



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 7<sup>TH</sup> FEBRUARY 2022 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 7<sup>th</sup> February 2022** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### 1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

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

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

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

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

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*The Committee will adjourn for the following items:*

Reports from County and District Councillors.

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

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

### 3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

- a. Full Council 6<sup>th</sup> December 2021 – document attached.

To note the following minutes:

- b. Council Matters 17<sup>th</sup> January 2022 – document attached.
- c. Planning Committee 24<sup>th</sup> January 2022 – document attached.

### 4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

- a. Full Council 6<sup>th</sup> December 2021.
- b. Council Matters 17<sup>th</sup> January 2022.

c. Planning Committee 24<sup>th</sup> January 2022.

**5. 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. Document enclosed.

**6. TOTNES NEIGHBOURHOOD PLAN**

To consider an update on the Neighbourhood Plan. Verbal update.

**7. 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! Document attached.

**8. ARTS AND EVENTS GRANT**

To consider the Arts and Events Grant applications for 2022/23. Documents to follow.

**9. WAYFINDING**

To note an update on the wayfinding project. Document attached.

**10. TAX BASE FOR 2022/23**

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

**11. 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. Document attached.

**12. 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 2<sup>nd</sup> April 2022. Document attached.

**13. NEXT MEETING**

To note the next meeting date of Monday 7<sup>th</sup> March 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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**14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

**15. FORMAL COMPLAINT**

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

**16. ELMHIRST PROJECT**

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

**17. STAFFING**

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

Agenda produced by:

Catherine Marlton

Town Clerk

2<sup>nd</sup> February 2022

**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 7 February 2022

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I report on the following matters.

**Market Square improvements**

At the SHDC Executive meeting held on 2 December 2021 the following was reported

“SHDC have been working with Totnes Town Council (TTC) to identify the priority elements, specifications and programming. In order to control quality and minimise disruption there is a need to delay the procurement programme by 12 months. TTC had submitted an application for Corporate Development funding which was unsuccessful. Alternative funding options are being investigated, which if successful, would have a beneficial impact on the overall scope of the project. As the programming of the project is refined in consultation with the TTC element of the works, there will inevitably be further delay.”

After discussion it was agreed that the Market Square, Totnes project was to be held in abeyance pending Totnes Town Council being able to successfully acquire a source of external grant funding

I propose that a meeting take place between Totnes district councillors and the Town Council to investigate ways in which it will be possible to move the project forward.

**Urban Tree Challenge Fund**

SHDC submitted a bid to the Forestry Commission's £10m Urban Tree Challenge Fund for £250,000 to plant 600 trees at 32 sites within the four main South Hams towns along with funds for three years maintenance. This bid requires match funding of £66,044 which is proposed to come from the SHDC's Land and Development Earmarked Reserve. Once the grant is received, it is anticipated to be spent over 2021/22 and 2022/23.

**Proposed Office Development at Steamer Quay**

There have been plans for an office development to be carried out at Steamer Quay by SHDC for occupation by a firm of architects. This is no

longer proceeding and as such the scheme was removed from the Capital Programme.

### **Affordable Rural Housing Task and Finish Group**

At SHDC Overview and Scrutiny Committee meeting held on 16 December 2021 it was agreed to set up an Affordable Rural Housing Task and Finish Group

The group's task includes researching how other local authorities have successfully increased the delivery of affordable housing (directly and indirectly) within their boundaries and to identify best practice. The group will also look at the successful establishment of community land trusts in other rural areas and how these have been achieved.

This policy research piece should stay focused on identifying practical and implementable solutions in the South Hams context, working within the framework of SHDC's housing thematic delivery plan (Better Lives for All) and wider housing strategy.

The group will be expected to report back with recommendations in or about March 2022.

Cllr Sweett and I are members of the group.

### **Airband – Lack of proper consultation gives rise to complaints**

Across the Bridgetown area of Totnes a company known as Airband has been erecting telegraph poles. This has given rise to complaints from residents as result of there being no prior consultation or notification.

In a few cases residents have received a letter from Airband giving them notice. The letter states that no formal planning application or notice of prior approval is required and there is no right of refusal. In some cases the letter has been received after the telegraphic pole has been erected.

It is my understanding that Airband is required to give written notification to South Hams District Council as the planning authority 28 days in advance of its intention to install the equipment. In some cases this has occurred and yet works have commenced before the expiration of the 28-day period.

There have been several poles erected in Bridgetown without any prior notification being submitted to SHDC. I have asked planning officers to advise as to the position where there has been no prior notification.

I have received several complaints from residents concerning the positioning of the poles and I have referred these to the Broadband Community Support

Officer at SHDC who is arranging a meeting with Airband to address the concerns raised.

There may be a possible challenge by the landowner upon which a pole is erected in the event of its permission is not obtained. For example, should a pole be erected alongside a pavement or highway the permission to erect a pole should be obtained from Devon County Council, the highway authority.

DCC has been approached to see whether permission has been granted to erect poles on property being its responsibility.

The installation works being carried out by Airband are part of a programme known as "Connecting Devon and Somerset" It is reported that this has been set up to "deliver next generation broadband infrastructure to areas where the market has failed to invest".

Connecting Devon and Somerset is a local government-led partnership that includes county councillors from Devon and Somerset. The board includes

- cabinet members and chief executives from the Devon and Somerset Councils,
- CDS officers,
- representatives from the other authorities and
- central government's Broadband Delivery UK team.

It is reported that Connecting Devon and Somerset has managed and continue to manage a number of Government subsidised programmes to deliver superfast broadband to homes and businesses. Homes and businesses were selected if they had less than superfast. Apparently there are parts of Totnes that have been identified as having less than superfast broadband and as a result Airband has been contracted to deliver an improved service by Connecting Devon and Somerset.

It is just a pity that Airband didn't let residents know beforehand as to what was happening and give them plenty of notice beforehand so that any concerns can be addressed.

## **CHALLENGE TO PROPOSED 68 BEDROOM CARE HOME AT STEAMER QUAY**

In May 2018 a development company based in Gibraltar obtained planning consent for a 68-bedroom care home situated at the end of Steamer Quay Road, Totnes and adjacent to Quayside managed by Guinness. One of the planning conditions required the company to commence the development on or before 22 May 2021 failing which the planning permission expired.

A row has developed over the validity of the 2018 planning permission as a result of the Gibraltar development submitting a planning application to vary

the lapsed 2018 permission. Residents of Camomile Lawn want South Hams District Council to declare that the 2018 planning permission has expired and is no longer effective. They are supported in this move by Totnes district councillor John Birch.

