

## AGENDA FOR THE PLANNING COMMITTEE

MONDAY 18<sup>TH</sup> OCTOBER 2021 IN THE GUILDHALL

You are hereby **SUMMONED** to attend the **Planning Committee** on **Monday 18<sup>th</sup> October 2021** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors G Allen (Chair), S Collinson, R Hendriksen, J Hodgson, P Paine and V Trow.

### 1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

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

*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.

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

### 2. CONFIRMATION OF MINUTES

To approve the minutes of 20<sup>th</sup> September 2021 and update on any matters arising.  
Document attached.

### 3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 3399/21/TPO – T2: Field Maple - Fell due to heavy lean to property on north west corner with high risk of failure. Kennicott House, Totnes, TQ9 5JX. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213399>

3b. 2533/21/TPO – T1: Acer - Norway Maple - Crown height reduction by 4metres due to decay and reduction of wind resistance on compromised stem. Kennicott House, Totnes, TQ9 5JX. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/212533>

3c. 3390/21/ TCA – T1: Lime - Dead wood removal. Redhills, Jubilee Road, Totnes. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213390>

3d. 3407/21/TCA – T1: Eucalyptus Globulus - Fell to ground level due to over dominance in garden. 1 Seymour Villas, Pathfields, Totnes, TQ9 5QR. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213407>

3e. 3591/21/TPO - T1: Lime - Crown lift to 4metres from ground level, selective crown thin by 15% in order to reduce wind sail effect, weight and allow more light into several gardens. 29 South Street, Totnes, TQ9 5DZ. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213591>

3f. 3511/21/TCA - Multi stemmed Holme Oak - lateral reduction by 3m on the entire North East side due to overhanging hedge and property. 4 Baring Cottages, Weston Lane, Totnes, TQ9 5AP. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213511>

### 4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

4a. 2945/21/HHO & 2947/21/LBC - Householder and listed building consent applications for alterations and extension to existing dwelling. 7 Seymour Place, Totnes, TQ9 5AY. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/212945> and <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/212947>

4b. 3353/21/FUL & 3354/21/LBC – Listed building consent and application for conversion of beauty salon into private dwelling. 3 New Walk, Totnes, TQ9 5HA. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213353> and <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213354>

4c. 3482/21/FUL - Proposed extension to warehouse for office and / or storage purposes (within Use Classes B2, B8 and E(g)(i)). Dart Mills, Babbage Road, Totnes. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213482>

4d. 3377/21/OPA - Outline application with some matters reserved for new dwelling in garden of existing dwelling (resubmission of 2133/20/OPA). Dorsley Cottages, Harberton,

TQ9 6DL. [Note: consulted as a neighbouring parish to the site] See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213377>

4e. 1982/21/HHO - READVERTISEMENT (Revised plans received) Householder application for replacement of porch with new ground floor extension. 5a The Grove, Totnes, TQ9 5ED. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/211982>

4f. 3352/21/FUL - Raise roof of unit to accommodate buses. A B Coaches, Wills Road, Totnes, TQ9 5XN. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213352>

4g. 3484/21/VAR - Application for variation of condition 2 (approved drawings) of planning consent 0661/21/FUL. 3 Mill Lane, Totnes, TQ9 5DE. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213484>

4h. 3294/21/LBC - Listed Building consent for refurbishment to retail outlet. 14 Fore Street, Totnes, TQ9 5DX. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213294>

4i. 3582/21/LBC - Listed Building Consent for external installation of single gas supply pipe concealed by a replica rainwater down-pipe. Seymour Court, Bridgetown, Totnes. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/213582>

#### 5. PLANNING MEMORANDUM OF UNDERSTANDING

To consider a request from South Hams District Council to sign a Memorandum of Understanding relating to the and make a recommendation to Full Council. Documents attached.

#### 6. TRAFFIC AND TRANSPORT FORUM

To consider the Terms of Reference for the Traffic and Transport Forum with any recommendations to go to Full Council for approval. Document attached.

