



AGENDA FOR THE ANNUAL GENERAL MEETING OF TOTNES TOWN COUNCIL

MONDAY 9TH MAY 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 the Annual General Meeting of the Council, on **Monday 9th May 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. ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES

- a) To confirm the election of Cllr Price as Mayor for 2022 and the appointment of their deputy.
- b) To elect members to committees, committee chairs, working groups, outside representatives and link councillor roles. Document attached showing current and proposed membership.

3. WELCOME TO NEW COUNCILLOR

- Cllr Tim Bennett

And to consider changes to the bank mandate – removal for former Cllr David Matthews and the addition of Cllr Tim Bennett. No document.

4. 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:

5. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Full Council 4th April 2022 – document attached.

To note the following minutes:

- b. Council Matters 11th April 2022 – document attached.
- c. Planning Committee 25th April 2022 – document attached.

6. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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

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

- a. Full Council 4th April 2022.
- b. Council Matters 11th April 2022.
- c. Planning Committee 25th April 2022.

7. MAYORAL CHOOSING CEREMONY

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

- a. To propose the new Mayor;
- b. To second the new Mayor; and
- c. To propose a vote of thanks to the outgoing Mayor.

8. WAYFINDING PROJECT

To update on the Wayfinding project. Verbal update.

9. COMMUNITY GRANTS

To note that the Totnes Trust has agreed to act as an accountable body for the Totnes Garden Trail Group and the necessary documentation has been received to enable the agreed grant of £1000 to be paid. No document.

10. LIST OF MEETING DATES

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

11. NEXT MEETING

To note the next meeting date of Monday 6th June 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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

13. WAYFINDING PROJECT

To consider the installation costs required for the wayfinding signage. Verbal update.

14. NEIGHBOURHOOD PLAN

To update on the legal advice received in relation to the Totnes Neighbourhood Plan (legal). Verbal update.

15. ELMHIRST PROJECT

To consider an update on the Elmhirst project and to consider next steps/actions (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

4th May 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.

ITEM 2b - MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2022/23

Nominations for 2022/23 shown in **BOLD**, current Membership and Chairs in *ITALICS*

Committee/Working Group	Frequency	Yes/No
Full Council	Monthly - first Monday @7pm	YES - ALL CLLRS ATTEND
Council Matters	Monthly - second Monday @6.30pm	Adams, Hodgson, Paine, Price, Piper (standing as Chair) <i>Cllrs Price (Chair), Adams, Hodgson, Paine, Piper, Stopp & Trow.</i>
Planning	Monthly - third Monday @6.30pm	Allen, Collinson, Cummings, Hodgson, Paine <i>Cllrs Allen (Chair), Collinson, Cummings, Hendriksen, Hodgson, Paine & Trow.</i>
Town Matters	Bi-monthly - fourth Monday @6.30pm	Allen, Collinson, Cummings, Hannam, Oliver, Skinner, Paine, Piper, Price, Trow, Webberley <i>Cllrs Trow (Chair), Allen, Collinson, Cummings, Hannam, Oliver, Paine, Skinner, Stopp & Webberley.</i>
Council Assets and Public Realm WG (agreed March 2022)	Bi- Monthly third Wednesday 12-1.30pm (Mar, May, Jul, Oct)	ADD: Cllrs Collinson & Oliver <i>Cllrs Adams, Hodgson, Piper, Price, Skinner, Stopp & Trow.</i>
Arts WG	Bi- Monthly third Wednesday 12-1.30pm (Feb, Apr, Jun, Sep, Nov)	Allen, Hannam, Oliver, Piper <i>Cllrs Allen, Piper & Skinner.</i>
Climate Emergency	Monthly third Wednesday 6-8pm	Collinson, Hodgson, Skinner <i>Cllrs Allen, Collinson, Hendriksen, Hodgson, Price, Skinner & Webberley.</i>
Traffic and Transport	Quarterly last Wednesday of the month 6.30-8pm (Jan, April, Jul & Oct)	Collinson, Hodgson, Webberley <i>Cllrs Collinson, Hendriksen, Hodgson & Trow.</i>
Future Forum	Quarterly second Tuesday 6.30-8pm	Collinson, Hodgson <i>Cllrs Allen, Collinson, Hodgson & Piper.</i>

