



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 6<sup>TH</sup> DECEMBER 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> December 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. WELCOME TO NEW COUNCILLORS**

- Cllr Cummings – Totnes Town
- Cllr Hannam – Totnes Town

**3. 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 attached.
- c. District Cllr Rose – document attached.
- d. District Cllr Sweett – no document.

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

**4. WAYFINDING PROJECT.**

To consider the report of the wayfinding public consultation and the next steps required to progress the project. Documents to follow.

**5. 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 1<sup>st</sup> November 2021 – document attached.

To note the following minutes:

- b. Council Matters 8<sup>th</sup> November 2021 – document attached.

- c. Planning Committee 15<sup>th</sup> November 2021 – document attached.
- d. Town Matters Committee 22<sup>nd</sup> December 2021 – document attached.

#### 6. 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 1<sup>st</sup> November 2021.
- b. Council Matters 8<sup>th</sup> November 2021.
- c. Planning Committee 15<sup>th</sup> November 2021.
- d. Town Matters Committee 22<sup>nd</sup> November 2021.

#### 7. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS

To ratify which committees and groups the new Councillors will sit on [Cllr Hannam – Town Matters Committee]. Verbal Update.

#### 8. DRAFT 2022/23 BUDGET

To consider a draft budget for 2022/23. Documents attached.

#### 9. ELMHIRST PROJECT

To:

- a. Note the project update. Document to follow.
- b. Consider whether the Council writes to express an interest formally in being a potential bidder for the KEVICC asset of community value (deadline of 17<sup>th</sup> December 2021).

#### 10. COUNCILLOR TRAINING

To confirm that a training session for all Councillors will be held on 22<sup>nd</sup> January 2022 at 10am-12.30pm in the Guildhall to be delivered by DALC based on their 'Being a Good Councillor' course. Verbal Update.

#### 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 10<sup>th</sup> January 2022, 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. STAFF APPOINTMENT

To ratify the appointment of the Civic Hall Caretaker vacancy. Verbal update.

#### 15. ELMHIRST PROJECT

To consider an update on the Elmhirst project (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

1<sup>st</sup> December 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.



**John Birch**  
**SHDC Member for Totnes**  
Report to the Totnes Town Council  
meeting to be held on Monday 6 December 2021

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I report on the following matters.

**The former Dairy Crest site**

The headline proposal for the old Dairy Crest site in Totnes, which appeared in a news release, throws up a number of questions that need to be answered by the current owner of the site, Fastglobe.

I have asked Fastglobe for an answer to the following.

1. When and how will there be a public consultation on a proposed scheme? There is nothing in the news release that provides particulars or details for the public to comment on or how to comment.
2. Does Fastglobe intend discussing its proposals with SHDC planners and Totnes Town Council before submitting a planning application? Will it hold a public exhibition providing full particulars?
3. What is the social housing content within the proposed scheme bearing in mind one of the key components of the Atmos project is a substantial number of affordable social housing for local people? How many holiday homes are planned?
4. Fastglobe's website shows no development experience especially on challenging sites. Why is it taking on such a project when it does not appear to have any previous record in this field? Is it a speculative development?

I will report back on any response from Fastglobe.

**Waste collection – the latest**

At a SHDC Executive meeting in October the administration voted to continue the suspension of the brown bin collection until Spring 2022. This decision was the subject of a challenge and came before the SHDC Overview & Scrutiny Committee at its meeting held on 4 November 2021

At that meeting a recommendation was put to Full Council that the Executive reconsider its decision to suspend the garden waste collection. The grounds for a re-think included the following.

- a) The Executive's decision was based on a report that stated that there are no financial implication arising out of the recommendation to suspend the service. The report overlooked the cost to the Council of the charge being made by FCC for the garden waste collection. With the brown bin collection being suspended from August 2021 to Spring 2022 there will be a considerable cost saving to the Council. This saving or its allocation was not mentioned bearing in mind council taxpayers have already paid for this service.
- b) Unfortunately the report to the Executive does not deal adequately with the Council's legal position in respect of its contract with FCC and the possibility of an alternative provider

At the Full Council meeting held on 25 November I proposed that the decision to suspend of the waste collection be revisited. This proposal was voted down by the Conservative ruling group and the suspension remains.

### **Baltic Wharf Boatyard – The Future**

SHDC's adopted planning policy for this site is set-out in the Joint Local Plan Policy TTV21 Land at Baltic Wharf:

*Land at Baltic Wharf is allocated for a mixed-use redevelopment, including residential, marine/employment and commercial uses. Provision is made for in the order of 190 new homes and 3,300 sq m employment floorspace (Use Class B1 and B2). Development should provide for the following:*

- 1. A continuing care retirement community including a nursing home (up to 60 bed spaces) an assisted living facility (up to 80 units) and communal facilities.*
- 2. Retention of boatyard and associated facilities.*
- 3. Footpath and cyclepath provision including riverside access and connectivity to the Totnes-Ashprington route and towards the town centre.*
- 4. Appropriate flood risk mitigation measures.*
- 5. Submission of a site specific mitigation plan to ensure that all new development does not have any negative impact on the greater horseshoe bat species and their flight paths within the protected South Hams SAC.*
- 6. An appropriate strategy to mitigate for any impact on the A385 Air Quality Management Area.*
- 7. A high quality form of development which integrates with the existing area and the setting of nearby heritage assets.*
- 8. Extensive public access to the riverside.*
- 9. Investigation and remediation of contaminated land.*

The supporting text in the JLP makes specific reference to the significance of this site to the local economy. It has historically been an employment site – for virtually the whole of last century. The JLP also highlights the important location in the town that the site occupies .

The planning policy for the site is clear – it is an important site appropriate for redevelopment on a **mixed-use basis**, including the retention of a significant element of employment use.

Acorn's proposal for the site appears to pay little regard to the above policy and its requirements. The main areas of concern include:

1. An inappropriate quantum of employment and residential uses. The JLP requirement is for 3,300 sq m of employment floorspace. The proposal is for substantially less than this, with 'up to 1,490 sq m' being proposed. Not only is the quantum far less, but the employment element is described as 'commercial / community / amenity space'. Community uses and amenity space cannot be considered to be employment.

Whilst the employment aspect is under-provided for, the residential proposal far exceeds the JLP allocation for the site of 'in the order of 190 new homes'. The first phase of housing has been completed and has delivered 95 dwellings, thus leaving scope for approximately 95 further dwellings. The proposal is for an additional 250 dwellings. The JLP allocation includes a nursing home and assisted living facility with a total of up to 140 units in total. The proposal does not include any 'retirement' accommodation, but has instead increased the 'standard' housing element by 155 dwellings. Not only is this a significantly different residential 'offer', it also has major implications for the rest of the site.

