

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

**MONDAY 7TH FEBRUARY 2022 IN THE GUILDHALL**

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

Apologies: District Cllrs Rose and Sweett.

## In Attendance: District Councillor Birch, members of the press and public, C Marlton (Town Clerk), S Halliday (Governance and Projects Manager) 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.**

The apologies were received and accepted. Cllr Price updated that she had moved and sold the property listed in the Register of Interest.

***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 her report and updated on the Devon County Council budget particularly funding for grants, schools and highways. Councillors asked about the Airband poles, and highways funding invested in a way that assisted building development.

b. District Cllr (D Cllr) Birch gave an update on the Airband poles and the Steamer Quay care home planning application. Councillors asked about community land trust funding, the care home application, and the garden waste brown bin collection.

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

d. District Cllr Sweett was not present but her report was noted.

*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 6th December 2021.**
2. It was **RESOLVED** unanimously to approve and sign the Minutes. Cllr Hodgson asked for an update on item 6c which was to write requesting a meeting with Devon Highways and South Hams District Council – it was confirmed that a letter had been sent and a response was awaited.

**To note the following minutes:**

**b. Council Matters 17th January 2022.**

Noted.

**c. Planning Committee 24th January 2022.**

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 6th December 2021.**

No matters arising.

**b. Council Matters 17th January 2022.**

Item 4 – Full Council will consider the revision to Standing Orders under item 5.

**c. Planning Committee 24th January 2022.**

Item 5 – It was **RESOLVED** unanimously that the narrow strip of land at the Parkers Way end of the Chicken Run now identified as being owned by Livewest is removed from the Local Green Spaces policy in the Neighbourhood Plan.

Item 6 – It was **RESOLVED** unanimously that the Community Fundraiser assists in identifying grant funding opportunities for a summer Park and Ride scheme. The Clerk explained that some match funding might be required if grants are available.

Item 7 – It was **RESOLVED** to respond as amended:

Totnes Town Council supports Option 1: No further greenfield allocation beyond already allocated or approved sites; and has the following comments:

• The impact of Torbay housing schemes on traffic levels transiting through Totnes and the detrimental effect on air quality.

• Evidence of needs and further housing requirement, for example the number of empty houses in Torbay and the number of people on the housing list.

• Do the sites already identified match the future housing requirement?

• How does the housing requirement conform with the current strategic housing needs assessment?

• What is the number of low-cost housing units?

### **REVIEW OF STANDING ORDERS**

**To consider a revision to Standing Orders (to have immediate effect), and the number of Councillors on the Town Matters Committee.**

It was **RESOLVED** unanimously to: accept the revisions which include the Town Matters Committee being held every two months, and the Traffic and Transport Forum held every three months; that delegated authority be given to the Town Matters Committee to review its membership at the February meeting to reduce the number of voting members from 11 to 10; and restructure of the working groups as outlined in the report.

Cllr Paine objected to recommendation 2 which would see Cllrs limited to sitting on a maximum of two committees. The vote was retaken for this recommendation: 4 for, 2 against and 10 abstentions so the vote was carried – there is no limit to the number of committees that a Councillor can sit on.

### **TOTNES NEIGHBOURHOOD PLAN**

**To consider a draft budget for 2022/23.** **To consider an update on the Neighbourhood Plan.**

The Governance and Projects Manager gave a brief update on the latest position with the Neighbourhood Plan as the four-month extension requested from the Examiner had now expired. The consultation on additional policy C12 – Former Dairy Crest Site concluded in November. Following concerns raised by Heritage England and the Environment Agency, the Habitats Regulation Assessment had been revised by Locality and the Environment Agency are content that their concerns have been addressed. The formal response from South Hams District Council to the consultations is yet to be received and has been delayed as legal advice is awaited in relation to one of the consultation responses.

The Clerk reminded Council that the pause with the Examiner was agreed based on a limited delay to the process – prolonging the pause does have staff resourcing implications.

### **LINK COUNCILLOR VACANCIES**

**To consider nominations from Councillors for the following link councillor/representatives on outside bodies: Friends of Totnes Museum, KEVICC Foundation Governors (1 position only), Totnes Hospital League of Friends, Friends of Salfit, Fairtrade, Bridgetown Alive!**

The following appointments were **RATIFIED**:

Friends of the Museum – Cllr Allen.

KEVICC Foundation – Cllr Hannam.

Hospital League of Friends - Cllrs Hannam and Hendriksen.

Friends of Salfit – Cllrs Trow and Hendriksen.

Fairtrade – Cllr Hannam.

Bridgetown Alive – Cllr Oliver.

### **ARTS AND EVENTS GRANT**

**To consider the Arts and Events Grant applications for 2022/23.**

Cllrs Piper and Allen declared a personal interest.

It was **RESOLVED** by a majority to award the following two grants:

£10,000 to NDP for Totnes Festival in Summer 2022.

£1,050 to Dartington Meadowbrook event.

It was **RESOLVED** to invite the Link Orchestra to present and explain their proposal to the Town Matters Committee on 28th February, who will then make a recommendation to Full Council about whether to allocate the remaining £3950 of that grant to them.

Cllr Hendriksen left the meeting at 8.30pm.

### **WAYFINDING**

**To note an update on the wayfinding project.**

Noted. Cllr Collinson requested that accessible routes are included on the signage.

Cllr Matthews left the meeting at 9pm. Councillors voted to extend the meeting by 30 minutes.

### **TAX BASE FOR 2022/23**

**To note the updated tax base figures for 2022/23.**

Noted.

### **GROUNDS MAINTENANCE**

**To note the grounds maintenance contract price for financial year 2022/23 and that the contract will go out for re-tender later in 2022.**

Noted.

### **LIST OF MEETING DATES**

**To note a list of upcoming meeting dates (including proposed dates for Civic Dinner, Mayoral Choosing and Annual Town Meeting) and Councillor training on Saturday 2nd April 2022.**

Noted.

### **NEXT MEETING**

**To note the next meeting date of Monday 7th March 2022, 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.

### **FORMAL COMPLAINT**

**To consider formal complaints raised by members of the public (personal information).**

The complaints were considered in relation to Council Officers’ conduct and there was found to be no evidence of officer actions to cause concern. There was a unanimous vote of confidence by Council in the staff team.

### **ELMHIRST PROJECT**

**To consider a budget update on the Elmhirst project (commercially sensitive).**

The Clerk presented an update on the spend to date which is still withing the maximum allocated delegated to the Town Clerk at the December Full Council meeting.

### **STAFFING**

**To note the resignation of the Marketing and Communications Manager and to consider an increase in hours on the readvertised role.**

It unanimously **RESOLVED** to increase the hours for the new Marketing and Communications Manager from the current 21 hours to 30 hours a week.

Cllr Ben Piper

Mayor