Link Councillors	
Cultural Links	Adams <i>Cllrs Adams & Allen</i>
Arts	Allen <i>Cllrs Allen, Piper & Skinner</i>
Elderly and Vulnerable People	Webberley <i>Cllrs Collinson & Webberley</i>
Young People/Youth	Hannam, Price, Webberley <i>Cllrs Hodgson, Price, Skinner & Webberley</i>
Heritage	Allen <i>Cllr Allen</i>
Open Space, Sports Provision and Leisure	Webberley <i>Cllrs Piper, Trow & Webberley</i>
Traffic and Transport	Webberley <i>Cllr Collinson</i>
Environment, Sustainability & Air Quality	<i>Cllrs Collinson & Hodgson</i>
Disability	Webberley <i>Cllrs Collinson & Webberley</i>
Business and Employment	Price <i>Cllr Price</i>
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	Webberley Cllrs Webberley & Skinner
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Adams Cllrs Adams, Hendriksen & Piper
Totnes Municipal Charities and Totnes Bounds Charity	Adams & Paine Cllrs Adams & Paine
KEVICC Foundation Governors	Adams, Hannam, Price & Webberley (agreed Feb 22) Cllrs Adams, Price & Webberley
Parish Paths Partnership	Allen Cllr Allen
Totnes Hospital League of Friends	Cllrs Hannam & Hendriksen (agreed Feb 22)
Dart Harbour Community Group	Adams Cllr Adams

DALC County Committee	Cllr Hodgson
DALC Larger Councils Committee	Price Cllr Price
Totnes Chamber of Commerce	Cllr Webberley
Fairtrade	Hannam (agreed Feb 22) Cllrs Hannam & Hodgson
Caring Town	Price Cllrs Hendriksen, Price & Webberley
Museum Trust	Allen Cllr Allen
Network of Wellbeing	Allen Cllr Allen
Bridgetown Alive	Cllrs Adams & Oliver (agreed Feb 22)
Friends of Totnes Museum	Cllr Allen (agreed Feb 2022)
Daisy and Rainbow Childcare	Cllrs Hodgson & Skinner
Inclusive Totnes [Disability]	Price Cllrs Hodgson, Price & Webberley
Police & Crime Commissioner Councillor Advocate	Cllr Piper
Totnes Community Development Society	Cllrs Trow & Webberley
Devon Countryside Forum	Allen Cllrs Allen, Hendriksen & Trow
Rural Service Network	Allen & Price Cllrs Allen, Price & Trow
Friends of Salfit	Cllrs Hendriksen & Trow (agreed Feb 2022)

John Birch

SHDC Member for Totnes

Report to the Totnes Town Council
meeting to be held on Monday 9 May 2022

I report on the following matters

Former Dairy Crest Site Danger Threat

It appears that Fastglobe, the Essex based owners of the former Dairy Crest site adjacent to the main London to Penzance railway line, has abandoned the site without any regard to the safety of the community or its appearance.

My major concern is the willingness of Fastglobe to allow youngsters access to the site on which they clamber in and out of derelict buildings that are contaminated with asbestos and other dangerous materials and hazards. The site in its current state poses a threat to the health and safety of all the youngsters who venture on to it. There has already been one fatality and yet this seems to have been ignored by Fastglobe. Exposure to asbestos fibres, which are known to be present, can lead to long-term health problems resulting in death.

The gaps in the fence surrounding the site present an open invitation to youngsters to explore the site not knowing what dangers are surrounding them. At times the entrance gates have been left open providing easy access for youngsters. Evidence of easy accessibility takes the form of widespread graffiti throughout the building that encourages visits by other graffiti artists who too put themselves in danger.

As the site presents a danger to those entering it I will be asking officers at South Hams District Council to see what steps can be taken to prevent accidents and possible fatalities occurring on the site.

The deteriorating appearance resulting from the ever increasing graffiti and derelict buildings presents an dreadful impression on the state of affairs in Totnes and South Devon and particularly to those arriving by train.

Fastglobe appears to have given up on the site it acquired in January 2020 in an unsavoury deal made with a Canadian company called Saputo and in consequence Totnes is saddled with a dangerous and unsightly mess.

