



**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 6TH JUNE 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 6th June 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.

3. CHAIRS OF COMMITTEES

To ratify the election of Chairs to Committees and note deputies. Document attached.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

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

The Council will convene to consider the following items:

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Full Council 9th May 2022 – document attached.

To note the following minutes:

- b. Council Matters 16th May 2022 – document attached.
- c. Planning Committee 23rd May 2022 – document attached.
- d. Town Matters Committee 30th May – document to follow.

5. 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 9th May 2022.
- b. Council Matters 16th May 2022.
- c. Planning Committee 23rd May 2022.
- d. Town Matters Committee 30th May 2022.

6. ST MARY'S CHURCHYARD PROJECT

To confirm the Council's support in principle for the St Mary's Churchyard project. Document attached

7. CHANGES TO BANK MANDATE

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

8. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2021/22, consider the findings and action plan. Document to follow.

9. ANNUAL GOVERNANCE STATEMENT

To:

- a. Approve the Annual Governance Statement for 2021/22 by resolution (document to follow); and
- b. Chair to sign the Governance Statement.

10. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2021/22 (document to follow);
- b. Approve the Accounting Statement for 2021/22 by resolution; and
- c. Chair to sign the Accounting Statement for 2021/22.

11. E-BIKE TRIAL FUNDING

To consider allocating £2500 from the Climate Change budget towards an E-bike trial to assist in grant funding applications for the scheme. Document attached.

12. LIST OF MEETING DATES

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

13. NEXT MEETING

To note the next meeting date of Monday 4th July 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 document.

15. NEIGHBOURHOOD PLAN

To consider the recommendation from the Planning Committee further to the legal advice received in relation to the Totnes Neighbourhood Plan (legal). Verbal update.

16. ELMHIRST PROJECT

To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

27th 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.

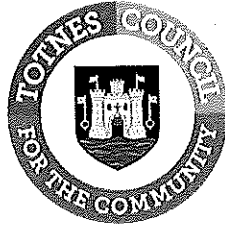
ITEM 3 – CHAIRS OF COMMITTEES

To ratify the election of the Chairs of Committee by the committee membership and note the deputy chairs:

Council Matters Committee – Chair: Cllr Piper, Deputy: to be confirmed.

Planning Committee – Chair: Cllr Allen, Deputy: Cllr Paine.

Town Matters – To be confirmed.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 9TH MAY 2022 IN THE GUILDHALL

Present: Councillors J Hodgson (Chair), M Adams, G Allen, T Bennett, S Collinson, J Cummings, P Paine, E Price, S Skinner, V Trow and L Webberley.

Apologies: Cllrs Hannam, Hendriksen, Oliver, Piper.

Not present: Cllr Stopp.

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

1. WELCOME TO ALL ATTENDING AND OBSERVING

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.

The election of Cllr Price as Mayor was confirmed and she took over the Chairing of the meeting from Cllr Hodgson. The Mayor confirmed that her deputy for the year would be Cllr Allen. Cllr Price as Mayor and Cllr Allen as Deputy Mayor signed in front of the Town Clerk to confirm their acceptance of these roles for the coming year.

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

The following appointments were **RESOLVED**:

Committee Membership	
Council Matters	Cllrs Piper (Chair), Adams, Allen, Hodgson, Paine, Price
Planning	Cllrs Allen, Bennett, Collinson, Cummings, Hodgson, Paine
Town Matters	Cllrs Allen, Bennett, Collinson, Cummings, Hannam, Oliver, Paine, Piper, Trow, Webberley
Working Group and Forum Membership	
Arts	Cllrs Allen, Hannam, Oliver, Piper, Skinner
Council Assets and Public Realm	Cllrs Adams (Chair), Collinson, Hodgson, Oliver, Piper, Price, Skinner, Stopp, Trow
Climate Emergency	Cllrs Allen, Collinson, Cummings, Hodgson, Trow
Traffic and Transport Forum	Cllrs Bennett, Collinson, Hodgson, Webberley
Future Forum	Cllrs Allen, Collinson, Hodgson, Price
Link Councillors	
Cultural	Cllrs Adams & Allen
Arts	Cllrs Allen, Piper & Skinner
Elderly and Vulnerable People	Cllrs Collinson & Webberley

