

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 4TH APRIL 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 4th April 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.

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 – no document.

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 7th March 2022 – document attached.

To note the following minutes:

- b. Council Matters 14th March 2022 – document attached.
- c. Planning Committee 21st March 2022 – document attached.
- d. Town Matters Committee 28th March 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 7th March 2022.

- b. Council Matters 14th March 2022.
- c. Planning Committee 21st March 2022.
- d. Town Matters Committee 28th March 2022.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme. Summary document to be circulated at the meeting.

6. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2022/23

To elect members to committees, committee chairs, working groups, outside representatives and link councillor roles. Document attached showing current membership.

7. MAYORAL CHOOSING

To appoint Councillors to undertake the following duties at the Mayoral Choosing ceremony on 19th May 2022:

- a. To propose the election of the new Mayor;
- b. To second the election of the new Mayor;
- c. To propose and endorse the election of all other Council positions and Committees; and
- d. To propose a vote of thanks to the outgoing Mayor.

8. PLANNING FOR THE CLIMATE EMERGENCY CONSULTATION

To consider the 'Planning for the Climate Emergency' consultation being run by Plymouth, South Hams and West Devon and a Council response (consultation closes on 21st April). Document attached and see [Climate emergency planning policy and guidance | PLYMOUTH.GOV.UK](#)

9. LIST OF MEETING DATES

To note a list of upcoming meeting dates. Document attached.

10. NEXT MEETING

To note the next meeting date of Monday 4th April 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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.

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

12. WAYFINDING

To consider the tender applications for the manufacture of the signage as part of the wayfinding project. No document - tenders to be opened at the meeting.

13. ELMHIRST PROJECT

To consider an update on the Elmhirst project and to consider next steps/actions (commercially sensitive). Document to be circulated at the meeting.

Agenda produced by:

Catherine Marlton
Town Clerk
30th March 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 4 April 2022

I report on the following matters.

Airband – the latest.

As I previously reported the pole installation works being carried out by Airband in Totnes is part of a programme known as “Connecting Devon and Somerset” It has been set up to “deliver next generation broadband infrastructure to areas where the market has failed to invest”. In simple terms the programme being delivered by Airband is to deliver “full fibre” in place of copper cabling to bring about ultra fast broadband in parts of Totnes, where the broadband service falls below an acceptable level.

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

Airband has entered into a contract with DCC to erect 49 poles in Totnes Town and 63 in Bridgetown.

At the time of writing this report a virtual public meeting is being held on Wednesday 30 March at 7.00 pm. I will report on any issues arising out of this meeting to the Full Council meeting to be held on 4 April 2022.

Market Square improvements

In a previous report to the Town Council I proposed that a meeting take place between Totnes district councillors and town councillors to discuss ways in which it will be possible to move the Market Square improvements project forward. The residents of the town, in my opinion, are quite rightly critical of both councils for lack of action in bringing about a much-needed improvement.

There have been meetings between officers from both councils but in my view this is not sufficient. It is time for members from both councils to move the project forward without any further delay.

I have requested officers at SHDC to organise a meetings of members from both councils and hopefully this will result in the project moving forward.

Baltic Wharf

I have been in correspondence with TQ9 in connection with its S106 obligations arising out of the Phase 1 development consisting of 95 dwellings.

I have pursued compound interest monies due in respect of previous S106 monies paid by TQ9 in respect of travel and transport obligations. The end result is the payment of the sum of £19,585 to Totnes Town Council towards its green travel initiatives.

In accordance with its S106 agreement with DCC the developer, TQ9, is required to provide an electric car and bike scheme for the Baltic Wharf development at a cost of £53,000. I have been informed that a contract has been entered into with CoCars and that the scheme is up and running. I have requested evidence to show that a sum of £53,000 has been expended.

Community Composting Scheme.

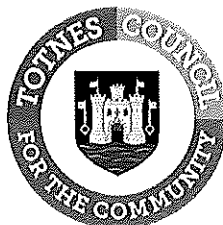
SHDC recently approved the sum of £200,000 be transferred into a Community Composting Earmarked Reserve in 2021/22. A scheme is to be set up with a one-off budget of £200,000 in 2022/23 for community composting, aligned to savings in the green waste element of the waste contract in 2021/22 and officers have been tasked with devising a community composting scheme.