In my opinion as no development works had commenced by 22 May 2021 the May 2018 planning consent had expired and the land no longer has the benefit of planning permission

In spite of this the developer has recently submitted a planning application to vary the lapsed 2018 permission. This application seeks to make substantial changes to the scheme approved in 2018. Such changes in my view are unacceptable on planning grounds.

I have written to the Council's solicitor challenging the validity of the current application to vary. I have requested officers at SHDC to inform the developer that its current application is invalid and should be withdrawn.

The developer stated in its application form that the development commenced on 30 April 2021 and claims the construction of one manhole without drainage is sufficient. In my view this token gesture does not amount to the commencement of the development and in consequence the current application should be rejected on the grounds the 2018 planning consent has expired.

In any event the scheme being proposed is unacceptable on planning grounds for the following reasons bearing in mind the site is situated in a prominent part of Totnes

- There is a 26% increase in floor area compared to the 2018 scheme. The new design is a substantial overdevelopment of a site of only 0.45Ha. The local development plan only provides for a development of 3,200 sqm on this site and yet the new design is for 5,185 being 60% larger than allowed under the development plan. For example the fourth floor has doubled in size
- The 2018 proposed building was designed to 'minimise the visual impact' and to fit into the landscape. The new design will result in an ugly building that will impose itself and despoil the river gateway to Totnes. The local development plan calls for a sensitive and high quality design which integrates with the existing area. The proposed scheme fails in this respect.
- It appears that the new proposal will involve excavating the whole hillside down to the level of Steamer Quay Road. This vast amount of excavation work will create major highways issues as well as disruption.



- The new design will result in the expanded building overlooking the gardens of Sparkhays Drive and furthermore could result in those houses looking directly into nursing home bedrooms.
- The increased size of the building will result in an increase in traffic as a result of limited car parking on site. This could result in parking problems in the Longmarsh and Steamer Quay car parks as well as the roads serving Camomile Lawn.

As I see it the developers had the benefit of a planning permission for a care home and should have got on with it. They have "missed the boat" and should not now seek to foist an oversized and ugly replacement development on the town.

### **The former Dairy Crest site**

In December I reported on Fastglobe's headline proposal for the old Dairy Crest site in Totnes, which appeared in a news release. I raised a number of questions with Fastglobe. Below is the response with answers in bold type

*Dear Cllr Birch,*

*Thank you for your email addressed to Fastglobe which has been passed to me to respond to as the local representative of the Brunel Park Partnership.*

*Taking your questions in turn:*

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. **We do not intend to make our outline planning application until next year and appropriate public consultation will be carried out in due course.***
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? **I believe you attended a formal pre-application meeting with SHDC on 4<sup>th</sup> December last year so there have already been some pre-app discussions. We will be liaising further with both the district and town councils in advance of our outline planning application next year, and carrying out appropriate public consultation.***
3. *What is the social housing content within the proposed scheme bearing in mind one of the key components of the Atmos project for the site was a substantial number of affordable social housing for local people? How many holiday homes are planned? **Due to the need to***

**undertake revised and updated flood modelling (in order to ensure adequate flood protection for the town centre of Totnes) we anticipate a reduction in the net developable area of the site (compared to that previously consented for development). We cannot pre-empt the outcome of that work, which is currently taking place in partnership with the Environment Agency and which we expect to be concluded early next year. Until the results of that work are available, it is simply not possible to be specific about the quantum of housing and holiday units that will be proposed.**

- 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? The project team, including me, have extensive experience of successfully delivering brownfield regeneration projects. This is not speculative development. We already have interest in office space and retail units on site from local businesses for example, and we know there is demand for other elements of the scheme. We do not yet have firm contracts in place but in this regard our proposals are no different to the former ATMOS project proposals. However, we believe ours to be distinctly different in terms of deliverability as theirs was commercially unviable, as their own commissioned independent report from consultants JLL demonstrated.**

*I am sorry that I cannot at this stage provide fuller answers to some of your queries but until we know the outcome of some of our ongoing work I cannot be more specific.*

*We are in the process of setting up a website which will be regularly updated as the project evolves, and I am of course more than happy to keep you informed personally.*

1 February 2022

Cllr John Birch. SHDC Member for Totnes. 4 January 2022

Cllr J Sweett- District Councillor Report Totnes Town Council meeting 7<sup>th</sup> Feb 2022

Playparks – Tenders will go out for Weston Lane and Smithfields this Month.

Skatepark – New Tender is now live and the main Skatepark's companies have been informed and site visits by those wishing to tender are taking place. Tenders will be reviewed through March.

Airband Poles in Bridgetown and beyond- While there is support for Improved connectivity the 8m poles which are being erected in upper Bridgetown and throughout SHDC are completely out of proportion and character with the surroundings. They are causing an eye sore, there is a lot of concern about the wiring,(tree, damage , noise , eyesore) lack of consultation.. ( Why are they not continuing to wire underground? Ive asked that the new Weston Power network that was laid last year in the area be used instead of overhead cables. There are several avenues we can explore to not have the poles or wires but currently works to erect the poles has ceased as planning has not been submitted correctly. ) Meeting officers and Airband tomorrow so will update.

FCC and Waste- waiting an update this week

Fusion/Pavillions- Fusion are on track to submit a business plan to SHDC for the leisure centre improvement. The £1.5 million is still earmarked subject to the plan. Works are expected to begin 2023 including P V on rooves. The contract between SHDC and Tadpool is in the final stages now. All the four centres are expected to have Solar panels fitted at the soonest.

Rugby Club lease- legal discussions continuing as a need to get things right due to the length of the lease.

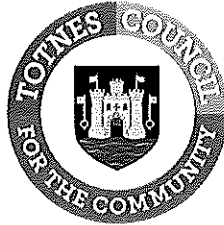
Steamer Quay/Lunar Rock Care home- Comments for the revised plans application closes 23<sup>rd</sup> Feb. 4021/21/VAR.

(Great Court Farm- The replacement hedge has began, more needs to be planted .)

Chicken Run- Being a project on my doorstep its been good to be involved throughout and be able to feedback and tweek throughout the past three weeks of the works. Its gone well and only positive feedback so far. A walk through and clear up will take place this week.