Young People/Youth	Cllrs Hannam, Hodgson, Price & Webberley
Heritage	Cllr Allen
Open Space, Sports Provision, Leisure	Cllrs Trow & Webberley
Traffic and Transport	Cllrs Collinson & Webberley
Environment and Sustainability	Cllrs Collinson, Cummings & Hodgson
Disability	Cllr Collinson & Webberley
Business and Employment	Cllrs Collinson, Price & Skinner
Representatives on Outside Bodies	
TADPOOL	Cllrs Skinner & Webberley
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllrs Adams & Price
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	Cllrs Price & Skinner
Fairtrade	Cllrs Hannam
Caring Town	Cllrs Allen, Collinson, Price & Webberley
Museum Trust	Cllr Allen
Network of Wellbeing	Cllr Allen
Bridgetown Alive	Cllrs Adams & Oliver
Friends of Totnes Museum	Cllr Allen
Daisy and Rainbow Childcare	Cllrs Bennett & Skinner
Inclusive Totnes	Cllrs Allen, Hodgson, Price & Webberley
Police and Crime Commissioner Councillor Advocate	Cllr Piper
Totnes Community Development Society	Cllrs Trow & Webberley
Devon Countryside Forum	Cllr Allen
Rural Services Network	Cllrs Allen & Price
Friends of Salfit	Cllrs Hendriksen & Trow

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.

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 apologies were received and accepted. Cllrs Collinson, Paine and Webberley updated on employment changes and amendment forms will be issued for completion.

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: Covid being in decline; A381 potholes are going to be repaired; Devon County Council (DCC) updates on their website about support to Ukrainian refugees; Devon Pension Board will consult its members on divestment of investments in fossil fuels; TRAYE increasing youth opportunities in the Bridgetown community hall.
- b. District Cllr Birch's report had been circulated and he updated on the safety of the former Dairy Crest site and the brown bin collection. Cllrs asked about introducing a composting system for Totnes, and the removal of trees in the former Dairy Crest site and the impact on bats.
- c. District Cllr Rose was not present.
- d. District Cllr Sweett's report had been circulated but she had now left the meeting.

The Council reconvened.

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.

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

To note the following minutes:

- b. Council Matters 11th April 2022.

Noted.

- c. Planning Committee 25th April 2022.

Noted.

6. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

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

- a. Full Council 4th April 2022.

No matters arising.

- b. Council Matters 11th April 2022.

No matters arising.

- c. Planning Committee 25th April 2022.

6 – 20mph speed limit pilot. It was **RESOLVED** unanimously that Totnes Town Council supports the application that Totnes be included in the 20mph pilot trial for the roads identified on the map supplied.

7 – Dart Harbour Strategic Plan Consultation. The following response to the consultation was **RESOLVED** unanimously:

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.

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.

- a. Cllr Skinner will propose the new Mayor.
- b. Cllr Bennett will second the proposal.
- c. Cllr Price will propose the vote of thanks.

8. WAYFIND PROJECT

To update on the Wayfinding project.

The Clerk updated that Wood and Wood had been appointed, they are based in Exeter and have suggested some improvements to the proposed specification which could be more a sustainable, durable and hygienic solution.

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.

Noted.

10. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

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.

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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No matters arising.

13. WAYFINDING PROJECT

To consider the installation costs required for the wayfinding signage.

It was **RESOLVED** unanimously to give the Town Clerk delegated authority to decide on an installation contractor on receipt of the quotes, up to a cap of £16500.

14. NEIGHBOURHOOD PLAN

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

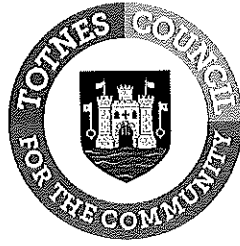
It was **RESOLVED** that the Planning Committee reviews the legal advice and makes a recommendation to Full Council.

15. ELMHIRST PROJECT

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

It was noted that costs on legal advice continue to be incurred but are below the £55k cap agreed at the December 2021 Full Council.

Cllr Emily Price
Mayor



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 16TH MAY 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), G Allen (left the meeting at 18.55), J Hodgson, P Paine, and E Price.

Apologies: Councillor M Adams.

In Attendance: Two members of the public, C Marlton (Town Clerk) & C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

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

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

The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

A member of the public raised the condition of the paving stones on the pavement in the Narrows.

The TRESOC (Totnes Renewable Energy Society) Operations Director spoke about Energy Local Totnes, £25k grant funding from Devon County Council to install 250kW of solar panels on roofs in Totnes and to set up an energy club for Totnes. Local consumers pay less than the standard grid price and the generators of the energy are paid slightly more. Energy Local Totnes will be separate from TRESOC and have a local energy adviser. Need a generator with 3 phase supply and are approaching the Town Council to kick off the scheme as there are existing panels on the Civic Hall and the required supply. The Council would need to sign up to Green Energy UK and give up its current export feed in tariff agreement.

