

# **AGENDA FOR THE EXTRAORDINARY MEETING OF TOTNES TOWN COUNCIL**

# **MONDAY 1ST APRIL 2021 – HELD REMOTELY USING ZOOM**

MEETING LINK: <https://zoom.us/j/93002211160>

MEETING ID: 930 0221 1160

PASSWORD: Not required.

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

PLEASE NOTE THAT MEMBERS OF THE PUBLIC

WILL BE KEPT IN THE WAITING ROOM FACILITY IN ZOOM UNTIL THE MEETING COMMENCES.

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

Welcome to everyone attending and observing the meeting.

**To be said prior to the public session 30 minutes before Full Council:**

Welcome to everyone attending and observing the meeting.

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

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

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

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

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

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

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

### **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.

### **CONFIRMATION OF MINUTES**

To approve and sign the minutes of the following Meeting:

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

1. Full Council 1st March 2021 – document enclosed.

To note the following minutes:

1. Planning Committee 15th March 2021 – document enclosed.

### **CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION**

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

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

1. Full Council 1st March 2021.
2. Planning Committee 15th March 2021 recommendations:

Item 5 - To consider a minor wording amendment to a Neighbourhood Plan Policy.

To **RECOMMEND** to Full Council that Policy C9 Steamer Quay replaces the word ‘permitted’ with ‘supported’ to address concerns raised by Locality about the use of the word ‘permied’, and includes reference to the bat corridor so that the policy now reads (new wording underlined):

At Steamer Quay only leisure or river related development will be supported, providing it has no adverse impact on the South Hams Special Area of Conservation’s population of greater horseshoe bats. Any such development must:…

Item 6 - To consider a survey by the Traffic and Transport of public attitudes towards Electric Vehicles and e bikes.

To **RECOMMEND** to Full Council that the survey goes ahead with some amendments to the questions.

### **ROAD CLOSURE**

### 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. No document.

### **STAFF APPOINTMENT**

To ratify the appointment of the Administrator 2 job share position.

### **NEXT MEETING**

To note the next meeting date of Monday 12th April 2021, 6.30pm public session, 7.00pm formal meeting.

Agenda produced by:

Catherine Marlton

Town Clerk

26th March 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.**

# **ITEMS 3A & 4A – CONFIRMATION OF MINUTES FULL COUNCIL**



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

**MONDAY 1ST MARCH 2021 HELD REMOTELY USING ZOOM**

## Present: Councillors B Piper (Chair), M Adams, G Allen, C Allford, P Allford, S Collinson, A Galvin, R Hendriksen, J Hodgson, C Luker, D Matthews, E Price, V Trow, L Webberley and P Paine (joined at 7.15pm).

Apologies: Councillor S Skinner.

## In Attendance: S Halliday (Governance and Projects Manager), District Councillors Birch, Rose and Sweett, and members of the public.

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

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

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

Apologies were received from Councillor Skinner and the Town Clerk who is unwell, and were accepted by the Council.

***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 had circulated a report by email late last week. Cllr Hodgson updated on the Devon County Council budget, the rejection of amendments which would have seen funding for active travel, business support and environmental measures.

Cllr Paine joined the meeting.

b. District Cllr (D Cllr) Birch provided a written report in advance. D Cllr Birch will reply to Councillors questions for the Joint Local Plan AGM when he has received a response. D Cllr Birch has requested a status report on the Air Quality Action Plan which he will bring to the Council for discussion. Questions on S106 funding were raised – C Cllr Hodgson will try and clarify with Devon County Council whether the funding allocated to KEVICC has come from the Baltic Wharf development S106 education contribution or from the wider budget and if the latter, local schools will be encouraged to request funding from the S106 funding available.

c. No report received. District Cllr (D Cllr) Rose updated on consultations with TRAYE (Totnes Rural Youth Engagement Project) focussing on local youth mental health, and how to support the supporters during the pandemic.

d. District Cllr Sweet provided a written report in advance. D Cllr Sweett spoke about the Skate Park planning application and in response to a comment in the public session explained about the tree works required. D Cllr Sweett said no CCTV is planned for the skate park site as there are not the resources to review the data that would be collected, but she hoped that CCTV at the Rugby Club and railway station may help deter future anti-social behaviour or address any specific incidents.

*The Council reconvened.*

### **CONFIRMATION OF MINUTES**

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

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

1. **Full Council 28th January 2021.**
2. **Full Council 1st February 2021.**

The following minutes were considered:

1. Full Council 28th January 2021. It was **RESOLVED** by all Councillors to approve and sign the Minutes.
2. Full Council 1st February 2021. It was **RESOLVED** by all Councillors to approve and sign the Minutes.

