



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 7TH MARCH 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 7th March 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 – document attached.
- 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 February 2022 – document attached.

To note the following minutes:

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

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

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. No document.

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

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

7. NEIGHBOURHOOD PLAN

To consider (document attached):

- a. an extension to the pause in the examination of the Neighbourhood Plan; and
- b. obtaining legal advice on a letter received as part of the consultation process.

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. Document attached.

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

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. Verbal Update.

11. LIST OF MEETING DATES

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

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. No document.

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.

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 documents.

15. OFFICER PENSION SCHEME

To consider membership of the Local Government Pension Scheme. Verbal update.

16. ELMHIRST PROJECT [?]

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

Agenda produced by:

Catherine Marlton

Town Clerk

2nd 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 7 March 2022

I report on the following matters.

SHDC Council Tax increase

At a recent meeting of the South Hams District Council I put forward a proposal that that there should not be a Council Tax increase for the financial year 2022/23.

In support of this proposal I said that an increase was not justified for the following reasons.

1. The significant cost of living increases and in particular the steep rise in energy costs which will undoubtedly be a financial burden on council taxpayers.
2. Compensation for the unacceptable disruption and inconvenience suffered by residents because of the failure by FCC, the Council's waste collection contractor, in the delivery of its service.

This proposal had the support of all the Opposition Group councillors but unfortunately, the ruling Conservative administration voted down the proposal.

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.

As I previously reported Airband agreed to produce details on the number of poles to be erected in Totnes together with their location. This information has been provided and shows that it is proposed to erect 49 poles in Totnes Town and 63 in Bridgetown. I will forward details of the location of each to the Council.

Airband is required to give written notification 28 days in advance of its intention to install its poles. This it has failed to do in respect of the 14 it has already installed and for which it has apologised. Hopefully in future residents will be given advanced notice and this will hopefully provide them with an opportunity to raise any concerns prior to installation.

I understand that arrangements are being made for Airband to give a presentation to the Town Council. I have proposed that in addition it organises a public meeting to provide residents with details of its proposed installations followed by questions and answers.

Totnes Leisure Centre

Fusion, the leisure centre operator, is in the course of preparing its annual report to be submitted to SHDC. Fusion will be giving a presentation to the next meeting of the SHDC Overview and Scrutiny Committee to be held on 17 March at 10.00am. This will be followed by questions and answers.

If there are any questions members wish me to put to Fusion please let me know.

Cllr John Birch
SHDC Member for Totnes
28 February 2022

Report for Totnes Town Council meeting of the 7th March 2022

Cllr Joseph Rose

Having been in recovery from Covid, and preparing to get married later this month, I have not been as in the loop as I would like.

I would however like to draw your attention to a couple of recent developments.

ATMOS

On the 10th of February ATMOS submitted a draft case for a CPO to SHDC. This will be examined by officers for comments in advance of a formal submission. ATMOS are currently running an exhibition at the mansion, open Monday-Saturday 10am-5pm

New Interim Climate Emergency Planning Policy and Guidance

At the AGM of the Joint Local Plan Partnership, held on the 21st February, a 6 week consultation was approved for a new planning document. The Climate Emergency Planning Policy and Guidance will have significant weight in the planning process. This interim document sets out clear mitigation and adaption requirements for all types of development requiring planning permission. Impressively, the timescale estimates adoption in June/July this year.

The document will be broken down into two categories:

- ♣ Mitigation – reducing the carbon emitted though the development process (M1-M11)
- ♣ Adaptation – minimising the known impacts of global temperature rises that are already happening (A1-A5)

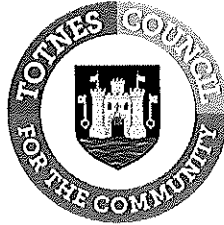
Themes included in the document:

- M1. Thermal Efficiency
- M2. Roof mounted solar PV
- M3. Energy storage
- M4. Heat Pumps
- M5. Passive solar heating and reducing the risk of overheating
- M6. Locally sourced materials
- M7. Principle of net gain
- M8. Demolitions and replacement buildings
- M9. EV charging points
- M10. Active and sustainable travel
- M11. Reducing reliance on the car

- A1. Protecting our soil resource
- A2. Protecting and enhancing tree cover
- A3. Protecting and enhancing green spaces and greenfield sites
- A4. Delivering sustainable drainage, surface water management, and restricting urban creep
- A5. Delivering biodiversity net gain and habitat improvements

I believe that the draft targets presented at the JLPP AGM were impressive and this document could go a long way to bringing local development to heel. Currently buildings are being built obsolete, with hardly even lip service paid to their ecological impacts. Whilst this document will only be one step, I hope it will be a significant one.