A report to the SHDC Executive proposed a new two year community composting scheme that will provide operational and financial assistance to new and existing sites. This report obtained the agreement of members to adopt the scheme.

Cllr John Birch

SHDC Member for Totnes

30 March 2022



ITEMS 3A + 4A

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 7TH MARCH 2022 IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams, S Collinson, J Cummings, R Hendriksen, J Hodgson, P Paine, E Price, S Skinner (from 19.20pm), N Stopp, V Trow and L Webberley.

Apologies: Cllrs Allen and Oliver, and District Cllr Sweett.

Not present: Cllr Hannam.

In Attendance: District Councillor Birch, members of the press and public, and C Marlon (Town Clerk).

1. WELCOME TO ALL ATTENDING AND OBSERVING

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.

The apologies were received and accepted. Cllr Adams updated that she is a member of the Chernobyl Childrens Lifeline charity. The Mayor asked for a minute's silence to reflect on the situation in Ukraine.

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 by email and updated on: Devon County Council's investment in Russian companies as part of its pension portfolio; the introduction of residents only parking at Swallowfields and investigations for residents parking on Lower Jubilee Road and The Carrions/St Katherine's Way; and the 20mph pilot schemes after the disappointing response to the Newton Abbot pilot. Councillors asked if Brooklands could be added to the list of roads for investigation for residents parking.

b. District Cllr (D Cllr) Birch gave an update on: the Airband project and a request for a virtual meeting; garden waste collections will restart on 28th March; and on the Neighbourhood Plan would encourage the Town Council to get its own legal advice. Councillors asked about South Hams District Council increasing council tax, ATMOS and the compulsory purchase order request, the awarding of the FCC contract and any penalties from the lack of garden waste collection for a large part of the year.

c. District Cllr Rose reported how encouraging the work between members and officers has been to produce the Joint Local Plan Climate Emergency Planning and Guidance Consultation.

The meeting was suspended at 19.35pm due to a public disturbance and reconvened at 19.40pm.

d. District Cllr Sweett was not present.

The Council reconvened.

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 7th February 2022.

It was **RESOLVED** unanimously to approve and sign the Minutes.

To note the following minutes:

b. Council Matters 14th February 2022.

Noted.

c. Planning Committee 21st February 2022.

Noted.

d. Town Matters Committee 28th February 2022.

Noted.

4. 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 7th February 2022.

No matters arising.

b. Council Matters 14th February 2022.

Item 4 – it was **RESOLVED** unanimously that the budget amendment is accepted.

Item 5 – it was **RESOLVED** unanimously to adopt the revised Civic Budget and Mayoral Allowance Policy.

Item 6 – it was **RESOLVED** to adopt the revised Payments to Councillors Policy.

c. Planning Committee 21st February 2022.

No recommendations.

d. Town Matters Committee 28th February 2022.

Item 2 – it was **RESOLVED** unanimously to allocate £1400 to the Earthjump project. The Link Orchestra application had been withdrawn.

Item 4 – Community Award Scheme. It was **RESOLVED** unanimously that:

- a. The following process is adopted for 2022:
 - Each Councillor has the opportunity to nominate the name of an individual for the award by 21st March 2022.
 - Town Matters Committee 28th March 2022 - consider the nominations in Part 2, confirms if any individual has more than one nomination (i.e. they have been put forward by more than one councillor), and shortlists the nominees to go forward to Full Council.
 - Full Council 4th April 2022 – Councillors decide on who should win the award.
 - Mayoral Choosing 19th May 2022 – winner presented with the award.
- b. The scheme is called the 'Totnes Community Award'.
- c. The award will be in the form of a medal (mould cost approximately £50, each medal approximately £25-50).
- d. The Mayoral budget will pay for the cost of the medal each year.

Item 5 – Homelessness Strategy: It was **AGREED** that all Councillors will be emailed for comment and it was **RESOLVED** to give the Council Matters Committee delegated authority to respond (given the deadline of 23rd March).

Item 6 – It was **RESOLVED** that in conjunction with Totnes Against Trash that Councillors take part in two litter picks during the Great British Spring Clean (Cllr Trow will organise):

- Saturday 26th March, 10am-12pm in Totnes town.
- Sunday 10th April, 10am-12pm in the recreational areas of Bridgetown.