**To note the following minutes:**

1. **Council Matters 8th February 2021.**
2. **Planning Committee 15th February 2021.**
3. **Town Matters Committee 22nd February 2021.**

The following minutes were noted:

1. Council Matters 8th February 2021. Noted.
2. Planning Committee 15th February 2021. Noted.
3. Town Matters Committee 22nd February 2021. Noted.

### **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 28th January 2021.**
2. **Full Council 1st February 2021.**
3. **Council Matters 8th February 2021.**
4. **Planning Committee 15th February 2021.**
5. **Town Matters Committee 22nd February 2021.**
6. Full Council 28th January 2021. None.
7. Full Council 1st February 2021. None.
8. Council Matters 8th February 2021.

Item 3 – Funding Requests. Cllr Hodgson declared a personal interest. It was **RESOLVED** to approve the recommendation.

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

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

Item 7 – GDPR Privacy Notice and Policy. It was **RESOLVED** to approve the recommendation.

Item 8 – Payments to Councillors Policy. It was **RESOLVED** to approve the recommendation.

Item 9 – Civic and Mayoral Budget Policy. It was **RESOLVED** to approve the recommendation.

1. Planning Committee 15th February 2021.

Item 4 – Standards of New Buildings. It was **RESOLVED** to approve the recommendation and the letter as drafted.

1. Town Matters Committee 22nd February 2021.

Item 5 – South Hams District Council Playing Pitch Strategy. It was **RESOLVED** to approve the recommendation with the following amendments to the Council’s response:

*3          Are there any concerns around the quality and/or maintenance of your playing pitches and their associated changing facilities in your town?*

The Town Council has concerns about the quality of the playing pitches at KEVICC which have poor drainage leaving them unusable for large parts of the school year, and the changing facilities on site are also poor.

*4          Are you aware of any groups in your community which are not catered for by the current provision of playing pitches?*

There is no formal playing pitch provision in Bridgetown. The Town Council has concern about the long-term security of the playing field sites that are available locally (for example playing fields at KEVICC, football and cricket pitches in Dartington which could be disposed of).

All large recreational fields and playing pitches currently available in Totnes, especially the Elmhirst site at KEVICCs, should be retained as irreplaceable and needed for current and future recreational neds for the town.

*6          Please list any current aspirations and/or proposals for new or improved grass and/or artificial grass playing pitches in your town and if possible, state the stage reached in planning/funding etc.*

The remaining recreational areas and playing pitches at the Elmhirst site (i.e. not including the more recently upgraded all weather pitch) are also in urgent need of all-weather improvements and drainage to enable full access and beneficial use of these facilities for the town.

*7          What other/particular issues within your town would you like the strategy to address and highlight? (e.g. any deficiencies in provision, improvements, cost of maintenance, access to school facilities etc.)*

The Town Council would like to see the introduction of a trim trail with static equipment around the perimeter of Borough Park. The provision of more interesting and diverse features are needed for Borough Park as the Town Park.  Residents and visitors would benefit from improvements to landscaping, flower beds, additional seating and possibly a bandstand for community events and a large pond for children to sail boats and benefit wildlife. We request that SHDC take a holistic approach to all such facilities when planning their future use.

### **ROAD CLOSURE**

**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.**

Councillors discussed the Government roadmap for opening up services and determined that it is too early to make a decision on the requirement for possible road closures until the first review of the pandemic situation on 29th March as this should indicate whether non-essential retail and services are on track to re-open on 12th April as currently planned.

It was **RESOLVED** to:

* ask the Traffic and Transport Forum Steering Group (TTFSG) on 31st March 2021 to review shared space and traffic calming measures for Fore Street and High Street; and
* hold an extraordinary Full Council on 1st April 2021 to consider the suggestions from the TTFSG which would allow sufficient time for Devon County Council to put in place any recommendations.

### **LIST OF MEETING DATES**

**To note a list of upcoming meeting dates.**

Noted. These updates will come out monthly.

### **NEXT MEETING**

**To note the next meeting date of Monday 12thApril 2021, 6.30pm public session, 7.00pm formal meeting.**

Noted. There will be an additional Extraordinary Full Council on Thursday 1st April 2021 at 7pm (public session from 6.30pm) to discuss the Traffic and Transport Forum’s recommendations for the road closure.

*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.**

No matters arising.

### **LEGAL MATTER**

**To consider the Totnes Museum lease.**

It was **RESOLVED** that Council should receive legal advice before signing the lease but has no objection in principle to the change requested.

Ben Piper

Mayor

# **ITEMS 3B & 4B – CONSIDERATION OF MINUTES PLANNING COMMITTEE**



# **DRAFT MINUTES FOR THE PLANNING COMMITTEE**

# **MONDAY 15TH MARCH 2021 - HELD REMOTELY USING ZOOM**

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

Apologies: None

In Attendance: Two members of the public and S Halliday (Governance and Projects Manager).