2. Retention of the boatyard and associated facilities. The proposal is for a substantially reduced boatyard in terms of footprint. The current outline consent includes 'up to 11,000 sq m of boat storage', which was a significantly reduced area. The current proposal is for a 'Boatyard of 8,730 sq m'. This is a significant further reduction in size.
3. A high quality form of development is specifically required by Policy TTV21 and by other JLP policies relating to design, etc. The scheme as currently proposed, in terms of layout and design, gives rise to serious concerns. The layout is in essence three lines of residential accommodation running parallel to the river. The tallest blocks are those fronting the river. The height of these will dominate the riverscape - from within the site, from across the river and from more distant views. The design approach pays little regard to the historic

context of the site, to its setting, to the wider town, and lacks sympathy with its prominent riverside setting.

Acorn/TQ9's proposed approach to the redevelopment of this site needs a fundamental re-think. It pays little regard to the site-allocation policy in the adopted development plan, and to other policies of the plan. It is heavily weighted towards a residential scheme, and it appears that there is little intent to provide for meaningful, sustainable employment. This is contrary to the JLP, which seeks a balanced, truly mixed-use redevelopment.

Cllr John Birch  
SHDC Member for Totnes  
1 December 2021



## Report for Totnes Town Council - 06/12/2021

Cllr Joseph Rose

### Waste & Recycling

As you are undoubtedly aware, the waste & recycling issues that we have been experiencing continue with the suspension of the garden waste collections now put back to spring when the situation will be reviewed. Opposition councillors have been pushing for creative solutions including support for community composting initiatives and the financing of local solutions. These have been overturned by the executive committee who take the position that we must have a fair solution for all... or no solution for anybody.

### Climate Change & Biodiversity

The SHDC Climate & Biodiversity Emergency Action Plan was reviewed by a task and finish group (that I was a member of) which encouraged officers to include more targets in the plan and gave various community groups (including The South Devon Bioregional Learning Centre and Sustainable South Hams) an opportunity to input into the plan. The modifications were recommended for approval at the overview and scrutiny committee meeting of the 4<sup>th</sup> of November and will go to full council for approval in December.

### TRAYE

Whilst the endless answering of emails and the tetris game of online meetings make up a lot of my job as a district councillor, I always endeavour to balance that with engaging with local groups who work towards positive change. It has been a huge pleasure for me to get to know TRAYE (Totnes Rural Area Youth Engagement) over this last year. Whilst attending one of their tree planting days last winter, a conversation began that led to me connecting them to The Living Projects in Dartington (of which I am a director) and the beginning of a collaboration. TRAYE do fantastic work in connecting young people together and providing all kinds of support, whilst TLP have access to a beautiful piece of land, Pondfield in Dartington, and the skills to hold workshops in nature connection, community building and outdoor education. We offered 4 sessions for groups of 10-20 children at Pondfield, over the summer holidays and then a 24 hour session at the end of October for 10 children. We now have plans in the pipeline for a whole calendar of events to take place in 2022 giving children of diverse backgrounds opportunities for nature connection and outdoor education.

## Motions

Sometime ago I became aware of a local group, SSH (sustainable South Hams), attempting to suggest to SHDC that we put out a statement to developers warning them that we would be banning the installation of gas and oil boilers in new homes as soon as possible, so to consider this the beginning of a grace period in which to prepare for this shift. Outrageously, they were met with nothing but rude indifference and excuses.

After a little backstage manoeuvring, I was delighted to get the following motion through with unanimous support. A tiny step but hopefully in the right direction at least.

### Moving away from Fossil Fuels in South Hams

The transition away from fossil fuels is complex, expensive, and urgent. While SHDC is often reliant on National Government policy to set the pace of the shift, we can significantly influence attitudes and behaviour through our communications and publicly stated intentions.

#### Council notes:

- That many of our residents are deeply concerned that global CO2 emissions continue to rise.
- That humanity's reckless burning of fossil fuels (coal, gas, and oil) is directly responsible for this.
- That Government policy is not yet in place to ban the installation of coal, gas and oil boilers in new homes.
- That a great deal of time and expense are being invested into retrofitting houses to emit less CO2.
- That developers were given notice as long ago as 2007 under the Code for Sustainable Homes that all new homes would have to be zero carbon by 2016. These requirements were scrapped in 2015.
- The comments from Sustainable South Hams:  
*'New homes need to be built to zero carbon standards as would have been required by 2016 under the scrapped Code for Sustainable Homes. This reduces up-front costs for heating infrastructure and brings running costs down, as well as lessening the burden on the electricity grid. Aside from ensuring homes are insulated to best practice standards, one of the best tried and tested means to achieve zero carbon is to install a heat pump.'*

*Air-source and ground-source heat pumps are as green as the electricity powering them. So as the UK's remarkable progress in greening its electricity grid continues, heat pumps will tend towards zero carbon in operation. They also of course emit no dangerous PM2.5 particulates, unlike gas and oil boilers. And as SHDC stated in the April 2018 Clean Air Strategy, "there is no safe level for PM2.5", and "life expectancy can be significantly affected due to exposure to poor air quality".'*

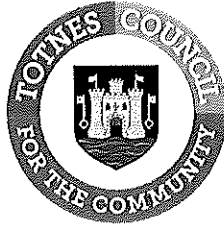
Council agrees:

- That it is likely that most fossil fuel boilers installed from today will eventually need to be replaced (or converted) with cleaner tech such as heat pumps or hydrogen boilers.
- That in a time of climate and ecological emergency it is unacceptable for gas, coal, or oil boilers to be installed in new builds.

And therefore, South Hams District Council resolves to:

- Make a public statement to the press and house builders informing them that: SHDC will use its power as a planning authority to require all new homes to be net zero as soon as Central Government regulations allow for this. Developers should consider this as fair warning and the beginning of a grace period to prepare for this change. SHDC urges house builders to cease the installation of fossil fuel burning boilers and pay great attention to achieving very high standards of insulation.
- Lobby Central Government to bring forward policy that requires new homes to be net zero carbon.
- To lobby Central Government to bring forward policy to ban the installation of fossil fuel burning boilers in any new builds prior to the proposed Government ban in 2025.





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

### **MONDAY 1<sup>ST</sup> NOVEMBER 2021 IN THE GUILDHALL**

Present: Councillors B Piper (Chair), M Adams, G Allen, J Hodgson, D Matthews, A Oliver, P Paine, E Price, N Stopp, V Trow and L Webberley.

