Provide a safer alternative to crossing the bridge from the town centre to Bridgetown should be seriously considered investing in - the pavement is very narrow and lots of elderly and children use the bridge. Improve the path along the river from the bridge to Morrisons. Have more recycling and compost bins in market square / parks / shared spaces. Introduce cycle lanes and make Totnes more bike friendly.

alternating sides of the road with width restrictions including planters or seats.

A gate or barrier, this is used a lot in France to protect historic town centres. Only disabled, emergency vehicles and Bob the bus can enter during the times the gate is closed

Gate off the bottom of the town and force vehicles to circumvent the Main Street. Electric vehicles / golf buggies - council operated - to assist the elderly / mobility challenged people.

Enforce the access only restrictions. Have automatic number plate recognition system. Stop the rat run.

I have lived where there was shared space and would not like it again

stop all these crackpot money wasting schemes

average speed speed cameras work in all situations... i slow down for them. 5mph is too slow 10mph would be better

Give pedestrians priority over cars (I think Salcombe does this)

Electric bollards opened automatically by police, fire and emergency services, similar to the one's used in London

Road narrowing

Use of planters to slow traffic. install raised platforms in some parking spaces to allow outdoor seating for cafes and restaurants

Direct traffic to car parks and provide 50p Bob the Bus service for those who don't want the walk. Ban through traffic permanently because of danger to pedestrians and pollution. Just allow deliveries and disabled access. More seating and flower troughs would be good.

Widening curbs

Traffic should be banned from this street altogether unless people live there or for deliveries

less signs, see what they did in Devizes out side Handel house, and sainsburys, make it a truly shared space... if there are less signs then cars will have to slow down and adopt... they do the same in Germany and enforce a 5kph (i.e. walking speed) limit... I'm not suggesting we go that far

Perhaps consider dividing the access/shared space areas to satisfy both pedestrian and the business owners and allow vehicular access to the Lower high street and restrict access where the road and pavements narrow at Mangetout and Roly's Fudge above where the road splits using electronic bollards which raise up. This could then still allow businesses to let deliveries access them, but reduce people racing up the high street and encourage car park use. There are very few DCC parking spaces above this point (curve at King William the IV) that I did not see how business owners could be negatively impacted by having just pedestrian access for the multiple surrounding car parks.

Use of parking spaces for hospitality businesses to expand

Why in this survey do I have to assume I would like to continue with the restrictions ?ue with the

I think rainbow crossings would be really helpful as they're eye catching and drivers can't ignore them, but they don't change the texture of the road (which could cause problems for wheelchair users and those with mobility or sight problems while crossing the road)

Seating areas could be 'artistic' not just 'municipal'... see Hythe , Hampshire

Signage, that can not be removed by passersby, saying shared space

It shouldn't be a shared space. A road is a road. It is needed

I suggest it is left alone, it is Elizabethan and all of these measures will impact the natural beauty of the town

The old Bridge over the dart is the only way across from bridge town and steamer quay area and can be very crowded with cars cyclist pedestrians wheelchair users dog walkers and prams , maybe cars need to slow down and maybe a footbridge could be added or the bridge as a complete shared space?

Widen pavement in areas to create pedestrian focused environment

Must be welcoming and friendly .. using words like restriction and closed will put people off - I do suppose most deliver define " access only " correctly -

Shared space is counterproductive but enforced limited access and speed control would be more useful

I would like strictly access only before 10.30am and then no traffic allowed on Totnes High st 7 days a week please

Bob the Bus already does a great job slowing traffic and providing an alternative to cars going up the high street. Perhaps frequency up the street could be increased? This may not be an ideal time to gauge use of Bob with restrictions of passenger numbers in place because of Covid. I'm personally sorry I'm using my car more and buses less at the moment because of Covid.

I once lived in an access only street where the signs were designed by children. It really made you notice them and understand why they were there. Personalised quirky or arty signage will be noticed more and may also add charm to the town. Also, there wasn't an option for increasing the 4 hours to 2 days/week. I would like to see a weekday morning added too.