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

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

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

There were no apologies.

*The Committee will adjourn for the following items:*

### **PUBLIC QUESTION TIME**

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

*The Committee reconvened.*

### **2. CONFIRMATION OF MINUTES**

**To approve the minutes of 15th February and update on any matters arising.**

With an amendment to Item 6 that the date of the next meeting should read March not February, the minutes were approved as an accurate record of proceedings.

Item 4 – resolved by Full Council. A letter was sent via email on 12th March 2021 about the standard of new buildings to the Chair of South Hams District Council, Anthony Mangnall MP and the Shadow Secretary of State for Housing.

### **3. 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.*

3a) 3545/20/FUL - READVERTISEMENT (Revised plans received) Application for change of use to form two dwellings. 4 and 4a New Walk, Totnes, TQ9 5HA.

Support, subject to the concerns raised by the Environment Agency being addressed through the provision of a flood risk assessment, and a suitable proposal for rubbish bin storage.

3b) 0589/21/FUL – Proposed pergolas. 2 and 2a The Curator Café, The Plains, Totnes, TQ9 5DR.

Object. The Committee supports in principle the request for tables and chairs using some of this area but is concerned about:

* the permanency of the structures proposed on a public highway;
* the affect they will have on driver and pedestrian visibility; and
* the design which conflicts with the Council’s shared space planter project plans.

3c) 0632/21/LBC – Listed building consent for proposed refurbishment of existing shop with replacement shop fittings. 64 Fore Street, Totnes, TQ9 5RU.

Support.

3d) 0661/21/FUL – Division of premises into two shops, with new signage and change of use from ‘Sui generis’ to Class E. 3 Mill Lane, Totnes, TQ9 5DE.

Support, subject to an Environmental Health assessment on the potential noise impact of the air conditioning units on disturbing residents at the rear of the property. The Committee would also request that there is no back-lit signage and any illumination of the signage is extinguished by 10pm to reduce light pollution.

3e) 0350/21/LBC – Listed Building Consent for removal and replacement of existing windows and doors and reroofing of rear extension. 8 Warland, Totnes, TQ9 5EL.

Support.

3f) 0775/21/PHH – Application to determine if prior approval is required for proposed larger home extension, extending 6m beyond rear wall, maximum height of 3.80m and 3m height at eaves. 48 Follaton, Plymouth Road, Totnes, TQ9 5ND.

Support.

3g) 0093/21/HHO - Householder application for alteration of flat roof to hipped roof on existing one storey front extension. 37 Lansdowne Park, Totnes, TQ9 5UW.

Support.

### **4. TREE PRESERVATION ORDER**

**To consider the serving of a new Tree Preservation Order no. 1033 on mixed trees at Rainbow View, Parkers Way, Totnes, TQ9 5UF**.

Support.

### **5. NEIGHBOURHOOD PLAN**

**To consider a minor wording amendment to a Neighbourhood Plan Policy.**

To **RECOMMEND** to Full Council that Policy C9 Steamer Quay replaces the word ‘permitted’ with ‘supported’ to address concerns raised by Locality about the use of the word ‘permitted’, and includes reference to the bat corridor so that the policy now reads (new wording underlined):

*At Steamer Quay only leisure or river related development will be supported, providing it has no adverse impact on the South Hams Special Area of Conservation’s population of greater horseshoe bats. Any such development must:…*

### **6. ELECTRIC VEHICLE SURVEY**

**To consider a survey by the Traffic and Transport of public attitudes towards Electric Vehicles and e bikes.**

Cllr Hodgson gave the background to the survey and its intensions. Some Councillors suggested questions which they believe should be included – any suggestions should be emailed to the Governance and Project Manager by the end of 23rd March so that they can be collated for the Traffic and Transport Forum on 31st March 2021.

To **RECOMMEND** to Full Council that the survey goes ahead with some amendments to the questions.

### **7. TREE PROTECTION**

**To consider the requirements for new Tree Preservation Orders on trees in the town.**

It was **AGREED** that if any Councillor believes that a tree is worthy of protection they should apply via the South Hams District Council website. The officer will email the SHDC Tree Officer for clarity on what ‘amenity value’ means and whether it includes clean air.

### **8. TRAFFIC AND TRANSPORT FORUM**

**To note the minutes of the Traffic and Transport meeting held on Wednesday 24th February 2021.**

Noted. Cllr P Allford commented that his apologies had not been noted (he was on a fire call out) – these will be passed to the Green Travel Co-ordinator.

### **9. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 26th April 2021 at 6.30pm.**

Noted.

Sara Halliday

Governance and Projects Manager