Apologies: Cllr Collinson, Hendriksen, Skinner, District Cllrs Rose and Sweett.

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

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

#### **2. WELCOME TO NEW COUNCILLORS**

- Cllr Oliver – Totnes Bridgetown
- Cllr Stopp – Totnes Bridgetown

The Mayor welcomed new Bridgetown Ward Councillors Oliver and Stopp.

#### **3. 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.

*The Committee will adjourn for the following items:*

**Reports from County and District Councillors.**

- a. County Cllr Hodgson
- b. District Cllr Birch
- c. District Cllr Rose
- d. District Cllr Sweett

*It was **RESOLVED** to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson had circulated her report in advance. Cllrs asked questions about the safety of pavements below Eastgate, and the local enterprise partnership scheme.

b. District Cllr (D Cllr) Birch updated on the refuse collection situation and Baltic Wharf. Cllrs spoke about Baltic Wharf employment space and asked how South Hams District Council were spending the savings from the non-collection of garden waste whilst the service is suspended.

- 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.*

#### **4. 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 4<sup>th</sup> October 2021.**

The following minutes were considered:

- a. Full Council 4<sup>th</sup> October 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

Standing Orders were suspended to enable a member of the public to speak in relation to Item 5, the suspension of the Neighbourhood Plan.

The member of the public questioned taking the language of the ATMOS project to form the basis of the policy. Cllr Allen responded and explained the advice received from the Neighbourhood Plan appointed examiner and the process going forward.

Standing Orders were resumed.

**To note the following minutes:**

- b. **Council Matters 11<sup>th</sup> October 2021.**

Noted.

- c. **Planning Committee 18<sup>th</sup> October 2021.**

Noted.

#### **5. 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)***

- a. **Full Council 4<sup>th</sup> October 2021.**

No matters arising.

- b. **Council Matters 11<sup>th</sup> October 2021.**

No matters arising.

- c. **Planning Committee 20<sup>th</sup> October 2021.**

It was **RESOLVED** by Full Council that Totnes Town Council signs the Planning Memorandum of Understanding with South Hams District Council. Cllr Hodgson abstained.

#### **6. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS**

**To ratifying which committees and groups the new Councillors will sit on [Cllr Oliver – Town Matters Committee, Cllr Stopp – Council Matters Committee].**

It was **RESOLVED** that Cllr Oliver becomes a member of the Town Matters Committee and Cllr Stopp becomes a member of the Council Matters and Town Matters Committees.

## **7. RELOCATION OF THE CORONATION MEMORIAL STONE**

To consider a request from Totnes Gardens to relocate the Coronation memorial stone from Station Road (near the roundabout) to Coronation Road opposite Totnes Hospital in time for the Platinum Jubilee in June 2022.

It was **RESOLVED** by majority that the Coronation memorial stone isn't moved, but is cleaned in advance of the Platinum Jubilee, and that the Council allocates funding for planting to brighten up the area.

## **8. FUTURE FORUM**

To note the minutes from the Future Forum.

Noted. Cllr Allen explained interest from 'Be Buckfastleigh' who have run a youth programme which could be used as a model for Totnes. Cllr Trow asked how the Town Council could support the Mansion in its fundraising efforts.

## **9. WAYFINDING PROJECT**

To note the live survey arrangements for the Wayfinding project.

Noted.

## **10. TOTNES TOWN WARD ELECTION**

To note the date of the Totnes Town Ward elections on Thursday 4th November for two councillor vacancies.

Noted.

## **11. COUNCILLOR TRAINING**

To note that a training session for all Councillors will be held on 27th November 2021 at 10am-12.30pm in the Guildhall to be delivered by DALC based on their 'Being a Good Councillor' course.

Noted.

## **12. LIST OF MEETING DATES**

To note a list of upcoming meeting dates, Remembrance Sunday and Councillor training dates.

Noted.

## **13. NEXT MEETING**

To note the next meeting date of Monday 6<sup>th</sup> December 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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

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

No matters arising.

## **15. STAFF APPOINTMENT**

To ratify the appointment to the Administrator and Green Travel Co-ordinator vacancies.

It was unanimously **RESOLVED** to ratify both appointments.

## 16. ELMHIRST PROJECT

To consider an update on the Elmhirst project (commercially sensitive):

a. To note the confidential update.

This was noted.

b. Update on the budget.

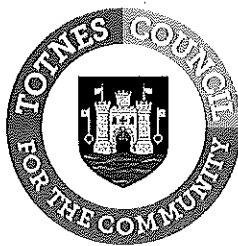
It was unanimously **RESOLVED** to increase the feasibility stage spend to £42,000 overall. The Clerk's delegated authority to oversee and spend remains in place.

c. To consider the need for an Extraordinary Full Council meeting.

An informal briefing on budgets and project work was set for 6.30pm on Monday 29<sup>th</sup> November 2021 in the Guildhall. This is not a public meeting.

Cllr Ben Piper  
Mayor





## **DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 8<sup>TH</sup> NOVEMBER 2021 AT 6.30PM IN THE GUILDHALL**

**Present:** Councillors E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, N Stopp and V Trow.

**Apologies:** None.

**In Attendance:** Cllr R Hendriksen, C Marlton (Town Clerk) & C Bewley (Finance, HR and Lettings Manager).

### **1. APOLOGIES FOR ABSENCE**

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

Cllr Price read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

*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.

There were no members of the public in attendance.

*The Committee reconvened.*

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

**To approve the minutes of 11th October 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

### **3. BUDGET MONITOR**

**To consider the Budget Monitor.**

The Clerk highlighted changes to the budget forecast for an increase in professional fees as agreed at Full Council, but overall the Council is within its original budget for FY 2021/22. It was **AGREED** to accept the budget monitor.

### **4. DRAFT 2022/23 BUDGET**

**To consider a draft budget for 2022/23.**

Cllr Price set out the process for considering the budget with a planning meeting for Councillors on 29<sup>th</sup> November and then consideration at Full Council in December. The Clerk explained the background to the draft budget and options A, B and C depending on which projects are taken forward by the Council and how this will impact on reserves. The Clerk reminded the Committee of the need to hold 3 months operational

cost in reserves. To **RECOMMEND** to Full Council (subject to discussion on 29<sup>th</sup> November) adoption of the Option B budget and no increase to the precept for FY 2022/23.

**5. COUNCIL RISK ASSESSEMENTS**

To consider a summary of the Council's various risk assessments.  
Noted.