Totnes needs to have the site put in safe hands to not only remove this ugly and dangerous eyesore but to have it developed so as to achieve the scheme the residents voted for in the town referendum in 2016. The Atmos project put forward by the Totnes Community Development Society received the support of 86% of those voting. I am informed that TCDS is ready and willing to get its community supported scheme up and running once it is given possession of

the site. Now is the time for action to be taken to bring about a development on this site that Totnes can be proud of.

BROWN BIN DISASTER

FCC, the waste collection contractor employed by SHDC, has had a disastrous two weeks following Easter in that it failed to collect 23,368 brown bins across South Hams and in doing so abandoned 38 collection rounds. Throughout South Hams brown bins stand full and still to be emptied. Residents are being palmed off with excuses that do not stand up to scrutiny.

This continuing failure by FCC should not be allowed to continue. Residents are paying for a brown bin collection service and in most cases have not received a proper service since last August.

I and other Liberal Democrat councillors have called for FCC to come before a Full Council meeting to face questions from councillors on its continual failure to provide a fully functional waste service that residents expect and deserve.

SHDC's waste collection contractor, FCC, started the brown bin collection again on the 28 March. Initially there were few problems but by the second week things started to fall apart. FCC had over 8 months to sort out the garden waste collection and yet it has failed miserably. The number of missed collections throughout South Hams has rocketed up.

On top of this failure there remains other issues. Over 6,000 households are still on the old recycling system of blue and clear bags. Over 15,000 households have to put their food waste into the black bins rather than have it collected separately.

There is clear evidence to show that FCC is unable to provide a waste service that residents expect and deserve. They have had to suffer poor service for too long. The time has come for FCC to come and explain to all councillors why it is unable to provide a complete waste collection service and what it is going to do about it.

Totnes Leisure Centre

Following a proposal I put forward at a recent Overview and Scrutiny Committee meeting the SHDC Executive resolved that a meeting be set up with Fusion and Tadpool to progress the much needed improvement works at the Totnes Leisure Centre. It is hoped this meeting will be set up shortly and that plans be put in place to get the improvement works underway sooner rather than later.

Cllr John Birch – SHDC Member for Totnes
3 May 2022



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 4TH APRIL 2022 IN THE GUILDHALL

Present: Councillors J Hodgson (Chair), M Adams, S Collinson (from 19.50), J Cummings, J Hannam, A Oliver, P Paine and S Skinner.

Apologies: Cllrs Allen, Hendriksen, Piper, Price, Stopp, Trow, and District Cllrs Rose and Sweett, and Cllr Collinson joining the meeting late.

Not present: Cllr Webberley

In Attendance: District Councillor Birch, members of the press and public, and C Marlton (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.

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 updated on: the increasing levels of Covid in Devon; the preparatory work being undertaken to assist Ukrainian refugees with accommodation, healthcare and benefits; the 20mph speed limit pilot; replacing the speed bumps in Collapark and Smithfield; and the Fore Street traffic calming survey. Cllrs asked if the police could be asked to monitor the cars that are speeding through Collapark at certain times of the evening.

b. District Cllr Birch gave an update on the Airband zoom meeting that took place last week. Airband are due to publish a question and answer sheet for the issues raised by members of the

public at that meeting which the Town Council will be invited to share on its website. Cllrs asked for an update on Baltic Wharf – the developers Acorn have drawn up a new scheme which is currently at the pre-application stage and remains confidential until Acorn decide to make it public.

- c. District Cllr Rose was not present.
- 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 March 2022.

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

To note the following minutes:

- b. Council Matters 14th March 2022.

Noted.

- c. Planning Committee 21st March 2022.

Noted.

- d. Town Matters Committee 28th March 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 March 2022.

No matters arising.

- b. Council Matters 14th March 2022.

Item 4 – Devon County Council Pension Scheme Investments. It was **RESOLVED** unanimously 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.

- c. Planning Committee 21st March 2022.

No recommendations.

- d. Town Matters Committee 28th March 2022.

Item 2 – Citizens Advice. It was **RESOLVED** unanimously that Town Councillors meet with Citizens Advice and District Councillors to discuss the energy and housing issues faced in the town.