#### 7. SOUTH HAMS DISTRICT COUNCIL MOTORHOME TRIAL

To note the information and feedback from the first quarter of the South Hams District Council motorhome trial in Longmarsh car park. Document attached.

#### 8. DATE OF NEXT MEETING

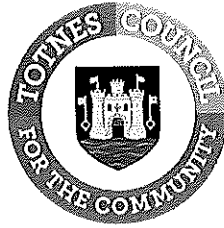
To note the date of the next meeting of the Planning Committee – **Monday 15<sup>th</sup> November 2021 at 6.30pm** in the Guildhall.

#### USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be video recorded. If members of the public make a presentation, 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 Councillor Committee debates are permitted and anyone wishing to do so is asked to inform the Chair of the respective Committee of their intention to record proceedings.





## MINUTES FOR THE PLANNING COMMITTEE

### MONDAY 20<sup>TH</sup> SEPTEMBER 2021 IN THE GUILDHALL

Present: Councillors G Allen (Chair), S Collinson, R Hendriksen, J Hodgson (arrived 18.40), P Paine and V Trow.

Apologies: None.

In Attendance: One member 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 and recorded.

There were no apologies.

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

A representative of ATMOS for Totnes spoke about the public meeting that was held on 15<sup>th</sup> September which presented the background to the site and a timeline of the project. They asked that specific reference to ATMOS is made in the Totnes Neighbourhood Plan and that the plan contains a policy on the Community Right to Build project.

*The Committee reconvened.*

#### 10. ATMOS

**To note a verbal update on the ATMOS project.**

It was **AGREED** to bring forward item 10 for discussion. Cllr Allen summarised that from a Council perspective it is a matter of watching and waiting to see what advice the newly appointed neighbourhood plan examiner has on how to proceed the request to include a policy on ATMOS, what legal advice TCDS receive about the Community Right to Build Order and South Hams District Council's response to this advice. Cllrs comments that the ATMOS for Totnes meeting had been well led and informative.

#### 2. DEPUTY CHAIR

**To elect a Deputy Chair (who will chair in Chair's absence).**

Cllr Hendriksen was nominated as the candidate for the Deputy Chair, and was unanimously supported.

3. CONFIRMATION OF MINUTES

To approve the minutes of 24th May 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

4. DELEGATED DECISIONS

To note a list of comments submitted under delegated authority to South Hams District Council on planning applications since 24th May 2021.

Noted.

5. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

5a. 3389/21/TPO - T1: Oak - Removal of limb at approximately 7 metres from ground level on the East side due to extending to roofline of neighbouring property. Endsleigh, Jubilee Road, Totnes, TQ9 5BP.

Committee members declared a personal interest as the applicant was known to them all.  
Support.

6. 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.*

6a. 3085/21/HHO - Householder application for demolition of existing balcony and formation of proposed single storey front extension and rear single storey extension together with internal works. 11 Borough Park Road, Totnes, TQ9 5XW.

Support.

6b. 2515/21/HHO - READVERTISEMENT (Revised plans received) Householder application for two storey rear extension. 50 Smithfields, Totnes, TQ9 5LR.

Support.

6c. 1439/21/HHO - READVERTISEMENT (Revised plans received) Householder application for ground floor, single storey kitchen extension. 9 Somerset Place, Totnes, TQ9 5AX.

Support.

6d. 3214/21/FUL & 3215/21/LBC – Listed building consent and application and convert existing two flats back to one dwelling including internal refurbishment and reorganisation, demolition and reconstruction of single storey rear extension including external storage area and replacement natural slate roof covering. 4 Seymour Place, Totnes, TQ9 5AY.

Support.

6e. 2467/21/VAR - READVERTISEMENT (Revised plan received) Application for variation of condition 2 (approved plans) of planning consent 0332/19/FUL. Garages 7, 9 and 11 Christina Park, Totnes.