Reverse one way flow on The Narrows and High Street to make rat running impractical

What about removing all signage as they have done in many towns across Europe and indeed on Exhibition road in Kensington, London and has seen a dramatic reduction in accidents. Let drivers and pedestrians be 'self policing'.

Planters to slow down traffic and discourage ratrunning

Proper enforcement!!!!

planters to create shallow chicanes

Chicane interventions using green elements, like trees and bushes, and public art. At present the road is straight and fosters a "run through" mindset. Chicanes present a circuitous thoroughfare which reduces speed whilst not hindering access. Also, when used creatively, offers opportunities for social features to foster greater pedestrian occupation of the commercial, retail and social arena.

Raised tables at and before entry junctions - "shared space" design principles within shopping streets, not "speed bumps" or special crossing places

Pinch points created, with planters etc

We also need to think about mobility scooters, especially in the Narrows, maybe the usual traffic way (left up and right down). The pavements in the Narrows are dangerous in themselves in some places. It would be expensive, but in removing the pavements there would make it easier for pedestrians with small children and pushchairs, the elderly with walking sticks or frames and people with bags of shopping. Pedestrians need to become more aware as would the motorists, but having seen it work well in other places, I can't see why Totnes couldn't succeed with shared space, after all the car parks are only footsteps away from the shops. A pity I can't see what I've already written but hope it isn't too fragmented. Delivery of goods could be made easier if we had one delivery centre on the industrial estate, where all goods were taken and then delivered to the shops in a much smaller, electric vehicle, thus providing a new business for a few more people.

Shared Space 'wardens' at key points In the high street at busy times/days

Solid white lines with chevrons, parallel to pavements in the Narrows, where pavements are too narrow for pedestrians to walk two abreast or to pass in opposite directions.

"Pedestrians and cyclists have priority" signs

Make the effort to tidy up the public open spaces which are letting the Town down.

Bicycle friendly measures such as a designated bicycle lane from Fore to High Street. More bicycle racks across both streets. h

Allow cyclists

Removal of pavement so the area is visually the same from building to building with bollards depicting edge of the road, creating a space that looks as if it is shared. Currently cars sometimes sound their horn aggressively or Rev their engines right behind you to intimidate you on to the crowded footpath.

pedestrianised the whole High Street / Fore Street, do not have separate pavement and road surface. research shows drivers slow down considerably when it appears they are driving in a pedestrianised area with all pavement and no road surface

Rainbow Pedestrian Crossings

Drivers don't take any notice of current signage. Chicane (spell ?) I think these work well to slow traffic down particularly if it's using staggered parking.

A barrier at the bottom with a 'permit' system or a guard in a sentry box stopping non -essential drivers

Speed limit painted at intervals

Signs and speed cameras will look horrible and are largely ignored - signs anyway !

Planters will be lovely Not keen on cobbled areas as they are not good for wheelchair or push chair users. Not keen on cyclist cycling the wrong way down the street!

Pedestrianisation

The Market Square is an essential meeting place & imo could do with a facelift. Too smaller space for ideas here...

these questions are not relevant to people that does not want the road closed

The high street is narrow and air pollution must be an issue that needs addressing. Cars do not need to access this road. It should be restricted to deliveries only.

Soft planting

How about NO signs, no bollards - don't help the car

do not do it

It's already shared. We do not need to change.

I think enforcement of the access only rules is really important. A large amount of traffic up the high street at 'peak' times is due to it being used as a shortcut

Leave things as they are and stop wasting money. Spend it on things that are needed. Not this rubbish

bollards that can be accessed with a key, used in Falmouth

I do not want shared space I am disappointed that there is an option to say this

Please consult with organisations representing blind and partially sighted people as there can be significant problems

No shared space, the town road from the plains to the narrows, is narrow enough now without adding further obstacles.