I will update report through the week and hope to make the meeting but the timing is very difficult to a family commitment





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

**MONDAY 6<sup>TH</sup> DECEMBER 2021 IN THE GUILDHALL**

Present: Councillors B Piper (Chair), G Allen, S Collinson, J Cummings, J Hannam, R Hendriksen, J Hodgson (left at 18.50), D Matthews, A Oliver, P Paine, E Price, N Stopp and V Trow.

Apologies: Cllrs Adams, Skinner and Webberley, District Cllrs Birch and Sweett.

In Attendance: District Councillor Rose, 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 Cummings – Totnes Town
- Cllr Hannam – Totnes Town

The Mayor welcomed new Totnes Town Ward Councillors Cummings and Hannam.

**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 was not present at this time and no report was submitted.
- b. District Cllr (D Cllr) Birch was not present but had submitted a report.
- c. Cllr Rose was asked about community composting and whether there will be a refund to council tax payers for the suspension of the garden waste collection service.

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

*The Council reconvened.*

#### **4. WAYFINDING PROJECT**

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

Full Council RESOLVED to agree to proceed with family 2 as per the public consultation results and gave the Clerk delegated authority

#### **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.**

The following minutes were considered:

- a. Full Council 1<sup>st</sup> November 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

To note the following minutes:

- b. **Council Matters 8<sup>th</sup> November 2021.**

Noted.

- c. **Planning Committee 15<sup>th</sup> November 2021.**

Noted.

- d. **Town Matters Committee 22<sup>nd</sup> November 2021.**

Noted.

#### **6. 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 1<sup>st</sup> November 2021.**

No matters arising.

- b. **Council Matters 8<sup>th</sup> November 2021.**

Item 4 – Full Council will consider the draft budget for financial year 2022/23 under item 8.

- c. **Planning Committee 15<sup>th</sup> November 2021.**

Item 6 – It was **RESOLVED** unanimously 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.

- d. **Town Matters 22<sup>nd</sup> November 2021.**

Item 5 – It was **RESOLVED** by majority 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.

Item 6 – It was **RESOLVED** unanimously that the revised emergency plan is adopted.

Item 7 – It was **RESOLVED** unanimously that:

- meeting dates are included in the Totnes Matters pages of the Totnes Directory; and
- Councillors hold a session in the Market Square once a month between April and October to engage with the public.

Item 8 – It was **RESOLVED** unanimously that the revised budget increase of approximately £300 is approved to cover the cost of childcare activities at the consultation event, noting that this is now likely to take place in late March 2022.

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

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

It was **RESOLVED** unanimously that Cllr Cummings becomes a member of the Planning and Town Matters Committees, and Cllr Hannam becomes a member of the Town Matters Committees.

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

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

Councillors reviewed the budget provided and were given the opportunity to ask any questions or suggest amendments.

It was **RESOLVED** unanimously to adopt the Option B budget with no increase to the precept for residents for financial year 2022/23. Totnes Town Council will therefore request an annual precept amount of £545986 from South Hams District Council for the 2022/23 financial year.

## **9. ELMHIRST PROJECT**

**To:**

### **a. Note the project update.**

The Clerk explained that due to the report containing commercially sensitive information about negotiating with KEVICC that any discussion will need to happen in Part 1 of the meeting.

### **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 17th December 2021).**

It was **RESOLVED** unanimously to write an expression of interest to South Hams District Council under the asset of community value process indicating the Council's intent to be considered as a potential bidder for the KEVICC land and building listed as such.

## **10. COUNCILLOR TRAINING**

**To confirm that a training session for all Councillors will be held on 22nd January 2022 at 10am-12.30pm in the Guildhall to be delivered by DALC based on their 'Being a Good Councillor' course.** The Mayor explained the training and its benefits for all Councillors and asked everyone to attend regardless of length of service.

## **11. LIST OF MEETING DATES**

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

Noted.

## 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.

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

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

No matters arising.

## 14. STAFF APPOINTMENT

To ratify the appointment of the Civic Hall Caretaker vacancy.

It was unanimously **RESOLVED** to ratify the appointment subject to the normal checks and with the usual 6 month probationary period.

## 15. ELMHIRST PROJECT

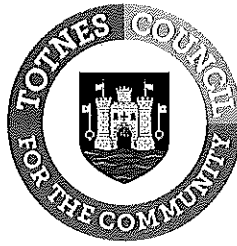
To consider an update on the Elmhirst project (commercially sensitive):

It was unanimously **RESOLVED** to reconfirm delegated authority to the Town Clerk to administer the process going forward, including:

- a. Further professional reports, continued professional project management, legal advice and community consultation exercises. This will likely take the money spent in this current financial year to around £55,000 (currently agreed as £42,000).
- b. Negotiations around a potential purchase price – but noting that the decision on the purchase price will be a decision of Full Council given the long-term financial implications/risk and level of resources needed.
- c. Submission of an application for a Public Works Loan. Only to be drawn down if the purchase completes.

Cllr Ben Piper  
Mayor





## DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 17<sup>TH</sup> JANUARY 2022 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), J Hodgson, P Paine, B Piper (joined at 6.35pm) and V Trow.

**Apologies:** Cllr M Adams (who will observe via Zoom).

**Not Present:** Cllr N Stopp.

**In Attendance:** One member of the public, 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.

A member of the public spoke on behalf of TRESOC – the Totnes Renewable Energy Society – inviting the Town Council to form a partnership as it believes the Town Council has local knowledge to approach property owners to assist with furthering renewable projects. TRESOC is suggesting a local co-operation agreement, and the Committee **AGREED** that this is a matter for Full Council consideration and a paper should be produced to set out the proposal.

*The Committee reconvened.*

### 2. CONFIRMATION OF MINUTES

**To approve the minutes of 8th November 2021 and update on any matters arising.**

The minutes included in the papers are incorrect – there was no December Committee formally held. The minutes for 8<sup>th</sup> November were distributed and were unanimously **AGREED** as an accurate record of proceedings.

### 3. BUDGET MONITOR

**To consider the Budget Monitor.**

The Clerk highlighted changes to the budget forecast which sees a predicted increase in underspend this financial year, which will increase the reserves held going into financial year 2022/23. It was unanimously **AGREED** to accept the budget monitor.

#### **4. STANDING ORDERS**

**To consider a revision to Standing Orders in relation to Committees and Working Groups and make a recommendation to Full Council.**

The Clerk set out the proposed changes of: reducing the number of working groups and frequency of meetings in order to help improve attendance; Town Matters to move to bi-monthly meetings; and for Chairs of committees to have undertaking training.