It was **AGREED** to request a site visit given the level of changes to the approved plans.

6f. 2972/21/LBC - Listed building consent for replacement gutters, door lintel, roof joists, battens & slates on outbuilding roof (part retrospective). 7 Plymouth Road, Totnes, TQ9 5PH.

Support, subject to the view of the Conservation Officer.

6g. 3009/21/FUL - Replacement patio doors and windows. 8 Elizabethan House, Steamer Quay Road, Totnes, TQ9 5BY.  
Support.

#### 7. TREE PRESERVATION ORDERS

7a. To consider the serving of a new Tree Preservation Order no. 1053 on all evergreen, deciduous and coniferous tree species within A1 and A2 at the Former Magistrates Court, Totnes.  
Support.

7b. To note the confirmed as modified Tree Preservation Order no. 1033 on mixed trees at Rainbow View, Parkers Way, Totnes, TQ9 5UF. Document attached.  
Support.

#### 8. PLANNING MEMORANDUM OF UNDERSTANDING

**To consider a request from South Hams District Council to sign a Memorandum of Understanding relating to the and make a recommendation to Full Council.**

It was **AGREED** that more time was needed to go through this document, and it will come back to Committee in October 2021.

#### 9. POSTAL PROVISION AT NEW DEVELOPMENTS

**To consider the requirement for post boxes at new developments.**

It was **AGREED** to see what advice is on the Royal Mail website and suggest that Quayside speaks with the Totnes Royal Mail Sorting Office to see if any local arrangements can be made.

#### 11. TRAFFIC AND TRANSPORT FORUM

**To note the record of the Traffic and Transport Forum Green Travel Steering Group held on Wednesday 28th April 2021.**

Noted.

#### 12. JOINT LOCAL PLAN NEWSLETTER

**To note the Plymouth and South West Devon Joint Local Plan newsletter.**

Noted.

#### 13. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 18<sup>th</sup> October 2021 at 6.30pm in the Guildhall.**

Noted. It is hoped that the meeting will be held in the Guildhall but this will be dependent on the latest social distancing restrictions.

Sara Halliday  
Governance and Projects Manager





## ITEM 5 - PLANNING MEMORANDUM OF UNDERSTANDING

Dear All,

Following a report into the District Council's handling of planning applications last year, it was agreed that it would be helpful for there to be a memorandum of understanding ("MoU") with each Town/Parish Council. It was agreed that the MoU would set framework for a more collaborative working relationship; one in which there is a recognition that each party can do things to help the other.

I have now drafted and agreed the attached draft MoU with the Council Leader, Portfolio Holder and Chair of the Development Management Committee. The MoU sets out:

- ❑ a description of the respective roles of the Council and the town and parish councils;
- ❑ the circumstances in which the Council will have pre-application discussions with the town and parish councils or seek their views about draft proposals;
- ❑ details of what information to be provided to town and parish councils by the Council when application is registered and how the information will be provided;
- ❑ guidance as to what should be included in consultation responses so that they are relevant to the application;
- ❑ timescale for town and parish councils to respond and the circumstances in which these may be varied;
- ❑ how town and parish councils will be consulted about amended plans; and
- ❑ speaking at Development Management Committee.

The MoU will not be legally binding, although I accept that it looks rather "legal" at the moment (I am exploring with colleagues whether it can be turned into something a bit less formal-looking).

I would be grateful if your Council could consider the draft MoU and indicate whether it would agree to enter into the MoU with the District Council. You will appreciate that given the number of councils it may not be possible to tailor the MoU to each Council's own requirements.

Kind regards  
Head of Legal Services and Monitoring Officer



Dated \_\_\_\_\_ 2021

SOUTH HAMS DISTRICT COUNCIL

and

\* TOWN/PARISH COUNCIL

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MEMORANDUM OF UNDERSTANDING

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**THIS MEMORANDUM OF UNDERSTANDING** is dated

- (1) **SOUTH HAMS DISTRICT COUNCIL** of Follaton House, Plymouth Road, Totnes, Devon, ("the District Council").
- (2) \* **TOWN/PARISH COUNCIL** of \* ("Town/Parish Council").