It would be better to have more than one day with restrictions

Close Road all week

Currently we have tiny signs on lampposts that say 5mph. These even extend beyond the narrows to the road that goes from Drift Records to the traffic lights on the one way section. It is very confusing for vehicle drivers. Do these signs mean that the roads with these signs are legally shared spaces, or is this just a recommendation or advice? The signs are tiny and there is an enormous risk that pedestrians could be injured by motorists who have not seen the signs. We need a massive and clear sign at each point where the shared space zone can be joined by motorists. This also needs to be the subject of whatever legal provision (bye-law?) needs to be put in place. It is completely inadequate currently. I was confused also as to whether the shared space only applied to Saturday mornings, so times the Shared Space is in action need to be clearly displayed. With adequate signage and legality, I believe a Shared Space area to be a very good idea.

Please ensure dropped kerbs at crossings. Please also encourage/incentivise shop keepers to make premises accessible for wheelchairs e.g. ramps, auto doors

Cheaper or free parking in the carparks, more parking spaces too. Removing parking spaces in the High Street and not making allowances in the town's carparks will discriminate against the poor and drivers with lower mobility. If parking were free in the carparks and people were made aware of this change, significantly fewer drivers would use the High Street, making it a safer 'Shared Space' with minimal construction work. Pedestrian only from the turning to Station Road onwards up the hill.

Signage elsewhere to advise traffic to avoid the high street

Stop closures



Please don't keep the road closed.

Stop all road closures

Service vehicles only including taxis, local bus and disabled drivers.

Pedestrianisation of The Narrows from The Totnes Brewery up to and including Rotherfold . Not to stop the pedestrianisation midday as this is destructive , but to continue it throughout Saturday and if possible other days of the week . To improve the market square and Rotherfold as shared seating spaces

I support pedestrianisation, but don't think part-time road closures are effective. What is needed is something more permanent.

The main thing here is to remove the incentive for unwanted, through-traffic from entering the town from Bridgetown Hill/Coronation Road, and using Fore Street/High Street as a convenient cut-through to Plymouth and Dartmouth/Kingsbridge, in order to avoid the 'ring road' (whether busy or not) of Station Road. All of the above minor measures proposed above will only treat the symptoms of the problem, but not the cause - and meanwhile in so doing make Totnes look, and feel, like every other town (which it is not, and must never be!) with signs, calming measures, etc that no driver intent on cutting through the town for their convenience (ie. the problem drivers that we have here) will do anything other than ignore. If the proposed Circular Route (with amendments for bollards at the top of Kingsbridge Hill + pedestrian crossing at the Lamb - these are critical to its effectiveness, for locals who wish to live, walk and cycle safely in the town, and continue to use/sustain the town centre via regular shopping/dining/etc) is adopted, this will make a major difference to the traffic issue, and solve many of the problems that exist here. The cost of the minor measures proposed above (eg. signs, road bumps, etc) will soon add up to more than the Circular Route costs, surely - but have collectively much less impact. Let's beat this problem once and for all, and make Fore Street and High Street an area where the drivers who go there, are there for the needs of the town's residents, for traders, and for tourists - and no longer just a hideous convenience for the rat-runners who plague our town. Covid, and the need for social distancing, has highlighted this issue in a particular way. Now, if ever, is the time to make our town centre properly safe, and pleasurable to use and visit, for the health, safety and wellbeing of all who live and visit here - and for the sustainability of the wonderful small businesses on which our town thrives.

Pointing out the benefits. Understanding the concerns of shop keepers

Install air quality to measure air quality. Ban diesel vehicles!

Reduce height of kerbs

writing the 5miles hour speed limit on the road

Get rid of pavements and make notices saying the space is equally shared between cars and pedestrians.

No road closures at all - leave everything alone!

Carry the re-surfacing of the town square across the High St

Close the street to traffic permanently every day make it a better shopper experience

i would like to know what is planned before commenting

Restrict vehicle use so that pedestrians and cyclists have priority at all times. Full pedestrianisation is the logical sustainable option.

Chicane in the Narrows. Widen pavements in the Narrows. A lorry tracker map exists that shows pavements can be widened without hinderance to vehicles. Better signage for traffic to go around the town.