To **RECOMMEND** to Full Council that the proposed revision of Standing Orders is adopted, and that the working group structure is reviewed as required, and that the Traffic and Transport Forum is held every 3 months with the Steering Group held monthly as required.

#### **5. CEMETERY PROCEDURE**

**To consider the administrative procedure for the scattering of ashes in Totnes Cemetery and the levelling of a fee.**

The following charges were **AGREED** unanimously: for scattering of ashes in the common area £50 for resident and £75 for non-residents, ashes scattered on an existing grave £25.

#### **6. PROCEDURAL NOTE**

**To note the advice note on procedure relating to expenses and expenditure from the budget (document attached) and:**

**a. Consider the payment of a mileage claim as an exemption.**

Cllr Hodgson declared an interest and left the room.

The Clerk explained the approved spend associated with COPNes events in October, and a subsequent mileage claim from a Councillor in support of these activities which had not been approved in advance – the payment of such a claim is an exception to the 'Payments to Councillor' policy. It was **AGREED** by majority to pay this claim as an exception to the policy, and the Committee stressed that Councillors must get approval in advance of an event for any activities for which they intend to claim outside of the Councillor allowance payment scheme.

Cllr Hodgson returned to the meeting.

#### **7. COUNCIL CHAMBER AUDIO-VISUAL EQUIPMENT**

**To consider projection and screen options for the Council chamber.**

It was **AGREED** to get specialist IT advice on the options identified to ensure operability with laptops and mobile devices. The Committee asked the Clerk to investigate a screen that could be hung over the railings in the Guildhall main chamber.

#### **8. DRAFT SAFEGUARDING POLICY**

**To consider a draft Safeguarding policy for the Council.**

To was unanimously **AGREED** to adopt the policy.

#### **9. PUBLIC REALM AND CEMETERY WORKING GROUP**

**To note the minutes of the Public Realm and Cemetery Working Group held on 10th November.**

Noted.

**10. DATE OF NEXT MEETING**

To note the date of the next meeting of the Council Matters Committee – Monday 14<sup>th</sup> February 2022 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)*

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

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

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

For any general or urgent updates that required confidential sharing with Councillors.

A verbal update was noted, no decisions were required.

**13. ADVERTISING CAMPAIGN**

To consider a Visit Totnes outdoor advertising campaign and possible commercial service provider (commercially sensitive).

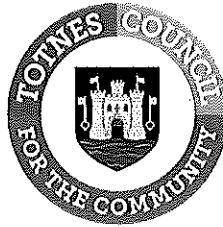
It was unanimously **AGREED** to proceed with the campaign. This expenditure falls within the existing marketing budget.

**14. STAFF ATTENDANCE**

To note sickness and overtime balances.

Noted.





## DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 24<sup>TH</sup> JANUARY 2022 IN THE GUILDHALL

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

Apologies: None.

In Attendance: 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 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

Members of the public who are residents of the Camomile Lawn development made representations in objection to the planning variation for the proposed care home. The detailed points will be submitted to South Hams District Council and were circulated to the Committee in advance of the meeting

Cllr Allen updated that District Councillor Birch has asked SHDC to confirm that planning procedures and process has been followed in relation to this, and the previous, application for this site as the original approval set a number of pre-conditions which don't appear to have been met.

*The Committee reconvened Standing Orders.*

### 2. CONFIRMATION OF MINUTES

To approve the minutes of 15<sup>th</sup> November 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

Item 6 – It was **RESOLVED** unanimously 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. The letter has been drafted and should be sent this week.

### 3. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

The Committee agreed to bring forward item 4a given the interest of members of the public present.

4a. 4021/21/VAR – Application for variation of condition 2 (approved drawings) of planning consent 4165/17/FUL. Development site at SX 809 597, Steamer Quay Road, Totnes.

Object. The Committee has the following concerns about the variation applied for:

- Overmassing of the site in the revised extension plans which seem too significant a change to be a variation to an application that has expired, and the Committee would suggest that a new application is submitted given timing and the scale of the changes applied for.
- Flood risk;
- The sensitivity of the area for wildlife and the impact of the extension on light pollution;
- Work on the site starting before all conditions of application 4165/17/FUL had been met.

#### 4. TREE WORKS APPLICATIONS

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

3a. 4400/21/TPO –T1: Ash – fell due to dieback and risk of tree falling on caravans. Land at SX 793 597 Trees End, Harpers Hill, Totnes.

The Committee requests that the tree officer makes an assessment on the condition/health of this tree.

#### 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.*

4b. 4575/21/HHO and 4576/21/LBC - Householder application and Listed Building Consent for demolition and replacement of two storey and single storey extension to north elevation, demolition and replacement of single storey extension to west elevation and associated internal and external works, demolition of outbuildings and construction of single replacement outbuilding. Winsland House Farm, Dartington. [Note: consulted as a neighbouring Parish.] Support, subject to the comments of the Heritage Officer.

4c. 4703/21/HHO – Householder application for ground floor sun room and first floor bedroom extensions. 16 Warland, Totnes, TQ9 5EL.

Support.

4d. 4694/21/LBC – Listed Building Consent for replacement of artificial slates with natural slate, and other associated works. 6 Fore Street, Totnes, TQ9 5DX.

Support.

4e. 4710/21/FUL – Installation of one rapid electric vehicle charging station and associated equipment. Devon Ceramics, Station Road, Totnes, TQ9 5JR.

Support.

#### 5. NEIGHBOURHOOD PLAN GREEN SPACE AMENDMENT

**To consider a minor amendment to an area of nominated green space in the Totnes Neighbourhood Plan due to new information about the land's ownership.**

Planning Committee, 24<sup>th</sup> January 2022

To **RECOMMEND** to Full Council 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.

#### 6. PILOT PARK AND RIDE

**To consider the findings of the Bob the Bus pilot Park and Ride week in October 2021 and whether the Community Fundraiser is tasked to explore grant funding for a summer scheme.**

The Committee were pleased to see the results of this pilot. To **RECOMMEND** to Full Council that the Community Fundraiser assists in identifying grant funding opportunities for a summer Park and Ride scheme.

#### 7. TORBAY LOCAL PLAN CONSULTATION

**To consider the Torbay Local Plan Housing Update Growth Options consultation and make any recommendation to Full Council for a proposed response.**

To **RECOMMEND** to Full Council that it supports Option 1: No further greenfield allocation beyond already allocated or approved sites. And responds with 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?
- What is the number of low-cost housing units?
- DCC quote about pedestrian access and safety [to be found]

*[Comments to be circulated to for addition and agreed ex-committee for inclusion in minutes to FC in Feb]*

#### 8. TOTNES TRAFFIC CALMING PROPOSALS

**To note a public consultation on proposed traffic calming measures for Fore Street.**

Noted. The Committee requests a site visit with Devon Highways or the Green Travel Coordinator, and would like a brief interim update at the next Committee on the number of responses to date and feedback from the public event.