5. ELECTION OF MAYOR

To appoint the Mayor Elect (to take office in May) for 2022/23 (each candidate will need a proposer and a seconder). To note that Mayor Choosing will take place on Thursday 19th May 2022 in the Guildhall. Councillors are reminded that the Mayor has the authority to appoint and announce the Deputy Mayor at their discretion.

Cllr Piper proposed Cllr Price which was seconded by a number of Cllrs. Cllr Webberley asked who she would have as her deputy, but Cllr Price said that she has not yet decided. Cllr Price was unanimously voted in as Mayor elect.

6. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS 2022/23

To elect members to committees, committee chairs, working groups (with immediate effect), outside representatives and link councillor roles.

It was **RESOLVED** to move this item to the April agenda. The exception is membership of the Council Assets and Public Realm Working Group which was **RESOLVED** as: Cllrs Adams, Hodgson, Piper, Price, Skinner, Stopp and Trow.

7. NEIGHBOURHOOD PLAN

To consider (document attached):

- a. an extension to the pause in the examination of the Neighbourhood Plan;

It was **RESOLVED** to request an extension for a further three months.

- b. **obtaining legal advice on a letter received as part of the consultation process.**
Given the quote received for legal costs, it was **RESOLVED** to give the Clerk delegated authority to pursue legal advice if sight of South Hams District Council legal advice is not forthcoming by the end of March 2022.

8. TRAFFIC CALMING MEASURES PUBLIC CONSULTATION

To consider a recommendation from the Traffic and Transport Steering Group to extend the traffic calming measures public consultation until 31st March 2022.

It was **RESOLVED** to: extend the public consultation until 31st March 2022; and to request a meeting with Devon Highways officers, Councillors and representatives from the Chamber of Commerce about the traffic problems in the town.

9. COUNCIL MEETING LOCATION

To consider:

- a. **the use of either the main Guildhall or Council chamber when holding council meetings with the recent changes in Covid restrictions;**

It was **RESOLVED** unanimously to hold all Council meetings in the Council chamber and that they will be moved to the lower Guildhall if an attendee has accessibility issues. A statement will also be put on the Town Council website stating that meetings will be transferred if someone cannot access the Chamber.

- b. **the quotes for audio visual equipment in one of these chambers to enable the better recording and streaming of meetings.**

It was **RESOLVED** to grant the Clerk delegated authority to spend up to £7250 on audiovisual equipment for the Council Chamber.

10. COUNCILLOR TRAINING

To note that Councillor Training will be held on 2nd April 2022 at 10.30am-1.00pm in the Guildhall to be delivered by DALC based on their 'Being a Good Councillor' course – it is for all Councillors.
Noted.

11. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

12. SITUATION IN UKRAINE

To consider the following motion: Totnes Town Council stands in solidarity with the people, government and President of Ukraine in response to the illegal invasion by Russia into their sovereign state, and will support their needs at this time of crisis as best we can.

The following motion was **RESOLVED**: Totnes Town Council stands in solidarity with the people, government and President of Ukraine in response to the illegal invasion by Russia into their sovereign state, will support their needs at this time of crisis as best we can, and will purchase and fly the Ukrainian flag from the Civic Hall.

It was **RESOLVED** that Cllrs Collinson and Webberley will form a working group to facilitate various ideas such as of twinning with a town in Ukraine, lighting the Civic Hall in blue and yellow, fundraising, utility suppliers, community sponsorship, which should report to the Town Matters Committee.

13. NEXT MEETING

To note the next meeting date of Monday 4th April 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No matters arising.

15. OFFICER PENSION SCHEME

To consider membership of the Local Government Pension Scheme.

It was unanimously confirmed that all existing and future employees would be offered the Local Government Pension Scheme and that there are no plans to consider introducing any other pension provider for new starters.

16. ELMHIRST PROJECT

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

Noted.

Cllr Ben Piper
Mayor



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 14TH MARCH 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors E Price (Chair), M Adams, J Hodgson (joined at 18.50), P Paine, B Piper, N Stopp and V Trow.

In Attendance: Cllr Cummings, 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 14th February 2022 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that overspends are shown in red and underspends in green. It was **AGREED** by majority to accept the overspend on the Mayoral Allowance. It was unanimously **AGREED** to accept the budget monitor.

