

AGENDA FOR THE FULL COUNCIL MEETING OF TOTNES TOWN COUNCIL

MONDAY 3RD OCTOBER 2022 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm.

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 3rd October 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 – no document.
- c. District Cllr Rose – no document.
- d. District Cllr Sweett – no document.

The Council will convene to consider the following items:

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

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

- a. Full Council 5th September 2022 – document attached.

To note the following minutes:

- b. Council Matters 23rd September 2022 – document to follow.
- c. Town Matters Committee 26th September 2022 – document to follow.

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 to follow):

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

- a. Full Council 5th September 2022.
- b. Council Matters 23rd September 2022.
- c. Town Matters Committee 26th September 2022.

5. NEIGHBOURHOOD PLAN

To consider the following options open to the Council following the Neighbourhood Plan hearing into Policy C12 – Former Dairy Crest Site (document attached):

- a. To make modifications to the policy as currently drafted, working with SHDC and the landowner to find wording that all can agree and to consider any additional budget allocation for professional fees;
- b. Withdraw Policy C12 from the draft plan and proceed with the plan as draft and consulted on at Regulation 14 stage, with a view to making an amendment to the plan after referendum; or
- c. Do nothing and wait for the Examiner's report.

6. COMMITTEE MEMBERSHIP

To consider Cllr Hannam's resignation from the Town Matters Committee (having taken up a seat on the Council Matters Committee. No document.

7. LIST OF MEETING DATES

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

8. NEXT MEETING

To note the next meeting date of Monday 7th November 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.

9. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

10. ELMHIRST PROJECT

To consider any update on the Elmhirst Site project (commercial). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

21st September 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.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5TH SEPTEMBER 2022 IN THE GUILDHALL

Present: Councillors E Price (Chair), M Adams, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, A Oliver, P Paine, B Piper, V Trow and L Webberley.

Apologies: Cllrs Allen, Hendriksen, Skinner, Stopp and Webberley, and District Cllrs Birch and Sweett.

In Attendance: Members of the press and public, 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: a no-notice freeze on the County Councillor locality budgets which she is challenging; the withdrawal of the Gold Bus route through Westonfields which there is a consultation about; letters to the Secretary of State for Education about the KEVICC site; contact with the public health officer at Devon County Council about the impact of the Air Quality Measurement Area on residents; freeports; residential parking restrictions for next year – will propose Jubilee Roads again, as well as Swallowfields. Cllrs asked about the freeports, suggested that Brooklands is included in the residents parking, overnight parking at Longmarsh .

b. District Cllr Birch was not present and a report had been received. It was **AGREED** to request a meeting with District Cllr Birch to discuss the Baltic Wharf report that he had circulated.

c. District Cllr Rose was present and updated that he was now contactable again.

d. District Cllr Sweett was not present and no report had been received.

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 4th July 2022.
It was **RESOLVED** to approve and sign the minutes.
- b. Full Council 8th August 2022.
It was **RESOLVED** to approve and sign the Minutes.

To note the following minutes:

- c. Council Matters 11th July 2022.
Noted.
- d. Planning Committee 18th July 2022.
Noted.
- e. Town Matters Committee 25th July 2022.
Noted.

4. CONSIDERATION OF ANY MATTERS ARISING

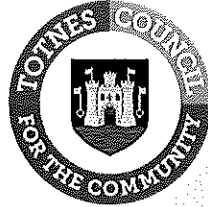
To consider any matters arising from the Minutes and to approve any recommendations from Committees:

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

- a. Full Council 4th July 2022.
No matters arising.
- b. Full Council 8th August 2022.
No matters arising.
- c. Council Matters 11th July 2022.
4 – Financial Regulations. The amendments as drafted were supported. The vote too place under Item 6.
- d. Planning Committee 18th July 2022.
No matters arising.
- e. Town Matters Committee 25th July 2022.
4 - Community Award process for 2023.
It was **RESOLVED** unanimously that:
 - a. Two awards are presented in 2023 – an individual and community group award – with the timings as follows:
 - February 2023 - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March;
 - March 2023 - Town Matters Committee will consider the nominations received;
 - April 2023 - Full Council considers Town Matters Committee recommendation.

b. Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May 2023 where the award will be presented.

c. A new medal is cast based on the Town Council logo (see below) which will cost £100 for the moulding from which pewter medals can then be struck (unit cost £3-5 plus engraving for 'Community Award 2023', type of award and the name of the recipient on the reverse).