#### 9. SOUTH HAMS DISTRICT COUNCIL GROUNDS MAINTENANCE

**To note South Hams District Council's proposed ground maintenance schedule to enhance biodiversity.**

Noted and the Committee welcome the changes made. It was **AGREED** to suggest to the District Councillors that with the money saved from the grounds maintenance changes more litter picking is conducted on the verges and that signs are put in to explain why areas have been left to grow long.

#### 10. TOTNES PUBLIC FOOTPATH SURVEY

**To note the findings of the recent survey of the condition and maintenance of the footpaths in and around Totnes.**

Noted.

11. ST MARY AND ST GEORGE CATHOLIC CHURCH

**To note the anti-social behaviour problems being experienced at St Mary and St George Catholic Church and the proposed building changes to mitigate the situation.**

Noted. It was **AGREED** to respond to the Diocese and make them aware of the details of the Street Pastor and SHDC Homeless Navigator Team who may be able to assist with future rough sleeping cases.

12. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 21<sup>st</sup> February 2022 at 6.30pm in the Guildhall.**

Noted.

*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)*

13. SOUTH HAMS DISTRICT COUNCIL HOUSING CRISIS

Noted.

Sara Halliday  
Governance and Projects Manager



## ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 17<sup>th</sup> January 2022 [Note: Recommendation to be considered under item 5]

### **4. To consider a revision to Standing Orders in relation to Committees and Working Groups and make a recommendation to Full Council.**

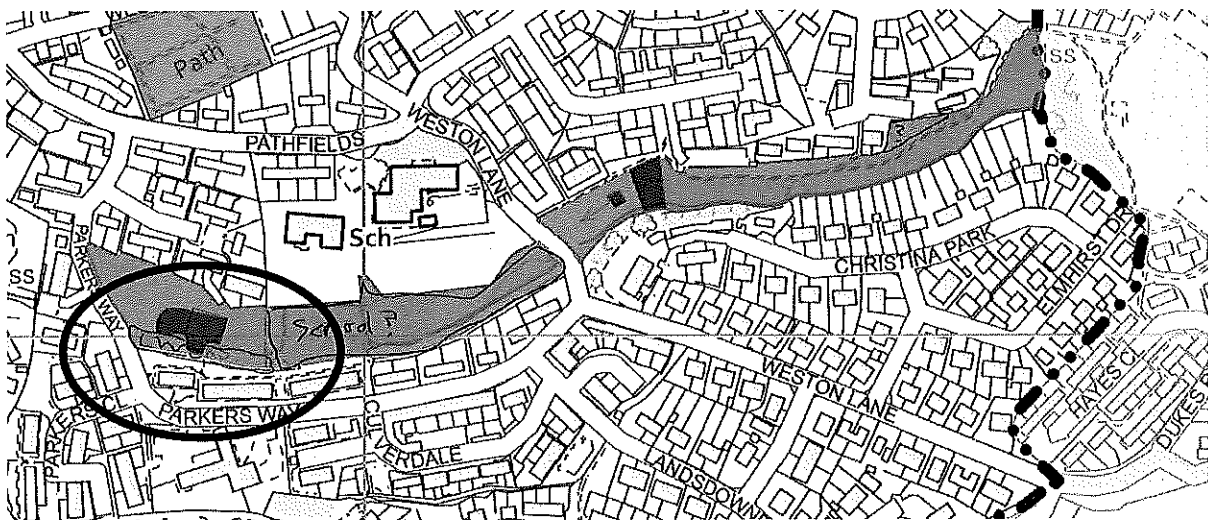
The Clerk set out the proposed changes of: reducing the number of working groups and frequency of meetings in order to help improve attendance; Town Matters to move to bi-monthly meetings; and for Chairs of committees to have undertaking training.

To **RECOMMEND** to Full Council that the proposed revision of Standing Orders is adopted, and that the working group structure is reviewed as required, and that the Traffic and Transport Forum is held every 3 months with the Steering Group held monthly as required.

Planning Committee, 24<sup>th</sup> January 2022

### **5. To consider a minor amendment to an area of nominated green space in the Totnes Neighbourhood Plan due to new information about the land's ownership.**

To **RECOMMEND** to Full Council 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. [See circle below]



### **6. To consider the findings of the Bob the Bus pilot Park and Ride week in October 2021 and whether the Community Fundraiser is tasked to explore grant funding for a summer scheme.**

The Committee were pleased to see the results of this pilot. To **RECOMMEND** to Full Council that the Community Fundraiser assists in identifying grant funding opportunities for a summer Park and Ride scheme.

### **7. To consider the Torbay Local Plan Housing Update Growth Options consultation and make any recommendation to Full Council for a proposed response.**

To **RECOMMEND** to Full Council that it supports Option 1: No further greenfield allocation beyond already allocated or approved sites. And responds with 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?
- What is the number of low-cost housing units?
- DCC quote about pedestrian access and safety [to be found]

**ITEM 5 - STANDING ORDERS REVIEW**

**WORKING GROUP/COMMITTEES**

Section 4 of Standing Orders sets out the parameters under which Council working groups function, which includes the requirement of three Councillors to be quorate (and they must be members of the Working Group as agreed through Full Council), and for notes of the meetings to be produced and considered through the relevant Committee.