**6. CLOSED-CIRCUIT TELEVISION POLICY**

To review the Closed-Circuit Television policy.  
The policy was reviewed and **AGREED**.

**7. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 13<sup>th</sup> December 2021 at 6.30pm.  
Noted.

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*The Committee 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 by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

**8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

To consider the bank statements and reconciliations.  
These were reviewed and **AGREED** unanimously.

**9. STAFFING UPDATE (Standing Item)**

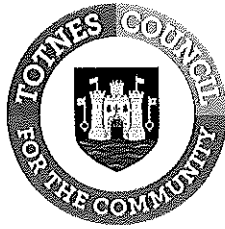
For any general or urgent updates that required confidential sharing with Councillors. No documents.

- **Staffing of Elizabethan Market in 2022.**

It was **AGREED** that the TMO and Assistant TMO continue to be asked to open and lock for this group to allow them access to stored items. This will be reviewed annually.

- **Civic Hall Caretaker post.**

Noted.



## DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 15<sup>TH</sup> NOVEMBER 2021 IN THE GUILDHALL

Present: Councillors G Allen (Chair), S Collinson, R Hendriksen, J Hodgson (arrived at 7pm), P Paine and V Trow.

Apologies: None.

In Attendance: Cllr B Piper, Cllr J Cummings, District Councillors J Birch and J McKay, a 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 Standing Orders for the following items:*

### PUBLIC QUESTION TIME

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

### 2. BALTIC WHARF

**To update on the latest proposals and public consultation for the Baltic Wharf site from the developers TQ9 and Acorn.**

District and Town Councillors discussed their concerns about preserving the employment space at Baltic Wharf and agreed that the continuance of the boatyard area in providing high skilled, specialist employment opportunities for the town is of great importance. The Baltic Wharf area has been a key marine space for centuries with its deep water and covered workspace facilities being rare in the region. It was confirmed that TQ9/Acorn will attend the Town Matters Committee on 22<sup>nd</sup> November.

*The Committee reconvened Standing Orders.*

### 3. CONFIRMATION OF MINUTES

**To approve the minutes of 18<sup>th</sup> October 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

Item 5 – it was **RESOLVED** by Full Council that it signs the Planning Memorandum of Understanding with South Hams District Council.

Planning Committee, 15<sup>th</sup> November 2021

#### 4. TREE WORKS APPLICATIONS

**To make recommendations on the following tree works applications:**

4a. 3012/21/TCA – T1: Willow - lateral reduction by 2m on East side; T2: Bay - lateral reduction by 2m on East side. 80 High Street, Totnes, TQ9 5SN.

Support.

4b. 3781/21/TCA – T1: Cherry - Deadwood removal (exempt) and lateral crown reduction by 1.5m on all sides to regain form. Priory Orchard, Priory Avenue, Totnes, TQ9 5HR.

Support.

#### 5. 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.*

5a. 3804/21/HHO - Householder application for demolition of existing garage and conservatory and construction of a new floor and extensions. Robinswood, Jubilee Road, Totnes, TQ9 5BW.

Support.

5b. 3701/21/FUL – Conversion of rear part of existing shop into Office/Retail unit. Site to rear of 25 Fore Street, Totnes, TQ9 5DA.

Support.

5c. 3634/21/FUL – Proposal to replace existing tennis clubhouse facilities. Totnes Tennis Club, Totnes, TQ9 5HW.

Support.

5d. 3719/21/FUL – Proposed New Security Fence And Gates To Western Boundary Of Valeport. Valeport Ltd, St Peters Quay, Totnes, TQ9 5EW.

Support.

5e. 3532/21/LBC – Listed building consent for regularisation of existing WC attached to the exterior of the house. Revised roof to existing WC to mono pitch extending to cover/create veranda. 51a High Street, Totnes, TQ9 5NP.

No comment to make. The area is not visible from the road in order for Councillors to make a judgement and the request and objection appear complex.

5f. 3531/21/HHO – Householder application for regularisation of existing WC attached to the exterior of the house. Revised roof to existing WC to mono pitch extending to cover/create verandah. The Old Cottage, North Street, Totnes, TQ9 5NZ.

No comment to make. The area concerned is not visible from the road in order for Councillors to make a judgement and the request and objection appear complex.

5g. 3331/21/LBC – Listed Building consent for installation of new central heating and associated pipework served by new gas fired boiler with flue terminating through rear wall. 53a Fore Street, Totnes, TQ9 5NJ

Support.

5h. 3426/21/LBC - Listed Building consent for proposed damp proofing work to rear groundfloor bedroom and replacement window. 6 Cistern Street, Totnes, TQ9 5SP.  
Support.

5i. 3693/21/CLE - Certificate of lawfulness for existing use of flat roof as terrace. Star House, Pleases Passage, High Street, Totnes, TQ9 5QN.  
Support.

6. PARKING ON PAVEMENTS

**To consider the issue of cars parking on pavements which cause a pedestrian obstruction.**

Cllr Collinson presented the problems that are occurring near the Riverside Café at Steamer Quay and around The Lamb with cars blocking the pavement which then prevents pedestrian use, which Councillors noted is creating a dangerous situation. The Committee **AGREED** that pedestrian accessibility and safety needs to be properly reviewed for pre-emptive and mitigating measures that can be taken in accordance with responsibilities under the Equalities Act.

To **RECOMMEND** to Full Council that the Town Council requests a formal meeting with South Hams District Council and Devon Highways regarding pedestrian accessibility and air quality in the town.

7. ROADMAP NEWSLETTER

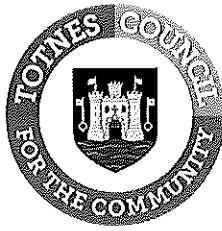
**To note the winter edition of the Devon Highways 'Roadmap' newsletter.**  
Noted.

8. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 20<sup>th</sup> December 2021 at 6.30pm in the Guildhall.**  
Noted.

Sara Halliday  
Governance and Projects Manager





## DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

### MONDAY 22<sup>ND</sup> NOVEMBER 2021 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen, S Collinson, D Matthews, A Oliver, P Paine and N Stopp.

Apologies: Councillor L Webberley.

Not Present: Councillor S Skinner.

In Attendance: Councillors Cummings, Hannam, Hendriksen and Hodgson, District Councillors Birch and McKay, representatives from TQ9 and Acorn Developments Ltd, 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 Trow read out a statement about how the meeting would be conducted and recorded.

Apologies were received from Cllr Webberley and were accepted.