I ask the Totnes Town Council to take the consultation seriously and to push for the strongest possible measures, as developers will undoubtedly be doing their best to push in the opposite direction. I believe the consultation will begin on the 3rd of March.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 7TH FEBRUARY 2022 IN THE GUILDHALL

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

Apologies: District Cllrs Rose and Sweett.

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

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 Price updated that she had moved and sold the property listed in the Register of Interest.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- 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 and updated on the Devon County Council budget particularly funding for grants, schools and highways. Councillors asked about the Airband poles, and highways funding invested in a way that assisted building development.
- b. District Cllr (D Cllr) Birch gave an update on the Airband poles and the Steamer Quay care home planning application. Councillors asked about community land trust funding, the care home application, and the garden waste brown bin collection.
- c. District Cllr Rose Cllr was not present and no report was submitted.

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

The Council reconvened.

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 6th December 2021.

- a. Full Council 1st November 2021. It was **RESOLVED** unanimously to approve and sign the Minutes. Cllr Hodgson asked for an update on item 6c which was to write requesting a meeting with Devon Highways and South Hams District Council – it was confirmed that a letter had been sent and a response was awaited.

To note the following minutes:

b. Council Matters 17th January 2022.

Noted.

c. Planning Committee 24th January 2022.

Noted.

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 6th December 2021.

No matters arising.

b. Council Matters 17th January 2022.

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

c. Planning Committee 24th January 2022.

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

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

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

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

- The impact of Torbay housing schemes on traffic levels transiting through Totnes and the detrimental effect on air quality.
- Evidence of needs and further housing requirement, for example the number of empty houses in Torbay and the number of people on the housing list.
- Do the sites already identified match the future housing requirement?

- How does the housing requirement conform with the current strategic housing needs assessment?
- What is the number of low-cost housing units?

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.

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

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

6. TOTNES NEIGHBOURHOOD PLAN

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

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

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

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!

The following appointments were **RATIFIED**:

Friends of the Museum – Cllr Allen.

KEVICC Foundation – Cllr Hannam.

Hospital League of Friends - Cllrs Hannam and Hendriksen.

Friends of Salfit – Cllrs Trow and Hendriksen.

Fairtrade – Cllr Hannam.

Bridgetown Alive – Cllr Oliver.

8. ARTS AND EVENTS GRANT

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

Cllrs Piper and Allen declared a personal interest.

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

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

£1,050 to Dartington Meadowbrook event.

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

Cllr Hendriksen left the meeting at 8.30pm.

9. WAYFINDING

To note an update on the wayfinding project.

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

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

10. TAX BASE FOR 2022/23

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

Noted.

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.

Noted.

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 2nd April 2022.

Noted.

13. NEXT MEETING

To note the next meeting date of Monday 7th March 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No matters arising.

15. FORMAL COMPLAINT

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

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

16. ELMHIRST PROJECT

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

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

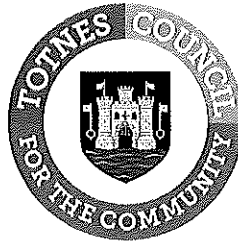
17. STAFFING

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

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

Cllr Ben Piper
Mayor

DRAFT



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

Present: Councillors E Price (Chair), P Paine, B Piper (joined at 18.40), N Stopp and V Trow.

Apologies: Cllrs M Adams and J Hodgson.

In Attendance: 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 17th January 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 there is an anticipated underspend due to capital projects being delayed, which will see more of a reserve carried into financial year 2022/23. It was unanimously **AGREED** to accept the budget monitor.

4. 2022/23 BUDGET

To consider the updated 2022/23 budget.

The Clerk set out that the updated budget is an increase in staffing costs to reflect the increase in hours (21 to 30 hours per week) for the Marketing and Communications Manager which was agreed by Full Council. This would see a predicted reserve of around £220K by year end 2023.

To **RECOMMEND** to Full Council that the budget amendment is accepted.

5. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY

To review the Civic Budget and Mayoral Allowance Policy.

To **RECOMMEND** to Full Council that the revised policy is adopted.