4. DEVON COUNTY COUNCIL PENSION SCHEME

To consider a request to Devon County Council to divest from fossil fuel investments which form part of the pension scheme for Council Officers.

To **RECOMMEND** to Full Council that the Town Council formerly requests that:

- a. Devon County Council's pension scheme investments in unsustainable and environmentally damaging businesses are urgently sold and investments switched to sustainable projects such as

renewable energy that will help society address and mitigate the Climate and Ecological Emergency;
and

b. In addition to this request, the Devon Pension Fund Board is urged to carry out a poll of its members (pension fund holders) to seek their views on the investments made on their behalf.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since December 2021 and the current budget.

Noted.

6. E-BIKE TRIAL

To consider running an e-bike trial with South Hams District Council and Co-bikes in 2022.

It was **AGREED** by majority that the Green Travel Co-ordinator allocates time to progress this trial and funding opportunities. Once the details of the trial are determined, any match funding implications will need to come back to Committee for consideration.

7. CYCLE TO WORK SCHEME

To consider introducing a cycle to work scheme for Council officers.

It was **AGREED** by majority to offer the scheme to Council officers.

8. PROTOCOL ON THE DEATH OF A SENIOR NATIONAL FIGURE

To review the protocol on the death of a senior national figure (updated to remove references to the late Duke of Edinburgh and that the proclamation will be made from the Brutus Stone).

The revisions to the protocol were **AGREED**.

9. SOUTH HAMS DISTRICT COUNCIL HOMELESSNESS STRATEGY CONSULTATION

To consider the South Hams District Council Homelessness Strategy consultation and agree a response (consultation closes on 23rd March).

The draft comments below were **AGREED** as the Council's response to the South Hams District Council consultation:

- Continue to work closely with partner agencies to enable early identification of housing issues. **Strongly Agree**. Comment: The work the homelessness team at SHDC does, is appreciated by the Council.
- Address issues of housing quality and suitability to ensure homes are fit for purpose. **Strongly Agree**
- Address issues of affordability with focussed financial advice. **Strongly Agree**
- Provide quality temporary housing to limit the impact of homelessness on health. **Strongly Agree**
- Identify and access support to address the underlying issues contributing to homelessness. **Strongly Agree**
- Work in partnership with support services and achieve high referral rates between organisations to identify and address issues impacting on home management. **Strongly Agree**. Comment: The Council notes that the number of rough sleepers according to SHDC figures has gone down and are very pleased to hear that - it would be good to hear more of an analysis as to why that might be and as to what has been successful.
- Provide focussed medium term support to rough sleepers to successfully sustain accommodation long term. **Strongly Agree**. Comment: The Council would like to see the reopening of the homelessness shelter on the industrial estate to include hot food and a place for people to socialise. We need to approach the housing crisis with as much flexibility, initiative and imagination as possible.

- Work with local private landlords to expand the number of homes rented through SeaMoor Lettings to local people at an affordable rent. **Strongly Agree**
- Expand housing management service offers to increase availability of different types of accommodation. **Strongly Agree**

10. FUTURE FORUM

To note an update on the Future Forum.

Noted. The Clerk commented that the suggestion that finding out the ownership of all listed building is a large and potentially expensive task which could soon be out of date.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th April 2022 at 6.30pm.

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)*

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

13. STAFFING UPDATE (Standing Item)

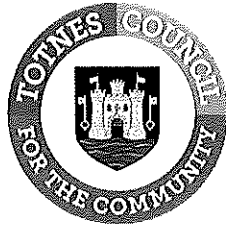
For any general or urgent updates that required confidential sharing with Councillors.

A verbal update was noted, no decisions were required.

14. LEGAL CLAIM

To note an update on a legal claim.

Noted, no decision needed.



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 21ST MARCH 2022 IN THE GUILDHALL

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

Apologies: Councillor R Hendriksen and V Trow.

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.

The apologies were accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

A member of the public who lives above The Cornish Bakery spoke about the noise and vibration issues that is experienced from the equipment housed at the rear of the building which has been the subject of an ongoing enforcement case investigated by South Hams District Council Environmental Health. An engineer spoke to say that he believes that the equipment has been installed incorrectly and that external bins are obstructing the airways to cool the equipment so that it is working harder than needed and exacerbating the noise and vibration issue, and supercooling an external area causing ice to form on the path in mild weather.