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

A member of the public spoke about expanding the current garden trail (Leechwell, Heaths and the Lamb gardens) to incorporate an art/sculpture trail, suggesting that the Town Council could assist in funding and funding applications, the choice of artwork, and protection of the areas by CCTV. It was **AGREED** that this idea and the details should be discussed by the Arts Working Group and return to this committee.

#### 2. BALTIC WHARF

To update on the latest proposals and public consultation for the Baltic Wharf site from the developers TQ9 and Acorn.

Representatives from TQ9 and Acorn Development Ltd outlined the latest proposals for phase 2 of the Baltic Wharf development which sees three main changes since the outline planning application was approved in 2010:

- the removal of the proposed retirement village due to no interest from operators and other initiatives that had received approval in the town;
- changes to environmental standards and flood risks – residents require a dry exit from properties in the event of a flood which has prompted the design of a raised deck over car parking; and
- the boat yard storage area is smaller than originally planned.

Councillors asked a number of questions including how the plans met the Joint Local Plan policy, what was South Hams District Council's reaction, concerns about the potential loss of skilled employment in the boat yard, water management and flooding (including potential pollution from the flooding of the car deck), affordable housing, the bat fly way, the pontoon and deep-water access, and the demand for care home places.

The Chair thanked TQ9 and Acorn for the update as the next phase of development at Baltic Wharf is an important matter for the town in terms of employment and housing.

*The Committee reconvened.*

### **3. CONFIRMATION OF MINUTES**

**To approve the minutes of 27<sup>th</sup> September 2021 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings. Matters arising:

Item 3 Closed Circuit Television (CCTV). It was **RESOLVED** unanimously that Council: supports the installation of CCTV at anti-social behaviour trouble spots in the town through grant funding when the opportunity arises; requests an urgent meeting with the Police and Crime Commissioner and local MP with regards to this matter; lobby's local businesses to install CCTV on their premises; and reviews this project in a year's time.

Item 4 Minor Injuries Unit. It was **RESOLVED** unanimously that Council writes to the NHS commissioning group and the local MP requesting that the Minor Injuries Unit is re-opened as a matter of priority. Cllr Matthews will provide the draft letter.

Item 5 Gambling Policy Consultation. It was **RESOLVED** unanimously that Council responds to the consultation that it is supportive of the revised policy.

Item 6 Virtual Twinning. It was **RESOLVED** by a majority that Totnes Town Council supports a virtual twinning between Totnes and Salfit and that Councillors participate in a Zoom meeting each year. Councillors wished to note the positive benefits of a cultural exchange of this nature but it was agreed that this would not constitute a formal arrangement with resource implications.

Item 7 Seagull Problems. It was **RESOLVED** unanimously that Council: invites the Royal Society for the Protection of Birds (RSPB) to speak at an open meeting on the subject; and requests that South Hams District Council provide wheelie bins on markets days for the secure placement of rubbish arising from food vendors.

Item 9 Climate Emergency Working Group. It was **RESOLVED** unanimously that Council writes to South West Water requesting where and when sewage has been discharged into the River Dart.

### **4. COMMUNITY AWARD SCHEME**

**To consider the idea of an annual Community Award scheme, what it could include and how it would be administered.**



It was **AGREED** that interested Councillors set up a steering group to determine the scope of such a scheme which will report back to Committee in January 2022.

#### **5. HM THE QUEEN'S PLATINUM JUBILEE**

**To consider the various national events to mark HM The Queen's Platinum Jubilee in June 2022 (beacon lighting, the Big Lunch, the Queen's Green Canopy) and determine any Town Council involvement in events.**

To **RECOMMEND** to Full Council that:

- it organises a beacon lighting for the town as part of the national event on 2<sup>nd</sup> June;
- it promotes 'The Big Lunch' initiative with community organisations and through the Totnes Matters pages in the Totnes Directory; and
- the Trees for Totnes Group looks at areas where trees could be planted (industrial estate, schools) as part of the Queen's Green Canopy project.

#### **6. EMERGENCY PLAN**

**To review the Emergency Plan.**

The Emergency Plan has updated the guidance for snow and pandemic incidents based on recent experience. To **RECOMMEND** to Full Council that the revised emergency plan is adopted.

#### **7. COMMUNITY ENGAGEMENT**

**To consider the Council's community engagement plan for 2022 and make a recommendation to Full Council.**

The Committee discussed the reach that Zoom meetings provided during lockdown and the need to make in person meeting dates more widely known (for example through the Totnes Times, Totnes Directory). There was discussion of whether the electronic information board could be installed before the Market Square improvements were completed as it could be used to display meeting dates and other events (which officers will explore).

To **RECOMMEND** to Full Council that:

- meeting dates are included in the Totnes Matters pages of the Totnes Directory;
- Councillors consider holding a monthly evening virtual public session outside of the Full Council date; and
- Councillors hold a session in the Market Square once a month between April and October to engage with the public.

#### **8. COMMUNITY CHARTER**

**To consider the latest budget requirement for the community charter and make a recommendation to Full Council.**

To **RECOMMEND** to Full Council that the revised budget increase of approximately £300 is approved to cover the cost of childcare activities at the consultation event in February 2021.

#### **9. CLIMATE EMERGENCY WORKING GROUP**

**To note any update from the Climate Change Working Group on 16th November 2021 (standing item).**

Noted. COPNes 26 had been a very busy couple of weeks.

#### **10. COMMUNITY CO-ORDINATOR UPDATE**

**To note a report from the Community Co-ordinator.**

Town Matters Committee, 22<sup>nd</sup> November 2021

Noted.

**11. DATE OF NEXT MEETING**

To note the date of the next meeting of the Town Matters Committee – Monday 31<sup>st</sup> January 2021 at 6.30pm.

Noted.

Sara Halliday

Governance and Projects Manager

DRAFT

## ITEM 6 – CONSIDERATION OF RECOMMENDATIONS

### Council Matters, 8<sup>th</sup> November 2021

#### **4. To consider a draft budget for 2022/23.**

To **RECOMMEND** to Full Council (subject to discussion on 29<sup>th</sup> November) adoption of the Option B budget and no increase to the precept for FY 2022/23.

### Planning Committee, 15<sup>th</sup> November 2021

#### **6. To consider the issue of cars parking on pavements which cause a pedestrian obstruction.**

To **RECOMMEND** to Full Council that the Town Council requests a formal meeting with South Hams District Council and Devon Highways regarding pedestrian accessibility and air quality in the town.