Item 4 – Proportional Representation Electoral System. It was **RESOLVED** unanimously that the Town Council:

- a. seeks 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. writes 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. informs South Hams District Council and Devon County Council of this decision, and invite them to pass similar resolutions;
- d. asks our MP, Anthony Mangnall, to support such a change in the law; and
- e. issues a press release to the Totnes Times, informing the public of this resolution.

Item 7 – Commemorative Bench on Coronation Road. It was **RESOLVED** unanimously that the Town Council agrees to the request for the use of its land on Coronation Road for Totnes Gardens to install a commemorative bench at their own cost.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme.

Discussion was had to ensure that the applications will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972. Totnes Town Council **RESOLVED** unanimously to allocate £24893.64 [£24895.55] to Community Grant applicants listed below, £8793.64 [£8796.55] of which is considered S137 expenditure.

S137 DECISION OF 4TH APRIL 2022

Applicant	Project	Amount Requested £	Project Cost £	% of Total Cost	Grant Awarded
Totnes Caring	Costs towards the Community Transport coordinator	4,000.00	17,354.00	23.0	FULL £4,000 grant awarded. Powers for Community Transport.
South Hams Citizens Advice	Contribution to outreach support worker in partnership with Totnes Caring	7,000.00	9,800.00	71.4	FULL £7,000 grant awarded. Power to support CAB.
Totnes Bike Hub	Volunteer training costs to upcycle bikes	3,960.00	6,960.00	56.9	FULL £3960 grant awarded. S137 allocation.

Stepping Stones Totnes CIC Food Hub	IT set up – laptop mobile, printer, etc	2,394.55	2,394.55	100.0	FULL £2394.55 grant awarded. S137 allocation.
Sharpham/Totnes Park Run	Set up costs for a new Park Run	1,000.00	4,000.00	25.0	FULL £1000 grant awarded. Power to provide provision of entertainment and support of the arts AND Tourism
St John's Church	Community wellbeing activities and Jubilee event	1,800.00	9,000.00	20.0	FULL £1800 grant awarded. Power to provide provision of entertainment and support of the arts
Dartington Morris Men	The Brutus Pageant	550.00	750.00	73.3	FULL £550 grant awarded. Power to provide provision of entertainment and support of the arts AND Tourism
Bridgetown Alive!	Contribution to newsletter and notice boards	940.00	1,280.00	73.4	FULL £940 grant awarded. S137 allocation.
Inclusive Totnes	Community benches outside The Mansion	2,000.00	2,000.00	100.0	75% £1500 grant awarded. S137 allocation.
Totnes Garden Trail Group (Formerly Gardening for Health)	Notice board at The Lamb garden and new Garden Trail leaflets	1,000.00	1,500.00	66.7	FULL £1000 allocated in principle - subject to paperwork and checks being completed. Powers under Recreation/ Information/Tourism.
Participate Arts	Creative Connections	750.00	3,500.00	2,1.4	FULL £750 allocated. Power to provide provision of entertainment and support of the arts AND Tourism.
Total		25,394.55	58,538.55	43.4	£16100 under various powers, £8795.55 S137, TOTAL £24895.55

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

To elect members to committees, committee chairs, working groups, outside representatives and link councillor roles.

It was **AGREED** to defer this item until the May meeting.

7. MAYORAL CHOOSING

To consider (document attached): 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.

It was **AGREED** to defer this item until the May meeting.

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).

It was **RESOLVED** unanimously to give the Clerk delegated authority to write a supportive statement that accompanies the Climate Emergency Working Group's comments as a community (not Council approved) response.

9. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted. The Arts Working Group will move to 27th April due to school holidays, and the annual Town Meeting has been rescheduled for 18th May.

10. NEXT MEETING

To note the next meeting date of Monday 9th May 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.

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

Town Matters Committee Item 10 – Community Award. It was **RESOLVED** accept the proposed recipient of the 2022 award and that all nominees are invited to attend the Mayoral Choosing ceremony and that the winner is announced on the day.

12. WAYFINDING

To consider the tender applications for the manufacture of the signage as part of the wayfinding project.

It was **RESOLVED** unanimously to give the Town Clerk delegated authority to decide between two possible tender applicants on the basis of references received and checks undertaken, to go ahead and instruct them to fabricate phase 1 of the wayfinding project signage.