Two members of the public spoke about the Airband project and the location of poles in Bridgetown and near The Carrions where it is believed underground ducting is installed and could be used. Cllrs suggested that the individuals raise their concerns with District Councillors, and that the Council will find out more details about the proposed online consultation event.

The Committee reconvened Standing Orders.

Due to other Councillor commitments and illness the Committee brought forward agenda item 5e for consideration whilst they were quorate.

2. 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.

2e. 4719/21/FUL – Retention of existing air conditioning apparatus (amendment to 0573/17/FUL) within single acoustic enclosure and installation of an additional freestanding acoustic enclosure to contain refrigeration apparatus. 44 Fore Street, Totnes, TQ9 5RP.

Object. The Committee is concerned that the application is subject to an ongoing enforcement case with Environmental Health and that the proposals do not go far enough to demonstrably address the current internal and external noise and vibration issues that need to be resolved as a matter of urgency for the residents above the café where the operation of the equipment is seriously affecting the residents' safety and quality of life. The Committee is also concerned about external supercooling of equipment freezing the ground to the residents' access and causing a slip hazard to residents and people delivering to the properties.

3. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 25th April 2022 at 6.30pm in the Guildhall.

Noted.

Sara Halliday
Governance and Projects Manager



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 28TH MARCH 2022 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen (joined 18.40), S Collinson (joined 18.40), J Cummings, P Paine (joined 19.00), N Stopp (left 19.20) and L Webberley.

Apologies: Cllr J Hannam (received during the meeting).

Not Present: Cllrs A Oliver and S Skinner.

In Attendance: Representative from South Hams Citizens Advice, a member of the public, L Ferrier (Marketing and Communications Manager) 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 later from Cllr Hannam.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public requested that the planters and granite bollards off Fore and High Street are washed down to freshen them up – they have got grubby over the past six months from passing traffic and dogs. The Committee requests that the Town Maintenance Officer actions this before the Easter visitor season begins.

2. CITIZENS ADVICE SOUTH HAMS

To receive an update on the work of Citizens Advice South Hams from its Chief Executive Officer.

Apologies were sent by the Chief Executive Officer who was unwell and was represented by a member of the management team who is an energy advisor. Totnes has helped around 500 clients in 2021, roughly a 10 per cent increase on previous years, and one client often brings multiple issues requiring advice. In the current environment those seeking energy help is high, particularly the issues associated with pre-paid meters, and in Totnes there has been an increase in health and community care questions. During the pandemic the method of giving advice has changed – only 5 per cent of advice has been face-to-face, with most consultations conducted by phone, and Citizens Advice are trying an outreach approach via the St John's Café, the community hall in Bridgetown and in The Mansion. Citizens Advice are looking at a holistic way of helping people and are also trying to offer help through food banks.

Councillors asked about working with the Totnes Renewable Energy Society, a local event to promote the work of Citizens Advice, rogue landlords, relations with the local MP, and the idea of individuals being able to donate a fuel voucher (as you would donate to a food bank).

The Committee reconvened.

To **RECOMMEND** to Full Council that Town Councillors meet with Citizens Advice and District Councillors to discuss the energy and housing issues faced in the town.

3. CONFIRMATION OF MINUTES

To approve the minutes of 28th February 2022 and update on any matters arising.

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

Item 2 – it was **RESOLVED** unanimously to allocate £1400 to the Earthjump project. The Link Orchestra application had been withdrawn.

Item 4 – Community Award Scheme. It was **RESOLVED** unanimously that:

- a. The following process is adopted for 2022:
 - Each Councillor has the opportunity to nominate the name of an individual for the award by 21st March 2022.
 - Town Matters Committee 28th March 2022 - consider the nominations in Part 2, confirms if any individual has more than one nomination (i.e. they have been put forward by more than one councillor), and shortlists the nominees to go forward to Full Council.
 - Full Council 4th April 2022 – Councillors decide on who should win the award.
 - Mayoral Choosing 19th May 2022 – winner presented with the award.
- b. The scheme is called the 'Totnes Community Award'.
- c. The award will be in the form of a medal (mould cost approximately £50, each medal approximately £25-50).
- d. The Mayoral budget will pay for the cost of the medal each year.