6. PAYMENTS TO COUNCILLORS POLICY

To review the Payments to Councillors Policy.

The Clerk explained that having consulted Clerks in other councils, the policy has been revised and looks to clarify any ambiguous points about the basis of when expenses will be paid. To **RECOMMEND** to Full Council that the revised policy is adopted.

7. COMMUNITY GRANT AWARDS

To note feedback from the Community Grants awarded in 2021.

Noted.

8. FUTURE FORUM

To note an update on the Future Forum.

Cllr Allen was not present to give an update. A date for the next meeting has been circulated however, the Clerk is checking to see how this fits into the wider meetings calendar.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th March 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. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

11. 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.

12. STAFF APPOINTMENT

To ratify the appointment of the Marketing and Communications Manager vacancy.

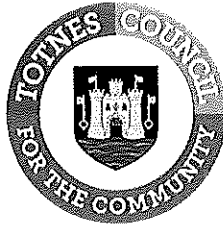
It was unanimously **AGREED** to ratify the appointment subject to the normal checks and with the usual 6 month probationary period. The salary offer the Clerk proposed was **AGREED**.

13. VEXATIOUS BEHAVIOUR

To consider the application of the vexatious behaviour policy in relation to a member of the public (personal information).

It was **AGREED** that the situation would be kept under review and that, if required, the Clerk had the delegated authority to form a panel to decide on appropriate action. All Councillors present were supportive of the use of the policy if further correspondence was received.

DRAFT



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 21ST FEBRUARY 2022 IN THE GUILDHALL

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

Apologies: Councillors S Collinson and J Hodgson (who observed via Zoom).

In Attendance: Cllr B Piper, three representatives from Seaxburh 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

There were no members of the public present.

2. DARTINGTON LANE EAST END

To update on the latest proposals and public consultation for the Dartington Trust Lane End East site from the developers Seaxburh.

Representatives from Seaxburh set out the proposed Dartington Lane development:

- 45 dwellings built, of which six in the Dartington Lane East site fall within the Totnes parish boundary.
- The concept is for terraces of 5-6 properties which are largely prefabricated off site and secured to concrete rafts which minimises the disturbance of soil and tree roots compared with traditional building foundations.
- All properties (2-4 bedrooms) will have solar panels, a small private garden and the opportunity to take an allotment on the Dartington estate, access to secure bike storage, allocated parking, 4 x fast charging points for electric vehicles and 10 x e-bike charging points, and a car club.
- A third of the properties will be affordable housing, a third open market and a third rental prioritised for Dartington Trust employees and key workers. Most of the grounds will be communal and landscaped for wildlife and biodiversity.

The Committee asked about flooding, rainwater harvesting, climate emergency mitigation, the wildlife corridor and bat pinch-points, shared communal facilities (for example washing machine, vacuum cleaners).

The Committee reconvened Standing Orders.

3. AIRBAND

To receive an update on the Airband project role out from Airband Community Liaison.

The representative from Airband did not attend.

Post-meeting note: there was some confusion over dates and Airband will attend on 21st March 2022.

4. CONFIRMATION OF MINUTES

To approve the minutes of 24th January 2022 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

Items 5, 6 and 7 had been resolved by Full Council and have been actioned.

5. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

5a. 0229/22/TCA –T1: Western Red Cedar – fell to ground level due to excessive shading and outgrowing garden. Hay Hill, Plymouth Road, Totnes, TQ9 5LH.

T1 – suggest pollarding rather than felling. The Committee has concerns about the future safety of the wall given the proximity of the tree's trunk to it.

6. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

6a. 4511/21/FUL – Changes to first floor windows, solar PVs to roof and external terrace over first floor flat roof, Following change of use consent (1209/21/FUL). 4 Birdwood Court, High Street, Totnes, TQ9 5SG.

Support with the following comments:

- No details given on the materials to be used for the external cold store or whether it will include a refrigeration unit which could cause noise to neighbouring properties.
- No details given on waste storage.
- Concerns about the noise levels generated from the proposed roof terrace and hours of operation set out in the application form which is much later than that agreed in the change of use. Would request that the roof terrace closes at 1900hrs daily to ensure that residents are not disturbed.
- Concerns about fire safety from the roof terrace – the only means to evacuate is through the building.
- Would request that insulation is installed into the building to improve energy efficiency.