I strongly believe that any permanent road closure must be put to a full and inclusive vote. We all know that shops are under extreme pressure everywhere. Pedestrianisation in Totnes would badly affect High St and the Narrows. People won't walk up the hill. We need more clearly signed car parks and a park and ride. Closing the town to traffic will kill our town.

I think it is vital to protect our precious shops. Without them no one will want to come to Totnes. As the town is on a steep hill it is very important to keep vehicle access in place. We need more car parking spaces and better signs telling people where they are. We desperately need a park and ride scheme.

Cancel

Enlarged undulating paved areas creating a meandering road effect which would naturally slow the traffic flow

No more speed humps please, they damage the underside of cars with low undercarriages  
public planters with shrubs that narrow the road

More plants

Have a barrier at the King William pub up to the high street that raises as you approach. Just the fact of having it would deter a lot of people. Also a car sticker for people who live up there and need access.

Soft planting strategically placed for traffic calming for mutual shared space at all times.

I think it would be good to link the spaces with the markets especially the food market, it would be great to create a communal seating area with multiple picnic tables where people can get food from the market and local shops but all sit down together regardless of where they purchased food from, also this would encourage people to stay in the town longer and spend more money rather than taking food home.

None

Soft planting in strategically placed planters to slow down traffic due SHARED SPACE. I am totally against the current road closures

No road closures

No road closures

PNC vehicle recognition to fine rat run users. of the high street

Stop shared space

Cease road closures it's damaging the town

Stop road closures

No more road closures

As there is no one definition of Shared Space and as some of the above are in conflict any definitions of SS, I would suggest you concentrate of reducing the traffic in the High Steet by other means. Totnes High Street is too narrow to share.

Addition of tree(s) of marketplace/roadside with seating that allow both access and loading space. The tarmac in The Narrows to be replaced with the same surface as the pavements. Tarmac tells vehicle drivers that they have priority.

New signage at entry points towards parking

More car free days between 11 and 3. Only parking for disabled.ing

ANPR(Automatic Number Plate Recognition) camera. Vehicles permitted to access the street would need a camera readable permit. Those owners without a permit would receive a warning letter if they entered. .

more planting, trees and bushes to improve air quality as well as looking good

Be alert to whether any traffic reduction or calming measures being considered will result in more pollution if cars have to slow down and then accelerate up the hill eg. speed bumps/rumble strips, pedestrian crossings. Please don't waste money on unnecessary things such as Public Art. They may (or may not) be considered to improve the environment but the best use of money is to find ways of reducing traffic and pollution in Fore Street and the High Street

Tree planters as per Newton Abbot

Reduced maximum street parking times and increased street parking fees (Devon County Council). 2 hours FREE parking in South Hams District Council car parks. New signage advertising and directing to 2 hour free parking. Wider pedestrian pavement access to Vire Island and Totnes Old Bridge.

Restricted times for delivery access

It won't have the impact needed

silver birch trees

how about nothing, it has run as it is since the petrol engine first arrived in it, this is not about covid its about crazy people that have forgotten how to walk out in the lovely countryside all around totnes!!

make road and pavement same level to help access

Making the road and pavement the same level to increase pedestrian accessibility, helps with pushchairs and wheel chairs

average speed camera at bottom and top of town

I voted No at the beginning. All the subsequent questions assume you voted YES. This is not a fair survey.

Extend the improvements so that it would deter rat running.

None of above

Don't want any changes.. question 3 has no option to reject any closures!!!!

Totnes needs a park and ride reasonable parking and the result hopefully being less vehicles in town

Make it plain that people can walk in the road.

There need to be more options to chose from, I don't believe this is a fair unbiased survey. The town desperately needs signage and physical notices regarding the Covid-19 virus. I do not feel safe whilst in the town with so many people encouraged to visit via the closing of the high street. If anything more cars should be encouraged for people to drive to specific areas to quickly get their shopping completed without milling around. Also one way systems marked on the pavements for pedestrians so that there is no "traffic jams" of people. Planters should be removed to make space in walkways around town, like at the guild hall. I do not feel the council is doing anything to protect me or my town from Covid. They are using it as an excuse to close the high street.