Item 5 – Homelessness Strategy: It was **RESOLVED** to give the Council Matters Committee delegated authority to respond and the Council's comments have been submitted

Item 6 – Great British Spring Clean. It was **RESOLVED** that in conjunction with Totnes Against Trash that Councillors take part in two litter picks during the Great British Spring Clean (Cllr Trow will organise):

- Saturday 26th March, 10am-12pm in Totnes town.
- Sunday 10th April, 10am-12pm in the recreational areas of Bridgetown.

4. PROPORTIONAL REPRESENTATION IN LOCAL GOVERNMENT ELECTIONS

To consider a request to Government for a proportional representation electoral system to be used in local government elections.

Cllr Cummings explained the background to the matter which aims to: improve diversity in local government; make votes fairer; and increase the number of people registered to vote.

Cllr Stopp left the meeting at 19.20.

To **RECOMMEND** to Full Council:

- a. to seek the support of neighbouring town councils (Dartmouth, Kingsbridge, Ivybridge, Salcombe) by end of May 2022 to send a joint letter (Cllr Cummings to draft);
- b. to write to Her Majesty's Government to request changes to legislation that would permit local councils in England to take steps to increase their diversity and representativeness by allowing councils to trial a more proportional voting system in County, District and Town Council elections; and also requesting an increase of funds to support greater levels of electoral registration;
- c. to inform South Hams District Council and Devon County Council of this decision, and invite them to pass similar resolutions;
- d. to ask our MP, Anthony Mangnall, to support such a change in the law; and
- c. to issue a press release to the Totnes Times, informing the public of this resolution.

5. OPEN SPACES, SPORTS AND RECREATION AND S106 MONIES

To review the list of Open Spaces, Sports and Recreation facilities in Totnes and consider how unallocated S106 monies could be used to enhance these areas.

The Committee discussed the lack of play provision at the Camomile Lawn development (for which money was allocated) and the lack of older children/young teen play facilities in the town. It was **AGREED** that this item would return to the next meeting and that an item with an update on the Skate Park would be included.

6. UKRAINE

To consider an update on Totnes support initiatives in response to the war in Ukraine.

Cllr Webberley updated on the work of the local group TSUNAMI – Totnesians Support Ukraine Not Any Military Incursion – who are fundraising through holding a coffee morning on 23rd April in St John's Church and selling sunflower seedlings in the town. The idea of twinning with a town is still being considered, with the possibility of a town in Poland near the border with Ukraine being a more suitable option at the moment.

7. COMMEMORATIVE BENCH

To consider the recommendation of the Council Assets and Public Realm Working Group for Totnes Gardens to place a commemorative bench for the Platinum Jubilee on Coronation Road.

To **RECOMMEND** to Full Council that it agrees to the use of Totnes Town Council land on Coronation Road for Totnes Gardens to install a commemorative bench at their own cost.

8. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group on 15th March 2022 (standing item).

Noted. An additional meeting to discuss the 'Planning for the Climate Emergency' consultation will be held on Tuesday 5th April 2022. The officer pointed out that Full Council will also consider the matter on 4th April in order to have an agreed Council view to be able to respond before the deadline.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 30th May 2022 at 6.30pm.

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)*

10. COMMUNITY AWARD SCHEME

To consider the nominations for the Community Award scheme (personal information).
See separate confidential minutes.

Sara Halliday
Governance and Projects Manager

ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 14th March 2022

4. To consider a request to Devon County Council to divest from fossil fuel investments which form part of the pension scheme for Council Officers.

To **RECOMMEND** to Full Council that the Town Council formerly requests that:

- a. Devon County Council's pension scheme investments in unsustainable and environmentally damaging businesses are urgently sold and investments switched to sustainable projects such as renewable energy that will help society address and mitigate the Climate and Ecological Emergency; and
- b. In addition to this request, the Devon Pension Fund Board is urged to carry out a poll of its members (pension fund holders) to seek their views on the investments made on their behalf.

Planning Committee, 21st March 2022

No recommendations.

Town Matters Committee, 28th March 2022

2. To receive an update on the work of Citizens Advice South Hams from its Chief Executive Officer.

To **RECOMMEND** to Full Council that Town Councillors meet with Citizens Advice and District Councillors to discuss the energy and housing issues faced in the town.

4. To consider a request to Government for a proportional representation electoral system to be used in local government elections.