### Town Matters Committee, 22<sup>nd</sup> November 2021

#### **5. To consider the various national events to mark HM The Queen's Platinum Jubilee in June 2022 (beacon lighting, the Big Lunch, the Queen's Green Canopy) and determine any Town Council involvement in events.**

To **RECOMMEND** to Full Council that:

- it organises a beacon lighting for the town as part of the national event on 2<sup>nd</sup> June;
- it promotes 'The Big Lunch' initiative with community organisations and through the Totnes Matters pages in the Totnes Directory; and
- the Trees for Totnes Group looks at areas where trees could be planted (industrial estate, schools) as part of the Queen's Green Canopy project.

#### **6. To review the Emergency Plan.**

The Emergency Plan has updated the guidance for snow and pandemic incidents based on recent experience. To **RECOMMEND** to Full Council that the revised emergency plan is adopted.

#### **7. To consider the Council's community engagement plan for 2022 and make a recommendation to Full Council.**

To **RECOMMEND** to Full Council that:

- meeting dates are included in the Totnes Matters pages of the Totnes Directory;
- Councillors consider holding a monthly evening virtual public session outside of the Full Council date; and
- Councillors hold a session in the Market Square once a month between April and October to engage with the public.

#### **8. To consider the latest budget requirement for the community charter and make a recommendation to Full Council.**

To **RECOMMEND** to Full Council that the revised budget increase of approximately £300 is approved to cover the cost of childcare activities at the consultation event in February 2021.



Budget Planning - 2022/23				2021/22 Current			OPTION A - Both Comm Public Asset Projects			OPTION B - One Comm Public Asset Project			OPTION C - No Comm Public Asset Projects			Comments
	19/20 YEAR END	20/21 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	
1																
2	Administration	224062	246894	327000	327000	167307	300000	347104	347104	347104	347104	347104	347104	347104	347104	
3	Salaries and pensions for all staff															
4	Staff Training and Travel AND expenses	3346	2287	4500	4500	1891	4500	4500	4500	4500	4500	4500	4500	4500	4500	To include team building event
5	Staff Recruitment	1558	2375	1250	1250	1585	2500	2500	2500	2500	2500	2500	2500	2500	2500	Increase to reflect difficulties in recruitment
6	Phone and Broadband	2870	2943	2700	2700	1783	3200	3200	3200	3200	3200	3200	3200	3200	3200	Increased extension fees for increases in staff
7	Office Supplies	545	1564	1750	1750	590	1750	1750	1750	1750	1750	1750	1750	1750	1750	
8	Photocopier	1592	1496	1600	1600	1188	1600	1600	1600	1600	1600	1600	1600	1600	1600	
9	Subscriptions	2558	3009	3500	3500	3914	4000	4000	4000	4000	4000	4000	4000	4000	4000	Increase for zoom, adobe & canva mthly subs
10	Professional Fees	3908	11032	6250	6250	21142	45000	6500	6500	6500	6500	6500	6500	6500	6500	
11	Insurance	7365	7431	8000	8000	7514	7600	8000	8000	8000	8000	8000	8000	8000	8000	
12	Website and IT	11312	293	5000	5000	1075	4000	5000	5000	5000	5000	5000	5000	5000	5000	
13	Office Equipment	864	5082	10000	10000	410	1500	750	750	750	750	750	750	750	750	
14	Van Maintenance			750	750	255	1500	1500	1500	1500	1500	1500	1500	1500	1500	
15	TMO Tools and Consumables			1500	1500	512										
16	Car park permits income and green socks															
17	SUB TOTAL	259940	284006	373800	373800	209116	377900	391404	391404	391404	391404	391404	391404	391404	391404	
18	Civic and Democratic															
19	Mayoral Allowance	394	0	410	410	490	490	410	410	410	410	410	410	410	410	
20	Civic and Mayoral Events (expenditure)	4196	743	5750	5750	130	5750	5750	5750	5750	5750	5750	5750	5750	5750	
21	Civic Events (income)	-1127	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Civic Regalia	344	0	200	200	110	200	200	200	200	200	200	200	200	200	
23	Mayoral Travel and Expenses	146	0	400	400	0	100	200	200	200	200	200	200	200	200	
24	Councillor IT equipment	1281	2069	1500	1500	35	1500	1500	1500	1500	1500	1500	1500	1500	1500	
25	Councillor Training and Travel	352	1085	1000	1000	0	500	800	800	800	800	800	800	800	800	£50 x 16 Councillors
26	Elections	161	0	6000	6000	0	12000	6000	6000	6000	6000	6000	6000	6000	6000	
27	Community Outreach/Christmas	4133	2436	6000	6000	1061	6210	8450	8450	8450	8450	8450	8450	8450	8450	
28	Councillor Allowances	2623	3352	6560	6560	0	6560	6560	6560	6560	6560	6560	6560	6560	6560	
29	SUB TOTAL	12503	9485	27820	27820	1826	33310	29870	29870	29870	29870	29870	29870	29870	29870	
30	Tourism															
31	Actual 31st March 2020 YEAR END	4710	6108	20000	20000	6674	20000	25000	25000	25000	25000	25000	25000	25000	25000	This does not include staff costs. Increased to include £5,000 sponsorship for Totnes Festival 2022
32	Visit Totnes Marketing and event sponsorship															
33	Pension costs	12636														
34	Other TIC expenditure (Postage, Uniform, Stationery etc)	553	275	300	300	141	250	250	250	250	250	250	250	250	250	
35	Bank Charges / Paypal	20	0	200	200	9	100	200	200	200	200	200	200	200	200	
36	Totnes Guide	14219	3135	5800	5800	1338	12000	12000	12000	12000	12000	12000	12000	12000	12000	
37	Totnes Guide and Website income	-16944	-468	-500	-500	-3683	-8000	-8000	-8000	-8000	-8000	-8000	-8000	-8000	-8000	
38	Poster and Planter Advertising Income			0	0	-1680	-2000	-2000	-2000	-2000	-2000	-2000	-2000	-2000	-2000	
39	SUB TOTAL	15294	9050	25800	25800	2799	22350	27450	27450	27450	27450	27450	27450	27450	27450	
40	Guildhall															
41	Cleaning	1545	2456	2000	2000	1493	3000	3000	3000	3000	3000	3000	3000	3000	3000	
42	Building Maintenance	4160	191	5000	5000	1318	5100	5000	5000	5000	5000	5000	5000	5000	5000	
43	Business Rates	6015	6113	6500	6500	6113	6113	6500	6500	6500	6500	6500	6500	6500	6500	
44	Water	120	333	200	200	106	200	200	200	200	200	200	200	200	200	
45	Utilities	3046	3894	3500	3500	1914	4500	5000	5000	5000	5000	5000	5000	5000	5000	Expect large increase with energy prices increase
46	Equipment Maintenance	1281	1291	1000	1000	501	1200	1200	1200	1200	1200	1200	1200	1200	1200	
47	Wedding Licence renewals and marketing	71	0	2500	2500	1967	2500	1000	1000	1000	1000	1000	1000	1000	1000	
48	Admissions Income	-2994	0	-3000	-3000	0	0	-3000	-3000	-3000	-3000	-3000	-3000	-3000	-3000	