6b. 0181/22/HHO and 0182/22/LBC – Listed building consent for the replacement of late C20 metal and glass shop front, and replacement of fixed glass first floor windows with facsimile timber sash windows, plus internal shop refit works. 51 High Street, Totnes, TQ9 5NP.

Support with the following comments:

- Modern materials are used in the new shop front to ensure the structural safety and strength of the building for years to come.
- Would request that insulation is installed into the building to improve energy efficiency, including double glazing.

6c. 0261/22/HHO – Householder application for erection of double height extension to the side of the property with an alleyway for rear access. 43 Denys Road, Totnes, TQ9 5TL.

Support.

6d. 1693/21/HHO – Householder application for extension together with raising of part of existing roof. 68 Westonfields, Totnes, TQ9 5QX.

Support.

6e. 0275/22/HHO – Householder application for roof extension to create first floor bedrooms with ground floor extension. 11 Hillbrook Rise, Totnes, TQ9 5AU.

Support.

6f. 0207/22/HHO and 0208/22/LBC – Listed building consent and householder application to refurbish existing windows and replace 1 x window, upgrading and replacing of electrical and heating services, removal of cementitious mortars and repointing with traditional lime products, reordering and renovating of existing external building and removal of part of the extension. 10 Victoria Street, Totnes, TQ9 5EF.

Support.

7. TOTNES TRAFFIC CALMING MEASURES

To note an update on the traffic calming measures on Fore Street public consultation survey.

Noted.

8. TOTNES TRAFFIC AND TRANSPORT FORUM

To note the minutes of the Totnes Traffic and Transport Forum Annual General Meeting held on 26th January 2022.

Noted.

9. EVENTS ON SOUTH HAMS DISTRICT COUNCIL LAND

To note the following events taking place on South Hams District Council land:

9a. Head of the Dart Challenge, Saturday 23rd April 0700-1700hrs, Longmarsh Car Park. Noted.

9b. Totnes 10K, Sunday 7th August 0730-1530hrs, Borough Park. Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 21st March 2022 at 6.30pm in the Guildhall.

Noted.

Sara Halliday
Governance and Projects Manager



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 28TH FEBRUARY 2022 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen, S Collinson, J Cummings, A Oliver, P Paine, N Stopp and L Webberley.

Apologies: Cllr J Hannam

Not Present: Cllr S Skinner

In Attendance: Councillor Piper, a member of the public and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

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

Apologies were received later in the meeting from Cllr Hannam.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public spoke about the Arts and Events Grant and questioned why Totnes Town Council was funding events in Dartington and asked if Dartington Parish Council had been approached for funding. They were concerned that Totnes taxpayers were funding events in other parishes where the precept was much lower and where other parishioners were benefitting, when they would rather see money spent on sound equipment for the Council Chamber so that meetings could be live streamed or recorded at a higher quality. The Chair noted the comments made and explained that Councillors also wanted to learn more about the applications before making a recommendation on funding.

2. ARTS AND EVENTS GRANT

To consider the Link Orchestra and Earthjump grant applications.

Councillors Allen and Collinson declared a personal interest. Representatives from Earthjump and Link Orchestra explained the activities that their grant applications would fund. The Committee asked a number of questions about who the activities would be aimed at (for example young and elderly people), whether they would be inclusive and accessible, and if they could be brought to Bridgetown.

The Committee reconvened.

The Committee **AGREED** that further detail is required about the section in the Link Orchestra application around the proposed collaborative work with KEVICC and a costing for this engagement.

To **RECOMMEND** that Full Council considers both applications and the award of any grant funding from the remaining £3950 available.

The Committee reconvened.

3. CONFIRMATION OF MINUTES

To approve the minutes of 22nd November 2021 and update on any matters arising.

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

Item 5 HM The Queen's Platinum Jubilee. | Item 5 – It was **RESOLVED** by a majority of Full Council that:

- It organises a beacon lighting for the town as part of the national event on 2nd 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 Emergency Plan. It was **RESOLVED** unanimously by Full Council that the revised emergency plan is adopted.

Item 7 Community Engagement Plan. It was **RESOLVED** unanimously by Full Council 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 Community Charter Budget. It was **RESOLVED** unanimously by Full Council 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.

The Committee will adjourn for the following item:

4. COMMUNITY AWARD SCHEME

To consider the format of the Community Award scheme for 2022.