## 1. **Background**

- 1.1 The District Council is a local planning authority for the purposes of the Town and Country Planning Act 1990 and has responsibility for determining planning applications for the development of land within the Town/Parish Council's area. When determining planning applications the District Council seeks the views of various persons and bodies and must consider them, but is not required to agree them.
- 1.2 The Town/Parish Council is a statutory consultee on any such applications and has responsibilities under the Town and Country Planning (Development Management Procedure) (England) Order 2015 in respect of making timely representations. While the Town/Parish Council gives its views on applications to the District Council, it has no power to grant or refuse planning permission.
- 1.3 The District Council and Town/Parish Council have agreed that it is in the interests of the residents of the Town/Parish Council's area and applicants for planning permission, that applications for outline or full planning permission to develop land in the Town/Parish Council's area ("Planning Application") should be determined efficiently.
- 1.4 The District Council and Town/Parish Council wish to record the basis on which they will work together to ensure where possible Planning Applications are determined efficiently. This Memorandum of Understanding (MoU) sets out the respective responsibilities of the District Council and Town/Parish Council in respect of those applications.

## 2. **Principles of collaboration**

- 2.1 The District Council and Town/Parish Council agree when dealing with Planning Applications to adopt the following principles ("Principles"):
  - (a) Work collaboratively and co-operate with each other to ensure that actions are taken as required;
  - (b) Be accountable;
  - (c) Be open. Communicate openly about issues or concerns relating to the determination of Planning Applications;
  - (d) Share information, experience, materials and skills;
  - (e) Adopt a positive approach. Behave in a positive, proactive manner;

- (f) Adhere to statutory requirements and best practice. Comply with applicable laws and standards including data protection and freedom of information legislation.
- (g) Act in a timely manner. Recognise the statutory timescales for the determination of planning applications and respond accordingly to requests for support; and
- (h) Act in good faith to support compliance with these Principles.

### **3. Responsibilities – the District Council**

#### **3.1 The District Council will:**

- (a) actively encourage applicants for larger developments to consult with the Town/Parish Council prior to making a Planning Application.
- (b) upload to its website details of any Planning Application, any representations received and any amended plans promptly and in any event within 14 days of receipt of the Planning Application as the case may be.
- (c) notify the Town/Parish Council that a Planning Application has been registered within 24 hours of the application being registered.
- (d) re-consult the Town/Parish Council where amendments to Planning Applications seek to address objections or reservations raised at an early stage by the Town/Parish Council, or where in the District Council's view, amendments would have a significant impact compared to the original submission.
- (e) allow the Town/Parish Council 28 days (including public holidays) from the notification of registration of a Planning Application and 21 days from the notification of amendments to a Planning Application to make representations.
- (f) where a Planning Application is to be determined by the District Council's Development Management Committee offer an opportunity for an authorised representative of the Town/Parish Council to speak in accordance with the scheme for public speaking.
- (g) determine Planning Applications in accordance with the Development Plan unless other material considerations suggest otherwise.
- (h) notify the Town/Parish Council of its decisions on Planning Applications within 8 working days of the Planning Application being determined.

### **4. Responsibilities – the Town/Parish Council**

#### **4.1 The Town/Parish Council will:**

- (a) provide the District Council with and keep up-to-date, an e-mail address that may be used to notify the Town/Parish Council of the registration of a Planning Application, amendments or decisions.