5. ELMHIRST SITE

To consider any update on the Elmhirst Site project noting that any commercially sensitive or legal discussions will need to be moved into Part 2 of the meeting.

The Clerk updated that the school was expected to make a decision soon on the land sale process. The Clerk's powers of delegated authority had been given up to £60K and this limit has almost been reached.

6. FINANCIAL REGULATIONS

To consider the revised Financial Regulations

It was **RESOLVED** unanimously to accept the amendments as drafted.

7. COMMUNITY CHARTER

To consider the transfer of the draft Community Charter document to the Heritage Trust to take the project forward (there is no budget/funding currently allocated for this work).

Cllr Price declared a personal interest. It was **RESOLVED** unanimously to transfer the Community Charter as drafted to the Totnes Heritage Trust to take it forward subject to a six-month review process, with an instruction to simplify the document to make the language accessible to all.

8. STANDING ORDERS

To consider the revised Standing Orders, to include (document attached):

- a. Section 8 Disorderly Conduct – updated based on the NALC model Standing Orders.
- b. New paragraph 15(f) which covers the management of capital projects as recommended by the Joint Panel on Accountability and Governance.
- c. Paragraph 20(b) updated with date of adoption of the Absence Management policy.
- d. Paragraph 20(i) updated to include the Finance, HR and Lettings Manager.
- e. New Section 26 Terms of Reference for Working Groups (Arts and Events, Council assets and Public Realm, and Climate Emergency).

Cllr Cummings suggested an amendment to paragraph 26.2, the purpose of the Climate Emergency Working Group, to remove the brackets text in the second sentence so that it would read 'The current national target set by the UK Government is to reduce carbon emissions by 100% (compared to 1990 levels) by 2050.'. It was **RESOLVED** by majority to accept the revisions to the Standing Orders and the amendment proposed by Cllr Cummings.

9. COMMITTEE MEMBERSHIP

To consider:

a. **Cllr Bennett's resignation from the Town Matters Committee and any new member to this Committee; and**

It was **RESOLVED** to accept Cllr Bennett's resignation from the Town Matters Committee. Cllr Piper put himself forward for the vacant place which was **RESOLVED** [note: Cllr Piper is already a member of the Town Matters Committee].

b. **Cllr Webberley's request to be one of the Council representatives for Bridgetown Alive!**

It was **RESOLVED** to accept Cllr Webberley as the representative for Bridgetown Alive! and Cllr Adams' resignation from the role was accepted.

10. GRANT APPLICATION SUPPORT

To consider the Council's support in principle to an application to be submitted by New Economy Law for a grant up to £25K funded by UK Research Institute in collaboration with Innovate UK.

It was **RESOLVED** by majority to support in principle New Economy Law's grant application.

11. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted. Cllr Price updated on the Civic Dinner on 14th October and the Civic Service on 15th October.

12. NEXT MEETING

To note the next meeting date of Monday 3rd October 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.

13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

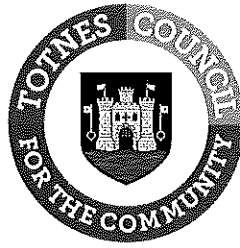
No matters arising.

14. STAFF APPOINTMENTS

To ratify the appointment of the Town Maintenance Officer and Community Co-ordinator vacancies.

There were no new staff appointments to ratify.

Cllr Emily Price
Mayor



**DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS
FRIDAY 23RD SEPTEMBER 2022 AT 6.30PM IN THE GUILDHALL**

Present: Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson, P Paine and E Price.

Apologies: None.

In Attendance: C Marlton (Town Clerk), C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded.

There were no apologies received.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 11th July 2022 and update on any matters arising.

The minutes were unanimously AGREED as an accurate record of the proceedings. There were no matters arising.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that the year end expected figure has changed due to the notes outlined in the spreadsheet. However it is difficult to accurately forecast year end given possible delays to capital projects which would then suggest an underspend on the original budget.

It was unanimously AGREED to increase the Arts budget to accommodate additional spending on entertainment for the Christmas festival nights.

It was unanimously AGREED to allocate any underspend on the Civic Hall pillar painting project to the Gnome trail initiative that is proposed for the Christmas period.

It was unanimously AGREED to approve the budget monitor document as presented.

4. PROCEDURAL NOTE – COUNCILLOR EXPENSES

To note the procedure relating to expenses and expenditure from the budget.