Clr Piper outlined the scope of the scheme, with one award presented in 2022 to an individual. The Committee discussed how this scheme could evolve in future years to incorporate a group award (marked with a certificate and donation to the group) and reflect on the community efforts made with an exhibition of profiles of the recipients once the scheme had been up and running for a few years.

The Committee reconvened.

To **RECOMMEND** to Full Council that:

a. The following process is adopted for 2022:

Town Matters Committee, 28th February 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.

5. SOUTH HAMS DISTRICT COUNCIL HOMELESSNESS STRATEGY CONSULTATION
To consider the South Hams District Council Homelessness Strategy consultation and make a recommendation to Full Council in March with a draft Council response (consultation closes on 23rd March)

It was **AGREED** that the officer would email the questionnaire to Committee members for their inputs by Sunday 6th March, collate the comments to go to Full Council as the proposed Council response to the consultation (this will be a paper to follow on the morning of Monday 7th March).

6. GREAT BRITISH SPRING CLEAN

To consider any Council involvement in the Great British Spring Clean from 25th March to 10th April 2022.

To **RECOMMEND** to Full Council that in conjunction with Totnes Against Trash that Councillors take part in two litter picks during the Great British Spring Clean:

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

7. COMMITTEE MEMBERSHIP

To note the reduction of the number of voting Councillors on this committee from 11 to 10 (in line with Standing Orders) with the resignation of Cllr Matthews.

Noted.

8. CLIMATE EMERGENCY WORKING GROUP

To note any update from the Climate Change Working Group on 25th January 2022 (standing item).

Noted.

9. KEEPING YOUNG TOTNES SAFE

To note the minutes of the Caring Town Keeping Young Totnes Safe meeting held on 11th January 2022.

Noted.

10. FAIRTRADE

To note the minutes of the Totnes Supporting Fairtrade meeting held on 2nd December 2021.

Noted.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 28th March 2022 at 6.30pm.

Noted.

Sara Halliday
Governance and Projects Manager

DRAFT

ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 14th February 2022

4. To consider the updated 2022/23 budget.

The Clerk set out that the updated budget is an increase in staffing costs to reflect the increase in hours (21 to 30 hours per week) for the Marketing and Communications Manager which was agreed by Full Council. This would see a predicted reserve of around £220K by year end 2023.

To **RECOMMEND** to Full Council that the budget amendment is accepted.

5. To review the Civic Budget and Mayoral Allowance Policy (document attached).

To **RECOMMEND** to Full Council that the revised policy is adopted.

6. To review the Payments to Councillors Policy (document attached).

The Clerk explained that having consulted Clerks in other councils, the policy has been revised and looks to clarify any ambiguous points about the basis of when expenses will be paid. To **RECOMMEND** to Full Council that the revised policy is adopted.

Planning Committee, 21st February 2022

No recommendations.

Town Matters Committee, 28th February 2022

2. To consider the Link Orchestra and Earthjump grant applications.

To **RECOMMEND** that Full Council considers both applications and the award of any grant funding from the remaining £3950 available.

4. To consider the format of the Community Award scheme for 2022.

To **RECOMMEND** to Full Council 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.

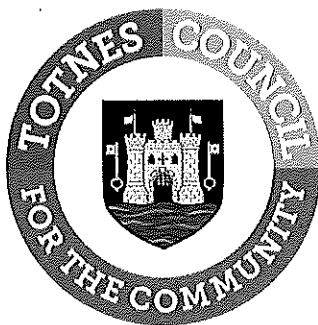
5. To consider the South Hams District Council Homelessness Strategy consultation and make a recommendation to Full Council in March with a draft Council response (consultation closes on 23rd March).

It was **AGREED** that the officer would email the questionnaire to Committee members for their inputs by Sunday 6th March, collate the comments to go to Full Council as the proposed Council response to the consultation (this will be a paper to follow on the morning of Monday 7th March).

6. To consider any Council involvement in the Great British Spring Clean from 25th March to 10th April 2022.

To **RECOMMEND** to Full Council that in conjunction with Totnes Against Trash that Councillors take part in two litter picks during the Great British Spring Clean:

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



Civic Budget and Mayoral Allowance Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2022

Background

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Mayoral Allowance

The Mayoral Allowance is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim up to the amount of the Councillor Allowance by submitting claims to the Finance, HR and Lettings Manager.