The Clerk raised that Transition Town Totnes currently get 40 per cent of the feed in tariff so their views on the proposal would be required. It was **AGREED** that officers will look at the Council's current energy supplier and contract provisions to compare pricing rates with the Energy Local Totnes proposal.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 11th April 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 updated that it's very early in the financial year to comment, £19K has come in from S106 for the green travel role and the cost of building materials has increased and therefore works on Birdwood could increase (but is not reflected at this stage until things become more certain). It was **AGREED** to accept the document.

4. INVESTMENT STRATEGY

To review the Investment Strategy.

It was **AGREED** to accept the revised Investment Strategy.

5. WORKING TIME AND LEAVE POLICY

To review the staff Working Time and Leave Policy.

The Clerk explained that the changes were to updates to the COVID isolation guidance and emergency unpaid leave. It was **AGREED** to accept the revised Working Time and Leave Policy.

6. ARTS WORKING GROUP

To consider the actions from the Arts Working Group held on 27th April 2022.

The following actions were considered:

1. Events Grant –the Clerk explained that the remaining funds (£2550) of the community art grants could be reopened for 3 weeks for groups to apply for funding. However, the Community Christmas Workshop and Tuesday Christmas Festival evenings could use further funds than those currently allocated as keeping the market smaller will mean the amount of income will be reduced but organisation costs much the same. It was **AGREED** not to re-open grant funding at this point and if the Clerk receives any applications the proposals will come to a future Council Matters Committee for consideration; and that the £600 in the Arts and Cultural budget remains unallocated.

3. Christmas Festival Evenings - The Clerk will write a brief for the Christmas evenings and get quotes for a provider to oversee the event, bringing quotes to Council Matters in June.

4. Civic Hall – the Clerk is waiting for confirmation from South Hams District Council about the uplift for decoration under the Civic Hall.

5. Plymouth Road Phone Box – the TMO will paint and lock the box with an invitation for art to be installed within it.

7. BUDGET OUTTURN STATEMENT

To note the budget outturn statement for financial year 2021/22.

Noted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 13th June 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)

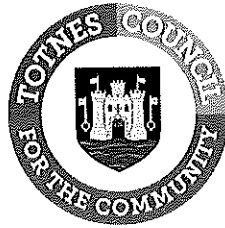
For any general or urgent updates that required confidential sharing with Councillors.

A verbal update was noted, no decisions were required.

11. CASTLE MEADOW BOUNDARY

To update on the Castle Meadow boundary (legal).

It was **AGREED** that the livestock fencing will no longer be maintained by the Council as the use of the meadow for grazing has ceased. Following legal advice it was confirmed that the Town Council no longer needs to maintain the livestock fencing. This position would be reviewed if livestock were reintroduced. The Town Maintenance Officer will be asked to inspect said fenceline for deterioration that could cause a health and safety concern



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 23RD MAY 2022 IN THE GUILDHALL

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

Apologies: Councillors S Collinson and R Hendriksen.

In Attendance: Members of the public and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

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

The apologies were accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

Two members of the public spoke in support of item 5 which is the application from The Edgy Veggie for an alcohol licence at the café in The Mansion, which has the support of the library and the nursery.

A number of members of the public who form the Kingsbridge Hill Area Residents Association (KHARA) spoke about the traffic problems on the road, particularly speeding and rat running with a number of residents having been clipped by wing mirrors when walking. The Group have carried out a survey of the traffic and suggest that making the road a 'No Through Road' with the inclusion of a 'No Entry' sign southbound above the final dwelling 'Windrush' would be a low-cost solution to the problems being experienced.

The Committee reconvened Standing Orders and agreed to bring items 5 and 7 forward.

5. PREMISES LICENCE APPLICATION

To consider a premises licence application from The Edgy Veggie Kitchen, The Mansion, 36 Fore Street for the supply and consumption of alcohol on the premises Monday to Wednesday 1100-1630 and Thursday to Sunday 1100-2100.

Cllr Hodgson declared an interest as she is on the Licencing Committee. It was **AGREED** by a majority to support the application.

7. **KINGSBRIDGE HILL AREA RESIDENTS' ASSOCIATION PROPOSAL**

To consider a proposal from the Kingsbridge Hill Area Residents' Association to restrict vehicle access on Kingsbridge Hill.

To **RECOMMEND** to Full Council that it supports the proposal from the Kingsbridge Hill Residents' Association that a small section of Kingsbridge Hill is made 'No Through Road' and 'One Way' to make the road safer, and that County Cllr Hodgson takes this proposal to the HATOC committee.

2. **ELECTION OF CHAIR AND DEPUTY**

To elect a Chair and deputy for the committee.

