



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 6<sup>TH</sup> SEPTEMBER 2021 IN THE GUILDHALL

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

You are hereby **SUMMONED** to attend a Meeting of the Council, on **Monday 6<sup>th</sup> September 2021** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### 1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 120 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

### 2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

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*The Committee will adjourn for the following items:*

Reports from County and District Councillors.

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

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

### 3. 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)*

- a. Full Council 19<sup>th</sup> July 2021 – document attached.

### 4. 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)*

- a. Full Council 19<sup>th</sup> July 2021.

### 5. TOWN WAYFINDING

To consider:

- a. The latest wayfinding report detailing options for the town centre. Document attached.
- b. Holding a public consultation to gauge the level of public support for the various options.

## 6. NEIGHBOURHOOD PLAN

- a. To recommend an examiner for appointment. CVs to follow by email.
- b. To consider the comments from Natural England in response to the Habitat Regulation Assessment. Document attached.
- c. To consider the response from South Hams District Council regarding the proposed policy amendment to include the original ATMOS project vision. Document attached.

## 7. PLANNING APPLICATION 2560/21/FUL

To consider planning application 2560/21/FUL for the redevelopment of the former Brutus Centre. Document attached.

## 8. RURAL SERVICES NETWORK MEMBERSHIP

To consider renewing the Town Council membership of the Rural Services Network at a cost of £130 a year. Document attached.

## 9. DELEGATED AUTHORITY

To consider continuing emergency delegated authority of the Town Clerk, and to consider recommending in person committee meetings in September. Verbal update.

## 10. MONITORING OFFICER REPORT

To note the outcome of the South Hams District Council monitoring officer investigation. See [https://www.southhams.gov.uk/media/6472/Standards-Complaint-Decision-Notice-July-2021/pdf/v03\\_Final\\_SH\\_Decision\\_Notice\\_Formal\\_Assessment\\_20210705.pdf?m=637654943709570000](https://www.southhams.gov.uk/media/6472/Standards-Complaint-Decision-Notice-July-2021/pdf/v03_Final_SH_Decision_Notice_Formal_Assessment_20210705.pdf?m=637654943709570000)

## 11. LIST OF MEETING DATES

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

## 12. NEXT MEETING

To note the next meeting date of Monday 4<sup>th</sup> October 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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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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## 13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No documents.

## 14. COMMERCIAL MATTERS

- a. To receive an update on the Elmhirst feasibility work undertaken and ongoing. Document to follow.
- b. To consider a draft project timeline. Document to follow.
- c. To note the budget already spent and ratify the overspend agreed under delegated authority of the Town Clerk. Document to follow.
- d. To consider a budget projection for the next stage of feasibility work. Document to follow.

## 15. GENERAL STAFFING UPDATE

To consider the following:

- a. The job description and recruitment timeline for the Green Travel Co-ordinator. Document attached.
- b. Absence of staff due to compassionate/sick leave. Verbal update.
- c. To note the casual caretaker vacancy. Verbal update.
- d. To note the ongoing Administrator vacancy. Verbal update.

## 16. CHRISTMAS EVENTS

To consider the format of the 2021 Christmas events and how to administer them. Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

1<sup>st</sup> September 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.