

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

**MONDAY 11th JANUARY 2021 HELD REMOTELY USING ZOOM**

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

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

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

### **TOTNES TOWN COUNCIL AGM AND CONFIRMATION OF MAYOR AND CHAIRS (MAYOR MAKING)**

**Confirmation of the new Mayor and Chairs of Committee for the Council from January 2021 to May 2021 will take place following a vote in December 2020.**

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

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

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

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

Apologies were received from District Councillors Rose and Sweett.

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

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

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

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

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

c. No report received.

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

*The Council reconvened.*

Cllr Paine joined the meeting.

### **CONFIRMATION OF MINUTES**

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

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

1. **Full Council 7th December 2020.**
2. **Re-convened Full Council 14th December 2020 .**
3. **Council Matters Committee 14th December 2020.**
4. **Planning Committee 21st December 2020.**

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

1. Full Council 7th December 2020.
2. Re-convened Full Council 14th December 2020.
3. Council Matters Committee 14th December 2020.
4. Planning Committee 21st December 2020.

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

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

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

1. **Full Council 7th December 2020.**
2. **Re-convened Full Council 14th December 2020.**
3. **Council Matters Committee 14th December 2020.**
4. **Planning Committee 21st December 2020.**
5. Full Council 7th December 2020. None.
6. Re-convened Full Council 14th December 2020. None.
7. Council Matters Committee 14th December 2020.

Item 4a – It was **RESOLVED** to approve the recommendation. Committee meetings will start at 6.30pm.

Item 4c – The recommendation will be considered as part of the Planning Committee minutes.

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

1. Planning Committee 21st December 2020.

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

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

### **REVIEW OF STANDING ORDERS**

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

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

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

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

### **TO NOTE THE NEW LINK COUNCILLOR LIST**

**Agreed December 2020 with one amendment proposed.**

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

### **ELECTION OF WORKING GROUP AND FORUM MEMBERSHIP**

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

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

|  |  |  |
| --- | --- | --- |
| **WORKING GROUP** | **TIMING** | **PROPOSED** |
| Venues & Public Assets | Monthly, 3rd Wednesday @ 12pm | Cllrs Adams, Galvin, Hendriksen, Piper, Price, Skinner, Trow |
| Public Realm & Cemetery | Every other month, 2nd Wednesday @12pm | Cllrs Adams, C Allford, P Allford, Collinson, Hodgson, Matthews, Price, Skinner, Trow |
| Community Arts | Monthly, 4th Wednesday @12pm | Cllrs Allen, C Allford, Galvin, Matthews, Piper, Skinner |
| Climate Emergency | Monthly, last Tuesday @6.30pm | Cllrs Allen, Collinson, Hendriksen, Hodgson, Price, Skinner, Webberley |
| **FORUM** | **TIMING** | **PROPOSED** |
| Totnes Future | Monthly, 2nd Tuesday @6.30pm | Cllrs Allen, Collinson, Hodgson, Matthews, Piper |
| Traffic & Transport | Monthly, last Wednesday @6.30pm | Cllrs P Allford, Collinson, Hendriksen, Hodgson, Trow |

### **ROAD CLOSURE**

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

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

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

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

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

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

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

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

### **COMMUNITY HEROES AWARD**

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

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

### **NEXT MEETING**

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

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

*The Council* ***RESOLVED*** *to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

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

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

No matters arising.

### **LEGAL MATTER**

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

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

Ben Piper

Mayor