In January 2021 it was agreed to form the following working groups: Arts, Climate Emergency, Public Realm and Cemetery, and Venues and Public Assets. There has been a problem with attendance at some of these working groups and a number have had to be cancelled as they have not been quorate or there have been no notes from the meetings produced – see the table below:

	Public Realm & Cemetery Bimonthly	Venues & Public Assets Monthly	Arts Monthly	Climate Emergency Monthly	Council Matters Committee Monthly (7 members)	Town Matters Committee Monthly (10 members)
Jan	No meeting	No meeting	No meeting	No notes	18/01/21	No meeting
Feb	10/02/2021	No meeting	25/02/2021	No notes	08/02/21	22/02/21
Mar	No meeting	17/03/2021	25/03/2021	23/03/2021	08/03/21	22/03/21
Apr	14/04/2021	21/04/2021	22/04/2021	20/04/2021	29/04/21	No meeting
May	No meeting	No meeting	No meeting	18/05/21 - held but not technically quorate	17/05/21	01/06/21 – NOT QUORATE
Jun	09/06/2021	16/06/21 - NOT QUORATE	24/06/2021	15/06/2021	14/06/21	28/06/21 - CANCELLED
Jul	No meeting	21/07/21 - NOT QUORATE	22/07/2021	20/07/2021	Cancelled	No meeting
Aug	No meeting	No meeting	No meeting	No notes	No meeting	No meeting
Sep	No meeting	15/09/21 - NOT QUORATE	23/09/2021	No notes	13/09/21	27/09/21
Oct	13/10/21 - NOT QUORATE	No meeting	27/10/2021 - NOT QUORATE	No notes	11/10/21	No meeting

ITEM 5

10/11/2021 - held but not technically quorate	17/11/21 - NOT QUORATE	No meeting	No notes	08/11/21	22/11/21
Nov	No meeting	No meeting	No meeting	13/12/21 – NOT QUORATE	No meeting
Dec					

COUNCIL MATTERS RECOMMENDATION

To **RECOMMEND** to Full Council that the proposed revision of Standing Orders is adopted, and that the working group structure is reviewed as required, and that the Traffic and Transport Forum is held every 3 months with the Steering Group held monthly as required.

OFFICER RECOMMENDATION

With Full Council, three Committees and four Working Groups there are potentially a large number of meetings for Councillors to attend and a prospect of more officer time spent in meetings rather than actioning the decisions taken.

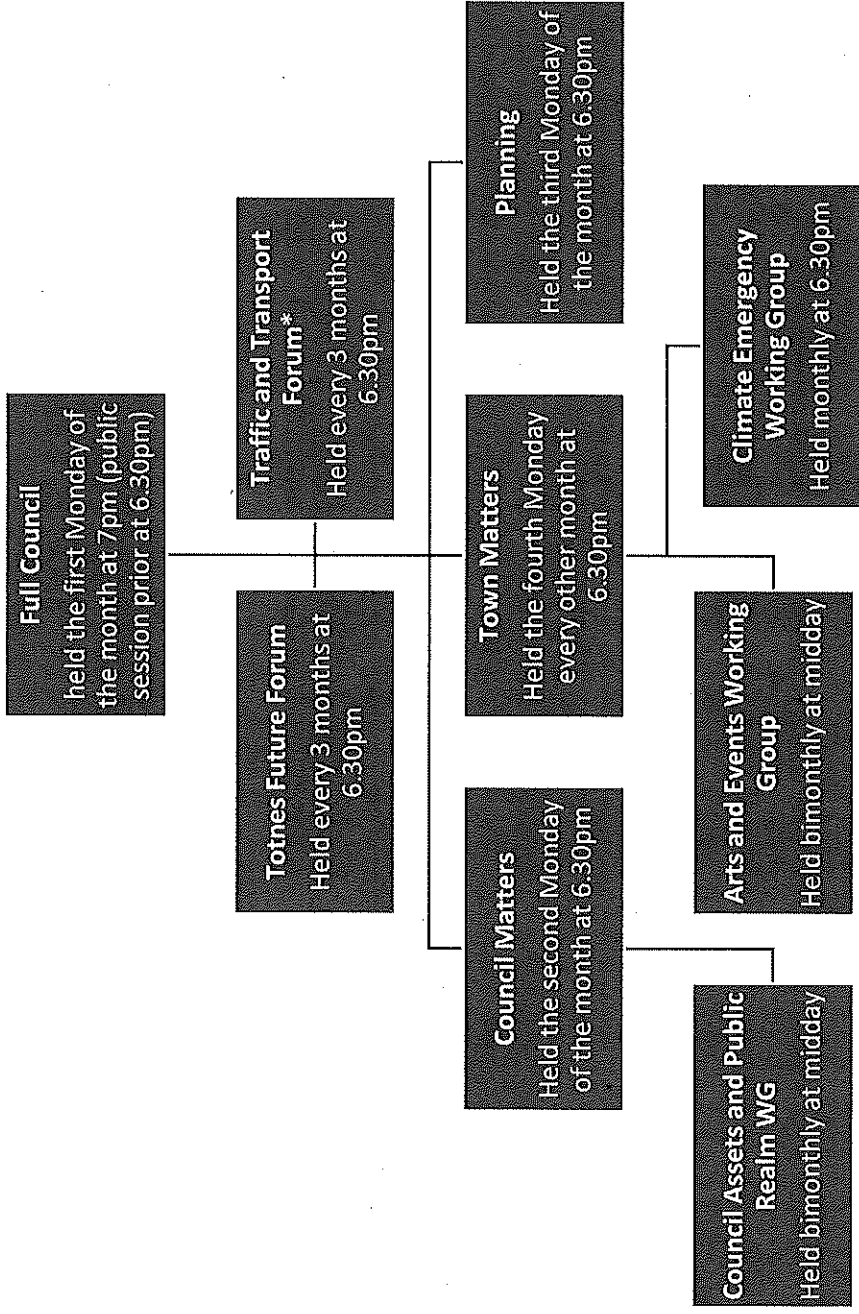
In order to make best use of Councillor time and to aid the Working Groups being quorate, it is proposed that the number of working groups is reduced to three and that two of them are held bimonthly (in this case once every two months, with the working groups held on alternate months):

- Arts and Events (held bimonthly – February, April, June, September, November).
- Council Assets and Public Realm (an amalgamation of the current Public Realm and Cemetery, and Venues and Public Assets Working Groups held bimonthly – March, May, July, October).
- Climate Emergency (held monthly).

There is no proposed change to the timings of the Working Groups (midday on Wednesday for Arts and Council Assets and Public Realm, and 6.30pm the third Tuesday of each month for Climate Emergency).

It is also suggested that the August recess and limited weeks of working in December lend themselves to resting non-essential meetings as shown in the table below – still equalling 73 meetings per annum just on Full Council and Working/Forum meetings – not including operational or informal meetings.