Open the fire street for good

The imprint needs to be upper Fore St, High St and The Narrows.

Anything that's going to make it clear that the high Street and fore Street are predominantly pedestrian area it's good

Level the entire street so that pavements and roadway are constructed of the same materials

Make it clear who has priority

Much better to have complete pedestrian only

Better visibility for the Access Only signage reinforced by the warning that entry to the town incurs the risk of delays due to deliveries etc.

Shared Space must start from the towns gateway, at the Seven Stars. This is the beginning of the driver journey into the town centre and this is crucial to Shared Space success, as it influences behavioural changes at the start of their journey. All shared space experts agree on this principal.

just stop the road closure, it is a social distancing NIGHTMARE

Planting trees/shrubs/ plants

I see no benefit in stopping traffic as you currently do on a Saturday morning - the only effect is to cause the businesses further difficulties in these very hard times. Leave well be. Concentrate on spending the money you 'earn' from us into things that actually benefit us all.

Stop road closures

One way system for pedestrians and 20 mph traffic speed on the bridge.

Stop road closures

## Appendix 2; letters received with postal surveys

Castle Court  
Totnes TQ9 5PD  
15 November 2020

Dear Jacq,

Re: Totnes Town Centre road closures questionnaire.

I recently completed the questionnaire about the Saturday morning road closures. The questionnaire did not allow me to comment on the impact of the road closures on my business. I am a self-employed tutor, specialising in special needs, based at home in Castle Court. As a direct result of the road closures I have lost work with families and this has caused me financial hardship. Furthermore, the families that came to me on Saturday mornings used to park at my house and shop in town or drop off and go to Morixons while their children had their lesson. Finding a space in a public car park and walking to my house and back twice simply took too much time.

I am very much in favour of making the High Street and The Narrows safer for pedestrians and I said so in the online questionnaire. I am a pedestrian too. I urge you to take a more flexible approach in the future. This is not a road closed or road open, a yes or a no issue. I would like a safer High Street and access to my home and business. Traffic calming measures and a speed limit might offer a reasonable compromise. If the road closures are extended to additional days I will have no income.

Yours sincerely,

TOYNES TOWN CENTRE  
[To accompany survey - 20 December 2020]

To whom this may concern;

I have decided to add separate copies - one, attached to the form I have submitted to Devon Communities, one, to the Totnes Town Council, one, to South Hams District Council and one to Devon County Council - Highways and by-ways! - I sincerely hope at least one copy, will be read, digested and discussed!

I am proud to be a Totnesian, albeit an elderly one - I have lived in the town, within Castle Court, for over twenty years, and have no intention of moving. I have been led to believe, that Castle Court does not appear on some maps/charts. Please take note!! WE ARE HERE!!!!

Totnes has changed over the years, some of it for the better, some not - generally it's a great place to live.

In principle ... I, with many others, have no issues with the town becoming more pedestrianized, safer and more welcoming ... but it does need to be done with a bit (mummm, maybe a ... lot more) thought and creative thinking, than before! (Remember - turning the bottom half around! Cost an awful lot of money!!)

At present the main thoroughfare, is closed to vehicles on a Saturday from 0900 to 1300! As an elderly resident I have no problem, except I have a car, and I park in Castle Court. (more in this issue later) As a shopkeeper or business owner, I am not too sure - I have spoken to quite a few over

the months, and to be honest, the majority, have a rather negative view - we shall see". (See end)

Back to my (sue, (as a council tax payer) I have the right to park in Castle Court. I have purchased a 999 year leasehold or freehold together with a piece of land, used for parking of two cars (Freehold) within Castle Court.

With regard to the current Saturday morning closure, all those concerned, have applied, and received, an "Access Pass". There are however a couple of concerns, which I am sure can be sorted with common sense and discussion;

A) There a number of folk that have the use of cars - and other family members - acting as carers. They may well use different vehicles, which have different registration numbers?