Expenditure which can be claimed:

- Mileage to and from events
- Tickets for events
- Raffle and draw tickets

- Donations to charities (up to £25)
- Reasonable clothing allowance for Civic events
- Additional Telephone, stationery and printing

Civic Budget

Expenditure which is allowed:

- a. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- Mayor Choosing and reception
- The Civic Service
- Remembrance Sunday (in conjunction with the British Legion)
- The Civic Event (Community fundraising event)
- Annual town events where the Mayor is invited, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honoured Citizens/Freemen will be funded from the general reserve up to a value of £1,000.

- b. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include:

- Hosting the Mayor of Vire, to include up to £25 for a gift
- Receptions for Civic visitors
- Hosting small award ceremonies, to include up to £25 for an award
- Hosting meetings of community groups

- c. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include:

- Councillors and volunteers Christmas thank you reception
- Refreshments when organising civic or mayoral events at the Guildhall during the year
- The incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- Charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc

- d. Supporting the Mayor in raising money toward his/her chosen charity.

These may include:

- Providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed:

The Civic budget must not be used to pay for

- Gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
- NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors to the value of £25 per bouquet.
- Parking fines
- Social events internal to the Council.
- Items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- printing fliers/leaflets/posters etc. other than for civic events covered in a. above.

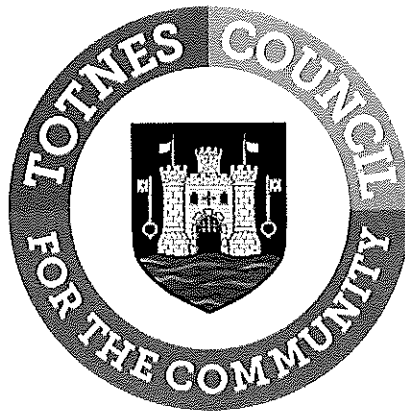
Reporting and monitoring procedures

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by the Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.



DRAFT Payments to Councillors Policy

TOTNES TOWN COUNCIL

AGREED MARCH 2021

NEXT REVIEW FEBRUARY 2022

This Policy outlines the occasions on which payments may be made to Town Councillors.

Councillor Allowances

Whilst there is no provision in law enabling town and parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.

Such incidental expenses include: -

- a) the use of their homes.
- b) telephone calls from home landlines and mobile phones.
- c) stationary, printing and IT costs.
- d) use of car, motorcycle or bicycle.

Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Totnes Town Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs, except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.

In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance – this is not a local decision and is set down in Regulation 25 of the Local Authorities (Members' Allowances) (England) Regulations 2003..

The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation. The annual permitted allowance for members of Totnes Town Council is £394.05 and this is subject to taxation.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

NOTE: Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Chairman / Mayor's Allowance

An additional sum will be allocated to a Chairman / Mayor of 1 x the parish basic allowance paid, claimable by receipts. Please see the Civic and Mayoral Budget Policy for details.

Travel Allowance

An elected and co-opted Councillor shall, in addition to their entitlement to a Basic Parish Allowance or Chairman's Allowance, will only in exceptional circumstance be paid a travelling expense in respect of travelling undertaken in connection with the duties and only for journeys outside the parish boundary.

Councillors may be reimbursed for expenses for travel when carrying out duties approved by the council or in connection with the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.

Approval for the attendance at events referred to above must be approved in advance.

Councillors will not receive expenses for attendance at any meeting of Totnes Town Council or work within the parish.

The main rates are:

- a. The council will pay a travel allowance in accordance with the following:
- Cars: 45p per mile
 - Motorcycles: 24p per mile
 - Public transport: lowest available second-class fare only, ticket receipts required
 - Parking cost: actual cost with receipt

Taxis

In rare cases of urgency where no public transport is reasonably available the amount of the actual fare will be paid. In any other case, the amount of the fare for travel by appropriate public transport will be paid.

Rail Travel

Tickets should be purchased through the office as far in advance as possible to minimise costs. All tickets will be standard class, and Councillors should use any discounts available to them.

- b. Subsistence Allowances

Subsistence is reimbursement from the Council to a Councillor in respect of actual food and drink costs they have incurred during their approved duty. Expenses will not be paid where a suitable meal is provided as part of the event (e.g. at a course or conference).

If a town councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

In exceptional circumstances, if a Councillor must stay away from home overnight on an approved duty, then dinner, bed and breakfast (at a reasonably priced rate with full supporting receipts) may be claimed.