To **RECOMMEND** to Full Council:

- a. to seek the support of neighbouring town councils (Dartmouth, Kingsbridge, Ivybridge, Salcombe) by end of May 2022 to send a joint letter (Cllr Cummings to draft);
- b. to write to Her Majesty's Government to request changes to legislation that would permit local councils in England to take steps to increase their diversity and representativeness by allowing councils to trial a more proportional voting system in County, District and Town Council elections; and also requesting an increase of funds to support greater levels of electoral registration;
- c. to inform South Hams District Council and Devon County Council of this decision, and invite them to pass similar resolutions;
- d. to ask our MP, Anthony Mangnall, to support such a change in the law; and
- c. to issue a press release to the Totnes Times, informing the public of this resolution.

7. To consider the recommendation of the Council Assets and Public Realm Working Group for Totnes Gardens to place a commemorative bench for the Platinum Jubilee on Coronation Road.

To **RECOMMEND** to Full Council that it agrees to the use of Totnes Town Council land on Coronation Road for Totnes Gardens to install a commemorative bench at their own cost.

ITEM 6 - MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2022/23

Current Membership and Chairs 2021/22

Committee/Working Group	Frequency	Yes/No
Full Council	Monthly - first Monday @7pm	YES - ALL CLLRS ATTEND
Council Matters	Monthly - second Monday @6.30pm	Cllrs Price (Chair), Adams, Hodgson, Paine, Piper, Stopp & Trow.
Planning	Monthly - third Monday @6.30pm	Cllrs Allen (Chair), Collinson, Cummings, Hendriksen, Hodgson, Paine & Trow.
Town Matters	Bi-monthly - fourth Monday @6.30pm	Cllrs Trow (Chair), Allen, Collinson, Cummings, Hannam, Oliver, Paine, Skinner, Stopp & Webberley.
Council Assets and Public Realm WG	Bi- Monthly third Wednesday 12-1.30pm (Mar, May, Jul, Oct)	ADD: Cllr Oliver Cllrs Adams, Hodgson, Piper, Price, Skinner, Stopp & Trow.
Arts WG	Bi- Monthly third Wednesday 12-1.30pm (Feb, Apr, Jun, Sep, Nov)	Cllrs Allen, Piper & Skinner.
Climate Emergency	Monthly third Wednesday 6-8pm	Cllrs Allen, Collinson, Hendriksen, Hodgson, Price, Skinner & Webberley.
Traffic and Transport	Quarterly last Wednesday of the month 6.30-8pm (Jan, April, Jul & Oct)	Cllrs Collinson, Hendriksen, Hodgson & Trow.
Future Forum	Quarterly second Tuesday 6.30-8pm	Cllrs Allen, Collinson, Hodgson & Piper.
Link Councillors		
Cultural Links	Cllrs Adams & Allen	
Arts	Cllrs Allen, Piper & Skinner	
Elderly and Vulnerable People	Cllrs Collinson & Webberley	
Young People/Youth	Cllrs Hodgson, Price, Skinner & Webberley	

Heritage	Cllr Allen
Open Space, Sports Provision and Leisure	Cllrs Piper, Trow & Webberley
Traffic and Transport	Cllr Collinson
Environment, Sustainability & Air Quality	Cllrs Collinson & Hodgson
Disability	Cllrs Collinson & Webberley
Business and Employment	Cllr Price
Representatives on Outside Bodies Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.	
Totnes Traffic and Transport Forum	Cllrs Hodgson & Trow
TADPOOL	Cllrs Webberley & Skinner
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllrs Adams, Hendriksen & Piper
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs Adams & Paine
KEVICC Foundation Governors	Cllrs Adams, Hannam, Price & Webberley
Parish Paths Partnership	Cllr Allen
Totnes Hospital League of Friends	Cllrs Hannam & Hendriksen
Dart Harbour Community Group	Cllr Adams
DALC County Committee	Cllr Hodgson
DALC Larger Councils Committee	Cllr Price
Totnes Chamber of Commerce	Cllr Webberley
Fairtrade	Cllrs Hannam & Hodgson
Caring Town	Cllrs Hendriksen, Price & Webberley
Museum Trust	Cllr Allen
Network of Wellbeing	Cllr Allen
Bridgetown Alive	Cllrs Adams & Oliver
Friends of Totnes Museum	Cllr Allen (from Feb 2022)
Daisy and Rainbow Childcare	Cllrs Hodgson & Skinner