B) What on earth happens when there is an emergency? God forbid a major fire (the laundry had one a few months back) Last month, an ambulance got wedged under the first arch (to Castle Court) The procedure right now for a medical emergency - ambulance parks at the entrance (if it can get there?) and the paramedics come into the court, on foot. (I'm sure a hearse can get access, so all ok there)

With regard to the "elements and suggestions" I would like them ALL to be considered and discussed.

So:

- Better visual signage!
- Vehicle activated "slow down" signage!
- Speed bumps....PROPER speed bumps!
- Enforcement of access only rules --more visual!
- Speed camera. This would pay for itself!
- New seating areas with large planters!
- Security Controlled bollards
- No right turn -- top of Clifton Street, onto the A381.

I'm sure there are more ideas, which could be gained after discussion and consultation with shopkeepers, residents and a number of carefully chosen focus groups.

There you go - let's make Totnes a greater place to visit, a greater place to shop, and an even better place to live.

How about working "TOGETHER" (I know bit extreme!) to reach a happy and workable outcome?

\*I will be making a 'Freedom of Information Request', to see all the results, if, of course the results are not on general view, which I sincerely hope they will be!

Thank you to all, who took the time to read my communication.

May I take this opportunity to wish everyone "a better 2011 than 2010!"

Sincerely yours

Cc: Mag Booth -- Devon County Council -- Highways and Byways

The Towns Clerk  
Totnes Town Council  
5 Ramparts Walk  
Totnes  
TQ9 5QH.

South Hams District Council - Highways and Byways

## ITEM 10 – COMMUNITY HEROES AWARD

### Totnes Town Mayor launches New Year's Honours - Community Heroes for COVID

Set to start on New Year's Day, 2021, Totnes Town Mayor Cllr Jacqi Hodgson, has launched a new scheme to honour the many people who have become Community Heroes. She said, 'These are the wonderful people who have helped so many people in the town during the COVID crisis. The plan is to invite the local community to nominate their heroes, the people who have helped them as individuals to manage during this challenging year and tell these stories of everyday heroism that have shaped this extraordinary year.'

The basis of the scheme is to recognise those who have bravely served our community with kindness and generosity, and create a collective community record of the people who helped others manage their lives during this pandemic. Many voluntary groups, residents, councillors and service providers have worked closely with vulnerable people, families and linked them up with the volunteers who have stepped forward to assist at this time of need. There are also many other civic minded people who have been there for a neighbour or friend, day after day. Sharing and recording these stories of local heroism will be the substance of the scheme.

Mayor Jacqi Hodgson continued: "As we come to the close of what has been for many people a very challenging year, and reflect on where we are now, some of our Councillors have recalled snippets of stories of extraordinary kindness and generosity that local residents have received from friends, neighbours and strangers. This rich tapestry of local community life during a crisis is our history in the making. We want to share these heartwarming wonderful tales not only as a creative record of our time, but also to give recognition to all these public spirited people who have become our Community Heroes, and are likely to continue to be so, as we live through the COVID crisis."

The New Year's Honours 2021 - Community Heroes for COVID scheme is open to nominations from Totnes residents from January 1<sup>st</sup> and will remain open until the pandemic is formally declared over. Nominations and Stories will be shared on-line and through social media. The plan is to share and gather a living and lasting record of Totnes Tales of COVID Heroes and eventually collate a documented representative historical publication, as a legacy for the town for generations to come.

Nominations can be made by email or letter post and should contain the name and contact details of the person making the nomination, the name of their community hero and 100 words stating why this person is their hero. Acceptance by the hero nominated and their permission if their name is to be published is essential, otherwise the hero can be anonymous. Nominations Should be marked COVID Community Heroes can be posted into the Town Council or sent by email to [mayor@TotnesTownCouncil.gov.uk](mailto:mayor@TotnesTownCouncil.gov.uk).