Where hotel accommodation is essential it will be in a reasonably priced hotel (e.g. Travel Inn or 3 star hotel), and must be booked in advance by the office.

Reimbursement of expenditure

Items required by Councillors to carry out their approved duties must be ordered and paid for through the office in advance of the event.

Councillor Training

All Councillor training will be booked and paid for through the office.

Administration

Claim forms are available from the Finance, HR and Lettings Manager.

In general, appropriate VAT receipts must be obtained for all expenses incurred. Reimbursement of the VAT element, or the entire sum will be withheld in cases where there is no receipt.

Any dispute over claims or reimbursement of expenses will be considered by Full Council.

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)	Previously: <u>Venues</u> – Cllrs Adams, Hendriksen, Piper, Price, Skinner & Trow. <u>Public Realm & Cemetery</u> – Cllrs Adams, Collinson, Hodgson, Price, Skinner & 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 7 – NEIGHBOURHOOD PLAN

a. Neighbourhood Plan Pause

As the pause requested to the examiner for the Totnes Neighbourhood Plan expired in mid-February, and with the South Hams District Council comments expected in March, the Town Council is asked to consider requesting a further pause in the examination process for a further 3 months. It seems such pauses are not uncommon and is something which the Council is advised to do until it receives the South Hams District Council comments on the draft plan and if the Council is to consider getting legal advice. South Hams District Council is supportive of extension – see the extract below from the South Hams District Council Neighbourhood Planning Officer:

I am writing to request that the Totnes Town Council consider a request from South Hams District Council that the Examination, currently underway in regard of the Totnes Neighbourhood Plan, is suspended for a further period of three months. This suspension is sought to enable the Council to seek advice regarding certain matters that have arisen during the consultation process. I am hopeful the Council can resolve these matters in a shorter timescale, I will naturally keep you informed. I understand that, to seek a suspension, a formal request must be submitted by Totnes Town Council to the Examiner. I would be pleased if the Town Council would consider this request and, if agreed, write formally to the Examiner.

b. Legal Advice

As part of the consultation on proposed policy C12 Former Dairy Crest Site, a letter was received on behalf of the site owners which set out a number of legal points on the consultation held last autumn and the draft policy itself. Town Council officers do not have the technical knowledge to be able to assess the validity of these claims and have enquired about legal costs to support this work. It is estimated that the costs would be in the region of £4000 to provide the following expertise:

1. Review letter of representation/ objection;
2. Review draft policy and development plan;
3. Advise on the accuracy/ substance of the representations made.

Following the revision of the Habitat Regulation Assessment, the organisations who had raised concern (Historic England, Natural England and Environment Agency) have now responded to say that they are broadly content with the amendments – see below. Locality (the organisation that assist communities with technical support in neighbourhood plan drafting) are of the opinion that as the former Dairy Crest site is identified in the Joint Local Plan (JLP) as a site for development that despite the Community Right to Build Order having expired, the wider JLP policy TTV22 objectives of ‘mixed use – including new homes and a range of business, commercial and community uses’ is still enforceable.

Historic England – have issues with the draft policy wording ‘Live/work and other employment units in excess of 5000m² of development’ as they are concerned that the

wording as drafted could exceed the limit set out in the JLP (6885m²). However, they would be content with amendment to the wording 'Live/work and other employment units no more than 6500m²'.

Natural England – of the view that Policy C12 is not an allocation policy but that it adds detail to allocation policy TTV22 in the JLP, and that new surveys and data will be required given the time that has lapsed since data for the JLP and Community Right to Build was compiled.

Environment Agency – have no in principle concerns with a policy relating to the Former Dairy Crest Site forming part of the Totnes Neighbourhood Plan, provided that environmental benefits previously secured through the Joint Local Plan Policy (TTV22) and the Community Right to Build Order will still be delivered. In particular, this relates to flood risk mitigation measures, remediation of contaminated land and habitat enhancement.

ITEM 8 - TRAFFIC CALMING MEASURES PUBLIC CONSULTATION

The Traffic and Transport Forum Steering Group met on Wednesday 23rd February to discuss the interim findings of the traffic calming measures public consultation. Feedback suggested that many of the businesses in the town had yet to respond, and that extending the online survey for another 6 weeks would be helpful. Getting the view of businesses is really important since these measures would impact on them both during (noise, disruption, etc) and after implementation.