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

- a. Consider the payment of an expenses claim for refreshments as an exemption to the policy (£10.10 claimed by Cllr Hodgson)
This was unanimously approved. A separate claim for Councillor Hodgson for around £10 for refreshments was also unanimously approved.
- b. Consider the payment of an expenses claim for Totnes Show tickets as an exemption to the policy (£30.00 claimed by Cllr Price)
This was unanimously approved.

Councillors noted that all expenditure, including refreshments, must be arranged in advance by the office administrators. The Clerk agreed to discuss the arrangements for meetings with the management team and administrators.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since June 2022 and the current budget.

This was reviewed and unanimously AGREED.

6. HEALTH, SAFETY AND WELLBEING POLICY

To review the Health, Safety and Wellbeing Policy.

This was reviewed and unanimously AGREED.

It was agreed that the Finance, HR and Lettings Manager would consider adding a Safeguarding Policy to the policy scheme for future consideration.

7. PAY POLICY

To review the Pay Policy.

This was reviewed and unanimously AGREED.

8. EMPOWERING COMMUNITIES CONFERENCE

To consider attendance at the Empowering Communities Conference on 7th November 2022.

This was reviewed and it was AGREED to fund an officer and Councillor place to the in person event (priority being for the Mayor) and virtual attendance for all other Councillors and staff.

9. TRESOC ENERGY CLUB PROPOSAL

To consider the Totnes Renewable Energy Society's energy club proposal for use of the solar panels on the Civic Hall.

It was unanimously AGREED to delay joining the TRESOC energy club at the current time due to the volatility of the market but to review this in 6 months time at the March Council Matters meeting.

10. EXTERNAL AUDIT

To note the external auditor report on the Annual Governance & Accountability Return.

This was noted.

11. FSCS PROTECTION LEVEL FOR COUNCILS

To note that the Financial Services Compensation Scheme (FSCS) protection for bank deposits does not apply to councils with a budget greater than 500, 000 euros.

This was noted. The Clerk explained that the opening of accounts to spread funds as previously decided was still advantageous from an interest perspective.

12. ART UNDER CIVIC HALL

To:

- a. Note the process and timelines in considering the expressions of interest for the artwork on the pillars under the Civic Hall;

Noted.

- b. Consider granting the Clerk delegated authority to appoint the preferred artist.

The committee concurred with the view of the Arts Working Group on the preferred contractor and AGREED unanimously that the Town Clerk should instruct said person to go ahead.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th October 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)*

14. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for June, July [and August].

These were reviewed and unanimously AGREED.

15. EASTGATE LEASE

To consider the future requirement for the lease of Eastgate. The current lease expires in September 2023 (commercial).

It was unanimously AGREED that the Town Clerk would approach the Duchy and existing groups who have storage to discuss further before tabling at a future meeting where a recommendation would be made to Full Council.

16. TOWN CLOCKS

To review current and projected maintenance and repair costs.

It was unanimously RECOMMENDED to Full Council that given the legal issue identified with funding church property the Council would continue to service and maintain the Town Clock in Eastgate but not the Church clocks in town.

17. ELMHIRST PROJECT

To review expenditure to date and current delegated authority limit to the Clerk.

It was unanimously RECOMMENDED to Full Council that the upper limit of delegated authority be raised to £65,000.

18. CIVIC HALL MAIN DOORS

To consider replacing the Civic Hall doors at the top of the steps to match the doors at the ramp entrance (commercial).

It was unanimously AGREED to proceed with the replacement doors using the previously contractor, Five Star. The old doors will be removed and retained for future reuse.

19. PURCHASE OF LIGHTING

To consider the purchase of festoon lighting for underneath the Civic Hall (commercial).

This was reviewed and unanimously AGREED.

20. STAFFING UPDATE

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

None.

21. TOWN MAINTENANCE OFFICER VACANCY

To consider the current Town Maintenance Officer vacancy.

It was unanimously AGREED to ratify the appointment of the Town Maintenance Officer role on the spinal point requested with a compressed working pattern of Monday – Thursday, 8.15am – 5.30pm (30 minute break).

22. STAFF ATTENDANCE

To note sickness and overtime balances.

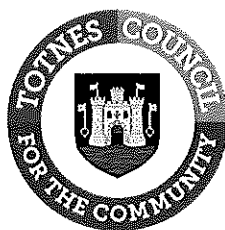
Noted. No concerns raised. It was also noted that the Town Clerk would meet a trigger for an absence review following her surgery.

Catherine Marlton
Town Clerk
26th September 2022

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 26TH SEPTEMBER 2022 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen, J Cummings, P Paine, B Piper, and Cllr S Collinson

Apologies: Cllr A Oliver

Not Present: Cllr L Webberley

In Attendance: L Ferrier (Marketing and Communications 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.