Inclusive Totnes [Disability]	Cllrs Hodgson, Price & Webberley
Police & Crime Commissioner Councillor Advocate	Cllr Piper
Totnes Carnival Committee NOTE – NO FURTHER REQUIREMENT	Cllrs Hendriksen, Piper & Skinner
Totnes Community Development Society	Cllrs Trow & Webberley
Devon Countryside Forum	Cllrs Allen, Hendriksen & Trow
Rural Service Network	Cllrs Allen, Price & Trow
Friends of Salfit	Cllrs Hendriksen & Trow (from Feb 2022)

ITEM 8 – PLANNING FOR THE CLIMATE EMERGENCY

For the draft document see [Climate emergency planning policy and guidance | PLYMOUTH.GOV.UK](#) The consultation runs from 3rd March to 21st April.

Full Council is asked to consider the draft Council response below, based on the comments from the Climate Emergency Working Group held on 23rd February 2022.

Consultation Questions: We are interested in your general thoughts on this document and our approach. We want to know whether we should address the climate emergency in this way.

1. Will these new requirements work?
2. Do they go far enough or too far?
 - Questions as to whether the wording in the adaptation section is strong enough.
3. What are the challenges?
 - We are increasingly reliant on electricity – what happens when there is a power cut?
 - Passivhaus not mentioned – this would help in terms of heating.
4. Have we missed anything?
 - Mitigation section is missing the key issue of water:
 - Both in relation to water use within housing but also issues re flooding, etc.
 - The document should include this.
 - Comment in reference to the requirement in the doc, p. 23
“All EV charging to be at least 7kw for homes with 50% of communal bays to be connected and for commercial development charging points should be a minimum of 22kw;”
 - 22kW is almost a waste of money for charging - you need at least 50kW for a significant charge. You end up needing more charging points than with rapid chargers.
 - No mention of co-housing and terracing/shared walls.
 - PV panels should be mandatory and developers should have to apply for exemption not to do it.
 - Developers tend to demolish existing building and build from scratch. Doc highlights need to minimise demolition but retrofit needs to be included more in the document.
 - Brownfield sites – community use might get more priority if new developers cry viability re including embodied carbon of existing buildings etc.
5. Could we do it better/differently?
 - We need for data when developers say they can't do stuff. Why can't they? This needs to be public information.

6. What transitory arrangements are required?
7. Would any additional guides help?
 - Need for guidance from SH planning on where they stand in terms of PV in Totnes and conservation areas. Need clear guidance from SHDC.
 - Grade 2 listed buildings - extremely difficult and very expensive to try to make it more energy efficient. A lot of things that are prohibitive. Warrants looking at.
8. Should the Statement of Compliance be included as a new validation requirement and included on the local planning authorities Local Validation Lists?

ITEM 9 – LIST OF MEETING DATES

April

Councillor Training – Saturday 2nd April from 10.30am to 1pm

Full Council – 4th April at 6.30pm

Council Matters Committee – 11th April at 6.30pm

Totnes Future Forum – 12th April at 6.30pm

Climate Emergency Working Group – 19th April at 6.30pm

Arts Working Group – 20th April at 12.00pm

Planning Committee - 25th April at 6.30pm

Traffic and Transport Forum – 27th April at 6.30pm

May

Full Council – 9th May at 6.30pm

Council Matters Committee – 16th May at 6.30pm

Climate Emergency Working Group – 17th May at 6.30pm

Council Assets and Public Realm Working Group – 18th May at 12.00pm

Annual Town Meeting – Wednesday 18th May at 6.30pm in the Civic Hall

Mayoral Choosing, Community Award and Civic Service – Thursday 19th May at 11am

Planning Committee – 23rd May at 6.30pm

Traffic and Transport Steering Group – 25th May at 6.30pm *if required*

Town Matters Committee – 30th May at 6.30pm

June

Full Council – 6th June at 6.30pm

Council Matters Committee – 13th June at 6.30pm

Arts Working Group – 15th June at 12.00pm

Planning Committee - 20th June at 6.30pm

Climate Emergency Working Group – 21st June at 6.30pm

Traffic and Transport Steering Group – 29th June at 6.30pm *if required*