Cllrs Allen and Paine put themselves forward for the Chair position. Cllr Allen was elected by a majority and it was **AGREED** that Cllr Paine would be the deputy chair.

3. **CONFIRMATION OF MINUTES**

To approve the minutes of 25th April 2022 and update on any matters arising.

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

Item 2 – Airband. A virtual meeting for Councillors has been confirmed for 5pm on Thursday 26th May 2022.

Item 6 – 20mph Speed Limit Pilot. Resolved by Full Council.

Item 7 – Dart Harbour Strategic Plan Consultation. Resolved by Full Council and the response has been sent.

4. **PLANNING APPLICATIONS**

To make recommendations on the following planning applications:

4a. 1522/22/FUL - Construction of 6No. two-storey residential dwellings with associated landscaping. East Dartington Lane, Dartington, TQ9 5LB.

It was **AGREED** that given the number of attachments linked to this application it will be put onto the June agenda. South Hams District Council to be contacted to say that the Council comment will be with them on 21st June 2022.

4b. 0532/22/HHO - Householder application for single storey ground floor extension. 54 Follaton, Plymouth Road, Totnes, TQ9 5ND.
Support.

4c. 0916/22/HHO – Householder application for extensions to detached dwelling house, with demolition of dilapidated garage and enlarged off-road parking area. Waylands, Bourton Lane, Totnes, TQ9 5JF.
Support.

4d. 1354/22/LBC - Listed Building consent for conservation and restoration of main facade to High Street. Loggia columns at ground floor, first floor and second floor façade. 43 High Street, Totnes, TQ9 5NP.
Support.

4e. 1343/22/FUL - Conversion of upper retail floors to 2 bedroom Maisonette including new ground floor corridor, store & WC. 29 High Street, Totnes, TQ9 5NP.

The Committee is potentially supportive of the changes to the building but would question whether change of use is required for the first floor (which was previously a retail unit – the picture framers) from retail to residential.

4f. 0724/22/HHO & 0722/22/LBC - Householder application and Listed Building Consent for various internal works including velux roof lights, extract vent, VP, relocated flue, new shower room, relocated combi and gas fire inserts to two fireplaces and various external works including render and subcills and Air source heat pump. Castle House, Totnes, TQ9 5PQ.
Support.

4g. 1394/22/LBC - Listed building consent for re-slating roof of back range of building. 12 Fore Street, Totnes, TQ9 5DX.
Support.

4h. 1356/22/CLE - Certificate of Lawfulness of Existing building works including demolition of fire damaged Sport Pavilion changing room and installation of temporary facility (portakabin). King Edward VI College, Ashburton Road, Totnes, TQ9 5JX.
The Committee collectively declared a personal interest on this site. Support.

4i. 0833/22/HHO - Householder application for replacement of four windows on north elevation, like for like, PVC, to improve energy efficiency. Brookes Barn, Rowsells Lane, Totnes.
Support.

4j. 1309/22/ARC - Application for approval of details reserved by conditions 1, 2 and 3 of planning consent 56/1134/07/LB. 4 Lamb Corner, Leechwell Street, Totnes, TQ9 5SX.
Support.

6. TRAFFIC CALMING CONSULTATION

To consider the findings of the traffic calming survey.

The Committee **AGREED** with the officer recommendations that any changes to Fore and High Steet need to form a cohesive plan for the town. To **RECOMMEND** to Full Council that:

- a. An independently facilitated stakeholder meeting is held to create a prioritised list of options (as has been requested by Devon County Council);
- b. More affordable and less drastic options are considered first (for example, improved signage, clearer road markings, better enforcement of access only and improving travel infrastructure); and
- c. Impacts on accessibility need to be fully considered before taking any action.

8. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum held on 27th April 2022.
Noted.

9. EVENTS ON SOUTH HAMS DISTRICT COUNCIL LAND

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

9a. Playgoers Society of Dartington, Thursday 14th July 1300hrs until Saturday 16th July 2200hrs, Follaton House Gardens. Noted.

9b. Totnes Pride 2022, Saturday 3rd September 0800hrs 1700hrs, The Rotherfold. Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 20th June 2022 at 6.30pm in the Guildhall.

Noted.

The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

11. TOTNES NEIGHBOURHOOD PLAN

To consider legal advice on the Totnes Neighbourhood Plan and make a recommendation to Full Council about the examination process (legal).

To **RECOMMEND** to Full Council that the Council continues to pause the Neighbourhood Plan examination process and retain Policy C12 until the South Hams District Council comments and legal advice is received.

Sara Halliday
Governance and Projects Manager

DRAFT

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 16th May 2022

No recommendations.