The apologies were received and accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

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

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

Item 4 - Community Award process for 2023. It was **RESOLVED** unanimously that:

a. Two awards are presented in 2023 – an individual and community group award – with the timings as follows:

- February 2023 - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March;
- March 2023 - Town Matters Committee will consider the nominations received;
- April 2023 - Full Council considers Town Matters Committee recommendation.

b. Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May 2023 where the award will be presented.

c. A new medal is cast based on the Town Council logo (see below) which will cost £100 for the moulding from which pewter medals can then be struck (unit cost £3-5 plus engraving for 'Community Award 2023', type of award and the name of the recipient on the reverse)

3. AIR AND WATER QUALITY CONCERNS

To consider concerns about air and water quality levels in the town and make any recommendations to Full Council.

It was **AGREED** that the Town Council need to facilitate action to highlight community concerns regarding water quality in the River Dart. Many issues associated with poor water quality cross over with causes of poor air quality, so this is an opportunity to highlight both concerns.

To **RECOMMEND** to Full Council that a meeting is held for local stakeholders including representatives from river user groups, community groups and monitoring authorities. Invitees to include: Rowing Club, Canoe Club, SHDC planning, SHDC environmental health, South West Water, Westcountry Rivers, Dynamic Adventures, Dart Harbour Authority, Surfers Against Sewage, DCC Highways, DCC Public Health, Buckfastleigh TC, Staverton PC, Berry Pomeroy PC, Anthony Mangnall, and the local media.

The meeting will comprise of those groups invited but will be recorded and shared publicly via the website and on social media.

Clr Cummings will consult with Cllr Hodgson for a joined-up approach and will draft a letter/invitation. This will outline:

- the reason for calling the meeting (at community request)
- that contents will be shared publicly
- matters to be discussed
- desired outcomes.

4. COST OF LIVING MEETING

To consider any actions from the community Cost of Living Crisis meeting and make any recommendations to Full Council.

It was **AGREED** that support should be given to enable the partnership meetings to continue and a joined-up town response to the cost of living crisis.

To **RECOMMEND** to Full Council that in lieu of the currently vacant TTC community coordinator role, alternative co-ordination support provision is investigated to empower and facilitate a joined-up community response. This could be funding a part-time post within one of the community organisations. Also, that the Civic Hall should be made available, if needed, to provide one venue that can be used by multiple community support projects one day a week to reduce individual costs.

5. COUNCIL CHRISTMAS EVENTS

To note a verbal update on (no documents):

- Christmas Lights Switch-On; and**
- Christmas Festival evenings.**

Town Matters Committee, 26th September 2022

Noted. The officer updated that preparations for both events are progressing well with a focus on local businesses and community and creating a fabulous festive atmosphere for the whole family. Entertainment was discussed and agreed that as well as the on-street performances, the markets and late nights could work in a similar way to the Totnes Festival to co-ordinate and promote music events in venues around the town. Cllr Collinson suggested Jam Buddies should be contacted to see if they would like to get involved providing entertainment for the night. The email for Jo at Miss Ivy Events was provided.

6. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group on 20th September 2022 (standing item).

Noted.

7. FAIRTRADE GROUP

To note the minutes of the Totnes Supporting Fairtrade meeting held on 9th August 2022.

Noted.

8. DATE OF NEXT MEETING

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

Noted.

Lucy Ferrier
Marketing and Communications Manager

ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

4a) Full Council, 5th September 2022

No recommendations.

4b) Council Matters, 23rd September 2022

TOWN CLOCKS

To review current and projected maintenance and repair costs.

It was unanimously RECOMMENDED to Full Council that given the legal issue identified with funding church property the Council would continue to service and maintain the Town Clock in Eastgate but not the Church clocks in town.

ELMHIRST PROJECT

To review expenditure to date and current delegated authority limit to the Clerk.

It was unanimously RECOMMENDED to Full Council that the upper limit of delegated authority be raised to £65,000.

4c) Town Matters Committee, 26th September 2022

AIR AND WATER QUALITY CONCERNS

To consider concerns about air and water quality levels in the town and make any recommendations to Full Council.

It was AGREED that the Town Council need to facilitate action to highlight community concerns regarding water quality in the River Dart. Many issues associated with poor water quality cross over with causes of poor air quality, so this is an opportunity to highlight both concerns.