47	Hire income (weddings, etc)	-2566	-832	-2750	-2750	-3110	-3110	-2750	-2750	-2750	
48	SUB TOTAL	10678	13446	14950	14950	10302	19403	16150	16150	16150	
49	Civic Hall	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	
50	Cleaning and supplies	4362	1226	5500	5500	2706	5500	5500	5500	5500	
51	Feed in Tariff	2156	2762	2000	2000	2213	2213	2000	2000	2000	
52	Water	1389	1361	2000	2000	591	1500	1500	1500	1500	
53	Utilities	3617	1762	4500	4500	1306	4000	4000	4000	4000	
54	Building Maintenance	10771	2969	175000	175000	6920	15800	200000	200000	200000	Delayed work on office conversion
55	Licences	70	70	250	250	70	70	100	100	100	
56	Misc & Marketing Civic Hall	515	0	1000	1000	20	500	750	750	750	
57	Equipment Maintenance	6433	3320	5000	5000	1910	5000	5000	5000	5000	
58	Peige Adams Grant towards Corecting, Cleaning and Management costs	-31500	-7500	-30000	-30000	0	16500	-33500	-33500	-38500	
59	Feed in tariff income and water refund income	-5099	-6728	-5200	-5200	4500	4500	-5200	-5200	-5200	
60	SUB TOTAL	-7285	-758	160050	160050	11236	12783	180150	180150	180150	
61	Property Maintenance	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	
62	Guildhall Cottage Maintenance	65	361	2000	2000	312	2060	1000	1000	1000	
63	Flat 56 Loan repay	9148	9148	9150	9150	4574	9150	9150	9150	9150	Ongoing loan repayment
64	Flat 56 Maintenance	9	275	2000	2000	362	2000	1000	1000	1000	
65	Guildhall Office Maintenance	579	309	5000	5000	6	50	2000	2000	2000	
66	Property Management Fees	1967	2089	2000	2000	1126	2000	2000	2000	2000	
67	Town Clocks (Rent, Utilities and Maintenance)	1543	3127	2250	2250	824	2250	2250	2250	2250	
68	Museum Maintenance	6122	-3230	5000	5000	0	5000	5000	5000	5000	
69	Museum Rent Income	-1	-1	-1	-1	0	-1	-1	-1	-1	
70	Eastgate Clock Rental	-1	-3	-3	-3	0	-3	-3	-3	-3	
71	Guildhall Cottage Income (€75 a month)	-10200	-10200	-10200	-10200	-5346	10200	-11700	-11700	-11700	
72	Flat 56 Rental Income (€75 per month)	-8340	-8340	-8340	-8340	-4885	-8340	-9300	-9300	-9300	
73	SUB TOTAL	886	-6455	8856	8856	-2997	3906	-604	-604	-604	
74	Cemetery	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	
75	Business Rates	4059	4441	4750	4750	4441	4441	4750	4750	4750	
76	Water	127	144	150	150	54	150	150	150	150	
77	Waste collection			450	450	553	775	550	550	550	
78	Grounds Maintenance (grass cutting and tree work)	21179	18009	23000	23000	8302	23000	23000	23000	23000	
79	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1495	1357	2000	2000	-292	750	1000	1000	1000	Most covered by TMO now
80	Chapel	0	150	10000	10000	0	0	1000	1000	1000	Unlikely to start another project whilst CH Annexe conversion in progress.
81	Cemetery Fees Income	-11375	-11435	-8000	-8000	-5065	-8000	-8000	-8000	-8000	
82	SUB TOTAL	15495	12666	32350	32350	8193	21116	22450	22450	22450	
83	Open Spaces	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	
84	General Maintenance	0	80	500	500	64	500	500	500	500	
85	St Marys Churchyard (Walls and trees)	414	322	500	500	74	500	500	500	500	
86	Castle Meadow Maintenance and Water	57	800	250	250	108	150	100	100	100	No water usage
87	Castle Meadow and allotments income	-210	-208	0	0	0	0	-200	-200	-200	Allotments only
88	SUB TOTAL	261	994	1250	1250	246	1150	900	900	900	
89	Precept and Income	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	PROPOSED BUDGET 2022	
90	Bank Charges	150	98	300	300	53	100	100	100	100	
91	Precept and Income	-494000	-555280	-545986	-545986	-545986	-545986	-545986	-545986	-545986	To be adjusted when calculator received from SHDC
92	Council Tax Grant (ended after 20/21)	-20040	-10020								
93	Grant of Police Adams RATE ABATEMENT	0	0	-105000	-105000	0	0	-105000	-105000	-105000	
94	SUB TOTAL	-513890	-545202	-650886	-650886	-545933	-545886	-650886	-650886	-650886	

95	Community Development	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Original Budget	Current Agreed budget	As at 31st Oct 2021	Expected year end	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023	PROPOSED BUDGET 2022 2023
96	S137 Grants		44168	50000	50000	52508	52508	50000	50000	50000
97	COVID-19		20566							
98	Skate Park			13200	13200	0	0	13200	13200	13200
99	Public Toilets		11024	20000	20000	0	0	0	0	0
100	Electric van purchase		14750							
101	TMO tools		461							
102	Neighbourhood Plan/Planning	9252	2595	1000	1000	0	1000	1000	1000	1000
103	Arts and Culture	6185	5413	10000	13100	2789	10839	25500	25500	25500
104	Community Public Assets Projects							200000	100000	0
105	Public realm	76024	16564	188000	188000	948	92909	125000	125000	125000
106	Heritage Support	0	0	7500	7500	0	5000	0	0	0
107	Climate Change/Green Travel	0	3986	10000	10000	615	5000	10000	10000	10000
108	Grant Funding/Project Income	-1845	-84500	0	0	0	-84500	0	0	0
109	SUB TOTAL	£89,616	£35,067	£299,700	£302,800	£56,860	£132,387	£424,700	£324,700	£224,700
110	TOTAL	-£116,503	-£187,711	£293,890	£297,890	-£248,352	£79,019	£441,584	£341,584	£241,584