13. ELMHIRST PROJECT

To consider an update on the Elmhirst project and to consider next steps/actions (commercially sensitive).

It was **RESOLVED** to write to KEVICC SLT and Governors with a formal offer to purchase the lower field site subject to funding being secured, contract and survey.

Cllr Jacqi Hodgson
Deputy Mayor



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 11TH APRIL 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors E Price (Chair), M Adams, J Hodgson, P Paine and V Trow.

Apologies: Councillor B Piper.

Not Present: Councillor N Stopp.

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 14th March 2022 and update on any matters arising.

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

3. FINANCIAL RISK ASSESSMENT

To review the Financial Risk Assessment.

Cllrs asked about the regular checking of the fire alarm at the museum, and the investment policy that was last reviewed in 2015. The Clerk updated that there has been a review of the Council's insurance policies, including how much a building is manned. The risk assessment was reviewed and it was **AGREED** to accept the document.

4. YEAR END TIMELINE

To note the year end timeline for financial year 2021/22.

Noted.

5. EARMARKED RESERVES

To review the earmarked reserves.

It was **AGREED** to set the earmarked reserve allocation to £0 and to continue the detailed recording of projects in the budget monitor.

6. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the actions from the Council Assets and Public Realm Working Group held on 16th March 2022.

The following actions were considered:

4. St. Mary's Churchyard Project - it was **AGREED** that the Council supports the progression of the scheme in principle.

7a. Civic Hall Markets – it was **AGREED** that no Council-run markets in the Civic Hall are held in 2022 and that the Council looks to resume them in Spring 2023 (day to be decided). The Arts Working Group are asked to look at how the Council could assist the Tuesday Elizabethan market.

8. Budget 2022/23 - It was **AGREED** that:

- a. there is an anticipated overspend of £75k in financial year 2022/23; and
- b. the £40K allocated for ramp improvements into the Civic Hall are moved from the 'public realm' to the 'building improvements' budget line.

13a. Kerbstones in the cemetery – it was **AGREED** that the kerb sets are moved away from the road and are utilised in the new scattering of ashes area.

13b. Scattering of Ashes area – it was **AGREED** build a sleeper wall for scattering of ashes under the oak trees near the current Garden of Rest and fronted by the relocated granite kerb sets.

7. SECTION 137 FUNDING

To note the S137 value for 2022/23.

Noted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 16th 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)*

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

10. 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.

11. STAFF ATTENDANCE

To note sickness and overtime balances.

Noted, no decision needed.

DRAFT



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 25TH APRIL 2022 IN THE GUILDHALL

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

Apologies: Councillor R Hendriksen.

Not Present: Cllrs P Paine and V Trow.

In Attendance: Two 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 apology was accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

A member of the public asked why the community grant applications went straight to Full Council in April and not through the Council Matters Committee, and raised concerns about where assets like laptops would go if an organisation collapsed. The Chair said that the Planning Committee had no involvement in this issue. The Officer explained that due to pre-election period constraints before the planned election on 17th May and as some grant applications were for funding for events being held over the Platinum Jubilee weekend, it was decided that the April Full Council needed to make funding decisions or else there was no opportunity to do so before 2nd June.

A member of the public updated the Committee that Tally Ho buses are looking at alterations to the Saturday bus route to cover the usual Bob the Bus route in Bridgetown, which the Town Council may be consulted on. The member of the public also raised the issue of a planned telegraph pole being installed as part of the Airband project along the pavement between Maudlin Road and St Katherine's Way which will restrict access for wheelchairs and buggy users.

Cllr Collinson made the Committee aware of the newly formed Kingsbridge Hill residents association who are looking at solutions to the traffic problems on the road, particularly speeding and rat running. The Group will attend the Traffic and Transport Forum this week to set out their aims and suggestions for low-cost solutions to the problems being experienced.

The Committee reconvened Standing Orders.

2. AIRBAND

To receive an update on the Airband project role out from Airband Community Liaison. Verbal update [no more than 30 minutes].

Unfortunately, the Airband representative was unwell and unable to attend the meeting. It was **AGREED** to request a virtual update/presentation from Airband for a Thursday at 5pm which can be live streamed to the public on FaceBook.