To RECOMMEND to Full Council that a meeting is held for local stakeholders including representatives from river user groups, community groups and monitoring authorities. Invitees to include: Rowing Club, Canoe Club, SHDC planning, SHDC environmental health, South West Water, Westcountry Rivers, Dynamic Adventures, Dart Harbour Authority, Surfers Against Sewage, DCC Highways, DCC Public Health, Buckfastleigh TC, Staverton PC, Berry Pomeroy PC, Anthony Mangnall, and the local media.

The meeting will comprise of those groups invited but will be recorded and shared publicly via the website and on social media.

Clr Cummings will consult with Clr Hodgson for a joined-up approach and will draft a letter/invitation. This will outline:

- the reason for calling the meeting (at community request)
- that contents will be shared publicly
- matters to be discussed
- desired outcomes.

COST OF LIVING MEETING

To consider any actions from the community Cost of Living Crisis meeting and make any recommendations to Full Council.

It was AGREED that support should be given to enable the partnership meetings to continue and a joined-up town response to the cost of living crisis.

To RECOMMEND to Full Council that in lieu of the currently vacant TTC community coordinator role, alternative co-ordination support provision is investigated to empower and facilitate a joined-up community response. This could be funding a part-time post within one of the community organisations. Also, that the Civic Hall should be made available, if needed, to provide one venue that can be used by multiple community support projects one day a week to reduce individual costs.

ITEM 5 - NEIGHBOURHOOD PLAN

The hearing for the Neighbourhood Plan policy C12 – Former Dairy Crest Site was held on 6th September, where the Examiner took evidence from the Town Council, South Hams District Council (SHDC) and the landowner (Fastglobe) about the reasons for the inclusion of this policy in Summer 2021, the procedure that was followed and what the policy seeks to achieve.

No decisions were made in the course of the hearing – these will form part of the Examiner’s report – but she has suggested that the Town Council tries to modify the policy from that originally drafted to something that is acceptable to both the landowner and District Council (both said that they thought no modifications could be made to make the policy acceptable but there may be a route through).

Whilst an emerging Neighbourhood Plan is likely to be a material consideration and weight can be given to it by the Planning Authority (SHDC) in determining a planning application, it is up to the Planning Authority to decide what weight to give to it. The QC advising for SHDC stated that the plan being examined should not be looking at policy C12 as it was submitted after the examination had begun, so it is unclear to what extent SHDC would give weight to Policy C12 (although they may to the main body of the plan)

The following three courses of action are open to Council, and Councillors are asked to consider each in determining how the Council now proceeds:

- a. **To make modifications to the policy as currently drafted, working with SHDC and the landowner to find wording that all can agree and to consider any additional budget allocation for professional fees.** This may mean rewording some of the policies aims as drafted or removing reference to appendix e. There is limited officer resource and technical skills to assist with this work and a planning specialist would be required to advise on how the revisions would meet basic conditions and the National Planning Policy Framework.
- b. **Withdraw Policy C12 from the draft plan and proceed with the plan as draft and consulted on at Regulation 14 stage, with a view to making an amendment to the plan after referendum.** This approach would mean that the proposal to include Policy C12 would be dropped at this stage to allow the Neighbourhood Plan as submitted at Regulation 16 to be examined, a position that is not in question by any of the parties involved. Following referendum (which TTC officers predict would be likely to coincide with the Councillor elections in May 2023) the Town Council could then look to go through the process of consulting on an amendment which would be to include Policy C12.
- c. **Do nothing and wait for the Examiner’s report.** There is no indication of what the Examiner’s report will contain in relation to Policy C12 following the hearing. However, the Examiner has suggested to the Town Council that it looks to modify the policy and inaction may not reflect well on the Council.

ITEM 7 – LIST OF MEETING DATES

October

Full Council – 3rd October at 6.30pm

Council Matters Committee – 10th October at 6.30pm

Civic Dinner – 14th October at 6.30pm in the Civic Hall

Civic Service – 15th October at 2pm in St Mary's Church

Planning Committee - 17th October at 6.30pm

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

Climate Emergency Working Group – 18th October at 6.30pm

Traffic and Transport Forum – 26th October at 6.30pm

November

Full Council – 7th November at 6.30pm

Council Matters Committee – 14th November at 6.30pm

Planning Committee – 21st November at 6.30pm

Climate Emergency Working Group – 15th November at 6.30pm

Arts and Events Working Group – 16th November at 12.00pm

Town Matters Committee – 28th November at 6.30pm

Christmas Lights Switch On – 29th November form 3-6pm in the Civic Square and Civic Hall

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