- (b) ensure that any representations are clear, concise and based on material planning considerations and disregard irrelevant considerations. Examples of material planning considerations are set out in Part 1 of Appendix A. Examples of irrelevant considerations and therefore carrying no weight in the decision-making process are set out in Part 2 of Appendix A.
- (c) make any representations in a timely manner and in any event within 28 days of being notified of the registration of the Planning Application,
- (d) seek to make use of delegated arrangements to ensure representations are made in time.
- (e) ensure that those speaking on its behalf at the District Council's Development Management Committee are appropriately authorised to do so.
- (f) encourage its members to undertake a suitable course of development management training

## 5. **Neighbourhood Planning**

- 5.1 The District Council and the Town/Parish Council recognise the importance of neighbourhood plans in making planning determinations and as plans produced by local people, how they can benefit the local area and community.
- 5.2 Where the Town/Parish Council apply for the designation of its area as a Neighbourhood Area for the purposes of the Neighbourhood Planning (General) Regulations 2012 the District Council will positively support the Town/Parish Council to progress the making of a neighbourhood plan in a timely manner.

## 6. **Status**

- 6.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The District Council and the Town/Parish Council enter into the MoU intending to honour all their obligations.

## **Appendix A**

### **Part 1 - Material planning considerations**

- The Development Plan including any Neighbourhood Plan
- Adopted supplementary guidance - for example, village design statements, conservation area appraisals, car parking standards.
- Central government policy and guidance – the National Planning Policy Framework, National Planning Guidance etc.
- Replies from statutory and non-statutory agencies (e.g. Environment Agency, Highways Authority).

- Representations from others - neighbours, amenity groups and other interested parties so long as they relate to land use matters.
- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.
- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage and water supply
- Public proposals for using the same land
- Effects on individual buildings - such as overlooking, loss of light, overshadowing, visual intrusion, noise, disturbance and smell.
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Public rights of way
- Flooding or pollution.
- Planning history of the site - including existing permissions and appeal decisions.
- A desire to retain or promote certain uses - such as playing fields, village shops and pubs.
- Need for the development - such as affordable housing.
- Prevention of crime and disorder.
- Presence of a hazardous substance directly associated with a development
- Precedent - but only where it can be shown there would be a real danger that a proposal would inevitably lead to other inappropriate development (for example, isolated housing in the countryside)

**Part 2 – Irrelevant considerations**

- Speculation over future use.
- The fact that the application is retrospective
- The identity of the applicant or occupant
- Unfair competition
- Boundary disputes
- Breach of covenants and personal property rights, including personal (not Public) rights of way
- Loss of a private view
- Devaluation of property
- Other financial matters
- Matters controlled by other legislation - such as Building Control, Environmental Health or fire prevention
- Religious or moral issues - such as betting shops and amusement arcades
- The fact that the applicant does not own the land to which the application relates
- The fact that an objector is a tenant of land where the development is proposed
- The developer's motives, record or reputation

Signed for and on behalf of SOUTH  
HAMS DISTRICT COUNCIL

Signature: .....  
Name: .....  
Position: .....  
Date: .....

Signed for and on behalf of \*  
TOWN/PARISH COUNCIL

Signature: .....  
Name: .....  
Position: .....  
Date: .....



## ITEM 6 – TRAFFIC AND TRANSPORT FORUM

The Committee is asked to consider the current Terms and Conditions of the Traffic and Transport Forum, and review what bodies are represented for example should they be constituted bodies that have:

- A constitution/written rules.
- Regular AGM's -for the election of officers through due procedure.
- Open lists of members.

### Terms of Reference

#### Totnes and District Green Travel Forum and Steering Group

For review 29<sup>th</sup> September 2021

#### Role / purpose

To provide a forum for discussion on issues relating to traffic and transport and the transition to sustainable, low carbon, forms of travel in Totnes and the surrounding area, and to act as an advisory body to Totnes Town Council, putting forward detailed plans for implementation.

#### Membership

The current membership list below is for voting purposes. Members of the public may attend this Forum and participant but will remain as non-voting. All nominations for adding a voting members must be proposed and seconded and be agreed by majority.