	Full Council Monthly	Planning Committee Monthly	Town Matters Committee Bimonthly	Council Matters Committee Monthly	Council Assets and Public Realm Bimonthly	Arts and Events Bimonthly	Climate Emergency Monthly	Traffic and Transport Forum 3 Monthly Steering Groups Monthly (as required)	Totnes Future Forum Quarterly
<b>Officers attending/ no t taking</b>	Catherine Marlton / Sara Halliday	Sara Halliday	Sara Halliday / Sam Branch	Catherine Marlton / Christina Bewley	Christina Bewley / Tom Hussey / Sara Halliday	Lesley Nel / Lisa Baumbach / Sam Branch	Maiken Hutchings	Maiken Hutchings	Christina Bewley / Lesley Nel
<b>Jan = 6</b>	MEETING - 10 <sup>th</sup>	MEETING - 24 <sup>th</sup>	None	MEETING - 17 <sup>th</sup>	None	None	MEETING - 18 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 11 <sup>th</sup>
<b>Feb = 7</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	MEETING - 28 <sup>th</sup>	MEETING - 14 <sup>th</sup>	None	MEETING - 16 <sup>th</sup>	MEETING - 15 <sup>th</sup>	SG MEETING - 23 <sup>rd</sup>	None
<b>Mar = 7</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	MEETING - 28 <sup>th</sup>	MEETING - 14 <sup>th</sup>	MEETING - 16 <sup>th</sup>	None	MEETING - 15 <sup>th</sup>	SG MEETING - 30 <sup>th</sup>	None
<b>Apr = 7</b>	MEETING - 4 <sup>th</sup>	MEETING - 25 <sup>th</sup>	None	MEETING - 11 <sup>th</sup>	None	MEETING - 20 <sup>th</sup>	MEETING - 19 <sup>th</sup>	MEETING - 27 <sup>th</sup>	MEETING - 12 <sup>th</sup>
<b>May = 7</b>	MEETING - 9 <sup>th</sup>	MEETING - 23 <sup>rd</sup>	MEETING - 30 <sup>th</sup>	MEETING - 16 <sup>th</sup>	MEETING - 18 <sup>th</sup>	None	MEETING - 17 <sup>th</sup>	SG MEETING - 25 <sup>th</sup>	None
<b>Jun = 6</b>	MEETING - 6 <sup>th</sup>	MEETING - 20 <sup>th</sup>	None	MEETING - 13 <sup>th</sup>	None	MEETING - 15 <sup>th</sup>	MEETING - 21 <sup>st</sup>	SG MEETING - 29 <sup>th</sup>	None
<b>Jul = 8</b>	MEETING - 4 <sup>th</sup>	MEETING - 18 <sup>th</sup>	MEETING - 25 <sup>th</sup>	MEETING - 11 <sup>th</sup>	MEETING - 20 <sup>th</sup>	None	MEETING - 19 <sup>th</sup>	MEETING - 27 <sup>th</sup>	MEETING - 12 <sup>th</sup>
<b>Aug = 1</b>	None	MEETING - 15 <sup>th</sup>	None	None	None	None	None	None	None
<b>Sep = 7</b>	MEETING - 5 <sup>th</sup>	MEETING - 19 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 12 <sup>th</sup>	None	MEETING - 21 <sup>st</sup>	MEETING - 20 <sup>th</sup>	SG MEETING - 26 <sup>th</sup>	None
<b>Oct = 7</b>	MEETING - 3 <sup>rd</sup>	MEETING - 17 <sup>th</sup>	None	MEETING - 10 <sup>th</sup>	MEETING - 19 <sup>th</sup>	None	MEETING - 18 <sup>th</sup>	MEETING - 26 <sup>th</sup>	MEETING - 11 <sup>th</sup>
<b>Nov = 7</b>	MEETING - 7 <sup>th</sup>	MEETING - 21 <sup>st</sup>	MEETING - 28 <sup>th</sup>	MEETING - 14 <sup>th</sup>	None	MEETING - 16 <sup>th</sup>	MEETING - 15 <sup>th</sup>	SG MEETING - 30 <sup>th</sup>	None
<b>Dec = 2</b>	MEETING - 5 <sup>th</sup>	MEETING - 19 <sup>th</sup>	None	None	None	None	None	None	None



\* Traffic and Transport Steering Group held monthly as required

PROPOSED MEETING SCHEDULE AS ABOVE

CURRENT MEMBERSHIP OF COMMITTEES

Planning – 6 to 10 members (currently 7): Cllrs G Allen (Chair), J Cummings, S Collinson, R Hendriksen, J Hodgson, P Paine and V Trow.

Town Matters – 6 to 10 members (currently 11): Cllrs V Trow (Chair), G Allen, J Cummings, S Collinson, J Hannam, D Matthews, A Oliver, P Paine, S Skinner, N Stopp and L-Webberley. **NOTE: Town Matters is currently oversubscribed according to the Standing Orders limit of 10 members per committee.**

Council Matters – 6 to 8 members (currently 8): Cllrs E Price (Chair), M Adams, J Hodgson, P Paine, B Piper, N Stopp, V Trow

**OTHER PROPOSED AMENDMENTS**

1. The Operational Support Meetings have not consistently been happening and add another layer of meetings to plan for and attend. I suggest these are called on an as and when basis as required by the Clerk. The Clerk will also liaise directly on a one to one with the Mayor and Chairs of Committees on individual operational issues if required.
2. It is suggested that Councillors be restricted to sitting on a maximum of 2 committees. We are oversubscribed on Town Matters but attendance levels are not always consistent by all members.
3. Chairs of committee are required to undertake DALC training 'Chairing Local Council Meetings' within 2 months of starting the role.
4. All Planning Committee Councillors will undertake DALC training 'Responding to Planning Applications' within 2 months of joining the committee.

#### ITEM 7 - LINK COUNCILLOR VACANCIES

There are currently vacancies for Council representatives on the following outside bodies (where Cllrs have expressed an interest in filling the vacancy it is indicated):

- Friends of Totnes Museum
- KEVICC Foundation Governors (1 position only)
- Totnes Hospital League of Friends – Cllr Hannam
- Friends of Salfit
- Fairtrade – Cllr Hannam
- Bridgetown Alive!



Item 9

# Phase 1 Sign locations & system type

This page show a distribution of sign system types across the town as part of Phase 1.