£214,971

Reserves impact	
Reserves at the start of 2021/22	£657,323
Expected 2021/22 outturn (spent from reserve)	£79,019
Total estimated reserves as start of 2022/23	£578,304
If option A is ratified - estimated 2022/23 year end reserves	£136,720
If option B is ratified - estimated 2022/23 year end reserves	£236,720
If option C is ratified - estimated 2022/23 year end reserves	£336,720

	Recommendation from Council Matters
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ARTS AND COMMUNITY 2021/22	Original budget	AGREED CURRENT	
COMMUNITY OUTREACH ALLOCATION	6000	6900	Amended agreed budget
Civic Square Light and Trees	-3000	-1050	Already spent
Town Wide Christmas Lights grant to Chamber of Commerce	-2000	0	Covered by Chamber of Commerce ARG Grant
Totnes Directory Updates	-1000	0	Covered by Chamber of Commerce ARG Grant
Defibrillator Pads/Service	-200	-250	
Facebook/Comms	-200	-250	
Community Consultation events/marketing material as required	-500	-500	
		-3350	Isabel Carlisle project Community Charter
TOTAL	-900	690	Underspend projected
		0	
ARTS BUDGET ALLOCATION	10000	13100	Amended agreed budget
Professional support for Civic Hall from electrician	-100	-54	PAID
Christmas Festival domain	-100	-99.19	PAID
May Day Event facilitated by NDP Circus	-1500	-1500	PAID
Seachange request for support	0	-800	PAID
LIGHT SWITCH ON / Christmas Festival nights	-6500	-5000	£2275 coordination, £2725 other costs. AGREED Arts W/G 23 September
Community Christmas Workshop	-1000	0	Covered under Christmas light switch on
Winter Werdaland	-250	0	Not needed
Summer arts events/Installations TBC	-1500	0	No longer required
Phoneboxes	-650	-650	Still needs action
Halloween event/trail TBC	-1500	-2500	AGREED Arts W/G 23 September
	-3100	2160.81	Underspend projected

DRAFT ARTS/ EVENTS AND COMMUNITY 2022/23	PROPOSED	NOTES
COMMUNITY OUTREACH ALLOCATION	8450	
Civic Square Light and Trees	-3000	
Additional lighting around Christmas	-2000	
Totnes Directory Updates	-2000	
Defibrillator Pads/Service	-200	
Facebook/Comms	-250	
Community Consultation events/marketing material as required	-1000	
ARTS AND EVENTS BUDGET ALLOCATION	25500	
Community Arts grant - NEW INITIATIVE	-15000	Open in January for applications.
Christmas Festival external facilitation and admin	-8000	
Community Christmas Workshop	-2500	



PUBLIC REALM 2021/22		188000	Original budget total
Coronation Road: wildflower bed, new trees:		-400	Totnes Gardens
Moorashes: all works, plants, materials etc:		-200	Totnes Gardens
Wild flower seeds for this and for all sites:		-400	Totnes Gardens
Plants, bedding, compost, plant food etc for Town wide planting:		-750	Totnes Gardens
Watering hoses, taps, cans, etc for planters and tubs:		-100	Totnes Gardens
Incidentals		-150	Totnes Gardens
UPDATED: Wayfinding design and consultation right through to siting of new signage		-15000	Under budget on the original estimate - agreed and project ongoing
Wayfinding implementation		-45000	Ongoing project as above - hope to start first phase implementation in the current financial year.
Bins and seating			
Collapark investment		MOVED FORWARD	Delayed to the following financial year
Bridgetown investment		-5000	Projects have not come forward or progressed, allocation will need to be spent in 2022/23
Market Square - ramp improvements		-20000	Subject to planning permission work should start in the current financial year - if not this will need to be rolled forward in the budget setting.
Vehicle activated signage		MOVED FORWARD	Delayed to the following financial year
Other Traffic Calming measures		MOVED FORWARD	Delayed to the following financial year
UPDATED: Tidy Totnes PR Campaign			
NEW: Branding and moving Guildhall planters x 2, Extension of town centre planting onto the Plains/Corrie Road/Steamer Quay		-4700	Agreed by the WG
NEW: Replacement plants and repairs to planters over the year		-750	Agreed by the WG - estimated figure only
ALREADY SPENT - Traffic signs, Bark, Liners, Blackboards		-459	Spent
Upgrade of mini roundabout			Not being progressed in the current financial year
TOTAL		£95,091	Underspend expected

PUBLIC REALM 2022/23		125000	PROPOSED ALLOCATION FOR THE YEAR
Coronation Road: wildflower bed, new trees:		-400	Totnes Gardens
Moorashes: all works, plants, materials etc:		-200	Totnes Gardens
Wild flower seeds for this and for all sites:		-400	Totnes Gardens
Plants, bedding, compost, plant food etc for Town wide planting:		-1000	Totnes Gardens
Watering hoses, taps, cans, etc for planters and tubs:		-150	Totnes Gardens
Incidentals		-250	Totnes Gardens
Wayfinding implementation		-25000	Phase 2 of ongoing project
Bins and seating			
Collapark investment		-10000	Previously agreed, delayed joint project with SHDC
Market Square - resurfacing and steps			MOVED TO A NEW COMMUNITY ASSETS PROJECTS LINE
Vehicle activated signage		-10000	Minimum expenditure needed - given the delay in getting progress on the traffic
Other Traffic Calming measures		-75000	calming designs it could be more like £100k plus in total
Replacement plants and repairs to planters over the year		-2600	Estimated figure
TOTAL		0	



## **ITEM 10 – LIST OF MEETING DATES**

All meetings are in the Guildhall unless indicated otherwise.

### **December**

Full Council – 6<sup>th</sup> December at 6.30pm

Council Matters Committee – 13<sup>th</sup> December at 6.30pm

Planning Committee - 20<sup>th</sup> December at 6.30pm

### **January 2022**

Full Council – 10<sup>th</sup> January at 6.30pm

Totnes Future Forum – 11<sup>th</sup> January at 6.30pm

Public Realm and Cemetery Working Group – 12<sup>th</sup> January at 12.00pm

Council Matters Committee – 17<sup>th</sup> January at 6.30pm

Venues and Public Assets Working Group – 19<sup>th</sup> January at 12.00pm

Councillor Training – 22<sup>nd</sup> January, 10am-12.30pm

Planning Committee - 24<sup>th</sup> January at 6.30pm

Arts Working Group – 27<sup>th</sup> January at 12.00pm

Town Matters Committee - 31<sup>st</sup> January at 6.30pm