Planning Committee, 23rd May 2022

6. To consider the findings of the traffic calming survey.

To **RECOMMEND** to Full Council that:

- a. An independently facilitated stakeholder meeting is held to create a prioritised list of options (as has been requested by Devon County Council);
- b. More affordable and less drastic options are considered first (for example, improved signage, clearer road markings, better enforcement of access only and improving travel infrastructure); and
- c. Impacts on accessibility need to be fully considered before taking any action.

7. To consider a proposal from the Kingsbridge Hill Area Residents' Association to restrict vehicle access on Kingsbridge Hill.

To **RECOMMEND** to Full Council that it supports the proposal from the Kingsbridge Hill Residents' Association that a small section of Kingsbridge Hill is made 'No Through Road' and 'One Way' to make the road safer, and that County Cllr Hodgson takes this proposal to the HATOC committee.

11. To consider legal advice on the Totnes Neighbourhood Plan and make a recommendation to Full Council about the examination process (legal). [Part 2]

To **RECOMMEND** to Full Council that the Council continues to pause the Neighbourhood Plan examination process and retain Policy C12 until the South Hams District Council comments and legal advice is received.

ITEM 6 – ST MARY’S CHURCHYARD PROJECT

The Council Assets and Public Realm Working Group discussed the proposed plans for St Mary’s Churchyard at the meeting on 16th March 2022, with the minutes detailed below:

District Cllr Birch presented the proposed landscaping scheme for St Mary’s Churchyard and is looking for the Council’s support to take this forward to the Parochial Church Council and Diocese before a public consultation. No funding is requested at this stage.

*To **RECOMMEND** to the Council Matters Committee that the Council supports the progression of the scheme subject to amendments to improve drainage and ensure the structural safety of the wall by ensuring no new trees are planted near it.*

The Council Matters Committee considered this recommendation on 11th April under Item 6 which is minuted:

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

Full Council is asked to confirm the Council’s support as the proposals are taken forward by St Mary’s Church with the Parochial Church Council and the Diocese of Exeter.

ITEM 11 – E-BIKE TRIAL FUNDING

Totnes Town Council (TTC) Green Travel Co-ordinator is working with Co Bikes (Co Cars) on launching an e-bike hire trial for Totnes. The Green Travel Survey showed that there is significant support for an electric bike share club in Totnes and surrounding area.

The trial would consist of four or five dockless stations and two docked stations. Each station would have 2-3 bikes, although this could be more if we secure more funding. There is already a docked station at Baltic Wharf. The other docked station would be located by the Bike Hub / Mansion. Suggested locations for the dockless stations are: Bridgetown Community Hall, Totnes Station, the Plains, the Market Square / Heaths Nursery and Dartington.

- The dockless stations do not require any electricity. No groundworks would be necessary.
- The docked station at the Bike Hub / Mansion would require electricity but this could be provided without any groundworks.

The Bike Hub would be employed by Co Bikes to manage the bikes and ensure they are re-charged as needed. Any major maintenance would be done by Co Bikes.

The bikes are hired on demand for both short and longer trips. They do not need to be returned to the same station but can be dropped off at any Co Bikes station. They are operated via an app. Various price structures exist with pay-as-you-ride costing £1.50 for 15 minutes. It is also possible to buy bundles that make it more cost-effective. It is hoped the e-bikes would encourage more people to cycle instead of drive, as well as provide tourists with a sustainable way of exploring the area.

TTC and Co Bikes will be submitting a bid to the SHDC Climate Infrastructure Fund which closes 9th June 2022 and applying for the maximum amount of £25,000. TTC and Co Bikes will also be applying for the GWR Community Investment Fund which closes on 27th June 2022. It is yet to be determined how much we will apply for, but GWR are looking for bids up to £50,000.

In view of the deadline for applications to the SHDC Climate Infrastructure Fund Full Council is asked to consider allocating £2,500 from the Climate Change Fund to show the Council's support for the project and to increase its chances of successfully bidding for the two grants. Should the bids fail, this money would not be used.

ITEM 12 – LIST OF MEETING DATES

June

- 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
- Town Matters Committee – 25th July at 6.30pm
- Traffic and Transport Forum – 27th July at 6.30pm

August

- Planning Committee - 15th August at 6.30pm

September

- Full Council – 5th September at 6.30pm
- Council Matters Committee – 12th September at 6.30pm
- Planning Committee - 19th September at 6.30pm
- Climate Emergency Working Group – 20th September at 6.30pm
- Arts and Events Working Group – 21st September at 12.00pm
- Town Matters Committee – 26th September at 6.30pm
- Traffic and Transport Steering Group – 28th September at 6.30pm *if required*