3. CONFIRMATION OF MINUTES

To approve the minutes of 21st March 2022 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

4. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

4a. 0838/22/TCA – T1: Thuja plicata (Western Red Cedar) - lateral reduction by 0.3m on the W side. T2: Juglans nigra (Black Walnut) - crown raise to give 5.2m statutory road clearance. T3: Fagus sylvatica (Copper Beech) - crown raise to give 5.2m statutory road clearance, and reduce lowest lateral branch by 2m. T4: Lawson cypress - trim all N/E/S/W profiles to maintain structure, T5: Magnolia - reduce branches by 1m away from BT Line. T6: Cotoneaster frigidus - crown height reduction by 1.5m, and, lateral reduction by 0.5m on the W side. G1: Pittosporum, Bay and Portuguese Laurel - crown height reduction by 2m creating a rounded top, trim annual growth from all side profiles. Chy Vean, Priory Avenue, Totnes, TQ9 5HR.

No further action - a decision notice was issued on 25th April for this application.

4b. 0826/22/TCA - T1: Sorbus (Rowan Tree) – crown height reduction by 4 metres. 1 Castle Court, Totnes, TQ9 5PD.

Support.

5. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

5a. 1008/22/HHO – Householder application for rear extension, front and rear dormer extension and raised terrace. 55 Denys Road, Totnes, TQ9 5TL.

Support.

5b. 0719/22/HHO – Householder application to build oak timber frame extension onto the front of the property, to replace and enlarge the existing bay window. Ayesha, Weirfields, Totnes, TQ9 5JS.

Support.

5c. 0756/22/FUL – Replacement patio doors and windows. 3 Elizabethan House, Steamer Quay Road, Totnes, TQ9 5BY.

Support.

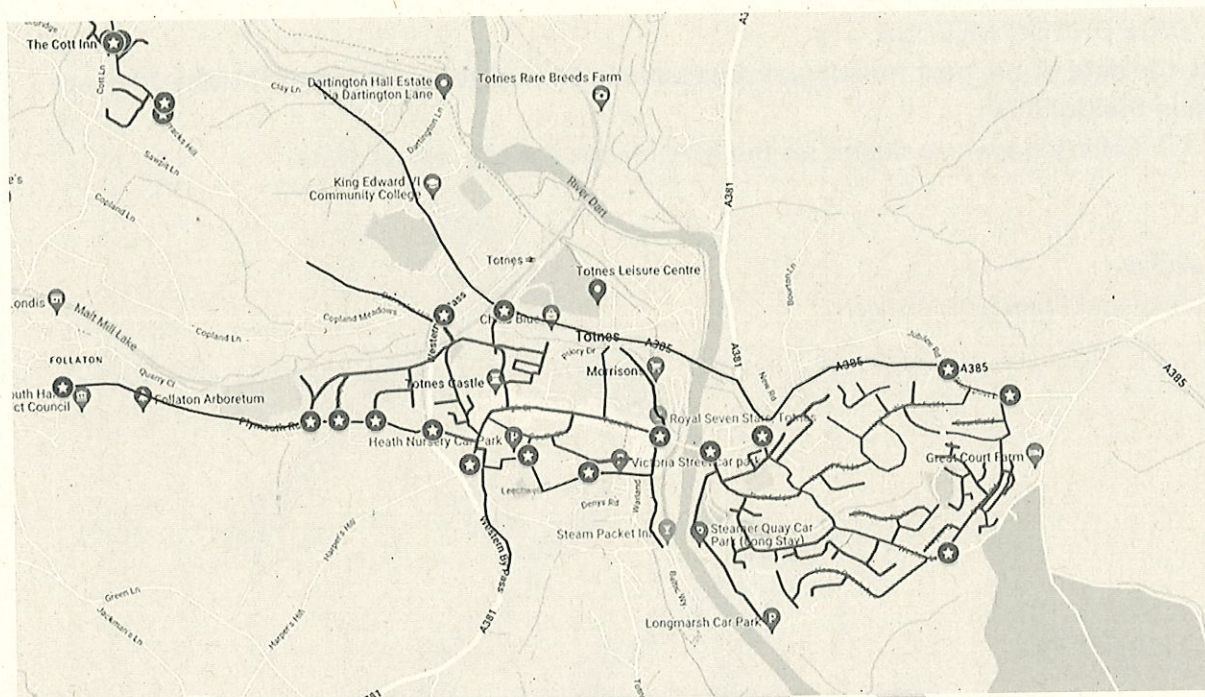
5d. 1233/22/ARC – Application for approval of details reserved by conditions 3, 4 and 5 of planning consent 56/0733/15/LB. 5 Garden Flat, Plymouth Road, Totnes, TQ9 5PH.