John Scanlon CHAIR

Chris Watson DEPUTY

Simon Harrington

Sarah Kidd

Maggie Cornhill

Jane Kennedy

Pruw Boswell

Kerry McCabe

Ken Robertson

Howard Cotton

Cllr Sarah Collinson

Graham Bennett

Barbara Phillips

Chris Alton

Paul Mukerji

Peter Coxon  
Adam Williams  
Ian Bright  
Cllr Jacqi Hodgson  
Cllr Georgina Allen  
Cllr Jo Sweett  
Cllr Rose  
Nick Oldridge  
Green Travel Coordinator - TBC

- Town Council – 2 Town Councillors, 1 District Councillor, 1 County Councillor + Green Travel Coordinator
- Citizens – members of public with particular interest in T&T and representing key sectors – max 5
  - Educator - eg KEVICCS, Grove School
  - Disabled - eg Inclusive Totnes
  - Cyclists -
  - Walking and active travel - eg Ramblers
  - Health professional
- Community groups – 5 representatives from surrounding villages
  -
- Private enterprises and business groups – max 5, 1 from each group
  - Chamber of Commerce, STAG (deputy to also be designated)
  - Independent trader based in High Street / Fore Street
  - Industrial estate (deputy to also be designated)
  - Community transport eg Bob the Bus
  -
- Experts in traffic and transport
  - Highways (DCC)
  - Bus services – eg Stagecoach
  - Train services
  - Community speed watch / police
  - Specialists invited for specific projects – eg Co Cars

Members have the responsibility to attend meetings or to send a delegate to represent the views of their specific group or community.

If a member withdraws from the Steering Group, then a replacement should be identified and given a full briefing of the responsibilities and representation of the leaving member.

If a member fails to attend meetings for 3 months, then he/she will be asked to leave the Steering Group and a replacement found.

Any group acting as an advisory body to the Town Council is subject to the Town Councils Code of Conduct (<https://www.totnestowncouncil.gov.uk/wp-content/uploads/2021/06/Code-of-Conduct-March-2021.pdf>) If a Traffic and Transport Forum member OR attendee breaches any of requirements outlined in the policy on the website then it is possible outcomes include temporary suspension from voting/attending OR permanent exclusion from being able to attend or contribute to the Forum.

## Roles and responsibilities

The roles of the Forum are as follows:

- To resolve existing Traffic & Transport problems
  - To identify and quantify traffic problems in Totnes and surrounding district,
  - To propose and evaluate possible solutions for identified problems
  - To canvas opinions about the proposed solutions, and make recommendations to Totnes Town Council
  - To project manage the implementation of approved solutions
  - To monitor the success criteria of implemented solutions
- To develop new opportunities for sustainable transport and active travel as part of Devon's Carbon Plan
  - To identify new opportunities for sustainable transport and active travel
  - To identify and quantify the benefits and costs of new sustainable transport methods
  - To identify and secure sources of funding for proposed new projects
  - To canvas opinions about the proposed new projects, and make recommendations to Totnes Town Council
  - To project manage the implementation of approved new projects, including promotion to the wider public
  - To monitor the success criteria of implemented projects
  - To seek to influence travel behaviours, and encourage the public to transition away from fossil fuel, private vehicles towards greener, more active, methods of travel
- To invite and support a membership that provides a broad cross section of views, experience, ages and geographical coverage, including members of the public, community groups, businesses and experts in T&T. Each member will have a defined role in terms of whom they represent. They are expected to canvas views from their respective community and provide a representative viewpoint.
- The Steering Group may appoint additional working groups for specific projects, which may meet more frequently and may involve additional persons with relevant expertise and level of interest. These working groups will report back to the Steering Group at the monthly meetings.

## Meetings

Meetings to be held 3- monthly on last Tuesday of each month.

The Chair and Deputy is to be chosen at the AGM, from the list of members (excluding Councillors) and voted on by the members – using simple majority method.

The Chair remains in the role for 1 year.