**Fingerposts** Mostly used here to provide point-to-point navigation on journeys such as town-to-railway station. Qty: 4



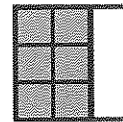
**Arrival totem** Welcome & orientate at carparks and railway station. 1800x300x120mm Qty: 1



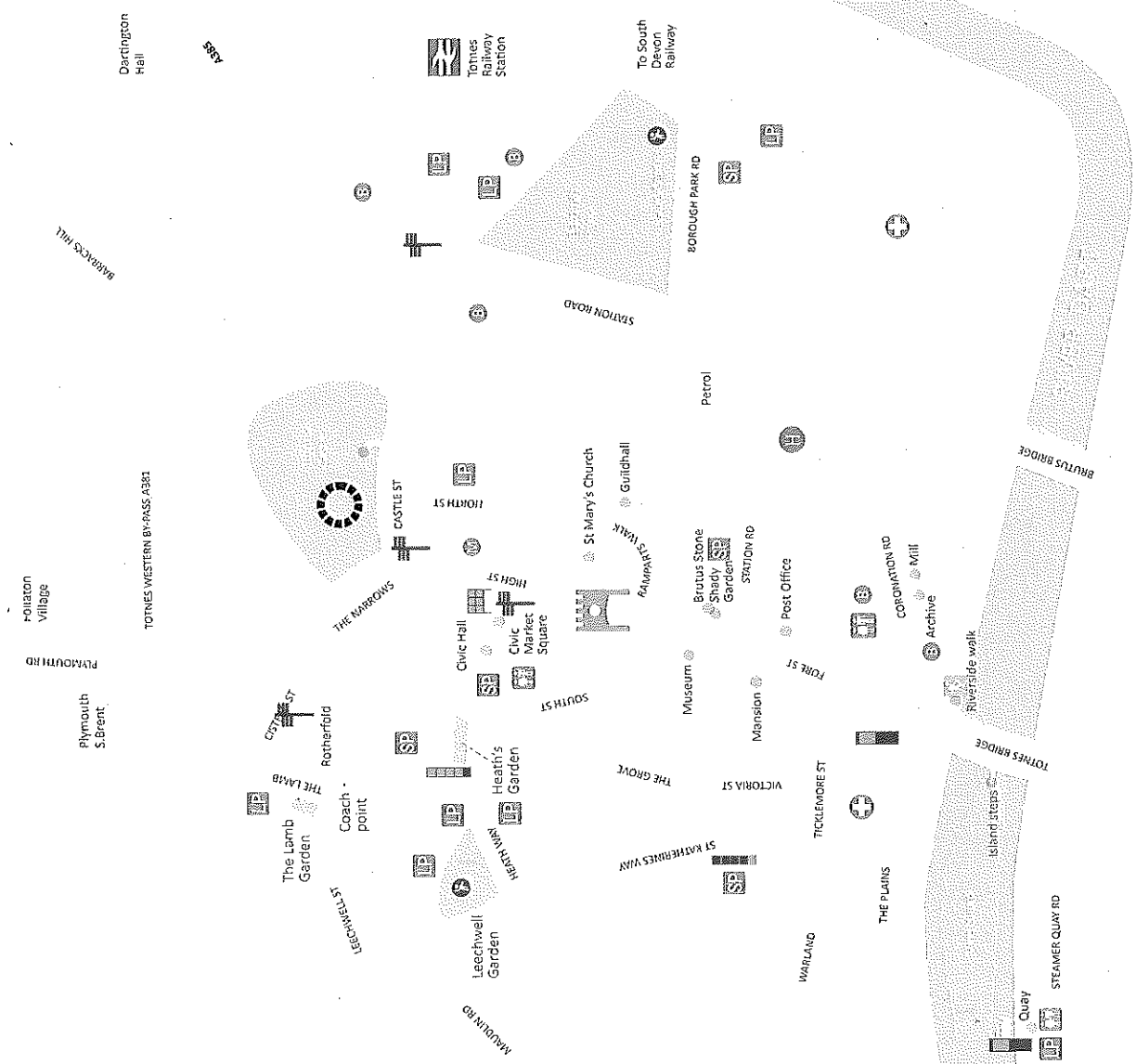
**Area totem** Welcome & information at destinations such as gardens, historic features and shopping streets. 1800x300x120mm Qty: 1



**Hub totem** Larger main-hub totems] 2200x600x120mm Qty: 2



**Information panels** Existing large panels and postercase style systems to upgrade. Qty: 1



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## ITEM 11 – GROUNDS MAINTENANCE

The quote for grounds maintenance of the cemetery (grass and hedge cutting, and pruning of shrubs) and the annual cut of the Castle Meadow hedges for the 2022/2023 season will be £ 17175 excluding VAT (a 2 percent increase on the FY 2021/22 price).

The grounds maintenance contract has been extended with the current contractor for the fourth year and the contract re-tendered (inviting bids from the existing and new contractors) later in 2022.

## ITEM 12 – LIST OF MEETING DATES

All meetings are in the Guildhall unless indicated otherwise.

### **February**

Council Matters Committee – 14<sup>th</sup> February at 6.30pm

Climate Emergency Working Group – 15<sup>th</sup> February at 6.30pm

Arts Working Group – 16<sup>th</sup> February at 12.00pm

Planning Committee – 21<sup>st</sup> February at 6.30pm

Traffic and Transport Steering Group – 23<sup>rd</sup> February at 6.30pm *if required*

Town Matters Committee – 28<sup>th</sup> February at 6.30pm

### **March**

Full Council – 7<sup>th</sup> March at 6.30pm

Council Matters Committee – 14<sup>th</sup> March at 6.30pm

Climate Emergency Working Group – 15<sup>th</sup> February at 6.30pm

Council Assets and Public Realm Working Group – 16<sup>th</sup> March at 12.00pm

Planning Committee – 21<sup>st</sup> March at 6.30pm

**Civic Dinner – Saturday 26<sup>th</sup> March (evening) in the Royal Seven Stars Hotel.**

Town Matters Committee – 28<sup>th</sup> March at 6.30pm

Traffic and Transport Steering Group – 30<sup>th</sup> March at 6.30pm *if required*

## **April**

**Annual Town Meeting – Friday 1<sup>st</sup> April at 6.30pm in the Civic Hall**

**Councillor Training – Saturday 2<sup>nd</sup> April from 10.30am to 1pm**

Full Council – 4<sup>th</sup> April at 6.30pm

Council Matters Committee – 11<sup>th</sup> April at 6.30pm

Totnes Future Forum – 12<sup>th</sup> April at 6.30pm

Climate Emergency Working Group – 19<sup>th</sup> April at 6.30pm

Arts Working Group – 20<sup>th</sup> April at 12.00pm

Planning Committee - 25<sup>th</sup> April at 6.30pm

Traffic and Transport Forum – 27<sup>th</sup> April at 6.30pm

## **May**

**Mayoral Choosing, Community Awards and Civic Service – Thursday 19<sup>th</sup> May at 11am**