Support.

6. 20MPH SPEED LIMIT PILOT

To consider the proposed expression of interest for the 20mph speed limit pilot scheme being run by Devon County Council.

To **RECOMMEND** to Full Council that it supports the application that Totnes be included in the 20mph pilot trial for the roads identified in purple in the map below (those shown in red are already 20mph):



7. DART HARBOUR STRATEGIC PLAN CONSULTATION

To consider Dart Harbour Community Group response to the Dart Harbour Navigation Authority Strategic Plan review and make a recommendation to Full Council in May with a draft Council response.

It was **AGREED** to have a future agenda item on the proposed extension of the Area of Outstanding Natural Beauty to link the Dart with Dartmoor.

To **RECOMMEND** to Full Council the following response to the Dart Harbour Community Group comments on the Dart Harbour Navigation Authority Strategic Plan:

Totnes Town Council supports the Dart Harbour Community Group's comments in response to the Dart Harbour Navigation Authority's Strategic Plan consultation. The Council is particularly supportive of the approach to engaging with town and parish councils and we welcome such engagement, and the regular monitoring of water quality. Totnes Town Council's concerns include sewage discharges into the river, and how river use affects wildlife in and around the river. The Council is keen to explore proposals for extending the Area of Outstanding Natural Beauty to link the Dart through to Dartmoor.

8. ROADMAP NEWSLETTER

To note the latest Devon Highways 'Roadmap' Spring newsletter.

Noted.

9. EVENTS ON SOUTH HAMS DISTRICT COUNCIL LAND

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

9a. Totnes Elizabethan Craft and Charity Market, Tuesdays 3rd May – 27th September 0800-1500hrs, Market Square. Noted.

9b. Sea Change Festival, Friday 27th May 1000hrs until Sunday 29th May 2200hrs, The Rotherfold. Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 23rd May 2022 at 6.30pm in the Guildhall.

Noted. Cllr Collinson gave apologies for the May meeting as she will be away.

Sara Halliday
Governance and Projects Manager

DRAFT

ITEM 6 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 11th April 2022

No recommendations.

Planning Committee, 21st March 2022

6. 20MPH SPEED LIMIT PILOT

To consider the proposed expression of interest for the 20mph speed limit pilot scheme being run by Devon County Council.

To **RECOMMEND** to Full Council that it supports the application that Totnes be included in the 20mph pilot trial for the roads identified in purple in the map below (those shown in red are already 20mph):



7. DART HARBOUR STRATEGIC PLAN CONSULTATION

To consider Dart Harbour Community Group response to the Dart Harbour Navigation Authority Strategic Plan review and make a recommendation to Full Council in May with a draft Council response.

To **RECOMMEND** to Full Council the following response to the Dart Harbour Community Group comments on the Dart Harbour Navigation Authority Strategic Plan:

Totnes Town Council supports the Dart Harbour Community Group's comments in response to the Dart Harbour Navigation Authority's Strategic Plan consultation. The Council is particularly supportive of the approach to engaging with town and parish councils and we welcome such engagement, and the regular monitoring of water quality. Totnes Town Council's concerns include sewage discharges into the river, and how river use affects wildlife in and around the river. The Council is keen to explore proposals for extending the Area of Outstanding Natural Beauty to link the Dart through to Dartmoor.

ITEM 10 – LIST OF MEETING DATES

May

Council Matters Committee – 16th May at 6.30pm

Climate Emergency Working Group – 17th May at 6.30pm

Council Assets and Public Realm Working Group – 17th 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*

July

Full Council – 4th July at 6.30pm

Council Matters Committee – 11th July at 6.30pm

Planning Committee - 18th July at 6.30pm

Council Assets and Public Realm Working Group – 19th July at 12.00pm

Climate Emergency Working Group – 19th July at 6.30pm

Traffic and Transport Steering Group – 27th July at 6.30pm *if required*