Officer Note: If the consultation is extended by another 6 weeks it will have run for 12 weeks in total, which is a considerable length of time and will impact on future dates to consider the findings. Officers would suggest a compromise to extend the consultation until 31st March, with messaging on social media and the town council website, and an email to those on the business database to publicise this new date for responses. The new consultation closure date for responses would give the following timeline:

1st to 18th April – collation and analysis of responses.

25th April – report to the Planning Committee with a recommendation to Full Council.

9th May – Full Council consideration on the consultation and decision taken on next steps.

ITEM 9 – COUNCIL MEETING LOCATION

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

With the lifting of Covid restrictions in England, some Councillors have asked when Council meetings will return to being held in the Council Chamber. Whilst the legal requirement for Covid measures has ended, advice from the NHS and Devon County Council Public Health is to continue to take sensible precautions such as letting fresh air in, wear face coverings, hand washing and isolating for 5 days if you have tested positive to prevent individuals catching or spreading the virus.

Officer Note: We would advise Councillors to consider the numbers who attend the council meetings (both members and the public) and their vulnerability in making this decision (which would be applicable until audio visual equipment is installed). Officers would suggest that for the time being Full Council is held in the main Guildhall as there is more space which can more easily accommodate members of the public. Council Committees, which have a smaller membership and usually attract less public participation, could be held in the Council chamber.

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

Councillors are asked to consider installing audio visual equipment in either the Guildhall or Council Chamber, which linked to the earlier question will then determine where Council meetings are held when these facilities are required for presentations. The following quotes have been received for installing a screen and microphones (a brief summary is attached) for the Council Chamber and main Guildhall.

Guildhall – approx. £12250 exc VAT

Projection - suggestion is that projection rather than the use of flat screens is to be recommended as this will have much less of an impact on the look of the hall. Propose to mount an electric winch down screen on the ceiling so that it drops down in front of the gallery balustrade, this will be painted white and in use the screen case lowers on wires to a suitable height where the screen surface will then descend for use. The fixings will all be above the ceiling in the roof space, this will require two slots to be cut for the wires and power cable to pass through. A data projector will be mounted on a shelf in the right hand window alcove at the front of the room, using geometric correction to project a rectangular wide screen image on the screen. A power socket will be required at the projector location. A wireless presentation system will be installed for laptop connections, so that the projector can be connected to wirelessly by a single or multiple users.

Conferencing - install a conferencing camera on the ceiling at the rear of the hall near the existing fire sensor, this will be connected via a USB extender system to the council laptop running the meeting. It has a remote control so can offer different preset views of the room. Supply a wireless conferencing audio system comprising 3 microphone pods which can be

spread around to pick up the audio, and a wireless sound bar to reproduce incoming audio from remote participants. All of these devices are fully rechargeable so can be always ready for use

Chamber – approx. £7250 exc VAT

Projection - Propose to mount a 1.8m electric projection screen by battening out the existing pull down map slightly to create enough depth for a pull down screen which when not in use will be covered by the map roller. A data projector with an ultra short throw lens will be mounted on the beam above the centre of the map (screen centre). A power socket will be required at the projector location for projector and screen. The projector will share a mounting bracket with the camera below. A wireless presentation system will be installed for laptop connections, so that the projector can be connected to wirelessly by a single or multiple users.

Conferencing - Install a conferencing camera on the beam above the map, this will be connected via a USB extender system to the council laptop running the meeting. It has a remote control so can offer different preset views of the room. Supply a wireless conferencing audio system comprising 3 microphone pods which can be spread around to pick up the audio, and a wireless sound bar to reproduce incoming audio from remote participants. All of these devices are fully rechargeable so can be always ready for use

ITEM 11 – LIST OF MEETING DATES

All meetings are in the Guildhall unless indicated otherwise.

March

Council Matters Committee – 14th March at 6.30pm

Climate Emergency Working Group – 15th February at 6.30pm

Council Assets and Public Realm Working Group – 16th March at 12.00pm

Planning Committee – 21st March at 6.30pm

Civic Dinner – Saturday 26th March (evening) in the Royal Seven Stars Hotel.

Town Matters Committee – 28th March at 6.30pm

Traffic and Transport Steering Group – 30th March at 6.30pm *if required*

April

Annual Town Meeting – Friday 1st April at 6.30pm in the Civic Hall

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

Mayoral Choosing, Community Awards 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

