

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

**MONDAY 6TH SEPTEMBER 2021 IN THE GUILDHALL**

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

Apologies: District Cllr Rose.

## In Attendance: District Councillors Birch, members of the press and public, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

### **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.**

There were no apologies.

***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 apologies for the delay in circulating her report. She is disappointed with the responses received from Highways about the 20mph speed limit request, the problems arising from the diversions from the road works on the A385, and requests for residents parking areas. Cllrs asked about the equality issues that Highways are not addressing, progress in establishing permanent traveller sites, and broadband options other than via cable.

b. District Cllr (D Cllr) Birch updated on the issues with the waste collection service and Cllrs asked about the possibility of a more local waste management solution and whether residents in West Devon District Council are experiencing similar problems.

c. Cllr Rose was not present and no report was submitted.

d. Cllr Sweett was not present and no report was submitted.

*The Council reconvened.*

### **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 19th July 2021.**

The following minutes were considered:

1. Full Council 19th July 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

### **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 19th July 2021.**

No matters arising.

### **TOWN WAYFINDING**

**To consider:**

**a. The latest wayfinding report detailing options for the town centre.**

**b. Holding a public consultation to gauge the level of public support for the various options.**

It was **RESOLVED** by a majority to proceed with a public consultation online and in person to share the various designs and gauge support on the options.

Ideas such as including a trail or QR codes on the wayfinding posts should be included as part of the consultation process.

### **NEIGHBOURHOOD PLAN**

**a. To recommend an examiner for appointment.**

It was **RESOLVED** unanimously to appoint Deborah McCann as the examiner for the Neighbourhood Plan.

**b. To consider the comments from Natural England in response to the Habitat Regulation Assessment.**

It was **RESOLVED** unanimously to amend the Basic Conditions Statement to address the Natural England comments.

**c. To consider the response from South Hams District Council regarding the proposed policy amendment to include the original ATMOS project vision.**

It was **RESOLVED** to request the inclusion of the amended policy as written and drafted in the Full Council papers with the examiner directly.

### **PLANNING APPLICATION 2560/21/FUL**

**To consider planning application 2560/21/FUL for the redevelopment of the former Brutus Centre**

Cllr Allen declared a personal interest.

Cllrs Allen and Hendriksen will represent the Town Council at the South Hams Development Management Meeting on 8th September. Whilst a number of the points previously raised by the Planning Committee have been addressed, concerns remain about the number of public parking spaces, small retail units, the massing of the proposed development, the level of S106 contributions towards affordable housing and the impact on local healthcare providers.

It was **RESOLVED** by majority for Cllr Allen to collate the points to raise at the Development Management meeting and that these are submitted in advance of 8th September to the Clerk for approval under delegated authority and are submitted as the formal Totnes Town Council comments in relation to this planning application.

### **RURAL SERVICES NETWORK MEMBERSHIP**

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

It was **RESOLVED** to renew the Council’s membership. Councillors are invited to attend relevant meetings and report back through committee.

### **DELEGATED AUTHORITY**

**To consider continuing emergency delegated authority of the Town Clerk, and to consider recommencing in person committee meetings in September.**

It was **RESOLVED** by majority that in person meetings for Full Council and Committees should continue unless the COVID situation deteriorates, whereby informal Zoom meetings will be held and that the Clerk will retain and then exercise said delegated authority as required.

### **MONITORING OFFICER REPORT**

**To note the outcome of the South Hams District Council monitoring officer investigation.**

Noted. Cllr Piper asked Cllr Hodgson to chair this item given his personal involvement. The Clerk reported that the Monitoring Officer had upheld one complaint against Cllr Piper relating to a procedural matter. Cllr Piper said that he regrets that he has brought the Council into disrepute.

### **LIST OF MEETING DATES**

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

Noted.

### **NEXT MEETING**

**To note the next meeting date of Monday 6th September 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

*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.*

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

**To consider any recommendations or matters arising that are considered confidential in nature.**

No matters arising.

### **COMMERCIAL MATTERS**

**a. To receive an update on the Elmhirst feasibility work undertaken and ongoing.**

This was noted. The Project Manager was thanked for his hard work.

1. **To consider a draft project timeline.**

It was **RESOLVED** unanimously to agree the proposed timeline, noting it is open to change as the project progresses.

1. **To note the budget already spent and ratify the overspend agreed under delegated authority of the Town Clerk.**

It was **RESOLVED** unanimously to agree the overspend on the phase 1 feasibility works.

1. **To consider a budget projection for the next stage of feasibility work.**

It was **RESOLVED** unanimously to agree the budget outlined in the proposal for the phase 2 feasibility works.

It was **AGREED** to hold a briefing session of all Councillors to fully update them on the Elmhirst project. Cllr Webberley requested this was early evening to accommodate working Cllrs. Cllr Paine said he could only do Monday and Thursday meetings.

### **GENERAL STAFFING UPDATE**

**To consider the following:**

**a. The job description and recruitment timeline for the Green Travel Co-ordinator.**

This was **AGREED.**

1. **Absence of staff due to compassionate/sick leave.**

This was noted.

1. **To note the casual caretaker vacancy.**

This was noted.

1. **To note the ongoing Administrator vacancy.**

This was noted.

### **CHRISTMAS EVENTS**

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

It was **RESOLVED** unanimously not to proceed with the 2021 Christmas events in the proposed format due to the risks of the ongoing Covid pandemic and the costs associated with hosting such an event. It was proposed that a smaller scale event based around the Christmas Lights switch on involving local schools, businesses and the community is held.

Cllr Ben Piper

Mayor