The Agenda for each meeting is to be issued 1 week prior to the meeting. Any member, councillor or officer may submit items for discussion.

Interim plenary sessions or one topic sessions can be arranged in between these 3 monthly meetings, however these will not be administered by the Green Travel Coordinator.

### Ground rules for meetings

- We will let someone know if we can't come
- Mobile phones switched off or (if absolutely necessary) set to vibrate
- We will arrive early enough to start on time (late arrivals will fend for themselves!)
- We will speak one at a time • We will keep it brief • We will keep to the point • We will speak calmly with intention
- We will be conscious of how much or how little we contribute
- We will be conscious of the nature and content of our contributions.
- We will listen with attention
- No parallel conversations
- We will respect each other and each other's contributions
- We will finish on time

### Procedure

- Items for the agenda should be sent to the secretary well in advance of meetings.
- We'll aim to send out the agenda & minutes of the previous meeting well in advance & members are asked to bring these & any other relevant information to meetings.
- The Chair will sit at the head of the table in order to be able to see everyone and will co-ordinate those who wish to speak.
- We'll start by agreeing the agenda & minutes and agreeing times to agenda items.
- New items arising for the agenda will be included under AOB if there is time or if they are important. Otherwise they will be postponed to the next meeting.
- We will stick to the timing agreed for the agenda items

### Term of the agreed Terms of Reference

These Terms of Reference apply for 3 years from date of approval. The list of members will be updated at least once per year, at the AGM.

### Amendment of Terms of Reference

The Terms of Reference may only be amended with the agreement of the full town council and ratified by the voting members.

It is suggested that the ToR is reviewed every 3 years by the voting members, or as often as needed. Proposed changes are to be submitted to the Planning Committee and then to Totnes full council, with the reason for the change and then voted on at the next AGM.

## ITEM 7 – MOTORHOME TRIAL

South Hams District Council have shared the first quarter stats of the motorhome trial for the Town Council's information.

As part of the trial we [SHDC] want to ensure that we continued to engage with the Town Council to gather any feedback in relation to the scheme. I therefore attach for your information the statistics collected which shows usage, income and enforcement.

Highlights include:

- Income for the first quarter is £4660 (exec report predicted £9600 for the 12 month trial)
- The top three locations are Longmarsh - Totnes, Park & Ride - Dartmouth and Cattlemarket - Kingsbridge
- We have carried out 248 early/evening (mainly early as more effective) enforcement visits since its introduction
- Penalty Charge Notices issued have reduced indicating that motorhomes are establishing that we do enforce the policy
- We have carried out 153 visits to car parks where there was concern motorhomes would park but aren't permitted and these sites include, Slapton, Bigbury, North Sands and Quay Southern Area

The feedback forms (which checks compliance in terms of parking, waste, not placing items outside of the vehicle etc) taken from each visit have also shown there has been overall good compliance in relation to the rules and regulations imposed with this policy. Longmarsh car park has proved to be an extremely popular site for motorhomes to stay overnight. It remains our priority site within the trial to ensure that the rules and regulations are being adhered to and there are not issues relating to waste etc. We have received some positive feedback from customers who have visited Longmarsh – an example shown below:

I just wanted to say thank you for your new, and very helpful, policy to allow overnight motorhome parking in some of your car parks. I normally travel with just my two young children and it makes a big difference to have somewhere safe to park from where we can all walk into town.

We stayed in your Totnes car park the first weekend you introduced the facility and found it great. We walked into town and used the shops and restaurants there and also did a longer walk to Sharpham House on the second day, so hopefully the local economy will also be benefiting from your welcoming approach. I've certainly recommended it to other motorhome owners.

AND we saw a seal in the estuary!

I'd be grateful if you could pass my thanks on to the team/councillors responsible for implementing this policy.

I hope you find this information useful and would welcome any comments or feedback regarding how the policy has operated over the last three months in Longmarsh, Totnes.

Senior Specialist – Parking & Public Conveniences